# NIH WRNMMC ACCESS REQUEST CHECKLIST

| Pre-Access Request Questions | Y | N |
|---|---|---|
| 1. Wil the individual see or interact with patients? | | |
| 2. Will the individual have access to patient /medical records (electronic or hard copy)? | | |
| 3. Will the individual need access to any DOD systems? | | |
| 4. Will the individual require regular routine access to WRNMMC Hospital? * | | |
| 5. Will the individual require regular routine base access? ** | | |

If the answer is Yes to one or more of questions 1-4, individual will require a Common Access Card (CAC) and shall be required to complete PRE ACCESS REQUEST – SECURITY REQUIRMENTS. If the answer is No to all questions 1-4 and Yes to 5 they will skip the PRE ACCESS REQUEST – SECURITY REQUIREMENTS and reference footnote**.

| PRE ACCESS REQUEST – SECURITY REQUIREMENTS | |
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| **NIH Administrative Officer (AO)** | 1. Individual must be registered in the NIH Enterprise Directory (NED) with the position designation reflecting Tier 3, non-critical sensitive. Provide justification as "Access to WRNMMC" ☐ |
| **NIH Clinical Program Sponsor/ Program Coordinator** | 1. **3 MONTHS PRIOR** to start of the clinical rotation at WRNMMC, contact WRNMMC GME Program Sponsor: Elija Harvey elijah.c.harvey.civ@health.mil and Natalie Parra natalie.f.parra.civ@health.mil with: a) NIH Clinical Rotator's name and b) Completed *TASS Form* (see below and attached)) c) Completed *NIH CHCS Form* (attached) ☐ |
| **NIH Rotator** | 1. Complete **Section I & II** of the Trusted Associate Sponsorship System (*TASS*) **Form** and provide to NIH Program Sponsor ☐<br>• Section I - Personnel Category:<br>➢ US citizens = Non DOD Civil Service,<br>➢ Foreign Nationals = Foreign Affiliate<br>• Section II - Always select the first option, "The applicant requires access to both DOD facility and logon access to DOD Network. Network Name = JMED<br><br>2. Complete the *NIH CHCS Form* and provide to NIH Program Sponsor ☐<br><br>3. Complete the WRNMMC Personnel Security Office *Prospective Employee Profile Sheet* (attached) ☐<br>• Submit to NIH DSPAC: ORSPersonnelSecurity@mail.nih.gov 2 months prior to start of clinical rotation at WRNMMC<br><br>4. Complete the HIPAA and WRNMMC Cyber Security Training located at https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf. ☐<br>• When you check in with the WRNMMC IT Office, you will be sent an email that provides instructions on completing the training and how to upload the training certificates into a centralized system.<br><br>5. **Report To GME Office for In-processing:** You may check in as early as **1 week** prior to the start of the rotation. ☐ |
| **NIH Personnel Security Office** | 1. Submit WRNMMC Personnel Security Prospective Employee Profile Sheet to WRNMMC PSO<br>2. Submit the Investigation Verification Letter to WRNMMCPSO ☐ |

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| **WRNMMC Graduate Medical Education (GME) or Sponsors** | 1. Complete section IV of the Trusted Associate Sponsorship System (TASS) Registration Request (TRR)<br>  - Section IV must be digitally signed by the WRNMMC sponsor. After WRNMMC Sponsor completes the section he/she must submit the completed forms to the WRNMMC GME Office (for clinical fellows) or directly to Trusted Agents (TA) for processing.<br><br>2. Point of contacts in WRNMMC GME or PSO Office Trusted Agents (TA)<br>  - WRNMMC GME Office: natalie.f.parra.civ@health.mil & Elijah.c.harvey.civ@health.mil<br><br>  - PSO TA's: Seth Vail seth.d.vail.ctr@health.mil | ☐ |
| **WRNMMC Personnel Security Office (PSO)** | 1. Complete Section III of the TASS Registration Request<br>  - Section III must be digitally signed by the WRNMMCPSO | ☐ |

*If Yes to question 4, the individual will require a "WRNMMC Staff Badge". Instructions on obtaining a Staff Badge will be provided during In-processing with the WRNMMC GME Office.

**All individuals will require a "NSAB Access Credential". This requires completion of the SECNAV 5512/1 Form which will be supplied by the WRNMMC GME Program Sponsor.