



Pre-Employment Requirements Instructions

Our goal is to maintain a supportive environment by providing you tools and resources needed for your success in the pre-employment requirements process. Madigan Army Medical Center contacts will be available to assist you as needed along the way. This process can be somewhat lengthy but all of the requirements outlined are critical. Your responsiveness in completing and submitting required documentation is very important and will expedite the hiring process.

There are five areas of pre-employment that must be completed, as outlined below – Onboarding Manager, Physical Examination, Urinalysis, Personnel Security, and Credentialing. Each area involves, at a minimum, completion of some required forms. If you are located near Joint Base Lewis-McChord or plan to visit, key steps may be completed on the base free of charge. If you are geographically remote, we will work with you to arrange completion at a location that is convenient for you.

Onboarding Manager

This system is used to accept and process Human Resources employment forms prior to your reporting date. You have received an email inviting you to login to Onboarding Manager with a username and password. You must sign in within 72 hours or your password will expire and will have to be reissued by your HR Specialist. The first document you must ensure is returned by the specified date is the Optional Form 306, Declaration for Federal Employment. Delays in completing and returning this form will prolong the hiring process.

Physical Examination

To begin this process, complete the PAD Registration Form and Part A of the OF 178 via Onboarding Manager. The Occupational Health Clinic team will contact you to schedule an appointment if you are able to visit JBLM. Otherwise, we will arrange another location convenient for you.

If you obtain an appointment with our Occupational Health Clinic, you will find it located at 9025 5th Street on JBLM. You must bring a valid photo ID and no children are allowed. In addition, please bring any and all documentation to confirm your vaccinations/immunizations including childhood, college, adult, military, and/or employment records; the Clinic will update/consolidate your shot records for your convenience. Please include dates of vaccines: Hepatitis B, Measles, Mumps, Rubella, Varicella, Tdap, Influenza, and documentation of prior Tuberculin Skin Tests. Your physical exam may be delayed without evidence of immunizations. Also, please bring a list of current medications, as well as glasses and contact lenses (if worn).

The following forms will also be required to be completed. You may do so at the clinic or bring them to your appointment. If your physical is not completed at JBLM, please contact the Occupational Health Clinic at the telephone number listed below for submission instructions.

1. Physical-DD Form 2005 Privacy Act
2. Physical-DD Form 2870 Authorization for Disclosure of Medical Information
3. Physical-MEDCOM Form 831
4. Physical-DD Form 2807 Report of Medical History
5. Physical-Immunization Worksheet

If assistance is needed please contact the Occupational Health Clinic via telephone at (253) 968-4840 or call the Puget Sound Military Health System Appointment Center at (800-404-4605) and ask for a new employee appointment. For questions or to follow up, please use email: usarmy.jblm.medcom-mamc.list.coe-physical@mail.mil

Urinalysis

The position you have been selected for is a position identified critical under the Department of the Army Drug-Free Federal Workplace Program. You will be required to take a drug test as a condition of employment. You must complete DA Form 5019, via Onboarding Manager. You will also need to take two signed copies with you for the Urinalysis session. Point of contact email: usarmy.jblm.medcom-mamc.list.coe-ua@mail.mil

If JBLM is not convenient, we will work with you to identify another location or means to obtain the drug test.

Personnel Security

Unless you already have a valid investigation that meets the requirements of the position for which you have been selected, you will undergo a background investigation. You must also have your fingerprints taken. Madigan Army Medical Center Personnel Security Office will contact you to arrange to assist you with proper completion of background investigation forms and to obtain or arrange to obtain your fingerprints.

Once you have returned the OF 306 provided to you through Onboarding Manager, obtained the required fingerprints, and your investigation forms have been reviewed by the Personnel Security Office and all changes made then you will be sent an email providing you a link to complete the final process electronically. You must log into the website within five days or the link will expire. Completing this portion of the investigation will be facilitated by the early assistance you will receive from our Security Office.

If assistance is needed please contact the Personnel Security office via telephone at (253) 968-2868 or via email at usarmy.jblm.medcom-mamc.list.coe-security@mail.mil

Credentialing

If you were selected for a position at Madigan Army Medical Center that requires clinical privileges or credential verification, you should complete all forms and submit all required documents identified on the webpage under required forms for Credentials and Application Instructions – Licensed Independent Provider and Credentialing Documents – Licensed Independent Provider Documents or Required forms for Credentials and Application Instructions-Non-Privileged Personnel and Credentialing Documents- RN, LPN, Technician, and Outpatient Pharmacist. Also, please review the Governing Body and Medical Staff Bylaws. In addition, you will receive a separate email from a credentialing coordinator with an application specific to your position.

Please complete and return all these documents as soon as possible. You will receive instructions regarding how to securely transmit the documents using email usarmy.jblm.medcom.mamc.list.coe-credentialing@mail.mil.

Failure to do so will result in a delay of processing your packet. It is recommended that you return all required credentialing documents at the same time.

Your packet will be processed once all required documents are received. Our credentialing office will contact you if additional information is required. We understand the value of expediting packets; however we must follow the appropriate regulations to ensure each person has the appropriate credentials and proof of current competencies for the position. Thank you in advance for your understanding and support.

Questions on the credentialing process may be emailed to usarmy.jblm.medcom.mamc.list.coe-credentialing@mail.mil.

Entering JBLM

To access the base, you must first obtain a visitor's pass from the Visitor's Center at the JBLM Main Gate (I-5 exit 120). You must have a U.S. driver's license or state identification card along with the JBLM visitor's pass to enter the base and may access any JBLM entry gate with those documents. You may obtain a visitor's pass 7-days a week from 5 a.m. to 10:30 p.m. For more information you may contact the Visitor's Center at (253) 967-4794.

Website and Information

Madigan Army Medical Center is very excited to have you become a part of our team. For more information on our facility, you can access our website at www.mamc.health.mil. If you have any issues or concerns, throughout this process, which cannot be resolved by the points of contact for each area above, please contact the Chief, Human Resources Division, Madigan Army Medical Center at (253) 968-1242.