

DGMC GME INPROCESSING CHECKLIST

➤ Documents are due NLT 30 days prior to the rotation start date
➤ Use this checklist as a cover page
➤ When complete, email the entire package to: <u>60mdg.sgt.clerkship@us.af.mil</u>
➤ Email Subject Line: <u>Last Name, Start Date, Department</u> (i.e. "JONES, 11 JUN 18, RADIOLOGY")

Name: _____

Start Date: _____

Public Health

Community Health GME Student In-Processing Form Complete top portion
Immunization records copies

Security/Systems Requirements

AF Form 4394 Air Force User Agreement, signed, dated.
DD Form 2875 System Authorization Access Request, Complete blocks 1-12 & 27. User ID listed on CAC.
Computer Users MOU, signed.
HIPAA training JKO certificate. If you experience difficulty establishing a JKO account, submit to me
ASAP a completed JKO account request (attached).
Cyber Awareness Challenge certificate. Instructions attached (completed in ADLS for CAC card-holders
or DISA for non-CAC card-holders). Systems cannot accept certificates from JKO, Army or other services.
This training CANNOT be completed on a Mac PC. ** Please DO NOT send screen shot of the completion
page. We need the certificate with name and completion date.

Training

BLS card, active.
PRP Certificate Review the attached module, submit completed last page certificate.
SWANK Safety Storm Certificate. Review the attached module, submit completed last page certificate.
Civilians only: Criminal History Background Check, past 12 months.
HPSP Military only: Official Orders to DGMC GME