



## 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. Womack Army Medical Center (WAMC) 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 required forms. If you are located near Fort Bragg or plan to visit, key steps may be completed on the installation 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 OF 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 Fort Bragg. 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 Building 1-2739 at the corner of Randolph Street and Hamilton Street on Fort Bragg. 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; OH 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; the forms are provided on the website. If your physical is not completed at Fort Bragg, please contact the Occupational Health clinic at the telephone number listed below for submission instructions.

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

If assistance is needed please contact the Occupational Health Clinic via telephone at (910) 396-5224, via fax at (910) 396-9366, or via email at [usarmy.bragg.medcom-wamc.mbx.medcell-physical-exams@mail.mil](mailto:usarmy.bragg.medcom-wamc.mbx.medcell-physical-exams@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 the form, DA 5019, via Onboarding Manager. You will also need to take two signed copies with you for the Urinalysis session. Walk-ins are available Monday through Friday between 7:30 a.m. – 2:00 p.m. You must bring a valid photo ID. Questions may be directed to the Biochemical Testing Services via telephone at (910) 396-7071/3081 or (910) 907-5405.

If on Fort Bragg, the Biochemical Testing Services lab is located at the Soldier Support Center, Bldg. 4-2843 on Normandy Drive. Directions are: From the All American entrance turn right onto Reilly Road, and then make a left onto Normandy Drive. Make the third left into the parking area. You will be at the Solder's Support Building (old Womack). The Biochemical Testing Services lab is located in the basement, room "B-C-1".

If Fort Bragg 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. Our Womack 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 (910) 907-6551 or via email at [usarmy.bragg.medcom-wamc.mbx.medcell-personnel-security@mail.mil](mailto:usarmy.bragg.medcom-wamc.mbx.medcell-personnel-security@mail.mil)

### **Credentialing**

If you were selected for a position at Womack 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 may use SAFE to securely transmit the documents using email [usarmy.bragg.medcom-wamc.mbx.medcell-credentialing-lip@mail.mil](mailto:usarmy.bragg.medcom-wamc.mbx.medcell-credentialing-lip@mail.mil), fax to (910) 907-8631 using the Fax Cover Sheet provided on the website, or mail them to the following address:

Womack Army Medical Center  
ATTN: MCXC-QSD-Credentials Office  
2817 Reilly Road  
Fort Bragg, NC 28310

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.bragg.medcom-wamc.mbx.medcell-credentialing-lip@mail.mil](mailto:usarmy.bragg.medcom-wamc.mbx.medcell-credentialing-lip@mail.mil), or you may telephone any of the following numbers to reach the credentialing team (910)907-7136/8707/8617/7134/6508 and (910)643-9483.

### **Entering Fort Bragg**

To access post, you must first obtain a visitor's pass from the Visitor Control Center at the All-American Access Control Point (ACP). Personnel presenting U.S. driver's license or state identification cards may access any ACP as long as you visit the Visitor Control Center at the All-American ACP and process and receive a Visitor Pass. Your vehicle will be subject to search. All Non-DoD affiliated personnel must process for and receive a visitors pass unless accompanied by a DoD affiliated ID Card holder that meet the trusted traveler requirements. You may obtain a visitor's pass 7-days a week from 5:00 a.m. to 9:00 p.m. For more information you may contact the Visitor Control Center at (910) 432-8193.

### **Website and Information**

Womack 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.wamc.amedd.army.mil/](http://www.wamc.amedd.army.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, Womack Army Medical Center at (910) 396-7569.