

**WALTER REED  
NATIONAL MILITARY MEDICAL  
CENTER**

**SERVICE TO THE ARMED FORCES  
VOLUNTEER CANDIDATE  
PROCESS GUIDE**



**American  
Red Cross**

Welcome!

Thank you for your interest in becoming an American Red Cross (ARC), Service to the Armed Forces (SAF), Volunteer at the Walter Reed National Military Medical Center Bethesda (WRNMMCB)! We believe that you will find volunteering at WRNMMCB to be a unique and wonderful experience. It is important to know that you must be a United States Citizen and cannot have dual passports to volunteer at this military hospital. This guide was designed to help you navigate through the process of becoming a volunteer. The steps to becoming a volunteer are:

1. Submit application on the online Volunteer Connection (VC)
2. Complete the Intake Path in the VC that include the online SAF Red Cross Background Check
3. Complete Online ARC Orientation
4. Request Base Access after clearing the SAF Red Cross Background Check
5. Submit Medical (Patient) Registration
6. Obtain Medical Clearance
7. Submission of SF85, OF306, and Finger Print Cards, SF87
8. Placement
9. Obtain ID Badge
10. Start Volunteering!

Each of these steps are required as you will be volunteering on a secured military installation with service members, dependents, family members, and veterans. These steps ensure the health and safety of all personnel at WRNMMCB. It is important that you complete the Intake Path steps (blue font) within 45 days of application.

The following guide will walk you through each of the steps to becoming an American Red Cross Volunteer.

**( Note: Medical Professionals please see Section 9, Appendix, before completing application.)**

## **1. SUBMIT APPLICATION**

Submit your application on the online site, Volunteer Connection. You can obtain your USERNAME and PASSWORD on this site. Once you submit your application, Volunteer Connection will be your way to get through and complete the process. It is important that you perform each of the steps in blue font listed in the Intake Path of the Volunteer Connection after you login onto the site. Be sure to check each box after you complete each of steps on Intake Path. If any of the steps (blue font) are not completed you will not be able to complete the volunteer process and volunteer at WRNMMCB. **Note**, you do not need to complete the step in the Intake Path, “Initial Red Cross Background Check” as this check is not required for this SAF hospital location. See important discussion in Section 2 below for the Red Cross Background Check.

## **2. RED CROSS BACKGROUND CHECK**

Instructions on the online Red Cross Background Check is located in the “Local SAF Forms and Military Background Check Information” box on the Intake Path and also here. This SAF location contains important instructions and documents that must be downloaded and completed. SAF stands for Service to the Armed Forces and is branch of the American Red Cross. The initial background check is required of all American Red Cross Volunteers. At WRNMMCB, it helps to ensure the safety and security of our clients and that of the secured military installation on which we operate. You must clear the ARC background check before you are cleared for base access.

To complete the request for a background check, have your driver’s license and social security number in hand. Access the internet from any computer:

1. Go to <https://www.mybackgroundcheck.com/order/ArcVts/>
2. Click on the black box stating “REQUEST A BACKGROUND CHECK” You will see a map of the US, click on the black box “NATIONAL HEADQUARTERS” located towards the lower right side of the page.
3. Click “SAF VOLUNTEERS”
4. Read the screen completely, when finished click on “GET STARTED”
5. Select “I AM A CANDIDATE TO VOLUNTEER” and then click “CONTINUE.”
6. Read all the information on the page, click “CONTINUE”
7. Read and fill in required information, then click “I ACCEPT” at the bottom of the page.
8. At the top of the page you will see the text “SELECT YOUR SAF LOCATION:\*” with a drop down list next to it. Select NNMC Bethesda, MD from the list. You must fill in all fields that have an asterisk (\*). All other fields are optional.
9. Click “SUBMIT” and you are finished!

Two weeks after you complete your background check online, you can check the Volunteer Connection to determine if you have been cleared by the Red Cross. See if the box on the Intake Path is checked for “Red Cross Background Check Completed Successfully.” If the box is not checked after three weeks that you submitted your SAF Background check, please call the American Red Cross office at 301-295-1538 to request verification that your name appears on the official Red Cross Background list. Please keep in mind that the Red Cross Cleared List is released on Tuesday each week. If the box “Red Cross Background Check Completed Successfully” is checked, move onto the next step in Section 4 below.

If for any reason you are not cleared by mybackgroundcheck.com, you may call them and attempt to clear up any discrepancies. Note: mybackgroundcheck.com is a 3<sup>rd</sup> party contractor; therefore, ARC staff is unable to intervene in any way on your behalf.

### **3. ONLINE ORIENTATION**

While you are waiting for your Red Cross background check to come through, you must complete the online orientation. On the Intake Path in Volunteer Connection, click the “ONLINE ORIENTATION” link. This will take you to a webpage with 4 modules. Be sure to read and follow the Participation Guide. This online orientation is required for all volunteers.

### **4. BASE ACCESS**

After you have cleared the Red Cross background check as noted on the Intake Path, you must call the Red Cross office at 301-295-1538 to request base access. You cannot gain access to the WRNMMC base without base access approval.

**Your access to the base will be for a two (2) week period. If more time is needed, you may call the Red Cross office for an additional two weeks. During this two week period, you must submit your Base Access Form and National Naval Medical Center Confidentiality Agreement, your Patient Registration Form, obtain your Occupational Health (OCH) Authorization Letter in order to proceed to OCH, and submit your SF85, OF306, and SF87 (finger prints) to Personnel Security.**

### **5. PATIENT REGISTRATION**

Please complete the Patient Registration Form. The form can be found in Volunteer Connection by clicking the “Local SAF Forms and Military Background Check Information” link on your Volunteer Connection Home page. Be sure to click the small grey arrow next to “Local SAF Requirements” to see the drop down information. Take the completed form to the Patient Administration Desk at WRNMMCB (Building 10, 1<sup>st</sup> Floor) during regular duty hours (Mon. – Fri. 7 AM – 3 PM).

Note, for Active Duty, Reservists, Military Dependents and Retirees, you may have to fill out both the Patient Registration Form along with the form for THIRD PARTY COLLECTION

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PROGRAM, version July 2009, if you have third party insurance. For Civilians, you need only fill out the Patient Registration Form.

## **6. MEDICAL CLEARANCE**

### **Occupational Health (OCH) Authorization Letter**

Once you have registered at the Patient Administration Desk, stop by the Red Cross office to obtain a Occupational Health authorization letter. The Red Cross office is located in Building 8, Liberty Zone, 2<sup>nd</sup> Floor, Room 2189.

After receiving the authorization letter from the Red Cross, proceed to OCH. It is located in Building 7, 2<sup>nd</sup> Floor, Room 2114 (down the hall from the Red Cross!). The OCH clinic is open Monday – Wednesday and Friday from 7:30 AM to 12:00 PM and from 1:00 PM to 4:00 PM. On Thursday, the clinic is open from 7:30 AM – 11:30 AM only. Present the authorization letter to the OCH receptionist and advise them that you are a Red Cross Volunteer Candidate.

The OCH receptionist will enter your orders for care into the system and advise you of your next steps which will include going to the appropriate clinic to have your blood drawn and to Immunization to get your PPD (Tuberculosis) skin test. Follow all directions given to you by OCH staff as it can vary from person to person.

### **OCH Follow-up Appointment**

Schedule a follow-up appointment with OCH by calling (301) 295-0786. You will not be scheduled for this appointment until your tests are completed. At the time of your follow-up appointment with OCH, you will meet with a doctor to discuss the results of your blood test and review your PPD (Tuberculosis) test results. Based on your results, additional immunizations may be ordered for you. Note, you may need to request a new Bass Access time period to meet with the medical staff if it can not be completed within the initial two week period.

### **OCH Medical Clearance Form**

If/when OCH medically clears you to volunteer at WRNMMCB, you will receive a OCH Clearance document. You can not volunteer at this hospital until you receive this medical clearance. After you receive the OCH clearance, go to the Red Cross office to schedule your placement interview. See Section 9, Placement, below for what is needed for placement. Keep this OCH Clearance form and bring it to your placement interview.

## **7. SF85, OF306, and SF87 Military Background Forms**

The Department of Defense (DOD) requires all personnel who volunteer on this installation to comply with the DOD directive to complete a SF85 and OF306 background check and submit 2  
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finger print cards, SF87. It is best to have these documents completed before you come onto the base during your initial two week base access period. You must submit the completed typed forms to the Personnel Security, Room 2016, Building 17 on the campus of WRNMMCB along with the Red Cross Clearance Form. However, you must obtain this Red Cross Clearance Form from the Red Cross Office to submit these documents. This Red Cross Clearance Form must be completed by you, by a Red Cross Official, and by the Personnel Security official who received these documents.

To obtain the SF85 and OF306 forms, download them from “The SF85 Military Background Check” on the Volunteer Connection by clicking “SF85 pdf” and “OF306 pdf”. Note you can also download them from the web at [www.opm.gov](http://www.opm.gov). These documents are:

- 1) **SF85:** “Questionnaire for Non- Sensitive Positions – Office of Personnel Management.” By clicking “SF85 pdf” this will open a PDF file. You must type (handwriting not accepted) the 6 page document completely. Follow all the instructions, be sure to sign and date the bottom of page 5 “Certification Statement” and page 6 “Authorization for Release of Information.” Print all 8 pages (6 typed plus 2 information pages).
- 2) **OF306:** “Declaration for Federal Employment – Office of Personnel Management” Even though you are not applying for employment, you **MUST** fill out this form. By clicking “OF306 pdf”, this will open a PDF file. You must type (handwriting not accepted) the 3 page document completely. Follow all instructions, be sure to sign and date the last page and print all pages.
- 3) **Obtain two (2) blank Finger Print Cards (SF87)** from the Red Cross Office when you obtain the Red Cross Clearance Form for the SF 85 and OF 306, and SF87. Take the SF87’s to Base Security, Suite B1, basement of Building 17 for your finger prints. Do not fill in the SF87 document. **This document must be completed in the presence of the security personnel.** The two completed SF87’s will be submitted with your SF85 and OF306 to Personnel Security. **NOTE, the Base Security Office is only open in the morning from 0700 to 1200 hours for taking finger prints.**

When you submit the above referenced documents to Personnel Security, you will need to provide **proof of US Citizenship**. Please bring one of the following original document(s), photocopies are not acceptable:

Birth Certificate /Certificate of Naturalization or  
US Passport

Once your security package is submitted to Personnel Security, the Red Cross Clearance Form must be signed by the Personnel Security official who accepted the documents. **Keep this form and bring it to your placement interview.**

## **8. PLACEMENT**

After you are medically cleared by OCH, submitted all your security forms, completed and checked all the Intake Path steps in the Volunteer Connection, you can make an appointment to schedule a placement interview. The best days for Placement interviews are Tuesday and Wednesday. It takes about 45 minutes to complete this process. During the placement interview, you will sit down with an Assistant Station Manager or the Placement Coordinator to complete the process of becoming a Red Cross Volunteer. During this interview, you will fill out your remaining Red Cross documents, be placed in a volunteer position, and be issued a WRNMMCB ID Badge and a ARC vest that you must wear when you volunteer. Make sure you have copies of your OCH clearance form and your signed Red Cross Clearance Form.

Please bring the following documents to your placement interview:

- Copy of your OCH Clearance Form
- Copy of your signed Red Cross Clearance Form for SF85, OF306, and SF87
- Valid Photo I.D.
- Proof of auto insurance and auto registration (if you are planning to park )

All new Red Cross volunteers are required to do 20 hours of volunteering in the Red Cross office before being placed in a volunteer position.

## **9. APPENDIX**

### **Additional Instructions for Medical Professionals**

You're required to complete a SF86 Background Check if you are to practice here on the installation. After your Red Cross background check is cleared and you submitted all your security forms, please come to the Red Cross office to complete your inprocessing..

Please call the Credentialing office at (301) 295-2737 after you have finished the Red Cross process. It generally takes at least 60 days to get credentialed at WRNMMCB.

### **Useful Installation Information**

WRNMMCB is located at 8901 Wisconsin Avenue, Bethesda, MD 20889.

We HIGHLY recommend that you do not drive to the installation during your in-processing. The best way to get to WRNMMCB is by taking the Metro Red Line to the Medical Center Metro Station and simply walking across Wisconsin Avenue. There are numerous bus lines that also stop at the Medical Center Metro Station.

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Since there are limited parking spaces for Volunteers, you risk receiving a fine of \$75.00 or more should you choose to drive and park at WRNMMCB outside of these limited parking spaces. Should you incur a fine, it is non-refundable. Parking is strictly enforced.

For more detailed directions, you may visit: <http://www.wrnmcc.capmed.mil/SitePages/>

### **Final Note**

We appreciate your cooperation and patience as you navigate through the steps to become a Red Cross Volunteer at WRNMMCB. Each step of the process is critical to our mission, Service to the Armed Forces (SAF). We are confident that you will find your volunteer experience here to be rewarding on so many levels and we very much look forward to working with you! Thank-you for your dedication and commitment, and welcome aboard!