



NAVAL MEDICAL CENTER SAN DIEGO WELCOME ABOARD PACKET

We are pleased you have selected Naval Medical Center San Diego (NMCS D) for clinical rotations. To facilitate this experience, you must complete the following training requirements and ensure you and your students bring the mandatory documentation to orientation. Failure to do so may delay clinical rotations. **Only American citizens** are allowed to supervise and perform clinical rotations at NMCS D. This is not a reflection on anyone or their nationality, but is related to the Department of Defense security restrictions.

A. Access to Base

Base access will only be submitted once consortium request is approved and contact has to made with LT Choang Lai or HM3 Kevin Paragas and an orientation date has been set. All necessary paperwork must be submitted at least three weeks prior to first day of clinical rotation. Please do not proceed to the pass and decal office until you have been instructed to do so because access is not always granted. Your name will be submitted to security office at NBSD Pass and Decal prior to your orientation date.

*Nurse Practitioner students please contact LT Choang Lai or HM3 Kevin Paragas prior to beginning your orientation process.

Before your orientation date and after your instructor informs you, proceed to Naval Base San Diego (NBSD) Pass and Decal. NBSD Pass and Decal is NOT on NMCS D base. The address is below but GPS directions may be inaccurate so please see the map at the end of this packet. You are required to provide two forms of identification at the pass and decal office (EX: Passport, Driver's license, school ID w/ photograph). Also please complete the **SECNAV 5512/1** form available on <http://www.sdnsec.org/>. Once on the site under "Clinical Agency Info," select Naval Medical Center, SD. All SECNAV 5512/1 forms must have a **Full social security** number and **two** forms of Identification and the second page must be **signed** or the base request **WILL** get denied. They must be typed or written in BLACK ink. The nurse consortium coordinator is not responsible for filtering through the SECNAV forms for accuracy. Forms shall be scanned individually, submitting forms compiled into a large single document (PDF or JPEG) **will not** be accepted. To insure that missing information on one student's form does not cause the entire clinical group to be denied. Naval Base San Diego will conduct a background check, this background check is SEPARATE from the one given by the educational institution. For each clinical rotation group, HM3 Kevin Paragas will need a completed SECNAV 5512/1 form for each student, Student Orientation Record, and background clearance letter from the university, it must have each individual's name that requires base access, including instructors. On the SECNAV form under *sponsor* please write LT Choang N Lai. Please allow a minimum of 14 working days for the Pass and Decal office to process all requests. Denial of an individuals base request is subject to the accuracy of the information on the SECNAV form and background clearance results. The NMCS D nurse consortium coordinator will notify when background clearance are completed so that you can then proceed to the security office at NBSD Pass and decal with your SECNAV 5512/1 and two Government issued ID (Drivers License, Passport, Military ID).

All SOR forms must have the names off all students that will be completing their rotation at NMCSD. Please also specify the location of where the students will be during their rotation, it must match approved consortium request . Specific start and end dates must also be annotated on the SOR form.

*If you're Active Duty a SECNAV 5512 form does not need to be completed.

**If you're a Reservist or have a Dependent ID or Retired Military ID and have access to base you do NOT need to complete a SECNAV form.

NBSD Pass & Decal
3101 Harbor Drive
San Diego, CA 92136

Hours of Operation: 0730-1500
Monday-Friday except Federal Holidays
Phone: (619) 556-1653

B. Required documentation to bring to orientation:

- Government issued ID (Drivers License, Passport, Military ID, Social Security card).
- A black ink pen.

C. Clinical Instructor Responsibilities:

1. Ensure the educational institution has submitted a background clearance letter and a SOR form for you (the instructor) and your students **21 working days prior** to orientation. (Note: The sooner the paperwork is in the quicker we can schedule an orientation day.)
2. Make an appointment for student orientation **prior** to the start of their clinical rotation.
3. Ensure the students have the following documents the day of orientation:
 - One form of Government Identification such as Passport and Drivers License.
 - The DBIDS ID card received from the Pass and Decal office.

D. The Nursing Affiliation Coordinator will meet you at a designated area on orientation day and complete the following:

1. NMCSD Policies and procedures will be explained, assign hospital badges, and conduct HIPPA training.

E. Gate Access and Parking

- Students and instructors can park in the City Parking Lot located on Park Boulevard and Presidents Way. There is a white bus that can drive you onto base.
- To enter NMCSD the students will need to pick up their "student/volunteer ID" from the NBSD Pass and Decal office prior to clinical rotation. (DBIDS ID card) (Refer to section A)
- If students do not have their DBIDS ID they cannot be escorted onto the base due to the pending background check that must is being completed by 32nd Street Pass and Decal.

F. After Completion of Clinical Rotation

- The DBIDS ID cards must be returned back to 32nd Street Pass and Decal office.
- The issued hospital ID badge must be returned to Building 26 Badge Office at NMCSO.
- ** Accommodations will not be made for individuals returning items late and no longer having access to base. Failure to comply and return items and completed Checklist Return Agreement will result in student not being able to return to NMCSO and notification to NCIS for loss/theft of government property.

G. Command Point of Contacts

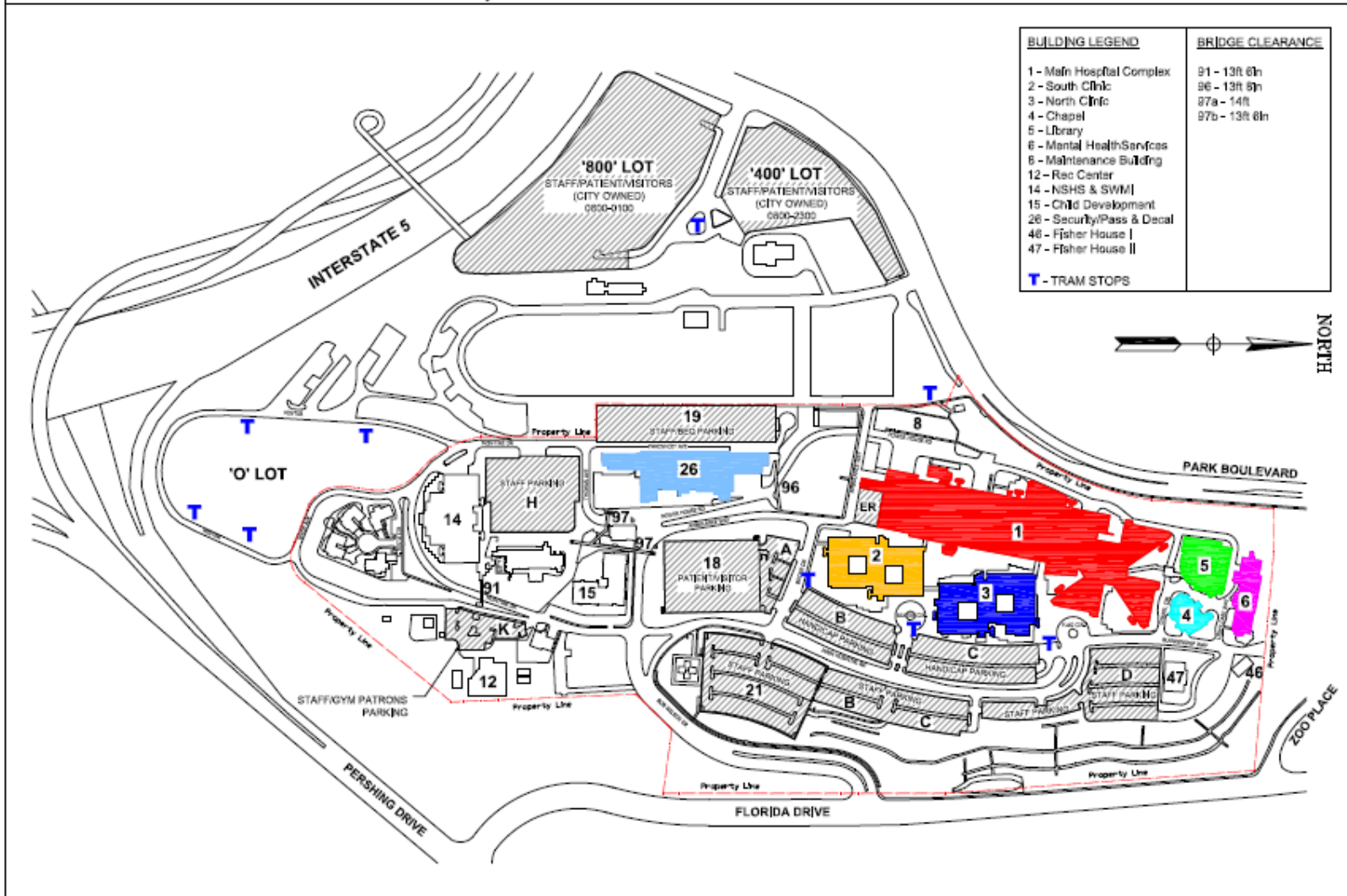
If you have any questions, please contact the Nursing Consortium Coordinator (Mon-Fri 0730-1500) for assistance:

*Email is the preferred method of contact.

- a. HM3 Kevin Paragas
Nursing Affiliation Program Administrator
 - 1) Phone number:
 - 2) Email address: kevin.s.paragas.mil@mail.mil

- b. LT Choang N. Lai
Nursing Affiliation Program Coordinator
 - 1) Phone number: (619) 532-6060
 - 2) Email address: Choang.n.lai.mil@mail.mil

NAVAL MEDICAL CENTER, SAN DIEGO



Public Parking: Veterans Memorial Center Building

For access to:
Naval Medical Center
34800 Bob Wilson Drive
San Diego, CA 92134

Non-military, family members or employees are NOT allowed to park onboard NMCS D campus during day shift. Public parking for the City Lots has Trams or Shuttles that will bring you to Building (1) the Main Hospital every 15 minutes. Enter the building numbered (1) and ask at the lobby desk for directions to Building (5) or see the Map on page 3. All our buildings are numbered (1, 2, 3 etc) with large numbers.

Google Map Veterans Memorial Center Building, it is located right outside NMCS D. The two huge parking lots outside the Veterans Memorial Center on Park place and Presidents way is the City lot parking.



Student/Volunteer Pass

Head southwest on Bob Wilson Dr.
Slight left to stay on Bob Wilson Dr.
Continue onto Thomas Ave.
Turn right to stay on Thomas Ave.
Take the 1st left onto Farenholt Ave
Take the 1st right onto Thomas Ave
Continue onto Bob Wilson Dr.
Turn right onto Florida Dr.
Take the 1st right onto Pershing Dr.
Keep left at the fork, follow signs for I-5S and merge onto I-5S.
Take exit 13B toward 28th St/National Avenue SD
Keep left at the fork, follow signs for 28th St. S
Slight right onto S 28th St.
Turn left onto E Harbor Dr.

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