



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 the students bring the subsequent 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 granted once contact has been made with HM3 Tramel and an orientation date has been set. Please do not proceed to the pass and decal office until you have been instructed to do so because access has not been granted. Your name will be submitted to security at NBSD Pass and Decal prior to your orientation date.

*Nurse Practitioner students please contact HM3 Daniel Tramel 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 (Passport, Driver's license, school ID w/ photography). Also please complete the **SECNAV 5512/1** form available on <http://www.sdsec.org/> and bring it with you to NBSD. If you are unable to print **SECNAV 5512/1** pass and decal will have extra copies on site. NBSD will conduct a background check. This background check is SEPARATE from the one given through your school. Once completed, you will receive a base pass/id card that will allow you access to NMCS D.

*If you're Active Duty, Reservist, or have a Dependent ID, you do NOT need to go to NBSD to get a base pass, because you already have access to Military Bases.

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)
- Cyber Awareness Challenge training completion certification. (Refer to Appendix A)
- A black ink pen

C. Clinical Instructor Responsibilities:

1. Ensure the educational institution has submitted the background clearance letter and the SOR forms for you and your students *15 working days prior* to orientation in accordance with the SDNSEC policy. (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:
 - Cyber Awareness Challenge Training Certificate
 - One form of Government Identification such as Passport and Drivers License.

D. The Nursing Affiliation Coordinator will meet you at the designated area on orientation day and escort you to:

1. Everywhere you need to go to be ready for your first day of clinical.

E. Gate Access and Parking

- Students and instructors can park in the City Parking Lot located on Park Boulevard and Presidents Way.
- To enter NMCS D, the students will need to pick up a “student/volunteer badge” from the NBSD Pass and Decal office prior to clinical rotation. (Refer to section A)

F. 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.*****

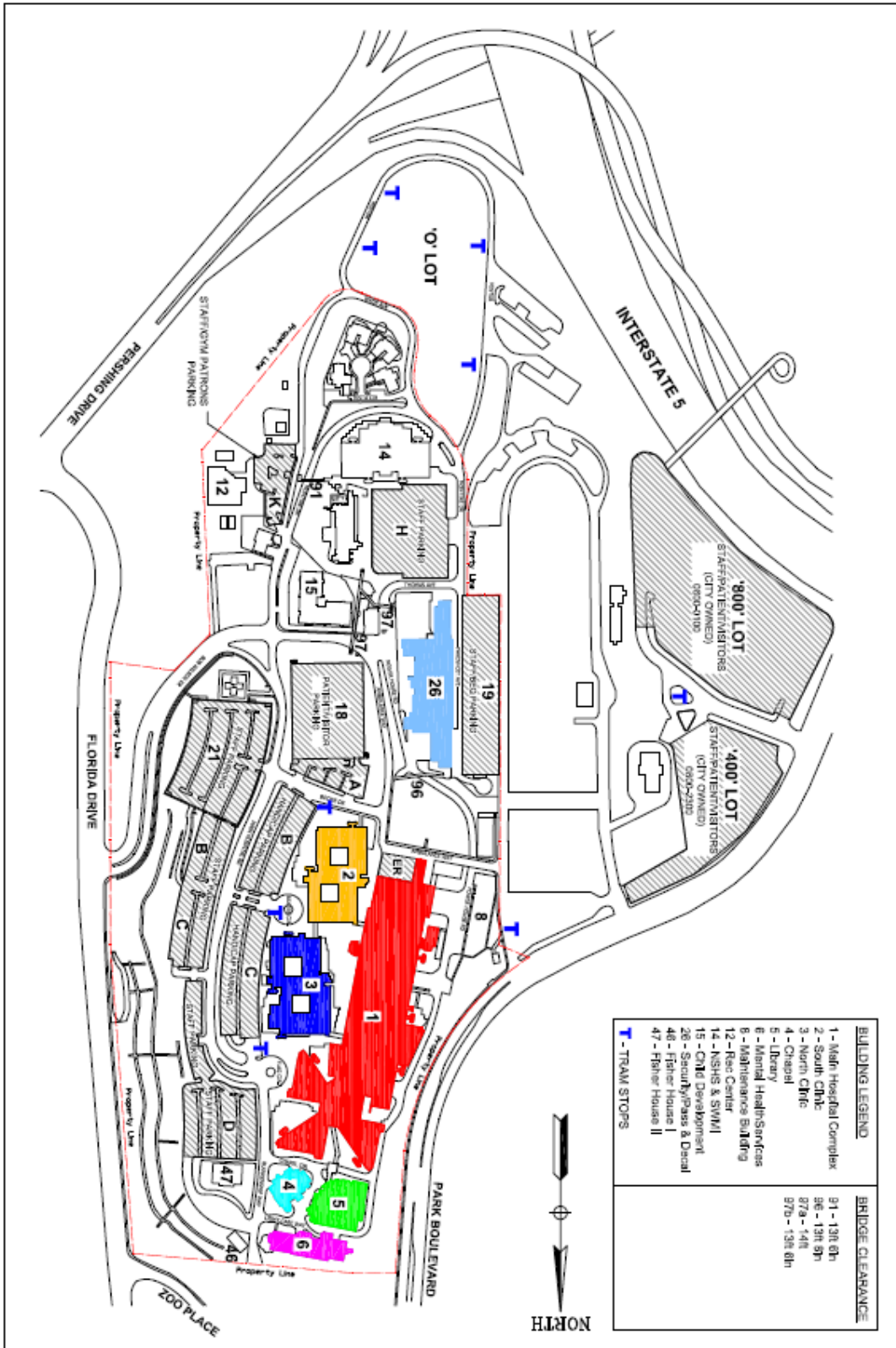
- a. HM3 Daniel Tramel
 - 1) Phone number: (619) 532-6727
 - 2) Email address: daniel.w.tramel.mil@mail.mil

Appendix A: Cyber Awareness Challenge Training Guidance

1. To complete the Cyber Awareness (most recent for Department of Defense Employees). You will need a computer with internet access, Microsoft application, and a printer. MAC will *not* work in accessing website unless you use Firefox.
2. Proceed to the following website:
<http://iase.disa.mil/eta/cyberchallenge/launchPage.htm>
3. A pop-up window will appear and training will automatically begin.
4. Print the Course Completion Certificate at the end of this course. If you close the browser without printing the certificate you will be required to re-do the entire course! *Bring this certificate to orientation.*

The course takes approximately one hour to complete.

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. You can also walk from the city lot to the emergency room gate from Park Blvd.

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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