



## 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 Vitug 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 Vitug 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/> . 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. HM3 Vitug will need a completed SECNAV5512/1 form, student orientation record, and background clearance letter from the university coordinators or instructors. Please send these forms encrypted. As sponsor, HM3 Vitug will then send these forms to (NBSD) Pass and Decal encrypted. 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 NMCSD, 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 Christian Vitug
  - 1) Phone number: (619) 532-6727
  - 2) Email address: Christian.j.vitug.mil@mail.mil

### Appendix A: Cyber Awareness Challenge Training Guidance

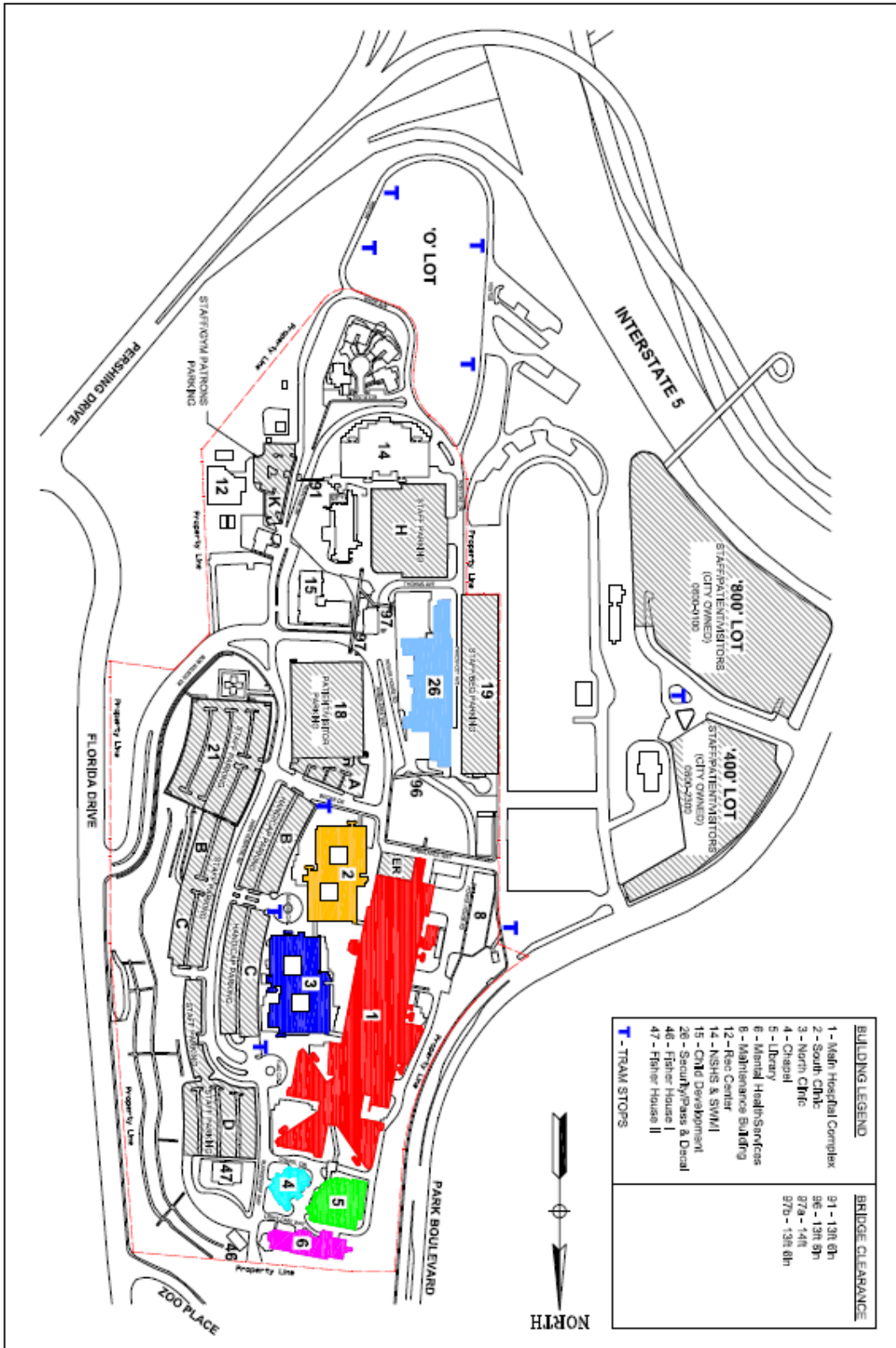
1. To complete the Cyber Awareness (most recent for Department of Defense Employees. You will need a computer with internet access, Microsoft application, and a printer. MAC will *not* work in accessing website unless you use Firefox.
2. Proceed to the following website:  
[https://iatraining.disa.mil/eta/disa\\_cac2018/launchPage.htm](https://iatraining.disa.mil/eta/disa_cac2018/launchPage.htm)
3. You will be greeted with the Cyber Awareness page and under Department of Defense Employees, click Start/Continue Cyber Awareness Challenge. PLEASE NOTE, if you do the training on this website, IT WILL NOT BE RECORDED. You will need to save the certificate as an electronic

document. If you are at a computer that prints, you can now print your certificate that you saved.

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

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