

RESERVE LIAISON OFFICE

NAVAL HOSPITAL BREMERTON  
WASHINGTON

WELCOME ABOARD PACKAGE



Phone Numbers, and Address

Comm: (360) 475-4375/4371/5073, or 1-800-422-1383

DSN: 494-xxxx

FAX: (360)475-4807

RLO Group E-Mail: [rlobrem@pnw.med.navy.mil](mailto:rlobrem@pnw.med.navy.mil)

Web Site: [http://nh\\_bremerton.med.navy.mil/reserve\\_liaison](http://nh_bremerton.med.navy.mil/reserve_liaison)

ADDRESS: NAVAL HOSPITAL

CODE 01RLO

HPO1 BOONE ROAD

BREMERTON, WA 98312-1898

## REQUIRED AT CHECK-OFF LIST

- 1. Have you been matched in MEDRUPMIS and received a Billet Line Number from you Training Officer?
- 2. Have you or your Training Officer wrote an email to the RLO, [rlobrem@pnw.med.navy.mil](mailto:rlobrem@pnw.med.navy.mil), stating all your personal info (full name, SSN, designator, NOBC/NEC, address, phone number, email address, etc.), BLN that you're matched to, and the dates?
- 3. If you are an officer or need credentials, have you emailed Paulette Leafé, [leafep@pnw.med.navy.mil](mailto:leafep@pnw.med.navy.mil), in Professional Affairs with all your personal info (name, SSN, and designator), the dates of your AT, and where that you are going to be working?  
Example: "Requesting a CTB for ENS Janet Jackson 555-55-5555, 2905, 12 days of AT in the ER starting on June 6, 2003."
- 4. Have you contacted the RLO for a BCN either by email or phone?
- 5. Have you gone onto NOWS, <https://nows01.cnrf.navy.mil/now>, and entered in your AT information (BLN and BCN)?
- 6. Have you contacted your prospected place of work? (See page 4)
- 7. Before you leave for your AT, have you printed or obtained your orders, Page 2, and Medical Record?
- 8. Have you contacted the BEQ/BOQ/Navy Lodge or SATO to make sure your reservations are still okay? (See the Reserve Quick Reference Sheet for phone numbers)
- 9. Officers or persons in need of credentials, have you received word from Paulette that you are okay for this AT?

## REQUIRED IDTT AND IDT CHECK-OFF LIST

- 1. Have you been approved to do the IDTT/IDT through your OIC and Reserve Center?
- 2. Have you contacted your prospected place of work concerning your IDTT/IDT? (See page 4)
- 3. If you are an officer or need credentials, have you emailed Paulette Leafe, [leafep@pnw.med.navy.mil](mailto:leafep@pnw.med.navy.mil), in Professional Affairs with all your personal info (name, SSN, and designator), the dates of your AT, and where that you are going to be working?  
Example: "Requesting a CTB for ENS Janet Jackson 555-55-5555, 2905, 3 days of IDT/IDTT in the ER starting on June 6, 2003."
- 4. Before you leave, did you obtain your drill form(s) and medical record?
- 5. If you are from out of town, have you contacted BEQ/BOQ/Navy Lodge or SATO to make sure your reservations are still okay? (See the Reserve Quick Reference Sheet for phone numbers).
- 6. Officers or persons in need of credentials, have you received word from Paulette that you are okay for this IDT/IDTT?

## DEPARTMENT EXTENSIONS

Dial (360) 475- or 1-800-422-1383 then dial 0

**40B:** x4418

**AMBULATORY PROCEDURE UNIT:** x4538

**ANESTHESIA:** x4639

**BANGOR:** 315-4391

**BEQ:** X4334, x4334

**CARDIOLOGY (HEART STATION):** x4660

**CCC:** x4370

**CMC:** x4305, x4305

**CSSR:** x4299

**DENTAL:**

**DERMATOLOGY:** X4204

**ER:** x4286,

**ENDOSCOPY:**

**EVERETT:** (425) 304-4060

**FLEET LIAISON:** x4616, x4616

**FAMILY PRACTICE:** x4379, x4205

**GALLEY:** x4369

**GENERAL SURGERY:** x4221

**HEALTH PROMOTIONS:** x4690, x4597

**ICU:** x4471

**INDUSTRIAL HYGIENE:** 476-9381

**INTERNAL MEDICINE:** x4206

**LABORATORY:** x4260, x4260

**MEDICAL REPAIR:** x4456, x4456  
**MENTAL HEALTH:** x4219  
**MS5:** x4471  
**OB/GYN/WOMENS WELLNESS:** x4209  
**OCCUPATIONAL HEALTH:** x4689  
**OPERATIONAL READINESS:** x4408, x4408  
**OPHTHALMOLOGY:**  
**OPTICAL SUPPORT:**  
**OR:** x4285  
**ORTHOPEDIC:** x4213  
**PAO:** x4233  
**PATIENT ADMINISTRATION:**  
**PEDIATRICS:** x4216  
**PHARMACY:** x4425, x4425  
**PHYSICAL THERAPY:**  
**PREVENTIVE MEDICINE:** x4535  
**PSNS:** 476-6872, 476-2572  
**QUALITY MANAGEMENT:**  
**RADIOLOGY:** x4220  
RESERVE LIAISON: **x5073, x4371**  
**RESPIRATORY THERAPY:** x4256  
**SECURITY:** x4384, x4487  
**STAFF EDUCATION AND TRAINING:** x4323  
**UROLOGY:** x4222



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## ANNUAL TRAINING (AT)

Your original orders are the single most important document that will be in your possession. A copy of your orders should remain in your possession at all times. The RLO will maintain a copy of all AT/IDTT orders onboard for two years. Endorsed copies will be provided on the day of check-in. Please ensure that the following information on your orders is correct prior to checking out with your Reserve Center.

1. Name

2. Address

3. Rank/Rate

4. Reporting dates and times.

If you have a check-in date other than a Monday or a check-out date other than a Friday, please contact the RLO office.

5. Issuing Officers signature on the last page of orders.

6. Social Security Number

7. Record of Medical Data (Page 2) (A original certified true copy) Must be current within 90 days verified and signed.

All divorced members requesting BAH with dependents are required to have a divorce decree or other court order reflecting custody of dependent children and must be indicated on a page 2 citing.

8. Date of Rank (all officers)

9. Your Professional Pay Code (All medical Officers must have a professional pay code on your original orders to receive proper payment)

10. A copy of your nursing license if applicable (All Nurse Corps Officers)

11. Rental Car Authorization.

### **In addition to reviewing your orders:**

1. You must have your health record available at the day of check-in to be screened by the Occupational Health Nurse. If your reserve center will not release your record please contact us prior to your arrival.

## **CHECK-IN PROCEDURES**

On the first day of your AT report **NO LATER THAN 0730** to Naval Hospital Bremerton, Room 6002 located on the 6<sup>th</sup> floor for check-in. The RLO office is located on the Sublevel, room S800. To get there, take either elevator or stairs to the S Level.

If you are reporting to Branch Medical Clinic Everett, go directly to the clinic and check-in with HMC Hodge.

**Active Duty Pay Process Change:** Please be aware that as of 01 April 2001, your Annual Training pay will be deposited directly into the same DFAS account as your monthly drill pay. Your Active Duty pay and allowances will be deposited within 5 working days following your check out from active duty. Any changes made to your account must be processed prior to your Annual Training Check In. This information cannot be changed while on AT!

All travel expenses (i.e. rental car, lodging, travel etc.) will be processed at the end of your Annual Training using a supplemental travel claim. Once your travel claim has been submitted, a separate direct deposit payment will be made into the same DFAS account as your monthly drill pay.

**Parking:** Please park in designated parking areas as reflected on the Naval Hospital parking map.

### **CHECK-OUT PROCEDURES**

**Your last day of AT is considered a normal workday.** At the completion of your AT, ensure that you are properly checked out of your berthing space or hotel prior to commencing duties for the day. Please allow yourself at least 3 hours from the time you checkout to get yourself to the airport for your flight.

**The normal check-out time is 1100.**

You will be given a supplemental claim package to be submitted when you return home.

**\* YOU MUST BE IN UNIFORM WHEN YOU**

**CHECK IN AND OUT**



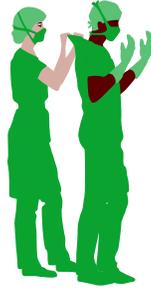
## Physical Qualification

You must be physically qualified to perform Annual Training. All members are required to have a current physical, annual certificate of physical qualification, and meet the Navy's physical fitness standards. Personnel may receive needed routine immunizations, laboratory tests, ECG's, audiograms and annual Dental exams while on AT. Physical exams will not be conducted during this period. You must have your health record available at the day of check-in to be screened by the Occupational Health Nurse. If your reserve center will not release your record please contact us prior to your arrival.

If you are found to be not physically qualified(NPQ) your orders will be canceled.

This also includes body fat standards when you check onboard.

**The policy of Naval Hospital Bremerton is that you are within standards at the time of check-in. Anyone who appears out of standards will be measured by the Health Promotions/PRT coordinator staff. If found not in standards your orders will be canceled.**



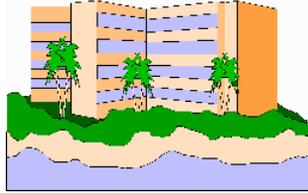
## CREDENTIALING OF HEALTH CARE PROVIDERS

If you are a health care provider (Physician, Nurse Anesthetist, Nurse Practitioner, Physicians Assistant, etc.) you **must have a current BLS card and your Credentialing package verified 30 days prior to your arrival**. Failure to provide Jacksonville, FL with updated Credentialing information will result in refusal of clinical privileges. You may reach the Credentialing office at:

Centralized Credentialized Privileging Activity  
NHSO Code 07 Box 140 NAS  
Jacksonville, FL 32212-0140

(904) 542-7200, and (800)566-8494

- **Note:** Any Enlisted specialties that require certification must bring that documentation with them. EXAMPLE: Laboratory, X-Ray, and Pharmacy Technicians. Reserve X-Ray Techs are required to have updated documentation on their radiation exposure (dosimeter readings). If this information is not provided individuals will not be allowed to take X-Rays.



## OFFICER/ENLISTED QUARTERS

1. Government Quarters (BOQ/BEQ) are commonly available at all major duty stations. When quarters are available the use of Government Quarters is Mandatory. A certificate of Non-Availability must be obtained from SATO in order to receive per diem and reimbursement for hotel expenses.

### NOTE:

All berthing reservations are now made by the SATO office along with your flight schedule. If you drive to Bremerton you will be responsible for making your own BEQ/BOQ reservations by calling SATO. If Government Quarters (BOQ/BEQ) are not available, make sure you ask for a certificate of Non-availability. If you receive a certificate of Non-availability you will need to make your own hotel/motel reservations.

For any questions regarding berthing reservations, please contact SATO TRAVEL.

**SATO NUMBER: 1-800-576-9327**

There are no berthing facilities located on the hospital compound.

The following locations are to the nearest Government Quarters:

Puget Sound Naval Shipyard (PSNS) (360) 475-3030/3035

Bangor SUBASE (360) 396-6581

Bangor Navy Lodge (360) 779-9100/1-800 NAVY INN (628-9466)

Note: You should always verify your reservations with the SATO office or BEQ/BOQ.

2. If you do not utilize government quarters when available you will not be entitled to reimbursement for hotel expenses.

**NOTE: IT IS ADVISED** that you bring enough money or have a credit card available in case of any unexpected expenses. Government credit cards must be activated by your Reserve Center prior to using. Contact your Reserve Center Administrator three days prior to departure for AT to verify your card is activated.

If you don't have the cash or a credit card for expenses, you will need to notify your Reserve Liaison Office prior to your checking out from your Reserve Center.

The following items are recommended:

- Towel, wash cloth, Personnel hygiene products
- Alarm clock
- Iron
- Padlock
- Camera
- Laundry soap
- Rain coat (military and civilian)
- Black Umbrella



## RENTAL CAR AUTHORIZATION

Naval Hospital Bremerton is located 10 miles from Government berthing and there is no shuttle transportation provided. Therefore, a rental car is highly recommended. A request for authorization should be requested through your Reserve Center if not authorized on your original orders. If necessary your Center may contact our office for confirmation of requirements for a rental car.

**Rental car reimbursement will not be made until you file your supplemental claim after completion of your Annual Training.**

**\*NOTE:** For those personnel who are traveling together, please contact the RLO prior to requesting rental cars. Personnel may be required to work different shifts, or work in different locations. To prevent transportation problems, please fax a copy of your orders to us as soon as possible.

**\*\*Parking:** Use the helicopter pad parking area until a temporary parking pass is issued. (see map)

A temporary parking pass will be issued by the security department during the Naval Hospital check-in process. This pass will be good for entrance onto local Military Bases. You will need the Rental Car contract and vehicle license number. For POV drivers you will need registration, copy of insurance and your drivers license.

**\*\*Please do not park in patient parking or you may be ticketed or towed. Be aware of specially marked parking areas (i.e. car pool)**



## RESTRICTIONS ON TRAVEL ENTITLEMENTS

**Mileage:** If you elect to commute daily from your local residence to the Naval Hospital or Branch Medical Clinic, you will not be entitled to mileage reimbursement. If you elect to drive your personal vehicle vice utilizing Government Travel Rate (GTR) you will be reimbursed no more than the current amount of GTR.

**Per Diem:** Per Diem is money provided by the government to specifically reimburse the member for living expenses while on orders when government quarters are not available. If you do not incur expenses you will not receive Per Diem. That is, if you choose to stay with friends or relatives in the local geographical area, you will not be reimbursed for lodging. The Per Diem maximum rate is determined by area and you will not be reimbursed for amounts in excess of the limit established for the area.

**Per Diem for food:** No Per Diem is authorized unless you are berthing in non-military lodging. This is a change since FY97 for Officers who are staying in government quarters.

**Original Paid Receipts:** You MUST provide original receipts for all travel and berthing expenses at the end of your AT.

**NOTE:** Falsifying receipts and altering travel claims for personal profit is an offense punishable by the UCMJ.



## **MILITARY ETIQUETTE/UNIFORMS AND GROOMING STANDARDS**

All military personnel are expected to maintain proper military bearing at all times. Make sure respect is given by rendering and returning all salutes.

Colors in the morning (0800) and evening (sunset) are appropriately observed. Rendering salutes to the National Ensign (flag) upon entering the Naval Hospital Bremerton is **not** required.

While attached to Naval Hospital Bremerton you will be expected to conform to Navy Uniform and Grooming Standards at all time.

### **Seasonal Uniforms**

WINTER

E-7 AND ABOVE: KHAKIS/ WINTER BLUES

E-6 AND BELOW: WINTER BLUES/ DRESS BLUES

SUMMER (after May 5)

E-7 AND ABOVE: KHAKIS/ SUMMER WHITES

E-6 AND BELOW: SUMMER WHITES/ DRESS WHITES

NOTE:

1. Service dress blues are authorized year round.
2. Winter blues: Long sleeves, ties and ribbons.

**\*\*\*\*\* MILITARY HAIRCUTS AND STYLES ARE REQUIRED PER NAVY REGULATIONS\*\*\*\*\***



## TRANSPORTATION DIRECTIONS

Naval Hospital Bremerton, is located on the Kitsap Peninsula approximately one (1) hour from Seattle by ferry or two hours by car. The Hospital is five (5) miles north of Bremerton off Highway 3. The Puget Sound Naval Shipyard (PSNS) is located in downtown Bremerton. Naval Submarine Base Bangor is north on Hwy. 3. Both bases have community services (i.e., commissary, exchange, banking, library, gym, etc.).

If you are arriving by air you will be landing at Seattle/Tacoma International Airport (SEATAC).

When driving your rental car from the SEATAC Airport to the hospital, take I-5 south to Tacoma (approx. 25 miles). Take Washington Hwy. 16 (38th St. exit) which becomes State Hwy. 3 North in Gorst and continue to Bremerton (approx. 25 miles). Drive north (approx. 5 miles), on Hwy. 3 towards Silverdale. Take the Austin Drive exit, turn right at the stop sign and follow the signs to the Naval Hospital. The speed limit for the Hospital complex is 20mph and decreases to 10mph. These are strictly enforced.

If you are not utilizing a rental car. You will need to check in with the ground transportation desk @ door 26 in the baggage claim area. You will want to catch the Kitsap Airporter which will take you to the BEQ, BOQ or Hotel. It leaves 1/4 after the hour and it costs \$17.50. There is also an airport shuttle to the Naval Station Everett. Expect to pay \$40 (cash or credit card) or more for the trip.

**\*NOTE: Keep all travel receipts (gas, ferry), to be reimbursed with your travel claim at end of AT.**

## **PUGET SOUND NAVAL SHIPYARD IN BREMERTON**

**BOQ and BEQ:** Bldg 864 From Hwy. 3 take Kitsap Way exit. Take a left (from north) at the stop light, or right (from south) at the stop sign. Follow Kitsap Way to Naval Ave. Go straight through gate and turn right at first stop sign. Take first right (Resource Center) to check in.

## **NAVAL SUBMARINE BASE BANGOR IN SILVERDALE**

**BOQ:** Bldg 2750 From Hwy 3 take Keyport exit, stay on the left lane to the Main Gate. Take Trident Ave to Trigger Ave, take a left at the stop lights. Go to Ohio St., take a left at the stop lights, the BOQ is on the left.

From the North, take the Keyport exit, take a right to the Main Gate.

**BEQ:** Bldg 2200 Follow Ohio St. to Barbel St. take a right to Scorpion Ave, take a left. At Drum St. take a left, the BEQ will be at the top of the hill.

(An alternate way is through the Trigger Ave. gate. The hours of the gate are 0730- 2330 Sun - Thur, and 0730-0030 Fri & Sat.)

## **DIRECTIONS FROM OAK HARBOR TO BREMERTON**

From Whidbey Island, take the Keystone ferry to Port Townsend (30 min crossing). From the ferry landing, turn left towards the Hood Canal Bridge. This will be 104 east. Follow the signs to the Hood Canal Bridge. 104 east will take you to 19 south. Take 19 south to the Hood Canal Bridge. At this T you will turn left. Cross the Hood canal Bridge and the road reaches another T. Follow the signs to Bremerton, which will be to the right and puts you on 3 south. Exit at Austin Drive/Kitsap Lake make a left at the stop sign directly off the exit ramp, and that road will lead you directly to the hospital.

## **Driving Directions from SEATAC to Everett BMC:**

1. Start out going South on PARKING/BAGGAGE CLAIM towards PARKING TERMINAL.

2. Stay straight to go onto S EXIT DR.
3. Turn LEFT onto INTERNATIONAL BLVD. Take the WA-518 EAST ramp towards RENTON(I-405)/(I-5). Merge onto WA-518 E.
4. Take the I-5 NORTH exit on the left towards SEATTLE.
5. Merge onto I-5 N.
6. Take the BROADWAY exit, exit number 192, on the left towards NAVAL STATION/PORT OF EVERETT.
7. Merge onto BROADWAY.
8. Turn LEFT onto PACIFIC AVE.
9. Turn RIGHT onto NORTON AVE. NORTON AVE becomes W MARINE VIEW DR. Stay left.
10. NS Everett will be on your left.

## RESERVE QUICK REFERENCE SHEET

### RLO STAFF PHONE NUMBERS AND EMAIL ADDRESSES

CDR (Sel) GARLAND: (360) 475-4375 [garlandj@pnw.med.navy.mil](mailto:garlandj@pnw.med.navy.mil)  
HMC KOHLER: (360) 475-4371 [kohlerk@pnw.med.navy.mil](mailto:kohlerk@pnw.med.navy.mil)  
HM3 TUTTLE: (360) 475-5073 [tuttlej@pnw.med.navy.mil](mailto:tuttlej@pnw.med.navy.mil)  
DSN: 494

### NAVAL HOSPITAL PHONE NUMBERS

QUARTERDECK.....(360) 475-4232

INFORMATION.....1-800-422-1383

(LOCAL USE ONLY)

INCLEMENT WEATHER HOTLINE:.....475-5777

**\*COMSUBGROUP NINE SAFE RIDE PROGRAM (MUST HAVE MILITARY ID) 396-6539**

**\*PROVIDES SAFE RIDE BACK TO HOTEL/BERTHING IF YOU HAVE BEEN DRINKING (NO QUESTIONS ASKED).**

### BERTHING:

PSNS BOQ (360) 475-3030  
BANGOR BOQ (360) 396-6581  
NAVY LODGE BANGOR (360) 779-9100  
NAVY LODGE WORLDWIDE LOCATOR (800) 628-9466  
NH SCHON HALL (360) 475-4558/4334  
PSNS BEQ (360) 475-3035  
BANGOR BEQ (360) 396-4034

### TRAVEL:

SATO (OFFICIAL, PSNS PSD) 476-5417  
SATO (RESERVE, NEW ORLEANS) (800) 576-9327/(800) 865-7286  
LEISURE TRAVEL 476-2044  
AIRPORTER (SEATAC) (800) 562-7948  
PSNS BASE TAXI 476-3566  
WA STATE FERRY INFORMATION (800) 843-3779

### SHOPPING:

PSNS UNIFORM SHOP 478-5551  
PSNS NAVY EXCHANGE 478-5570  
BANGOR NAVY EXCHANGE 697-8716

**MWR GYM:**

	<u>HOURS MONDAY-FRIDAY</u>	<u>SATURDAY-SUNDAY-HOLIDAYS</u>
NAVAL HOSPITAL	0500-2200	SAT 0800-2200/SUN 1200-1800 HOLIDAY 0800-2200 (OR CLOSED)
PSNS	0500-2200 (GYM) 0500-2100 (POOL) 0500-1300 (LAP SWIM) Closed for lessons Mon-Thurs	0800-2200 (GYM) 1200-2000 (POOL) 1700-1830
BANGOR	0500-1000(GYM) FRI 0500-2100 0530-2100(POOL)	SAT 0800-2100/SUN 1000-1800 HOLIDAYS 1000-1700 SAT 0900-1900/SUN 1200-1700



**DINING FACILITIES AND COST (MONDAY-SUNDAY):**

NAVAL HOSPITAL	BREAKFAST 0600-0800 \$1.60 LUNCH 1100-1300 \$3.25 DINNER 1700-1800 \$3.25
PSNS	BREAKFAST 0600-0745 LUNCH 1000-1200 DINNER 1600-1730
BANGOR	BREAKFAST 0600-0745 LUNCH 0930-1200 DINNER 1630-1745

\*All reservist (except members staying in hotel) will receive Separated Rations and will have to pay for meals. Separated Rations will be paid at the current rate. For Reserve personnel E-4 and below or in financial need, Ration in Kind (RIK) may be stamped on orders. Members will not be charged for meals but will not receive money for Separated Rations. Please let RLO Staff know if you desire RIK.

## **LOCAL HOTEL/MOTELS**

Best Western Bremerton Inn  
4303 Kitsap Way  
360 405-1111

Flagship Inn  
4320 Kitsap Way, Bremerton  
360-479-6566

Holiday Inn Express  
1121 Bay St. Port Orchard  
360 895-2666

Howard Johnson Plaza Hotel  
5640 Kitsap Way, Bremerton  
360- 373-9900

Oyster Bay Inn  
4412 Kitsap Way  
360 377-5510

Poulsbo Inn  
18680 State Hwy 305 NE  
360 779-3921

Red Lion Silverdale Hotel  
3073 NW Bucklin Hill Road, Silverdale  
360 698-1000

Cimmaron Motel  
9734 Silverdale Way NW  
360 692-7777

Best Western Wesley Inn  
6575 Kimball Drive, Gig Harbor  
1-888-462-0002

Gig Harbor Suites Motel  
6703 144<sup>th</sup> St. W. Gig Harbor  
1-800 468-9963

Holiday Inn Express  
19801 NE 7<sup>th</sup> Ave NE Poulsbo  
360 697-2119

Midway Inn  
2909 Wheaton Way, E. Bremerton  
1-800 231-0575

Poplars Motel  
9800 Silverdale Way NW, Silverdale  
360 692-6126

Super 8 Motels  
5068 Kitsap Way  
360 377-8881

Westwynd Motel  
6703 144<sup>th</sup> St NW Gig Harbor  
253 857-4047 or 1-800 468-9963