

## ANNUAL TRAINING

- **How do I schedule my AT?**
  - You can schedule your Annual Training by filling out the Annual Training Request Form and emailing it to the OSO at [nhcpen-oso@med.navy.mil](mailto:nhcpen-oso@med.navy.mil) . Please ensure to complete the entire top portion. Also be aware that the start date must be a Monday (non-holiday), and should end the following week on Friday (for 12 day AT).
- **How long does it take to get my BCN?**
  - Once the OSO has received your Reserve Information Sheet, you should expect a BCN within two weeks pending that there are no special circumstances regarding your request.
- **I need to change my dates or cancel my AT...what do I need to do?**
  - Contact the OSO immediately!
- **What do I bring to my AT?**
  - You need to have the following with you when you check in:
    - Original Orders (No DRAFTS)
    - Proper Uniform of the day with ribbons/name tag. (Officers: No Wash-Khaki's (Cotton) allowed)
    - PG 2
    - BLS Card
    - Military ID Card

- **Where do I stay during my AT?**

- Government berthing for Officers and Enlisted personnel is available onboard Marine Corps Base Camp Pendleton. You are to call Marine Corps Base Camp Pendleton Base Billeting Office to make your lodging reservations [E-6 and Above]. The number is (760) 430-4703/4702. Also available is Sharky's BOQ by Del Mar Beach at (760) 725-2828. Naval Hospital Bachelor Enlisted Quarters (BEQ) [E-5 and below] (760) 725-1383. You must also provide (at the time of making reservation) a credit card number to guarantee the room reservation. If a room is not available, you will be given a Certificate of Non-Availability. You will need to bring the Certificate of Non-Availability Number with you for verification when you file your travel claim. Base Billeting numbers and off base hotel/motel listings are given below.

- **Do I need a FITREP/EVAL during my AT?**

- According to BUMEDINST 1610.10A (Revised 20 Sep 2005) You are only required to have a NOB FITREP/EVAL if Naval Hospital Camp Pendleton is not

your gaining command. A packet with complete instructions will be given to you upon check in.