

Naval Hospital Camp Pendleton



WELCOME ABOARD PACKAGE

Committed to

"Serving Those Who Serve"

*** **The Operational Support Officer (OSO) is HMC Ervin. She can be contacted at nhcpen-oso@med.navy.mil or by calling (760)725-1373. The secondary contact (OSO Assistant) is HM3 Amayarivera, who can be reached at nhcpen-oso@med.navy.mil or by calling (760)725-1342.**

1. Members reporting for Annual Training must have in their possession:

- (1) Original set of orders (with original order modification, if applicable)
- (2) PG 2
- (3) Military ID Card
- (4) BLS card

2. Check-in

Check-in at **0730** for Annual Training with the Operational Support Office (OSO) at Human Resources on the report date indicated in your orders. All members must be in the prescribed ***Uniform of the Day***. Your orders will be endorsed by the OSO. The OSO office is located on the first floor of the Naval Hospital, Room 1055(In the Staff Administration Office). If checking in after 1600, check-in with the Officer-of-the-Day (NHCP quarterdeck) and report to the RLO at 0730 the next working day.

3. Check-out

Unless otherwise directed, Check-out at **1500** in the Operational Support Office on the last day of your Annual Training. You must be in the prescribed **Uniform of the Day**.

NOTE: While you are on Annual Training you must notify the OSO staff of all problems immediately!

- Illness (arrangements must be made via OSO to be seen in Family Medicine Clinic)
- Injuries or deaths
- Unauthorized absences
- Family emergencies requiring termination of Annual Training Orders
- Requests for Memorandum Order Modifications

4. PAY AND ALLOWANCES

During check-in, you will be instructed by PSD on procedures for completing your travel voucher and W4 Form. These forms will be used to calculate your pay and allowances during your AT period. Please ensure that your personal information (name, rank/rate, SSN, address, etc.) is correct on your Original Orders. . All pay problems/concerns will be handled via PSD. Reimbursement for rental cars, hotels, gas, parking etc. will be submitted as part of your travel claim. Note: You must set-up an appointment prior to checking in with PSD @ (760) 725-1339.

NOTE # 1: Itemized receipts are required on all lodging expenses. All non-lodging expenses (i.e. taxi fares, airport parking, gas, etc) require an **original paid receipt** and may be submitted with your travel claim. See Per Diem rates below.

NOTE # 2: All claims for hotel lodging on “day of travel” must be supported by a “**Certificate of Non-Availability (CNA) Number**” from Camp Pendleton Base Billeting Office; otherwise it is an out-of-pocket expense.

NOTE # 3: It is highly recommended that **Memorandum Order Modifications** (i.e. for rental car, changes in dates) be requested by member via Naval Reserve Activity (your Reserve Center) prior to executing orders. This has to be done through your Detailer via your Command Career Counselor.

5. BERTHING

A. 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] and Naval Hospital Bachelor Enlisted Quarters (BEQ) [E-5 and below]. The number's are listed at the end of the welcome aboard under billeting options.

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 are given below.

B. Should you choose to make off-base lodging arrangements without a **Certificate of Non-availability Number**, reimbursement will not be authorized and you will be responsible for all lodging costs.

C. Reservists who are performing Inactive Duty Training Travel (IDTT) before or after their annual training must inform the Reserve Liaison Office so that appropriate billeting arrangements may be made for all dates covered. Please bring Original IDTT Orders with you.

PER DIEM RATES FOR CAMP PENDLETON:

DOD Per Diem Rates by location can be found by logging on to <http://www.defensetravel.dod.mil/pdcgi/pd-rates/cpdratesx.cgi>

OFF BASE ("MESSING AND BERTHING UNAVAILABLE")

- a. Lodging Commercial Rate \$133.00 per day
- b. Meals Commercial Rate 66.00 per day plus \$2.00 incidental (\$68.00)

ON BASE ("MESSING IMPRACTICAL FOR USE")

Partial Meal Rate (lunch and dinner only) \$39.00 per day plus \$5.00 incidental (\$44.00)

ON BASE ("GOVERNMENT MEAL RATE")

Rations-in-Kind (Messing available) \$10.80 per day (No Per Diem authorized)

6. MEALS AND DINING FACILITIES

The dining facility is located on the ground floor of the hospital, and is on an item-pricing system. If you are receiving per diem, you will pay the surcharge rates. Officer and Enlisted personnel, who live locally and commute daily, will receive Commuted Rations (COMRATS). Enlisted personnel who have authorization to stay in the BEQ will receive Rations-In-Kind (RIK) and will not be required to pay for their meals. All others staying in Base Billeting will have their orders endorsed as "Messing Impractical for Use". Those having to stay off-base in hotels/motels, Ward Lodging or Navy Lodges will be required to obtain a "Certificate of Non-Availability" (CNA Number) from Base Billeting and orders will be endorsed "Government Berthing/Messing" Unavailable. There is a daily menu available via the intranet once you check on board or downstairs outside the entrance to the galley aboard NHCP.

Naval Hospital Camp Pendleton Dining Room Meal Hours are as follows:

	(Monday - Friday)	(Saturday - Sunday)
Breakfast	0600-0800	0630-0830
Lunch	1100-1300	1030-1230
Dinner	1600-1800	1600-1730

7. TRANSPORTATION TO AND FROM AIRPORTS

Taxi service is not recommended due to the high cost. However, can be claimed on your travel claim, retain receipts, if available. Shuttle buses offer the most reliable service to hotels. Cost will vary depending on company, time, and number of occupants. Check with the San Diego Airport USO (619-296-3192) for transportation information. They are located @ Lindbergh's Field Terminal #2 and are open from 8am – 11pm; Please ensure you obtain a valid receipt for reimbursement purposes.

8. BASE TRANSPORTATION

Naval Hospital, Camp Pendleton **does not** provide daily transportation to and from the base billeting. A city bus service (North County Transit) runs on base; a copy of bus schedules may be obtained from Operational Support Office or from Morale, Welfare and Recreation office on Mainside. Privately Owned Vehicles (POV's) are the preferred means of transportation.

9. RENTAL CARS

A rental car authorization must be included in your original AT orders for reimbursement, or an Official Order Modification must be submitted along with the rental car claim. Gasoline expenses are also reimbursed as long as there is a valid receipt attached to claim (save all gas receipts during AT).

10. POV'S/DRIVING ON BASE

Visitors' passes are available at the Main Gate from Interstate 5. If you are local and do not have a DoD Decal, you may be required to register your POV or rental car with Marine Corps Base Joint Reception Center. If this occurs, you must have a current driver's license, registration, proof of insurance and your military ID card. By order of the Marine Corps Base Commanding General, Field Sobriety tests or random inspections may be given at any gate at any time. All base regulations and speed limits *are strictly* enforced. **Seat belts are mandatory!**

Gas for POV's is not authorized and will not be reimbursed.

11. FITNESS REPORTS & ENLISTED EVALUATIONS

Reservists on AT are no longer given FITNESS Reports of Enlisted Evaluations. You can however request a Performance Information Memorandum's (PIMs) from the Department you are assigned to work. Your assigned work center is responsible for providing a PIM upon completion of your AT IAW BUPERSINST 1610.10A.

12. MUSTERING AND WORK SCHEDULES

The Department Head/Supervisor/LPO of your assigned work area will be responsible for assigning work schedules. Some personnel will be assigned to regular duty hours (0730 to 1600); others will be assigned nights and evenings or be required to work 12-hour shifts (i.e. labor and delivery). If there are any conflicts with a work schedule, the appropriate Chain-of-Command shall be used within your assigned department. If you choose to perform your AT over a holiday weekend, you will be expected to work on the Friday or Monday of the holiday weekend. While you are on Annual Training, you will be integrated into the hospital staff and function within Naval Hospital Chain of Command.

13. SICKCALL POLICY

If you become ill or injured or need to leave due to an emergency situation at home while on AT, you are required to immediately notify the Reserve Liaison Office Staff. For injury and illness, arrangements will be made for you to be seen in the Family Medicine Clinic. After hours emergencies are seen in the Emergency Room. If you become injured and cannot continue your Annual Training, your orders will be terminated, and this office will initiate a Notice of Eligibility (NOE).

14. LIBERTY POLICY

Personnel may be granted liberty in conjunction with command priorities and mission, as specified in Navy Military Personnel Manual 3020020 –3030100.

a. Types *of Liberty*

- 1) Regular – Commences at the end of the normal working or duty hours and expires at the beginning of the next normal working or duty day.
- 2) Special – Exceeds regular liberty periods but may not exceed four days; granted on the basis of special need and/or merit

b. *Approving Authority*

- 1) Regular Liberty – Division Officers and Chief Petty Officers in Charge are authorized to approve regular liberty periods not to exceed 48 hours.
- 2) Three Day Liberty – Department heads are authorized to approve liberty periods of three days. When a three day liberty embraces only regular liberty, such as Saturday and Sunday with a Monday, holiday time off is treated as regular liberty.
- 3) Four Day Liberty - Only the Commanding Officer may authorize a four day liberty. Four day liberty is normally granted for special recognition or on a case-by-case basis at the discretion of the **Commanding Officer, only.**

c. *Visits to Mexico*

A special liberty request chit signed by the Commanding Officer is required to go to Mexico.

15. ALCOHOLIC BEVERAGES

Legal age in California and onboard Camp Pendleton is 21.

16. CREDENTIALING

Officers and Enlisted that are Credentialed or Licensed need to contact the Credentialing Department at 760-725-8882 prior to reporting to NHCP for AT to assure their credentialing package is up to date before they will be allowed to see patients. **Again, this is the member's responsibility to work with the Credentialing Department.**

19. STANDARDS OF APPEARANCE FOR MILITARY PERSONNEL

NAVPERS 15665I

U.S. NAVY UNIFORM REGULATIONS

For more detail log onto: <http://www.public.navy.mil/bupers-npc/support/uniforms/uniformregulations>

MALES

Hair Grooming:

Men's hair is to be tapered. The taper is to begin at least three-fourths of an inch above the ear and continue around the neck. The length of hair can be no longer than 4 inches, and the bulk of the hair cannot be more than 2 inches thick. Hair cannot touch the collar or ears. Faddish, multi-colored hair is not authorized.

Mustaches:

Authorized but shall be kept neatly and closely trimmed. No portion of the mustache shall extend below the lip line of the upper lip. It shall not go beyond a horizontal line extending across the corners of the mouth and no more than ¼ inch beyond a vertical line drawn from the corner of the mouth. The length of an individual hair must not exceed ½ inch.

Beards:

Beards are not authorized without a temporary medical waiver approved by the Commanding Officer

Sideburns:

Sideburns shall not extend below a point level with the middle of the ear. They must be even in width, and end in a clean shaven horizontal line.

Earrings:

Not authorized in uniform at any time.

FEMALES

Hair Grooming:

Women's hair is not to extend beyond the lower edge of the shirt collar. Hair is not to be visible under the front of any cover, with the exception of the beret. The front of the hair can not be lower than the eyebrows with the cover removed. Rubber barrettes can be used and the color must match the color of the hair. The bulk of the hair cannot be more than 2 inches thick measured from the top of the head. Faddish, multicolored hair is not authorized.

Hair Styles:

Hairstyles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized. Ponytails, pigtails, widely spaced individual hanging locks, and braids which protrude from the head are not authorized. Braids shall be of uniform dimension, small in diameter (approx. ¼ inch), and tightly interwoven to present a neat, professional, well groomed appearance. Foreign material (i.e. beads, decorative items) shall not be braided into the hair. Short hair may be braided in symmetrical fore and aft rows (corn rowing) which minimizes scalp exposure. Corn row ends shall not protrude from the head, and shall be secured only with inconspicuous rubber bands that match the color of the hair.

Jewelry:

The wearing of jewelry is authorized for all personnel. Jewelry shall not present a safety or Foreign Object Damage (FOD) hazard. It must be worn within the guidelines of U.S. Navy Uniform Regulations as follows:

- a. **Rings:** Only one ring per hand is authorized, plus a wedding/engagement ring set. Rings are not authorized for wear on thumbs.
- b. **Earrings:** For women, one earring per earlobe may be worn while in uniform. Brushed gold for Officers and Chief Petty Officers, and brushed silver for E-6 and below.
- c. **Body Piercing:** Are not authorized for any personnel.

- d. **Necklaces/Chokers:** While in uniform, only one necklace may be worn and shall not be visible.
- e. **Wristwatch/Bracelets:** Only one of each is authorized to be worn. Ankle bracelets are not authorized while in uniform.

Cosmetics:

Cosmetics will be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are inappropriate while in uniform and are not authorized. Care should be taken to avoid an artificial appearance. Lipstick colors will be conservative and compliment Navy uniforms. Long, false eyelashes shall not be worn while in uniform.

Fingernails:

Fingernails shall not exceed 1/4" measured from the fingertip. Nail polish shall be a soft shade, complementary to the skin tone.

All Naval Reservists on Annual Training are subject to the Uniform Code of Military Justice (UCMJ) and Navy Regulations.

SEASONAL UNIFORM SHIFT

Summer Whites beginning 01 April through 30 November (this may vary from 01 May to 30 November). Winter Blues beginning 01 November through 31 March (this may vary from 01 October to 31 March). (DATES ARE SUBJECT TO CHANGE). The new Service Uniform is also authorized as the prescribed uniform of the day.

20. CAMP PENDLETON GENERAL INFORMATION

(More information available @ <http://www.pendleton.marines.mil/> click on "About Camp Pendleton" link)

ENVIRONMENTAL

The Base is located on a federal preserve in sunny Southern California approximately 35 miles north of San Diego and 100 miles south of Los Angeles. We are a large base comprising approximately 250 square miles of breathtaking scenery, abundant plant and wildlife, and a wide assortment of places to go and things to do. Camp Pendleton is a federal game preserve, as such, both plant and animal life, including rattlesnakes and other endangered species, are protected. Fines of up to \$500 may be imposed for offenders.

CLIMATE

Our Climate here is Mild with average temperatures in the mid 70's; however, the temperature in the summer months can reach 90-110 degrees.

MAJOR UNITS

Naval Hospital Camp Pendleton supports the following Major units: First Marine Division (1st MARDIV), First Marine Expeditionary Force (1 MEF), First Marine Logistics Group (1st MLG), Marine Aircraft Group 39, Naval Dental Battalion, Navy Expeditionary Medical Training Institute (NEMTI), and Field Medical Training Battalion.

NAVAL HOSPITAL

Naval Hospital Camp Pendleton is a 72 bed facility, overlooking Lake O'Neill and is located approximately 10 miles from the main gate at Marine Corps Base, Camp Pendleton, CA.

POPULATION

50,000 ACTIVE DUTY
9,700 DEPENDENTS

MARINE CORPS EXCHANGE AND COMMISSARY:

There is one large main commissary, two annexes, and 19 convenience stores aboard Camp Pendleton. A small exchange, barbershop, film development center, and post office are available in the hospital. The Navy/Marine Corps countrystore is located on Mainside (13 Area). The commissary is near the front gate, just off Interstate 5. To use the Exchange or Commissary, you must have your military ID card.

UNIFORM SHOP

The uniform shop is located in Marine Corp Exchange by the main gate off of I-5, and the phone number is (760) 725- 4392. Naval uniform items and supplies are limited. Uniform shops in the San Diego area are located at Marine Corps Air Station (MCAS) Miramar, Naval Station 32nd Street, San Diego and Marine Corps Recruit Depot.

RECREATION

Contact the ITT Office located by the bowling alley on Mainside about recreational activities available both on military bases and in local communities. Special discount tickets are also available for a number of local amusement parks like Disneyland, Knotts Berry Farm, and Six Flags Magic Mountain. In addition, beaches with camper spaces, a bowling alley, a state of the art movie theater, an auto hobby shop, paint ball tournament field, ceramics and pottery classes, golf course, horse stables/rodeo, lake and recreational facilities are all, available on base. For more information about recreational ideas aboard Camp Pendleton log-on to <http://www.mccsep.com>

FITNESS CENTERS/POOLS

Area pools & gyms and fitness centers are available throughout the Camp Pendleton base for your use. Note: Call ahead for pool times.

Location	Phone #	Hours (Monday-Friday)	Hours (Saturday-Sunday)
13 Area Fitness Center, Bldg. # 13113	725-6394	0500-2100	0600-1400
14 Area Fitness Center, Bldg. # 14013	725-5941	0500-2200	1000-1800
22 Area Fitness Center, Bldg. # 22160	725-3163	0500-2100	0900-2100
Hospital Fitness Center, Bldg. # H-94	725-1366	0500-1900	0900-1900
Location	Phone #	Hours (Mon, Wed, Fri)	Hours (Tues, Thurs)
13 Area Pool, Bldg. # 1314	725-4344	0600-1400	0930-1730
14 Area Pool, Bldg. # 14116	725-5084	0600-1400	0930-1730
17 Area Pool, Bldg. # 1923	725-4565	0600-1400	0930-1730
31 Area Pool, Bldg. # 31001	725-0453	0600-1400	0930-1730

BASE SPECIAL SERVICES

Discounts provided for special events. Call Information, Tickets and Travel (ITT) for details at (760) 725-5863/5805.

ADJACENT CITIES (Please see the links for information on lodging and other services)

Oceanside, Carlsbad, Vista, Escondido, and Fallbrook

THE SCUBA CENTER

Bldg 14116, 725-5910 Located Adjacent to 14 Area Pool. PADI Certification.

21. DIRECTIONS TO NAVAL HOSPITAL CAMP PENDLETON

FROM RIVERSIDE 1-15 South

Take Mission Ave-Fallbrook Road Exit
Stay on Mission Ave
Go right oil Ammunition Road.
Enter Naval Weapons Station (must show military ID)
Enter- Marine Corps Base (MCB) Camp Pendleton
Turn right on Vandegrift Blvd.
Turn right on Santa Margarita Road.
Proceed to Naval Hospital.
Reserve Liaison Office is located on 1st floor, Rm. 1055

FROM LOS ANGELES 1-5 South

Take Camp Pendleton Exit
Turn left at stop sign
Enter MCB Camp Pendleton
Stay on Vandegrift Blvd to Santa Margarita Road. (Approx. 12 miles)
Turn left on Santa Margarita Road.
Proceed to Naval Hospital.
Reserve Liaison Office is located on 1st floor, Rm. 1055

FROM SAN DIEGO 1-5 North

Take Camp Pendleton Exit
Enter MCB Camp Pendleton
Stay on Vandegrift Blvd to Santa Margarita Road. (Approx. 12 miles)
Turn left on Santa Margarita Road.
Proceed to Naval Hospital.
Reserve Liaison Office is located on 1st floor, Rm. 1055

FROM ESCONDIDO Hwy 78 West to 1-5 North

Take Camp Pendleton Exit
Enter MCB Camp Pendleton
Stay on Vandegrift Blvd to Santa Margarita Road. (Approx. 12 miles)
Turn left on Santa Margarita Road
Proceed to Naval Hospital.
Reserve Liaison Office is located on 1st floor, Rm. 1055

CAMP PENDLETON BERTHING OPTIONS

**MARINE CORP BASE CAMP PENDLETON BILLETING
BILLETING/BACHELOR HOUSING DEPARTMENT**

MARINE CORPS BASE
BLDG # 1341
CAMP PENDLETON CA 92055-5013
Reservations Desk: (Monday-Friday 0800-1600)
Commercial: (760) 430-4702/4703
DSN: 365-3718

**DEL MAR BOQ
SHARKY'S BOQ BY DEL MAR BEACH
(760) 725-2828**

WARD LODGING
 MARINE CORPS BASE
 BLDG # 1310
 CAMP PENDLETON CA 92055-5013
 Commercial: (760) 725-5194

INNS OF THE CORPS SOUTH MESA LODGE
 Location- South Mesa Area by the South Mesa Club
 Rate: Suites \$147/night; deluxe \$92/night
 Reservation desk: (760)763-7805/7806/7807/7808
 Email: southmesalodge@usmc-mccs.org

DEL MAR BEACH COTTAGES
Location – Camp Del Mar 21 Area
 Rate: \$65 Brand NEW One Bedroom/\$40.00 Two Bedroom (per day)
 Reservation Desk (Sunday-Saturday 0800-1600)
 Commercial: (760) 725- 2134

SAN ONOFRE BEACH COTTAGES
Location – San Onofre Area
 Rate: \$50 1 Bedroom, \$60 2 Bedroom, \$70 3 Bedroom
 Reservation Desk (Sunday – Saturday 0800-1600)
 Commercial: (760) 763-SURF or (760) 763-SAND

DIRECTIONS	
DELMAR (21 AREA) BOQ(HARBOR SIDE INN)	MAIN SIDE (13 AREA) BOQ (MARINE MANOR/WARD LODGING)
<ol style="list-style-type: none"> 1. From Interstate 5 North/5 South 1. Take Camp Pendleton Exit 2. Come through Main Gate 3. Make a left turn (at light) onto 4. Wire Mountain Road, crossing bridge 5. Make a left at the first street (past Fire Station 6. Make an immediate left turn onto "B" Street, 7. then, an immediate left onto Santa Fe Ave 8. Make a left turn onto 5th Avenue. 9. BOQ is at the end of the road 10. Make a left turn into the parking lot of Bldg. # 210440 	<ol style="list-style-type: none"> 1. From Interstate 5 North/South 2. Take Camp Pendleton Exit 3. Proceed through Main gate (Vandegrift Road) for about eight to ten miles 4. Make a right turn onto Rattlesnake Canyon Road 5. When you get to Vandegrift Road, again, make a right hand turn pass Fire Station 6. Proceed to 11th Street making a right hand turn, 7. Bldg. # 1341 is located on the right hand side of the street. 8. Ward Lodging is located on the left hand side of the street.
DIRECTIONS TO DEL MAR BOQ FROM NAVAL HOSPITAL	
<ol style="list-style-type: none"> 1. From Naval Hospital (Santa Margarita Rd) 2. Make a right onto Vandegrift Road at the stop light 3. Proceed in the direction of main gate entrance 4. Make a Right turn on Wire Mountain Road at 5. the stop light, crossing the bridge 6. Make a left at the first street (past Fire Station 7. Make an immediate left onto "B" Street 8. An immediate left onto Santa Fe Ave 9. From Santa Fe Ave make a left onto 5th Avenue. 10. BOQ is at the end of the road 11. Make a left into the parking lot of Bldg. # 210440 	

