

## CHECKING IN – RESERVISTS CHECKLIST

Welcome aboard reservists! Your contribution to America, to Navy Medicine, and to NHCL is greatly appreciated.

### PREPARING TO REPORT

- Member must be fully fit for duty and ready to work in assigned workspace.
- Grooming - conform to the current Navy-wide grooming standards. Personnel not in compliance with these standards will not be checked in for duty until deficiencies are corrected.
- Required documents and other items:
  - Original Orders - (AT/ADT/ADSW/IDTT), including modifications. When putting in orders on NROWS, the UIC for NHCL is 68093. Note: BCN numbers are required for ALL orders to Naval Hospital Camp Lejeune. BCNs will only be issued by the Operational Support Office.
  - Valid military I. D. card.
  - Uniform of the Day.
  - PRIMS print-out of most recent PFT
- HIPAA Preparation. Link to register for, and take [HIPAA Training](#).  
<https://mhslearn.csd.disa.mil/ilearn/en/learner/mhs/portal/home.jsp> This is mandatory for NHCL staff. It is strongly recommended that you complete the training prior to checking in as it will dramatically shorten check-in time. If you have already registered but don't have your username/password, do not re-register! Contact the HIPAA helpdesk to reactivate your account.

New HIPAA registrants - important notes:

- For HMs, select 'Nursing' as your job position. This most closely relates to your responsibilities.
- For all other rates, select 'Facility Support Services.'
- After registering, please keep your username and password in a secure place and bring them with you when you report for duty. You will need that information to access HIPAA every year for annual refresher courses.

### UNIFORM OF THE DAY

- Report for AT in the Uniform of the Day.
- Khakis and Dress Blues are acceptable attire for officers and senior enlisted year-round.
- Enlisted personnel will report on board in working white or working blues, depending on the season. Enlisted personnel are also required to bring a pair of cammies and coveralls, depending on work assignments.

### REPORTING ABOARD

- Check in at the Operational Support Office (OSO).
- Report no later than 0800 in the uniform of the day.

- Opportunities to complete HIPPA will be provided if necessary. The Check-in process could take up to 5 hours if HIPPA has not been completed prior to reporting. If HIPPA is complete and certificates are printed, the Check-in process will only take 30 minutes.
- Paperwork for a staff badge, CHCS account and email access will be given.
- Navy issued PT Gear is required. We have scheduled PT 3 times a week.

## DUTY ASSIGNMENTS

Duty assignments are made based on command manpower requirements, NOBC, SSC, and NEC qualifications and individual training objectives.

Duty hours are based on the work centers needs and will be equal to those of your active duty counterparts. If you have a specific request regarding duty hours, this will require coordination with your assigned work center.

Per the FY06 BUPERS Instruction, Fitness Reports are no longer required for reservists doing an AT at their gaining command. For all others, a FITREP is required for officers on orders of 11 days or greater. All AT Fitness Reports will be graded as non-observed; block 41 on the FITREP can describe your activities and achievements.

Enlisted performing more than 11 days of Annual Training are encouraged to request a PIM from their assigned workspace supervisor.

NHCL Staff Education and Training (SEAT) supports training requirements for all hospital staff as well as the base. Classes often meet maximum capacity far in advance of the scheduled course. Therefore, it can be difficult to schedule your training after you arrive for your AT. For assistance with HIPAA training or if you require training such as ACLS, HMSB, PALS, or TCCC; contact SEAT for additional information. Please contact NHCL SEAT at 910-450-4196 for further clarification. (You will still require a Billet Control # from the OSO office)

## CONTACT US

- Operational Support Office (OSO)
  - Location: First Deck, next to lighthouse cafe.
  - Phone:
    - Main: 910-450-4816
    - DSN: 750-4816
    - Operational Support Officer : 910-450-4816
    - Fax: 910-450-4081
  - Hours of Operation:
    - Monday thru Friday 7:30 AM to 4:00 PM
- Click here to Email the [Operational Support Office](#).

## VISITORS CENTER

Find directions, maps, area transportation, gate schedule, parking, dining, MWR, Marine Corps Exchange, post office, credit union, barber shop, dry cleaners, and more. <http://www.lejeune.usmc.mil>

## **BERTHING**

Per OPNAVINST 11103.1B, "POLICIES AND PROCEDURES GOVERNING BACHELOR HOUSING," the following are Camp Lejeune-area berthing options:

**Officers:** All Officers are required to stay at the All Points Inn BOQ 910-451-5713. If there is no availability, then a CNA is required.

**E6-E9:** All E6 to E9 are required to stay in the staff NCO BEQ 910-451-5262. If there is no availability, then a CNA is required.

**E5 and below:** E5 and below stay off base. If a letter of non-availability is needed by the reserve center, the OSO can provide one.

## **PAY, TRAVEL & MONEY**

**Travel claims** Upon checkout, travel claims should be processed as per your Reserve Unit policy.

**Personal money:** Bring enough money to cover expenses. A government issued credit card (GTCC) may be used to offset initial out-of-pocket expenses. Contact your reserve center's credit card coordinator for details.

## **CREDENTIALS**

All health care providers (physician, dentist, nurse, nurse anesthetist, nurse practitioner, physician assistant, medical service corps clinician, dental hygienist) must be credentialed prior to assuming their clinical duties. A Credentials Transfer Brief (CTB) must be received from the Naval Health Care Support Office (HSO) prior to performing any clinical duties. Additionally, all providers must have signed Appendix Q granting privileges at this command. The Appendix Q will be either mailed or faxed to the member for signature. These must be returned ASAP in order to get the proper signatures prior to reporting. If you have credentialing questions or problems contact HSO Jacksonville at the following number 1-800-566-8494:

**Nurse Corps IPC-** ext 8131/8133

**Nurse Corps ICF-** (Practitioners) ext 8156/8125

**Medical Corps** -ext 8123

**Medical Service Corps-** ext 8134/8133

**Dental Corps-** ext 8136/8135

It is the individual reserve member's responsibility to assure credentials are kept current. Health care provider's credentials must be up to date prior to submitting the request for annual training. When the unit OIC/CO signs the application this indicates credentials status of credentials, at this command, you may call the OSO.

**\*\*Important note to remember:** The date your credentials package expires at Jacksonville, it also expires at Naval Hospital Camp Lejeune. Also, whenever sending a renewed license or BLS card to Jacksonville, please fax a copy to NH Camp Lejeune too.

**BLS CARDS MUST BE CURRENT. WITHOUT A CURRENT BLS CARD, YOU WILL HAVE TO WORK IN AN ADMIN POSITION.**

## **CHECKING OUT**

- Check out in the uniform of the day on the last day of your Annual training orders.
- The last day of AT is considered a full day at your assigned workspace.
- Flights home should not be made earlier than 1700.
- Officers - Fitness Reports and Performance Appraisal Reports (PAR) must be submitted via your chain of command. Please ensure that your Department Head signs it before dropping it off at the Professional Affairs Office. Copies of FITREPS or PARs may be left with the OSO but it is not required.