



**DEPARTMENT OF THE NAVY**  
NAVY MEDICINE TRAINING SUPPORT CENTER  
2931 HARNEY PATH, BUILDING 903, FL-1  
JBSA FORT SAM HOUSTON, TX 78234-7674

Dear Shipmate,

Congratulations on your assignment to Navy Medicine Training Support Center and welcome to historic Fort Sam Houston and Military City USA, San Antonio, Texas! I am thrilled you have joined our team here in Texas.

This is an exciting time for Military Medicine in San Antonio and it is a pleasure to welcome you to such a unique assignment. Fort Sam Houston has maintained a presence in the Alamo City since 1845. During that time, the installation has performed numerous important roles including a headquarters, mobilization and training site, and provider of medical support.

Fort Sam Houston is a dynamic and growing installation taking on new missions, such as the home of the Army Medical Command headquarters, to include command headquarters as Fifth U.S. Army, U.S. Army South, U.S. Navy Regional Recruiting, the San Antonio Military Entrance and Processing Station, Navy Medical Education and Training Command, and the Medical Education and Training Campus (METC). METC is the Tri-service Organization, which has consolidated military medical education on Fort Sam Houston and represents the largest project of its kind in history. You will be a part of this very exciting and challenging initiative.

Navy Medicine Training Support Center is the headquarters command for Navy Medicine's Enlisted Training program for Hospital Corps school and for advanced C schools. In addition, we are headquarters for the following commands: Defense Medical Readiness Training Institute and the NMTC Enlisted Training Element. For staff assigned to these commands, we are here to support you administratively, professionally, and personally. Also located at Fort Sam Houston are San Antonio Military Medical Center, Headquarters Dental and Veterinary commands, the Institute for Surgical Research (trauma/burn center), and the Defense Institute for Medical Operations.

For additional information about Fort Sam Houston and our command, please go to our website: <http://www.med.navy.mil/sites/NMTSC> or our NKO page. This website was created and designed specifically with you in mind. We have posted valuable information you may require as you transition. I encourage you to look at the entire site, as the design team has tried to anticipate your needs by providing information about the command, your assignment or school, and the city of San Antonio. It is a tremendous resource I know you will find useful.

San Antonio is a great place to live and work, and I think you'll find the activities available in the community are second to none, from Sea World to Six Flags, to the infamous River Walk, there's a lot to do and something for everyone. I encourage you to have fun during your time here at the command and while living in Military City USA.

Again, welcome aboard, and let me know if there is anything I can do to help make your transition a smooth one.

/s/  
D. L. SMITH

## WELCOME ABOARD MEMORANDUM

From: Command Master Chief, Navy Medicine Training Support Center

Subj: WELCOME ABOARD

1. Congratulations on your selection for assignment to Fort Sam Houston, Texas. The Navy Medicine Training Support Center (NMTSC) is located in Building 903 which is near the corner of Harney Path and Patch Road. Upon your arrival, please check in at Jaenke Hall Quarterdeck, Bldg 1475, 3320 CPL Johnson Road (Pay and Personnel Services office during normal working hours). As a reminder, if you are here under instruction for less than 20 weeks, you are not entitled to a PCS move, permitted to move family, or bring relatives with you to San Antonio. Your orders will indicate whether you are here in a PCS status or Temporary Duty Under Instruction status.
2. San Antonio is the home to several military bases; however, none are Navy and thus there is a limited amount of Navy uniform items available. I strongly recommend that you take care of your uniform needs and obtain all uniform items prior to your pending departure. Seabag inspections are periodic, so you are required to have a full seabag upon your arrival as well as Navy PT gear. If you do not have these items, they are available, in limited quantities, for purchase from the Military Clothing and Sales on Fort Sam Houston and Lackland Air Force Base.
3. For more information about Fort Sam Houston and NMTSC, please go to our website at <http://www.med.navy.mil/sites/NMTSC> or under the NKO site. This website has been created and designed with you specifically in mind. We have worked hard to provide you with the valued information you require as you transition here. I encourage you to look through this entire site. The design team has tried to anticipate your informational needs by providing you information on the Command, your assignment or school, and the city of San Antonio. It is a tremendous resource I know you will find useful. We will continue to provide current information to you as we update this website. I invite you to assist us with your input on how we can better enhance this resource.
4. Again, welcome to NMTSC and congratulations on your selection for assignment at Fort Sam Houston.

/s/

M. C. FOSTER

Dear New NMTSC Family Member(s),

Welcome to NMTSC and to San Antonio, TX! I am the OMBUDSMAN that will assist your family during your duration at NMTSC. As an NMTSC military spouse, I understand both life at Fort Sam Houston and the trials and tribulations that often accompany Navy family life. I will help guide you and your family while your Sailor is stationed with NMTSC.

OMBUDSMEN are designated by the command to serve as communication link between the Commanding Officer and command family members. OMBUDSMEN are also trained information and referral specialists, so I can help direct you towards the multitude of organizations that provide military families with specialized assistance.

I am your advocate and I am ready to support, direct, and empower you with all of the resources available at Fort Sam Houston and beyond. While I am always available to provide a listening ear and follow the confidentiality guidelines as required by the Navy Family OMBUDSMAN program, I am also required to report certain things such as life threatening situations.

If you have any questions or concerns, please do not hesitate to reach out to me at the contact information listed below. I also have a Facebook community page for NMTSC family members where we can share things such as upcoming events and other notable information. Please take time to join the Facebook community at <https://www.facebook.com/#!/groups/nmtsc.ombudsman/> so that I can get to know you better!

Sincerely,

Grace Foy  
[nmtsc.ombudsman@gmail.com](mailto:nmtsc.ombudsman@gmail.com)

## **WELCOME ABOARD!**

**Congratulations on your assignment to the Navy Medicine Training Support Center, Fort Sam Houston, Texas.**

### **MISSION**

Our mission is to conduct education and training for military personnel to enhance readiness in support of the Navy Medical Department.

Navy Medicine Training Support Center (NMTSC) is the Navy component command that provides administrative and operational control over Navy staff and students assigned to the Medical Education & Training Campus (METC) and other medical programs in the San Antonio area.

At any given time NMTSC has over 2,500 students and over 500 instructors and support staff onboard.

Additionally, NMTSC has two detachments (Naval Medical Center San Diego & Naval Medical Center Portsmouth) supporting our clinical phases of our advanced Corpsman schools.

**NMTSC Mission:** "We support the Department of Defense by developing Navy healthcare professionals for global assignments."

**NMTSC Vision:** "We are a Command rich in Navy culture, tradition, and heritage that attracts and professionally develops the Navy's best."

### **CHECK-IN PROCEDURES:**

If checking in during normal working hours (0730–1600), report to NMTSC's Pay and Personnel Services officer, located on the 1<sup>st</sup> deck of Jaenke Hall, Bldg 1475, 3320 CPL Johnson Road, FT Sam Houston, TX 78234. When checking in, report in the proper dress uniform.

If checking in after normal working hours, report to Jaenke Hall Quarterdeck, Bldg 1475, located at 3320 CPL Johnson Rd., FT Sam Houston, TX 78234, for checking in and stamping of orders by duty personnel. All staff checking in should have in their possession: Medical Record and Dental Record.

### **MAILING ADDRESS FOR OFFICIAL CORRESPONDENCE AND MEDICAL/DENTAL RECORDS**

Commanding Officer  
Navy Medicine Training Support Center  
2931 Harney Path BLDG 903  
Fort Sam Houston, Texas 78234-6111

### **PHONE NUMBERS**

<b>Administrative Services Department, Bldg 903</b>	<b>(210) 808-1028/1041/1040/1054</b>
<b>Jaenke Hall Quarterdeck</b>	<b>(210) 808-1445/1446</b>
<b>Command Sponsor Coordinator (<u>PS1 Lat</u>)</b>	<b>(210) 808-1019</b>
<b>Asst Sponsor Coordinator (<u>HM2 Esquivel</u>)</b>	<b>(210) 808-1005</b>

### **CHAIN OF COMMAND**

The chain of command will be utilized to provide efficiency, responsiveness and leadership awareness of individual requests. Utilize the chain of command at all times for special request chits, problems (both personal and professional), legal, pay, medical, etc. The chain of command for Navy Medicine Training Support Center is as follows:

**COMMANDING OFFICER: CAPT Denise L. Smith**

**EXECUTIVE OFFICER: CAPT Corazon D. Baylecox**

**COMMAND MASTER CHIEF: HMCM (SW) Melissa C. Foster**

## **STANDARDS OF CONDUCT**

We have a zero tolerance for gender or racial discrimination, sexual harassment, fraternization or substance abuse. Complaints of discrimination or grievances, informal and formal procedures are presented to all staff/students during orientation via the Navy Rights and Responsibility Workshop. Additional information may be obtained from the Command Assessment Team members or the Administrative Services Department. Please refer to the Fraternization and Sexual Harassment Policies posted in the Admin Department of Bldg 903 if there are any questions. All personnel upon check-in and random selection are required to participate in the Urinalysis Drug Program.

## **HEALTH AND PHYSICAL READINESS**

All staff will maintain the health and physical readiness standards outlined in the OPNAVINST 6110.1 series.

Upon reporting to the command, the Command Fitness Leader will review the member's official Physical Fitness Assessment (PFA) history to ensure "Pass/Within Standards" status, along with BCA measurements (HT/WT and/or body fat measurements). If member is out of standards, he or she will be placed on the command Fitness Enhancement Program (FEP) and a message will be sent to last command.

## **MEDICAL AND DENTAL SERVICES**

The standard procedure for staff desiring to use the Fort Sam Houston medical or dental services are as follows: For dental needs, staff and students can seek services at the Budge Dental Clinic located on Garden Avenue. For acute medical care or sick call members can be seen at the Fisher Clinic located on Garden Avenue. You will need to call central appointments for sick call they do not take walk ins. Members with emergency medical problems after duty hours are seen in the Emergency Room at San Antonio Military Medical Center (SAMMC). The following medical and dental phone numbers are provided for your convenience:

<b>TAYLOR BURKE CLINIC (CAMP BULLIS)</b>	<b>(210) 295-8491</b>
<b>BUDGE DENTAL CLINIC</b>	<b>(210) 808-3735</b>
<b>FSH CLINIC (FT SAM HOUSTON)</b>	<b>(210) 295-4362</b>
<b>CENTRAL APPOINTMENTS/PRIMARY CARE CLINIC</b>	<b>(210) 916-9900</b>

## **FAMILY CARE PLAN CERTIFICATE**

This applies to all single military personnel and military couples with dependents. Members who fall into this category can obtain this form from the Administrative Services Department.

## **MILITARY & FAMILY READINESS CENTER**

The Joint Base San Antonio (JBSA) Military & Family Readiness Centers (M&FRC) are dedicated to providing a full range of quality programs and services that promote self-reliance, mission readiness, resiliency, and ease adaptation into the military way of life

<b>JBSA Fort Sam Houston (FSH)</b>	<b>(210) 221-2705/2418</b>
<b>JBSA Lackland (LAK)</b>	<b>(210) 671-3722</b>
<b>JBSA Randolph (RAN)</b>	<b>(210) 652-5321</b>

## **FAMILY READINESS GROUP**

The Family Readiness Group is an information source and a support network for all military families on issues such as military benefits, customs, education and family finance. All Active Duty staff and their spouses are invited to be part of the NMTSC Family Readiness Group (FRG). The Commanding Officer strongly supports the family readiness program. Those who are interested are encouraged to send their contact information to the new e-mail address that has been set up for our Family Readiness Group at [nmtc.fsh.frg@gmail.com](mailto:nmtc.fsh.frg@gmail.com).

## **EDUCATIONAL SERVICES**

The Education Services Officer (ESO) provides liaison between PSD San Antonio and staff / students of NMTSC in all matters pertaining to advancement examinations and continued education units/credits. Dates and locations of the exams will be posted during exam cycle periods. If you will be planning on taking the advancement exam here at NMTSC, shortly after reporting or while on leave, please ensure your current command forwards your exam to us here at Navy

Medicine Training Center along with your completed worksheet. **THIS IS YOUR RESPONSIBILITY!** Please note that PCS travel (leave) is not an authorized reason to not take the exam or make-up exam.

## **UNIFORM STANDARDS**

**MILITARY UNIFORMS:** The Uniforms of the Day as prescribed in the Plan of the Week shall be worn during working hours, while in a duty status, and for prescribed ceremonies and formations. Dress uniform is required for initial check in and the alternate uniform is Navy Working Uniform (NWU) on Monday, Tuesday, Wednesday, and Friday and Navy Service Uniform (NSU) on Thursday. **NOTE: The Military Clothing and Sales on Fort Sam Houston and Lackland AFB have extremely limited Navy Uniforms and devices for E6 and below. It is highly recommended that you purchase any needed uniform items prior to arriving, or buy online at [www.navy-nex.com](http://www.navy-nex.com).**

**NAME TAGS:** All staff will be issued a gold name tag with black lettering.

**PHYSICAL TRAINING UNIFORM:** Now that the Physical Training Uniform (PTU) is available for purchase, all staff and students will be required to purchase at least two sets. This is a mandatory uniform requirement and will be worn during all PFAs. It is highly recommended you purchase necessary items prior to arriving due to limited availability. The PTU can be purchased online at [www.navy-nex.com](http://www.navy-nex.com).

## **PAY**

You are strongly encouraged to review your LES to make sure all pay, allowances, and other financial entitlements are in order. Over-payments are collected immediately and in large sums. Do not jeopardize your financial integrity or your career through mismanagement of your pay and allowances. If members find themselves in a financial situation, they can utilize the Navy-Marine Corps Relief, located at 2414 Stanley Road Bldg 131, 2<sup>nd</sup> floor. The phone number is (210) 221-9819 to schedule an appointment. They are available on Monday, Wednesday and Friday from 0900 to 1300. Also, the American Red Cross can be utilized for members with an extreme or emergent situation. They are located in Bldg 2650 on Fort Sam Houston and to schedule an appointment call (210) 221-5271/3681.

## **OFF DUTY EMPLOYMENT/EDUCATION**

For staff members desiring off duty employment, simply complete an Off Duty Civilian Employment request form. (NAVMED 1610/1). Reminder: Work hours are limited to 15 hours a week. Please see the Administrative Services Department for assistance.

## **OFF LIMITS AREAS AND ESTABLISHMENTS**

The following areas and establishments have been placed in an off limit status to all Armed Forces personnel:

Planet K  
Cracker Box Palace  
Voodoo Tattoo Parlor  
Texas Players Club  
Boys Town (Acuna, Mexico)  
Widows Web Bar and Night Club (Acuna, Mexico)  
The Up and Down Club (Acuna, Mexico)  
Anywhere within 15 miles of the US Mexico border

## **HOUSEHOLD GOODS**

Upon arriving in San Antonio, contact the Joint Personnel Property Office (JPSO) at 210-321-4200, follow the automated system to check in-bound shipments. You will receive your required delivery date (RDD), this is the latest date the carrier can deliver your household goods (HHG). Don't forget to update your phone number and delivery address, so the JPSO office can contact you to schedule your delivery date and time frame.

## **ON-BASE HOUSING (LINCOLN HOUSING OFFICE)**

There is currently a waiting list for on-base housing. To be placed on the waiting list prior to arriving in San Antonio you must be checked out of your command, and fax the following documents to the Lincoln Housing Office:

- copy of your orders with the stamp of your detaching command
- copy of your leave papers
- current LES
- copy of military ID card (both front and back)
- if you have step-children, a copy of the custody paperwork

Fax all documents to 210-270-7699. Upon arriving in San Antonio, you may check your placement on the list by calling the Housing Office (Bldg 407) at 210-270-7638.

To visit Fort Sam Houston's housing webpage, please visit <http://lincolnmilitary.com/installations/fort-sam-houston/> and the temporary lodging webpage is <https://fsh-intranet.amedd.army.mil/sites/newcomers/lodge.asp>.

## **LOCAL COMMUNITY**

If it's the local community that you want a great place to start is Housing Management Office located in Bldg 367, intersection of Stanley and Reynolds Rd, website <http://www.housing.af.mil/jbsa-fortsamhouston/index.asp>. Their office number is (210) 295-8569/8539/8564. Even if you don't utilize these services to find your house or apartment, you can still go through them for the utilities waiver. For houses or apartments in great areas the best places to start your search are Stone Oak, Alamo Heights, Helotes, Universal City, Selma, Deerfield, New Braunfels, Schertz and Cibolo. For more information on apartments check out [www.rent.com](http://www.rent.com). If you're looking for a realtor you can contact Covenant Partners Realty Mr. Kurt Cutkelvin (retired navy chief) 140 Heimer Rd, Suite 520A, San Antonio, TX 78232 Ph# (210) 870-9066 or email [kurtdmc1728@yahoo.com](mailto:kurtdmc1728@yahoo.com). You can also contact Laughy Hilger Group Ms. Christine Mayes 11107 Wurzbach Rd Ste 405 San Antonio, TX 78230 ph# (469) 744-2497 or email [christinemayes671@gmail.com](mailto:christinemayes671@gmail.com).

## **LODGING ON FORT SAM HOUSTON**

IHG Army Hotels- Fort Sam Houston for reservations please call (210) 357-2705, for out of the country please call 1-877-711-8326. Hours of Operation: 24 hours, 7 days a week, 365 days a year. Pets are welcome with a onetime non-refundable fee of \$75. Then \$6 dollars a day after the 6<sup>th</sup> day. Visit the website at [www.ihgarmyhotels.com](http://www.ihgarmyhotels.com)

**Please contact them directly for more information.**

**The wait list for the Child Development Center daycare (CDC) is currently 6 months to a year. Please call the number listed under child care to see if you can get your child put on the wait list before you arrive.**

### **CHILD CARE**

Child Development Center  
(210) 221-4871 DSN 471  
Bldg 2530 Stanley Rd.  
Mon-Fri, 0530-1730

### **YOUTH CENTER**

(210) 221-3502 DSN 471  
Bldg 1630 Watkins Rd  
(6<sup>th</sup>-12<sup>th</sup> Grades)  
Monday-Thursday, 3-8pm

### **SCHOOL AGE SERVICES (Pre-K thru 5<sup>th</sup> Grade)**

Office number: 210-221-5151  
Bldg. 1705  
Monday – Friday, 6 a.m. - 8 a.m.  
Monday – Friday, 3 p.m. - 6 p.m.

### **MIDDLE SCHOOL TEEN CENTER**

(210) 221-3164 DSN 471  
Funston Bldg 2515  
(6<sup>th</sup>-12<sup>th</sup> grade) Recreation Facility  
Friday-Saturday, 3-11pm

**GATE ACCESS HOURS OF OPERATIONS & DIRECTIONS TO BLDG 903 & THE BARRACKS FROM EACH GATE. FOR GATE QUESTIONS CONTACT (210) 221-9205**

**WALTERS ST GATE ACCESS: OPEN 24/7**

**DIR TO BLDG 903**

Once you come through the gate you will come to a stop light (Wilson St).

Keep straight to continue on Scott Rd

Slight right to stay on Scott Rd (Do not turn Left you should pass at least 2 four way stop signs)

Once you reach the 3<sup>rd</sup> four way stop sign that will be Harney Rd TURN Right.

BLDG 903 will be the 2<sup>nd</sup> bldg on the left if you go to the stop sign you went too Far. **(Building Sign will say Welcome to Navy Medicine Training Support Center)**

**DIR TO THE BARRACKS**

Once you come through the gate you will come to a stop light (Wilson St).

Turn right on Wilson St (You should see the Commissary on your left)

Wilson St will turn into Garden Ave continue straight until you reach the stop light (You should see the fire station across the street) Keep straight

You will come to a 4 way stop sign which is CPL Johnson St Turn Right (The barracks will be the 2<sup>nd</sup> and 3<sup>rd</sup> BLDG on the Right) **(Barracks BLDG Number 1475 & 1479)**

**HARRY WURZBACH GATE ACCESS: OPEN 24/7**

**DIR TO BLDG 903**

Once you come through the gate you will come to a stop light (Stanley Rd). TURN LEFT ON STANLEY RD

You will reach a four way stop sign which will be (Scott Rd). Turn Left on Scott Rd (Landmark Gas Station Across the street)

You'll come to another four way stop sign which will be (Harney Rd). Turn Right on Harney Rd.

BLDG 903 will be the 2<sup>nd</sup> building on the left. **(Building Sign will say Welcome to Navy Medicine Training Support Center)**

**DIR TO THE BARRACKS**

Once you come through the gate you will come to a stop light (Stanley Rd). TURN LEFT ON STANLEY RD

Continue on Stanley Rd until you reach another stop light which will be (Schofield Rd). Turn Left on Schofield Rd.

Continue straight on Schofield Rd until you reach another stop light. This will be (Garden Ave). Turn Left on Garden Ave (Landmark Fire Station across the street on the left)

Once you reach the stop sign this is (CPL Johnson Rd). Turn Right on CPL Johnson Rd. The Navy Barracks will be the 2<sup>nd</sup> and 3<sup>rd</sup> BLDG on the right. **(Barracks BLDG Number 1475 & 1479)**

**BINZ ENGLEMAN GATE ACCESS: OPEN 24/7**

**DIR TO BLDG 903**

Once you enter the gate the street becomes (Schofield Rd). Continue straight on Schofield Rd.

You will reach a four way stop sign this is (Scott Rd). Turn Right on Scott Rd. (You should see a Gas Station on the right)

After that right you will come to another stop sign (Harney Rd). Turn Right on Harney Rd BLDG 903 will be the 2<sup>nd</sup> BLDG on the left. **(Building Sign will say Welcome to Navy Medicine Training Support Center)**

**DIR TO THE BARRACKS**

Once you enter the gate the street becomes (Schofield Rd). You will reach a stop light this is (Garden Ave). Turn Right at the light.

Once you turn right you will come to a Four way stop sign this is (CPL Johnson Rd). Turn Right on CPL Johnson.

The Barracks will be the 2<sup>nd</sup> and 3<sup>rd</sup> BLDG on your Right. **(Barracks BLDG Number 1475 & 1479)**

**WILSON STREET GATE ACCESS: OPEN 6AM-10PM MON-FRI CLOSED SAT/SUN/HOLIDAYS**

**DIR TO BLDG 903**

Once you enter the gate continue straight on (Wilson St).

When you reach the 2<sup>nd</sup> stop light this will be Scott RD. (landmark Gas station on the left) Turn Left at the light onto Scott Rd.

Slight right to stay on Scott Rd (Do not turn Left you should pass at least 2 four way stop signs)

Once you reach the 3<sup>rd</sup> four way stop sign that will be Harney Rd TURN Right.

BLDG 903 will be the 2<sup>nd</sup> bldg on the left if you go to the stop sign you went too Far. **(Building Sign will say Welcome to Navy Medicine Training Support Center)**

**DIR TO THE BARRACKS**

Once you enter the gate continue straight on (Wilson St). (You should pass 2 stop lights and the Commissary which will be on the left.)

Once you pass the commissary and reach the 3<sup>rd</sup> stop light Wilson St will change to Garden Ave. (Landmark Fire Station Across the street on the right)

Continue straight until you reach a four way stop sign this is (CPL Johnson Rd). Turn Right on CPL Johnson.

The Barracks will be the 2<sup>nd</sup> and 3<sup>rd</sup> BLDG on your Right. **(Barracks BLDG Number 1475 & 1479)**

CITY OF SAN ANTONIO

# DISTRACTED DRIVING ORDINANCE

## IMPORTANT DATES

- Jan. 1, 2015: Ordinance Takes Effect with a 30-day Grace Period
  - Feb. 2, 2015: Grace Period Ends
- .....

## ORDINANCE SUMMARY

The ordinance prohibits all "hand-held" use of cell phones and other hand-held mobile communications devices while operating a motor vehicle on any City street.

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## WHAT YOU CAN'T DO

- Engage in a call
- Send, read or write a text message
- View photos or written text
- Engage in gaming
- Engage in any other use of the device (GPS, etc.)

## EXCEPTIONS

The ordinance does not apply to a person who is:

- On private property or legally parked
- Using a hands-free device (e.g. Bluetooth)
- Using a GPS device affixed to the vehicle
- Operating an emergency vehicles
- Reporting illegal activity
- Communicating with emergency response personnel
- Preventing injury to a person or property



For more information, visit [SanAntonio.gov/SAPD](http://SanAntonio.gov/SAPD).



