

General Information

Operational Support Officer Contact Information

Electronic Mail Address: NHBeaufort-OSO@med.navy.mil

Mailing Address:

Human Resources Department (Military)
Code 09HR
Naval Hospital Beaufort
1 Pinckney Blvd Beaufort SC 29902

Phone Numbers:

Commercial: (843) 228-5283 or 5297
DSN: 335-5283
Fax: (843) 228-5180

Hours:

Monday – Friday 0800 – 1600

Conflict of Interest

- IAW BUPERSINST 1001.39E, civilian employees of the government may not be assigned to a mobilization billet in the same office where they are employed as a civilian. Reserve activities will forward any potential conflict of interest situation that they cannot resolve per DOD 5500.7-R of 30 August 1993 (NOTAL) to BUPERS (PERS 913) for enlisted and (PERS 911) for officers. Situations that may lead to financial interest or civilian employment conflict of interest situation are defined by DOD 5500.7-R of 30 August 1993 (NOTAL)".

Work Schedules:

- Work schedules during AT are determined by the supervisor of the department where AT will be performed. (Reservist working in Directorate of Dental Services will be released at 1300 on last day of annual training to check-out from annual training).
- Members should not assume that weekends and/or holidays are non-working days.
- Working hours may not always be schedule for standard day shifts for those members performing AT in areas that employ shift work.

Sponsor/ POC

Please contact your work site to be assigned a POC or Sponsor that will help get you acquainted with NHB and walk you through the check in process.

Pay Issues/Concerns

- Please check with the OSO and your LES using the following link (<https://mypay.dfas.mil/mypay.aspx>) to verify payment status. For questions and concerns, please contact your OSO.

Requesting AT Release

- Members who desire to perform their AT outside of NHB must get released to do so by the OSO. Requests for release must be processed through the member's chain of command.
- The proper routing for AT Release begins with the member's immediate chain of command, including the unit's Training Officer who is responsible to forward the request to the NROWS approver. The detachment's leadership is the only point of contact authorized to forward release requests to the NHB OSO.
- Please be advised that members should not make contact the NHB OSO prior to making contact with their immediate chain of command or they will be turned away and redirected before their release request will be processed at NHB.
- Members must complete at least the last two (2) AT's at NHB in order to be released. Please note however, that each case will be reviewed individually.
- If you try to submit orders in NROWS for somewhere other than NHB without release approval, the orders will either be denied or put on hold by the NROWS approver until you have received the release from the NHB OSO.