

CLERKSHIP INFORMATION
NAVAL MEDICAL CENTER PORTSMOUTH, VA

Welcome to Portsmouth Naval Medical Center, the Navy's "First and Finest". This information sheet has been prepared to help answer some of our more common questions. If you should have any additional questions, please feel free to email the [Medical Student Coordinator](#) or call our office at (757) 953-5109.

HOUSING:

You are responsible for making your own arrangements. Contact Ms. Williams at the local **BOQ (Chesapeake Inn) @ (757) 391-1387** to make arrangements for a room. If no room is available, be sure to jot down the person's name you talked with, date and time of non-availability. You may need this information later. You may make other arrangements for housing if the BOQ is not available. You must be on active duty in order to stay at the BOQ.

*****If you were unable to stay at the BOQ, you will need to have your orders stamped with the Nonavailability stamp on the day you arrive, before you check into your hotel. Sometimes rooms open up at the BOQ at the last minute. Since many hotels request your credit card to reserve your room, be sure to contact the BOQ on your day of arrival to be sure of nonavailability.**

The BOQ does not have the Nonavailability stamp so you will have to report to the NNSY Shipyard BEQ Sea-Hawk Bldg. 1504A. You will enter through Gate 15, which is the gate next to the NNSY Pass & Decal Office. The NNSY Shipyard is a very secure base. Even if you have DOD stickers on your car, you will need to go to the Shipyard Pass & Decal Office to get a visitor's pass. You will need your Military ID card, car registration, proof of insurance, and proof of state car inspection (if your state requires an inspection). The Pass & Decal Office is open Mon-Fri 0700-1600. To obtain a visitor's pass after hours and on weekends, you will need to go to the Shipyard Police Station which is directly behind Pass & Decal. The NNSY Shipyard is approximately 4 miles from NMCP. You will be given time on your first day of rotation to get your orders stamped if you need to. You will need to submit a copy of your orders with the Nonavailability stamp in order to be reimbursed for any lodging.

The Hampton Roads area does NOT offer a Tax Exemption for travelers on official business/orders. For information and forms for cities that do offer tax exemption, go to www.qsa.gov/statetaxforms.

If you will not be on active duty orders during your clerkship, please contact the GME Office for affordable housing options. We have listings of homes with rooms for rent.

You can make arrangements in one of the following :

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| Worldwide BOQ Reservations: 1-877-ZUMWALT (986-9258) Website: http://www.nsa-norva.navy.mil/Bachelor%20Housing/index.htm | The Myrtles 850 Crawford Parkway, (757) 397-2000 |
| Navy Lodge – 1-800-NAVY-INN Website: http://www.navy-lodge.com/ (Must be Active Duty or a Reservist with military ID Card) Norfolk: Hampton Blvd; Virginia Beach: Little Creek Amphib Base and Dam Neck Base | Comfort Inn 347 Effingham St, (757) 397-7788 |
| | The Glencoe Inn B&B 222 North St. (757) 397-8128 The Glencoe Inn Accepts Military/Government Per Diem Rates; Furnished corporate apts & suites available |
| Holiday Inn 8 Crawford Parkway (757) 393-2573 | The Patriot Inn B&B 201 North Street (757) 391-0157 Accepts Military/Government Per Diem Rates. Limited to 14 day stay at a time. The Patriot Inn Bed & Breakfast |
| Harbor Towers One Harbor Court (757) 393-1600 Harbor Tower Apartments | Oakwood Corporate Apartments (800) 592-7947 |
| Hawthorn Suites 506 Dinwiddie Street (757) 392-1330 Hawthorne Suites | |

RENTAL CAR:

If you are flying here, be sure to request a rental car when filling out your request for orders on NROWS. **Please know that if your orders do not authorize a rental car, it is not guaranteed that your rental car expenses will be reimbursed by NAVMED MPT&E (Code OH).** If your rental car is denied, please call us to see if someone else is here that you could ride/car share with. If no one else is here to share with (and depending on the circumstances) we can request an order mod reflecting a rental car but it is not guaranteed to be approved. **If it is not approved you will not be reimbursed for the cost of the rental car.** So please keep this in mind.

WHERE DO I GO TO CHECK-IN:

If coming on AT orders, please stop at the Quarter Deck to get your orders endorsed. The Q-Deck is located in Bldg. #2 (Charette) on the 2nd floor.

On the first day of your rotation, report to the Medical Student Coordinator in the GME/Academic Affairs Office, Building 3, 3rd Floor, Room 3.1-210, at **0800** for instructions on checking in. Your rotation is aware that you will spend most of the morning of the first day checking in with the institution.

GROOMING AND UNIFORMS: If you are Active Duty, please refer to the Armed Forces Health Professions Scholarship Program (AFHPSP) Navy Student's Handbook for grooming standards. An appropriate hair cut should be obtained **before** reporting to GME. Your uniform should be clean, neatly pressed, and complete. Please bring your lab coat. If you are not on an active duty tour (on orders) you must wear appropriate civilian attire with a lab coat. **You may not wear your uniform unless you are on Active Duty orders.**

HPSP: [NAVMED MPT&E Armed Forces Health Professions Scholarship Program](#)

Uniform of the Day: On or about 15 October till 15 April, Prescribed: Winter Blue, Alternate: Service Dress Blue/Summer Khaki. On or about 15 April till 15 October, Prescribed: Summer White, Alternate: Summer Khaki. Call Officer-of-the-Day (OOD) desk at (757) 953-5008 for exact dates.

Uniform: http://buperscd.technology.navy.mil/bup_updt/508/unireg/uregMenu.html

Scrub Policy: You may not wear scrubs while traveling on or off base. The hospital policy on scrubs will be given to you on check-in.

PARKING:

Parking is available anywhere on levels 3, 4, and 5 of the parking garage. You may also park in sections H – K on levels Ground, 1, and 2. Please be aware of the patient parking areas. If you park in patient parking, you will receive a ticket and we will not be able to do anything for you.

BASE DECAL:

Please bring the following items for a vehicle pass: your I.D. Card, Driver's License, Car Registration, Proof of State Inspection (if your state requires a vehicle inspection), and Proof of Insurance (policy or card that shows the coverage amounts). If you are driving a rental car, all the information Security will need is usually found on the rental keychain. You may also need a copy of your rental car agreement. The Security Office is located on the ground floor (Isle J) of the parking garage and can be reached at (757) 953-6950. This will be part of your check-in procedure.

EVALUATION FORM FROM YOUR SCHOOL:

Please bring your evaluation form with you or have it mailed directly to the address below.

IF YOU WISH TO INTERVIEW:

Bring enough copies of your Curriculum Vitae and Personal Statement for each interview. You also need to provide a photograph along with your CVs. This photo can be informal and there is no size specification. The CV and picture will not be returned.

IF OUR OFFICE CAN BE OF ANY FURTHER ASSISTANCE, PLEASE DO NOT HESITATE TO CONTACT
THE GME OFFICE AT (757) 953-5109 FAX: 953-6909,

www-nmcp.mar.med.navy.mil

Naval Medical Center
Office of Academic Affairs
ATTN: Gay Cornelius
620 John Paul Jones Circle
Portsmouth, VA 23708-2197

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