

Tri-Service Optician School (TOPS)



Student Handbook

Optician Students

Welcome Aboard!

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HISTORY OF THE

TRI-SERVICE OPTICIAN SCHOOL

The military ophthalmic program was established by the Navy Appropriation Act of 1942, authorizing funds for prescription eyewear to Navy and Marine Corps personnel serving abroad. In 1945, a program to provide prescription eyewear for all Navy personnel was introduced.

In June 1945, the Optical School at the U.S. Naval Medical Supply Depot was established in Brooklyn, NY and later the school was relocated to the Naval Medical School, National Naval Medical Center, Bethesda, MD, and renamed the Optometric Fabrication School. In 1950, the optical fabrication laboratory was moved to the Naval Supply Center, Edgewater, NJ, where it remained until 1954 when it was re-designated the Naval Ophthalmic Lens Laboratory and relocated to Naval Supply Center at Cheatham Annex, Williamsburg, VA.

Expansion of ophthalmic support services significantly increased demand and necessitated several additions to the Cheatham Annex facility. This change in mission resulted in the activity being re-designated as Naval Ophthalmic Support Activity in July 1964. Relocation of the optician training program from Bethesda to Williamsburg was approved and the activity was granted command status as the NOSTRA in 1968. To meet its expanding mission requirements, NOSTRA relocated to Naval Weapons Station Yorktown, Virginia, in 1973.

The Optician "C" School, with Air Force, Army, and Navy participation, called the Tri-Service Optician School (TOPS), was inaugurated on November 13, 1995. This was the product of three years of studying and reviewing opticianry training within the DoD through the Interservice Training Review Organization (ITRO) directive. The outcome of this study resulted in a 24-week Tri-service opticianry course located within the Naval Ophthalmic Support and Training Activity (NOSTRA) in Yorktown, Virginia. The Army's Optical program was also consolidated with the Navy's program during the charter authorization. Optician "C" School Class 95010 was the first class to participate after the consolidation of the opticianry program. Class enrollment included 25 students and they graduated April 1996. The Tri-Service Optician School (TOPS) is a branch campus of the Naval Medical Leader and Professional Development Command (NMLPDC) formerly the Navy Medicine Professional Development Center that directly supports the Naval Medical Forces Development Command (NMFDC), formerly, known as Navy Medicine Education, Training and Logistics Command (NMETLC). TOPS was realigned from Naval Ophthalmic Support and Training Activity (NOSTRA) under NMLPDC in May 2020 and remains at the NOSTRA facility at Naval Weapons Station, Yorktown.

TOPS is accredited by the Commission of the Council on Occupation Education and the Commission on Opticianry Accreditation and currently holds two iterations of training per year for a maximum of 30 students per class.

Welcome Aboard from the Dean

Welcome Aboard and congratulations on your assignment to TOPS!

TOPS is one of the finest opticianry programs in the country. You are embarking on a challenging course of study and charting a career path to technical expertise and professional development. You have a unique opportunity to complete your training in a joint military setting alongside fellow United States Sailors and Soldiers.

You will be supported by a dedicated team of expert Army and Navy instructors. They will provide you the highest quality training in your new optical fabrication specialty and lead you in developing your military skills. I urge you to make the most of this specialized training opportunity by asking questions and taking advantage of your instructors' mentorship and expertise.

Your mission at TOPS is to do your best work, study effectively, and seek help when you need it. You are the Armed Services' future Opticians and Optical Laboratory Specialists. I look forward to presenting your graduation certificates and having you join our select team of military professionals who "Provide the Sight to Fight!"

J. I. Keil
CDR, MSC, USN
DEAN, TOPS

Chain of Command

The chain of command will provide efficiency, responsiveness, and leadership awareness of individual requests. Always utilize the chain of command for special request chits, problems both personal and professional, legal, pay, medical, etc. **Remember, the chain of command cannot help you if you do not keep them informed.** Navy policy states that approval or disapproval of a request by an individual in the chain of command does not constitute a reason for not forwarding the request to the next higher authority. Requests will be passed up the chain of command as required by the request. The following is the chain of command for the school: TOPS Class Adjutant, Assigned Counselor, Training Director, Dean, NMLPDC CMC, XO, and CO.

Mission

The mission of TOPS is to provide formal optical training to Army Optical Laboratory Specialist MOS (68H) and Navy Hospital Corpsman Optician (NEC L19A) students with quality training through a 24-week, DoD, uniformed services school on the subjects of ophthalmic dispensing, ophthalmic fabrication, and clinical optics.

Course Overview

- **Optical Math**
Basic knowledge of mathematics, algebra, and trigonometry.
- **Geometrical Optics**
Theory in phenomenon's of light, definition of opticianry terms.
- **Ophthalmic Lens Design**
Theory and practice in ophthalmic lens history, lens forms, curvature, prescriptions, and optical crosses.
- **Optical Functions**
Theory and practice in transposition, distribution of power, pantoscopic and retroscopic tilt, and vertex distance.
- **Spectacle Fabrication**
Theory and practice in editing prescriptions to include authorization for issue, military frame identification, lens and frame measurement, frame selection, frame fitting, standards of the American National Standards Institute, quality assurance to include the use of Prentice's rule and lens meters.
- **Mechanical Optics**
Theory and practice in formulas to compute lens thickness and lens surface curvatures to include depth coverage for prism compensation, on-center blocking, and bi-centric grinding.
- **Equipment Maintenance and Repair**
Practice in performing user-level maintenance, repair, and troubleshooting on optical laboratory equipment.
- **Surface Practical**
Theory and practice in surface work ticket, blocking, generating, fining, polishing, de-blocking, and inspecting semi-finished lens blank.

- Finish Practical
Theory and practice in layout calculations, blocking, edging, de-blocking, safety beveling, inserting, frame alignment, and inspection of prescription eyewear.
- Service-Specific Field/Situational Training Exercise
Introduction to optical fabrication in a field environment to include setting up an optical fabrication portable field set, tents, establishing a perimeter, maintaining a work schedule, and fabricating military eyewear.
- Laboratory Apprenticeship
Practice performing all phases of eyewear fabrication in an optical laboratory environment.
- Anatomy and Physiology
Anatomy and physiology of the eye to include definitions and diagrams of the eye.
- Clinical Procedures
Theory and practice in clinical procedures to include patient history, visual acuity tests, accommodation and convergence tests, stereopsis and depth perception, tonometry, slit lamp biomicroscopy, pupillary reflexes, tangent screen test, arc perimetry test, and color vision tests.
- Diseases and Disorders
Theory in signs, symptoms, management and triage for the diseases and disorders related to the eye and the ocular area.
- Pharmaceutical Agents
Theory and practice in ocular pharmacology to include solution, ointments, and ocular dressings.
- Ophthalmic Services Management
Introduction to the management practices of ophthalmic services to include the ordering and tracking of military eyewear using DOD forms and the Spectacle Request Transmitting System, ophthalmic office efficiencies, and awareness of customer service concepts.
- Clinic Apprenticeship
Practice in evaluating and screening patients for ophthalmic diagnosis and general administrative procedures in a clinical setting.

Student Indoctrination/Orientation Briefs

The following briefs will be given upon check-in for convening students:

Navy Alcohol and Drug Abuse Prevention Emergency
Management Procedures Exceptional Family Member
Program (EFMP)
Naval Weapons Station Yorktown (NWSY) Base Chaplain
Command Ombudsman
Command Managed Equal Opportunity Branch
Medical/Dental Clinic Information Technology
Family Advocacy Program (FAP)
Fleet and Family Service Center (FFSC)
Health Insurance Portability and Accountability Act
(HIPPA)
NORA Safety Officer
Sexual Assault Prevention and Response (SAPR)
TOPS Staff/Instructor Staff Suicide
Prevention
Barracks Resident Training

Emergency Phone Numbers

Fire/Ambulance/Police/Emergencies: (757) 887-4911

NORA Quarterdeck: (757) 887-7329

NORA MOD: (757) 525-7412

NWS Base Chapel: (757) 887-4711

Family Advocacy: (757) 887-7361

Command DAPA: (757) 887-4105

Command SAPR Advocate: (757) 438-4011

Severe Weather: (757) 887-7777

NMLPDC Command Ombudsman, Mrs. LaBarbera: (301) 275-0941

Navy EO Advice Line: 1-800-253-0931

Base CDO: 757-268-6250

Base FFSC: 757-887-4606

Base Information: (757) 887-4000

IG Hotline: 1-800-522-3451

Leave and Liberty for Navy Students

All students must comply with NAVMEDLEADPRODEVCMDCINST 1050.1A regarding leave and liberty. Additionally, leave and liberty privileges may be curtailed based on academic performance.

Liberty Geographic Limitations for Regular Liberty and Weekends

Unless otherwise directed, Navy students may travel within a 50-mile radius of TOPS without special liberty. If a Navy student wishes to travel farther than 50 miles, they must submit a Special Request Chit that outlines proposed destination and itinerary as well as a registered journey in the military's "TRiPS" system at: <https://trips.safety.army.mil/>.

Leave

Taking leave as a student in an educational environment is difficult due to the structured nature of the program. However, leave will be considered on a case-by-case basis for emergencies and other circumstances.

Leave and Liberty for Army Students

Due to the fact that Army students in the program are in an Advanced Individual Training status, leave and liberty are tightly controlled by the Army Drill Instructors. All questions regarding leave and liberty should be addressed with them directly.

Off Limit Areas and Establishments

Occasionally, due to business practices, drug activity, gangs, or other criminal activity, the Dean will designate areas as off-limits to assigned military personnel per the Navy COMNA VREG MIDLANT SOPA (ADMIN) HAMPTON ROADS NOTICE 1620. A list of the off-limits establishments/ areas within the local geographical region will be updated as changes occur. As of 215 November 2023, the following are off-limits to all members of the Armed Forces:

- The Vault, Vape and Hookah Shop, FKA The Vault, 15435-B Warwick Blvd, Newport News, Virginia 23608.
- The Vault, Vape and Hookah Shop, FKA Unwind, 731 J. Clyde Morris Blvd, Ste. B, Newport News, Virginia 23601.
- The Vault, Vape and Hookah Shop, FKA Unwind, 389 West 21st Street, Norfolk, Virginia 23518.
- Mellow Smoke Tobacco Shop, 201 East Berkeley Avenue, Ste. C, Norfolk, Virginia 23523.
- Outer Edge Gifts, 760-B J. Clyde Morris Blvd, Newport News, Virginia 23601.
- 7 City's Custom & Design AKA Envy Car Audio & Design and Unique Auto Design, 1062 37th Street, Norfolk, Virginia 23508 or 117 Princess Anne Road, Norfolk, Virginia 23510.
- Autoworks, 6100 Tidewater Drive, Norfolk, Virginia 23509, and D Motors, 881 East Little Creek Road, Norfolk, Virginia 23518.
- Best Price Auto Sales AKA U.S. Auto Excellence, 3336 Holland Road, Virginia Beach, Virginia 23452.

List continued next page.

- Prime Auto AKA Skyline Auto, 4114 East Indian River Road, Chesapeake, Virginia 23325
- Tyku Bar, 1910 Atlantic Avenue, Virginia Beach, Virginia 23451
- Icon Moto Sports (AKA Icon Motor Sports) 2400 Indian River Road, Unit C, Norfolk, Virginia 23523

U.S. Post Office

The nearest post office is located at 2028 Old Williamsburg Road Lackey, Virginia, 23694 outside gate 1. Take a right and it's almost immediately on the left. Mon-Fri 1300-1700, and Sat 0915-1215. Recommend calling ahead before going. Phone Number: (757) 887-1373

School Mailing Address

Tri-Service Optician School

Attn: (Student's Rank, Last Name, First Name, MI)

160 Main Road, Building 1794, Yorktown, VA 23691-9984

Uniform/Barracks Inspections

You are responsible for maintaining your appearance and living spaces in a constant state of readiness for inspection. Daily personnel inspections will be conducted by Staff Instructors. BEQ rooms will be inspected weekly by the BEQ staff, Drill Sergeants, and Staff Instructors. All students will comply with unaccompanied housing handbook rules.

Accreditations

The Tri-Service Optician School is accredited by the Commission of the Council on Occupational Education (COE) and Commission on Opticianry (COA). Students have the right to address all concerns by contacting or writing to either organization. The following is the point of contact information: The Commission of the Council on Occupational Education, 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350, 800-917-2081. The Commission on Opticianry Accreditation, Debra White, Director of Accreditation, PO Box 592, Canton, NY 13617. E-mail: director@COAccreditation.com, (703) 468-0566.

Navy-Marine Corps Relief Society (NMCRS)/Army Emergency Relief (AER)

Navy Students. NWS Yorktown currently does not have an NMCRS representative on station. The nearest NMCRS is located at 2600 Washington Ave, Suite 201, Newport News, VA 23607. Hours of operation: Tues and Thurs 0900-1400. Information can be obtained by calling (757) 688-6289 (Newport News FFSC). The next nearest location is located at 7928 14th St, Bldg. SDA-344, Ste. 238, Norfolk, VA 23505-1299. Hours of operation:

Mon- Fri 0800-1600. Information can be obtained by calling (757) 322-3134 or (757) 322-1171.

Army Students. The AER is located at 705 Washington Blvd, Newport News, VA. Hours of operation: Mon-Fri 0730-1630 Information can be obtained by calling (757) 878-2137, (757) 878-3917 or (757) 878-5570.

Identification Card

The Armed Forces Identification Common Access Card is issued to persons in the Armed Forces to assist in identifying the bearer and establishing his or her position in the Armed Forces. It is also used to restrict access to government information systems and websites containing sensitive personal information. The card, which is the property of the United States, will be carried by military personnel at all times and will be surrendered only for identification or investigation purposes. In the event of a lost or stolen ID card, notify your chain of command **IMMEDIATELY**. Additionally, you must complete a police report with the Joint Base Langley-Eustis Provost Marshall office or NWS Yorktown Provost Marshall Office before obtaining a new ID card. Any person altering, damaging, lending, counterfeiting, or using the identification card in an unauthorized manner will be subject to penalty as prescribed by law. Lending or giving the Armed Forces Identification Card as security or collateral for recreational activities is illegal and is punishable under the Uniform Code of Military Justice. **Photocopying a military identification card is a violation of federal law.**

Automobiles (Privately Owned Vehicle)

Registration & Licensing Requirements

Virginia State law requires you to have sufficient liability insurance and a valid driver's license to operate a vehicle. The term "vehicle" generally includes automobiles, motorcycles, vans, trailers, and boats regularly parked or garaged overnight. Furthermore, your vehicle must be properly registered. Generally, members may retain registration in another state while they are active duty. Access complete information on insurance, driver's licensing, and where and how to register your vehicle by visiting the State Department of Motor Vehicles website: <http://www.dmv.state.va.us/#/>

Base Access

To obtain base access, you must show a valid military ID card, and have a valid driver's license, current state license plate, proof of insurance, vehicle registration, and a state safety inspection if required. Active-duty motorcycle riders must also show proof of completion of a Motorcycle Safety Course.

Parking

All students will park their POVs in the gravel parking lot adjacent to the schoolhouse or the rear command parking lot. Do not park in the parking spaces adjacent to the medical clinic or at the front of the building. Failure to do so may result in your vehicle being towed by a contracted wrecker service, a wheel clamp placed on your vehicle, or a parking ticket.

Cell Phone Usage

Cell phones are prohibited during training hours (0800-1700). If there is an urgent need for phone usage, contact your counselor for guidance. Store your cell phone in your assigned locker during training hours.

All motor vehicle operators and operators of government-owned and leased vehicles will not use cell phones or other hand-held electronic devices unless the vehicle is safely parked. Additionally, the wearing of any portable headphones, earphones, or other listening devices while operating a motor vehicle is prohibited. Military and civilian personnel who operate private motor vehicles off base will comply with local laws.

All personnel are encouraged to refrain from any activity that may be a distraction while driving and lead to traffic mishaps (e.g., eating, text messaging, shaving, applying make-up, newspapers, magazines, books, etc.).

Government Vehicles

Government vehicles are used for official purposes only. Strict compliance of DOD INSTRUCTION 4500.36 is the rule, and liberal interpretation is not authorized. Only students authorized by the Command are permitted to operate a government vehicle in compliance with DODINST 4500.36.

Standards of Academic Integrity, Conduct, and Student Disenrollment

Students must possess the moral and ethical standards appropriate to the profession and practice of their specialties. An evaluation of the student's performance will be monitored throughout the program. The evaluation includes performance in the classroom, including examinations, and practical exercises. Demonstrated motivation, attitude, personal conduct in class and during off-duty hours, and compliance with weight and physical fitness standards are evaluated. If, as a result of the evaluation process, it's determined that a student's continuation in the program is not appropriate, the student is subject to a Non-Academic Review Board and may be recommended for disenrollment. Disenrollment is accomplished per the Student Evaluation and Assessment Plan.

Standards of Conduct

There is a zero tolerance for gender or racial discrimination, sexual harassment, fraternization, and substance abuse. Complaints of discrimination or grievances, and informal and formal procedures are presented to all students during orientation via the Command Managed Equal Opportunity (CMEO) brief. Additional information can be obtained from your chain of command. Furthermore, all students must complete urinalysis upon check-in and when randomly selected for screening.

Complaint/Grievance Policy

Students with complaints or grievances should contact their chain of command or the CMEO Officer to process informal or formal requests per current Department of the Army and Navy policies as appropriate. After pursuing all informal and formal means to address the grievance and it remains unresolved, the student may contact The Commission of the Council on Occupational Education, 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350, 800-917-2081. The Commission on Opticianry Accreditation, Debra White, Director of Accreditation, PO Box 592, Canton, NY 13617. E-mail: director@COAccreditation.com, (703) 468- 0566.

Fraternization

Fraternization is the term used to identify personal relationships which disregard the customary bounds of acceptable senior-subordinate relationships irrespective of the gender of the members involved. Fraternization will not be condoned at this command and such inappropriate relationships subject the involved members to disciplinary action under the UCMJ. Inappropriate relationships include, but are not limited to, student relationships with military and civilian staff, instructors, and relationships between student leaders and classmates. For concerns and questions regarding fraternization, refer to the policy statement on Fraternization, or the CMEO Officer.

Sexual Harassment

Sexual harassment is a form of sexual discrimination that includes unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. When submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment, the conduct has the purpose or effect of unreasonably interfering with an individual's work performance, and creating an intimidating, hostile, or offensive work environment. As with other forms of discrimination, sexual harassment is degrading to the work environment and to the people who work within it. It is command policy that staff and students will conduct themselves

in a manner that is free from unlawful discrimination and ensure equal opportunity and treatment for all personnel. Your chain of command and the CMEO Officer or Army Sexual Harassment/Assault Response and Prevention (SHARP) Representative are available to assist with issues related to sexual harassment.

Unacceptable Uses of Computers, Internet, and Email

Any improper use of government and personal computers, the Internet or email is not acceptable and will not be tolerated. Unacceptable use includes, but is not limited to the transmitting, retrieving, or storage of any information of a discriminatory, harassing, obscene, or pornographic nature. No message with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference shall be transmitted. Messages containing abusive, profane, or offensive language will not be transmitted through email or internet systems. Electronic media may not be used for any illegal purpose, against the government or contrary to the best interest of the Navy, or for personal or financial gain.

The Internet is an open transmission medium and must be treated as lacking security safeguards. Sensitive or confidential material will not be transferred to personal computers or exchanged via the internet at any time. Violation of these policies on command and personal computers may result in administrative or criminal actions under the UCMJ, Federal, State, or local laws.

Indebtedness

Members of the naval service are expected to pay their financial obligations in a proper and timely manner.

Each student should remember the following:

1. The way in which private financial affairs are handled provides a reliable indication to senior personnel of the individual's general character, maturity, and trustworthiness.
2. Prior to accepting any credit plan, members should evaluate their financial status and establish a budget which will prevent indebtedness.
3. Please consult with a Command Legal Officer or Command Financial Specialist when planning a large purchase on credit to avoid financial overcommitment. Fleet and Family Service Center has financial counselors for assistance with budget and other personal financial planning.

4. Failure to pay debts, or repeatedly incurring debts beyond one's ability to pay is evidence of irresponsibility and may jeopardize one's security clearance status, advancement status, duty assignment, qualification for reenlistment, or extension of enlistment. In aggravated circumstances, it may become grounds for disciplinary action or administrative discharge.

Parent Service Disciplinary Chain of Command

Navy

TOPS Senior Enlisted Leader

Dean

NMLPDC

Army

Senior Instructor/Writer

Bravo Co. 264th Med Bn

32nd Medical Brigade

Class Leadership

1. The senior student in the class will be assigned as the Class Adjutant. The Class Adjutant's duties will include:
 - a. Pass messages and information from the Director of Training and instructors to all students.
 - b. Collect all homework and turn it into the appropriate instructor by completion of morning muster.
 - c. Maintain the check-in/out log located in the main instructor's office for students that depart the building during school hours.
 - d. Coordinate work details, daily cleaning assignments, and field days to ensure school spaces are always inspection ready.
 - e. Coordinate daily muster reports.
2. The second most senior student in the class will be assigned as the Class Master-At-Arms (MAA). The MAA duties will include:
 - a. In the absence of the Class Adjutant, the MAA will assume and be responsible for the Adjutant's duties.
 - b. Discrepancies will be addressed by the MAA. A satisfactory report will be made to the Director of Training and instructor staff upon completion of the inspection.

Fire Drill

1. Reporting a Fire

a. NORA employs two methods by which an alarm may be reported:

i. By fire alarm box

ii. By telephone – 887- 4911

b. Fire alarm boxes are located throughout the command. Every employee should be familiar with the fire alarm box located within their section. In the event of a fire the fire alarm box should be activated.

c. When using the telephone to report fires state, "I want to report a fire," giving the type and exact location of the fire and building number. The NORA building number is BUILDING 1794. Give your name and do not hang up until the report has been verified. A guide will be posted at the entrance road to NORA to direct fire division personnel to the building. The emergency fire phone number for NWS Yorktown is extension 887- 4911. Every student should be familiar with this information.

d. Evacuating the building: When the fire alarm bell is sounded, and fire evacuation warning lights are activated, ensure that all other employees in the immediate area are aware of the building evacuation. Evacuate the building immediately and proceed directly to the assigned muster location for accountability with the Training Director.

Remain in that area until the alarm is secured. Do not re-enter or approach any part of the building until informed that it is safe to do so.

e. All students will familiarize themselves with the fire evacuation routes and fire regulations posted on the bulletin board.

Safety

1. Students will be always safety conscious. All accidents (both on and off duty) will be reported to the student's assigned counselor within 24 hours to ensure the proper paperwork is completed.

2. Safety is important due to hazards inherent within the training environment. Horseplay, unsafe practices, or safety violations may result in conducting a Non-Academic Review Board and recommendation for disenrollment from the course.

Security of Training Equipment

Students are responsible for safeguarding equipment, tools, and materials issued or available for use in training areas. Students will use only authorized entrances and exits to training areas. Students will assist in securing the area to safeguard government property.

Medical Appointments

1. To make a medical appointment, call 1-866-645-4584 between 0630 and 0700. Request to be seen at Yorktown Branch Health Clinic. The clinic number is 953-8454. Call 953-8417 to make a dental appointment between 0700 and 0730.
2. Students must sign out before departing to a medical appointment and sign back in upon return. When placed Sick in Quarters (SIQ), students must return and see their assigned counselor and sign out. The sign in/out log is in the main instructor's office.
3. When a student is placed SIQ, they will spend the duration of SIQ in their assigned quarters. The student may go to the mess hall to get a hot plate while SIQ. To receive a hot plate, students are required to present the SIQ chit to the mess hall.
4. Students who are placed SIQ will be checked periodically. Students who cannot be located at their quarters will be placed in a UA/AWOL status.
5. Students who are placed SIQ will report for morning muster on the day that their SIQ ends. If the SIQ ends on a weekend or holiday, the student will report the following training day.
6. Students who receive limited duty/profile chits will give a copy to their assigned counselor to be placed in the student's folder.
7. Appointment slips will be maintained by the student. The student will give a copy of their appointment slip to their assigned counselor to be placed in the student's folder.
8. If a medical or dental problem arises, students will attempt to schedule medical appointments before 0815 or after 1400.
9. Student health care services are performed by qualified medical personnel at the Naval Weapons Station Yorktown Branch Medical Clinic or McDonald Army Health Center.

Medical Emergency

In the event of a medical emergency, call the Yorktown Naval Weapons Station Fire Department at (757) 887-4911.

Daily Training Schedule

Hours	Class
0530-0630	PT
0800	Muster
0815-0850	Training
0900-0950	Training
1000-1050	Training
1100-1150	Training
1200-1300	Lunch
1300-1350	Training
1400-1450	Training
1500-1550	Training
1600-1650	Training

The Sailor's Creed



The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage and Commitment.

I am committed to excellence and the fair treatment of all.

The Soldier's Creed



I am an American Soldier.

I am a warrior and a member of a team.

I serve the people of the United States, and live the Army Values.

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills.

I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy, the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier.

Hospital Corpsman Pledge



“I solemnly pledge myself before God and these witnesses to practice faithfully all of my duties as a member of the Hospital Corps.

I hold the care of the sick and injured to be a privilege and a sacred trust and will assist the Medical Officer with loyalty and honesty.

I will not knowingly permit harm to come to any patient.

I will not partake of nor administer any unauthorized medication.

I will hold all personal matters pertaining to the private lives of patients in strict confidence.

I dedicate my heart, mind and strength to the work before me.

I shall do all within my power to show in myself an example of all that is honorable and good throughout my naval career.”

Important Phone Numbers

Emergency Phone Numbers

Ambulance/Fire Dept./Security (757) 887-4911

American Red Cross (800) 733-2767

Naval Weapons Station Yorktown

Barber Shop (757) 887-7220

Bowling Alley (757) 887-4207

Chaplain (757) 887-4711/12

Fleet and Family Service Center (757) 887-4606

Galley (757) 887-4801

Gym (757) 887-7828/29

Housing Office (757) 847-7806

MWR (757) 887-4601

MWR City Limits (757) 887-4555

Pass & ID Office (757) 887-7338

Severe Weather (757) 887-7777

Naval Medical Leader and Professional Development Command/Tri-Service Optician School

TOPS Training Director (757) 887-4852

Naval Ophthalmic Readiness Activity (NORA) Mat of the Day (757) 525-7412

Command Financial Specialist (757) 887-7383

Command Legal Officer (301) 319-8074

Command Managed Equal Opportunity (CMEO) Officer (301) 319-8074

Command Ombudsman (301) 275-0941

Command Safety Manager (757) 887-7564

Family Advocacy Program (FAP) (757) 887-7361/After Hours (757) 438-4180

Sexual Assault Prevention and Response (SAPR) Advocate (757) 438-4011

Voting Assistance Officer (757) 887-7272

NMPDC website: <https://www.med.navy.mil/sites/nmpdc/Pages/index.aspx>

TOPS LEADERSHIP



**COMMANDER JOSHUA I. KEIL
MEDICAL SERVICE CORPS
UNITED STATES NAVY**

**DEAN/DIRECTOR
TRI-SERVICE OPTICIAN SCHOOL
YORKTOWN, VIRGINIA**



**CHIEF HOSPITAL CORPSMAN FUQUAN Z. HAWKINS
UNITED STATES NAVY**

**TRAINING DIRECTOR
SENIOR ENLISTED LEADER
TRI-SERVICE OPTICIAN SCHOOL
YORKTOWN, VIRGINIA**



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