



Surface Warfare Medical Institute



IDC Student:

Congratulations on your orders to Surface Warfare Medical Institute, the Navy's Independent Duty Corpsman Program. SWMI is located in Building 14 on the Naval Medical Center San Diego compound. A map with turn-by-turn directions has been provided to help ease your travel from the airport (see "SWMI Directions" attachment).

All students with orders to SWMI must report to the Administration Department located on the 2nd deck, room 242, of Building 14, Monday thru Friday 0700 to 1530. After hours, check in at the Quarterdeck which is located on the 1st deck, room 141. The Quarterdeck secures at 2000 during the work week and 1200 on Saturdays. It is closed on Sundays. On Sundays, Holidays or anytime the building is closed; check in at NMCSO Quarterdeck (Building 1, 1st deck). Please note – when checking in at NMCSO Quarterdeck, ensure your **ORDERS ARE STAMPED**.

Administrative Support Assistant

Mrs. Connie M. Hess

Phone: 619-532-9428

E-mail: connie.m.hess.civ@mail.mil

Here is some information that will be helpful during the relocation process:

http://www.mybaseguide.com/navy/77/navy_in_san_diego

When applying for housing you need to provide a copy of your orders, Page 2 showing all dependents and a completed form DD1746. The above website also has information on temporary lodging as well. **Please note that geographic bachelor housing is no longer available to students.** All students, with the exception of E-5 students that are single/unaccompanied or mil-to-mil/unaccompanied and still receiving E-4 pay, will receive basic allowance for housing and need to find residence other than the barracks. **E-5 students that are single/unaccompanied or mil-to-mil/unaccompanied and still receiving E-4 pay will not receive BAH and will reside in the barracks.**

If you are a single military member (you have no dependents), email Mrs. Hess (contact info. is above), two months prior to PCSing so a DLA Letter from this command can be generated and sent to you (only applies for E-6 and below). **Reminder: you must be moving household goods at the Government's expense to receive the Single DLA Letter.**

If you have any questions or concerns please let your class advisors know so he/she can get in contact with us. Again congratulations and welcome aboard.

//s//
SWMI Staff