

## **STEPS FOR STUDENT CHECK-IN AT FMSB**

### **BEFORE ARRIVAL:**

All students must contact FMSB and must have their parent command forward one of the following to FMSB within 21 days of the class convening date:

- An email or fax copy of the member's Joint Personnel and Adjudication System (JPAS) security information. Please note that NNSY is not accepting submissions of Visit Requests via JPAS.
- A Visit Request (OPNAV 5521/27)
- Service member's full name, rank, full social security number, place of birth, date of birth, and security clearance held

FMSB POC can be reached at comm. (757) 393-7042, DSN 386-1185 ext. 37042, or [NNSY\\_FMSB@navy.mil](mailto:NNSY_FMSB@navy.mil).

### **UPON ARRIVAL**

To drive onboard NNSY, your vehicle must have a current DOD sticker or if you do not have a valid DOD sticker or if you are driving a rental car, you must obtain a temporary vehicle pass at the Pass Office. If you are driving someone else's car, you must have written notarized permission from the owner to be issued a temporary pass. Pass Office hours are weekdays 0600-1600; Phone (757) 396-5186, FAX (757) 396-3904. If the Pass Office is not open, then the gate guard will issue a temporary vehicle pass.

If you are reporting on the weekend, enter the Main Gate/Gate 15 and take the first left. Go about 1/8 of a mile and on the right hand side is Building 1500. Have your ORIGINAL orders stamped by the Quarterdeck/Information Window, Room 114B, on the first floor of Building 1500. The Quarterdeck phone number is (757) 396-8615/8616. If you are reporting the day the course starts, please report to FMSB and your orders will be endorsed there.

Report to the Combine Bachelor Housing (CBH) to receive your berthing assignment (if required). Have your ORIGINAL orders stamped by the BEQ. To get to the BEQ, enter the Main Gate/Gate 15 and turn right. Follow the road until it dead ends and turn left. The BEQ Bldg 1504A is on the right.

To get to the BOQ, go to Scott's Annex by going out Gate 15 and turning left at the light. Go to the second light and turn left into Scott's Annex. After passing through the gate, make the first right and the BOQ (Bldg 1530) is the two large building on the right. Check-in/lobby is located in the second building. If CBH does not have

an available room, you will be issued a Non-Availability Certificate and sent to a local hotel that has been contracted by the housing personnel.

FMSB is located in Building 276. When you enter the Main Gate/Gate 15, turn right. Go approximately 1 block and turn right into a gravel parking lot. Park at the far end of the lot in the marked area. Leave the parking area and cross the street. Go to the front of Building 276A. We are on the second floor. Come to the lobby of the second floor and use the lobby phone to call us. We will pick you up and escort you to the classroom and issue your security badge. Normal class hours are 0730-1630 and normal dress for class is a clean, working uniform. You will need to provide the following information/paperwork to expedite your check-in at FMSB:

- Your ORIGINAL orders that have been stamped at Building 1500 and at the BEQ/BOQ
- Your current page 2 and SGLI forms
- Your loss document from your last command
- A copy of your Non-Availability Certificate (if issued to you) and the information on the cost of your room provided by the BEQ, BOQ or hotel.
- Provide a VOIDED personal check/deposit slip or have your bank information and routing number available in order to be paid per diem and advance travel pay (as required).

#### **PHONE NUMBERS**

<b>Activity</b>	<b>Point of Contact</b>	<b>Phone Numbers</b>
BEQ	Bldg 1504A	(757) 391-1388 FAX 391-8573
BOQ	Bldg 1530 Scott Center	(757) 391-1387 FAX 391-2655
FMSB Courses	Student Liaison	(757) 393-7042

Any questions please email us at: [NNSY\\_FMSB@navy.mil](mailto:NNSY_FMSB@navy.mil)