

Version 1.0

Fort Belvoir
Community Hospital
New Employee Toolkit

Version 2.0



Fort Belvoir

New Employee Toolkit

Fort Belvoir Community Hospital
Pentagon Clinic
DiLorenzo Clinic

August 2011

CHRC Website: <http://www.capmed.mil/civilian-personnel/>

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Welcome,

We are excited to have you join the Fort Belvoir Community Hospital. This New Employee Toolkit has been developed to help make your on-boarding experience smooth and successful. It answers commonly asked questions and provides helpful information about the Medical Center.

In the first section, you will find Steps to complete prior to arriving on the first day and what to expect on your first day.

Below are a few key principles that will help you in your transition to your new location:

- **Ask Questions** – If you have questions regarding the on-boarding process, be sure to ask your supervisor or local Human Resources Office. A Sponsor is assigned to you, please take advantage of this valuable resource. Your Sponsor and peers will help you understand how things get done in your department and help you make valuable contacts. Ask your Sponsor and peers any questions you have regarding job experiences, administrative resources, culture, team involvement, or any other issues.
- **Be Proactive** – Take the initiative to get to know your Supervisor and colleagues in your first few weeks.
- **Take Responsibility** – Identify activities, opportunities, and experiences you think would help you acclimate to Fort Belvoir Community Hospital. If you're uncertain, you can discuss these with your Sponsor. Ultimately the quality of your experience depends upon your own interest and involvement.

Again, we are thrilled to have you join the Fort Belvoir Community Hospital. There is strength in unity and strength in diversity; we will build this historic facility together.

On-Boarding Steps

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Phase I: Prior to Arrival for In-processing (Steps 1-2)

Step																																			
<p>Step 1 – Complete In-Processing Forms</p>	<p>In-Processing Forms will be sent to you via our eEOD system. You will fill out the forms electronically and they will be digitally sign. If you have difficulty accessing the forms via eEOD, please contact your HR Representative.</p> <p>Please take time to complete each form prior to attending in-processing.</p> <p>Checklist of forms to be complete:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;"> </td><td>SF 1119A – Direct Deposit Sign-up Form</td></tr> <tr><td> </td><td>SF-144 Statement of Prior Federal Service</td></tr> <tr><td> </td><td>SF-181 Ethnicity and Race identification</td></tr> <tr><td> </td><td>SF-256 Self-Identification of Handicap</td></tr> <tr><td> </td><td>Statement of Selective Service</td></tr> <tr><td> </td><td>SF-3102 Designation of Beneficiary for Federal Retirement</td></tr> <tr><td> </td><td>SF-1152 Designation of Beneficiary</td></tr> <tr><td> </td><td>TSP – 3 Designation of Beneficiary</td></tr> <tr><td> </td><td>SF-2808 – Designation of Beneficiary</td></tr> <tr><td> </td><td>SF-15 Application for 10-Point Veteran Preference</td></tr> <tr><td> </td><td>Standard Ethical Code of Conduct</td></tr> <tr><td> </td><td>Military Reserve or Guard Status</td></tr> <tr><td> </td><td>Retired Military</td></tr> <tr><td> </td><td>SF-2823 FEGLI</td></tr> <tr><td> </td><td>Benefits Statement</td></tr> <tr><td> </td><td>W-4 Federal Tax Form</td></tr> <tr><td> </td><td>Off Duty Employment</td></tr> </table>		SF 1119A – Direct Deposit Sign-up Form		SF-144 Statement of Prior Federal Service		SF-181 Ethnicity and Race identification		SF-256 Self-Identification of Handicap		Statement of Selective Service		SF-3102 Designation of Beneficiary for Federal Retirement		SF-1152 Designation of Beneficiary		TSP – 3 Designation of Beneficiary		SF-2808 – Designation of Beneficiary		SF-15 Application for 10-Point Veteran Preference		Standard Ethical Code of Conduct		Military Reserve or Guard Status		Retired Military		SF-2823 FEGLI		Benefits Statement		W-4 Federal Tax Form		Off Duty Employment
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<p>Step 2 - Complete SF86 questionnaire online</p>	<p>Before In-Processing date, you will receive an email notification from the Personnel Security Investigation Portal (PSIP) Center of Excellence.</p> <ul style="list-style-type: none"> The email notification will provide a link to the online SF86 form. You will have five (5) calendar days to complete the online SF86 form. 																																		

Phase II: In-Processing (Steps 3 – 4)

<u>Step</u>	
<p>Step 3– Complete In-Processing at CHRC</p>	<p>Refer to your Congratulations Letter for time and location for in-processing.</p> <p>Please ensure that you bring your documents that you provided on your I-9 Employment Eligibility Form for the HR Representative to review during In-Processing. <i>Failure to bring these documents will prohibit you from moving forward in the process.</i></p> <p>All new employees will be asked to bring the following to in-processing:</p> <ul style="list-style-type: none"> • Birth Certificate or Passport • Photo ID <p>All transfer employees will be asked to bring the following to in-processing:</p> <ul style="list-style-type: none"> • Last Leave and Earnings Statement (LES) • TSP Loan Applications Form • Information of any allotments being deducted from their pay such as bonds, CFC contributions, additional payroll allotments, etc.
<p>Step 4 – Meet your Sponsor</p>	<p>Upon completion of In-processing you will be released to your sponsor who will escort them to the Human Resources Liaison Office for the Hospital Check-In Sheet and orientation scheduling.</p>

Helpful Information

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Pay Dates: Employees who will be working at FBCH and associated clinics will be under the Army pay cycle and the actual pay date will be on the second Thursday after the end of the pay period.

	S	M	T	W	T	F	S
Pay Period	2-Jan	3-Jan	4-Jan	5-Jan	6-Jan	7-Jan	8-Jan
	9-Jan	10-Jan	11-Jan	12-Jan	\$\$\$	14-Jan	15-Jan
Pay Period	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan	22-Jan
	23-Jan	24-Jan	25-Jan	26-Jan	\$\$\$	28-Jan	29-Jan
Pay Period	30-Jan	31-Jan	1-Feb	2-Feb	3-Feb	4-Feb	5-Feb
	6-Feb	7-Feb	8-Feb	9-Feb	\$\$\$	11-Feb	12-Feb
Pay Period	13-Feb	14-Feb	15-Feb	16-Feb	17-Feb	18-Feb	19-Feb
	20-Feb	21-Feb	22-Feb	23-Feb	\$\$\$	25-Feb	26-Feb
Pay Period	27-Feb	28-Feb	1-Mar	2-Mar	3-Mar	4-Mar	5-Mar
	6-Mar	7-Mar	8-Mar	9-Mar	\$\$\$	11-Mar	12-Mar
Pay Period	13-Mar	14-Mar	15-Mar	16-Mar	17-Mar	18-Mar	19-Mar
	20-Mar	21-Mar	22-Mar	23-Mar	\$\$\$	25-Mar	26-Mar
Pay Period	27-Mar	28-Mar	29-Mar	30-Mar	31-Mar	1-Apr	2-Apr
	3-Apr	4-Apr	5-Apr	6-Apr	\$\$\$	8-Apr	9-Apr
Pay Period	10-Apr	11-Apr	12-Apr	13-Apr	14-Apr	15-Apr	16-Apr
	17-Apr	18-Apr	19-Apr	20-Apr	\$\$\$	22-Apr	23-Apr
Pay Period	24-Apr	25-Apr	26-Apr	27-Apr	28-Apr	29-Apr	30-Apr
	1-May	2-May	3-May	4-May	\$\$\$	6-May	7-May
Pay Period	8-May	9-May	10-May	11-May	12-May	13-May	14-May
	15-May	16-May	17-May	18-May	\$\$\$	20-May	21-May
Pay Period	22-May	23-May	24-May	25-May	26-May	27-May	28-May
	29-May	30-May	31-May	1-Jun	\$\$\$	3-Jun	4-Jun
Pay Period	5-Jun	6-Jun	7-Jun	8-Jun	9-Jun	10-Jun	11-Jun
	12-Jun	13-Jun	14-Jun	15-Jun	\$\$\$	17-Jun	18-Jun
Pay Period	19-Jun	20-Jun	21-Jun	22-Jun	23-Jun	24-Jun	25-Jun
	26-Jun	27-Jun	28-Jun	29-Jun	\$\$\$	1-Jul	2-Jul
Pay Period	3-Jul	4-Jul	5-Jul	6-Jul	7-Jul	8-Jul	9-Jul
	10-Jul	11-Jul	12-Jul	13-Jul	\$\$\$	15-Jul	16-Jul
Pay Period	17-Jul	18-Jul	19-Jul	20-Jul	21-Jul	22-Jul	23-Jul
	24-Jul	25-Jul	26-Jul	27-Jul	\$\$\$	29-Jul	30-Jul
Pay Period	31-Jul	1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug
	7-Aug	8-Aug	9-Aug	10-Aug	\$\$\$	12-Aug	13-Aug
Pay Period	14-Aug	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug
	21-Aug	22-Aug	23-Aug	24-Aug	\$\$\$	26-Aug	27-Aug
Pay Period	4-Sep	5-Sep	6-Sep	7-Sep	8-Sep	9-Sep	10-Sep
	11-Sep	12-Sep	13-Sep	14-Sep	\$\$\$	16-Sep	17-Sep
Pay Period	18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep
	25-Sep	26-Sep	27-Sep	28-Sep	\$\$\$	30-Sep	1-Oct
Pay Period	2-Oct	3-Oct	4-Oct	5-Oct	6-Oct	7-Oct	8-Oct
	9-Oct	10-Oct	11-Oct	12-Oct	\$\$\$	14-Oct	15-Oct
Pay Period	16-Oct	17-Oct	18-Oct	19-Oct	20-Oct	21-Oct	22-Oct
	23-Oct	24-Oct	25-Oct	26-Oct	\$\$\$	28-Oct	29-Oct
Pay Period	30-Oct	31-Oct	1-Nov	2-Nov	3-Nov	4-Nov	5-Nov
	6-Nov	7-Nov	8-Nov	9-Nov	\$\$\$	11-Nov	12-Nov
Pay Period	13-Nov	14-Nov	15-Nov	16-Nov	17-Nov	18-Nov	19-Nov
	20-Nov	21-Nov	22-Nov	23-Nov	\$\$\$	25-Nov	26-Nov
Pay Period	27-Nov	28-Nov	29-Nov	30-Nov	1-Dec	2-Dec	3-Dec
	4-Dec	5-Dec	6-Dec	7-Dec	\$\$\$	9-Dec	10-Dec
Pay Period	11-Dec	12-Dec	13-Dec	14-Dec	15-Dec	16-Dec	17-Dec
	25-Dec	26-Dec	27-Dec	28-Dec	\$\$\$	30-Dec	31-Dec

Paid Holidays:

New Years Day, MLK’s Birthday, Washington’s Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day.

Helpful Websites

1. **DeWitt Healthcare Website** <http://www.dewitt.wramc.amedd.army.mil/default.aspx>
2. **Fort Belvoir Website** <http://www.belvoir.army.mil>
3. **CHRC Website:** <http://www.capmed.mil/civilian-personnel/>
4. **Belvoir Eagle** <http://www.belvoireagle.com>
5. **JTF CapMed Website** <http://www.capmed.mil>
6. **WRAMC BRAC Website** <https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx>
7. **Military Installations** <http://www.militaryinstallations.dod.mil/pls/psgprod/f?p=MI:ENTRY:0>
 - Hosts a wealth of information on FBCH including all the important phone numbers
8. **Plan My Move** <http://apps.mhf.dod.mil/pls/psgprod/f?p=MHF:RELO:0>
 - Web based application filled with resources, important articles and tips to help make your move easier
 - Provides a calendar to help you track important dates
9. **Military One Source** <http://www.militaryonesource.com/MOS.aspx>
 - Hosts other resources and consultants that can answer any question 24/7 by calling 1-800-342-9747
10. **Military Youth on the Move** <http://apps.mhf.dod.mil/pls/psgprod/f?p=MYOM:HOME:0>
 - Designed especially for military that are moving
11. **TriCare Online (Health Information):** www.tricareonline.com
12. **Morale, Welfare, and Recreation:**
 - **Fort Belvoir** <http://www.belvoirmwr.com>
 - **Military4Life** <http://www.military4life.com/mwr>
 - **Army** <http://www.armymwr.com>
 - **Navy** <http://www.mwr.navy.mil>

Military Insignia

Pay Grade	U.S. Army		U.S. Air Force		U.S. Navy		U.S. Marines	
	Title	Insignia	Title	Insignia	Title	Insignia	Title	Insignia
E-1	Private (PV1)		Airman Basic (AB)		Seaman Recruit (SR)		Private (Pvt)	
E-2	Private 2 (PV2)		Airman (Amn)		Seaman Apprentice (SA)		Private First Class (Pfc)	
E-3	Private First Class (PFC)		Airman First Class (A1C)		Seaman (SN)		Lance Corporal (LCpl)	
E-4	Specialist (SPC)		Senior Airman (SrA)		Petty Officer 3rd Class (PO3)		Corporal (Cpl)	
	Corporal (CPL)		or Sergeant (Sgt)					
E-5	Sergeant (SGT)		Staff Sergeant (SSgt)		Petty Officer 2nd Class (PO2)		Sergeant (Sgt)	
E-6	Staff Sergeant (SSG)		Technical Sergeant (TSgt)		Petty Officer 1st Class (PO1)		Staff Sergeant (SSgt)	
E-7	Sergeant First Class (SFC)		Master Sergeant (MSgt)		Chief Petty Officer (CPO)		Gunnery Sergeant (GySgt)	
E-8	Master Sergeant (MSG)		Senior Master Sergeant (SMSgt)		Senior Chief Petty Officer (SCPO)		Master Sergeant (MSgt)	
	First Sergeant (1SG)		First Sergeant (1stSgt)				First Sergeant (1stSgt)	
E-9	Sergeant Major (SGM)		Chief Master Sergeant (CMSgt)		Master Chief Petty Officer (MCPO)		Master Gunnery Sergeant (MGySgt)	
	Command Sergeant Major (CSM)		First Sergeant (1stSgt)				Sergeant Major (SgtMaj)	
E-9 Special	Sergeant Major of the Army (SMA)		Chief Master Sergeant of the Air Force (CMSAF)		Master Chief Petty Officer of the Navy (MCPON)		Sergeant Major of the Marine Corps (SMMC)	
W-1	Warrant Officer One (W01)		(None)		(None)		Warrant Officer One	
W-2	Chief Warrant Officer Two (CW2)		(None)		Chief Warrant Officer (CWO2)		Warrant Officer 2	
W-3	Chief Warrant Officer Three (CW3)		(None)		Chief Warrant Officer (CWO3)		Warrant Officer Three (CWO3)	
W-4	Chief Warrant Officer Four (CW4)		(None)		Chief Warrant Officer (CWO4)		Warrant Officer Four	
W-5	Master Warrant Officer Five (CW5)		(None)		Chief Warrant Officer (CWO5)		Warrant Officer Five (CWO5)	

Military Insignia

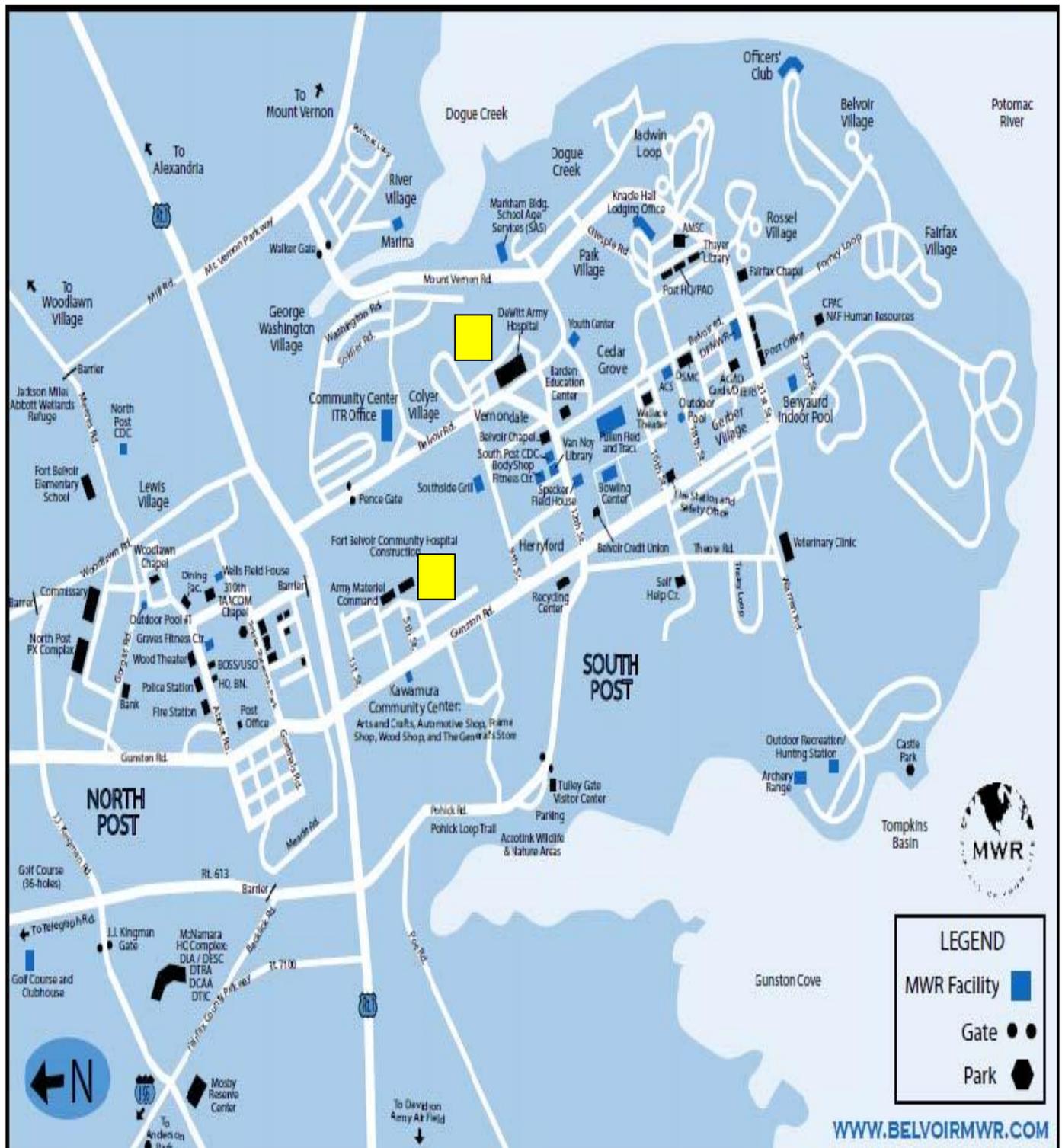
Pay Grade	U.S. Army		U.S. Air Force		U.S. Navy		U.S. Marines	
	Title	Insignia	Title	Insignia	Title	Insignia	Title	Insignia
O-1	Second Lieutenant (2LT)		Second Lieutenant (2d Lt)		Ensign (ENS)		Second Lieutenant (2ndLt)	
O-2	First Lieutenant (1LT)		First Lieutenant (1st Lt)		Lieutenant, Junior Grade (LTJG)		First Lieutenant (1stLt)	
O-3	Captain (CPT)		Captain (Capt)		Lieutenant (LT)		Captain (Capt)	
O-4	Major (MAJ)		Major (Maj)		Lieutenant Commander (LCDR)		Major (Maj)	
O-5	Lieutenant Colonel (LTC)		Lieutenant Colonel (Lt Col)		Commander (CDR)		Lieutenant Colonel (LtCol)	
O-6	Colonel (COL)		Colonel (Col)		Captain (CAPT)		Colonel (Col)	
O-7	Brigadier General (BG)		Brigadier General (Brig Gen)		Rear Admiral, Lower Half (sometimes Commander) (RDML)		Brigadier General (BGen)	
O-8	Major General (MG)		Major General (Maj Gen)		Rear Admiral, Upper Half (RADM)		Major General (MajGen)	
O-9	Lieutenant General (LTG)		Lieutenant General (Lt Gen)		Vice Admiral (VADM)		Lieutenant General (LtGen)	
O-10	General (GEN)		General (Gen)		Admiral (ADM)		General (Gen)	



Transportation

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Fort Belvoir Site Map



The yellow boxes represent staff parking for FBCH staff; please see page 26 for further parking information.

*To download this map, please visit <http://www.belvoirmwr.com/Features/Maps>

Fort Belvoir Gate Schedule

<i>Tulley Gate</i>	Intersection of Route 1 and Pohick Rd	Daily (Holidays included)	24 hours	Open
<i>Telegraph Gate</i>	Intersection of Telegraph Rd and Beulah St	Mon. - Fri.	5:00 a.m. – 9:00 p.m.	Open
			9:00 p.m. – 5:00 a.m.	Closed
		Weekends	24 hours	Closed
<i>J.J. Kingman Gate</i>	Intersection of Fairfax Country Pkwy (Route 7100) and John J Kingman Rd	Daily (Holidays included)	5:00 a.m. - 9:00 p.m.	Open
			9:00 p.m. – 5:00 a.m.	Closed
<i>Pence Gate</i>	Intersection of Route 1 and Belvoir Rd	Daily (Holidays included)	24 hours	Open
<i>Walker Gate</i>	Intersection of Mt. Vernon Rd and Mt. Vernon Pkwy	Daily (Holidays included)	5:00 a.m. – 9:00 p.m.	Open
			9:00 p.m. – 5:00 a.m.	Closed
<i>Woodlawn Village</i>	Intersection of Pole Rd and Plantation Dr	Daily (Holidays included)	24 hours	Open
<i>Farrar Gate</i>	Intersection of Farrar Rd and Sanjer Rd	Daily (Holidays included)	24 hours	Open

Gate Procedure:

- ✓ Visitors who wish to enter Fort Belvoir and do not have a vehicle with a Department of Defense decal must use Tulley Gate.
- ✓ Vehicles with decals, but without a DoD identification card holder on board must use Tulley Gate and enter the installation under existing visitor access policies.
- ✓ At least one occupant of a vehicle with decals must present valid DOD identification in order to access gates other than Tulley Gate

Map: For a map of the gates, please visit: <http://www.belvoirmwr.com/Features/Maps/#gateMap>

Parking Information

Two parking garages (Meadows and River) are located on both sides of the new Fort Belvoir community hospital. Starting on the third floor, FBCH employees may use the parking garages (the first two levels of the parking garages are reserved for patients).

Additionally, satellite parking will be made available for FBCH staff at the Dewitt Army Community Hospital once it's closed. DACH is located at 9501 Farrell Road (see page 24 for a site map). The parking plan for the DACH site is notated below.



Transportation Options

I. Ridesharing

- a. How to find a Rideshare match: To find a carpool match try these options:
 1. Communicate with fellow staff members, family, or friends to see if a carpool match is possible.
 2. Create a Commuter Connections account to search a database of other commuters looking for a car pool match: <http://www.mwcog.org/commuter2>. Commuter Connections is a regional network of transportation organizations coordinated by the Metropolitan Washington Council of Governments; it can provide you with information on all your commute options, so you can make a smart choice about how you travel to work.
 3. Create a NuRide profile (<http://www.nuride.com/nuride/main/main.jsp>) to find a ride partner and to earn points towards restaurants, tickets, etc.
 - Requires a corporate or organizational email address to register (includes @mil)
 - Can be used for non-standard carpool trips
 - Rewards will accrue
 4. Visit the following websites:
 - Fairfax County RideSources (<http://www.fairfaxcounty.gov/fcdot>)
 - Northern Virginia Commuter Resources (<http://www.virginiadot.org/travel/nova-main.asp>)
 - Virginia Rideshare Agencies (<http://www.virginiadot.org/travel/faq-rideshare.asp>)
 - Web Site for Slugs (<http://www.slug-lines.com/>)
 - eRideShare (<http://www.erideshare.com/>)
 5. Start or join a Van Pool (groups of individuals carpool to and from work).
 - Grace Van Pool Service, 703-986-9669, (www.gracevanpoolservice.org)
 - K & K Connections, 1-877-743-3525, (www.ridek2k.com)
 - VPSI, 703-921-0601/804-740-3010, (www.vpsiinc.com)
 - Rest & Ride Vans, 540-891-6518, (www.restandride.com)

II. Metro

- a. Franconia/Springfield is the closest Metro Station to Fort Belvoir (approximately 8 miles away).
- b. The Fairfax Connector bus will provide transportation from the Franconia/Springfield Metro to Fort Belvoir (drop off at Pence Gate).
- c. Use <http://www.wmata.com> to map your Metro/Bus trip to Fort Belvoir.

III. Bus/Train & Base Shuttle Service & Schedules

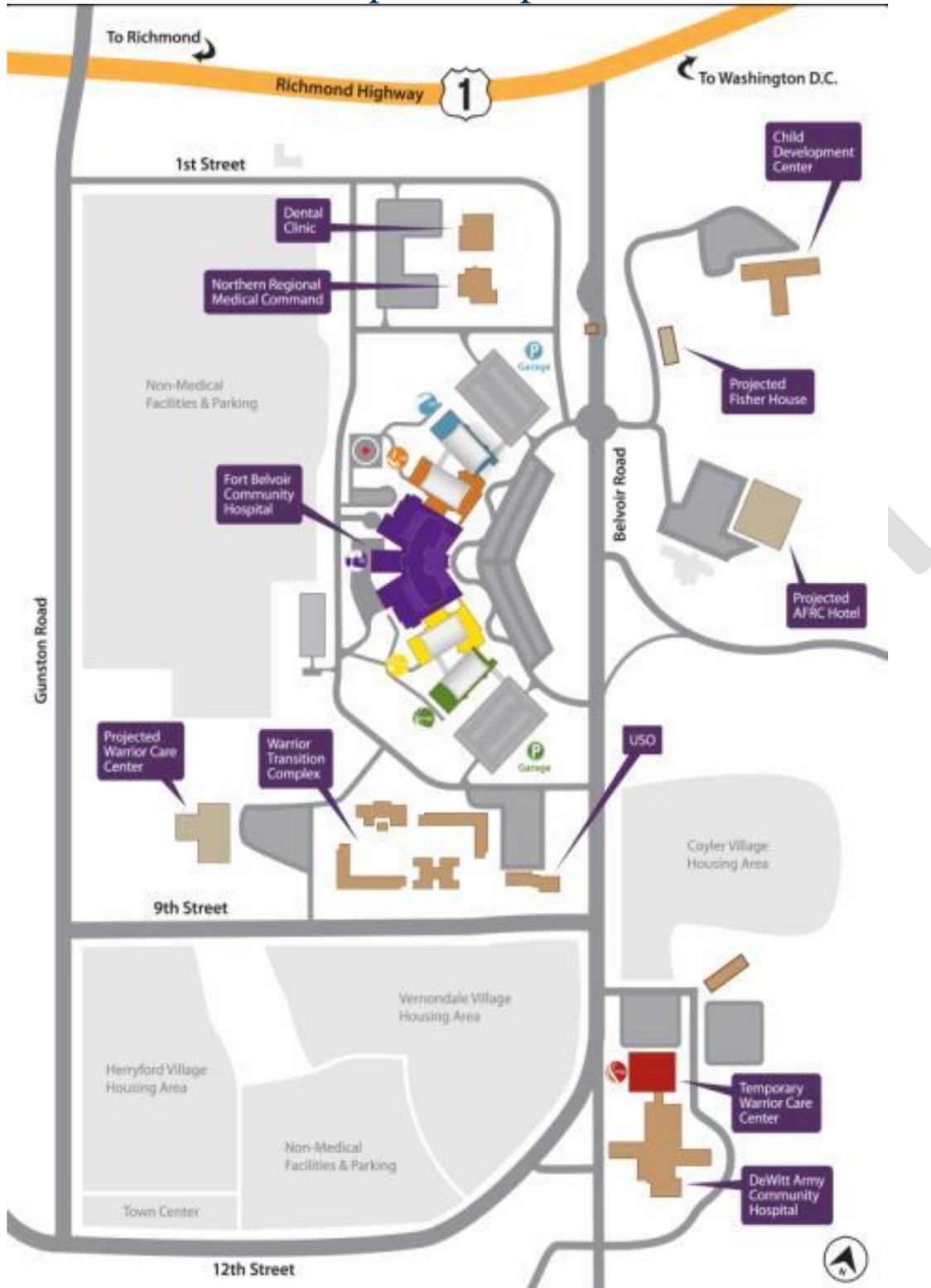
- b. Richmond Highway Express(REX); serves three stops in Alexandria and four stops on Fort Belvoir (http://www.fairfaxcounty.gov/connector/pdf/REX_brochure0804.pdf)
- c. Fairfax Connector Bus Service; services Northern VA (<http://www.fairfaxcounty.gov/connector/routes>)
- d. Metrorail, Metrobus (<http://www.wmata.com>)
- e. TAGS Bus Service (<http://www.tagsva.com>)
- f. Virginia Railway Express (<http://www.vre.org>)
- g. VRE Connections (<http://www.vre.org/service/connections.htm>)
- h. Quick's Bus (www.quickbus.com)

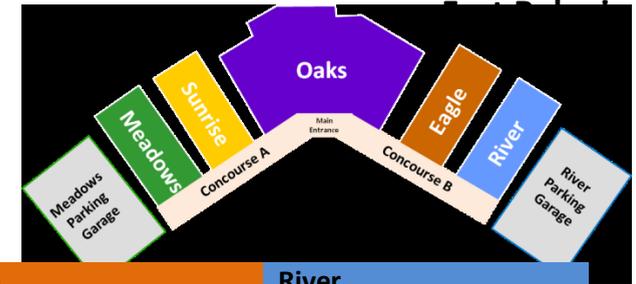
*For further information, please visit <http://www.belvoir.army.mil/rideshare/default.asp>

Finding Your Way

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Fort Belvoir Site Map of Hospitals





Hospital Directory –

Meadows	Sunrise	Oaks	Oaks	Eagle	River
Floor 1	Floor 1	Floor 1	Floor 2	Floor 1	Floor 1
Dermatology	Breast Care Center	Chapel	Nuclear Medicine	Allergy & Immunology	Internal Medicine
Endocrinology	Mammography	Command Group	Pain Clinic	Family Medicine	Pediatrics
Infectious Disease	Radiation Oncology	Concessions	Surgical Services	Floor 2	General & Sub-Specialty
Optometry	VA Clinic	Emergency Department	Floor 3	Anticoagulation Clinic	Pediatrics
Rheumatology	Floor 2	Hematology Oncology	Café	Cardiac Procedural Clinic	Therapy Pool
Vaccine Healthcare Center	Audiology & Speech	Laboratory/Blood Draw	Endoscopy	Cardio-Pulmonary Rehab Clinic	Floor 2
Floor 2	Pathology	Main Lobby	Floor 4	Cardiology Outpatient Clinic	Adult Outpatient
Ophthalmology	ENT	Medical Library	Inpatient Behavioral Health	Gastroenterology	Behavioral Health
Pulmonology	General Surgery	Nutrition Clinic	Floor 5	Occupational Health	Orthopedics
Refractive Eye	Thoracic Surgery	Oral Maxillofacial Surgery	Ante Partum Testing Center	Floor 3	Chiropractic Service
Surgery Center	Plastic Surgery	Patient Administration	Labor & Delivery	Orthopedics & Podiatry	Occupational Therapy
Respiration Therapy	Neurosurgery	Patient Advocacy	Mother Baby Unit	Physical Medicine	Orthopedics
Vascular Surgery	Urology	Pharmacy	Newborn Nursery	Rehabilitation	Prosthetic Service
	Floor 3	Red Cross	Floor 6	Sports Medicine	Pediatric Outpatient
	Clinical Staff	Tricare Service Center	Inpatient Pediatrics	Physical Therapy	Behavioral Health
	Services/Credentials	Women's Health Clinic	Inpatient Surgical		Family Advocacy Program
	General Administration	Floor 2	Floor 7		Substance Abuse
	Medical Management	Diagnostic Radiology	Inpatient Medical		
	Neurology & DVBIC	ICU			
		Main Reception			
		Radiology			
		Multidisciplinary			
		Interventional Radiology			

Hospital Building Themes

Meadows

Many fields and open areas on the site have low vegetation and flowers. This building's colors—various shades of green with rose tones—its art and other design features will recognize the flora and fauna of the meadows.

Sunrise

This building was themed to recognize the importance of natural light in a healthcare setting. All the Fort Belvoir Hospital buildings will have an abundance of floor-to-ceiling windows in all public spaces, allowing the sunlight to filter into waiting areas, the galleries connecting the buildings, inpatient rooms, and corridors. Specifically, the color scheme of this building will contain various shades of soft golds, warm beiges, and accents of spice and warm brown. Art and signage will contain images of the rising sun, bringing hope and inspiration.

Oaks

The symbol of the oak tree will be used in the Oak building, the largest of the five buildings, which actually comprises three buildings, including the seven-story patient tower. This symbol was chosen because the facility is being built on a former golf course, and many large oak trees had to be removed. Some trees are being preserved and will be made into benches for the public areas. The oak leaf will be present in carpet patterns in cut-outs in the sheet rubber flooring, and embedded in the resin panels on nurses' stations and waiting room divider walls. The art and displays will not only be of the mighty oak trees, but of many other species of trees found in the surrounding wooded areas.

Eagle

Elements in this building will recognize the hundreds of species of birds, including the bald eagle, which has become the overall symbol for the project through art and educational displays. The color scheme will incorporate rich clay (earthy) colors, spice and shrimp tones, and warm grays and golds.

River

Recognition of the many bodies of water in and around the campus will be included in this scheme. Colors include various shades of teal, earth tones, and neutrals.

Where to Eat on Fort Belvoir

Hospital

The new Fort Belvoir community Hospital is located on Belvoir Road near Pence Gate. The hospital will host a main dining facility on the third floor; additional dining choices within the hospital will be published at a later time.



FBCH Main Dining Facility
Open for breakfast, lunch and dinner
Hours TBD

Hospital 3rd Floor

Main Exchange Mall, North Post

The Main Exchange Mall (located at 6050 Gorgas Road) is located on the north side of Fort Belvoir as part of the "North Post." The Main Exchange Mall is approximately two miles north of the Hospital and hosts a variety of eateries, a selection is included below:



Anthony's Pizza
Daily 1100-1900

Building 2303



Burger King
Mon-Sat 0800-2000
Sun 0900-1900

Building 2303



Robin Hood Sandwiches
Mon- Sat 1030-1600
Sun Closed

Building 2303



Taco Bell
Mon- Sat 1000-1900
Sun Closed

Building 2303



Cinnabon
Mon- Sat 0900-1800
Sun 1100-1800

Building 2303



Charley's Steakery
Mon- Sat 1030-2000
Sun 1030-1900

Building 2303

*For further information, please visit <http://www.shopmyexchange.com/ExchangeStores/WaysToShop/FoodCourt.htm>

Where to Eat on Fort Belvoir

Class Six Building, North Post

The Class Six Building is located across the street from the Main Exchange Mall at 6095 Gorgas Rd.



Dunkin Donuts Building 2304
Mon – Sat 0700-2100
Sun 0900-1800



Church's Chicken Building 2304
Mon- sat 1000-2100
Sun 1200-1700
Drive- Thru Mon –Sat 1000-2100

Town Center, South Post

The Town Center is located about one mile from the hospital and offers a variety of eateries.



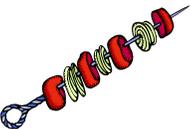
Dunkin Donuts Building 1196
M-F 0530-1800
Sat 0630-1600
Sun 0630-1500



Starbucks 5986 12th Street
M-F 0600-1900
Sat/Sun 0800-1900



Subway 6018 12th Street
M-F 0700-2000
Sat/Sun 1000-2100



Kwiky Kebab Building 1189
M-F 1000-1800
Sat/Sun 1100-1600

Ft Belvoir Golf Club

The Fort Belvoir Golf Club, located at 8450 Beulah St, offers a \$10.00 lunch buffet from 1100-1330.



Dining Room Building 2920
1100-1900, Daily
Lunch Buffett 1100-1330, M-F

*For further information, please visit <http://www.belvoir.army.mil/eateries.asp>

Main Exchange Mall

The Main Exchange Mall (North Post) is located at 6050 Gorgas Road and features an expanded selection of shoes and clothing, electronics, house wares, jewelry, cosmetics, books and magazines, etc. Below is a selection of their services:



Belvoir Federal Credit Union Building 2303
ATM 24 Hours



The Barber Shop Building 2303
Mon- Sat 0900-1900 703-799-4975
Sun 1000-1600



The Beauty Shop Building 2303
Mon-Sat 0900-1800 703-780-6600
Sun 1000-1600



Superior Cleaners Building 2303
M-F 0800-1900 703-781-0119
Sat 0900-1800
Sun 1000-1400



Sunshine Florist Building 2303
M-F 0900-1800 703-360-0537
Sat 0900-1700
Sun 1200-1600



GNC Building 2303
M-F 0900-1800 703-781-0500
Sat 0900-1700
Sun 1100-1600



Telecommunications Building 2303
M-F 0900-2000
Sat 0800-2000
Sun 1000-1900



Optometry Clinic Building 2303
M-F 0900-1800 703-781-3695
Sat 0900-1600
Sun Closed



Optical Shop Building 2303
M-F 0900-1800 703-781-7047
Sat 0900-1700
Sun 1100-1600

*For further information, please visit <http://www.shopmyexchange.com>

Fitness Facilities

The Body Shop

- ✓ Located in Bldg. 1023, 2116 12th Street, (703) 806-3100
- ✓ Offers aerobics equipment, free weights, and bicycles
- ✓ Hours are Monday through Friday, 5:30 a.m. to 8:30 p.m., Saturday and Sunday, 9:00 a.m. to 5:00 p.m.
- ✓ Holiday hours are 9:00 a.m. to 3:00 p.m.

Graves Fitness Center

- ✓ Located on North Post, 2116 Abbott Road, (703) 806-5368
- ✓ Offers aerobic and weight equipment, physical training classes, aerobics classes, and facilities for basketball and racquetball
- ✓ Full locker room facilities with showers, steam rooms, and saunas
- ✓ Hours are Monday through Friday, 5:30 a.m. to 9:00 p.m., weekends and holidays, 9:00 a.m. to 5:00 p.m.

Specker Field House

- ✓ Located at 1182 12th Street, (703) 806-3100
- ✓ Three full-sized basketball courts, and locker and shower rooms
- ✓ Hours are Monday through Friday, 6:00 a.m. to 2:00 p.m., closed weekends and holidays

Additional information is available at <http://www.belvoirmwr.com/Facilities/SportsFitness>.

Child and Youth Services

Fort Belvoir Child and Youth Services (CYSS) programs provide child care, and recreation and developmental activities for active-duty military and Department of the Army civilian employee family members, ages 4 weeks to 18 years.

- ✓ **Eligibility:** Active duty military personnel, DoD civilian personnel, reservists on active duty for 72 hours or more, and DoD contractors working on Fort Belvoir are eligible to use CYSS programs.
- ✓ **Registration Information:** The Parent Central Services office is the central registration/resource and referral office which offers a one-stop registration process for all CYSS programs, including full- and part-day child care, before and after school care, youth clubs and recreation programs, and sports.
 - The Parent Central Services office is located at Markham School Age Services, Bldg. 950.
 - CYSS administration offices operating hours are Mon-Fri, 6:30 a.m. to 5:00 p.m.
 - For additional information on CYSS programs, call (703) 806-0791 or visit www.belvoirmwr.com/Facilities/cys
 - Registration forms are available at: <http://www.belvoirmwr.com/Facilities/CYS/ParentCentralServices.php#formsNDown>
- ✓ **Waiting List:** Fort Belvoir CYSS has a waiting list for child care services. **Transitioning employees may register now to be placed on the waiting list.** No fee is required to register for the waitlist
- ✓ **Child Development Centers:** There are two child development centers operated by CYSS.
 - The North Post Center is in Bldg. 1745, across the street from Fort Belvoir Elementary School. The center provides full-day care, hours are Monday through Friday, 6 a.m. to 6 p.m. (703) 806-6540, <http://www.belvoirmwr.com/Facilities/CYS/NorthPostCDC.php>. The South Post Center is in Bldg. 1028, next to the Religious Education Center.
 - The South Post Center offers full-day and hourly care programs. Center hours are Monday through Friday, 6 a.m. to 6 p.m. (703) 806-4347, <http://www.belvoirmwr.com/Facilities/CYS/SouthPostCDC.php>
- ✓ **Fees:** Childcare fees are based on total family income
 - Income is verified from recent Leave and Earnings Statement (LES) or pay check stub
 - Parents not providing this documentation will be automatically charged the highest rate
- ✓ **School Information (transportation is provided to all three schools from Fort Belvoir):**

Grades K-6	Grades 7-8	Grades 9-12
Fort Belvoir Elementary School. For more information, contact 703-781-2700 or go to: http://www.fcps.edu/FtBelvoirES	Walt Whitman Middle School (Fairfax County), just a few miles off post. For more information, contact 703-660-2400 or go to: www.fcps.edu/WhitmanMS	Mount Vernon High School (Fairfax County) for more information, contact 703-619-3100 or go to: www.fcps.edu/MtVernonHS

- ✓ **School Registration:** Parents must contact the individual school for a registration appointment. Fort Belvoir has a School Liaison Program to assist families with school information and support. Call (703) 805-9119 or visit <http://www.belvoirmwr.com/Facilities/CYS/SLO.php> for more information.

Main Phone Numbers

Assistance Numbers	
FBCH	703-805-0510
Civilian Human Resources Center Hotline	301-319-8387
Front Desk ER	703-805-0414
Command Duty Office (CDO Desk)	703-805-0510
Base Police (Non-Emergency Line)	703-806-3105/06
Patient Escort	703-805-0539
Pharmacy	703-805-0694
Main Lab	703-805-0087/0715
Emergency Numbers	
Fire	703-781-1800
Code Blue Response	
Hazardous Materials Spill	
Priority Action Team Contacts	
PC and Network Access/Configuration	(703)805-0593
Phones/Communications	(703)805-0593
Facilities	(703)805-0781
Housekeeping (debris removal, bulk waste, bulk recycling, clean-up)	(703)805-0124
Logistics (supply)	(703)805-4994