

Version 1.0

Walter Reed National Military Medical Center
New Employee Toolkit

Version 1.0



Bethesda

New Employee Toolkit

Walter Reed National Military Medical Center
National Intrepid Center of Excellence (NICOE)
Joint Pathology Center
Carderock Clinic

August 2011

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

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Welcome,

We are excited to have you join the new Walter Reed National Military Medical Center Bethesda (WRNMMCB). 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 WRNMMC. 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 Walter Reed National Military Medical Center. There is strength in unity and strength in diversity; we will build this historic facility together.



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On-Boarding Steps

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" data-bbox="418 562 1414 1146"> <tbody> <tr><td>SF 1119A – Direct Deposit Sign-up Form</td></tr> <tr><td>SF-144 Statement of Prior Federal Service</td></tr> <tr><td>SF-181 Ethnicity and Race identification</td></tr> <tr><td>SF-256 Self-Identification of Handicap</td></tr> <tr><td>Statement of Selective Service</td></tr> <tr><td>SF-3102 Designation of Beneficiary for Federal Retirement</td></tr> <tr><td>SF-1152 Designation of Beneficiary</td></tr> <tr><td>TSP – 3 Designation of Beneficiary</td></tr> <tr><td>SF-2808 – Designation of Beneficiary</td></tr> <tr><td>SF-15 Application for 10-Point Veteran Preference</td></tr> <tr><td>Standard Ethical Code of Conduct</td></tr> <tr><td>Military Reserve or Guard Status</td></tr> <tr><td>Retired Military</td></tr> <tr><td>SF-2823 FEGLI</td></tr> <tr><td>Benefits Statement</td></tr> <tr><td>W-4 Federal Tax Form</td></tr> <tr><td>Off Duty Employment</td></tr> </tbody> </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 – 6)

<u>Step</u>	
Step 3– Complete In- Processing at CHRC	<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.
Step 4 – Meet your Sponsor	<p>Upon completion of In-processing you will be released to your sponsor who will escort them to the DHMRSi for the Hospital Check-In Sheet and orientation scheduling.</p>
Step 5 – Receive a WRNMMC Badge	<ul style="list-style-type: none"> • Your Department Administrator will inform you of your appointment date, time, and location to have your photo taken for the new WRNMMC badge. • If you have a conflict with the appointment date, inform your Department Administrator immediately to re-schedule.
Step 6 – Report to the Medical Staff Office	<ul style="list-style-type: none"> • All licensed health care providers (i.e., LPNs, LVNs, RNs, Pharmacists, and all privileged providers) must report to the Medical Staff Office to ensure their credentials are on file. • Bring a valid photo ID , WRNMMC badge, or driver’s license) to the Medical Staff Office. • Call the Medical Staff Office at 301-319-4790/8923 to confirm the location because the Medical Staff Office will move to Building 17 (3rd Floor) in August 2011 (date TBD) <ul style="list-style-type: none"> • Future location: Building 17 (3rd Floor) • Note: You will <u>not be able to see patients</u> until your credentials file is up to date.



Helpful Information

Pay Dates: Employees who will be working at WRNMMC and associated clinics will be under the Navy pay cycle and the actual pay date will be on the Friday 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		8-Jan
	9-Jan	10-Jan	11-Jan	12-Jan	13-Jan	14-Jan	15-Jan
Pay Period	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan		22-Jan
	23-Jan	24-Jan	25-Jan	26-Jan	27-Jan	28-Jan	29-Jan
Pay Period	30-Jan	31-Jan	1-Feb	2-Feb	3-Feb		5-Feb
	6-Feb	7-Feb	8-Feb	9-Feb	10-Feb	11-Feb	12-Feb
Pay Period	13-Feb	14-Feb	15-Feb	16-Feb	17-Feb		19-Feb
	20-Feb	21-Feb	22-Feb	23-Feb	24-Feb	25-Feb	26-Feb
Pay Period	27-Feb	28-Feb	1-Mar	2-Mar	3-Mar		5-Mar
	6-Mar	7-Mar	8-Mar	9-Mar	10-Mar	11-Mar	12-Mar
Pay Period	13-Mar	14-Mar	15-Mar	16-Mar	17-Mar		19-Mar
	20-Mar	21-Mar	22-Mar	23-Mar	24-Mar	25-Mar	26-Mar
Pay Period	27-Mar	28-Mar	29-Mar	30-Mar	31-Mar		2-Apr
	3-Apr	4-Apr	5-Apr	6-Apr	7-Apr	8-Apr	9-Apr
Pay Period	10-Apr	11-Apr	12-Apr	13-Apr	14-Apr		16-Apr
	17-Apr	18-Apr	19-Apr	20-Apr	21-Apr	22-Apr	23-Apr
Pay Period	24-Apr	25-Apr	26-Apr	27-Apr	28-Apr		30-Apr
	1-May	2-May	3-May	4-May	5-May	6-May	7-May
Pay Period	8-May	9-May	10-May	11-May	12-May		14-May
	15-May	16-May	17-May	18-May	19-May	20-May	21-May
Pay Period	22-May	23-May	24-May	25-May	26-May		28-May
	29-May	30-May	31-May	1-Jun	2-Jun	3-Jun	4-Jun
Pay Period	5-Jun	6-Jun	7-Jun	8-Jun	9-Jun		11-Jun
	12-Jun	13-Jun	14-Jun	15-Jun	16-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	30-Jun		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	14-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	28-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	11-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	25-Aug		27-Aug
Pay Period	28-Aug	28-Aug	30-Aug	31-Aug	1-Sep	2-Sep	3-Sep
	4-Sep	5-Sep	6-Sep	7-Sep	8-Sep		10-Sep
Pay Period	11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep
	18-Sep	19-Sep	20-Sep	21-Sep	22-Sep		24-Sep
Pay Period	25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	1-Oct
	2-Oct	3-Oct	4-Oct	5-Oct	6-Oct		8-Oct
Pay Period	9-Oct	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct	15-Oct
	16-Oct	17-Oct	18-Oct	19-Oct	20-Oct		22-Oct
Pay Period	23-Oct	24-Oct	25-Oct	26-Oct	27-Oct	28-Oct	29-Oct
	30-Oct	31-Oct	1-Nov	2-Nov	3-Nov		5-Nov
Pay Period	6-Nov	7-Nov	8-Nov	9-Nov	10-Nov	11-Nov	12-Nov
	13-Nov	14-Nov	15-Nov	16-Nov	17-Nov		19-Nov
Pay Period	20-Nov	21-Nov	22-Nov	23-Nov	24-Nov	25-Nov	26-Nov
	27-Nov	28-Nov	29-Nov	30-Nov	1-Dec		3-Dec
Pay Period	4-Dec	5-Dec	6-Dec	7-Dec	8-Dec	9-Dec	10-Dec
	11-Dec	12-Dec	13-Dec	14-Dec	15-Dec		17-Dec
	25-Dec	26-Dec	27-Dec	28-Dec	29-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. **NNMC Website:** <https://nmmcintra/Pages/Default.aspx>
2. **JTF CapMed Website** <http://www.capmed.mil/>
3. **CHRC Website:** <http://www.capmed.mil/civilian-personnel/>
4. **The Regional Child Care Resource and Referral Office:**
http://www.guilfordchilddev.org/index.php?option=com_content&view=article&id=400&Itemid=30
 - Provides external childcare opportunities
5. **Navy Federal Credit Union:** <https://www.navyfederal.org/>
6. **TriCare Online (Health Information):** www.tricareonline.com
7. **Bethesda Chamber of Commerce:** <http://www.bccchamber.org/>
8. **Warrior Transition Brigade:** <http://www.defense.gov/news/newsarticle.aspx?id=32950>
9. **Navy Safe Harbor:** http://www.public.navy.mil/bupers-npc/support/safe_harbor/Pages/default.aspx
10. **Morale, Welfare and Recreation:**
 - **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 (WO1)		(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)	



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Transportation

WRNMMC Site Map



*Updated as of 15 June 2011. For more information, please visit http://www.bethesda.med.navy.mil/visitor/get_here_and_park/index.aspx

NSA Bethesda Gate Schedule

GATE	LOCATION	DAYS	TIMES	STATUS	TRAFFIC	PEDESTRIAN
South Gate	Rockville Pike at Medical Center METRO Station	Daily	5:00 a.m. - 7:00 p.m.	Open	Inbound and outbound.	Open to pedestrians.
			All other times	Open	Outbound only.	Open to pedestrians.
North Gate	Rockville Pike near Cedar Lane	Daily	24 hours	Open	Inbound and outbound.	Open to pedestrians.
Navy Exchange (NEX) Gate	Gunnell Road off of Jones Bridge Road	Monday - Friday	5:00 a.m. - 7:00 p.m.	Open	Inbound and outbound.	Open to pedestrians.
		Monday - Friday	7:00 p.m. - 5:00 a.m.	Closed		Closed
		Weekends & holidays	24 hours	Closed		Closed
Navy Lodge Gate	Grier Road off of Jones Bridge Road	Monday - Friday	5:00 a.m. - 2:00 p.m.	Open	Two lanes inbound.	Closed
			2:00 - 3:00 p.m.	Open	Inbound and outbound.	Closed
			3:00 - 6:00 p.m.	Open	Two lanes outbound.	Closed
			6:00 p.m. - 5:00 a.m.	Closed		Closed
		Weekends & holidays	24 hours	Closed		Closed
USU Gate	University Road off of Jones Bridge Road	Monday - Friday	5:00 - 9:30 a.m.	Open	One lane inbound.	Open to pedestrians.
			2:30 - 6:00 p.m.	Open	Outbound only.	Closed
			All other times	Closed		Closed
		Weekends & holidays	24 hours	Closed		Closed

Gate Procedure

- ✓ 100% ID check - all gates. WRNMMC staff must have a DoD CAC or WRNMMC Badge.
- ✓ Dim head lights when approaching the gate before dawn or after dusk.
- ✓ Vehicles without military stickers, including taxicabs, may be searched.
- ✓ Other random security measures may be employed. Please allow extra time to report to work.
- ✓ Contact Security: 301.295.1246.

*Updated as of 15 June 2011. For more information, please visit http://www.bethesda.med.navy.mil/visitor/get_here_and_park/index.aspx

Parking Information

PARKING LOT	CAPACITY	PARKING STICKER(S)	DESCRIPTION
E	293	G,B,F,L	General parking unless reserved for special events
G	434	G,B,F,L	General parking unless reserved for special events
H	166	G,B,F,L	General parking unless reserved for special events
I	294	G,B,F,L	General parking unless reserved for special events
J	60	J	JTF Staff Only
N	74	N	AFRRI Staff Only
Q	212	Q	Only for Service members who reside in the Barracks
W	1284	W	For USUHS staff and visitors only
Z	132	ALL STICKERS	General parking
BLDG 54	765	B	Authorized TO E-7 and E-8, O-1 to E-6, and GS6 to GS15
BLDG 55	975	G,B,F,L	Ground and lower levels reserved for flag officers. P1 only Authorized with "L" sticker. Other spaces open to general public.
BLDG 63	955	F	Patient garage; Levels 7 and 8 reserved for Department Heads (E-9, O-6, GS15)
FUTURE MULTI USE GARAGE	1200	TBD	Under Construction until August 2011
Building 17	565	TBD	Under Construction until August 2011

*Parking on the WRNMMC campus is limited; please consider alternative transportation options (i.e., Metro and Rideshare) for your commute. Transportation options are described on pages 30 & 31.

*Updated as of 15 June 2011. For more information, please visit http://www.bethesda.med.navy.mil/visitor/get_here_and_park/index.aspx

Mass Transit Fringe Benefits

What is it the Mass Transit Fringe Benefit? Eligible staff members can receive, in addition to their current pay, up to \$230 per month for their personal commuting costs using Mass Transit. Eligible staff include civilian and active-duty military.

How to apply for the benefit: To apply for this benefit, please use the online application found here: <https://mtbp.whs.mil/Participant/Welcome.aspx>. To apply, you must have your CAC card inserted in your computer. If you do not have a CAC card, please follow the instructions outlined on the WHS website at: <http://www.whs.mil/DFD/PSD%20Services/Applying.cfm>

Steps to apply for the benefit:

1. Click "Begin Application"

If you are a civilian you will need to do the following:

2. If you know the contact information for your future supervisor please input that information in the "Applicant information" tab. If you do not know your future supervisor's name you may input your current supervisor.
3. Check Applicant Type "Civilian" and then "Department of Defense" when prompted.
4. For your organization code select "TMA-WRNMMCB".
5. Indicate what your costs will be on the "Expense Worksheet".
6. Submit your application.

How can I make a change? If you need to change your duty station and/or the amount of benefit you are receiving, follow these steps outlined above. Be sure to select "Making a Change" instead of "Enrolling" when prompted on the "Enrollment request" tab.

All changes will take four weeks to process: Keep in mind that you will need to know your supervisor's name when filling out the change request.

*Updated as of 15 June 2011. For more information, please visit
http://www.bethesda.med.navy.mil/professional/public_affairs/brac/brac_headlines/commuter.aspx

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/>
 3. Attend an upcoming Zip Code Get Together workshop at NSA Bethesda (workshops at WRAMC are forthcoming, please stay tuned for details). These workshops bring staff members together by home zip code to see if a match can be made. Workshops are announced via Postmaster/All Hands messages.
- b. **How to apply:** To apply, complete the Pass & ID documents which are posted on the WRAMC transition/integration website. Return to your Chain of Command who will in turn forward to the NSA Bethesda Pass & ID office. When you arrive on Day One at the new facility you will receive your new parking decals after providing proof of insurance, registration, and driver's license.
- c. **When to apply:** If you check-in before your carpool partner does, you will act as the primary member of the carpool and will receive the hanging decal and a parking sticker. When your partner(s) checks in, they will receive a parking sticker as well.
- d. **Carpool parking:** Carpool parking is currently available in Building 55 on the second floor off of Brown Drive. Spaces are available for cars with appropriate carpool parking stickers and a hanging placard. The vehicle that parks in the designated carpool space must have the hanging placard on the rearview mirror, a parking sticker and minimum two staff members in each vehicle each day. Carpool spaces are reserved for group members from 0500-0900, Monday-Friday. Additional spaces will be added as interest in the program dictates.

II. Bicycling

- a. **Bike rack locations:** Bike racks locations include: NICOE, Medical Swing Space, Basement level of Building 71 (USU), AFRR1, Building 55 entry level, Building 54 entry level, America Garage, Temporary Fitness Center, Building 27, Building 11, basement parking at Building 60 & 61. Additional bike racks will be added to accommodate new construction.
- b. **There are 185 bicycle parking spaces on campus and counting!** Additional construction projects will complete in the near future, providing even more bicycle parking. Shower and locker facilities are located throughout campus.

III. Walking

Pedestrian entry points hours of operation (as of May 2011)

North Gate = 24/7 South Gate = 24/7
NEX Gate = 0500-1900 USU Gate = 0500-0930

IV. Shuttles

- a. **Four local shuttle bus lines (All originate at Building 10 Circle)**
 - Green Line** (Runs continuously between 0530-0900 & 1445-1830) = Operates in the North side of NSA Bethesda to include, Building 17, Building 62, and the G Parking lot.
 - Red Line** (Runs continuously between 0530-0900 & 1445-1830) = Operates in the South side of NSA Bethesda to include USU, Navy Lodge and the CDC

Blue Line (Runs continuously between 0530-1830) = Comprehensive route that includes: Fisher Houses, Navy Lodge, Medical Swing Space, America Building, and Building 7.

Metro Line (Runs continuously between 0530-1830) = Picks up at the second to last shelter at the Medical Center Metro and drops off at Building 10.

- V. **Metro Line:** WRNMMC is on the Red Line at the Medical Center Station. Exiting from the station, at top of escalator, turn right and cross Rockville Pike to reach the Hospital. A shuttle (metro line shuttle referenced above) picks up at the second to the last shelter at the Metro stop.

VI. Parking

- a. **Availability:** Parking is primarily first come, first serve. Parking is very limited. The use of commuting alternatives is highly recommended.

VII. Information Resources

- a. **Brochure Racks:** Mass Transit schedules and maps are located at eleven locations throughout campus. Three of these locations are within the hospital center itself: Two in Bldg 9, ground level (across from the escalators leading to the Pharmacy and adjacent to The Wedge) and one in Bldg 2 (adjacent to Main Street).

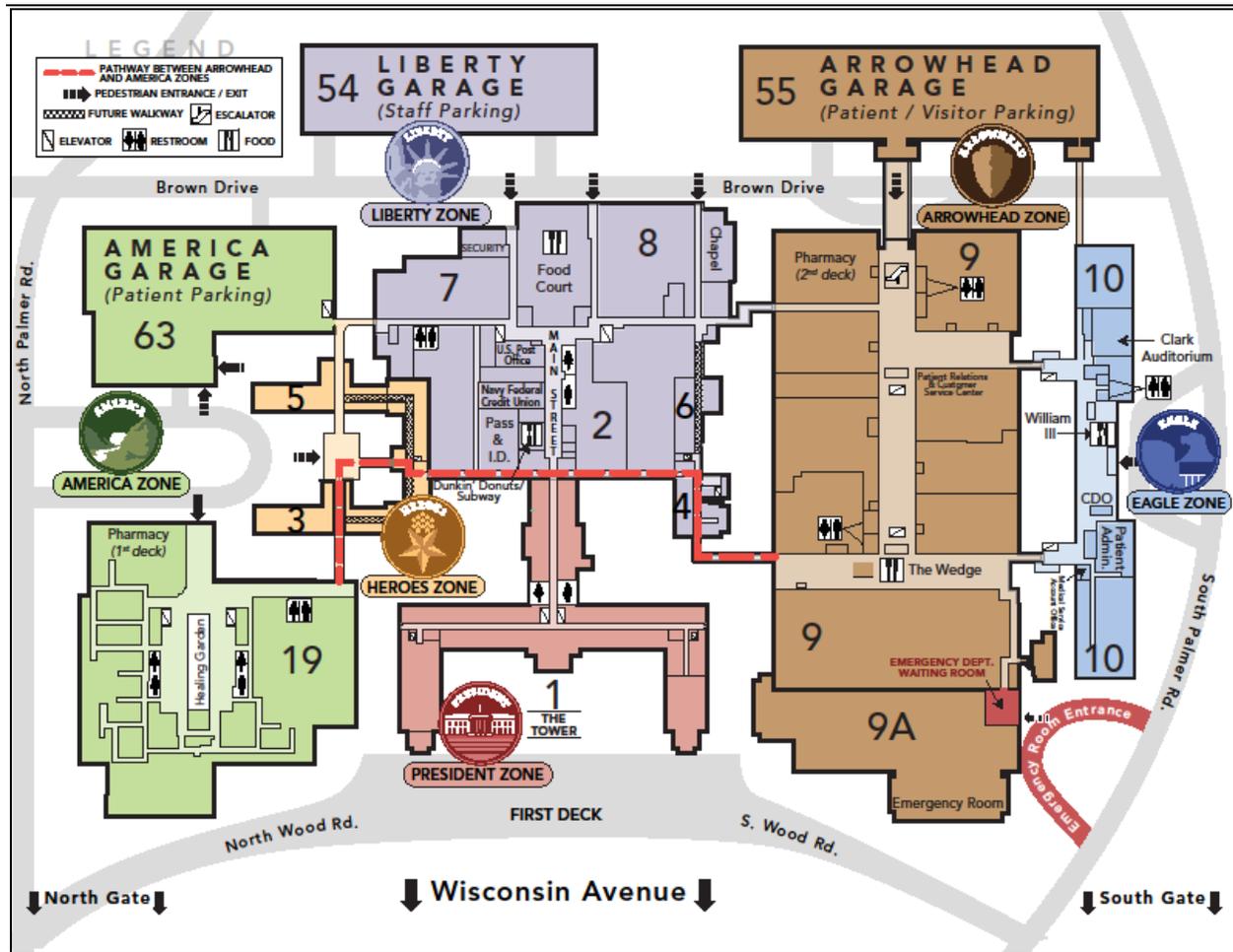
*Updated as of 15 June 2011. For more information, please visit http://www.bethesda.med.navy.mil/visitor/get_here_and_park/index.aspx



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Finding Your Way

Wayfinding Map



Building Themes

America Zone:

The America Zone includes the new parking garage and the new Building 19. This zone's imagery of mountains and rivers represents various landscapes in America to celebrate scenery from all 50 states. With the majority of all outpatient clinics, the America Zone is the primary destination of the largest number of patients.

Arrowhead Zone:

Buildings 9, 55 (patient parking garage), and 9A form the Arrowhead Zone. A tribute to the U.S. National Parks, the arrowhead was chosen as this zone's icon because it has been the symbol of the National Parks Service since 1952. Our National Parks are made up of nearly 400 natural, cultural, and recreational sites which are a preserved, protected, and shared legacy for our country.

Eagle Zone:

Building 10 is known as the Eagle Zone. The eagle has been a symbol of the U.S. since June 20th, 1782, when the Great Seal, our national emblem, was adopted by Congress. The bald eagle was chosen to be on the Great Seal because of its long life, strength, majestic looks and because it was then believed to exist only on this continent. The Eagle Zone features imagery of America's wildlife.

Heroes Zone:

Buildings 3 and 5 are the primary entrance point for patients and visitors. Named the Heroes Zone, the icon for this area features a 5 point star as a symbol of heroism and valor, with a larger star echoing the design of the Medal of Honor, used in all branches of the military.

Liberty Zone:

Buildings 2, 4, 6, 7, and 8 form the Liberty Zone and feature the Statue of Liberty as the zone icon. The Statue of Liberty was a gift of friendship from the people of France to the people of the United States and is a universal symbol of freedom, democracy, and diversity. Containing a mixture of clinical and administrative activities, the Liberty Zone theme complements the surrounding military and nature themes. The diverse uses of these spaces highlight our country's diversity and symbolize our liberty, as a nation.

President Zone:

Building 1 is the President Zone and features the White House as the icon. Deemed a national historical landmark in March of 1973, Building 1's design concept came from President Franklin D Roosevelt.

Where to Eat



Main Street Café Building 2, Main Street Corridor
 Breakfast 0600-0930, M-F
 Continental Breakfast 0930-1100, M-F
 Lunch 1100-1430, M-F
 Snacks 1430-1500
 Sat/Sun Closed



Subway Building 2, Main Street Corridor
 M-F 0900-2000
 Sat. 0900-1500
 Sun. 0900-1400



Dunkin' Donuts Building 2, Main Street Corridor
 M-F 0600-2000
 Sat. 0700-1500
 Sun. 0700-1400



Dining Hall (Galley) Building 9, Basement
 Breakfast 0600-0800, Daily
 Lunch 1100-1300, Daily
 Dinner 1600-1800, M-F
 Grab-n-Go service 0830-1030 & 1330-1600, M-F
 Sat/Sun Breakfast 0630-0800, Lunch 1130-1300, Dinner 1630-1800



The Wedge Building 9, 1st Floor
 M-F Breakfast 0600-1530
 Sat/Sun Closed



William III Coffee Bar Building 10, Hospital Lobby
 M-Th 0600-1530
 Fri. 0600-1500
 Sat/Sun Closed

William III Coffee Bar America Building, 1st Floor
 M-F 0630-1400
 Sat/Sun Closed



McDonalds On Campus, near NEX Gate
 0500-2300 Daily



University (USUHS) Café Bldg 70 on Palmer Rd
 Breakfast 0630-1000 daily
 Lunch 1100-1400 daily

Main Street Shops

"Main Street" is a corridor in Building 2 of the hospital complex; it is located on the first floor. The area hosts a number of eateries as listed above (under "Where to Eat") and services listed below.

Directions to Main Street:

1. From Garage 55, enter Outpatient Center, Bldg 9. At bottom of escalators, turn right and proceed through this corridor to Main Street
2. From entrance to Bldg 7 near Family Health Clinic, proceed through this corridor to Main Street



Post Office

M-F 0800-1600

Closed 1300-1400 for Lunch



Navy Federal Credit Union

M-F 0730-1600

Sat/Sun Closed

ATM

24 hours



The Barber Shop

M-F 0730-1600

Sat/Sun Closed



The Uniform Shop

M-F 0800-1800

Sat. 0900-1800

Sun. 1100-1800



The Tailor Shop

M-F 0800-1800

Sat. 0900-1800

Sun. 1100-1800



The Dry Dock

(Convenience Store)

M-F 0700-1700

Sat/Sun Closed

Fitness Center

Temporary Fitness Center:

- ✓ **Location** - Bldg. 147
- ✓ **Hours** - Monday-Friday - 5:00 a.m. to 9:00 p.m. Saturday, Sunday, and holidays - 9:00 a.m. to 6:00 p.m. Pool - Monday-Friday - 5:00 a.m. to 8:00 p.m. and Saturday & Sunday - 11:00 a.m. to 5:00 p.m.
- ✓ **Phone** - (301) 295-2450
- ✓ **Services** - Cardio Zone exercise center; Weight Zone strength conditioning area; Personal training, stretching, and abdominal training area; Locker rooms; Jiu-jitsu/Karate; Fitness Classes; Fun-runs, walks
- ✓ **Outdoor facilities** - Basketball court, Softball field, Running track, Picnic pavilions

Permanent Fitness Center:

- ✓ **Location** - Bldg. 17
- ✓ **Hours** - 0500-2200
- ✓ **Phone** - (301) 295-2450
- ✓ **Services/Facilities** - Fitness studio with various classes, spinning classes, equipment check out, Weight Zone, indoor track, basketball courts, racquetball courts, Olympic-size swimming pool, full locker rooms

The permanent fitness center will open near the August/September timeframe; for more information on the opening of the permanent fitness center, and the closing of the temporary fitness center, please visit http://www.bethesda.med.navy.mil/Visitor/Morale_Welfare_Recreation/#comfort.

Child Development Center

- ✓ **Location** - Building 26 on Stokes Road, behind the Bowling Center.
- ✓ **Hours** - Monday-Friday, 6:00 a.m.-6:00 p.m. Closed federal holidays.
Phone - (301) 295-0167/0014
- ✓ **Meals** - Breakfast, lunch, and an afternoon snack, in accordance with the Child and Adult Food Programs.
- ✓ **Fees**
 - Based on total family income.
 - Income is verified from recent Leave and Earnings Statement.
 - Fees will not be pro-rated. Weeks that include a federal holiday will be at the same rate.
 - Registration fee - \$35 paid in advance and credited towards first weekly payment.
- ✓ **Ages** – Child of ages six (6) weeks – to five (5) years can enroll.
- ✓ **Application** – Please contact the Child Development Center (CDC) at (301) 295-0167/0014 for an application.
- ✓ **Application Process** - For questions regarding the application information, please call CDC at 301-295-0167.
 - **Civilians:** Civilians can apply for Child Care once they are assigned to WRNMMC and have begun work at the new hospital.
 - **Military:** Military members can apply for Child Care now to reserve a slot of the wait list; once they have received their orders, military members need to send a copy to the CDC to include in their application (please call the CDC for an email of fax number).
- ✓ **Waiting List** – The CDC at WRNMMC currently has a waiting list for all ages; please contact the CDC at 301-295-0167 for further information.

*For more information, please visit: http://www.bethesda.med.navy.mil/visitor/child_development_center.aspx

Main Phone Numbers

Assistance Numbers		
WRNMMC	301 - 295-4611; toll-free 1-800-526-7101	
Civilian Human Resources Center Hotline	301-319-8387	
Front Desk ER	301-295-4810	
Command Duty Office (CDO Desk)	301-295-4611	
Base Police (Non-Emergency Line)	301-295-1246/1247	
Patient Escort	301-295-4010	
Pharmacy (Building 9)	301-295-2123	
Main Lab (Building 9)	301-295-0250	
Emergency Numbers		
Fire	777	
Code Blue Response	Inpatient 666	
Hazardous Materials Spill	777	
Priority Action Team Contacts		
	Primary	Secondary
PC and Network Access/Configuration	301-295-6300 Press 3	
Phones/Communications	301-295-6300 Press 3	
Facilities	301-295-1070	301-295-2484
Housekeeping (debris removal, bulk waste, bulk recycling, clean-up)	301-295-1050	301-295-2500
Logistics (supply)	301-295-4117	301-295-4067