

# COMMAND SPONSORSHIP / WELCOME ABOARD

Welcome aboard Navy Medicine Readiness and Training Command (NMRTC) Bremerton to our newly arriving personnel and family members!

NMRTC Bremerton is dedicated to ensuring all reporting Sailors and their family members are given every opportunity for a successful and productive duty assignment.

\*\*\*\*Please update your NSIPS information. Updating your contact information will help aid sponsors assigned to you in contacting you on your current and future moves. \*\*\*\*  
Please log in to your NSIPS self-service account and fill out the prospective gain questionnaire.

Here are the steps on how to fill out your prospective gain questionnaire in NSIPS.

1. Log-in NSIPS and select Employee Self Service
2. Select Tasks, select and fill out Gain Questionnaire. At #25, It will ask you if your information is current. Update your info as needed and save.
3. Go back to the questionnaire and then click Verify.

This information will be viewed by your sponsor/s. Updating this information will assist sponsors by giving them a better gauge of what your needs are, provide them with your contact information to assist you better on your transfer to NMRTC Bremerton and its surrounding facilities.

If your unable to access NSIPS to update your information or have not been contacted with a Welcome Aboard Package please fill out the information below then copy and paste into an email and send it to: [usn.kitsap.nmrtc-bremerton.list.sponsor-coordinator@health.mil](mailto:usn.kitsap.nmrtc-bremerton.list.sponsor-coordinator@health.mil) or see below for specific sponsor/officer coordinator:

Command Sponsor Coordinators: HMC Hendricks at [rose.s.hendricks.mil@health.mil](mailto:rose.s.hendricks.mil@health.mil) and/or HM1 Lumoljo at [roseann.b.lumoljo.mil@health.mil](mailto:roseann.b.lumoljo.mil@health.mil) or HM2 Scarale at [elizabeth.a.scarale.mil@health.mil](mailto:elizabeth.a.scarale.mil@health.mil)

Officer Sponsor Coordinator: LT Becker, Jill, at [jill.a.becker2.mil@health.mil](mailto:jill.a.becker2.mil@health.mil)

Full Name:

Rank/Rate:

Officer Corps Designation:

Detach Date:

Estimated Date (of) Arrival:

Married:

Dependents:

Family Accompanying:

Family Enrolled in EMF (if 'yes,' please add special needs)

Mailing Address

Street:

Apt./Unit/other:  
City:  
State  
Zip/APO/FPO  
Phone Number  
Email address:  
Arriving Via (POV/Air)

### **Mailing Address:**

Navy Medicine Readiness and Training Command Bremerton,  
Attn: HR Department (Military)  
One Boone Road,  
Bremerton, WA 98312

### **PCS Pre-arrival Checklist:**

- Read your orders, look for screenings, OBLISERVES, and restrictions on travel.
- Contact your sponsor (make sure to fill out request form in its entirety).
- Research travel allowances and/or entitlements.
- Verify your government travel card is activated and ready for use
- Choose check-out date.
- Set up household goods move.
- Arrange lodging at current and prospective locations.
- Update Page 2 and Servicemen's Group Life Insurance (SGLI).
- Follow your command checkout process.
- Check out with Personnel Support Detachment (PSD).
- Documents to Bring (if applicable)
- Copies of orders
- Health records
- Dental record
- Marriage certificate (if married en-route to next duty station)
- Receipts related to your PCS travel

### **NMRTC Bremerton Check-in Process:**

All military personnel reporting will check in as follows:

- Monday-Friday, 8:00 a.m. to 4:00 p.m. Report to Human Resources Office, Bldg. 1, Third Deck, Room 3513 in appropriate dress uniform.
- If you arrive after hours, on weekends, or on a federal holiday, contact the Command OOD or CDO, Bldg. 1, (phone number (360)271-9794 or (360) 621-4238) for endorsement of your original orders (personnel checking in will be in the uniform of the day).
- The first actual check-in/working day will be done in your dress uniform.

## **Directions/Transportation:**

If you are arriving via SEATAC International Airport and need assistance, there is a USO facility located on the second floor of the main terminal (mezzanine Level) that will assist in obtaining transportation via the Kitsap-SEATAC airport shuttle service to NMRTC Bremerton.

If unable to utilize USO services, go to baggage claim level (located inside main terminal) and go to door 00 for purchase of Kitsap Airporter shuttle ticket directly from the shuttle driver. Once you have purchased a ticket, please ensure that you are ready to depart 10 minutes prior to the scheduled departure. The shuttle service runs 20-past the hour, every hour, and takes approximately one hour (contingent on traffic, shuttle stops, and weather conditions) to reach NMRTC Bremerton.

The cost of the shuttle is approx. \$23-\$39 (one way per ticket) and is reimbursable upon liquidation of your travel claim.

The Shuttle Route will take you from SEATAC Airport to Kitsap/Bremerton with several drop-off areas:

Bremerton Baymont Inn (Baymont by Wyndham)  
5640 Kitsap Way  
Bremerton, WA 98312

Burwell 76 (Gas Station)  
2550 Burwell St  
Bremerton, WA 98312

Once you are dropped off, contact your sponsor or the at OOD – (360)271-9794 or CDO at (360) 621-4238- for duty driver pick-up arrangements, with location of pickup.

## DRIVING DIRECTIONS

| FROM: SEATAC, WASHINGTON TO: NMRTC<br>BREMERTON ONE BOONE ROAD.                     |                                                                                                |          |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|----------|
|                                                                                     | Get on I-5 S from S 176th St and Military Rd S                                                 | 2.4 mi.  |
|    | Head north on International Blvd/Pacific Hwy S toward S 176th St                               | 0.1 mi.  |
|    | Turn right onto S 176th St                                                                     | 0.1 mi.  |
|    | Turn right onto Military Rd S                                                                  | 0.9 mi.  |
|    | Use the middle lane to turn left onto S 188th St                                               | 180 ft   |
|    | Slight right to merge onto I-5 S                                                               | 0.3 mi.  |
|                                                                                     | Continue on I-5 S. Take WA-16 W to Austin Dr in Bremerton. Take the Austin Dr exit from WA-3 N |          |
|    | Merge onto I-5 S                                                                               | 15.9 mi. |
|   | Keep left at the fork to stay on I-5 S                                                         | 3.2 mi.  |
|  | Take the exit toward WA-16 W                                                                   | 0.1 mi.  |
|  | Keep right at the fork to continue on Exit 132B, follow signs for WA-16 W                      | 0.5 mi.  |
|  | Keep left and merge onto WA-16 W                                                               | 26.9 mi. |
|  | Merge onto WA-3 N                                                                              | 4.3 mi.  |
|  | Take the Austin Dr exit                                                                        | 0.3 mi.  |
|                                                                                     | Continue on Austin Dr to your destination                                                      | 1.2 mi.  |
|  | Turn right onto Austin Dr                                                                      | 0.8 mi.  |
|  | Turn right onto Higbee Rd                                                                      | 0.3 mi.  |
|  | Turn left onto Boone Rd                                                                        | 0.1 mi.  |
|  | Turn right                                                                                     | 249 ft   |
|                                                                                     | Total mi:                                                                                      | 54.8     |
|                                                                                     | Estimated Trip Time:                                                                           | 1 hour   |

Driving from Seattle-Tacoma (SEATAC) airport: Follow signs to major freeway I-5 South and take that exit onto the freeway traveling towards Tacoma. Then take Hwy 16 (West) exit towards Bremerton, which will go over Tacoma Narrows Bridge, past Gig Harbor, then Port Orchard. Hwy 16 then merges with Hwy 3 in Gorst. Stay on Hwy 3 as it continues north for several miles. Take the Austin Drive/Kitsap Lake exit (look for sign 'Naval Hospital Bremerton next right'). Continue right on Austin Drive.

NHB/NMRTC Bremerton entrance is approx. a mile down past Jackson Park Naval Housing complex.

## **COMMAND OMBUDSMAN**

NHB/NMRTC Bremerton Command Ombudsman, Mrs. America Morgan, may be reached at: [nhb.ombudsman@gmail.com](mailto:nhb.ombudsman@gmail.com) or via front office: (360) 475-4239.

## **USEFUL APPLICATIONS**

- Navylifepnw (has everything MWR that you could be needing, it is a great easy way to have access to all this info on your phone)
- MyNavy Family (Developed for spouses/parents/family members of active duty serve members, excellent source to utilize for relocating/retiring/EFMP/employment/mentorship etc.)

## **Fleet and Family Service Center Locations**

Naval Base Kitsap Bangor locations:  
1099 Tautog Circle (GOLD),  
2901 Barbel (BLUE)

Naval Base Kitsap Bremerton Annex:  
Bldg 491 (Bremerton)

Appointment Line:  
1-866-854-0638