



## STEPS FOR STUDENT CHECK-IN AT FMSB

Go to the Security and Pass Office at Norfolk Naval Shipyard, Portsmouth, VA, Bldg. 1502. The PASS Office is located outside the Main Gate/Gate 15 and is near the corner of Effingham Street and Portsmouth Blvd. You will need to get a swipe type Red Plastic NNSY security badge and a Zone "S" parking pass for your vehicle. A current DOD sticker on your vehicle will allow you access to NNSY but you must have a parking pass to park in Zone "S". If you do not have a valid DOD sticker or if you are driving a rental, you must obtain a temporary pass for your car. If you are driving someone else's car, you must have written notarized permission from the owner to obtain a temporary pass. Security should have your red security badge ready if your activity has provided FMSB with your security clearance information.

Security Office hours are weekdays 0700-1600; Phone (757) 396-5186, FAX (757) 396-3904. Badges cannot be issued on weekends or at night; however, Security will issue a temporary vehicle pass. You may gain access to the shipyard with your military ID card.

**Next** When you have your badge, enter the Main Gate/Gate 15 and take the first left. Go about 1/8 of a mile and you will see Building 1500. Report to NNSY Military Personnel Office, Code 811, at Bldg. 1500, Room 215 to check-in and have your ORIGINAL orders stamped. Exit the elevator, turn right and enter the fifth door on the left. Hours of operation are weekdays 0700-1530; Phone (757) 396-8620, DSN 386-8620. If you are reporting on a weekend, have your ORIGINAL orders stamped by the Quarterdeck/Information Window on the first floor of Building 1500.

**Then** Report to the Combine Bachelor Housing (CBH) to receive your berthing assignment and have your ORIGINAL orders stamp. All military personnel must have their orders stamped by CBH personnel. To get to the enlisted quarters (BEQ), you can return from Building 1500 the way you came, cross the street at the stop sign (don't go out the Main Gate), and continue about 1/8 mile. You'll run into a dead end, therefore, you'll have to take a left. Down on the right are BEQ, Bldg. 1504A, the galley and recreational center. To get to the officer quarters (BOQ), go to Scott's Annex by going out the Main Gate 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 consists of the two large buildings on the right, Bldg. 1530 Scott Center. 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.

**...and finally** Across the street from the galley is Building 276, which houses the Fleet Maintenance Support Branch (FMSB),

**Code 2380.3. We are on the second floor. Come to the lobby of the second floor and use the lobby phone to give us a call. See you there! Normal class hours range from 0700-1630 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**

**-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. This information is required to pay you per diem and advance travel pay as required.**

## **Phone Numbers**

<b>Activity</b>	<b>Point of Contact</b>	<b>Phone Numbers</b>
<b>BEQ</b>	<b>Bldg 1504A</b>	<b>(757) 391-1388 FAX 391-8573</b>
<b>BOQ</b>	<b>Bldg. 1530 Scott Center</b>	<b>(757) 391-1387; 391-1392 FAX 391-2655</b>
<b>FMSB Courses</b>	<b>Training Technician</b>	<b>(757) 393-7020</b>
<b>FMSB PSALR</b>	<b>Visits Coordinator</b>	<b>(757) 393-7042</b>