



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCINST 1740.3
09 Oct 03

NMRCD INSTRUCTION 1740.3

From: Officer-in-Charge, Naval Medical Research Center Detachment

Subj: NAVY SPONSOR/NMRCD INDOCTRINATION PROGRAM

Ref: (a) OPNAVINST 1740.3
(b) NMRCINST 1740.3 Series

Encl: (1) Welcome Aboard letter
(2) NMRCD Sponsor Checklist
(3) U.S. Embassy Lima, Check-in List
(4) NMRCD Check-in List
(5) Sponsor Program Questionnaire

1. Purpose. To establish procedures to be followed at the Naval Medical Research Center Detachment, Lima, Peru for the Navy Sponsor/Command Indoctrination Program as outlined in reference (a) and (b).

2. Cancellation. NMRCINST 1740.2

3. Background. A sponsor/indoctrination program is necessary to ease the difficulties encountered and reduce the apprehension of DOD personnel and their families during their overseas Permanent Change of Station (PCS) to Lima. It also serves to facilitate the integration of DOD personnel into the NMRCD and U.S. Embassy Communities. It is critical that prospective member receive advance, accurate, and complete information prior to their detachment and transfer.

4. Action. Upon notification of a prospective PCS transfer to NMRCD, the Officer-in-Charge will assign a sponsor. The sponsor will forward the Command "welcome aboard letter" enclosure (1) which identifies NMRCD website <http://www.namrcd.med.navy.mil> and the American Embassy website <http://usembassy.state.gov/lima/wwwmain.html> respectively for Welcome Aboard and General Information. All sponsors will comply with guidance provided in enclosure (2). The sponsor will also assist the member in completion of the U.S. embassy

indoctrination list enclosure (3) and NMRCDC Indoctrination List enclosure (4). After completion of the check in process the new member will forward to the OIC enclosure (5).

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J. K. BAIRD

NMRCDINST 1740.3

From: Officer-in-Charge, Naval Medical Research Center Detachment

Subj: WELCOME ABOARD!

1. Congratulations on your orders to one of the most unique assignments the Navy has to offer. The U.S. Naval Medical Research Center Detachment is a growing overseas infectious disease research laboratory, one of a network of six overseas facilities within the Department of Defense. Our scientists enjoy an outstanding relationship with our Peruvian hosts and our support staff is totally committed to the research mission of the Command. We have over 19 years of operationally relevant research in Peru through a good mix of programs/initiatives, collaborations, and training of young physicians and scientists from Peru, American Universities, and the U.S. military. We are also proud of our newest program, the DOD Global Emerging Infections System (GEIS).

2. Lima is a large South American city with a rich cultural tradition. However, it is still a developing country where health problems can occur, therefore it is important for you to be completely prepared and to complete all medical requirements prior to arriving. You can count on NMRCD's entire staff to make your move as easy as possible. I have assigned _____ as your sponsor. He/She can be contacted by calling 51-1-561-2733, 2882, or 3043 at NMRCD or 51-1-_____ at home. If you do not receive a letter from him/her in the next two weeks, please contact the Administrative Officer at the following email address: ao@nmrcd.med.navy.mil.

3. Our message address (PLAD) is: NAVMEDRSCHCEN DET LIMA PERU, our Unit Identification Code (UIC) is N44852 and our U.S. Mailing address is: US NMRCD, c/o American Embassy, Unit 3800, APO AA 34031-3800. Our new website address is <http://www.namrcd.med.navy.mil>. Don't hesitate to call collect if you need an answer for anything right away. Finally, have a safe trip. I look forward to you becoming a part of our NMRCD's family and I say with enthusiasm: Welcome Aboard!

A handwritten signature in black ink, appearing to read 'J. K. Baird'. The signature is fluid and cursive, with a large, sweeping flourish at the end.

J. K. BAIRD

NMRCDINST 1740.3

NMRCD SPONSOR CHECKLIST

- ___1. Write a "welcome aboard" letter to the new member including the following point:
 - ___a. Housing information, security finances, security requirement, electrical voltage/appliances, maids, etc.
 - ___b. Family matter, marital status, accompanied tours, overseas screening requirement, passport requirement.
 - ___c. Household Good/POV information, what to bring what not to bring.
 - ___d. Area Clearance/Port Calls.
- ___2. Provide a follow-up letter or phone call.
- ___3. Ensure transportation is available from the Lima Airport, make arrangement for temporary lodging, food.
- ___4. Escort the individual through the check-in process.
- ___5. Provide a tour of the NMRCD, Centro Medico Santiago Tavera, U.S. Embassy, and approved residential areas.

NMRCDINST 1740.3

**CHECK-IN REQUIREMENTS FOR U.S. PERSONNEL
ARRIVING IN LIMA, PERU**

EMPLOYEE'S NAME: _____

DATE OF ARRIVAL: _____ SECTION: _____

1. HUMAN RESOURCES OFFICE (3rd floor, Ext. 2434, 2167)

Human Resources Officer:

Human Resources Clerk: **Sylvia Rodriguez**

- A. Meet Human Resources Officer _____
- B. Passport/s _____
- C. Photographs (8) _____
- D. F.S. Emergency Locator Card _____
- E. Biographic Data Sheet _____
- F. General Information _____
- G. Diplomatic Driver's License Application _____
- H. A.E.C.A (Commissary) Application for Membership _____
- I. Telephone Directory _____
- J. Appointment to meet Ambassador (Ext. 2500) _____
- K. Appointment to meet DCM (Ext. 2502) _____
- L. Proof of Medical Insurance(PSC only) _____

2. SECURITY OFFICE (3rd floor, Ext. 2497)

Security Officer:

Emergency Preparedness Coordinator: (Ext.2468)

Residential Security Coordinator: (Ext. 2467)

- A. Attend Mission briefing, Tuesdays 9:30 a.m. _____
- B. Obtain Embassy I.D. Card, daily 10:00 to 11:00 a.m. _____
- C. Briefing/Receipt of Emergency Preparedness Handbook _____
- D. Consult with coordinator on Residential Security equipment, _____

and provide perimeter keys for COSMOS access.

Enclosure (3)

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3. **GENERAL SERVICES OFFICE** (3rd floor, Ext. 2667, 2607)

General Services Officer:

Customs & Shipping Supervisor: **Edmundo Sarmiento**

- A. Meet General Services Officer
- B. Shipment & Customs - HHG, Baggage, POV
- C. Automobile Insurance, Vehicle License Plates
- D. Shuttle Service Information (only STATE)
- E. Housing Information

4. **HEALTH UNIT** ("SS" Level, Ext. 2426)

Regional Medical Officer:

- A. General Briefing (by appointment)
- B. Health & Medical Booklet
- C. Blood Type Information
- D. Medical Clearance Form from Department

5. **INFORMATION SYSTEMS CENTER** (2nd floor, Ext. 2541)

Information Systems Officer:

- A. General Briefing
- B. Password
- C. Training Classes

6. **INFORMATION PROGRAMS CENTER** (5th floor, Ext. 2505)

Information Programs Center:

- A. General Briefing
- B. Telephone/Radio

- C. Radio Call Sign List
- D. C-LAN (if applicable)
- E. Training Classes

Enclosure (3)

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7. Financial Management Office (3rd floor, Ext. 2596, 2144)

Financial Management Officer:
Allowances Information:

- A. Meet Budget & Fiscal Officer
- B. Housing Allowances (Temporary & Permanent)
- C. Withholding Tax Forms
- D. Educational Allowances
- E. Pay Allotment
- F. Travel Voucher Reimbursement
- G. Check Cashing Privileges
- H. Direct Deposit Form
- I. Parking Pass

8. COMMUNITY LIAISON OFFICE ("SS" Level, Ext. 2614)

Community Liaison Officer: **Ileana Puig**

- A. Meet Community Liaison Officer
- B. General Briefing
- C. Skills Bank File

9. APO ("SS" Level, Ext. 2081)

APO Supervisor: **Oscar Zavala**

- A. Meet APO Supervisor
- B. General Briefing
- C. Complete Forms

10. AMERICAN EMPLOYEES COMMUNITY ASSOCIATION- COMMISSARY (Ext. 2537)

A.E.C.A Manager:

A. Meet E.G.P. Manager

B. General Briefing

Enclosure (3)

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11. EQUAL EMPLOYMENT OPPORTUNITY (*4th floor, Ext. 2557*)

Equal Employment Opportunity Officer:

A. Meet EEO Officer

12. ADMINISTRATIVE OFFICE (*3rd floor, Ext. 2432*)

Administrative Counselor:

A. Meet Administrative Officer

B. General Briefing

13. Return to the Human Resources Office.

Note. It is suggested that you call the offices indicated above to be sure that the responsible American employee will be available to meet and assist you.

NMRCDINST 1740.3

GENERAL INFORMATION

NAME OF EMPLOYEE: _____

AGENCY: _____ DATE: _____

A. HOME STATE: _____

B. STANDARD OF ETHICAL CONDUCT

This is to acknowledge that as of this date I have received the Standards of Ethical Conduct for Employees of the Executive Branch.

Date: _____ Signature: _____

C. FOREIGN LANGUAGE REGISTER

The Embassy maintains a foreign language register which will provide a quick reference to individuals having the capability to assist with translating whenever a need arises. We would like to include spouses and possibly other family members who would be willing to help out in special cases.

<u>Language</u>	<u>Speaking Ability</u>	<u>Reading Ability</u>	<u>Tested or Self Appraisal</u>
-----------------	-------------------------	------------------------	---------------------------------

(Poor - Fair - Good - Excellent - Native Speaker)

- | | | | | |
|----|-------|-------|-------|-------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |

Name of Spouse: _____

1. _____

2. _____

3. _____

Embassy Group Purchases

Lima, Perú

Enclosure (3)

NMRCDINST 1740.3

APPLICATION FOR MEMBERSHIP

Date: ____/____/____

I _____, hereby request membership in the Embassy Group Purchases - Lima (EGP). I understand and agree to immediately grant 80 percent of my importation quota to the EGP Cooperative during my tour of duty in Lima (if applicable).

Signature

U.S. Citizen: Yes No
Marital Status: Single Married
Organization: State USIA
 USAID Armed Forces Attachés
 Other: _____

Section, Office or Division: _____

Estimated Date of Departure: ____/____/____

Membership Deposit Requirements: Single \$ 175.00

() Family \$ 350.00

Approved by: _____

Admin Counselor

Enclosure (3)

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BIOGRAPHIC DATA SHEET

The following information is required by the Ministry of Foreign Affairs for all American personnel assigned to this post. A prompt submission of this data will expedite the clearance of your household effects, automobile, etc.

Employee's Name: _____ SSN: _____

Agency/Section: _____ Title or rank: _____

Place and Date of Birth: _____

Previous Nationality (if any): _____ Passport No: _____

Replacing: _____ Tour of Duty: _____

Current Address at this Post: _____

Home Phone Number: _____

Brief Biographic Sketch: (Studies, previous employments including dates, decorations, etc.)

Employee's Date of Arrival: _____

Marital Status, if married, Name of Spouse: _____

Spouse's Maiden Name: _____

Place and Date of Birth: _____

Nationality: _____ Previous Nationality (if any): _____

Passport No. _____

Dependents:

I understand that I may be subject to unannounced random drug testing beginning no earlier than 30 days from the date of this notice.

Signature

Date

Print Name

Enclosure (3)

NMRCDINST 1740.3

NMRCD CHECK-IN/CHECK OUT SHEET

Rank/Name: _____

Date of Arrival/Departure: _____ From/To _____

ADMINISTRATIVE OFFICE (Administrative Officer (AO)/Admin. Assistant (AA))

- Command Managed Equal Opportunity (CMEO)
- CDO Watch-bill Briefing
- Embassy Check-In/Check-Out Process Completed
- Working Hours/Schedule of Meetings
- Telephone Usage/List NMRCD/Telephone Security
- Office Keys Issued/Returned (Key Coordinator)
- Forms/Leave/Liberty etc.
- Passport/Visa Numbers/Expiration Dates
- Pay/Personnel Questions
- Application for Security Clearance, TRICARE Prime Pacific
- Computer Check-Out/Return (IMS)
- Health Records, Embassy and AEA
- Radio Issue/Return, Radio Checks (Embassy IPC Basement)
- Tour of Laboratory/Buildings (Check-In)
- Official Cellular Telephone (Check-In/Check-Out)
- Fitness Report/Enlisted Evaluation (Lucy Rubio/AO)
- Household Goods Shipment (Incoming/Outgoing)
- AT&T Calling Card Issue/Return; Policies for long distance phone calls, Fax's
- MWR Chairperson (TV/VCR; other benefits)
- Mail (Change of Address Card)
- POC for Payment of Remaining Bills (Check-Out ONLY)

___ General Policy on: Dress, Time-Off (permissive orders, TAD and leave), alcohol,
Drugs, Outside Employment and Collateral Duties
___ Update Page 2

TRANSPORTATION

___ Embassy Daily Schedule
___ Home-to-Work Transportation
___ Request for Transportation/OAU

FACILITIES

___ BIOMEDICAL REPAIR
___ Maintenance Request Procedures

HOUSING (Administrative Officer)

___ Temporary Lodging
___ GSO Housing Selection
___ Cable and Internet Set-up, Miscellaneous Services and Hook-ups/Disconnects
___ Move In /Turn-in of House Keys

NMRCINST 1740.3

NMRC CHECK-IN/CHECK OUT SHEET (Cont'd)

SECURITY

___ Security Brief by Admin Department
___ IMS Security Check-in (AO)

FISCAL/SUPPLY (Hugo Caceres)

___ Budget Processes, Funding Sources
___ Requisition of Supplies
___ Impress Fund
___ Unauthorized Commitments
___ Bank of America Card Application/Return
___ Equipment Repair
___ Animal Requisition

OCCUPATIONAL HEALTH /SAFETY/MEDICAL RECORDS REVIEW

___ Command Safety Officer (Mr. Phillips)
___ Infectious Disease Safety Officer
___ Occupational Health/Medical Record, Immunizations (Command Physician)
___ Occupational Health and Travel Medicine Physician

RESEARCH SUPPORT OFFICE (Roxana Lescano)

___ Procedures for use of Textbooks and Publications
___ Ordering procedures
___ Library searches
___ TAD/Official Travel, Completion of Travel Claim(s) [Incoming/Outgoing]
___ Human Use Protocols; IRB Submissions (Local and NMRC)

- Translations and Interpretation Services
- Central Filing Procedures
- Science Related Correspondence Assistance
- Language Lessons (Spanish/English)

WELCOME/FAREWELL FROM THE OFFICER-IN-CHARGE

- Mission, Vision Statement
- Sexual Harassment Policy

OIC's Signature

After sheet is signed by the Officer-in-Charge and all other applicable boxes are initialed, return this form to the Administrative Officer.

Enclosure (4)

Enclosure (5)