

Dear Incoming Student,

Welcome! I would like to congratulate you on your acceptance into the Uniformed Services University of the Health Sciences Class of 2014. Transitioning to the USUHS family can at times be difficult. To make this adaptation easier, I am sending this orientation letter in an attempt to answer some of the questions which arise from new students about the first weeks of life at USUHS. I realize that I probably will not answer every question that may come up so I encourage you to use your appointed sponsor as your main source of information in the time leading up to orientation week, and the people I will list throughout this letter. One of the most important things to remember is always make a copy or scan your paperwork. Do not give someone your last copy of a document or file!

The address for the Public Health Service Headquarters is 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville MD, 20852. This is the Office of Commissioned Corps Operations, OCCO, and your point of contact there is Ms Betsy Darracott at 240-453-6037, [Helen.darracott@hhs.gov](mailto:Helen.darracott@hhs.gov). This is the office that will be handling all of your commissioning paperwork, and your Official Personnel Orders which are an official order placing you at USUHS. You should have received and already completed the PHS 50 application from Ms Darracott in order to get you your orders and thus get you to USUHS. One of the forms is the Training Agreement, please read this carefully then have your signature notarized. If you have not done so get these back to her immediately. Again make copies. If you are assigned to the Indian Health Service, your point of contacts there are Mr. Michael Berryhill at 301-443-2443, [Michael.berryhill@ihs.gov](mailto:Michael.berryhill@ihs.gov) and Dr. Susannah Olnes at 301-443-0049, [Susannah.olnes@ihs.gov](mailto:Susannah.olnes@ihs.gov). If you are assigned to the National Institute of Allergy and Infectious Disease at NIH, your point of contacts there are Brenda Harvey at 301-402-9239, [HarveyB@odepsm1.od.nih.gov](mailto:HarveyB@odepsm1.od.nih.gov) and Dr. JoAnn Mican at 301-402-1326, [Jmican@niaid.nih.gov](mailto:Jmican@niaid.nih.gov). In this email I have also included the information from your agency. I ask that you look at this again so you are aware of the requirements of your specific agency.

You will need to get a government ID card once you have your orders and I recommend you get this as soon as you arrive in the area. Government ID cards can be obtained at OCCO at 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852. You must make an appointment to get your ID at the following number, 240-453-6131. Take your personnel orders and a driver's license with you. You will need your government ID card to get onto the base. If you do not have your government ID card, you can get on base with your personnel orders and a picture ID. The Officer Basic Course does not have the capability of getting your ID card.

Your initial report date will be for the Officer Basic Course (OBC) which starts on Sunday, July 11 and ends on Saturday, July 24, 2010. This course is run by the USPHS and the attendees will include officers in the USPHS from all agencies. This is a course which will be a formal introduction to the USPHS and the Culture and the Mission of the Commission Corps. This is held at the the Holiday Inn Gaithersburg at 2 Montgomery Village Avenue, Gaithersburg, MD 20879. You will stay on the grounds the entire two weeks of the course. It is not necessary to have your uniform prior to the course; at the course representatives from the Uniform Shop will be available to take orders for your uniform. I advise you to take advantage of this, and I advise you to buy no more than 2 of the khaki uniforms as there are other uniforms which are required and will be worn on a daily basis at USUHS. Several of the previous students get by with only one pair of khakis.

From July 25 until Aug 9 2010, you will have time to find a place to live and move your home, set up a bank account, find the grocery store and the gas station and begin to settle in. Your sponsoring agency, Indian Health Service or National Institute of Allergy and Infectious Disease may schedule orientation time with you during these weeks.

One day during the first week of August (exact date to be determined) you will meet with me at USUHS to cover some PHS specific issues and to complete uniform shopping for the required Battle Dress Uniform, BDU's and Service Dress Blue Uniforms, SDB's. Please bring a credit card and be prepared to spend at least \$800 (and up to \$1200) on uniforms, of which \$250 will be reimbursed to you at a later date. The uniform shop is incredibly helpful putting together the components of your uniform and tailoring it for a fee. The break down in estimated cost of uniforms with necessary components is as follows: Khaki approximately \$80-100, BDU's approximately \$100, and Service Dress Blue approximately \$450 and shoes are anywhere from \$65-100.

On Aug 9, 2010 you will report to USUHS for the beginning of the USUHS orientation process. You may not be scheduled for activities every day during this time but please do not make any plans to travel out of the area during this time except for weekends. Please arrive in your khaki uniform and you will wear this uniform daily during the orientation. There are several items that you will definitely want to have with you for orientation. These items include your medical and dental records, driver's license, military ID, car registration and proof of insurance, and five copies of your official personnel orders.

The week of Aug 9-13 is the Brigade Command orientation where you will get the necessary USUHS ID card, parking stickers for your car, computer training, and introduction to the health center at USUHS and signing up for Tricare services at the hospital, your medical insurance while on active duty. You will also receive BLS training during this week.

The week of Aug 16-20, 2010 will be the week for the Office of Student Affairs to do an academic orientation. Academic orientation week covers coursework, schedules, study tips, and introduction to academic staff.

Classes begin on Aug 23, 2010.

For further information please refer to the following links:

USUHS website, check for academic schedule and the link for new students: [www.usuhs.mil](http://www.usuhs.mil)

Also on this website is a specific page for the USPHS [www.usuhs.mil/usphs/index.html](http://www.usuhs.mil/usphs/index.html)

PHS website: [www.usphs.gov](http://www.usphs.gov)

IHS website: [www.ihs.gov](http://www.ihs.gov)

NIH website: [www.nih.gov](http://www.nih.gov) with link to NIAID

PHS forms, information: <http://dcp.psc.gov>

PHS Physicians' Professional Advisory Committee: <http://usphs-ppac.org>

Pay calculator: [www.defenselink.mil/militarypay/pay/calc/index.html](http://www.defenselink.mil/militarypay/pay/calc/index.html)

Again congratulations on your acceptance to USUHS. I'm looking forward to meeting you in July. Please feel free to contact me with any questions, e-mail works best.

Respectfully,

Mary Porvaznik, MD, FAAFP

CAPT, USPHS

PHS Senior Advisor

USUHS Brigade

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