



## “NEED TO KNOW”

### Transportation:

If arriving on a Rotator, ECRC Det Norfolk will meet you at the baggage carousel and provide you transportation to the Base. Look for an ECRC greeter, in uniform, stationed in baggage claim with a hand-held sign. If you are unable to locate the ECRC representative, report to the USO to catch a shuttle or taxi cab. Approximate price for a taxi is \$15, and should take you about 20 minutes. **In the event of any itinerary changes, you MUST CALL your NMPS Duty Petty Officer (757-438-3375)**

### Berthing:

**For GSA Personnel ONLY, you will check into Williams Hall on JEB Little Creek for berthing.** Berthing accommodations have been made by ECRC.

**For all other personnel (IA/IAMM/OSA/RC), you will check into Wall Manor on NAVSTA Norfolk for berthing.** Berthing reservations for Active IA and Reservists MUST BE made prior to leaving WTP by calling 1-877-628-9233 or visit [WWW.DODLODGING.NET](http://WWW.DODLODGING.NET).

### Reporting Information:

The NMPS redeployment/ demobilization process begins daily at **0730, Monday–Friday, in the Uniform of the Day.**

Flight Suits and PT Gear are not authorized

If you arrive in San Diego before 2100 – Report to NMPS the following work day to begin processing. If you arrive after 2100, you may report the next day or the day after. **Regardless, you must call NMPS QD to notify command of your decision:**

- Rest & relaxation the following day, or
- Report the next day to begin processing.

### Rental Vehicles:

**Rental vehicles while assigned to NMPS Norfolk will not be reimbursed unless specifically authorized in one’s orders.**

### Important Miscellaneous Information:

**During routine weeks (excluding holidays), personnel will not be authorized to take leave during the NMPS process.**



## COMMAND CONTACT

### NMPS NORFOLK

**NMPS Norfolk is located just inside Gate 2 onboard Naval Station Norfolk (NAVSTA Norfolk) in Building J-50, D-Wing, 2nd Deck. The NMPS entrance is located on the backside of Building J-50 off the corner of Bacon and Morris Streets behind the flag pole and anchors.**

### Contact Information:

**NMPS Norfolk  
1510 Gilbert St. Norfolk, VA 23511**

**NMPS Phone CDO/DUTY Cell:  
(757) 438-3375**

**NMPS Spiritual Support: 757-444-7361  
Duty Chaplain: 757-438-3822**

**NMPS Email: [NMPSNorfolk@navy.mil](mailto:NMPSNorfolk@navy.mil)**

**NMPS Website: [www.cnic.navy.mil/nmps](http://www.cnic.navy.mil/nmps)**

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## REDEPLOYMENT / DEMOBILIZATION BRIEF

### NAVY MOBILIZATION PROCESSING SITE (NMPS) NORFOLK, VA



**CDR Michael A. Leachman  
Officer in Charge**

**LCDR Julie Zavodny  
Assistant Officer in Charge**



## WELCOME ABOARD!

### Welcome Back and Thank you for your Service!

NMPS Norfolk is here to assist you with your transition home. It is our mission to ensure all mandated redeployment and demobilization requirements are met in an expeditious manner. Requirements are listed in this pamphlet. Processing times may vary, however demobilizing reservist can expect 3 to 5 workdays for out-processing, while redeploying Active Duty members can expect 1-3 workdays.

Communication is the key for a successful transition at NMPS Norfolk.

All personnel are required to report in an appropriate Uniform of the Day. For uniform information please reference page 2 or visit our website: [www.cnic.navy.mil/nmps](http://www.cnic.navy.mil/nmps)

#### What to bring:

##### Demobilizing Reservists:

- Endorsed demobilization orders
- Service records (enlisted only)
- Medical / dental records (any additional documents)
- Any previous DD-214s
- New / Missing award documentation (awards not in service record)

##### Redeploying Active Duty:

- Original endorsed orders
- Medical / dental records



## ACTIVE COMPONENT REQUIREMENTS

### Mandated Redeployment Requirements\*

- Check-in at Processing Site/orientation brief
- NMPS OIC welcome
- Medical provider interview
- Re-deployment/admin brief
- Complete the optional FFC Survey at <http://www.ia.navy.mil>
- Complete electronic Post-Deployment Health Assessment (ePDHA)
- Complete Post-deployment Health Re-Assessment (PDHRA) within six months of departure from NMPS

### *\*Actual processing time for redeployment and demobilization is dependent upon the following:*

- Day of arrival
- # of personnel currently being processed forward
- # of personnel currently being processed for redeployment/demobilization
- Properly endorsed orders
- Availability of base support personnel/assets (Medical, PSD, SATO)
- Individual medical delay

### Uniform Information:

Working uniforms. DCU, BDU, ACU, CUU, NWU, and Khakis. No PT uniforms. No boony covers. No civilian attire while processing. No flight suits.

### No Alcohol Policy:

Members who appear to be intoxicated upon arrival at the airport will report directly to the OIC.



## RESERVE COMPONENT REQUIREMENTS

### Mandated Demobilization Requirements\*

- Welcome Aboard brief
- Record collection
- Complete the optional FFC Survey at <http://www.ia.navy.mil>
- NOSC contact
- Veterans Administrative brief
- Medical brief
- Complete electronic Post-Deployment Health Assessment (ePDHA)
- Lab draw
- Wellness screening
- Dental screening
- Chaplain/Transition/ Operation Combat Stress brief
- Fleet and Family Service Center brief
- TRICARE brief
- Travel brief and preparation
- Legal
- Medical provider interview
- PSD/DD214 preparation and review
- Transportation/SATO
- NMPS Check out