



DEPARTMENT OF THE NAVY

NAVAL MEDICAL CENTER
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2197

IN REPLY REFER TO:

1540/41

Ser 00P/480051

20 APR 2004

From: Commander, Naval Medical Center Portsmouth
To: Professional Development Training Workshop Participants
Subj: CHAPLAIN CORPS PROFESSIONAL DEVELOPMENT TRAINING WORKSHOP
(PDTW) 15-16 JUNE 2004

Encl: (1) FY04 Professional Development Training Workshop (PDTW)
Registration Information Sheet
(2) Professional Development Training Workshop (PDTW)
Registration Form

1. The purpose of this letter is to provide you with pertinent information to support your attendance at this Post Traumatic Stress Disorder Workshop.

2. Enclosure (1) provides basic information on the workshop.

3. Enclosure (2) is the workshop registration form, which must be completed and forwarded via email, fax, or letter mail to Pastoral Care Services at Naval Medical Center Portsmouth. Forwarding information is provided on the registration form.

4. Continuing Education Units (CEU's) will be provided for all workshop participants: Chaplains, physicians, nurses, social workers, etc. To receive credit, workshop participants will be expected to meet the following course completion requirements.

a. Each participant shall be familiar with course training objectives.

b. Each participant shall actively participate in classroom discussion of course material.

c. Each participant shall daily attend all course-related activities.

d. Each participant shall complete an evaluation of the workshop.

e. Each participant shall participate in at least 90% of the course length.

"FIRST AND FINEST"

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f. Each participant shall participate in a pre and posttest, scoring at least 70% on the posttest.

5. For additional information, please contact LCDR Andrew D. Nelko at DSN 377-5176, Commercial (757) 953-5176, or e-mail ADNelko@mar.med.navy.mil. Pastoral Care Services contact information is DSN 377-5550; Commercial (757) 953-5500, or FAX (757) 953-5557.


JERRY K. SHIELDS
By direction

FY04 PROFESSIONAL DEVELOPMENT TRAINING WORKSHOP (PDTW)
REGISTRATION INFORMATION SHEET

LOCATION & SCHEDULE. The PDTW will be held in the Naval Medical Center Portsmouth (NMCP) Chapel on the second floor of Building 215, the tallest building immediately as you turn right after you enter through the main gate. Check-in will be from 0700 to 0730 in the NMCP Chapel on Tuesday, the first day of the PDTW. Workshop lectures run from 0800-1600 (EDT) on both Tuesday, June 15th, and Wednesday, June 16th. **The Commander's welcome to workshop participants will begin promptly at 0745 on Tuesday. You must be registered and in your seats prior to 0740 on that day.**

CANCELLATION. Seating is limited so if your plans to attend change, please let us know as soon as possible.

ORDERS. This workshop is locally funded. **Participants must have orders by their parent command; this includes cost and no cost orders.** These orders are required to confirm your command's endorsement and attendance approval.

Unless otherwise specified, your orders will be endorsed to show your arrival at 0700 on the first day and your departure at 1600 on the second day. If you arrive or depart at another time, you will need to provide that information when you register.

BILLETING. Billeting reservations can be made at the following sites:

Military Sites: (Approximately 3 miles from the Medical Center)
Portsmouth Naval Shipyard BOQ
Scott Center Annex
(757) 398-1392/1387

Non-Military Sites: (Both sites are within walking distance of the Medical Center. Remember to ask for the per diem rates if under military orders)

Renaissance Portsmouth Hotel
425 Water Street
Portsmouth, VA 23704
(757) 673-3000

Web Site: -

<http://marriott.com/property/propertyPage.mi?marshaCode=ORFPT>

Holiday Inn Portsmouth - Olde Towne Waterfront
8 Crawford Parkway
Portsmouth, VA 23704
(757) 393-2573
Web Site: - <http://www.portsmouthva.holiday-inn.com/>

UNIFORM. For military personnel the uniform of the day is Service Khaki and the alternate is Summer White. Civilian personnel will be expected to wear appropriate attire.

BEVERAGE/SNACK MESS. A beverage/snack mess will be available each day. Coffee, tea, juice, soda, bottled water, fruit, pastries, etc, will be offered for your individual purchase.

LUNCH MESSING. Lunch is available daily at the Medical Center Dining Facility for \$3.30. Additionally, Burger King, Subway, Domino's Pizza and various other fast food vendors are located in the food court near the workshop site (Building 215).

TELEPHONES & MESSAGES. Workshop site (Pastoral Care Services) phone numbers are: (DSN) 377-5550, or Commercial (757) 953-5550. Phone lines for outgoing calls are available. A message board posting received phone messages will be present.

BEEPERS/CELL PHONES. These devices are to be set on silent or vibrate modes to ensure no disruption to the training sessions.

HEAD FACILITIES. Male and female heads are located in the passageway adjacent to the workshop site.

WORSHIP. Catholic Mass is conducted daily at 1130. It will take place in the Meditation Chapel, third floor, in the Charette Health Care Center (Building 2).

PHYSICAL TRAINING FACILITIES. The Fitness Center - Gymnasium (Building 276) is located on the Medical Center grounds. Lockers and showers are available.

PARKING. Adequate parking is available in the parking garage immediately to your left after you enter through the main gate. There is a covered walkway conveniently located across from the second floor of Building 215 from the parking garage.

CONTINUING EDUCATION UNITS. Twelve CEU's will be awarded to attendees.

**FY04 PROFESSIONAL DEVELOPMENT TRAINING WORKSHOP
REGISTRATION FORM**

E-mail to: ADNelko@mar.med.navy.mil

Fax to: (757) 953-5557

WORKSHOP TITLE: Effective Pastoral Care in PTSD Situations

DATE: 15-16 June 2004

LOCATION: Naval Medical Center Portsmouth

NAME: _____ RANK/GRADE: _____

SSN: _____ DESIG/JOB CODE: _____

FAITH GROUP (OPTIONAL): _____

COMMAND/EMPLOYER ADDRESS: _____

MILITARY PHONE: _____ DSN: _____

BUISNESS PHONE: _____ COM: _____

FAX: _____

MILITARY/BUISNESS EMAIL ADDRESS: _____

HOME ADDRESS (OPTIONAL): _____

HOME PHONE (OPTIONAL): _____

SPECIAL NEEDS/REQUESTS (OPTIONAL): _____

Mail to: **Naval Medical Center Portsmouth
Pastoral Care Services 083
620 John Paul Jones Circle
Portsmouth, VA 23708-2197**