

NAVY EXPEDITIONARY LOGISTICS SUPPORT GROUP

TRAINING & READINESS (N7)



STUDENT WELCOME ABOARD AND REPORTING INFORMATION

The following information is provided to ensure a smooth transition from check-in through course completion.

1. **IMPORTANT N7 NUMBERS.** The following N7 phone numbers are provided for your information:

NAVELSG CDO	(757) 592-0398
N7 Schoolhouse Divo	(757) 847-7909
N7 Readiness & Assessment Officer	(757) 256-1340
N7 Quota Control	(757) 847-7841

2. **MAILING ADDRESS.** If you need to have something sent to you via regular mail or FEDEX, please use the following address:

Director of Training and Readiness
NAVELSG - N7
ATTN: Your Rank and Name and Class you are in
103 SANDA AVENUE Bldg. 108
WILLIAMSBURG VA 23185

3. **LOCATION.** Cheatham Annex, Williamsburg, Virginia. The base is located about two miles from I-64 on Route 199 (East) between Yorktown and Williamsburg.

4. **DIRECTIONS**

a. **FROM INTERSTATE 64 East or West:** Take exit 242B onto Route 199E, which turns into SR-641. Go approximately 2 miles to the front gate. Once on base, keep going straight approximately 1/3 mile to Bldg. 250 on right. Park in lot just past Bldg. 250.

b. **FROM NORFOLK INTL AIRPORT (ORF):** Take I-64 (West) through the Hampton Roads Bridge Tunnel. Take exit 242B onto Route 199 East. Go approximately 2 miles to the front gate. Once on base, keep going straight approximately 1/3 mile to Bldg. 250 on right. Park in the lot just past Bldg. 250. This is an approximately 1 hour trip.

c. **FROM NEWPORT NEWS / WILLIAMSBURG INTL AIRPORT (PHF):**
Exit the airport left onto 143 East (Jefferson Ave). Go one mile to I-64 West. Take I-64 (West) to exit 242B onto Route 199 East, which turns into SR-641. Go approximately 2 miles to the front gate. Once on base, keep going straight approximately 1/3 mile to Bldg. 250 on right. Park in lot the just past Bldg. 250. This is an approximately 20-minute trip.

d. **FROM RICHMOND AIRPORT (RIC):** Exit the airport onto South Airport Drive. Go three miles to I-64 East. Take I-64 (East) to exit 242B onto Route 199 East, which turns into SR-641. Go approximately 2 miles to the front gate. Once on base, keep going straight approximately 1/3 mile to Bldg. 250 on right. Park in lot the just past Bldg. 250. This is an approximately 1 hour trip.

5. **SECURITY GATE REQUIREMENTS.**

a. **For Force Protection Conditions (FPCON) ALPHA through CHARLIE:**
Members traveling in a Personally Owned Vehicle (POV) must have a current Military ID to be admitted through the gate. It is important to note that **Taxis are not allowed on base.**

b. **For Force Protection Condition DELTA:** Access to the base will be limited to essential personnel only. Cheatham Annex will follow all Naval Weapons Station Yorktown FPCON instructions. For any issues, NAVELSG CDO can be contacted at 757-592-0398.

c. **DIRECTIONS TO PASS & ID FROM CHEATHAM ANNEX:** From the gate, go straight passing Water Country USA and Days Inn, and take exit to I-64 East. From 64 East, get off on exit 247. Make a left at the off ramp stop sign and Gate 3 will be located on the left. If you have questions for the Pass & ID office their phone number is 757-887-7338.

6. **CHECK-IN.** All personnel will check in at 0730 in **Building 250** on the Drill Deck on the first day of class. **(Arrive 15 min early)**

a. Bring all necessary documents to include:

- Original Approved Orders and any modifications (no DRAFT versions)
- Valid Military ID Card
- Any required licenses, completed HRT screening forms, or medical cards for driving classes per CANTRAC prerequisites.

b. Missing documents **WILL** delay the processing of your orders for pay.

c. Please consult with your NOSC Medical department if medical/dental records are needed.

7. **ORDERS AND PAY**

a. When working your orders in NROWS, ensure the additional comments block reads: **"No return flights authorized before 1600 on the last day of the orders."**

b. AT/ADT-School orders will be collected for processing on the first day of the AT period. Orders will be processed by PSD Little Creek. Bring at least two copies of your orders. IDTT orders will be collected and endorsed at check-in and will be returned to members at the completion of the IDTT period.

c. All funds for pay, allowances and travel are issued by direct deposit. Checks are no longer issued. It is advisable to bring direct deposit information (account, bank routing numbers, voided check) if you have not previously been reimbursed for travel by direct deposit. Ensure that you have your Government Travel Credit Card (GTCC) with you and that it has been activated by your unit or NOSC prior to starting your travel. If you do not have a GTCC make sure you have an alternative means to cover lodging and travel expenses.

8. **BERTHING.**

a. Government Berthing is available but limited. The "Colonies" are operated by Navy Gateway Inns and Suites and are located on 4th St at Cheatham Annex. For reservations, please call Cheatham Colonies at 757-887-7712.

b. There are several area hotels close to Cheatham Annex. **Prior to checking in at a commercial hotel you must obtain a "Certificate of Non-Availability" (CNA)** from the check-in desk at the Cheatham Colonies. Failure to do so could significantly impact the amount you are reimbursed for lodging costs. A CNA number on your itinerary will not suffice.

9. **MESSING.** Government Messing is not available and you will be receiving per diem. The only dining facility on base is the 4th Street Grille located

across from the gym. The 4th Street Grille is the most convenient place to eat during classes. Their hours of operations are:

MON-FRI: 0630-1330 (Breakfast 0630-1000, Lunch 1100-1330)
SAT-SUN and Holidays: CLOSED

10. **TRANSPORTATION.** **Transportation is the responsibility of the member.**

Commercial transportation is not generally available from hotels and personnel are encouraged to request rental vehicle authorization. To avoid a costly error, ensure orders authorize a rental vehicle in writing before signing the rental contract.

11. **UNIFORMS**

- a. The working uniform is as follows:
Navy Working Uniform Type 3
Khaki E-7 and Above (Optional)
- b. See NAVPERS 15665I for specific direction on current Navy uniform wear policies.
- c. ***IMPORTANT: Personnel attending courses are required to bring the following:

HARD HATS
STEEL-TOED BOOTS
LEATHER GLOVES
FOUL WEATHER / COLD WEATHER UNIFORM ITEMS AS NECESSARY

NOTE: PERSONNEL WITHOUT STEEL-TOED BOOTS WILL BE DROPPED FROM THE COURSE REQUIRING THEM TO BE WORN.

12. **CIVILIAN CLOTHES AND SEASONAL TEMPERATURE.** Appropriate civilian attire is authorized after school hours. Seasonal temperatures vary greatly. The summers are normally hot and humid with temperatures in the 90's. Thunderstorms are very common. Winters are windy and cold with average temperatures in the mid 30's with occasional snow.

13. **BASE FACILITIES**

a. Cheatham Annex has the following facilities available for use. Additionally, Yorktown Naval Weapons Station is located nearby. (Approximately 10 minutes away)

(1) Gym/Weight Room: Open Mon-Fri 0530-2000, Sat-Sun 0900-1300.
Phone #: 757-887-8124

(2) Golf Course: Open 7 days/wk; summer 0630-sunset, winter 0800-1700; Phone #: 757-887-6539

(3) Swimming Pool: Open Memorial Day through Labor Day, Wed-Sun 1200-1800

(4) Computer Lab: Open Mon-Fri 0630-1400 (located at the 4th Street Grill)

(5) Gasoline Station/NEX Shop: Open Mon-Fri 0730-1700; Sat 0800-1600; Sun 1000-1600

b. For additional base information visit the following official (CAC card needed) websites:

Cheatham Annex: <https://www.cnlic.navy.mil/Cheatham/index.htm>

NWS Yorktown: <https://cnlic.navy.mil/yorktown/index.htm>

Navy Region Mid-Atlantic: <https://cnlic.navy.mil/cnrma/index.htm>

14. **WILLIAMSBURG AREA ATTRACTIONS**. The Williamsburg area has much to offer visitors from sightseeing to shopping and theme parks. Colonial Williamsburg, Jamestown Landing, and Yorktown Battlegrounds offer historical sightseeing opportunities. For more information on things to see and do in the Williamsburg area visit the Greater Williamsburg Chamber and Tourism Alliance website at www.williamsburgcc.com/tourism/plan-a-visit/ or call 1-800-368-6511. Local theme parks include Busch Gardens and Water Country USA (also part of the Busch Garden group).

Before visiting any of the local attractions be sure to check with the MWR Information, Travel and Ticket (ITT) office for discount tickets and packages. The website is: www.cnlic.navy.mil/cnrma/MWR/Recreation/Information/index.htm

15. **RESTAURANTS**. As a popular tourist destination, Williamsburg has restaurants to suit every taste and budget from fast food to fine dining. There are far too many to list here, but visit the restaurant page of the Greater Williamsburg Chamber and Tourism Alliance at www.williamsburgcc.com/tourism/dining/ or the Williamsburg Yellow Pages at <http://yellowpages.williamsburg.com/Restaurants/distance.10.n.all.q.html>
Or

<http://www.yelp.com/c/williamsburg-va-us/restaurants>

16. **SHOPPING**. If you enjoy shopping, Williamsburg has plenty to offer you as well. There are many outlet facilities, malls, boutiques, arts and crafts, and colonial-inspired shops to give the complete shopping experience. Some are an attraction in themselves. For a listing and description of some of these visit www.williamsburgcc.com/tourism/shopping/.

17. **INTERNET ACCESS**. Computer and internet access is available at the computer lab on base located at the 4th Street Grille and at the local libraries. Wireless internet is available in rooms at the Cheatham Colonies. There is also free wireless internet available to the public at Williamsburg WiFi Zone located downtown in Merchant Square. For more information on this service go to: www.williamsburgwifi.com.

NAVELSG Buildings have been outfitted with RESFOR WiFi. Information regarding this service will be issued upon reporting. The NAVELSG N6 department controls access to this WiFi and registration will be required by all members requesting access. Specific details and instructions can be found at:
<https://www.portal.navy.mil/comnecc/comnavelsg/N6/RESFORWiFi/Forms/AllItems.aspx>

18. **LAUNDRY**. There is a Laundromat located at the Exchange on CAX. Washers and dryers are also located at the Cheatham Colonies for registered guests.

"Rigorous, Realistic and Relevant"

Laundry and Dry Cleaning services are available at the NWS Yorktown Exchange.

19. **BARBER SHOP**. There is a barber shop located at the NWS Yorktown Exchange. Hours: Mon/Tue/Thu/Fri 0800-1630; Wed/Sat 0800-1200; closed Sunday

20. **U.S. POST OFFICE**

425 N Boundary St
Williamsburg, VA 23185
(757) 229-0838

Once again, Welcome Aboard, and if you need any additional assistance, please feel free to contact the N7-Schoolhouse at (757)847-7909.

"Rigorous, Realistic and Relevant"