



# NATIONAL CAPITAL REGION MEDICAL DIRECTORATE

## PRE-RETIREMENT REGISTRATION FORM CALENDAR YEAR 2016

Date:

Full Name (Last, First, Middle Initial):

Activity:

Grade:	<input type="text"/>	Date Eligible for Retirement Must be less 5 years:	<input type="text"/>	Date Expected to Retire:	<input type="text"/>
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Training Date Preference:	<input type="text"/>	<input type="text"/>	Retirement System:	<input type="text"/>
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Department/Branch:

Email Address:   
If left blank registration cannot be processed

Telephone Number:   
If left blank registration cannot be processed

Employee's Signature:   
Digital Signature Required

Supervisor's Approval:   
Digital Signature Required

Suggestions (Topics that you would like to be covered during the Pre-Retirement Seminar):

Forward Completed Registration Form to: [dha.bethesda.wrnmcc.list.preretirement-seminar@mail.mil](mailto:dha.bethesda.wrnmcc.list.preretirement-seminar@mail.mil)

Completing of this form does not constitutes registration. Notification of registration acceptance will be sent to the email address that you provided two weeks prior to the seminar.



## NATIONAL CAPITAL REGION MEDICAL DIRECTORATE PRE-RETIREMENT PLANNING SEMINAR FAQs

- 1. Who is the National Capital Region Medical Directorate?** The Defense Health Agency's (DHA) National Capital Region (NCR) Medical Directorate (MD) has delegated authority over the Walter Reed National Military Medical Center (WRNMMC), Fort Belvoir Community Hospital (FBCH), and their subordinate clinics; DiLorenzo TRICARE Health Clinic, Tri-Service Dental Clinic, Fairfax Health Center, and Dumfries Health Center and the Joint Pathology Center (JPC).
- 2. Is the seminar only for employees assigned to the NCR MD region?** Yes. If you are not assigned to the NCR MD region, please check with your Human Resources Office for training questions.
- 3. How will I know when the Pre-Retirement Seminar is offered?** The seminar is announced via the Postmaster Banner at WRNMMC, through the Strategic Communications Division at FBCH and on the JPC Intranet.
- 4. How do I register?** Registration forms will be available on the NCR MD website: <http://www.capmed.mil/>, and on the WRNMMC and FBCH banners. Complete the registration form and return it to the email address identified on the registration form.
- 5. How do I know if my registration is accepted?** You will receive confirmation via email at 2 weeks in advance of the seminar. (The maximum class size is limited 50 participants. The NCR MD has the discretion to confirm eligibility and approve attendance.)
- 6. Can my spouse or children attend the seminar?** No. Spouses and children are not authorized to attend the seminar.
- 7. What is the cost of the training?** The training is free to employees assigned to the NCR MD region.
- 8. Who may attend the seminar?** Any employee who is within 3-5 years of retiring and assigned to the NCR MD region comprised of the NCR MD Headquarters, Walter Reed National Military Medical Center which includes NICOE, TRICARE DiLorenzo Health Clinic and the Pentagon Health Clinic, Fort Belvoir Community Hospital, the Joint Pathology Center, and subordinate clinics can attend the seminar.
- 9. How long is the seminar?** The seminar is two consecutive days beginning at 0800 hours and ending 1600 hours.
- 10. Am I am required to attend the seminar both days?** Yes, employees must attend all day both days.
- 11. Is lunch provided?** No, lunch is not provided. A lunch break and two 15 minute break will be given during the course of the seminar.
- 12. Is parking provided?** No, parking is not provided.
- 13. Who can I contact for additional information?** Please send your inquiries to the email address located at the bottom of the registration form.