

UNIFORMED SERVICES UNIVERSITY CHECK IN/OUT-PROCESSING CHECKLIST

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|--|-----------------|---|
| Name: | SSN: | Rank/Rate: |
| Branch: (Circle One) USA / USN / USAF / USPHS | Dept: | Position: (Circle One) FACULTY / STAFF / STUDENT |
| Arrival Date: | Departure Date: | |
| Forwarding Address: | | |

| Department | Required for | Room | Initials | Date Processed |
|--|--------------------------|------------------------|----------|----------------|
| USUHS President (Inbound Only) | Staff (Enlisted/Officer) | A1019 | | |
| Brigade Commander | Faculty/Staff | C1023 | | |
| Brigade Exec Off/HQ CO CC | Faculty/Staff | C1023 | | |
| Brigade Senior Enlisted Leader | Faculty/Staff | C1011 | | |
| Brigade Service Specific Senior Officer (Officer Only) | Faculty/Staff | | | |
| Brigade Operations (HT/WT/APFT Card) | Faculty/Staff | C1039 | | |
| Brigade Chaplain | Faculty/Staff/Students | C1099 | | |
| University Medical Clinic | Faculty/Staff/Students | A1034 | | |
| Dental Clinic (WRAMC/NNMC/AAFB) | Faculty/Staff/Students | | | |
| Financial Management | Faculty/Staff/Students | A1040 | | |
| Security Division | Faculty/Staff/Students | U001 | | |
| Learning Resource Center | Faculty/Staff/Students | D1001 | | |
| Multi Discipline Lab | Students | A2030 | | |
| Registrars Office (Outgoing Only) | Students | A1041 | | |
| Property Management Office | Faculty/Staff | G057 | | |
| Urinalysis Program Coordinator (UPC) | Faculty/Staff | G058 | | |
| Mail Services | Faculty/Staff/Students | G059 | | |
| University Information Systems | Faculty/Staff/Students | G074 | | |
| Center for LAM (Outgoing Only) | Faculty/Staff/Students | G169 | | |
| Commandant, Graduate School of Nursing | GSN Students Only | C1002 | | |
| Personnel Manning Office | Faculty/Staff | C1098 | | |
| Locker Assignment (M=Male)/(F=Female) | Faculty/Staff/Students | (M)-G070/ (F)-C1016 | | |
| Military Personnel Office (PIDS) (Incoming Only) | Faculty/Staff/Students | C1016 | | |
| Brigade Judge Advocate/Office of the General Counsel | Retirees/Separatees | C1018/ A1030 | | |

| Service Specific | Bldg/Room | Initials | Date Processed |
|---|------------------------------------|----------|----------------|
| Army Personnel (Personnel Office) | WRAMC Bldg 11, Delano Hall Rm 1-96 | | |
| Army Personnel (Finance Office) | WRAMC Bldg 11, Delano Hall Rm G092 | | |
| Navy Personnel (Incoming 0900 & 1300 daily) | NNMC Bldg 8, Rm 2208 | | |
| Air Force Personnel (Inprocessing Only) | AAFB Bldg 1414 | | |

****AN EVALUATION REPORT MUST BE SUBMITTED THROUGH MPO PRIOR TO BDE CDR/PRESIDENT****
 Remarks: I fully understand my responsibility to remove all University parking decals and/or Temporary permits from my vehicle(s), clear all hand receipts, and return all loaned/issued property to the issuing office.

Member's Signature _____ Date _____ MPO Director Sign: _____

Company Commander Signature (SOM Students Only) _____