

US ARMY GARRISON, FORT MEADE, INSTALLATION INPROCESSING CHECKLIST

AUTHORITY: AR 600-8-101

PURPOSE: To ensure Soldier readiness upon arrival to gaining unit.

ROUTINE USE: To in-process US Army Garrison Fort Meade.

INSTRUCTIONS: This in-processing sheet is designed to assist you and the Installation in completing your in-processing to Fort Meade. It is your responsibility to complete this checklist properly.

SECTION A – PERSONNEL DATA

NAME:	RANK:	ARRIVAL DATE:
GAINING UNIT:	UNIT UIC:	INPROCESSING DATE COMPLETED:

SECTION B – INSTALLATION INPROCESSING

INSTALLATION ACTIVITY	INPROCESSED BY (PRINT NAME)	SIGNATURE	INPROCESSED Y/N DATE
A. COMPREHENSIVE SOLDIERS AND FAMILY FITNESS (CSF2) (MRT)			YES / NO
B. PERSONNEL SERVICES BRANCH (PSB) (COPIES OF SOLDIER'S LATEST EOM LES & CURRENT eMILPO SRB ARE REQUIRED)			YES / NO
C. INSTALLATION VOTING ASSISTANT OFFICE			YES / NO
D. DEFENSE MILITARY PAY OFFICE (FINANCE) (COPIES OF SOLDIER'S PCS ORDERS, ANY AMENDMENTS & PCS LEAVE FORM ARE REQUIRED)			YES / NO
E. TRANSPORTATION OFFICE			YES / NO
F. NEWCOMER'S ORIENTATION			YES / NO
G. TRICARE SERVICES BRIEFING			YES / NO
H. MEDICAL FACILITY (MEDICAL RECORDS)			YES / NO
I. FORCE HEALTH PROTECTION CLINIC			YES / NO
J. EPES DENTAL CLINIC (DENTAL RECORDS)			YES / NO
K. DEPARTMENT OF BEHAVIORAL HEALTH			YES / NO
L. VETERINARY SERVICES (PET OWNERS ONLY)			YES / NO
M. CASUALTY ASSISTANCE OFFICE CAO/CNO TRAINING E7 TO E9, CPT TO COL, CW2 TO CW5			YES / NO
N. ENGAGE (FORT BELVOIR R2 OFFICE)			YES / NO
O. EDUCATION CENTER			YES / NO
P. INSTALLATION SPONSORSHIP			YES / NO

SECTION C- LOCATION OF ACTIVITIES

A . COMPREHENSIVE SOLDIERS AND FAMILY FITNESS (CSF2) (MRT)	8452 ZIMBORSKI AVENUE (MCGILL TRAINING CENTER)	(301) 677-7966	CONDUCTED MONTHLY, CALL FOR DATES & TIMES
B. PERSONNEL SERVICES BRANCH (PSB)	4550 PARADE FIELD LANE, RM 204	(301) 677-3107/2314/7749/7942	S1 CAN SIGN OFF
C. INSTALLATION VOTING ASSISTANT OFFICE	4550 PARADE FIELD LANE, RM 306	(301) 677-7125	CALL FOR IN-PROCESSING
D. DEFENSE MILITARY PAY OFFICE (FINANCE)	4550 PARADE FIELD LANE, RM 149A	(301) 677-5332/5818	S1 CAN SIGN OFF
E. TRANSPORTATION OFFICE	4550 PARADE FIELD LANE, RM 134	(301) 677-9639/9637/9638	MON - FRI 0730-1200 1230-1600
F. NEWCOMER'S ORIENTATION (S1 MUST CALL PRIOR TO ATTENDING)	830 CHISOLM AVENUE (ACS BUILDING)	(301) 677-5590	WEDNESDAY ONLY 0830 – 1600 VIRTUAL
G. TRICARE SERVICES BRIEFING (CUSTOMER SERVICE OR MEDICAL RECORDS CAN SIGN OFF)	2480 LLWELLYN AVENUE (KIMBROUGH)	(301) 677-8741	MON-FRI 0730-1630
H. MEDICAL FACILITY (MEDICAL RECORDS)	2480 LLEWELLYN AVENUE, RM F36 (KIMBROUGH)	(301) 677-8940	MON-FRI 0730 - 1630
I. MEDICAL READINESS CLINIC (LOCATED BEHIND KIMBROUGH)	2480 LLEWELLYN AVENUE (KIMBROUGH) BUILDING T2476	(301) 677-8704	MON - FRI 0730 - 1630
J. EPES DENTAL CLINIC (DENTAL RECORDS)	8472 SIMMONDS ROAD	(301) 677-6983	MON - FRI 0700 - 1600
K. DEPARTMENT OF BEHAVIORAL HEALTH	2480 LLEWELLYN AVENUE, RM 3C01	(301) 677-8895	MON-FRI 0800 - 1600
L. VETERINARY SERVICES	2018 ANNAPOLIS ROAD	(301) 677-1300	CALL FOR IN-PROCESSING MON-FRI 0800 – 1600
M. CASUALTY ASSISTANCE OFFICE CAO/CNO TRAINING E7 TO E9, CPT TO COL, CW2 TO CW5	4550 PARADE FIELD LANE, RM 154	(301) 677-2206	CALL FOR IN-PROCESSING MON-FR 0730-1600
N. ENGAGE (FORT BELVOIR R2 OFFICE)	8452 ZIMBORSKI AVENUE (MCGILL TRAINING CENTER)	(301) 677-7967	CONDUCTED MONTHLY, CALL FOR DATES & TIMES
O. EDUCATION CENTER	4418 LLWELLYN AVENUE	(301) 677-6421/5414/2064	CALL FOR IN-PROCESSING
P. INSTALLATION SPONSORSHIP	4550 PARADE FIELD LANE, RM 134	(301) 677-2314	S1 CAN SIGN OFF

