

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. PERSONNEL SERVICES BRANCH			YES / NO
B. INSTALLATION SPONSORSHIP			YES / NO
C. CASUALTY ASSISTANCE CTR CAO/CNO TRAINING E7-E9 / CPT-COL / CW2-CW5			YES / NO
D. TRANSPORTION OFFICE / HHG			YES / NO
E. DEFENSE MILITARY PAY OFFICE			YES / NO
F. NEWCOMMER'S ORIENTATION / ACS			YES / NO
G. ACS FAMILY SUPPORT - EFMP			YES / NO
H. INSTALLATION VOTING ASSISTANCE OFFICE			YES / NO
I. TRICARE SERVICES			YES / NO
J. PATIENT ADMINISTRATION DIVISION			YES / NO
K. JOINT MEDICAL READINESS CLINIC			YES / NO
L. EPES DENTAL CLINIC (DENTAL RECORDS)			YES / NO
M. DEPARTMENT OF BEHAVIORAL HEALTH			YES / NO
N. VETERINARY SERVICES (PET OWNERS)			YES / NO
O. KUHN HALL - EDUCATION CENTER			YES / NO

SECTION C- LOCATION OF ACTIVITIES

A. PERSONNEL SERVICES BRANCH	SMALLWOOD HALL 4650 WILLIAMS ROAD	301-677-4749	IN PERSON 0800 - UTC
B. INSTALLATION SPONSORSHIP	SMALLWOOD HALL 4650 WILLIAMS ROAD	520-942-4749	IN PERSON 0800 - UTC
C. CASUALTY ASSISTANCE CENTER	SMALLWOOD HALL 4650 WILLIAMS ROAD	301-677-2206	IN PERSON 0800 - UTC
D. TRANSPORTATION OFFICE /HHG	SMALLWOOD HALL 4650 WILLIAMS ROAD	(301) 677-9639/ 9637/4412	IN PERSON 0800 - UTC
E. DEFENSE MILITARY PAY	SMALLWOOD HALL 4650 WILLIAMS ROAD	301-677-5275/ 7059/9638	IN PERSON 0800 - UTC
F. NEWCOMMER'S ORIENTATION ACS	SMALLWOOD HALL 4650 WILLIAMS ROAD	301-677-5590/ 4107	IN PERSON 0 800 - UTC
G. ACS Family support - EFMP	SMALLWOOD HALL 4650 WILLIAMS ROAD	(301) 677-5590	IN PERSON 0800 - UTC
H. INSTALLATION VOTING ASSISTANCE OFFICE	4409 LLEWELLYN AVENUE	520-942-2898	VIA TEAMS (Monique McFadden)
I. TRICARE SERVICES	CALL FOR SERVICES TO TRANSFER REGIONS AND ASSIGN PCM	1-800-444-5445 E 1-844-866-9178 W	
J. PATIENT ADMINISTRATION DIV (MEDICAL RECORDS)	2480 LLEWELLYN AVE RM F36 (KIMBROUGH)	(301) 677-8184	MON - FRI 0730 - 1630
K. JOINT MEDICAL READINESS CLINIC (Located behind Kimbrough)	2480 LLEWELLYN AVE BLDG T2476	(301) 677-8704 8848/8318	N PERSON MON - FRI 0800-1600
L. EPES DENTAL CLINIC (DENTAL RECORDS)	8472 SIMMONDS ST Fort Meade, MD 20755	(301) 677-6983/ 6078	TUES AND THURS 0800 – 1000 1330 - 1500
M. DEPARTMENT OF BEHAVIORAL HEALTH	42480 LLEWELLYN AVE (3RD FLOOR) Fort Meade, MD 20755	(301) 677-4749	MON-FRI 0830-1600
N. VETERINARY SERVICES	2018 20TH STREET Fort Meade, MD 20755	301-677-1300	CALL FOR IN PROCESSING MON-FRI 0800-1600
O. KUHN HALL - EDUCATION CENTER	4415 LLEWELLYN AVENUE	301-677-6421	MON-FRI 0730-1600

SECTION D- IN-PROCESSING CONTROL STATION (UNIT S-1)

HAS THE SOLDIER COMPLETED IN-PROCESSING?	YES NO ☒ ☐	VERIFIED BY UNIT SI (PRINT AND SIGN NAME):	DATE VERIFIED:
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IN & OUT PROCESSING TEAM (PSB)

PSB POC	Phone Number	EMAIL ADDRESS - Please CC all three for emails
Miss. Moorman	520-945-2280	barbara.c.moorman.ctr@mail.mil
Miss. Bolling	520-673-6825	jannette.o.bolling.civ@army.mil
Mr. Lieske	520-945-2280	michael.g.lieske.civ@army.mil