

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

SECTION C- LOCATION OF ACTIVITIES

A . KUHN HALL / EDUCATION CENTER	4415 LLEWELLYN AVENUE Fort Meade, MD 20755	301-677-6421	INPERSON 0730 - 1545
B.INSTALLATION VOTING ASSISTANT OFFICE	4409 LLEWELLYN AVENUE	520-942-2898	VIA TEAMS Contact Monique McFadden
C. DEFENSE MILITARY PAY OFFICE	4550 PARADE FIELD LANE RM 149A	5301-677-5275/ 7059/9638	VIRTUAL EVERY TUESDAY / link from S-1 CONUS 1000 OCONUS 1300
D. TRANSPORTATION OFFICE /HHG	4550 PARADE FIELD LANE, RM 134	(301) 677-9639/ 9637/4412	MON - FRI 0730-1200 1300-1600
E. NEWCOMER'S ORIENTATION	830 CHISOLM AVENUE Fort Meade, MD 20755 (ACS BUILDING)	301-677-5590/ 4107	0830 – 1500 VIRTUAL Every other Wednesday signature only after virtual attendance
F. TRICARE SERVICES	CALL FOR SERVICES TO TRANSFER REGIONS AND ASSIGN PCM	1-800-444-5445 E 1-844-866-9178 W	
G. PATIENT ADMINISTRATION DIV (MEDICAL RECORDS)	2480 LLEWELLYN AVENUE, RM F36 (KIMBROUGH)	(301) 677-8184	Mon - Fri 0730 - 1630
H. JOINT MEDICAL READINESS CLINIC (LOCATED BEHIND KIMBROUGH)	2480 LLEWELLYN AVENUE (KIMBROUGH) BUILDING T2476	(301) 677-8704/ 8848/8318	INPERSON MON - FRI 0800-1600
I. EPES DENTAL CLINIC (DENTAL RECORDS)	8472 SIMMONDS ST Fort Meade, MD 20755	(301) 677-6983/ 6078	TUES AND THURS 0830-1030 and 1330 - 1500
J.DEPARTMENT OF BEHAVIORAL HEALTH	2480 LLEWELLYN AVENUE 3RD FLOOR	(301) 677-8895	MON - FRI 0830 - 1600
K. VETERINARY SERVICES	2018 20th Street Fort Meade, MD 20755	(301) 677-1300	CALL FOR IN- PROCESSING MON- FRI 0800-1600
L. CASUALTY ASSISTANCE CTR CAO/CNO TRAINING E7 TO E9, CPT TO COL, CW2 TO CW5	4550 PARADE FIELD LN, RM 154 Fort Meade, MD 20755	(301) 677-2206	CALL FOR IN- PROCESSING MON-FRI 0800 – 1600
M. PERSONNEL SERVICES BRANCH (PSB)	4550 PARADE FIELD LANE, RM 204 Fort Meade, MD 20755	(301) 677-4749	MON-FRI 0730-1600
N. INSTALLATION SPONSORSHIP	4550 PARADE FIELD LANE, RM 204 Fort Meade, MD 20755	301-677-4749	S1 CAN SIGN OFF
O. ACS Family support - EFMP	Army Community Service Building 830 Chisolm Avenue Fort Meade, MD 20755	301-677-5590	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:
IN & OUT PROCESSING TEAM (PSB)				
PSB POC	Phone Number	EMAIL ADDRESS - Please CC all four emails		
Miss. Moorman	520-945-2280	barbara.c.moorman.ctr@mail.mil		
Miss. Bolling	520-673-6825	jannette.o.bolling.civ@army.mil		
Misss. Thompson	520-716-7533	jolynda.e.thompson.civ@mail.mil		
Mr. Lieske	520-945-2280	michael.g.lieske.civ@army.mil		
REMARKS:				