

## 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

In-Processing Brief

**SECTION C- LOCATION OF ACTIVITIES**

<b>A. PERSONNEL SERVICES BRANCH</b>	<b>SMALLWOOD HALL 4650 WILLIAMS ROAD</b>	<b>301-677-4749</b>	<b>IN PERSON 0800 - UTC</b>
<b>B. INSTALLATION SPONSORSHIP</b>	<b>SMALLWOOD HALL 4650 WILLIAMS ROAD</b>	<b>520-942-4749</b>	<b>IN PERSON 0800 - UTC</b>
<b>C. CASUALTY ASSISTANCE CENTER</b>	<b>SMALLWOOD HALL 4650 WILLIAMS ROAD</b>	<b>301-677-2206</b>	<b>IN PERSON 0800 - UTC</b>
<b>D. TRANSPORTATION OFFICE /HHG</b>	<b>SMALLWOOD HALL 4650 WILLIAMS ROAD</b>	<b>(301) 677-9639/ 9637/4412</b>	<b>IN PERSON 0800 - UTC</b>
<b>E. DEFENSE MILITARY PAY</b>	<b>SMALLWOOD HALL 4650 WILLIAMS ROAD</b>	<b>520-706-8916</b>	<b>IN PERSON 0800 - UTC</b>
<b>F. NEWCOMMER'S ORIENTATION ACS</b>	<b>SMALLWOOD HALL 4650 WILLIAMS ROAD</b>	<b>301-677-5590/ 4107</b>	<b>IN PERSON 0 800 - UTC</b>
<b>G. ACS Family support - EFMP</b>	<b>SMALLWOOD HALL 4650 WILLIAMS ROAD</b>	<b>(301) 677-5590</b>	<b>IN PERSON 0800 - UTC</b>
<b>H. INSTALLATION VOTING ASSISTANCE OFFICE</b>	<b>4409 LLEWELLYN AVENUE</b>	<b>520-942-2898</b>	<b>VIA TEAMS (Talissa McMullen)</b>
<b>I. TRICARE SERVICES</b>	<b>CALL FOR SERVICES TO TRANSFER REGIONS AND ASSIGN PCM</b>	<b>1-800-444-5445 E 1-844-866-9178 W</b>	
<b>J. PATIENT ADMINISTRATION DIV (MEDICAL RECORDS)</b>	<b>2480 LLEWELLYN AVE RM F36 (KIMBROUGH)</b>	<b>(301) 677-8184</b>	<b>MON - FRI 0730 - 1630</b>
<b>K. JOINT MEDICAL READINESS CLINIC (Located behind Kimbrough)</b>	<b>2480 LLEWELLYN AVE BLDG T2476</b>	<b>(301) 677-8704 8848/8318</b>	<b>N PERSON MON - FRI 0800-1600</b>
<b>L. EPES DENTAL CLINIC (DENTAL RECORDS)</b>	<b>8472 SIMMONDS ST Fort Meade, MD 20755</b>	<b>(301) 677-6983/ 6078</b>	<b>TUES AND THURS 0800 – 1000 1330 - 1500</b>
<b>M. DEPARTMENT OF BEHAVIORAL HEALTH</b>	<b>42480 LLEWELLYN AVE (3RD FLOOR) Fort Meade, MD 20755</b>	<b>(301) 677-4749</b>	<b>MON-FRI 0830-1600</b>
<b>N. VETERINARY SERVICES</b>	<b>2018 20TH STREET Fort Meade, MD 20755</b>	<b>301-677-1300</b>	<b>CALL FOR IN PROCESSING MON-FRI 0800-1600</b>
<b>O. KUHN HALL - EDUCATION CENTER</b>	<b>4415 LLEWELLYN AVENUE</b>	<b>301-677-6421</b>	<b>MON-FRI 0730-1600</b>

