

Requirements for AT Check-In Procedures:

- At all times, members reporting for AT will adhere to all policies set forth in this package as well as the following directives:
 - Uniform Code of Military Justice (UCMJ)
 - NAVPERS 15665I - U. S. Navy Uniform Regulations, Section 10, Article 61001
 - All Naval Hospital Beaufort Instructions
- Members scheduled to report to NHB for AT will plan to arrive at the main hospital campus between the hours of **0730** and **0800** on the first morning of their scheduled AT in order to report to the NHB Quarterdeck to have their original orders stamped with their time of arrival.
- From the Quarterdeck, proceed to the Human Resources (HR) Department located on the third deck of the hospital in the south wing, Room **3S203**.
- AT check-in begins promptly at **0800** in the HR Department and members must be in the prescribed uniform of the day.
 - E-6 and below: Summer Whites (as prescribed on or about 01 April)
Winter Blues (as prescribed on or about 01 October)
 - E-7 and above: Khaki uniform is authorized year round
 - Both the New Working Uniform (NWU) and the New Service Uniform (NSU) are authorized at NHB
 - Members are responsible to confirm the prescribed uniform of the day while attending AT at NHB
- Reservists checking onboard for mobilization should review the following link:
<http://www.defenselink.mil/ra/mobil/>

Requirements for AT Check-Out Procedures:

- Members will begin their check-out process on the ending date of their AT between the hours of 0900-1530 in the HR Department with the NHB OSO.
- Check-out procedures are only conducted on the ending date stated on the original orders or applicable order modifications. Members desiring a check out date not reflected on the orders on file are required to submit the order modification authorizing the departure prior to the original check-out date.
- Members are cautioned to ensure departing flight arrangements do not conflict with established check-out times. If applicable, departing flights should be scheduled no earlier than 1700.
- Upon completion of Annual Training reservists MUST submit their travel claim to their respective NRA within 5 days.