



DEPARTMENT OF THE NAVY
NAVY MEDICINE EAST
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 1740.2A
M1A
11 Feb 08

NAVMEDEAST INSTRUCTION 1740.2A

Subj: CHECK-IN/CHECK-OUT PROCEDURES FOR NAVY MEDICINE EAST
STAFF PERSONNEL

Ref: (a) OPNAVINST 1740.3A

Encl: (1) Check-In/Check-Out Sheet for Military Personnel
(2) Check-In/Check-Out Sheet for Civil Service Personnel
(3) Check-In/Check-Out Sheet for Contract Personnel

1. Purpose. To establish standardized check-in and check-out procedures for military, civilian, and contract personnel assigned to the Navy Medicine East (NME).

2. Cancellation. HLTHCARESUPPONORINST 1740.2

3. Policy. Upon reporting to the command, all personnel will be thoroughly processed in accordance with reference (a) and the provisions of this instruction. Enclosure (1), (2), or (3), as appropriate, will be completed during the check-in and check-out process.

4. Responsibilities

a. The Deputy Chief of Staff (DCOS) Human Resources is assigned overall responsibility for establishing, reviewing, and revising procedures as required.

b. The individuals designated as check-in/check-out points in the enclosures are responsible for conveying information about their areas to the staff member checking in, as well as advising the DCOS Human Resources of any changes in policy which would affect procedures.

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5. Procedures

a. Check-In

(1) All military and civilian personnel reporting for duty to this command will be provided a copy of their respective check-in sheet, enclosure (1), (2), or (3).

(2) All reporting personnel will have appropriate items under "check-in" initialed and dated by the person indicated. Department heads will ensure the check-in form is completed and returned to the DCOS Human Resources within 15 days of reporting onboard.

b. Check-Out. Military and civilian personnel departing NME will receive their same check-in form which they completed upon their arrival at the command. The outgoing staff member will have the form initialed by each person indicated under "check-out." Once complete, this form will be turned into the DCOS Human Resources. The respective department heads will ensure compliance with all check-out procedures.


PETER F. O'CONNOR
Chief of Staff

**NAVY MEDICINE EAST
CHECK-IN/OUT SHEET FOR**

Check-in			Check-out	
	Initials	Date	Initials	Date
Chief of Staff (09) (CAPT O'Connor)				
Assistant Chief of Staff (09A) (Mr. Quesenberry)				
Command Master Chief (CMDCM Boss)				
Deputy Chiefs of Staff (DCOS)				
- Operations (CAPT Flanary)				
- Human Resources (LCDR Neill)				
- Resource Mgmt (Ms. Galbreath)				
- Integration & Logistics (CDR Werner)				
NMCP Pass and Decal Office				
Manpower (Ms. Crowell)				
Information Systems (Ms. Turbide)				
Security Manager/IMR (LCDR Martin)				
Urinalysis Coordinator (Chief Heffner)				
Watchbill Coordinator O-4 and below (LCDR Peloquin)				
PRT Coordinator (Chief Heffner)				
PSD Liaison (Chief Heffner)				
Safety Manager (Mr. Taber)				
Travel Coordinator (Ms. Harris)				
Key Control Officer (Mr. Boone)				
Exceptional Family Member Coord. (LCDR Neill)				
HIPAA Coordinator (LCDR Neill)				
Education/Training Officer (Chief Heffner)				
Physical Health Assessment (PHA) Clinic- 5 th Floor Building 3				
Medical Records- 2 nd Floor Building 2				
Dental Records- 2 nd Floor Building 2				
TRICARE Service Center				
Admin Support (last stop) (LCDR Neill)				

**NAVY MEDICINE EAST
 CHECK-IN/OUT FOR CIVILIAN PERSONNEL**

Check-in			Check-out	
	Initials	Date	Initials	Date
Chief of Staff (09) (CAPT O'Connor)				
Assistant Chief of Staff (09A) (Mr. Quesenberry)				
DCOS for Resource Mgmt (Ms. Galbreath)				
DCOS for Operations (CAPT Flanary)				
DCOS for Human Resources (LCDR Neill)				
DCOS for Integration & Logistics (CDR Werner)				
Travel Card (Ms. Houston)				
Payroll (Ms. Burdette)				
Safety Manager (Mr. Taber)				
Security Manager (Mr. Douglas)				
Information Systems (Ms. Turbide)				
DTS/Travel (Ms. Harris)				
HIPAA Administrator (LCDR Neill)				
Civilian Personnel (HMC Heffner)				
Key Control Officer (Mr. Boone)				
Education/Training Officer (HMC Heffner)				
Manpower (Ms. Crowell)				
NMCP PASS and Decal Office (1 st Floor, Parking Garage)				
Admin Support (M1A) (last stop)				

**NAVY MEDICINE EAST
 CHECK-IN/OUT FOR CONTRACT PERSONNEL**

Check-in			Check-out	
	Initials	Date	Initials	Date
Chief of Staff (09) (CAPT O'Connor)				
Deputy Chief of Staff (09A) (Mr. Quesenberry)				
Directorates (ACOS)				
- Operations (CAPT Flanary)				
- Human Resources (LCDR Neill)				
- Resource Mgmt (Ms. Galbreath)				
- Installation & Logistics (CDR Werner)				
Security Manager (Mr. Douglas)				
Information Systems (Ms. Turbide)				
Safety (Mr. Taber)				
HIPAA Coordinator (LCDR Neill)				
NMCP PASS and Decal Office				
Key Control Officer (Mr. Boone)				
Education/Training Officer (HMC Heffner)				
Admin Support (HMC Heffner)				