

ONI MILITARY CHECK-IN RECORD

Name: _____ Rank/Rate: _____
 Assigned: _____ Directorate: _____
 Sponsor's Name/Ext: _____ / _____ Date Reported: _____
 Previous Assignment: _____ UIC Assigned: _____
 BSC Assigned: _____

Echelon II and III

<u>Initials</u>	<u>Office/Individual</u>	<u>Extension</u>
_____	MILPERS Office/Stamp orders/NFAAS)	x3479
_____	Command Urinalysis (within 72 hours)	x2153
_____	Defense Travel System	x3216
_____	Government Travel Card	X5601
_____	Special Security Office (INDOC)	x4888
_____	Badge Office (Parking Pass/Decals)	x5910
_____	Admin Officer/LT Franklin (All Officers)	x2021

Echelon III Commands

Check in with your Command Administrative Office for further direction.

<u>Initials</u>	<u>Office/Individual</u>	<u>Extension</u>
_____	TAC ADMIN Office (YN2 Chaplin)	x 2857/5800
_____	IWC ADMIN Office (YN1 Kelly)	x4057/3011
_____	OIC ADMIN Office (PSC Neal/YN1 Smith/YN2 Bessellieu)	x5286/4197/4335
_____	ISC Admin Office (YN1 Spates/YN3 Smith)	x4466/4459

Echelon II Only

<u>Initials</u>	<u>Office/Individual</u>	<u>Phone</u>	<u>Required Personnel</u>
_____	BEQ Officer	x3764	E5 and below
_____	Command Career Counselor	x5574	E1-E9
_____	Command Financial Specialist	X2023	E6 and below
_____	ESO	X3190	E1-E6 w/service record
_____	DAPA	X4605	ALL
_____	Enlisted Watchbill Coordinator	x3512	E6 and below
_____	ONI PRT Coordinator	x4572	All
_____	Commander	x3001	Officers/MCPO
_____	Chief of Staff	x3001	E7 and above
_____	Executive Officer	x4472	All
_____	Command Master Chief	x3009	E1-E9
_____	Senior Watch Officer	x5148	E7/8, CWO 2/3, O1-O3
_____	PQP/PQS Coordinator	x4321	1630, O1-O3

PSD WASHINGTON, DC (with respective records)

_____	PSD, NAVSTA Anacostia, Bldg. 92 (2nd floor), (202) 685-0962
_____	PSD I.D. Lab/DEERS Verification of CAC Card and Pin (202) 433-4012
_____	Medical, NAF Andrews, Bldg. 3282 (TRNG BLDG), Health Records, (240) 857-2850
_____	Dental, NAF Andrews Bldg. 3282 (TRNG BLDG), (0730-1500), (240) 857-4177

AUTHORITY: This information is collected pursuant to 10 U.S.C. 5041, **PURPOSE:** Information check-in of new employees. **ROUTINE USE:** Pursuant to 5 U.S.C. 552a (b) of the Privacy Act, these records or information contained therein may be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a (b) (3). **DISCLOSURE:** Voluntary.