

## MCIPAC CHECK-IN RECORD

NAME	ORGANIZATION	POSITION TITLE, PAY PLAN-SERIES-GRADE			
MAILING ADDRESS		ENTRANCE ON DUTY DATE			
CHECK-IN POINTS	TASK	SELF-SPONSOR or DEPENDENT	CHECK-IN BY	INITIAL	DATE
<b>CIVILIAN HUMAN RESOURCES OFFICE</b> Bldg# 495, 2F, Camp Foster <i>*COMPLETED DURING IN-PROCESSING</i> 1. Employment, 645-5429	Employment In-Processing SF50, OF306, SF61, additional forms and information	BOTH			
2. Benefits and Employee Relations 645-7548	Overseas Allowances, Health Benefits, Life Insurance	BOTH			
3. Travel, 645-7548	PCS Travel Claims, Voucher	SPONSOR if TA authorized			
4. Training, 645-7689	New Employee Orientation Training information	BOTH			
<b>CIVILIAN PAYROLL</b> Bldg# 495, 3F, Camp Foster, 645-7300/7309	Pay records, allotment, etc	BOTH			
<b>GTCC/Managerial Accounting Branch</b> Bldg# 495, 3F, Camp Foster, 645-5366	Government Travel Charge Card Program In Processing	BOTH			
<b>MANPOWER</b> Bldg# 495, 3F, Camp Foster, 645-1308	BIC (Billet Identification Code) assignment in TWMS	BOTH			
<b>BASE PERSONNEL OFFICE</b> Bldg# 495, 3F, Camp Foster, 645-8185	All self-sponsored employees must check-in	SPONSOR			
<b>EMPLOYING ORGANIZATION'S</b> 1. Supervisor	Report on duty, DPMAP, IDP *Complete SUPERVISOR'S ORIENTATION CHECKLIST	BOTH			
2. Information Service Coordinator (ISC)	Establish Marine Corps Enterprise Network Account/Email	BOTH			
3. ODTA – DTS Account (If applicable)	Activation/Attach to employing organization	BOTH			
<b>IPAC</b> Bldg# 5699, Camp Foster, 645-4038/4039	CAC appointment via <a href="https://rapids-appointments.dmdc.osd.mil/">https://rapids-appointments.dmdc.osd.mil/</a> *Schedule appointment after Thursday's in-processing	BOTH			
<b>SECURITY OFFICE</b> Bldg# 1, Camp Foster, 645-4337/7424 0800-1130/1300-1600 (Closed Fri afternoon)	All employees must check-in within the first week. Bring letter of employment.	BOTH			
<b>SAFETY OFFICE</b> <b>ESAMS Program Manager</b> Bldg# 5831, Rm# 106, Camp Foster, 645-4468	Create initial account or transfer existing one. MCIPAC employees only *CAC requires for process	SPONSOR			
<b>POST OFFICE (CAMP FOSTER)</b> Bldg# 1006, Camp Foster, 645-5394 or applicable post office if assigned to different camp	Initial sign-in for PSC box	SPONSOR			
<b>VEHICLE REGISTRATION</b> Bldg# 5638, Camp Foster, 645-7481	POV registration * Must have SOFA license	SPONSOR			
<b>U.S. NAVAL HOSPITAL</b> Bldg# 960, Camp Foster, 1F, East Wing 0730-1600, Mon-Fri * All self-sponsored employees must check-in.	TRICARE (assigned a provider)				
	Billing	SPONSOR			
	Outpatient Records				
<b>BASE HOUSING OFFICE</b> Bldg# 217, Kadena AB, 634-0582 0800-1530 (Except Wed)/0800-1200 (Wed)	Application for housing, furniture inventory, etc.*Housing brief required before signing lease	SPONSOR if LQA authorized			
<b>NEWCOMER'S ORIENTATION WELCOME ABROAD</b> Bldg#5908, Camp Foster Community Center 645-2104/8395	Mandatory for civilians (all grades) and family members age 10 and up. Required to attend within 2 weeks of arrival. Every Wednesday from 0715-1600	SPONSOR and applicable family			
<b>SUPERVISOR'S NAME, SIGNATURE &amp; DATE</b>		<b>EMPLOYEE'S SIGNATURE &amp; DATE</b>			
<b>PLEASE RETURN BY:</b>		<b>DATE RECEIVED BY CHRO:</b>		<b>RECEIVED BY:</b>	

**NOTE: Completed check-in sheet must be returned to CHRO within 14 days from entrance on duty date.**

Updated OCT 2019