

Return Completed Form Within 10 Business Days

NAVAL MEDICAL LOGISTICS COMMAND



CONTRACTOR CHECK-IN SHEET

NAME:

DATE:

**DMLC BUILDING 693**

INITIALS

INITIALS

CODE 00		IN	MID/SECURITY		IN
<b>COMMANDING OFFICER*</b>	<b>RM 2E-287</b>		<b>MID</b>	<b>RM 2W-195</b>	
CAPT Poindexter	(X-32157)		Mr. Barber	(X-36794)	
<b>EXECUTIVE OFFICER*</b>	<b>RM 2E-283</b>		<b>SECURITY MANAGER</b>	<b>RM 2W-178</b>	
CDR Seymour	(X-32157)		Mr. Garrison	(X-38050)	
<b>CMD MASTER CHIEF</b>	<b>RM 2E-279</b>		<b>BLDG 693 (1<sup>ST</sup> FLOOR)</b>		IN
HMCM Glascoe	(X-32157)		<b>FACILITIES MANAGER</b>	<b>RM 1E-195</b>	
<b>CODE 09 (COMPLETE IN ORDER)</b>		IN	Ms. Bell	(X-32955)	
<b>1. CHECK-IN DATABASE</b>	<b>RM 2E-259</b>		<b>BLDG 1500 (PMO OFFICE)</b>		IN
Mrs. O'Hara	(X-32048)		<b>FT DETRICK BADGE</b>	<b>RM 134</b>	
<b>2. CVS</b>	<b>RM 2E-254</b>		Hours of Operation	9-11 & 1-3	
Mr. Burns	(X-33096)		<b>BLDG 1520 (COMMUNITY SUPPORT CENTER)</b>		IN
<b>3. DMHRSI COORD.</b>	<b>RM 2E-257</b>		<b>CAC***</b>	<b>RM 139A</b>	
Mrs. Tabb	(X-32026)		Hours of Operation	9-3:30	
<b>4. TRAINING COORD.**</b>	<b>RM 2E-269</b>		<b>BASE DECAL</b>	<b>RM 102</b>	
OS2 Wiseman	(X-32068)		Hours of Operation	8-12 & 1-4	
<b>5. HIPAA COORD.**</b>	<b>RM 2E-255</b>		<b>PLEASE RETURN COMPLETED CHECK-IN SHEET WITH ATTACHED SURVEY TO THE "CHECK-IN" BOX LOCATED IN 2E-259.</b>  <b>SIGNATURE _____</b>  <b>DATE _____</b>		
LT McClain	(X-32071)				
<b>CODE 03</b>		IN			
<b>SAFETY MANAGER</b>	<b>RM 2E-239</b>				
HM1 Upchurch	(X-32075)				
<b>EQUIPMENT MANAGER</b>	<b>RM 2E-241</b>				
HM1 Perez	(X-38267)				
<b>CODE 02</b>		IN			
<b>PUBLIC AFFAIRS OFFICER</b>	<b>RM 2W-103</b>				
Mrs. Gorman	(X-30726)				

\* By Appointment \*\*Requires CAC \*\*\*(X-37311)

The following training courses are required before the training coordinator, OS2 Wiseman, and HIPAA coordinator, LT McClain, will initial your check-in sheet. You **MUST** have your CAC before completing the trainings. Please see OS2 Wiseman for assistance in registering on Navy Knowledge Online (NKO) and Military Health Systems (MHS).

The "Introduction to the Incident Command System, ICS-100" FEMA training can be found at <http://training.fema.gov/EMIWeb/IS/IS100a.asp> - On the right side menu click "Interactive Web-based Course" to launch the course.

- EEO- SharePoint- Code 09 Training Webpage
- POSH- SharePoint- Code 09 Training Webpage
- Introduction to the Incident Command System, ICS-100- <http://training.fema.gov/EMIWeb/IS/IS100a.asp>
- General Forms Management, General Forms User Training- <http://www.nko.navy.mil>
- Records Management in the DON: Everyone's Responsibility- <http://www.nko.navy.mil>
- Trafficking in Persons Basic Awareness Training- <http://www.nko.navy.mil>
- DoD Information Assurance Awareness V8- <http://www.nko.navy.mil>
- Personally Identifiable Information (PII)- <http://www.nko.navy.mil>
- HIPPA Core- <https://mhslearn.satx.disa.mil>
- Prevention of Unauthorized Commitments-Code 09's SharePoint page under Training Documents.
- Fraud, Waste, and Abuse- Code 09's SharePoint page under Training Documents. See OS2 Wiseman for sign in roster.