

Return Completed Form Within 10 Business Days

NAVAL MEDICAL LOGISTICS COMMAND



RECHECK-IN SHEET

NAME:

DATE:

DMLC BUILDING 693

INITIALS

INITIALS

CODE 09 (COMPLETE IN ORDER)		IN	CODE 02		IN
1. CHECK-IN DATABASE	RM 2E-259		PUBLIC AFFAIRS OFFICER	RM 2W-103	
Mrs. O'Hara	(X-32048)		Mrs. Gorman	(X-30726)	
2. HR/ CVS	RM 2E-264		BLDG 693 (1ST FLOOR)		IN
Mr. Burns	(X-33096)		FACILITIES MANAGER	RM 1E-195	
3. DMHRSI COORD.	RM 2E-257		Ms. Bell	(X-32955)	
Mrs. Tabb	(X-32026)		BLDG 1500 (PMO OFFICE)		IN
CODE 03		IN	FT DETRICK BADGE	RM 134	
EQUIPMENT MANAGER	RM 2E-241		Hours of Operation	9-11 & 1-3	
HM1 Perez	(X-38267)		CODE 08		IN
SAFETY MANAGER	RM 2E-239		TRAVEL CARD/DTS	2W-198	
HM1 Upchurch	(X-32075)		Mr. Bowers	(X-31375)	
CODE 08		IN	BLDG 1520 (COMMUNITY SUPPORT CENTER)		IN
TRAVEL CARD/DTS	2W-198		CAC CARD**	RM 134	
Mr. Bowers	(X-31375)		Hours of Operation	9-3:30	
COUNSEL		IN	PLEASE RETURN COMPLETED CHECK-IN SHEET WITH ATTACHED SURVEY TO THE "CHECK-IN" BOX LOCATED IN 2E-259. SIGNATURE _____ DATE _____ * By Appointment ** (X-37311)		
COUNSELOR*	2E-275				
Mr. Osing	(X-32150)				
MID/SECURITY		IN			
MID	RM 2W-195				
Mr. Barber	(X-36794)				
SECURITY MANAGER	RM 2W-178				
Mr. Garrison	(X-38050)				

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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.