

HEADQUARTERS BATTALION CHECK-IN/CHECK-OUT SHEET Type of Orders: _____

Check-in sheets must be completed and returned to the S-1 within 5 working days. Check-out sheets can be issued no earlier than 10 working days before departure. All service members must be in the Service "A" uniform for PCS/PCA checking in/out.

Rank: _____ Last: _____ First: _____ Section: _____ Date: _____

BUILDING 216	LOCATION/CONTACT #	SIGNATURE
MP&A-Manpower Office (will assign T/O / BIC) _____	Rm #3 / 257-8886	
MCBH Security (0900-1200 & 1300 - 1600)	Rm #75 / 257-8846	
OTHER FUNCTIONAL AREAS		
Installation Personnel Administration Center (IPAC)-(Mon - Fri 0700 - 1630, Thu 0700 - 1130) *If the Marine is eligible for Career Status Bonus, direct him to IPAC pay section with DD Form 2839	Bldg 1043 / 257-2382	
Resident Support Office (0700 - 1600)	Bldg 4030 / 257-0903/0933	
Uniformed Victim Advocate (Check-in only)		
Equal Opportunity Representative (Check-in only)		
Base Property (TAD only)	Bldg 209 / 257-2885	
Communication Information Systems Directorate/SharePoint Access (0800 - 1600) (All Officers and SNCOs must request SharePoint access)	Bldg 208/257-5000	
Medical	Bldg 3089 / 257-5041	
Dental	Bldg 3089 / 257-3100	
Individual Issue Facility (IIF) (0700 - 1500)	Bldg 4088 / 257-8758	
Nuclear, Biological, Chemical (0700 - 1500)	Bldg 4088 / 257-8751	
Base Library	Bldg 219, 2nd fl / 254-7624	
Exceptional Family Member Program	Bldg 219 / 257-7773	
Joint Education Center	Bldg 220 / 257-2158	
Base Chapel (Check-in only)	Bldg 6672 / 257-3552	
Motorcycle Representative (only individuals who own motorcycles)		
HEADQUARTERS BATTALION, BLDG 4009		
Family Readiness Officer (0800 - 1100 & 1300 - 1500)	257-3007	
Mail Room (0800 - 0900 & 1500 - 1600)	257-3209	
S-3 (MUST BE IN USMC PT GEAR for weigh-in)	257-7020	
S-4 (check-in / check-out after IIF)	257-5714	
Career Retention Specialist (Enlisted only)	257-1252	
Substance Abuse Control Officer	257-0468	
Unit Voting Assistance Officer (Check-in only)		
Government Travel Charge Card and Defense Travel System (S-1)	257-5734	
WORK SECTION	REQUIRED	
Section SNCOIC / OIC (Pro / Con for E-4 and below Check out only)	PRO ____ CON ____	
COMPANY COMMAND ELEMENTS, HEADQUARTERS BATTALION, BLDG 4009 (Pro/Con for E-4 and below check-out only)		
1stSgt - Headquarters Company/Service Company-SNCO biographies must be completed/submitted at check-in. (Check-in / check-out after all other offices but prior to the S-1)	PRO ____ CON ____	
Commanding Officer - Headquarters Company/Service Company-Officer biographies must be completed/submitted at check-in. (Check-in / check-out after all other offices but prior to the S-1)	PRO ____ CON ____	
HEADQUARTERS BATTALION COMMAND DECK		
Sergeant Major (SNCOs only)	257-5737	
Executive Officer (Officers only)	257-5736	
Commanding Officer (Officers only)	257-5735	
S-1 (This is the LAST signature) Check for Fitness Report Date Gaps at: https://www.manpower.usmc.mil/portal/page?_pageid=278,1937147&_dad=portal&_schema=PORTAL	257-5729/5734	
Sponsorship Checklist (PCS Check-Ins)	Outbound Sponsor YES/NO (PCS Check-Out)	

The Marine and Family Services New Arrivals Orientation is held on the 1st Thursday of each month. All newly arrived personnel are required to attend. The PCS & Moving Workshop is held the 2nd & 4th Wed of each month. This workshop is also mandatory for all personnel. For more information call 257-7790.

Privacy Act Statement

Federal Laws 10 U.S.C. 5013 and 10 U.S.C. 5041 authorize the collection of Protected Personal Information (PPI). The main PURPOSE of this form is to ensure that you have checked in to all pertinent sections within HQBN. PPI will not be DISCLOSED to anyone that does not have a need to know in the performance of their official duties. Failure to furnish information requested will result in disciplinary action.