

NAVAL HOSPITAL BREMERTON MILITARY CHECK- OUT SHEET

**PLEASE READ BELOW DIRECTIONS BEFORE STARTING THE CHECK-OUT PROCESS
DO NOT FOLD, SPINDLE, OR MUTILATE THIS FORM IS USED FOR OFFICIAL BUSINESS**

Name: _____ Rank: _____

Transferred to: _____ Date Detached _____

Separating personnel must complete the ACTIVE DUTY PRE-SEPARATION INDIVIDUAL READY RESERVE (IRR) REGISTRATION and **attach certificate.** (Per NAVADMIN 010/07) _____

Rm. 3406/3407 CMC (**All Enlisted**) –check outs (1030 Tuesdays) _____

Directorate Specific LCPO (Enlisted Only) _____

Dept Specific Department Head or OIC _____

Seventh Floor

Rm. 7017 Staff Education & Training _____

Rm. 7105 Motorcycle Safety _____

Sixth Floor

Rm. 6023 Command Urinalysis Coordinator (During random urinalysis) _____

Fourth Floor

Rm. 4202 Mentor Program (All Enlisted) _____

Third Floor

Rm. 3038 Occupational Health Nurse (Call x4689 for appointment) _____

Rm. 3405 Schedule out-brief with CO (**E7& above and all retirees**) _____

Rm. 3408 Medical Staff Services (Physicians, Dentists, RN's, Allied-health) _____

Rm. 3515 Security Clearances (HRD) _____

Rm. 3519 HIPAA Coordinator _____

Rm. 3600 Operational Readiness _____

Rm. 3605 DMHRSi (All) _____

Rm. 3702 Dental Clinic _____

Second Floor

Rm. 2302 Command Fitness Leader (Bring PRIMMS) _____

First Floor

Rm. 1103 Collection Agent (All) _____

Rm. 1201 Chaplain (All) _____

Rm. 1401 Research Center (All) (Medical Library) _____

CONTINUED ON REVERSE

NHBREM 1080/5 (02-2012)

Rm. 1503 Mail Room (All) _____
Rm. 1510 Career Counselor (Enlisted Only) _____

First Floor Continued

Rm. C1635 Pharmacy (Providers only) _____
Rm. C1646 Staff Medical Records (w/ID and orders) _____
Rm. C1647 Inpatient Med Records/Transcriptions/Coders (Providers) _____

Sublevel

Rm. S005A Antiterrorism Office (For Travel OCONUS) _____
Rm. S005A Key Turn-in (All) _____
Rm. S201 Information Management Department (All) _____
Rm. S403 TAD Desk (All) _____
Rm. S403 DMHRSi LCA (MEPRS) Coordinator (All) _____
Rm. S403 Equipment Management (E7 & Above) _____
Rm. S410 Material Management (Purchase Card Holders Only) _____

Out of Building

BLDG 5 BEQ (BEQ Residents Only) _____
BLDG 14 (across skybridge) TRICARE Service Center (All) _____
BLDG 16 Pass and ID (Beeper Turn-in, ID Badges, Keys, Locker, Decals) _____
Bldg 88 Rm. 120 Facilities (DMLSS MLR's only) _____
Radiation Safety (BIOMED, NUCMED, XRAY,
Laser Safety Program & Urology Personnel) _____

LAST STOP

Rm. 3515 All enlisted and officers see TFR Clerk w/transfer EVAL/FITREP _____
Dependant Care Plan _____

***Forwarding Address and Phone Number (ALL)**

