

**HEADQUARTERS AND HEADQUARTERS COMPANY
1ST RECRUITING BRIGADE INPROCESSING CHECKLIST**

- _____ 1. One copy of PCS Orders (PSNC0)
- _____ 2. One copy of NCOER/OER
- _____ 3. Sign in on DA Form 647
- _____ 4. MILPO APPT _____
- _____ 5. Turn in training records
- _____ 6. Turn in copy of drivers license
- _____ 7. IMO/Information Management Office (IM Chief)
- _____ 8. Key Control (Supply)
- _____ 9. Resource Management
- _____ 10. Advertising and Public Affairs
- _____ 11. Mail Room
- _____ 12. Security Clearances
- _____ 13. Family Support
- _____ 14. Company Commanders Inbrief

Please return checklist to PSNCO after completion

NAME: _____ RANK: _____ DATE: _____

Inprocessing Fort Meade consist of two days. On your first day you will report to BLDG 2234, Huber Rd, at 0715. You will need to bring your medical and dental records, DA Form 31, 201 file, promotion packet, and you will settle your travel voucher with finance. On your second day you will report to Kimbrough Ambulatory Care Center at 0730. You will get a tour of the facility. You will be shown where to report for sick call, where to take your children when they are sick, and this is where you and your dependents medical records will be kept.

Important Phone Numbers

Kimbrough Ambulatory Care Center (301)

Information Desk	677-8392
Adult Medical Clinic	677-8802/8510
Appointments	677-8606
Behavioral Health	677-8895/8896
Gynecology	677-8892
Immunization Clinic	677-8553
Occupational Health	677-8773/8402
Pediatric and Well Baby Clinic	677-8755/8756
Pharmacy	677-8288
Pharmacy Refill	677-8209/8637
Tricare	677-8675
Urgent Care Clinic	677-8519

Housing Office

Picerne Military Housing	410-305-1070
Guest House	301-677-5660
Household Goods In/Out	1-800-762-7186
Assignment/Termination	410-305-1070
Work Orders	410-305-1070