

**FIRST COAST GUARD DISTRICT  
CHECK-IN SHEET- PLEASE RETURN TO ADMIN WHEN COMPLETED**

Name: \_\_\_\_\_ Date reported: \_\_\_\_\_ Previous Assignment: \_\_\_\_\_

**REQUIRED FOR ALL ARRIVALS**

LOCATION	OFFICE	PHONE 617-223	BRIEFING/SERVICE	DATE	INITIALS
JFW 841	Admin	-8310 -8397	In processing Admin/Yeoman		
	Collateral Duties Travel Card Manager	-8171	Brief (YNC McDonald) Honor Guard/Duty Driver/Urinalysis observer/Govt. Travel Card/ Travel Claims		
	Chief, Admin Branch	-8171	Brief (CWO4 Merchant)- Add to email dist. lists/Telecommute form		
	Educational Services (ESO)	-3491	Education/Leadership training Continuum(CWO3 Nicholson)		
828	Boston Spouses Assn.	-8480	In-brief/Request to disseminate information to family members (Ms. Marcangelo)		
832	Legal	-8500	In-brief (Mr. McCarty)		
830	External Affairs	-8519	In-brief (PAC Hall)		
736	Contingency Planning	-8529	COOP Briefing (Mr. Stanley)- Add to ENS		
632	C4IT/Security	-8689	Arrival Brief/Workstation setup Voicemail Setup/Verify email account Verify Security Clearance Security Brief Bldg access card		
CC	Command Chief	-8221	Interview (OSCS Holste)		
Department	Supervisor		Confirmation of Check-in		

**Base Boston 427 Commercial Street, Boston, MA 02190**

LOCATION	OFFICE	PHONE	BRIEFING/SERVICE	DATE	INITIALS
Bldg 8	7 <sup>th</sup> deck	Equal Opportunity Advisor	3-8510	Interview/brief(CPO Gallivan)	
	3 <sup>rd</sup> deck	Health Services	3-3121	Health record/brief	
	3 <sup>rd</sup> deck	Health Benefits Advisor	3-3121	Interview	
Bldg 4	3 <sup>rd</sup> deck	Local Housing Office	3-3348	Housing release/assignment	
	1 <sup>st</sup> deck	Honor Guard Advisor	3-3266	(ETC Brian Fisher)	
	4 <sup>th</sup> deck	Mutual Assistance	3-3186	Interview/action (Mr. Plumpton)	
Bldg 1	3 <sup>rd</sup> deck	Mass Transit Fare Benefit Program	3-3065	Ms. Nina Leverone	

**OPTIONAL: (Check with supervisor)**

LOCATION	OFFICE	PHONE	BRIEFING/SERVICE	DATE	INITIALS
828	District Commander	-8480	CMC/O6s/O5s/CWOs/E7-E9s/Front Office(Ms. Marcangelo)		
828	Chief of Staff	-8480	E6 & above/civilian hires: Schedule with the front office YN		
819	Command Master Chief	-8450	Interview/brief(ISCM Rochefort)		
613	Morale Officer	-8541	Interview/brief(LCDR Hanley)		
632	Finance Officer	-8290	Interview/brief(LT Deal)		
835	Chaplain	-8314	Interview/brief (CDR Smith)		

**\*\*By initialing this block, I authorize the Boston CG Spouses Association to contact my spouse or I by sending related information to our home address\*\*** \_\_\_\_\_

**FEEDBACK:** Please rate your unit orientation on a scale from 1(Best) to 5 (Worst). Add any comments you may have to improve the process or to compliment any individual(s) who contributed to your positive experience.

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