

USCG PORT SECURITY UNIT 305 ADMINISTRATIVE CHECK-IN

(Revised 4/14/2014: See admin for changes)

Name: _____ Date: _____
EMPLID: _____ Email: _____
Rate: _____ Division: _____
Address: _____
Home Phone: _____
Cell Phone: _____
Employer: _____
Work Phone: _____
Employer's Address: _____
Fax Number: _____
Supervisor: _____

Member I.D. CARD (*circle appropriate answer*): Current: Yes or No

Dependent I.D. CARD (*circle appropriate answer*): Current: Yes or No
(ID cards are required for all dependents over the age of 10. ID cards are issued for dependents under the age of 10 when they do not live with member)

OFFICIAL GOVERNMENT PASSPORT (*circle appropriate answer*): YES NO

ADMINISTRATION

YNI PARKER: _____

- Update 2020D, SGLI, FSGLI, BAH, DD2760
- Last set of marks completed on _____
- OER completed on _____
- Government Credit Card
- TPAX Password
- Weigh-In
- Berthing Required _____
- Direct Access: (UPDATE: e-mail address, home/ mailing address (home and work), emergency contact, dependent info, all passwords)
- "A" School Request Forms
- Travel Claim
- HHG Counseling

MEDICAL:

HSC PIERCE: _____

- Health Record received/ reviewed: _____
- Date of Last Physical: _____
- Immunization Record: _____
- Current Eyewear Prescription: _____

SUPPLY:

SKI PRINCE: _____

- Type III Uniform Sizing Sheet Completed: _____
- Issuance of PSU PPE Gear: _____
- Items Ordered: _____
- CAC Reader Issued: _____ Serial#: _____
- Keys Issued: _____

ENGINEERING:

MKI PACHIS/DCI DOWNES: _____

- Gas Mask/ CBR Gear issued
- Valid State Driver's License: *yes no* State issued: _____
- Government Driver's License: *yes no* Exp. Date: _____

WEAPONS:

GMI HORTON: _____

- Check -In

COMMUNICATIONS:

LTJG WHISENANT: _____

- Security Clearance Check: *yes no*
 - o (If Yes) Exp. Date: _____
 - Sign COMSEC RESPONSIBILITY ACK Form: _____
 - o (If No) Initiate Clearance Process _____
- SF-312 Check: _____
- PERSEC Folder and ISMS PSbE Report Generation: _____
- SIPRNet Account: *yes no*
 - o (If Yes) Initiate Derivative Classification Procedures: _____
- Access to COMMS Space: *yes no*
 - o (If Yes) Initiate Administrative Procedures for Access: _____
- Security In-Brief: _____

EDUCATION SERVICES OFFICER:

LTJG CARNEY: _____

- Correspondence Course ordered: *yes no*
- EOCT's: *yes no*
- Tuition Assistance needed: *yes no*

TRAINING OFFICER:

LT BOICE: _____

- Check-In

CDAR

MKI MANBECK: _____

- Check-In

UHPC

FSI CAMBRON/DC2 WALDEN: _____

- Check-In

OPERATIONS:

LCDR SEKEROGLOU: _____

- Check-In

DIVISION OFFICER:

- CG Practical Qualification Standards (PQS) for Rate: _____
- Port Security Unit PQS: _____
- Basic Skills Handbook: _____
- IDP completed on: _____

COMMAND MASTER CHIEF:

MCPO MIESEN: _____

- Check-In

PERSONAL DEPLOYMENT ISSUES: *(circle appropriate answer)*

Power of Attorney: *yes* *no*

Will: *yes* *no*

DEPARTMENT HEAD: *(circle appropriate answer)*

LCDR Howell/ LCDR Sekeroglou/LT Espinosa: _____

- Check- In

EXECUTIVE OFFICER:

LCDR LYONS: _____

- Interviewed
- Division Assignment: _____

COMMANDING OFFICER:

CDR WATSON: _____

- Interviewed

WELCOME ABOARD!

PLEASE TURN THIS FORM BACK IN TO ADMIN UPON COMPLETION.