

MEDDAC CIVILIAN AND CONTRACT STAFF IN/OUT PROCESSING CHECKLIST				DATE:
NAME:		SSN:	DOB:	
TITLE:			SERIES/GRADE:	
DEPT/SEC:		POC:		
ORG CODE:		APC:	SWC#:	Para/Ln#:
<i>INSTRUCTIONS: You must physically in-process/out-process, through all highlighted sections listed below and obtain initials/authorized stamp, and return the completed checklist to HRD, Civilian Personnel Office or Healthcare Contract Support Office, whichever is appropriate.</i>				
BLDG #	FLOOR/ RM	SECTION		INITIALS or STAMP & Date
Oaks Pavilion	BASMT RM: OL.516	MAIL ROOM Hours: M-F 1030-1230 and 1300 -1600 Tel# 571-231-3831		(All personnel)
Oaks Pavilion	BASMT RM: OL.502	PHYSICAL SECURITY Hours: M-W, F 0730- 1130 and 1330-1600; Thursday 0830-1130		(All personnel)
Oaks Pavilion	BASMT RM: OL.402	INFORMATION MANAGEMENT DIVISION Hours: M-F 0630-1630 Tel#		(All personnel)
Sunrise Pavilion	3 rd Floor RM: S3.300	RESOURCE MANAGEMENT DIVISION/MEPRS BRANCH Hours: M-F 0700-1600 Tel# 571-231-2862		(All personnel)
Sunrise Pavilion	3 rd Floor RM S3.301	HUMAN RESOURCE DIVISION/CIVILIAN PERSONNELOFFICE Hours: M-F 0700 – 1600 Tel# 571-231-2803		
LAST STOP		(MUST TURN IN ENTIRE PACKET COMPLETED)		

MEDDAC (HRD) FORM 429, Dec 10
DEWITT ARMY COMMUNITY HOSPITAL
FORT BELVOIR, VA 22060-5901

**A COMPLETED COPY OF THIS DOCUMENT SHOULD BE PLACED IN YOUR
COMPETENCY FOLDER, MAINTAINED IN YOUR DUTY SECTION**