

Personnel Inprocessing Checklist

DDEAMC Officers report to BLDG. 319 first for in-processing. *(Next to hospital)*

DENTAC Officers report to BLDG. 38717 first for in-processing. *(From Gate 1, take Chamberlain Avenue to Kilbourne Street, take left. Then take another left onto 38th Street.)*

- Officer In-Out Processing/Personnel Information** – Room 262, Darling Hall, 791-3313
 - 201 File Update
 - SGLI Update
 - DD Form 93 Update

- Enlisted In-Out Processing/Personnel Information** – Room 271, Darling Hall, 791-1962
 - 201 File Update
 - SGLI Update
 - DD Form 93 Update

- ID Card/DEERS/RAPIDS** – Room 161, Darling Hall, 1st Floor, 791-4598
 - Does Soldier Posses two ID Tags?
 - Does Soldier Possess Current ID Card?

- Provost Marshal/Vehicle Registration** – Room 151, Darling Hall, 1st Floor, 791-3132

- Tricare** – Rm 181, Darling Hall, 1st Floor, 787-7221 *(Another office on the 2nd floor at DDEAMC.)*
 - All soldiers must attend Tricare briefing on Monday or Friday at 0900 hrs, EAMC*

- Community Health Care System (CHCS)** –Darling Hall, 3rd Floor, 787-2408

- Transportation** – Room 111A, Darling Hall, 1st Floor, 791-3924

- Housing** – Room 129, Darling Hall, 1st Floor, 791-7902

- Enlisted Promotions/NCOER** – Room 271, Darling Hall, 2nd Floor, 791-6038

- Security Clearance** – Room 307, Darling Hall, 3rd Floor, 791-1984

- Finance** – Room 337, Darling Hall, 3rd Floor, 791-2439

- Army Community Service** – Newcomer’s Orientation, Tuesday or Friday @ 1300, Rm 188, Darling Hall, 791-3579

- Education Center** – Building 21606, on Barnes Avenue, 791-3622 *(From Gate 1, take Chamberlain Avenue to Rice Road, take left, then take a right onto Barnes Avenue. Go approximately 2 miles, just past the indoor pool.)*

- Central Issue Facility** – Building 25709, on B Street, 791-7412 *(From Gate 1, take Chamberlain Avenue to 27th Street, take left, then take another left onto B Street.)*

- Snyder Dental Clinic** – Brainard Avenue, 787-7050 *(From Gate 1, take Chamberlain Avenue to Rice Road, take left, then take a right onto Brainard Avenue. Go approximately 2 miles.)*