



# MARCORSPTFAC CHECK IN/ CHECK OUT SHEET



RETURN THIS SHEET WITH EPAS PRINTOUT ATTACHED WITHIN 5 WORKING DAYS OF THE DATE ISSUED: \_\_\_\_\_

**NAME:** \_\_\_\_\_ **RANK:** \_\_\_\_\_ **SSN:** \_\_\_\_\_ **SECTION:** \_\_\_\_\_

CHECK IN INITIAL & DATE	MFR G-1	CHECK OUT INITIAL & DATE
	ID Card/DEERS 1C1101	
	Controlled Access Badge 1C1101	
	Manpower (RPT Endorsemen 4E7400	
	Adjutant 4E7400	
	PersChf IPAC (INBOUND) 1E6100	
	Q/A Section (IPAC only) 1E6100	

<b>DTS</b>	<b>2W4300</b>
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<b>MCCS</b>	<b>4W2100</b>
<b>MFR G-6</b>	
Customer Liaison Spt	2E5200
<b>COMMAND DECK</b>	
OFFICERS)	4E5310
SAPR	4E5310
<b>MFR SECURITY</b>	
Sec Clearance	4E5500
<b>OUTSIDE AGENCIES (BELLE CHASSE)</b>	
Family Service Ctr	Bldg 555
Dental	Bldg 41
Medical	Bldg 41
Tricare	Bldg 555
Navy Relief	Bldg 308
**(Medical/Dental M-W-F@1300 w/ record	

CHECK IN INITIAL & DATE	MFR HQBN	CHECK OUT INITIAL & DATE
	CO (Officers) 1E6207	
	SgtMaj (Enlisted as well as all Marines as FRO) 1E6209	
	Adj/GTCC/EPAS 1E6200	
	Lim Du Coordinator 1E6202	
	Voting Officer 1E6202	
	S-3 1E6200	
	S-4 1E6200	
	EOR 1E6200	
	Career Planner (Enlisted) 1E6212	
	Mail Room Warehouse	
	Medical Liaison (BEFORE BELLE CHASSE) 1W4400	
	SACO 1W4400	
	Chaplain 1E6213	
<b>MFN/DIV/WING/MLG/MIRSO</b>		
	MSC Chief of Staff (Officers)	
	MSC SgtMaj (Enlisted)	
	MSC Adj (Minus Div)	
	MSC GTCC/DTS/EPAS	
	MSC G-1	
	MSC G-2 Security	
	MSC G-3 (Wing)	
	MSC G-4	
	MSC G-6	
	MSC EOA	
	MSC Family Readiness	
	MSC Safety (Wing Personnel)	

SIGNATURE OF MARINE: \_\_\_\_\_

SIGNATURE OF OIC: \_\_\_\_\_

Version Date 20110901