

MFS CHECK-IN SHEET
(PRIVACY ACT STMT ON REAR)

Date: _____

GRADE NAME (LAST, FIRST, MI) EDIPI/MOS PLT CODE

G-2 SECTION

- SECURITY BRIEF INTL: _____
- CLEARANCE REQUEST INTL: _____
- SECURITY CLEARANCE ((Lvl.5 only) Check out with SCJ2 SSO
_ INTL: _____

G-1 SECTION

- MOL JOIN/PLATOON CODE ASSIGN (MANPOWER) INTL: _____
- SCEMS (MANPOWER) INTL: _____
- MOL PERMISSIONS If applicable INTL: _____
- VERIFY MISSING FITREP (MANPOWER) INTL: _____
- GTCC (MANPOWER) INTL: _____
- DTS (MANPOWER) INTL: _____
- PASSPORT (MANPOWER) INTL: _____
- SPONSORSHIP QUESTIONNAIRE (MANPOWER) INTL: _____
- JOIN SECTION (RPAC) INTL: _____
- REMOVE FROM INBOUND ROSTER (RPAC) INTL: _____
- AC/S BRIEF (For MCC: 1FY OFFICERS ONLY) INTL: _____
- EFMP INTL: _____
- CAREER PLANNER INTL: _____
- BY NAME T/O (G-1 Officer) INTL: _____
- FAMILY CARE PLAN INTL: _____

G-3 SECTION

- HEIGHT/WEIGHT-IN INTL: _____
- CURRENT PFT DATE: _____ PFT SCORE: _____
- PME COMPLETE FOR GRADE YES/NO SCHEDULE SHOOL YES/NO
Training Representative Signature/Dates: _____/_____
- AT/FP OFFICER (Mr. Preston)
- OPSEC INTL: _____
- Hurricane Information Handbook/Brief (CoC) INTL: _____

SJA SECTION

- LEGAL INFORMATION ON AOR DOWN RANGE – (not for all) ALL INTL: _____

G-4 SECTION

- ISSUE CELL PHONE LOCKER KEY INTL: _____
- SEATBELT PLEDGE/MOTORCYCLE RIDER/SAFETY OFFICER
- MEDICAL ADVISOR INTL: _____

G-6 SECTION

- PROVIDE ACCESS TO OUTLOOK/SIPRNET/NIPRNET: _____
- ISSUE GOVERNMENT I-PHONE If applicable INTL: _____

EQUAL OPPORTUNITY (EO) (BAS HM1) INTL: _____
UNIFORMED VICTIM ADVOCATE INTL: _____
DEPLOY-READINESS/LIMDU COORDINATOR INTL (G-1 Chief): _____
SMP INTL: _____
SACO INTL (G8): _____
EDUCATION OFFICER INTL: _____
VOTING OFFICER INTL: _____
SAFETY OFFICER INTL: _____
MOTORCYCLE SAFETY OFFICER: _____

COMMAND SGTMAJ (ENLISTED ONLY) INTL: _____

CHIEF OF STAFF (OFFICER ONLY) INTL: _____

SOUTHCOM

- SECURITY BADGE ISSUANCE _____
- MEDICAL-X-3559 _____
- DENTAL- X-1765 _____
- DEERS X 2718 _____
- HOUSING _____
- NEWCOMERS ORIENTATION- X-1958 _____
- M.E.A.T. -X-1997 (SC PERSONNEL ONLY)

*Records of Marines joining from MIRSO (IRR/IMA) must be requested after 30 days if originals have not been received. Prepare a temporary record.

MFS CHECK-IN SHEET

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (5 U.S.C. 552a/Public Law 93-579), this Notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

AUTHORITY: 10 U.S.C. 5041, 10 U.S.C. 5013, 37 U.S.C. 5201, and E.O. 9397

PRINCIPAL PURPOSE: Information collected by this form will be used for multiple administrative purposes, e.g., check-in, equipment check-out, TAD requests, travel claim submission, drill mustering, etc. The collection and maintenance of this information is authorized and governed by Privacy Act System of Records Notice MFD0003 MARINE CORPS TOTAL FORCE SYSTEM (MCTFS), posted at <http://www.defenselink.mil/privacy/notices/usmc/MFD0003.html>.

RETENTION: The collected information will be maintained in the MCTFS database with restricted, limited access permissions and PKI/password protections in place. Records in this file system will only be retrieved by the record subject's name and social security number. Records will be maintained for a maximum of five years and will then be destroyed pursuant to provisions set forth in SECNAV M-5210.1; Subj: DON RECORDS MANAGEMENT PROGRAM.

ROUTINE USES: The only routine uses that apply are those published in Privacy Act System of Records Notice MFD00003 and the blanket routine uses published by the Department of Defense Privacy Office and posted at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

DISCLOSURE: Providing information on this form is mandatory.