

NEW CHECK IN INSTRUCTIONS

Congratulations on your orders to Dental Battalion Camp Pendleton.

To ensure you have a smooth transition, please read and comply

With the instructions on this page. If you have any questions, please

Contact Mr. Cory A. Berg at cory.a.berg.civ@mail.mil or (760) 725-5419

Required check in items:

1) PCS endorsed/stamped orders with a detach date and time from your previous command. If you received any order modifications, you must submit all orders during your check in (original orders with all order modifications)

2) Current copy of your page two (located in NSIPS under RED/DA)

3) Current copy of your SGLI (obtain through MILCONNECT)

4) BAH Page 13 (if residing off-base)

5) Airline ticket itineraries (if applicable)

Note: If you purchased your own ticket, your reimbursement cannot exceed the government rate.

6) Temporary lodging expense (TLE) receipts. Be sure to submit a "zero" balance lodging receipt. If lodging was off-base, provide a Certificate of non-availability (CNA). Complete TLE form.

7) Completed travel claim. Submit any receipts that exceed \$75.

8) For OCONUS check in's: If you did not receive your final Temporary Lodging Allowance (TLA) payment, submit a TLA form along with your housing vacate letter and zero balance lodging receipts.

9) HDP-ROM: If you qualify for HDP-ROM, you must submit a special request chit approved by the Commanding Officer. Submit a zero balance lodging receipt with your request.

10) House hunting should be arranged with your chain of command after reporting onboard. Your sponsor can assist with any questions.

11) Single E-5 and below personnel are not authorized to reside off-base without an approved request chit from the Commanding Officer (Blue side only) or Area Commander approval (Greenside only).