

## 1<sup>st</sup> Dental Battalion Camp Pendleton Guide to Officer Check-In

Purpose: To decrease confusion and increase efficiency of incoming 1<sup>st</sup> DENBN CPEN Officer Check-in

### Items to bring:

1. Original orders
2. Copy of Oath of Office
2. Copy of diploma
3. Bank information (routing/checking numbers)
4. CPR card (BLS renewal on base if needed)
5. Receipts from move (HHG receipt/weight papers, flight receipt/itinerary, rental car receipt, etc.)
6. SMDG vehicle test results (if needed)
7. Medical records

### If possible, also bring:

1. CAC (I. D card)
2. Dental license
3. Print out of CO Bio (if not submitted)
4. Copy of most recent LES
5. NPI Number

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### Check-in Schedule

Most of these items can be completed in any order, but this order may work best.

1. Meet sponsor at MCX ( [map](#))
  - A. Do this first thing day 1 (around 0800) of check in so you have a uniform to wear ASAP.
  - B. **Purchase MARPAT** ( Marine Pattern) Desert Working Uniform ( Wood and pattern is worn after daylight savings time ends. You may purchase the Wood and pattern at another time).
    1. Top
    2. Bottom
    3. Belt w/ buckle
    4. Boots
    5. Socks
    6. T-shirts
    7. LT bars insignia (collar)
    8. Dental Corps insignia (collar)
    9. Cover
    10. Cover insignia (black eagle/anchor)
  - C. Total cost: Around \$240
2. **Get name tapes sewn on uniform** Top & bottom of MARPATs.
  - A. Dorothy's Military Shop ( Oceanside) can do this quickly for you ( pick up 1800 same day).
  - B. Make sure it will say "U.S. Navy" NOT "Marines".
  - B. Total cost: \$15
3. **Check-in** at 22 Area 1<sup>st</sup> Dental Battalion Headquarters Admin office - HQ( [map](#))
  - a. Receive Officer Check In/Out Sheet.
4. **Visit Group Navy** ( [map](#))
  - A. Start process of getting "gained" if you didn't just graduate from ODS ( This means getting into the system so the command can establish your employment record).
  - B. Turn in move-in receipts/itinerary for reimbursement.
  - C. Give banking information.
  - D. Sign up for Prudential Life Insurance Coverage.
  - E. May opt out of MBG deduction.

5. **Meet with the CO**
  - A. This meeting should be set up prior to your first day by your sponsor.
  - B. Discuss Dental Corps philosophy, expectations, vision, personal background, etc.
6. **Meet with Executive Assistant to the CO**
  - A. Show dental license for Special Pay.
  - B. Discuss FTREP.
  - C. Show last copy of LES (make sure current "pay" and "service time" are correct).
    1. It may display "4 years service time" until gained. First AD paycheck should say "0".
7. **Complete the HQ checklist items** as soon as you can. Notes below
  - A. **Discuss getting CREDENTIAL** as soon as possible
    1. You cannot see patients or stand duty until you are credentialed.
    2. Can start the process before you have your NPI and dental license.
  - B. **Visit hospital pharmacy** to get access to CHCS (prescription writing) after credentialed
    1. Pharmacy will tell you to **visit RAM** to get access sheet (RAM office- see directions).
  - C. Admin (Room 101) signatures may be obtained after the rest of the Checklist is completed.
  - D. **Room 106** – Education & Training will sign you up for BLS if you need to renew. The folder will show what online training you completed in the past. They will tell you which online training you still need to complete (CAC required for NKO Training).
  - E. **Room 107** – The security manager will sign the third page of the SAAR- N Form
    1. **SAAR- N Form signed** by Supervisor/Program Director and faxed/brought to AS (map)
  - F. **DMHRS-i Check-in** Sheet turn in
  - G. **Give medical records** to 1<sup>st</sup> DENBN Medical Liaison @ 22 area medical (map)
    1. They will tell you what needs to be updated in your medical file.
    2. You'll need 2 pairs of eye glasses if you have corrected vision.
      - A. Hospital's Optometry Appointment Line: (760) 725-4357
8. **Visit the JRC (map)** once "gained" by Group Navy, to:
  - A. Obtain DoD CAC (I.D card).
  - B. Register your car for Camp Pendleton.
    1. Show Driver's license, car registration, car insurance, SMDG results (if needed)
    2. Place decal on car.
9. Once you have your CAC (I.D card) and official email address, complete the following items:
  - A. Email HQ personnel for a link to obtain government travel card and DTS.
  - B. Navy Knowledge Online Training.

### **Directions in hospital**

1. **Optometry:** Take stairs/elevator to 2<sup>nd</sup> floor. Turn right out of elevator then left down the long hallway. Optometry is at the end of the hallway on the right.
2. **RAM (for CHCS access):** Take elevator to 2<sup>nd</sup> floor. Turn left out of elevator then right down the long hallway. Family Medical Services is half way down the hallway on the left. They will guide you to RAM in the back.
3. **Pharmacy (for CHCS access):** From visitor parking, enter hospital and visit Pharmacy desk in the lobby. They will direct you around back to sign in.

Camp Pendleton,  
1st Dental Battalion,  
Officer Check-In Map

