

USS MINNEAPOLIS-SAINT PAUL (SSN 708) CHECK-IN SHEET

NAME: \_\_\_\_\_ SPONSOR: \_\_\_\_\_  
DATE REPORTED: \_\_\_\_\_ PREVIOUS COMMAND: \_\_\_\_\_

Welcome aboard! This check-in sheet is designed to assist you in getting acquainted with your chain of command. The goal is to have this check-in completed within two weeks. You will muster with the Personnel Officer in the Ship's Office every morning and prior to your departure until your check-in is complete. Your sponsor will assist you in this process.

PART I (COMPLETE IN ORDER WITHIN 24 HOURS OF REPORTING)

1. SDO/DCPO: \_\_\_\_\_  
\_\_\_\_\_ Inform the XO/COB of new crewmembers arrival.  
\_\_\_\_\_ Urinalysis within 24 hrs of reporting onboard (if work day). If it is a weekend or holiday, complete on next working day. Inform Urinalysis Program Coordinator (UPC).

2. Ship's Yeoman: [REDACTED]

- |   |                                |
|---|--------------------------------|
| _____ Verify Temporary Service Record from NSSC       | _____ POD Note                 |
| _____ Verify Pg. 2/PNOK's Phone                       | _____ Add to Database          |
| _____ Provide Welcome Aboard Handout                  | _____ Provide Command          |
| _____ Introduce to CO, XO, COB                        | _____ Policy Letter            |
| _____ Obtain copy of most Recent eval/fitrep          | _____ Identify personal/family |
| _____ Issue free command ball cap and command patches | _____ issues requiring         |
| _____ Verify temp Service Record                      | _____ immediate attention and  |
| _____ Witness signing of all page 13s (enclosure (2)) | _____ assist with filling out  |
|   | _____ enclosure (8)            |

Meet: CO \_\_\_\_\_ XO \_\_\_\_\_ COB \_\_\_\_\_ DH \_\_\_\_\_ DO \_\_\_\_\_ LCPO \_\_\_\_\_  
Date/Time Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

3. Security Officer: [REDACTED]

- \_\_\_\_\_ Verify JPAS printout is current.  
\_\_\_\_\_ Explain security regulations and responsibilities including the safeguarding of Naval Nuclear Propulsion Information.  
\_\_\_\_\_ Issue Security Brief/Debrief Statement and have members sign.  
\_\_\_\_\_ Provide investigation package for personnel requiring special clearances. Date Due: \_\_\_\_\_  
Date/Time Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

4. Chemistry Radiological Controls Assistant: \_\_\_\_\_  
(NOTE: Must complete Security Officer Check-in prior to CRA check-in.)

- \_\_\_\_\_ Introduction to Nuclear Propulsion Plant (EDM Art. 4.9.b/Non-nuclear trained only).  
\_\_\_\_\_ Indoc to Vital Ship's Equipment (SSORM 4252.2H) (CSL/CSP 5400.39).  
\_\_\_\_\_ Sign Art. 212 Acknowledgement. Ensure Security Brief statement is signed (EDM 4.9.c).  
\_\_\_\_\_ Explain RCLIV Remote Operability and Maintenance Precautions (EDOM 3.8.8.a/ENG Dept only).

~~Enclosure (1)~~  
ENCLOSURE (26)

- \_\_\_\_\_ Fire in Radioactive Material Indoc (RAD Health Manual 3.2.7.b).
- \_\_\_\_\_ Containment Requirements (EDM 4.9.a).
- \_\_\_\_\_ Article 212 and 208 Training (for Non-Radiation workers) Article 106.1 and 212 training (for Radiation workers). Article 212 is retained indefinitely. Article 208 and 106.1 is retained until member departs.

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

5. **Medical Department Representative:** [REDACTED]

- \_\_\_\_\_ Ensure the individual is properly trained and medically screened to allow the issuing of personal dosimetry.
- \_\_\_\_\_ Ensure valid submarine/Radiation worker physical.
- \_\_\_\_\_ Issue LiF TLD to Non Radiation workers (Verify Article 208/212 Training Complete).
- \_\_\_\_\_ Train on basic first aid.
- \_\_\_\_\_ Conduct Heat stress (JTM 1803), Hearing Conservation, Back Injury, and Atmosphere Monitoring Training.
- \_\_\_\_\_ Ensure TRICARE medical and dental training is provided
- \_\_\_\_\_ Explain sick call procedures and local dependent medical procedures

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

6. **LELT:** [REDACTED]

- \_\_\_\_\_ (Radiation workers only) Issue CAF TLD (after verifying Article 106.1 and 212 training complete).

**PART II (TO BE COMPLETED WITHIN ONE WEEK OF REPORTING)**

1. **Leading Chief Petty Officer:** \_\_\_\_\_

- \_\_\_\_\_ Introduce individual to Division.
- \_\_\_\_\_ Explain divisional responsibilities, ship/department Chain of Command and ship's organization.
- \_\_\_\_\_ Conduct the Basic Damage Control Indoc. (include proper donning of an EAB (within 24 hours), and how to flush toilet. Emphasize importance of not operating equipment without proper training and qualification.
- \_\_\_\_\_ Check "Temp Service Record" and fill out division officer's record form. Maintain a copy of last 3 evals in Div Off. Notebook.
- \_\_\_\_\_ Provide folder with complete set of qualification cards and qualification goals to be routed via the chain of command.
- \_\_\_\_\_ Discuss the individual's career goals, identify items that need to be completed for advancement to next pay grade.
- \_\_\_\_\_ Discuss how to route leave/special request chits.
- \_\_\_\_\_ Discuss civilian court appearance policy.
- \_\_\_\_\_ Review Personal Information Sheet (enclosure (7)).

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

2. Division Officer: \_\_\_\_\_

- \_\_\_\_\_ Review service record and accuracy of division officer's record form.
- \_\_\_\_\_ Explain advancement and evaluation procedures, individual career goals and retention.
- \_\_\_\_\_ Review and forward qualification goals.
- \_\_\_\_\_ Review Personal Information Sheet (enclosure (7)).

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

3. Department Leading Chief Petty Officer: \_\_\_\_\_

- \_\_\_\_\_ Review Temp Service Record and accuracy of Div Off's record form.
- \_\_\_\_\_ Explain role of Departmental LPO and individual's career goals.
- \_\_\_\_\_ Review and forward qualification goals.
- \_\_\_\_\_ Review Personal Information Sheet (enclosure (7)).

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

4. Department Head: \_\_\_\_\_

- \_\_\_\_\_ Review service record and approve qualification goals.
- \_\_\_\_\_ Explain Department goals for a new crew member.
- \_\_\_\_\_ Discuss individual's career goals and retention
- \_\_\_\_\_ Review Personal Information Sheet (enclosure (7)).

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

**PART III (TO BE COMPLETED WITHIN TWO WEEKS OF REPORTING)**

1. Fleet Hometown News Coordinator: [REDACTED]

- \_\_\_\_\_ Initiate "Fleet Hometown News Release" (with member's concurrence).

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

2. Assistant Qualification Officer: [REDACTED]

- \_\_\_\_\_ Explain Qualification/Requalification program, issue card.
- \_\_\_\_\_ Explain LPO involvement with qualification program.
- \_\_\_\_\_ Qualification goals are as follows:

Completed Phase I _____	Completed Phase IV _____
Completed Phase II _____	Completed Phase V _____
Completed Phase III _____	Completed Submarine Qualified _____

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

3. Command Career Counselor: [REDACTED]

- \_\_\_\_\_ Establish NKO Account at www.NKO.navy.mil
- \_\_\_\_\_ Complete Argus Survey at www.NPC.navy.mil
- \_\_\_\_\_ Initiate/Review Career Development Plan for appropriate pay grade: E1-E8.
- \_\_\_\_\_ Provide information on Educational Benefits, Incentive Programs, Officer Programs, Command Programs, Sea/Shore Rotation.

- \_\_\_\_\_ Complete new Duty Preference Card (NAVPERS 1306/63)
- \_\_\_\_\_ Complete Electronic Duty Preference Card at [www.NPC.navy.mil](http://www.NPC.navy.mil)

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

4. **Educational Services Officer:** \_\_\_\_\_

- \_\_\_\_\_ Explain course requirements and procedures for ordering courses.
- \_\_\_\_\_ Explain training and educational opportunities available.
- \_\_\_\_\_ Verify preparation for next advancement examination.

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

5. **Drug and Alcohol Program Advisor:** [REDACTED]

- \_\_\_\_\_ Explain Drug/Alcohol Abuse Program (including underage drinking laws) and review PG 13 on Drug and Alcohol Abuse.
- \_\_\_\_\_ Screen and complete Command Screening Sheet and pass to MDR.
- \_\_\_\_\_ Add to Prevent and Adams training status.

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

6. **Command Fitness Coordinator:** [REDACTED]

- \_\_\_\_\_ Obtain individual's PFA Sheet. Date last PFA conducted: \_\_\_\_\_
- \_\_\_\_\_ Measure and record body fat percentage.
- \_\_\_\_\_ Complete risk factor screening.

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

7. **Schools Coordinator:** [REDACTED]

- \_\_\_\_\_ Enter completed schools on master schools list. Verify against STMPS run.

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

8. **Ship's 3M Coordinator:** [REDACTED]

- \_\_\_\_\_ 3M/PQS indoctrination.
- \_\_\_\_\_ Tagout Procedure indoctrination (SOMS). (JTM 1813)

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

9. **Combat Systems Officer:** [REDACTED]

- \_\_\_\_\_ Personnel Reliability Program (PRP) Screening.
- \_\_\_\_\_ Force Protection Threat and Personal Security Briefing.

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

10. **Small Arms Petty Officer:** \_\_\_\_\_

- \_\_\_\_\_ Initiate Small Arms Training Record.
- \_\_\_\_\_ Sign Deadly Force Statement.
- \_\_\_\_\_ Reaction Force Qualification.

11. **Safety Officer:** \_\_\_\_\_

- \_\_\_\_\_ Ships Safety Briefing.
- \_\_\_\_\_ Operational Risk Management Briefing.
- \_\_\_\_\_ Review motorcycle safety requirements and review page 13.

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

12. **Electrical Officer:** \_\_\_\_\_

- \_\_\_\_\_ Electrical Safety Briefing. (JTM 1808)

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

13. **ELCPO:** [REDACTED]

- \_\_\_\_\_ Review proper operation of the laundry.

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

14. **Quality Assurance Officer:** \_\_\_\_\_

- \_\_\_\_\_ QA Awareness training.

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

15. **LAN Coordinator:** [REDACTED]

- \_\_\_\_\_ Enter member into SNAP.
- \_\_\_\_\_ Provide LAN account.
- \_\_\_\_\_ Ensure member is enrolled in NKO.

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

16. **Supply Officer:** [REDACTED]

- \_\_\_\_\_ Hazmat & Atmosphere Containment training.
- \_\_\_\_\_ Plastics waste training.

17. **Chief of the Boat:** [REDACTED]

- \_\_\_\_\_ Assign Bunk and Locker.
- \_\_\_\_\_ Ensure member has been issued organizational clothing by NSSC.
- \_\_\_\_\_ Explain Food Service Attendant Policies, Watchstanding Organization, the Watch, Quarter and Station Bill, and SORM.
- \_\_\_\_\_ Explain Proper Grooming Standards and Barracks Procedures.
- \_\_\_\_\_ Explain OMBUDSMAN program. Review Ombudsman Information Sheet (enclosure 6). Provide Wife's name to Ombudsman.
- \_\_\_\_\_ Discuss "Command Philosophy Letter" and Owner's Manual.
- \_\_\_\_\_ Explain Grievance Procedures, Suicide Awareness, Drug/Alcohol Policy.
- \_\_\_\_\_ Ensure Sexual Harassment/Orientation training has been completed.
- \_\_\_\_\_ Explain items such as teamwork, sanitation, watchstanding, and Submarine Life.
- \_\_\_\_\_ Review Personal Information Sheet (enclosure (7)).

Date Completed: \_\_\_\_\_ Initial: \_\_\_\_\_

18. Executive Officer: [REDACTED] (SCHEDULED VIA POD)

- \_\_\_\_\_ Welcome Aboard Interview.
- \_\_\_\_\_ Discuss ORM
- \_\_\_\_\_ Review Pay/Travel issues

(Report with the below in temporary service record and approved qualification goals).

- |                         |  |
|-------------------------|--|
| _____ Mission Statement | _____ Qual Goals                                 |
| _____ Check-in Package  | _____ Personal Information Sheet (enclosure (7)) |
| _____ SGLI Certificate  | _____ Page 2                                     |
| _____ Last 2 Evals      | _____ Review page 13s.                           |

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

19. Commanding Officer: [REDACTED] (SCHEDULED VIA POD)

- \_\_\_\_\_ Interview.

(Report with the below in temporary service record and approved qualification goals).

- |                        |                                  |
|------------------------|----------------------------------|
| _____ Check-in Package | _____ Personal Information Sheet |
| _____ SGLI Certificate | _____ Page 2                     |
| _____ Last 2 Evals     | _____ Mission Statement          |

Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_