

# AIR FORCE NEWBORNS CHECKLIST

NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

UNIT: \_\_\_\_\_

DUTY PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

CONGRATULATIONS ON YOUR RECENT NEWBORN! THERE ARE NUMEROUS ACTIONS THAT MUST BE FULFILLED IN ORDER FOR YOU AND YOUR NEWBORN TO RECEIVE ALL THE ENTITLEMENTS GRANTED TO YOU. PLEASE FOLLOW THE BELOW PROCEDURES IN ORDER TO ENSURE PRECISE AND ACURATE ADJUSTMENTS TO YOUR PERSONNEL RECORDS, MILITARY PAY, AND LEGAL DOCUMENTS.

AFTER DELIVERY OF YOUR NEWBORN, TAKE YOUR BIRTH CERTIFICATE WORKSHEET TO THE BIRTH AND REGISTRATION OFFICE LOCATED AT LESTER NAVAL HOSPITAL (USNH).

## MPS CUSTOMER SERVICE: BLDG 721-B, CUSTOMER SERVICE WINDOW

\_\_\_\_\_ DEERS ENROLLMENT/DD FORM 1172 COMPLETED (BRING TYPED CONSULAR REPORT OF BIRTH ABROAD WITH DOCTOR'S SIGNATURE)

\_\_\_\_\_ NEW ID CARD FOR NEWBORN IF MARRIED MIL/MIL OR SINGLE MIL

\_\_\_\_\_ VRED (COMPLETE ONLINE)

\_\_\_\_\_ SGLI IF APPLICABLE

\_\_\_\_\_ SOCIAL SECURITY APPLICATION

\_\_\_\_\_ PASSPORT APPLICATION

\_\_\_\_\_ COMMAND SPONSORSHIP

## CLINIC:

\_\_\_\_\_ ENROLL DEP IN TRICARE

\_\_\_\_\_ CREATE MEDICAL AND DENTAL RECORDS

## ACCOUNTING FINANCE OFFICE: MILITARY PAY SECTION, BLDG 721-A

\_\_\_\_\_ UPDATE DEP STATUS AFTER COMMAND SPONSORSHIP IS APPROVED

## POC PHONE NUMBERS:

BIRTH AND REGISTRATION OFFICE: 643-7516/LESTER HOSPITAL

MPF CUSTOMER SERVICE: 634-5121/BLDG 721-B, KADENA AB