

**United States Army Garrison Wiesbaden
Unit 29623
APO AE 09096**

IN-PROCESSING CHECKLIST FOR :			EOD:	
SPONSOR'S NAME:				
POC's are to initial and date in the last column upon completion of each task.				
Agency	Action Required	Location	Time	POC initial and Date
PRIOR TO ARRIVAL				
Supervisor/Sponsor	Assignment of Sponsor			
	Obtain flight itinerary or arrival (as appropriate)			
	Make lodging arrangements (find out if they are bringing pets with them)	American Arms Hotel DSN: 338-7212		
	Pick up Welcome Packet from ACS and mail to new employee			
	Coordinate informational Telecon w/ new employee (advise on getting passport, shipping vehicle, school registration, etc)			
	Get Driver's Test book (if employee is coming from outside Germany)			
	Obtain a CMR box for employee	CMR DSN: 337-6001		
	Prepare DD Form 2875 SAAR for ATAAPS			
	Prepare employee's work area			
	IT Setup in ATAAPS, EMAIL Distro lists, Work-related Databases, & Calendars			
	Pick up employee	TBD		
	Take to CPAC - Monday morning	American Arms 2nd floor Wing J		
AFTER ARRIVAL				
CPAC	PCS Claims voucher	American Arms 2rd floor Wing J		
	FTA Claim procedure brief	American Arms 2rd floor Wing J		
	TQSA Advance/claim procedure	American Arms 2rd floor Wing J		
	LQA/PA amount/ claim procedure	American Arms 2rd floor Wing J		
	Obtain NTS DD1299 (if applicable)	American Arms 2rd floor Wing J		
	DD 1172 for ID Cards for sponsor	American Arms 2rd floor Wing J		
	SOFA application, AE Form 600-77A	American Arms 2rd floor Wing J		
	TSP	American Arms 2rd floor Wing J		
	Leave	American Arms 2rd floor Wing J		
	Health Benefits/ Life Insurance	American Arms 2rd floor Wing J		
REPORT TO DHR			Day & Time	
DHR	Issue ration card	WAAF, Bldg. 1023W Rm 204 DSN: 337-5000		
	Submit completed form - ATAAPS- Explain Time and Attendance	WAAF, Bldg 1023W Rm 222, DSN: 337-6114		
	NSPS instructions	WAAF, Bldg. 1023W Rm 204 DSN: 337-5000		
REPORT TO AGENCY			Day & Time	
Passports	Obtain SOFA Card	WAAF, Bldg. 1023N Rm 136	Walk- in	
ID Card	Obtain ID Card for employee & dependents	WAAF, Bldg. 1023N Rm 125 DSN: 337-6353/6348	Walk- in	

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IACS	Register ID card(s) in IACS	WAAF, Bldg. 1023N Rm 138, DSN: 337-5207	Walk- in	
Security	Security briefing/ Security Clearance	WAAF, Bldg. 1023N Rm 127 DSN: 337-5308	Walk- in	
Off Post Housing Office	Off Post Housing Briefing	WAAF, Bldg 1023W Rm 108 DSN: 337-7059	Briefing everyday at 1030	
CMR	Register for a CMR box	WAAF, Bldg 1030 Administration Office DSN: 337-6001	M-F 0900-1300 & 1400- 1630	
Inbound Transportation Office	HHG Shipment	WAAF, Bldg#1023W Rm 203 DSN: 337-6892/5375	Walk- in	
ITC	Tricare (Military Retirees) Briefing	WAAF, Bldg 1023W ITC Basement - Rm 7 DSN: 337-7059	Mondays at 0800	
TKS/TELECOM	Telephone Services Briefing	WAAF, Bldg 1023W ITC Basement - Rm 7 DSN: 337-7059	Every Monday at 0915	
Finance	Settle travel voucher	WAAF, Bldg 1023W 2nd Floor, Rm 205 DSN: 337-4766	Walk- in	
Occupational Health	Occupational Health Briefing	WAAF, Bldg 1023W ITC Basement - Rm 7 DSN: 337-7059	Every Tuesday 0900	
ITC	SAEDA Brief	WAAF, Bldg 1023W ITC Basement - Rm 7 DSN: 337-7059	Every Tuesday at 1300	
ITC	Schedule Drivers' Test [Wednesday @ 0800hrs] Bring \$10 money order/check and stateside drivers license	WAAF, Bldg 1023W 3rd Floor Rm 324 DSN: 337-7841/7855	Every Wednesdays at 0800	
ITC	Commander's Brief	WAAF, Bldg 1023W ITC Basement - Rm 7 DSN: 337-7059	Friday 11:15	
Resource Mgmt	DTS & Govt Travel Card transfer within 5 days	American Arms 3rd floor DSN: 338-7758		
REPORT FOR DUTY				
Supervisor	Arrange travel to office	Directorate / Staff		
	Introduction to Office Employees	Directorate / Staff		
	Discuss Individual Development Plan and submit to PAA - Individual Performance Plan	Directorate / Staff		
Employee to complete				
Employee Actions	RETURN TO DHR NLT 12 CALENDAR DAYS FROM ARRIVAL			DUE TO HR 12 DAYS FROM ARRIVAL
	Vehicle Inspection	MzKtl Bldg# 7514 DSN: 334-2625		
	Vehicle Registration	MzKtl Bldg # 7514 DSN: 334-2470		
	Car Insurance			
	Gas Coupons	Hainberg PX Customer Service Area		
	Employee's SF-50 and PD to employee	My Biz http://acpol.army.mil/		