

**ISLES District Civilian Personnel In-Processing Checklist**

Employee: \_\_\_\_\_

SSN: \_\_\_\_\_

Grade: \_\_\_\_\_

School/Office: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_

DoDDS Processing	Initial when completed	Base/Facility Processing	Initial When Completed	Employee Action Required	Initial when completed
Submit new W-4 forms for Federal and State Taxes		Contact Transportation Office		Obtain auto insurance	
Apply for reimbursement of Miscellaneous Expenses (SF-1190 or DAPS)		Community Bank/ Credit Union if necessary		Change address with TSP	
Apply for Post Allowance (SF-1190 or		In-process at APO Mail Room		Change Address with FEHB	
Apply for Electronic Funds Transfer (SF-1190 or DAPS)		File travel Voucher and RITA at Finance		Complete SF-2809 (FEHB) if necessary to change plans	
Apply for TQSA (SF-1190 or DAPS)		Attend Driver's Training		Visit Housing Office	
Apply for Pay advance if needed		Register vehicle at Pass & ID		Submit Travel Voucher	
Submit change of address for pay		Obtain ID Card/ DEERS enrollment		Submit RITA paperwork	
Apply for LQA (SF-1190 or DAPS)		Apply for Driver's License		Submit NTS paperwork	
Obtain ID Card paperwork if needed					
Issues/Obtain ration cards		<b>BAHRAIN ONLY:</b>			
Obtain/Issue Gasoline Ration Cards		Obtain Bahrain Drivers License		<b>ICELAND ONLY:</b>	
Apply for Component Stamp		<b>ISLES ONLY:</b>		Complete Medical Exam and fax to	
Apply for Leave to Enter Stamp (VISA) If necessary		Entry Clearance Visa Required before traveling to the UK		Provost Marshall (to live on or off	

**Notify Personnel of Travel Date/** DODEA Allowance Processing System (DAPS) is on-line at <https://hq-w4.odedodea.edu/daps>  
Travel voucher is available on-line at <http://www.dior.whs.mil/forms/DD1351-2.pdf>

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_