



NEW USAG HUMPHREYS' DA CIVILIAN IN-PROCESSING CHECKLIST Updated 5/22/2024

PERSONNEL ARRIVING USAG HUMPHREYS WILL TURN THIS COMPLETED FORM IN TO THE WORKFORCE DEVELOPMENT DIVISION, DHR, BLDG 6400 WHICH IS ALSO THE PROPONENT FOR ANY CHANGES, RECOMMENDATIONS, INQUIRIES, ETC. SUBMIT CHANGES TO THIS FORM TO WORKFORCE DEVELOPMENT DIVISION, DIRECTORATE OF HUMAN RESOURCES.

EMPLOYEE NAME (LAST, FIRST, MI) & DIRECTORATE)

SUPERVISOR SIGNATURE & DATE

REASON FOR ARRIVAL

☐ PCS-IN ☐ REASSIGNMENT ☐ OTHER: _____

REPORT DATE (EOD): _____

ACTIVITY	SIGNATURE & DATE	REMARKS
1. WFD, DHR (BLDG 6400, 3 rd FLOOR, DHR, DSN 757-2087/2502)		PICK UP IN-PROCESSING CHECKLIST FROM WFD, DHR AFTER CPAC IN-BRIEF
2. AREA III CPAC (Process benefit entitlements through Service Now) (https://service.chra.army.mil/chra)		OVERSEAS ENTITLEMENTS SUCH AS LQA, POST ALLOWANCE, ETC.
3. HOUSING (BLDG 6400, 3 rd FLOOR RM X301 DSN, 757-2647)		RECEIVE IN-BRIEF-HOUSING BRIEF, TUESDAYS, RM A203, 2 ND FL, BLDG 6400
4. INSTALLATION TRANSPORTATION OFFICE (BLDG 6400, 2 nd FLOOR, RM K204, DSN 757-2448)		HOUSEHOLD GOODS AND POV ARRIVAL
5. DBIDS/VEHICLE REGISTRATION (BLDG 6400, 1 st FLOOR RM G101, DSN 757-4001)		POV REGISTRATION AND PLATES INSPECTION CERTIFICATE REQUIRED
6. ID CARDS/DEERS (BLDG 6400, DSN: 757-2102). Must have LOE and two forms of identification.		RECEIVE CAC
7. CENTRAL ISSUE FACILITY – EEC PERSONNEL ONLY (BLDG 6950, DSN 753-8615)		ISSUE ITEMS (EX. ACUS, INDIVIDUAL EQUIPMENT, ETC)
8. NEO WARDEN – ALL CIVILIANS with or without Dependents. (Check with your Directorate's NEO Warden)		UPDATE NONCOMBATANT EVACUATION (NEO) INFORMATION
9. POSTAL (BLDG P5730)		CHANGE MAILING ADDRESS, RECEIVE MAIL RECEPTACLE .
10. BANK / CREDIT UNION (BLDG 6430)		RECOMMEND USING A LOCAL BANK FOR LQA PURPOSES.
11. DRIVERS LICENSE (BLDG 7010, DSN 757-2332/2333) & VEHICLE REGISTRATION (BLDG 6400, M G101, DSN 757-4001)		SCHEDULE LICENSE TEST AND VEHICLE REGISTRATION, AS NEEDED
12. INFORMATION MANAGEMENT OFFICE (BLDG 1223, 1st FLOOR, DSN: 755-9198)		CREATE NIPR ACCOUNT
13. ACS Monthly Newcomers Brief (Mandatory Attendance), Date will be established when you receive your in-processing checklist.		YOU MUST ATTEND THE NEXT AVAILABLE ACS MONTHLY NEWCOMER BRIEF.
14. RESOURCE MANAGEMENT OFFICE (BLDG 6145, TEL 755-0925) GOVERNMENT TRAVEL CARD GOVERNMENT PURCHASE CARD DEFENSE TRAVEL SYSTEM, ATAAPS		ENSURE TRAVEL CARD TRANSFERRED FROM OLD COMMAND
15. SECURITY (BLDG 6400, 1 ST FLOOR, DSN 754-1075)		SECURITY CLEARANCE
16. ARMY DISASTER PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM (ADPAAS) – UPDATE CONTACT INFORMATION. HTTPS://ADPAAS.ARMY.MIL		ALL DA CIVILIANS WILL BE REGISTERED IN ADPAAS AT THE END OF THE GARRISON NEWCOMER ORIENTATION.
17. WFD, DHR (BLDG 6400, 3 RD FLOOR, DHR, DSN 757-2087/2502)		TURN IN COMPLETED IN-PROCESSING CHECKLIST TO WFD, DHR. MAINTAIN COPY FOR SELF