INPROCESSING CHECKLIST

Student Name:_____ Arrival Date:_____

Country:_____ Service:_____ Status:_____

Course(s):_____ Grad Date:_____ WCN:_____

Initials/Date Tentative Departure Date:_____ 6 Week Pre-Departure Brief:_____

Follow On Courses:_____

_____Have student check ITO: Make any amendments necessary by verifying information w/supporting documents (passport for name) Make distribution of ITO's w/any amendments.

1-DRM, 1-DENTAC, 1-BILLETING
1-HOSPITAL, 1-DFAS (with travel and pay vouchers)
1-ISD TRAINING (Mr. Viren), 1-COUNTRY FILE

_____Accomodations:

Morrali Heights: Bldg#_____ Room#_____ Phone#_____

Sturgis Heights: Bldg#_____ Room#_____ Phone#_____

Off Post/Family Qtrs: Address:_____ Phone#_____

_____I.D. Cards (M-F 0830-1145/1300-1545) FIN#:_____

_____Eye Exam if necessary Appointment Date/Time:_____

_____Update Student Roster

_____Notify Embassy of Arrival

_____Open Bank Account

_____Official Photo (CCC and OBC only)

_____ECL (1 copy of ITO to Mrs. Reyes, Testing Branch Ed Center 6-0172)

_____Complete all In processing paperwork

_____Uniforms: Issue PT's, Field Jackets, Gloves. Request Name Plates (Take to clothing sales for all other items)

_____School Badge Presentation Date:_____

_____Submit Travel vouchers for IMET Students

_____Make Copies of Drivers Licenses, Vehicle Registration, Insurance If applicable

_____Provide copy of In processing/Orientation Schedule

_____Family Members Accompanying the IMS: Spouse: Yes/No Children: Yes/No #_____