

BASE INPROCESSING CHECKLIST DYESS AFB, TX 79607



Rank/Name: _____ Unit: _____



Date Arrived Station: _____ Date In-processed (Start): _____

Date Checklist Returned to Unit/CSS: _____

Return checklist to your Unit/CSS within 14 Days!		Initials	Date
Office/Phone:	Customer Support/696-6837 Bldg 7233, Room 203		
What:	You must in-process with Customer Support in order to be gained to the base!		
	Ensure you bring your completed IDA Worksheet (given by CSS)		
Office/Phone:	Promotions/696-4984 Bldg 7233, Room 210		
What:	6-4 yr FTA enlistee, provide Tech school graduation certificate, BMT certificate, and Commander's Recommendation Letter		
Office/Phone:	Force Management- Special Duty Assignment Pay/ EPR Date Validation/696-6833 Bldg 7233, Room 206		
What:	If you were receiving SDAP at your previous Duty location/Coming into Special Duty		
	FDS (Enlisted) Allow 1 week after visit to Promotions for EPR date validation		
Office/Phone:	Dorm Management 696-4403 OR Housing Office /696-2150		
What:	Dorm Management: Mon - Fri (0800-1500) All E-4 and below must see Dorm Management; bring a copy of your SURF given by Customer Support Housing Office: Mon, Tues, Wed & Fri (0800-1600), Thurs (0800-1500)		
Office/Phone:	First Term Airman Center (FTAC) (Enlisted Only) / 696-3701 or 696-3715 Bldg 7234, Room 316 (ALS BLDG)		
When:	Mon - Thurs (0800-1000)		
What:	Member MUST in-process FTAC with supervisor/sponsor (must have graduated ALS) If this is your first duty station you MUST attend the FTAC meeting.		
Office/Phone:	Wing Right Start Briefing Questions regarding brief: AFRC/696-5999 1 st /3 rd Wednesday Briefers/MDG/TMO/Legal/Finance & 2 nd /4 th /5 th Wednesday- only MDG/TMO/Legal/Finance		
Location:	A&FRC Classroom #2		
When:	1 st /3 rd Wednesday 0720 – EOD & 2 nd /4 th /5 th Wednesday (if applicable) Wednesday 1330-EOD Briefing Date: Wednesday, _____ / _____ / _____		
What:	Briefings from different agencies on the base. ***Spouses are welcome to attend*** To Reschedule call: 696-6853		
Office/Phone:	Patient Admin/696-3649 (Must complete on day of in processing or next duty day; Prior to going call 1-800-444-5445 to enroll into Tricare South) (During Wg Right Start)		
	Public Health/696-5478 (Every day from 0800 -1000)		
	Flight Medicine/696-5490 (Aircrew Members Only)		
Office/Phone:	TMO / 696-1020 (During Wg Right Start)		
Location:	Bldg 7233, Room 128 or A&FRC		
What:	File Personnel Property, Household Goods, copy of orders, PPM info		
Office/Phone:	Finance/696-4193 (During Wg Right Start)		
Where:	Bldg 7316, Room 125 or A&FRC		
What:	Please bring applicable items to the Right Start Briefing: PCS orders & amendments/ All Airfare itinerary / Lodging Receipts/receipts over \$75 /DD form 788/ Recruiter's Assistance Letter (RAP)/BAH Recertification		
Office/Phone:	First Duty Station (FDS) Orientation / Contact the EO Office at 696-1335/4123		
Location:	Education Office Bldg 7232, RM 131		
When:	Mon - Fri (0830-1100)		
	FOR FDS OFFICERS		
Office/Phone:	Flight Records (Aircrew Only) / 696-3400		
Location:	Bldg 5201, Room 116		
When:	Monday - Friday (0800-1600)		
What:	Turn in Flight Records and make appointment to go back for flight review		
Action:	7 BW SNCOs Meeting with Command Chief Member's action: Schedule within 40 days of arrival		
What:	Please call TSgt Young at 696-3604 Date _____ Time _____		
Action:	Key Personnel Briefing (KPB) / Contact the EO Office at 696-1335/4123		
What:	FOR ALL COMMANDERS & FIRST SERGEANTS		