**DCMA Military Inprocessing Checklist**

Rank and Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Service: \_\_\_\_\_\_\_\_\_ Arrival Date: \_\_\_\_\_\_\_\_\_\_\_\_

**COMPLETE WITHIN 72 HOURS OF ARRIVAL:**

Action Completed

Contact your Directorate/Region LNO (listed at bottom of this page)

Complete DCMA Military Personnel In/Out Processing Worksheet and e-mail to Directorate/Region LNO

(All Services) Provide a copy of PCS orders including amendments/modifications and endorsed orders (Navy) to Region LNO

(Army) Provide a copy of signed PCS leave form to Region LNO. PCS leave will be charged by processing your travel voucher through DFAS (must initial block #16)

(Army and Air Force) Provide a copy of last three evaluations to Directorate/Region LNO (if last eval is still being staffed, inform Region LNO)

Provide the last fitness scorecard to Directorate/Region LNO

Independent duty station personnel need to enroll into Tricare Prime Remote and Remote Dental Care (instructions e-mailed by Directorate/Region LNO)

**COMPLETE WITHIN 10 WORKING DAYS OF ARRIVAL:**

Action Completed

Update home address and any data missing from DCMA Military Personnel In/Out Processing Worksheet and e-mail to Directorate/Region LNO

Register in DISA’s Alert! Mass Notification System located at <https://alert.csd.disa.mil/>

(UICs; DCMA HQ = W6AYAA, Eastern Region = W6AY02, Central Region = W6AY41, Western Region = W6AY84, International = W6AY66, Special Programs = W6AY67, Cost and Pricing individuals will associate the applicable Region above)

Update DD Form 93

(Army) updates are e-mailed to the Directorate/Region LNO for update in eMILPO

(Marine Corps) updates are performed through Marine Online, <https://sso.tfs.usmc.mil/sso/DoDConsent.do>, by scrolling down to the personal info tab and selecting Record of Emergency Data

(Navy) updates are performed through the RED/DA System located on NSIPS website, <https://nsipsprod-sdni.nmci.navy.mil/nsipsclo/jsp/index.jsp>

(Air Force) updates are performed through the AF Portal, [www.my.af.mil](http://www.my.af.mil), under PERSONNEL AND CAREER, vMPF, and then Record of Emergency Data.

All Services update SGLI by going to DMDC milConnect site at <https://www.dmdc.osd.mil/milconnect/>. Click on Manage Health Benefits, log-in, and then click Benefits on the toolbar, Life Insurance (SOES – SGLI Online Enrollment System). While in this system, update your profile under both the Personal and Mil tabs.

Update Service specific Disaster Personnel Accountability and Assessment System (ADPAAS, NFAAS, AFPAAS, or MOL)

(Army) Provide a copy of your travel voucher (the one uploaded to DFAS) to Directorate/Region LNO

(Navy) E-mail a copy of your travel voucher including all receipts to Directorate/Region LNO

(Air Force) Complete travel voucher via the eFinance Workspace website on AF Portal, [www.my.af.mil](http://www.my.af.mil), found under FINANCE & TRAVEL. Select the finance office in eFinance Workspace provided by your Directorate/Region LNO

(Air Force) Set-up LeaveWeb account to DCMA. In LeaveWeb, select pencil beside edit profile under name when logging in. Update information as applicable. For MAJCOM select AFDW, for base select Andrews, and for unit select WE-HQ DCMA

Region LNOs

West – Ms. Ty Souza, [ty.l.souza.civ@mail.mil](mailto:ty.l.souza.civ@mail.mil)

Central – Mr. James “JD” Davis, [james.r.davis1.civ@mail.mil](mailto:james.r.davis1.civ@mail.mil)

East – Mr. Mark Sukenik, [mark.d.sukenik.civ@mail.mil](mailto:mark.d.sukenik.civ@mail.mil)

HQ/Int’l – Mr. Kenneth “Ken” Griffin, [kenneth.m.griffin2.civ@mail.mil](mailto:kenneth.m.griffin2.civ@mail.mil)

**\*\*\*** Upon completion of this checklist, sign and e-mail to your LNO along with required documents.

Member’s Signature:

Supervisor’s Signature: