**DEPARTMENT OF THE AIR FORCE**
**WASHINGTON, D.C.**

**OFFICE OF THE ASSISTANT SECRETARY**

AFI36-2102_AFGM2016-01
24 JUNE 2016

MEMORANDUM FOR DISTRIBUTION C
ALMAJCOMs/FOAs/DRUs

FROM: SAF/MR

SUBJECT: Air Force Guidance Memorandum (AFGM) to AFI 36-2102, *Base-Level Relocation Procedures*

1. By Order of the Secretary of the Air Force, this guidance memorandum immediately implements changes to AFI 36-2102, *Base-Level Relocation Procedures*, to include the policy of Department of Defense for members to complete a Separation History and Physical Examination (SHPE) prior to separation or retirement. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications; the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

2. In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops personnel policy for Base Level Relocation Procedure Programs. This Air Force Instruction (AFI) may be supplemented at any level; all supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval.

3. This guidance memorandum becomes void after 1 year has elapsed from the date of this memorandum, or upon incorporation by interim change to, or rewrite of AFI 36-2102, whichever is earlier.

DANIEL R. SITTERLY
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

Attachment:
Guidance Changes

**ATTACHMENT**

Guidance Changes

The below changes to AFI 36-2012, dated 18 September 2006, are effective immediately.

**(Replace)** 2.1.1. The virtual Out-Processing (vOP) application is mandatory for all permanent party personnel on installations where the capability exists. Deviation from this requirement must be approved as an exception by AFPC/DPAPP.

(**Replace**) 2.2.4. Update the PDS IAW Virtual Out-Processing PSD Guide.

(**Replace**) **2.5. Medical Examination**. Department of Defense (DoD) policy requires all members of the Military services, including Reserve Component Service members, who are scheduled to be separated or retired from active duty after serving 180 days or more, to take a comprehensive Separation History and Physical Examination (SHPE) prior to separation or retirement. In addition, RC Service members serving on active duty for a period of more than 30 days in support of a contingency operation will also take a SHPE before the date of separation. RC Service members serving on active duty for less than180 days or on active duty for training, other training duty, not annual training as defined in DoDI 1215.06 or other non-mobilization orders are not required to take a SHPE but will document their health status and complete DD Form 2697, "Report of Health Assessment" before completing their scheduled tour of duty. Service members separating from the Selected Reserve not otherwise required to receive a SHPE may request a SHPE within 6 months before the scheduled date of separation. Complete the Medical Examination Memorandum (**Attachment 9**) for members voluntarily separated, discharged, or retired. Advise the member to hand-carry memorandum to the MTF for endorsement after review of the medical records. Suspense the memorandum for return from the MTF no later than **30 days** before the member's projected departure date. Upon the member's date of separation (DOS), mail with the permanent documents from the UPRG, and place a copy in the relocation folder. Advise members they may request copies of their medical records in writing IAW AFI 41-210, *Patient Administration Functions.*

(**Replace**) **2.11. Notification of Short-Notice Separations or Retirements.** On short-notice (less than 30 days) separations or retirements, require the member to personally out-process using the Short-Notice Separation Out-Processing Checklist (**Attachment 17**). If the member is unable to do so (i.e., patients ***or*** prisoners), the unit will appoint a proxy. The member must contact the MTF immediately to complete the SHPE. **Attachment 9** must be completed and returned to the MPS. Reflect member relocated on short-notice on the departure notification listing even if the next listing is published after the actual departure date. Notify the FSO within 1 workday after initiating involuntary separation, prior to expiration term of service (ETS) separation, or retirement.

(**Replace**) **2.24. Orders Requirement.** AFPC/DPSOR, AF/DPE, AF/DPO, or AF/DPG, as appropriate will prepare retirement orders IAW AFI 36-3203, *Service Retirements*, and the Retirements PSD Guide. AFPC/DPSOR or AFPC/DPTOT, as appropriate, prepares separation orders (AF IMT 100, **Request and Authorization for Separation**) IAW **Attachment 11**. When appropriate, AFPC/DPTOT will prepare PCS without Permanent Change of Assignment (PCA) orders (AF IMT 899) IAW **Attachment 6** for members returning to CONUS, Alaska, Hawaii, or a

United States territory or possession for retirement or separation processing. Members should not make any irrevocable commitments until the voluntary separation/retirement request has been approved. Members may not out-process without a valid order.

(**Replace**) **2.25. Defense Joint Military Pay System (DJMS).** Input transactions affecting the member's final pay settlement IAW Retirements or Separations PSD Guide.

(**Replace**) **2.26. Overseas Processing.** For members approved to return to a CONUS Military Personnel Section (MPS) from overseas for separation or retirement out-processing, the overseas MPS will ensure members have PCS without PCA orders from AFPC/DPTOT prior to departure.

(**Replace**) **2.29. Separation Processing Base (SPB).** Members assigned overseas will complete processing at their current location unless approval is granted for travel to a SPB. A SPB is an Air Force base in the CONUS with a MPS and Financial Services Office (FSO) nearest to the member's projected HOS. Dependents are not authorized travel and transportation allowances to the SPB. Dependent allowances are from the last PDS to the member's HOS.

(**Replace**) 2.29.1. If support facilities do not exist at the member's overseas location, a hardship exists that warrants travel to a SPB, or travel to a SPB would be in the best interest of the Air Force, member will submit a request, which includes full justification and concurrence of the member's commander, to AFPC/DPFD (for members who are being medically separated or retired), AFPC/DPTOT (for separating/retiring colonels and below) or AF/DPG (for retiring general officers and general officer selectees) as appropriate. If approved, the approving authority will determine the appropriate SPB closest to the member's HOS and prepare travel orders directing movement.

(**Replace**) 2.29.2. AFPC/DPFD (for members who are being medically separated or retired), AFPC/DPTOT (for separating/retiring colonels and below) or AF/DPG (for retiring general officers and general officer selectees) publishes PCS without PCA orders on separating or retiring members approved for travel to a SPB. For all other members separating or retiring from overseas, the orders publishing authority includes appropriate travel authorizations on the separation or retirement order.

(**Replace**) 2.30.1. The overseas MPS ensures member has received PCS without PCA orders from the appropriate publishing authority.

(**Replace**) 2.30.2. The MPS ensures member's projected departure from the overseas area allows member to report to SPB, if applicable, as outlined in the reporting instruction of the PCS without PCA order.

(**Replace**) 2.30.4. If the member is authorized travel to SPB, the overseas MPS notifies the SPB MPS by email or message at least 5 workdays before member's departure, or as soon as flight information is known.

(**Replace**) 2.30.4.1. Provide SPB with the member's name, grade, SSN, character of discharge, authority for discharge, arrival date, retirement/separation effective date, PTDY, terminal leave, and any other pertinent data.

(**Replace**) 2.30.4.2. The overseas MPS ensures member has contacted HQ AFPC/DPTOT regarding preparation of DD Form 214. HQ AFPC/DPTOT provides member with completed DD Form 214 after separation or retirement effective date to avoid legal and jurisdictional problems, along with violation of the Status of Forces Agreement the US government has with the host country.

(**Replace**) 2.30.4.3. Members will not be allowed to separate or retire overseas without meeting host country residency requirements prior to their projected date of separation. Overseas MPS ensure members meet country requirements or ensure members have made proper arrangements to depart the overseas location. MPS ensures members not taking permissive TDY or terminal leave in conjunction with separation or retirement depart the overseas area with sufficient travel time to reach the CONUS by their separation or retirement. If a member's travel is delayed due to a missed flight, etc., and the member will not be able to reach the CONUS before the projected date of separation, the MPS must contact the orders publishing authority as soon as possible for processing instructions.

(**Replace**) 2.30.5.4.1. The orders publishing authority will provide the member with a copy of the separation/retirement order via facsimile, email, or the virtual MPF (self-service actions).

(**Replace**) 2.31.3.3. If necessary, faxes the AF IMT 1160, AF IMT 780, or AF IMT 31 to AFPC/DPSOR.

(**Replace**) 2.31.3.4. Notifies the overseas MPS if member fails to report within 72 hours of scheduled date.

(**Replace**) **2.34. Retention Beyond Expiration of Term of Service (ETS) or Date of Separation (DOS).** Maintain suspense for follow up on those members placed on medical hold or retained beyond their ETS or DOS. Follow notification procedures to FSO and HQ AFPC IAW Separations and Retirements PSD Guides. Refer to AFI 36-3208, *Administrative Separation of Airmen*, for reasons why Airmen may be retained beyond ETS. Notify members immediately when orders are rescinded or revoked.

**Attachment 9**

**SAMPLE MEDICAL EXAMINATION FOR VOLUNTARY SEPARATION OR RETIREMENT AND ENROLLMENT COUNSELING FOR CONTINUATION OF TRICARE-PRIME MEMORANDUM**

MEMORANDUM FOR _____ _____
(RANK AND FULL NAME, LAST 4 SSN) (DATE)

FROM: HQ AFPC/DPSOR

SUBJECT: Medical Examination for Voluntary Retirement or Separation

1. Department of Defense (DoD) policy requires all members of the Military Services, including Reserve Component Service members, who are separating or retiring from active duty after serving 180 days or more, to take a comprehensive Separation History and Physical Examination (SHPE). The SHPE **should be completed at least 30 days prior to your scheduled departure, but no more than 180 days prior to your approved separation/retirement date**.

2. If you plan to file a disability claim through the Veterans Administration (VA), please schedule your SHPE through the e-benefits website at https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal. If you are unable to complete your exam with the VA or choose not to file for benefits, please schedule an appointment with a DoD Medical Treatment Facility. Regardless of the location of your SHPE, you must complete a DD Form 2807-1, *Report of Medical History*, and present it to the medical provider performing your SHPE. The provider will review your medical history, perform a medical examination and complete all the requirements IAW AFI 48-123, *Medical Examinations and Standards*, Chapter 7. The results of the SHPE must be filed in your health record prior to the MTF completing the endorsement below documenting your clearance for departure. You may obtain a copy of the DD Form 2807-1 at http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2807-1.pdf.

3. If you have had a physical examination using a DD Form 2807-1, DD Form 2808, and an audiogram within 12 months of your separation/retirement date, you may waive the SHPE; however, your commander must concur with the waiver request. Contact your MTF for more information on waiving the SHPE.

4. If medical personnel determine your condition requires review by a Medical Evaluation Board/Physical Evaluation Board (MEB/PEB), they will update an Assignment Availability Code (AAC) 37 to identify this requirement to us. If your MEB/PEB is not resolved 60 days prior to your retirement or separation date, the MTF should take action to place you on medical hold until the MEB/PEB is resolved. If this occurs, your departure/retirement or separation could be delayed. Additionally, delays to your retirement or separation date may impact your active duty and retired pay (if applicable), as well as other benefits and entitlements. Please contact your MTF for more information on the MEB/PEB process.

5. Air Force members who are retiring are directed to visit the TRICARE Service Center (TSC) at their host medical treatment facility (MTF) to discuss continuation of TRICARE-Prime enrollment. You may also obtain additional information at TRICARE On-Line (TOL) at https://www.tricareonline.com/portal/page/portal/TricareOnline/Portal.

6. **You must return this memorandum to your MPS Career Development element after endorsement by the medical facility prior to scheduling your final out-processing appointment.**

_____//signed//_____
AFPC Retirement or Separation Representative

1st Ind, _____ _____
(GRADE, NAME) (DATE)

TO: MTF

I acknowledge my requirement to ensure the SHPE is completed prior to departing for separation or retirement and I will schedule my evaluations as described above. I understand I will not be allowed to out-process without obtaining the required clearance by the MTF below.

_____
Member's Signature

2nd Ind, MTF _____
(DATE)

TO: MPS Career Development Element

The above individual has completed the requirements for the SHPE and is medically cleared for separation/retirement.

_____
(Signature - Medical Representative)

***BY ORDER OF THE SECRETARY OF THE AIR FORCE***

***AIR FORCE INSTRUCTION 36-2102***

***18 SEPTEMBER 2006***

*Incorporating Through Change 2, 20 October 2011*

***Personnel***

# *BASE-LEVEL RELOCATION PROCEDURES*

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at **www.e-publishing.af.mil** for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

OPR: HQ AFPC/DPSOOC

Certified by: HQ AFPC/DPS (Col James P. Sturch)

Supersedes: AFI 36-2102, 22 June 1998

Pages: 167

This instruction provides standard relocation processing procedures. It implements a portion of Department of Defense (DOD) Directive 1315.18, *Military Personnel Assignments*, and Air Force Policy Directive 36-21, *Utilization and Classification of Air Force Military Personnel*. Forward any deviation to this instruction through command channels to the Field Operations Division, Air Force Personnel Center (HQ AFPC/DPSO), 550 C Street West, Suite 37, Randolph AFB TX 78150-4737. **Chapter 5** applies to Air National Guard (ANG) and Air Force Reserve Command (AFRC) members on extended active duty.

This instruction directs the collection of information protected by the Privacy Act of 1974. The authority to collect and maintain the prescribed records in this instruction are Title 10, United States Code (U.S.C.), *Armed Forces*, Section 8013, *Secretary of the Air Force*. System of Records Notice F036 AF PC K, *Relocation Preparation Project Folders*, and F036 AF PC I, *Incoming Clearance Records* applies.

Refer to **Attachment 1** for the Glossary.

The Paperwork Reduction Act of 1995 affects this instruction.

Any organization may supplement this publication which must be approved and reviewed by the OPR. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) must send one copy of their published and or posted supplement to the OPR at HQ AFPC/DPSOOC, 550 C Street West Suite 37, Randolph AFB TX 78150-4737 and a courtesy copy to HQ AFPC/DPDXI, 550 C Street West, Suite 48, Randolph AFB, TX 78150-4750. Other organizations send one copy of each published and or posted supplement to the next higher

headquarters. Refer to AFI 33-360, *Publications and Forms Management*, for supplement process instructions.

Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 37-123, *Management of Records*, and disposed of IAW the *Air Force Records Disposition Schedule (RDS)* located at **https://afrims.amc.af.mil/**.

Refer recommended changes and conflicts between this and other publications to the OPR at HQ AFPC/DPSO, 550 C Street West Suite 37, Randolph AFB TX 78150-4737 on Air Force (AF) Information Management Tool (IMT) 847, **Recommendation for Change of Publication**. Send an information copy to HQ AFPC/DPDXI, 550 C Street West, Suite 48, Randolph AFB TX 78150-4750.

"This publication has been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with DoDD 5154.29, *DoD Pay and Allowances Policy and Procedures*, dated 9 March 1993, as PDTATAC Case 050202."

***SUMMARY OF CHANGES***

This interim change implements new guidelines that implement policy on the repeal of Title 10, USC 654, as well as changes to the Short Tour Credit policy and PCS Budget authority. A margin bar ( | ) indicates newly revised material.

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## Chapter 1

## PREPARING MEMBERS FOR ASSIGNMENT RELOCATION

**1.1. General Overview.** This chapter explains how to prepare a member for assignment relocation. **Attachment 33** has instructions for processing non-prior service pipeline students.

1.1.1. The virtual Out-Processing (vOP) application is mandatory for all permanent party personnel on installations where the capability exists. Deviation from this requirement must be approved as an exception by HQ AFPC/DPSO.

**1.2. Assignment Notification.**

1.2.1. Personnel Relocations Element (PRE). Upon receipt of Assignment Notification Report on Individual Personnel (RIP) from HQ Air Force Personnel Center, the PRE has 7 calendar days to verify the member's eligibility IAW AFI 36-2110, *Assignments*. If eligible for reassignment, the Assignment Notification RIP (along with any other pertinent data) is sent to the unit commander with date and time of member's initial briefing. Follow-up actions by the PRE include tracking the Assignment Notification RIP and ensuring it is completed and returned to the MPF no later than 14 calendar days from the day RIP was received by the unit commander (or designated representative), unless otherwise stated in AFI 36-2110 paragraphs 2.32.3 and 2.32.4. For short notice assignments of 90 calendar days or less until the RNLTD, the PRE and unit notification periods are reduced to 3 calendar days each. The member will still have 7 calendar days from official notification to make an assignment election. Ensure the correct active duty service commitment (ADSC) for permanent change of station (PCS) and training (if applicable) is included on the RIP IAW AFI 36-2107, *Active Duty Service Commitments*, table 1.1. If the Personnel Relocations Element determines the member is ineligible for reassignment, reclama action is initiated immediately.

1.2.2. Commander. The commander (or designated representative) has 7 calendar days after receipt of Assignment Notification RIP to verify no ineligibility factors exist and to officially notify the member of the reassignment action. If the commander determines the member is ineligible for reassignment; the military personnel flight (MPF) must be contacted to initiate reclama actions.

1.2.3. Other Assignment Notification Instructions. If official assignment notification is by message or letter, the commander and the member must acknowledge receipt of the message with date notified. The officer "losing commander's coordination of officer assignment match" template is not considered official assignment notification.

1.2.4. Once Assignment Notification RIP is completed and turned in and assignment eligibility criteria is established, if member elected not to accept assignment and associated ADSC, PRE must follow 7-Day Option procedures in AFI 36-2110, paragraph 2.37.

**1.3.** Initial Processing Actions. Upon official assignment notification, the PRE will:

1.3.1. Relocation Folder. Prepare a relocation folder for each member selected for reassignment. Prepare one relocation folder when reassigning several individuals to the same location with the same reporting month (unit move). Dispose of according to the *Air Force*

*Records Disposition Schedule (RDS)* located at **https://afrims.amc.af.mil/**. The sequence of documents in this folder is optional (each PRE must establish and maintain a standardized sequence) and will consist of:

1.3.1.1. Assignment selection letter, message, or RIP.

1.3.1.2. AF IMT 907, **Relocation Preparation Checklist.**

1.3.1.3. Reassignment orders and all amendments.

1.3.1.4. Relocation processing memorandum (sample at **Attachment 3**). Use the checklist process contained in the virtual Out-Processing application, within the virtual MPF, as source documentation if appropriate.

1.3.1.5. SGLV 8286, **Servicemembers' Group Life Insurance Election and Certificate**.

1.3.1.6. PCS departure certification statement (endorsed copy of PCS orders).

1.3.1.7. All PCS/TDY orders will reference a link in the Remarks section that directs Airmen to the AFPC homepage, which will contain information regarding any country-specific laws, beliefs, etc. related to homosexuality.

1.3.1.8. All other documents pertaining to the member's relocation.

1.3.2. Initial Relocation Briefing. Conduct an initial relocation briefing within 15 calendar days after Assignment Notification RIP is forwarded to unit commander. During the relocation briefing, the PRE will brief and provide the appropriate relocation documents as they relate to the member's assignment. Mass briefings are suitable. This briefing may be conducted online via virtual MPF, but members may require additional processing instructions or documents than what is available under virtual MPF for orders completion. PREs are responsible for ensuring all members have all required instructions. Completion notification of the online briefing will be maintained in the member's relocation folder.

1.3.2.1. Assignment Selection Letter, Message, or RIP. Member completes all requested information and verifies the data listed on the Assignment Notification RIP; PRE will ensure Personnel Data System (PDS) is corrected if data is found to be in error.

1.3.2.2. AF IMT 907. Annotate all required actions and date of completion. Retain the AF IMT 907 in the relocation folder.

1.3.2.2.1. Special Requirements. ***NOTE:*** On the AF IMT 907, when the Assignment Notification RIP indicates there are special requirements not otherwise covered by this instruction, for example Personnel Processing Codes (PPC), include a copy of the specific PPCs in the relocation folder. PPC listings can be obtained through the World Wide Web (**http://www.afpc.randolph.af.mil/mpf**).

1.3.2.3. Retainability Requirements. Ensure members obtain appropriate retainability IAW AFI 36-2110.

1.3.2.4. ADSC Counseling. Brief member on appropriate ADSC for PCS IAW AFI 36-2107. If member will be going TDY en route for training or is PCSing for the purpose of receiving training (to include training after in-processing), ensure the most current AF IMT 63, **Active Duty Service Commitment (ADSC) Acknowledgment Statement,** is

accomplished. File a copy of the AF IMT 63 in member's relocation folder and a copy in the Unit Personnel Record Group (UPRG).

1.3.2.5. Assignment Relocation Processing Memorandum (**Attachment 3**). Provide copy to all members and advise them to report to their commander's support staff (CSS) to accomplish required actions as indicated on the memorandum. File this memorandum in the relocation folder upon completion of final out-processing. If all items on the Assignment Relocation Processing Memorandum are incorporated into the virtual Out-Processing (vOP) checklist, then no hard copy of this memorandum is required.

1.3.2.6. Security Requirements. Prepare and forward a Security Requirement Memorandum to the member's commander when the assignment requires a higher or more current security clearance than one possessed; eligibility for special access; or eligibility for assignment to a special program. The member's unit will establish a 30-day suspense for return of this memorandum from the Security Forces (SF) to PRE. Use the Security Requirement Memorandum provided at **Attachment 34** or similar product.

1.3.2.7. Overseas Tour Election. Provide members with the opportunity to elect tour options on AF IMT 965, **Overseas Tour Election Statement.** If concurrent travel (CCTVL) is not automatic, the member makes a tour election upon approval or disapproval of the CCTVL. Extended tour volunteers must serve the normal tour length plus 12 months. ***NOTE:*** This form is not required for single members with no dependents, military married to military, or any member being assigned to a dependent-restricted tour.

1.3.2.8. Immunization Memorandum. Provide members PCSing to and from the overseas area an Immunization Memorandum. Instruct the member to report to the immunization clinic for the required immunizations (for member and dependents) before departure. File this memorandum in the relocation folder when endorsed by the base immunization clinic. A sample Immunization Memorandum is provided at **Attachment 35**. ***NOTE:*** The Immunization Memorandum is not required for file in the relocation folder if the task is signed off on the virtual Out-Processing (vOP) checklist.

1.3.2.9. Medical and Dental Clearance Memorandum. Medical and dental clearances are required for each individual projected to PCS to all overseas locations. **Ensure both the Medical Treatment Facility (MTF) and Dental Clinic clear member prior to departure.** Provide each member with the MTF or Dental Clinic Memorandum (**Attachment 4**) or one or more locally devised memorandums. The member will hand-carry the appropriate memorandum or memorandums to the MTF and the Dental Clinic within 7 workdays of the initial relocation briefing. The MTF and Dental Clinic will have the member return the memorandum or memorandums (attached with any AF IMT 422s, **Physical Profile Serial Report**) to the PRE after granting or denying final clearance. Upon receipt, file the originals in the UPRG, section 4, and place a copy in the relocation folder. When the Dental Clinic receives the memorandum, they will schedule the member for dental care as necessary and process for dental clearance. ***NOTE:*** This action does not apply to dependents. If the member is not cleared to proceed on assignment, ensure the MTF or Dental Clinic provides justification. Initiate reclama or delay action accordingly. **Do not release PCS orders until the member receives clearance from both the MTF and the Dental Clinic clearing them for PCS.**

1.3.2.10. Dependent Medical Clearance. Ensure medical clearance for dependents is completed in the cases of CONUS to overseas assignments, consecutive overseas tours (COT), designated location moves (DLM), and for the Exceptional Family Member Program (EFMP).

1.3.2.10.1. Provide members with the AF IMT 1466, **Request for Family Member's Medical and Education Clearance for Travel**. Advise member to hand carry the AF IMT 1466 to the MTF. The MTF must complete the AF IMT 1466 before recommending family member travel, IAW AFI 36-3020, *Family Member Travel*. When completed and returned to the PRE, file the original in the member's UPRG and a copy in member's relocation folder.

1.3.2.10.2. CONUS to CONUS and Overseas to CONUS Moves. If member has a family member enrolled in the EFMP (assignment limitation code "Q") and receives a CONUS to CONUS or Overseas to CONUS assignment, provide member with the AF IMT 1466, where applicable. Advise member that only those family members enrolled in the EFMP must be cleared for travel and to hand-carry the AF IMT 1466 to the MTF. When completed and returned to the PRE, file the original in the member's UPRG and file a copy in member's relocation folder.

1.3.2.10.3. EFMP Reassignment. When a member receives an approved EFMP reassignment, it will be announced by message from HQ AFPC/DPAPO. In this instance only, the AF IMT 1466 is not required since AFPC/DPAPO will have confirmed with the gaining location that the needed medical or educational resources are available. File a copy of the AFPC/DPAPO approval message in the member's UPRG and relocation folder in place of the AF IMT 1466.

1.3.2.10.4. The approved completed copy of the form is authority for the dependent's relocation (depending upon approved CCTVL or DLM travel [overseas only]). **Do not release PCS orders prior to receipt of dependent's medical clearance results.** If dependent's travel is denied, inform the member that they may be authorized Family Separation Allowance (FSA) and should contact the Financial Services Office (FSO) for assistance.

1.3.2.10.5. Request delay of report no later than date (RNLTD) when a member is within 30 days of their RNLTD or 45 days of date eligible for return from overseas (DEROS) month and the results of a dependent's medical or dental clearance are not yet available.

1.3.2.11. Home-basing and Follow-on Assignments. When needed, counsel members on home-basing (HB) and follow-on (FO) assignments (reference AFI 36-2110). Members applying for a HB or FO must turn in their applications within 15 days of initial PCS relocation briefing (or notification of in-place consecutive overseas tour (IPCOT) approval).

1.3.2.12. Weapons Training. Brief members on weapons training requirements.

1.3.2.12.1. Instruct members selected for relocation overseas to complete weapons qualification according to AFI 36-2226, *Combat Arms Training and Maintenance (CATM) Program* and PPCs. Also, notify the member's unit of assignment by annotating any special requirements for weapons training reflected in the assignment

notification on the Relocation Processing Memorandum. If training cannot be completed prior to departure, request a waiver from the gaining major command (MAJCOM) assignments division.

1.3.2.12.2. If TDY is required en route for weapons training; confirm a training date with the CATM section at the TDY location before advising the member.

1.3.2.12.3. Do not send the member TDY for the sole purpose of acquiring live fire training. If classroom training is available locally, have the CATM annotate the AF IMT 522, **USAF Ground Weapons Training Data** (or automated product), with the classroom training completion date and a statement that member could not live fire.

1.3.2.13. Office of Special Investigations (OSI) Personal Protection Briefing. Provide member with the OSI Personal Protection handout during initial relocation briefing for overseas assignments. The OSI will ensure ample copies are provided to the MPF and replenish the supply when needed. Refer member to OSI if they have further questions or need additional instructions.

1.3.2.14. Personnel Security Program. Notify the member's duty section to counsel the member on any duty or travel restrictions.

1.3.2.15. Entitlements Fact Sheet. Provide member a copy of relocation entitlements fact sheet (**Attachment 30**).

1.3.2.16. Passport and/or Visa Requirements. Refer to the Foreign Clearance Guide and any associated PPCs to determine passport and visa requirements for the member and dependents. Advise member to initiate passport and/or visa requirements no later than 15 days after initial relocation briefing.

1.3.2.16.1. Ensure member and/or dependents have the required passports and/or visa prior to final out-processing. Member and/or dependents are not allowed to final out-process without the required passports/visas in hand for themselves (if applicable) and/or dependents.

1.3.2.16.2. Initiate delay action if this requirement is not complete prior to final out-processing date.

1.3.2.17. PCS Relocation Instructions. Provide members selected for relocation (except prisoner transfer and appellate review leave) the Individual's PCS Relocation Instructions and Information Memorandum (**Attachment 5**). This memorandum identifies required relocation actions and personal obligations members may have with on- and off-base agencies prior to departing PCS. It also includes the Servicing Your Military Pay Attachment.

1.3.2.17.1. Do not use local clearance forms for out-processing.

1.3.2.17.2. Do not require members to visit or clear through an activity where they are not obligated, where they cannot obtain service or assistance, or where their physical presence is not required to accomplish clearance. The vOP checklist must be used to eliminate unnecessary stops for the member.

1.3.2.18. Military Pay Counseling. Advise member the FSO will counsel on relocation pay.

1.3.2.18.1. Members denied dependent travel may be authorized to request a waiver for FSA.

1.3.2.18.2. Waiver for Payment of FSA. Members who elect to serve an unaccompanied tour in-lieu of an accompanied tour are not normally eligible for FSA. However, members whose dependents are denied dependent travel at government expense can file a waiver with the local FSO. Members must provide a written request and pertinent documentation to the local FSO, who will in turn forward to the MAJCOM for consideration. (***EXAMPLE:*** PCS orders or an AF IMT 1466).

1.3.2.19. Dependency Determination. Refer any questions relating to dependency determination to the FSO. Members with dependents in the following categories should complete a dependency determination: dependent illegitimate children (includes pre-adopted); dependent parents (includes step, adopted, or parents-in-law); incapacitated children over age 21 who do not reside in member's household or who are not in possession of a valid DD Form 1173, **United States Uniform Services Identification and Privileges (USIP) Card** or enrolled in Defense Eligibility Enrollment System (DEERS).

***NOTE:*** Do not include these dependents on the PCS orders until the dependency determination is complete.

1.3.2.20. Transportation Counseling. Refer relocating members to Traffic Management Office (TMO) after receipt of PCS orders to receive counseling on PCS travel, dependent travel, shipment of household goods (HHG), accompanied or unaccompanied baggage, non-temporary storage, shipment of a mobile home (if applicable), and shipment and/or storage of privately owned vehicle (POV). Advise them TMO will complete the required shipping documents and provide flight reservations.

1.3.2.20.1. Basic Military Training (BMT) and Technical Training Centers (TTC) may establish local procedures instead of requiring personal visits to TMO.

1.3.2.20.2. Additional Weight Allowance. Use the Joint Federal Travel Regulations, Volume 1 (JFTR), *Uniformed Service Members*, for processing personnel to overseas locations. ***NOTE:*** In the remarks section of the PCS orders, list any shortage items members indicate they will ship. Where government quarters are unavailable for unaccompanied personnel, include the date of the report and this paragraph as authority for shipment of additional weight, or full JFTR PCS weight allowance.

1.3.2.21. Travel Requirements:

1.3.2.21.1. Request port call for all transoceanic travel (1st and 2nd legs of travel, if required) from the TMO using AF IMT 1546, **Request for Flight/Surface Reservations,** or locally generated form. Include full name and SSN in remarks portion of section VI for all dependents requesting international travel. Also include the following statement: "All personal information collected is subject to the Privacy Act of 1974 and will be protected as required under the same act." Do not request a port call for earlier than the first day of the reporting month. Members and dependents may travel during the entire reporting month; however, they must provide a 10-day travel window for their port call. Prior to departure, the PRE must ensure

receipt of confirmed port call is obtained from TMO and the personnel data system is updated to reflect travel itinerary.

1.3.2.21.2. Instruct members PCSing overseas, regardless of end assignment, not to depart their home station before receipt of an approved port call or reporting date except when they are going TDY en route for over 30 days.

1.3.2.21.3. If the member goes TDY en route for 30 days or more, the TDY unit will obtain the port call. The member's TDY unit also confirms the port call to the gaining MPF IAW AFCSM 36-699, Volume 1, *Personnel Data Systems*. The losing MPF (home station) determines which TDY station obtains the port call if the member is TDY to multiple locations. If the TDY station is not an Air Force base, the losing MPF (home station) obtains the port call.

1.3.2.21.4. Request travel on military contract flights for all first-term Airmen who PCS to Korea. TMO will furnish alternate travel if this option is not available.

1.3.2.21.5. When the member is reassigned CONUS to CONUS, the member/dependent(s) may use a Privately Owned Conveyance (POC) or request transportation from the TMO.

1.3.2.21.6. Cancel confirmed flight reservations when an individual will not use them. Brief members once they depart their home station on PCS; any changes to an itinerary, cancellations, or rescheduling is the member's responsibility. However, the member must use the government-contracted commercial travel office (CTO) to make travel arrangements. Failure to do so will result in unnecessary out-of-pocket expenses. Instruct member to contact the CTO/TMO to turn in any fully unused or partially used paper tickets and report any fully un-used/partially used segments of electronic tickets. This includes meal tickets or portions of Government Travel Requests (GTR) when used.

1.3.2.22. Instruct member to begin these actions no later than 2 months before actual departure date, unless otherwise directed to accomplish earlier. Unit commanders will appoint someone else to accomplish out-processing actions for members unable to accomplish their own.

**1.4. Intermediate Processing Actions:**

1.4.1. Departure Notification. Notify the FSO, Army, Air Force Exchange System (AAFES), Commissary, TMO/TMF, MTF, OSI, Services and all interested base agencies of projected PCS departures using a computer-generated listing of departees, or virtual MPF, no later than 30 calendar days before scheduled departure date or as-soon-as-known (for short-notice). Since the Privacy Act requires protection of the SSN, make sure the SSN is only disclosed to those offices within DOD who have an official need to know. (***NOTE:*** DO NOT send listings including SSN to any agency outside of the DOD IAW the Privacy Act of 1974). Listing must include: SSN, specific instructions for routing of field record group (FRGp), projected base of assignment, reporting month, projected departure date, names of members relocating to short-tour areas (for the base medical facility), and names of members relocated on short-notice, even if already departed.

1.4.1.1. Instruct agencies that their portions of the FRGp must arrive at the MPF not later than 7 calendar days prior to projected departure date. (MPF may establish local agreements with agencies to have member acquire documents for out-processing).

1.4.2. Assignment Processing Updates. Update MilPDS as required IAW AFCSM 36-699, Volume 1.

1.4.3. Prepare Special Orders. See **Attachment 6**. Publish PCS orders not later than 60 days prior to departure. However, do not release PCS orders until member has completed all medical, dental, security clearance, retainability and PPC requirements (including dependent medical clearance approval for OCONUS assignments). Additionally, do not release orders until receipt of approval/disapproval of follow-on or home-basing application from the assignment authority, if eligible. If ADSC incurring training is involved (for officers only), ensure ADSC length is included in remarks section and the MPF commander's/superintendent's signature is on PCS orders.

1.4.4. North Atlantic Treaty Organization (NATO). In addition to PCS orders, prepare NATO travel orders for members traveling to a NATO country or as directed in the Foreign Clearance Guide. Refer to **Attachment 7**. Do not publish NATO travel orders for members departing a NATO country directly to the CONUS.

**1.5. Assignment of Patients to Hospitals.** The Personnel Relocations Element (PRE) must:

1.5.1. Establish a relocation folder IAW paragraph **1.3.1**.

1.5.2. Advise the losing commander to appoint an individual to accomplish out-processing actions on behalf of the member if the member is unable to accomplish their own.

1.5.3. Coordinate with MPF Evaluations and Promotions to ensure required actions are complete.

1.5.4. Procure and forward the field record group (FRGp) IAW AFI 36-2608. ***NOTE:*** It is important for DPMAR to maintain close coordination with both the losing and gaining hospital patient affairs section and the gaining MPF to ensure all actions are complete.

1.5.5. Publish PCS orders, (see **Attachment 12**) AF IMT 899 (Request and Authorization for Permanent Change of Station - Military).

1.5.6. MilPDS Reporting: Reference AFCSM 36-699, Chapter 5 for the appropriate update actions.

1.5.7. Upon arrival at gaining hospital, Employments gains the member to file, IAW AFCSM 36-699, Chapter 5. ***NOTE:*** Above procedures do not apply to individuals who are reassigned to an on-base medical facility (intra-MPF PCA). Procedures outlined in AFCSM 36-699, Chapter 5, will be used.

**1.6. Assignment of Patients from the Hospitals.** The Personnel Relocations Element must:

1.6.1. Maintain close contact with the local hospital patient's affairs office.

1.6.2. Prepare PCS orders (**Attachment 12**) and update MilPDS.

1.6.3. Coordinate with Evaluations and Promotions to ensure required actions are complete.

1.6.4. Mail FRGp to the gaining MPF NLT member's departure date or if already departed, as soon as all required documents are collected.

1.6.5. Ensure copies of the PCS orders are provided to the local hospital, either hand-carried by the member or mailed if member has already departed.

**1.7. Final Out-Processing Actions.**

1.7.1. Final Out-Processing Date. Brief members they are not authorized to out-process earlier than 1 duty day (2 duty days in the overseas area) prior to their actual departure date or date official leave and travel begins. ***EXAMPLE:*** Do not charge leave for the weekend for individuals who out-process on Friday and certify they will not depart the local area until the following Monday. However, if members depart prior to Monday, their leave or travel will start the actual time and date they physically depart. IAW AFI 36-2903, Table 1.3, *Dress and Personal Appearance of Air Force Personnel*, instruct members to wear their military uniform for all out-processing appointments to include their final out-processing appointment.

1.7.2. Final Out-Processing Interview. Review the AF IMT 907, **Relocation Preparation Checklist**, to verify completion of all required actions. (Interview may be conducted as a group.) Career Enhancement must verify out-processing members have completed all reports, to include reports on Individual Mobilization Augmentees (IMA).

1.7.2.1. Verify member and dependents have passports and/or visas. Do not allow member to outprocess without proper dependent identification credentials for overseas moves.

1.7.3. Identification Card (ID) Requirement. Verify the validity of the member's Common Access Card (CAC) and any other required identification. Refer members whose identification cards will expire prior to arrival of the next duty station to report to MPF Customer Service for reissue. Member must ensure dependent's ID cards are current.

1.7.4. FRGp Documents. Account for all appropriate FRGp documents on the AF IMT 330, **Records Transmittal/Request**, before dispatching the FRGp. ***NOTE:*** Annotate performance reports IAW AFI 36-2608, *Military Personnel Records System*. Annotate documents you cannot include with the estimated date you will forward them. Set suspense to forward the missing documents by the established date or advise the gaining MPF of status. When an officer performance report (OPR), enlisted performance report (EPR), training report, or letter of evaluation (LOE) is due but not forwarded with the UPRG, provide the losing MPF Career Enhancement Element a copy of the AF IMT 330.

1.7.4.1. Verify promotion eligible members departing PCS or TDY have a current AF IMT 1566, **WAPS Test Verification**, in their UPRG according to AFI 36-2502, *Airman Promotion Program.* Refer members without a current AF IMT 1566 to the MPF Career Enhancement Element. Annotate verification of testing on the AF IMT 907, section II.

1.7.4.2. Verify member cleared through the FSO (vOP checklist item).

1.7.4.3. Have the member verify SGLV-8286 and retain copy for the relocation folder.

1.7.4.4. Complete the PCS Departure Certification, AF IMT 899, **Request and Authorization for Permanent Change of Station-Military,** block 18, in 2 copies. File the original in the member's UPRG and annotate the AF IMT 330. Place the copy in the relocation folder for subsequent PDS update.

1.7.5. If member is being reassigned to a geographically separated unit (GSU), mail member's UPRG to gaining MPF not later than 15 days prior to departure date IAW AFI 36-2608 unless PPC dictates member hand-carry UPRG. For example: USAFE Munitions Support Squadrons (MUNSS) sites and Personnel Reliability Program (PRP) positions require the member to hand-carry UPRG.

1.7.5.1. If member is assigned to a GSU, they are not required to physically out-process the MPF. They must out-process their losing unit. The losing unit will notify PRE of the date member departed.

**Table 1.1. Disposition of Assignment Relocation Documents.**

| ITEM | Form, Letter or Document | Unit Personnel Record Group (UPRG) | Relocation Folder |
|---|---|---|---|
| **1** | AF IMT 907, **Relocation Preparation Checklist** | | O |
| **2** | Assignment Notification RIP or Message | | O |
| **3** | AF IMT 1466, **Request for Family Member's Medical and Education Clearance for Travel** | O | C |
| **4** | AF IMT 965, **Overseas Tour Election Statement** | O | C |
| **5** | Individual's Medical Clearance | O | C |
| **6** | Individual's Dental Clearance | O | C |
| **7** | Concurrent Travel Approval/Disapproval RIP (see note 1) | | O |
| **8** | Immunization Letter (exception: vOP checklist) | | O |
| **9** | AF IMT 1546, **Request for Flight/Surface Reservations**, or locally generated form | | C |
| **10** | Port Call Notification RIP | | O |
| **11** | AF IMT 63, **Active Duty Service Commitment (ADSC)Acknowledgment Statement** (see note 2) | O/C | C |
| **12** | Follow-on Application | O | C |
| **13** | Follow-on Approval/Disapproval RIP | O | C |

| ITEM | Form, Letter or Document | Unit Personnel Record Group (UPRG) | Relocation Folder |
|---|---|---|---|
| **14** | Retainability Form Letter | | O |
| **15** | Assignment Relocation Processing Memorandum (exception: use vOP checklist if all items therein are incorporated on the checklist) | | O (see note 4) |
| **16** | Endorsed PCS Orders | O | O |
| **17** | SGLV 8286, **Servicemembers' Group Life Insurance Election and Certificate** | O | C |
| **18** | AF IMT 330, **Records Transmittal/Request** | O | C |
| **19** | Any additional documents for PPCs (see note 3) | O | C |

O = Original; C = Copy, O/C = Original and a Copy.

***NOTE:***

1. For those locations where concurrent travel is not automatic.

2. Make distribution IAW AFI 36-2107.

3. This may include any additional medical clearance requirements, letters of recommendation, etc.

4. If vOP checklist is utilized, there is no requirement to maintain a "hard copy" in the relocation folder. The vOP checklist is maintained in vMPF for 90 days after departure date.

## Chapter 2

## PREPARING MEMBERS FOR SEPARATION, RETIREMENT, OR APPELLATE REVIEW LEAVE

**2.1. General Overview.** This chapter tells how to prepare a member for relocation because of separation, discharge, retirement, or appellate review leave.

2.1.1. The virtual Out-Processing (vOP) application is mandatory for all permanent party personnel on installations where the capability exists. Deviation from this requirement must be approved as an exception by HQ AFPC/DPSOOC.

**2.2. Initial Separation or Retirement Relocation Preparation.** The PRE must:

2.2.1. Prepare a relocation folder to hold all documents relating to the relocation. Dispose of IAW *Air Force Records Disposition Schedule (RDS)* located at **https://afrims.amc.af.mil/**.

2.2.2. Prepare AF IMT 907, annotate the required actions, and file in the member's relocation folder.

2.2.3. Conduct the initial preparation interview at least 120 calendar days prior to member's separation, retirement, or projected departure date. (If approval of application is within 90 days, complete as soon as possible.) Explain only those items that specifically apply to member's relocation. Obtain personal data and inform member of required pre-departure actions.

2.2.4. Update the PDS IAW AFCSM 36-699, Volume 1.

**2.3. Required Actions/Briefings.** Provide member documents (to include **Attachment 2**, **Attachment 8**, **Attachment 9**, **Attachment 13**, **Attachment 14**, **Attachment 15**, **Attachment 16**, and **Attachment 21** as applicable) required for separation processing and ensure they have the duty phone numbers and/or points of contact for other agencies that provide briefings.

**2.4. Relocation Processing Memorandum.** Provide the Relocation Processing Memorandum (**Attachment 3**) or instruction on using virtual Out-Processing application during the initial preparation interview. Advise member to hand-carry the memorandum to the unit commander to complete actions required for separation or retirement; e.g., security termination, duty travel restrictions, etc. Suspense for return prior to member's final out-processing interview. File in the relocation folder. (If vOP checklist is utilized and encompasses all requirements listed on the Relocation Processing Memorandum, there is no requirement to maintain a hard copy in the relocation folder. The vOP checklist is maintained in vMPF for 90 days after departure date.)

2.4.1. Duty and Travel Restrictions. Instruct the member to report to their CSS to determine whether duty and travel restrictions apply as outlined in AFI 31-501, *Personnel Security Program Management*. If so, the CSS complies with AFI 31-501, and indicates necessary actions have been taken on the Relocation Processing Memorandum or in the virtual Out-Processing application.

2.4.2. Security Termination Statement. Inform members AF IMT 2587, **Security Termination Statement**, is required for anyone separating or retiring from military service, regardless of access to classified information. ***EXCEPTION:*** For members approved to separate under the PALACE CHASE program. Suspense for return during member's final

out-processing interview. File one copy of the completed AF IMT 2587 in member's UPRG IAW AFI 36-2608, *Military Personnel Records System*, and place a photocopy in the relocation folder.

**2.5. Medical Examination.** Complete the Medical Examination Memorandum (**Attachment 9**) for members voluntarily separated, discharged, or retired. Advise the member to hand-carry memorandum to the MTF for endorsement after review of the medical records. Suspense the memorandum for return from the MTF no later than 90 days before the member's projected departure date. Upon the member's date of separation (DOS), mail with the permanent documents from the UPRG, and place a copy in the relocation folder. Advise members they may request copies of their medical records in writing IAW AFI 41-210, *Patient Administration Functions*.

**2.6. Dental Counseling Statement.** Explain the eligibility requirements for the limited Department of Veterans Affairs (VA) Outpatient Dental Treatment, which is provided under Title 38, *Veterans" Benefits*, U.S.C., Section 1712, *Dental care; drugs and medicines for certain disabled veterans; vaccines*. Have member acknowledge the memorandum (**Attachment 15**). Upon the member's DOS, mail the original with the permanent documents from the UPRG and place a copy in the relocation folder.

**2.7. Transition Assistance.** Transition Assistance Program (TAP) Counseling. Counsel separatees and retirees IAW AFI 36-3022, *Transition Assistance Program*. Provide members with **Attachment 2**. Instruct members to acknowledge this memorandum directing them to contact the Family Support Center (FSC) within 7 calendar days of the initial separation briefing for counseling. Place signed original of **Attachment 2** and a copy in the member's relocation folder.

**2.8. Individual Ready Reserve (IRR) Requirements Memorandum.** Discuss requirements listed in the Individual Ready Reserve Requirements Memorandum (**Attachment 8**) with members who have a remaining military service obligation (MSO), or officers who have not resigned their commission, or members who are transferred to the IRR due to receipt of separation pay. After discussion, complete the memorandum Place the original in the member's UPRG, Section 4, retain a copy in the relocation folder, and provide a copy to the member.

***NOTE:*** Use AF IM5 3566, **Individual Ready Reserve (IRR) Agreeement**, instead of **Attachment 8**, when the form is available. Follow the same disposition instructions as **Attachment 8**.

**2.9. Selective Service Registration.** Counsel male separatees on the requirement to register with Selective Service IAW Title 50A, *War and National Defense*, U.S.C., section 453, *Registration*, if he is discharged from the military before turning 26. The member can register at any United States Post Office, or through the Selective Service Internet website.

**2.10. DD Form 803, Certificate of Termination.** Instruct members who have a Federal Housing Administration (FHA)-insured home loan to submit a DD Form 803, **Certificate of Termination**, before separation. The PRE will distribute the form IAW AFI 36-3005, *Federal Housing Administration (FHA) Insured Home Loans for Servicemen*, upon member's DOS.

**2.11. Notification of Short-Notice Separations or Retirements.** On short-notice (less than 30 days) separations or retirements, require the member to personally out-process using the Short-Notice Separation Out-Processing Checklist (**Attachment 17**). If the member is unable to do so (i.e., patients ***or*** prisoners), the unit will appoint a proxy. Reflect member relocated on short-notice on the departure notification listing even if the next listing is published after the actual departure date. Notify the FSO within 1 workday after initiating involuntary separation, prior to expiration term of service (ETS) separation, or retirement.

**2.12. Individual's Separation and Retirement Instructions Information.** Provide members scheduled for relocation this instruction and information memorandum (**Attachment 14**) during the initial preparation interview. Complete the initial preparation interview at least 120 calendar days prior to member's separation, retirement, projected departure date, or as soon as possible after approval if within 120 days. Explain only those items that specifically apply to member's relocation.

2.12.1. Health Care Coverage. Members interested in post-separation medical coverage must be referred to the MTF for information brochures and application for the Continued Health Care Benefit Program (CHCBP). Information can also be obtained by calling the civilian contractor, CHCBP Administrator, at 1-800-809-6119.

2.12.2. Unemployment Compensation (UCX) Counseling. Encourage separatees to apply for UCX through their state employment office immediately after leaving military service.

2.12.3. Discharge Review Procedures. Brief members who receive less than an honorable discharge on the discharge review procedures and provide application forms IAW AFI 36-3202, *Separation Documents*, (**Attachment 5**).

2.12.4. Advise officers to contact an ethics attorney at their wing or base legal office to discuss whether there may be restrictions on their post-government employment with respect to companies doing business with the government. This is especially important for program managers, deputy program mangers, contracting officers, and persons who have been involved in source selections. Additional guidance can be found in the DOD Directive 5500.7-R, *Joint Ethics Regulation.*

**2.13. TAP Pre-separation Counseling.**

2.13.1. Refer all members to the FSC no later than 120 days prior to separation or retirement for mandatory TAP pre-separation counseling. FSC pre-separation counseling covers Department of Veterans Affairs (DVA) disability benefits compensation information.

2.13.1.1. The FSC will provide counseling via the DD Form 2648, **Pre-separation Counseling Checklist**, which documents that pre-separation counseling. File the original DD Form 2648 in member's UPRG (Section 4) and a copy in the relocation folder (this applies to court-martial cases also). Do not out-process without DD Form 2648.

2.13.1.2. When members cannot be physically present for separation (ordered home on PCS to await further instructions, transferred to a VA hospital, etc.), notify the FSC by telephone to set up a briefing prior to the member's departure. If a member is transferring to a VA hospital and his/her physical or mental condition prevents the briefing, enclose a memorandum stating so and forward it to their local VA. Enclose a copy of this memorandum in member's UPRG (Section 4) and relocation folder.

2.13.2. DVA Disability Compensation. Provide all members, separating or retiring, a VA Form 21-526, **Veterans" Application for Compensation or Pension.** See **Attachment 32** for detailed instructions to complete the VA Form 21-526.

2.13.2.1. Inform each member the VA Form 21-526 is used for any disease or injury incurred or aggravated by military service. Advise member to seek assistance for inquiring about potential DVA benefits from either their local DVA office, or by calling the DVA Toll Free Hotline at 1-800-827-1000.

2.13.2.1.1. DVA representatives should assist the members in completing the VA Form 21-526 and attach supporting documents such as medical summaries, medical board reports or the disability retirement letter or order.

2.13.2.1.2. DVA compensation or pension in most cases is not retroactive and will be assessed from the date awarded; therefore, stress to each member the importance of completing the VA Form 21-526 prior to separating or retiring.

2.13.2.1.3. Forward the completed application to the DVA Regional Office with copy 3 of the DD Form 214, **Certificate of Release or Discharge from Active Duty,** and the Health Record Group.

2.13.3. VA Forms. Provide assistance, only to personnel who request it, in preparing and completing the following VA Forms: VA Form 29-336, **Designation of Beneficiary,** SGLV 8714, **Application for VGLI,** and SGLV 8715, **Application for Disability Extension.** Mail the forms to the appropriate Veterans Administration Regional Office.

2.13.3.1. MAJCOMs can request deviation from policy on centralized processing of VA claim forms in a specific overseas area (e.g., on case-by-case basis, HQ AFPC/DPPRS, at the MAJCOM's request may authorized deviation from policy on centralized processing of VA claim forms for those members that choose to return to the CONUS for separation/retirement).

**2.14. Survivor Benefit Plan (SBP).** Direct all members retiring to the Customer Support Element, SBP Counselor, as soon as possible to receive information and a mandatory one-on-one briefing on the SBP. **DO NOT** out-process a retiring member before the member is cleared by the SBP Counselor. The originals of the member's DD Form 2656, **Data for Payment of Retired Personnel,** and SBP RIP, provided by the SBP Counselor, must be filed in the member's UPRG.

**2.15. Transportation Counseling.** Counsel members to report to TMO before receipt of orders to ascertain the best means of travel. They should report to TMO after receipt of orders to arrange for shipment and storage of HHG, baggage, and POV.

**2.16. FSC and Education Assistance.** Ensure member is briefed by Family Support Center (FSC) representative and a Base Education Office representative concerning allowances and education benefits.

**2.17. ANG and USAFR.** Refer member to an ANG or USAFR recruiter for the advantages of continued service. If overseas, refer to recruiter at base closest to final CONUS destination.

**2.18. Recognizing Members Being Retired.** When members have an approved retirement, their unit is responsible for procuring all appropriate items required for a retirement ceremony (e.g., retirement certificates, lapel pins, U.S. flags, etc.). The National Defense Authorization Act of 1999 mandates a U.S. flag will be presented at no cost to the member upon retirement. Air Force O&M funds are authorized for the purchase of flags for retirement ceremonies. For members assigned overseas, normally conduct the ceremony before the member returns to the CONUS.

**2.19. Retired Regular and Retired Reserve Status.** Provide members retiring from active duty or Reserve a copy of the General Information Pertaining to Retired Regular and Retired Reserve Status (**Attachment 16**).

**2.20. Terminal Leave.** If members request terminal leave in conjunction with separation or retirement, alert the FSO of the member's departure date. Instruct members to provide a copy of the AF IMT 988, **Leave Request/Authorization,** to PRE not later than 10 workdays prior to departure. Have members sign a statement of understanding that they will not return to duty when terminal leave begins and they may not change established DOS so they may take unused leave (AFI 36-3003, paragraphs 6.7.7.1 and 6.7.7.2).

**2.21. Intermediate Processing.** The PRE must:

2.21.1. Separation and retirement updates. Update PDS as required IAW AFCSM 36-699, Volume 1.

2.21.2. Instruct agencies that their portions of the FRGp must arrive at the MPF no later than 7 calendar days prior to projected departure date. (MPF may establish local agreements with agencies to have member acquire documents for out-processing.)

**2.22. Separation Documents.** Counsel members on the importance of an accurate DD Form 214. Require them to provide documentation for information not contained in the UPRG. Complete the DD Form 214WS, **Certificate of Release or Discharge from Active Duty (Worksheet)**, in time to allow corrections prior to finalizing the DD Form 214, IAW AFI 36-3202.

**2.23. Departure Notification.** Refer to paragraph **1.4.1** for requirement to notify base agencies of personnel retiring or separating.

**2.24. Orders Requirement.** Prepare PCS without Permanent Change of Assignment (PCA) orders (AF IMT 899) for members returning to CONUS, Alaska, Hawaii, or a United States territory or possession for retirement or separation. Refer to **Attachment 6** for instructions. Prepare separation orders (AF IMT 100, **Request and Authorization for Separation**) IAW **Attachment 11**. Overseas locations prepare separation orders on members separating at a CONUS base but do not authenticate the order. The CONUS base authenticates the separation orders by completing items 27, 28, 29, 20, 31, 32, and 33 of the AF IMT 100.

**2.25. Defense Joint Military Pay System (DJMS).** Input transactions affecting the member's final pay settlement IAW AFCSM 36-699, Volume 1.

**2.26. Overseas Processing.** For members returning from overseas for separation or retirement out-processing at a CONUS MPF, the overseas MPF will complete the DD Form 214WS and final DD Form 214 and the AF IMT 100 without authentication. The CONUS MPF will authenticate the forms.

**2.27. Place of Separation or Retirement.**

2.27.1. General Rules. A member may separate or retire in:

2.27.1.1. CONUS. Members assigned to a duty station in the contiguous United States separate or retire at their present duty station.

2.27.1.2. Overseas. Members serving overseas (excluding Alaska, Hawaii, Guam) separate or retire at the overseas duty station or, if approved, at a separation processing base in the CONUS.

**2.28. Overseas Duty Station.** Members may separate or retire at the overseas base to:

2.28.1. Live permanently in that country. Prior to the date of separation or retirement, members and their dependents must comply with command and host government residency rules.

2.28.2. Retiring or separating members with home of selection (HOS) may live temporarily in that country and later move to a final overseas or CONUS HOS within the 1-year time limit set in the JFTR.

2.28.2.1. Members and their dependents must comply with command and host government residency rules.

2.28.3. Retiring or separating members with HOS may move immediately to another overseas site as a final HOS by the most direct route as determined by the TMO.

2.28.3.1. Members and their dependents must comply with the overseas HOS command and host government residency rules.

2.28.4. Retiring or separating members with HOS may move directly to their final HOS in CONUS.

2.28.4.1. Member must take at least 5 days of permissive TDY (PTDY) or terminal leave to use this option.

2.28.4.2. Members must call AFPC to confirm arrival in the CONUS to fulfill the Status of Forces Agreement.

**2.29. Separation Processing Base (SPB).** Members assigned overseas will complete processing at their current location unless approval is granted for travel to a SPB. A SPB is an Air Force base in the CONUS with a Military Personnel Flight/Section (MPF/S) and Financial Services Office (FSO) nearest to the member's projected HOS. Dependents are not authorized travel and transportation allowances to the SPB. Dependent allowances are from the last PDS to the member's HOS.

2.29.1. If support facilities do not exist at the member's overseas location, a hardship exists that warrants travel to a separation processing base (SPB), or travel to a SPB would be in the best interest of the Air Force, member will submit a request, which includes full justification and concurrence of the member's commander, to HQ AFPC/DPSD (for members who are being medically separated or retired), HQ AFPC/DPSOS (for separating members), HQ AFPC/DPSOR (for retiring colonels and below) or AF/DPG (for retiring general officers and general officer selectees) as appropriate. If approved, the approving authority will determine

the appropriate SPB closest to the member's HOS and prepare travel orders directing movement.

2.29.2. HQ AFPC/DPSD (for members who are being medically separated or retired), HQ AFPC/DPSOS (for separating members), HQ AFPC/DPSOR (for retiring colonels and below) or AF/DPG (for retiring general officers and general officer selectees) publishes PCS without PCA orders on separating or retiring members approved for travel to a SPB. For all other members separating or retiring from overseas, the orders publishing authority includes appropriate travel authorizations on the separation or retirement order.

2.29.2.1. **(DELETED)**

2.29.2.1.1. **(DELETED)**

2.29.2.1.2. **(DELETED)**

2.29.2.1.3. **(DELETED)**

2.29.3. A member separating or retiring that is authorized HOS has 1 year from the retirement or separation date to make a final HOS move from the area of the SPB to anywhere in the CONUS.

2.29.3.1. **(DELETED)**

2.29.4. Members not authorized HOS allowances may receive travel and transportation allowances from their last base to the place they actually travel, with reimbursement limited to their home of record (HOR) or the place they entered active duty (PLEAD).

**2.30. Overseas Processing Base Responsibilities:**

2.30.1. The overseas MPF/S ensures member has received PCS without PCA orders from the appropriate publishing authority.

2.30.1.1. HQ USAF publishes PCS without PCA orders for general officers.

2.30.2. The MPF/S ensures member's projected departure from the overseas area allows member to report to SPB, if applicable, no earlier than 3 workdays, and no later than 1 workday before start of permissive TDY, terminal leave, or date of separation, as applicable.

2.30.3. **(DELETED)**

2.30.4. If the member is authorized travel to SPB, the overseas MPF/S notifies the SPB MPF/S by email or message at least 5 workdays before member's departure, or as soon as flight information is known.

2.30.4.1. Provide SPBC with the member's name, grade, SSN, character of discharge, authority for discharge, arrival date, retirement/separation effective date, PTDY, terminal leave, and any other pertinent data.

2.30.4.2. The overseas MPF/S ensures member has contacted HQ AFPC/DPSOY regarding preparation of DD Form 214. HQ AFPC/DPSOY will provide member with completed DD Form 214 after separation or retirement effective date to avoid legal and jurisdictional problems, along with violation of the Status of Forces Agreement the US government has with the host country.

2.30.4.3. Members will not be allowed to separate or retire overseas without meeting host country residency requirements prior to their projected date of separation. Overseas Military Personnel Flight/Sections (MPF/S) ensure members meet country requirements or ensure members have made proper arrangements to depart the overseas location. MPF/Ss ensure members not taking permissive TDY or terminal leave in conjunction with separation or retirement depart the overseas area with sufficient travel time to reach the CONUS by their separation or retirement. If a member's travel is delayed due to a missed flight, etc, and the member will not be able to reach the CONUS before the projected date of separation, the MPF/S must contact the orders publishing authority as soon as possible for processing instructions.

2.30.5. Overseas bases will out-process the member prior to departure.

2.30.5.1. Evaluates mode of travel, travel time required, and time to deliver and pickup a POV at port and schedule the member's departure date accordingly.

2.30.5.2. Refers members to TMO for counseling regarding their rights and allowances to travel for themselves and their dependents and for transportation of HHG to a retirement home as stipulated in the JFTR.

2.30.5.3. Advises that travel pay is limited to the cost of traveling from the overseas duty station to the processing base to the final HOS, or from the overseas duty station directly to the HOS.

2.30.5.4. The overseas processing base MPF/S notifies the appropriate publishing authority when members are within 60 days of their projected departure date and they have not received separation/retirement orders.

2.30.5.4.1. The orders publishing authority will provide the overseas MPF/S, SPB MPF/S, and FSO with a copy of the separation/retirement order via facsimile, email, or the virtual MPF (self-service actions).

2.30.5.5. **(DELETED)**

2.30.5.6. **(DELETED)**

2.30.5.7. **(DELETED)**

2.30.5.8. **(DELETED)**

2.30.5.8.1. **(DELETED)**

2.30.5.8.2. **(DELETED)**

**2.31. SPB Responsibilities:** The SPB MPF/S:

2.31.1. Retrieves identification (ID) cards and passports, and ensures that the member meets new ID card requirements.

2.31.2. Briefs the member to stop by the FSO for any pay affecting or leave actions.

2.31.3. Helps the member submit requests for withdrawal or change to the impending separation/retirement action via the virtual MPF (self-service actions section) or, if necessary, via the AF IMT 1160, Military Retirement Actions, AF IMT 780**,** Officer

Separation Actions**,** or AF IMT 31, Airman's Request for Early Separation/Separation Based on Change in Service Obligation, (as applicable).

2.31.3.1. Ensures that the local commander provides a recommendation via the virtual MPF or endorses the AF IMT 1160, AF IMT 780, or AF IMT, 31, as applicable.

2.31.3.2. Obtains and includes the losing commander's recommendation.

2.31.3.3. If necessary, faxes the AF IMT 1160 (HQ AFPC/DPSOR), AF IMT 780, or AF IMT 31 (HQ AFPC/DPSOS).

2.31.3.4. Notifies the overseas MPF/S if member fails to report within 72 hours of scheduled date.

2.31.4. **(DELETED)**

2.31.4.1. **(DELETED)**

**2.32. Travel and Transportation Allowances for Overseas Retirees.**

2.32.1. The MPF provides members with a copy of either **Attachment 4** or **Attachment 5** of AFI 36-3203, *Service Retirements,* as appropriate, and advises them to contact the TMO. ***NOTE:*** The referenced attachments coincide with members retiring, as well as separating, depending upon whether or not they will receive HOS.

2.32.2. The TMO will brief members on their travel and transportation options specified in the JFTR.

2.32.3. The MPF computes the travel time depending on the mode of travel. Credit 1 day if by air transportation and 1 day for every 350 miles if travel is by POV. Give members 1 day each to deliver and pick up a POV at a port. Allow 3 days if a Friday is involved.

2.32.4. The FSO may give a member advanced travel pay from the overseas duty station to the port of embarkation and from the CONUS port of debarkation to the separation base or HOS. Pay advance travel pay from a processing base to HOS subject to the limits in JFTR, paragraph U5165.

2.32.5. Member submits a final travel voucher to the processing base FSO.

2.32.6. There may be a difference in travel pay of a member and his/her dependents. The MPF ensures members understand which travel allowances are pertinent to them and their dependents.

**2.33. Flight Reservations.** Obtain flight reservations for members and their dependents according to AFI 24-101, *Passenger Movement,* or JFTR.

**2.34. Retention Beyond Expiration of Term of Service (ETS) or Date of Separation (DOS).** Maintain suspense for follow up on those members placed on medical hold or retained beyond their ETS or DOS. Follow notification procedures to FSO and HQ AFPC IAW AFCSM 36-699, Volume 1. Refer to AFI 36-3208, *Administrative Separation of Airmen,* for reasons why Airmen may be retained beyond ETS. Notify members immediately when orders are rescinded or revoked.

**2.35. Final Separation Interview.** The MPF schedules the member for a final out-processing interview either on the member's actual separation date or the workday prior if it falls on a weekend or holiday; on the workday prior to terminal leave effective date (or day before authorized permissive TDY, if in conjunction with terminal leave); or on the workday before authorized travel (overseas returnees) begins. IAW AFI 36-2903, table 1.3, instructs members to wear their military uniform for all out-processing appointments to include their final out-processing appointment.

2.35.1. During the interview, the MPF:

2.35.1.1. Retrieves all required documents from the member.

2.35.1.2. Have member review and sign all copies of the DD Form 214.

2.35.1.3. The CONUS MPF Passport Agent cancels all no-fee passports from overseas returnees upon out-processing and provides them back to the member.

2.35.1.4. Provides member separating or retiring with **Attachment 13**. Customer Service Element issues required identification card(s). The PRE verifies identification requirements were met by retrieving **Attachment 13** endorsed by Customer Service during final out-processing.

2.35.1.5. Coordinate with Personnel Employment to terminate Command Responsibility Pay (CRP) and Special Duty Assignment Pay (SDAP) on all eligible members IAW MPFM 04-41 (until incorporation in AFI 36-3017) (CRP) and AFI 36-3017 (SDAP).

2.35.1.6. Reviews the AF IMT 907 to confirm all required actions are complete. Career Enhancement must verify the member has completed all reports, to include reports on IMAs.

2.35.1.7. Reviews the retirement or separation relocation folder to verify replies from agencies are on file.

2.35.1.8. Reviews the retirement or separation relocation folder to verify replies from agencies are on file.

2.35.1.9. Provides the member with personal copies of any requested documents.

**2.36. Disposition of Separation and Retirement Processing Documents.**

2.36.1. The MPF completes AF IMT 330 or locally developed transmittal document for each separating member. When developing a locally developed transmittal document to take the place of the AF IMT 330, the MPF ensures that all documents being transferred are accounted for and properly documented. Suspenses offices/organizations for any outstanding documents needed for disposition.

**Table 2.1. Disposition of Separation and Retirement Documents.**

| ITEM | Required Documents for Processing Separation and Retirement | Make disposition according to *Air Force Records Disposition Schedule (RDS)* located at https://afrims.amc.af.mil/ | Retain for the Relocation Folder (C=Copy) |
|---|---|---|---|
| **1** | AF IMT 907, **Relocation Preparation Checklist** | | X |
| **2** | DD Form 214 WS, **Certificate of Release or Discharge From Active Duty (Worksheet)** | | X |
| **3** | ID Card Memorandum | X | C |
| **4** | AF IMT 988(s), **Leave Request/Authorization** (photocopy)* | | X |
| **5** | Relocation Processing Memorandum | | X |
| **6** | Transition Assistance Program Counseling Memorandum | | X |
| **7** | Short-Notice Out-processing Checklist* | | X |
| **8** | Copy of SBP Election* | X | |
| **9** | DD Form 214, **Certificate of Release or Discharge from Active Duty** (note 1) | Copy 2 | Copy 7 |
| **10** | Separation/Retirement Orders (and amendments if applicable) (2 copies) | X | X |
| **11** | Case file for Airman approved for voluntary or involuntary separation* | X | C |
| **12** | Records Review Listing (RRL) produced in past 30 days | X | X |
| **13** | AF IMT 2587, **Security Termination Statement** | X | C |
| **14** | VA Outpatient Dental Treatment Memorandum | X | C |
| **15** | Medical Exam for Voluntary Examination for Sep/Ret Memorandum (note 2) | X | C |

| ITEM | Required Documents for Processing Separation and Retirement | Make disposition according to *Air Force Records Disposition Schedule (RDS)* located at https://afrims.amc.af.mil/ | Retain for the Relocation Folder (C=Copy) |
|---|---|---|---|
| **16** | SGLI Form 8286, **Servicemembers" Group Life Insurance Election and Certificate**, DD Form 2494, **TRICARE - Active Duty Family Member Dental Plan (FMDP) Enrollment Election**, or DD Form 2494-1, **TRICARE - Active Duty Family Member Dental Plan (FMDP) Enrollment Election, Supplemental** | X | C |
| **17** | VA Form 21-526, **Veterans" Application for Compensation or Pension*** | X | C |
| **18** | Health Care Election for Separation Memorandum* | X | C |
| **19** | Copy of Court-martial Orders* (2 copies) | X | X |
| **20** | Copy of memorandum directing placement on appellate review leave* | X | C |
| **21** | Individual Ready Reserve (IRR) Requirements Memorandum* | X | C |
| **22** | IRR Statement Conditional for Separation Pay* | X | C |
| **23** | DD Form 2648, **Preseparation Counseling Checklist** | X | C |
| **24** | AF IMT 330, **Records Transmittal Request** (note 4) | X | C |
| **25** | DD Form 803, **Certificate of Termination *** | X | C |
| **26** | Medical/Dental Records (or letter in lieu of records) (note 2) | X | C |
| **27** | Unit Personnel Record Group (note 3) | X | |
| **28** | All other miscellaneous documents | | C |
| **29** | Hardship Discharge Statement (**Attachment 31**) | | X |
| **30** | Virtual Out-Processing (vOP) checklist* | | X |

*when applicable

***NOTE:***

1. Make disposition of remaining copies IAW AFI 36-3202, table 5.

2. Medical and dental records, or certificates in lieu of; original SF 88, **Medical Record - Report of Medical Examination**, and SF 93, **Report of Medical History**, or physical examination declination, or review letter accomplished at separation. If the medical treatment facility notifies the PRE in writing that records are not releasable at the time the member out-processes, the PRE will hold the FRGp for a maximum of 5 workdays after the member's DOS. Send an AF IMT 330 with a copy of DD Form 214 (Part 3) to the Department of Veterans Affairs, Veterans Administration Records Management Center (DVA-VARMC), with explanation as to why the health records were not included. MTFs are responsible for suspensing and eventually forwarding to the VA all health records and loose medical documents that were not provided to the MPF within 5 workdays after the member's DOS. Forward health record group of members who are not filing a VA claim or are not going PALACE CHASE/Front to: Department of Veterans Affairs, Veterans Administration Records Management Center, PO Box 5020, St. Louis MO 63115-8950. Do not send health records of Reserve or Guard members separating from statutory tours of active duty to the VA. Return them to the member's unit of assignment. Forward health record group of all separating (released from active duty, discharged, or retired) members who are filing a VA Compensation claim to the nearest VA Regional Office of the state where the member intends to reside within 5 workdays after the date of separation. Include DD Form 214 (Part 3) and VA Form 21-526.

3. UPRG Review. Confirm the Customer Service Element screens UPRG and removes documents to be given to the member as required by AFI 36-2608.

4. AF IMT 330. Annotate the AF IMT 330 to indicate the disposition of the VA Form 21-526 and accompanying health records group on separating or retiring members who submitted an application for VA disability compensation. Mail the package (which includes copy 3 of the DD Form 214) IAW AFI 36-3202 to the VA Regional Office indicated on copy 3 of DD Form 214. A list of these offices is in the VA Pamphlet, *Federal Benefits for Veterans and Dependents*.

**2.37. Appellate Review Leave Processing Instructions:**

2.37.1. For members placed on appellate review and returning from overseas, prepare PCS without PCA orders IAW **Attachment 10**. Overseas locations also prepare separation orders (AF IMT 100) but do not authenticate the orders. The CONUS base authenticates separation orders on completion of the appellate review. For individuals placed on appellate review leave, complete the DD Form 214 Worksheet and prepare the AF IMT 100. Do not complete and issue the final DD Form 214 until the appellate review process is complete. Reference AFI 36-3202, table 4, for processing guidance on the DD Form 214. Reference MPFM 04-37 for processing guidance on Appellate Review Leave.

**2.38. (DELETED).**

2.38.1. **(DELETED)**

2.38.2. **(DELETED)**

2.38.3. **(DELETED)**

2.38.4. **(DELETED)**

# Chapter 3

## IN-PROCESSING REQUIREMENTS

**3.1. General Overview.** This chapter outlines procedures for in-processing designed to minimize inconvenience and ensure data base accuracy for each member.

**3.2. Personnel Employment Responsibilities:**

3.2.1. Create an in-processing line or conduct a face-to-face records review for all incoming members in order to have their records screened with the member present.

3.2.1.1. In-processing line must include representatives from the following elements at a minimum: Personnel Employment, Customer Service, Career Enhancement, and Base Training.

3.2.1.2. Face-to-face records reviews must be coordinated upon completion by members from the following elements at a minimum: Personnel Employment, Customer Service, Career Enhancement, and Base Training.

3.2.2. Clearance File. Create a monthly clearance file for incoming members prior to arrival. The sequence of this file is optional and will contain special orders, FRGp, Initial Duty Assignment (IDA) Worksheets, etc. Prior to in-processing, pull the member's clearance file in order to have it for the screening process. Dispose of this file when no longer needed.

3.2.3. PCS Orders. Certify PCS arrival by noting the date and time arrived on station on the front of AF IMT 899 (endorsed travel order). If the departure date is missing, start a new certification on a copy of the member's PCS orders, witness and certify the endorsed order, and file it in the UPRG until subsequent reassignment. If the departure date is incorrect, attach a statement signed by the member to the original AF IMT 899 with reason for the departure date change, certify the statement, and file it in the UPRG until subsequent reassignment. When the member is inbound to a geographically separated unit (GSU) or Satellite Personnel Activity (SPA) and you have not received the endorsed order, contact the gaining GSU or SPA. Request they complete a departure certification on a copy of the PCS orders and send it to the MPF for file.

3.2.4. FRGp Inventory. Inventory the FRGp and relocation documents against the enclosed AF IMT 330 and distribute the FRGp IAW AFI 36-2608.

3.2.5. Arrival Confirmations. Ensure arrival confirmation updates are properly conducted IAW AFCSM 36-699, Volume 1, Chapter 5, within 1 day of arrival on station.

3.2.6. IDA Worksheet/Record Review Listing (RRL). Ensure appropriate MPF elements review, annotate, and update IDA worksheet/RRL with accurate data.

3.2.7. PRP. Review IDA worksheet/RRL and UPRG to ensure PRP codes are updated accordingly. Ensure source documents are reviewed and filed (if applicable).

3.2.8. Assignment Availability Codes (AAC) and Assignment Limitation Codes (ALC). Review IDA worksheet to ensure members are updated to the appropriate AACs and (or) ALCs (if applicable). Ensure MPF commander has determined (in writing) which AACs and (or) ALCs Employment is responsible for updating.

3.2.9. Air Force Specialty Code (AFSC) data. Review IDA worksheet/RRL and UPRG to ensure AFSC data is updated accurately. ***NOTE:*** (Officers) If PAFSC is "1" qualification level, the Personnel Employment Element needs to update the AFSC suspense date IAW the timeframes established in AFMAN 36-2105, *Officer Classification*.

3.2.10. Overseas data. Inform member of overseas credit and when it will be updated (if applicable).

3.2.10.1. DEROS data. Ensure an initial DEROS is established for all members assigned overseas.

3.2.11. AF IMT 63. If individual was TDY en route and incurred an ADSC or arrived PCS to attend training and will incur an ADSC, ensure AF IMT 63 is completed IAW AFI 36-2107. Also, if member refuses to sign the AF IMT 63, follow the procedures outlined in AFI 36-2107.

3.2.12. Korea Assignment Incentive Program (KAIP). Ensure individual CMS cases are opened and sent directly to DFAS to initiate a start action IAW with MPFM 04-31 (until incorporated in AFI 36-2110).

3.2.13. SDAP/CRP. Verify member's eligibility to receive SDAP/CRP. Update MilPDS IAW AFCSM 36-699.

3.2.14. Passports. CONUS MPF Passport Agent cancels all no-fee passports from overseas returnees upon in-processing and returns the documents to the member.

**3.3. Base Training Responsibilities:**

3.3.1. Training. Review IDA worksheet/RRL and UPRG to ensure all upgrade and training data are updated and documents are filed.

**3.4. Career Enhancements Responsibilities:**

3.4.1. Performance Reports. Review the UPRG for a current EPR or OPR. If no current EPR or OPR, review the AF IMT 330 and suspense the losing MPF as annotated on the form. Review all reports in the UPRG to ensure all to and from dates are inclusive. If the dates are not inclusive, research problem, contact losing MPF, and if all else fails, see AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*.

3.4.2. Awards and Decorations. Review overseas returnee's records and update PDS with the appropriate short- or long-tour ribbon (if applicable).

3.4.3. Promotions. Review records to ensure containment of AF IMT 1566, or Weighted Airman Promotion System (WAPS) RIPs.

3.4.3.1. If orders are not in UPRG, ask the member to see if he/she has a copy; if not, contact the base the member was promoted at for a copy. If those attempts fail, create a source document on AF IMT 2096, **Classification/On-the-Job Training Action**.

3.4.3.2. Check the members AF IMT 1566 to see if he/she has tested for the current cycle for his/her grade. If not, schedule the member **as soon as possible** for testing. If there is no testing documentation in the UPRG, contact the losing MPF to determine status.

3.4.4. Enlistments. Review records to ensure member has obtained proper retainability for current assignment and appropriate documents are in the UPRG. Members without sufficient retainability should be referred to Career Enhancements to obtain appropriate retainability. If member refuses to obtain retainability, complete appropriate declination requirements.

**3.5. Customer Service Responsibilities:**

3.5.1. Dependent data. Review IDA worksheet/RRL and UPRG to ensure data is updated and documents are filed.

**3.6. CSS Responsibilities:**

3.6.1. Arrival Information. Ensure arrival confirmation updates are properly conducted IAW AFCSM 36-699, Volume 1, Chapter 5, within 1 day of arrival on station.

3.6.2. Duty Information. Update duty information within 1 duty day.

3.6.3. Base Housing Counseling. Instruct members to report to the Base Housing or Billeting Office. Members must have a letter from Housing before requesting permissive TDY for house hunting,

3.6.4. Permissive TDY for House Hunting. Ensure member has been updated in PDS (gained to file) and submitted a copy of the Housing Office letter to be filed in PIF prior to submitting AF IMT 988 to commander for authorization of permissive TDY.

3.6.5. Customer Service Counseling. Instruct members with dependents to report to the Customer Service Element for DEERS verification, CAC update and address update.

3.6.6. Locator Information. Instruct members to update their locator information either at the CSS or the Customer Service Element.

3.6.7. Personal Services. Inform members of the personal services available by giving them an information memorandum at **Attachment 18**.

3.6.8. Financial Support. Inform members that the FSO, Military Pay and Travel Pay, completes pay transactions related to their relocation.

3.6.9. Military Equal Opportunity (MEO). Assist MEO Office in scheduling human relations education training.

3.6.10. Traffic Management Office. Instruct members to contact the TMO for counseling regarding shipment of their personal property, including POV.

## Chapter 4

## TDY RELOCATION PROCESSING PREPARATION

**4.1. General Overview.** This chapter outlines relocation processing procedures for TDYs to formal, flying, missile, or special training courses covered by AFCAT 36-2223, *USAF Formal Schools*.

**4.2. TDY Notification.**

4.2.1. Personnel Relocations Element (PRE) Responsibilities. Upon receipt of training allocation notice, message or Air Force Training Management System (AFTMS) confirmation, PRE will annotate any additional requirements applicable to the training as outlined in AFCAT 36-2223. If allocation is by-name, verify eligibility of member. Forward all training allocations to unit commander.

4.2.2. Commander. The commander (or designated representative) verifies the member meets all prerequisites to attend training by signing the allocation and returning to PRE. ***NOTE:*** Course commandants can return members to their home station at unit expense if they do not meet the mandatory prerequisites for training.

**4.3. TDY Relocation Preparation Actions:**

4.3.1. Relocation Folder. Prepare TDY relocation folder for each member or use a class project folder if more than one person is attending the same training. File the following documents and any additional documents relating to the TDY in the relocation folder and later dispose of them IAW *Air Force Records Disposition Schedule (RDS)* located at **https://afrims.amc.af.mil/**:

4.3.1.1. Training Allocation Notice RIP, message, or letter.

4.3.1.2. TDY orders.

4.3.1.3. AF IMT 907, **Relocation Preparation Checklist** (one for each individual, if using class project folder).

4.3.1.4. Notification letters to agencies outside the MPF.

4.3.1.5. AF IMT 63. If required IAW AFI 36-2107.

4.3.2. AF IMT 907. Annotate all required TDY processing actions required prior to member's departure.

4.3.3. Medical Qualification. Provide the member a Medical Qualification for Training Memorandum (**Attachment 18**) if a physical or a health records check is mandatory. The local MTF endorses the memorandum and member returns it to the MPF. ***NOTE:*** Do not complete processing or authorize TDY travel until an endorsed Medical Clearance Memorandum is on file in the relocation folder. If AFCAT 36-2223 requires a flying or special operational duty physical examination certification, attach a completed AF IMT 1042, **Medical Recommendation for Flying or Special Operational Duty**, to the Medical Clearance Memorandum.

4.3.4. ADSC Counseling. Counsel all officers (colonel and below) and retirement eligible Airmen (including those who will become retirement eligible during the period of the ADSC) on the ADSC to be incurred IAW AFI 36-2107. Ensure the completed AF IMT 63 is filed in the UPRG.

4.3.5. Immunizations. Provide members going TDY overseas with an Immunization Memorandum and tell them to report to the local medical facility for required immunizations.

4.3.6. Special Requirements. Instruct the member about any special requirements associated with the TDY; e.g., driver's qualification, special equipment, etc.

4.3.7. TDY Relocation Instruction Memorandum. Provide the member an Individual's TDY Relocation Instruction and Information Memorandum (**Attachment 19**) immediately after selection. Review with the member items to complete before out-processing.

4.3.8. Individual Equipment. For those going to aircrew or survival training, prepare a letter requesting clothing and equipment from the unit. Attach 2 copies of the applicable clothing and equipment table in AFCAT 36-2223. Have the member hand-carry the memorandum to the unit within 3 duty days of TDY notification. If items are not available, the member returns a statement of non-availability and an endorsed copy of the proper table from AFCAT 36-2223. File the original documents in the relocation folder, and provide the member duplicates to hand-carry to the TDY location for equipment issue.

4.3.9. TDY Orders. Prepare TDY special orders as soon as possible after completion and verification of all training prerequisites. Ensure ADSC length is included in the remarks section and the MPF commander's/superintendent's signature is on the TDY orders.

4.3.9.1. Duty Status Update. Ensure member's CSS receives a copy of the TDY orders for updating of duty status.

4.3.10. Travel Reservations. Advise the member to request travel reservations through the TMO/CTO, under provisions of AFI 24-101, and JFTR, paragraph U3120.

4.3.11. Duty and Travel Restrictions. For TDYs overseas, instruct members to report to the CSS for duty and travel restriction determination. The CSS will annotate the Relocation Instruction Memorandum accordingly.

4.3.12. Military Pay. Brief members that Military Pay provides optional financial counseling for TDY selectees.

4.3.13. Projected Departure. Instruct members to report changes to projected departure dates as soon as possible.

4.3.14. Identification Requirements. Verify the validity and currency of the member's CAC (ID card) and any other special identification required. If the ID card expires during the duration of the TDY, send the member to the MPF Customer Service Element prior to final out-processing for a new ID card.

4.3.15. Billeting Reservations. Advise the member to make billeting reservations no later than 10 calendar days from the initial TDY preparation interview. PRE will use AFCAT 36-2223 to obtain billeting telephone numbers.

4.3.16. Meals. Meal direction must be included on all PCS orders with a TDY en route. Depending upon availability of meals, one of the following statements must be added to the orders: 1) Government meal rate is directed, 2) Government meal rate is not directed, or 3) Proportional meal rate is directed. ***NOTE:*** TDY orders to schoolhouse training courses of instruction must allow the schoolhouse commander to determine the appropriate meal rate IAW JFTR, paragraph U4155.

**4.4. Final Preparation Interview.** Conduct the final preparation interview when the member completes required actions in section II of the AF IMT 907. The interview will verify:

4.4.1. Required items on AF IMT 907 have been completed.

4.4.2. Notification letters sent to outside agencies have been completed.

4.4.3. Member has required identification credentials.

4.4.4. Member has been advised of any additional requirements listed in AF IMT 907, section IV.

4.4.5. WAPS Test Counseling has been completed. MPF Career Enhancement Element will forward a copy of the AF IMT 1566 on eligible members to the TDY MPF IAW AFI 36-2605, *Air Force Military Personnel Testing System*, if the TDY extends into the promotion testing cycle.

4.4.6. AF IMT 63 has been accomplished IAW AFI 36-2107.

## Chapter 5

## PROCEDURES FOR PROCESSING INDIVIDUAL MEMBERS OF THE AIR NATIONAL GUARD (ANG), AIR FORCE RESERVE COMMAND (AFRC), AND PRIOR SERVICE PERSONNEL FOR ENTRY INTO THE ACTIVE FORCE

**5.1. General Overview.** This chapter outlines procedures for peacetime processing. Process personnel activated under individual or unit mobilization or recall IAW AFI 10-402, *Mobilization Planning*.

**5.2. Required Actions.** Personnel Employment will:

5.2.1. Verify each member has orders upon arrival. If not, contact the issuing authority immediately. If the member is a former officer on the Temporary Disability Retired List (TDRL), the enlisting MPF publishes orders IAW AFI 36-2002, *Regular Air Force and Special Category Accessions.* Use AF IMT 899 if the member is relocating PCS or an A-Series order if the member is remaining at the enlisting base.

5.2.2. Prepare and review records:

5.2.2.1. Screen and update personnel records IAW AFI 36-2608. Prepare UPRG if the member has no records.

5.2.2.2. Statutory Tour RIP. For ANG and USAFR members entering a statutory tour of active duty under Title 10 U.S.C., Armed Forces, Sections 10211, *Participation of Reserve officers in preparation and administration*, 12310, Reserves: for organizing, administering, etc., reserve components, 10305, Air Force Reserve Forces Policy Committee, 8038, Office of Air Force Reserve: appointment of Chief, or Title 32 U.S.C., National Guard, Section 708, Property and fiscal officers, the losing MPF Customer Service Element files a copy of the Statutory Tour RIP generated for the statutory tour. Retain the most current Statutory Tour RIP from the previous statutory tour, if applicable.

5.2.3. Active Duty Report. Prepare and distribute DD Form 220, **Active Duty Report**, for each member ordered to extended active duty (EAD), IAW AFI 36-2608.

5.2.4. Identification Cards. Verify member and dependents' DEERS eligibility and enrollment. Ensure dependents possess valid identification cards IAW AFI 36-3026(I).

5.2.5. UPRG Review. Screen the UPRG for valid medical and dental examinations. Remove and forward these records to the medical facility. If no medical records are available, direct the member to the medical facility for necessary examinations.

5.2.6. Security Clearance. If member had a break in service less than 1 year, refer to the unit or Security Forces to initiate recertification for security clearance. If the break was for 1 year or more, have the member initiate a security clearance request:

5.2.6.1. Guard member. Security data is in MilPDS.

5.2.6.2. Reserve member. Security data is in MilPDS unless the member was assigned to the Obligated Reserve Section (ORS), Nonaffiliated Reserve Section (NARS), Inactive Status List Reserve Section (ISLRS), or Retired Reserve. If in one of these categories for

less than 1 year, refer the member to Security Forces to request recertification. Otherwise, request a new investigation.

5.2.7. Officer's Certificate of Statement of Service. Prepare and distribute the AF IMT 1299, **Officer's Certificate of Statement of Service**, IAW AFI 36-2608.

**5.3. Classification Interview.** Conduct an individual classification interview to verify currency or validity of any awarded AFSC, IAW AFI 36-2101, *Classifying Military Personnel (Officers and Enlisted).*

**5.4. Clothing Requirements.** Instruct enlisted personnel to use AFI 23-101, *Centrally Managed Equipment,* to establish mandatory uniform clothing requirements. Brief officers to use AFI 36-2903, for guidance.

**5.5. Customer Service Actions.** The Customer Service Element prepares SGLV Form 8286, IAW SGLV Handbook.

## Chapter 6

## ANG AND AFRC MILITARY PERSONNEL FLIGHTS (MPFS) AND UNIT RELOCATION PROCESSING NON-EXTENDED ACTIVE DUTY (NON-EAD)

**6.1. General Overview.** This chapter tells how to process Selected Reserve and Guard members into and out of ANG or AFRC units.

**6.2. Receiving Members.** Personnel Employment Element notifies incoming members of in-processing requirements to include when and where to report for processing by using the Incoming Processing Information and Instructions (**Attachment 21**). For AFRC members, the Chief of Customer Service monitors the sponsorship program. For ANG members, ANG Officer Assignments obtains sponsors from the member's unit IAW local directives. The member's sponsor should, if possible, accompany the member to MPF in-processing.

**6.3. In-Processing.** Agencies unable to provide service in the MPF may provide the MPF handouts and instructions on their activity, including location and hours of operation.

6.3.1. The Gaining Unit Responsibilities:

6.3.1.1. Customer Service Counseling. Instruct members with dependents to report to the Customer Service Element for DEERS eligibility, enrollment, and verification of medical coverage or termination.

6.3.1.2. Locator Information. Instruct members to update their locator information either at the unit or at the Customer Service Element.

6.3.1.3. Financial Support. Instruct members to report to the Financial Services Office to complete pay transactions related to their assignment.

6.3.1.4. MEO. Assist MEO Office in scheduling drug and alcohol and human relations training.

**6.4. In-Processing PALACE CHASE Personnel.** When in-processing PALACE CHASE personnel, the gaining Personnel Employment Element verifies receipt of documents as listed in paragraph **6.4.1** and determines if member's MSO covers the PALACE CHASE contract. Non-receipt of any required documents should be reported IAW paragraph **6.15** and immediate action should be taken to notify the losing Active Duty MPF to amend orders to include missing items. If enlistment into the USAFR is required, refer the member to the Career Enhancements Element for counseling:

6.4.1. The gaining Personnel Employments Element must submit the following documents to HQ ARPC/DSMP, 6760 E. Irvington Place, Denver CO 80280-4450, not later than 15 days after assignment or enlistment into the USAFR:

6.4.1.1. AF IMT 2631, **PALACE CHASE Statement of Understanding/Contract.**

6.4.1.2. AF IMT 100.

6.4.1.3. Standard Form 88 (if applicable).

6.4.1.4. Standard Form 93 (if applicable).

6.4.1.5. Copy of Active Duty DD Form 4 (Original white copy if applicable).

6.4.1.6. DD form 214.

**6.5. Incoming Records Review.** The Customer Service Element schedules and conducts the incoming records review IAW AFI 36-2608.

**6.6. Reserve Pay.** Refer members in-processing and those performing ADT away from their home station to the Reserve Pay Office.

**6.7. Base Housing or Billeting Office.** Refer incoming personnel to the unit of assignment for Billeting.

**6.8. Identification Tags.** The Personnel Readiness Function ensures members have identification tags.

**6.9. Out-Processing.** PRE conducts final out-processing after completion actions listed in **Table 6.1**, **Table 6.2**, and **Table 6.4**.

**6.10. Departure Notification.** The PRE advises base agencies (i.e., medical and dental clinics and individual equipment unit) of assignment, separation, retirement, or TDY, as appropriate, 30 days before scheduled departure date or as soon as known for short-notice relocation. Notification includes instructions for routing FRGp projected departure, separation, or retirement date; and the date records must arrive at the MPF.

**6.11. Visiting Base Activities.** Do not require members to clear through an activity where they have no obligation or their physical presence is not required to accomplish clearance.

**6.12. Unit of Assignment Responsibilities.** Refer to **Table 6.1** through **Table 6.4** for relocation actions required by the unit of assignment for both incoming and outgoing members.

**6.13. Personal Responsibilities.** Brief the member on the services available and personal responsibilities. Use either the AFRC Incoming Processing Information and Instructions (**Attachment 21**) or the ANG/AFRC Relocation or Separation Preparation Instructions Memorandum (**Attachment 22**).

**6.14. FRGp Procurement, Inventory, and Distribution.** Procure, inventory, and distribute the FRGp as follows:

6.14.1. For AFRC personnel, the PRE obtains and forwards the FRGp for members departing TDY, PCS, separating, or retiring.

6.14.1.1. For AFRC units, the PRE processes members departing for BMT.

6.14.1.2. For ANG units:

6.14.1.2.1. The PRE processes members transferring to another Guard unit.

6.14.1.2.2. The Human Resources Office processes ANG members entering or leaving active, Guard, or Reserve (AGR) assignments.

6.14.1.2.3. The Career Enhancements or PRE processes ANG members departing for BMT.

6.14.2. AF IMT 330. Use AF IMT 330 to inventory FRGp and relocation documents. Account for required documents before dispatching IAW AFI 36-2608:

6.14.2.1. Documents. Identify missing documents and approximate mailing date on AF IMT 330.

6.14.2.2. Suspenses. Suspense missing components and documents for receipt.

6.14.2.3. FRGp Inventory. The gaining Personnel Employment Element will inventory FRGp and relocation documents against the AF IMT 330 upon receipt. Refer to **Chapter 3**.

6.14.3. Distribution of FRGp. Personnel Employment will not distribute the FRGp and relocation documents until all are accounted for.

**6.15. AFRC Reporting Relocation Preparation Processing Discrepancies.** The Personnel Employment Element screens the FRGp upon receipt for missing documents against the AF IMT 330 and the ANG/AFRC Records Screening Checklist (**Attachment 28**). Report processing discrepancies by message to the losing MPF when missing or incomplete documents prevent the member from going to work or create a personal hardship. Include name, SSN, grade, order number, and date of discrepancy with an information copy to HQ AFRC/DPX.

6.15.1. The losing MPF must respond to first time discrepancies within 3 workdays and furnish copies to each addressee on the original discrepancy message.

6.15.1.1. The losing MPF Commander will respond to subsequent requests within 1 workday.

6.15.2. AF IMT 330. Use AF IMT 330 to report all other discrepancies to the losing MPF when a missing or incomplete document does not prevent the member from going to work or create a personal hardship. Include a copy of the assignment order affecting the reassignment IAW AFI 36-2608. Send an information copy to HQ AFRC/DPX only when assistance is required to resolve a discrepancy between the losing and gaining MPFs.

6.15.2.1. MPF Commander Responsibilities. The losing MPF Commander must reply within 3 days.

**6.16. Relocation Folder.** The PRE prepares and maintains relocation folders for AFRC members departing PCS, separating, retiring, and TDY over 30 days. Dispose of documents (to be rescinded and replaced by AFRIMS database). The relocation folder will contain the following:

6.16.1. Special orders and amendments.

6.16.2. AF IMT 330.

6.16.3. Processing checklist.

6.16.4. Miscellaneous documents prescribed in other governing directives.

**6.17. DEERS Eligibility and Verification for Family Members.** Customer Service will process members for entry onto active duty for training (ADT) or initial active duty for training (IADT) as follows:

6.17.1. Inform the member what legal documents (marriage certificate, birth certificates, etc.) are necessary to prepare DD Form 1172. Use these documents to complete and authenticate DD Form 1172.

6.17.2. Instruct member on obtaining ID cards for dependents.

6.17.3. Counsel the member on their responsibility to turn in dependent's DD Form 1173, **Uniformed Services Identification and Privilege Card**.

**6.18. Counseling on IADT (BMT) and Prior Service Personnel for ADT Reporting Requirements.** PRE informs Non-Prior Service (NPS) and Prior Service members on reporting requirements to include: uniforms, records and orders (insure marital status and dependents are reflected), and reporting times. See **Table 6.2** for departure processing instructions.

6.18.1. Quality Control. Use the IADT BMT Quality Control Processing Checklist (**Attachment 23**) and Prior Service Processing Checklist (**Attachment 24**) for their intended purposes.

6.18.1.1. NPS Personnel. For NPS service personnel, use IADT BMT Quality Control Processing Checklist (**Attachment 23**). Complete checklist, give a copy to the member, and retain the original in the relocation folder. See **Attachment 25**, Instructions for Preparation of AF IMT 4008**, Request and Authorization for Initial Active Duty Training/Nonprior Service.**

6.18.1.2. Prior Service Personnel. For prior service personnel, use Prior Service Processing Checklist (**Attachment 24**). Complete checklist, give a copy to the member and retain the original in the relocation folder.

6.18.1.3. Final Review. The MPF Commander or Chief, Personnel Relocations and Employment, reviews the checklists and initials them prior to the member's departure.

**6.19. AF Form 657, Personal Clothing Record--Female Airmen (Air Force Reserve and Air National Guard), and AF IMT 658, Personal Clothing Record--Male Airmen (Air Force Reserve and Air National Guard).** During in processing, Personnel Employment Element forwards record of personal clothing to the Individual Equipment Unit (IEU). During out-processing, PRE uses ANG/ USAFR Out-Processing Checklist (**Attachment 27**) to ensure member processes through IEU.

**6.20. Final Out-Processing.** Before the member's departure, the work center ensures member completes all actions by reviewing the ANG/AFRC Out-Processing checklist (**Attachment 27**). ***NOTE:*** AF IMT 907 does not apply to the AFRC. Ensure FRGp documents are listed on the AF IMT 330.

**Table 6.1. Processing Member Selected For Reassignment (see note 1).**

| | | RULE | | |
|---|---|---|---|---|
| **If OPR is** | | **1** | **2** | **3** |
| **A** | PRE | Yes | | |
| **B** | Career Enhancements Element | | Yes | |
| **C** | Unit of Assignment | | | Yes |
| **Then** | | | | |
| **D** | requests Reserve orders and requests advance copies when short notice. | X | | |
| **E** | schedules member for out-processing. | X | | |
| **F** | ensures receipt of FRGp components IAW AFI 36-2608; forwards to the gaining MPF. | X | | |
| **G** | determines requirements for OPR/EPR; reviews flight status. | | X | |
| **H** | retrieves Restricted Area Badge, passports, and ensures member has processed through Flight Records Section; confirms retrieval of tool issue, flight gear, and other accountable equipment issued as applicable (see note 2). | | | X |

***NOTE:***

1. This table applies to the ANG when transferring members from one Guard unit to another.

2. When member fails to out-process, the unit must retrieve equipment. Notify the member legal action is possible.

**Table 6.2. Preparing For TDY, ADT, or IADT Relocation (see note 1).**

| | | RULE | | | | | |
|---|---|---|---|---|---|---|---|
| **If a member is ordered from home station for 30 or more days** | | **1** | **2** | **3** | **4** | **5** | **6** |
| **A** | Customer Service Element | Yes | | | | | |
| **B** | PRE | | Yes | | | | |
| **C** | Career Enhancements Element | | | Yes | | | |
| **D** | Unit of Assignment | | | | Yes | | |
| **E** | Personnel Employment Element | | | | | Yes | |
| **F** | Base Training Element | | | | | | Yes |

| | | RULE | | | | | |
|---|---|---|---|---|---|---|---|
| **If a member is ordered from home station for 30 or more days** | | **1** | **2** | **3** | **4** | **5** | **6** |
| **Then** | | | | | | | |
| **G** | prepares IADT orders (certify leave is authorized in orders when holiday falls between BMT and Tech School); provides copies of IADT orders to Personnel Employment Element. | X | | | | | |
| **H** | schedules member for out-processing. | | X | | | | |
| **I** | updates PDS with appropriate duty status information (see note 3). | | | | | X | |
| **J** | uses AF IMT 330 as check list and ensures receipt of FRGp components for forwarding. | | X | | | | |
| **K** | verifies completion of OPR or EPR when required. | | | X | | | |
| **L** | instructs member to hand carry AF Form 623, **Individual Training Record**, and flight records, as applicable, and to accomplish personnel responsibilities before departure. | | | | X | | |
| **M** | verifies member and dependents are enrolled in DEERS, if eligible, and verifies DEERS address for currency. Verifies disenrollment, if applicable. | X | | | | | |
| **N** | prepares and maintains relocation folders for USAFR members departing for 30 days or more according to paragraph **6.11** (see note 1). | | X | | | | |
| **O** | provides member with name and office telephone number of the Chief, PRE, to be used as the point of contact for any problems encountered during TDY. | | X | | | | |
| **P** | verifies that eligible dependants are properly enrolled in DEERS prior to departure. Ensure that these eligible dependants are in possession of a valid DD Form 1173-1 or DD Form 1173. (see note 2) | X | | | | | |
| **Q** | ensures Entrance National Agency Check (ENTNAC) processing was accomplished as prescribed by AFI 31-501, *Personnel Security Program Management.* | X | | | | | |
| **R** | ensures requirements of AFCAT 36-2223 are satisfied. | | | | X | | X |

***NOTES:***

1. Each OPR updates PDS data on NPS personnel enlisting into AFRC before member's departure for IADT.
2. ANG members departing for IADT purposes should receive a Common Access Card prior to departure
3. Report all personnel on active duty orders (AF IMT 938, **Request and Authorization for Active Duty Training/Active Tour**) performing annual tour, Reserve Personnel Appropriations (RPA) or Military Personnel Appropriations (MPA) man days regardless of the number of days under the following conditions:

   a. Performing duty at home station in direct support of the active force either directed by the unit commander or tasked from the active force.

   b. Performing duty at a location other than home station (TDY) in direct support of the active force and the purpose of active duty is: manning assistance, code name operations, contingencies, humanitarian, peacekeeping, or JCS/MAJCOM exercises.

   c. Performing active duty for training, schools, conferences, workshops, reserve management support, flying training, etc., and are performing duty at or away from home station.

**Table 6.3. Processing a Newly Assigned Member (see note 1).**

| | | **RULE** | | | | | |
|---|---|---|---|---|---|---|---|
| **If the newly assigned member arrives for in-processing** | | **1** | **2** | **3** | **4** | **5** | **6** |
| **A** | Personnel Employment Element | Yes | | | | | |
| **B** | Career Enhancements Element | | Yes | | | | |
| **C** | Customer Service Element | | | Yes | | | |
| **D** | Base Training Element | | | | Yes | | |
| **E** | Unit of Assignment | | | | | Yes | |
| **F** | Personnel Readiness Element | | | | | | Yes |
| **Then** | | | | | | | |
| **G** | schedules member by mail for in processing (see note 2). | X | | | | | |
| **H** | accomplishes classification interview. | X | | | | | |
| **I** | issues identification tags as required IAW AFI 36-3103, *Identification Tags* (see note 3). | | | | | | X |

| | | RULE | | | | | |
|---|---|---|---|---|---|---|---|
| **If the newly assigned member arrives for in-processing** | | **1** | **2** | **3** | **4** | **5** | **6** |
| **J** | accomplishes SGLI Form 8286 and provides handouts as required; performs personal affairs counseling as applicable; schedules and conducts records review IAW AFI 36-2608; notifies unit commander IAW AFI 36-2908, *Family Care Plans*, as required; verifies member's eligible dependents are pre-enrolled in DEERS IAW AFI 36-3026(I). | | | X | | | |
| **K** | verifies members have passport or made application for passport, if required. | X | | | | | |
| **L** | verifies OPR/EPR data or requirement, flying status, promotion data, service dates, reenlistment requirement. | | X | | | | |
| **M** | reviews member's training status and verifies AF Form 623. | | | | X | | |
| **N** | certifies receipt and creation of AF Form 623 and entry of individual into training; provides sponsor; and suspenses for career counseling. | | | | | X | |
| **O** | prepares required documents for creation of UPRG (see note 4). | | | X | | | |
| **P** | screens records to ensure receipt of all required FRGp documents IAW AFI 36-2608 (see note 5). | X | | | | | |
| **Q** | instructs rated personnel and Airmen assigned to flying duties to process through HOSM. | | | | | X | |

***NOTE:***

1. This table not applicable to ANG. Newly assigned ANG members process IAW NGR(AF) 39-09.

2. If member fails to report for in-processing, refer case to PRE for action in accordance with AFI 36-2115, *Assignments within the Reserve Components*.

3. AFRC GSUs procure from host base.

4. After creation of FRGp and Enlistment into AFRC, direct member to Personnel Employment Element for in-processing.

5. Use a checklist similar to **Attachment 27** for screening the UPRG to ensure compliance with AFI 36-2608.

**Table 6.4. Preparing For Separation, Discharge, or Retirement.**

| | | RULE | | |
|---|---|---|---|---|
| **If member is being separated, discharged, or retired** | | **1** | **2** | **3** |
| **A** | PRE | Yes | | |
| **B** | Unit of Assignment | | Yes | |
| **C** | Customer Service Element | | | Yes |
| **Then** | | | | |
| **D** | projects separation, discharge, or retirement into PDS and schedules member for out-processing. | X | | |
| **E** | requests Reserve orders. | X | | |
| **F** | ensures required identification cards are issued prior to departure. | X | | |
| **G** | ensures required identification cards are issued prior to departure | | | X |
| **H** | retrieves identification card prior to discharge in accordance w/AFI 36-3026(I). | | | X |
| **I** | verifies receipt and shipment of FRGp documents IAW AFI 36-2608. | X | | |
| **J** | schedules and conducts separation, discharge, or retirement interview and counseling as required in paragraph **2.2** of this instruction. | X | | |
| **K** | retrieves passports. | | X | |
| **L** | retrieves Restricted Area Badge; security debriefs if applicable; instructs member to process through Flight Records Section, if applicable; presents AF Form 623 to member; retrieves tool issue, flight gear, and (or) other accountable equipment issued (see note). | | X | |
| **M** | verifies Reserve orders state Reservist is returned to the same category assigned prior to call-up. | X | | |

***NOTE:*** When member fails to out-process, the unit retrieves all accountable items and notifies member legal action may be initiated.

## Chapter 7

## TRANSFER OF SENTENCED PRISONERS

**7.1. General Overview.** This chapter gives in- and out-processing instructions for prisoners transferring to an off-station confinement facility. This transfer requires coordination between Security Forces, unit commanders, and the MPF. AFI 31-205, *The Air Force Corrections System*, provides guidance for Security Forces and unit commanders. Transfers are authorized IAW AFI 31-205. Assignments upon release from prisoner status are IAW AFI 36-2110 only if not assigned to original duty station. ***NOTE:*** Prisoners do not accrue PCS allowances. (Allowances are payable to dependents as outlined in the JFTR.)

**7.2. Responsibilities:**

7.2.1. Commander. The commander exercising court-martial jurisdiction, unit commander, or the commander of the confinement facility appoints an individual to complete out-processing for the sentenced prisoner when the prisoner cannot out-process. This includes hand-carrying special orders through coordination and reproduction and gathering FRGp documents.

7.2.2. HQ AFSFC, Lackland AFB, Texas. Provides assignment action numbers and relocation instructions to base agencies involved with relocating sentenced prisoners to facilities within HQ AFSFC jurisdiction.

7.2.3. The MPF Personnel Relocations Element. Conducts out-processing for prisoners transferring to an off-station confinement facility:

7.2.3.1. Assignment Instructions. Request assignment instructions from MAJCOM or HQ AFPC/DPAPP.

7.2.3.1.1. Request a RRL prior to transfer of individual; file in UPRG, section 3.

7.2.3.2. Departure Listing. Include sentenced prisoners on the departure notification listing (see paragraph **1.4.1**).

7.2.3.3. Relocation Folder. Prepare a folder for documents pertinent to the assignment. Dispose of folder contents IAW *Air Force Records Disposition Schedule (RDS)* located at **https://afrims.amc.af.mil/**).

7.2.3.4. Special Orders. Prepare IAW **Attachment 10** as soon as possible after receipt of assignment instructions.

7.2.3.5. AF IMT 937, **Request and Authorization for Dependent(s) Travel**. Prepare AF IMT 937, when the JFTR authorizes dependent travel.

7.2.3.6. Immunizations. When prisoner transfer is from overseas to CONUS, arrange for required immunizations before departure.

7.2.3.7. Identification. Verify ID requirements using AFI 36-3026(I) are met. If the member has dependents, ensure retrieval of their DD Forms 1173. Direct dependents to the Customer Service Element for ID reissue.

7.2.3.8. Relocation Processing. Provide the prisoner (or appointed representative) a copy of the Relocation Processing (Transfer of Sentenced Prisoners) Memorandum (**Attachment 29**).

7.2.3.9. Military Pay. Advise the prisoner (or designated representative) to contact the FSO for military pay actions.

7.2.3.10. Prisoner Transfer. Coordinate the prisoner transfer with the Personnel Employment Element and the Career Enhancements Element.

7.2.3.11. Final Interview. Conduct final out-processing on the day before the prisoner's departure or as soon as possible after departure. Obtain departure information from the losing confinement facility.

7.2.3.12. FRGp Components. Instruct the prisoner (or designated representative) to gather components of the FRGp IAW paragraph **1.7.4**. Verify with Customer Service Element that required documents are filed in the UPRG. Include applicable AF IMT 2098, **Duty Status Change**, and AF IMT 1359, **Report of Result of Trial**, in the UPRG. Include written notice of documents missing or delayed and when they will be available for transfer. Comply with AFI 36-2608 in sending certain documents (or copies) to the confinement facility. Ensure escort hand-carries medical and dental records to the confinement facility.

7.2.3.12.1. For prisoners transferred in a PCS with PCA status to HQ AFSFC, mail the UPRG to HQ AFSFC/SFCI, 1631 Stewart Street, Suite 101, Lackland AFB, TX 78236-5255, when the prisoner departs.

7.2.3.12.2. For prisoners transferred to other confinement facilities, send the UPRG to the servicing MPF.

7.2.3.13. TMO Counseling. Refer the member and dependents to TMO for counseling and determination of authorization for dependent travel and shipment of HHG, and shipment/storage of POV. There may be allowances for dependents' movement IAW the JFTR, paragraph U5240-F, incident to member's confinement. Use AF IMT 899 to request movement of dependents when they will travel concurrently with the member's transfer. Use AF IMT 937 to authorize dependent travel before or after the member travels IAW the JFTR.

7.2.3.13.1. Brief prisoners without dependents that they cannot ship or store personal property and HHG at government expense. See JFTR, paragraph U5317-4.

7.2.3.13.2. Brief prisoners with dependents that they may ship HHG IAW JFTR, paragraph U5370-H.

7.2.3.14. Instruct the prisoner's unit of assignment to fund the travel and make transportation arrangements with TMO.

7.2.4. Depending on destination, either MPF Personnel Employment Element or HQ AFSFC/SFCI in-processes the prisoner and:

7.2.4.1. Inventories contents of the FRGp and requests missing documents.

7.2.4.2. Gains the prisoner to the base-level PDS files IAW AFCSM 36-699, Volume 1.

**7.3. Prescribed Forms.** AF IMT 100, Request **and Authorization for Separation;** AF IMT 899, Request **and Authorization for Permanent Change of Station Military;** AF IMT 907, Relocation **Preparation Checklist** and AF IMT 3566, **Individual Ready Reserve (IRR) Agreement.** AF IMT 4008, **Request and Authorization for Initial Active Duty Training/Nonprior Service.**

**7.4. Adopted Forms.** DD Form 2 (ACT), **Armed Forces of the United States – Geneva Conventions Identification Card (Active)**, DD Form 2 (RES), **Armed Forces of the United States - Geneva Conventions Identification Card (Reserve),** DD Form 4, **Enlistment/Reenlistment Document – Armed Force of the United States**, DD Form 114, **Military Pay Order,** DD Form 139, **Pay Adjustment Authorization,** DD Form 149, **Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section1552,** DD Form 214 (WS), **Certificate of Release or Discharge from Active Duty (Worksheet)**, DD Form 214, **Certificate of Release or Discharge from Active Duty**, DD Form 215, **Correction to DD form 214, Certificate of Release or Discharge from Active Duty**, DD Form 220, DD Form 256AF **Honorable Discharge Certificate**, **Active Duty Report**, DD Form 362, **Statement of Charges/Cash Collection Voucher,** DD Form 788, **Private Vehicle Shipping Document for Automobile,** DD Form 803, **Certificate of Termination**, DD Form 1172, **Application For Uniformed Services Identification (ID) Card - DEERS Enrollment,** DD Form 1173, **Uniformed Services Identification and Privilege Card**, DD Form 1351, **Travel Voucher**, DD Form 1351-2, **Travel Voucher or Subvoucher,** DD Form 1360, **Motor Vehicle Operator Qualifications and Record of Licensing**, **Examination and Performance,** DD Form 1555, **Confidential Statement of Affiliation and Financial Interests—Department of Defense Personnel**, DD Form 1610, **Request and Authorization for TDY Travel of DOD Personnel,** DD Form 1879, **DOD Request for Personnel Security Investigation,** DD Form 1934, **Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces**, DD Form 1966, **Record of Military Processing – Armed Forces of the United States,** DD Form 2138, **Request for Transfer of Outpatient Record**, DD Form 2494, **TRICARE -Active Duty Family Member Dental Plan (FMDP) Enrollment Election** DD Form 2494-1, **Supplemental TRICARE - Active Duty Family Member Dental Plan (FMDP) Enrollment Election**, DD Form 2586, **Verification of Military Experience and Training,** DD Form 2648, **Preseparation Counseling Checklist,** DD Form 2656, **Data for Payment of Retired Personnel**, DD Form 2648, **Preseparation Counseling Checklist,** AF IMT 31, **Airman's Request for Early Separation/Separation Based on Change in Service Obligation**, AF IMT 55, **Employee Safety and Health Record**, AF IMT 63, **Active Duty Service Commitment (ADSC) Acknowledgment Statement**, AF IMT 330, **Records Transmittal Request**, AF IMT 357, **Family Care Certification**, AF IMT 422, **Physical Profile Serial Report,** AF Form 512**, Change of Address/Telephone Number (ANG/USAFR),** AF IMT 522, **USAF Ground Weapons Training Data**, AF Form 538, **Personal Clothing and Equipment Record**, AF Form 623, **Individual Training Record**, AF IMT 656, **Clothing Request and Receipt – Male/Female**, AF Form 657, **Personnel Clothing Record – Female Airmen (Air Force Reserve and Air National Guard)**, AF IMT 658, **Personnel Clothing Record – Male Airmen (Air Force Reserve and Air National Guard),** AF IMT 668, **Clothing Certification for Category I Airmen Being Released from Active Duty,** AF IMT 780**, Officer Separation Actions,** AF IMT 937**, Request and Authorization for Dependents(s) Travel**, AF IMT 938, **Request and Authorization for Active Duty Training/Active Tour**, AF IMT 964, **PCS, TDY, or Training Declination Statement**, AF IMT

965, **Oversea Tour Election Statement**, AF IMT 973, **Request and Authorization for Change of Administrative Orders,** AF IMT 988, **Leave Request/Authorization**, AF IMT 1042, **Medical Recommendation for Flying or Special Operational Duty,** AF IMT 1160, **Military Retirement Actions**, AF IMT 1288, **Application for Ready Reserve Assignment**, AF IMT 1299, **Officer's Certificate of Statement of Service**, AF IMT 1359, **Report of Result of Trial**, AF IMT 1466, **Request for Family Member's Medical and Educational Clearance for Travel**, AF IMT 1566, **WAPS Test Verification**, AF Form 1942, **Clinic Index**, AF IMT 2030, **USAF Drug and Alcohol Abuse Certificate**, AF IMT 2096, **Classification/On-the-Job Training Action**, AF IMT 2098, **Duty Status Change,** AF Form 2100A, **Health Record – Outpatient**, AF Form 2100B, **Health Record – Dental**, AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card**, AF Form 2296, **Vehicle Operation Information (Part 3),** AF IMT 2587, **Security Termination Statement**, AF IMT 2631, **PALACE CHASE Statement of Understand/Contract,** AFRC IMT 12**, NPS Applicant Information**, AFRC IMT 116**, Request and Authorization for Discharge and Enlistment or Air Force Reserve Airmen**, NGB Form 22**, Report of Separation and Record of Service**, OF 346**, U.S. Government Motor Vehicle Operator's Identification Card,** SF 86, **Questionnaire for National Security Positions**, SF 88, **Report of Medical Examination**, SF 93, **Report of Medical History**, SF 600, **Chronological Record of Medical Care**, SF 1199A, **Direct Deposit Sign-up Form**, NGB Form 22, **Report of Separation and Record of Service**, VA Form 21-526, **Veterans" Application for Compensation or Pension;** VA Form 29-336, **Designation of Beneficiary- Government Life Insurance,** SGLV Form 8286, **Servicemembers" Group Life Insurance Election and Certificate**, SGLV Form 8714, **Application for Veterans' Group Life Insurance**; and SGLV Form 8715, **Application for SGLI Disability Extension,** TD Form W-4, **Employee's Withholding Allowance Certificate,** PS Form 3576, **Change of Address-Correspondence/Publishers/Businesses.**

ROGER A. BRADY, Lt General, USAF
DCS/Manpower and Personnel

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

***References***

Title 10, U. S. C. Armed Forces, Sections 265, 678, 3040, 8021h, 8038

Title 32, U. S. C. National Guard, Section 708

AFCAT 36-2223, *USAF Formal Schools*

DoDD 5154.29, *DoD Pay and Allowances Policy and Procedures*

AFI 10-402, *Mobilization Planning*

AFI 10-1101, *Operations Security*

AFI 10-1102, *Safeguarding the Single Integrated Operation Plan (SIOP)*

AFMAN 23-110, *USAF Supply Manual*

AFI 24-101, *Passenger Movement*

AFI 31-205, *The Air Force Corrections System*

AFI 31-406, *Applying North Atlantic Treaty Organization (NATO) Protection Standards*

AFI 31-501, *Personnel Security Program Management*

AFI 33-328, *Administrative Orders*

AFI 33-360, *Publications and Forms Management*

AFI 34-262, *Services Programs and Use Eligibility*

AFI 36-2002, *Regular Air Force and Special Category Accessions*

AFI 36-2101, *Classifying Military Personnel (Officers and Enlisted)*

AFI 36-2104, *Nuclear Weapons Personnel Reliability Program*

AFI 36-2107, *Active Duty Service Commitments (ADSC)*

AFI 36-2110, *Assignments*

AFI 36-2115, *Assignments within the Reserve Components*

AFI 36-2226, *Combat Arms Program*

AFI 36-2238, *Self-Aid and Buddy Care Training*

AFI 36-2301, *Professional Military Education*

AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*

AFI 36-2502, *Airmen Promotion Program*

AFI 36-2603, *Air Force Board for Correction of Military Records*

AFI 36-2605, *Air Force Military Personnel Testing System*

AFI 36-2606, *Reenlistment in the United States Air Force*

AFI 36-2608, *Military Personnel Records System*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFI 36-2908, *Family Care Plans*

AFCSM 36-699, *Military Personnel Flight (MPF) Management and Military Personnel Data System (MilPDS) User Guidelines*

AFI 36-3002, *Casualty Services*

AFI 36-3003, *Military Leave Program*

AFI 36-3005, *Federal Housing Administration* (*FHA) Insured Home Loans For Servicemen*

AFI 36-3020, *Family Member Travel*

AFI 36-3022, *Transition Assistance Program*

AFI 36-3025, *TRICARE- Active Duty Family Member Dental Plan (FMDP)*

AFI 36-3026(I), *Identification Cards for Members of the Uniformed Services, Their Family Members and Other Eligible Personnel*

AFI 36-3202, *Separation Documents*

AFI 36-3203, *Service Retirements*

AFI 36-3207, *Separating Commissioned Officers*

AFI 36-3208, *Administrative Separation of Airmen*

AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*

AFMAN 37-123, *Management of Records*

AFI 41-210, *Patient Administration Functions*

AFI 48-115, *The Tuberculosis Detection and Control Program*

AFI 48-123, *Medical Examinations and Standards*

AFI 65-103, *Temporary Duty Order*

AFMAN 65-604, *Appropriation Symbols and Budget Codes*

AFI 91-302, *Air Force Occupational and Environmental Safety, Fire, Protection, and Health (AFOSH) Standards*

Joint Federal Travel Regulation

***Abbreviations and Acronyms***

**AAC**—Assignment Availability Code

**AAN**—Assignment Action Number

**ADSC**—Active Duty Service Commitment

**ADT**—Active Duty Tour/Training

**AAFES**—Army, Air Force Exchange Service

**AFQC**—Air Force Qualification Course

**AFPC**—Air Force Personnel Center

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**ALC**—Assignment Limitation Code

**ANG**—Air National Guard

**APOE**—Aerial Port of Embarkation

**ARPC**—Air Reserve Personnel Center

**BAH**—Basic Allowance for Housing

**BLMPS**—Base Level Military Personnel System

**BMT**—Basic Military Training

**BTZ**—Below-the-Zone

**CAC**—Common Access Card

**CATM**—Combat Arms Training and Maintenance

**CCTVL**—Concurrent Travel

**CHCBP**—Continued Health Care Benefit Program

**CONUS**—Continental United States

**CSS**—Commander's Support Staff

**CTO**—Commercial Travel Office

**DDN**—Defense Data Network

**DDP**—Dependent Dental Plan

**DEERS**—Defense Enrollment Eligibility Reporting System

**DEROS**—Date Eligible for Return from Overseas

**DFAS**—Defense Finance and Accounting Service

**DLM**—Designated Location Move

**DOD**—Department of Defense

**DOS**—Date of Separation

**EAD**—Extended Active Duty

**EFMP**—Exceptional Family Member Program

**EPR**—Enlisted Performance Report

**ETS**—Expiration Term of Service

**FSA**—Family Separation Allowance

**FSC**—Family Support Center

**FMDP-TRICARE**—Active Duty Family Member Dental Plan (FMDP)

**FRGp**—Field Record Group

**FSO**—Financial Services Office

**GSU**—Geographically Separated Unit

**HAF**—Headquarters Air Force

**HHG**—Household Goods

**HOR**—Home of Record

**HRE**—Human Relations Education

**IDA**—Identification Data

**IADT**—Initial Active Duty Tour

**IEU**—Individual Equipment Unit

**IMA**—Individual Mobilization Augmentee

**IRR**—Individual Ready Reserve

**ISLRS**—Inactive Status List Reserve Section

**JFTR**—Joint Federal Travel Regulations

**JUMPS**—Joint Uniform Military Pay System

**LOE**—Letter of Evaluation

**MAJCOM**—Major Command

**MEDEVAC**—Medically Evacuated

**MilPDS**—Military Personnel Data System

**MPF**—Military Personnel Flight

**MSGIN**—Message In

**MSO**—Military Service Obligation

**NARS**—Nonaffiliated Reserve Section

**NATO**—North Atlantic Treaty Organization

**NPS**—Non-prior Service

**ODSD**—Overseas Duty Selection Date

**OHA**—Overseas Housing Allowance

**OPR**—Officer Performance Report

**ORS**—Obligated Reserve Section

**OTG**—Officer Training Group

**PCA**—Permanent Change of Assignment

**PCS**—Permanent Change of Station

**PDD**—Projected Departure Date

**PDS**—Personnel Data System

**PETS**—Prior to Expiration of Term of Service

**PLEAD**—Place entered active duty

**POC**—Privately Owned Conveyance

**POE**—Place of Enlistment

**POV**—Privately Owned Vehicle

**PPC**—Personnel Processing Codes

**PRE**—Personnel Relocations Element

**PRP**—Personnel Reliability Program

**PTI**—Personnel Transaction Identifier

**RIP**—Report on Individual Personnel

**RNLTD**—Report Not Later Than Date

**SABC**—Self-Aid and Buddy Care

**SBP**—Survivor Benefit Plan

**SF**—Security Forces

**SPA**—Satellite Personnel Activity

**SSN**—Social Security Number

**STRD**—Short Tour Return Date

**TAP**—Transition Assistance Program

**TDN**—Travel Deemed Necessary

**TDRL**—Temporary Disability Retired List

**TDY**—Temporary Duty

**TMO**—Traffic Management Office

**TTC**—Technical Training Center

**TTG**—Technical Training Graduate

**TTI**—Transitory Transaction Identifier

**UPRG**—Unit Personnel Record Group

**USAFR**—United States Air Force Reserve

**VA**—Veteran's Administration

**VARO**—Veteran's Administration Regional Office

**vMPF**—Virtual Military Personnel Flight

**vOP**—Virtual Out-Processing

**WAPS**—Weighted Airman Promotion System

***Terms***

**Assignment**—A permanent change of station (PCS).

**Assignment Preparation**—Actions to ensure a member arrives at new duty location.

**Eligibility Verification**—Actions to ensure a member meets the criteria for the assignment.

**In- and Out-processing**—Actions to ensure a relocating member arrives or departs, proper agencies are notified, required records are received, assembled, transmitted and distributed, and personal obligations are satisfied.

**Relocation**—Result of assignment, temporary duty, separation, or retirement.

**Retirement**—Departure by reason of completion of required service, maximum age, or medical condition.

**Separation Preparation**—Actions to ensure members returning to civilian life have post-service allowances explained, required documentation accurately completed, and provides assistance to help member get personal affairs in order.

**Temporary Duty (TDY)**—Duty at one or more locations, other than permanent duty station, at which member performs TDY under orders which provide for further assignment, or pending further assignment, to a new permanent duty station or for return to the old permanent duty station upon completion of TDY.

**Transportation Mode**—Air, bus, rail, ocean.

**Travel Mode**—Type of TDY travel; that is, TDY en route, TDY and return, PCS with TDY and return, etc.

## Attachment 2

## SAMPLE SEPARATION OR RETIREMENT RELOCATION PROCESSING MEMORANDUM

MEMORANDUM FOR UNIT OF ASSIGNMENT AND FUNCTIONAL ADDRESS SYMBOL

FROM: (functional address symbol) (see note at end of sample memorandum) (date)

SUBJECT: Separation or Retirement Relocation Processing

1. (Grade, Name, SSN) is being processed for (separation) (retirement) with a projected departure (month, year.)

2. The responsible agent within the unit or duty section must complete the actions checked below. Send a copy of this memorandum or automated checklist with unit commander, executive officer, or first sergeant signature to the Personnel Relocations Element (PRE) not later than member's out-processing date. The signature is assurance all required actions have been completed.

3. According to DOD 5200.1-R, *Information Security Program*/AFI 10-1101, *OperationsSecurity*, security debriefings are mandatory for personnel who terminate employment and have had access to any of the below indicated special access programs:

(1) SIOP-ESI (see DOD 5200.2-R, Personnel Security Program/AFI 10-1102, *Safeguarding the Single Integrated Operations Plan (SIOP)*).

(2) NATO Secret and above (see AFI 31-406, *Applying North Atlantic Treaty Organization (NATO) Protection Standards*).

(3) CNWDI (see DODD 5200.1-R/AFI 10-1101).

(4) SCI (see AFMAN 14-302).

4. DOD Regulation 5200.1-R/AFI 10-1101 requires all personnel separating or retiring from military service to complete AF IMT 2587, **Security Termination Statement**. Forward the completed form to this office before member departs.

5. Turn in Restricted Area Badges.

6. If duty and travel restrictions were incurred, attach correspondence required by AFI 31-501, *Personnel Security Program Management*, for file in personnel records.

7. Clothing Requirements, Showdown, and Certification:

Member is being:

( ) Separated and transferred to the active AFRC or ANG.

( ) Administratively Separated. See Title 10, U.S.C. *Armed Forces*, Section 771a (b). Reference AFMAN 23-110, *USAF Supply Manual*, to determine if clothing recovery is required and for procedures to effect recovery.

Action Completed:

( ) Clothing certification via ("X" applicable form):

AF Form 657, **Personal Clothing Record--Female Airmen** (Air Force Reserve and Air National Guard).

AF IMT 658, **Personal Clothing Record--Male Airmen** (Air Force Reserve and Air National Guard).

_____ AF IMT 668, **Clothing Certificate for Category 1 Airmen Being Released From Active Duty** (Air Force Reserve and Air National Guard).

( ) Recovery of required clothing items was completed IAW AFMAN 23-110.

( ) No action required.

8. Retrieval of Government Charge Card of members leaving active duty (Unit Program Manager).

Counsel member and retrieve Government Charge Card prior to final out-processing appointment.

Unit GTC Program Manager Signature/Date:

9. You will not be allowed to out-process without your DD Form 2648, **Preseparation Counseling Checklist**, being on file. Public Law 101-510, National Defense Authorization Act for Fiscal Year 1991, 5 November 1990, requires that you receive pre-separation counseling at least 90 days prior to your separation. Contact the transition counselor at your Family Support Center within 7 calendar days to schedule your mandatory counseling. Your counseling will be documented on a DD Form 2586, **Verification of Military Experience and Training**. The DD Form 2586 will become a permanent document in your military personnel records. It is your responsibility to ensure this form reaches your servicing military personnel flight (MPF).

10. Actions checked on the basic memorandum have been completed and appropriate documents are attached.

_____

Signature of MPF PRE, NCOIC

1st Ind., (functional address symbol) (date)

TO: MPF Personnel Relocations Element

Actions checked on the basic memorandum have been completed and appropriate documents are attached.

Attachment: _____(signature)

(as required) (Typed name, grade, USAF)

(Unit commander, unit executive officer, or first sergeant)

## Attachment 3

## SAMPLE ASSIGNMENT RELOCATION PROCESSING MEMORANDUM

MEMORANDUM FOR UNIT OF ASSIGNMENT AND FUNCTIONAL ADDRESS SYMBOL

FROM: (Functional Address Symbol) (date)

SUBJECT: Relocation Processing

1. (Grade, Name, SSN) is being processed for reassignment to (base name and state/country) with scheduled departure (month, year.)

2. The responsible agent within the unit or duty section must complete the actions checked below. Send a copy of this memorandum with unit commander, executive officer, or first sergeant signature to the Personnel Relocations Element (PRE) not later than (date).

a. Weapons Training:

( ) AFIs 36-2110, *Assignments,* and 36-2226, *Combat Arms Program,* require current weapons qualification for certain overseas assignments before the individual departs for the new duty station. The member must complete the required weapons Air Force Qualification Course or Security Forces Course for the weapons listed in AFI 36-2226, table 2.1. Schedule personnel to complete the training not later than 60 days prior to their projected departure date (PDD) and no earlier than 90/180 days (as outlined in AFI 36-2226) before PDD.

***NOTE:***: Group C (AFI 36-2226) personnel are exempt from weapons qualification prior to PCS if their current weapons qualification covers the complete length of the short tour or covers at least 12 months of a long tour. Personnel whose tour length extends beyond the initial 12-month period may be required to re-qualify at the overseas commander's discretion. A member's current qualification status and qualification length can be determined by reviewing their AF IMT 522, **USAF Ground Weapons Training Data**.

( ) Member completed prescribed weapons training and AF IMT 522 or computer product is attached.

( ) Member is current in weapons training and AF IMT 522 or computer product is attached.

b. Security Program:

According to DOD 5200.1-R, Information Security Program/AFI 10-1101, Operations Security, security debriefings are mandatory for personnel who PCS, PCA, or terminate employment and have had access to any of the below indicated special access programs:

(1) SIOP-ESI (see DOD 5200.2-R, Personnel Security Program/AFI 10-1102, *Safeguarding the Single Integrated Operations Plans (SIOP)*).

(2) NATO Secret and above (see AFI 31-406, *Applying North Atlantic Treaty Organization (NATO) Protection Standards*).

(3) CNWDI (see DOD 5200.1-R/AFI 10-1101).

(4) SCI (see AFMAN 14-302, *Control, Protection, and Dissemination of Sensitive Compartmented Information*).

( ) Turn in Restricted Area Badges.

( ) Duty and travel restrictions were incurred and attached is correspondence required by AFI 31-501, Personnel Security Program Management, for file in personnel records.

( ) Duty and travel restrictions were not incurred.

c. AFI 36-2908, *Family Care Plans*:

When a single member or a member of a military couple with dependents is taking dependents on the overseas tour, AFI 36-2908 requires them to make dependent care arrangements and document the arrangements on AF IMT 357, **Family Care Certification** (item 17). Only the unit commander or first sergeant may certify the validity of these arrangements.

Action Completed:

( ) Member was briefed on requirements of AFI 36-2908.

d. AFI 36-2238, *Self-Aid and Buddy Care Training* (SABC):

Non-medical personnel selected for assignment overseas must attend SABC training prior to departure. The member's present unit of assignment conducts the training. If the present unit is unable to do so and has no SABC instructors, contact the SABC advisor at the medical treatment facility for assistance in getting the individual enrolled in a SABC program (AFI 36-2238).

( ) Member completed SABC training on (date).

***NOTE:*** Technical Training Students do not require SABC training if their end assignment is to an overseas area.

e. Government Charge Card. Clear Unit GTC Program Manager.

Advise member to report to gaining unit's government charge card representative to update account information; e.g., change of address, unit, phone numbers, etc.

Unit GTC Program Manager Signature/Date: _____

f. Professional Military Education: AFI 36-2301, *Professional Military Education*, prescribes SrA receive priority selection for Airman Leadership School (ALS) scheduling if they are projected on assignment to a location not serviced with an ALS program (this includes CONUS locations). Commanders should coordinate with servicing ALS to determine training capability at gaining location.

( ) Member has already completed ALS.

( ) Member is scheduled to attend ALS prior to PCS departure.

( ) Mission limitations prohibit scheduling prior to departure. (***NOTE:*** MPF will advise gaining MAJCOM PME manager if training cannot be completed before departure.)

g. Anti-Terrorism (AT) Personal Protection Briefing:

Individuals, and family members, PCSing overseas (excluding Alaska and Hawaii) are required to receive an Anti-Terrorism Personal Protection Briefing prior to departing the losing station. Contact the local OSI detachment or local AT section to set up your briefing at (extension).

( ) Member and dependents received their Anti-Terrorism Personal Protection Briefing on (date).

_____

Signature of MPF PRE, NCOIC

1st Ind., (Functional Address Symbol) (date)

TO: MPF Personnel Relocations Element

Actions checked on the basic memorandum have been completed and appropriate documents are attached.

Attachment: _____(signature)

(As required) (Typed name, grade, USAF)

(Unit commander, unit executive officer, or first sergeant)

## Attachment 4

## SAMPLE MEDICAL TREATMENT FACILITY OR DENTAL CLINIC MEMORANDUM

MEMORANDUM FOR MEDICAL/DENTAL FACILITY

FROM: (Functional Address Symbol) (date)

(two line street

address for unit)

SUBJECT: Medical Treatment Facility or Dental Clinic Memorandum

(Grade, Name, SSN, Unit, Duty Phone) has been selected for relocation to (Base, State/Country). Responsible gaining MAJCOM/SG is (MAJCOM/SG). This is a remote or geographically separated unit (GSU)/N/A (circle one). The member has a projected departure date of (DDMMYYYY) with a RNLTD of (DDMMYYYY). Member's projected AFSC is (AFSC which selected for the assignment).

Please take action to ensure member is cleared to proceed on PCS and return endorsed memorandum upon final clearance.

(Signature)

(Typed name, grade, USAF)

(Title)

1st Ind., (Functional Address Symbol)

TO: (Servicing MPF/(Functional Address Symbol))

( ) Member is qualified to proceed on PCS.

( ) Member is not qualified to proceed on PCS. AF IMT 422, **Physical Profile Serial Report**, is attached (if applicable). Please take immediate action to cancel or delay the assignment. The following information is provided to support the request for assignment cancellation or delay:

(Signature)

(Typed name, grade, USAF)

(MTF or dental representative title)

## Attachment 5

## SAMPLE INDIVIDUAL"S PCS RELOCATION INSTRUCTIONS AND INFORMATION MEMORANDUM

MEMORANDUM FOR MEMBER - GRADE, NAME, SSN (date)

FROM: (MPF Functional Address Symbol)

SUBJECT: Individual"s PCS Relocation Instructions and Information

1. Permanent Change of Station (PCS) Relocation Preparation Actions.

The Personnel Relocations Element (PRE) briefed you concerning this relocation during the initial preparation interview. To assist you in completing certain requirements associated with your relocation, please read the information checked in the following paragraphs as they apply to your move. *(If you have any questions concerning your preparation, do not hesitate to ask. Our purpose is to have you thoroughly advised and prepared for this relocation.)*

( ) a. Travel. The PRE explained your particular travel requirements. You must travel using the services and accommodations provided by the CTO/TMO for TDY en route, TDY and return and/or PCS if applicable. If travel mode causes undue hardship, submit waiver request.

( ) b. Flight Reservations. The military personnel flight (MPF) will request your flight reservation when required travel actions are complete; that is, dependent medical and education clearance approved, passport or visa application forwarded, or request for travel of dependents approved.

( ) c. Special Orders. You will receive your special orders through normal base distribution channels. If you do not receive them by (date), contact the PRE, (extension ___.)

( ) d. Sponsor Program. A sponsor was automatically requested for you at the new unit. If you do not hear from your sponsor within 30 days of your departure, you should contact the Base INTRO Manager at extension _____. For students and personnel PCSing to their initial duty location, ensure you contact or have had contact with your sponsor or new unit prior to departure. Your sponsor can assist in your transition to your new base.

( ) e. Identification.

(1) You need a valid identification card, ID tags, and may also require a photograph before you depart this station. If your ID card is not current, you must visit the MPF Customer Service Element, (building, room). You must have identification tags and chain set prior to departure. If you do not currently have these tags and chain set, stop by the MPF Personnel Readiness Section, (building, room), (extension), to obtain them. If you need a photograph, the PRE will prepare a request for you to take to the Photo Lab located in (building, room). If you have dependents who will not accompany you, ensure their identification cards remain current during your absence.

(2) If you are medical or chaplain personnel, you may require a DD Form 1934**, Geneva Conventions Identity Card For Medical and Religious Personnel Who Serve in or Accompany the Armed Forces,** if you are going on an overseas assignment. Contact the MPF Customer Service Element for further information.

(3) Defense Enrollment Eligibility Reporting System (DEERS). If you are being reassigned overseas, either accompanied or unaccompanied, you should enroll your dependents in DEERS before departing PCS. To enroll your dependents, take your marriage license, children"s birth certificates, and other documentation establishing dependency to the Customer Service Element in the MPF. If you are not sure about your dependent's enrollment, contact the Customer Service Element at extension _____.

( ) f. Military Pay. Your pay is an item of primary concern during PCS. The MPF has provided you with a copy of attachment 1 to this memorandum. You should review the pay information in the attachment and comply with its instructions.

( ) g. Customer Service Element. This section is located in (building, room). They can assist you on a variety of subjects, such as insurance, and power of attorney.

( ) h. Commander's Support Staff. This activity will debrief you concerning safeguarding security information and complete a Termination Statement, if required. They will determine whether you have incurred a duty and travel restriction according to AFI 31-501, *Personnel Security Program Management*. Your commander's support staff will counsel and furnish you a memorandum if any duty and travel restrictions were incurred.

( ) i. Immunizations. You must go to the base medical treatment facility located in (building) to begin your immunizations. Complete all immunizations before your departure. The MPF PRE has provided you with appropriate letters which you must return during your final interview. If your dependents will accompany you at a later date, ensure all their immunizations are complete.

( ) j. Flying Status Requirements. (ALL ACTIVE AND INACTIVE FLYING PERSONNEL) The Host Operations Systems Management (HOSM) office was notified of your relocation. All flying requirements must be current IAW AFI 11-401, *Aviation Management*. If you are going TDY or TDY en route to attend a course of flying instruction, the HOSM office furnished specific requirements prescribed for the particular course of training, and the MPF told you which requirements apply. You must report to the HOSM office to pick up your Flight Record file. Include your Flight Evaluation Folder as part of that file. Hand-carry the entire file to your next servicing HOSM.

( ) k. Weapons Qualifications. AFI 36-2226, *Combat Arms Program*, requires current weapons qualification for these specific personnel before departure for overseas assignment. If you are current, no further action is required. If you need training, your unit will schedule it for you. Failure to complete this training before final out-processing may delay your departure.

( ) l. Clothing Requirements. Officers are responsible to meet personal clothing requirements before departure. Enlisted members will use AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and AFMAN 23-110, *USAF Supply Manual*, as guides in determining an appropriate inventory.

( ) m. Clothing Certification - ENLISTED PERSONNEL. Accomplish this requirement through your unit.

( ) n. Government Drivers License Training. The MPF PRE sends a letter (if required) to your unit requesting an AF Form 2293, **U.S. Air Force Motor Vehicle Operator Identification Card,** for this assignment. Your vehicle control officer will schedule you for the required training and licensing prior to your departure.

( ) o. Transportation Counseling. When you get your assignment orders, report to the Traffic Management Office that is located in building ____ , room ___, extension _____. Transportation personnel will advise you concerning you and your dependents travel, shipment and storage of HHGs, privately owned vehicle (POV), mobile home, unaccompanied and excess baggage, tool kits, firearms, and pets. If you want to ship a mobile home, inform the MPF PRE so they can authorize it on your PCS orders.

( ) p. Secretarial Waiver for Second Dislocation Allowance (ALL PERSONNEL). If you departed your last duty station within this fiscal year and are departing your present duty station before the start of the next fiscal year, the MPF must request a secretarial waiver for a second payment of dislocation allowance within the same fiscal year. If you do not receive a secretarial waiver before your departure, you may not be paid a dislocation allowance for you and your family. If you are in doubt, check with your PRE. The exception to this policy is for Exceptional Family Member Program (EFMP) or humanitarian reassignment.

( ) q. Military Family Housing. If you are occupying military family housing, visit the Base Housing Office for clearance prior to departure. Failure to complete clearance of base housing could result in administrative action. Also, all eligible military personnel may submit an advance application for military family housing after publication of permanent change of station orders. Contact the Base Housing Office to submit an advance application for housing. Remember to report to the Housing Referral Office (HRO) at your new duty station before entering into a commitment for off-base housing.

( ) r. Authorization for payment of more than two POCs (privately owned conveyances – JFTR, paragraph U5015-B). Authorization must be according to the JFTR. If you think you will qualify for this, contact the MPF PRE for qualification procedures. When authorization for two or more POCs exist, monetary allowance in lieu of transportation (MALT) is paid according to JFTR, paragraph U5105-B1, for the number of authorized travelers in each POC. A spouse is considered as accompanying the member for per diem purposes when the spouse travels concurrently in a separate authorized POC.

( ) s. Moving of Dependents on PCS.

(1) Command-Sponsored. For those who qualify for travel of dependents at government expense to accompanied-by-dependent areas and desire their dependents to accompany them, exercise extreme care when completing AF IMT 1466, **Request**

**for Family Member"s Medical and Education Clearance for Travel**. In many overseas areas, adequate medical care is not available for all conditions which dependents may have. Special education classes for some types of handicaps often are not available.

(a) To ensure absence of needed medical care or education services does not cause a hardship for your family, identify these conditions (any conditions requiring regular, frequent or special medical care or special education or training) on the AF IMT 1466. Through this, a determination can be made regarding the proper care at the gaining location. Also, if dependency has not been established or verified in the previous 12-month period, report to the local FSO for counseling.

(2) Non-command-Sponsored. Relocating non-command-sponsored dependents is highly discouraged. Non-command-sponsored dependents are not normally authorized access to medical, educational, housing and commissary facilities, even if available. An AF IMT 1466 for command sponsorship may be submitted at a later date.

( ) t. Family Care Responsibilities. Air Force members must make adequate family care arrangements to permit them to fulfill a full range of military obligations. If you plan to take dependents overseas to a location covered by a noncombatant evacuation operation (NEO) plan, you must also make adequate advance arrangements for the evacuation and care of your dependents. Your unit commander can answer questions concerning dependent care responsibilities.

(1) In planning for the PCS, you should ensure you have sufficient funds to defray the costs of supporting dependents at the new location. The INTRO program provides information needed to plan for the care of dependents at the new location. Your sponsor at your new duty station can provide you with detailed information on average expense in getting settled and availability of dependent care facilities.

( ) u. Passport Requirements. If you are relocating to an area requiring passports or visas, you must have birth certificates with the official seal of the state agency for you and your dependents. The Department of State rejects passport applications submitted without valid birth evidence. Submit passport applications no later than 15 days after initial relocation briefing. The average time for routine passport processing is 75 days, and delays in application processing could result in not receiving passports in time to travel with sponsor or to meet other travel plans.

(1) Should you not have valid birth evidence in your possession, see a base passport agent immediately for the proper address to request it and the associated costs. Receipt of birth certificates from state agencies can take as long as 2 months. If you do not require a passport prior to departure to the overseas area, we recommend you take an official birth certificate with you to the overseas area.

( ) v. Special Security Investigative Requirement. If you have been selected for an assignment requiring access to Sensitive Compartmented Intelligence (SCI) Information, you must complete a new SF 86, **Questionnaire for National Security Positions.** You cannot depart PCS until final SCI access determination is made by the gaining MAJCOM.

(1) Do not take any actions to relocate family or household goods until the PRE notifies you of your acceptance for the SCI position. Processing delays could cause extension of your Report Not Later Than Date (RNLTD). Denial of SCI access will result in assignment cancellation. (Extension of RNLTD does not apply to overseas returnees.)

( ) w. You must have all required spectacles before you depart. Report to the optometry clinic to request and pick up spectacle inserts for the MCU-2/P mask.

( ) x. En Route Medical and Dental Care. Procedures for obtaining non-emergency medical care outside your TRICARE region vary; contact the TRICARE Service Center (TSC) at your departure base for details. If you require medical care en route, follow the TSC guidance or go to the nearest Uniformed Services Medical Treatment Facility (MTF). For emergency dental care en route, go to the nearest Uniformed Services MTF or seek civilian care. If you receive emergency treatment at a civilian facility, have the treatment bill mailed to the nearest Air Force MTF. If you are hospitalized in a civilian facility, notify the nearest Air Force MTF (Patient Affairs Office) as soon as possible.

( ) y. Additional Weight Allowance. If you are relocating overseas to a weight-restricted location, you may be authorized to ship additional weight for household goods. Be sure the relocation clerk discusses this subject with you during counseling.

( ) aa. TRICARE Family Member Dental Plan (FMDP) and Space Available Dental Care:

(1) Overseas PCS. Family dental care in military dental treatment facilities (DTFs) overseas is limited to maintaining oral health by providing preventive, basic restorative, and essential specialty care. Family members enrolled in the FMDP, who require dental treatment that DTFs are unable to provide, *may* be referred to host-nation providers. However, family members should be advised that not all services are available or accessible at all OCONUS locations. Sponsors and family members are encouraged to check with the losing base Family Support Center, Relocation Assistance, for base-specific dental information available through their websites.

(a) Disenrollment from the FMDP is strictly voluntary; it will not happen automatically upon your PCS. The member must report to the MPF Customer Service to disenroll from the FMDP IAW AFI 36-3025, *TRICARE - Active Duty Family Member Dental Plan (FMDP)*.

(b) CONUS PCS. Space available dental care for dependents is extremely limited at CONUS locations. When you arrive at your new location, contact the Health Benefits Advisor (HBA) and determine if you want to voluntarily enroll in FMDP. You must have 12-24 months remaining on your military commitment to qualify for FMDP OCONUS returnee enrollment. If you are already participating in FMDP, your enrollment continues when you go PCS. All FMDP termination actions require voluntarily election unless not meeting DEERS eligibility and enrollment requirements IAW AFI 36-3025, and AFI 36-3026(I), *Identification Cards for Members of the Uniformed Services, Their Family Members and Other Eligible Personnel*.

( ) ab. Self-procured travel. You ***must*** arrange your official travel though the local TMO/CTO, IAW JFTR, paragraph U3120. Self-procurement of transportation in not authorized, unless authorized by the CTO/TMO. Members may use their POC for CONUS or intra-theater travel. It is mandatory DOD policy to use CTOs for all transportation requirements.

( ) ac. Family Support Center (FSC). The FSC offers a variety of programs and services to meet the needs of relocating families and single service members. Under the Relocation Assistance Program, relocating personnel have the opportunity to make informed decisions about their next or final duty station. The programs and services include: professionally conducted relocation workshops to help personnel and family members prepare for a move; the Standard Installation Topic Exchange Service (SITES), a continually updated CD ROM program that has worldwide, in-depth installation information and is also accessible through the Internet for on-line users; worldwide installation brochures and video cassettes for checkout; and a loan closet for much needed household items. Additionally, the Relocation Assistance Program offers a network of base experts to keep personnel informed of ever-changing relocation information.

(1) If you are selected for a remote tour assignment and you have family members, you are required to see the Relocation Manager at your local FSC for information on specific assistance/services available to your family members while you serve on your remote tour assignment.

(2) If your family is staying in the local area, your FSC personnel will inform you of the services available for your family during your absence, obtain permission from you to contact your family during your remote tour, provide member contact card(s) with their 1-800 number and follow-up with your family to determine what assistance they may need.

(3) If your family member is relocating near an installation, your local FSC personnel will inform you and/or your family member(s) of the services available at the new installation during your absence and obtain permission (from you) to forward the contact information to that installation, contact the new installation to inform them of your family's pending arrival and forward a copy of the contact information to that base and provide member contact card(s) with their 1-800 number.

(4) If your family member is not located near another military installation, your local FSC personnel will inform you of the services available at the FSC for your family and provide member contact cards with their 1-800 number.

( ) ad. Emergency. Contact the nearest Air Force Command Post during non-duty hours if problems occur while en route to a PCS location. The Command Post is manned 24 hours and can provide emergency assistance.

( ) ae. Active Duty Service Commitment. If you are PCSing with a TDY en route for training, you may incur an active duty service commitment associated with this training. Ensure AF IMT 63, **Active Duty Service Commitment (ADSC) Acknowledgment Statement**, is accomplished prior to your departure.

2. Out-Processing Actions.

a. In addition to completing your required relocation preparation actions, you must also take care of your personal obligations. The following list of base agencies provides you an indication of areas to which you may be obligated. This list may not be all inclusive.

(1) Traffic Management Office. Schedule pick up and shipment of household goods, POV, and

baggage. Obtain necessary transportation documents, itineraries, and when necessary transportation requests (TRs).

(2) Vehicle and Weapons Registration. Clear personal vehicles and weapons for shipment.

(3) Pass and Identification. Turn in Restricted Area Badges and check the expiration of ID cards.

(4) Unit of Assignment. Check Ration Cards, Government Credit Card, Enlisted Performance Reports, Officer Performance Reports, and other unit matters (includes individual mobilization augmentee supervisory actions, to include completion of OPR/EPR, if required).

(5) Library. Return books and publications.

(6) Officer, NCO and Airmen Open Messes. AFI 34-262, *Services Programs and Use Eligibility*, requires members of open messes satisfy any indebtedness before departure.

(7) Unit Mail Room - Postal Service Center. Tell your mail room about your assignment. Get copies of Postal Service Form 3576, **Change of Address-Correspondence/Publishers/Businesses**, to notify correspondents and publishers of your new address. Postal laws and regulations prohibit forwarding of other than first, third, and fourth class mail from the United States to overseas military post offices, and from overseas military post offices to the United States. You should notify publishers of newspapers and periodicals of your change of address as soon as possible. Contact Defense Finance and Accounting Service when a bond allotment mailing address has changed. Notify your place of voting.

(8) Recreation Services Supply. Turn in sports equipment.

(9) Personal Obligations to Individuals or Business Firms. Satisfy or make arrangements for continuance.

(10) Education Services. If enrolled in an off-duty education program, report to the Education Services Office to complete necessary tuition forms. If you are not enrolled in an educational program, the Education Services Office will send your education records to the MPF.

(11) Shipment of Pets. Obtain necessary clearance from the Base Veterinary Services before your departure.

(12) Linen Turn-In. Do this before your departure.

(13) Dependents" Outpatient Records. You have the option of either hand-carrying your dependents" outpatient record or having them mailed to the appropriate medical facility at your new permanent duty station. If you choose to hand-carry them, you must pick them up at the appropriate hospital records section. We recommend you pick up this record 1 week before you depart. If you elect to have your dependents" medical records mailed, you must complete DD Form 2138, **Request for Transfer of Outpatient Record.** ***NOTE:*** Spouses must sign an AF Form 1942, **Clinic Index**, before releasing records to the sponsor. You must sign for these records using AF Form 1942.

(14) IDEA Office. If you have one pending, provide the suggestion officer with your forwarding address.

(15) Automobile Insurance. If you are going to or returning from overseas and intend to drive a car while assigned at your new duty station, you should obtain a letter of reference from your current automobile insurance company before departing PCS. This letter will help you to get automobile insurance upon arrival at your new duty station.

(16) Lodging. If you wish to make advance reservations for temporary lodging facilities, contact the gaining base billeting office or your sponsor before departure.

(17) House Hunting. AFI 36-3003, *Military Leave Program*, authorizes permissive TDY for the purpose of house hunting for members relocating PCS. If you require further information on this subject, contact MPF Customer Service Element or commander's support staff. If eligible for off-base housing, you may request to take permissive TDY (up to 10 days) before signing out (out-processing). If eligible for off-base housing, you may request to take permissive TDY (up to 8 days) after you sign in (and gained to file) at the new duty station.

(18) Civilian Appraisals. Submit them prior to your departure.

(19) Automated Data Processing Equipment (ADPE) Custodian. If you are an ADPE custodian, you must clear through the local Communications Unit, Equipment Control Officer (ECO) prior to departure. Failure to clear your account will delay your out-processing.

(20) MilPDS Users: If you are a MilPDS user, you must terminate your account through the local PSM section prior to departure. Failure to clear your account could delay your out-processing.

(21) Chemical Warfare Defense Training (CWDT). If you are relocating to an overseas base and have already completed CWDT, visit your local CWDT provider for training completion documentation prior to departure. This could prevent you from attending unnecessary training once you arrive in the overseas area.

(22) Government Travel Charge Card Program. Cards may be used during your PCS. It is the cardholder's responsibility to notify their unit Agency Program Coordinator (APC) as soon as he or she reports to their new duty station. The APC losing the cardholder will not cancel the card. Both the gaining and losing APC will notify the

card company when any cardholder transfers or arrives at an organization so the cardholder can be deleted from the previous unit and transferred to a new unit for reporting. Losing APC should try to obtain the cardholder's new organization and unit address and then pass that information on to the contractor (IAW Travel and Transportation Reform Act of 1998, Public Law 105-264).

(23) Environmental Health Services (EHS). If you are active in the Air Force Occupational Safety, Fire Prevention and Health Program, you must process through the base EHS, with your AF IMT 55, **Employee Safety and Health Record**, to meet training documentation requirements outlined in AFI 91-302, *Air Force Occupational and Environmental Safety, Fire, Protection, and Health (AFOSH)*.

(24) TRICARE. See your TRICARE office prior to PCSing to discuss your options.

3. Final Out-Processing Interview.

a. Your (estimated) (actual) departure date is _____. Based on this date we have scheduled your appointment for final out-processing on _____, at _____, in building _____, room _____.

Attachment (signature)

Servicing Military Pay For Your Assignment (typed name, grade, USAF)

SERVICING MILITARY PAY FOR YOUR ASSIGNMENT

Part I. Your Financial Plan

1.1. The Financial Services Office (FSO) is a service organization. During your transfer, your pay will require service that goes beyond the normal day-to-day interest you and the FSO have in your pay. In order for the FSO to service your pay in the most efficient manner, we ask you take the following actions:

1.1.1. Review your latest Leave and Earnings Statement (LES) and make sure each item pertaining to your pay is correct.

1.1.2. Determine your financial obligations during your transfer and those continuing after your move.

1.1.3. Compare your latest LES and your financial obligations and develop a plan compatible with your financial status. In developing this plan, consider the following areas:

1.1.3.1. Allotments. Do I need to start, stop, or change any allotment?

1.1.3.2. Address. Do I need to change the mailing address for any of my allotments, bonds, or pay checks?

1.1.3.3. Checking Account. Will I require any change in the financial organization currently receiving my paycheck, or do I need to establish a bank account so I may take advantage of uninterrupted pay during my transfer?

***NOTE:*** If you are going PCS overseas, you may experience a 6- to 8-week delay when requesting blank checks due to delays in bulk rate mail going overseas. If you are participating in SURE-PAY (Air Force payroll direct deposit program) and your net pay is going to a bank, you should ensure you have an adequate supply of blank checks before departing the CONUS. To avoid disruption of pay while PCS en route, members are encouraged to maintain their current financial institution until they arrive at their new duty station. However, if you decide to close your account, contact your local FSO to stop your sure pay, this is not automatic.

1.1.3.4. Allowances. (Advance pay or travel pay.) Do I need assistance in determining what my allowances for military pay and travel pay are before, during, and after my transfer? Review your PCS orders for accuracy. The PCS order is used to calculate your travel allowances.

1.1.3.5. Pay Service. Do I expect prompt and accurate pay service during my transfer and relocation?

1.1.3.6. LES. Do I want to receive my LES while en route, have it retained at DFAS-DE, forwarded to the gaining FSO, or mailed to my sponsor?

1.1.3.7. Family Separation Allowance (FSA). Do I need assistance in determining my authorization for FSA on my next assignment? ***EXAMPLE:*** Dependents denied travel to new duty station.

1.1.3.8. Deductions. Do I need to start, stop, or change dental premium deductions for the FMDP program?

1.1.4. If you plan to transport your dependent children over the age of 21 (full time student, age 21–23, incapacitated children, and/or wards of the court) or dependent parents at government expense, do you have a current dependency determination on file at the FSO? If you do not have a current dependency determination on file, report to the FSO not later than 5 workdays after your relocation processing interview. ***NOTE:*** A favorable dependency determination for issue of identification cards, medical benefits, or Basic Allowance for Housing (BAH) does not satisfy the requirement for dependency for travel.

1.1.5. If your answer to any of the questions in paragraphs 1.1.3 or 1.1.4 is "yes," then you need to contact the Military Pay Section at the FSO. See Part II below for obtaining this service.

1.1.6. Social Security Number (SSN). If your dependents are relocating overseas and there is a possibility they may need a SSN while overseas, we recommend you obtain the SSN before their departure from the CONUS.

Part II. The FSO and Your Pay. This is a time-phased schedule to aid you in your financial planning and to provide the pay services you desire.

2.1. Your projected departure date is _____. This is the date you expect to sign out from your present organization. If your projected departure date changes, notify your FSO representatives immediately.

2.2. Thirty days before your projected departure or DEROS date, contact the Military Pay Section at the Financial Services Office to make any change to your pay and to initiate transfer actions. FSO will enter the following information:

DATE CONTACTED FSO _____ FSO TELEPHONE EXTENSION _____

FSO REPRESENTATIVE NAME _____

2.3. Seven days before your projected departure or DEROS date, contact the FSO to ensure the desired changes are made (may be accomplished by phone).

2.4. The above contacts with your FSO representative are the minimum essential contacts to ensure success of your financial plan and allow for a smooth transfer of your pay. During any other time, feel free to contact your FSO representative for assistance in financial planning for you and your dependents.

2.5. If you are going PCS overseas on an unaccompanied tour, you must provide the FSO at your gaining base the complete address of where your dependents are residing in the CONUS; this will allow payment of the appropriate BAH rate.

2.5.1. In addition, if you are going on an unaccompanied tour as a result of denied dependent travel due to medical reasons, the Secretary of the Air Force may waive the provision prohibiting payment of FSA at an accompanied tour area. Request waiver through losing FSO immediately upon notification of denied dependent travel. Payment of FSA is effective the date waiver is approved.

## Attachment 6

## INSTRUCTIONS FOR PREPARING AF IMT 899, REQUEST AND AUTHORIZATION FOR PCS - MILITARY (PCS)

**Items 1, 2, 18, 25, 27 - 30 self-explanatory.**

**(PCS with/without PCA)(TED).** Transfer Effective Date (TED) is derived from the first three digits of the AAN, in the form of a 2-digit month and 1-digit year. For example, TED for AAN 0550N01234 would appear as May 2005. Once established (orders published), a TED can never be changed, only cancelled as a consequence of the PCS being cancelled.

**Item 3**--(SAFSC/CAFSC). Include projected Duty AFSC (DAFSC) for officers and the AFSC in which selected for enlisted.

**Item 4**--(Security Clearance). Include the security clearance and investigative basis (type and date completed), as reflected in the PDS, or a valid clearance certificate. When a security clearance update is pending, enter: "See Item 24."

**Item 5**--(Report to Comdr, New Assignment, NLT). For reassignments received through PDS or by message, the RNLTD will appear in the reassignment instructions.

**Item 6**--(Travel days authorized if traveling by privately owned conveyance). Compute IAW JFTR, paragraph U5160.

**Item 7**--(TDY). Code either mission (MSN) or Administrative (ADM). Include number of days, location, reporting information (for a course of instruction, include NET and NLT hour and date), and a clear concise purpose of TDY. When attending school or course of instruction, include: title and number of course and class ID, start date and graduation date, also add Training Line Number (TLN), and Training Requester Quota ID (TRQI) for each training event when the course is in the Training Management System (TMS). If the allocation authority cannot provide TRQI and TLN, cite the authority for attendance. As a rule, the reporting date (when attending a course) is not more than 1 day earlier than the beginning date of the course, unless otherwise specified in AFCAT 36-2223, *USAF Formal Schools,* or course reporting instructions. ***NOTE:*** Statements and requirements outlined in instructions for preparing a TDY order apply to the TDY portion of a PCS order.

***EXAMPLE:*** "Individual will report NET 0850 and NLT 1200, 15 August 199X, for course beginning 16 August 199X." For information on reporting dates when attending more than one course of instruction, see AFI 36-2110. In Item 24 include: "Member will report to TDY station as indicated."

**Item 8**--(Unit, Major Command and Address of Unit to Which Assigned). Include unit, MAJCOM, city, state or country or APO/FPO and zip code, if not classified. Comply with instructions in Item 9 for travel to or through a NATO country as directed by the Foreign Clearance Guide. For assignments to units listed in the classified PAS directory, enter the eight character PAS code and the APO or FPO number overseas. In the CONUS, Alaska, and Hawaii enter the PAS code and the city and state of duty station, if applicable. On a PCS without PCA, include only new duty station; unit of assignment and major command are not necessary. Give purpose of reassignment if other than duty (for example, separation, retirement, etc.). If the

purpose of reassignment is separation or retirement, include in Item 21 "PCS Code S" and the separation fund citation in Item 20. *Leave blank for threatened Airman.*

**Item 9**--(Unit, Major Command, and Address of Unit from Which Relieved). Include unit, city, state or country, or APO/FPO and zip code, if not classified (assignments from units listed in the classified PAS directory, enter the eight character PAS code and the APO or FPO number overseas). Reflect specific detachments and operating locations only when listed in the PAS directory. Complete a NATO travel order for travel to or through a NATO country as directed by the Foreign Clearance Guide. On a PCS without PCA, include duty station if different from unit of assignment.

Examples for Items 8 and 9:

| **(Item 8)** | **(Item 9)** |
|---|---|
| 435 MSS (USAFE) | 55 Strat Recon Wg (ACC) |
| Ramstein AB GE | Offutt AFB NE 68113 |
| APO AE 09194 | |

***NOTE:*** If APO is part of address element and final destination is other than the location of the APO shown in Item 8, enter "Final destination is (address and location) in Item 24."

**Item 10**--(Type of tour). Place an "x" in the block indicating the type of tour: (Do not mark the block if the member does not have a tour option.)

**Item 11**--(Tour Length). Enter number of months for the standard overseas tour length (12/15/18/24/30/36) according to JFTR, Appendix Q, Overseas Tour Lengths.

**Item 12**--(Extended long tour volunteer). Place an "x" in the block if member is an extended long-tour volunteer.

**Item 13**--(Dependent travel). Place an "x" in the appropriate block:

A. “Concurrent travel is automatic,” if appropriate.

B. “Concurrent travel is approved,” if advance application approved by Report on Individual Personnel (RIP), message, letter, or memorandum.

C. “Dependent travel is delayed for less than 20 weeks,” if anticipated wait for government and/or community housing is less than 20 weeks.

D. “Dependent travel is delayed for more than 20 weeks,” if anticipated wait for government and/or community housing is 20 or more weeks.

E. "Travel is authorized to a designated place" if: (1) the member elects the “all others” tour or “unaccompanied tour” and has an approved designated location (of dependents) move (DLM), cite the appropriate JFTR, reference or the approval message; (2) dependents are restricted at the member's overseas duty station and member elects to move dependents to a designated place, cite the appropriate JFTR, reference or the approval message; or (3) the member elects the accompanied by dependents tour and there is a forecast of 20 weeks or more for availability of government or community housing before dependents may join the member at the unrestricted overseas duty station.

***NOTE:***

1. When dependent travel is delayed up to 4 months at the election of the member IAW AFI 36-3020, *Family Member Travel,* include in Item 24 the dependent"s flight reservations and reporting data, if available, and the statement: "Concurrent travel of dependents was approved, but delayed at the election of the member. Transportation of dependents is authorized up to 4 months beyond sponsor"s reporting month." When dependent travel is delayed under this provision, mark the concurrent block (A or B) in Item 13.

2. When the member is being reassigned on a consecutive overseas tour (COT) from a restricted (without dependents) tour to an overseas area where concurrent travel has been approved or concurrent travel is authorized, include in Item 24 the origin (designated place) from which dependent travel is authorized.

**Item 14**--(This is a Join-Spouse Assignment). Place an "x" in the block when the member has a join-spouse assignment. Include spouse"s name, SSN, and pay grade.

**Item 15**--(Authority for Concurrent Travel). Cite the MPF CCTVL listing for automatic concurrent travel relocations; the message granting authority for an advance application for concurrent travel, or the CCTVL RIP and the date.

**Item 16**--(Home-basing/Follow-on Assignment). Complete this block for members who have an approved Home-basing/Follow-On Assignment. Include the Assignment Action Number (AAN), if known, GPAS and RNLTD.

**Item 17**--(Dependents). For all members, list all dependents authorized government funded travel IAW JFTR, Appendix A. Include the name, date of birth of children, relationship to the member, current address. State if dependent has been denied travel to new PDS. Verify all dependents listed on the assignment notification RIP are listed on the AF IMT 1466**, Request for Family Member"s Medical and Education Clearance for Travel,** for overseas and Exceptional Family Member Program (EFMP) assignments. *Do not include future address for dependents of threatened Airman. Do not list dependent children who are not under the legal custody/fulltime custodial residential care and control of the member or current spouse, or not listed in DEERS.*

**Item 19**--(Overseas Transportation Data). Check applicable item:

A. If member's reservation data is known.

B. If member"s reservation data is unknown.

C. When orders include TDY en route over 30 days at one location.

D. If dependent reservations have been or will be made.

**Item 20**--(PCS Expense Chargeable To). Include the proper accounting classification shown in AFMAN 65-604, *Appropriation Symbols and Budget Codes*. Provided an authorization exists, include accounting classification for non-temporary storage (see JFTR, paragraph U5380).

**Item 21**--(Authority and PCS Code). Include assignment action number, major command requisition, or shipment number, and directive and PCS ID authorizing the action. PCS codes are in AFMAN 65-604 and must agree with the accounting classification cited in Item 20.

***EXAMPLE:*** AFI 36-2110, PCS ID: J

AAN: 1180NS0000

**Item 22**--(TDY Expense Chargeable To). The funds approving official will initial indicating availability of funds and accuracy of accounting classification code. Enter "See reverse" if there is more than one accounting classification. On reverse, type the accounting classification and brief instructions to include their purpose, location, course, or period of time that the classification pertains to. If the TDY involves training en route to PCS, refer to AFMAN 65-604 for guidance on the correct fund citation.

**Item 23**--(Excess Baggage Authorized). Cannot be authorized prior to commencing PCS travel. The gaining MPF commander may approve excess baggage after the fact IAW JFTR U1410-C. The approval should be based on supplies and equipment necessary to accomplish the mission (special equipment/clothing such as scientific equip/gear, etc.) as well as airline weight requirements. Extra uniform items by themselves do not justify this allowance. ***This allowance should not be approved to allow for additional items that could otherwise be shipped via member"s HHG entitlement.***

**Item 24**--(Remarks). Enter the following remarks when applicable. Do not limit remarks to those listed below, if required by another directive. If necessary, continue comments for this item on the reverse of the form.

**(Active Duty Service Commitment)**. Include active duty service commitment for PCS on all personnel. If member will incur an active duty service commitment for training, ensure the ADSC months are included. ***NOTE:*** If not using PC-III, type the following statement, “Member will incur an ADSC for PCS (number of months) and, if applicable, for training (number of months).”

**(Denied Medical Clearance)**. Include this statement: “Dependent(s) have or have not been medically cleared for travel, (current date), and dependents will reside at: (the address dependents will be relocating to if medical clearance has been denied).”

**(School or Course of Instruction)**. On reassignments or TDY en route, indicate primary or additional AFSC possessed by trainee as a prerequisite for entrance and course title and number, if applicable. On reassignments, include: "Duration of course is (number weeks) (list all courses and total duration)." For those courses maintained in the Training Management System (TMS), add the Training Requester Quota ID (TRQI) and the Training Line Number (TLN) for each training event. Also, include “You will incur the following ADSC for training: (# of months).” If the TRQI and TLN are not available, cite the authority for member"s attendance. (Do not repeat the data already contained in Item 7. Only use this item for additional schools or for schools or courses required after the member reports PCS. Authorize any further training at other locations on a separate TDY order).

**(TDY En Route on PCS)**. When TDY en route does not allow for confirmation of flight reservations or scheduling small arms training, include: "Member must contact the servicing military personnel flight (MPF) at the TDY station upon arrival to obtain a flight reservation or to be scheduled for small arms training." When the member is going TDY en route to a station that does not have a MPF, the unit of attachment must obtain the flight reservations and schedule small arms training. PCS orders must state, "Member will contact unit of attachment at the TDY

station upon arrival to obtain flight reservations and be scheduled for small arms training. The unit of attachment must provide the gaining unit of assignment with the port call information."

***NOTE:*** Do not include a TDY required in the vicinity of the old or new permanent duty station in the PCS order as a TDY en route IAW JFTR, paragraph U5120-D. This TDY is completed as local travel before departure for PCS from the old permanent duty station or after arrival at the new permanent duty station. Include in the "Remarks" section of the PCS order the TDY instructions, the school fund citation for local travel involved, and a statement that TDY is to be performed as local travel.

For all TDY en route, add: "Since your TDY per diem payments are based on the availability of government quarters, contact the billeting officer at the TDY station to see if they are available." Do not include billeting instructions if they appear in Item 7. To ensure appropriate per diem is paid, one of the following statements must be on the PCS orders depending on the availability of messing facilities at TDY location. ***NOTE:*** Schoolhouse commander makes the mess determination for training courses. See AFI 65-103, *Temporary Duty Orders*, for this information.

"The use of government meal rate is directed."

"The use of government meal rate is not directed."

"Proportional meal rate is directed."

**(PCS with Subsequent TDY for School)**. When a member attends school or a course of instruction after reporting PCS (TDY en route is not appropriate) or PCS to school for training, include: course title, course number, class ID, start date, and graduation date. For those courses managed in the Training Management System (TMS) also include Training Requester Quota ID (TRQI) and Training Line Number (TLN) for each training event. If the allocation authority did not provide the TRQI and TLN, cite authority for member's attendance.

**(Permissive TDY (PTDY) for House Hunting).** If PCSing with TDY en route, losing commander may approve up to 8 days if member plans to house hunt en route with their TDY. The commander may also authorize 8 days when the member is authorized to relocate their family members to a designated place en route to or returning from an overseas unaccompanied tour. Include the following statement in orders: "Member has authorization for (number not to exceed 8) of days PTDY for the purpose of house hunting."

**(Authorization to Handcarry Personally Owned Firearms (POF))**. This is a voluntary statement used at the member's request. When the member requests to handcarry POFs and requests them listed on their orders, include the following statement: "Member is authorized to handcarry the following firearms while en route to next PCS duty station: (Include make, model, caliber, and serial number). Declaration of such firearms through state or customs officials is the responsibility of the member."

**(Reassignment from Overseas to CONUS Station for Retirement Processing)**. Include statement(s) required by AFI 36-3203, *Service Retirements*.

**(Reassignment from Overseas to CONUS for Separation)**. Include one of the following: Home of Record, Home of Selection (if authorized) or Place Entered Active Duty. Indicate if the member has or has not completed at least 90% of the initial enlistment. State if the member is separating on a voluntary or involuntary special program (e.g., DOS Rollback). Also include future mailing address: (civilian address furnished by the member).

**(Reassignment from Duty Station in CONUS to a Hospital Where a Member Will Be in a Patient Status)**. Include: "Transportation of dependents and shipment of household goods at government expense is contingent on certification from hospital commander that treatment is expected to be prolonged." (JFTR, paragraphs U5222-K and U5345-F).

**(Close Blood or Affinitive Relatives)**. Include: "Transportation of (dependent name and relationship) from APOE or to APOD is on a space-available or space-required reimbursable basis concurrently with the sponsor or dependents IAW AFI 36-3020." If dependents returned to the CONUS from overseas before the member under conditions that did or did not authorize shipping unaccompanied baggage or household goods and the dependents did not take advantage of this opportunity at government expense, include in the member's order the names of dependents who returned and dates of birth of the children.

**(Group Travel)**. When travel falls within the purview of JFTR, paragraph U4102-G, include: "This is a group travel order."

**(Duty and Travel Restrictions)**. If travel is restricted IAW AFI 31-501, *Personnel Security Program Management*, include: "Member is duty and travel restricted IAW AFI 31-501."

**(Attachment to Unit)**. When attached to a unit, include unit and address, and specific purpose of attachment.

**(Personnel Records)**. Include information that relates to forwarding personnel records group, if specific handling is required other than prescribed in AFI 36-2608, *Military Personnel Records System*.

**(Special Modes of Transportation)**. Include special mode, if applicable.

**(Circuitous Routing)**. If approved, authorize circuitous routing for personal convenience on reassignment from overseas to CONUS and from CONUS to overseas. Include: normal route, approved circuitous route, transportation mode, points at which transportation is authorized at government expense, constructed travel time by the normal direct route, and a statement indicating excess travel time is chargeable as ordinary leave. Indicate points where space available transportation is authorized and state excess baggage is not authorized while traveling in a space available status. Delay en route for leave purposes may be granted, provided leave is taken along the direct route of the aircraft and does not require deplaning from a flight that makes an operational stop at an en-route station or interferes with reporting date to the overseas unit. The traveler pays all costs that exceed the normal route. Approval authority for circuitous routing resides with the servicing PRE/MPF, with assistance and coordination being provided by the CTO/TMO. The request will be coordinated with the MPF for inclusion in the PCS orders (AFI 24-101).

***NOTE:*** Failure to contact the CTO/TMO when making official travel arrangements in conjunction with circuitous routings could result in precluding reimbursement for any self-procured transportation and affect the PCS or TDY allowances (DoD 7000.14, DoD Financial Management Regulation).

**(Segmented Travel of Dependents)**. If PCS travel is to, from, or between an overseas station (with TDY en route at a different overseas location and concurrent travel of dependents is authorized), state: "Excess charges resulting from transoceanic segmented travel of dependents will be billed to the sponsor. Shipment of personal property in excess of that authorized allowance for the member according to JFTR, paragraphs U4710 and U5345, is not authorized to, from, or between the TDY points."

**(PDS Code)**. Enter the PDS code on all PCS orders of personnel graduating from a HQ USAF-approved school.

**(Delay En Route Authorized to Visit an Overseas Area on a CONUS or Overseas PCS)**. Enter: "Member is authorized to visit (countries) while on delay en route for leave purposes. Member must bear all transportation costs of delay-en-route travel, if space available transportation by military aircraft is not available. Member has agreed not to report to new unit of assignment until at least the first day of the RNLTD month."

**(Consecutive Overseas Tours (COT))**. This transportation allowance applies to all members of any grade and command-sponsored dependents when ordered on a COT (JFTR, Chapter 7, Part H1). COT leave travel is intended to be taken en route to the new PDS. For all eligible members and command-sponsored dependents (if applicable) authorized COT leave travel, the following statement must be included in the PCS orders: "Member (and dependents) are authorized leave travel in conjunction with COT assignment according to JFTR, paragraph U7200." This statement should also be included in the orders for members authorized to self-defer their COT leave travel. (This will prevent future confusion on whether the member/dependents have an entitlement.) ***NOTE:*** Members and command-sponsored dependents authorized COT/IPCOT transportation in Alaska are limited to reimbursement for government air travel. Member can request a waiver to allow travel by POC versus government air travel by submitting written justification for approval to HQ PACAF/DP.

**(Deferment of COT Travel)**. The COT leave travel is used between the losing and gaining PDS. However, if, due to mission requirements, the member cannot use the COT leave travel en route, the losing commander can authorize a deferment. The deferment approval must be based on mission reasons, not the personal preference of the member. This does not preclude the losing commander from authorizing leave (non-COT) en route during the PCS. The following statement must be included in the orders: "Member authorized to defer COT travel." If en-route leave (non-COT) is granted, an additional statement must be included to read, "Member is authorized (specify number, cannot exceed 10) days of leave en route in conjunction with the COT deferment. If a member exceeds the authorized en-route leave days, the losing commander must approve the additional days (amendment to the PCS order is required) and the COT leave travel will be considered used."

Members that must traverse the CONUS on their way to the new PDS are expected to use their COT leave travel en route. If the member is unable to use the COT leave travel en route due to mission reasons; the losing commander may grant a deferment of the COT leave travel.

Members are considered traversing the CONUS if they pass across, over, or through the CONUS. Members traversing the CONUS are required to obtain approval for COT leave travel deferment from their losing commander. ***EXAMPLE:*** Members going PCS from Ramstein AB, GE, to Osan AB, Korea; members going PCS from Elmendorf AFB, AK, to Ramstein AB, GE; or members going PCS from Southwest Asia to Misawa AB, JA, would have to obtain their losing commander's approval in order to defer COT leave travel.

Members authorized COT leave travel entitlement that do not have to traverse the CONUS to their new PDS, do not have to obtain the losing commander's permission for COT leave travel deferment. ***EXAMPLE:*** Members going PCS from Ramstein AB, Germany, to Lakenheath AB, UK, and members going PCS from Eielson AFB, AK, to Elmendorf AFB, AK, would not have to obtain their losing commander's approval for deferment.

Members must remember that the COT leave travel must be completed prior to the end of the new tour; otherwise the COT leave travel expires. See JFTR for exception for contingency operations.

***NOTE:*** The deferral of COT leave does not qualify or allow a member to carry more than 60 days of leave from one fiscal year to the next.

**(Follow-On Assignment (FO)/ Home-Basing (HB) Programs)**. Include the appropriate FO or HB statements: (Some cases may require the orders to reflect two or more of the below statements.)

For individuals who have an approved FO assignment and elect to move dependents to a location other than their FO location, include the following statement: "Member has an approved FO assignment and has agreed *not* to claim DLA. Member has also agreed to relocate dependents, ship HHG and/or store HHG at *own expense* to (specific city and state). Member is authorized minimal reimbursement IAW JFTR U5340C and U5218B only upon return from the unaccompanied short tour and travel to the FO is performed."

For individuals with an approved FO who elect to relocate dependents to the FO location in the CONUS, include the following statement: "Member has an approved FO assignment and will be relocating dependents to the FO location. Member is authorized to claim DLA, relocate dependents, and ship HHG at government expense."

For individuals with an approved FO who elect not to relocate dependents until he or she returns from the unaccompanied short tour location, include the following statement: "Member has an approved FO assignment, but has elected *not* to relocate dependents or ship HHG to the FO location until his or her return from the unaccompanied short tour. Dependents and HHG will remain at current location."

For individuals with an approved OCONUS FO who elect to relocate dependents to the FO location in the OCONUS area (includes AK and HI), include the following statement: "Member has an approved FO assignment and will be relocating dependents to the FO location. Member is authorized to claim dependent rate DLA, relocate dependents, and ship HHG at government expense to the FO location. Authorization for dependents to travel OCONUS ahead of the member IAW (cite authorization, e.g., 52 SPTG/CC email dtd 1 Jan 05)."

For individuals with an approved HB assignment who elect to move their dependents to a designated place at their *own expense*, include the following statement: "Member has an

approved HB assignment and has agreed *not* to claim DLA. Member has also agreed to relocate dependents, ship HHG, and/or store HHG at own expense to (specific city and state). Member is not authorized any reimbursement for incurred travel expenses."

For individuals who are authorized to reside off base at the unaccompanied short tour location and are authorized to ship full unaccompanied weight allowance IAW the JFTR table/quarters availability listings (**www.afpc.randolph.af.mil/mpf**), include the following statement: "Member is authorized to ship full unaccompanied weight allowance to the unaccompanied short tour location and retain the FO/HB assignment."

For individuals who are single, are a single parent, or a military couple stationed in the CONUS or at a long tour location in Alaska or Hawaii and were selected to serve a concurrent unaccompanied short tour, include the following statement: "Individual has an approved FO or HB assignment and is (indicate status; i.e. single, single parent or military couple). Member is authorized to store HHG at government expense by the most cost-effective means as determined by the local TMO and agrees not to claim DLA."

For individuals with approved FO or HB assignment who currently have dependents residing in base housing and are denied continued government occupancy upon departure to the unaccompanied short tour location, include the following statement: "Member has been denied continued occupancy of government quarters (base housing) and is thereby authorized to move dependents and HHG off base only within the same city, town, or metropolitan area as prescribed by the JFTR, paragraph U5355-C, without jeopardizing the FO or HB assignment.''

For members who decline participation in the FO or HB program, include the following statement: "Member has declined to participate in the FO/HB Program. Declination signed (date of declination). Member understands there will be no other opportunity to apply at a later date."

For a member whose FO or HB request is disapproved, include the following statement: "Member's request for FO/HB assignment was disapproved IAW (cite disapproval; e.g., HQ AFPC/DPAAD email dtd 1 Jan 02).

**(Travel is Authorized to a Designated Place)**. Include the address to which dependents will be relocating to if item 13 indicates dependents are authorized to relocate to a designated place.

**(Mobile Home)**. Include: "Member elects movement of mobile home."

**(Personnel Security Investigation)**. If a personnel security investigation Entrance National Agency Check (ENTNAC), National Agency Check (NAC), or Special Security Background Investigation (SSBI) has been requested and is pending completion by DIS, include: "( Type of investigation) requested on the member by (agency requesting investigation) on (date)." ***EXAMPLE:*** "SSBI requested on the member by the Chief of Security Forces, Keesler AFB MS, on 1 November 1997."

**(Proceed Time)**. Authorized for military personnel regardless of their marital status or grade, including members married to other military members, if authorized transportation of dependents and/or household goods when transferring to or from an unaccompanied overseas tour. Include: "Member is authorized 4 days proceed time." ***NOTE:*** Do not amend orders to authorize proceed time. However, the MPF must take responsibility for administering proceed time, including

resolution of questionable situations. Do not authorize proceed time unless the member actually relocates dependents or household goods.

**(Selected for Sensitive Duties)**. At Basic Military Training Center (BMTC) on composed orders include: "The identified member(s) (has) (have been) initially screened and meet(s) the reliability criteria as stated in AFI 36-2104, *Nuclear Weapons Personnel Reliability Program*, to perform nuclear weapons-associated duties or other designated high-risk duties."

**(Three or More POCs Authorized)**. If approved, IAW AFI 36-3020, include: "Member is authorized to use (number) privately owned conveyance(s) (or)(number) trips with the same privately owned conveyance in conjunction with this move. The justification, if required, for determining this authorization is available at (servicing MPF functional address)."

**(Household Goods-Exception Items)**. Include authorization when applicable. Include: "Member is authorized to ship the following items as additional weight (include item or item number IAW AF Supplement to JFTR, quantity, if greater than 1, and the weight of each item followed by the total weight of all items) IAW (cite message, letter, RIP or regulation authorizing the exception)." List only those items which the member intends to ship. For example, when the message lists ten items and the member only intends on shipping items 1 through 7, only those items can be authorized as additional weight. State when full JFTR weight allowance is authorized as an exception IAW JFTR, and indicate the message, letter, MPFM, and JFTR, as authority.

**(Movement of Dependents to a Designated Location outside CONUS)**. Include authorization and any restrictions when approved IAW AFI 36-3020.

**(Travel To or From Spain)**. Include the following statement on all PCS orders for military personnel entering or departing Spain. "La persona a quien esta orden pertenezca esta autorizada por las autoridades militares competentes de los Estados Unidos de America para entrar o salir de Espana en mission oficial vestido de civil o militar." Do not translate this statement into English.

**(Travel to Panama)**. See the USAF Foreign Clearance Guide for required statements. Travel by POC to or from Central and South America is not authorized.

**(Assignment Restriction Waiver Codes)**. Include restriction waiver code and a narrative explanation of the waiver, when applicable.

**(Use of Oceangoing Car Ferries)**. When a POC is used and a segment of travel is on a ferry, add: "Travel by oceangoing ferry authorized." If a ferry of foreign registry is used, obtain a certificate of memorandum IAW JFTR, paragraph U3130, to show the nonavailability of US registered carrier and attach it to your travel voucher."

**(Travel by POC via the Alaskan Marine Highway System [AMHS])**. If the member requests AMHS, include the following statement: "Member is authorized travel via the Alaskan Marine Highway System (AMHS) including transportation aboard government-owned ferry-liners."

**(Home of Record and Place of Enlistment)**. Include this data on all PCS orders for the member's first permanent duty station.

**(Dislocation Allowance Category)**. Include if authorized IAW JFTR, paragraph U5610.

**(E-4 under 2 years service)**. Indicate when applicable.

**(Korea Assignment Incentive Program - KAIP)**. Members participating in KAIP add: "Member elected to participate in the KAIP program."

**Item 26**--(Typed Name, Grade of MPF Official). When processing PCS orders, signature responsibilities must be staff sergeants and above, commissioned officers, or civilians in grade GS-5 or higher. ***NOTE*:** Members being processed for a PRP administrative certification or an ADSC-incurring event must have their PCS orders signed by the MPF commander. This duty cannot be delegated.

**Item 31**--(TDN). Include the appropriate, FOR THE COMMANDER, SUPERINTENDENT, etc., authority for orders not being signed directly by the commander as indicated in Item 28.

**Item 32**--(Distribution). See AFI 33-328, *Administrative Orders*, for minimum distribution requirements. *Do not include gaining MPF for threatened Airman.*

**Item 33**--(Signature Elements of Orders Authenticating Official). Sign the order or use the official seal.

**Item 34**--(Address of gaining MPF). Include gaining unit and address of gaining MPF. *Do not complete for threatened Airman.*

**PART II--AF IMT 973, Request and Authorization for Change of Administrative Orders**. Refer to AFI 33-328 for further guidance.

Notes on amending a **PCS order**:

Publish an amendment to:

a) Add, delete, or change pertinent data to read as originally intended.

b) Correct a grade when the effective date of the promotion order is before the date of the PCS order.

Do not publish an amendment to:

a) Replace one name with another (primary traveler).

b) Change a member's grade if promoted after the PCS order is published, but before its effective date. The member will use both the PCS and PDS-generated product (Proof of Service Letter, etc.) for any claims.

c) Change a unit of assignment after the RNLTD has passed, or after the member has arrived at the gaining location.

d) Correct inaccurate first and middle names or initials.

e) Authorize proceed time, unless it cannot be verified any other way.

f) Change the number of days authorized for TDY in-processing on PCS orders.

**Amendments While En Route to New Duty Station:**

a) To change the assignment of an individual en route to a PCS before the report not later than date (RNLTD) expires, an amendment must be published to the original PCS order. The amendment order must be published by the original losing organization or by:

1) The TDY MPF when directed by the assignment authority.

2) MAJCOMs directing change of assignment according to AFI 36-2110.

b) To change the assignment of an individual en route to a PCS after the RNLTD has passed, the original gaining organization must publish a new PCS order. Include in the new order: "This is a continuation of original assignment from _____to _____, and does not authorize the member to additional dislocation allowance (DLA)."

c) To return an individual to his or her original station while en route to a PCS, rescind the order.

d) Once members arrive on base according to reassignment orders, even if not signed in, do not publish amendments to divert or continue them. Their arrival on base makes it a completed move, and new PCS orders must be published. A Secretary of the Air Force (SAF) waiver must also be obtained to authorize a second DLA within the same fiscal year.

**Amendments by a Gaining Organization.** Gaining organizations may publish amendments to PCS orders for a member being assigned to them when he or she became eligible for dependent travel by marriage, if they have proof the member gained eligibility before the member officially in-processes the gaining location. They may also publish amendments to correct errors and obvious omissions in the following items:

a) Name and SSN.

b) TDY fund citation, Item 22, or open allotment fund citation.

c) To complete item 8.

d) To include dislocation allowance (DLA) or trailer allowance.

e) To correct date of birth of dependents.

f) When household goods (HHG) transportation authority is based on a tour extension or for other approved reasons, amend the original PCS order for shipping HHG and to note the proper fund citation.

g) When any item requires correction and the request is coordinated with and approved by the losing MPF.

h) When a member is at OTS and requires amendments for any items on a PCS order or is being returned to his or her original station.

i.) To include excess baggage for PCS travel.

**Distribution of a PCS order is required to the following:**

a) Individual (15 copies)

b) Losing unit of assignment (1 copy)

c) Losing JUMPS servicing AFO (1 copy)

d) 1100 RMG DP, Wash DC 20330-5120 (officers assigned to HQ USAF only) (1 copy)

e) HQ USAF/JAEC, Wash DC, 20330-5120 (Judge Advocate only) (1 copy)

f) Losing base housing office (1 copy)

g) Accountable AFO for en-route TDY authorized for AFCAT 36-2223 training (2 copies)

## Attachment 7

## INSTRUCTIONS FOR PREPARING AF IMT 1631, NATO TRAVEL ORDER

**Items 3, 5, and 6 self-explanatory**.

**Item 1** -- Include the member's name as indicated on PCS or TDY order.

**Item 2** -- Enter country(s) member is authorized to visit, date of departure, and date expected to return (except for PCS).

**Item 4** -- Indicate if the member is authorized or required to carry sealed dispatches, containing only official documents, and package numbers, if applicable.

***NOTE:*** An authorized individual signs PCS or TDY orders.

## Attachment 8

## SAMPLE INDIVIDUAL READY RESERVE REQUIREMENTS MEMORANDUM

MEMORANDUM FOR MEMBER - GRADE, NAME, SSN (date)

FROM: (MPF Functional Address Symbol)

SUBJECT: Individual Ready Reserve (IRR) Requirements

1. Your Military Service Obligation (MSO) expires (effective date). (if applicable)

2. This is to notify you that you are being transferred to the IRR for the following reason:

____ All persons who entered the Armed Forces after 1 May 1984 incurred an 8-year MSO. Unless you had an active duty tour of more than 8 years, some of this obligation remains. Until you complete your MSO, you will be assigned to the Individual Ready Reserve (IRR).

____ For officers only: Upon expiration of your MSO, you will be retained in Reserve Status unless you voluntarily resign your commission, meet the criteria for discharge, or qualify for transfer to the Retired Reserve. As a member of the Reserve, you may be recalled to active duty.

____ All persons who will receive separation pay will be transferred to the IRR and will normally be retained for 3 years.

3. In your military status as an Individual Ready Reservist, you may be ordered to return to active duty involuntarily in the event of war, national emergency, or as prescribed by the Secretary of the Air Force. The Air Reserve Personnel Center (ARPC) will normally notify you by Western Union Mailgram (or other electronic mail system) if you are selected for recall. ARPC will provide you with reporting instructions and will try to give you at least 5 days advance notice before you must begin travel.

4. It is imperative you assist us by taking the following actions:

a. Retain your military uniforms in serviceable condition.

b. Maintain a permanent set of all pertinent documents regarding your military career and current status (DD 214, Certificate of Release or Discharge from Active Duty [NGB Form 22, **Report of Separation and Record of Service,** for ANG members], copies of marriage license and birth certificates of children, and so forth).

c. Notify ARPC/PSD, 6760 E Irvington Place #4200, Denver CO 80280-4200, of any changes to:

(1) Your current address (changes can be made through vMPF).

(2) Your medical fitness for duty.

(3) Other factors that may affect your availability for active duty.

d. Answer all military correspondence promptly.

e. Keep your personal affairs in order. You must make adequate arrangements in advance to ensure you are available for mobilization. Detailed arrangements must cover all possible situations, both short- and long-term, to provide for a smooth, rapid turnover of responsibility to another individual during your absence. Arrangements should include dependent care, household goods, business and personal obligations.

5. The ARPC will contact you within 90 days of your separation from active duty (and at least annually after that) to provide you with detailed instructions for complying with paragraph 4.

6. As a member of the IRR, you will receive DD Form 2, Armed Forces of the United States - Geneva Conventions Identification Card (Reserve) which identifies you as a member of the Reserves.

7. Under Authority of Title 10, U.S.C., Section 652 you must ensure the Air Force has correct, up-to-date facts on your personal status to include valid contact information. Please answer all letters immediately. If you have questions or wish to correct information in your records please write to ARPC/PSD, 6760 E. Irvington Place #4200, Denver, CO 80280-4200. Please include your Social Security Number (SSN) in all correspondence.

(Signature)

(Typed name, grade, USAF)

MPF Representative

1st Ind (individual)

TO: (Functional Address Symbol)

I certify I understand it is my responsibility under Title 10 U.S.C., *Armed Forces*, Section 10205. *Members of Ready Reserve: requirement of notification of change of status*, to keep the Air Reserve Personnel Center (ARPC) in Denver, Colorado, informed of any changes in my address, physical condition, or any fact that may preclude me from being recalled to duty during a national emergency, until I am discharged from the Air Force Reserve, or reassigned from ARPC.

(Signature)

(Typed name, grade, USAF)

## Attachment 9

## SAMPLE MEDICAL EXAMINATION FOR VOLUNTARY SEPARATION OR RETIREMENT AND ENROLLMENT COUNSELING FOR CONTINUATION OF TRICARE-PRIME MEMORANDUM

MEMORANDUM FOR MEMBER - GRADE, NAME, SSN (date)

FROM: (MPF Functional Address Symbol)

SUBJECT: Medical Examination for Voluntary Separation or Retirement

1. Air Force policy mandates a medical examination (physical) IAW AFI 48-123, *Medical Examinations and Standards,* before separation or retirement when certain conditions exist. The medical facility will determine whether an examination is mandatory or optional.

2. For those instances when a physical examination is not mandatory, it may be administered upon your request. Indicate in first endorsement to this letter whether or not you want a physical examination if medical personnel determine it is optional.

3. Air Force members who are retiring are directed to visit the TRICARE Service Center (TSC) at their host medical treatment facility (MTF) to discuss continuation of TRICARE-Prime enrollment.

4. You must return this memorandum to this office after endorsement by the medical facility before your separation or retirement orders will be given to you.

(Signature)

MPF Representative

1st Ind (Functional Address Symbol) (date)

TO: MPF (Functional Address Symbol)

I have been advised that if I have the option, I may elect not to take a medical examination on separation or retirement, and (do) (do not) desire a medical examination in conjunction with my scheduled separation or retirement. I understand if I elect not to undergo a medical examination, the decision may be waived only by approval of HQ AFPC/DPAM upon presentation of substantial medical information to warrant changing separation or retirement processing. Furthermore, if I am retiring, I understand I have been directed to visit the TRICARE Service Center (TSC) at my host medical treatment facility (MTF) to discuss continuation of TRICARE-Prime enrollment.

(Signature of member)

2nd Ind, (MPF) (Functional Address Symbol) (date)

TO: Medical Treatment Facility (MTF)

1. The above individual is projected for voluntary separation or retirement on (date) and has elected (to) (not to) undergo a medical examination before separation or retirement.

2. AFI 48-123 mandates a physical examination prior to separation or retirement when certain conditions exist. Medical personnel must make the final determination whether this examination is mandatory or optional. In addition, an occupational health examination prior to separation or retirement may or may not be required. Environmental Health personnel must determine the need for this examination based upon Air Force Occupational Safety and Health (AFOSH) standards.

3. Request your activity review the health records of the member to determine: if a physical examination is required; and if an occupational health examination is required. When review of the health records is complete, please have member return this letter to the Personnel Relocations office after completing the following endorsement.

4. Air Force members who are retiring have been directed to visit the TRICARE Service Center (TSC) at their host medical treatment facility (MTF) to discuss continuation of TRICARE-Prime enrollment.

(Signature)

MPF Representative

3rd Ind (Functional Address Symbol)
(date)

TO: MPF

Separatee

In Turn

The medical records of (member"s name, grade, SSN) were reviewed according to AFI 48-123 and it was determined a physical examination for separation or retirement (is not required) (is required); (and/or) an occupational health examination (is not required) (is required). Appointment is (date, time, and place). When a medical examination is not required, file the original of this memorandum in the member's medical record. If the member is retiring, they have been counseled by the TRICARE Service Center (TSC) to discuss continuation of TRICARE-Prime enrollment.

(Signature)

(Typed name, grade, USAF)

(Medical representative)

## Attachment 10

## INSTRUCTIONS FOR PREPARING AF IMT 899, REQUEST AND AUTHORIZATION FOR PCS - MILITARY (PRISONER OR APPELLATE REVIEW)

**Items 1, 2, 25, 27 - 30 self-explanatory. Items 10 - 16, 19, 22, and 23 not completed.**

**(PCS with/without PCA)(TED).** Transfer Effective Date (TED) is derived from the first three digits of the AAN, in the form of a 2-digit month and 1-digit year. For example, TED for AAN 0550N01234 would appear as May 2005. Once established (orders published) a TED can never be changed, only cancelled as a consequence of the PCS being cancelled.

**Item 3--(PAFSC/DAFSC/CAFSC).** For prisoners, put 9600 for officers and 9J000 for enlisted. For members going on appellate review leave or parole, enter 9600 for officers and 9A200 for enlisted.

**Item 4--(Security Clearance).** For prisoner transfers and appellate review leave or parole, enter N/A.

**Item 5--(Report to Comdr, New Assignment, NLT).** Include "Immediately" for all prisoner transfers, unless specifically stated otherwise in the assignment instructions. For appellate review or parole, enter the effective date the member's status changed.

**Item 6--(Travel Days Authorized if Traveling by Privately Owned Conveyance).** Enter "1" for all CONUS to CONUS transfers unless transportation other than air has been arranged. For overseas to CONUS transfers, the number of days may vary according to the transportation schedule.

**Item 7--(TDY).** Enter N/A, unless otherwise directed by the GCM authority.

**Item 8--(Unit, Major Command, and Address of Unit to Which Assigned).** For prisoner transfers, enter appropriate correction facility as provided by HQ AFSFC. DO NOT ENTER PAS. For members returning from overseas on appellate review leave, enter the MPF nearest to the member's leave address and the member's actual leave address and phone number. For members assigned to the CONUS being placed on the appellate review leave, enter the assigned MPF address. For transfer to a confinement facility other than HQ AFSFC, include "Base Confinement Facility" and the military address.

**Item 9--(Unit, Major Command, and Address of Unit from Which Relieved).** For prisoner and parole transfers, include "Base Confinement Facility" in addition to unit, command, and base address from which relieved.

**Item 17--(Dependent(s).** Complete for prisoner and appellate review (excess) leave moves only if dependent travel is authorized according to the JFTR, paragraph U5240-F, and AFI 36-3020, *Family Member Travel*. Include names of all dependents, dates of birth of all children, and future mailing address.

**Item 18--(Departure Certification).** Not completed.

**Item 20--(PCS Expense Chargeable To).** Include the proper accounting classification shown in AFMAN 65-604, *Appropriation Symbols and Budget Codes*. Provided authority exists, include accounting classification for nontemporary storage (see JFTR, paragraph U5380). Omit the nontemporary storage fund cite if no entitlement exists. Designated official will initial to indicate authenticity and accuracy of fund citation.

**Item 21--(Authority and PCS Code).** For prisoner transfers, include PCS Code "E" for CONUS to CONUS transfers and PCS Code "J" for overseas to CONUS transfers, unless otherwise directed. Include the authority and the AAN provided by HQ AFSFC. For appellate review leaves, include JFTR, and reference letter directing appellate review leave. For parole transfers, enter "AFI 31-205, *The Air Force Corrections System*."

**Item 24--(Remarks).** For prisoner transfers, indicate "confinement" or "return to duty program," "rehearing," "excess leave," or "parole." Sample remarks are as follows: "This is not a PCS move. Early return of dependents authorized in accordance with JFTR, paragraph U5900-D2h, and AFI 36-3020. Do not authorize dependents to accompany individuals. The individual's escort is MSgt Doe, William A. 222-33-4444. Promulgating order: GCMO 25 HQ 435 SG (AFMC), APO NY 09057." The court-martial order cites authority for transfer to HQ AFSFC. (***NOTE:*** Shipment and/or storage of personal property may be authorized at government expense, see JFTR.)

For individuals being placed on appellate review leave, the following are sample remarks: "Individual will remain at address indicated in Item 8 awaiting the completion of the appellate review of general court-martial proceedings. Shipment of household goods and dependent travel will be according to the JFTR, paragraph U5900-D2h and U5370-H. Individual will be provided transportation-in-kind in accordance with JFTR, paragraph U7506, to home of record or place of entry to active duty, by the least expensive transportation mode available or individual may be paid an amount not to exceed the cost to the government for such transportation. Home of Record: Waterford, OH, Place of Entry: Waterford, OH, Home Phone: (XXX) XXX-XXXX." (See AFI 31-205 for additional guidance and instructions on prisoner transfer actions.)

For individuals being transferred on parole, the following are sample remarks: "Shipment of household goods and dependent travel is not authorized. The member will be provided transportation-in-kind to the approved parole address by the least expensive transportation mode available or individual may be paid an amount not to exceed the cost for such transportation to the government. Individual will be assigned to HQ AFSFC, Lackland AFB, TX; however, the individual is under the control of the Commandant of the USDB at Ft Leavenworth KS while on parole, even if discharge was executed, until reaching maximum release date or status changed to appellate review leave."

**Item 26--(Typed Name, Grade of MPF Official).** When processing PCS orders, signature officials must be in grades of staff sergeants and above, commissioned officers, or GS-5 civilians or higher.

**Item 31--(TDN).** Include the appropriate authority, FOR THE COMMANDER, etc., for orders not being signed directly by the commander as indicated in Item 28.

**Item 32**--For prisoner transfers, include 5 copies to HQ AFSFC/SFCI and 5 copies to the correction facility.

**Item 33--(Signature Elements of Orders Authenticating Official).** Sign the order or use the official seal.

**Item 34--(Address of gaining MPF).** Include gaining unit and address of gaining MPF. Include HQ AFSFC/SFCI, 1631 Stewart Street, Suite 101, Lackland AFB, Texas, for transfers to HQ AFSFC. For overseas members, enter the gaining MPF closest to the member's leave address if the member is on appellate review leave. For CONUS members, enter assigned MPF if the member is on appellate review leave.

## Attachment 11

## INSTRUCTIONS FOR PREPARING AF IMT 100, REQUEST AND AUTHORIZATION FOR SEPARATION, AND AF IMT 973, REQUEST AND AUTHORIZATION FOR CHANGE OF ADMINISTRATIVE ORDERS

### PART I--AF IMT 100

**Item 1--Type of Separation.** Check only one item per person.

a. Discharged:

(1) Reserve officers and Regular officers who resigned their commission.

(2) Reserve officers and Regular officers whose discharge is directed by HQ USAF.

(3) Officers and enlisted members separated for disability.

(4) Enlisted members involuntarily separated.

(5) Enlisted members with no remaining military service obligation (MSO).

(6) Enlisted members with remaining MSO who are ineligible for reenlistment according to AFI 36-2606.

b. Entry Level Separation: Self explanatory.

c. Release from void enlistment: Self explanatory.

d. Released from EAD/Reverts to ANG: Air National Guard officers and enlisted completing duty EAD and reverting to control of the state.

e. Released from active duty/Transfers to ResAF: Enlisted members with a remaining MSO who are eligible for reenlistment according to AFI 36-2606, *Reenlistment in the United States Air Force*. (This item is not checked for Reserve Airmen).

f. Released from EAD/Reverts to ResAF: Reserve officers and enlisted members completing EAD and reverting to control of the Air Force Reserve.

g. Dismissal: Officers dismissed by order of court-martial. ***NOTE:*** Enlisted women who obtained military status before 1 February 1978 are discharged.

**Item 2--(Authority).** FOR OFFICER PERSONNEL ONLY, check "By Direction of the President" for all officers except those whose resignation was accepted by the president.

**Item 3--(Grade, Name [Last, First, Middle Initial] and SSN).** For officers, show grade in which serving on active duty for disability separation; if authorized severance pay in higher grade than active duty grade, indicate in item 22. For enlisted members, show rank and pay grade.

**Item 4 and 5--(Place of Entry on Active Duty of Enlistment and Home of Record).** Include city and state only. For enlisted members, the source document is the initial DD Form 4**, Enlistment/ Reenlistment Document-Armed Forces of the United States**. For officers the source document is the EAD order.

**Item 6--(Future Mailing Address).** Enter full future mailing address including ZIP Code.

**Item 8--**Self explanatory.

**Item 7--(Over 2 Years Service).** Indicate if the member is an E-4 under 2 years service.

**Item 9--(Reserve AF Grade).** For members who revert to or are transferred to the AFRC or ANG. For officers, enter same grade as active duty grade in item 3 unless officer holds a higher permanent ResAF grade. For enlisted members, show pay grade and rank. Do not complete for disability separation unless specifically directed by HQ USAF.

**Item 10--(Mil Svc Obligation Date).** See AFI 36-2115, *Assignments within the Reserve Components,* Table 5.2. Delete "Date" and type in yes or no.

**Item 11--(Aeronautical Rating)**. For officer personnel only. Enter the aeronautical rating as determined by AFI 11-402, *Aviation and Parachutists Service Aeronautical Ratings and Badges*. If not rated, enter NA.

**Item 12--(Flying Status).** Check "YES" for all members on flying status (officer or enlisted). Check "NO" if not on flying status.

**Item 13--**Self explanatory.

**Item 14--(Character of Service).** Enter characterization of service authorized or approved as determined under directives authorizing separation. For enlisted members whose type of separation is entry level and for officers dismissed by court-martial, mark as uncharacterized.

**Item 15--(Certificate Issued).** Mark DD Form 256AF, **Honorable Discharge**, if the type of separation is discharge and the character of service is honorable. Mark DD Form 214, **Certificate of Release or Discharge from Active Duty**, for all separations. Honorably discharged members receive both the DD Form 256AF and DD Form 214.

**Item 16--(Relieved From Assignment).** (Unit Major Command, Address and Servicing MPF)

**Item 17--(Will Proceed To).** Travel to a home of selection is only authorized when eligibility requirements in the JFTR, paragraph U5130-A-1, are met. If travel to a home of selection is not authorized, check the block that identifies the point to which the member elects to receive travel pay. ***NOTE:*** Defer travel to home of selection until retirement when an involuntarily separated officer immediately enlists. An officer who enlists after travel to home of selection may travel to home previously selected or the place from which last enlisted, whichever the member elects, on ultimate retirement.

**Item 18--(Travel by Private Conveyance [TPC]).** Check "No" for discharges and regular Air Force members being released from active duty. Check "Yes" for Reserve members being released from extended active duty and enter the number of days travel time permitted. (See DODPM, paragraphs 10241-10243).

**Item 19--(Transportation).** The orders issuing or approving official will initial over the block checked. Determine qualifications for Item 19, AF IMT 100 using the list below. This item refers to travel/transportation allowances only. An “X” in the Yes block indicates member receives his or her ***full*** allowance. An “X” in the No block indicates member receives transportation in kind (no per diem) by the least expensive transportation mode available, or to be paid an amount up to the Government’s cost of such transportation. This item does not

indicate Household Good (HHG) Transportation authority. Refer the member over to TMO for HHG transportation. HHG transportation is disallowed IAW JFTR, paragraph U5317.

1. For enlisted members:

a. Check "Yes" if:

(1) Serving on a second or subsequent enlistment and the type of separation is honorable or general.

(2) First-term Airmen separated at ETS (AFI 36-3208, *Administrative Separation of Airmen*).

(3) First-term Airmen separated according to AFI 36-3208 for:

(a) Service with an ANG or AFRC Unit (PALACE CHASE).

(b) Entering an AFROTC program.

***NOTE:*** Exact enlistment will be in announcement instructions.

(c) Separation authorized by HQ USAF.

(d) Elimination from USAFA Preparatory School.

(e) Release from void enlistment.

(f) Separation for minority.

(g) Insufficient retainability for PCS.

(h) Elimination from OTS.

(i) Non-fulfillment of enlistment or reenlistment agreement.

(j) Sole surviving son or daughter.

(k) Section C, Dependency or hardship.

(l) Insufficient retainability for required retraining.

(m) Conditions that interfere with military service.

(n) Discharge for erroneous enlistment.

(o) Section D, Entry level performance or conduct.

(4) First-term Airmen released from active duty or separated for disability (not incurred as a result of intentional misconduct or willful neglect or while the member was AWOL or in deserter status).

(5) First-term Airmen separated who receive a Medal of Honor.

(6) First-term Airmen separated under an early release program or strength reduction program. (***EXAMPLE:*** DOS Rollback, RIF, etc.)

(7) First-term Airmen separated for any reason after completing at least 90 percent of the required period of service if the type of separation is honorable or general. For Airmen who enlisted in the regular Air Force for 4 years, the minimum qualifying

service would be 3 years, 7 months, and 6 days. For Airmen who enlisted in the regular Air Force for 6 years, the minimum qualifying service would be 5 years, 4 months and 24 days.

(8) Personnel being involuntarily separated (see JFTR, Appendix A for definition) from active duty during the period beginning on 1 October 1990 and ending 30 September 1999 are authorized TAP benefits in accordance with AFI 36-3022, *Transition Assistance Program*, Table A6.1, rule 7, column B, note 1.

b. Check "No" if:

(1) Member is being involuntarily separated for service characterized as Under Other Than Honorable conditions.

(2) First-term Airmen separated who have not completed 90 percent of their initial enlistment and are separated for a reason not listed in paragraphs 1a(3), (4), (5), (6), (7) or (8).

2. For officers:

a. Check "Yes" if

(1) Reserve officers are released on expiration of term of service.

(2) Member provides 6-month notice and separates on completion of active duty service commitment.

(3) Member separates under voluntary early separation program.

(4) Personnel being involuntarily separated (not for cause) from active duty during a 5-year period beginning on 1 October 1990 and ending 30 September 1995. (This does not apply to officers being involuntarily separated for reasons listed in paragraph 2b.)

(5) Hardship.

(6) SAF-approved early separation programs.

(7) Transferred to another Service.

(8) Insufficient PCS qualification on return from overseas.

(9) Not selected for promotion.

(10) 2Lt not qualified for promotion.

b. Check "No" if:

(1) The member resigns in lieu of trial by court-martial.

(2) Separated under other than honorable conditions.

**Item 20A--(Assigned to ARPC).** Check "Yes" for enlisted personnel and Reserve officers released from active duty without concurrent follow-on assignment to a participating USAFR or ANG unit. Check "No" for: Members being discharged; members being released from active duty with a concurrent follow-on assignment to a participating AFRC/ANG unit or mobilization

augmentee position (PALACE CHASE/FRONT); or AFRC or ANG members on EAD who are reverting back to an AFRC or ANG unit.

**Item 20B--(Reverts to Control of ANG)**. Use this block only for ANG members on extended active duty under Title 10, U.S.C., *Armed Forces*, Sections 265, 12301, or 12310. Enter state or territory as applicable; for example, Maryland, Puerto Rico, etc. Do not complete for disability separations or for Airmen separated under PALACE CHASE/FRONT.

**Item 20C through J**--Complete for personnel with an immediate follow-on assignment to a participating AFRC or ANG unit or position **(PALACE CHASE/FRONT)**. Obtain information for completing these items from the second endorsement of the approved AF IMT 1288**, Application for Ready Reserve Assignment**. Do not complete for disability separations.

**Item 21A--(Eligible for Readjustment or Separation Pay IAW Title 10, U.S.C., *Chapter 59, Separations*, Section 1174)**. Complete for all members specifically authorized readjustment or separation pay by HQ AFPC/DPPRS.

**Item 21B--(For Severance Pay/Separation Pay. Service for Pay is:)**. Complete for disability separations according to Title 10, U.S.C., Section 1203 or 1206 and for members eligible for separation pay IAW AFI 36-3207 and 36-3208. Complete for nondisability separations for officers specifically authorized severance pay by HQ AFPC/DPPRS.

**Item 21C--( Title 10, U.S.C., Chapter 61, Retirement or Separation for Physical Disability)**. Complete for disability separations only. Check the top block when discharge is without benefits (for example, international misconduct, willful neglect or unauthorized absence) and enter "Title 10, U.S.C., Section 1207" in item 26. Check the bottom block when discharge is for disability that existed prior to term of service (EPTS). This includes disability separation under AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*.

**Item 22--(Remarks).** If necessary, continue comments for this item on the reverse of the form.

(Other Duty Status). If the individual is not present for duty at assigned duty station, indicate the present location and status.

(Severance Pay for Disability Separation). Indicate if individual served less than 6 months and is not authorized severance pay. Indicate if the individual is authorized severance pay in a higher grade than active duty grade.

(Readjustment/Severance/Separation Pay). Indicate if officer is not authorized pay. Indicate if Airman is authorized separation pay.

(TDY En Route to Separation). Include the following when individuals physically separate from their support base and will be TDY en route for separation from the service: "(number) days TDY en route at (location of support base) for separation processing."

(Dependents). Include names and relationships of dependents and date of birth of children, if any.

(Involuntarily Discharged Officers Who Have More Than 8 Years Continuous Active Duty [AD]). Do not authorize allowances or TR to enlist in the Regular Air Force. The first PCS order after reverting to enlisted status will authorize travel and shipment of household effects.

(Regular Officer's Resignation Contingent on Appointment as ResAF). Include the following statement: "This special order effecting discharge is also the instrument of appointment as ResAF since acceptance of this discharge will be considered acceptance of appointment in the ResAF."

(Transition Assistance Program). Enter “TAP Eligible” for members who are eligible for TAP benefits to ensure that TAP benefits are given at any uniformed service facility.

(Separation Program Designator (SPD) Code). Enter the appropriate SPD code. ***EXAMPLE:*** “SPD code is JBK.”

**Item 23--**Self explanatory.

**Item 24--(Orders Issuing/Approving Official, Name, Grade, Title, Phone).** Signature officials must be staff sergeants and above, commissioned officers, or civilians in grade GS-5 or higher.

**Items 25, 26, and 27--**Self explanatory.

**Item 28--(Authority).** Use AFI 36-3208 for enlisted separations; AFI 36-3207, *Separating Commissioned Officers*, for officer separations; or AFI 36-3212 for all disability discharges. For punitive discharges (enlisted), cite the issuing headquarters and special order number of the court-martial order, (for example: HQ 836th CSG, SCMO #00). If you need additional space, use item 22. For dismissals (officer), cite DAF GCMO, the number, and date.

**Items 29 and 30--**Self explanatory.

**Item 31--(TDN).** Include authority for orders not signed directly by the commander, such as, FOR THE COMMANDER, etc., as indicated in item 28.

**Item 32--(Distribution).** Orders will be distributed IAW AFI 33-328, *Administrative Orders*. As a minimum the following applies:

a) Individual (15).

b) Each unit named in order (2).

c) Major Command or Reserve Affairs office of assignment (1).

d) HQ USAF/HCF, Bolling AFB DC 20330-5060 (chaplains only) (1).

e) HQ USAF/DPG, Wash DC 20330-5060 (general officers only) (1).

f) HQ AFRC/DPR, 155 2nd St, Robins AFB GA 31098-1635 (for officer assignment order to MPF IDs R1-W9 and 960MFXXX, with exception to MPF IDs S7 and S8.

**Item 33--(Signature Element of Orders Authenticating Official)**. Signature officials must be staff sergeants or above, commissioned officers, or civilians in grade GS-5 or higher. Sign the order or use the Official Seal.

**PART II--AF IMT 973, Request and Authorization for Change of Administrative Orders**. Refer to AFI 33-328 for further guidance.

Publish an amendment for the AF IMT 100.

To delete, add, or change pertinent data that will affect an allowance.

Do not publish an amendment to:

a) Correct inaccurate first, middle names, or initials.

b) Change an AFSC skill level.

c) Change information in Blocks 20b, C, E, F, G, H, I, and J.

d) Correct inaccurate future mailing address.

e) Change aeronautical ratings and flying status.

f) Correct travel for TPC.

## Attachment 12

## INSTRUCTIONS FOR PREPARING AF IMT 899, REQUEST AND AUTHORIZATION FOR PCS - MILITARY (ASSIGNMENT OF PATIENTS TO HOSPITALS)

**Items 1 and 2--self-explanatory. Items not completed.**

**(PCS with/without PCA)(TED).** Reflects PCS with PCA if to an Air Force facility or PCS without PCA if Army or Navy facility. TED is determined by the projected departure date or actual departure if member has already been transferred.

**Item 3--(PAFSC/DAFSC/CAFSC).** For patient, put 93P0 for officers and 9P000 for enlisted.

**Item 4--(Security Clearance).** Self-explanatory.

**Item 5--(Report to Comdr, New Assignment, NLT).** A realistic RNLTD should be established. If the member has already been moved, then enter an RNLTD of the effective date of arrival or end of the month. If the member was originally sent to a hospital in a TDY status and is now being changed to a PCS move, the RNLTD will be the effective date indicated in block 25 of the AF IMT 899. This is to preclude an adverse effect on the member's allowances. If, on the other hand, the member has not yet been transferred, then the Personnel Relocations Element, working with the MTF and the member, should establish the RNLTD.

**Item 6 through 9**--self-explanatory

**Item 10--left blank**

**Item 11--left blank**

**Item 12--left blank**

**Item 13**--self-explanatory

**Item 14 and 15--left blank**

**Item 16--left blank.**

**Item 17--(Dependents)**--self-explanatory

**Item 18--(Departure Certification)--left blank**

**Item 19--(Overseas Transportation Data)--left blank**

**Item 20--(PCS Expense Chargeable To).** Fund cite is obtained from the servicing accounting and finance officer.

**Item 21--(Authority and PCS Code).** Indicate AFIs 44-157 and PCS code E.

**Item 22--(TDY Expense Chargeable To)**--left blank

**Item 23--(Excess Baggage Authorized).** Can not be authorized prior to commencing PCS travel. The gaining MPF commander may approve excess baggage after the fact IAW JFTR U1410-C. The approval should be based on supplies and equipment necessary to accomplish the mission (special equipment/clothing such as scientific equip/gear, etc.) as well as airline weight requirements. Extra uniform items by themselves do not justify this allowance. This allowance should not be approved to allow for items that could be shipped via member's HHG entitlement.

**Item 24--(Remarks).** Include the letter, email or message authority for the PCS and this statement: "Transportation of dependents and shipment of household goods at government expense is contingent on anticipation by receiving hospital commander that treatment is expected to be prolonged." This statement is not required for overseas returnees. Additionally, for the purpose of movement of dependents, the term "receiving hospital commander" is the losing hospital commander who initially admits the patient; therefore, the correspondence directing the PCS will serve as the authority for movement of dependents and household goods. Include this statement: "Member assigned to patient status."

**Item 25 - 34**--self-explanatory. Items not completed.

## Attachment 13

## SAMPLE IDENTIFICATION CARD REQUIREMENTS MEMORANDUM

MEMORANDUM FOR CUSTOMER SERVICE (date)

FROM: Personnel Relocations

SUBJECT: Identification Card Requirements for Separating or Retiring Personnel

1. (Grade, Name,) is separating or retiring from the USAF effective (day, month, year) and is scheduled to final out-process on (date, time). Please prepare ID card applications for member and dependents, if applicable, as indicated below:

a. ( ) Involuntary Separation. Temporary ID cards for 90 days.

b. ( ) Prior to ETS Separation. ID cards are to expire on date of separation as indicated in paragraph 1 above.

c. ( ) Temporary Disability Retirement List (TDRL).

d. ( ) Retirement. (Retirees who plan to continue TRICARE-Prime coverage, and want to pre-enroll before retirement, must obtain their retired ID Cards first.) Obtain retiring members initials of acknowledgement. _____.

e. ( ) TAP eligible.

f. ( ) Transfer to a Reserve Component. Expiration of Reserve obligation.

g. ( ) Appellate Review Leave. Temporary ID cards for 1 year.

2. Please complete the first indorsement and return to DPMAR.

(Signature)

(Typed name, grade, USAF)

Attachment:

Separation/Retirement Order

1st Ind, Customer Service (date)

TO: Personnel Relocations

1. ( ) Action requested above has been completed on (date).

2. ( ) Appropriate ID cards have been retrieved and returned to military control.

3. ( ) Suspense file has been established to retrieve any ID cards which were not surrendered.

(Signature)

(Typed name, grade, USAF)

(Title)

***NOTE:*** File the Identification Card Requirements Memorandum in the separating/retiring member's UPRG, Section UP-3 (P).

## Attachment 14

## SAMPLE INDIVIDUAL"S SEPARATION AND RETIREMENT INSTRUCTIONS AND INFORMATION MEMORANDUM

MEMORANDUM FOR MEMBER - GRADE, NAME, SSN (date)

FROM: (Functional Address Symbol)

SUBJECT: Individual's Separation and Retirement Instructions and Information

1. Separation Relocation Preparation Actions. The Personnel Relocations Element (PRE) should have briefed you concerning this relocation during the initial preparation interview. To assist you in completing certain requirements associated with your relocation, please read the information in the checked paragraphs below as they apply to your move. *If you have any questions concerning your preparation, do not hesitate to ask. Our purpose is to thoroughly advise and prepare you for this relocation.*

a. ID Requirements. If you are being discharged, you will surrender your ID card/CAC on the day of separation. If you are being released from active duty and will transfer to an inactive or active Reserve component or if you are retiring, the Customer Service Element will prepare a new ID card for you and your dependents. You may get your new ID cards prior to departure or keep your current ID cards until your date of separation.

(1) Remember, if you choose to keep your active duty ID card and it reflects a date beyond established DOS, we will issue you an active duty ID card reflecting the correct DOS. Once your active duty ID card expires, report to the nearest MPF Customer Service Element for your new ID.

b. Military Pay. Your pay is the most important item in the separation processing and we want to do all we can to ensure it is accurate; visit the Financial Services Office (FSO) to establish a timeline for out-processing with them. The FSO provides counseling on a variety of subjects regarding your pay on separation. Attachment 1 of this letter explains some of the more important items concerning your final pay; carefully review it before reporting to the FSO.

c. Travel. Your travel and transportation allowances are determined from the Joint Federal Travel Regulations (JFTR). In addition, travel advances may be authorized on your separation from the service, release from active duty, or retirement; however, you must furnish a written statement you actually intend to travel, and you must name the point to which you are traveling to support a travel advance.

(1) Separating members who complete less than 90 percent of the initial agreed period of service or members discharged under other than honorable conditions may receive an advance; however, the amount is limited to 75 percent of the least costly mode of common carrier transportation available (usually bus). Per diem advances are not authorized.

(2) Retirees may receive advance allowances. All members are authorized an advance of travel allowance based on the transportation mode. According to Public Law 97-60, effective 1 November 1981, members must actually travel to receive full separation

travel allowances; therefore, you must submit a travel settlement voucher upon completion of travel to receive the remainder of the travel allowance.

d. Medical Care Eligibility. Separation or retirement affects you and your dependents" statutory authority for military-sponsored health care. Loss of this authority results in your being financially liable for all civilian and military health care (medical and dental) received after termination of eligibility status.

(1) Maternity Care. This type of care only applies to you, the military member. Consult with your Patient Affairs Office for further details.

e. Department of Veterans Affairs Disability Compensation Application. You are eligible to submit an application to the VA for disability compensation if separating or retiring. Although you do not have to apply before separation or retirement, you are encouraged to file the VA claim before you leave the service since your medical records can be obtained more easily and in most situations VA compensation is not retroactive. Filing this application will not delay your separation in any way.

(1) Service-Disabled Veterans" Insurance (SDVI) is life insurance available to veterans who are granted a service-connected disability. Consult the VA for further assistance.

f. DD Form 214, **Certificate of Release or Discharge from Active Duty**. The MPF PRE will prepare the DD Form 214 according to AFI 36-3202. The DD Form 214 contains important information you will need to apply for benefits based on your military service under programs administered by the Department of Veterans Affairs or the Department of Labor.

(1) You will receive copies 1 and 4 of the DD Form 214. These copies will reflect your time in the Air Force, work experience, training, service characterization, reenlistment eligibility, time lost, and reason for separation. The information reflected on copy 4 will assist you when applying for unemployment compensation, education assistance, or other veterans" benefits.

(2) We advise you to make copies of your DD Form 214 and register them at the county courthouse or other registering agency if your state has the facilities to perform this function. ***NOTE*:** Registering the DD Form 214 with registering agencies could permit public access to your DD Form 214 IAW state or public law. You should take the same steps to safeguard it as you would any other sensitive document by storing it in a safe deposit box or some other secure location. If you have a request or an inquiry pertaining to your records in the future, the following agencies will assist you:

a. Discharged or

| Retired members: | 90 Days or More After Separation | Within 90 Days of Separation |
|---|---|---|
| | NPRC/NRPMF-C<br>9700 Page Blvd<br>St Louis MO 63132-5100 | HQ AFPC/DPFFM<br>550 C Street West, Suite 19<br>Randolph AFB TX 78150-4721 |

b. General officers or

TDRL members: HQ AFPC/DPFFM
550 C Street West, Suite 19
Randolph AFB TX 78150-4721

c. Reserve Members (who have remaining military service obligation):

HQ ARPC/PSD
6760 East Irvington Place, Suite 4000
Denver CO 80280-4000

d. Retired Pay Inquiries: DFAS-CL/ROCAC
PO Box 99191
Cleveland OH 44199-1126
1-800-321-1080

***NOTE:*** If you believe your records contain an error or injustice, IAW AFI 36-3203, you may submit a written request with supporting documentation to HQ AFPC/DPPRS to issue a DD Form 215, **Correction to DD Form 214, Certificate of Release or Discharge From Active Duty**, which corrects errors found after a DD Form 214 is issued or completes a DD Form 214 with up-to-date information. You may also apply for a correction to your DD Form 214 by submitting a DD Form 149, **Application for Correction of Military Record**. Under the Provisions of Title 10, U.S.C., Section 1552, and AFI 36-2603, you may apply for correction of your record within 3 years from the date you discover the error or injustice, during which time you may submit your application directly to the appropriate board. Ask the military personnel flight at any military installation for assistance in obtaining forms or submitting your application.

f. Retiree Activities. Most bases have a Retiree Activities Office to help you, the retiree, stay in touch with the Air Force.

g. Special Orders. The PRE will furnish you separation orders or send them through normal distribution channels. Retirement orders are distributed through PC-III to the commander's support staff (or by other electrical means). If you do not receive them by (date), contact this office at (PRE DSN extension). If you are moving from an overseas duty station to a place of retirement or separation in the CONUS, you will need AF IMT 899, **Request for Authorization for Permanent Change of Station-Military**, without permanent change of assignment (PCA), in addition to retirement and separation orders.

h. Separation Interview and Records Screening. The PRE conducts the separation interview. The purpose of this interview is to obtain all data for preparation of separation forms and related papers. The interview will include (but not be limited to) verification of service and review of awards and decorations. The purpose of this screening is to check the accuracy of your final UPRG and to correct errors before your separation.

(1) In addition, we wish to ensure all required or permanently retained documents are on file in your UPRG. If any documents are missing, the relocation clerk will locate or reaccomplish the documents before retiring your record. The PRE will give you any extraneous or temporary documents found in your record.

j. U.S. Soldiers' and Airmen's Home. If you desire detailed information on this program contact: Admissions Branch, Member Services Directorate, U.S. Soldiers' and Airmen's Home, Washington DC 20317.

k. Duty Section. This activity will give you the security debriefing, complete the termination statement, and determine whether you have incurred a duty and travel restriction according to AFI 31-501, *Personnel Security Program Management*. Your duty section will counsel you and furnish you a letter reflecting any duty and travel restrictions. To satisfy the above requirements, the Personnel Relocations Element furnished your unit with a letter that must be completed and returned before your departure.

l. Transportation Counseling. On receipt of separation or retirement orders, report to the Traffic Management Office located in (building, room, extension). Transportation personnel will advise you concerning dependent travel, shipment and storage of household goods, mobile home, unaccompanied and excess baggage, firearms, privately owned vehicles, and pets. They also will make arrangements with a moving company for the shipment or storage of household goods and accomplish the required shipping or storage documents.

m. Clothing Recovery (Enlisted Members). If your relocation preparation checklist has a "Yes" in column A for clothing certification, your unit must accomplish the required recovery of uniform items. The PRE has furnished your unit a letter advising them if a recovery is required. Your unit should notify you of the time, place, and date this will take place.

n. Medical Care Coverage. During your separation processing, the Personnel Relocations Element will provide certain materials pertaining to short-term health care coverage, which you may purchase at time of separation. This coverage is strictly voluntary on the part of the member but, if you select it, you must pay for the coverage in full on the date of separation. This medical coverage does not apply to the TRICARE-Family Member Dental Plan (FMDP) as it is a separate and distinct program where enrollment and termination is voluntary. Point of contact is the military Health Benefits Advisor (HBA) and the Military Personnel Flight (MPF) Customer Service Element.

o. Air Reserve Component Forces. The in-service recruiter will advise you about participation in the Air Force Reserve and Air National Guard. Subjects will include Reserve obligations, location and type of Reserve and Guard units, and policies involving Air Reserve Component, enlistment, assignment, pay, promotion, education, training, and retirement programs. Regular officers must also contact HQ ARPC/PSD at 1-800-525-0102, for more information regarding Reserve commissions without a break in federal service.

p. All Active and Inactive Flying Personnel. Report to the Host Operations System Management (HOSM) Office to pick up your flight record folder.

q. Overseas Returnees. If you are returning from overseas for separation processing, you must turn in your official and/or no-fee passports to the MPF Personnel Relocations Element during out-processing at the CONUS separation facility; the MPF will mail them to Passport Services, Department of State..

r. Individual Ready Reserve (IRR). Personnel separating with a remaining military service obligation (MSO), officers who have not resigned their commission, or members receiving separation pay will transfer to the IRR. HQ ARPC maintains your records until you are released from any Reserve commitment. Discharged personnel who have no remaining MSO may apply for concurrent enlistment into the IRR in order to maintain military affiliation without a break in service. Contact the nearest Air Force Reserve or National Guard recruiter as soon as possible for further details.

s. Payment Authority for Using More than Two Privately Owned Conveyances (POC). Authorization must be according to the JFTR, paragraph U5015-B, and AFI 36-3020, *Family Member Travel*. If you think you will qualify for this authorization, contact the PRE for application procedures.

t. Foreign Government Employment of Retirees. Secretary of the Air Force and Secretary of State approval is required before acceptance of civilian employment with foreign government or pay may be reduced or forfeited. Refer to Staff Judge Advocate for further information.

u. Standards of Conduct and Reporting Defense-Related Employment. There may be a conflict of interest for officers working for a firm conducting business with the US government. Contact local Staff Judge Advocate for specifics.

v. Uniforms. Not authorized if not on AD while performing official duty.

w. Naturalization. Your PRE will provide you the phone number and address of the nearest immigration office if needed.

x. Social Security. Refer to your nearest Social Security office for details on disability or death benefit annuities, and family members' benefits.

y. TRICARE. Prior to your retirement date, you must report to the MTF for details on TRICARE medical and FMDP. For separatees, you must report to the MTF for disenrollment from TRICARE medical. The FMDP program automatically disenrolls sponsors who are retiring or separating. There is no FMDP coverage for family members after disenrollment date. Point of contact is the military Health Benefits Advisor (HBA) and the Military Personnel Flight (MPF) Customer Service Element.

2. Out-Processing Actions.

a. In addition to completing your required relocation actions, you must also take care of your personal obligations. We have notified all interested base agencies of your projected relocation, and if you are obligated to them, they will be expecting you. The following checklist identifies some of the agencies you may be obligated to see. Contact all offices you have a personal obligation to, even if they are not listed below.

(1) Traffic Management Office. Schedule the pick up, storage, and shipment of household goods, unaccompanied baggage and privately owned vehicles. Arrange travel for yourself and your dependent(s).

(2) Vehicle and Weapons Registration. Clear personal vehicles and weapons for shipment.

(3) Pass and Identification. Turn in restricted area badges.

(4) Base Housing Billeting Office, Commander's Support Staff (as applicable). Arrange for clearance of government quarters.

(5) Unit of Assignment. Check ration cards, Government Credit Card, Enlisted Performance Reports, Officer Performance Reports (includes reports on individual mobilization augmentees), and other unit matters.

(6) Library. Return books and publications.

(7) Officer, NCO, and Airman Open Mess. AFI 34-262, Services Programs and Use Eligibility, requires members of any open mess to satisfy any indebtedness to that activity before departure.

(8) Mailroom, Postal Service Center or Staff Agency. Advise mailroom of your projected relocation and request sufficient copies of Postal Service Form 3576, **Change of Address--Correspondents/ Publishers/Businesses**, to notify publishers and correspondents.

(a) Section 157.4 of the Postal Manual prohibits Air Postal Offices (APO), Postal Service Centers (PSC), and local post offices from forwarding second-class newspapers and periodic publications from the United States to overseas military post offices or from APOs or Fleet Post Offices to United States addresses after member has physically departed losing duty station. ***NOTE:*** Personnel returning from overseas to separate at a CONUS base should not forward mail to that facility but should furnish the Post Office with a mailing address.

(9) Recreation Services Supply. Turn in sports and recreational equipment.

(10) Personal Obligations to Individuals or Business Firms. Satisfy or make arrangements for continuance.

(11) IDEA Office. If you have a suggestion, invention, or scientific achievement pending, provide the IDEA Office with your forwarding address.

(12) Military Clothing Sales Store. If you have participated in the Deferred Payment Plan for the purchase of military clothing, satisfy any indebtedness before departure.

(13) Civilian Appraisals. If you supervise civilian employees, complete any civilian appraisals due before your departure.

(14) Air Force Aid Society. If you owe Air Force Aid money, Family Support Center requires that you arrange a payment schedule to pay off Air Force Aid loans before separation. Consult your FSC for further information or assistance.

(15) Customer Service Element. Complete ID card requirements for you and your dependents, if applicable, prior to departure. You must receive ID cards prior to departure or be briefed on the necessary requirements to get your ID cards upon DOS. Report to the Customer Service Element within 14 days of your out-processing appointment to initiate necessary ID card applications. Pick up your ID card applications prior to your appointment time on the date of your out-processing appointment.

(a) Verify your TRICARE-Active Duty Family Member Dental Plan (FMDP) Enrollment Election and DEERS eligibility and enrollment for dental coverage

termination date. Your end-of-month Leave and Earning Statement (LES) should reflect final dental premium deduction payment or termination of participation in the FMDP program. Consult with your Financial Services Office (FSO), the Dental Contractor, or the DEERS Support Office (DSO) for further information or assistance.

(16) Government Credit Card Program. If you have a government credit card, you must process through your unit program manager prior to departure to either turn in the card or transfer the account. Your unit or base program managers can provide any information and assistance.

(17) Automated Data Processing Equipment (ADPE) Custodians. If you are an ADPE custodian, you must clear through the local Communications Unit, Equipment Control Officer (ECO), prior to departure. Failure to clear your account will delay your out-processing.

b. Report to the MPF Personnel Relocations Element, (building, room) on (date, time) for final separation processing.

(Signature)

(Typed name, grade, USAF)
(Title)

Attachment:

Servicing Military Pay for Your Separation or Retirement

**SERVICING MILITARY PAY FOR YOUR SEPARATION or RETIREMENT**

**Part I. Your Financial Plan**

1.1. During your separation processing, your pay will require service that goes beyond the normal day-to-day interest you and the FSO have in your pay. In order for the FSO to service your pay in the most efficient manner, we ask that you take the following actions:

1.1.1. Review your latest Leave and Earnings Statement (LES) and ensure each item pertaining to your pay is correct.

1.1.2. Determine any financial obligations you may have before your separation or retirement or those you may incur in relocating yourself or your dependents.

1.1.3. The FSO can assist or advise you in a variety of pay subjects. Areas you need to consider are:

1.1.3.1. Terminal Leave. Terminal leave allows you to complete your separation or retirement processing and depart your present organization on leave. It cannot exceed the number of days leave you have accrued or will accrue up to your separation date. The FSO can provide you with the requirements for this type of leave. If you are considering taking terminal leave, you should take into account you will not receive your final pay upon your departure. Your final separation pay will be mailed to you on your actual separation date. ***NOTE:*** Effective February 1976, you may only sell 60 days leave during your career.

1.1.3.2. Final Pay. If you do not take terminal leave, you will receive your final pay before your departure from your duty station or separation base if returning to CONUS for separation. This pay will include payment for all known allowances up to your separation date. The key words are "known allowances." You must take action to make sure that you and your FSO know all your allowances. It is important you provide the MPF with a correct future mailing address.

1.1.3.3. Travel Pay. You will be paid separation or retirement travel pay before you depart from your duty station (or separation base if returning to the CONUS for separation) if requested. Separating members (other than those who have not completed 90 percent of their agreed-upon period of service or those discharged under other than honorable conditions) will receive payment for up to 75 percent of the elected transportation mode to either their home of record or place of enlistment.

1.1.3.3.1. If you have not completed 90 percent of your agreed-upon period of service or if you have been discharged under other than honorable conditions, contact your local FSO to determine your travel allowance.

1.1.3.3.2. On completion of travel, mail DD Form 1351-2, **Travel Voucher or Subvoucher**, or take the form to your separating FSO to finalize your claim and receive the balance of the entitlement.

1.1.3.3.3. Retirees are authorized to receive 100 percent of their travel allowance in advance based on their certification as to the location to which travel will be performed. The travel advance is based on the selected transportation mode. Contact your FSO to determine your allowance.

1.1.3.4. Allotments and Bonds. Your FSO will advise you of any action required for your allotments and advise you on withdrawal of any bonds being held for safekeeping t the Defense Finance and Accounting Service (DFAS-CL/RO).

1.1.3.5. Direct Deposit. The Air Force uses direct deposit to distribute pay unless a waiver is obtained. Retirees may request a waiver in writing within 60 days prior to retirement or anytime after retirement. The request must justify it would be in their best financial interest to decline participation in the program. Send waiver requests to DFAS-CL/RO, PO Box 99191, Cleveland OH 44199-1126.

1.1.3.6. Other Allowances. The FSO can assist you in determining any post-service allowances, severance pay, readjustment pay, or any other areas of pay on which you have a question.

1.1.3.7. Deductions. Defense Finance and Accounting Service, Denver CO (DFAS-DE) will automatically stop your TRICARE- Active Duty Family Member Dental Plan (FMDP) premium deductions prior to your separation or retirement date. There is no FMDP coverage after your date of separation or retirement.

**Part II. Servicing Your Retired Pay**

1.1. In order for the FSO to assist you in the most efficient manner, take the following actions to ensure an accurate and timely transition from active duty pay to retired pay.

1.1.1. Allotments: You may carry forward all allotments and bonds (see note) currently in effect on active duty except for Combined Federal Campaign (CFC), Veterans Educational Assistance Program (VEAP) and deposits to the Uniformed Services Savings Deposit Program. If you currently have an allotment that you do not want to carry forward to your retired pay, contact your local FSO to stop it at least 30 days prior to retirement. Retirees are authorized a total of 15 allotments, of which no more than 6 can be discretionary allotments. Examples of discretionary allotments include, but are not restricted to, the following: insurance premiums, voluntary payment of dependent or relative, deposit to financial institution, mutual fund, investment firm, car loan, mortgage or rent, and consumer credit loans. Discretionary allotments can be stopped, changed or started after retirement. Non-discretionary allotments are limited to the following: savings bonds, indebtedness to United States, delinquent taxes, and payment of pledges or loans to specific service relief funds.

***NOTE:*** If you purchase a bond through partial monthly deductions, we will refund any deductions held towards the purchase of a bond. The allotment will restart in the first month of retirement. ***EXAMPLE:*** A member retires 1 July 1997. In April 1997, he started a 5-month deduction towards the purchase of a $100 savings bond. He will receive a refund for the amount withheld since 1 April in the final active duty pay received. The retired pay system will automatically restart the bond effective 1 July 1997. ***NOTE:*** Review your first retired pay LES to ensure proper payment of your allotments. If there are any discrepancies contact the FSO or DFAS-CL for assistance. </n_para.txt>

1.1.2. Federal Income Tax Withholding (FITW). FITW information will automatically carry forward to your retired pay. If you desire to change the number of withholding exemptions, see your FSO at least 30 days before retirement. After retirement, go to your nearest FSO or mail a TD Form W-4, **Employee Withholding Allowance Certificate**, to DFAS-CL/RO, PO Box 99191, Cleveland OH 44199-1126.

1.1.3. Address. MPF provides DFAS-CL with the address at which you elect to receive your retired pay or adjustments to your active duty pay. If your check currently goes to a bank, it will continue to go to the same bank; no action is necessary on your part. If you use Direct Deposit for your retired paycheck, you must have a correspondence address on file (other than the address of your financial organization) for mailing account statements, newsletters, and so on.

1.1.3.1. If you change banks now, while on terminal leave, or after retirement, submit a SF Form 1199A, **Direct Deposit Sign-Up Form,** to your nearest FSO. The FSO will forward it to DFAS-CL/RO, P.O. Box 99191, Cleveland, OH 44199-1126 to ensure prompt receipt of your last active duty and retired paychecks. You must also provide your new correspondence address to the MPF, who in turn notifies DFAS.

2.1. The Directorate of Retired Pay Operations at DFAS will send you your first Air Force retiree or annuitant account statement at the end of the first month of retirement. Thereafter, you will only receive an account statement if there are changes to your account. If you have questions or problems with your pay after retirement, you may call 1-800-525-0104 for assistance.

**Part III. The FSO and Your Pay**

1.1. This is a time-phased schedule to aid you in financial planning and to provide the pay service you desire.

1.1.1. Your projected separation date is _____. This is the date you expect to sign out from your present organization unless you plan to take terminal leave. If your separation date changes or you decide to reenlist, notify your FSO representative immediately.

1.1.2. If you are planning to take terminal leave in conjunction with your separation or retirement, enter the leave authorization number and the first day of leave from your copy of the AF IMT 988, **Leave Request/Authorization.**

1.1.3. Forty five days before your projected departure date, contact the pay service and control unit at the FSO to make any change to your pay, and to initiate separation actions. FSO representative will enter:

**DATE CONTACTED FSO _____ FSO TELEPHONE EXTENSION _____**

**FSO REPRESENTATIVE NAME _____**

2.1. Seven days before your projected departure date, contact the FSO to ensure they have made the desired changes (may be by phone).

3.1. The above contacts with your FSO representative are the minimum essential contacts to ensure success of your financial plan and accurate pay on separation. During any other time, you may contact your FSO representative for assistance with financial planning for you and your dependents.

## Attachment 15

## SAMPLE VETERANS OUTPATIENT DENTAL TREATMENT FOR DISCHARGED OR RELEASED PERSONNEL MEMORANDUM

MEMORANDUM FOR (Member's Name and SSN) (date)

FROM: (MPF)

SUBJECT: Veterans Outpatient Dental Treatment for Discharged or Released Personnel

1. Public Law 97-35, the Omnibus Budget Reconciliation Act of 1981, and Title 38 U. S. C., *Veterans" Benefits*, Section 1712, *Dental care, drugs and medicines for certain disabled veterans; vaccines*, limits eligibility to outpatient dental treatment currently provided by the Department of Veterans Affairs (DVA). You are eligible for dental treatment providing the following criteria are met.

a. You served at least 180 days of active duty.

b. You apply to the DVA for required treatment within 90 days of discharge or release from active duty.

c. Your DD Form 214, **Certificate of Release or Discharge from Active Duty**, contains a statement that a complete dental examination and appropriate dental services and treatment were not provided by the Armed Forces within 90 days prior to your discharge or release.

2. Please acknowledge receipt and understanding in the indorsement below.

_____

(Signature, NCOIC Personnel Relocations)

1st Ind, _____

(Print Member's Grade and Name)

To: _____

(MPF)

I have been briefed on the eligibility criteria concerning DVA Outpatient Dental Treatment and understand the provisions mentioned in this memorandum.

_____

(Member's Signature/Date)

## Attachment 16

## GENERAL INFORMATION PERTAINING TO RETIRED REGULAR AND RETIRED RESERVE STATUS

**A16.1.** As a retired member of the USAF or USAFR, you are subject to recall to active duty during a national emergency affecting the security of the United States.

A16.1.1. Officers. Retired Regular officers (and Retired Reserve officers with 20 or more years extended active duty) may be recalled at any time by the authority of the Secretary of Defense under Title 10, U.S.C., *Armed Forces*, Section 688, *Retired members: authority to order to active duty; duties*.

A16.1.2. Enlisted. Enlisted members of the Regular Air Force with 20 but less than 30 years service (active or inactive) have a dual status as a Retired Regular and as a member of the Retired Reserve. These members are liable for recall to active duty either as a Retired Reservist under Title 10, U.S.C., Section 672 (see Chapter 1209, Section 12301), or as a Retired Regular under Title 10, U.S.C., Section 688. Upon completion of 30 years, the enlisted Reservist assumes Retired Regular status and liability for recall under Title 10, U.S.C., Section 688 only.

**A16.2.** While the Air Force will give you as much advance notice as possible, the military situation might require you to report quickly. In the event we recall you, you can greatly reduce the resulting turmoil if you have made contingency plans to meet your personal and business obligations. We provide the following guidance to assist you:

A16.2.1. Retain your military uniforms.

A16.2.2. Ensure you have made contingency plans for the turnover of responsibility for dependent care, household goods, business and personal obligations. (Arrangements must cover all possible situations, both short- and long-term and must be sufficiently detailed.)

A16.2.3. Maintain a complete set of pertinent documents in a secure place. Include but do not limit this set to the following:

A16.2.3.1. A current will.

A16.2.3.2. Permanent file of military documents.

A16.2.3.3. Birth certificates---yours, your spouse's, and dependents".

A16.2.3.4. Marriage certificate.

A16.2.3.5. Health records---yours, your spouse's, and dependents".

A16.2.3.6. Income tax returns---last 4 years.

A16.2.3.7. Social Security Numbers---yours, your spouse's, and dependents".

A16.2.3.8. Real estate deeds, mortgages, and real estate insurance.

A16.2.3.9. Insurance papers---life and health.

A16.2.3.10. Bank accounts---type, numbers, and location.

A16.2.3.11. Stocks and bonds.

**A16.3.** In the event you incur a medical condition that would prevent you from serving on active duty that is not already a matter of record; e.g., a nonservice connected disability, you should obtain verification of that disability from your private physician or VA hospital. Provide ARPC/SG, 6760 East Irvington Place, Denver CO 80280, a copy of the verification of medical disability. If you become temporarily disabled, you need not make it a matter of record unless it becomes a permanent disability. However, if you have a temporary disability and we recall you, you may be eligible for a delay or deferment according to the rules in effect at that time.

**A16.4.** Address inquiries regarding mobilization status or this fact sheet to HQ ARPC/XPR, 6760 East Irvington Place, Denver CO 80280, or phone toll free 1-800-525-0102, extension 365.

**A16.5.** Retired Reservists should address inquiries regarding other aspects of retirement, such as benefits, to HQ ARPC/DPAE, 6760 East Irvington Place, Denver CO 80280, or phone toll free 1-800-525-0102, extension 227.

**A16.6.** Retired Regulars should address inquiries from regarding other aspects of retirement; for example, benefits, receipt of newsletter, etc., to HQ AFPC/DPPRA, 550 C ST West, Suite 11, Randolph AFB TX 78150-4713, or phone toll free 1-800-531-7502.

## Attachment 17

## SHORT-NOTICE SEPARATION OUT-PROCESSING CHECKLIST

NAME: SSN:

Member's Instructions: The purpose of this checklist is to assist the Financial Services Office (FSO) in computing your final separation pay; however, it does not necessarily represent your actual financial status as determined by the organizations or offices making entries herein. Subsequent review or audit of records may establish that you are indebted for an amount not indicated on this list. Any failure by the organizations to reflect such debt on this checklist does not in any way represent a waiver of that debt. Satisfactory completion of this checklist will result in you receiving the total separation pay due. You must ensure that all agencies coordinate on this letter but ensure the Financial Services Office (FSO) has the last input.

TO THE ACTION OFFICES:

Note any debt or other transaction that is pending or has been forwarded to the FSO within the past 10 days. If not already done, provide the required debt documentation (DD Form 139, **Pay Adjustment Authorization**; DD Form 114, **Military Pay Order**, or DD Form 362, **Statement of Charges/Cash Collection Voucher**, and so on) to the FSO within 1 workday. Immediately telephone the FSO/Military Pay Section and provide verbal notification of the debt. Note the debt reason and amount owed in the appropriate area. Print name and provide signature of organizational representative and date.

1. Squadron:

   Is the member taking terminal leave? Yes/No

   Authorization # Leave Date

   Has the member taken leave within the past 30 days? Yes/No

   Authorization # Leave Date

   Is the member indebted for GPLD/Reports of Survey? Yes/No

   Debt Reason: Amount

   Has the member had any Article 15 or court-martial action within the past 60 days? Yes/No

   If yes, what actions were taken or are pending?

   Is the member indebted to the Unit Dormitory Management Office (if applicable)? Yes/No

   Debt Reason: Amount:

   Name Signature Date

2. Base Exchange (AAFES Exchange Manager's or Retail Store Manager):

   Is the member indebted to your organization (DPP, dishonored checks, equipment rental or clothing sales)? Yes/No

   Debt Reason: Amount:

   Name Signature Date

3. Commissary:

Is the member indebted to your organization? Yes/No

Debt Reason: Amount:

Name Signature Date

4. Education Office:

Is the member indebted to your organization? Yes/No

Debt Reason: Amount:

Name Signature Date

5. Non-appropriated Fund Financial Management Branch:

Is the member indebted to your organization? Yes/No

Debt Reason: Amount:

Name Signature Date

6. Hospital (MSA Office):

Is the member indebted to your organization? Yes/No

Debt Reason: Amount:

Name Signature Date

7. Family Housing:

Is the member indebted to your organization? Yes/No

Debt Reason: Amount:

Name Signature Date

8. Billeting Office:

Is the member indebted to your organization? Yes/No

Debt Reason: Amount:

Name Signature Date

9. Air Force Aid Society:

Is the member indebted to your organization? Yes/No

Debt Reason: Amount:

Name Signature Date

10. FSO-Travel Pay:

FSO signature is not an acknowledgment the member has satisfied all debts to the US Air Force, but merely indicates the member cleared through the FSO-Travel Pay section and the checklist was reviewed.

Name Signature Date

11. FSO-Military Pay:

FSO signature is not an acknowledgment the member has satisfied all debts to the US Air Force, but merely indicates the member cleared through the FSO-Military Pay section and the checklist was reviewed.

Name Signature Date

## Attachment 18

## SAMPLE INCOMING PROCESSING INFORMATION AND INSTRUCTIONS MEMORANDUM

MEMORANDUM FOR ALL INCOMING PERSONNEL (date)

FROM: (Functional Address Symbol)

SUBJECT: Incoming Processing Information and Instructions

1. Welcome to _____. We sincerely hope your stay here will be both pleasant and rewarding. The following information and instructions will make your in-processing as complete and convenient as possible.

a. Actions accomplished in the MPF:

(1) Military Pay. The Financial Services Office Military Pay Section will complete all of your pay transactions. It is located in (room).

(2) Leave. According to AFI 36-3003, *Military Leave Program*, no member will be in an involuntary leave status for the convenience of the government. If, during your recent relocation, you are forced to take involuntary leave, contact the MPF Customer Service Element for assistance in preparing DD Form 149, **Application for Correction of Military Record under the Provisions of Title 10, U.S.C., Section 1552**. It is in building ___, room ___.

(3) Passports. If you are an overseas returnee, DOD 1 000.21-R, *DODPassport and Passport Agent Services Regulation*, requires that passports be turned in to the MPF Passport Officer during in-processing for mailing to Passport Services, Department of State.

(4) TRICARE-Active Duty Family Member Dental Plan (FMDP). If you are not enrolled in FMDP upon arrival at this station, you may VOLUNTARILY enroll at any time or location; however, you must meet the minimum eligibility participation requirements to enroll IAW AFI 36-3025, *TRICARE-Active Duty Family Member Dental Plan (FMDP)*. You should consult with the MPF Customer Service Element (within 30 days of arriving on station) for enrollment or disenrollment actions. If you would like information on coverage and participating dentists in the local area, see your servicing Health Benefits Advisor (HBA) at your medical facility. Further information about your FMDP can be obtained by contacting the Dental Contractor and the DEERS Support Office (DSO).

(5) Active Duty Service Commitment Counseling. If you did not accomplish an AF IMT 63, **Active Duty Service Commitment (ADSC) Acknowledgment Statement,** at your last permanent duty station and attended training en route, accomplish this form during in-processing.

(6) Identification Cards/DEERS. Review your DEERS file to ensure all eligible family members are enrolled, have current eligibility and ID cards if appropriate. Ensure address information is correct.

b. Visits to base activities after you have completed MPF processing:

(1) Housing:

(a) Personnel eligible for assignment to government family housing must visit the Base Housing Office before making housing arrangements.

(b) Single and unaccompanied married personnel will report to the Billeting Office or Commander's Support Staff, as appropriate.

(c) Personnel who are not immediately housed incident to paragraph 1b (1) (a) above, must visit the Base Housing Referral Office for counseling concerning off-base housing. Receive counseling before you enter into any agreement concerning private off-base housing.

(d) You may, after signing in, submit a leave form requesting permissive TDY for house hunting if eligible for off-base housing.

(2) Clothing and Equipment. If your duties will require special clothing or organizational equipment, your sponsor or supervisor will assist you in obtaining them from the Individual Equipment Unit (IEU).

(3) Drug and Alcohol Education. This training must be taken within 30 days of your arrival. You are scheduled on (date) at (time) in (room, building.) ***NOTE:*** In the event you do not meet your scheduled appointment, the OPR for the training may take follow-up action through the unit commander.

c. Personal Responsibilities and Available Services:

(1) Traffic Management Office (TMO). Turn in any fully unused or partially used paper tickets or report any fully unused/partially used segments of electronic tickets. This includes meal tickets or portions of Government Travel Requests (GTR) when used. Provide locator information to TMO to allow for follow-up information on shipped household goods and/or unaccompanied baggage.

(2) Family Support Center (FSC). The FSC is located in (building), (room), and offers a variety of programs and services to meet the needs of Air Force families and single servicemembers. Programs include: Air Force Aid Society, Career Focus Program, Personal Financial Management Program, Relocation Assistance Program, Transition Assistance Program, Family Life Education, and Volunteer Resource Program. The Relocation Assistance Program provides many services to include an automated database of base and community information, cost of living information and other general relocation information that will be very useful when relocating. If needed, the Air Force Aid Society can also help you defray some of your moving expenses in the form of a loan or, under some circumstances, a grant. Hours of operation are _____.

(3) Family Services. Family Services is located in (building), (room), and offers household equipment available for loan until your household goods arrive. Hours of operation are _____.

(4) Medical Treatment Facility (MTF) (TRICARE). The TRICARE medical enrollment process for military members returning from overseas is fairly straightforward. Upon checking into their new duty station, active duty overseas returnees will be automatically enrolled. This process does not apply to the TRICARE-Active Duty Family Member Dental Plan (FMDP). If family members desire to enroll, the sponsor must fill out an application at the nearest Military Personnel Flight Customer Service Element within the first 30 days of arrival. Refer TRICARE Medical and FMDP questions to the Health Benefit advisor in your local MTF.

(5) AFI 48-115, *The Tuberculosis Detention and Control Program*, requires that overseas returnees and dependents (if they accompanied you) take a Tuberculin Skin Test (TST) 6 weeks after the date of departure from the overseas area, or as soon thereafter as possible. The Immunization Clinic administers these tests in (building.) Additionally, if you hand-carried your dependents medical records, turn them in to the servicing medical facility.

(6) Flying Status Requirements. All personnel with flight records must report to the appropriate HOSM or Base Flight Operations Center to turn them in.

(7) Registration of Privately Owned Vehicles (POVs). Register all POVs with Security Forces.

(8) Statement of Affiliations and Financial Interests. If you are a lieutenant colonel or above, your duty may require you to complete a DD Form 1555, **Confidential Statement of Affiliations and Financial Interests-DOD Personnel**. If your duty requires a DD Form 1555, you must complete it within 30 days of your arrival. Check with your new reporting official to determine if you must complete a DD Form 1555.

d. Assistance. If you desire any additional information, contact the MPF Customer Service Element at (extension).

(Signature)
(Typed name, grade, USAF)
(Duty Title)

## Attachment 19

## SAMPLE MEDICAL QUALIFICATION FOR TRAINING MEMORANDUM

MEMORANDUM FOR MEDICAL FACILITY (date)

FROM: (Functional Address Symbol)

SUBJECT: Medical Qualification for Training

1. (Grade, Name, SSN) was selected to attend or applied to attend (course) and will depart DY approximately (date).

2. Request the MTF ensure compliance with the following checked items:

( ) Review medical records IAW AFCAT 36-2223, *USAF Formal Schools*, and AFI 36-2104, *Nuclear Weapons Personnel Reliability Program*, to verify the member is physically qualified for training.

( ) Member must hand-carry medical records IAW AFCAT 36-2223, paragraph _____.

( ) Member must hand-carry medical records and records must contain items in accordance with AFCAT 36-2223, paragraph _____.

( ) Member has applied for or has been selected for AFSC _____. Request you forward physical exam results to appropriate MAJCOM Surgeon for certification IAW AFI 48-123, *Medical Examinations and Standards*, and AFCAT 36-2223. Also, request you notify (servicing MPF Personnel Employment Element) at extension _____ of the scheduled exam date and the projected completion (to include MAJCOM Certification) date.

3. Request this memorandum, with completed indorsement, be returned to (servicing MPF). When the AFI requires physical exam certification, hold return indorsement to this memorandum until physical exam package is returned from the appropriate MAJCOM Surgeon General to ascertain qualification or disqualification for the specified AFSC. Attach completed AF IMT 1042, **Medical Recommendation for Flying or Special Operational Duty,** (two copies) providing medical clearance for the appropriate flying or special operational duty.

(Signature)
(Typed name, grade, USAF)
MPF Representative

1st Ind (Functional Address Symbol) (date)

TO: (servicing MPF/ (Functional Address Symbol))

( ) Member is physically qualified for training and medical records (have) (have not) been annotated and the member (has) (does not have) the medical records in (his) (her) possession.

( ) Member is appropriately certified by MAJCOM Surgeon General for required AFSC, IAW AFCAT 36-2223.

( ) Member is not physically qualified for training.

(Signature)
(Typed name, grade, USAF
(Flight Surgeon, Medical Officer, or
Senior Aeromedical Technician)

## Attachment 20

## SAMPLE INDIVIDUAL"S TDY RELOCATION INSTRUCTIONS AND INFORMATION MEMORANDUM

MEMORANDUM FOR MEMBER - GRADE, NAME, SSN (date)

FROM: (Functional Address Symbol)

SUBJECT: Individual's TDY Relocation Instructions and Information

1. TDY Relocation Preparation Actions.

You should have been briefed concerning your TDY relocation during your initial preparation interview. To aid you in completing certain requirements, read the information in the following checked paragraphs. *(If you have any questions concerning your preparation, do not hesitate to ask. Our purpose is to have you ready to perform the duties for which you were selected when you arrive at your TDY location.)*

( ) a. Travel or Flight Reservations. The PRE should have explained your particular travel requirements.

( ) b. Special Orders. You should receive your special orders through normal base distribution channels. If you do not receive them by (date), contact the PRE at (extension).

( ) c. Identification. You need a valid (identification card) (ID tags) before you can depart this station. If your ID card is not current, you must visit the MPF Customer Service Element, building _____, room _____. If you need new ID tags, contact the MPF Personnel Readiness Section, building _____ , room _____ . Further, you must ensure your dependents" identification credentials remain current during your absence. Verification of family members' DEERS records, and TRICARE-Active Duty Family Member Dental Plan (FMDP) eligibility, enrollment, and coverage are required if enrolled in the plan.

( ) d. Military Pay. Your pay is an item of primary concern to you during your TDY. If your TDY will be 30 days or more, we encourage you to contact the Military Pay Section of the FSO if you desire counseling in the following areas:

(1) The stop or start of pay and allowances by the home or TDY FSO as a result of this TDY, such as FSA and Hardship Duty Pay (HDP)

(2) TDY FSO services. You should receive this counseling no later than 2 duty days prior to your departure, such as advance procedures and questions on rate of per diem authorized.

( ) e. Duty Section. Your duty section will brief you concerning safeguarding security information, counsel and furnish you a letter if you have incurred any duty and travel restrictions in accordance with AFI 31-501.

( ) f. Flying Status Requirements. We have notified the Host Operations Systems Management (HOSM) office of your forthcoming relocation so they can verify your flying requirements are current. If you are going TDY to attend a course of flying instruction, you may need to complete specific requirements prescribed for the particular course of training. Check with the HOSM to see if your course includes any of these special requirements.

You must report to the HOSM at least 5 working days before departure to allow sufficient time to process and prepare your flight record for hand-carrying to the TDY location.

( ) g. Government Driver's License Training. The MPF has notified your unit a US Government Motor Vehicle Operator's Permit is required for this TDY. Your Unit Vehicle Control Officer will determine if you have a valid Government Permit with required vehicle entries or schedule you for training and licensing prior to your departure.

( ) h. Medical Requirements. If your medical records require review before your departure or must be hand-carried to your TDY location, we have provided you a letter to take to the base medical facility. Upon completion of the first indorsement, return the letter to the PRE.

( ) i. Military Standards. You must meet quality standards such as functional responsibilities, fitness, personal appearance, dependent care, etc., during the TDY. You will be returned to the parent unit at the parent unit's expense for failure to meet standards.

( ) j. Billeting Reservations (TDY to military installations). You must make billeting reservations no later than _____. (PRE enters appropriate date, should be 10 days from initial TDY preparation interview.)

( ) k. If you are PRP certified, you are required by AFI 36-2104, *Nuclear Weapons Personnel Reliability Program*, to monitor your own reliability and notify your TDY and home station commanders of situations leading to potentially disqualifying information. This includes receiving medical and dental treatment, to include self-medication.

( ) l. ADSC Counseling. You will incur an ADSC in conjunction with this scheduled training. Ensure you have a copy of your completed AF IMT 63, **Active Duty Service Commitment (ADSC) Acknowledgment Statement,** upon arrival at your TDY location. If you refuse to sign the AF IMT 63, you will need to complete an AF IMT 964, **PCS, TDY, or Training Declination Statement**.

2. Personal Out-Processing Actions.

a. While you are completing your required relocation actions, you can also be taking care of your personal obligations. The following checklist identifies activities to which you may be obligated. Be sure to contact them, plus any others not listed, as necessary.

( ) (1) Unit of Assignment. Check ration card, Enlisted Performance Reports, Officer Performance Reports, and other unit matters.

( ) (2) Library. Return books and publications.

( ) (3) Officer, NCO or Airmen Open Mess. Settle account.

( ) (4) Unit Mail Room or Postal Service Center. Tell the military postal facility where you get your mail about your relocation.

( ) (5) Recreation Services Supply. Turn in sports equipment.

( ) (6) Education Services. If you are enrolled in an off-duty education program, you must personally report to the Education Services Office.

( ) (7) Civilian Appraisals. If you are a supervisor, complete civilian appraisals due during your TDY prior to departure.

b. Your (estimated) (actual) departure date is _____. If the date is estimated, you should maintain close contact with your unit until they establish an actual date.

(Signature)
(Typed name, grade, USAF)

## Attachment 21

## SAMPLE USAFR INCOMING PROCESSING INFORMATION AND INSTRUCTIONS MEMORANDUM

MEMORANDUM FOR MEMBER - GRADE, NAME, SSN (date)

FROM: (Functional Address Symbol)

SUBJECT: USAFR Incoming Processing Information and Instructions Memorandum

1. Your assignment to the (unit) is effective (date.) Your unit commander is (grade, name) and the commander's support staff telephone number is _____. Welcome to your new unit.

a. You are scheduled for in-processing in the MPF, located in (building, room) at (hours) on (date).

b. Please take the following items with you if they are available:

(1) Copies of assignment orders.

(2) Immunization record and official passport.

(3) Any personnel records (includes DD Form 214, **Certificate of Release or Discharge From Active Duty**/DD Form 215, **Correction to DD Form 214, Certificate of Release or Discharge From Active Duty**, NGB Form 22, **Report of Separation and Record of Service,** AF Form 623, **IndividualTraining Record**, etc.) in your possession.

(4) Any medical and dental records.

(a) DD Form 2494, **TRICARE-Active Duty Family Member Dental Plan (FMDP) Enrollment,** or DD Form 2494-1, **TRICARE-Active Duty Family Member Dental Plan Enrollment Election-**Supplemental, if previously enrolled.

(5) Marriage certificate, divorce certificate, and birth certificates of children, if applicable, and any

other legal documents used to support dependency.

(6) Proof of ownership and insurance for each vehicle you wish to register on base.

2. If you have any questions, call Personnel Employment, at extension .

FOR THE COMMANDER
(Signature)
(Typed name, grade, USAFR)

MPF Commander

Attachment:

In-processing Checklist

cc: Unit of assignment

## Attachment 22

## SAMPLE ANG/AFRC RELOCATION OR SEPARATION PREPARATION INSTRUCTIONS MEMORANDUM

MEMORANDUM FOR MEMBER - GRADE, NAME, SSN

FROM:

SUBJECT: ANG/AFRC Relocation or Separation Preparation Instructions

1. We received notification of your pending relocation or separation. Orders will soon arrive under separate cover. Before your departure, you are required to satisfy certain obligations which include out-processing through base agencies, your unit, and the MPF. Attached is a checklist to assist you in this processing.

2. Because certain base activities have limited weekend operating hours, you must turn in all accountable equipment such as flight gear, tool boxes, and clothing on Saturday, before reporting to the MPF on Sunday. You must process through base activities and get their endorsements on the attached checklist before coming to the MPF. Each agency will forward any records affecting you to the MPF after you have satisfied your obligations.

3. After satisfying obligations to base agencies, out-process through your squadron. Your unit should endorse the attached checklist and present your AF Form 623, **Individual Training Record**.

4. You are scheduled to report to the MPF, building ____, on Sunday, ____, at (time) to obtain final verification of your status and complete your processing.

5. Compliance with the above and prompt reporting to the Personnel Relocations Element with checklist and orders will expedite your processing and preclude inconvenience. If you have any questions on these items, call extension _____.

FOR THE COMMANDER

(Signature)
(Typed name, grade, USAFR)
MPF Commander

Attachment:

Out-processing Checklist

cc: Unit Commander w/o atch

(Guide to be adapted for local use)

## Attachment 23

## AFRC IN-PROCESSING CHECKLIST

**Military Personnel Flight**

NAME_____ RANK _____ SPONSOR _____

UNIT OF ASSIGNMENT DATE _____

1. Individual must indicate civilian occupation and employer on address card. The unit or MPF Customer Service Element will update this information in PC-III or PDS to include home or business phone number and area code.

2. Individual will hand-carry records, if available, to each section. If not available, individual will hand-carry temporary records.

| | | |
|---|---|---|
| STATION 1 | IN _____ | **Records Available** |
| Personnel Employment Element | OUT | ( ) Yes |
| Room | NAME | ( ) No |
| STATION 2 | IN _____ | |
| Customer Service Element | OUT _____ | |
| Room | NAME _____ | |
| STATION 3 | IN _____ | |
| Reserve Pay Element | OUT _____ | |
| Room | NAME _____ | |
| STATION 4 | IN _____ | |
| Career Enhancement Element | OUT _____ | |
| Room | NAME _____ | |
| STATION 5 | IN _____ | **Reminder to Individual** |
| Personnel Relocations (HYT info) | OUT _____ | Do not forget to process: |
| Room | NAME _____ | 1. IEU (Bldg. ) |
| | | 2. Security Police (Bldg.) |
| STATION 6 IN _____ | | 3. HOSM Office (Bldg.) |
| Base Training Element | OUT _____ | (Rated personnel and Airmen |
| Room | NAME _____ | assigned flying duties only) |
| STATION 7 | IN _____ | |
| Medical Element | OUT _____ | |

Room NAME _____

Return to:

STATION 1 IN _____

Personnel Employment Element OUT _____

Room NAME _____

If you are not satisfied with the service received, please let me know before you leave!

MPF Commander, Room Extension

***NOTE:*** If you are interested in an assignment as an Individual Mobilization Augmentee (IMA), call the Directorate of Assignments at the Air Reserve Personnel Center for information, HQ ARPC/DPAB, 1-800-525-0102, ext 33, or **http://arpc.afrc.af.mil/** for more information.

## Attachment 24

## SAMPLE INITIAL ACTIVE DUTY TRAINING (IADT) BASIC MILITARY TRAINING (BMT) QUALITY CONTROL PROCESSING CHECKLIST - (USE WITH AFRC IMT 12, NPS APPLICANT INFORMATION)

**YES N/A NAME OF ENLISTEE PROCESSED:**

**DPMAE INITIALS:**

____ ____ 1. Give Airman a classification interview to ensure he or she possess required ASVAB scores for the career field and meets all other mandatory requirements in AFMAN 36-2108, *Enlisted Classification*, and attachments.

**DPMPS INITIALS:**

____ ____ 2. Any ID cards in the member's possession have been retained by the MPF and will be returned to the member upon completion of IADT.

____ _____ 3. Family member ID cards are authorized and DD Form 1172, **Application for Uniformed Services Identification Card-DEERS Enrollment,** was signed and suspensed for issue. Establish suspense for turn-in of cards upon sponsor's completion of IADT. ***NOTE:*** Authorize children of single parents (or where no sponsor is available) an ID card with medical care only.

____ _____ 4. Brief Airman on base exchange, commissary, medical, and dental privileges for self and family members.

**DPMAR INITIALS:**

____ ____ 5. Advise Airman not to drive a POV to Lackland AFB and not to use or maintain a POV on or off base during BMT.

____ ____ 6. Review AF IMT 4008, **Request and Authorization for Initial Active Duty Training/Nonprior Service,** in detail. The Airman has been provided ten personal copies and advised to keep one copy in possession at all times. (Ensure SSN is correct.)

____ ____ 7. Airman will hand-carry medical, enlistment, and personnel records. They contain the following required documents:

a. Medical Records:

____ ____ (1) SF 88, **Report of Medical Examination**. (Individuals going into enlisted aircrew positions must have HQ AFRC/SG certification stamp on SF 88.) This form must be completed within 18 months prior to entry into BMT.

____ ____ (2) SF 93, **Report of Medical History**. (Individuals going into enlisted aircrew positions must have HQ AFRC/SG certification stamp on SF 93.)

____ ____ (3) Medical waivers, if applicable.

____ ____ (4) Negative pregnancy test results (test given within 15 days prior to entry into BMT).

____ ____ (5) A statement on SF 600, **Chronological Record of Medical Care,** indicating any change in medical status (accomplished under supervision of medical personnel if more than 3 days have elapsed since date-of-enlistment physical).

b. Enlistment Documents:

____ ____ (1) DD Form 4, **Enlistment/Reenlistment Document-Armed Forces of the United States**.

____ ____ (2) AF IMT 2030, **USAF Drug and Alcohol Abuse Certificate**.

____ ____ (3) DD Form 1966, **Record of Military Processing--Armed Forces of the United States**.

____ ____ (4) AFRC IMT 116, **Request and Authorization for Discharge and Enlistment of Air Force Reserve Airman**.

____ ____ (5) Administrative waivers, if applicable.

c. Personnel Documents:

____ ____ (1) AF IMT 2096, **Classification/On-the-Job Training Action**.

____ ____ (2) AF IMT 4008 (20 copies).

____ _____ (3) Any one of the following documents, or a combination of (a) through (d) to show current status and most recent action regarding personnel security investigation and clearance:

____ _____ (a) PDS ASCAS SECCLN RIP reflecting investigation or clearance status.

____ _____ (b) ONE-TIME SECCLN RIP showing investigation is open.

____ _____ (c) Copy of SF 86, **Questionnairefor National Security Positions** , showing the request of a ENTAC/NAC investigation.

____ _____ (d) Copy of DD Form 1879, **DOD Request for Personnel Security**

**Investigation**.

____ _____ (4) VA Form 8286, **Servicemembers" Group Life Insurance Election and Certificate**.

____ _____ (5) DD Form 2494, **TRICARE-Active Duty Family Member Dental Plan**

**(FMDP) Enrollment, DD Form** 2494-1, **TRICARE-Active Duty Family**

**Member Dental Plan (FMDP) Enrollment Election-Supplemental.**

____ _____ 8. Ensure member meets weight standards according to AFRC Supplement 1 to AFI 10-248, *Fitness Program*

____ _____ 9. Advise Airman to leave one copy of orders with the immediate family to be used in the event of an emergency. Airman has been briefed regarding:

____ _____ a. Circumstances that constitute an emergency.

____ _____ b. How the family can contact the nearest American Red Cross Field Office to expedite official communication with him or her.

____ _____ c. Cost of travel on emergency leave is a personal expense.
____ _____ d. Time lost from training is made up by extending training time.

____ _____ 10. Schedule Airman for transportation to Lackland AFB and ensure orders show that member is scheduled to arrive on a normal workday before the date Scheduled to start BMT.

____ _____ 11. Brief Airman on the importance of reporting any change in status before reporting to BMT.

____ _____ 12. Provide Airman a copy of this checklist with attachments.

**FINANCIAL SERVICES OFFICE**
**INITIALS:**

____ _____ 13. Documents to establish basic allowance for housing (BAH) at dependent rate are forwarded to DFAS for determination at the time of enlistment (BAH) and Family Separation Allowance (FSA).

____ _____ 14. Member has cleared through the Reserve Pay Office on all required documents to support pay (BAH/FSA) are complete.

____ _____ 15. Airman understands his or her pay allowances and use of, or payment for, leave accrued during IADT.

____ _____ 16. Airman understands he or she is to keep copies of all government transportation requests and commercial airline tickets, plus keep a trip itinerary and record of personal travel expenditures for use in preparing a travel voucher when he or she completes IADT travel. ***NOTE:*** Prior to purchasing commercial airline tickets, the Traffic Management Office (TMO)/Commercial Ticket Office (CTO) must be contacted for non-availability. Failure to contact the TMO/CTO could result in non-reimbursement of travel cost.

____ _____ 17. Member is married to active duty member or member's spouse has also enlisted in the Air Force Reserve, and they have elected for either the member or spouse to draw BAH.

| _____ | _____ | _____ | _____ |
|---|---|---|---|
| (date) | (Review by MPF Commander or Chief, Personnel Relocations and Employment) | (date) | (personnel technician's signature) |

## Attachment 25

## SAMPLE PRIOR SERVICE PROCESSING CHECKLIST

OPR: MPF Personnel Relocations Element Student: _____

YES N/A

____ ____ 1. Review member's orders (AF IMT 938, **Request and Authorization for Active Duty Training/Active Duty Tour**) for errors, and explain all sections to member.

____ ____ 2. Inform member that pay will be sent to the address presently on file in the Reserve

Pay Office during the school tour.

____ ____ 3. Brief member on authorized travel time to and from school and explain authorized travel arrangements (i.e., commercial or government air).

____ ____ 4. Inform member that if traveling by POV all travel pay is based upon allowable vehicle distance and time in the Department of Defense Financial Management Regulation, Volume 7A, Table 1-6 for active duty of 30 days or less and the JFTR, paragraph U5160, for all other members.

____ ____ 5. Explain all travel allowances to member. Information may be available in any Financial Services Office (FSO). The following is a general synopsis of Reserve travel allowances:

a. TDY. While on AD/ADT for less than 20 weeks the Reservist is in a TDY status from the time of departure from his or her home until he or she returns, with a few exceptions. Under the following conditions, a Reservist will not receive per diem:

(1) If home and duty station are both within the corporate limits of the same city or town.

(2) If Reservist commutes daily or is within reasonable commuting distance as determined by the installation commander.

(3) While on ADT when both government quarters and mess are available.

(4) Newly enlisted members who are undergoing processing indoctrination such as BMT (including follow-on technical training) when both government quarters and mess are available.

(5) Member is ordered to involuntary active duty for training because of unsatisfactory participation in their Reserve commitment when both government quarters and mess are available. Reservists accrue no travel allowance when their home and duty station are both located within the same city or town. In most other cases, Reservists in a per diem status accrue mileage for one round-trip at the TDY mileage rate.

b. PCS. While on AD or ADT for 20 weeks or more at one location, Reservists are considered to be in a PCS status and will receive no per diem.

____ ____ 6. Ensure member meets:

a. Dress and appearance requirements in accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

b. Weight standards according to AFRC Supplement 1 to AFI 10-248, *Fitness Program*

**School Tour Less Than 30 Days**

____ ____ 7. Student will hand-carry to school:

a. Completed VA Form 8286 (Servicemembers" Group Life Insurance Election and Certificate).

b. No less than two (2) copies of AF IMT 938/computer-generated orders.

____ ____ 8. Ensure student knows that:

a . Reporting time and departing time must be certified on TDY order by a school official and certified order should be sent to member's Reserve Pay Office no later than 5 days after departure from school.

b. Pay will not be received until after completion of tour.

____ ____ 9. ID Cards issued as specified by AFI 36-3026(I), *Identification Cards for Members of the Uniformed Services, Their Family Members and other Eligible Personnel*:

a. If ordered to AD for less than 30 days, retain Reserve status CAC.Family members are authorized to receive ID cards in accordance with AFI 36- 3026(I), DD FM 1173-1, Department of Defense Guard & Reserve

Dependent ID Card.

**School Tours More Than 30 Days**

____ ____ 10. Student will hand-carry to school:

a. Completed VA Form 8286.

b. Medical and shot records.

c. No less than three (3) copies of AF IMT 938/computer-generated orders.

____ ____ 11. Ensure student knows to have reporting time certified by a school official on 2 copies of the orders and to:

a. Forward one copy to home unit immediately.

b. Forward one copy to his/her Reserve Pay Office no later than 5 days after departure from school.

____ ____ 12. Brief student on base exchange, commissary, medical and dental privileges for self and family members.

____ ____ 13. Clear member through the Reserve Pay Office and obtain all required documents to support pay actions and use of payment for leave accrued during ADT.

____ ____ 14. If applicable, enroll family members in DEERS.

____ ____ 15. ID Cards issued as specified by AFI 36-3026(I):

a. If ordered to AD for more than 31 days, issue CAC for active status.

b. Family members follow same criteria; issue DD FM 1173, Uniformed Services Identification – Privilege Card, or use sponsor's orders to gain allowed benefits.

____ ____ 16. Ensure member meets:

a. Dress and appearance requirements in accordance with AFI 36-2903.

b. Weight standards according to AFRC Supplement 1 to AFI 10-248, *Fitness Program*

**For Courses 140 Days or More**

____ ____ 17. Student will hand-carry:

a. Medical and shot records.

b. Completed VA Form 8286.

____ ____ 18. Ensure student has all required military clothing specified by Air Education and Training Command instruction and special clothing, equipment, and items for tour.

____ ____ 19. Students without necessary clothing will be issued AF IMT 656, **ClothingRequest and Receipt—Male/Female**, with appropriate fund cites, to obtain clothing at TDY location.

____ ____ 20. Ensure student knows not to take weapons or dangerous instruments to school tour.

____ ____ 21. Ensure student knows to notify home unit if departure from school is earlier than the date shown in block 13 of orders, or, if extended beyond scheduled date of departure.

____ ____ 22. Ensure student knows to depart training site immediately after clearing base. If unable to catch a flight, a written statement of flight non-availability must be obtained to receive payment for any delays.

____ ____ 23. Within 1 duty day of return to home station, student will:

a. Hand-carry medical and dental records to appropriate facilities.

b. File travel voucher with all necessary attachments (lodging receipts, etc.) at the FSO.

c. Forward copy of course completion certificate to the Military Personnel Flight.

____ ____ 24. Ensure student has sufficient funds to cover meals and lodging during school tour.

____ ____ 25. Security police or law enforcement students reporting to Lackland AFB must:

a. Be qualified with M-16.

b. Possess current AF IMT 522, **USAF Ground Weapons Training**

c. Have 1 extra week included on orders for training if "a" and "b" are not satisfied prior to departure.

____ ____ 26. Ensure student knows to out-process through the MPF Personnel Relocations Element and Reserve Pay Office.

____ ____ 27. Ensure student knows to report to the ANG or AFRC Liaison Office during in-processing or within 3 days of arrival at school location, if TDY to Keesler, Lackland, or Sheppard AFBs.

____ ____ 28. Ensure member meets:

a. Dress and appearance requirements in accordance with AFI 36-2903.

b. Weight/body fat requirements in accordance with AFRCI 40-502.

____ ____ 29. Ensure students with AFSCs 2T1X1, 2T2X1, and 4X0X1 possess a valid state driver's license.

____ ____ 30. Ensure student knows to leave one (1) copy of orders with immediate family.

____ ____ 31. Ensure student knows that the cost of travel during emergency leave is the responsibility of the student and time lost from training is recouped by extending training time.

____ ____ 32. Ensure student possesses required security clearance to attend course.

____ ____ 33. Ensure student satisfies all prerequisites required to attend this course as outlined

in AFMAN 36-2108, Enlisted Classification, and AFCAT 36-2223, USAF Formal Schools.

____ ____ 34. ID Cards issued as specified by AFI 36-3026(I):

a. If ordered to AD for more than 31 days, issue CAC for active status.

b. Family members follow same criteria; issue DD FM 1173 and use sponsor's orders to gain allowed benefits.

____ ____ 35. Provide student a copy of this checklist.

Review by MPF Commander or Chief, Personnel Relocations

Date: _____

I certify that I was briefed on the above items and all questions were answered to my satisfaction and a copy of this checklist was given to me.

_____

Student Signature

_____

Personnel Technician Signature

## Attachment 26

## INSTRUCTIONS FOR PREPARING AF IMT 4008, REQUEST AND AUTHORIZATION FOR INITIAL ACTIVE DUTY TRAINING/NONPRIOR SERVICE

**Items 1-10**--Self explanatory.

**Item 11--**Ensure the number of days covers the entire period the member will be on active duty to include in-processing or out-processing at home station. Ensure tour end date allows sufficient time for member's return to home station for administrative processing. (Must be amended if member is extended for additional training).

**Item 12**--Self explanatory.

**Item 13**--List reporting instructions or locations for all administrative processing and training requirements. Ensure all special requirements for technical training (such as, special clothing, training prerequisites, security clearance requirements) are listed and that member and member's unit of assignment are aware of the requirements prior to member's departure.

**Item14--**Training quota or allocation number will be on the system-generated training request.

**Item 15**--Self explanatory.

**Item 16**--Self explanatory. Additional remarks may be added if required.

**Items 17-19**--Self explanatory.

**Items 20-22**--Completed or certified by Reserve Pay Office.

**Items 23-27**--Completed by MPF Information Management Section.

## Attachment 27

## SAMPLE ANG/USAFR OUT-PROCESSING CHECKLIST

NAME _____ RANK _____

DATE OUT-PROCESSED _____ UNIT OF ASSIGNMENT _____

FUTURE MAILING ADDRESS _____

FUTURE ASSIGNMENT _____

HOST BASE IEU (Bldg.) (Clearance by IEU) _____

MEMORANDUM OF CLEARANCE MUST BE RETURNED WITH THIS CHECKLIST TO _____(MPF)

UNIT: _____

(Signature of First Sergeant)

THE FOLLOWING ACTIONS WERE COMPLETED:

____ 1. SECURITY DEBRIEFING (as applicable)

____ 2. RETRIEVAL OF LINE BADGE

____ 3. RETRIEVAL OF VEHICLE DECAL

____ 4. RETRIEVAL OF PASSPORT

____ 5. ENSURE RATED PERSONNEL AND AIRMEN ASSIGNED FLYING DUTIES HAVE PROCESSED THROUGH HOSM

HOSPITAL/CLINIC _____

SUPPLY _____

RESERVE PAY OFFICE _____

MPF:

CUSTOMER SERVICE ELEMENT_____

CAREER ENHANCEMENT ELEMENT_____

PERSONNEL RELOCATIONS ELEMENT_____

BASE TRAINING ELEMENT _____

Review by MPF Commander or Chief, Personnel Relocations

DATE: _____ INITIALS: _____

## Attachment 28

## SAMPLE ANG/AFRC RECORDS SCREENING CHECKLIST

NAME _____ DATE _____

INDIVIDUAL STATUS:

____ Prior Service Enlistment

____ Nonprior Service Agreement

____ PALACE CHASE/FRONT

____ ANG/AFRC MPF

FIELD RECORD SUBGROUPS:

____ UPRG

____ Clothing or Equipment Record (Assignment from AFRC or ANG MPF)

____ Treatment Records AF Form 2100A, **Health Record - Outpatient,** (PALACE CHASE, or assignment from EAD, or ANG or AFRC MPF) (Prior Service Record)

____ Dental Folder AF Form 2100B, **Health Record - Dental,** (PALACE CHASE, or assignment from EAD, or ANG or AFRC MPF) (Prior Service Record)

____ Assignment or Enlistment Orders ANG or AFRC MPF

a. PALACE CHASE ( ) Yes ( ) No

b. If "Yes," is required remark included in orders regarding PALACE

CHASE assignment? ( ) Yes ( ) No

UPRG COMPONENTS OR DOCUMENTS:

____ Financial Data File (Assignment from ANG or AFRC MPF)

____ Participation Record (Assignment from ANG or AFRC MPF)

____ AF Form 623**, Individual Training Record** (if applicable)

____ AF IMT 1288, **Application for Ready Reserve Assignment**

____ Aeronautical Orders, if on flying status

____ Unfavorable Information File (UIF)

____ DD Form 4, **Enlistment/Reenlistment Document Armed Forces of the United States**

____ AF IMT 2631, **PALACE CHASE Statement of Understanding/Contract**

____ Last OPR/EPR

____ DD Form 214, **Certificate of Release or Discharge from Active Duty,** or NGB Form 22, **Report of Separation and Record of Service**

____ AF IMT 1613, **Statement of Service** (Prior service verified--no other documents will be provided)

____ DD Form 1172, **Application for Uniformed Services Identification Card - DEERS Enrollment,** AF Form 2293, **U.S. Air Force Motor Vehicle Operator Identification Card,** OF Form 346, **U. S. Government Motor Vehicle Operator's Identification Card** (carried on person), and AF Form 2296,**Vehicle Operator Information (Part 3),** or DD Form 1360, **Motor Vehicle Operator Qualifications and Record of Licensing, Examination and Performance**, if applicable.

____ DD Form 2494, **TRICARE - Active Duty Family Member Dental Plan (FMDP) Enrollment Election,** or DD Form 2494-1, **TRICARE-Active Duty Family Member Dental Plan (FMDP) Enrollment Election - Supplemental.**

CODE: Y = On file

M = Missing and requested from previous unit, ARPC, or individual (suspense established)

NR = Not required

## Attachment 29

## SAMPLE RELOCATION PROCESSING (TRANSFER OF SENTENCED PRISONER) MEMORANDUM

MEMORANDUM FOR UNIT OR CONFINEMENT FACILITY (date)

FROM: (Functional Address Symbol)

SUBJECT: Relocation Processing (Transfer of Sentenced Prisoner)

1. Transfer (Grade, Name, SSN) to the confinement facility at (location). Here are the taskings:

a. Travel. The unit or confinement facility arranges travel.

b. Special Orders. Military Personnel Flight (MPF) will furnish orders as soon as possible. They may contact you for assistance in processing.

c. Identification. Member must have a Common Access Card, **Armed Forces of the United States Geneva Conventions Identification**. Contact MPF Customer Service Element if correction or replacement is needed. If sponsor has family members, retrieve their DD Forms 1173, **Uniformed Services Identification and Privilege Card,** and direct them to the Customer Service Element for reissue of the cards according to AFI 36-3026(I), *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and other Eligible Personnel,* Chapter 9. MPF Customer Service personnel will verify members' and family members" TRICARE-Active Duty Family Member Dental Plan (FMDP) eligibility, enrollment, and coverage start and end dates in DEERS, and the Master Military Pay Account (MMPA) "DC" record through the Financial Services Office.

d. Military Pay. Contact FSO for required actions.

e.. Immunization (Overseas). Schedule required immunizations before departure for CONUS.

f. Duty Section. Take care of security termination statements, duty and travel restrictions, custodial accounts, and ration cards.

g. Military Housing. Terminate member's and dependents" government quarters.

h. Movement of Dependents and Household Goods. PRE will set up counseling to determine allowances.

i. Individual Equipment. Turn in all items.

j. Vehicle and Weapons Registration. Clear personal vehicles and weapons.

k. Postal Service Center. Advise military postal facility of new address.

l. Personal Obligations to Individuals, Business Firms, and Services Facilities. Satisfy all accounts.

m. Passport and Visa Requirements. Determine need for turn in or update.

n. Aviation Service Requirements. Cut aeronautical and military pay orders to terminate flying status and pay.

2. Complete first indorsement and return to MPF PRE no later than (date).

(Signature)
(Typed name, grade, USAF)
MPF Representative

1st Ind (Functional Address Symbol) (date)

TO: MPF (Functional Address Symbol)

All required actions have been completed.

(Signature)
(Typed name, grade, USAF)
Commander or Superintendent of Unit or
Confinement Facility

## Attachment 30

## PCS-RELATED ENTITLEMENTS FACT SHEET

***NOTE:*** SOME OF THE FOLLOWING ENTITLEMENTS OR ALLOWANCES REQUIRE SPECIAL AUTHORIZATION; THEREFORE, YOU SHOULD CONTACT THE POC BEFORE TAKING ANY ACTION.

**TOPIC 1: ADVANCE PAY**

DISCUSSION: Military members may receive an advance of basic pay to assist with PCS expenses. The advance is normally limited to 1 month of basic pay (less deductions) but can be up to 3 months of basic pay (less deductions) with adequate justification and approval from your commander.

POINT OF CONTACT: Financial Services Office (FSO)

**TOPIC 2: HOUSING AND STATION ALLOWANCES**

DISCUSSION: Members being assigned to a duty station in the United States may be paid Basic Allowance for Housing (BAH) and a CONUS Cost-of-Living Allowance (COLA) to help defray costs in that area. Members assigned to Alaska or Hawaii receive BAH and OCONUS COLA. BAH is based on the member's permanent duty station (PDS). The intent of BAH is to provide uniformed servicemembers housing compensation based on comparable civilian costs of housing. BAH is based on pay grade, dependency status, and location. It's designed as a partial reimbursement to assist our people in securing affordable off-base housing. Members assigned to an OCONUS PDS may be paid Overseas Housing Allowance (OHA) and OCONUS COLA. OHA is based on rental costs, pay grade, dependency status and location. BAH and OHA may be paid in advance to assist the member in securing adequate housing.

POINTS OF CONTACT: Financial Services Office and Housing Management Office

**TOPIC 3: FAMILY SEPARATION ALLOWANCE (FSA) AND FAMILY SEPARATION HOUSING (FSH)**

DISCUSSION: FSH (See DOD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 27) is payable to a member who is on permanent duty at a location to which movement of dependents is not authorized at the expense of the United States, the member's dependents do not reside at or near the location; and government quarters <u>are not</u> available for assignment to the member. FSH is based on the single housing allowance authorized for the member's PDS.

FSA is intended to help defray the expenses associated with being separated from dependents to include normal maintenance around the dependents' household that would normally be performed by the military member. A member who voluntarily elects the unaccompanied tour in an area where an accompanied tour is authorized is not normally authorized FSA. Members who must serve an overseas unaccompanied PCS assignment because of denied dependent travel can apply for a Secretarial Waiver for payment of FSA at their local FSO prior to departing on the assignment. Since FSA payments are effective upon date granted, payment can only be made after the authorization. Retroactive payments are not authorized. Members who delay application will have to apply for a correction to their records to receive retroactive payments.

POINT OF CONTACT: Financial Services Office

**TOPIC 4: DISLOCATION ALLOWANCE (DLA)**

DISCUSSION: DLA is authorized to partially reimburse a member with or without dependents for expenses associated with relocating a household in conjunction with a PCS move to include base closure or re-alignment of a military installation. DLA payments are based on the grade and dependency status on the effective date of the PCS orders. Single members, military couples without dependents and members who do not relocate their dependents are authorized DLA at the without-dependent rate when they complete a PCS move, but only if they are not assigned to government quarters at their new permanent duty station. Only one member of a military couple is authorized DLA, unless they PCS separately and are required to maintain two separate households (see your FSO for more information). DLA rates are contained in the JFTR, Chapter 5, Part G. ***NOTE*:** DLA is not authorized on the last move.

POINT OF CONTACT: Financial Services Office

**TOPIC 5: TRAVEL TIME**

DISCUSSION: The amount of time an individual is authorized to travel from one location to another in conjunction with a PCS/TDY move varies based on the transportation mode and the distance (JFTR, paragraph U5160). It may also include authorized time for delivery or pick-up of a privately-owned vehicle (POV) to and from a port or storage facility. (See below for additional information).

POINT OF CONTACT: Financial Services Office

**TOPIC 6: IN-PLACE AND CONSECUTIVE OVERSEAS TOUR LEAVE TRAVEL (IPCOT/COT)**

DISCUSSION: Unaccompanied/accompanied members and command-sponsored dependents who accompany the member on both overseas tours may be authorized funded round-trip transportation, not to exceed the cost to their home of record, when they serve another tour at the same location or are assigned from one overseas duty station to another overseas duty station. COT leave travel is to be performed between assignments unless the losing commander grants a deferment based on mission requirements, preventing the member from taking at least 10 days leave en route. The deferment does not prevent the losing commander from authorizing less than 10 non-COT leave days en route. The PCS orders must reflect the deferment. If the member is authorized to defer their COT leave travel and more than 10 days leave are taken en route, the COT leave travel has been used. Deferments are based on mission requirements and not on member's personal preference. If deferred, the COT leave travel must be initiated before the end of the deferment period. ***NOTE*:** Failure to contact the CTO/TMO prior to making travel arrangements could result in non-reimbursement of travel expenses. COT/IPCOT leave is chargeable leave. The deferral of COT leave does not qualify or allow a member to carry more than 60 days leave from one fiscal year to the next. Reimbursement for tour and cruise packages is not authorized.

POINT OF CONTACT: Financial Services Office, Traffic Management Office and Military Personnel Flight

***NOTE:*** Refer to Topic 9, Temporary Lodging Incident to a Permanent Change of Station (TLA/TLE), and Topic 15, Member and Dependent Travel Allowances.

**TOPIC 7: RETENTION OF GOVERNMENT CONTROLLED FAMILY HOUSING**

DISCUSSION: The family of a sponsor assigned to an overseas dependent-restricted remote/short tour or to an unaccompanied tour of 24 months or less who occupies government quarters, including leased units in CONUS, Alaska, or Hawaii at the time of departure of the sponsor, may continue to occupy those quarters until the sponsor returns or reports to the next permanent duty station. Contact the Housing Management Office if you want your dependents to continue residing in base housing.

POINT OF CONTACT: Housing Management Office

**TOPIC 8: ADVANCE APPLICATIONS FOR MILITARY FAMILY HOUSING**

DISCUSSION: Eligible personnel may submit an advance application for military family housing at any time after they have received PCS or active duty orders. Within CONUS, the effective date of an advance application is the first day of the month prior to the month in which the member will arrive at the gaining installation (sign-in month). If PCSing to an overseas area, the effective date of advance application is the first day of the month prior to month of the departure date from CONUS, as stated in the PCS orders.

POINT OF CONTACT: Housing Management Office

**TOPIC 9: TEMPORARY LODGING INCIDENT TO A PERMANENT CHANGE OF STATION (TLA/TLE)**

DISCUSSION: There are two separate allowances paid to partially reimburse members for the added expenses incurred while occupying temporary lodging incident to a PCS move. Temporary Lodging Expense (TLE) applies to **CONUS only** and is payable for temporary lodging occupied by member and dependents before departure from the old permanent duty station and after arrival at the new permanent duty station when per diem is not otherwise payable. A maximum rate of $180 per day is authorized for a total of 10 days; however, ***only 5 days are authorized if move is from CONUS to overseas***. TLE is not payable at the last duty station. The second allowance is Temporary Lodging Allowance (TLA). TLA is authorized overseas only and payable upon initial arrival (sign-in) pending completion of arrangements for permanent living accommodations and immediately prior to departure (sign-out) from a permanent duty station. TLA is usually paid in 15-day increments. Members must check with government quarters at the PDS prior to obtaining off base quarters. Government quarters non-availability information must be supplied on the TLE\TLA claim.

POINTS OF CONTACT: Housing Management Office (TLA)/Billeting (TLE) and Financial Services Office

**TOPIC 10: HOUSING RELOCATION ASSISTANCE PROGRAM (HRAP)**

DISCUSSION: Installation family housing offices provide enhanced family housing relocation assistance to servicemembers and their families. Family housing counselors provide counseling on buying and selling a home, property management, and renting. The enhanced program will also include providing destination area information while servicemembers are at their current base of assignment.

POINT OF CONTACT: Housing Management Office

***NOTE:*** Refer to Topic 2, Housing and Station Allowances, and Topic 16, Household Goods (HHG) - Amount/Storage/Local Movement.

**TOPIC 11: PERMISSIVE TDY (PTDY) FOR HOUSE HUNTING**

DISCUSSION: Up to 8 days in conjunction with the PCS, or 10 days when not in conjunction with the PCS, during which servicemembers are authorized to be temporarily absent from their normal duties, mission permitting. Member must have statement of intent that says he/she plans to occupy non-government housing or must have documentation that government housing will not be available within 30 days of arrival at the new station. Losing commanders may authorize up to 10 days for traveling to or in the vicinity of a new permanent duty station to secure off-base housing prior to a PCS move (signing out). The gaining commander may approve up to 8 days PTDY after signing in. PTDY may be authorized to relocate family members to a designated place when going to an unaccompanied tour overseas. In this instance, the losing commander authorizes up to 8 days PTDY. PTDY is non-chargeable leave. Member must keep records of house-renting and purchasing efforts. PTDY ends when housing is secured. Additional absence is charged as leave. PTDY is not authorized if member is returning to an established household, even if intent is to move. Space-available travel is authorized. If PCSing with TDY en route, losing commander may approve up to 8 days PTDY if member plans to house-hunt. The MPF includes the following statement on the PCS orders, "Member has authorization for (number not to exceed 8) days PTDY for the purpose of house-hunting." MPFs also use this statement on PCS orders if the commander approves PTDY when member is authorized to relocate family members to a designated place en route to or if member is returning from an overseas unaccompanied tour.

POINT OF CONTACT: Military Personnel Flight

**TOPIC 12: PROCEED TIME**

DISCUSSION: A period of 4 consecutive days absence is authorized in conjunction with PCS to/from an unaccompanied overseas assignment for individuals (regardless of marital status) who relocate dependents and/or household goods. It is not authorized on first PCS or separation/retirement. Also, it is not permitted on close-proximity moves; it is designed to accommodate off-base actions associated with relocation.

POINT OF CONTACT: Military Personnel Flight

**TOPIC 13: DIRECTED TRAVEL ROUTING FOR PCS-ASSOCIATED TRAINING**

DISCUSSION: To prevent a hardship, members may request a change to the directed travel routing for PCS-related training. The travel options available are TDY en route to PCS, TDY return/PCS, and PCS/TDY return.

POINT OF CONTACT: Military Personnel Flight

**TOPIC 14: HOUSEHOLD GOODS (HHG) WEIGHT EXCEPTIONS**

DISCUSSION: Members being assigned to/from an overseas duty station where an administrative HHG weight restriction has been imposed may request an addition to their restricted weight allowance. However, the total HHG weight allowance may not exceed the authorized limit prescribed in the JFTR.

POINTS OF CONTACT: Military Personnel Flight and Civil Engineering Housing (CEH)

***NOTE:*** Refer to Topic 15, Member and Dependent Travel Allowances, Topic 17, Personally Procured Moves, and Topic 18, Privately Owned Vehicle (POV) Shipment and Storage.

**TOPIC 15: MEMBER AND DEPENDENT TRAVEL ALLOWANCES**

DISCUSSION: There are three methods for accomplishing PCS travel: (1) government-provided transportation, (2) reimbursement for personally procured commercial transportation and (3) payment of monetary allowance in lieu of transportation when travel is by privately owned conveyance. In addition to these allowances, members and dependents are authorized a per diem allowance to cover the costs associated with meals and lodging during the authorized travel time. When the member has a TDY en route, the member alone is authorized a per diem allowance for the TDY period. Dependents are not authorized transportation allowances to and from the TDY location. These allowances may be paid in advance. NOTE: Prior to procuring any commercial transportation, contact the local TMO/CTO for guidance; failure to follow established guidelines could result in non-reimbursement of travel expenses.

While the above outlines your basic travel allowances, you should consider some of the following items prior to determining how and where you and/or your dependents will travel:

- Use of more than two privately owned conveyances (POC) (to transport member and dependents) and authorization to be reimbursed (MPF)
- Use a port of embarkation (or debarkation) other than the one closest to your duty station (TMO)
- Taking leave in an overseas area and, therefore, requiring circuitous routing (don't forget to ask about the restrictions on using foreign carriers) (TMO)
- If serving an unaccompanied tour overseas, what are the travel options for dependents? (MPF)
- New overseas duty station is in an area where dependents are authorized; when can they travel, concurrent or delayed? (MPF)

POINTS OF CONTACT: Traffic Management Office, Financial Services Office; Military Personnel Flight

**TOPIC 16: HOUSEHOLD GOODS (HHG)-AMOUNT/STORAGE/LOCAL MOVEMENT**

DISCUSSION: Members making PCS moves are authorized the transportation of their HHG within their prescribed weight allowance. In addition, temporary or non-temporary storage of HHG may be authorized in conjunction with the move. For members ordered to occupy or vacate government quarters, the transportation of HHG within the local area may be approved.

POINTS OF CONTACT: Traffic Management Office, Housing Management Office, for local moves

**TOPIC 17: PERSONALLY PROCURED MOVES**

DISCUSSION: Members authorized transportation of household goods (HHG) at government expense may obtain approval to move the HHG themselves and receive an incentive payment (normally, 95 percent of what it would cost the government). To receive an incentive payment,

the member **must** obtain approval from TMO **prior** to the movement of HHG. If pre-approval is not obtained, reimbursement may be based on actual expenses only.

POINTS OF CONTACT: Traffic Management Office, Financial Services Office

**TOPIC 18: PRIVATELY OWNED VEHICLE (POV) SHIPMENT AND STORAGE**

DISCUSSION: Members may be authorized to transport or store one POV at government expense when they are assigned to/from an overseas duty station. There are, however, overseas areas where such shipments are prohibited. In connection with POV shipments, the member is authorized an allowance to deliver the POV to the port and to pick it up from the port. This monetary allowance is for round-trip transportation as defined in the JFTR, paragraphs U5413 and U5468. Individuals are authorized allowable travel time to deliver and pick up their POVs. When a POV is used, the allowable travel time is based on 350 miles per day, and when an airline is used, the travel time is normally 1 day based on constructed air schedule. **Permissive TDY cannot be used for this type of travel.**

POVs can be delivered to and/or picked up from a port:

- Prior to departure from the previous station. Member receives the one-way monetary allowance and allowable travel time as explained above.
- During the PCS. En route status includes travel days and chargeable leave if travel days are exceeded to port or permanent duty station.
- After arrival at new duty station when POV is at port awaiting pick up. Member may proceed to port and receive the monetary allowance and allowable travel time as explained above.
- Ensure the following documents are available:
  - -- Valid military ID card
  - -- Seven copies of PCS orders
  - -- Power-of-attorney (if applicable) and DD Form 788, **Private Vehicle Shipping Document for Automobile**
  - -- A complete set of keys and insurance papers, if applicable

For reimbursement, member submits PCS order, DD Form 788, and DD Form 1351, **Travel Voucher**, to the Financial Services Office. Visit your local Traffic Management and Financial Services Offices for further information.

A member may be authorized to store one POV when ordered to an OCONUS PDS to which shipment of a POV is not permitted, or sent TDY on a contingency operation for more than 30 days. This does not allow for storage of more than one POV. Storage facility must be government approved.

POINTS OF CONTACT: Traffic Management Office, Financial Services Office, Military Personnel Flight

## Attachment 31

## HARDSHIP DISCHARGE STATEMENT OF UNDERSTANDING

I, _____, have applied for a Hardship Discharge and have been counseled and understand that IAW AFI 36-3208, *Administrative Separation of Airmen*, Chapter 3, paragraph 3.23.9, AFI 36-2002, *Regular Air Force and Special Category Accessions*, Attachment 2, A2.1.13, and AFI 36-2606, Reenlistment in the United States Air Force, Table 3.4 (Conditions Barring Immediate Reenlistment), there is a restriction on future enlistment of prior-service personnel last discharged for dependency or hardship into any branch of military service.

_____
(Member's Signature)

_____
(Separations Clerk's Signature)

## Attachment 32

## INSTRUCTIONS FOR COMPLETION OF VA FORM 21-526, VETERANS' APPLICATION FOR COMPENSATION OR PENSION, BASED ON A SERVICE-RELATED DISABILITY

This form is to be used when applying for benefits through the Department of Veterans Affairs (DVA) because of an injury, illness, or disease caused or aggravated by your military service. It is important to note that the injury, illness or disease does not have to be directly related to your duty to be considered "service-connected." Any illness, injury or disease that you received medical attention for while on active duty should be listed. The DVA will make a determination as to whether or not it is service-connected and will rate it accordingly. It is important to file a claim for compensation at the time of separation or retirement. If you are awarded compensation benefits, they might be retroactive to the day following separation. Also, if you do not file a claim, your service medical records will be sent to the repository for storage.

Although this form is used for both applying for service-connected *disability* compensation and a nonservice-connected pension based on your *income or permanent and total disability*, in all likelihood, you will be applying for benefits based on your service-connected disability. The questions relating to income, stocks, bonds, real estate and other property may be skipped. You may line out the questions starting with Item 33A through 41G. However, if you believe you might qualify for a pension based on your income and inability to maintain gainful employment, you may complete all the entries on the form and submit it to the DVA with your medical records. Please note, however, that retirees do not generally meet the strict income limitations for a pension.

**Instructions for completing the form:**

S/E = Self explanatory N/A = Not applicable

1A. First name, full middle name and last name. ***EXAMPLE:*** William Robert Smith

1B. The telephone number where you can be reached within a month or two following separation.

1C. List if you served under any other name, such as a maiden name, otherwise put N/A.

2. The mailing address where you can be reached following retirement. Your claim will be mailed to the VA Regional Office serving this address. If you plan to be in transition while locating a home or employment, list the address where you can most likely be contacted.

3A. through 6 are S/E.

7. List only if you have a valid Railroad Retirement Number, otherwise put N/A.

8. S/E.

9A. List your VA file number if one has already been established for you, otherwise put N/A.

9B. Check the benefits you've applied for in the past. If you've applied for a VA home loan in the past, check "Other" and list it.

9C. List the VA regional office or state where you've applied for benefits.

10A through 10D. List all beginning dates and places of all duty service, including breaks in service, NOT adjusted dates. List the dates and places when you separated. Include your grade and organization at the end of each service period. If you've had continuous active duty since you entered, list the beginning and ending dates. Do not list continuation of service enlistment dates. Ensure a copy your final DD Form 214**, Certificate of Release or Discharge from Active Duty**, is attached to your application.

10E through 10G are S/E.

11A through 11G. List the dates and places of any Guard or Reserve service and attach any separation documentation available.

12. S/E.

13A through 13C are S/E.

14A. If you are retiring, check Yes.

14B. S/E.

14C. List the approximate amount of your retired pay. This does not need to be an exact amount.

14D. If you are retiring because of a disability, check either permanent or temporary disability, otherwise check "Retired List."

15A. If you are being separated (not retired) because of a disability, check Yes, otherwise check No and go to item 17.

15B. List the amount of severance pay you will receive. The base Physical Evaluation Board Liaison Officer (PEBLO) can provide this information.

16A. If you have received or will receive any pay resulting from a separation incentive program check Yes, otherwise check No and go to item 17.

16B. List any money you received from a separation incentive.

17. List **ALL** sicknesses (excluding minor colds, flu, upper respiratory infections, etc.), injuries, diseases that you were treated for during your entire career, and the approximate beginning date. ***NOTE***: There must be some residual effect to be rated service-connected for a condition.

***EXAMPLE:***

*Hypertension - Apr 83; Broken ankle - May 84; Lower back pain - Jun 90; Loss of high-frequency hearing - detected during retirement physical.*

18A through 18C are S/E.

19A through 19D. List all major sicknesses, injuries or diseases for which you were treated during your military career. If you are not sure of the exact dates or places you may put the statement, "see attached medical records."

20 (Items A through D). List the name and address of the physician or facility that treated you that is not already included in your medical records. ***EXAMPLE:*** If you were in an auto accident while on leave and were treated by a civilian physician.

21 (Items A through D). List any person who might have knowledge of a disability that you are claiming who may not be included in your medical records. Otherwise, put "N/A."

22A through 25E. Complete these items **ONLY** if you are claiming to be totally (100%) disabled, otherwise skip to 26A.

26A through 28 are S/E.

29A through 29D. Provide marriage information. ***EXAMPLE:***

| A. | B. | C. | D. |
|---|---|---|---|
| 25 Jun 83 | | | 7 Apr 97 |
| San Antonio TX | Sherrie A. Jones | Divorce | San Antonio TX |

30A through 30D. Provide marriage data pertaining to each previous marriage of your current spouse using the example above. If you do not have the specific dates and places, put "unknown," and provide the information to the DVA at a later date. ***NOTE***: Your claim may not be finalized until all information is provided.

31A through 32F are S/E.

33A through 41G. Skip these items and go to item 42, unless you are applying for a non-service connected pension based on your income.

42 and 43. Sign and date the form.

## Attachment 33

## PREPARING NON-PRIOR SERVICE (NPS) PIPELINE STUDENTS FOR ASSIGNMENT RELOCATION (ENLISTED ONLY)

**A33.1. Assignment Notification:**

A33.1.1. Military Personnel Flight (MPF) Assignments Counselor. Upon receipt of assignment notification Report on Individual Personnel (RIP) from HQ Air Force Personnel Center, the MPF will notify the student, through the unit commander (or designated representative), of the assignment within 5 duty days. For short-notice assignments of 90 calendar days or less until the RNLTD, the MPF and unit notification periods are reduced to 3 calendar days each.

A33.1.2. Commander. The commander (or designated representative) has 7 calendar days after receipt of assignment notification RIP to verify no ineligibility factors exist (IAW AFI 36-2110, Attachment 21, para A21.11) and to officially notify the member of the reassignment action. If the commander determines the member is ineligible for an overseas reassignment; the MPF must be contacted to initiate reassignment actions for stateside assignment.

A33.1.3. Other Assignment Notification Instructions. If assignment notification is by message or letter, the commander (or designated representative) and the member must acknowledge receipt of the message with date notified.

**A33.2. Initial Processing Actions.** Upon official assignment notification, the assignment counselor will ensure the following actions are initiated:

A33.2.1. Relocation Folder for each member selected for reassignment. Prepare one relocation folder when reassigning several individuals to the same location with the same reporting month (unit move). Dispose of according to the *Air Force Records Disposition Schedule (RDS)*located at **https://afrims.amc.af.mil/**. The sequence of documents in this folder is optional and will consist of:

A33.2.1.1. Assignment selection letter, message, or RIP.

A33.2.1.2. AF IMT 907, **Relocation Preparation Checklist.**

A33.2.1.3. Reassignment orders and all amendments.

A33.2.1.4. Relocation Processing Checklist (Short Sheet), **Figure A33.1**.

A33.2.1.5. SGLV 8286, Servicemen's Group Life Insurance Election and Certificate.

A33.2.1.6. PCS departure certification statement (endorsed copy of PCS orders).

A33.2.1.7. All other documents pertaining to the member's relocation.

A33.2.2. Conduct an Initial Relocation Briefing within 15 calendar days after assignment RIP is forwarded to unit commander. During the relocation briefing, the assignment counselor will provide the appropriate relocation documents as they relate to the member's assignment. Mass briefings are suitable.

A33.2.2.1. AF IMT 907. Annotate all required actions and date of completion. Keep the AF IMT 907 in the relocation folder. Do not give it to the member.

A33.2.2.1.1. Special Requirements. ***NOTE:*** On the AF IMT 907, when the assignment notification brief indicates there are special requirements not otherwise covered by this instruction, for example Personnel Processing Codes (PPC), include a copy of the specific PPCs in the relocation folder. PPC listing can be obtained through the World Wide Web (**http://www.afpc.randolph.af.mil/mpf/**).

A33.2.2.2. Retainability Requirements. Ensure members obtain appropriate retainability IAW AFI 36-2110.

A33.2.2.3. Assignment Relocation Processing Memorandum (Short Sheet). Provide copy to all members and advise them to accomplish required actions as indicated on the memorandum. File this memorandum in the relocation folder upon completion of final out-processing.

A33.2.2.4. Security Requirements. Prepare and forward a security requirement memorandum to the member's commander when the assignment requires a higher or more current security clearance than one possessed; eligibility for special access; or eligibility for assignment to a special program. The member's unit will establish 30-day suspense for return of this memorandum from the Security Forces (SF) to Student Assignment Section. Use the security requirement memorandum provided in PC-III or similar product on letterhead.

A33.2.2.5. Overseas Tour Election. Provide members with the opportunity to elect tour options on AF IMT 965, **Overseas Tour Election Statement.** If concurrent travel (CCTVL) is not automatic, the member makes a tour election upon approval or disapproval of the CCTVL. Extended tour volunteers must serve the normal tour length plus 12 months. ***NOTE:*** This form is not required for single members with no dependents or military married to military.

A33.2.2.6. Immunizations Memorandum. Provide members PCSing to and from the overseas area an immunization memorandum. Instruct the member of the required immunizations (for member and dependents) before departure. File this memorandum in the relocation folder when indorsed by the base immunization clinic. The immunization memorandum is provided in PC-III.

A33.2.2.7. Medical and Dental Clearance Memorandum. Medical and dental clearances are required for each individual projected to PCS to all overseas locations**. Ensure both the Medical Treatment Facility (MTF) and dental clinic clear member prior to departure.** Provide each member with the MTF or dental clinic memorandum (**Attachment 4**) or one or more locally devised memorandums. The member hand-carries the appropriate memorandum or memorandums to the MTF and the dental clinic within 7 workdays of the initial relocation briefing. The MTF and dental clinic will have the member return the memorandum or memorandums (attached with any AF IMT 422, Physical Profile Serial Reports, to the PRE after granting or denying final clearance. Upon receipt, file the originals in the UPRG, section 4, and place a copy in the relocation folder. When the dental clinic receives the memorandum, they will schedule the member for dental care as necessary and process for dental clearance.

***NOTE:*** This action does not apply to dependents. If the member is not cleared to proceed on assignment, ensure the MTF or dental clinic provides justification. Initiate reclama or delay

action accordingly. **Do not release PCS orders until the member receives clearance from both the MTF and the dental clinic clearing them for PCS.**

A33.2.2.8. Family Member Medical and Educational Clearance. When assignment is from the CONUS to an accompanied overseas location or to any CONUS location when the member has a family member enrolled in the Exceptional Family Member Program (EFMP) (assignment limitation code "Q") ensure medical and educational clearance for family members is completed.

A33.2.2.8.1. Provide members with the AF IMT 1466 **Request for Family Member's Medical and Education Clearance for Travel**. Advise member to hand-carry the AF IMT 1466 to the MTF and to the schools. The MTF must complete the AF IMT 1466 before recommending family member travel, IAW AFI 36-3020, *Family Member Travel*. When completed and returned to the PRE, file the original in the member's UPRG and a copy in member's relocation folder.

A33.2.2.8.2. CONUS to CONUS and Overseas to CONUS Moves. If member has a family member enrolled in the EFMP (assignment limitation code "Q") and receives CONUS to CONUS or Overseas to CONUS assignment, provide member with the AF IMT 1466. Advise member that only those family members enrolled in the EFMP must be cleared for travel and to hand-carry the AF IMT 1466 to the MTF. When completed and returned to the PRE, file the original in the member’s UPRG and file a copy in member’s relocation folder.

A33.2.2.8.3. EFMP reassignment. When a member receives an approved EFMP reassignment it will be announced by message from HQ AFPC/DPAPO. In this instance only, the AF IMT 1466 is not required since AFPC/DPAPO will have confirmed with the gaining location that the needed medical or educational resources are available. File a copy of the HQ AFPC/DPAPO approval message in the member's UPRG and relocation folder in place of the AF IMT 1466.

A33.2.2.8.4. The approved completed copy of the form is authority for the dependent’s relocation (depending upon approved CCTVL or DLM travel [overseas only]). Do not release PCS orders prior to receipt of dependent’s medical clearance results. If dependent’s travel is denied, inform the member that they may be authorized to Family Separation Allowance (FSA) and should contact the Financial Services Office (FSO) for assistance.

A33.2.2.8.5. Request delay of report no later than date (RNLTD) when a member is within 30 days of their RNLTD or 45 days of date eligible for return from overseas (DEROS) month and the results of a dependent’s medical or dental clearance are not yet available.

A33.2.2.9. Follow-on Assignments. When needed, counsel members on follow-on assignments (reference AFI 36-2110).

A33.2.2.10. Weapons Training. Brief members on weapons training requirements.

A33.2.2.10.1. Instruct members selected for relocation overseas to complete weapons qualification according to AFI 36-2226, *Combat Arms Program* and PPCs. Also, notify the member’s unit of assignment by annotating any special requirements for

weapons training reflected in the assignment notification on the Short Sheet. If training cannot be completed prior to departure, request a waiver from the gaining major command (MAJCOM) assignments division.

A33.2.2.10.2. If TDY is required en route for weapons training; confirm a training date with the combat arms section at the TDY location before advising the member.

A33.2.2.10.3. Do not send the member TDY for the sole purpose of acquiring live-fire training. If classroom training is available locally, have the CATM annotate the AF IMT 522, **USAF Ground Weapons Training Data,** (or automated product) with the classroom training completion date and a statement member could not live fire.

A33.2.2.11. Office of Special Investigations (OSI) Personal Protection Briefing. Provide member with the OSI Personal Protection handout during initial relocation briefing for overseas assignments. The OSI will ensure ample copies are provided to the MPF and refurbish the supply when needed. Refer member to OSI if they have further questions or need additional instructions.

A33.2.2.12. Foreign Clearance Guide (DOD 45.54G). Refer to the Foreign Clearance Guide and any associated PPCs to determine passport and visa requirements for the member and dependents.

A33.2.2.13. Dependency Determination. Refer any questions relating to dependency determination to the FSO. Members with dependents in the following categories should complete a dependency determination: dependent illegitimate children (includes pre-adopted); dependent parents (includes step, adopted, or parents-in-law); incapacitated children over age 21 who do not reside in member's household or who are not in possession of a valid Uniformed Services Identification and Privileges (USIP) Card or enrolled in Defense Eligibility Enrollment System (DEERS). ***NOTE:*** Do not include these dependents on the PCS orders until the dependency determination is complete.

**Figure A33.1. Non-Prior Service Student - Relocation Processing Checklist.**

| **NON-PRIOR SERVICE STUDENT - RELOCATION PROCESSING CHECKLIST (Can be modified for local requirements)** | | | | |
|---|---|---|---|---|
| SECTION 1 | IDENTIFICATION AND ASSIGNMENT DATA | | | |
| NAME (LAST, FIRST, MI) | GRADE | SSN | CAFSC | TRAINING UNIT AND LOCATION |
| SECTION 2 | INSTRUCTIONS FOR THE STUDENT | | | |
| You must complete all items in Section 3 marked with an "X" in Column A, before you can depart. Agency locations and hours of operation are in Column C. **CHANGES:** Report any changes such as early graduation, marriage, divorce, pregnancy, birth, adoption, etc., to assignments counselor. **ORDERS:** Orders will not be accomplished until all assignment requirements are completed and on file with assignments counselor. | | | | |
| SECTION 3 | REQUIRED PREPARATION ACTIONS | | | |
| COL A ACTIONS | INSTRUCTIONS (COL C) | | DATE | INITIALS |

| | |
|---|---|
| Initial Processing/TMO Briefing | Report to |
| Medical/Dental Clearance Letters | Letters must be completed within ___ duty days of receipt. Orders will not be prepared until completed form letters are returned to assignments counselor. DUE: _____ |
| AF IMT 965 | AF IMT 965 - Overseas Tour Election Statement: Complete this form at Initial Briefing. |
| AF IMT 1466, Family Medical Overseas Clearance | Assignments counselor will provide instructions for completing these forms. Orders will not be prepared until all forms are completed and returned to the assignments counselor. |
| Immunizations | Letter must be completed within ___ duty days of receipt. Orders will not be prepared until completed form letter is returned to Student Assignments. DUE: _____ |
| Family Member Immunizations | Family members going overseas must be immunized for the overseas area. Overseas travel will not be permitted without proof of proper immunizations. |
| Passport/Visa/Photos | Report to _____, Passport Agent to pick up necessary paperwork. Family members must apply for a "No Fee Passport" even if they have a tourist passport. |
| Port Call Request | Report to _____ |
| Security Clearance | Report within ___ duty days from notification of security requirements, to bldg _____ for required processing. |

| | | |
|---|---|---|
| | Sponsor and new location information | Report to Family Support Center, bldg _____ for relocation assistance and to obtain a sponsor. |
| | Out-processing Pay Briefing | Report to _____ |
| | Commander's Support Staff (CSS) Clearance (Final Day) | Report to your CSS to out-process your squadron. |
| | Base Final Out-processing | Report to _____ |
| SECTION 4 | COMMANDER"S FINAL QUALITY CONTROL RECERTIFICATION | |
| This member has completed all required actions associated with this assignment relocation. | | |
| Signature of Commander, Executive Officer or First Sergeant (Typed name and Title) | | DATE |

## Attachment 34

## SAMPLE RELOCATION SECURITY REQUIREMENT MEMORANDUM

MEMORANDUM FOR (Unit Security Monitor)

FROM: (MPF)

SUBJECT: Security Requirement

1. (Rank, Name, SSN) has been selected for PCS or TDY to _____ with a scheduled departure during the month of _____. This assignment requires eligibility for access to classified information and (or) the special program(s) checked below:

( ) Access to (Confidential, Secret, or Top Secret) information.

( ) Access to SIOP-ESI.

( ) Access to SCI. Acceptance of nominee by the gaining MAJCOM must be obtained before departure. The mailing address for returning results of the completed investigation is:

_____

_____

_____

( ) Assignment to NATO.

( ) Assignment to a (critical or controlled) nuclear weapons position.

( ) Assignment to specify):_____

_____

2. Request you conduct initial program screening and when appropriate, initiate clearance or investigation action or both, according to AFI 31-501, *Personnel Security Program Management*. If the member does not meet the criteria for security access upon completion of interviews and/or investigation, notify the MPF immediately so assignment reclama action may be submitted.

3. A reproduced copy of the member's previous Standard Form 86, Questionnaire for National Security Positions, is attached (if available) to aid member in preparing an updated SF 86, if such is required. Provide administrative support incident to preparation of forms. Advise member to report to local security forces for quality review of SF 86 and other applicable security documents no later than 10 calendar days after receipt of this letter. The request for investigation must be forwarded to the base security forces within 30 days of assignment notification.

_____

(Relocations Representative)

1st Ind, (Unit Commander) (Date)

TO: (Security Forces)

AF IMT 2583, Request for Personnel Security Action, was submitted on _____. Member has been directed to report to your office for necessary processing.

_____

(Unit Commander)

2nd Ind, (Security Forces)

TO: (MPF/DPMAR)

The attached Standard Form 86 is forwarded for file in the member's Unit Personnel Record Group.

( ) A request for investigation to meet the requirements for _____ was forwarded to DIS according to AFI 31-501 on _____.

( ) Signed copies of the Standard Form 86 and DD Form 1879 are provided for your action. (For SCI access only)

( ) Member is not eligible for _____ because _____
_____

_____

_____

(Security Forces Representatives)

## Attachment 35

## SAMPLE IMMUNIZATION MEMORANDUM

MEMORANDUM FOR (Base Immunization Clinic)

FROM: (MPF)

SUBJECT: Immunization

1. (Rank, Name, SSN) has been selected for PCS or TDY to _____ with a scheduled departure during the month of _____.

2. Request member be administered all immunizations and test checks required by AFJI 48-110, Immunizations and Chemoprophylaxis.

3. On completion of all immunizations and test checks, request you complete the following indorsement and forward to the MPF (Personnel Relocations Element).

_____

(DPMAR Representative)

1st Ind, (Base Immunization Clinic)

TO: (MPF)

( ) All immunizations and test checks required by AFJI 48-110 have been completed.

( ) This medical unit is unable to complete required immunizations due to lack of time or nonavailability of vaccine.

Member has been advised to obtain the immunization while on leave (if applicable).

_____

OIC/NCOIC Base Immunization Clinic)