

**22 JUNE 1998**



*Personnel*

**BASE-LEVEL RELOCATION PROCEDURES**

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This instruction provides standard relocation processing procedures. It implements a portion of Department of Defense (DoD) Directive 1315.7, 9 January 1987, and Air Force Policy Directive 36-21, *Utilization and Classification of Air Force Military Personnel*, 30 April 1993. Forward any deviation to this instruction through command channels to the Field Operations Division, Air Force Personnel Center (HQ AFPC/DPSFM), 550 C. Street West, Suite 35, Randolph AFB TX 78150-4737. Chapter 5 applies to Air National Guard (ANG) and United States Air Force Reserve (USAFR) on extended active duty.

The Privacy Act of 1974 affects this instruction. The authority to collect the data prescribed in this instruction is Title 10, United States Code (U.S.C.), Section 8013. System of Records Notice F035 AF MP K, *Relocation Preparation Project Folders*, applies. The requestor will give the customer a Privacy Act statement for each form or form letter used to collect personal data before asking for the information. Refer to attachment 1 for the Glossary of References, Abbreviations, Acronyms, and Terms. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*.

**SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 98-1, **Attachment 29**, which creates MPF in-processing line for incoming members in order to have records screened with the member present. The records review listing or initial duty assignment rip will be reviewed while the member is present. See the last attachment of the publication, IC 98-1, for the complete IC. A bar (|) indicates revision from the previous edition.

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## Chapter 1

### PREPARING MEMBERS FOR ASSIGNMENT RELOCATION

**1.1. General Overview.** This chapter tells how to verify eligibility for assignment and prepare for relocation.

**1.2. Assignment Notification.** The unit commander notifies members of assignment selection according to AFI 36-2110, *Assignments*.

1.2.1. The Personnel Relocation Element (PRE) uses data in the master computer record, machine products, and UPRGp to determine eligibility. It verifies validity of selection by having the member review the above records. Request reclama if disagreements exist in facts on which the assignment is based (incorrect overseas duty selection date (ODSD), short tour return date (STRD), grade, Air Force Specialty Code (AFSC), volunteer status, etc. Instruct the member to immediately contact the PRE to correct any errors in the PDS.

**1.3. Assignment Preparation Actions.** Upon official assignment notification, the PRE will:

1.3.1. Relocation Folder. Prepare a relocation folder for each member selected for reassignment. Prepare only one relocation folder when reassigning several individuals to the same location with the same reporting month (unit move). Dispose of according to Air Force Manual (AFMAN) 37-139, *Disposition of Air Force Records - Records Disposition Schedule*. The sequence of this folder is optional and will consist of:

1.3.1.1. Assignment selection letter, message, or Report on Individual Personnel (RIP).

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

1.3.1.3. Reassignment orders and all amendments.

1.3.1.4. Relocation processing memorandum (sample at **Attachment 2**).

1.3.1.5. DD Form 93, **Record of Emergency Data**.

1.3.1.6. SGLV 8286, **Servicemen's Group Life Insurance Election and Certificate**.

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

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

1.3.2. Initial Interview. Conduct an initial relocation interview within 15 calendar days of official assignment notification. Mass briefings are suitable. During the relocation interview the PRE will:

1.3.2.1. Immunizations. Provide members PCSing to and from overseas an immunization memorandum. Instruct the member and dependents to get all required immunizations before departure. File this memorandum in the relocation folder when endorsed by the base immunization clinic. Use the immunization memorandum application provided in PC-III.

1.3.2.2. Medical and Dental Clearance. Notify the Medical Treatment Facility (MTF) and Dental Clinic by memorandum (**Attachment 3**) of an individual's PCS to all overseas locations, including remote sites and geographically separated units (GSUs). Initiate two separate memorandum on each member. One for the MTF and the other for the Dental Clinic. Forward the memorandum to the MTF and Dental Clinic within 7 workdays of receipt of the completed assignment allocation

from the commander. The MTF and Dental Clinic will acknowledge receipt of the notification and return the memorandum to the PRE immediately, granting final clearance. Upon receipt of the memorandum, file the original in the UPRG 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. The MTF will be responsible for ensuring the member is medically cleared and was administered the required Human Immunodeficiency Virus (HIV) test. Advise members to report to the MTF, Physical Examination and Standards (PES) Section within 3 days of their initial relocation briefing to set up an appointment for the HIV test. Members will be held accountable for securing an appointment. If the member is not cleared to proceed on assignment, ensure justification is provided by the MTF or Dental Clinic and initiate reclama or delay action accordingly. Do not release PCS orders until the MTF and Dental Clinic provide the completed "Notification of Departure for PCS memorandum."

1.3.2.3. Driver Qualification. Provide the member with a driver qualification letter and instruct him or her to report to the Base Vehicle Operations (Licensing) Office according to AFI 24-301, *Vehicle Operations*. File the memorandum in the relocation folder.

1.3.2.4. Security Requirements. Prepare and forward a security requirement memorandum to the member's commander when the assignment requires a higher security clearance than one possessed, an 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 Police (SP). Use the security requirement memorandum provided in PC-III.

1.3.2.5. Special Requirements. Note the AF Form 907 when the Assignment Notification Brief indicates there are special requirements not otherwise covered by this instruction, for example, en route TDY (see Air Force Catalog (AFCAT) 36-2223, *US Air Force Formal Schools*, or Personnel Processing Codes).

1.3.2.6. Dependency Determination. Refer any questions relating to dependency determination entitlements 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-laws);
- incapacitated children over age 21 who do not reside in member's household or who are not in possession of a valid Uniform Services Identification and Privileges (USIP) Card or enrolled in Defense Enrollment Eligibility Reporting System (DEERS).

**NOTE:**

Do not include these dependents on the PCS orders (AF Form 899, **Request for Authorization for Permanent Change of Station--Military**) until the dependency determination is complete.

1.3.2.7. Foreign Clearance Guide. Refer to the Foreign Clearance Guide and any associated Personnel Processing Codes to determine passport and visa requirements for the member and dependents.

1.3.2.8. Dental Program Counseling. Instruct members with dependents going overseas to report to the military personnel flight (MPF) Customer Service Element for DEERS verification and

Dependent Dental Program (DDP) counseling. Upon completion of the verification and counseling, the Customer Service Element will notify the PRE to annotate the AF Form 907.

1.3.2.9. 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 4**). This memorandum identifies required relocation actions and personal obligations members may have to on-and-off base agencies prior to departing PCS. It also includes the "Servicing Your Military Pay" attachment.

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

1.3.2.10. Homebasing and Follow-on Assignments. When needed, counsel members on homebasing and follow-on assignments (reference AFI 36-2110).

1.3.2.11. Overseas Tour Election. Provide members with tour options on AF Form 965, **Overseas Tour Election Statement**. If concurrent travel (CCTVL) is not automatic, the member makes a tour election upon finalization of the concurrent travel application.

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

- Instruct members selected for relocation overseas to complete weapons qualification according to AFI 36-2226, *Combat Arms Training and Maintenance Program*. Notify the member's unit of assignment also by annotating any special requirements for weapons training reflected in the assignment notification on the "Individual's PCS Relocation Instructions and Information" memorandum. If training cannot be completed prior to departure, request a waiver from the gaining Major Command (MAJCOM) Assignments Division.
- If TDY is required en route for training, confirm a training date with the Combat Arms Training and Maintenance (CATM) section at the TDY location before advising the member.
- 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 Form 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. Military Pay Counseling. Advise the member that the FSO will counsel on relocation pay.

- When notified of denied dependent travel from a competent medical authority, refer the member to the local FSO to request a waiver for family separation allowance.
- Waiver for Payment of Family Separation Allowance-Type II (FSA-II). People denied dependent travel based on the non-availability of medical or educational facilities, but are required to serve the unaccompanied tour, may be entitled to payment of FSA-II.

1.3.2.14. Travel Requirements:

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

- Request Category B travel for all first term airman who PCS to Korea. The Traffic Management Office (TMO) will furnish alternate travel if category B travel cannot be obtained. Use AF Form 1546, **Request for Flight/Surface Reservations**, in PC-III to generate port call request.
- If the member goes TDY en route for 30 days or more, the TDY unit obtains flight reservations. The member's TDY unit also confirms the flight reservations to the gaining MPF per AFMAN 36-2622, *Base Level Military Personnel System*.
  - The losing MPF (home station) determines which TDY station obtains the flight reservations 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 flight reservation.
- PCS within the CONUS. Make arrangements according to the JFTR.
- Cancel confirmed flight reservations. Do this promptly when an individual will not use them. Brief members that once they depart PCS, any changes, cancellations, or rescheduling become their responsibility. Tell them to contact the nearest TMO to cancel old reservations when new ones are obtained. Submit a reservation cancellation request to TMO when:
  - Assignment is canceled.
  - There is an error.
  - Port month or report not later than date (RNLTD) is changed.
  - Reservation is unacceptable due to military necessity.
  - Destination is changed.

1.3.2.15. Transportation Counseling. Refer relocating members to TMO after receipt of PCS orders to receive counseling on dependent travel, shipment of household goods, accompanied or unaccompanied baggage, non-temporary storage, shipment of a mobile home (if applicable), and shipment of privately owned vehicle (POV). Advise them that TMO completes required shipping documents and provides flight reservations.

- BMT and technical training centers (TTC) may establish local procedures instead of requiring personal visits to TMO.
- Additional Weight Allowance. Use the Overseas Furnishings and Quarters Availability Report, RCS: HAF-CEH(SA)7803 plus AFH 24-502, *Excess Cost Procedures*, for processing personnel to overseas locations. Note in the remarks section of the PCS orders list any shortage items that 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 weight allowance.

1.3.2.16. Schedule the Final Out-Processing Date. Brief members they are not authorized to out-process earlier than 1 duty day (2 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.

1.3.3. Dependent Medical Clearance. Ensure medical clearance for dependents in the cases of CONUS to overseas assignments, consecutive overseas tours (COT), designated location moves (DLM), and for the exceptional family member program (EFMP) are accomplished.

- The losing unit will initiate AF Form 1466, **Request for Family Member's Medical and Education Clearance for Travel** and forward it to the MTF. The MTF must complete AF Form 1466 before authorizing dependent travel, per AFI 36-3020, *Passenger Travel*. When completed, the MPF files the original in the member's UPRG and files a copy in member's relocation folder.
- The approved completed copy of the form is authority for dependent travel, depending upon approved CCTVL or DLM travel (overseas only). Do not release order or allow members electing the accompanied tour to depart prior to receipt of dependent medical or dental clearance results.
- Request delay of 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 medical or dental clearance are not yet available.

1.3.4. Personnel Security Program. Notify the member's duty section to counsel the member on any duty or travel restrictions according to AFI 31-501, *Personnel Security Program Management*.

1.3.5. Prepare Special Orders. See **Attachment 5**. Ensure members have PCS orders at least 60 days prior to departure.

1.3.5.1. PCS Eligibility. Publish orders after you verify PCS assignment eligibility or are notified by the medical facility that the member is being medically evacuated for further treatment.

1.3.5.2. North Atlantic Treaty Organization. In addition to PCS orders, prepare North Atlantic Treaty Organization (NATO) travel orders for members traveling from CONUS to one or more other NATO countries. Refer to **Attachment 6**. Do not publish NATO travel orders for members departing a NATO country directly to the CONUS.

1.3.5.3. Entitlements Fact Sheet. Provide members a copy of relocation entitlements fact sheet during initial briefing.

#### 1.4. Out-Processing Actions:

1.4.1. Relocation Actions. Ensure members complete relocation actions prior to their final out-processing appointment. Instruct them to begin these actions no later than 2 months before actual departure date. Unit commanders will appoint someone else to accomplish out-processing actions for members unable to accomplish their own.

1.4.2. Identification Card Requirement. Verify the validity of the member's DD Form 2AFACT, **United States Armed Forces Identification Card**, and any other required identification. Refer members whose identification card will expire while enroute to the MPF for reissue.

1.4.3. Departure Notification. Notify the FSO, Army, Air Force Exchange System Office of Special Investigation (AAFES), Commissary, Hospital, Office of Special Investigation (OSI) and all interested base agencies of projected PCSs, using a computer-generated listing of departees, no later than 30 calendar days before scheduled departure date or as-soon-as-known for short-notice. DO NOT send listings including Social Security Numbers (SSNs) to any agency outside of the DoD per the Privacy Act of 1974. Listing must include:

- SSN.
- Specific instructions for routing of FRGp.
- New base of assignment.
- Reporting month.
- Projected departure date.
- Names of members relocating to short-tour areas (for base medical facility).
- Names of members relocated on short-notice, even if already departed.

#### 1.4.4. Process the Field Record Group (FRGp).

- Instruct agencies that their portions of the FRGp must arrive at the MPF not later than 7 calendar days prior to projected departure date.
- Gather the FRGp and unit personnel record from their custodians. Instructions for getting them are in the departure notification procedures.
- Account for components of the FRGp and PCS documents on AF Form 330, **Records Transmittal Request**, before dispatching the FRGp. **NOTE:** Annotate performance reports in accordance with AFI 36-2608, *Military Personnel Records Systems*. Annotate documents you cannot include with the estimated date you will forward them. Set a 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 FRGp, provide the MPF Career Enhancement Element a copy of the AF Form 330.
- Verify the completion of AF Form 538, **Personal Clothing and Equipment Record**, or certificate in lieu of, and file in the member's UPRG (except for BMT or TTCs, see AFM 67-1).
- Obtain the resource augmentation duty (READY) training folder for transmittal in the FRGp.
- Verify members departing PCS or TDY eligible for promotion according to AFI 36-2502, *Promotion of Airmen*, have a current AF Form 1566, **WAPS Test Verification**, in their UPRGp. Refer members without one to the MPF Career Enhancement Element. Annotate verification of testing on the AF Form 907, section II.

### 1.5. Final Out-Processing Actions:

- 1.5.1. Interview the Member. Review AF Form 907 to verify completion of all required actions. (Interview may be conducted en masse.)
- 1.5.2. FRGP Documents. Account for all appropriate FRGp documents on the AF Form 330 and forward according to AFI 36-2608.
- 1.5.3. Verify clearance through the FSO.
- 1.5.4. Verify copies of the SGLV-8286, **Servicemen's Group Life Insurance Election and Certificate**, and DD Form 93, **Record of Emergency Data**, are in the relocation folder.
- 1.5.5. Complete the PCS Departure Certification on the AF Form 899 in 2 copies. File the original in the member's UPRGp and annotate the AF Form 330. Place the copy in the relocation folder for subsequent PDS update.

## Chapter 2

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

**2.2. Separation or Retirement Relocation Preparation.** MPF PRE must:

2.2.1. Relocation Folder. Prepare a relocation folder and dispose of the folder according to AFMAN 37-139.

2.2.2. AF Form 907. Prepare AF Form 907 in one copy and file the completed form in the member's relocation folder.

2.2.3. Initial Interview. During initial interview, obtain personal data and inform member of required pre-departure actions.

2.2.4. Individual Ready Reserve. Discuss requirements listed in the Individual Ready Reserve Requirements letter (**Attachment 7**) with members who have a remaining Military Service Obligation (MSO). After discussion, complete the memorandum in an original and 1 copy. Place the original in the member's UPRG, Section 4, and provide a copy to the member. **NOTE:** Use AF Form 3566, **Individual Ready Reserve Agreement**, instead of **Attachment 7** when the form is available. Follow the same disposition instructions as **Attachment 7**.

2.2.5. Medical Examination. Complete the medical examination memorandum (**Attachment 8**) in original and 1 copy for members being voluntarily separated, discharged, or retired. Provide the original to the MTF for review of the medical records. Suspend the copy pending receipt of the original from the MTF. When received, file the original in the UPRG, Section 4, and a copy in the relocation folder.

2.2.6. Veterans Affairs. Brief separating or retiring members on several Veterans Affairs matters no later than 120 days prior to separation or retirement. When members will not be physically present for separation (ordered home on PCS to await further instructions, transferred to a Veterans Affairs (VA) hospital, etc.), brief the member before departure. If a member is transferring to a VA hospital and physical or mental condition prevents the briefing, enclose a letter so stating and forward it to the VA

2.2.6.1. VA Disability Compensation. Provide information to separating or retiring members on VA disability compensation. Advise member to file the VA Form 21-526, **Veterans' Application for Compensation or Pension**, for any disease or injury incurred or aggravated by military service. The Base Medical Services (Registrar's Office) helps the member complete the form and attach supporting documents such as medical summaries, medical board reports or the disability retirement letter or order. Forward the completed application to the VA Regional Office (VARO) with copy 3 of the DD Form 214, **Certificate of Release or Discharge from Active Duty**, and the Health Record Group.

2.2.6.2. Survivor Benefit Plan. Conduct a one-on-one briefing with the retiree on the Survivor Benefit Plan (SBP). Brief items listed in the SBP Briefing Guide, AFI 36-3006, *Survivor Benefit Plan*. Inform the military member that law requires members and spouses be briefed before retirement on SBP options. Advise the retiree that the spouse's concurrence or nonconcurrence is

required for elections less than maximum spouse coverage. If the spouse does not concur before the member's retirement date, eligible dependents receive maximum coverage. Advise participating members to report any change in marital or family status immediately to DFAS. Do not out-process a member without an SBP election.

2.2.6.3. VA Forms. Prepare the following VA Forms only for Personnel who request them: VA Form 29-336, **Designation of Beneficiary**, VA Form 29-0152, **Application for Conversion (Government Life Insurance)**, and VA Form 29-4364, **Application for Service, Disabled Veterans' Life Insurance**. Mail the forms to the appropriate Veterans' Administration Regional Office (VARO).

2.2.6.4. Verification of Military Experience and Training. For separating or retiring members with a minimum of 180 days active duty, provide the TAMS, in accordance with Public Law 101-510, Section 502(a), DD Form 2586, **Verification of Military Experience and Training**, immediately upon receipt from AFPC.

2.2.7. Orders Requirement. Prepare PCS without PCA orders (AF Form 899) for members returning to CONUS for retirement or separation. Refer to **Attachment 5** for instructions. Prepare PCS orders for individuals being placed on appellate review leave per **Attachment 9** and send a copy to the general courts-martial authority. Prepare separation orders (AF Form 100, **Request and Authorization for Separation**) per **Attachment 10**. Overseas locations prepare separation orders on members separating at a CONUS base but do not authenticate the order. The CONUS base authenticates these separation orders.

2.2.8. Joint Uniform Military Pay System (JUMPS). Input transactions effecting the member's final pay settlement in accordance with AFMAN 36-2622.

2.2.8.1. Counsel officers per DoD Directive 5500-7.

2.2.8.2. Terminal Leave. If members request terminal leave in conjunction with separation or retirement, alert the FSO with the members' departure dates. Instruct members to provide a copy of the AF Form 988 10 workdays prior to departure.

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

2.2.9.1. Overseas Processing. For members returning from overseas for separation, discharge, or retirement, complete the DD Form 214WS and final DD Form 214 without authentication. The CONUS MPF will authenticate the form.

2.2.9.2. Appellate Review Processing. For members being placed on appellate review leave, complete the DD Form 214WS. Do not complete and issue the final DD Form 214 until the appellate review process is complete.

2.2.9.3. Officer Training School. Mail the FRGp to OTS/TSFP, 50 Chennault CR, Maxwell AFB AL 36112-6430 upon out-processing.

2.2.10. Retention Beyond Expiration of Term of Service (ETS) or Date of Separation (DOS). Maintain a 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 per AFMAN 36-2622. Refer to AFI

36-3208, *Administrative Separation of Airman*, for reasons why airmen may be retained beyond ETS. Notify members immediately when orders are rescinded or revoked.

2.2.11. Passports. Retrieve passports no longer used. Members returning from overseas will turn passports into the CONUS base MPF Passport Agent.

2.2.12. Identification Requirements. Provide members separating or retiring with attachment 11. Customer Service Element issues required identification cards. The PRE verifies identification requirements were met by retrieving **Attachment 11** endorsed by Customer Service during final out-processing.

2.2.13. Flight Reservations. Obtain flight reservations for member and dependents according to AFI 24-101.

**2.3. Individual's Separation and Retirement Instructions Information.** Provide members scheduled for relocation an instruction and information memorandum (**Attachment 12**) during the initial preparation interview. Do the initial preparation interview at least 90 calendar days prior to member's separation, retirement, or projected departure date or as soon as possible after approval of application if within 90 days. Explain only those items that specifically apply to member's relocation.

**2.4. Relocation Processing Memorandum.** Provide the Relocation Processing Memorandum (attachment 2) during the initial preparation interview. Advise member to handcarry the letter to the unit commander to complete actions required for separation or retirement, i.e., security termination, duty travel restrictions, etc. Suspend for return prior to member's final out-processing interview. File in the relocation project folder.

2.4.1. Duty and Travel Restrictions. Instruct the member to report to the Orderly Room to determine whether duty and travel restrictions apply as outlined in AFI 31-501. If so, the Orderly Room complies with AFI 31-501 and indicates actions taken on the Relocation Processing Memorandum.

2.4.2. Security Termination Statement. Inform members that AF Form 2587, **Security Termination Statement**, is required for anyone separating or retiring from military service, regardless of access to classified information. File one copy of completed form in the member's UPRG per AFI 36-2608 and one in the relocation folder.

**2.5. Transportation Counseling.** Send members to TMO after receipt of orders for shipment of household goods and accompanied or unaccompanied baggage counseling.

**2.6. Transition Assistance, Air National Guard (ANG), Air Force Reserve (US AFR), and Education Assistance.** Provide the following counseling to airmen and officers being discharged or released from active duty:

2.6.1. Transition Assistance Management Program (TAMP) Counseling. Counsel separatees in accordance with AFI 36-3022, *Transition Assistance Program*. Provide separatees with (**Attachment 2**) in AFI 36-3022. Instruct members to report to the Family Support Center (FSC) within 7 workdays of the initial separation briefing for counseling. The FSC completes the endorsement on the letter to confirm counseling. Place signed original in the member's UPRG plus a copy in the relocation folder. Provide counseling to retirees, also.

2.6.2. Recruiting Services. 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.

2.6.3. Family Support Center. A Family Support Center and a Base Education Office representative should counsel on education benefits entitlements due to military service.

**2.7. Dental Counseling Statement.** Explain, in writing, the eligibility requirements the limited VA Outpatient Dental Treatment provides under Title 38, U.S.C., Section 1712. Member acknowledges the memorandum (**Attachment 13**). File in the Relocation Folder and UPRG.

**2.8. Health Care Coverage.** Counsel members on medical coverage per AFI 36-3007, *Voluntary Private Health Insurance Conversion* and AFI 41-115, *Medical Programs and Benefits*. Assist those desiring information or an application. After completion of counseling, forward a copy of the application's transmittal letter to the local FSO.

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

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

**2.11. AF Form 538, Personal Clothing and Equipment Record.** Verify completion of AF Form 538 or certificate in lieu of, and file 1 copy each in UPRG and relocation folder.

**2.12. Discharge Review Procedures.** Brief members who receive less than an honorable discharge on discharge review procedures and provide application forms per AFI 36-3202.

**2.13. Recognizing Members Being Retired.** When members have an approved retirement, determine their preferences for a ceremony during the initial preparation interview. Relay the decision to the unit commander for appropriate arrangements. For members assigned overseas, normally conduct the ceremony before the member returns to the CONUS.

**2.14. Retired Regular and Retired Reserve Status.** Provide members retiring from active duty or reserves a copy of the General Information Pertaining to Retired Regular and Retired Reserve Status (**Attachment 14**).

**2.15. Promotion Eligibility.** When an officer is separating and will reenter the USAF in enlisted status, notify the Career Enhancement Element to counsel the member on the Weighted Airman Promotion System (WAPS).

**2.16. Departure Notification.** Refer to paragraph 1.4.3. for requirement to notify base agencies of personnel retiring or separating.

**2.17. Notification of Short Notice Separations or Retirements.** On short notice separations or retirements, require the member to personally out-process (attachment 15). If unable to do so, (i.e., patients or prisoners), the unit will appoint a proxy. Reflect members relocated on short notice on the departure noti-

fication listing even if the next listing is published after the actual departure date. Notify the FSO within 1 workday after initiating involuntary or prior to ETS separation or retirement.

2.17.1. Imminent Death Retirement Processing. MPF Chief designates in writing a representative who is most knowledgeable on imminent death entitlements and procedures. The representative briefs the member and next-of-kin on entitlements, procedures, financial matters, and provides assurance that retirement is the best possible course of action. Establish a direct line of communication with the Physical Evaluation Board Liaison Officer (PEBLO) at the base medical facility Patient Administration or Hospital Services Unit. The PEBLO or PEBLO representative will be your initial link to the member and the family, and will provide you with details regarding the nature of illness or injury, medical narrative summaries, medical board actions, etc. Use attachment 16 for further guidance.

**2.18. Notification to Continental United States (CONUS) Base.** Notify the CONUS separation base by message (includes minimize) or Defense Data Network (DDN) Headquarters Air Force (HAF) Message In (MSGIN) at least 5 days prior to departure or as soon as flight information is known. Include the name, grade, SSN, character of discharge, authority for discharge, and flight information for separatees or retirees returning to the CONUS for separation processing. Send the relocation notification to the closest MPF to member's Home of Record (HOR) if member is going on appellate review leave.

**2.19. Final Separation Interview.** Return the member for a final out-processing interview after actions on the AF Form 907 are complete. Conduct the 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 on the workday before authorized travel begins. During the interview:

2.19.1. AF Form 907. Review the AF Form 907 to confirm all required items are complete.

2.19.2. Relocation Folders. Review the retirement or separation relocation folder to verify replies from agencies are on file.

2.19.3. Retired Pay. Prepare and dispatch the AF Form 728, **Transmittal of Retired Pay Package**, and file a copy in the UPRG (for retirement relocation only).

2.19.4. Identification Requirements. Retrieve **Attachment 11** from the member, endorsed by the Customer Service Element, certifying identification requirements have been met.

2.19.5. Signature Requirements. Advise the member concerning subjects listed on AF Form 907, section IV.

2.19.6. Personal Copies. Provide the member personal copies of all documents.

**2.20. Disposition of Field Record Group.**

2.20.1. Dispose of personnel records per AFI 36-2608 and complete AF Form 330 for each separating member. Suspend any outstanding documents needed for disposition of the FRGp. Forms identified by an asterisk apply only in some cases. Ensure the following documents are accounted for and part of the FRGp:

- DD Form 214, Copy 2.
- Copy of VA Form 21-526.\*
- DD Form 803.\*

- Two copies of orders and amendments, if applicable.
- Letter, Health Care Election for Separation (with attachment, if appropriate).\*
- Medical records and dental records, or certificates in lieu of original SF 88 and SF 93, or physical examination declination, or review letter accomplished at separation. If 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 members DOS. Send an AF Form 330 with a copy of DD Form 214 (part 3) and an explanation as to why the health records were not included. MTFs are responsible for suspending and eventually forwarding all health records and loose medical documents to the VA that were not provided to the MPF within 5 workdays after the member's DOS. Forward health record groups of members who are not filing a claim or are in Palace Chase/Front status to: Department of Veterans Affairs, Service Medical Records Center, 4800 Goodfellow Boulevard, St Louis MO 63120.
- A case file for those airmen approved for original voluntary or involuntary separation.\*
- Records Review RIP produced within 30 days of member's departure.
- Copy of the memorandum directing placement on appellate review leave for members being returned to the base nearest their home.\*
- Copy of courts-martial orders for members being returned to base nearest their home for appellate review.\*
- Copy of SBP election.\*
- For members of the ANG and AFR leaving a statutory tour of active duty under Title 10, U.S.C., Sections 265, 678, 3040, 8021h, 8038, or Title 32 U.S.C., Section 708, include the Statutory Tour RIP generated for the end of the active duty tour, plus the Statutory Tour RIP generated when the member left the ANG or USAFR, if available.\*
- AF Form 2587.
- DD Form 93 and SGLV Form 8286.
- Dental Counseling Statement.
- Transition Preseparation Counseling Letter.
- Individual Ready Reserve Statement conditional for Separation Pay.\*
- DD Form 2648, **Preseparation Counseling Checklist.**
- AF Form 3566, **Individual Ready Reserve Agreement.\***
- AF Form 330, **Records Transmittal Request.**

2.20.2. Personnel Relocation Folder. Include the following documents in the Personnel Relocation Folder and maintain and dispose per AFI 37-139. Forms identified by an asterisk apply only in some cases.

- AF Form 330, photocopy.
- AF Form 907.
- DD Form 214, Copy 7.
- DD Form 214, WS.
- Two copies of orders and amendments to include court-martial orders, if applicable.

- ID Card Letter (**Attachment 12**).\*
- AF Form 988, photocopy.\*
- Relocation Letter (**Attachment 2**).
- Transition Preseparation Counseling Memorandum.
- AF Form 538.
- DD Form 93 and SGLV Form 8286.
- Medical Clearance Letter (**Attachment 8**).
- Survivor Benefit Plan (SBP) package.\*
- VA Dental Clearance Letter (**Attachment 13**).
- Case File for those airmen approved for voluntary or involuntary Separation.\*
- DD Form 2648, photocopy.\*
- Individual Ready Reserve Statement conditional for separation Pay.\*
- AF Form 3566.\*
- Short Notice Out-processing Checklist (**Attachment 14**).\*

Include DD Form 2580 or confirmation memorandum from AFI 36-3022, **Attachment 3**.

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

2.20.4. AF Form 330. Annotate the AF Form 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 per 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*.

## Chapter 3

### IN-PROCESSING REQUIREMENTS

**3.1. General Overview.** This chapter outlines procedures for in-processing designed to minimize inconvenience to the member.

**3.2. In-Processing Actions.** The gaining MPF Personnel Employment Element will:

3.2.1. Clearance File. Create a monthly clearance file for incoming members. The sequence of this file is optional and will contain special orders, FRGps, Initial Duty Assignment (IDA) Worksheets, etc. Dispose of this file according to AFMAN 37-139.

3.2.2. PCS Order. Certify PCS arrival by noting the date and time arrived station on the AF Form 899 (endorsed travel order). If the departure date is missing, start a new certification on a copy of the member's PCS orders, witness the endorsed order, 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.

3.2.3. FRGP Inventory. Inventory the FRGp and relocation documents against the enclosed AF Form 330 and distribute the FRGp per AFI 36-2608.

- Passports. Retrieve all no fee passports from overseas returnees upon inprocessing. Provide passports to the passport agent.

3.2.4. Processing Discrepancies. 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 the losing MAJCOM/DPX. Dispatch processing discrepancy reports after the date specified on the AF Form 330 plus reasonable mailing time from the losing MPF.

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

3.2.4.2. The losing MPF Chief will respond to subsequent requests within 1 workday.

3.2.5. AF Form 330. Use the AF Form 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 special order effecting the reassignment per AFI 36-2608. Send an information copy to the losing MAJCOM/DPX only when you need assistance to resolve a discrepancy that the losing and gaining MPFs cannot clear.

3.2.5.1. MPF Chief Responsibilities. The losing MPF Chief must reply within 3 workdays.

3.2.6. Active Duty Service Commitments (ADSC). Thoroughly review the FRGp to ensure it contains appropriate ADSC counseling statements for unexpired or projected Active Duty Service Commitment Dates (ADSCD). If the required documentation is not on file, action must be initiated according to AFI 36-2107, *Active Duty Service Commitments*.

3.2.7. The Gaining Unit Responsibilities:

- 3.2.7.1. Base Housing Counseling. Instruct members to report to the base Housing or Billeting Office.
- 3.2.7.2. Customer Service Counseling. Instruct members with dependents to report to the Customer Service Element for DEERS, TRICARE and FMDP verification and counseling.
- 3.2.7.3. Locator Information. Instruct members to update their locator information either at the unit or the Customer Service Element.
- 3.2.7.4. Personal Services. Inform members of the personal services available by giving them an information memorandum at **Attachment 17**.
- 3.2.7.5. Financial Support. Inform members that the FSO, Military Pay and Travel Pay, completes pay transactions related to their relocation.
- 3.2.7.6. Social Actions. Assist Social Actions Office in scheduling drug and alcohol and human relations training.

## 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.

**4.2. Personnel Relocation Element Responsibilities.** PRE will ensure TDY selectees complete relocation processing, and verify members meet course prerequisites. Course commandants can return members to their home station at unit expense if they do not meet course prerequisites.

#### **4.3. TDY Relocation Preparation Actions:**

4.3.1. Relocation Folder. Create a 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 in these folders and dispose of them per AFMAN 37-139.

4.3.1.1. Selection or nomination RIP, message, or letter.

4.3.1.2. TDY orders.

4.3.1.3. AF Form 907 (one for each individual, if using class project folder).

4.3.1.4. Notification letters to agencies outside the MPF.

4.3.2. 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 medical facility endorses the memorandum and returns it to the MPF. Stop further processing until you receive the endorsed memorandum. Do not 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 Form 1042, **Medical Recommendation for Flying or Special Operational Duty**, to the medical clearance memorandum. **NOTE:** Members handcarry medical records on TDY requiring Personnel Reliability Program (PRP) certification.

4.3.3. TDY Documentation. Use AF Form 907 to document TDY relocation actions required before the member's departure.

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 per AFI 36-2107. **EXAMPLE:** Medical service officers will not be counseled by the MPF for education or training events listed in AFI 36-2107, tables 1.3 and 1.10.

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 to complete special requirements, i.e., driver 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 Unit (IEU). For those going to aircrew or survival training, prepare a letter requesting clothing and equipment from the Individual Equipment Unit (IEU). Attach 2 copies of the applicable clothing and equipment table in AFCAT 36-2223. Have the member hand-carry the memorandum to the IEU within 3 duty days of TDY notification. If items are not available, the member returns a statement of nonavailability and an endorsed copy of the proper table from AFI 36-2663. File these documents in the relocation preparation folder, but provide the member duplicate copies to hand-carry to the TDY location for equipment issue.

4.3.9. TDY Orders. Prepare TDY special orders as soon as possible after all relocation prerequisites are complete.

4.3.10. Flight Information. Advise the member to request flight reservations per AFI 24-101 for travel.

4.3.11. Duty and Travel Restrictions. For TDYs overseas, instruct members to report to the Orderly Room for duty and travel restriction determination. The Orderly Room annotates the Relocation Instruction Letter 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 ASAP.

4.3.14. Identification Requirements. Verify the validity and currency of the member's DD Form 2AF/ACT ID card and any other special identification required. If the ID card expires on the TDY, send the member to the MPF Customer Service Element prior to final out-processing.

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

4.4.1. Required items on AF Form 907 are done.

4.4.2. Letters sent to action agencies are answered.

4.4.3. Member has required identification.

4.4.4. Member is advised of subjects listed in AF Form 907, section IV.

4.4.5. WAPS Test Counseling. (MPF Career Enhancement Element will forward copy of the AF Form 1566 on eligible members to the TDY MPF per AFI 36-2605, *Air Force Military Personnel Testing System*, if the TDY extends into the promotion testing cycle.)

## Chapter 5

### PROCEDURES FOR PROCESSING INDIVIDUAL MEMBERS OF THE AIR NATIONAL GUARD, UNITED STATES AIR FORCE RESERVE, 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 per AFI 10-402, *Mobilization Planning*.

**5.2. Required Actions .** PRE and 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 or Temporary Disability Retired List (TDRL), the enlisting MPF publishes orders in accordance with AFI 36-2002, *Enlistment in the United States Air Force*. Use AF Form 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 per 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., Sections 10211, 12310, 10305, 8038, or Title 32, U.S.C., Section 708, the losing MPF or Consolidated Reserve Personnel Office (CRPO) 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), per AFI 36-2608 (formerly AFR 35-44).

5.2.4. Identification Cards. Verify member and family members possess valid identification cards per AFI 36-3001, *Issuing and Controlling ID Cards*.

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 Police 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 PDS.

5.2.6.2. Reserve member. Security data is also in PDS 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 Police to request recertification. Otherwise, request a new investigation.

5.2.7. Officer's Certificate of Statement of Service. Prepare and distribute the AF Form 1299, **Officer's Certificate of Statement of Service**, in accordance with AFI 36-2608 (formerly AFR 35-44) and AFMAN 36-2622.

**5.3. Classification Interview.** Conduct an individual classification interview to verify currency or validity of any awarded AFSC, per AFI 36-2101, *Military Personnel Classification*.

**5.4. Clothing Requirements.** Instruct enlisted personnel to use AFI 23-101 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 DD Form 93 and SGLV Form 8286 per AFI 36-3104.

## Chapter 6

### ANG AND USAFR 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 USAFR units.

**6.2. Receiving Members.** Personnel Employment 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 20**). For USAFR members, the Chief of Customer Service monitors the sponsorship program. For ANG members, ANG Officer Assignments obtains sponsors from the member's unit per local directives. The member's sponsor should, if possible, accompany the member to MPF in-processing.

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

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

**6.5. 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.

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

**6.7. Personal Responsibilities.** Brief the member on the services available and personal responsibilities. Use either the USAFR Incoming Processing Information and Instructions (**Attachment 20**) or the USAFR Relocation or Separation Preparation Instructions (**Attachment 21**).

**6.8. Field Record Group (FRGp) Procurement, Inventory, and Distribution.** Procure, inventory, and distribute the FRGp as follows:

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

6.8.1.1. For USAFR units, the PRE processes members departing for BMT. For ANG units:

- The PRE processes members transferring to another Guard unit.
- The Human Resources Office processes ANG members entering or leaving active, Guard, or Reserve (AGR) assignments.
- The Career Enhancement or Relocation Element processes ANG members departing for BMT.

6.8.2. AF Form 330. Use AF Form 330 to inventory FRGp and relocation documents. Account for required documents before dispatching.

6.8.2.1. Documents. Identify missing documents and approximate mailing date on AF Form 330.

6.8.2.2. Suspenses. Suspend missing components and documents for receipt.

6.8.2.3. FRGP Inventory. The gaining Personnel Employment Element will inventory FRGP and relocation documents against the AF Form 330 upon receipt. Refer to **Chapter 3**.

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

**6.9. USAFR Reporting Relocation Preparation Processing Discrepancies.** The Personnel Employment Element screens the FRGP upon receipt for missing documents against the AF Form 330 and the USAFR In-processing Checklist (**Attachment 22**). If any document is missing or incomplete, notify the losing MPF by message. Annotate whether the discrepancy prohibited the member from going to work or created a personal hardship. Include the individual's name, SSN, grade, order number, and date of discrepancy.

6.9.1. Information Copies. Send information copies to the member's losing Active Duty MAJCOM as well as the Field Activities Management Division (HQ AFRES/DPS).

6.9.2. Replies. The losing Relocation Element replies to the gaining MPF within 3 workdays on all first-time reported discrepancies. Furnish a copy of the reply to each information addressee reflected on the original message. Categorize discrepancies as either "processing" or "other." Attach a copy of the special order to the original request for a missing document of the FRGP effecting the reassignment to AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs*.

6.9.3. Discrepancies. Send an information copy to the losing MAJCOM Field Activities Division when requesting assistance to resolve a discrepancy that the losing and gaining MPFs cannot resolve. The losing MPF Chief or Chief, Personnel Relocation and Employment, will reply within 3 workdays.

**6.10. In-Processing PALACE CHASE Personnel.** When in-processing PALACE CHASE personnel, the PRE determines if the member's MSO covers the PALACE CHASE contract. If enlistment into the USAFR is required, send the member to the Career Enhancement Element for counseling. The Career Enhancement Element also reviews AF Form 100, verifying items in AFI 36-3205, *Reserve Forces Procurement--PALACE CHASE*. Take immediate action to amend orders to include missing items.

6.10.1. Submit the following documents to HQ ARPC/DSMP, 6760 E. Irvington Place, Denver CO 80280-5000, not later than 15 calendar days after assignment or enlistment into the USAFR:

- Unit Personnel Record Group.
- AF Form 2631, **PALACE CHASE Statement of Understanding/Contract.**
- AF Form 100, **Request and Authorization for Separation.**
- Standard Form 88, **Report of Medical Examination.**
- Standard Form 93, **Report of Medical History.**
- Copy of Active Duty DD Form 4-3, **Enlistment/Reenlistment Document - Armed Forces of the United States.**
- DD Form 4.
- DD form 214.

**6.11. Relocation Folder.** The PRE prepares and maintains relocation folders for USAFR members departing PCS, separating, retiring, and TDY over 30 days. Dispose of documents per AFMAN 37-139. The relocation folder will contain the following:

- 6.11.1. Special Orders and amendments.
- 6.11.2. Copy of DD Form 93 (applies only to members departing for BMT, PCS, separating, or retiring).
- 6.11.3. AF Form 330.
- 6.11.4. Processing Checklist.
- 6.11.5. Miscellaneous documents prescribed in other governing directives.

**6.12. DD Form 1172, Application For Uniformed Services Identification Card DEERS Enrollment.** Process members for entry into active duty for training (ADT) or initial active duty for training (IADT) as follows:

- 6.12.1. Tell 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.
- 6.12.2. Instruct on obtaining ID cards for dependents.
- 6.12.3. Counsel on responsibility to turn in dependent's DD Form 1173, **Uniformed Services Identification and Privilege Card**, and member's DD Form 2AF upon termination of ADT or IADT status.

**6.13. Counseling on IADT (BMT) and Prior Service Personnel For Active Duty Training (ADT) Reporting Requirements.** Inform 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.

- 6.13.1. Quality Control. Use the IADT (BMT) Quality Control Processing Checklist (**Attachment 23**) and Prior Service Processing Checklist (**Attachment 24**) for their intended purposes.
  - 6.13.1.1. Nonprior Service Personnel. For nonprior 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 sample order at **Attachment 25**, Instructions and Example for Preparation of AFRES Form 96.
  - 6.13.1.2. Prior Service Personnel. For prior service personnel, use Prior Service Processing Checklist (**Attachment 23**). Complete checklist, give a copy to the member and retain the original in the relocation folder.
  - 6.13.1.3. Final Review. The MPF Chief or Chief, Personnel Relocations, reviews the checklists and initials them prior to the member's departure.

**6.14. Incoming Records Review.** The Customer Service Element schedules and conducts the incoming records review in accordance with AFI 36-2608.

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

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

**6.17. 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 relocations. Notification includes instructions for routing FRGp projected departure, separation, or retirement date; and the date records must arrive at the MPF.

**6.18. Identification Tags.** The PRE ensures members have identification tags.

**6.19. AF Form 657, Personal Clothing Records--Female Airman and AF Form 658, Personal Clothing Record--Male Airman.** 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 26**) to ensure member processes through IEU.

**6.20. Final Out-Processing.** Before member's departure, the work center ensures member completes all actions by reviewing the ANG/USAFR out-processing checklist (**Attachment 26**). **NOTE:** AF Form 907 does not apply to the Air Force Reserve. Ensure that FRGp documents are listed on the AF Form 330.

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

If OPR is		RULE		
		1	2	3
<b>A</b>	Personnel Relocation	Yes		
<b>B</b>	Career Enhancements		Yes	
<b>C</b>	Unit of Assignment			Yes
<b>then</b>				
<b>D</b>	requests Reserve orders and requests advance copies when short notice.	X		
<b>E</b>	schedules member for out-processing.	X		
<b>F</b>	ensures receipt of FRGp components per AFI 36-2608 (formerly AFR 35-44); forwards to the gaining MPF.	X		
<b>G</b>	determines requirements for OPR; reviews flight status.		X	
<b>H</b>	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

**NOTES:**

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 that legal action is possible.

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

		RULE				
If a member is ordered from home station for 30 or more days		1	2	3	4	5
<b>A</b>	Customer Service	Yes				
<b>B</b>	Personnel Relocation		Yes			
<b>C</b>	Career Enhancement			Yes		
<b>D</b>	Unit of Assignment				Yes	
<b>E</b>	Personnel Employment					Yes
<b>then</b>						
<b>F</b>	prepares IADT orders (certify leave is authorized in orders when holiday falls between BMT and Tech School); provides copies of IADT orders to DPMU/MSPU.		X			
<b>G</b>	schedules member for out-processing.		X			
<b>H</b>	updates PDS with appropriate duty status information.					X
<b>I</b>	utilizes AF Form 330 as check list and ensures receipt of FRGp components for forwarding.		X			
<b>J</b>	verifies completion of OPR or EPR when required.			X		
<b>K</b>	instructs member to hand-carry AF Form 846, AF Form 623, and Flight Records, as applicable, and to accomplish personal responsibilities before departure.				X	X
<b>L</b>	verifies member and dependents are enrolled in DEERS, if eligible. Verify disenrollment, if applicable.	X				
<b>M</b>	prepares and maintains relocation folders for USAFR members departing for 30 days or more according to paragraph 6-11 (See note.).		X			
<b>N</b>	provides member with name and office phone of the Chief, Customer Service, to be used as the point of contact for any problems encountered during TDY.		X			
<b>O</b>	verifies the member has a complete and authenticated DD Form 1172 when departing for tours of Armed Forces duty of 31 days or more. The following statement will be placed in the remarks section of the DD Form 1172: "The active duty Identification Card (Green Card) will be issued by Pass and Identification Section at the Technical Training Center on the effective date of the member's tour of active duty."		X			
<b>P</b>	makes sure Entrance National Agency Check processing was accomplished as prescribed by AFRESR 33-1 and AFI 31-501.	X				

		RULE				
<b>If a member is ordered from home station for 30 or more days</b>		1	2	3	4	5
<b>Q</b>	ensures requirements of AFI 36-2202 are satisfied.				X	X

**NOTE:**

Each OPR updates PDS data on NPS personnel enlisting into USAFR before member's departure for IADT.

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

		RULE					
<b>If the newly assigned member arrives for in-processing</b>		1	2	3	4	5	6
<b>A</b>	Personnel Employment	Yes					
<b>B</b>	Career Enhancement		Yes				
<b>C</b>	Customer Service			Yes			
<b>D</b>	Base Training				Yes		
<b>E</b>	Unit of Assignment					Yes	
<b>F</b>	Personnel Readiness						Yes
<b>then</b>							
<b>G</b>	schedules member by mail for in processing. (See note 2.)					X	X
<b>H</b>	accomplishes classification interview.	X					
<b>I</b>	issues identification tags as required per AFI 36-3103. (See note 3.)	X					
<b>then</b>							
<b>J</b>	accomplishes VA Form 8286, AF Form 512, and provides handouts as required; performs personal affairs counseling as applicable; schedules and conducts records review per AFI 36-2608; notifies unit commander per AFI 36-2908 as required; verifies member's eligible dependents are pre-enrolled in DEERS.			X			
<b>K</b>	verifies members have passport or made application for passport, if required.	X					
<b>L</b>	verifies OPR/EPR data or requirement, flying status, promotion data, service dates, reenlistment requirement.		X				
<b>M</b>	reviews member's training status and verifies AF Form 623.				X		
<b>N</b>	certifies receipt and creation of AF Form 623 and entry of individual into training; provides sponsor; and suspenses for career counseling.					X	
<b>O</b>	prepares required documents for creation of UPRG. (See note 4).			X			

If the newly assigned member arrives for in-processing		RULE					
		1	2	3	4	5	6
<b>P</b>	screens records to ensure receipt of all required FRGp documents per AFI 36-2608. (See note 5).	X					
<b>Q</b>	instructs rated personnel and airmen assigned to flying duties to process through HOSM.					X	

**NOTES:**

1. This table not applicable to ANG. Newly assigned ANG members process per NGR(AF) 39-09.
2. If member fails to report for in-processing refer case to Personnel Relocations for action in accordance with AFI 36-2115.
3. Personnel Readiness will issue identification tags. USAFR GSUs procure from host base.
4. After creation of FRGp and Enlistment into USAFR, direct member to Personnel Employment 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.**

If member is being separated, discharged, or retired		RULE	
		1	2
<b>A</b>	Personnel Relocation	Yes	
<b>B</b>	Unit of Assignment		Yes
<b>then</b>			
<b>C</b>	projects separation, discharge, or retirement into PDS and schedules member for out processing.	X	
<b>D</b>	requests Reserve orders.	X	
<b>E</b>	verifies required identification cards or applications are issued prior to departure.	X	
<b>F</b>	verifies receipt and shipment of FRGp documents per AFI 36-3104.	X	
<b>G</b>	schedules and conducts separation, discharge, or retirement interview and counseling required by AFI 36-3104.	X	
<b>H</b>	retrieves passports.		X
<b>I</b>	retrieves restricted area badge; security debriefs if applicable; instructs member to process through Flight Records Section/Form 5, if applicable; presents AF Form 623 to member; retrieves tool issue, flight gear, and/or other accountable equipment issued (see note).		X
<b>J</b>	verifies reserve orders state that 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 that 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 Police, unit commanders, and the Military Personnel Flight. AFI 31-205, *Air Force Corrections Program*, provides guidance for Security Police and unit commanders. Assignments are per AFI 31-205. Assignments upon release from prisoner status are per AFI 36-2110 only if not assigned to original duty station. **NOTE:** Prisoners do not accrue PCS entitlements.

#### 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. This includes handcarrying special orders through coordination and reproduction and gathering FRGp documents.

7.2.2. HQ AFSPA, Kirtland AFB, New Mexico. Provides assignment action numbers and relocation instructions to base agencies involved with relocating sentenced prisoners to facilities within HQ AFSPA jurisdiction.

7.2.3. The MPF Personnel Relocation 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/DPAIP.

7.2.3.2. Departure Listing. Include sentenced prisoners on the departure notification listing (see chapter 1).

7.2.3.3. Relocation Folder. Prepare a folder for documents pertinent to the assignment. Dispose of folder contents per AFMAN 37-139.

7.2.3.4. Special Orders. Prepare per attachment 5 as soon as possible after receipt of assignment instructions.

7.2.3.5. AF Form 973. Prepare AF Form 937, **Request and Authorization for Dependents Travel**, when the JTFR 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 requirements (ID). Verify ID requirements using AFI 36-3001 are met. If the members have dependents ensure you retrieve their DD Forms 1173. Direct dependents to the Customer Service Element for reissue.

7.2.3.8. Relocation Processing. Provide the prisoner (or appointed representative) a copy of the Relocation Processing (Transfer of Sentenced Prisoners) letter (**Attachment 27**).

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.

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 per paragraph 1.7.3.4. Verify with Customer Service Element that required documents are filed in the UPRG. Include applicable AF Forms 2098, **Duty Status Change**, and AF Form 1359, **Report of Results 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 handcarries medical and dental records to the confinement facility.

- For prisoners transferred to HQ AFSPA, mail the UPRG to HQ AFSPA/SPCI, 8201 H Avenue SE, Kirtland AFB NM 87117-5664, when the prisoner departs.
- For prisoners transferred to other confinement facilities, send the UPRG to that servicing MPF.

7.2.3.13. TMO Counseling. Refer the member and dependents to TMO for counseling and determination of entitlement to dependent travel and shipment of household goods. Dependents may have entitlements to movement per the JFTR (see paragraph U5240), incident to member's confinement. Use AF Form 899 to request movement of dependents when they will travel

concurrently with the member's transfer. Use AF Form 937 to authorize dependent travel before or after the member travels in accordance with the JFTR.

- Brief prisoners without dependents they cannot ship or store personal property and household goods at government expense.
- Brief prisoners with dependents they may ship household goods per AFI 24-101 and the JFTR, paragraph U5370J.

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

7.2.4. Depending on destination, either MPF Personnel Employment Element or HQ AFSPA/SPCI 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 PDS level files in accordance with AFMAN 36-2622 (formerly AFM 30-130, volume 1).

### **7.3. Forms Prescribed.**

AF Form 100, **Request and Authorization for Separation**

AF Form 899, **Request for Authorization for Permanent Change of Station - Military**

AF Form 907, **Relocation Preparation Checklist**

AF Form 3566, **Individual Ready Reserve Agreement**

VA Form 21-526, **Veterans' Application for Compensation or Pension**

VA Form 29-336, **Designation of Beneficiary**

VA Form 29-0152, **Application for Conversion (Government Life Insurance)**

VA Form 29-4364, **Application for Service, Disabled Veterans' Life Insurance**

MICHAEL D. McGINTY, Lt General, USAF  
DCS/Personnel

**Attachment 1****GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

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

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

Public Law 101-510, Section 1143a

***Abbreviations and Acronyms***

**AAC**—assignment availability code

**AAN**—Assignment Action Number

**ADSC**—active duty service commitment

**AFQC**—Air Force Qualification Course

**AFSC**—Air Force Specialty Code

**ANG**—Air National Guard

**APOE**—aerial port of embarkation

**ARPC**—Air Reserve Personnel Center

**BLMPS**—base level military personnel system

**BMT**—basic military training

**BTZ**—below-the-zone

**CATM**—Combat Arms Training and Maintenance

**CCTVL**—concurrent travel

**CONUS**—continental United States

**DDP**—Dependent Dental Plan

**DEERS**—Defense Enrollment Eligibility Reporting System

**DFAS**—Defense Finance and Accounting Service

**DLM**—Designated Location Move

**DOS**—date of separation

**EAD**—Extended Active Duty

**EFMP**—Exceptional Family Member Program

**EPR**—enlisted performance report

**FRGp**—field record group

**FSO**—Financial Service Office

**GSU**—geographically separated unit  
**HIV**—human immunodeficiency virus  
**HOR**—Home of Record  
**HRE**—Human Relations Education  
**IDA**—Identification Data  
**IADT**—Initial Active Duty Tour  
**IEU**—Individual Equipment Unit  
**IRR**—Individual Ready Reserve  
**ISLRS**—Inactive Status List Reserve Section  
**JFTR**—Joint Federal Travel Regulation  
**JUMPS**—Joint Uniform Military Pay System  
**LOE**—Letter of Evaluation  
**MAJCOM**—major command  
**MEDEVAC**—medically evacuated  
**MPF**—Military Personnel Flight  
**NATO**—North Atlantic Treaty Organization  
**NLT**—not later than  
**NPS**—Non-prior Service  
**ODSD**—overseas duty selection date  
**OPR**—officer performance report  
**ORS**—Obligated Reserve Section  
**OTG**—Officer Training Group  
**PCS**—permanent change of station  
**PDD**—projected departure date  
**PDS**—personnel data system  
**PETS**—prior to expiration of term of service  
**POE**—Place of Enlistment  
**POV**—privately owned vehicle  
**PPC**—Personnel Processing Codes  
**PRE**—Personnel Relocation Element  
**PTI**—personnel transaction identifier  
**RIP**—report on individual personnel

**SBP**—survivor benefit plan

**SPA**—Satellite Personnel Activity

**SSN**—Social Security Number

**STRD**—short tour return date

**TDY**—temporary duty

**TMO**—traffic management office

**TTG**—technical training graduate

**TTI**—transitory transaction identifier

**UPRGp**—unit personnel record group

**VA**—Veteran’s Administration

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

**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 entitlements explained, required documentation accurately completed, and personal affairs in order.

**Temporary Duty (TDY)**—Work or training away from home station; usually 30 or more consecutive days when attending formal flying, missile, or special training courses.

**Travel Mode**—Type of TDY travel; that is, TDY enroute, TDY and return, PCS to PCS then TDY, etc.

**Attachment 2****SAMPLE  
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: Relocation Processing

1. (Grade, Name, SSN) is being processed for (separation) (retirement) (PCS) to (base and location) with scheduled departure during (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 PRE not later than (date). For short notice separations (AFIs 36-3207 and 36-3208), the unit commander must verify the member has completed all out-processing requirements.

## a. Weapons Training:

( ) AFIs 36-2110 and 36-2226, require current weapons qualification for certain overseas assignments before the individual departs for the new duty station. The member must complete the (Air Force Qualification Course or Security Police Course) for the (M-16/M-9) (.38/M-15) or (M-9 and M-15) within (number of days) of departure.

**NOTE:** Schedule personnel to complete this training at least 60 days before their projected departure date. Group "B" personnel who achieve expert qualification are exempt from overseas weapons requalification provided the qualification period covers the complete length of the short tour or at least 12 months of a long tour. Length of qualification is 24 months for the M-16 rifle and 36 months for the .38 caliber revolver. The unit training monitor will annotate the AF Form 522, USAF Ground Weapons Training Data, to indicate the member is exempt from small arms training because of the expert rating and include the expiration date of the exemption.

Action Completed:

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

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

b. According to DoDD 5200.1-R/AFI 105-1101, 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 DoDD 5200.2-R/AFI 131-501).

(2) NATO Secret and above (see AFI 131-402).

(3) CNWDI (see DoDD 5200.1-R/AFI 110-1101).

(4) SCI (see USAFINTEL 201-1).

( ) DoD Directive 5200.1-R/AFI 110-1101 requires all personnel separating or retiring from military service to complete AF Form 2587, Security Termination Statement. Forward the completed form to this office before member departs.

c. Duty and Travel Restrictions.

( ) Turn in restricted area badges.

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

( ) Duty and travel restrictions were not incurred.

d. Clothing Requirements, Showdown, and Certification:

(1) Reassignment is to:

( ) CONUS to overseas.

( ) Overseas to overseas.

( ) Overseas to CONUS.

(2) Member is being:

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

( ) Administratively Separated. See Title 10, U.S.C., Section 771a(b). Reference AFM 67-1, volume 1, part 3, chapter 2, paragraph 79a, 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 Form 658, Personal Clothing Record--Male Airmen (Air Force Reserve and Air National Guard)

\_\_\_\_AF Form 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 per AFM 67-1, volume 1, part 3, chapter 2, paragraph 79.

( ) No action required.

e. AFI 40-502, Air Force Weight Management Program:

The program managers will weigh member, and if appropriate, measure for body fat prior to PCS departure. If the member is on the WMP, the losing unit commander provides the case file and AF Form 393, Individual Record For Weight Management and Fitness Improvement Training Programs, to the gaining

unit commander. If the member has a body fat standard adjustment waiver, the losing unit will provide the approval documentation to the gaining unit commander.

Action Completed:

( ) Member's weight/body fat measurement was on (date). Member (is) (is not) within weight standards.

( ) Member (is) (is not) in the WMP. If applicable, this unit kept a copy of the AF Form 393 and mailed and the WMP case file including the signed AF Form 393 to the gaining unit on (date).

f. AFI 36-2908, Dependents Care Responsibilities.:

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 on AF Form 357, Dependent 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. Attached is AF Form 357.

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

Nonmedical 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 facility for help in getting the individual enrolled in a SABC program (AFR 50-20).

( ) Member completed Self-Aid Buddy Care training on (date).

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

h. Retrieval of Government Charge Card (Unit Program Manager).

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

\_\_\_\_\_  
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  
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, Country). Responsible gaining MAJCOM/SG is (MAJCOM/SG). This is a remote/geographically separated unit (GSU)/N/A (circle one). The member has a projected departure date of (DDMMYY) with a RNLTD of (DDM-MYY). Member's projected AFSC is (~~AFSC mbr was selected for the asgmt~~).

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. Please take immediate action to cancel/delay the assignment. The following information is provided to support the request for assignment cancellation/delay: \_\_\_\_\_

(signature)  
(typed name, grade, USAF)  
(MTF or dental representative title)

**Attachment 4****SAMPLE  
INDIVIDUAL'S PCS RELOCATION INSTRUCTIONS AND  
INFORMATION MEMORANDUM**

MEMORANDUM FOR MEMBER - GRADE, NAME, SSN

(date)

FROM: (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 by the least-cost mode, TDY en route or TDY and return or PCS if applicable. If travel mode causes undue hardship, submit waiver request.

( ) b. Flight Reservations. The 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 PRE at extension \_\_\_\_\_.

( ) 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 Systems and 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 that their identification credentials 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 that establishes dependency to the Customer Service Element in the MPF. If you are not sure about your dependents' enrollment, contact the Customer Service Element at extension \_\_\_\_\_.

( ) f. Military Pay. Your pay entitlements are 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, power of attorney, Red Cross, Air Force Aid, Leave, and Family Services.

( ) h. Unit Orderly Room. 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. Your orderly room will counsel and furnish you a memorandum if any duty and travel restrictions were incurred.

( ) i. Immunizations. To do these, go to the base medical facility located in (building), to begin your immunizations. Complete all immunizations before your departure. The MPF PRE has provided you with appropriate letters that you must return during 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 per AFI 36-2212 (if appropriate). If you are going TDY or TDY enroute 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 what 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 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 and AFR 67-1 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 OF 346/AF Form 2293 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 dependent travel, shipment and storage of household goods, mobile home, unaccompanied and excess baggage, tool kits, firearms, privately owned vehicles, 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 dislocation allowances for you and your family. If you are in doubt, check with your PRE. The exception to this policy is for EFMP or humanitarian reassignment. Waiver level is an 0-6.

( ) 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 mili-

tary 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. Entitlement for payment of more than two POCs (privately owned conveyances). Authorization must be according to the JFTR. If you think you will qualify for this, contact the MPF PRE for application procedures. When authorization for two or more POCs exist, mileage allowance in lieu of transportation (MALT) is paid according to 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 Form 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 that absence of needed medical care or education services does not cause a hardship for your family, identify these conditions (any conditions requiring regular or frequent or special medical care or special education or training) on the AF Form 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) Noncommand Sponsored. Relocating noncommand sponsored dependents is highly discouraged. Noncommand sponsored dependents are not normally authorized access to medical, educational, housing and commissary facilities, even if available. An AF Form 1466 for command sponsorship may be submitted at a later date.

( ) t. Dependent Care Responsibilities. Air Force members must make adequate dependent 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 make sure 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 ASAP. 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 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 DD Form 398, DoD Personnel Security Questionnaire (PSQ). You cannot depart PCS until final SCI access determination is made by the gaining MAJCOM.

(1) Therefore, 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.** If you require medical or dental care while en route, go to the nearest Uniformed Services Medical Treatment Facility. If you need treatment at a civilian facility, have the treatment bill mailed to the nearest Air Force Medical Treatment Facility. If you are hospitalized in a civilian facility, notify the nearest Air Force Medical Treatment Facility (Patient Affairs Office) as soon as possible.

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

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

(1) Overseas PCS. Family dental care overseas is on a space available basis ONLY. There are also cases when dental care will not be available from civilian sources at certain overseas locations. If your dependents are going to accompany you on this assignment, and they are enrolled in FMDP, we recommend you take advantage of your entitlements under the FMDP prior to moving overseas.

(a) If all of your dependents are accompanying you overseas, we encourage you to disenroll from the FMDP immediately on arrival at your overseas location. If some of your dependents are remaining in the 50 states, Puerto Rico or the US Virgin Islands, you may continue your enrollment in the FMDP if you desire. Disenrollment from the FMDP is strictly voluntary; it will not happen automatically.

(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 enroll in FMDP. If you are already participating in FMDP, your enrollment continues when you go PCS.

( ) ab. Self-procured travel. If you plan to make your own travel arrangements, consult with your TMO/SATO office immediately. Consulting with TMO/SATO will prevent possible loss of funds.

( ) 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. Programs and services available include: Air Force Aid Society loan and grant processing, a personal financial budget review, relocation assistance, family life education classes, spouse employment information, job skill preparation (resume writing, dressing for success, job interviewing techniques, etc.), transition assistance for personnel leaving the Air Force, and volunteer opportunities. The Relocation Assistance Program offers extensive up-to-date information about your new base and community. With a personal financial budget review, you will know more about the cost of living at your new base and the amount of rent or mortgage you can afford. Relocation professionals can help you smoothly settle into your new base and plan and prepare for your future moves.

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

## 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) Individual Equipment Unit. Turn in organization equipment (flying gear, field equipment, tools, other) unless required for en route training. Check with your relocations clerk for required items.

(2) Traffic Management Office. Schedule pick up and shipment of household goods and baggage. Obtain necessary transportation request (TR) and transportation authorization (TA).

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

(4) Pass and Identification. Turn in restricted area badges and check the expiration of ID cards.

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

(6) Library. Return books and publications.

(7) Officer, NCO and Airmen Open Messes. AFI 34-101 requires that members of open messes satisfy any indebtedness before departure.

(8) 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 Accounting and Finance Center when a bond allotment mailing address has changed.

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

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

(11) 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.

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

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

(14) 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 one (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.

(15) Suggestion Officer. If you have one pending, provide the suggestion officer with your forwarding address.

(16) 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.

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

(18) House Hunting. AFI 36-3003 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 Unit Orderly Room.

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

(20) 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.

(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 Credit Card Program. If you have a government credit card, you must process through your unit program manager prior to departure. You can either turn in the card or transfer the account. Your unit or base program managers can provide information and assistance.

(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 Form 55, to meet training documentation requirements outlined in AFI 91-302.

(24) TRICARE. The TRICARE enrollment or disenrollment process for military members is fairly straight forward. Prior to PCSing, you must disenroll yourself and dependents from TRICARE. Upon check in to their new duty station, active duty overseas returnees will be automatically enrolled. If family members desire to enroll, they must fill out an application at the nearest TRICARE Service Center. In some locations the service center will mail an application form to them. Refer TRICARE questions to the Health Benefit Advisor in your local MTF.

(25) Personal Protection Briefing. If you are relocating to an overseas (excluding Alaska and Hawaii) area, visit your local OSI to receive the personal protection briefing on anti-terrorism.

### 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

1. Servicing Military Pay For Your Assignment

(signature)

(typed name, grade, USAF)

**SERVICING MILITARY PAY FOR YOUR ASSIGNMENT**

## Part I. Your Financial Plan

1.1. The Financial Services Organization (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 (AF payroll direct deposit program) and your net pay is going to a bank, you should make sure you have an adequate supply of blank checks before departing the CONUS.

1.1.3.4. Entitlements. (Advance pay or travel pay.) Do I need assistance in determining what my entitlements to military pay and travel pay are before, during, and after, as a result of my transfer?

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) II. Do I need assistance in determining my entitlement to FSA on my next assignment?

1.1.4. If you plan to transport your dependent (step or adopted) children 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 Financial Services Organization not later than 5 workdays after your relocation processing review. **NOTE:** A favorable dependency determination for issue of identification cards, medical benefits, or basic allowance for quarters 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 Pay Service Control Unit 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. Forty-five days before your projected departure or DEROS date, contact the Pay Service and Control Unit at the Financial Services Organization 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 make sure 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 smoother 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 documentation to the FSO at your gaining base of the housing cost of your dependents in CONUS in order to expedite processing of your Variable Housing Allowance (VHA) entitlements on behalf of your dependents.

2.5.1. In addition, if you are going on an unaccompanied tour as a result of denied dependent travel due to medical reasons or you had a disapproved Join-Spouse Assignment with children involved, the Secretary of the Air Force may waive the provision that prohibits payment of FSA-II at an accompanied tour area. Request waiver immediately upon notification of denied dependent travel or disapproved Join-Spouse Assignment since payment cannot be made until authorized.

## Attachment 5

## INSTRUCTIONS FOR PREPARING AF FORM 899 (PCS)

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

**(PCS with/without PCA)(TED).** See AFMAN 36-2125, *Military Personnel Strength Accounting Methods* for computation.

**Item 3--(SAFSC/CAFSC).** Include Shipping AFSC for officers and Control AFSC for enlisted.

**Item 4--(Security Clearance).** Include the security clearance and investigative basis (type and date completed), as shown in 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, the RNLTD will appear in the reassignment instructions. In other cases, the assignment authority determines instructions according to AFR 35-40, table 2-3. For PCS graduates from Technical Training Centers assigned to CONUS organizations, include in Item 24: "Report to Comdr (new unit of assignment no later than (number of days) after graduation from (course designation))." Determine the "number of days" by adding authorized leave to the number of days travel time, plus 1 day for out-processing. Place this comment in Item 24 if this situation applies. Also, the following comment must appear in Item 5: "See Item 24." These instructions do not apply when fixed reporting dates are established, for example, undergraduate pilot training, TDY en route to new assignment, etc.

**Item 6--(Travel days authorized if traveling by privately owned conveyance.)** Compute per AFMAN 177-103.

**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 can't 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 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 1990, for course beginning 16 August 1990." 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 and or APO/FPO and zip code, if not classified. Comply with instructions in Item 9 for travel to or through a NATO country. 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 duty station of city and state, 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, and/or APO/FPO and zip code, if not classified. 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. On a PCS without PCA, include duty station if different from unit of assignment.

Examples for Items 8 and 9:

Item 8 - to	Item 9 - from
377 MSSQ (USAFE) (Ramstein AB GE) APO AE 09194 PCS Without PCA Asgn dy stn Dover AFB DE 19902	55 Strat Recon Wg (ACC) Offutt AFB NE 68113  66 MSSQ (USAFE) (Sembach AB GE) APO AE 09130

**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 total number of months the member will serve according to AFI 36-2110, *Assignments*.

**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 per AFI 36-3020:

A. "Concurrent travel is automatic," if appropriate.

B. "Concurrent travel is approved," if advance application approved by RIP, message, letter, or memorandum.

C. "Nonconcurrent travel is authorized in less than 20 weeks," if advanced application is disapproved and the anticipated wait for government or community housing is less than 20 weeks.

D. "Nonconcurrent travel is authorized in more than 20 weeks," if advance application is disapproved and the anticipated wait for government or community housing is more than 20 weeks.

E. "Travel is authorized to a designated place" if: (1) the member elects the "all others" tour and has an approved designated location (of dependents) move (DLM); (2) dependents are restricted at the member's overseas duty station and member elects to move dependents within the CONUS; 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.

**NOTES:**

1. When dependent travel is delayed up to 4 months at the election of the member per AFI 36-3020, include in Item 24 the dependent's flight reservations and reporting data, if available, and the statement: "Concurrent travel of dependents was authorized. Transportation of dependents is authorized up to 4 months beyond sponsor's reporting month." When dependents' 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 location) 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 AFI 36-3020 for automatic concurrent travel; the message granting authority for an advance application for concurrent travel, or the CCTVL RIP (PTI TVX) 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 per the JFTR, volume I. Include the name, date of birth of children, relationship to the member, current address (or future address if relocating dependents on a Designated Location Move (DLM)(within CONUS only). *Do not include future address for dependents of threatened airman.*

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

- A. If 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 or will be made.

**Item 20--**(PCS Expense Chargeable To). Include the proper accounting classification shown in AFI 65-601, volume 4, *Appropriation Symbols and Budget Codes*. Provided an entitlement exists, include accounting classification for nontemporary storage (see JFTR paragraph U5380). Designated official will initial to indicate authenticity and accuracy of fund citation.

**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 AFI 65-601, volume 4, 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 PCS, refer to AFI 65-601, volume 4, for guidance on the correct fund citation.

**Item 23--**(Excess Baggage Authorized). Include authorization for excess baggage if approved.

**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.

(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 managed in the Training Management System (TMS), add the Training Requester Quota ID (TRQI) and the Training Line Number (TLN) for each training event. 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 to Overseas). When TDY en route doesn't 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 when he or she arrives 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. This TDY is done as local travel before departure on 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. If necessary, publish TDY orders (DD Form 1610). Include the statement: "Local travel," and the School Fund citation that applies for local travel involved. For all TDY en route add: "Since your TDY per diem payments are

based on the availability of government quarters and mess, 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.

(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, and 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.

(TDY in Conjunction With PCS Orders). Include a TDY charged to the PCS open allotment fund in the PCS order as TDY en route; do not publish a separate TDY order. For TDY en route to attend AETC courses, include data listed in AFCAT 36-2223, when applicable.

(Authorization to Handcarry Personally Owned Firearms (POF)). When the member requests to handcarry POFs, include the following statement in orders: "Member is authorized to hand carry 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 entitled) 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., SSB, VSI, 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, volume 1, paragraphs U5210 and U5345(g)).

(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 per 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 entitlement 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, volume 1, paragraph U4102(j), include: "This is a group travel order."

(Duty and Travel Restrictions). If travel is restricted per AFI 31-501, include: "Member is duty and travel restricted per 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.

(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 per AFI 24-101. Include: normal route, approved circuitous route, mode of transportation, points where transportation is authorized at government expense, constructive travel time by the normal direct route and a statement indicating excess travel time will be chargeable as ordinary leave. Indicate points where space available transportation is authorized and state that 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 off-loading from a through flight that makes an operational stop at an en route station or interferes with reporting date to the overseas unit. Major commanders may approve requests for waivers as explained in AFI 24-101.

(Segmented Travel of Dependents). If PCS travel is to, from, or between an overseas station (with TDY enroute 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, volume 1, paragraphs U4650, U4660, 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 an 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 also agreed not to report to new unit of assignment until at least the first day of the RNLTD month."

(Consecutive Overseas Tours (COT)). This entitlement applies to all members of any grade when ordered on a COT. The issuing or approving official is the service designee for approving COT leave travel. For all members and dependents (if applicable) authorized leave travel that involves COT (JFTR, volume 1, Chapter 7, Part H), include: "Member (and dependents) are authorized leave travel in conjunction with COT assignment according to JFTR, paragraph U7200." State if COT leave travel is deferred by member's losing commander and include authority for deferment.

(Home-basing and Follow-on Assignment Programs). When block 16 is complete include the appropriate remarks from AFI 36-2110, *Assignments*. When single members participate in either program, an automatic waiver is authorized to allow the member to put household goods in nontemporary storage (NTS). Member's orders should contain: "Member entitled to place household goods in NTS without jeopardizing the Follow-on/Home-basing Assignment." When denied continued occupancy of government controlled or owned quarters, orders should include: "Dependent travel and movement of household goods is authorized within the same city, town, or metropolitan area as described by the JFTR, volume 1, Chapter 5, Parts C and D." When member has a follow-on to an overseas accompanied tour, AFI 36-3020, provides guidance on advance travel of dependents/shipment of household goods. When it is approved include in remarks: "Member is authorized to ship household goods to follow-on duty station or they may be stored and later shipped to follow-on duty station or location from remote to follow-on assignment."

(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), Background Investigation (BI), Special Background Investigation (SBI), or Bring-Up Investigation (BUI) has been requested and is pending completion by DIS,

include:"(Type of investigation) requested on the member by (agency requesting investigation) on (date)." Example, "BI requested on the member by the Chief of Security Police, Keesler AFB MS, on 1 November 1993."

(Proceed Time). Authorized for military personnel regardless of their marital status or grade, including members married to other military members, if entitled to 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, household goods, or unaccompanied baggage.

(Selected for Nuclear Weapons/Other Designated High-Risk 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 to perform nuclear weapons associated duties or other designated high-risk duties." At Technical Training Centers (on AF Form 899) include: "Member meets the reliability criteria as stated in AFI 36-2104 to perform nuclear weapons associated duties or other designated high-risk duties."

(Three or More POCs Authorized). If approved, per AFI 36-3020, include "Member is authorized to use (number) privately owned conveyance (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. Enter: "Member is authorized to ship the following items as additional weight (include item or item number per AFI 24-501, quantity, if greater than 1 and the weight of each item, followed by the total weight of all items) per (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 10 items and the member only intends on shipping items 1 through 7, only those items will be authorized as additional weight. State when full JFTR is authorized as a weight exception per AFI 24-501 and indicate the message, letter, MPFN, or ZEUS computer file and AFI 24-501, as authority. Place full JFTR weight allowance on the order if it is authorized as an exception.

(Movement of Dependents to a Designated Location Outside CONUS). Include authorization and any restrictions when approved per 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 mision 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.

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

(Use of Oceangoing Car Ferries). When a privately owned conveyance (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 per JFTR, volume 1, 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 per JFTR, volume 1, paragraph U5615.

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

**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.

**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 37-128, *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.*

Notes on amending a PCS order:

Publish an amendment:

- a) To add, delete, or change pertinent data to read as originally intended.
- b) To correct a grade when the effective date of the promotion order is before the date of the PCS order.

Do not publish an amendment:

- a) To replace one name with another (primary traveler).
- b) To change a member's grade if promoted after the PCS order is published, but before its effective date. The member will use both the PSC and promotion order for any claims.
- c) To change a unit of assignment after the RNLTD has passed, or after the member has arrived at the gaining location.
- d) To correct inaccurate first and middle names or initials.
- e) To authorize proceed time, unless it can't be verified any other way.
- f) To change the number of days authorized for TDY inprocessing on PCS orders.

#### **Amendments while en route to new duty station:**

a) To change the assignment of an individual en route on 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 that direct change of assignment according to AFI 36-2110.

- b) To change the assignment of an individual en route on 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 entitle the member to additional dislocation allowance (DLA)."
- c) To return an individual to his or her original station while enroute on 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 that the member gained eligibility before the member officially inprocesses the gaining location. They may also publish amendments to correct errors and obvious omissions in the following items:

- a) Name and SSN.
- b) 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) entitlement 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 approved by HQ AFPC/DPSFM.
- 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.

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

- a) Individual
- 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 enroute TDY authorized for AFCAT 36-2223 training (2 copies)

**Attachment 6****INSTRUCTIONS FOR PREPARING AF FORM 1631**

**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 of 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 7****SAMPLE  
READY RESERVE REQUIREMENTS MEMORANDUM**

MEMORANDUM FOR MEMBER - GRADE, NAME, SSN

(date)

FROM: (functional address symbol)

SUBJECT: Individual Ready Reserve Requirements

1. Your Military Service Obligation (MSO) expires (effective date).
2. All persons who entered the Armed Forces after 1 May 1984 will incur an 8 year MSO. Unless you had an active duty tour of more than 6 or 8 years, some of this obligation remains. Until you complete your MSO, you will be assigned to the Individual Ready Reserve (IRR). (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.
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 that 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 for ANG members), copies of marriage license and birth certificates of children, and so forth).
  - c. Notify ARPC/DSF, 6760 E Irvington Place #4200, Denver CO 80280-4200, of any changes to:
    - (1) Your current address.
    - (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), and provide you with detailed instructions for complying with paragraph 4.

6. As a member of the IRR, you will receive DD Form 2AFRES identification (ID) card 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. Please answer all letters immediately. If you have questions or wish to correct information in your records please write to ARPC/DSF, 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

Attachment:

1. AF Form 512, Change of Address-Telephone Number ANG/USAFR

1st Ind (individual)

TO: (functional address symbol)

I certify I understand it is my responsibility under Title 10, U.S.C., Section 652 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 8**

**SAMPLE  
MEDICAL EXAMINATION FOR VOLUNTARY  
SEPARATION OR RETIREMENT MEMORANDUM**

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

FROM: (functional address symbol)

SUBJECT: Medical Examination for Voluntary Separation or Retirement

1. Air Force policy mandates a medical examination (physical) per AFI 48-123 before separation or retirement when certain conditions exist. The medical facility will determine whether an examination is mandatory or optional.
2. A termination examination by the Environmental Health Unit (is) (is not) required based on data (see AFMAN 36-2622) in the Personnel Data System (PDS) and on previous exposure to occupational duties.
3. 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.

(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 that 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.

(signature of member)

2d Ind, (MPF) (functional address symbol)(date)

TO: DBMS

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 notify this office by completing the following endorsement.

(signature)

MPF Representative

3d 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 that 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, place). When a medical examination is not required, file the original of this memorandum in the member's medical record.

(signature)

(typed name, grade, USAF)

(medical representative)

**Attachment 9****INSTRUCTIONS FOR PREPARING AF FORM 899  
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).** See AFMAN 36-21 for computation.

**Item 3--(PDAFSC/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 leaves 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 AFSPA. DO NOT ENTER PAS. For appellate review leave, enter the MPF nearest to the member's leave address and the member's actual leave address and phone no. For transfer to a confinement facility other than HQ AFSPA, 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, and AFI 36-3020. 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 AFI 65-601, volume 4. Provided an entitlement 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 AFSPA. For appellate review leaves, include JFTR, volume 1, and reference letter directing appellate review leave. For parole transfers, enter "AFI 31-205."

**Item 24--(Remarks).** For prisoner transfers, indicate "confinement" or "restoration 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, volume 1, paragraph U5240, 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 CSG (MAC), APO NY 09057." The courts martial order cites authority for transfer to HQ AFSPA. (**NOTE:** Shipment and storage of personal property at government expense are NOT authorized, unless approved by to the 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, volume 1, paragraph U5222 and U53700. Individual will be provided transportation-in-kind in accordance with JFTR, volume 1, to home of record or place of entry to active duty, by the least expensive mode of travel available or individual may be paid an amount not to exceed the cost to the government for such transportation. Home of Record: Kalamazoo MI, Place of Entry: Detroit MI, Home Phone." 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 approved parole address by the least expensive mode of travel available or individual may be paid an amount not to exceed the cost for such transportation to the government. Individual will be placed under the control of the Commandant of the USDB at Ft Leavenworth KS upon transfer on parole, even if discharge was executed, until released upon reaching maximum release date.

**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.

**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 --** For prisoner transfers, include 5 copies to HQ AFSPA/SPCI 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 AFSPA/SPCI, 8201 H Ave SE, Kirtland AFB NM 87117-5664, for transfers to HQ AFSPA. Gaining MPF closest to the member's HOR, Place EAD, or POE if the member is on appellate leave.

## Attachment 10

**INSTRUCTIONS FOR PREPARING AF FORM 100 AND AF FORM 973  
(WHEN AVAILABLE, AF FORM 3219 (AUTOMATED) MAY BE USED)****PART I AF Form 100**

**Items 8, 13, 16, 23, 25, 27, 29, and 30:** self explanatory.

**ITEM 1-Type of Separation.** Check only one item per person.

a. Discharged:

(1) Reserve Officers and Regular who resigned their commission.

(2) Reserve officers and Regular whose discharge is directed by HQ USAF.

(3) Officers and airmen separated for disability.

(4) Airmen involuntarily separated.

(5) Airmen with no remaining military service obligation (MSO).

(6) Airmen with remaining MSO who are ineligible for reenlistment according to AFI 36-2606 (formerly AFR 35-16.)

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 airmen completing duty EAD and reverting to control of the state.

e. Released from active duty/Transferred to ResAF: Airmen with a remaining MSO who are eligible for reenlistment according to AFI 36-2606. (This item is not checked for reserve airmen).

f. Released from EAD/Reverts to ResAF: Reserve officers and airmen completing EAD and reverting to control of the Air Force Reserve.

g. Dismissal: Officers dismissed by order of courts 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 entitled to severance pay in higher grade than active duty grade, indicate in item 22. For airmen, show grade 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 airmen, the source document is the initial DD Form 4-1-2, 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 mailing address including ZIP Code.

**Item 7-(Over 2 Years Service).** Indicate if the member is an E-4 under 2 years service (future editions will show under 2 years).

**Item 9-(Reserve AF Grade).** For members who revert to or are transferred to the USAFR or ANG. For officers, enter same grade as active duty grade in item 3 unless officer holds a higher permanent ResAF grade. For airmen, 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. 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*. 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 14-(Character of Service).** Enter characterization of service authorized or approved as determined under directives authorizing separation. For airmen whose type of separation is entry level and for officers dismissed by courts-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. Discharged members receive both the DD Form 256AF and DD Form 214.

**Item 16-(Relieved From Assignment).** (Unit Major Command, Address and Servicing MPF) Delete unit designation after MPF.

**Item 17-(Will Proceed To).** Travel to a home of selection is only authorized when eligibility requirements in the JFTR, volume 1, paragraph U5130, 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 Entitlement).** Check "YES" if the member completes at least 90 percent of initial enlistment or required period of active service. Check "NO" if they've not, unless they meet exceptions under AFR 177-104, paragraph 4-13A. The orders issuing or approving official will initial over the block checked. Determine qualifications for Item 19, AF Form 100.

1. For airmen:

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).

(3) First-term airmen separated according to AFI 36-3208 for:

(a) Service with an ANGUS or USAFR 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) Nonfulfillment 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 (Ex: DOS Rollback, VSI/SSB, RIF).

(7) First-term airmen separated for any reason after completing at least 90% 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 from active duty during a 5-year period beginning on 1 October 1990 and ending 30 September 1995 (reference JFTR U5125-A5f). (This does not apply for enlisted members being involuntarily separated for reasons listed in 1b(1)).

b. Check "No" if:

(1) Member is being involuntarily separated for reasons of misconduct, in lieu of court-martial, or for service characterized as under other than honorable conditions.

(2) First-term airmen separated who have not completed 90% of their initial enlistment and separated for a reason not listed in 1a(3), (4), (5), (6) and (7).

2. For officers:

## a. Check "Yes" if

- (1) Reserve officers are released on expiration 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 Sep 1995 (reference JFTR U5125-A5f). (This does not apply to officers being involuntarily separated for reasons listed in 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) is separated for reasons of misconduct or moral or professional dereliction, with service characterized as 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 fol-

low-on assignment to a participating USAFR/ANG unit or mobilization augmentee position (PALACE CHASE/FRONT); or USAFR or ANG members on EAD who are reverting back to a Reserve 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., Sections 265, 672, or 678. Enter state or territory as applicable, for example, Maryland, Puerto Rico, etc. Do not complete for disability separations or for officers or airmen separated under PALACE CHASE/FRONT.

**Item 20C through J.** Complete for personnel with an immediate follow-on assignment to a participating USAFR or AN unit or position (**PALACE CHASE/FRONT**). Obtain information for completing these items from the second endorsement of the approved AF Form 1288, Application for Ready Reserve Assignment. Do not complete for disability separations.

**Item 21A-(Eligible for Readjustment or Separation Pay Per Title 10, U.S.C., Section 1174).** Complete for all members specifically authorized readjustment or separation pay by HQ AFPC/DPPRS.

**Item 21B-(Entitled For Severance Pay. Service for Pay is).** Complete for disability separations according to Title 10, U.S.C., Section 1203 or 1206 only. Enter years, months, and days of under "years" for example, "9.24." Complete for nondisability separations for officers specifically authorized severance pay by HQ AFPC/DPPRS.

**Item 21C-(Chapter 61, Title 10, U.S.C., 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 36-2902 (formerly AFR 35-4).

**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 entitled to severance. Indicate if the individual is entitled to severance pay in a higher grade than active duty grade.

(Readjustment/Severance/Separation Pay). Indicate if officer is not entitled to pay. Indicate if airman is entitled to 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 relationship of dependents and dates of birth of children, if any.

(Involuntary 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."

**Item 24--(Orders Issuing/Approving Official, Name, Grade, Title, Phone).** Signature responsibilities must be Staff Sergeants and above, commissioned officers, or civilians in grade GS-5 or higher.

**Item 28--(Authority).** Use AFI 36-3208 for airman separations; AFI 36-3207 for officers separations; or AFI 36-2902 for all disability discharges. For punitive discharges (airmen), 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.

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

**Item 32--(Distribution).** Orders will be distributed per AFI 37-128. As a minimum the following applies:

- a) Individual (30)
- b) Each unit named in order (2)
- c) Major Command/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 AFRES/DPR, 155 2nd St, Robins AFB GA 31098-1635 (for officer assignment order to MPF IDs R2-W7 and 960MFXXX-with exception to MPF IDs S7 and S (8) (2).

**Item 33-- (Signature Element of Orders Authenticating Official).** Signature responsibilities must be Staff Sergeant, and above, commissioned officers, or civilians in grade GS-5 or higher. Sign the order or use the Official Seal.

**PART II-AF Form 973,** Request and Authorization for Change of Administrative Orders. Refer to AFI 37-128 for further guidance.

Publish an amendment for the AF Form 100

To delete, add, or change pertinent data that will affect an entitlement.

Do not publish an amendment:

- a) to correct inaccurate first, middle names or initials.
- b) to change an AFSC skill level.
- c) to change information in BLKS 20b, C, E, F, G, H, I, and J.
- d) to correct inaccurate future mailing address.
- e) to change aeronautical ratings and flying status.
- f) to correct travel for TPC.

Attachment 11

SAMPLE  
IDENTIFICATION CARD REQUIREMENTS MEMORANDUM

MEMORANDUM FOR CUSTOMER SERVICE

FROM: Personnel Relocations(date)

SUBJECT: Identification Card Requirements

1. (Grade, Name,) has a projected separation or retirement date of (day, month, year) and is scheduled to out-process on (date, time). Attached is a copy of member's order.
2. Request you counsel and provide member and dependents (if applicable) with the appropriate ID Card application(s) prior to final out-processing appointment. We advised the member to report to your office within 14 days of departure for that purpose.

(signature)  
(typed name, grade, USAF)

Attachment:

1. Separation/Retirement Order

1st Ind, Customer Service (date)

TO: Personnel Relocations

Member has been counseled on ID card requirements and the appropriate ID card(s) have been retrieved or issued. Ensure this memorandum is filed in member's personnel relocation folder.

(signature)  
(typed name, grade, USAF)  
(title)

**Attachment 12****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.

You were briefed concerning this relocation by the Personnel Relocations Element (PRE) 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 active duty (green) ID card on the day of separation. If you are being released from active duty and will transfer to an inactive or active Reserve component or are retiring, the Customer Service Element will prepare a new ID card for you and your dependents. You may get your new ID card(s) prior to departure or keep your current ID cards.

(1) Remember, if you choose to keep your active duty ID card and it reflects an incorrect 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 make sure it is accurate. The Financial Services Office (FSO) provides counseling on a variety of subjects regarding your pay entitlements 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. The Joint Federal Travel Regulations (JFTR) will determine your travel entitlements. 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 that you actually intend to travel, and you must name the point to which you're traveling to support a travel advance.

(1) Members separating 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).

(2) Retirees may receive advance allowances. All other members are authorized an advance of their monetary allowance in lieu of transportation. According to Public Law 97-60, effective 1 November 1981, members must actually travel to be entitled to separation travel allowances. Therefore, submit a travel settlement voucher upon completion of travel to receive the remainder of the travel entitlement.

d. Medical Care Eligibility. Separation or retirement affects you and your dependents' statutory entitlement to military sponsored health care. Loss of this entitlement will result in you being financially liable for all civilian and military health care received after termination of eligibility status.

(1) Maternity Care. This type of care only applies to you the military members. Consult with your Patient Affairs Office for further details.

e. Department of Veterans Administration 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, we prefer you file the VA claim before you leave the service since your medical records can be obtained easier. Filing this application will not delay your separation in any way.

(1) Service-Disabled Veterans' Insurance (SDVI). 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. If you have a request or an inquiry pertaining to your records in the future, the following agencies will assist you:

## a. Discharged Member:

90 Days or More After Separation	Within 90 Days of Separation
NPRC (Mil Pers Rcds)	HQ AFPC/DPSR2 (officers)
9700 Page Blvd	550 C Street Suite 21
St Louis MO 63132-5000	Randolph AFB TX 78150-6001

## b. Retired Officer:

NPRC (MPR-AF)	HQ AFPC/ DPSR2
9700 Page Blvd	550 C Street Suite 21
St Louis MO 63132-5000	Randolph AFB TX 78150-6001

## c. Retired Airman:

NPRC (MPR-AF)	HQ AFPC/ DPSR2
9700 Page Blvd	550 C Street Suite 21
St Louis MO 63132-5000	Randolph AFB TX 78150-6001

## d. Reserve Member:

ARPC/DSMP  
6760 East Irvington Place  
Denver CO 80280-5000

e. Pay Inquiries: DFAS-CL/RO, PO Box 99191 Cleveland OH 44199-1126 or call 1-800-321-1080.

**NOTE:** If you believe your records contain an error or injustice, you may apply for a correction 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 36-2604, you may apply for correction of records 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 near your home 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 Unit Orderly Room. If you do not receive them by (date), contact this office at (extension). If you are moving from an overseas duty station

to place of retirement or separation in the CONUS, you will need AF Form 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 make sure 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.

i. US Soldier's and Airmen's Home. If you desire detailed information on this program contact: Admissions Branch, Member Services Directorate; U.S. Soldier's and Airmen's Home: Washington DC 20317.

j. 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. Your duty section will counsel you and furnish you a letter reflecting any duty and travel restrictions. To satisfy the above requirements, the Personnel Relocation Element furnished your unit with a letter they must complete and return before your departure.

k. 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.

l. 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. The PRE has furnished your unit a letter advising them a recovery is required. Your unit should notify you of the time, place, and date this will take place.

m. Medical Care Coverage. During your separation processing, the Personnel Relocation 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.

n. 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.

o. All active and Inactive Flying Personnel. Report to the Host Operations System Management (HOSM) Office to pick up your flight record folder.

p. Overseas Returnees: If you are returning from overseas for separation processing, you must turn in your official and no-fee passports to the MPF for mailing to Passport Services, Department of State. If you have any passports of this type for yourself or your dependents, give them to the MPF Personnel Relocation's Element during out-processing at the CONUS separation facility.

q. Individual Ready Reserve (IRR). Personnel separating with a remaining military service obligation (MSO) will transfer to the IRR. HQ ARPC maintains your records until completion of your MSO at which time you will be discharged. 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 Recruiter or the National Guard Recruiter ASAP for further details.

r. Entitlement for payment of more than two POCs (privately owned conveyances). Authorization must be according to the JFTR and AFI 36-3020. If you think you will qualify for this authorization, contact the MPF PRE for application procedures.

s. 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.

t. Standards of Conduct and Reporting Defense Related Employment. Officers that are working for a firm that conducts business with the US government maybe a conflict of interest. Contact local staff Judge Advocate for specifics.

u. Uniforms. Not authorized if not on AD while performing official duty.

v. Naturalization. Your PRE will provide you the phone number and address of the nearest immigration office if needed.

w. Social Security. Refer to your nearest Social Security office for details on annuities disability or death benefits, and family members benefits.

x. TRICARE. Prior to your retirement date you must report to the MTF for details on TRICARE entitlements. For separatees you must report to the MTF for disenrollment in TRICARE.

## **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) Individual Equipment Unit. Turn in organization equipment flying gear, field equipment, tools, other.

(2) Traffic Management Office. Schedule pick up and shipment of household goods and unaccompanied baggage. Obtain necessary transportation requests (TR).

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

(4) Pass and Identification. Turn in restricted area badges.

(5) Base Housing Billeting Office, Unit Orderly Room (as applicable). Arrange for clearance of government quarters.

(6) Unit of Assignment. Check ration cards, American Express Card, Enlisted Performance Reports, Officer Performance Reports (includes reports on individual mobilization augmentees) and other unit matters.

(7) Library. Return books and publications.

(8) Officer, NCO, and Airman Open Messes. AFI 34-101 requires that members of open messes satisfy any indebtedness to that activity before departure.

(9) 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.

(10) Recreation Services Supply. Turn in sports and recreational equipment.

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

(12) Suggestion Office. If you have a suggestion, invention, or scientific achievement pending, provide the suggestion office with your forwarding address.

(13) Military Clothing Sales Store. If you have participated in the Deferred Payment Plan for the purchase of military clothing, satisfy any indebtedness before departure.

(14) Civilian Appraisals. If you supervise civilian employees, complete any civilian appraisals due before your departure.

(15) Air Force Aid Society. Family Support Center requires that members who owe Air Force Aid money arrange a payment schedule to pay off Air Force Aid loans before separation. Consult your FSC for further information or assistance.

(16) 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 card(s) upon DOS. Report to the Customer Service Element within 14 days of your out-processing appointment to initiate necessary ID card application(s). Pick up your ID card application(s) on the date of your out-processing appointment but prior to your out-processing appointment time.

(17) 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.

(18) Automated Data Processing Equipment (ADPE) Custodians. If you are an ADP Equipment 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 Relocation's Element, (building, room) on (date, time) for final separation processing.

(signature) (typed name, grade, USAF) (title, if any)

Attachment:

Servicing Military Pay for Your Separation/Retirement

## SERVICING MILITARY PAY FOR YOUR SEPARATION/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 that we in the FSO may 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 make sure 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 that 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 don't 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 entitlements up to your separation date. The key words here are "known entitlements." You must take action to make sure that you and your FSO know all your entitlements. It's 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 separated not completing 90 percent of their agreed-upon period of service or discharged under other than honorable conditions) will receive up to 75 percent of the mileage allowance due to either their home of record or place of enlistment.

- For members not completing 90 percent of their agreed-upon period of service or for members discharged under other than honorable conditions, contact your local FSO to determine your travel entitlements.
- 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.
- You are authorized a monetary allowance in lieu of transportation in addition to a flat per diem rate of \$50 per day (reduced by BAS for enlisted personnel) for each authorized day of travel. Retirees are entitled to receive 100 percent of their entitlement in advance based on their certification as to where travel will be performed.

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 at 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 that 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 Entitlements. The FSO can assist you in determining any post-service entitlements, severance pay, readjustment pay, or any other areas of pay on which you have a question.

## Part II. Servicing Your Retired Pay

1.1. In order that we in the FSO may assist you in the most efficient manner, we ask that you 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 account of a member participating in the Uniformed Services Savings Deposit Program, or you may choose to carry forward only selected allotments. You can not start allotments for savings or home loans after retirement. Limit changes to allotments to those beyond your control, for example: changes in the escrow requirements for a home loan. **NOTE:** If you purchase a bond through partial monthly deductions, we will refund any deductions held towards the purchase of a bond if it is stopped. The allotment will restart in the first month of retirement. For example: A member retires

1 July 1993. In April 1993, he started a 5-month deduction toward 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 1993.

1.1.2. Federal Income Tax Withholding (FITW). FITW information will automatically carry forward 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-DE 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 and will continue to go to the same bank, no action is necessary on your part. If you use direct deposit for your retired pay check, you must have a correspondence address (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 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 pay checks. You must also provide MPF, who in turn notifies DFAS, with your new correspondence address.

2.1. DFAS Directorate of Retired Pay Operations will send you your first Air Force retiree or annuitant account statement at the end of the first month of retirement. Thereafter you will receive an account statement only if your retired account changes. 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 Form 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 make sure 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 in financial planning for you and your dependents.

Attachment 13

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., Section 1712, limits eligibility to Outpatient Dental Treatment currently provided by the Department of Veterans Affairs (DVA). You will be eligible for DVA Dental Treatment providing the following criteria is 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 2nd indorsement below.

\_\_\_\_\_  
(Signature, NCOIC Personnel Relocations)

1st Ind, \_\_\_\_\_  
(Dental/Clinic)

To:

Member has/has not been provided a complete dental examination and all appropriate dental services and treatment was/was not provided by the Armed Forces within 90 days prior to his/her discharge or release.

\_\_\_\_\_  
(Signature, Dental Representative)

2d 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 the memorandum.

\_\_\_\_\_  
(Member's Signature/Date)

**Attachment 14****GENERAL INFORMATION PERTAINING TO  
RETIRED REGULAR AND RETIRED RESERVE STATUS**

1.1. 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:

1.1.1. 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., Section 688.

1.1.2. 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 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.

1.2. While the Air Force will give you as much advance notice as possible, the military situation might require that you 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.

1.2.1. Retain your military uniforms.

1.2.2. Make sure 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.)

1.2.3. Maintain a complete set of pertinent documents in a secure place. Include but do not limit this set to the following:

1.2.3.1. A current will.

1.2.3.2. Permanent file of military documents.

1.2.3.3. Birth certificate---yours, your spouse's and dependents'.

1.2.3.4. Marriage certificate.

1.2.3.5. Health records---yours, your spouse's and dependents'.

1.2.3.6. Income tax returns---last 4 years.

1.2.3.7. Social Security Numbers---yours, your spouse's and dependents'.

1.2.3.8. Real estate deeds, mortgages, and real estate insurance.

1.2.3.9. Insurance papers---life and health.

1.2.3.10. Bank accounts---type, numbers, and location.

1.2.3.11. Stocks and bonds.

1.3. 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, i.e., 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.

1.4. 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.

1.5. Address inquiries from Retired Reservists 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.

1.6. Address inquiries from Retired Regulars regarding other aspects of retirement, that is, 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 15**

**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 Service 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 for Government Property Lost, Damaged, Destroyed 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 courts-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. Nonappropriated 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-Military Pay:

FSO signature is not an acknowledgment that member has satisfied all debts to the US Air Force, but merely indicates that the member cleared through the FSO and the checklist was reviewed.

Name

Signature

Date

**Attachment 16****CHECKLIST FOR IMMINENT DEATH (COMPETENT) RETIREMENT**

Use this checklist to process "member competent for pay and records." Briefings may have to be done on the weekends or after duty hours, as these disability cases are processed.

**Subject****Information to be Provided**

Death Benefits

Explain the difference in benefits payable when a terminal-ly ill member dies on active duty vs in retirement.

VA Disability Compensation

Help member complete VA Form 21-526 and the National Service Life Insurance application and attach any available medical documents. Forward claims to the VARO in the member's state of residence or where the member plans to live after retirement. If the member will stay at a VA medical facility for continuing treatment, send claims with patient to the facility.

National Service Life Insurance

Complete the form and have the member date and sign it. Attach medical

(NSLI (RH)).

documents and forward the package to the Department of Veterans Affairs Insurance Center, P.O. Box 8079, Philadelphia, PA 19101-5000.

Retirement Pay and the Survivor Benefit Plan (SBP)

Explain SBP and how other federal benefits affect each option. Have the member sign and date DD Form 2656, Data for Payment of Retired Personnel. Use the current guidelines for retirement. Include a copy of the disability retirement message and retirement order with the documents.

Servicemen's Group Life

Take member's SGLI election form to the counseling session. Explain the pro-

Insurance (SGLI)

visions of SGLI and complete a new form if the member wants to. Send a copy of the form with disability documents to the Office of Servicemen's Group Life Insurance (OSGLI). Advise them that the member is totally disabled and ask for free SGLI coverage for the member for 1 year from the date of retirement. On imminent death cases, you must prepare a cover letter for each application that explains the case.

**CHECKLIST FOR BRIEFING ON IMMINENT DEATH (INCOMPETENT) DISABILITY RETIREMENT**

Medical authorities have determined the member to be mentally incompetent for pay and records. You should direct counseling regarding imminent death retirement entitlements to the immediate NOK. Proceed as you would for a competent member. Counseling must be thorough and detailed to ensure the

NOK understand all facets of the briefing. Use the following checklist as a guideline when completing documents on behalf of a member who has been adjudged "incompetent for pay and records." Briefings may have to be done on the weekends or after duty hours, as these disability cases are processed.

### **On This Subject**

### **Provide This Information**

#### **Death Benefits**

Explain the difference in benefits payable when a terminally ill member dies on active duty vs retirement.

#### **VA Disability Compensation**

Explain the application and complete it. The court-appointed guardian or two members of the medical staff must sign the application.

Have the NOK sign the application when medical staff members are unavailable even if the NOK is not the court-appointed guardian. If the NOK is unavailable, try to have the member make an X in the presence of two witnesses who then sign the application.

If the member can't make an X, sign the application for the member. Include your name and title followed by the member's name.

Forward this claim and supporting documents to the VARO in the state where the member or NOK plans to live. If member will transfer to a VA medical facility for continuing treatment, send the claim application and supporting documents with the member to the medical facility.

#### **National Service Life Insurance**

You must file applications with the VA within 2 years of the date of death for free RH insurance. A court-appointed guardian may execute the application and designate beneficiaries,. Explain the difference between free NSLI (ARH) and the NSLI (RH) executed by a court-appointed guardian. The beneficiaries will usually get the proceeds from free NSLI (RH) in 240 equal monthly installments.

The first beneficiary may choose to receive payments for life, with either 120 monthly installments or an equal amount paid each month (based on life expectancy) to ensure full payment of the face value.

A court-appointed guardian may apply for the NSLI (RH), designate appropriate beneficiaries and apply for payment of lump sum or monthly proceeds after the member's death.

Advise the NOK to contact a civilian attorney to petition the appropriate court for appointment as the member's legal guardian. This action safeguards the VA insurance proceeds and other matters regarding the member's estate.

Help complete the application and attach supporting documents such as medical summaries, medical board reports, the disability retirement message or order, and a copy of VA Form 21-526.

Survivor Benefit Plan (SBP)	Brief NOK to extent you would brief member if competent. Stress integration of SBP, SSBP, DIC and Social Security benefits. NOK appointed on retirement order must sign the election on member' behalf.
Retired Pay to NOK	Advise NOK that DFAS-CL will not release an incompetent member's retired pay to the NOK without trusteeship or legal guardianship designation. The NOK may obtain trusteeship through DFAS-CL; however, guardianship appointments are obtained by the NOK through the civilian courts at his or her own expense.

**Attachment 17****SAMPLE  
INCOMING PROCESSING INFORMATION AND INSTRUCTIONS MEMORANDUM**

MEMORANDUM FOR ALL INCOMING PERSONNEL

FROM: (functional address symbol)

(date)

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 Organization Military Pay area will complete all of your pay transactions. It is located in (room).

(2) Leave. According to AFI 36-3003, 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. Code, Section 1552. It is in building \_\_\_\_, room \_\_\_\_.

(3) Passports. If you are an overseas returnee, DoD 1, 000.21-R, Passport and Passport Agent Services Regulation, requires that passports be turned in for mailing to Passport Services, Department of State. If you possess any passports, return them to the MPF Passport Officer during in-processing.

(4) Family Member Dental Plan. If you are not enrolled in FMDP upon arrival to this station, there is no time restriction on when you must enroll if you wish to participate. You may enroll at any time. See the MPF Customer Service Element for enrollment/disenrollment actions. If you would like information on coverage and participating dentists in the local area, see your servicing Health Benefits Advisor at your medical facility.

## 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 Unit Orderly Room, as appropriate.

(c) Personnel who are not immediately housed incident to para 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.

(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 is done within 30 days of your arrival. You are scheduled on (date) at (time) in (room, building.) *NOTE:* In the event you do not meet a 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). Each incoming member must check with the TMO as soon as possible. Turn in unused TRs or TAs, meal tickets or carrier tickets, and initiate locator information on shipped household goods 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 service members. 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 enrollment process for military members returning from overseas is fairly straight forward. Upon check in to their new duty station, active duty overseas returnees will be automatically enrolled. If family members desire to enroll, they must fill out an application at the nearest TRICARE Service Center. In some locations they will be mailed an application form by the Service Center. Refer TRICARE questions to the Health Benefit advisor in your local MTF.

(5) AFI 48-115 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 the Immunization Clinic located 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 for turn-in of records.

(7) Registration of Privately Owned Vehicles (POVs). Register all POVs with Security Police.

(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, according to AFR 30-30. 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 for assistance at (extension). During your tour at (base), the members of the MPF are ready to assist you. The base telephone directory lists the telephone numbers of the various functional units. Let us know when we can be of assistance to you.

(signature)

(typed name, grade, USAF)

(title, if any)

**Attachment 18**  
**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 TDY approximately (date).

2. Request the MTF ensure compliance with the following checked items:

( ) Review medical records per AFCAT 36-2223 and AFI 36-2104, to verify the member is physically qualified for training.

( ) Member must handcarry medical records per AFCAT 36-2223, paragraph \_\_\_\_\_.

( ) Member must hand-carry medical records and records must contain items IAW AFCAT 36-2223, paragraph \_\_\_\_\_.

( ) Member has applied for/been selected for AFSC \_\_\_\_\_. Request you forward physical to appropriate MAJCOM Surgeon for certification per AFI 48-123, and AFCAT 36-2223. Also, request you notify (servicing MPF Personnel Employment Section) 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 certification, hold return indorsement to this memorandum until physical package is returned from the appropriate MAJCOM Surgeon to ascertain qualification or disqualification for the specified AFSC. Attach completed AF Form 1042 (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 for required AFSCs, per AFCAT 36-2223.

( ) Member is not physically qualified for training.

(signature)

(typed name, grade, USAF)

(Flight Surgeon, Medical Officer, or  
Senior Aeromedical Technician)

## Attachment 19

**SAMPLE  
INDIVIDUAL'S TDY RELOCATION INSTRUCTIONS  
AND INFORMATION MEMORANDUM**

MEMORANDUM FOR MEMBER - GRADE, NAME, SSN

FROM: (functional address symbol) (date)

SUBJECT: Individual's TDY Relocation Instructions and Information

## 1. TDY Relocation Preparation Actions.

You were 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 explained your particular travel requirements.

( ) b. Special Orders. You will 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) (photograph) 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 Systems and Readiness Section, building \_\_\_\_\_, room \_\_\_\_\_. If you require a new photograph the Customer Service Element will prepare a request for you to take to the Photo Lab located in (building, room). Further, you must ensure your dependents' identification credentials remain current during your absence.

( ) 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 area 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-II and Foreign Duty Pay

(2) TDY FSO services. You should receive this counseling no later than 2 duty days prior to your departure.

( ) e. Duty Section. Your duty section will brief you concerning safeguarding security information and will determine whether you have incurred a duty and travel restriction in accordance with AFI 31-501. Your duty section will counsel and furnish you a letter if you have incurred any duty and travel restrictions.

( ) f. Flying Status Requirements. We've notified the Host Operations Systems Management (HOSM) office of your forthcoming relocation so they can verify your flying requirements as outlined in AFI 36-2212, 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 sufficiently process and prepare your flight record for hand-carrying to the TDY location.

( ) g. Individual Equipment Unit (IEU). If you need personal equipment, we've given you a letter to take to the IEU. You must report to IEU within 3 days for personal equipment processing. IEU will provide you with the necessary equipment and indorse the letter. Return the letter to the PRE. If IEU is unable to provide the necessary equipment, they will provide you with a statement of nonavailability. Take the statement to the PRE.

( ) h. Government Drivers License Training. The MPF has notified your unit that a US Government Motor Vehicle Operators 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.

( ) i. 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.

( ) j. Medical Records. Since your TDY is for 30 days or more to a position requiring certification for the Personnel Reliability Program (PRP), you must hand-carry your medical records to your TDY station according to AFI 36-2104. Please ensure you pick up this record prior to out-processing.

( ) k. Military Standards. You must meet quality standards such as functional responsibilities, weight, personal appearance, dependent care, etc., during the TDY. The TDY location will check your weight upon arrival. If you have an approved body fat measurement or weight waiver, hand-carry the approved

documentation to the TDY commander IAW AFI 40-502. You will not be allowed to attend school if you: (1) arrive overweight and are not in the weight management program (WMP) or (2) are in the WMP and found to be unsatisfactory when weighed upon arrival. You will be returned to the parent unit at the parent unit's expense.

## 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 and Airmen Open Mess. Settle account.

( ) (4) Unit Mail Room/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 we establish an actual date.

(signature)

(typed name, grade, USAF)

**Attachment 20****SAMPLE  
USAFR INCOMING PROCESSING INFORMATION  
AND INSTRUCTIONS (MEMORANDUM)**

1. Your assignment to the (unit) is effective (date.) Your squadron command is (grade, name) and the Orderly Room 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 AF Form 623, On-The-Job Training Record) in your possession.
    - (4) Marriage certificate and birth certificate of children, if applicable, and any other legal documents used to support dependency.
    - (5) 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)

Chief, MPF

Attachment:

In-processing Checklist

cc: Unit Commander

## Attachment 21

**SAMPLE  
ANG/USAFR RELOCATION OR SEPARATION PREPARATION  
INSTRUCTIONS MEMORANDUM**

MEMORANDUM FOR: MEMBER - GRADE, NAME, SSN

FROM:

SUBJECT: ANG/USAFR 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 squadron should endorse the attached checklist and present you your AF Form 623, On-the-Job 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 Personnel Relocation 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, USAF)

Chief MPF

Attachment:

Out-processing Checklist

cc: Sq Commander w/o atch

(Guide to be adapted for local use)

Attachment 22

**SAMPLE  
USAFR IN-PROCESSING CHECKLIST  
MILITARY PERSONNEL FLIGHT OFFICE BUILDING**

NAME \_\_\_\_\_ RANK \_\_\_\_\_ SPONSOR \_\_\_\_\_

UNIT OF ASSIGNMENT \_\_\_\_\_ DATE \_\_\_\_\_.

1. Individual must indicate civilian occupation and employer on address card. The records unit will update this information in PDS to include home/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 _____	<b>Records Available</b>
Personnel Employment	OUT _____	( ) Yes
Room _____	NAME _____	( ) No

STATION 2	IN _____
Customer Service	OUT _____
Room _____	NAME _____

STATION 3	IN _____
Reserve Pay	OUT _____
Room _____	NAME _____

STATION 4	IN _____
Career Enhancement	OUT _____
Room _____	NAME _____

STATION 5	IN _____	<b>Reminder to Individual</b>
Base Training	OUT _____	Don't forget to process:

116

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Room\_\_\_\_\_

NAME \_\_\_\_\_

1. IEU (Bldg \_\_\_\_\_ )

2. Security Police (Bldg \_\_\_\_\_ )

STATION 6

IN \_\_\_\_\_

3. Host Ops Office (Bldg \_\_\_\_\_ )

Medical Element

OUT \_\_\_\_\_

(Rated personnel and airmen

Room\_\_\_\_\_

NAME \_\_\_\_\_

assigned flying duties only)

STATION 7

IN \_\_\_\_\_

MPF Administration or MPF Chief

OUT \_\_\_\_\_

Room\_\_\_\_\_

NAME \_\_\_\_\_

Return to:

STATION 1

IN \_\_\_\_\_

Personnel Employment

OUT \_\_\_\_\_

Room\_\_\_\_\_

NAME \_\_\_\_\_

If you are not satisfied with the service received, please let me know before you leave!

Chief, MPF, Room

Extension

## Attachment 23

**IADT (BMT) QUALITY CONTROL PROCESSING CHECKLIST  
(USE WITH AFRES FORM 12)**

YES      N/A      NAME OF ENLISTEE PROCESSED:

DPMQ/MSPQ

INITIALS:

\_\_\_\_      \_\_\_\_ 1. Airman received a passing score on a bypass specialist test or has been awarded a 3-level based on qualifications and is not required to attend tech training (DPMQ).

DPMA/MSPA

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. Advise airman not to drive a POV to Lackland AFB and not to use or maintain a POV on or off base during BMT.

\_\_\_\_      \_\_\_\_ 4. Review AFRES Form 96 in detail. The airman has been provided 10 personal copies and advised to keep one copy in possession at all times. (Make sure SSN is correct.)

\_\_\_\_      \_\_\_\_ 5. Give airman a classification interview to ensure they possess required ASVAB scores for the member's career field and meets all other mandatory requirements in AFI 36-2108 and attachments.

\_\_\_\_      \_\_\_\_ 6. Airman will handcarry 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 AFRES/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 AFRES/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 indicating any change in medical status (Accomplished under supervision of medical personnel if more than three days have elapsed since date of enlistment physical.)

\_\_\_\_ (6) Verification by medical personnel that weight and height are within AFI 48-123 standards.

b. Enlistment Documents:

\_\_\_\_ (1) DD Form 4-1-2, Enlistment/Reenlistment Document-Armed Forces of the United States.

\_\_\_\_ (2) AF Form 2030, USAF Drug and Alcohol Abuse Certificate.

\_\_\_\_ (3) DD Form 1966, Record of Military Processing--Armed Forces of the United States.

\_\_\_\_ (4) AFRES Form 116, Request and Authorization for Discharge and Enlistment of Air Force Reserve Airman.

\_\_\_\_ (5) Administrative waivers, if applicable.

c. Personnel Documents:

\_\_\_\_ (1) DD Form 93.

\_\_\_\_ (2) AF Form 2096, Classification/On-the-Job Training Action.

\_\_\_\_ (3) AFRES Form 96, Request and Authorization for Active Duty Training/Nonprior Service (20 copies).

\_\_\_\_ (4) Results of Bypass Specialty Test, if applicable.

\_\_\_\_ (5) 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 DD Form 398-2, DoD National Agency Questionnaire, showing the request of a ENTAC/NAC investigation.

\_\_\_\_ (d) Copy of DD Form 1879, DoD Request for Personnel Security Investigation.

\_\_\_\_ (6) VA Form 8286, Servicemen's Group Life Insurance Election and Certificate.

\_\_\_\_ 7. 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/her.

\_\_\_\_\_ c. Cost of travel on emergency leave is a personal expense.

\_\_\_\_\_ d. Time lost from training is made up by extending training time.

INITIALS: \_\_\_\_\_

\_\_\_\_\_ 8. Dependent ID card(s) is (are) authorized and DD Form 1172 was signed and suspended for issue. Establish a suspense for turn in of card(s) upon sponsor's completion of IADT. **NOTE:** Authorize children of single parents (or where no sponsor is available) an ID card for medical care only. If not issued an ID card, authorize medical care to persons having custody of dependent children under 10 years of age.

\_\_\_\_\_ 9. Brief airman on base exchange, commissary, medical and dental privileges for self and dependents (dependents are not authorized dental care).

\_\_\_\_\_ 10. Schedule airman for transportation to Lackland AFB and ensure orders show that the 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. Documents to establish BAQ at dependent rate are forwarded to DFAS for determination at the time of enlistment (VHA/FSA).

\_\_\_\_\_ 13. Member has cleared through the Reserve Pay Office on all required documents to support pay (VHA/FSA) are complete.

\_\_\_\_\_ 14. Airman understands his or her pay allowances and use of or payment for leave accrued during IADT.

\_\_\_\_\_ 15. 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.

\_\_\_\_\_ 16. Member is married to active duty member or member's spouse has also enlisted in the AF Reserve, and they have elected for either the member or spouse to draw BAQ.

\_\_\_\_\_ 17. Provide airman a copy of this checklist with attachments.

(date)

(personnel technician's signature)

MPF Chief or Chief, Personnel Relocations Review:

(date)

(initials)

## Attachment 24

**SAMPLE  
PRIOR SERVICE PROCESSING CHECKLIST MEMORANDUM**

OPR: MPF Personnel Relocations Element Student: \_\_\_\_\_

YES    N/A

- \_\_\_\_ 1. Review member's orders (AF Form 938, Request and Authorization for Active Duty Training or 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 mileage and time in DODPM Table 1-2-4.
- \_\_\_\_ 5. Explain all travel entitlements to member. Information may be available in any Financial Service Office (FSO). The following is a general synopsis of Reserve travel entitlements:

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 be in a TDY allowance status and will not receive per diem:

- (1) If home and duty station are both in the corporate limits of the same city or town.
- (2) If reservists 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 allowances 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. Reservists not in a per diem status accrue one round-trip at the PCS 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.

**School Tour Less Than 30 Days**

- \_\_\_\_ 6. Student will handcarry to school:
- a. Complete DD Form 93
  - b. Complete VA Form 8286 (Servicemen's Group Life Insurance Election)
  - c. No less than two (2) copies of AFRES Form 938/computer generated orders

\_\_\_\_ \_\_\_\_7. Student knows that reporting time and departing time must be certified by a school official on one of the orders, and forward it (certified order) to his or her reserve pay office NLT 5 days after departure from school.

#### School Tours More Than 30 Days

\_\_\_\_ \_\_\_\_8. Student will handcarry to school:

- a. Complete DD Form 93.
- b. Complete VA Form 8286 ( Servicemen's Group Life Insurance Election).
- c. Medical and shot records.
- d. No less than three (3) copies of AFRES Form 938/computer generated orders.

\_\_\_\_ \_\_\_\_9. Student knows to have reporting time certified by a school official on 2 copies of the orders and:

- a. Forward 1 copy to home unit immediately.
- b. Forward 1 copy to his/her Reserve Pay office no later than 5 days after departure from school.

\_\_\_\_ \_\_\_\_10. Brief student on Base Exchange, commissary, Medical and Dental privileges for self and dependents (dependents are not authorized dental care).

\_\_\_\_ \_\_\_\_11. 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.

\_\_\_\_ \_\_\_\_12. If applicable, enroll member's dependents in DEERS.

#### For Courses 140 Days or More

\_\_\_\_ \_\_\_\_13. Student will handcarry:

- a. Personnel, medical and shot records.
- b. Completed VA Form 8286 Servicemen's Group Life Insurance Election.

\_\_\_\_ \_\_\_\_14. Student has all required military clothing specified by AETC instruction, and special clothing, equipment and items for tour. Also:

- a. Security Police/Law Enforcement students require 1 extra pair of combat boots.
- b. All will handcarry 1 set of a blue uniform for graduation.

\_\_\_\_ \_\_\_\_15. Students without necessary clothing will be issued AF Form 656 (Clothing Request Receipt), with appropriate funding cites, to obtain clothing at Lackland AFB TX.

\_\_\_\_ \_\_\_\_16. Student knows not to take weapons or dangerous instruments to school tour.

\_\_\_\_ \_\_\_\_17. 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.

\_\_\_\_ \_\_\_\_18. 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.

\_\_\_\_ \_\_\_\_19. Within one duty-day, upon arrival back to home station, student will:

- a. Handcarry Personnel and Medical 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.

\_\_\_\_ 20. Student has sufficient funds to cover meals and lodging during school tour.

\_\_\_\_ 21. Security police/law enforcement students reporting to Lackland AFB must:

- a. Be Qualified with M-16
- b. Possess current AF Form 522 (USAF Ground Weapons Training Data)

c. Have one (1) extra week included on orders for training if "a" and "b" are not satisfied prior to departure.

\_\_\_\_ 22. Student knows to outprocess through the MPF Personnel Relocations Element and Reserve Pay Office.

\_\_\_\_ 23. Student knows to report to the ANG or AFRES Liaison Office during in-processing or within 3 days of arrival at school location.

\_\_\_\_ 24. Student knows he or she must meet the dress and appearance requirements according to AFR 35-10 and that reporting in overweight will result in immediate return to home station -- unless they bring appropriate documentation indicating satisfactory progress in the weight management program.

\_\_\_\_ 25. Students with AFSC 2T1X1, 2T2X1, and 4X0X1 possess a valid state driver's license.

\_\_\_\_ 26. Student knows to leave one (1) copy of orders with immediate family.

\_\_\_\_ 27. 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.

\_\_\_\_ 28. Student possesses required security clearance to attend course.

\_\_\_\_ 29. Ensure student satisfies all prerequisites required to attend this course as outlined in AFI 36-2108 and AFCAT 36-2223.

\_\_\_\_ 30. ID Cards issued as specified by AFI 36-3001:

- a. If ordered to AD for less than 31 days, retain DD Form 2AF (Reserve red ID card).
- b. If ordered to AD for more than 30 days, DD Form 2AF (Active duty green ID card).
- c. Dependents follow same criteria and use sponsor's orders to gain allowed benefits.

\_\_\_\_ 31. Provide student a copy of this checklist.

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 25****INSTRUCTIONS AND EXAMPLE FOR PREPARING AFRES FORM 96**

**Items 1-10**--Self explanatory.

**Item 11**--Ensure number of days cover entire period member will be on active duty to include inprocessing/outprocessing at home station. (Must be amended if member returns home early or is extended for additional training.) Ensure tour end date allows sufficient time for member's return to home station for administrative processing. (Must be amended if member returns home early or is extended for additional training.)

**Item 12**--Self explanatory.

**Item 13**--List reporting instructions/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.

**Item 14**--Training Quota/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/certified by Reserve Pay Section.

Items 23-27--Completed by MPF Information Management Section.

FC: 4770

REQUEST AND AUTHORIZATION FOR INITIAL ACTIVE DUTY TRAINING/NONPRIOR SERVICE (THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - USE BLANKET PAS - AF FORM 11)		
By direction of the President:		
1. GRADE, NAME (Last, First, Mil) AMN DOE, JOHN	2. SSN XXX-XX-XXXX	3. DATE OF REQUEST 14 Mar 95
Member is in READY Reserve Status.		
4. PRESENT ADDRESS 120 Merrill St Macon GA 31088	5. UNIT OF RESERVE ASSIGNMENT (Attached to organization, other than Reserve Units, and stations as indicated below) 952 RSS, Robins AFB GA 31098	
6. PAS CODE R10MFBBP	7. PAFSC 3S0X1	8. DATE OF ENLISTMENT 10 Mar 95
		9. MARITAL STATUS SGL
10. BAQ ENTITLEMENTS 00		
11. Is ordered to active duty for training for approximately <u>98</u> days plus required travel time. Individual will be released from organization assigned for training on or about <u>27 Jun 95</u>		
12. On effective date of training, change Training/Pay Category and Reserve Section from (check one)		
<input type="checkbox"/> L - CB <input type="checkbox"/> P - CE <input type="checkbox"/> P - CF <input type="checkbox"/> P - CG <input checked="" type="checkbox"/> P - CH to (check one) <input type="checkbox"/> L - CA <input type="checkbox"/> F - CC <input checked="" type="checkbox"/> F - CD		
13. Report to the following activities not later than the date and time indicated:		
PERIOD AND REPORTING DATE (a)	ORGANIZATION AND STATION (b)	PURPOSE (c)
1 DAY TIME: 0800 DATE: 22 Mar 95	622 MSF/DPMAR, 150 Perry St Robins AFB GA 31098-1604 Report to Bldg 222, Rm 109A	Administrative Processing.
50 DAYS TIME: NLT 1700 DATE: 22 Mar 95	Air Force Military Training Center Bldg 5616, Base Reception Lackland AFB TX 78236	Attend Basic Military Training Duration: 6 Weeks Commencing: 27 Mar 95
45 DAYS TIME: NLT 1600	393 Mission Support Squadron Report to Student Reception Center Bldg 7001, Keesler AFB MS 39534-2604	Attend Course: E3ABR3S031 004 Personnel Apprentice PDS Code: XDN Duration 5 Weeks, 4 Days Commencing: 16 May 95
1 DAY TIME: Between hours of 0730-1530 DATE: Within 24 hours after completion of tech trng (Mon-Fri)	622 MSF/DPMAR, 150 Perry St Robins AFB GA 31098-1604 Report to Bldg 222, Rm 109A	Administrative Processing Member will be separated from active duty after completion of technical training but not before 84 days of ACFUTRA. Enter on OJT-B for AFSC 3S051.
SPECIAL REQUIREMENTS: None		

14. AUTHORITY TRQI RR-10 HQ AFRES/DPTIS		Title 10, U.S.C. 511(d) TLN	
15. Leave granted in accordance with AFM 177-373, Vol III must be during the active duty for training tour, not for delay en route. Field Personnel Record, with 35 copies of this order, will be hand-carried by individual to first unit attached. DD Form 214 will be issued by the last regular Air Force organization attached in accordance with AFR 35-6.			
16. ADDITIONAL DATA Member will be released from organization attached for active duty training in sufficient time to arrive at place from which ordered to active duty training on effective date of release. If transportation schedules preclude member from arriving at place from which ordered to active duty training prior to 2400 on date of release, DD Form 214, Certificate of Release or Discharge from Active Duty, should reflect an additional day of training in item 18.  Travel by POV to Lackland AFB TX and possession of POV during Basic Military Training is prohibited. Airman must travel and report to Lackland AFB TX wearing civilian clothes and <u>not</u> in uniform. Temporary Change of Station Weight Allowance (225 lbs) authorized according to paragraph U5315, JFTR, Vol I. Turn in all promotional items, for example, gifts, bonus tickets, etc to the AFO. Telephone number of the ANG/AFRES Liaison NCO at Lackland AFB TX is DSN 473-2445/3118. Upon completion of technical training, individual will hand-carry his/her Field Personnel Record Group back to home station and report within 24 hours upon arrival on a normal duty day. Submit travel voucher within 5 workdays after return to home station.			
17. DATE 14 Mar 95	18. ISSUING/APPROVING OFFICIAL (Name, Grade, Signature) Chief, Personnel Relocations	19. PHONE NUMBER COMM ( XXX ) XXX-XXXX DSN XXX-XXXX	
Withholding and FICA taxes will be credited to Fiscal Station Number 380100.			
20. ACCOUNTING CLASSIFICATION		21. PAY SECTION DSN NUMBER XXX-XXXX	22. NUMBER OF WITHHOLDING EXEMPTIONS ZERO
23. DESIGNATION AND LOCATION OF HEADQUARTERS DEPARTMENT OF THE AIR FORCE 952D RESERVE SUPPORT SQUADRON (AFRES) ROBINS AIR FORCE BASE, GEORGIA 31098-1635		24. RESERVE ORDER NUMBER A-XXX	25. DATE OF ORDER 15 Mar 95
26. DISTRIBUTION "D"		27. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL  Chief, Information Management	

Attachment 26

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)

SQUADRON: \_\_\_\_\_

(Signature of Clearing Official-that is, 1st Sgt.)

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: \_\_\_\_\_  
Career Enhancement \_\_\_\_\_  
Personnel Relocation \_\_\_\_\_

Chief, MPF, or Chief, Personnel Relocation Review:

(date) (initials)

(Guide to be adapted for local use)

## Attachment 27

**SAMPLE**  
**ANG/USAFR RECORDS SCREENING CHECKLIST**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

INDIVIDUAL STATUS: \_\_ Prior Svc Enlistment

\_\_ Prior Svc Assignment from EAD

\_\_ Nonprior Svc Agreement

\_\_ (PALACE CHASE/FRONT)

\_\_ ANG AFRES MPF

FIELD RECORD SUBGROUPS

UPRGp

Clothing or Equipment Record (Assignment from AFRES/ANG MPF)

Treatment Records AF Form 2100 Series (PALACE CHASE, or assignment from EAD, or AFRES/ANG MPF) (Prior Service Record)

Dental Folder AF Form 2100 (PALACE CHASE, or assignment from EAD, or AFRES/ANG MPF) (Prior Service Record)

Assignment or Enlistment Orders ANG AFRES/MPF

A. PALACE CHASE ( ) Yes ( ) No

B. If "Yes," is required remark included in orders regarding PALACE CHASE assignment: ( ) Yes ( ) No

UPRGp COMPONENTS OR DOCUMENTS

Financial Data File (Assignment from AFRES/ANG MPF)

Participation Record (Assignment from AFRES/ANG MPF)

AF Form 623, On-the-Job Training Record (PALACE CHASE, or from AFRES/ANG MPF)

Retention Record (Assignment from AFRES MPF)

AF Form 1288, Application for Ready Reserve Assignment

Aeronautical Orders, if on Flying Status

DD Form 4, Enlistment/Reenlistment Document Armed Forces of the United States, and AF Form 2631,

- PALACE CHASE Statement of Understanding/Contract
- Promotion Order for Current Rank (Enl Only)
- DD Form 398, DoD Personnel Security Questionnaire
- Last Officer or Enlisted Evaluation Report
- DD Form 214, Certificate of Release or Discharge from Active Duty
- DD Form 93, Record of Emergency Data
- Statement of Service (Prior Service verified no other documents will be provided).
- DD Form 1172/AF Form 2293/OF Form 346, U.S. Government Motor Vehicle Operator's Identification Card (carried on person) and AF Form 2296/DD Form 1360, Motor Vehicle Operator Qualifications and Record of Licensing, Examination and Performance, if applicable.

CODE:Y On file

M: Missing and required from Previous Unit, ARPC, or Individual (Suspense established)

NR: Not required

**Attachment 28****SAMPLE  
RELOCATION PROCESSING  
(TRANSFER OF SENTENCED PRISONER) MEMORANDUM**

MEMORANDUM FOR Unit/confinement Facility

FROM: (functional address symbol)

(date)

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. MPF will furnish orders as soon as possible. They may contact you for assistance in processing.
  - c. Identification. Member must have a valid ID card (DD Form 2AFACT). Contact MPF Customer Service Element if correction or replacement needed.
  - 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 entitlements.
  - i. Individual Equipment. Turn it in.
  - 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 MWR 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 are done.

(signature)

(typed name, grade, USAF)

Commander or Superintendent of Unit or  
Confinement Facility

**Attachment 29****IC 98-1 TO AFI 36-2102, BASE LEVEL RELOCATION PROCEDURES****22 JUNE 1998****SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 98-1 which creates MPF in-processing line for incoming members in order to have records screened with the member present. The records review listing or initial duty assignment rip will be reviewed while the member is present. See the last attachment of the publication, IC 98-1, for the complete IC. A star (|) indicates revision from the previous edition.

3.2.1. Create an in-processing line for incoming members in order to have records screened with the member present. This line must include the following elements: Personnel Employment's, Customer Service, Career Enhancements, Personnel Relocation's and Base Training. Also, a monthly clearance file will be created for incoming members. The sequence of this file is optional and will contain special orders, FRGps, Initial Duty Assignment (IDA) Worksheets, etc. Dispose of this file according to AFMAN 37-139.