

**DEPLOYMENT PROCESSING TDY (Military Personnel)**

NAME (Last, First, MI)		UNIT	
ULN/LNR		NAME OF OPERATION/PID (If Classified, leave blank)	
DATE OF TASKING (DOT)		REQUIRED DELIVERY DATE (RDD)	
<b>ACTION</b>		<b>OPR/OCR</b>	
1. SEND OUT TASKING MEMORANDUM		IPR	
2. VERIFY MEMBER'S ELIGIBILITY AND UPDATE NAME IN DCAPIES AS SOON AS MEMBER HAS BEEN IDENTIFIED BY UNIT TO UNCLUDE NOTIFICATION DATE, PROJ DEPARTURE DATE PROJECTED ARRIVAL DATE, ETC		IPR	
3. PROVIDE INITIAL TDY BRIEFING (WITHIN 3 DUTY DAYS)		IPR	
4. HAVE MEMBER REVIEW TASKING LINE REMARKS AND AOR SPECIFIC REPORTING INSTRUCTIONS, THE FOREIGN CLEARANCE GUIDE (FCG), DOD TRAVEL SECURITY ADVISORY AND /OR USSOUTHCOM HUMAN RIGHTS POLICY BRIEFING (S) (If Applicable)		IPR	
5. ISSUE MEDICAL, DENTAL, AND IMMUNIZATIONS CLEARANCE LETTERS WITH DUE DATES.		IPR	
6. REVIEW PRE DEPLOYMENT TRAINING (If Applicable)		IPR/MEMBER	
7. PROCESS PASSPORT APPLICATION (If Applicable)		PASSPORT AGENT/MEMBER	
8. ISSUE MEMBER OUTPROCESSING CHECKLIST OR SCHEDULE FOR DEPLOYMENTLINE (IF APPLICABLE)		IPR/UDM	
9. PREPARE CED ORDER		IPR	
10. COORDINATE OFFICIAL TRAVEL ARRANGEMENTS WITH THE IDO OR TMO		CTO/TMO	
11. VERIFY WAPS TESTING SCHEDULE (Should be done prior to departure)		MEMBER	
12. UPDATE FLIGHT INFO IN DCAPIES		IPR	
13. UPDATE NEW FLIGHT INFO IN DCAPIES (If changes occur)		IPR	
14. MEMBER OUTPROCESSES ASSIGNED UNIT		MEMBER/UDM	
15. ENSURE MEMBER HAS COMPLETED ALL CERTIFICATION LETTERS		IPR	
16. ENSURE ALL IDENTIFICATION IS CURRENT (ID TAGS, ID CARD, vRED, GENEVA CONVENTION CARD, PASSPORT, AND SO ON)		IPR/UDM/MEMBER	
17. HAVE MEMBER REVIEW TASKING LINE REMARKS AND AOR SPECIFIC REPORTING INSTRUCTIONS, THE FOREIGN CLEARANCE GUIDE (FCG), DOD TRAVEL SECURITY ADVISORY AND /OR COCOM POLICY BRIEFING (I.E. US SOUTHCOM HUMAN RIGHTS) (S) (If Applicable- this is to ensure nothing has changed since initial notification)		IPR	
18. OUTPROCESS MEMBER- (1 DUTY DAY PRIOR TO DEPARTING)		IPR	
19. UPDATE DEPARTURE IN DCAPIES.		IPR	
ALL PROCESSING ACTIONS ARE COMPLETE			
20. UPDATE MEMBERS RETURN IN DCAPIES (WITHIN 24HRS OF ARRIVAL)		IPR	
SIGNATURE OF MEMBER	DATE	SIGNATURE OF IPR REPRESENTATIVE	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

AF IMT 3847, 20190723

**DEPLOYMENT PROCESSING TDY**

(Federal Civilian Personnel)

GRADE	NAME (Last, First, MI)			DoD ID/EDIPI	UNIT OF ASSIGNMENT	DUTY PHONE
PID (BLANK IF CLASSIFIED)	ULN	POSN	TASKED UNIT		REQUIRED DELIVERY DATE (RDD)	DATE OF TASKING (DOT)
<b>ACTION</b>					<b>OPR/OCR</b>	<b>DATE COMPLETED</b>
1. SEND TASKING MEMORANDUM WITH INFO COPY TO CPF					IPR	
2. VERIFY EMPLOYEE'S ELIGIBILITY UPON RECEIPT OF NAME FILL FROM TASKED UNIT					SUPERVISOR/CPF AND IPR	
3. PROVIDE INITIAL TDY BRIEFING TO INCLUDE: (WITHIN 3 DUTY DAYS)					IPR/UDM AND CPF	
<ul style="list-style-type: none"> <li>• ISSUE OUTPROCESSING CHECKLIST INCLUDING APPLICABLE MEDICAL, DENTAL AND IMMUNIZATIONS CLEARANCE PAPERWORK. BRIEF REQUIRED ITEMS FOR EACH SPECIFIC OPERATION.</li> <li>• REVIEW AND PROVIDE MEMBER WITH AOR SPECIFIC REPORTING INSTRUCTIONS</li> <li>• DIRECT MEMBER TO THE CIVILIAN PERSONNEL FLIGHT (CPF) TO RECEIVE CIVILIAN SPECIFIC OUTPROCESSING REQUIREMENTS. CIVILIAN PERSONNEL MAY HAVE DIFFERENT REQUIREMENTS THAN MILITARY MEMBERS IN REGARDS TO PAY ENTITLEMENTS, UNIFORM REQUIREMENTS, MEDICAL PROCESSING AND SO ON.</li> <li>• DIRECT MEMBER TO BASE PASSPORT OFFICE FOR REVIEW OF FOREIGN CLEARANCE GUIDE OR SUBMISSION OF PASSPORT APPLICATION. (if applicable)</li> </ul>						
4. PROCESS PASSPORT APPLICATION (If applicable)					PASSPORT OFFICE	
5. UPDATE RECORD IN DCAPEs					IPR	
6. UPDATE TRAVEL ITINERARY IN DCAPEs AS SOON AS INFORMATION RECEIVED FROM IDO/TMO. (always update DCAPEs when changes occur)					IPR	
7. TRANSMIT DELAYED REPORTING REQUEST/NOTIFICATION TO GAINING LOCATION (if applicable) UPON NOTIFICATION OF A MEMBER BEING UNABLE TO MEET ESTABLISHED RDD, NOTIFICATION TO GAINING UNIT IS MANDATORY.					IPR	
8. PREPARE CED ORDER (once all documentation has been received)					IPR	
9. OUTPROCESS MEMBER TO INCLUDE: (WITHIN 1 DUTY DAY OF DEPARTURE)					IPR & UDM	
<ul style="list-style-type: none"> <li>• ENSURE MEMBER HAS OUTPROCESSED ALL APPLICABLE BASE AGENCIES, THE CIVILIAN PERSONNEL FLIGHT AND ASSIGNED UNIT.</li> <li>• ENSURE MEMBER HAS COMPLETED ALL REQUIRED ITEMS ON OUTPROCESSING CHECKLIST ISSUED BY THE PRF.</li> <li>• BRIEF MEMBER ON RESPONSIBILITIES OF HAND CARRIED ITEMS REQUIRED BY AOR REPORTING INSTRUCTIONS.</li> <li>• ENSURE ALL IDENTIFICATION IS CURRENT (ID TAGS, ID CARDS, DD FORM 93/VRED VERIFICATION, GENEVA CONVENTION CARD, PASSPORT, AND SO ON.</li> <li>• ENSURE MEMBER HAS ACQUIRED REQUIRED TICKETS AND TRAVEL INFORMATION FROM CTO/TMO.</li> <li>• PROVIDE MEMBER WITH HANDCARRY ITEMS AND COPY OF OUTPROCESSING CHECKLIST WITH INSTRUCTIONS TO REPORT TO THE PT OR PERSONNEL FUNCTION UPON ARRIVING AT EMPLOYED LOCATION.</li> </ul>						
10. UPDATE DEPARTURE IN DCAPEs					IPR	
11. UPON NOTIFICATION OF MEMBER'S RETURN, UPDATE DCAPEs WITH APPLICABLE TDY RETURN DATE. (WITHIN 24 HRS OF ARRIVAL)					IPR	

**ALL PROCESSING ACTIONS ARE COMPLETE**

SIGNATURE OF MEMBER	DATE	SIGNATURE OF INSTALLATION PERSONNEL READINESS REPRESENTATIVE	DATE
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