

GEILENKIRCHEN NATO AIRBASE  
**US NSU DEPLOYMENT OUTPROCESSING & INPROCESSING CHECKLIST**  
(Completion is mandatory for all personnel deploying to combat zones in support of NATO operations)

\_\_\_\_\_ is processing for deployment to (location) \_\_\_\_\_ with an in-place date of \_\_\_\_\_. Estimated length: \_\_\_\_\_ days. Member was notified: \_\_\_\_\_

1. **Unit Deployment Manager:** This checklist implements requirements as outlined in AFI 10-403, *Deployment Planning and Execution* and USAFEI 10-505, *Geographically Separated Unit and Tenant Support*. The checklist covers mandatory and suggested deployment out-processing requirements. The checklist can be started up to 30 calendar days prior to deployment and must be completed and turned into the NSU 5 calendar days prior to deployment.

- Documents required before member is cleared for departure:
  - Passport & VISA (if required)
  - Metal ID Tags (Must have "AF" after SSAN)
  - Immunization Record
  - Deployable Medical Record (AF Form 1480 or DD Form 2766)

2. **Public Health:** Must be worldwide qualified (CJCS Memo MCM-0006-02 JCS-defined deployments  $\geq$  30 days).

PUBLIC HEALTH REPRESENTATIVE INITIALS/DATE \_\_\_\_\_

3. **Immunizations:** Ensure immunizations are current for entire length of deployment and obtain updated copy of Immunizations Record.

IMMUNIZATIONS REPRESENTATIVE INITIAL/DATE \_\_\_\_\_

4. **Dental Clearance:** Must be worldwide qualified and remain so past deployment duration (AFI 47-101).

DENTAL CLINIC REPRESENTATIVE INITIALS/DATE \_\_\_\_\_

5. **Airman and Family Readiness Center:** If TDY is  $\geq$  30 days, an Individual and Family Readiness appointment at the A&FRC is required. Spouses encouraged to attend. Call for appointment, X3791. (AFI 36-3009).

AIRMAN AND FAMILY READINESS CENTER REP INITIALS/DATE \_\_\_\_\_

6. **Commander's Support Staff (CSS):** Member is required to out-process NSU:

a. **RETAINABILITY:** Member must have sufficient retainability (AFI 36-2110) to last duration of TDY. If scheduled to reenlist while deployed, appropriate action must be completed prior to deployment. If an approved CJR expiration date will occur while deployed the reenlistment documentation must be prepared and hand carried to the AOR. DOS/ETS: \_\_\_\_\_, CJR Expiration DATE: \_\_\_\_\_, Reenlistment documents completed on: \_\_\_\_\_.

b. **DEROS Option (for personnel stationed overseas):** Member has / has not been briefed on the DEROS Election option program (AFI 36-2110). Member will / will not be within 60 days of retirement upon completion of TDY. Member will / will not PCS within 30 days from the TDY completion date.

c. Ensure v-RED and SGLI reflect current information. Ensure Common Access Card (CAC) ID card has an expiration date at least 30 days past the tour length stipulated on the tasking message and member knows their PIN. Ensure ID tags are current. If members need to update their CAC ID card, SGLI, or ID tags, please ensure they visit the appropriate MPF work center.

d. Update MilPDS to reflect TDY status.

COMMANDER'S SUPPORT STAFF REPRESENTATIVE INITIALS/DATE \_\_\_\_\_

**SUGGESTED ITEMS:**

1. Education Office: Verify if due to test during TDY. If eligible, must test prior to departure (AFI 36-2406).
2. Finance: Information on deployment entitlements. Ensure GTC valid through TDY duration (JFTR and DFAS-DEM 7073-I thru V).
3. Post Office: Temporary mail hold for TDY ≥ 15 days; failure to do so will result in mail being returned to sender after 15 days (DoD 4625.6-M).
4. Base Legal: powers of attorney, wills (AFI 51-504).

CSS---LAST STOP: Member cleared through US NSU. NATO Travel Request stamped. CSS files completed checklist until member returns.

\*\*\*\*REMINDER\*\*\*\* Upon return, on the first duty day, report to CSS to pick up and complete the below inprocessing items.

MEMBERS SIGNATURE/DATE \_\_\_\_\_ I understand I must inprocess on the first duty day of my return from TDY.

**INPROCESSING:**

1. CSS: Pick up inprocessing checklist from CSS and receive any required personnel actions.  
\*check vMPF within two weeks after filing your travel voucher to ensure your TDY history is reflecting this TDY. If not then forward your paid travel voucher to [470abs.fsmps@us.af.mil](mailto:470abs.fsmps@us.af.mil) \*
2. Finance: File travel voucher within 5 duty days of return and submit claims for any other entitlements. Forward paid travel voucher to [470abs.fmf@us.af.mil](mailto:470abs.fmf@us.af.mil) to receive hostile fire pay.
3. Public Health: Inprocess and receive any mandatory briefings and appointments.

PUBLIC HEALTH REPRESENTATIVE INITIALS/DATE \_\_\_\_\_

For deployments greater than 30 days:

4. Mental Health: Inprocess and receive any mandatory briefings and appointments.

MENTAL HEALTH REPRESENTATIVE INITIALS/DATE \_\_\_\_\_

5. A&FRC: Reintegration briefing and schedule USAFE combat care survey.

AIRMAN AND FAMILY READINESS CENTER REP INITIALS/DATE \_\_\_\_\_

Turn in completed inprocessing checklist to NATO Squadron UDM