

<b>INDIVIDUAL TDY PROCESSING CHECKLIST</b>				
1. NAME (Last, First, Middle Initial)	2. SSN (Last 4 only)	3. RANK	4. GENDER	5. PAS CODE
6. HOME ORGANIZATION AND STATION		7. TDY ORGANIZATION AND LOCATION		
8. PROJECTED TDY DEPARTURE DATE:		9. DATE RETURNED TO HOME STATION:		
10. PROCESSING ACTIONS (Personnel/Finance representative initial and date)		OUT	IN	
a. STOP NO. 1 PERSONNEL (Unit)				
b. STOP NO. 2 FINANCE				
11. REMARKS				
<b>INSTRUCTIONS</b>				
1. Member must out process from their unit during the duty day prior to departure. Based on local guidelines of unit, out-processing stop at Finance is optional. 2. Member must in process with their home unit on the first duty day following return from TDY location.				

**AF IMT 4334, 20040531 V1**

UNIT COPY

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(Cut along dotted line)

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MEMBER COPY

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).