

RELOCATION PREPARATION CHECKLIST

(See AFI 36-2102)

I. IDENTIFICATION

NAME (Last, First, Middle Initial)	GRADE	SSN	REPORTING MONTH
ESTIMATED DEPARTURE OR SEPARATION DATE	NEW DUTY LOCATION OR TYPE OF SEPARATION		

II. REQUIRED PREPARATION ACTIONS

"X"	RESPONSIBLE MPF ELEMENTS A.	REQUIRED ACTION B.	APPLICABLE DIRECTIVE(S) C.	ACTION COMPLETED D.
<input type="checkbox"/>	DPMAR	INITIAL RELOCATION INTERVIEW	AFIs 36-2102, 36-2110, 36-3202, 36-3203, and 36-3208	
<input type="checkbox"/>	DPMAR	AF FORM/IMT 1466, DEPENDENT RELOCATION CLEARANCE	AFI 24-101	
<input type="checkbox"/>	DPMAR	AF FORM 965, OVERSEAS TOUR ELECTION STATEMENT	AFI 36-2110	
<input type="checkbox"/>	DPMAR	PHYSICAL/DENTAL/IMMUNIZATION REQUIREMENTS	AFIs 36-2110, 36-3212, 48-123, and AFCAT 36-2223	
<input type="checkbox"/>	DPMAR/DPMPs	PASSPORT REQUIREMENTS	FOREIGN CLEARANCE GUIDE	
<input type="checkbox"/>	DPMAR	IDENTIFICATION REQUIREMENTS	AFIs 36-2608, 36-3026(I), 36-3103, and AFCAT 36-2223	
<input type="checkbox"/>	DPMAR	WEAPONS TRAINING	AFIs 36-2110 and 36-2226	
<input type="checkbox"/>	DPMAR	PORT CALL	AFI 24-101	
<input type="checkbox"/>	DPMAR	SECURITY CLEARANCE/TERMINATION	AFIs 31-501, 36-2102, and 36-2110	
<input type="checkbox"/>	DPMAR	ANTITERRORISM BRIEFING (PCS TO OVERSEAS LOCATION)	AFI 36-2102	
<input type="checkbox"/>	DPMAR	AF FORM 63, ACTIVE DUTY SERVICE COMMITMENT (ADSC) ACKNOWLEDGMENT STATEMENT(Officers and Airmen)	AFI 36-2107	
<input type="checkbox"/>	DPMAR	SPECIAL ORDERS	AFI 33-328	
<input type="checkbox"/>	DPMAR	EXTENSION OF ENLISTMENT	AFI 36-2606	
<input type="checkbox"/>	DPMAR	RECORDS SCREENING	AFI 36-2608	
<input type="checkbox"/>	DPMPE	OPR/EPR/TR/LOE	AFI 36-2406	
<input type="checkbox"/>	DPMAR	ANG/USAFR IN-SERVICE RECRUITER	AFI 36-3205	
<input type="checkbox"/>	DPMAR	MILITARY PAY ACTIONS	AFIs 36-2102, 36-2622, and DFAS-DE	
<input type="checkbox"/>	DPMAR	SHORT-TERM MEDICAL COVERAGE	AFI 36-2102	
<input type="checkbox"/>	DPMAR	RETIREMENT RECOGNITION	AFIs 36-2102 and 36-3203	
<input type="checkbox"/>	DPMAR	RETURN OF SIGNED RELOCATION PROCESSING LETTER FROM UNIT AND OTHER BASE AGENCIES	AFI 36-2102	
<input type="checkbox"/>	DPMAR	VERIFICATION OF WAPS TESTING	AFIs 36-2502 and 36-2605	
<input type="checkbox"/>	DPMAR	DEERS VERIFICATION	AFIs 36-2102 and 36-3026(I)	
<input type="checkbox"/>	DPMAR	SURVIVOR BENEFIT PLAN	AFI 36-3006	
<input type="checkbox"/>	DPMAR	TRICARE (FMDF) ACTIVE DUTY	AFI 36-3025	
<input type="checkbox"/>	DPMAR	SELECTIVE SERVICE REGISTRATION	AFI 36-2102	

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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).

III. PCS PROCESSING CODES/REMARKS

IV. FINAL RELOCATION OUT-PROCESSING INTERVIEW

I have reviewed all required relocation preparation actions indicated in Sections II and III. All actions associated with this relocation have been completed. In addition, I have interviewed the member to verify that all required actions have been completed and advised him or her of the following:

- a. Timely reporting to new unit or APOE.*
- b. What to do in case of an emergency.*
- c. Importance of safeguarding separation forms.*
- d. Procedures for inquires of records.*

DATE

SIGNATURE