

CHECK LIST FOR PERSONNEL PROCESSING FOR OVERSEA SHIPMENT

DATE

27 Mar 53

INSTRUCTIONS

This check list will be prepared in duplicate for each individual transferred to an oversea replacement center or PAE. One copy will be forwarded with the field personnel records, the other retained for six months at the home station. Each

item must be marked, and any deficiencies justified in remarks. The certificates will be signed certifying that the entries are correct. **USE THE FOLLOWING SYMBOL KEY: X - All in order, NA - Not applicable, O - Deficient.**

I. PERSONAL DATA

1. LAST NAME - FIRST NAME - MIDDLE INITIAL LEWIS WILLIAM D		2. GRADE CAPTAIN	3. SERVICE NUMBER A0665925
4. INSTALLATION Bryan Air Force Base, Bryan, Texas		5. COMMAND ATRC	
6. SPECIAL ORDERS NUMBER 56	7. PARAGRAPH 5	8. DATE OF SPECIAL ORDERS 13 Mar 53	9. ISSUING ORGANIZATION Bryan Air Force Base, Bryan, Texas

II. RECORDS *(The forms and reports listed below should be correct, current and in individual's Record Jacket, DD Form 380 AF. Items 10 thru 17 apply to enlisted personnel only.)*

HOME STATION	COND ON ARR AT PORT	PROCESSING DATA	HOME STATION	COND ON ARR AT PORT	PROCESSING DATA
NA		10. ENTRY HAS BEEN PROPERLY MADE IN SECTION 5 OR 6 OF WD AGO FORM 24a (or DD Form 230.)	X		18. DA AGO FORM 66.
NA		11. GRADE IS CORRECT, AND DATE AND AUTHORITY HAVE BEEN ENTERED IN SECTION 12 OF WD AGO FORM 24a (or DD Form 230.)	X		19. DA AGO FORM 8-117
NA		12. LAST ENTRY IN SECTION 17 OF WD AGO FORM 24a (or DD Form 230) HAS BEEN CHECKED.	X		20. CURRENT RECORDS AND CORRESPONDENCE MAINTAINED UNDER THE "201" CLASSIFICATION.
NA		13. AFQT SCORE OR APTITUDE INDEX HAS BEEN ENTERED ON DA AGO FORM 20 (or AF Form 20.)	X		21. COPY OF EACH CERTIFICATE OF COMPLETION OF EXTENSION OR TRAINING COURSE.
NA		14. PHYSICAL PROFILE ON DA AGO FORM 20 (or AF Form 20) HAS BEEN ENTERED IN INK.	X		22. DD FORM 93
NA		15. PRIMARY AFSC ON DA AGO FORM 20 (or AF Form 20) HAS BEEN DESIGNATED.	X		23. ALL ORDERS EXCEPT THOSE PERTAINING TO LEAVE OR TO TDY OF LESS THAN 30 DAYS DURATION.
NA		16. ENLISTMENT RECORD, WD AGO FORM 21 (or DD Form 4.)	X		24. MEDICAL AND DENTAL TREATMENT RECORDS (Sealed).
NA		17. ORIGINAL CLOTHING AND INDIVIDUAL AND ORIGINAL EQUIPMENT RECORD, DD FORM 191 (EM) OR DD FORM 192 (EW).	X		

III. ORDERS

HOME STATION	COND ON ARR AT PORT	PROCESSING DATA	HOME STATION	COND ON ARR AT PORT	PROCESSING DATA
X		25. ORDERS HAVE BEEN WRITTEN IN ACCORDANCE WITH AFM 30-3.	X		28. EDCSA HAS BEEN COMPUTED IN ACCORDANCE WITH AFR 35-13.
X		26. INDIVIDUAL'S, GRADE AND SERVICE NUMBER ARE CORRECT ON THE ORDERS.	X		29. SEVEN COPIES OF TRAVEL ORDERS ARE IN INDIVIDUAL'S RECORDS JACKET.
X		27. ORDERS CONTAIN OVERSEA ASSIGNMENT OR PROJECT AND/OR SHIPMENT NUMBER.			

IV. PAY

HOME STATION	COND ON ARR AT PORT	PROCESSING DATA	HOME STATION	COND ON ARR AT PORT	PROCESSING DATA
TS		30. DD FORM 113 AND APPROPRIATE PAPERS ARE UP TO DATE AND IN INDIVIDUAL'S POSSESSION.	TS		33. ITEM 7, DD FORM 113, HAS BEEN ATTESTED BY DISBURSING OFFICER.
TS		31. NEWLY MADE ALLOTMENTS ARE ENTERED ON DD FORM 113.	TS		34. INDIVIDUAL HAS BEEN ADVISED HE MAY DRAW ADVANCE IN PAY OR ADVANCE TRAVEL PAY.
TS		32. INDIVIDUAL HAS BEEN PAID TO INCLUDE LAST DAY OF PRECEDING MONTH.	TS		

V. PERSONAL AFFAIRS					
HOME STATION	COND ON ARR AT PORT	PROCESSING DATA	HOME STATION	COND ON ARR AT PORT	PROCESSING DATA
AL		35. THE INDIVIDUAL HAS BEEN COUNSELED ON ALL ITEMS ON AF FORM 381	AL		38. INDIV HAS BEEN COUNSELED IN ACCORDANCE WITH PAR 13 OF AFM 35-6 AND PERTINENT PERSONAL AFFAIRS DIRECTIVES.
AL		36. PERSONAL AFFAIRS ARE IN ORDER AND THE PERSONAL AFFAIRS FILE IS COMPLETE.	AL		39. INDIV HAS BEEN COUNSELED ON PROV OF AFR 75-59 AND PAR 20 OF AFM 35-6 REGARDING TRANS OF AUTOMOBILES.
		37. BENEFICIARY DESIGNATION ON DD FORM 93 HAS BEEN REVIEWED.			

VI. MISCELLANEOUS					
X		40. INDIVIDUAL HAS IDENTIFICATION TAGS AND NECKLACE.	X		47. INDIVIDUAL HAS SUFFICIENT RETAINABILITY TO BE ELIGIBLE FOR OVERSEA SHIPMENT.
X		41. REQUIRED IMMUNIZATION HAS BEEN ADMINISTERED.	X		48. INDIVIDUAL HAS BEEN IN ZI 12 MONTHS SINCE LAST OVERSEA TOUR.
NA		42. INDIVIDUAL HAS TWO HEARING AIDS.	X		49. INDIV DOES NOT HAVE AN APPL PENDING FOR AVIATION CADET OR OCS AND HAS NOT BEEN SELECTED FOR SUCH TRAINING.
NA		43. INDIVIDUAL HAS TWO PAIRS OF SPECTACLES.	X		50. INDIVIDUAL HAS COMPLETE MANDATORY ALLOWANCE OF PERSONAL CLOTHING.
X		44. INDIVIDUAL'S BAGGAGE HAS BEEN PROPERLY MARKED.	X		51. INDIVIDUAL HAS BEEN INSTRUCTED THAT HIS MANDATORY ALLOWANCE OF CLOTHING MUST ACCOMPANY HIM.
X		45. INDIV HAS BEEN INSTRUCTED TO ARR AT HIS NEXT STA ON THE REPT DATE AND WEARING A MILITARY UNIFORM.	X		52. DD FORMS 415 AND 413 HAVE BEEN COMPLETED.
X		46. INDIVIDUAL HAS DD FORM 2AF, IDENTIFICATION CARD FOR OFFICERS AND AIRMEN.	NA		53. Passport + Applied for

REMARKS

It is the Officer's Personal Responsibility to Properly Mark his Baggage.

VII. CERTIFICATION OF INDIVIDUAL

I HAVE BEEN GIVEN THE OPPORTUNITY TO APPLY FOR DEFERMENT FROM OVERSEA SHIPMENT UNDER THE CRITERIA LISTED IN AFR 35-39. I HEREBY WAIVE MY RIGHTS FOR DEFERMENT OR I AM NOT ELIGIBLE FOR DEFERMENT. (Strike out that portion not applicable). FURTHERMORE, I HAVE PERSONALLY VERIFIED EACH OF THE ABOVE ENTRIES AND TO MY KNOWLEDGE I AM QUALIFIED WITHOUT EXCEPTION FOR OVERSEA DUTY.

DATE	TYPED NAME OF INDIVIDUAL	GRADE	SERVICE NUMBER	SIGNATURE OF INDIVIDUAL
21 APR '53	WILLIAM D LEWIS, CAPT.	CAPT.	A0665925	William D Lewis CM

VIII. CERTIFICATION OF PROJECT OFFICER

I CERTIFY AS OVERSEA PROJECT OFFICER THAT I HAVE PERSONALLY VERIFIED EACH ENTRY LISTED ABOVE, THAT THE INDIVIDUAL CONCERNED HAS BEEN GIVEN THE OPPORTUNITY TO APPLY FOR DEFERMENT, AND THAT HE IS QUALIFIED WITHOUT EXCEPTION FOR OVERSEA DUTY.

DATE	TYPED NAME OF PROJECT OFFICER	GRADE	SERVICE NUMBER	SIGNATURE OF PROJECT OFFICER
2 APR 53	BARNEY E. GILLEN	1st.LT.	A01856703	Barney E. Gillen