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INDIVIDUAL DEPLOYMENT REQUIREMENTS CHECKLIST1. NAME (Last, First, Middle Initial, Suffix)6. COMMON ACCESS CARD (US Uniformed Services ID Card) Exp Date:7. IDENTIFICATION TAGS (ID Tags and Chains)(1Set)8. LETTER OF SELECTION FOR DEPLOYMENT POSITION9. QUANTITATIVE FIT TEST (QNFT - GAS MASK) DOCUMENTATION10. AF FORM 94, AIR BAGGAGE CLAIM TAG (4 Tags)11. GOVERNMENT TRAVEL CARD (GTC) Exp Date:12. VIRTUAL RECORD OF EMERGENCY DATA (vRED)13. AFPAM 10-100, AIRMAN'S MANUAL14. ANNUAL TOTAL FORCE AWARENESS TRAINING (SEE ATTACHED TRANSCRIPT)15. TIER 2A: EXPEDITIONARY SKILLS (ES) PROFICIENCY TRAINING16. TIER 2B: HOME STATION PRE-DEPLOYMENT TRAININGOTHER READINESS ITEMS (As Required)17. SECURE INTERNET PROTOCOL ROUTER NETWORK (SIPRNet) TOKEN SMART CARD18. DD FORM 1934, GENEVA CONVENTIONS CARD (Medical/Religious Personnel Only)19. CREDENTIAL PACKAGE FOR MEDICAL PROVIDERS20. AF FORM 286, PERSONNEL RELIABILITY PROGRAM, QUAL/CERT ACTION21. RED METAL (MEDICAL) ALERT ID TAGS (ID Tags and Chains)(1Set)22. DRIVER'S LICENSE (Commercial, U.S. Government and/or International License)23. PRESCRIPTION GLASSES (2 Pair)24. GAS MASK SPECTACLE INSERTS (1 Pair)25. INDIVIDUAL APPOINTMENT LETTERS (Custodian and Courier Letters)26. INDIVIDUAL CHECKLIST (Personal/Organizational Clothing Requirements)27. PROFESSIONAL EQUIPMENT (Pro-Gear/Individual Protective Equipment)28. AF FORM 1199, USAF RESTRICTED AREA BADGE29. GOVERNMENT (NO-FEE) PASSPORT/VISA/COUNTRY CLEARANCE30. MISC TRAINING CARGO PREP, PALLET BUILD-UP, HAZ CARGO CERT31. AF FORM 357, FAMILY CARE CERTIFICATION (IAW AFI 36-2908, First Sergeant)33. POWER OF ATTORNEY (General or Special)DEPLOYMENT TASKING REQUIREMENTS36. TIER 3&4: ADVANCED EXPEDITIONARY SKILLS TRAINING (EST)37. AF FORM 522, USAF GROUND WEAPONS TRAINING DATA38. DD FORM 2760, QUALIFICATION TO POSSESS FIREARMS or AMMUNITION39. AF FORM 623, OJT RECORD/TRAINING BUSINESS AREA (TBA), as required40. VOTING RIGHTS BRIEFING (AFI 36-3107, Installation Voting Assistance Officer)41. DD FORM 1833, ISOLATED PERSONNEL REPORT (ISOPREP), as required42. REPORTING INSTRUCTION REVIEW43. AF FORM 245, EMPLOYMENT LOCATOR and PROCESSING CHECKLIST44. FITNESS TESTING DOCUMENTATION45. MOBILITY BAGS (A, A, B, C, D) and AF Form 1297INDIVIDUAL'S INITIALS - ->UDM / SUPERVISOR'S SIGNATUREAF FORM 4005, 20150120 (IMT-V1)Revises AF Form 4005, Jul 13, which is obsolete INDIVIDUAL DEPLOYMENT REQUIREMENTS CHECKLIST1. NAME (Last, First, Middle Initial, Suffix)6. COMMON ACCESS CARD (US Uniformed Services ID Card) Exp Date:7. IDENTIFICATION TAGS (ID Tags and Chains)(1Set)8. LETTER OF SELECTION FOR DEPLOYMENT POSITION9. QUANTITATIVE FIT TEST (QNFT - GAS MASK) DOCUMENTATION10. AF FORM 94, AIR BAGGAGE CLAIM TAG (4 Tags)11. GOVERNMENT TRAVEL CARD (GTC) Exp Date:12. VIRTUAL RECORD OF EMERGENCY DATA (vRED)13. AFPAM 10-100, AIRMAN'S MANUAL14. ANNUAL TOTAL FORCE AWARENESS TRAINING (SEE ATTACHED TRANSCRIPT)15. TIER 2A: EXPEDITIONARY SKILLS (ES) PROFICIENCY TRAINING16. 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Ensure member's Professional Equipment is in compliance5. Enter Tempo Band/Block with AFI 10-403, para 5.6 (Deploying Personnel Equipment)6. Ensure member has a Common Access Card (CAC), annotate28. Ensure member has a valid AF Form 1199, USAF Restricted expiration date. Note: pen/ink changes accepted.7. Ensure member has one set of Identification (ID) Tags.29. Ensure member has a valid Passport, Visa and/or Country8. Ensure Commander, UDM, or supervisor officially assigns a Clearance submitted via the Aircraft and Personnel Automated member to fill a deployment position using letter of selection for Clearance System (APACS), if required, deployment position signed by the member and either the30. Training documentation for any miscellaneous training (Cargomember's Commander, UDM or supervisor. A digitally signed Prep, Pallet Build-Up, Hazardous Cargo Certification), if required, copy of the member's AF Form 4005 may be used to fill this31. Ensure AF Form 357, Family Care Certification IAW AFI 36-requirement. Note: A letter of selection for deployment position2908. Note: Briefing must be accomplished by the First Sergeant. must include: UTC, AEFI, Vulnerability Period (for AEF Airmen), AEFI and Vulnerability Period (for Institutional Forces).32. Recommend member complete Will9. Member will complete initial Quantitative Fit Test (QNFT) and33. Recommend member complete Power of Attorney, maintain training documentation IAW AFOSH Standard 48-137.34. Recommend member maintain copy of SGLI.10. Ensure member receives 4 each AF Form 94, Air Baggage35. Verify member has MYPAY access.Claim Tags, during pre-deployment processing.DEPLOYMENT TASKING REQUIREMENTS11. Ensure member has a valid Government Travel Card (GTC).36. Verify completion for all Tier 3 and 4 Advanced Expeditionary annotate expiration date. Note: pen/ink changes accepted.Skills training IAW AFI 36-2201, EXORD/DEPORD12. Ensure member deploys with a copy of member's Virtual remarks/reporting instructions. Record of Emergency Data (vRED) or manual DD Form 93.37. Ensure member completes required small arms training. Record of Emergency Data, if vRED is not available. Document using AF Form 522.13. Ensure member deploys with a copy of AFPAM 10-100.38. Ensure member's completes DD Form 2760, Qualification to Possess Firearms or Ammunition prior to deployment.39. Ensure member has a valid AF Form 623, Individual Training14. Verify completion for all Tier 2A Expeditionary Skills (ES) Required for military personnel only, E-6 and below and for E-7s proficiency training IAW AFI 36-2201 and local guidance outlined above who are in upgrade training status within the Installation IDP for all Airmen/DoD Civ using an Air40. Ensure member receives a Voting Right Briefing, IAW AFI 36-Staff/MAJCOM-approved automated system/tool.3107. Note: Installation Voting Assistance Officer will provide the16. Verify completion for all Tier 2B Home Station Pre-Deployment training IAW AFI 36-2201 and local guidance outlined within the41. Ensure member completes a DD Form 1833, Isolated Installation IDP for all Airmen/DoD Civ using an Air/Personnel Report (ISOPREP). Note: ISOPREP will be completed Staff/MAJCOM-approved automated system/tool electronically via the SIPRNET Personnel Recovery Mission Software (PRMS). ISOPREP will be updated as required for a training transcript from an approved automated training deployments or as data changes. management system such as ADLS is an acceptable proof of42. Ensure member reviews/complies with deploying AOR training. Unit Deployment Managers will verify training currency prior to member's deployment.43. Ensure member has a valid AF Form 245, Employment OTHER READINESS ITEMS (As Required) Locator and Processing Checklist (2 Copies). Note: When17. Ensure member has a valid SIPRNet Token Smart Card, utilizing LOGMOD, UDM must manually annotate full eight digit18. Ensure Medical/Religious personnel have a DD Form 1934, PAS code to facilitate personnel in-processing by PERSCO.44. Unit commanders or designated representative will ensure19. Credential Package IAW AFI 44-102 (Applicable to Medical member has a current fitness assessment IAW AFI 36-2905.20. Ensure member's has a copy of AF Form 286, Personnel45. Ensure member received AF Form 1297, Temporary Issue Reliability Program, if applicable. Receipt for mobility bags, as required.21. Ensure Red Metal (Medical) Alert Identification (ID) Tags and46. Annotate Date of Initial Briefing. chain (1 Set), if required.22. Ensure member has a valid Civilian/Government/International48. Select Inspection Finding: Drivers Licenses and Certificates of Competency card(s), if "C" - On Hand, complete, serviceable, properly prepared. "I" - Short, incomplete, improperly prepared item.23. Ensure member has 2 pairs of prescription eyeglasses, if "R" - Member re-validating/re-accomplishing checklist item. "N" - Not required/Not applicable. AF FORM 4005, 20150120 (IMT-V1)





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