

Zoric Rade Civ 440 MSG/SCX

From: Ulfen Mark B TSgt 440 MSF/DPMDX
Sent: Tuesday, May 02, 2006 9:11 AM
To: Dutch DeGroot
Cc: Zoric Rade Civ 440 MSG/SCX
Subject: DEGROOT - Request CHANGE Transportation
Importance: High
Follow Up Flag: Follow up
Flag Status: Flagged

Redo to days of
Dutch's AEF only
to start in
11 may 06 & to
leave from MKE.!

MSG Degroot,

Your departure is currently scheduled for Friday, 12 May at 1105 Hours out of Milwaukee; this means you will need to check in at the airport by about 1000 Hours (and a little earlier could be better). Do you want us to schedule your Intel Briefing for Friday morning (possibly 0800 or 0830 Hours, if Intel is available), or do you want us to see if we can schedule Intel for Thursday afternoon?

Please let us know as soon as possible, so we can finalize your "business trip".

If you have any questions or need more information, please contact our Personnel Readiness Office by E-Mail or at DSN 741-5322 / 5302.

Thank you.

 NED//
MARK B. ULMEN, TSG, USAFR (ART)
Chief, Personnel Readiness

Sent: Monday, April 24, 2006 11:01 AM
To: Ulfen Mark B TSgt 440 MSF/DPMDX
Subject: RE: DEGROOT - Request CHANGE Transportation

Mark, Couple of small questions.

What time is my show time for General Mitchell 12 May? I would guess all that would be required is Intel Brief. Also with my extra baggage do I just check it in or will there be an extra charge from the commercial part of the trip? When I arrive at Charleston do I transfer to the Airbase or does the flight leave out of the international Airport?

Thanks, MSGT D

 Subject: DEGROOT - Request CHANGE Transportation

*** Privacy Act of 1974 applies (5 U.S.C. 552a)

This message may contain information which must be protected IAW DOD 5400.11R, and is For Official Use Only (FOUO).

5/2/2006

Greetings,

Please cancel the reservation (at bottom of this E-Mail) for commercial and Rotator flights on 15 May 2006. Apparently, the AOR has already reserved a flight for him to travel overseas.

Please make the following commercial reservation instead:

1. **Destination:** Milwaukee IAP, WI to Charleston AFB, SC

Travel Day: Friday, 12 May 2006

(anything available departing approximately 1200 Hours?)

(anything available arriving approximately 1400 Hours?)

Weapons (Yes / No): No

Ammunition (Yes / No): No

RANK	NAME	SSAN	ULN	LINE #
MSG	DEGROOT, JOHN H.		F169N	001A

3. **Destination:** Charleston AFB, SC to Al Udeid AB, Qatar (* Not visible to TMF *)

Rotator Show Time: 13 May 2006, approximately 0230 Hours

Rotator Departs: 13 May 2006 at 0510 Hrs

First Work Day (RDD): 20 May 2006

Weapons (Yes / No): No

Ammunition (Yes / No): No

If you have any questions or need more information, please contact our Personnel Readiness Office by E-Mail or at DSN 741-5322 / 5302.

Thank you.

//SIGNED//

MARK B. ULMEN, TSG, USAFR (ART)

Chief, Personnel Readiness

Our office is requesting the following transportation. Please make the reservation that best / most closely matches the criteria below, and please forward it to our office:

1. **Destination:** Baltimore IAP to Al Udeid AB, Qatar (* Book this flight in GATES *)

Rotator Mission Number: (? Anything later than # WLY5?)

Rotator Departs: (? Anything later than 11 May 2006 at 2250 Hrs?)

Rotator Arrives: (? Anything later than 13 May 2006 at 0015 Hrs?)

(* Arriving before 20 May 2006 *)

Final Destination: Al Udeid AB, Qatar (* Needs to be loaded in GATES *)

First Work Day (RDD): 20 MAY 2006

Weapons (Yes / No): No

Ammunition (Yes / No): No

5/2/2006

2. Destination: Milwaukee IAP, WI to Baltimore IAP, MD

Travel Day: May 2006

(anything available departing approximately 1500 or 1600 Hours?)

(arrive 2 or more hours prior to Showtime of Rotator in #1 above?)

Weapons (Yes / No): No

Ammunition (Yes / No): No

RANK	NAME	SSAN	ULN	LINE #
MSG	DEGROOT, JOHN H.		F169N	001A

If you have any questions or need more information, please contact our Personnel Readiness Office by E-Mail or at DSN 741-5322 / 5302.

Thank you.

//SIGNED//

MARK B. ULMEN, TSG, USAFR (ART)

Chief, Personnel Readiness

*** Privacy Act of 1974 applies (5 U.S.C. 552a)

This message may contain information which must be protected IAW DOD 5400.11R, and is For Official Use Only (FOUO).

5/2/2006

APPENDIX F, SOUTHWEST ASIA OUT-PROCESSING CHECKLIST

(Adapted, IAW CENTCOM Reporting Instructions dated 03 August 2005)

USCENTAF OUT-PROCESSING CHECKLIST

PAGE 1 OF 6 PAGES

1. MSG JOHN H. DEGROOT is processing TDY to QATAR with a date required in-place of 20 MAY 2006. Estimated length of TDY is 123 days.

Member is filling: ULN F169N, Line Number 001A,
REQ AFSC 3V051. Member was notified of this deployment on: 21 FEB 2006

Line Remarks:

BAJ MEMBER AUTHORIZED 100 LBS EXCESS BAGGAGE (PROFESSIONAL EQUIPMENT)

2. This checklist covers the mandatory deployment out-processing which must be completed prior to your TDY deployment. You must complete all out-processing actions and acquire all mandatory items listed below prior to your final out-processing briefing. If you have any problems, contact the Personnel Readiness Function (PRF) at Ext. 5322 for further guidance.

MILITARY PERSONNEL FLIGHT (MPF) (Bldg. 101)

3. Personnel Readiness Function (PRF) (Ext.5322), Initial Deployment Briefing: 18 MAR 06
(Date)

- a. Special Orders: TDY orders will be completed approximately 15 days prior to departure. You must return your completed tasking letter (provided by your Unit Deployment Manager), dental/medical clearance paperwork, and civilian connecting travel reservations to the PRF before orders will be issued. PRF personnel will book your military charter flight to the AOR.
- b. Passport/VISA: Member () DOES (X) DOES NOT require a passport/visa. If a passport or visa is required, PRF will ensure member is immediately scheduled for a passport appointment on notification of deployment. PRF's are responsible for tracking the completion of all passport requirements for personnel deploying.
- c. Travel Reservations: Travel reservations on the military charter flight have been made to the deployed location. Ensure civilian, connecting flight reservations are made immediately upon receipt of tasking and military charter flight information.

Flight Number: UA 5826 Departing: 1135 on (date): 15 MAY 2006

Flight: BKRVLY500136 Arrives: Al Udeid at (time): 0200 on (date): 17 MAY 06

PRF REPRESENTATIVE INITIALS/DATE:

Mfp 18 MAR 06

USCENTAF OUT-PROCESSING CHECKLIST

PAGE 2 OF 6 PAGES

TRAFFIC MANAGEMENT OFFICE (Bldg. 205B, Ext. 5799)

4. Travel Reservations (TMF, Ext. 5799): The PRF will make your military charter reservations to arrive you at your deployed location NLT the DRI. Flight information should be noted above and you must make your connecting flight reservations immediately. You don't need orders to make reservations. Upon receipt of your commercial travel reservations, please provide the PRF a copy of the flight itinerary(s). You must have orders to pick up the tickets. Unless otherwise specified in the tasking, under "no circumstances" will personnel deploying to Saudi Arabia arrive on commercial airlines. NOTE: If deploying with a military working dog, ensure you both are booked to arrive at the deployed location together and not later than the DRI/RDD (See Appendix C).

TMF REPRESENTATIVE INITIALS/DATE: MJM 18 March 2006

5. Base Career Advisor (Bldg 101, MPF, Ext.5317) – Retainability

a. If scheduled to reenlist while deployed, appropriate action must be completed prior to deployment. DOS / ETS / HYT / MSD: 2009 Jun 27

b. If an approved CJR expiration date will occur while deployed, the reenlistment documentation must be prepared and handcarried to the AOR.

CJR Expiration Date: N/A Documentation completed on: N/A

BASE CAREER ADVISOR INITIALS/DATE: MJM 18 March 2006

6. Customer Service (Bldg 101, MPF, Ext. 5331)

a. () V-RED/DD-93, SGLI, and DEERS (if applicable) have been verified prior to departure.

b. () Member has a green DD Form 2AF (Reserve). ETS: 2009 Jun 27

c. () Member has a DD Form 2AF (Active). (If member is on Active Duty for 30 consecutive days). AFI 36-3026(1)

CUSTOMER SERVICE REPRESENTATIVE INITIALS/DATE: JMK 06 Mar 2006

7. Education Office (Bldg. 101, MPF, Ext. 5314): Call for an appointment.

EDUCATION OFFICE REPRESENTATIVE INITIALS/DATE: JMK 3-15-06

8. Base Voting Representative (Bldg. 101, MPF, Ext. 5308): Call for an appointment.

BASE VOTING REPRESENTATIVE INITIALS/DATE: N/A MJM 18 Mar 2006

9. Finance (Bldg. 101, Ext. 5352): Visit Travel Pay (with orders) to start and stop entitlements, as applicable. Finance can assist you with obtaining a Leave and Earning Statement (LES) while deployed. (See Appendix D).

FINANCE REPRESENTATIVE INITIALS/DATE: CIN 18 Mar 06

10. Family Support Center (Bldg. 102, Ext. 5424): Mandatory if TDY over 30 days or longer. Spouses are highly encouraged to attend, if possible. Call for an appointment.

FAMILY SUPPORT REPRESENTATIVE INITIALS/DATE: KK 18 Mar 06

11. Safety Office (Bldg 102, Room 123, Ext. 5494)

SAFETY REPRESENTATIVE INITIALS/DATE: YPM

12. Base Legal (Bldg. 102, Ext. 5211): Base Legal will provide a briefing on rules of engagement, GO #1A, Law of Armed Conflict (LOAC), human rights training, power-of-attorneys, wills, and responsibilities of single parents/join spouse. Call for an appointment.

BASE LEGAL REPRESENTATIVE INITIALS/DATE: DS 18 Mar 06

MEDICAL GROUP (Medical Clinic) (Bldg. 140)

13. Military Readiness/Public Health: Contact Military Public Health (Ext. 5241) for the times to attend their briefing. This briefing must be completed within 6 months prior to deployment. (See Appendix C).

DATE COMPLETED: 6 May 06

MILITARY PUBLIC HEALTH REPRESENTATIVE INITIALS/DATE: DS 6 May 06

14. Medical (Bldg 140, Room A119, Ext. 6009)

- a. Member (is) (is not) cleared for Worldwide Duty
- b. DNA – Date: 6 May 99
- c. HIV – Date: 3 May 06 (Date must be within 12 months of deployment).
- d. Member has received initial 3 Anthrax shot prior to departure.
- e. Member must receive Anthrax series _____ in theater on the date of _____.
- f. Member does not have a Dental Class III or IV.

MEDICAL REPRESENTATIVE INITIALS/DATE: DS 6 May 06

15. Immunization Clinic. Contact the Immunization Clinic (Ext. 6009) to obtain the necessary immunizations according to AFI 48-110: (See Appendix C)
(* TAKE YOUR IMMUNIZATION RECORD).

IMMUNIZATIONS REPRESENTATIVE INITIALS/DATE: DS 6 May 06

16. Dental/Medical Clearance Letter: Completes the contingency/deployment TDY dental/medical clearance letter given to you by the PRF and return to the PRF. This letter is required prior to orders being completed. Obtain a copy of AF Form 1480, Summary of Care Form, for out-processing and hand-carry to the deployed location. (See Appendix C).

ACTION COMPLETE – DEPLOYING MEMBER'S INITIALS/DATE: DS 6 May 06

SQUADRON COMMANDER'S SUPPORT STAFF (CSS) (Unit Orderly Room)

17. Commander's Support Staff: The member is required to have their weight/body fat checked and to out-process their unit orderly room. The member has been briefed on the procedures required to out-process from their unit. The member:

- a. () Is (X) Is not on the Weight Management Program (WMP). If the member is on the WMP, the member/commander is aware the WMP is suspended for the duration of this deployment. The member is aware it is his/her responsibility to maintain satisfactory progress during this period. If the member is on the WMP and in Category 2, the commander may utilize this member only if no other qualified assets are available.
- b. Testing: CSS or the unit WAPS monitor will verify if the member is eligible to test and if departure is prior to the beginning of the testing cycle, the member will test upon return. If departure is after the 1st day of testing cycle, the member must test prior to departure (Enlisted only).
- c. OPR/EPR Requirements: CSS personnel must initial one of the following choices:
✓ 1. No report(s) required. Member is cleared to deploy.
 2. Member is to report to this section prior to departure to ensure required report(s) has/have been accomplished.
- d. Ensure the member's Serviceman Group Life Insurance (SGLI) Form and DD Form 93, Emergency Data Card, are current. Ensure member possesses a current (bar-code style) ID card with an expiration date at least 30 days past (active duty personnel) the tour length stipulated on the DRMD or tasking-message, and current ID tags (with "AF" after the social security number [SSAN]). If the member needs to update their DD Form 93, ID Card, SGLI, or ID tags, ensure they visit the appropriate MPF work center.
- e. TDY Restrictions: Current Air Force policy dictates no member wil be TDY to any one location for more than 179 days within a 12-month period without Secretary of the Air Force (SAF) approval. The member's TDY history has been reviewed and he/she will not exceed the 179-day policy during this deployment. (NOTE: Contact the PRF for assistance if SAF waiver is required).

CSS REPRESENTATIVE INITIALS/DATE: LS 19 Mar 06

UNIT DEPLOYMENT MANAGER (UDM)

18. Weapons Training: IAW AFI 10-403, The member is required to be current on weapons qualification. SF personnel must be current throughout the deployment. Members will complete the following training IAW Attachment 5, Southwest Asia Processing/Reporting Guidance MPFM: (See Appendix C)

() 9MM qualification: _____
(date)

(✓) M-16 qualification: 7 Feb 2004
(date)

19. AFRC QUANTITATIVE FIT TESTING (QNFT) (Effective as of 1 October 1999) (Ext. 5879)
2008 Member (has) (has not) received a minimum fit factor (FF) of 2000 to validate the mask fit.

READINESS (CEX) REPRESENTATIVE INITIALS/DATE: 19 Mar 2006

20. Biological Warfare/Chemical Warfare: All personnel must complete the chemical warfare basic qualification/refresher training within 12 months prior to deployment. (See Appendix C)

Rude Zorn

UDM SIGNATURE

5 Feb 2005

TRAINING COMPLETED ON (date)

21. Self-Aid & Buddy Care: All personnel are required to complete the Self-Aid/Buddy Care within 24 months prior to departure (See Appendix C).

Rude Zorn

UDM SIGNATURE

7 Jan 2006

TRAINING COMPLETED ON (date)

22. UDM/Deployment NCO/Base Supply: The member has been provided a list of all equipment requirements as they are listed in the deployment orders. UDM should obtain this equipment or coordinate with base supply for assistance. (Attachment E, USCENTAF Reporting Guidance lists required mobility bags). The member has been issued a completed AF Form 245, Employment Locator Card, by the UDM for unit moves and PRF for individual deployments.

All the required equipment was issued on:

19 Mar 2006

UDM SIGNATURE:

Rude Zorn

23. FAMILY CARE PROGRAM (Unit Orderly Room)

Member (has) (does not have) applicable documents for the Family Care Program.

X Family Care Program does not apply to member.

6 MAY 06
COMMANDER/1ST SERGEANT/FULL-TIME MONITOR

24. I certify this member meets all DRMD requirements and all line remarks; the member is qualified and holds a Control Air Force Specialty Code (CAFSC for enlisted) or Duty Air Force Specialty Code (DAFSC for officers) required by this tasking and has completed this checklist, having all the necessary items for this deployment. I have reviewed all applicable non-availability codes and the member is properly prepared for deployment.

6 MAY 06

COMMANDER/1ST SERGEANT SIGNATURE/DATE

USCENTAF OUT-PROCESSING CHECKLIST

PAGE 6 OF 6 PAGES

25. Intel Office (Bldg. 210, Ext. 5165): Mandatory anti-terrorism training for all overseas deployments must be completed within 6 months prior to deployment. (See Appendix C).

FYI
1834

INTEL OFFICE REPRESENTATIVE INITIALS/DATE: _____

PERSONNEL READINESS FUNCTION (Bldg 101, MPF, Ext. 5322)

26. PRF Final Out-Processing. (One duty day prior to departure)

Date of Final Out-Processing: _____ ; Time: _____

The member is required to have the following items at the Final Out-Processing appointment:

(NOTE: Items with an ** will be provided by the PRF during Final Out-Processing).

- a. Medical/Dental Clearance Letter *
- b. Passport/VISA (if required)
- c. ID Tags
- d. Immunization Record
- e. Government/State Driver's License (If you have them)
- f. Geneva Convention Card (all medical personnel & chaplains)
- g. Small Arms Marksmanship Card (AF Form 522) or Computerized Training RIP
- h. AF Form 623, OJT Record (TSG and below)
- i. AF Form 1480, Summary of Health Care (Deployable Medical Record)
- j. Minimum of 10 copies of orders
- k. A current bar-code style identification (ID) card
- l. AF Form 1199, Restricted Area Badge, if applicable
- m. Flight Line Drivers License (if applicable)
- n. Airline Tickets (copy of flight itinerary)
- o. Copy of AF Form 245, Employment Locator Card *
- p. Copy of this completed Out-Processing Checklist (with all signatures and dates) *
- q. Copy of AF Form 55, Employee Safety Health Record
- r. 2 copies of ID card (front and back on one page)
- s. Other: _____
- t. Other: _____

I certify that I have completed all out-processing actions and have all mobility equipment/supply items listed in Appendix C. I have been briefed on all processing requirements and have completed all actions as listed above and possess all items which must be hand-carried or are required for this deployment. I understand that if I am deploying for 15 or more days, I must deploy with the mobility equipment listed in appendix F, including (if applicable) an extra set of eyeglasses and CWD inserts. I also understand I should take sufficient prescription medication for the duration of the TDY and CDC/WAPS study material (enlisted personnel only). I will depart the local area for this TDY on: 27 MARCH 2006. I will contact my CSS (orderly room) and the PRF upon return to the local area after completion of the TDY.

_____ MEMBER'S SIGNATURE _____

_____ DATE _____

_____ PRF REPRESENTATIVE _____

_____ DATE _____