

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is The Adjutant General's Office.

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| REFERENCE OR OFFICE SYMBOL | SUBJECT |
| AJRAG-RO | Instructions for Permanent Party Officers Departing Fort Rucker on PCS |

TO *W/1 William T. Marshall* FROM *Perm Pty Off Pers Br*
Cen/Sch Pers DATE *25 Jun 70 CMT 1*

1. These instructions are designed to assist in your out-processing and if followed should expedite your processing.

2. Reserve officers serving in a voluntary indefinite status without a service obligation may elect one of the following options within 30 days of notification of PCS. Information and assistance may be obtained from the Personnel Actions Branch in Bldg 9002 (ext 5302).

- a. Apply for relief from active duty.
- b. Submit an unqualified resignation if eligible.
- c. Apply for retirement if eligible.

3. The following instructions pertain to all departees:

a. Obtain your installation clearance papers from Central Out-Processing (Bldg 8745) at least 10 working days prior to your anticipated departure date. You should elect any desired pay action at this time and a notice of transfer will be prepared to inform Military Pay that you will be departing Fort Rucker. DD Form 1580 (Military Standby Authorization for Commercial Air Travel) may be obtained.

b. Your ID card and ID tags must indicate your blood type and RH factor. New ID card and ID tags may be obtained at ID Card Branch, Bldg 8730.

c. You must obtain clearance form from F&AO (Installation Accounts) if you reside on post and have a telephone.

4. The following instructions pertain to departees destined for an overseas area:

a. You should verify that all immunizations are current by contacting the Aviation Dispensary at Bldg 301 (ext 4183) at least seven days prior to your anticipated departure.

b. You should make an application for a dependent registration card at the Community Service Agency, Bldg 8730 (ext 5289), at least 10 days prior to your departure if you are departing on an unaccompanied tour. This card will be forwarded to the area CSA nearest the location where your dependents will reside during your absence. It will facilitate emergency assistance if needed.

c. Aviators and crew members are required to have a valid flight physical examination within 75 days of the date of their arrival in the overseas command. Arrangements for a physical examination can be made by contacting the Personnel Actions Branch in Bldg 9002 (ext 4420/5302). It is advisable to accomplish this flight examination as early as possible to eliminate the necessity for administrative delays.

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d. Aviators destined for Southeast Asia (RVN, Thailand, Laos, etc) are required to have a special photograph taken in fatigues. The Signal Photo Lab in Bldg 1109 (ext 2805/3289) will accomplish this with a polaroid camera while you wait. This photo must be included with your personnel records at Bldg 8745 during your final out-processing.

e. Officers, other than aviators, must have a current physical. If a physical is needed, arrangements may be made by contacting the Personnel Actions Branch in Bldg 9002 (ext 4420/5302).

f. Training requirements to include CBR, firing of individual weapon, attendance at the special orientation briefing for those departing for Vietnam and ambush training must be completed. Arrangements to satisfy these requirements may be made by contacting the POR Qual Training Committee at Bldg 5002 (ext 4007/2997) at least two weeks prior to post departure.

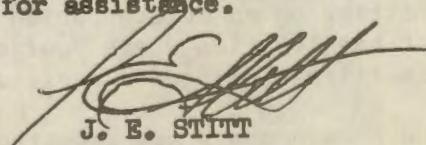
g. NATO travel orders are needed for those countries requiring a passport for entry. Call Perm Pty Off Pers Branch (ext 2918/2998) after obtaining a new ID card, if necessary, to provide the necessary information for issuance of orders. Orders will be issued and forwarded through normal distribution channels.

h. You should contact the Post Transportation Office at Bldg 617 (ext 5105/5106) to make application for a passport when required for entry into the country of your assignment.

i. When your port call is received at your leave address, you should contact the nearest military installation for issuance of a DD Form 1482 (Military Travel Request).

j. Officers that will attend a transition course at Fort Rucker, Alabama prior to departing for an overseas area must be POR Qualified prior to starting date of the course.

5. Your timely completion of these requirements will assist in minimizing your inconvenience and insure that all your records, personnel, finance, health, dental and flight, if applicable, will be collected and available at Bldg 8745 on your anticipated departure date for out-processing and POR processing. If you have any questions concerning your departure, please contact Mrs Johnson, Perm Pty Off Pers Branch in Bldg 9002 (ext 2918/2998) for assistance.



J. E. STITT
WO 1 USA
Asst Pers Off

Cy furn:
S3, USAAVNS Bde
ATTN: POR Qual/Tng Committe

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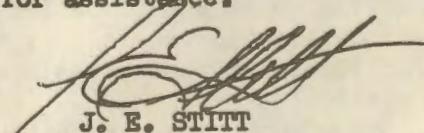
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WO 1 USA
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