

PRE IN-PROCESSING CHECKLIST - MILITARY

Name: _____

Rank: _____

Department: _____

Intended Date of Arrival: _____

1. PCS Orders - send to AFRIMS-HR@afirms.org.
2. DA Form 31 (Request and Authority for Leave) with control number and losing unit signing you out on PCS leave.
3. Losing Installation Out-processing Checklist
4. EFMP Documents (Only if dependents will accompany you on this tour) send to AFRIMS-HR@afirms.org.
5. Diplomatic Passports/Diplomatic Visa, send scanned copies to AFRIMS-HR@afirms.org once diplomatic passports/visas are completed and in your possession.
6. In order for the MFA to approve “permits to stay,” please ensure that current passports are valid for at least **one full year** at the time of submission. **All “permits to stay” will expire when passports expire.** To avoid having lengthy periods waiting for passports and visas to be renewed, HR encourages newly arriving staff to obtain passports that are valid for the duration of assignments in Thailand.
7. Household Goods/POV Delivery (Air-freight, Sea-freight), bring all issued documentation. In Thailand, the Ministry of Foreign Affairs allows only one motor vehicle for personnel on the Diplomatic list.
8. A valid driver’s license (must be at least 18 years of age).
9. Finance documents, bring all receipts.
10. Airline Ticket, please retrieve E-invoice by using your Record Locator code on your ticket from SATO and the sponsor’s last name at www.virtuallythere.com. You will also need the email that you provided to the travel agent.
11. Enroll school aged children in the NON-DOD School Program.
<https://registration.dodea.edu/NDSP/privacy-act.cfm>

12. Dental/Medical Records (Hand carry all documents).

13. Temporary Lodging Allowances (TLA) is authorized to partially reimburse you for the more than normal expenses incurred when occupying temporary lodgings. Upon arrival TLA is limited to 60 days. Please contact AFRIMS-HR@afirms.org for more details.