



# Special Operations Command Pacific

## AIR FORCE RESERVE AT/IDTs IN/OUT-PROCESSING CHECKLIST

(Current as of 03 Aug 2020)

Name (Last, First, MI):	Grade/Rank:	Directorate:	Duty Phone	Supervisor:
<b>Prior to Annual Training and/or Inactive Duty for Training</b>				
<b>Travel - SATO Travel: 1-855-744-4661</b>				
[ ] Once AT Orders have been finalized, members who reside off-island must contact SATO Travel Office to arrange travel.				
<b>Lodging - Navy Gateway Inn Comm: 808-473-5983 / The Royal Alaka'i Comm: 808-448-5974/5962</b>				
[ ] Once AT Orders have been finalized, members who reside off-island may contact the Navy Gateway Inn or The Royal Alaka'i to arrange lodging. Please note if lodging on the military installations is not available, members are authorized to stay at commercial hotel. Please provide a copy of Non-Availability when you file your voucher.				
<b>Medical/Dental - 15th Medical Group - JBPH-Hickam, Hawaii Appt Line: 888-683-2778</b>				
[ ] All SOCPAC AF Reserve personnel medical and dental records are maintained at 15th Medical Group Joint Base Pearl Harbor Hickam, Hawaii. Members who do not have a current Tri-Service Periodic Health Assessment Questionnaire (PHAQ) (Formerly AF Web HA), dental exam, or updated immunizations must call 15th Medical Group Clinic to schedule an appointment while on AT. Once AT Orders have been finalized, members may submit a copy of their orders to the Tri-Care Office to enroll in Tri-Care Prime for medical coverage during AT. Tri-Service Periodic Health Assessment Questionnaire (PHAQ) (Formerly AF Web HA) and Dental Exam are required annually.				
<b>Cyber Awareness Challenge Training - SOJ6 Helpdesk Email: <a href="mailto:socpac.helpdesk@socom.mil">socpac.helpdesk@socom.mil</a> Comm: 808-477-9961</b>				
[ ] Cyber Awareness Challenge Training is an annual requirement and is required to establish NIPR and SIPR accounts. Members with an impending expiration date of Cyber Awareness Challenge Training prior to and 30-45 days after AT, are required to complete training before the end of AT. Once training is completed, member must email a copy of IA certificate to SOJ6 Helpdesk.				
<b>Government Travel Card (GTC) – 808-477-1860</b>				
[ ] Members who reside off-island must ensure GTC is activated with sufficient funds to travel, 2 weeks prior to travel.				
<b>Security Badge – 808-477-2903/808-477-9675/808-477-2946</b>				
[ ] Please provide a copy of your orders to SOJ1 2 weeks prior to arrival for security badge update. <b>*USINDOPACOM Security Policy – Reserve badges are only activated during duty dates on orders.</b>				
<b>During Annual Training and/or Inactive Duty for Training</b>				
<b>Security Badge/Visitor Control Center (VCC) Bldg 700 - PACOM VCC: 808-477-9356</b>				
[ ] Report to PACOM Visitor Control Center (VCC) to pick up your badge.				
	<b>Date</b>	<b>Digital Signature</b>		
<b>SOJ1 - In-Processing – 808-477-2903/808-477-9675/808-477-2946</b>				
[ ] AF Reserve members are required to in-process with SOJ1 BEFORE REPORTING TO DIRECTORATE. Members are required to have a copy of their AT orders, AF Form 938 and/or IDT orders, AF Form 40a.				
<b>SOJ1 - Official Passport – 808-477-5623/808-477-9905</b>				
[ ] Members soon traveling to a country that requires an official passport, must provide AT orders, AF 938 or IDT orders, 40a.				
<b>SOJ1 Fitness Test – 808-477-9979/808-477-9675/808-477-2946</b>				
[ ] Scheduling of Fitness Test must be coordinate through SOJ1. Testing dates are only available on Mondays at 0700. If you are a non-local IMA that tested with another unit, please provide a copy of your Fitness Score Sheet so we may update your records.				
<b>SOJ08 - Government Travel Card (GTC) – 808-477-1860</b>				
[ ] Members with an impending expiration date and transference of GTC from previous unit to SOCPAC, must coordinate with SOJ08.				

**Completion of Annual Training and/or Inactive Duty for Training**

	Date	Digital Signature
<p><b>SOJ1 OPR/EPR Out-Processing - 808-477-2903/808-477-9675/808-477-2946</b></p> <p>[ ] Members are responsible for providing an OPR/EPR draft copy to their rater upon completion of AT. Draft copy must be forwarded to SOJ1 Air Force Programs personnel one month prior (30 days) to due date.</p>		
<p><b>SOJ1 Readiness Out-Processing - 808-477-2903/808-477-9675/808-477-2946</b></p> <p>[ ] Members are responsible for providing a copy of their Readiness (Medical, Dental, Fitness, and Security Clearance) Report and any documents supporting overdue readiness.</p>		
<p><b>SOJ1 Ancillary Training - 808-477-2903/808-477-9675/808-477-2946</b></p> <p>[ ] Members are responsible for providing a copy of their ancillary training, i.e., OPSEC, Geneva Convention, and Anti-Terrorism, etc. Members also must coordinate with their directorate for any additional training needed.</p>		
<p><b>SOJ1 Out-Processing - 808-477-2903/808-477-9675/808-477-2946</b></p> <p>[ ] AF Reserve members are required to out-process with SOJ1. Members must turn in a copy of In/Out-processing Checklist with initials annotated that all tasks are complete and a signed copy of their AF Form 938.</p>		

**Finance Out-Processing**

- [ ] Once AT is COMPLETED, complete and sign AF Form 938 and request supervisor signature to validate pay. Forward a signed copy of AF Form 938 and a signed copy of ARPC Form 0-10 (COLA Form) to the RIO Pay office via myPers for processing of pay.
- [ ] Ensure Travel Voucher is submitted NLT 5 days after travel.
- [ ] Once IDTs are COMPLETED, request supervisor validate pay in UTAPS.

**Reserve Member Information**

<b>Home Address:</b>	<b>Home/Cell Phone:</b>	<b>Personal Email:</b>