



## Reserve Components In/Out Processing Checklist

Complete and initial the following tasks/office calls. After completion of the final action, return the form to the Office of Reserve Component Advisors (ORCA) and/or US Forces Japan (USFJ).

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_

PERIOD OF DUTY: \_\_\_\_\_ STAFF SECTION: \_\_\_\_\_

### Documents to be turn-in for Pay to Finance Office

1. \_\_\_\_\_ Complete Fast Start Direct Deposit
2. \_\_\_\_\_ Complete W4
3. \_\_\_\_\_ Complete BAQ-DA Form #5960 (Basic Allowance for Quarters)
4. \_\_\_\_\_ Complete U.S. Army Finance and Accounting Office In Processing Worksheet
5. \_\_\_\_\_ Complete DD Form 1351-2 (Travel Voucher) and sign. Travel Voucher must be Completed up to the point of departure without the cost of your billeting. Upon your departure, when you outprocess it will be returned to you.
6. \_\_\_\_\_ Complete Certificate of Performance Form & Conflict of Interest Disclaimer Statement
7. SGLI \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ = If YES Completed SGLV 8286 Election Form (Servicemembers' Group Life Insurance).
8. \_\_\_\_\_ Copy of Orders

### Documents needed to fulfill Reserve Component Requirements

1. \_\_\_\_\_ Complete DD Form 93
2. \_\_\_\_\_ The APFT has been schedule for you On: \_\_\_\_\_, ensure that you report wearing the proper PT uniform.
3. \_\_\_\_\_ Make arrangements for your return trip to Narita by calling 263-3772. You will need your return flight information; i.e., date, airline/flight number. Transportation will tell you which bus to catch in order to arrive at Narita in time to check-in; 2 hours early for international flights.
4. \_\_\_\_\_ OER/NCOER completed and turned in to the RC office by your staff section prior to departure.
5. \_\_\_\_\_ Verify your flight information at the following numbers NLT 72 hours prior to your return flight: Northwest Airlines: 03-3533-6000  
United: 03-3817-4411  
Delta: 03-5404-3200  
Continental: 03-3592-1631  
American Airlines: 03-3248-2011

**RETURN THIS FORM TO THE RESERVE COMPONENT OFFICE AT THE COMPLETION OF YOUR TOUR!      USARJ-RC-IMA-1      03/14/03**

