DEPARTURE BRIEFING CHECKLIST

The IMSO is responsible for ensuring that all items contained in this list are covered prior to the IMS's departure. Note: This checklist should be patterned to fit the requirements of each training activity.

1. ___ Baggage allowance/no excess
2. ___ Instructional material
3. ___ Shipment of instructional material
4. ___ Base clubs
5. ___ Billet check
6. ___ Enroute travel notice/completion message
7. ___ Finance records
8. ___ Flying records
9. ___ Graduation date
10. ___ Graduation certificate (honor graduate?)
11. ___ Housing (on and off base)
12. ___ ID card collection/destruction (if last training activity)
13. ___ Indebtedness (rent, phone, power, etc.)
14. ___ Library
15. ___ Locator file check
16. ___ Mail check (forwarding address)
17. ___ Medical records
18. ___ Orders/ITO endorsements
19. ___ Passport
20. ___ Records check/forwarding
21. ___ Training records
22. ___ Transportation (tickets/reservations)
23. ___ Motor vehicle (shipment, disposal, etc.)

Figure 3.16