



**HARM/FLIGHT MANAGEMENT OUT PROCESSING WORKSHEET  
PERSONAL DATA PRIVACY ACT OF 1974**



Cell Phone:	Today's Date:	Date to pick up FRF/JRF
Rank:	Name:	SSAN:
Squadron:	Projected Base:	TDY Enroute:
Circle Assignment Action: PCS - PCA - RETIRE - SEPARATE - TDY - DEPLOYMENT RESERVE - GUARD - GOING ACTIVE DUTY	Date of Last Flight/ Jump:	Last Flight/ Jump Input: Yes/ No/ N/A
		Done Flying/ Jumping: Yes/ No/ N/A
Departure Date:	Mailing Address If Mailing FRF:	Final Out Date:

**Immediate Action**

	CHECK OFF REQUIREMENTS		
Collect two copies of their PCS orders.	Yes	No	N/A
Flight Evaluation Folder included.	Yes	No	N/A
Will the member's flight physical expire prior to reaching new assignment?	Yes	No	N/A
Will the member's physiological training expire prior to reaching new assignment?	Yes	No	N/A
If Retiring/Separating, is flight physical valid until actual retirement/separation date?	Yes	No	N/A

**ARMS ACTION**

AO Needed? ASC:            Effective Date:	Yes	No	N/A
Verify last Flight/Jump updated in ARMS	Yes	No	N/A
Check DNIF Status: If DNIF, place DNIF 1042 in FRF	Yes	No	N/A
Deactivate "00" all aircraft in the Aircraft Assignment window	Yes	No	N/A
Conditional Status: Validate pay entitlement (Stop conditional pay for ESC 5,6,7,8,9/E,F,G,H)	Yes	No	N/A
Conditional Status: Place original 1520/1521 in FRF/JRF and a copy with HARM PCS package.	Yes	No	N/A
Conditional Status: Pay Action required? PAY Action: _____ CMS case/DD Form 11	Yes	No	N/A
Update Flyer Window & Aircrew Data Window to 9999SDQSQ	Yes	No	N/A
GAINING HARM CODE: _____ (Sep/Ret: send to FGWD)	Yes	No	N/A
Print copies of IDS, FHR/JHR, IFR/IJR, ITS	Yes	No	N/A
Print ASAW (if required)	Yes	No	N/A
FRF/JRF: Left Side on top - Acknowledgment Letter, Orders, ITS	Yes	No	N/A
Right Side on top: IDS, FHR/JHR, IFR/IJR	Yes	No	N/A
File PCS Package in Shared Drive: IDS, FHR/JHR, IFR/IJR, ITS and 1520/1521 if conditional status	Yes	No	N/A
Audit FRF/JRF IAW AFI 11-421			

PROCESSING HARM INITIALS:	DATE COMPLETED:
---------------------------	-----------------

**RECORD PICK-UP**

Complete PCS/SEP/RET records review.	Yes	No	N/A
Have member sign Out-Processing log book.	Yes	No	N/A
If mailing out FRF/JRF: Write mailing address here and in sign-out book	Yes	No	N/A
Have member sign Transfer Acknowledgement Worksheet. Place copy on top of left side FRF.	Yes	No	N/A
Give member copy of ITS	Yes	No	N/A
Place FRF/JRF in brown envelope and give records to member.	Yes	No	N/A

**COMPLETE AFTER MEMBER HAS DEPARTED**

File PCS package in file.	Yes	No	N/A
Remove member from vMPF.	Yes	No	N/A
Acknowledgement will be stapled on top of PCS package after received from gaining HARM			

PROCESSING HARM INITIALS:	DATE COMPLETED:
---------------------------	-----------------

Remarks

PROCESSING ARM INITIALS	DATE COMPLETED
-------------------------	----------------

ROUTINE USES: The SSAN is used for the identification of individuals and records.

DISCLOSURE IS MANDATORY: Individuals must furnish the information to meet aviation and incentive pay standards. Failure to provide the information and