

WORLDWIDE DUTY CHECKLIST		
Name/Rank:	SSAN:	DOB:
Reserve Medical Unit:	POC:	
	DSN:	
EMAIL:		
WWD vs MEB		
Is there an associated line of duty (LOD)?		
If Yes then STOP processing the WWD and start or associate an LOD.		
Is the LOD completed with determination of ILOD or EPTS-SA?		
If Yes then STOP process as case is ineligible for WWD/MEB.		
Included with WWD case		
Cover Letter?		
AF Form 469 (code "37")		
Narrative Summary		
IPEB Election Form Election: Yes No Refuse to Sign Date		
Date Member Utilization Questionnaire (MUQ) requested from MPF:		
If MUQ not received has 60 days lapsed:		
Is statement in cover letter if MUQ was not received?		
Unit Commander Memorandum		
Date Medical Evaluation Fact Sheet signed:		
Date ME Fact Sheet waiver signed:		
Documentation from private physician (only pertinent documentation)		
If Documents are NOT Included		
Date request was sent certified mail:		
Include original PS 3811		
Is PS 3811 signed by the member?		
If not, date of 1 st class mailing:		
Included details of all attempts made to contact member in cover letter		
Copy of cover letter to member with attachments listed		
Ensure all documents are included in the package		
Signature indicates submission of a complete package		Date
POC Signature		
For HQ AFRC/SGP use only		
Qualified	Disqualified	RWOA
This section is not used		