

Assignment Worksheet – CONUS NO DEPENDENTS

Rank/Name: _____

Cell Phone: _____

Duty Phone _____

The items listed below are required to process your PCS orders:

COMPLETED ASSIGNMENT WORKSHEET
PAGE 8 (from vMPF online brief)
PPC REQUIREMENTS (Emailed separately if there is a requirement. If N/A, your vMPF will be signed off at a later date.)
* NOTE: If you acquire dependents after you have received your orders, please contact Outbound Assignments immediately
* Memorandums/letters must be signed with a digital or wet signature

* All items listed above must be returned to Outbound Assignments before we can process your orders. So that we may provide you with the best customer support, we request that all required items be brought in at one time. We are located in the People Center, room 111A (the Customer Support waiting area); our walk-in hours are (0730 – 1100, Mon – Fri) -- one of our assignment counselors will be available to meet with you to confirm that all required items have been turned in. Or, if you prefer, we also have a drop box located in the same area that is accessible 0730 – 1500, Mon – Fri, and will send you email confirmation of documents received.

*** Outbound Assignments Contact Info:**

Walk-in Hours: 0730 – 1100 (appointments possible after 1100, please e-mail your counselor to schedule)
 Drop Box in Customer Support Waiting Area (0730 – 1500 Daily)
 Phone: 552-6966/4941/7813
 Email: 673fssccareerdevelopmen@us.af.mil

My requested departure date is _____

 Commander or Designated Official: printed Rank/Name and Signature

 Date Signed

Please complete this statement if you are driving through Canada:

I am/am not hand-carrying weapons to my next duty station. I acknowledge that handguns are not allowed entry into Canada and the USAF is not responsible for reimbursement for any firearms/weapons confiscated by border authorities. I have reviewed guidelines and information regarding entry into Canada:

<http://www.rcmp-grc.gc.ca/cfp-pcaf/information/visit/index-eng.htm>

Please initial next to each statement below indicating that you understand the following:

- ___ I must be in uniform for my out-processing appointment.
- ___ If I have returned dependents to the CONUS on an Early Return of Dependents (ERD) order, I must provide a copy of the order (front and back) to Outbound Assignments to process my PCS orders.
- ___ I have reviewed the information regarding entry into Canada, passport requirements, and traveling with children, weapons, and pets from the Canada Border Services Agency <http://www.cbsa-asfc.gc.ca/menu-eng.html>
- ___ My PT test must be current at least 42 days past my RNLTD. If it expires prior to that date, I understand I must retest prior to my final out-processing. **If my PT scores are not current at least 42 days past my RNLTD, I will not be allowed to out-process even if I intend on reporting to my next base prior to my RNLTD.**
- ___ I must depart JBER during my DEROS month within 2 duty days of final out-processing, unless my commander has approved OCONUS leave (leave dates and contact info must be included on my PCS orders).
- ___ If I am placed on a profile or medical hold that will expire after my departure date, I must provide an AF Form 422 or memorandum signed by my provider at my final out-processing appointment. The document provided must specifically state that I am cleared to PCS and must be dated after I was put on the profile/medical hold.

Printed Name and Signature: _____

Date: _____