

Rank/Name:

Contact Phone:

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

|                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------|
| Complete Assignment Worksheet                                                                                                 |
| Page 8 (from vMPF online brief)                                                                                               |
| Medical Clearance Memo (link on page 7 of vMPF brief)                                                                         |
| Dental Clearance Memo (link on page 7 of vMPF brief)                                                                          |
| Immunizations Memo (link on page 7 of vMPF brief)                                                                             |
| COT Deferment Election Statement and/or COT Deferment Memo (if applicable and PCSing to a different MAJCOM)                   |
| Security Clearance MFR (Require a higher security clearance or clearance expiring within 6 months of DEROS month)             |
| Follow-On Application Verification (if applicable. Ensure you get retainability upon approval of Follow-On.)                  |
| KAIP/TAIP election statement (if assignment is to Korea or Turkey)                                                            |
| PPC Requirements (Provided by email from Outbound Assignment Section)                                                         |
| Retainability (Review your retainability within 30 days of Assignment, by email or phone)                                     |
| Force Protection Certificate and Anti-Terrorism Certificate (JKO)                                                             |
| AF IMT 1546 (Must be stamped/signed by TMO)                                                                                   |
| *Timeline: Complete retainability actions within 30 days, and turn in all required documents 90 days prior to departure month |

\* **All items listed above must be completed and turned in to Assignments before we can process your PCS 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) Drop Box in Customer Service Waiting Area (0730 – 1530 Daily) **Phone:** 552-8080, Option 2

**Email:** 673fsscareddevelopment@us.af.mil

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My requested departure date is \_\_\_\_\_

\_\_\_\_\_  
Supervisor's printed Rank/Name and Signature

\_\_\_\_\_  
Date Signed

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**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 will notify my assignment counselor if I intend on traveling through Canada enroute to my next assignment. 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 leave in the local area (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 medical clearance 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: \_\_\_\_\_