

(UN-ACCOMPANIED TOUR)

Rank/Name:

Contact Phone:

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

Completed Assignment Worksheet	COT Election Statement
Page 8 (from vMPF on-line brief)	COT Deferment Memo (if applicable)
Medical Clearance Memo (link on pg 7 of vMPF brief)	Follow-On Application Verification (if applicable)
Dental Clearance Memo (link on pg 7 of vMPF brief)	PPC requirements (you'll get a separate email if this applies)
Immunizations Memo (link on pg 7 of vMPF brief)	Retainability for assignment and follow-on (as applicable)
KAIP election memorandum (if applicable)	AF IMT 1546 (Must be stamped/signed by TMO)
Fitness Assessment Print-out	SGLV 8286 – Life insurance (Print from PRDA or SOES)
Force Protection Certificate	
Anti-Terrorism Certificate (JKO)	
AF Form 965	Dependents Remaining Overseas Request (if applicable)
DD Form 1172 (see MPS Cust Svc/Powerpoint Info)	AF Form 4380 for where dependents will go (if applicable)
Verification of Command Sponsorship for dependents (submit one of the following items): * PCS orders to JBER listing dependents * Command Sponsorship Approval Letter * For dependents born in Alaska, copy of birth certificate	<i>Timeline: Complete retainability actions within 30 days, and turn in all required documents within 120 day of assignment</i> *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 (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 have a drop box located in the same area that is accessible 0730 – 1500 daily (we will send you an 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 (available 0730 – 1530 daily)
 PHONE: 552-8080, Option 2
 Email: 673fsscaredvelopmen@us.af.mil

My requested departure date is _____

Supervisor's printed Rank/Name and Signature _____ Date _____

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

- _____ I must be in uniform for my final 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>
- _____ 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).
- _____ 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 appointment. 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.
- _____ 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: _____