

# Kunsan Air Base Relocations Out-Processing (In-Person Version)



## 8 FSS/FSPD Career Development MPF Outbound Assignments Hours of Operation & Contact Information

**Customer Service Hours:**  
Monday – Friday

(0800-1600 - APPOINTMENTS ONLY)

**(PCS) Final Out-Processing:**  
Held at MPF Bldg 755, Rm 119 at 0900  
every Tuesday and Friday  
(except Federal Holidays, Down Days,  
Exercise Days excluding Friday if  
ENDEX on Thursday)

NOTE: One on One Final Out  
Appointments are approved on case by  
case travel scenarios.

**\*Must Schedule Appointments\***

**Email:**  
8fss.8fssmpscareerdevelopment@us.  
af.mil

**MPF MilSuite Website: (Copy & Paste)**  
[https://www.milsuite.mil/book/groups/  
kunsan-military-personnel-flight](https://www.milsuite.mil/book/groups/kunsan-military-personnel-flight)

**DSN: 315-782-7220 Opt 1**

**Comm from Korea: 063-470-7220 Opt 1**

**Comm from US: 010-82-63-470-7220 Opt 1**

**Location:** Building 755,  
Customer Service Sign In Lobby,  
Room 119 (Appointments Only)

**Current as of: 26 Aug 21**

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# Part I “How to Get Orders”

**STEP 1.** Complete Initial Assignment Briefing via vMPF. **\*\*\*Print or Save Page 8, wet or digitally sign anywhere on the bottom, email copy to your [Commander Support Staff \(CSS\)](#) or [\(SI Staff for SFS\)](#) to load your vMPF vOP checklist.**

**STEP 2.** Provide minimum requirements listed below for accelerated orders (if eligible) to: [8fss.8fssmpscareerdevelopment@us.af.mil](mailto:8fss.8fssmpscareerdevelopment@us.af.mil)

**NOTE: Emails will be processed by order received. Minimum Requirements Listed Below!**

**CONUS (Stateside):**

- Attachment 01 – Assignment Information Worksheet (AIW)
- DD Form 1172 from MilConnect OR DEERS office (Bldg 755, Rm 119) **(Airmen with dependents ONLY)**
- Completed extension OR reenlistment contract **(ONLY Enlisted that require Retainability; Initiate with CSS)**
- Approved AF Form 4380/AF Form 1466 **(Required for Q-Coded Members/Enrolled in EFMP)**
- PPC Code Requirements **(Refer to Assignment RIP & PPC tables via myPers)**

**OCONUS (Overseas):**

- Attachment 01 – Assignment Information Worksheet (AIW)
- DD Form 1172 from MilConnect OR DEERS office (Bldg 755, Rm 119) **(Airmen with dependents ONLY)**
- Completed extension OR reenlistment contract **(ONLY Enlisted that require Retainability; Initiate with CSS)**
- Attachment 07 – AF IMT 965 (Overseas Tour Election Statement) **(Airmen with dependents ONLY)**
- Attachment 08 – Consecutive Overseas Tour (COT) Worksheet
- DD Form 4 (Enlistment Contract) OR EAD Orders (Officers) – Pulled from PRDA to verify Home of Record (HOR)
- Approved AF Form 4380/AF Form 1466 **(Required for members going accompanied with dependents or Q-coded/EFMP)**
- PPC Code Requirements **(Refer to Assignment RIP & PPC tables via myPers)**

Complete minimum items to receive Accelerated Orders (as indicated based on your assignment location/PPC).

- Airmen **excluded\*** from the Accelerated Order Initiative:
  - Exceptional Family Member Program (EFMP) Q-coded Airmen
  - Personnel Reliability Program (PRP) Assignments (i.e. PPCs 9NG, DAG, 9JY, etc.)
  - Accessions
  - Pipeline Students/Trainees
  - Airman with the following PPCs: 999, PAG, 9NC, CAA, SAV, 9IZ

**IMPORTANT:** The Accelerated Orders Initiative (AOI) allows service members to obtain orders to begin out-processing (with the exception of those ineligible above). Members are still required to turn in required documents listed on their applicable checklist to schedule their MPF Final Out appointment. Members missing required documents will be returned to their units, which may cause a delay in your travel. If DEROS/RNLTD adjustments are required, contact your CSS.

An email will be sent to you with this Kunsan Relocations Out-Processing (KROP) guide to view your mandatory tasks for your orders. If additional tasks are required for your assignment, it will be listed in the body of your email as additional requirements. All “Required Documents Checklist” items must be checked if applicable. While the majority of items DO NOT need to be turned in to receive orders, hardcopies of each item MUST be provided during your MPF Final Out appointment.

**NOTE:** Initiate Medical clearance for you and your family within 7 days of initial brief if indicated by the appropriate Required Documents Checklist. Medical can take up to weeks even months due to Air Force directed changes on how medical record reviews are conducted. **THE SOONER THE BETTER!**

**SHORT TOUR DEPENDED RESTRICTED ASSIGNMENTS** – Airmen receive counseling on the HB or FO program during the initial PCS relocation briefing, on line or by their MPF, when selected for a dependent restricted overseas tour and those who elect to serve a 15 month or less unaccompanied overseas tour length. Airmen apply for HB and/or FO by using the self-service application on vMPF and per the procedures in Personnel Services Delivery Guide, Voluntary Assignments: HB/FO Assignment Program. Airmen should read the information very carefully as it thoroughly explains conditions and restrictions of the HB/FO assignment program and to which they must agree.

**NOTE:** Airmen must either apply or decline to apply for a HB and/or FO assignment no later than 150 calendar days prior to their RNLTD. (T-1) Example: An Airman who is selected for reassignment on 8 Nov 2020 with an RNLTD of 31 Aug 2021 must make submit their HB and/or FO assignment application NLT 3 Apr 2021.

INITIALS	TIMELINE FROM PDD	AIRMAN COUNTDOWN PLAN FOR DEPARTING KUNSAN
	180-120 Days	Receive Assignment notification and complete initial assignment briefing
	Minimum Reqs Received	Accelerated Orders initiated/submitted for pending AFPC Authentication
	90-60 Days	Receive PCS Orders + Complete/Initiate Required Documentation
	90-7 Days	Complete vMPF Virtual Out-Processing (vOP) Checklist + Mandatory Items
	4-3 Days	CSS reviews out-processing requirements
	2-1 Duty Days	Schedule & Attend MPF Final Out-Processing Appointment

**\*\*\*CONUS – PCS TO STATESIDE  
REQUIRED DOCUMENTS CHECKLIST\*\*\***

**INITIAL ITEMS NEEDED FOR OUT-PROCESSING**

**PROVIDE ONE DIGITAL COPY OF ALL DOCUMENTS TO CSS/MPF UPON COMPLETION**

See page 12-13 for an explanation of the below required items

NAME (Last, First and Middle Initial)		Last 4 of SSN	Projected Departure Date
INITIAL	REQUIRED ITEMS		
	RETAINABILITY (Provide completed extension OR reenlistment contract) <b>(Enlisted that Require Retainability ONLY)</b>		
	ASSIGNMENT INFORMATION WORKSHEET (USE Template from this Guide under Attachments)		
	INITIAL ASSIGNMENT BRIEFING (***Print or Save Page 8, Sign on Bottom, Wet or Digital accepted***)		
	IMMUNIZATIONS CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)		
	SECURITY CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)		
	SGLI FORM (milConnect website > Benefits > Life Insurance > SOES – SGLI Online Enrollment System)		
	FITNESS TRACKER VIA AFPC SECURE>myFSS>myFitness (AFFMS II Replacement) <b>**FOR ALL PT FAILURES, PROVIDE ATTACHMENT 13 FROM KROP GUIDE AS WELL.</b>		
	<b>(If Applicable)</b> PERSONNEL PROCESSING CODE (PPC) REQUIREMENTS MEMORANDUM (Template in Guide)		
	<b>a PERSONNEL PROCESSING CODE(S) (PPC) LIST:</b> _____		
INITIAL	ADDITIONAL REQUIREMENTS IF YOU HAVE DEPENDENTS		
	DD FORM 1172 (DEERS enrollment)-Must be current physical address, NO APO addresses, Obtained via MilConnect		
	COMPLETED AF FM 4380/1466 - (if enrolled in EFMP "Q Coded" for CONUS assignments) (POC: MDG/EFMP Office)		
	REVIEW FOREIGN CLEARANCE GUIDE (FCG) FOR TCN – THIRD COUNTRY NATIONAL DEPENDENTS		
INITIAL	ADDITIONAL REQUIREMENTS IF YOU ARE PRP OR (AFSC: 31P-OFFICERS / 3P0XX-ENLISTED)		
	AF286 PRP ADMIN QUALIFICATION FORM (OBTAINED FROM AFPC/QUALIFICATION CENTER) <b>(NON-SFS)</b>		
	HANDCARRY DENTAL RECORDS (REQUIRED; PRP AND SOME 31P – OFFICER / 3P0XX – ENLISTED)		
	AFSC (31P – OFFICERS) (3P0XX – ENLISTED) UNIT COMMANDER SIGNED ASSIGNMENT RIP		
	AFSC (31P – OFFICERS) (3P0XX – ENLISTED) SECURITY CLEARANCE (INV COMPLETE = 4.5 YRS FROM RNLTD)		

**Must review DOD Foreign Clearance Guide for Passport/VISA requirements.**

**<https://www.fcg.pentagon.mil/>**

**MPFs are not the POCs for FCG requirements; all specific questions should be referred to the in-country POCs listed in the FCG and/or the sponsor at the gaining location**



**\*\*\*OVERSEAS – PCSING TO GUAM  
REQUIRED DOCUMENTS CHECKLIST\*\*\***

**ITEMS NEEDED FOR OUT-PROCESSING**

**PROVIDE ONE DIGITAL COPY OF ALL DOCUMENTS TO CSS/MPF UPON COMPLETION**

**See page 12-13 for an explanation of the below required items**

NAME (Last, First and Middle Initial)	Last 4 of SSN	Projected Departure Date
INITIAL	MANDATORY HANDCARRY ITEMS	
	RETAINABILITY (Provide completed extension OR reenlistment contract) <b>(Enlisted that Require Retainability ONLY)</b>	
	ASSIGNMENT INFORMATION WORKSHEET (USE Template from this Guide under Attachments)	
	INITIAL ASSIGNMENT BRIEFING (**Print or Save Page 8, Sign on Bottom, Wet or Digital accepted**)	
	(If Applicable) PERSONNEL PROCESSING CODE (PPC) REQUIREMENTS MEMORANDUM (Template in Guide)	
	<b>a PERSONNEL PROCESSING CODE(S) (PPC) LIST: RAE, _____, _____, _____, _____, _____, _____</b>	
	IMMUNIZATIONS CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)	
	MEDICAL CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)	
	DENTAL CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)	
	SECURITY CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)	
	SGLI FORM (milConnect website > Benefits > Life Insurance > SOES – SGLI Online Enrollment System)	
	FITNESS TRACKER VIA AFPC SECURE>myFSS>myFitness (AFFMS II Replacement) <b>**FOR ALL PT FAILURES, PROVIDE ATTACHMENT 13 FROM KROP GUIDE AS WELL.</b>	
	COT WORKSHEET (USE Template from this Guide under Attachments)	
	DD FORM 4 (Enlistment Contract – Pulled from PRDA “DD4”) (This is utilized to verify Home of Record for COT)	
	QNFT - GAS MASK QUANTITATIVE FIT TEST (Required for Guam per PPC RAE)	
	CBRN HANDS ON (PACAF to PACAF, cannot expire prior to departure, CBRN Awareness CBT no longer required)	
N/A	AF522 (WEAPONS QUALIFICATION) <b>(PACAF PPCs have Blanket Waiver for CATM Requirements for Kunsan AB)</b>	
INITIAL	ADDITIONAL REQUIREMENTS IF YOU HAVE DEPENDENTS	
	AF FORM 965 (Applicable if you have dependents) (USE Template from this Guide under Attachments)	
	DD FORM 1172 (DEERS enrollment)-Must be current physical address, NO APO addresses, Obtained via MilConnect	
	COMPLETED AF FM 1466 - (if dependents are accompanying member/sponsor)	
	PASSPORTS/VISA (for member/dependents as applicable) (screenshots are acceptable, if physical copies are unattainable) Please review DOD Foreign Clearance Guide: <a href="https://www.fcg.pentagon.mil">https://www.fcg.pentagon.mil</a>	

**Must review DOD Foreign Clearance Guide for Passport/VISA requirements.**

**<https://www.fcg.pentagon.mil/>**

**MPFs are not the POCs for FCG requirements; all specific questions should be referred to the in-country POCs listed in the FCG and/or the sponsor at the gaining location**

**\*\*\*OVERSEAS – PCSING TO ALASKA OR HAWAII  
REQUIRED DOCUMENTS CHECKLIST\*\*\***

**ITEMS NEEDED FOR OUT-PROCESSING**

**PROVIDE ONE DIGITAL COPY OF ALL DOCUMENTS TO CSS/MPF UPON COMPLETION**

See page 12-13 for an explanation of the below required items

NAME (Last, First and Middle Initial)	Last 4 of SSN	Projected Departure Date
<b>INITIAL</b>	<b>MANDATORY HANDCARRY ITEMS</b>	
	RETAINABILITY (Provide completed extension OR reenlistment contract) <b>(Enlisted that Require Retainability ONLY)</b>	
	ASSIGNMENT INFORMATION WORKSHEET (USE Template from this Guide under Attachments)	
	INITIAL ASSIGNMENT BRIEFING (**Print or Save Page 8, Sign on Bottom, Wet or Digital accepted**)	
	(If Applicable) PERSONNEL PROCESSING CODE (PPC) REQUIREMENTS MEMORANDUM (Template in Guide)	
	<b>a PERSONNEL PROCESSING CODE(S) (PPC) LIST: RBC (ALASKA) OR RAL (HAWAII), _____, _____, _____</b>	
	IMMUNIZATIONS CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)	
	MEDICAL CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)	
	DENTAL CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)	
	SECURITY CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)	
	SGLI FORM (milConnect website > Benefits > Life Insurance > SOES – SGLI Online Enrollment System)	
	FITNESS TRACKER VIA AFPC SECURE>myFSS>myFitness (AFFMS II Replacement) <b>**FOR ALL PT FAILURES, PROVIDE ATTACHMENT 13 FROM KROP GUIDE AS WELL.</b>	
	COT WORKSHEET (USE Template from this Guide under Attachments)	
	DD FORM 4 (Enlistment Contract – Pulled from PRDA “DD4”) (This is utilized to verify Home of Record for COT)	
	CBRN HANDS ON (PACAF to PACAF, cannot expire prior to departure, CBRN Awareness CBT no longer required)	
N/A	AF522 (WEAPONS QUALIFICATION) <b>(PACAF PPCs have Blanket Waiver for CATM Requirements for Kunsan AB)</b>	
<b>INITIAL</b>	<b>ADDITIONAL REQUIREMENTS IF YOU HAVE DEPENDENTS</b>	
	AF FORM 965 (Applicable if you have dependents) (USE Template from this Guide under Attachments)	
	DD FORM 1172 (DEERS enrollment)-Must be current physical address, NO APO addresses, Obtained via MilConnect	
	COMPLETED AF FM 1466 - (if dependents are accompanying member/sponsor)	
	PASSPORTS/VISA (for member/dependents as applicable) (screenshots are acceptable, if physical copies are unattainable) Please review DOD Foreign Clearance Guide: <a href="https://www.fcg.pentagon.mil">https://www.fcg.pentagon.mil</a>	
<b>INITIAL</b>	<b>ADDITIONAL REQUIREMENTS IF YOU ARE PRP OR (AFSC: 31P-OFFICERS / 3P0XX-ENLISTED)</b>	
	AF286 PRP ADMIN QUALIFICATION FORM (OBTAINED FROM AFPC/QUALIFICATION CENTER) <b>(NON-SFS)</b>	
	HANDCARRY DENTAL RECORDS (REQUIRED; PRP AND SOME 31P – OFFICER / 3P0XX – ENLISTED)	
	AFSC (31P – OFFICERS) (3P0XX – ENLISTED) UNIT COMMANDER SIGNED ASSIGNMENT RIP	
	AFSC (31P – OFFICERS) (3P0XX – ENLISTED) SECURITY CLEARANCE (INV COMPLETE = 4.5 YRS FROM RNLTD)	

**Must review DOD Foreign Clearance Guide for Passport/VISA requirements.**

**<https://www.fcg.pentagon.mil/>**

**MPFs are not the POCs for FCG requirements; all specific questions should be referred to the in-country POCs listed in the FCG and/or the sponsor at the gaining location**

**\*\*\*OVERSEAS – PCSING TO GERMANY, ITALY, UNITED KINGDOM, SPAIN, BELGIUM - REQUIRED DOCUMENTS CHECKLIST\*\*\***

**ITEMS NEEDED FOR OUT-PROCESSING**

**PROVIDE ONE DIGITAL COPY OF ALL DOCUMENTS TO CSS/MPF UPON COMPLETION**

See page 12-13 for an explanation of the below required items

NAME (Last, First and Middle Initial)	Last 4 of SSN	Projected Departure Date
<b>INITIAL</b>	<b>MANDATORY HANDCARRY ITEMS</b>	
	RETAINABILITY (Provide completed extension OR reenlistment contract) (Enlisted that Require Retainability ONLY)	
	ASSIGNMENT INFORMATION WORKSHEET (USE Template from this Guide under Attachments)	
	INITIAL ASSIGNMENT BRIEFING (**Print or Save Page 8, Sign on Bottom, Wet or Digital accepted**)	
	(If Applicable) PERSONNEL PROCESSING CODE (PPC) REQUIREMENTS MEMORANDUM (Template in Guide)	
	a PERSONNEL PROCESSING CODE(S) (PPC) LIST: _____	
	IMMUNIZATIONS CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)	
	MEDICAL CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)	
	DENTAL CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)	
	SECURITY CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)	
	COT WORKSHEET (USE Template from this Guide under Attachments)	
	DD FORM 4 (Enlistment Contract – Pulled from PRDA) (This is utilized to verify Home of Record for COT)	
	CBRN HANDS ON (PACAF TO USAFE – must be completed within 120 days from departure or blanket waiver per PPC)	
	SGLI FORM (milConnect website > Benefits > Life Insurance > SOES – SGLI Online Enrollment System)	
	FITNESS TRACKER VIA AFPC SECURE>myFSS>myFitness (AFFMS II Replacement) **FOR ALL PT FAILURES, PROVIDE ATTACHMENT 13 FROM KROP GUIDE AS WELL.	
<b>INITIAL</b>	<b>ADDITIONAL REQUIREMENTS IF YOU HAVE DEPENDENTS</b>	
	AF FORM 965 (Applicable if you have dependents) (USE Template from this Guide under Attachments)	
	DD FORM 1172 (DEERS enrollment)-Must be current physical address, NO APO addresses, Obtained via MilConnect	
	COMPLETED AF FM 1466 - (if dependents are accompanying member/sponsor)	
	PASSPORTS/VISA (for member/dependents as applicable) (screenshots are acceptable, if physical copies are unattainable) Please review DOD Foreign Clearance Guide: <a href="https://www.fcg.pentagon.mil">https://www.fcg.pentagon.mil</a>	
<b>INITIAL</b>	<b>ADDITIONAL REQUIREMENTS IF YOU ARE PRP OR (AFSC: 31P-OFFICERS / 3P0XX-ENLISTED)</b>	
	AF286 PRP ADMIN QUALIFICATION FORM (OBTAINED FROM AFPC/QUALIFICATION CENTER) (NON-SFS)	
	HANDCARRY DENTAL RECORDS (REQUIRED; PRP AND SOME 31P – OFFICER / 3P0XX – ENLISTED)	
	AFSC (31P – OFFICERS) (3P0XX – ENLISTED) UNIT COMMANDER SIGNED ASSIGNMENT RIP	
	AFSC (31P – OFFICERS) (3P0XX – ENLISTED) SECURITY CLEARANCE (INV COMPLETE = 4.5 YRS FROM RNLTD)	

**Must review DOD Foreign Clearance Guide for Passport/VISA requirements.**

**<https://www.fcg.pentagon.mil/>**

**MPFs are not the POCs for FCG requirements; all specific questions should be referred to the in-country POCs listed in the FCG and/or the sponsor at the gaining location**

**\*\*\*OVERSEAS – PCSING TO KOREA – REQUIRED DOCUMENTS  
CHECKLIST\*\*\***

**ITEMS NEEDED FOR OUT-PROCESSING:**

**PROVIDE ONE DIGITAL COPY OF ALL DOCUMENTS TO CSS/MPF UPON COMPLETION**

See page 12-13 for an explanation of the below required items

NAME (Last, First and Middle Initial)		Last 4 of SSN	Projected Departure Date
INITIAL	REQUIRED ITEMS		
	RETAINABILITY (Provide completed extension OR reenlistment contract) <b>(Enlisted that Require Retainability ONLY)</b>		
	8 FW PCS TRACKER (IAW Stop Movement Guidance Part I.3.B Exemptions) (Template found under attachments)		
	INITIAL ASSIGNMENT BRIEFING (***Print or Save Page 8, Sign on Bottom, Wet or Digital accepted***)		
	ASSIGNMENT INFORMATION WORKSHEET (USE Template from this Guide under Attachments)		
	PERSONNEL PROCESSING CODE (PPC) REQUIREMENTS MEMORANDUM (if applicable)		
	IMMUNIZATIONS CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)		
	MEDICAL CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)		
	DENTAL CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)		
	SECURITY CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)		
	COT WORKSHEET (USE Template from this Guide under Attachments, NOT vMPF)		
	DD FORM 4 (Enlistment Contract – Pulled from PRDA “DD4”) (This is utilized to verify Home of Record for COT)		
	SGLI FORM (milConnect website > Benefits > Life Insurance > SOES – SGLI Online Enrollment System)		
	FITNESS TRACKER VIA AFPC SECURE>myFSS>myFitness (AFFMS II Replacement) <b>**FOR ALL PT FAILURES, PROVIDE ATTACHMENT 13 FROM KROP GUIDE AS WELL.</b>		
	FOLLOW ON APPLICATION (VMPF SUBMITTAL) OR FOLLOW ON APPROVAL/DISSAPPROVAL RIP		
	FOLLOW ON RETAINABILITY (IF APPROVED) Must initiate within 30 days from FO assignment notification/selection		
INITIAL	PERSONNEL PROCESSING CODE (PPC): “RAO” REQUIRED ITEMS		
	KOREA ASSIGNMENT INCENTIVE PAY (KAIP) WORKSHEET (Template found in this Guide under Attachments)		
	USFK THEATER SPECIFIC TRAINING (access at <a href="http://www.usfk.mil/">http://www.usfk.mil/</a> in the Newcomers tab, Training section)		
	SERE TRAINING DOCUMENTATION (JKO Online, SERE 100.1)		
	SABC CBT AND HANDS-ON TRAINING CERTIFICATES (Must be completed within 24 months from RNLTD)		
	CBRN HANDS ON <b>(PACAF to PACAF, cannot expire prior to departure, CBRN Awareness CBT no longer required)</b>		
	QNFT - GAS MASK QUANTITATIVE FIT TEST		
	ISOPREP VERIFICATION MEMO FROM UNIT DEPLOYMENT MANAGER (UDM)		
	AF 422A MEDICAL CLEARANCE TO TRAVEL (Please read PPC RAO for instructions)		
N/A	AF522 (WEAPONS QUALIFICATION) <b>(PACAF PPCs have Blanket Waiver for CATM Requirements for Kunsan AB)</b>		
	ALS Completion (SrA w/36 months Time in Service from Assignment Selection Date) <b>(PPC waiver required if not complete)</b>		
INITIAL	REQUIREMENTS IF YOU HAVE AN ***APPROVED COMMAND SPONSORSHIP BILLET***		
	APPROVED COMMAND SPONSORSHIP BILLET CONFIRMATION EMAIL FROM 51 FSS/FSPS (OSAN AB MPF)		
	DD FORM 1172 (DEERS enrollment)-Must be current physical address, NO APO addresses, Obtained via MilConnect		
	COMPLETED AF FM 4380/1466 - (if enrolled in EFMP "Q Coded" for CONUS assignments) (POC: MDG/EFMP Office)		
	REVIEW FOREIGN CLEARANCE GUIDE (FCG) – for Dependent Passport/Visa Requirements		

**\*\*\*OVERSEAS – PCSING TO TURKEY – REQUIRED DOCUMENTS  
CHECKLIST\*\*\***

**ITEMS NEEDED FOR OUT-PROCESSING:**

**PROVIDE ONE DIGITAL COPY OF ALL DOCUMENTS TO CSS/MPF UPON COMPLETION**

See page 12-13 for an explanation of the below required items

NAME (Last, First and Middle Initial)		Last 4 of SSN	Projected Departure Date
INITIAL	REQUIRED ITEMS		
	RETAINABILITY (Provide completed extension OR reenlistment contract) <b>(Enlisted that Require Retainability ONLY)</b>		
	8 FW PCS TRACKER (IAW Stop Movement Guidance Part I.3.B Exemptions) (Template found under attachments)		
	INITIAL ASSIGNMENT BRIEFING (**Print or Save Page 8, Sign on Bottom, Wet or Digital accepted**)		
	ASSIGNMENT INFORMATION WORKSHEET (USE Template from this Guide under Attachments)		
	PERSONNEL PROCESSING CODE (PPC) REQUIREMENTS MEMORANDUM (PPC DA1, other PPCs may apply)		
	IMMUNIZATIONS CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)		
	MEDICAL CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)		
	DENTAL CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)		
	SECURITY CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)		
	COT WORKSHEET (USE Template from this Guide under Attachments, NOT vMPF)		
	DD FORM 4 (Enlistment Contract – Pulled from PRDA “DD4”) (This is utilized to verify Home of Record for COT)		
	SGLI FORM (milConnect website > Benefits > Life Insurance > SOES – SGLI Online Enrollment System)		
	FITNESS TRACKER VIA AFPC SECURE>myFSS>myFitness (AFFMS II Replacement) <b>**FOR ALL PT FAILURES, PROVIDE ATTACHMENT 13 FROM KROP GUIDE AS WELL.</b>		
	FOLLOW ON APPLICATION (VMPF SUBMITTAL) OR FOLLOW ON APPROVAL/DISSAPPROVAL RIP		
	FOLLOW ON RETAINABILITY (IF APPROVED) Must initiate within 30 days from FO assignment notification/selection		
INITIAL	PERSONNEL PROCESSING CODE (PPC): “DA1” REQUIRED ITEMS		
	NOTICE OF PCS AND DEPLOYMENT TRAVELERS TO TURKEY MFR <b>(Provided in PPC DA1 Instructions)</b>		
	TURKEY ASSIGNMENT INCENTIVE PAY (TAIP) WORKSHEET (Template found in this Guide under Attachments)		
	AF 522 WEAPONS QUALIFICATION <b>(NO USAFE Blanket Waiver, please see PPC DA1 for CATM waiver instructions)</b>		
	ANTITERRORISM LEVEL 1 TRAINING CERTIFICATE (JKO Online)		
	SERE 100.2 TRAINING CERTIFICATE (JKO Online) (Completed within 3 years prior to entry)		
	SABC/TCCC CBT AND HANDS-ON TRAINING CERTIFICATES (Must be completed within 12 months from departure)		
	CBRN HANDS ON <b>(PACAF &gt; USAFE, complete NET 120 days from departure, CBRN Awareness CBT no longer required)</b>		
	QNFT - GAS MASK QUANTITATIVE FIT TEST		
	ISOPREP VERIFICATION MEMO FROM UNIT DEPLOYMENT MANAGER (UDM)		
	AF 422A MEDICAL CLEARANCE TO TRAVEL <b>(Please read PPC DA1 for instructions &amp; Attachments 04-2, 04-3)</b>		
INITIAL	ADDITIONAL REQUIREMENTS IF YOU ARE PRP OR (AFSC: 31P-OFFICERS / 3P0XX-ENLISTED)		
	AF286 PRP ADMIN QUALIFICATION FORM (OBTAINED FROM AFPC/QUALIFICATION CENTER)		
	HANDCARRY DENTAL RECORDS (REQUIRED; PRP AND SOME 31P – OFFICER / 3P0XX – ENLISTED)		
	AFSC (31P – OFFICERS) (3P0XX – ENLISTED) UNIT COMMANDER SIGNED ASSIGNMENT RIP		
	AFSC (31P – OFFICERS) (3P0XX – ENLISTED) SECURITY CLEARANCE (INV COMPLETE = 4.5 YRS FROM RNLTD)		

**\*\*\*OVERSEAS – PCSING TO ALL OTHER LOCATIONS  
REQUIRED DOCUMENTS CHECKLIST\*\*\***

**ITEMS NEEDED FOR OUT-PROCESSING**

**PROVIDE ONE DIGITAL COPY OF ALL DOCUMENTS TO CSS/MPF UPON COMPLETION**

**See page 12-13 for an explanation of the below required items**

NAME (Last, First and Middle Initial)		Last 4 of SSN	Projected Departure Date
INITIAL	MANDATORY HANDCARRY ITEMS		
	RETAINABILITY (Provide completed extension OR reenlistment contract) (Enlisted that Require Retainability ONLY)		
	8 FW PCS TRACKER (IAW Stop Movement Guidance) (Template found under attachments) (Short Tours Only)		
	ASSIGNMENT INFORMATION WORKSHEET (USE Template from this Guide under Attachments)		
	INITIAL ASSIGNMENT BRIEFING (***Print or Save Page 8, Sign on Bottom, Wet or Digital accepted***)		
	(If Applicable) PERSONNEL PROCESSING CODE (PPC) REQUIREMENTS MEMORANDUM (Template in Guide)		
	a PERSONNEL PROCESSING CODE(S) (PPC) LIST: _____, _____, _____, _____, _____, _____, _____, _____		
	IMMUNIZATIONS CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)		
	MEDICAL CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)		
	DENTAL CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)		
	SECURITY CLEARANCE LETTER (USE Template from this Guide under Attachments, NOT vMPF)		
	SGLI FORM (milConnect website > Benefits > Life Insurance > SOES – SGLI Online Enrollment System)		
	FITNESS TRACKER VIA AFPC SECURE>myFSS>myFitness (AFFMS II Replacement) **FOR ALL PT FAILURES, PROVIDE ATTACHMENT 13 FROM KROP GUIDE AS WELL.		
	COT WORKSHEET (USE Template from this Guide under Attachments)		
	DD FORM 4 (Enlistment Contract – Pulled from PRDA “DD4”) (This is utilized to verify Home of Record for COT)		
	AF422A MEDICAL CLEARANCE FOR TRAVEL (If REQUIRED by Personnel Processing Code (PPC))		
	SABC CBT + HANDS ON (Must be Current) (If REQUIRED by PPC) (PPC Waiver Required if not completed)		
	CBRN HANDS ON (Must be Current) (If REQUIRED by PPC) (PPC Waiver Required if not completed)		
	AF522 (Weapons Qualification) (If REQUIRED by PPC) (SQ/CC Endorsed PPC Waiver Required if not completed)		
	FOLLOW ON APPLICATION (via vMPF) or FOLLOW ON APPROVAL/DISAPPROVAL RIP (Short Tours Only)		
INITIAL	ADDITIONAL REQUIREMENTS IF YOU HAVE DEPENDENTS		
	AF FORM 965 (Applicable if you have dependents) (USE Template from this Guide under Attachments)		
	DD FORM 1172 (DEERS enrollment)-Must be current physical address, NO APO addresses, Obtained via MilConnect		
	COMPLETED AF FM 1466 - (if dependents are accompanying member/sponsor)		
	PASSPORTS/VISA (for member/dependents as applicable) (screenshots are acceptable, if physical copies are unattainable) Please review DOD Foreign Clearance Guide: <a href="https://www.fcg.pentagon.mil">https://www.fcg.pentagon.mil</a>		
INITIAL	ADDITIONAL REQUIREMENTS IF YOU ARE PRP OR (AFSC: 31P-OFFICERS / 3P0XX-ENLISTED)		
	AF286 PRP ADMIN QUALIFICATION FORM (OBTAINED FROM AFPC/QUALIFICATION CENTER) (NON-SFS)		
	HANDCARRY DENTAL RECORDS (REQUIRED; PRP AND SOME 31P – OFFICER / 3P0XX – ENLISTED)		
	AFSC (31P – OFFICERS) (3P0XX – ENLISTED) UNIT COMMANDER SIGNED ASSIGNMENT RIP		
	AFSC (31P – OFFICERS) (3P0XX – ENLISTED) SECURITY CLEARANCE (INV COMPLETE = 4.5 YRS FROM RNLTD)		

**Must review DOD Foreign Clearance Guide for Passport/VISA requirements.**

**<https://www.fcg.pentagon.mil/>**

## REQUIRED ITEMS EXPLANATION

- **TRAVEL DAYS:** Per JTR calculation, 1 travel day to port of entry (SEA-TAC or BWI) then every 350 miles via POV from port of entry to gaining base location = 1 additional travel day. (i.e. SEA-TAC to JBER Alaska = 2267 miles/350 miles = 6.4 + 1 travel day to port of entry = 7.4 travel days, rounded down to 7 travel days). CPTS (Finance) and Transportation Management Office (TMO) are the Office Primary Responsible (OPR) for travel days and transportation allowance. Please direct/coordinate inquires with their office.
- **8 FW PCS TRACKER:** Attachment 12 under attachments within KROP guide. Required to meet Stop Movement Guidance Part I.3.B. Exemptions. To Short Tours Only - Gaining/Losing Unit Commander coordination required. **UPDATE: ONLY REQUIRED FOR PCS FROM KUNSAN AB TO ANOTHER SHORT TOUR LOCATION**
- **ASSIGNMENT INFORMATION WORKSHEET:** Required to be completed for accelerated PCS orders. Template found in this guide under attachments as Attachment 01. Assist in ensuring PCS entitlement remarks are accurate.
- **INITIAL ASSIGNMENT BRIEFING (IAB):** Log into vMPF via AFPC SECURE, Click “Initial Assignment Briefing”, then follow step-by-step prompt. **\*\*\*REQUIRED to load vOP checklist, Print/Save Page 8, Sign on the bottom wet or digital, then email copy to your servicing CSS or S1 (SFS) Staff to load your vOP checklists.\*\*\***
- **IMMUNIZATIONS CLEARANCE LETTER:** Visit (in-person) the 8 MDG Immunizations Clinic NET 120 days prior to your PDD to verify immunization status and requirements for your upcoming PCS. Template found in this guide under attachments. Members must physically visit the Immunizations Clinic to get their clearance letter signed off. **NOTE: DO NOT EMAIL THEIR ORG BOX.**
- **MEDICAL CLEARANCE LETTER: (to Overseas or PPC requirements only)** Go to MyIMR in the AF Portal and submit a Medical Clearance Request for Overseas Medical Clearance. Instructions found in “Attachment 04-3 Medical Clearance How-To” found under attachments in this guide. **AF422/As are only required per PPC (for example; PPC RPB for Japan, PPC RAO for Korea, or PPC DA1 for Turkey)** 8 MDG/Medical Clearance - Org Box Email: [usaf.kunsan.8-mdg.mbx.8-mdg-sgoz-medical-standards@mail.mil](mailto:usaf.kunsan.8-mdg.mbx.8-mdg-sgoz-medical-standards@mail.mil)
- **DENTAL CLEARANCE LETTER: (to Overseas or PPC requirements only)** Report to the 8 MDG dental clinic main check-in counter NET 120 days prior to your PDD with your dental clearance letter to begin the dental clearance process. Template found in this guide under attachments. Members must physically visit the Dental Clinic to get their clearance letter signed off. **NOTE: DO NOT EMAIL THEIR ORG BOX.**
- **SECURITY CLEARANCE LETTER:** Report to or email your unit security manager for security clearance verification/initiation. Review PPC for additional security clearance requirements (if applicable). Template found in this guide under attachments.
- **SERVICE GROUP LIFE INSURANCE (SGLI):** Log into <https://milconnect.dmdc.osd.mil/milconnect/> then verify SGLI is accurate and save or print copy. Most recent copy can also be found in PRDA via AFPC SECURE.
- **FITNESS TRACKER/SCORECARD:** Obtained via myFSS (AFFMS II Replacement) > myFitness through AFPC SECURE. **NOTE: Members who fail their PT test must accomplish attachment 13 of the KROP guide.**
- **Consecutive Overseas Tour (COT) Worksheet:** COT Deferments require unit CC approval unless the member is PCS'ing to another PACAF theater location without “traversing” through CONUS enroute to their next duty station. If COT is deferred the member must not utilize more than 10 days of leave enroute; if 11 or more days of leave en route is used, the entitlement is considered used and forfeited. More information is provided on the COT worksheet available in this guide under attachments.
- **SABC CBT + HANDS ON: (PPC Requirement Only)** Must be current, CBT completed on MyLearning and if Hands On course is unavailable, please review PPC information for waiver request procedures. **NOTE: Effective 1 Mar 2021, there are no longer COVID-19 blanket waivers for South Korea, Japan, Guam, Alaska, Hawaii and Turkey.**
- **Personnel Processing Code (PPC) Waivers:** PPC requirements that cannot be met prior to departure must be waived by waiver authority (i.e. AFIMSC Det 2 for PACAF, USAFE/AIKE for USAFE, etc.) Waiver templates can be provided by CSS or MPF or found on our MilSuite website: <https://www.milsuite.mil/book/groups/kunsan-military-personnel-flight>
- **CBRN HANDS ON: (PPC Requirement Only)** Must be current, CBT Awareness No Longer Required and if Hands On course is unavailable, please review PPC information for waiver request procedures. **NOTE: Effective 1 Mar 2021, there are no longer COVID-19 blanket waivers. There is a current blanket waiver for personnel PCSing to USAFE locations.**

- **AF522 (Weapons Qualifications: (PPC Requirement Only)** Please read over your PPCs for requirements and instructions. Per USAFE/A1K, there is no blanket waiver for USAFE locations (i.e. Turkey) if weapons qualifications is required a losing SQ/CC endorsed MFR must be submitted to the MPF to obtain MAJCOM email approval. Effective 3 June 21, there is a PACAF blanket waiver found in the myPers PPC tables: [https://mypers.af.mil/app/answers/detail/a\\_id/5816/kw/ppc/p/10](https://mypers.af.mil/app/answers/detail/a_id/5816/kw/ppc/p/10)
- **FOLLOW-ON ASSIGNMENT APPLICATION (if applicable/short tour locations):** If applicable, print out submitted follow on assignment application. To apply, Log into vMPF via AFPC SECURE, click “Self Service Actions”, click “Assignments”, click “Home-Basing/Follow-On Assignment Application”, new window will pop up, then click “Apply”. Provide FO approval/disapproval RIP once received. **NOTE: Additional retainability for FO assignment is not required unless approved. Members have 30 days from Follow On Selection/Notification to initiate retainability.**
- **NATO Order:** Required to enter through/to NATO member countries (i.e. Germany, Italy, United Kingdom, Spain, Turkey, Portugal, Canada, etc.) Original copies will be provided to members upon their MPF final out appointments.
- **AF FORM 965 (Overseas Tour Election Statement): (Overseas Only)** NOT required for single members with no dependents, military to military couples without dependents, or any members being assigned to a dependent-restricted tour. This form is sent to AFPC for upload in your PRDA (if applicable). Template found in this guide under attachments.
- **DD FORM 1172:** Utilized to verify dependents and PCS entitlements. Must have a physical address, APO addresses will not be accepted. Visit 8 FSS/FSPS Customer Support (Bldg 755, Rm 119) section for signature/stamp verification **OR** verify & provide a copy from MilConnect. Members **WITHOUT** dependents **ARE NOT** required to provide form.
- **COMMAND SPONSORSHIP:** N/A for Kunsan AB. Command Sponsorship leaving Kunsan AB is based on approved AF Form 1466 (Medical/Educational Dependent Clearance) + adding dependents officially in DEERS (DD Form 1172 is proof of dependent DEERS enrollment) to ensure dependents are listed on your PCS orders/amendments.
- **RETAINABILITY: (ONLY ENLISTED THAT REQUIRE RETAINABILITY)** will initiate requirement with their Commander Support Staff (CSS), the MPF will not submit PCS orders to AFPC until member provides completed and signed extension or reenlistment contract for their retainability requirements to include their follow on assignment retainability requirements. DOS also has to be updated by MPF Retentions in MilPDS and verified. **Members have 30 days from assignment notification to obtain retainability or the MPF may request AFPC to cancel members’ assignment due to lack of retainability.** OCONUS Tour Lengths: <https://www.defensetravel.dod.mil/Docs/AP-TL-01.pdf>
  - CONUS (Stateside) Retainability Requirements; DEROS + 12 months = Required DOS
  - OCONUS (Overseas) Retainability Requirements; RNLTD + Tour Length = Required DOS
- **TURKEY ASSIGNMENT INCENTIVE PAY WORKSHEET (Turkey assignments only) OR KOREA ASSIGNMENT INCENTIVE PAY WORKSHEET (Korea assignments only):** Fill out appropriate worksheet, elect to participate, then sign/date on bottom. Additional retainability may be required if member chooses to elect TAIP/KAIP if applicable. Worksheets provided in guide under attachments.
- **AF FORM 4380/1466/D (Dependent Medical Clearance):** Only applies if dependents will be traveling to an overseas location with sponsor, applying for a dependents remaining overseas (DRO) package, or if dependent(s) are identified as enrolled in EFMP "Q-coded". Please utilize the **PAGE 18. “Family Member Screening 2020”** info sheet to initiate process application virtually online. **POC:** 8 MDG/EFMP Office **DSN:** 782-7066.
- **PORT CALL REQUEST FORM:** Once member obtains authenticated PCS orders/amendments, please complete and submit this form with a copy of your orders/amendments to: 8 LRS/LGRD Passenger Travel [8LRS.LGRD.PassengerTravel@us.af.mil](mailto:8LRS.LGRD.PassengerTravel@us.af.mil) for rotator or commercial flight reservations. Template found under attachments.
- **REQUEST FOR CIRCUITOUS TRAVEL:** Required if member is taking leave enroute overseas (i.e. Kunsan AB > Incheon Airport, ROK > Manila, Philippines > Next Duty Station or traveling other than the normal military approved route (i.e. AMC – Patriot Express – Rotator). Members are required to fill out Circuitous Travel memorandum provided by 8 LRS: [8LRS.LGRD.PassengerTravel@us.af.mil](mailto:8LRS.LGRD.PassengerTravel@us.af.mil) once verified/processed by 8 LRS, then email approved copy to: [8fss.8fssmpscareerdevelopment@us.af.mil](mailto:8fss.8fssmpscareerdevelopment@us.af.mil) in order to include the circuitous travel remark on your orders amendments.
- **PROJECTED DEPARTURE DATE (PDD):** Per AFI, the member’s projected departure date is any day within the member’s DEROS month. If the member is requesting to change their PDD, their Commander Support Staff (CSS) are authorized to make these updates via MilPDS and/or vMPF vOP checklist. **DO NOT EMAIL** MPF Career Development for Projected Departure Date (PDD) change requests. **NOTE: 8 MXG Outbound Personnel (MXG Staff, AMXS, MXS personnel) are not authorized to depart NO EARLIER THAN the last ten days of their DEROS month without prior approval from their Unit Commander with provided justifications via ETP MFR (template can be provided by CSS).**

## Part II “How to Out-Process”

1. Download/print AF899/973 (PCS Orders/Amendments if applicable) from vMPF or PRDA.
2. Review your orders for accuracy/errors and submit any required corrections to 8 FSS/FSPD Career Development for processing

**NOTE:** Per AFPC policy, amendments will not be processed for promotions that were effective after the “Order Date,” DEROS/RNLTD changes – these will be annotated on the Memorandum Letter in Lieu of Amendments given upon your MPF final out appointment.

3. Complete and submit your “Port Call Request Form” and a copy of your PCS orders to 8 LRS/Port Call Bookings @ [8LRS.LGRD.PassengerTravel@us.af.mil](mailto:8LRS.LGRD.PassengerTravel@us.af.mil) **(NET 90 days, NLT 14 days from your projected departure date)**
4. Forward **ALL digital copies in order in one PDF file** of your **confirmed flight itinerary + required PCS documents per your applicable checklists found in pages 4-11** to [8fss.8fssmpscareerdevelopment@us.af.mil](mailto:8fss.8fssmpscareerdevelopment@us.af.mil) \*\*\*Those PCSing to Osan AB/Camp Humphreys will provide wolfpack wheels bus ticket or transportation confirmation in place of confirmed flight itinerary\*\*\*
5. Ensure your Base vMPF virtual out-processing (vOP) checklist is completed with **ALL GREEN CHECKMARKS OR WET SIGNATURES WITH POC INFORMATION (RANK/NAME/DSN)**
6. Print hard copies of ALL required (pages 4-11 applicable to you) checklist items + PAGE 14 mandatory hand carry items listed below to bring to your appointment.
7. Attend FSS/MPF final out-processing appointment, receive PCS envelope to proceed to next duty station!

### Final Out-Processing Appointment Checklist

You **MUST BE IN UNIFORM** and **MUST BE SCHEDULED** for your final out-processing appointment.

**\*\*\*Hardcopies of items listed below MUST be provided/presented during Final Out-Appointment\*\*\***  
**\*\*\*Failure to do so may result in delayed departure and/or Involuntary DEROS extensions\*\*\***

INITIAL	MANDATORY HANDCARRY ITEMS
	CAC ID <b>(MUST NOT EXPIRE PRIOR TO RNLTD)</b>
	vMPF VIRTUAL OUTPROCESSING CHECKLIST <b>(W/ALL GREEN CHECK MARKS OR WET SIGNED BY POCS)</b>
	AF FORMS 899/973 (PCS Orders & ALL Amendments if applicable) – <b>2 COPIES OF EACH</b>
	CONFIRMED FLIGHT ITINERARY (obtained by 8 LRS Passenger Travel or SATO Travel through Port Call Request) <b>OR WOLFPACK WHEELS BUS TICKET OR TRANSPORTATION CONFIRMATION (If PCSing to Osan AB or Camp Humphreys)</b>
	HOUSING OFFICE/DORM CLEARANCE MEMO (LOCATED IN BLDG 705)
INITIAL	BRING “ALL” ITEMS LISTED ON YOUR APPLICABLE CHECKLIST BELOW (PAGES 4-11 OF KROP GUIDE)
	PAGE 4. CONUS – PCSING TO STATESIDE
	PAGE 5. OVERSEAS – PCSING TO JAPAN
	PAGE 6. OVERSEAS – PCSING TO GUAM
	PAGE 7. OVERSEAS – PCSING ALASKA OR HAWAII
	PAGE 8. OVERSEAS – GERMANY, ITALY, UNITED KINGDOM, SPAIN, BELGIUM
	PAGE 9. OVERSEAS – PCSING TO KOREA
	PAGE 10. OVERSEAS – PCSING TO TURKEY
	PAGE 11. OVERSEAS – PCSING TO ALL OTHER LOCATIONS (I.E. PORTUGAL, HONDURUS, GREENLAND, GREECE, ETC)

**\*\*\*Hardcopies of items listed below MUST be provided/presented during Final Out-Appointment\*\*\***  
**\*\*\*Failure to do so may result in delayed departure and/or Involuntary DEROS extensions\*\*\***

# **Virtual Outprocessing (vOP) Checklist Information**

Your servicing Commander Support Staff (CSS)/S1 Team (SFS) will load your virtual Out-Processing Checklist (vOP) in vMPF once you complete your vMPF initial assignment briefing found in AFPC SECURE>vMPF. Once your Commander Support Staff (CSS)/S1 Team (SFS) receives your signed and completed vMPF Initial Assignment Briefing, they will load your vOP checklist. Please include your projected departure date on the subject line for your checklist to be loaded properly within your DEROS month.

## **TO ACCESS YOUR VMPF VOP CHECKLIST:**

1. Log into AF Portal>AFPC SECURE>vMPF Application
2. Click “Out Processing” on left TAB under “Most Popular Applications”
3. Click highlighted-blue squadron checklist under “Outprocess CheckList”

### **\*\*NOTE\*\***

When going in person to agencies to out-process, print your checklist and have the agency stamp your checklist if they do not have access to sign you off in vMPF. Checklists are required have ALL green checkmarks or have official stamps/signatures/POC rank and full name before your final out-processing appointment.

## **TMO Information**

8th Logistics Readiness Squadron  
Traffic Management Flight Outbound Personal Property  
Bldg 814

**PLEASE FOLLOW INSTRUCTIONS ON YOUR VMPF VOP CHECKLIST TO SCHEDULE TMO HOUSEHOLD GOODS (HHG) SHIPMENT. THEY WILL REQUIRE AUTHENTICATED ORDERS, NO DRAFT ORDERS ACCEPTED!!!**

Members will log-in to <https://www.move.mil> to obtain a login identification (ID) and password. Members will create their Household Goods shipment(s), upload their PCS orders and amendments. \*\*\*MEMBERS WILL NEED TO SUBMIT THEIR SHIPMENT RECORD IN DPS\*\*\* TMO will review the record(s). A one-on-one appointment may be required before signing certain members off. Email the [8LRS.LGRD.PersonalProperty@us.af.mil](mailto:8LRS.LGRD.PersonalProperty@us.af.mil) org box or DSN 782-4741 for any questions or concerns

## **Port Call Information**

8th Logistics Readiness Squadron  
Transportation Office  
Bldg 814

- You can find a Port Call Request Form in this guide under attachments, Attachment 11.
- Follow vMPF vOP Checklist Instructions “Passenger Travel”

Members must electronically complete the Port Call Request form. Port call is located at <https://go.usa.gov/xfxNz> Once completed members must send the worksheet and orders/amendments to [8LRS.LGRD.PassengerTravel@us.af.mil](mailto:8LRS.LGRD.PassengerTravel@us.af.mil) Patriot Express and/or commercial reservations will be emailed to member 7 days prior to departure. \*\*\* GTCC MUST BE CORRECT; TO INCLUDE BEING ACTIVATED, EXPIRATION DATE, ADDRESS\*\*\* Contact DSN: 782-3931 for any questions or concerns.

# 8<sup>th</sup> LRS

## Personal Property

### Brochure



#### **GETTING STARTED WHEN PCSing OUT**

**STEP 1:** Customers must have their NEW orders in-hand to be able to create and start the movement process. **\*An assignment RIP is not the same as actual Orders\***

**STEP 2:** Once orders are received, customers must log into their profiles in Move.mil. There, they will input their orders information, and create the shipment(s) in the system. **\*DO NOT WAIT UNTIL THE WEEK BEFORE PCSING TO START THIS PROCESS. START THIS PROCESS AS SOON AS YOU HAVE ORDERS IN HAND.\***

**\*TIP\*** When customers initially go to move.mil, they will scroll down to the section in Bold Blue writing that says **“Schedule Your Move”**. There will be a hyperlink that

says **“Follow online tutorials for help logging in or using DPS.”** Customers will use this hyperlink for help logging in, inputting orders info, creating multiple shipments, etc.

**STEP 3:** After creating a shipment, the last page the customer will see is the **SUBMIT** page. **Before submitting**, customers will be given the opportunity to open shipment documents. Customers must save these documents as PDFs. Depending on the type of shipment that was created, these documents could include DD Forms 1299, 1797, 1252, 2278, 1351-2, PPM Checklist, etc. Customers please save each document, sign them, and then email them to the Personal Property Org Box email, **8LRS.LGRD.Personalproperty@us.af.mil**. If multiple shipments were created, each document is specific to that shipment.

For example: TSgt A created an Unaccompanied Baggage shipment from Kunsan to his next base. He also created a shipment from the current location of his dependents to his next base. TSgt A will email the org box 2 DD Form 1299s and 2 DD Form 1797s. **\*Each document is unique to the different shipments.\***

**STEP 4:** Give TMO 72 business hours to respond. TMO will let you know if changes needed to be made and if they need you to come in to sign new documents.

Contact TMO at DSN: 782-4741 for questions, concerns, and/or issues.

#### **MEMBERS THAT JUST ARRIVED TO KUNSAN**

#### **Frequently Asked Questions:**

**Where’s my stuff?** Answer, TMO can help with tracking but you need to be within a week of your Required Delivery Date (RDD). The RDD can be found on your DD Form 1299 section 12c, or in move.mil. Once you’ve signed in, go to Shipment management. Input your info and find your shipment. The RDD should be on the right side of the screen.

**I received an email saying my stuff is here. How do I get it delivered?** Answer, Call the number to the carrier on the email and schedule it directly with them.

**Some of my stuff was broken or is missing, how do I file a claim?** If the cost is less than \$500, members can work directly with the carriers. Anything more than \$500, the claim needs to be done in Move.mil. Log into your profile and select File a Claim. Use your inventory, receipts, and pictures to file your claim.

#### **TMO PERSONAL PROPERTY**

Located in Building 814

OPEN **Mon – Fri** (Except during Training Events, and Federal Holidays) **0800-1600** (except for **Wednesdays which are 0800-1500**)

Contact Number: 782-4741

Email: [8lrs.lgrd.personalproperty@us.af.mil](mailto:8lrs.lgrd.personalproperty@us.af.mil)

# 8<sup>th</sup> LRS

## Passenger Travel

### Brochure



#### GETTING STARTED WHEN PCSing OUT

**REQUIRED DOCUMENTS:** Port Call Worksheet and PCS Orders

The Port Call Worksheet can be found at <https://go.usa.gov/xfxNz> and must be electronically completed

The orders and Port Call Worksheet must be emailed to the Passenger Travel Org Box:  
[8LRS.LGRD.PassengerTravel@us.af.mil](mailto:8LRS.LGRD.PassengerTravel@us.af.mil)

**\*\*\*DO NOT WAIT UNTIL THE WEEK BEFORE PCSing TO TRY TO PROCURE TICKETS.\*\*\***

#### To Use Your Consecutive Overseas Tour (COT) Entitlement

**Step 1:** Orders must state “Airman is authorized leave travel in conjunction with COT Assignment....to JTR Home of Record...”

**Step 2:** If orders do not have the statement above, members must contact MPF immediately to have amendments generated.

#### Travel and Transportation to Dependent Location

**Step 1:** Orders must state “Member is authorized travel and transportation allowances to.....to assist dependents in moving IAW JTR 051202.”

**Step 2:** If orders do not have the statement above, members must contact MPF immediately to have amendments generated.

#### Deviating From the Normal Route of Travel aka Circuitous Travel

**Step 1:** If member is deviating travel from current location to next duty location they will come see TMO for Circuitous Travel Request memo.

**Step 2:** Take the signed Circuitous Travel Request memo to MPF to have orders amended appropriately.

#### DEROS CURTAILMENT/EXTENSIONS

**Note:** Members are only authorized to leave in their DEROS month.

If DEROS was curtailed or extended, you must provide TMO with a new copy of your Enlisted SURF. \*It will reflect changed DEROS\*

#### FUN FACTS

1. TMO cannot see flights in the future, beyond 90 days.
2. There are a VERY limited amount of pet space available and it's on a first come first serve method. Each service member is authorized 2 pets per orders. \*Definition of pets is only Dogs/Cats\*
3. TMO has a requirement to send you on the Patriot Express. \*Members don't get the option of commercial\*

#### TMO PASSENGER TRAVEL

Located in Building 814

OPEN **Mon – Fri** (Except during Training Events, and Federal Holidays) **0800-1600** (except for **Wednesdays which are 0800-1500**)

Contact Number: 782-3931

Email: [8lrs.lgrd.passengertravel@us.af.mil](mailto:8lrs.lgrd.passengertravel@us.af.mil)

# Family Member Travel Screening 2020



## The Future of Medical Readiness is NOW!

**Effective 15 April 2020** all Airmen identified for a Permanent Change of Station (PCS) will initiate their medical Family Member Travel Screening (FMTS) application online!

To begin the new process, Airmen must use their DoD Common Access Card to log in and create an account on the AF Special Needs (Q-Base) online database at:

<https://www.afspecialneeds.af.mil>

Once your Sponsor account is created, access for registration will be granted by your local Special Needs Coordinator!

Upon registration Airmen will receive and submit all required FMTS documentation via Q-Base. The EFMP team at the Military Treatment Facility (MTF) will alert Airmen when the application is received via Q-base Direct Messaging. This new feature will provide a personalized experience and keep the family up-to-date throughout the entire FMTS process.

## Questions?

Contact your local Special Needs Coordinator for support and further guidance

## Airmen Benefits

- ❖ Initiate, Monitor and Track your FMTS Application
- ❖ Contact information for your current & gaining base POCs
  - Includes: MTF Special Needs Coordinators, Family Support, MPF/MPS, Housing, School Liaison, and many more...
- ❖ Visibility on EFMP enrollment status
- ❖ Most importantly, the new automated process and online forms will save you and your family time!

## Compatibility Issues???

Q-base runs on Internet Explorer (IE) only. If you do not typically use IE, please check your browser's *Compatibility View Settings*. Click the "Add" button to add the Q-base address to your settings. You may need to refresh your screen once complete.