

# Kunsan Air Base Relocations Out-Processing Guide



## 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 Loring Club Bldg 1025 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

SharePoint Link:  
[IN DEVELOPMENT](#)

**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: 4 Mar 21**

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# Part I “How to Get Orders”

Complete Initial Assignment Briefing via vMPF. \*\*\*Print or Save Page 8, sign on bottom wet or digital, email copy to Base Relocations: [8fss.8fssmpscareerdevelopment@us.af.mil](mailto:8fss.8fssmpscareerdevelopment@us.af.mil) to load your vOP checklist/provide projected departure date\*\*\*

Fill out and sign “Attachment 01 – Assignment Information Worksheet” and email: [8fss.8fssmpscareerdevelopment@us.af.mil](mailto:8fss.8fssmpscareerdevelopment@us.af.mil) the completed copy in order for our office to initiate your accelerated PCS orders (NET 4 months from DEROS). Members PCSing OVERSEAS will also need to fill out and complete “Attachment 08 – Consecutive Overseas Tour (COT) Worksheet.”

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
  - 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, Base Relocations will contact your CSS and Unit Leadership for required actions.

An email will be sent to you with this attached Out-Processing guide to view your mandatory tasks for your orders. If additional tasks are required for your assignment, it will be listed in your email and under 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 2012 with an RNLTD of 31 Aug 2013 must make an election NLT 4 Apr 2013.

**NOTE:** AFPC works all orders based on Projected Departure Date once member enters the 120 day window prior to PDD.

INITIALS	TIMELINE	AIRMAN COUNTDOWNPLAN FOR DEPARTING KUNSAN AB
	180 Days	Receive Assignment notification and complete initial assignment briefing
	120 Days	Accelerated Orders initiated/submitted for pending AFPC Authentication
	120-60 Days	Receive PCS Orders + Complete/Initiate Required Documentation
	100-7 Days	Complete vMPF Virtual Out-Processing (vOP) Checklist + Mandatory Items
	4-3 Days	CSS reviews out-processing requirements
	2-1 Duty Days	Attend MPF Final Out-Processing Appointment

**NOTE:** Timelines are based on assignment notification. Personnel that receive their assignment later than the 180 day window will need to complete this process within a shorter amount of time. AFPC loads all assignments; we have no control over their timeline or process.

**\*\*\*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		
	8 FW PCS TRACKER (IAW Stop Movement Guidance Part I.3.B Exemptions) (Template found under attachments)		
	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>AFFMS II		
	(If Applicable) PERSONNEL PROCESSING CODE (PPC) REQUIREMENTS MEMORANDUM (Template in Guide)		
	a. PERSONNEL PROCESSING CODE(S) (PPC) LIST:		
INITIAL	ADDITIONAL REQUIREMENTS IF YOU HAVE DEPENDENTS		
	DD FORM 1172 (DEERS enrollment)-Must be current physical address, NO APO addresses, signed by ID Cards Tech		
	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		
	COMMAND SPONSORSHIP LETTER (if dependents were acquired after arriving to Kunsan)		
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 MFR (SECRET OR TOP SECRET)		

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

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

**\*\*\*OVERSEAS – PCSING TO JAPAN  
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 REQUIREMENT (Verify RNLTD + tour length)		
	8 FW PCS TRACKER (IAW Stop Movement Guidance Part I.3.B Exemptions) (Template found under attachments)		
	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: RPB, _____, _____, _____, _____, _____		
	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>AFFMS II		
	COT WORKSHEET (USE Template from this Guide under Attachments)		
	AF422A MEDICAL CLEARANCE FOR TRAVEL (Required for Japan per PPC RPB)		
	FORCE PROTECTION ADLS CERTIFICATE (PACAF ASSIGNMENTS ONLY)		
	CBRN CBT + HANDS ON (PACAF to PACAF, cannot expire prior to departure, NO COVID-19 Blanket Waivers)		
	AF522 (WEAPONS QUALIFICATION) (Complete 120 days from departure or submit waiver per PPC RPB - Japan)		
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, signed by ID Cards Tech		
	COMMAND SPONSORSHIP LETTER (if dependents were acquired after arriving to Kunsan)		
	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)		
	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 MFR (SECRET OR TOP SECRET)		

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

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

**\*\*\*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 REQUIREMENT (Verify RNLTD + tour length)		
	8 FW PCS TRACKER (IAW Stop Movement Guidance Part I.3.B Exemptions) (Template found under attachments)		
	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: RAE, _____, _____, _____, _____, _____, _____		
	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>AFFMS II		
	COT WORKSHEET (USE Template from this Guide under Attachments)		
	QNFT - GAS MASK QUANTITATIVE FIT TEST (Required for Guam per PPC RAE)		
	FORCE PROTECTION ADLS CERTIFICATE (PACAF ASSIGNMENTS ONLY)		
	CBRN CBT + HANDS ON (PACAF to PACAF, cannot expire prior to departure, NO COVID-19 Blanket Waivers)		
	AF522 (WEAPONS QUALIFICATION) (Complete 120 days from departure or submit waiver per PPC RAE - Guam)		
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, signed by ID Cards Tech		
	COMPLETED AF FM 1466 - (if dependents are accompanying member/sponsor)		
	COMMAND SPONSORSHIP LETTER (if dependents were acquired after arriving to Kunsan)		
	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)		
	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 MFR (SECRET OR TOP SECRET)		

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

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

**\*\*\*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
INITIAL	MANDATORY HANDCARRY ITEMS		
	RETAINABILITY REQUIREMENT (Verify RNLTD + tour length)		
	8 FW PCS TRACKER (IAW Stop Movement Guidance Part I.3.B Exemptions) (Template found under attachments)		
	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: RBC (ALASKA), RAL (HAWAII), _____, _____, _____		
	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>AFFMS II		
	COT WORKSHEET (USE Template from this Guide under Attachments)		
	FORCE PROTECTION ADLS CERTIFICATE (PACAF ASSIGNMENTS ONLY)		
	CBRN CBT + HANDS ON (PACAF to PACAF, must not expire prior to departure date per PPCs RBC & RAL)		
	AF522 (WEAPONS QUALIFICATION) (Complete 120 days from departure or submit waiver per PPC, RPB/RAL)		
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, signed by ID Cards Tech		
	COMPLETED AF FM 1466 - (if dependents are accompanying member/sponsor)		
	COMMAND SPONSORSHIP LETTER (if dependents were acquired after arriving to Kunsan)		
	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)		
	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 MFR (SECRET OR TOP SECRET)		

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

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



**\*\*\*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
INITIAL	MANDATORY HANDCARRY ITEMS		
	RETAINABILITY REQUIREMENT (Verify RNLTD + tour length)		
	8 FW PCS TRACKER (IAW Stop Movement Guidance Part I.3.B Exemptions) (Template found under attachments)		
	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>AFFMS II		
	COT WORKSHEET (USE Template from this Guide under Attachments)		
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, signed by ID Cards Tech		
	COMPLETED AF FM 1466 - (if dependents are accompanying member/sponsor)		
	COMMAND SPONSORSHIP LETTER (if dependents were acquired after arriving to Kunsan)		
	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)		
	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 MFR (SECRET OR TOP SECRET)		

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

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



# \*\*\*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 REQUIREMENT (Verify RNLTD + tour length)
	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)
	SGLI FORM (milConnect website > Benefits > Life Insurance > SOES – SGLI Online Enrollment System)
	FITNESS TRACKER VIA AFPC SECURE>AFFMS II
	FOLLOW ON APPLICATION (VMPF SUBMITTAL) OR FOLLOW ON APPROVAL/DISSAPPROVAL RIP
INITIAL	PERSONNEL PROCESSING CODE (PPC): “RAO” REQUIRED ITEMS
	KOREA ASSIGNMENT INCENTIVE PAY (KAIP) WORKSHEET (Template found in this Guide under Attachments)
	AF 522 WEAPONS QUALIFICATION (must be completed NET 120 days prior to departure) (No COVID-19 Waivers)
	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)
	FORCE PROTECTION ADLS CERTIFICATE
	SABC CBT AND HANDS-ON TRAINING CERTIFICATES (Must be completed within 24 months from RNLTD)
	CBRN CBT AND HANDS-ON TRAINING CERTIFICATES (Airmen projected to PCS from one PACAF base to another PACAF base are not required to re-accomplish CBRN Defense Training unless the training date expires prior to the date of departure.)
	QNFT - GAS MASK QUANTITATIVE FIT TEST
	ISOPREP VERIFICATION MEMO FROM UDM
	AF 422A MEDICAL CLEARANCE TO TRAVEL
INITIAL	REQUIREMENTS IF YOU HAVE DEPENDENTS ***COMMAND SPONSORED BILLETS***
	APPROVED COMMAND SPONSORSHIP BILLET CONFIRMATION FROM 51 FSS/FSPS (OSAN AB MPF)
	DD FORM 1172 (DEERS enrollment)-Must be current physical address, NO APO addresses, signed by ID Cards Tech
	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

# **\*\*\*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
<b>INITIAL</b>	<b>REQUIRED ITEMS</b>	
	RETAINABILITY REQUIREMENT (Verify RNLTD + tour length)	
	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)	
	SGLI FORM (milConnect website > Benefits > Life Insurance > SOES – SGLI Online Enrollment System)	
	FITNESS TRACKER VIA AFPC SECURE>AFFMS II	
	FOLLOW ON APPLICATION (VMPF SUBMITTAL) OR FOLLOW ON APPROVAL/DISSAPPROVAL RIP	
<b>INITIAL</b>	<b>PERSONNEL PROCESSING CODE (PPC): “DA1” REQUIRED ITEMS</b>	
	NOTICE OF PCS AND DEPLOYMENT TRAVELERS TO TURKEY MFR <b>(PROVIDED BY MPF)</b>	
	TURKEY ASSIGNMENT INCENTIVE PAY (TAIP) WORKSHEET (Template found in this Guide under Attachments)	
	AF 522 WEAPONS QUALIFICATION (must be completed NET 120 days prior to departure) (No COVID-19 Waivers)	
	ANTITERROISM LEVEL 1 TRAINING CERTIFICATE (JKO Online)	
	SERE 100.2 TRAINING CERTIFICATE (JKO Online)	
	FORCE PROTECTION ADLS CERTIFICATE (ADLS)	
	SABC CBT AND HANDS-ON TRAINING CERTIFICATES (Must be completed within 12 months of RNLTD)	
	CBRN CBT AND HANDS-ON TRAINING CERTIFICATES (Member must remain current for duration of tour)	
	QNFT - GAS MASK QUANTITATIVE FIT TEST	
	ISOPREP VERIFICATION MEMO FROM UDM (WITHIN 12 MONTHS FROM RNLTD)	
	AF 422A MEDICAL CLEARANCE TO TRAVEL	
<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)	
	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 MFR (SECRET OR TOP SECRET)	

**\*\*\*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 REQUIREMENT (Verify RNLTD + tour length)		
	8 FW PCS TRACKER (IAW Stop Movement Guidance Part I.3.B Exemptions) (Template found under attachments)		
	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>AFFMS II		
	COT WORKSHEET (USE Template from this Guide under Attachments)		
	AF422A MEDICAL CLEARANCE FOR TRAVEL (If REQUIRED by Personnel Processing Code (PPC))		
	FORCE PROTECTION ADLS CERTIFICATE (If REQUIRED by Personnel Processing Code (PPC))		
	SABC CBT + HANDS ON (Class unavailability MFR from UDM if member cannot be scheduled) (If PPC applies)		
	CBRN CBT + HANDS ON (Class unavailability MFR from UDM if member cannot be scheduled) (If PPC applies)		
	AF522 (WEAPONS QUALIFICATION) (If REQUIRED by Personnel Processing Code (PPC))		
	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, signed by ID Cards Tech		
	COMMAND SPONSORSHIP LETTER (if dependents were acquired after arriving to Kunsan)		
	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)		
	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 MFR (SECRET OR TOP SECRET)		

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

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

## **REQUIRED ITEMS EXPLANATION**

- **8 FW PCS TRACKER:** Attachment 12 under attachments within KROP guide. Required to meet Stop Movement Guidance Part I.3.B. Exemptions. To/from Short Tours - Gaining/Losing Unit Commander coordination required.
- **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/digital, then email copy: [8fss.8fssmpscareerdevelopment@us.af.mil](mailto:8fss.8fssmpscareerdevelopment@us.af.mil)**
- **IMMUNIZATIONS CLEARANCE LETTER:** Visit/contact the 8 MDG Immunizations Clinic 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)** 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 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 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 AFFMS II on AFPC SECURE. RNLTD + 42 day requirement is currently waived due to COVID-19 Fitness. Current PACAF Exemption: 1 July 2021 + 42 days
- **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 10 or more days of leave en route; if 10 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.
- **FORCE PROTECTION: (PPC Requirement Only)** Completed on ADLS, provide certificate, must be current.
- **SABC CBT + HANDS ON: (PPC Requirement Only)** Must be current, CBT completed on ADLS 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.**
- **CBRN CBT + HANDS ON: (PPC Requirement Only)** Must be current, CBT completed on ADLS 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.**

- **AF522 (Weapons Qualifications: (PPC Requirement Only)** Must be current, if course is unavailable prior to departure, please review PPC information for waiver request procedures. **Effective 1 Mar 2021, there are no longer COVID-19 blanket waivers for South Korea, Japan, Guam, Alaska, Hawaii and Turkey.**
- **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 FO notification to initiate retainability.**
- **NATO Order:** Required for NATO member countries (i.e. Germany, Italy, United Kingdom, Spain, Turkey) Original copies will be provided to member upon their MPF final out appointment.
- **AF FORM 965 (Overseas Tour Election Statement): (to Overseas only)** Not required for single members with no dependents, military married to military without dependents, or any member 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. Members without dependents ARE NOT required to provide form. NOTE: MilConnect DD1172s are not certified/verified.
- **COMMAND SPONSORSHIP LETTER:** Only applies if the member acquired command sponsored dependents after arrival in South Korea. If you do not have a copy on file you may be able to obtain one from Finance, TRICARE, housing or within your PRDA records.
- **PROOF OF RETAINABILITY: (Overseas Only)** Initiate retainability requirements with CSS if required. Retainability Requirements = RNLTD + tour length. (For example, PCSing to Ramstein accompanied with dependents, retainability requirement = RNLTD + 36 months (accompanied) / 48 months if extended long (add 12 months to tour length). **Members have 30 days from assignment notification to obtain required retainability or MPF will request AFPC to cancel assignment. This includes approved Follow-On Assignment notifications.**
- **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 virtually online, found in page 11 of this guide. **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 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 PCS amendments.

## 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 60 days, NLT 14 days from your projected departure date)**
4. Forward a copy of your port call itinerary + Mandatory hand carry items (page 14) + required documents checklist items (pages 4-11) to [8fss.8fssmpscareerdevelopment@us.af.mil](mailto:8fss.8fssmpscareerdevelopment@us.af.mil) to schedule your MPF final out-processing appointment.
  - a. Held at Loring Club Bldg 1025 @ 0900 every Tuesday and Friday (excluding Federal Holidays, Family Days, Down Days, Wing Exercise Days excluding Friday if ENDEX on Thursday) (Members are authorized to out-process Kunsan AB 2 duty days from their confirmed flight departure)
5. Ensure Virtual Out-processing (vOP)/Unit checklists are completed prior to MPF final out appointment. **(w/ALL Green Checkmarks)**  
 NOTE: If green checkmarks cannot be obtained, please have organization POC provide RANK/FULL NAME/DSN #/SIGNATURE OR STAMP.
6. Print hard copies of ALL required and applicable Final Out-Processing Appointment Checklist items. Listed below.
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.  
 All items below are required for out-processing. Failure to provide all required items will delay departure.

**\*\*\*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 extension\*\*\***

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>
	FLIGHT ITINERARY (obtained by 8 LRS Passenger Travel or SATO Travel through Port Call Request)
	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

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



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

Base Relocations will load your virtual Out-Processing Checklist (vOP) in vMPF once you complete your vMPF initial assignment briefing found in AFPC SECURE>vMPF. Once 8 FSS/FSPD Career Development receives your signed and completed vMPF Initial Assignment Briefing via email, we 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.

**Kunsan AB MPF Out-Processing SharePoint link:**  
[IN DEVELOPMENT](#)

## **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.