

4TH FORCE SUPPORT SQUADRON



4 FSS Assignment Relocation Process

This Briefing is:

UNCLASSIFIED



Assignment Counselors



Outbound Assignment Counselors

(Assigned to you by the first letter of your last name)

- A1C Ivanique Caddell: **A-F**
- SrA Dalismarie Guzman-Velez: **G-L**
- SSgt Kymberlee Albaugh: **M-R**
- A1C La darrius Cross: **S-Z**

Outbound Assignments NCOIC: SSgt Kymberlee Albaugh

Career Development NCOIC: TSgt Samantha Gatewood

Org box email address:

- 4FSS.careerdevelop@us.af.mil
- Office Phone #: 722-8677, Option 3
- **Email any questions/documents to the org box and CC your assignment counselor**



Upon assignment Selection



Assignment RIP

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a) (ASSIGNMENT NOTIFICATION RIP, AUTOMATED)
 MEMORANDUM FOR LOSING UNIT/COMMANDER
 FROM: HEADQUARTERS, AIR FORCE PERSONNEL CENTER
 SUBJECT: **NOTIFICATION OF SELECTION FOR PERMANENT CHANGE OF STATION (PCS)**
 1. SSG JOHN, DOE HAS BEEN SELECTED FOR PERMANENT CHANGE OF STATION (PCS) TO: OL COC SPECIAL OPERATIONS JX FF7DQO, MACDILL AFB, FL WITH A REPORT NOT LATER THAN DATE **RNLTD: OF 3/31/2021**

2. AN AUTOMATIC VMPF NOTIFICATION E-MAIL WAS/WILL BE SENT TO THE MEMBER, INFORMING MEMBER OF HIS/HER ASSIGNMENT SELECTION AND INSTRUCTED MEMBER TO ACCESS VMPF AT
<https://w45.afpc.randolph.af.mil/AFPCSecureNet40/PKI/AppRedir.aspx?appID=5> FROM ANY GOVERNMENT OR NON-GOVERNMENT COMPUTER WITHIN 7 CALENDAR DAYS UPON RECEIVING THE AUTOMATIC E-MAIL NOTIFICATION. UPON ACCESSING THE VMPF, MEMBER WILL AUTOMATICALLY PROCEED TO THE VMPF OFFICIAL ASSIGNMENT BRIEFING. THE OFFICIAL ASSIGNMENT BRIEFING WILL GIVE GUIDANCE SUCH AS 7-DAY OPTION, PROCEDURES FOR OBTAINING PCS ORDERS, ENTITLEMENTS, ETC.

3. IF YOU NEED TO CHANGE MEMBERS PROJECTED DEPARTURE DATE (PDD) AND/OR MEMBER NEEDS TO CHANGE HIS/HER PDD, REFER TO THE PERSONNEL SERVICES DELIVERY (PSD) GUIDE.

4. DIRECT ANY QUESTIONS TO YOUR MILITARY PERSONNEL FLIGHT OR THE TOTAL FORCE SERVICE CENTER. YOU CAN CONTACT THE TFSC VIA DSN PHONE NUMBER 665-0102 (COUNTRY CODE 312), COMMERCIAL PHONE NUMBER 210-565-0102, TOLL FREE NUMBER 1-800-525-0102, (OVERSEAS CALLERS DIAL A TOLL FREE DIRECT ACCESS NUMBER FROM THE COUNTRY YOU ARE IN FIRST).

*****SPECIAL ORDERS SECTION*****

SSG JOHN, DOE (CURR-PAS: SM1CFPRT) 4 FORCE SUPPORT SQ (PROJ-PAS: MA3DF7DQ) OL COC SPECIAL OPERATIONS JX FF7DQO MACDILL AFB, FL SERVICING MPF: 6 FSS MACDILL AFB FL (AMC)	ASSIGNMENT SELECTION DATE: 11/3/2020 DEROS: N/A PROJ DEPART DATE: 3/1/2021 RNLTD: 3/31/2021 AAN: 0310N01681 PCS ID: E, OPERATIONAL
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AFSC IN WHICH SELECTED: -3F051

SEC CLNC REQ: SC (DCID 1/14 ELIGIBLE) INV: TIER 5 PRP STATUS: N/A PRP STATUS DATE: N/A # OF DEPN: 0 DEPN IN HSHLD: 0 MILITARY STATUS OF SPOUSE: N/A ASSIGNMENT WAIVER: W, OTHER (REMARKS REQUIRED) DATE ARRIVED STATION: 10/8/2016 ADSC: 06-OCT-18 / 11 / TRAINING INDICATOR: NO	SEC CLNC CURRENT: SC (DCID 1/14 ELIGIBLE) SEC CLNC CLOSED DATE: 3/2/2021 DATE OF SEPARATION: 3/2/2025
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ASSIGNMENT AVAILABILITY DATA (CODES AND DATES OF AVAILABILITY):
N/A
ASSIGNMENT LIMITATION DATA (CODES AND DATES OF AVAILABILITY):
N/A
 ASSIGNMENT SPECIAL EXPERIENCE IDENTIFIER:
N/A

ASSIGNMENT ACTION REASON: 3
 PPC1/PPC2: ZVA₁ - SEE AFI 36-2110
 REMARKS: MBR SELECTED AS A VOL FOR JOINT SOCCENT EPA 386797 PPC: ZVA applies. This is a 36-month controlled tour. HQ AFPC JOINT ASSIGNMENTS - AFPC/DP20SS Must report with passport and Top Secret-SCI security clearance

Signature and Date of Commander (as required)

Notification Process

- **MPS Notifies Commander on the 1st day**
 - Provide 7 days to notify member
- **MPS Send Initial Assignment Notification to the member on the 8th day via e-mail.**
 - E-mail Includes:
 - PCS RIP
 - 907 Checklist (Excel document)
 - PCS Instructions
 - Forms that must be utilized during the relocation process.
- **Member must acknowledge the Assignment on VMPF**
 - Within 7 days of notification by completing the Initial Assignment Briefing



Assignment Tours length



Airman WITHOUT Dependents

- **OCONUS Standard Tour:**
 - 24 or 36 Months (Depending on the location)
- **OCONUS Short Tour:**
 - 12 or 15 Months (Depending on the location)
- **Extended Tours / KAIP / TAIP**
 - Add 12 Months to the original Tour
 - *If 12=24, if 24=36, if 36=48.*
- **CONUS Assignments**
 - 24 Months
- NOTE: Individuals with Special Duty Assignments (Pending Control Tour) require to obtain the retainability required by the position, **regardless of tour length**

Airman WITH Dependents

- **OCONUS Standard Tour:**
 - 36 Months (Depending on the location)
- **OCONUS Short Tour:**
 - **Dependents restricted**
 - If Command Sponsoring Dependents Tour will be stipulated by Approval Authority
 - Tour might remain on 12 Months or require additional 12 for a total of 24 Months
- **Extended Tours / KAIP / TAIP**
 - Add 12 Months to the original Tour
 - If 12=24, if 24=36, if 36=48
- **CONUS Assignments**
 - 24 Months



Airman with Dependent Considerations



Relocation of dependents when selected for a Follow-on Assignment

Airman must communicate with the Assignment Counselors and let them know what the family plan is, or the orders will be drafted based on the standard process.

- Elect not to relocate dependents or ship HHG to the FO location until his or her return from the unaccompanied short tour. (standard)
- Elect to move dependents to a location other than their FO location
- Elect to relocate dependents to the FO location in the CONUS
- Elect to move their dependents to a designated place at their own expense
- Airman Requests to Escort Dependent to Designated Place. Airman will assist in relocation of dependents to a designated place for duration of unaccompanied overseas tour IAW JTR 051202
- Approved FO assignment to a non-foreign OCONUS location and MPF has verified that the non-foreign OCONUS location is the Airman's HOR or the spouse's place of legal residence when the couple married.



Airman with Dependents Considerations



Other considerations

Airman must communicate with the Assignment Counselors and let them if any of the following applies or are intended:

- Dependent acquired through marriage, adoption, or other action during the course of the current OS tour of assigned duty (after the PCS order effective date).
- Dependent(s) will not relocate (if a sponsor elects not to relocate their dependents and/or medical clearance was not processed) and elects an accompanied tour. To OS Location ONLY.
- Member elected Unaccompanied Tour to OS location to which Dependents are Authorized
- Non-Command Sponsored Dependent(s) ~ Airman has a non-command sponsored dependent listed on orders. Non command sponsored dependents are not authorized travel entitlements from losing location.
- Approved Dependent Travel to a Designated Place (DTDP) (Non-Foreign OCONUS) IAW AFI 36-3020. Non-foreign locations are defined as Alaska, Hawaii the Commonwealth of Puerto Rico, and the Northern Marianas Islands, Guam, the U.S. Virgin Islands, and U.S. Territories and Possessions.



Follow-On Assignments



Who is eligible?

- All members that were elected to serve an OCONUS Short Tour Assignment
 - 12 Months
 - 15 Months
- Airmen must either **apply** or **decline** :
- NLT 15 of Assignment Notification (if less than 150 days from RNLTD) or NLT 150 calendar days prior to their RNLTD.

Follow On Application

- VMPF
 - Self-Service Actions
 - Assignments
 - *Assignments Applications*
 - Home-Basing/Follow-On Assignment Application

Important Notes:

- Selections are made by AFPC on a monthly basis approximately 120 days prior to RNLTD
- If a final decision on a HB/Follow-On Assignment has not been made within 75 days of RNLTD

Contact the Assignment Team ASAP!!

- **Member must obtain Retainability for the Follow On before Out Processing SJAFB**
 - Retainability is calculated by the RNLTD of the Follow On and it might include 1 moth GAP in between assignments



AF 907 Out-processing Checklist



• Top-portion

- **Minimum** documents required for orders
- “PPC” extra requirements that might apply to your assignment

• Bottom Portion

- All documents required for Out-processing
 - **Must be submitted NLT 30 days Prior PDD**
 - Time sensitive actions might be required, (be proactive)

• **Note:** The AF 907 Out-processing Checklist is tailored to your assignment **ONLY** based on:

- Gaining Location / unit passcode
- Duty AFSC
- Your Personnel Record
 - AAC's
 - ALC's
 - Dependents
 - PPC's.

1. IDENTIFICATION					
NAME (Last, First, Middle Initial)	SSAN	RANK	RNLTD		
NEW DUTY LOCATION	Notes: Documents must be submitted via e-mail to the following POCs: 4FSS.CAREERDEVELOP@us.af.mil **AND** HAND-CARRIED DURING FINAL-OUT				
DOCUMENTS REQUIRED FOR ORDERS					
DOCUMENT SOURCE	WHERE TO COMPLETE DOCUMENTS	REQUIRED ACTIONS	Member Initials	Supervisor Initials	MPS Initials
EXTRA ASN INFO	SEE INITIAL EMAIL	PPC CODE (S): N/A	Member acknowledgment & actions Note: Reading PPC's is NOT optional (the Word document is attached to the Initial E-mail).		
VMPF	Last page on vMPF initial briefing	COMPLETION OF ONLINE BRIEF			
DEERS Office	Visit your DEERS Office	DD FORM 1172			
Attached to Initial Email	Signed by Unit Security Manager	SECURITY REQUIREMENT LETTER			
Attached to Initial Email	Signed by Reenlistments after mbr applies for reenlistment or extension	RETAINABILITY			
Attached to Initial Email	Completed by member	AF FORM 4380 (AF Special Needs Screener)			
EFMP Office	Completed by EFMP	AF FORM 1466 (Request for Family Mbr Clearance)	Q Code ONLY		
FSMPD/PRP	Mbr will be emailed by AFPC PRP once completed	PRP CERTIFICATION	PRP ONLY		
All highlighted items must be completed and submitted to your assignment counselor prior to receiving orders. Let your assignment counselor know of any issues or delays regarding orders.					
DOCUMENTS REQUIRED TO SCHEDULE FINAL OUT					
DOCUMENT SOURCE	WHERE TO FIND DOCUMENTS	ITEMS	Member Initials	Supervisor Initials	MPS Initials
Attached to Initial Email	Signed by Supervisor & Sq CC	PROJECTED DEPARTURE DATE MEMO	Have CSS update PDD		
AF PORTAL	AFMIS	AFFIMS PT PRINT OUT			
VMPF	VMPF	COMPLETED VIRTUAL OUTPROCESSING CHECKLIST			
VMPF	Updated within the last year	UPDATED RECORD OF EMERGENCY DATA (VRED)			
MILCONNECT	Updated within the last year	UPDATED SGLI (SERVICE MEMBER LIFE INSURANCE) Must be updated from milConnect: https://milconnect.pki.dmdc.osd.mil/milconnect/	Certified		
Attached to Initial Email	Must be signed by First Sergeant, Flight CC or Sq CC	RELOCATION PROCESSING MEMORANDUM (Attached to Initial Assignment Notification)			
TMO	Finalized itinerary from TMO	COPY OF PORT CALL TICKETS (FLIGHT ITINERARY)			N/A
MEDICAL CLINIC	Received from Flight Medicine	MEDICAL RECORDS (PRP ONLY)			N/A
DENTAL CLINIC	Received from Dental	DENTAL RECORDS (PRP ONLY)			N/A
All highlighted items MUST be completed and submitted to your assignment counselor PRIOR to scheduling final out. Let your assignment counselor know of any issues or delays.					
AF FORM 907 June 2019 (OUTBOUND ASSIGNMENTS GENERATED)					



Accelerated Orders



- **MPS** will draft your orders as soon as **you**:
 - **Submit** the minimum documents required for orders.
 - *DD Form 1172 - Required for members that have dependents*
 - *Security Clearance Letter- signed by your Security Manager*
 - *AF Form 4380 - Required for members that have dependents*
 - *AF Form 965- Non dependent restricted OCONUS locations*
 - *AF Form 1466 (If required)*
 - *AF Form 286 (If required)*
 - **Complete** all actions that preclude your orders to be drafted.
 - *VMPF Assignment Acknowledgement*
 - *Meeting specific requirements to your assignment per your PPC code(s):*
 - *e.g. Obtain appropriate security clearance, obtain medical clearance for dependents, complete PRP qualification, obtain immunizations.*



How to Submit Required Documents?



All member's must **submit** required documents **via e-mail** to the following:

- 4FSS.careerdevelop@us.af.mil
- Assignment Counselor

Notes:

- **Do not** encrypt e-mails sent to the Org Box
- Keep copies of everything, you are required to:
 - **Hand-carry ALL documents** on your Final Out-processing Appointment.
 - Mark off on your 907 Out-Processing Checklist what you have turned in, so you can track what you are missing.
- **Folder reviews are done within a few days of Final Out-Processing appointments**
 - *If needed, you can walk in, to the MPS with your AF 907 Out-processing Checklist and All the printed copies that you have, and we will review the folder for you on the spot.*



Accelerated Orders



Orders Process:

1. Military Personnel Section (MPS)
 - Assignment Counselor draft orders
 - NCOIC review and submit orders to AFPC
2. Air Force Personnel Center (AFPC)
 - Authenticate orders
 - *Within 5 days, but no earlier than 120 days from departure date.*

You can check your orders status

On VMPF:

Long in VMPF:

- Self-Service Actions
- Assignments
- Out Processing
- Orders



Assignment Requirements



Retainability (Enlisted)

- **Airmen must obtain retainability**, if the assignment requires it from the member.
 - **Within 30 days of assignment notification.**
- All members have the option to
 - Extend
 - Reenlist
- For orders, you must at least start the process.

Note: BOP Assignments, to include BOP in conjunction with retraining, require First Term Airman to Reenlist.

Failure to obtain retainability

- Assignment OPR will cancel the assignment IAW AFI36-2110, paragraph 5.28

Consequences

- **First Term Airman:**
 - Ineligible to apply for any self-initiated assignment programs.
- **Career Airman:**
 - Ineligible for: Promotion, Reenlistment, Extension of enlistment.



Assignment Requirements



Retainability (Enlisted)

Extension Worksheet

Attachment 8 Standardized Extension Worksheet				
Privacy Act of 1974, Authority 10 USC 8012, Secretary of the Air Force powers and duties, delegation by AF135-2008, Military Personnel Records System. Information from this system of record may be disclosed for any use of the Air Force. If you do not give the required information, it will not be possible to process your request.				
Grade/Rank	NAME (Last, First, Middle)	DSN (Last 4)	CAFSC	Unit/Deployed Unit
Duty Phone/Deployed Duty Phone	Email Address/Deployed Email Address	Home Station (Deployed Only)		
Unit Commander/Civilian Director Name, Email and DSN	CSS Name, Email Address and DSN	Number ext months (MPP use)		
Leave Selection on first Extension of enlistment only. I select the following option (Check one)				
<input type="checkbox"/> Carry fwd all my leave <input type="checkbox"/> Cash settlement for all accrued leave <input type="checkbox"/> Cash settlement for ___days				
Extension Reason (mark one)				
<input type="checkbox"/> Promotion to MSgt, SMSgt, CMSgt <input type="checkbox"/> Retire first day of the month following HYT, adjusted HYT or age 60 <input type="checkbox"/> Retire NLT first day of month following comp of 20 yrs TAFMS <input type="checkbox"/> Retire in lieu of PSC assignment <input type="checkbox"/> Retire during an extension period <input type="checkbox"/> Permit medical care due to pregnancy (Airman/Spouse) or serious injury/illness <input type="checkbox"/> Remain on active Duty pending completion of MEB/PEB or Medical Hold (RE code 4K) <input type="checkbox"/> Retain for assignment (CONUS/OCONUS) PCS, PCA, TDY or qualify for SRB in conjunction with assignment <input type="checkbox"/> Retain for command sponsorship at OCONUS <input type="checkbox"/> Retain for OCONUS tour ext or indef DEROS <input type="checkbox"/> Commission or approved Education program or to qualify for PME <input type="checkbox"/> Retain for training, approved retraining (DUT/formal school) <input type="checkbox"/> Complete Control Roster Observation <input type="checkbox"/> Attain passing fitness score and Airman is coded IAW Table 5.6, Item 9 <input type="checkbox"/> Complete ADAPT Program <input type="checkbox"/> Complete period of probation and rehabilitation <input type="checkbox"/> Complete suspended punishment pursuant to Art 15, UCMJ <input type="checkbox"/> Complete an investigation by M/Civ authorities/await disposition of civ court charges/swast outcome of invol sep <input type="checkbox"/> Process SRB appeal, lengthy service determination, await decision of AF CSR or Civil decision <input type="checkbox"/> Process an extension of enlistment appeal (cancellation or disagreement) <input type="checkbox"/> Attain US citizenship or to extend to meet retainability req for security clearance IAW AF131-50 <input type="checkbox"/> Process for separation following demotion <input type="checkbox"/> Separate at HYT date <input type="checkbox"/> Retain for 12 OAY <input type="checkbox"/> Retain for any reason (Personal Convenience) <input type="checkbox"/> Qualify for TED under the Post 9/11 GI Bill <input type="checkbox"/> Qualification for Continuation Pay under BRS <input type="checkbox"/>				
Signature of Airman _____ Date _____ Air Force Reenlistments Please give us feedback! AFPC/DFPSA Workflow Last Modified: 4 Feb 2020 Page 111 of 179				

Reenlistment Worksheet

Attachment 3 Standardized Reenlistment Worksheet				
Privacy Act of 1974, Authority 10 USC 8012, Secretary of the Air Force powers and duties, delegation by AF135-2008, Military Personnel Records System. Information from this system of record may be disclosed for any use of the Air Force. If you do not give the required information, it will not be possible to process your request.				
Grade/Rank	Name (Last, First, Middle)	DoD ID#	CAFSC	Unit/Deployed Unit
Duty Phone/Deployed Duty Phone	Email Address/Deployed Email Address	Home Station (deployed only)		
Unit Commander/Civilian Director Name, Email Address and DSN	CSS Name, Email Address, and DSN			
Requested Date of Reenlistment				
Requested Terms of Enlistment (years, months)				
Leave Selection. I select the following option (Check one)				
<input type="checkbox"/> Carry fwd all my leave <input type="checkbox"/> Cash settlement for all accrued leave <input type="checkbox"/> Cash settlement for ___days				
Reenlistment Reason:				
<input type="checkbox"/> FTA 4-yr completing 36 consecutive months 60 consecutive for 6-yr enlistee <input type="checkbox"/> Within 90 days of ETS <input type="checkbox"/> Retainability for Post 9/11 GI Bill or Continuation Pay under BRS <input type="checkbox"/> Promotion to MSgt, SMSgt or CMSgt <input type="checkbox"/> Retainability for PCS/PCA, TDY (to include deployment) <input type="checkbox"/> Retainability for Service Schools <input type="checkbox"/> Within 15-month period before DOS for indefinite DEROS <input type="checkbox"/> Retainability for OCONUS extension or provide 12 mos due to command sponsorship <input type="checkbox"/> Within 15-month period before DEROS				
MPS Use Only				
Obligated Service Months:	Authorized TOE Option	Airman's TOE Election	Selective Retention (onus Zone Multiple)	Article 137 Briefing Conducted On, or Certification Attached
Reenlistment Counseling				
a. I understand I may sell leave on my reenlistment, not to exceed 60 days total in my career. b. I have been counseled regarding my bonus entitlement and obligated service, as well as termination and recruitment policies. c. I understand my authorized term of reenlistment will be in whole years and months and the authorized years and months of my reenlistment is determined by any amount of obligated service I have remaining from any current reenlistments/extension(s) that I have executed. I also understand that any authorized Selective Retention Bonus will be calculated only on the whole years I may reenlist for and that my reenlistment cannot exceed my high year of tenure, plus 1 month and will not exceed 72 months (term of enlistment and obligated service combined), unless otherwise authorized by Air Force policy. d. I understand if I intend to reenlist immediately after separation, I hereby authorize my retention in service for a period not to exceed 7 calendar days beyond my date of separation, to complete separation processing, should I, immediately before or after separation date and before reenlistment decline to reenlist. e. I understand that I must reenlist at my home station, unless deployed and I must not be on leave, in a leave or separation status on the date of my reenlistment. Additionally, I understand if I am returning from a leave status, I may not reenlist on the day following my leave end date. If I am determined to be on leave or in a leave status on my reenlistment date, I will be required to execute a new reenlistment contract when not on leave. I have read and understand the reenlistment counseling statements above and I understand the timelines, entitlements and limitation. I also understand it is my responsibility to initiate a request for reenlistment and certify the contracts are correct.				
Signature _____ Date _____				

Start the process!!

Contacting:
Reenlistments & Extensions Section

POC's:

A1C HILL, TIERA R
SrA RUSSELL, GLENDA E
SSgt JIMENEZ, MAYRA A

4FSS.CAREERDEVELOP@us.af.mil

NOTE: Filling out the worksheet is just the start of the process, you must Follow up with your CSS and Reenlistments & Extensions Section to ensure that your paperwork is being worked diligently.



Assignment Requirements



Personnel Processing Codes (PPC's)

- PPCs are processing requirements or post-selection assignment actions that you must fulfill.
- PPC indicators consist of 3 letters
 - *E.g.: "ABA", "RPB", "9NG", etc.*
- Require member's actions to proceed with the assignment.
 - SABC
 - CATM
 - CBRNE
 - SERE
 - Training en-route
 - Polygraph, etc.

Where to find your PPC(s)?

PPC Indicators

- Assignment Notification RIP
- AF 907 Out-processing Checklist
- Inside a PPC might be other PPC's that also applies to the assignment

PPC instructions

- Word document attached on your initial Assignment Notification e-mail

• Updates must be monitored via Mypers:

- [Officer Personnel Processing Codes \(PPC\)](#)
- [Enlisted Personnel Processing Codes \(PPC\)](#)

(They change constantly, must be monitored)



Assignment Requirements



Family Medical Clearance AF Form 4380 and AF Form 1466 (If Dependents Only)

- **AF Form 4380**
 - If “YES” to questions 1 to 8 members must contact EFMP.
- **AF Form 1466**
 - Required for OCONUS Assignments
 - Required for airman with ALC “Q” on record.
 - Requires EFMP Office signature & stamp

Note: AF Form 1466 is required for orders (OCONUS & ALC “Q”)

AIR FORCE SPECIAL NEEDS SCREENER (Completed by all Sponsors with Family Members) (This Form is Subject to the Privacy Act of 1974 - USE BLANKET PAS - DD FORM 2005)		
AUTHORITY: 10 U.S.C. 55, 10 U.S.C. 8013 and E.O. 9397 (SBN) as amended.		
PURPOSE(S): Used to document, plan, and coordinate the health care of family members during relocation; determine eligibility and suitability for benefits for various programs; and compile statistical data.		
ROUTINE USE: Used to accumulate information for determining family member special needs.		
DISCLOSURE: Voluntary; however, failure to provide SBN or other requested information may delay screening of family member's suitability for relocation at government expense or delay issuance of PCG orders.		
TO: SPECIAL NEEDS COORDINATOR AND AIR FORCE PERSONNEL CENTER (AFPC)		
FROM: Air Force Family Member Special Needs Identification Screener		
The Air Force makes an effort to ensure specialized medical and educational services are available for all military family members. In order to help us do this, we need to know if any special medical and/or educational needs exist for your family members. You are required to complete this form as part of your relocation processing, if you have family members, whether they are living with you or not.		
SPONSOR'S INFORMATION		
<i>(enter last 4 digits only)</i>		
Sponsor's Name (Last, First, MI)	Rank	Social Security Number (SSN) (Last 4 digits only)
Current Unit and Duty Station	Duty Telephone Number	Telephone Number
Projected Installation if Relocating	Projected Departure Date	
SPONSOR'S FAMILY INFORMATION		
Please read and answer all questions. Indicate (X) the appropriate box. Thank you.		
1. Are you currently enrolled in any Service's Exceptional Family Member Program (EFMP)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, stop here.		
2. Do any of your children receive Special Education Services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Do any of your children receive Early Intervention Services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Do any of your family members receive speech therapy, occupational therapy, physical therapy, or counseling services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Has any dependent member of your family been hospitalized for the same condition more than once?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Has any dependent member of your family been seen by a medical provider or mental health provider for the same condition more than once times in the last year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Do any of your family members have a chronic medical condition that requires at least annual evaluation or follow-up by a specialist, other than a PCM (such as cardiology, internist, psychology, neurology,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Do any of your dependent family members have reactive airway disease or asthma?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Do any of your family members require specialized equipment or modified housing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES to any questions numbered 2 - 8, please contact the Exceptional Family Member Program (EFMP-M) Office at the Military Treatment Facility for assistance prior to pursuing any further relocation actions.		
I certify that this information is complete and accurate to the best of my knowledge. I understand that insufficient and/or inaccurate information may affect family member travel at government expense. I understand that making a knowing and willful false official statement can be punishable by fine or imprisonment. (See U.S. Code, Title 18, Section 1001; Title 10, Section 907; Article 107 UCMJ).		
Sponsor's Signature		Date

AF FORM 4380, 20150806



Assignment Requirements



Family Medical Clearance

Exceptional Family Member Program Clearance is required if:

- You are currently enrolled in EFMP
- Pending EFMP Enrollment
- CONUS PCS (If any "YES" on the AF Form 4380)
- OCONUS PCS

EFMP Office numbers:

- 919-722-0809
- 919-722-8537

Registration:

- **Open:** Internet Explorer
- **Go to:** <https://www.afspecialneeds.af.mil>
- **Log in:** with your email certificate
- **Click on:** "sponsor registration", must use your Common Access Card (CAC) to register.



Assignment Requirements



AF Form 965 (OCONUS assignments with dependents)

- **Option #1-** If concurrent travel is not approved and your dependents will be Command Sponsored.
 - You must **apply** for Command Sponsoring Dependents, and it requires approval.
- **Option #2-** If concurrent travel is approved and your dependents will be accompanying you.
- **Option #3-** If concurrent travel is approved but you elect to serve an unaccompanied tour.

Note: Assignment Action Number can be found on your PCS RIP as: "AAN"

OVERSEAS TOUR ELECTION STATEMENT		
PRIVACY ACT STATEMENT		
<small>AUTHORITY: 10 U.S.C. 8013, 44 U.S.C. 3101; Secretary of the Air Force, Powers and duties; delegation by Joint Federal Travel Regulation, Volume 1, Air Force Instruction 35-2110, Assignments, and Executive Order 9387, as amended. PRINCIPAL PURPOSES: To determine Airman's tour election upon selection for an overseas assignment where an "accompanied by dependents" tour is authorized. Establishes Airman's entitlement to relocation of dependents to either the overseas station or to a designated place in the CONUS. ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b) (3). DISCLOSURE: Voluntary. The last four digits of SSN may be required for positive identification.</small>		
NOTE TO MEMBER: Read this form carefully and obtain a full understanding of its content before signing.		
I, the undersigned, having been selected for permanent change of station reassignment overseas to _____ on assignment action number _____ do hereby elect to serve the type tour indicated by my initials below:		
Initials	I elect the "ACCOMPANIED-BY-DEPENDENTS TOUR" (individual wishes to be accompanied or joined by dependents in the overseas area) and provisions of AFI 36-3020 and JFTR US222c.3a apply. I understand that concurrent travel has been denied and anticipated delay for movement of my dependents will be <u>20 or more weeks</u> , from my port reporting month. Shipment of household goods and movement of dependents at government expense to a designated place in CONUS, or to a place authorized by JFTR US222c.3a is authorized with a subsequent move at government expense from the designated place to the overseas duty station (provided the dependents are command sponsored and at least 12 months remain on the overseas tour on the date the dependents are scheduled to arrive there).	
Initials	I elect to serve the "ACCOMPANIED-BY-DEPENDENTS TOUR" (individual wishes to be accompanied or joined by dependents in the overseas area) and provisions of AFI 36-3020 and JFTR US222.3b apply. I understand that I have either concurrent travel approved or that the anticipated delay for movement of my dependents will be <u>less than 20 weeks</u> , from my port reporting month. Shipment of household goods and movement of dependents at government expense to a designated place other than my new PCS location is <u>not</u> authorized.	
Initials	I elect to serve the "UNACCOMPANIED TOUR" (individual <u>does not</u> wish to be accompanied or joined by dependents in the overseas area). I understand that travel of my dependents and transportation of my household goods to the overseas area during my assignment to the station covered by my PCS orders is <u>NOT authorized at government expense</u> . Travel of dependents and shipment of household goods to a designated place is authorized IAW JFTR US222c.4. <u>Dependents and household goods cannot be moved again at government expense until new PCS orders are issued or I serve an In-Place Consecutive Overseas Tour (IPCOT).</u>	
STATEMENT OF UNDERSTANDING: I understand that if I elect the "UNACCOMPANIED TOUR" I may change my mind and elect the "ACCOMPANIED-BY-DEPENDENTS TOUR" any time <u>before my departure from my current permanent duty station, provided no dependent travel or shipment of household goods has been made</u> , IAW AFI 35-2110, Chapter 3. If either dependent travel or shipment of household goods has been made on the basis of my PCS orders (refer to AFI 35-2110, Chapter 3), I may request a change from the "UNACCOMPANIED TOUR" to the "ACCOMPANIED-BY-DEPENDENTS TOUR".		
I have been counseled concerning the availability of family housing in the overseas area, my dependent travel options, shipment of household goods, and Family Separation Allowances (FSA II) before electing the type of tour I desire to serve (see note). <u>I understand that if there is the slightest possibility I may elect my dependents to join me at my new overseas station at a later date, I must elect the "ACCOMPANIED-BY-DEPENDENTS TOUR" now, to establish and protect my transportation entitlements.</u>		
MEMBER (Full Name, Grade, and Last Four(SSN)/Print or Type)	SIGNATURE	DATE
COUNSELOR (Full Name and Grade)/Print or Type)	SIGNATURE	DATE
NOTE: When concurrent travel is not automatic, (to be recorded on this statement) the member is required to make a tour election before an advance application for concurrent travel has been sent and a reply has been received.		

AF FORM 965, 20100624

PREVIOUS EDITIONS ARE OBSOLETE

PRIVACY ACT INFORMATION: The information in this form is FOR OFFICIAL USE ONLY. Protect IAW the Privacy Act of 1974.



Assignment Requirements



Personnel Reliability Program (PRP)

AF Form 286 is required when:

- Member is assigned to positions within nuclear capable units

Orders

- Can't be processed until AF Form 286 is completed.
 - Administrative Qualification
 - Reinstatement

Per: PSD Guide – Personnel Reliability Program V2, 1 Jul 2017, p.25

POC: PRP Administrative Qualification Cell (AFPC.CAN.PRP@us.af.mil)

Note: DAFSC 3P0- Security Forces: Do not require the AF Form 286, but do require their Commander do endorse the PCS RIP IAW The ARMING AND USE OF FORCE guidance.



Assignment Requirements



Required Trainings

- Some assignments will require you to complete the following trainings:
 - CBRNE Hands On
 - CATM (M-16, M-4, 9mm, etc.)
 - SERE
 - Note: If attended to Level C SERE training maintain currency via SS02 and SS03.
 - SABC Hands On
 - Other Trainings
- Your PCC's will contain this information.
 - **Some of these trainings require that you complete them based on specific terms or criteria:**
 - Within 90/120 days from PDD/RNLTD
 - In a way that training does not expire within the assignment tour
 - Deviations from the specific terms will not suffice the requirements and will require a MAJCOM Approved Waiver that needs to be processed in advance.
 - **KEY ADVISE:** Always ask questions to your Assignment Counselor, do not assume anything based on standard guidance that does not apply to your assignment.



VOP Checklist



- Your vOP Checklist must be updated in VMPF within 48 hours of Assignment Notification.
- If your vOP Checklist is not available, **contact your Assignment Counselor, or Career Development Team.**

Long in VMPF:

- Self-Service Actions
- Assignments
- Out Processing
- vOP Checklist

Member Task List

[Update Status](#)

✘ -Overdue Suspense
 ⚠ -Within 3 Days of suspension
 ✔ -Complete or Removed
 [View Orders](#)

Status	Description	Comments	Org	Suspense Date
Awaiting Org ▼	LOG OUTPROCESSING BOOK	SIGN OUT OF SQUADRON DURING SQUADRON FINAL OUT. FINAL OUT SQUADRON 1 DAY PRIOR TO BASE FINAL OUT.	AMXS SUPPORT STAFF	Saturday, May 15, 2021
Awaiting Org ▼	PICK UP PIF	RECEIVE PIF DURING FINAL OUTPROCCESING OF SQUADRON, 1 DAY PRIOR TO BASE FINAL OUT.	AMXS SUPPORT STAFF	Saturday, May 15, 2021



Setting up: Departure Date



The Departure Date:

- Is when authorized Travel Dates (Orders, block #6) + Leave en-route (if any) start.

Things to Consider when setting up the Departure Date:

- When taking the leave en route, the authorized maximum is 30 Days.
- **Individuals with CONUS Assignments:** Can report up to 60 days earlier (from the RNLTD).
- Leave enroute is calculated by Finance Office upon arrival to your following location, based on departure date and approved travel days (the excess of days upon report is considered leave).
Leave en route is NOT requested through Leave-Web.
- **Individuals with OCONUS Assignments:** ARE NOT AUTHORIZED TO LEAVE CONUS until the 1st day of the RNLTD Month. However, they can set a Departure Date EARLIER than that, *ONLY IF* taking leave en route.
- Use the PDD MFR attached to your Initial Assignment Notification e-mail to change Departure Date



Setting up: Final-Out Appointment



Airmen are not authorized to out-process earlier than...

- CONUS: 1 duty day
- OCONUS: 2 duty days

prior to their actual departure date or date official leave and travel begins or PDD.

IMPORTANT NOTICE

(For members with a Departure Date that starts on Monday)

At the moment of the Final Out Appointment, airmen will certify that will not depart the local area until the following Monday. If member depart prior to Monday (during the weekend), their leave or travel will start the actual time and date, they physically departed. Hence, will get leave charged for that weekend).



Final-Out Appointment



How to schedule a Final Out-processing Appointment?

- You must contact your Assignment Counselor or the Career Development Team to schedule the Final Out Appointment.
 - *Schedule your Final Out Appointment at least with 30 Days in Advance.*

On the Final Out-Processing Appointment Date

- Must be in uniform
- Must have completed all PCS requirements and actions
- Must have completed all out-processing requirements and actions
- **Must HAND CARRY all documents that were highlighted on your AF 907 Out-processing Checklist**

(A good practice is to place the document's in the same order as shown on the AF 907 Out-processing Checklist to corroborate that you in effect have all the required documents with you).



RNLTD Change Request



- Due to unforeseen circumstances it is possible that you will have to submit a RNLTD Change request on VMPF:

RNLTD Change Request Application Steps:

- VMPF
 - Self-Service Actions
 - Assignments
 - *Assignments Applications*
 - Report Not Later Than Date (RNLTD) Change Request
- **Note:** Changing the RNLTD date might affect your required retainability. Hence, you might have to start the process again.

[Join Spouse Application](#)

[Out Processing](#)

[Overseas Returnee Counseling](#)

[Report Not Later Than Date \(RNLTD\) Change Request](#)

[Sole Surviving Son or Daughter Assignment Restriction](#)

[Voluntary Stabilized Base Assignment](#)

[Withdraw/Cancel Voluntary Assignment Application/Assignment](#)

[VMPF Home](#) • [Self-Service Actions Home](#) • [S](#)



COVID 19 Travel Restrictions



- Several procedures/guidance have been established in response to the Novel Coronavirus outbreak.
- The following link via MyPers website is provided to assist you with your specific assignment criteria: https://mypers.af.mil/app/answers/detail/a_id/46624
- Refer to DoD and DAF installation travel restriction criteria via MyPers, guidance changes everyday.

Note: **Turkey/Korea** requires ALL military and civilian personnel (DoD Civilians and Contractors supporting the US military) entering Turkey to have a negative COVID-19 Polymerase Chain Reaction (PCR) test within 72-hours prior to arrival in Turkey.



PT TEST



- Please monitor PT Test Guidance closely
 - Once PT Test are resumed, all members must be current past 42 days from PDD.



QUESTIONS?

References:

AFI 36-2110, Assignments

AFI 36-2101, Base-Level Relocation Procedures

MyPers – <https://mypers.af.mil>

Assignments Homepage