



RAMSTEIN OUT-PROCESSING GUIDE

CAO: 07 DECEMBER 2021

WELCOME TO THE RAMSTEIN OUT-PROCESSING GUIDE

CONGRATUALATIONS ON YOUR NEW ASSIGNMENT!

This guide is intended for member's who are PCSing only, not separating or retiring.

PURPOSE: The purpose of the Ramstein Out-Processing Guide is to help you have a smooth PCS and ensure you know exactly what requirements must be met before you depart. Additionally, you can use this document as your out-processing packet by deleting pages 1 - 17, completing the required documents, and adding any additional forms as required.

MANDATORY: It is the responsibility of all Ramstein (RF PASCODES) Airmen to ensure that they attend the Ramstein Initial Assignment Brief, read and have a full understanding of this Ramstein Out-Processing Guide, and complete all PPC requirements on their PCS orders. This will be signed and dated by the member on the Ramstein Out-Processing Guide Acknowledgment Memorandum in this Guide. Additionally, all members need to ensure they follow the Ramstein Mandatory Documents Checklist in this guide.

Ramstein Final Outs: All Ramstein (RF PASCODES) final outs have moved to Virtual Final-Outs effective 01 October 2021 on the Ramstein Base Relocations One-Stop Shop SharePoint.

Your vMPF Checklist in vMPF and Virtual Final-Out Folder for your final out will be created once you have attended the Initial Assignment Brief.

PCS Orders: All Airmen with dependents in DEERS must complete the MyVector Family Travel Screener in MyVector before PCS Orders are issued. Single Airmen with no dependents in DEERS can expect to receive PCS Orders within 30 calendar days from the Assignment Creation Date.

PLEASE NOTE: For member with short notice assignments, the above requirements still apply. However, expedited PCS orders can be completed if the member's DEROS/PDD is within 60 calendar days.

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BASE RELOCATIONS CONTACT INFORMATION

Base Relocations Office

DSN: 314-480-2240

COMM: 06371-47-2240

BLDG 2106, RM 312 (3rd floor)

Customer Service Walk-in Hours:

Monday – Friday: 0800 – 1200

Wednesdays: closed for training

MPF One Stop Shop SharePoint

https://usaf.dps.mil/sites/86msg/786FSS/MPF_OSS/SitePages/Home.aspx

Outbound Assignments

786fss.dpmar@us.af.mil

DEROS Management/Special Actions

786FSS.FSPD.DEROSManagment@us.af.mil

RAMSTEIN VIRTUAL FINAL OUT PROCESS

REMINDER: All Ramstein final outs have moved to Virtual Final-Outs effective 01 October 2021 on the Ramstein Base Relocations One-Stop Shop SharePoint.

STEP 1: Airmen will be notified of their new assignment from their Unit Commander within 7 calendar days of Assignment Creation Date.

STEP 2: Airmen will login to [vMPF](#) (via [AFPC Secure](#)) to acknowledge their new Assignment. **NOTE:** If you do not see your Assignment in vMPF and have already been notified by your Commander, this means the 7 calendar days has not ended yet.

DID YOU KNOW? Per AFI 36-2110 A3.4.1 – All Airmen must apply for their Follow-On Assignment within 15 calendar days of Assignment Notification of their Short Tour. This can be done via Self Service Actions and then click Assignments in your vMPF. Look for Home-Basing/Follow-On Assignment Application. The MPF Outbound Assignments Team can do manual applications if there are system issues.

IMPORTANT! All members with dependents in DEERS must complete the MyVector Travel Screener before they are able to receive PCS Orders. All other members will receive PCS Orders within 30 Calendar Days after Assignment Creation Date.

STEP 3: Airmen will then need to attend the Initial Assignment Briefing held via Zoom. The vMPF Out-Processing Checklist and the Virtual Final-Out Folder for your final out will then be created within 7 duty days after this brief. Members will receive an automatic email from the MPF One Stop Shop with a link for their Virtual Final-Out Folder and instructions on what to do next. If you are on a mail.mil account, you must work with your unit CSS to access your folder until further notice.

STEP 4: Airmen will then start out-processing for their PCS. This guide provides all documents members need for their PCS to exclude Personnel Processing Codes (PPC) requirements. PPC requirements can be found on MyPers by searching 'Personnel Processing Codes' or click [here](#). Members must use the Consolidated Out-Processing Checklist in this guide as it provides a list of all mandatory documents members need based on their scenario.

STEP 5: While an Airman is out-processing, it is important they monitor their PPC requirements all the way until their departure date. This is due to the frequency that PPCs change. Airmen should also ensure they monitor their DEROS. Members cannot depart outside of their DEROS month. Airmen MUST submit a DEROS Exception to Policy Memorandum (ETP) no later than 30 days prior to the last day of their DEROS month to the DEROS Management Team organization box if they are not able to complete their out-processing requirements prior to DEROS expiration. Members

who submit late DEROS ETPs will require justification on why the DEROS ETP deadline was not met.

STEP 6: Once the Airman has completed and received all their out-processing requirements to include their completed vMPF Out-Processing Checklist, they will add their remaining documents to the documents in this guide and submit **one PDF attachment (no portfolios)** to their Virtual Final-Out Folder on the Ramstein Base Relocations One-Stop Shop SharePoint. This is the step where Airmen will fill out their AF Form 330 and sign. They will also put the time, date, and signature of their departure on their Gaining PCS orders to be placed with their documents. Adobe portfolios and single attached documents are NOT accepted.

Instructional AF Form 330 Video (Use Google Chrome):

https://usaf.dps.mil/sites/86msg/786FSS/MPF_OSS/Ramstein%20OutProcessing%20Guidance/Virtual%20Final-Out%20Tool%20Resources/330%20Instructions.mp4

STEP 7: When all documents have been uploaded into one attachment, they will use the routing option in their Virtual Out-Processing folder to send to their Commander's Support Staff (CSS) for review and for the mandatory CSS Pre-Final Out. It is the AIRMAN'S responsibility to ensure they DO NOT submit incomplete packets to their CSS.

STEP 8: The Airman's CSS will review the Virtual Final-Out Folder and conduct a CSS Pre Final-Out. In this step, the CSS will take time to ensure their members are good to go for a MPF review and final out. It is the Airman's responsibility to ensure that they send their Virtual Final-Out Folder to their CSS in a timely manner. DO NOT wait until the day you are supposed to leave. The folder is due to the MPF NLT 5 duty days prior to the member's departure. If your unit does not have a CSS, the MPF will complete your final out in one step without a CSS review.

STEP 9: Once the Airman's CSS has completed the Virtual Final-Out Folder review and CSS Pre Final-Out, they will then send the folder to the MPF for review and final out. **NOTE:** The CSS will send the Virtual Final-Out Folder to the MPF no later than 5 duty days prior to the member's PDD. This allows the Outbound Assignments team time to review all folders in a timely manner.

Folders sent to the MPF on Airman's departure date WILL NOT be accepted without coordinating with the Outbound Assignments Team first.

STEP 10: In this step, the Outbound Assignments Team will review the Airman's folder. If the member's folder has all the required items such as the completed vMPF Out-Processing Checklist with the Pass and ID Stamp and all required signatures on all documents, the Outbound Assignments Team will then sign the AF Form 330.

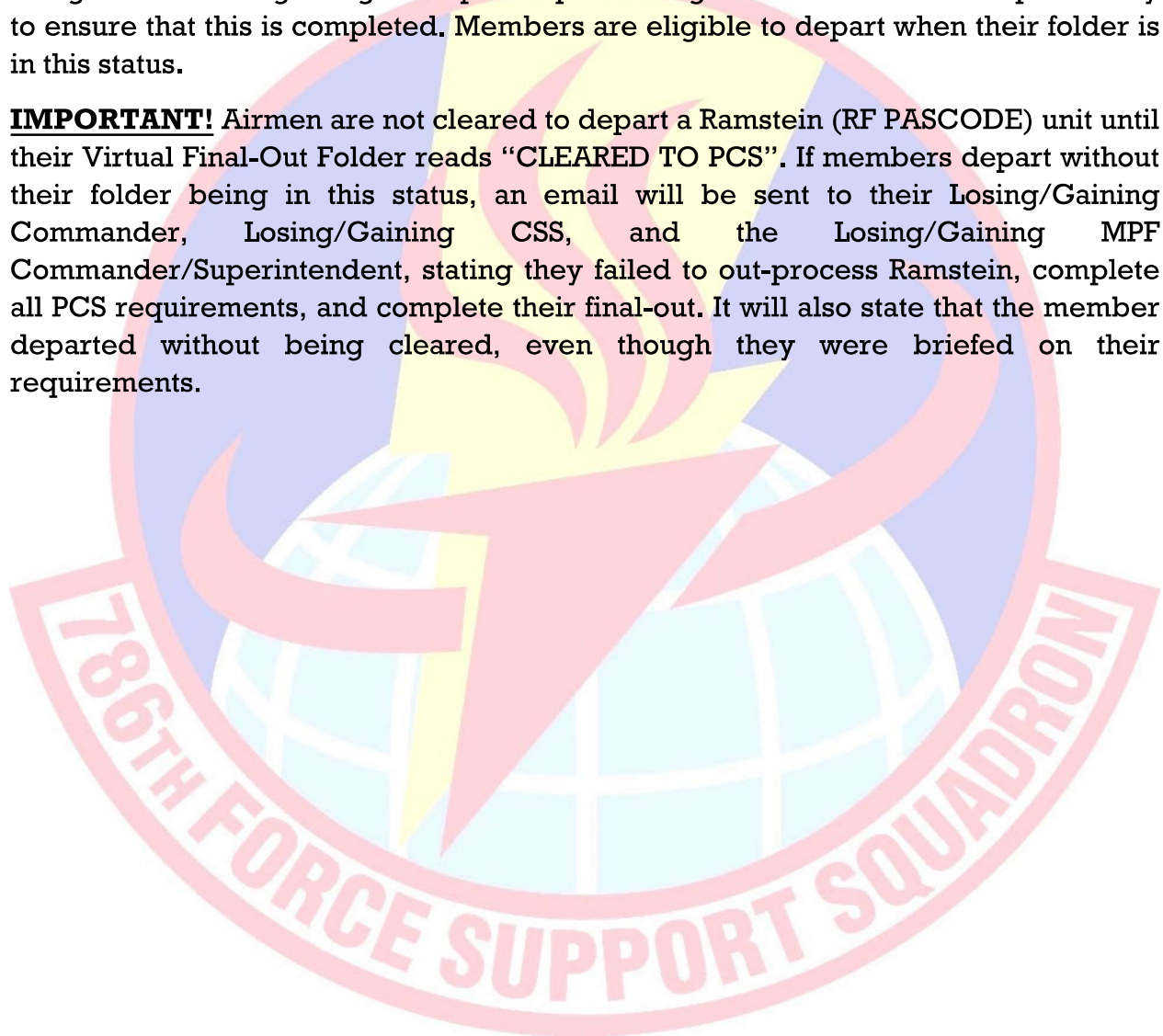
STEP 11: In this last and final step after the Outbound Assignments Team signs the AF Form 330 they will place the member's Virtual Final-Out Folder in "CLEARED TO PCS"

Status. If the member requires NATO Orders for their next assignment, their folder will be placed in “NATO ORDERS REQUIRED” Status.

“NATO ORDERS REQUIRED” Status: Airmen will need to come to the MPF (does not need to be in Uniform) to receive their NATO Orders. The MPF will then place the member’s folder in “CLEARED TO PCS” Status.

“CLEARED TO PCS” Status: All Airmen must print their PCS documents off and bring them to their gaining CSS upon in-processing. It is the member’s responsibility to ensure that this is completed. Members are eligible to depart when their folder is in this status.

IMPORTANT! Airmen are not cleared to depart a Ramstein (RF PASCODE) unit until their Virtual Final-Out Folder reads “CLEARED TO PCS”. If members depart without their folder being in this status, an email will be sent to their Losing/Gaining Commander, Losing/Gaining CSS, and the Losing/Gaining MPF Commander/Superintendent, stating they failed to out-process Ramstein, complete all PCS requirements, and complete their final-out. It will also state that the member departed without being cleared, even though they were briefed on their requirements.



RAMSTEIN INITIAL ASSIGNMENT BRIEF

The Ramstein Initial Assignment Brief is MANDATORY for all Airmen assigned to a Ramstein RF PASCODE.

WHAT: Ramstein Initial Assignment Brief

WHEN: Every Thursday alternating times of 0800 one week and 1500 the next week. If there is a holiday or resiliency day on a Thursday, the brief will be rescheduled to Wednesday.

WHERE: ZOOM

WHY: This purpose of this brief is to ensure all Airmen have a full understanding of what is required to PCS from Ramstein (RF PASCODES) to include PPCs, DEROS ETPs, retainability for assignment, amendments to orders, and final out requirements.

Once the Airman attends this briefing, the vOP vMPF Out-Processing Checklist and Virtual Final-Out Folder will be created within 7 duty days.

ZOOM login information:

[https://www.zoomgov.com/j/1605665608?
pwd=a3VteklucEUwNGpxWmI2UjVSQk5GZz09](https://www.zoomgov.com/j/1605665608?pwd=a3VteklucEUwNGpxWmI2UjVSQk5GZz09)

Meeting ID: 160 566 5608

Passcode: 786786

Current briefing schedule can be found here:

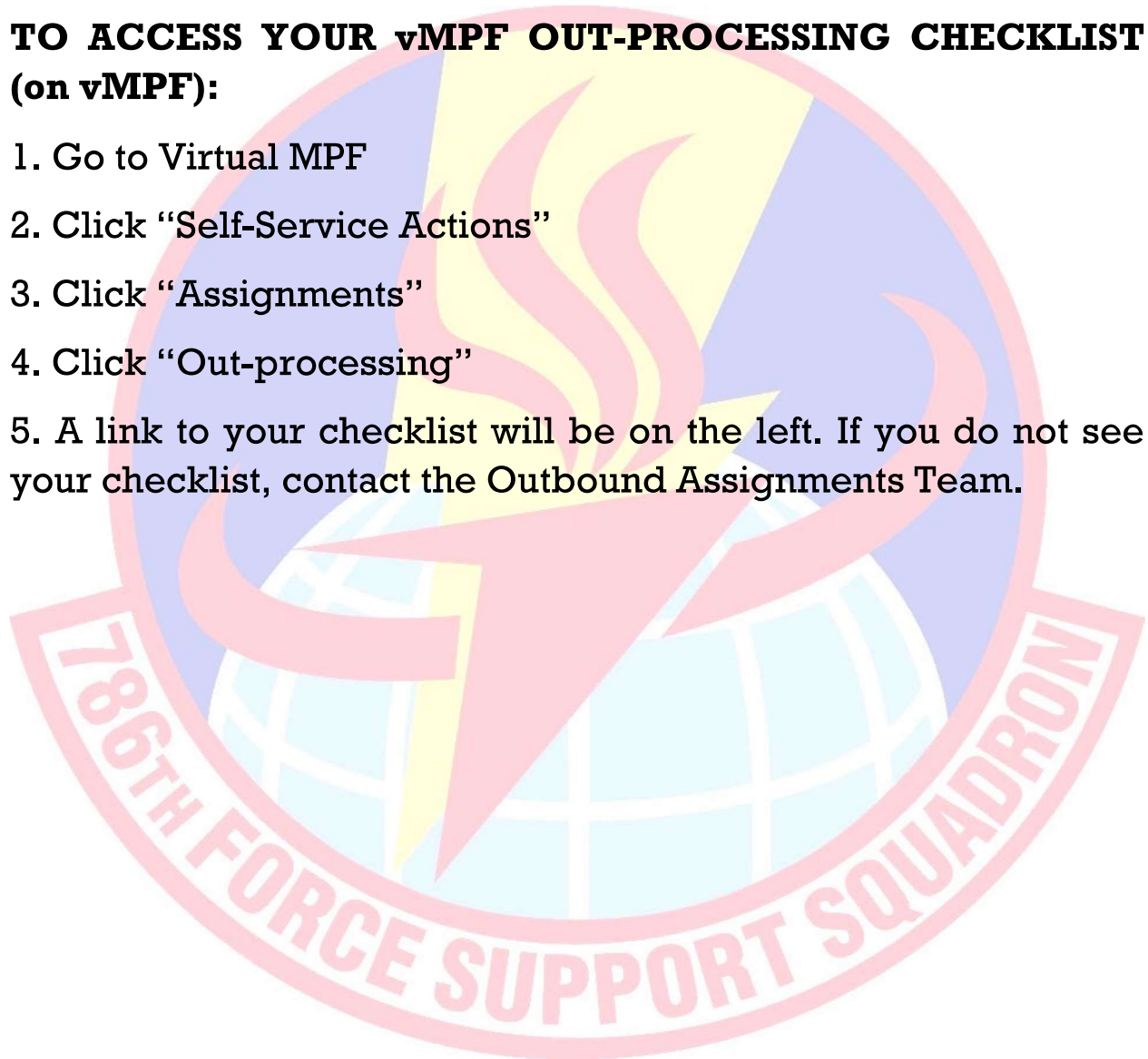
[https://usaf.dps.mil/sites/86msg/786FSS/MPF_OSS/SitePages/Initial%
20Assignment%20Brief.aspx](https://usaf.dps.mil/sites/86msg/786FSS/MPF_OSS/SitePages/Initial%20Assignment%20Brief.aspx)

vMPF OUT-PROCESSING CHECKLIST

REMINDER: All vMPF Out-Processing Checklists and Virtual Out-Processing Folders will be created within 7 duty days after an Airman attends the Initial Assignment Brief.

TO ACCESS YOUR vMPF OUT-PROCESSING CHECKLIST (on vMPF):

1. Go to Virtual MPF
2. Click “Self-Service Actions”
3. Click “Assignments”
4. Click “Out-processing”
5. A link to your checklist will be on the left. If you do not see your checklist, contact the Outbound Assignments Team.



COVID-19 TRAVEL RESTRICTIONS INSTALLATION STATUS UPDATE

It is the responsibility of ALL Airmen to ensure they monitor the below website and current Installation Status listing all the way up to 7 calendar days prior to their Departure Date.

The below COVID-19 Travel Restrictions Installation Status Update Website informs Airmen on whether or not their gaining location is Green or Red due to COVID-19 Travel Restrictions.

GREEN: COVID-19 Travel Restrictions have been lifted.

RED: COVID-19 Travel Restrictions have NOT been lifted.

If an Airman's gaining Country or State turns RED prior to 7 calendar days prior to their departure date, the Gaining/Losing Commander Memorandum in this guide is mandatory to be cleared for PCS.

Anything that turns red after 7 calendar days prior to the Airman's departure will NOT require the Gaining/Losing Commander Memorandum.

To ensure you have the most current listing, navigate to the homepage and select the top listing.

COVID-19 TRAVEL RESTRICTIONS INSTALLATION STATUS UPDATE WEBSITE:

<https://www.defense.gov/News/Publications/Search/Travel/>

PERSONNEL PROCESSING CODES (PPC)

ALL PPCs ARE LOCATED ON THE BACK OF THE MEMBER'S PCS ORDERS (BLOCK 33 ON CONTINUATION PAGE).

Look for the below remark on the back of the PCS orders: AIRMAN MUST COMPLETE ALL PPC REQUIREMENTS FOR REASSIGNMENT PRIOR TO DEPARTURE DATE. PPC:

IMPORTANT: Airmen must review, read, and understand their assigned PPCs in the PPC Guide located on [myPers](#) until the day they depart. PPCs and the PPC guide found on MyPers change constantly and can affect a member's ability to depart Ramstein. It is the member's responsibility to input their assigned PPCs on the Ramstein Out-Processing Guide Acknowledgment Memorandum prior to signing.

Automatic PPCs:

PPC "RBC" applies to all Airmen AFSCs assigned to All PAS codes which begin with EL or EH regardless of command. This PPC may not consistently appear on enlisted assignment notifications due to system limitations.

PPC "RAL" applies to ALL Airmen inbound to a 0R PAS code (PACAF) and/or that is assigned to or administratively supported by Hawaii regardless of command.

PPC "RPB" includes these requirement but is not consistently appearing on assignment notifications due to system limitations.

List of other automatic PPCs based on your gaining location:

RPB: Japan	TAK: Honduras	RBC: Alaska	DBR: UK / Italy
RAO: Korea	DA1: Turkey	DRV: Germany	
RAE: Guam	RAL: Hawaii	TAI: Qatar	

PRP PPCs: 9JY, 9NG, ASF, DAG

For PRP: the AF Form 286 must be completed before PCS orders are issued.

Important: Chemical Biological Radiological Nuclear (CBRN) and Weapons Training are required for Airmen projected into or administratively supported by Japan or Guam.

All inbound Pacific Air Forces (PACAF - MAJCOM ID "0R") Airmen with an assignment to or will be administratively supported by Guam or Japan, must complete the following training:

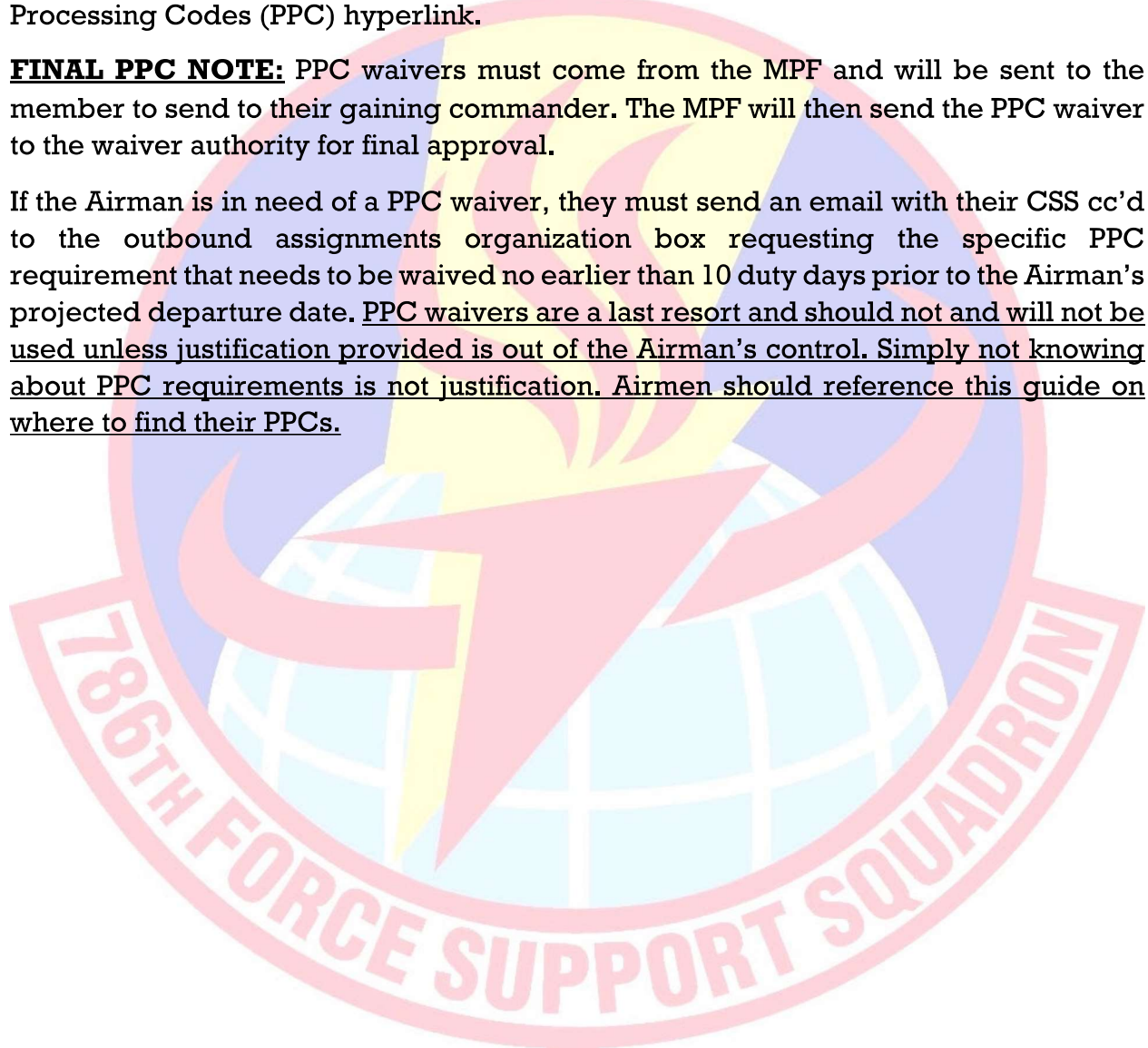
Weapons qualification training within 120 days prior to departure from losing base

CBRN Defense Awareness (computer-based training) and CBRN Defense Survival Skills (hands on) training within 120 days prior to departure from the losing base

All PPCs for both Enlisted and Officer Airmen can be found on [myPers](#). Once the member logs in, they search PPC in the search bar in the right hand corner of the myPers Homepage. Then click the Enlisted and Officer Assignments Personnel Processing Codes (PPC) hyperlink.

FINAL PPC NOTE: PPC waivers must come from the MPF and will be sent to the member to send to their gaining commander. The MPF will then send the PPC waiver to the waiver authority for final approval.

If the Airman is in need of a PPC waiver, they must send an email with their CSS cc'd to the outbound assignments organization box requesting the specific PPC requirement that needs to be waived no earlier than 10 duty days prior to the Airman's projected departure date. PPC waivers are a last resort and should not and will not be used unless justification provided is out of the Airman's control. Simply not knowing about PPC requirements is not justification. Airmen should reference this guide on where to find their PPCs.



MYVECTOR FAMILY TRAVEL SCREENER

EFFECTIVE 01 SEPTEMBER 2021 ALL AIRMEN WITH DEPENDENTS IN DEERS, REGARDLESS OF GAINING LOCATION AND TOUR TYPE, MUST COMPLETE THE MYVECTOR FAMILY TRAVEL SCREENER BEFORE PCS ORDERS ARE ISSUED.

SINGLE AIRMEN WHO DO NOT HAVE DEPENDENTS IN DEERS DO NOT COMPLETE THE MYVECTOR FAMILY TRAVEL SCREENER.

The MyVector Family Travel Screener has replaced the AF Form 4380 and the AF Form 1466 for PCS actions. All Airmen who are EFMP (Q Coded), will complete this Family Travel Screener as this is how your dependents will be medically cleared for their gaining location.

Family Travel Screener Status

DOES NOT REQUIRE ADDITIONAL SCREENING – PCS orders can be issued. Members should expect orders 30 calendar days from taking screener.

REQUIRES ADDITIONAL SCREENING – This means the screener has flagged you for further screening. Members need to follow the steps in their screener for the next action. PCS orders CANNOT be issued at this time.

For Airmen in this category, they will need provide the Outbound Assignments Team an email or notification that their dependents have been cleared through MyVector with the medical clearance date. Currently, the MyVector system does not notify the MPF when members are cleared. Proof of clearance must be from the EFMP office. This will then be placed on the back of the PCS Orders. Expect PCS orders 30 calendar days from medical clearance date, unless special circumstances require them to be expedited.

Where do I find the MyVector Family Travel Screener?

The screener is located on your Home Page of [MyVector](#) under Dashboard on the right side under Notifications and Alerts.

What if I do not see the MyVector Family Travel Screener?

All members who do not see their MyVector Travel Screener in MyVector, should contact the AFPC Total Force Service Center at DSN: 312-665-0102. They will then assist with creating a ticket with the AFPC EFMP Office for loading the Screener. Members can also use the HELP button on the top right of their MyVector Dashboard and then click Submit Support Ticket to request for the Screener to be loaded. NOTE: Please allow for 7 calendar days after assignment creation date before calling to allow the system to read assignment.

For ALL Airmen who have questions regarding the MyVector Family Travel Screener, EFMP, or medical clearance for dependents, contact EFMP through the below organization box:

Ramstein Exceptional Family Member Program (EFMP) Office:
Organization Box: usaf.ramstein.86-mdg.mbx.efmpm@mail.mil

CONSOLIDATED OUT-PROCESSING CHECKLIST

MANDATORY DOCUMENTS NEEDED FOR FINAL OUT: X MEANS ITEM IS REQUIRED

SCENARIO	PCS REQUIREMENTS																		
	RAB OP Guide MFR	AF FORM 330	USAFE-AF/AFRICA WAIVER	L/G CC MEMO	IMMUNIZATIONS CLEARANCE	SECURITY CLEARANCE	PCS ORDERS TO RAMSTEIN	PCS ORDERS TO GAINING LOCATION	DD FORM 1172	COMMAND SPONSORSHIP	MYVECTOR FAMILY TRAVEL SCREENER	MEDICAL CLEARANCE	DENTAL CLEARANCE	COT WORKSHEET	AF FORM 965	OS TRAVEL ADVISORY	CURRENT PT TEST	PPCs	COMPLETED WMPF CHECKLIST
CONUS NO DEPENDENTS	X	X	X	X	X	X	X	X									X	X	X
CONUS W/ DEPENDENTS	X	X	X	X	X	X	X	X	X	X	X						X	X	X
OCONUS NO DEPENDENTS	X	X	X	X	X	X	X	X				X	X	X		X	X	X	X
OCONUS W/ DEPENDENTS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

MUST READ ADDITIONAL NOTES:

NOTE 1 - Ramstein Base Final Outs are now Virtual on the MPF One Shop Base Relocations SharePoint.

NOTE 2 - In-Person Final Outs are only accomplished for Specified DVs and PRP Members.

NOTE 3 - All members must attend the Initial Assignment Brief on Zoom before vOP Checklist/SharePoint Folder are issued.

NOTE 4 - Please reference the MyPers Enlisted/Officer PPC Guide up to Departure. https://mypers.af.mil/app/answers/detail/a_id/5816/kw/ppc/p/10

NOTE 5 - vOP Checklist must be completely signed off with Green Checks and Pass and ID Stamp before submitting to MPF.

NOTE 6 - All members must put the (TIME, DATE, AND SIGNATURE) of their departure on Block 22 on their Gaining PCS Orders prior to submitting their PCS documents.

NOTE 7 - All members must sign the Ramstein Out-Processing Guide Acknowledgment Memorandum prior to submitting their PCS documents.

REQUIRED DOCUMENTS EXPLANATION

Below are explanations of all documents required for your PCS. Please use the Consolidated Out-Processing Checklist before this section to see which documents apply to you.

Ramstein Out-processing Guide MFR – This memorandum is mandatory for all Airmen who are PCSing from a Ramstein RF PASCODE. This MFR states that the Airmen has completely read the Ramstein Out-Processing Guide, attended the Initial Assignment Brief, and completed all their Personnel Processing Code (PPC) requirements on the back of their PCS orders. All Airmen must input their PPCs and sign this MFR. This should be the first MFR in the Airman's Consolidated Out-Processing Packet.

AF Form 330 – All Airmen must complete this form and it should be page two of their Consolidated Out-Processing Packet. This document lets the gaining installation know how certain PCS Requirements were sent and general information on the Airman while they were enroute. The Airman may not depart the base until this form is signed by them and the MPF.

USAFE-AFAFRICA MAJCOM Waiver – This waiver is required for all Airmen PCSing from a Ramstein RF PASCODE as it authorizes members to PCS outside of USAFE-AFAFRICA during the current COVID-19 Stop Movement. This waiver is still in effect until further notice.

Coordination Letter for Travel – Gaining/Losing Commander – This coordination MFR or email traffic between the gaining and losing commander is required for all members PCSing to a Country or State that is RED. All Airmen must follow the below website up to 7 calendar days prior to their departure date. Any Country or State that turns RED after the 7 calendar days does not require this MFR.

<https://www.defense.gov/News/Publications/Search/Travel/>

Coordination can be delegated to the unit's Senior Enlisted Leader, First Sergeant, or Section Commander.

Immunizations Clearance Letter – This MFR is required for all Airmen PCSing and must be submitted to the Immunizations Organization Box no later than 30 days prior to departure date. Org Box: usaf.ramstein.86-mdg.mbx.immunization-clinic@mail.mil

Security Clearance Letter – This MFR is required for all Airmen PCSing and must be signed with the selected security clearance by the Airman's Unit Security Manager.

PCS Orders to Ramstein – This is a requirement for all Airmen PCSing. Must be attached with members Consolidated Out-processing Packet.

PCS Orders to Gaining Location - This is a requirement for all Airmen PCSing. Must be attached with members Consolidated Out-processing Packet. All Airmen must put the TIME, DATE, and SIGNATURE of their departure on Block 22 of their PCS orders before sending to their unit CSS and the Outbound Assignments Team.

DD Form 1172 - This is required for all Airmen who have dependents in DEERS regardless of gaining location or if dependents are traveling with the Airman. This form can be downloaded via [MilConnect](#) (select More Goals, Manage ID Card Info Online, Print Family List) or acquired from the MPF Customer Service office.

Command Sponsorship MFR - This MFR is required for all Airmen who gained a dependent during their tour assigned to a Ramstein RF PASCODE.

MyVector Family Travel Screener - This screener is required for all members who have dependents in DEERS. This must be completed before PCS orders can be issued.

Medical Clearance Letter - This MFR is required for all Airmen PCSing to an overseas location and any CONUS location that has a PPC that requires an AF Form 422. Send this MFR no later than 30 days prior to departure date to the following organization box. Org Box: usaf.ramstein.86-mdg.mbx.omrs-msme@mail.mil

Dental Clearance Letter - This MFR is required for all Airmen PCSing to an overseas location and to any assignments that has a PPC that requires this MFR. Email or bring MFR to Dental no later than 30 days prior to departure date.

Org Box: usaf.ramstein.86-mdg.mbx.ds-front-desk@mail.mil

COT Worksheet - This document is required for all Airmen who are PCSing to an overseas location. If Airmen are taking their COT, they only need to sign. If Airmen are deferring their COT, they need to sign along with their Unit Commander. If an Airman is deferring their COT, but PCSing to the USAFE Theater, the Unit Commander signature is not required. **NOTE:** COT Deferments need PCS amendments. Please notify the Outbound Assignments Team and email COT Deferment Worksheet to the Outbound Assignments Organization Box at the beginning of this guide.

AF Form 965 - This form is required for all Airmen who have dependents in DEERS and are PCSing to an overseas location. Both the Airman and the Outbound Assignments Team must sign this form.

Overseas Travel Advisory - This MFR is required for all Airmen who are PCSing to an overseas location. This MFR must be signed by both the Airman and the Outbound Assignments Team. This MFR certifies that the Airman will check the Foreign Clearance Guide for their gaining location and follow all requirements prior to departure of the losing location.

Current Fitness Assessment – All Airmen PCSing regardless of location, must provide either a current Fitness Assessment Scorecard, Fitness Assessment History, or an MFR signed by their UFPM to show that they are current past their RNLTD for their gaining location.

Personnel Processing Codes (PPC) – All Airmen PCSing must fully complete all their PPC requirements found on Block 33 Continuation Page of their PCS orders. All Airmen PCSing must monitor their PPCs in either the Enlisted or Officer PPC Guide on MyPers up to their departure Date of their Losing Location. If orders state N/A, then no action is required for this item.

Turkey Assignment Incentive Pay (TAIP) – All Airmen PCSing to Turkey, must complete this document. If Airman is electing to participate in TAIP, they must elect this option on the form and have it approved by their gaining location.

Korea Assignment Incentive Pay (KAIP) - All Airmen PCSing to Korea, must complete this document. If Airman is electing to participate in KAIP, they must elect this option on the form and have it approved by their gaining location.

Circuitous Travel Letter – This letter is required for all Airmen who want to go outside the normal route of travel for their PCS gaining location. This letter must be signed by the SATO Passenger Travel Clerk before sending to the Outbound Assignments Team. The Outbound Assignments Team does not sign this letter. All Airmen will send their signed letters to the Outbound Assignments organization box located at the beginning of this guide.

vMPF Out-Processing Checklist – All Airmen PCSing and regardless of location, must complete their vMPF Out-Processing Checklist. All Airmen assigned to Ramstein AB and the KMC Area, must not only complete this checklist, but must also provide the Pass and ID Stamp on their checklist.



DEPARTMENT OF THE AIR FORCE
86 AIRLIFT WING (USAFE)

Date

MEMORANDUM FOR RECORD



FROM:

SUBJECT: Ramstein Out-Processing Guide Acknowledgment

1. This memorandum is to acknowledge that I, _____, have completely read the Ramstein Out-Processing Guide and have attended the Initial Assignment Brief that is provided by the 786 FSS Outbound Assignments Team. I know that if I have any questions that I need to contact my Outbound Assignments Team or my unit CSS to ensure that I depart with all the requirements for my PCS.
2. This memorandum is to further certify that I will complete all out-processing requirements listed in the Ramstein Out-Processing Guide Consolidated Checklist and my Personnel Processing Codes (PPCs) located on page two of my PCS orders.

3. My Personnel Processing Codes (PPCs) are as follows:

Insert your PPCs on Page two of your PCS Orders here. If none state N/A.

4. My Unit CSS representative is _____ and they can be reached at DSN: _____.



RECORDS TRANSMITTAL / REQUEST				DATE PREPARED		SUSPENSE DATE		
PRIVACY ACT STATEMENT								
AUTHORITY: Title 10 USC 8013, Secretary of the Air Force; as implemented and Executive Order 9397 (SSN), as amended. PURPOSE: To transmit requests and updates to documents within an individuals' Official Military Personnel Record. ROUTINE: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records or information contained therein DISCLOSURE: Disclosure is voluntary; however, failure to provide the full SSN may result in the Official Personnel Record not being updated in a timely manner.								
TO				FROM 786TH FORCE SUPPORT SQUADRON				
NAME (Last, First, Middle Initial)				RANK		SSN		
SECTION I - REQUESTOR COMPLETES								
<input checked="" type="checkbox"/> MEMBER IS ASSIGNED TO A UNIT SERVICED BY YOUR ACTIVITY <input type="checkbox"/> MEMBER WAS SEPARATED BY YOUR ACTIVITY								
<input type="checkbox"/> ACTION INDICATED MUST BE TAKEN AND CONFIRMATION FORWARDED AS AN ATTACHMENT TO THE FORM OR AN INTERIM REPLY <input type="checkbox"/> FURNISHED NOT LATER THAN SUSPENSE DATE SHOWN ABOVE IF INDIVIDUAL HAS BEEN REASSIGNED. FORWARD TO GAINING CBPO AND FURNISH COPY OF YOUR ACTION TO REQUESTOR.								
<input type="checkbox"/> OTHER STATUS (Specify)								
BASE LEVEL RECORDS/DOCUMENTS								
LEGEND: (H = Handcarried) (T = Transmitted) (R = Requested) (N/A = To be used when the record/document does not apply)								
EPR		OPR		TNG RPT		LOE		
						N/A		
DATE REPORTING PERIOD BEGAN				DATE REPORTING PERIOD ENDED		T		
						AF 623 OJT RECORD		
<input type="checkbox"/> REPORT BEING PROCESSED - WILL FORWARD ON				N/A		AF 978 TRAFFIC SAFETY EDUCATION RECORD (All personnel)		
<input type="checkbox"/> REPORT NOT REQUIRED - INDIVIDUAL'S INITIALS				N/A		DD 1360 MOTOR VEHICLE OPERATOR QUALIFICATIONS & RECORD OF LICENSING, EXAMINATION, AND PERFORMANCE		
TOTAL NUMBER OF REPORTS IN (AMN)				N/A		AF 1566 WAPS TEST VERIFICATION		
T	AF 10 AMN/OFF UPRG			T	AF 991 ANCILLARY TRAINING RECORD OR AUTOMATED PRODUCT			
	AF 2100 THRU 2190 TREATMENT RECORD (Medical)			H	AF 899 INDORSED PCS SPECIAL ORDER			
	AF 2100 THRU 2190 TREATMENT RECORD (Dental)				AF 63/161 ACTIVE DUTY SERVICE COMMITMENT			
N/A	AF 173 RECORD OF RETENTION INTERVIEWS (1st/2nd Term Amn)			N/A	(ADSC) STATEMENT OF UNDERSTANDING			
N/A	AF 186 INDIVIDUAL RECORD EDUCATION SERVICES PROGRAM			T	MILITARY PAY RECORDS ENVELOPE			
	AF 286 PERSONNEL RELIABILITY CERTIFICATE				FLIGHT RECORDS/EVALUATION FOLDER/FILE			
H	AF 379 INDIVIDUAL PHYS FITNESS & WEIGHT EVAL RECORD							
RECEIPT AND CERTIFICATION FOR HANDCARRIED RECORDS: I acknowledge receipt of records checked "H" and understand that I am to turn these records over to the appropriate activity upon arrival at my new station, and that I am not authorized to open the sealed envelope in which these records are being transmitted, and that I am responsible for safeguarding these records enroute.								
DATE				SIGNATURE				
REMARKS: 1 - CBPO ADDITIONAL SPACE 2. HAF AND MAJCOM RECORDS REQUEST, TRANSMITTALS, AND REMARKS PPC: DEPARTURE DATE: VOP COMPLETED: LEAVE/TDY ADDRESS: NEXT PT TEST(MM/YY): PHONE #: EMERGENCY CONTACT:								
DATE		TYPED OR PRINTED NAME AND RANK BASE RELOCATIONS 786TH FORCE SUPPORT SQUADRON			TELEPHONE (314) 480-9898		SIGNATURE	
SECTION II - ACTION OFFICER COMPLETES								
TO				FROM				
<input type="checkbox"/> FORM(S) / DOCUMENT(S) IDENTIFIED ABOVE BY "R" ARE ATTACHED.								
<input type="checkbox"/> FORM(S) / DOCUMENT(S) IDENTIFIED ABOVE BY "R" WILL BE FORWARDED TO YOUR OFFICE NO LATER THAN:								
<input type="checkbox"/> FORM(S) / DOCUMENT(S) IDENTIFIED ABOVE BY "R" WERE HANDCARRIED BY MEMBER'S COPY OF AF FORM 330 ATTACHED								
<input type="checkbox"/> FORM(S) / DOCUMENT(S) IDENTIFIED ABOVE ARE NOT AVAILABLE AT THIS OFFICE, SEE REMARKS BELOW								
REMARKS								
I UNDERSTAND THAT ALL HAND CARRIED DOCUMENTS/PPC REQUIREMENTS/ORDER/MEDICAL/DENTAL/IMMUNIZATION CLEARANCES MUST BE PRESENT DURING INPROCESSING. ____ I HAVE REVIEWED THE FOREIGN CLEARANCE GUIDE AND I AM AWARE OF ALL PASSPORT/VISA REQUIREMENTS. ____								
DATE		TYPED OR PRINTED NAME AND RANK			TELEPHONE		SIGNATURE	



**DEPARTMENT OF THE AIR FORCE
UNITED STATES AIR FORCES IN EUROPE
UNITED STATES AIR FORCES AFRICA**

9 June 2020

**MEMORANDUM FOR USAFE-AFAFRICA NAF AND WING COMMANDERS
AIR FORCE PERSONNEL CENTER**

**FROM: USAFE-AFAFRICA/CC
Unit 3281
APO AE 09094-3281**

SUBJECT: Travel Restriction Waiver to Coronavirus Disease 2019—Air Force Permanent Change of Station (PCS) Priority Execution Plan—Mission-Essential Movement

References: (a) Secretary of Defense Memorandum, "Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions," 22 May 2020
(b) Secretary of the Air Force Memorandum, "Travel Restriction Delegations of Authority, 11 May 2020
(c) Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protection Guidance (Supplement 4) – Department of Defense Guidance for Personnel Traveling During the Novel Coronavirus Outbreak," 11 March 2020

1. Consistent with HAF determinations regarding prioritized PCS movement outlined in the AF Assignment DEROS and RNLTD "Re-Flow" Plan, I have determined the identified USAFE-AFAFRICA positions are critical to the continued operations of AF mission-essential functions. Effective immediately, members that are projected to PCS to/from these USAFE-AFAFRICA mission-essential positions are authorized to PCS contingent on both gaining and losing command coordination. AFPC will provide MAJCOM A1s and MPFs a by-name listing of these similarly situated military members; upon signature of this memo, losing MPFs will notify the members of this authorization to proceed on assignment following gaining and losing command coordination.

Additionally, civilian Airmen that are projected to PCS to similar Air Force-identified mission-essential functions in USAFE-AFAFRICA are authorized to proceed contingent on both gaining and losing command coordination. USAFE-AFAFRICA will provide AFPC with the listing of positions and/or personnel approved; AFPC will contact these civilian Airmen.

2. In prioritizing PCS movement for these similarly situated members, the primary consideration should be to follow, as much as possible, the original DEROS or RNLTD as appropriate. However, these members and commanders have discretion to request deviations from these RNLTDs/DEROS dates through existing AFPC processes to facilitate readiness, alleviate hardship, or if gaining locations are not able to accept incoming Airmen.

3. The following conditions must be met prior to travel:
- a. Losing and gaining commanders must verify local conditions are conducive to travel and that gaining installations/units will accept personnel.
 - b. Establish pre-and post-travel screening and reception procedures for all authorized travelers as provided in reference (c) and any subsequent guidance, to include establishing a means of communication with all personnel throughout the pre-and post-travel screening and reception process and providing information regarding prescribed actions for their particular circumstances, to include any required Restriction of Movements (ROMs) directed by local commanders.
 - c. Travelers must use military- or DoD-contracted end-to-end travel using aircraft or other conveyance for DoD-sponsored travelers to the greatest extent practicable, unless between areas designated for unrestricted travel.
 - d. Travelers must maintain contact with their gaining organization in advance of travel and keep the organization updated on their travel itinerary.
4. Authorized dependents are permitted movement under this waiver; travel will be consistent with AFI 36-2110, Joint Travel Regulation, and reference (c).
5. For any questions regarding this waiver, the USAFE-AFAFRICA point of contact is HQ USAFE-AFAFRICA/A1KE, usafea1.a1kb@us.af.mil, DSN 480-9032.

HARRIGIAN.JEFFREY.L.1086158678
EY.L.1086158678

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HARRIGIAN.JEFFREY.L.1086158678
Date: 2020.06.09 17:25:50
+02'00'

JEFFREY L. HARRIGIAN
General, USAF
Commander

COORDINATION LETTER FOR TRAVEL- GAINING/LOSING COMMANDER

1.	PERSONAL INFORMATION				
RANK / NAME		SSN			
AFSC		CURRENT UNIT / BASE			
1a.	ASSIGNMENT INFORMATION				
DEROS		DATE ARRIVED STATION			
PROJ UNIT		PROJ PASCODE			
RNLTD		PDD			
2.	DEPENDENT INFORMATION				
	Name	Gender	Age	Current School Grade	School Start Date (MM/YY)
SPOUSE:					
CHILD 1:					
CHILD 2:					
CHILD 3:					
<i>For more than 3 dependents, include an additional sheet with required information</i>					
3.	ADDITIONAL INFORMATION				
1. Who is your sponsor at your gaining unit?					
2. Are you EFMP?					
3. Are you a single parent?					
4. Are you military married to military?					
5. Are you coming from a consecutive overseas tour where you were unaccompanied?					
6. Justification: Authorization to travel per MYPERS Stop Movement and Concurrent Guidance Dated 23 Apr 2020. Members' household goods (HHG) were picked up prior to the Stop Movement Directive.					
7.. I certify the information provided in this application is true and correct to the best of my knowledge.					
<div style="border-top: 1px solid black; width: 200px; margin: 0 auto;"></div> Applicant's Signature / Date					
4.	MEMBER'S CONTACT INFORMATION				
Member Work & Personal E-mail:					
Duty Phone:					
I am/ am not requesting Leave En Route to next duty location. Leave En Route Dates: _____ to _____.					
5.	COMMANDER'S COORDINATION				
I have interviewed the applicant and reviewed his/her concurrent travel to my location. I concur with this request.					
I Concur with member's Leave En Route to my location. <div style="text-align: right; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 200px; display: inline-block;"></div> Gaining Commander's Signature / Date </div>					
I was notified by GAINING UNIT/CC on _____. I concur with this request.					
I Concur with member's Leave En Route to next duty assignment. <div style="text-align: right; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 200px; display: inline-block;"></div> Losing Commander's Signature / Date </div>					



DEPARTMENT OF THE AIR FORCE
86TH AIRLIFT WING (USAFE)

Date

MEMORANDUM FOR RAMSTEIN IMMUNIZATIONS CLINIC

FROM: 786 FSS/FSPD

SUBJECT: Immunizations Clinic Clearance Requirement

1. _____ has been selected for
(Grade First Name Middle Initial Last Name) *(DOD ID Number)*
reassignment to _____ with scheduled departure on _____.
(Gaining Unit and Location) *(Projected Departure Date)*

2. Request member be administered all immunizations and test checks required by AFJI 48-110, Immunizations and Chemoprophylaxis.

3. After completion of all immunizations and test checks, request you complete the following indorsement and return it to the member. The 786 FSS MPF Career Development, Outbound Assignments Team can be reached via DSN at 314-480-2240 or by email at 786fss.dpmar@us.af.mil.

//Signed//

786 FSS/FSPD Outbound Assignments Representative

1st Ind, Ramstein Immunizations Clinic

TO: 786 FSS/FSPD Outbound Assignments

☐ All immunizations and test checks required by AFJI 48-110 have been completed.

☐ This medical unit is unable to complete required immunizations due to lack of time or non-availability of vaccine.

Ramstein Immunizations Clinic Representative



DEPARTMENT OF THE AIR FORCE
86TH AIRLIFT WING (USAFE)

Date

MEMORANDUM FOR _____ SECURITY MANAGER/JPAS OFFICER
Unit
FROM: 786 FSS/FSPD

SUBJECT: Assignment Security Clearance Requirement

1. _____ has been selected for
Grade First Name Middle Initial Last Name SSAN-Last 4 numbers only
reassignment to (_____) with the attached Personnel Processing Codes
Gaining Unit and Location
PPCs (_____) and is scheduled to departure on (_____). IAW AFI
Enter your PPCs Projected Departure Date
36-2110 Assignments and AFI 36-2102 Base Level Relocations this member's security clearance requires
verification, a higher degree of access to classified information and/or one of the special programs listed
below.

- | | |
|---|--|
| <input type="checkbox"/> Confidential | <input type="checkbox"/> Access to SCI (Acceptance of the nominee by the gaining MAJCOM must be obtained before departure.) |
| <input type="checkbox"/> Secret | |
| <input type="checkbox"/> Top Secret | <input type="checkbox"/> Assignment to an Arming/Use of Force (AUoF) position at a nuclear-capable unit (If current investigation is older than 4 years, 10 months as of RNLTD, a new PR submission/acceptance at OPM is required prior to departure.) |
| <input type="checkbox"/> SIOP-ESI | |
| <input type="checkbox"/> NATO | <input type="checkbox"/> Date clearance submitted to OPM (as reflected in JPAS): _____ |
| <input type="checkbox"/> Assignment to a critical/controlled nuclear weapons position | <input type="checkbox"/> Clearance Completion Date: _____ |
| <input type="checkbox"/> Assignment to a Presidential support position | |

2. Request you conduct initial program screening and when appropriate, initiate clearance or investigation actions or both, according to AFI 31-501, *Personnel Security Program Management*. If the member does not meet the criteria for security access upon completion of interviews and/or investigation, notify the MPF immediately.

3. The 786 FSS MPF Career Development, Outbound Assignments Team can be reached via DSN at 314-480-2240 or by email at 786fss.dpamar@us.af.mil.

// SIGNED //

786 FSS/FSPD Outbound Assignments Representative

1st Ind, _____ Security Manager/JPAS Officer
Unit

TO: 786 FSS/FSPD Outbound Assignments

Actions above have been completed/initiated and appropriate documents are attached.

Security Manager/JPAS Officer
Unit

DEPARTMENT OF THE AIR FORCE
86TH AIRLIFT WING (USAF)

DATE _____

MEMORANDUM FOR MEDICAL TREATMENT FACILITY

FROM: 786 FSS/FSPD

SUBJECT: Medical Clearance Memorandum

1. _____ has been selected for relocation as a _____ to _____
Grade First Name Middle Initial Last Name *Current AFSC*
 _____ . The projected Surgeon General (SG) is assigned to _____
Gaining Unit and Location *Gaining MAJ/COM*
- Projected Departure Date: _____
 - Report No Later Than Date: _____
 - This is a _____ (Remote, Geographically Separated Unit, or N/A)
 - Member's Projected AFSC is: _____
 - Member's PPC(s): _____

2. Process clearance actions for member to proceed on projected assignment; complete the following indorsement and return to the member to provide to our office.

3. The 786 FSS MPF Career Development, Outbound Assignments Team can be reached via DSN at 314-480-2240 or by email at 786fss.dpmar@us.af.mil.

// SIGNED //

786 FSS/FSPD Outbound Assignments Representative

1st Ind, Medical Treatment Facility Memorandum

TO: 786 FSS/FSPD Outbound Assignments

- ☐ All PPC directed actions were completed.
- ☐ All immunizations and test checks required by AFJI 48-110 were completed.
- ☐ This medical unit is unable to complete required immunizations due to lack of time or non-availability.
- ☐ Member must obtain the immunization while on leave.
- ☐ Member is qualified to proceed on PCS; AF Form 422, Notification of Air Force Member's Qualification Status attached.
- ☐ Member is not qualified to proceed on PCS. AF Form 422, Notification of Air Force Member's Qualification Status attached. Please take immediate action to cancel or delay the assignment.
- ☐ The following information provided to support the request for assignment cancellation or delay:

MTF Clinic Representative



DEPARTMENT OF THE AIR FORCE
86TH AIRLIFT WING (USAFE)

DATE

MEMORANDUM FOR DENTAL CLINIC

FROM: 786 FSS/FSPD

SUBJECT: Dental Clinic Clearance Memorandum

1. _____ has been selected for reassignment to _____.
Grade First Name Middle Initial Last Name Gaining Unit and Location

The responsible Surgeon General (SG) for the assignment is assigned to _____. This
Gaining MAJCOM

is a Remote, GSU, or N/A (**circle one**). Scheduled departure on _____ with an RNLT of

_____. Member's projected AFSC is _____.
SAFSC

2. Complete required actions to ensure this member is cleared to proceed on reassignment and return the endorsed memorandum upon final clearance. **The member has the following dental related Personnel**

Processing Codes: _____

3. Complete the following indorsement and return it to the member. The 786 FSS MPF Career Development, Outbound Assignments Team can be reached via DSN at 314-480-2240 or by email at 786fss.dpmar@us.af.mil.

// SIGNED //

786 FSS/FSPD Outbound Assignments Representative

1st Ind, Dental Clinic Memorandum

TO: 786 FSS/FSPD Outbound Assignments

☐ Member is qualified to proceed on PCS

☐ Member is not qualified to proceed on PCS. AF IMT 469, Duty Limiting Condition Report, is attached (if applicable). Please take immediate action to cancel or delay the assignment.

☐ The following information is provided to support the request for assignment cancellation or delay: _____

Dental Representative

CONSECUTIVE OVERSEAS TOUR (COT) WORKSHEET

Members who are selected to serve a COT assignment are authorized a COT travel and transportation entitlement for themselves and their command-sponsored dependents. Members and their command-sponsored dependents are entitled to travel and transportation allowances to their home of record. COT allowances are paid from the old permanent duty station to the member's home of record and on to the member's new duty station. The Congressional intent of the program is to allow members and their command-sponsored dependents to return to the CONUS between their COT assignments. However, it is recognized that military necessity may prevent the member from performing the COT entitlement in conjunction with the PCS move. In cases where urgent mission requirements prevent the member from using their COT entitlement enroute, governing statute and regulation allow deferment of the entitlement for the entire length of the tour at the new permanent duty station. You are also afforded the opportunity to defer your COT entitlement when PCSing within the same theater or command.

DEFERMENT OF COT ENTITLEMENT

Deferment of a COT entitlement must be based on mission necessity when PCSing outside of the European theater, not the personal preference of the member. The losing commander must evaluate the need to defer the member's COT on an individual basis. The losing unit commander is the **only** approval authority for deferment of COT travel. If the member can take 11 or more days leave en route, the COT travel deferment cannot be justified. Commander approval for COT deferment is **only** required when the member is traveling outside the European theater.

Initial and complete the statements listed below.

_____ I understand that I am entitled to COT travel and transportation for my command-sponsored dependents and myself to my home of record. If I choose to take leave to a location other than my home of record I am subject to excess cost.

_____ My home of record is _____
(City and State Only)

_____ I am PCSing **WITHIN** / **OUTSIDE** the European theater and **DO** / **DO NOT** request self-deferment of my COT.

_____ I understand that I must depart in my DEROS month. However, I can report any time prior to my RNLTD month if I am approved leave in the OS area, COT leave in the CONUS, or have approved COT deferment.

_____ I am planning to take _____ days of leave en route and will depart the CONUS to my new duty station on or about _____.

_____ (SHORT TOURS ONLY) I understand that if I elect to defer COT en route to my PCS location, my dependents will not receive COT entitlements for this tour.

Date

(Member's Printed Name/Signature)

Date

(CC's Printed Name/Approval Signature)

**THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED
IAW AFI 33-332 AND DOD REGULATION 5400.11.
PRIVACY ACT OF 1974, AS AMENDED, APPLIES.**

OVERSEAS TOUR ELECTION STATEMENT

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3101; and Executive Order 9397.

PRINCIPAL PURPOSES: To determine whether a member elects to serve the "ACCOMPANIED-BY-DEPENDENTS" or "UNACCOMPANIED" tour at his/her overseas duty station. Establishes member's entitlement to relocation of dependents to either the overseas station or to a designated place in the United States.

ROUTINE USES: None.

DISCLOSURE IS VOLUNTARY: The SSN is required to determine the type of overseas tour to be served as well as to show entitlements for relocation of dependents.

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" (<i>individual wishes to be accompanied or joined by dependents in the overseas area</i>) and provisions of AFI 36-3020 and JFTR U5222c.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 U5222c.3a is authorized with a subsequent move at government expense from the designated place to the overseas duty station (<i>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</i>).
Initials	I elect to serve the "ACCOMPANIED-BY-DEPENDENTS TOUR" (<i>individual wishes to be accompanied or joined by dependents in the overseas area</i>) and provisions of AFI 36-3020 and JFTR U5222.3b apply. I understand that I have either concurrent travel approved or that the anticipated delay for movement of my dependents will be less than 20 weeks 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" (<i>individual does not wish to be accompanied or joined by dependents in the overseas area</i>). 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 U5222c.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" anytime before my departure from my current permanent duty station, provided no dependent travel or shipment of household goods has been made. If either dependent travel or shipment of household goods has been made on the basis of my PCS orders, I am aware that I cannot 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*). 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.

DATE	MEMBER (Full Name, Grade, and SSN)(Print or Type)	SIGNATURE
DATE	COUNSELOR (Full Name and Grade)(Print or Type)	SIGNATURE

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.

OS Travel Advisory; Requirement for All Airmen Traveling to Overseas Destinations to Check the Foreign Clearance Guide (FCG)

Applicable to: All Personnel with a Projected Overseas PCS

Airmen who are traveling to overseas destinations are directed to review the Foreign Clearance Guide (FCG) for information pertaining to their destinations countries; it is the Airman's responsibility to ensure that all host-nation requirements are met for their entire traveling party (to include dependents) prior to arrival to the country. This requirement includes PCS, TDY, and leave travel.

It is important to note that country-specific requirements are dynamic and updates may be made after departure from the losing location but prior to arrival to the gaining country. Thus, the FCG should be referenced prior to starting the final leg of travel to avoid delays enroute.

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

For Airmen who are traveling for PCS, MPFs are encouraged to provide Airmen with a copy of this message at the final out-processing appointment. 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.

Compliance with any medical testing requirement is inherently part of the clearance issued by the Medical Treatment Facility during out-processing. Travelers who require negative COVID-19 results within a specified time of arrival at a foreign destination should complete this requirement prior to departing the losing installation. If this is not possible due to travel duration, leave enroute, lack of testing capability, etc., then the traveler must obtain a test enroute prior to arriving at the APOE. COVID-19 PCR testing at APOE, and other MTFs in the vicinity of the APOE, isn't consistently available as an alternate arrangement.

By signing below, I acknowledge that I have read and understood the above OS Travel Advisory.

Member Print Rank and Full Name/Sign

MPF/CSS Representative Print Rank and Full Name/Sign

**TURKEY ASSIGNMENT INCENTIVE PAY (TAIP) AGREEMENT
FOR AIRMEN PARTICIPATING PRIOR TO DEPARTING LOSING STATION**

MEMORANDUM FOR MPS ASSIGNMENTS

Date: _____

FROM: _____
(Airman's name / functional address / office symbol)

SUBJECT: Turkey Assignment Incentive Pay (TAIP) Agreement

I, (Grade/Name) _____, have a projected assignment to Turkey and have been counseled and understand the following conditions of the TAIP program:

1. I understand and agree to participate in TAIP and serve a 24-month unaccompanied tour by my initials in paragraph 3 and signing and dating this memorandum, or declination to participate in TAIP by my initials in paragraph 6 and signing and dating this memorandum. I understand I must return the agreement within the Follow-On or Home-Basing (FO/HB) application timelines in AFI 36-2110, Attachment 5.
2. If I elect TAIP participation, I will receive \$300.00 monthly effective on my Date Arrived Station (DAS) in Turkey. TAIP terminates effective on my departure date from Turkey for PCS, terminal leave, or permissive TDY for the purpose of retirement or separation.
3. _____ I volunteer for a 24-month unaccompanied tour.
(Initials)

In exchange for the assignment election indicated above, I agree to accept Assignment Incentive Pay (AIP) of \$300.00 per month for each month I serve in this assignment.

4. I understand I must obtain the additional service retainability within 30 calendar days of signing this TAIP agreement. Officers with a mandatory DOS who are not able to serve the required tour length to elect TAIP are ineligible to participate.
5. I understand if I participate in TAIP, I am ineligible to apply for a FO/HB assignment, a Dependents Remaining Overseas (DRO), or a Designated Location Move (DLM) action.
6. By serving the 24-month unaccompanied tour, I understand I will only receive one short tour credit for the period of TAIP.
7. My initials, date, and signature below indicate my TAIP election.
 - a. I agree to participate and receive TAIP.
 - b. _____ I decline to participate in TAIP.

Airman's (Grade/Name/Signature)

Date

**THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED IAW AFI
33-332 AND DOD REGULATION 5400.11.
PRIVACY ACT OF 1974, AS AMENDED, APPLIES.**

**KOREA ASSIGNMENT INCENTIVE PAY (KAIP) AGREEMENT
FOR AIRMEN PARTICIPATING PRIOR TO DEPARTING LOSING STATION**

MEMORANDUM FOR 786 FSS/FSMPD

DATE:

FROM: _____
(Airman's name / functional address / office symbol)

SUBJECT: Korea Assignment Incentive Pay Agreement

I, (Grade/Name) _____, have a projected assignment to Korea and have been counseled and understand the following conditions of the KAIP program:

1. I understand and agree to participate in KAIP by indicating my assignment selection in paragraph 3 and signing this memorandum, or I decline to participate in KAIP by my election in paragraph 6 and signature hereon. I understand I must return the agreement within the HB/FO application timeline. I also understand I must request and receive a command sponsored position (CSP) before I am eligible to elect to serve the accompanied-by-dependents tour.
2. If I elect KAIP participation, I will receive \$300.00 monthly effective on my Date Arrived Station (DAS) in Korea. The KAIP will stop effective on my departure date from Korea for PCS, terminal leave, or permissive TDY for the purpose of retirement or separation.
3. (Circle one of the assignment options.) *I volunteer for a: (1) 36 month accompanied assignment, which may be subject to the adequacy of support infrastructure and command sponsorship; or (2) 24 or 36 month unaccompanied assignment to (Pyeongtaek, Osan, Daegu, Chinhae, Seoul, or Kunsan) Korea; or (3) 24 month accompanied assignment to (Uijongbu and Dongducheon) Korea, which may be subject to the adequacy of support infrastructure and command sponsorship; or (4) 24 month unaccompanied assignment to (Uijongbu and Dongducheon) Korea. In exchange for the assignment election indicated above, I agree to accept Assignment Incentive Pay (AIP) of \$300 per month for each month I serve in this assignment.*
4. I understand if I participate in KAIP, I am ineligible to apply for a Follow-on or Home-basing assignment, a Dependents Remaining Overseas (DRO), or a Designated Location Move (DLM) action.
5. If serving unaccompanied or the 24 month accompanied tour I understand I will only receive one short tour credit.
6. My initials and signature below indicate my KAIP election.
 - a. ☐ I agree to participate and receive KAIP.
 - b. ☐ I decline to participate in KAIP.

Airman's (Grade/Name/Signature)

Date

**THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED IAW AFI
33-332 AND DOD REGULATION 5400.11.
PRIVACY ACT OF 1974, AS AMENDED, APPLIES.**



DEPARTMENT OF THE AIR FORCE
86TH AIRLIFT WING (USAF)

MEMORANDUM FOR 786 FSS/FSPD

FROM: _____ (Unit/Office Symbol)

SUBJECT: Request for Circuitous Travel

1. Under the provisions of AFI 24-602V1, I am requesting permission to travel for _____ (me and/or my dependents) by the circuitous route indicated below, in conjunction with my permanent change of station (PCS) move between _____ (old PDS) and _____ (new PDS), during the month of _____.
2. Additional information submitted:
 - a. Traveler(s) Name/SSAN (list each):

 - b. Circuitous route (list all segments): Frankfurt, DE to _____ to _____ to _____ (Airport/Location) (APOE)
 - c. Space Available segment(s) if any: _____ to _____
 - d. Space Required segment(s) AMC: _____ to _____
 - e. Space Required segment(s) Commercial: _____ to _____
 - f. Travel Window (AMC space required only): _____
3. If approved, it is my responsibility to ensure MPS annotates authorization of circuitous travel and/or use of foreign flag carrier in my travel orders. Travelers are encouraged to make all official travel arrangements through LGRD/CTO, to include enroute travel changes to ensure reimbursement up to the government cost as determined by LGRD/CTO.
4. For any AMC space-required portion of my travel LGRD/CTO must make all travel arrangements, perform cost comparison, and if necessary, collect any excess cost. For AMC space-available portions of my travel, I understand I am solely responsible in making all the travel arrangements for my circuitous route.
5. I must have sufficient funds in my possession to defray the cost of travel where government transportation is not furnished. I understand and accept the responsibility for compliance with the travel requirements as outlined in the Foreign Clearance Guide.

(Signature of Individual)
(Typed name, rank, SSAN)

Under the provisions of AFI 24-602v1, _____, is authorized from _____ to _____ to _____ to _____ for circuitous travel. Traveler's authorized normal route is: _____ (old PDS) to _____ (new PDS) and is authorized reimbursement in the amount of \$ _____ (state "NONE" if there is no reimbursement authorized). The AMC portion of this request resulted in the excess cost amount of \$ _____ (state "NONE" if there is no excess cost).

(TA for TO)

Passenger Travel Clerk

RMS TO BWI: \$1,077.00

BWI TO New PDS:\$

RMS TO BWI TO New PDS:\$ (PER PERSON)