

McConnell Base Relocations Out-Processing Guide



**22 FSS/FSPD
Base Relocations
Hours of Operation & Contact
Information**

Customer Hours:

Monday Friday (0800 1530)

Final Out-processing:

Must schedule appointment.

Please call us or email
22fss.fsmpd@us.af.mil

Comm: 316-759-3737 option 2

DSN: 743-3737 option 2

Location:

Building 412, Dole Center

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Chapter 1

REQUIRED ITEMS FOR OUT PROCESSING

1. Complete Initial Assignment Briefing via vMPF.
2. Base Relocations will load your virtual Out-Processing Checklist (vOP) in vMPF AFTER you have completed the Initial Assignment briefing located in vMPF, once you have attended please email the 22 FSS/FSPD Career Development (22fss.fsmpd@us.af.mil) box for your checklist to be loaded.
3. Out processing checklist:
 - a. CONUS members relocating to the Continental United States (page 4)
 - b. OVERSEAS members relocating to overseas location to include Alaska and Hawaii (page 5)
 - c. SHORT TOURS members relocating to Korea or Turkey (page 6)
4. Initiate Medical clearance for you and your family within 7 days of initial brief utilizing the following link <https://myvector.us.af.mil>, under the tab "Notifications & Alerts", select "Assignment Travel Screening Required", follow the remaining process instructions on the site. NOTE: The family medical clearance process can take up to 4 months or more, you must begin the process immediately.
5. **SHORT TOUR DEPENDENT RESTRICTED ASSIGNMENTS** apply for follow-on application via vMPF, Self Service Actions, Assignments, Home Basing/Follow-On Application. Application must be submitted within 15 days of notification.

IMPORTANT:

Letter in lieu of PCS orders are **not** authorized. AFPC works all orders based on Projected Departure Date once member enters the 120 day window prior to PDD.

****ESTIMATED TIMELINE****

AIRMAN COUNTDOWN PLAN FOR DEPARTING MCCONNELL

180 Days	1. Receive Assignment notification and complete initial assignment briefing via vMPF 2. Initiate Family Member Screening/EFMP via MyVector
150 - 120 Days	Orders initiated/submitted pending AFPC Approval
120-110 Days	Receive Orders
100-3 Days	Complete Virtual Out-Processing (vOP) Checklist
1 Day	Attend Final Out-Processing @ MPF

1.1***** CONUS ORDERS CHECKLIST*******ITEMS NEEDED FOR PCS ORDERS/ FINAL OUT-PROCESSING:**

Please submit all applicable items below to Outbound Assignments **NO LATER THAN** 45 days from projected departure date. We must have all required documents in order to schedule your final out processing appointment. Failure to provide all required items may delay your departure. You must arrive in uniform to your final out appointment.

See page 7 for an explanation of the below required items

NAME (Last, First and Middle Initial)		LAST 4 OF SSN	PROJECTED DEPARTURE DATE (PDD)
INITIAL	REQUIRED ITEMS		
	INITIAL ASSIGNMENT BRIEF <input type="checkbox"/> RECORD OF TRANSACTION PRINTOUT OR SCREENSHOT, PAGE 8		
	SECURITY CLEARANCE LETTER (From the MOP guide NOT vMPF)		
	CERTIFIED SGLI FORM (Retrieved from MilConnect)		
	RETAINABILITY (If applicable)		
	PT PRINTOUT (Retrieve from MyFSS)		
	PERSONNEL PROCESSING CODE (PPC) REQUIREMENTS (If applicable)		
	TRAVEL COORDINATION MEMORANDUM		
ADDITIONAL REQUIREMENTS IF YOU HAVE DEPENDENTS			
	DD FORM 1172, DEERS enrollment/verification (Retrieve from MilConnect or DEERS office)		
	FAMILY MEMBER TRAVEL SCREENING APPLICATION (Located on MyVector)		
	*If EFMP is required for dependents, the travel screening process will continue in MyVector		

***** OVERSEAS (OCONUS) ORDERS CHECKLIST *****

1.2

ITEMS REQUIRED FOR PCS ORDERS/FINAL OUT-PROCESSING:

Please submit all applicable items below to Outbound Assignments **NO LATER THAN 45 days** from projected departure date. We must have all required documents in order to schedule your final out processing appointment. Failure to provide all required items may delay your departure. You must arrive in uniform to your final out appointment.

See page 7 for an explanation of the below required items

NAME (Last, First and Middle Initial)		LAST 4 OF SSN	PROJECTED DEPARTURE DATE (PDD)
INITIAL	REQUIRED ITEMS		
	INITIAL ASSIGNMENT BRIEF <input type="checkbox"/> RECORD OF TRANSACTION PRINTOUT OR SCREENSHOT, PAGE 8		
	IMMUNIZATIONS CLEARANCE LETTER (From the MOP Guide NOT vMPF)		
	SECURITY CLEARANCE LETTER (From the MOP guide NOT vMPF)		
	CERTIFIED SGLI FORM		
	RETAINABILITY (If applicable)		
	PERSONNEL PROCESSING CODE (PPC) REQUIREMENTS (If applicable)		
	MEDICAL CLEARANCE LETTER (From the MOP Guide NOT vMPF)		
	DENTAL CLEARANCE LETTER (From the MOP Guide NOT vMPF)		
	IMMUNIZATION CLEARANCE LETTER (From the MOP Guide NOT vMPF)		
	AF FORM 965		
	AF 522 WEAPONS QUALIFICATION (Completed NET 120 days prior to Projected Departure)		
	TRAVEL COORDINATION MEMORANDUM		
ADDITIONAL REQUIREMENTS IF YOU HAVE DEPENDENTS			
	DD FORM 1172, DEERS enrollment/verification (Retrieve from MilConnect or DEERS office)		
	FAMILY MEMBER TRAVEL SCREENING APPLICATION (Located on MyVector)		
	*If EFMP is required for dependents, the travel screening process will continue in MyVector		
	NO-FEE DEPENDENT PASSPORT (Verify Foreign Clearance Guide f/ Country Specific Requirements)		

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

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

***** SHORT TOUR ORDERS CHECKLIST *****

1.3

ITEMS REQUIRED FOR PCS ORDERS/FINAL OUT-PROCESSING:

Please submit all applicable items below to Outbound Assignments NO LATER THAN 45 days from projected departure date. We must have all required documents in order to schedule your final out processing appointment. Failure to provide all required items may delay your departure. You must arrive in uniform to your final out.

See page 7 for an explanation of the below required items

NAME (Last, First and Middle Initial)		LAST 4 OF SSN	PROJECTED DEPARTURE DATE (PDD)
INITIAL	REQUIRED ITEMS		
	INITIAL ASSIGNMENT BRIEF <input type="checkbox"/> RECORD OF TRANSACTION PRINTOUT OR SCREENSHOT, PAGE 8		
	IMMUNIZATIONS CLEARANCE LETTER (From the MOP Guide NOT vMPF)		
	SECURITY CLEARANCE LETTER (From the MOP guide NOT vMPF)		
	CERTIFIED SGLI FORM		
	RETAINABILITY (if applicable)		
	PERSONNEL PROCESSING CODE (PPC) REQUIREMENTS (If applicable)		
	MEDICAL CLEARANCE LETTER (From the MOP Guide NOT vMPF)		
	DENTAL CLEARANCE LETTER (From the MOP Guide NOT vMPF)		
	IMMUNIZATION CLEARANCE LETTER (From the MOP Guide NOT vMPF)		
	AF FORM 965		
	AF 522 WEAPONS QUALIFICATION (Completed NET 120 days prior to Projected Departure)		
	USFK THEATER SPECIFIC TRAINING (Utilize following link http://www.usfk.mil/ in the Newcomers tab, Training section)		
	SERE TRAINING DOCUMENTATION		
	SABC CBT AND HANDS-ON TRAINING CERTIFICATES/MEMORANDUM (Completed NET 120 days prior to Projected Departure)		
	CBRN CBT AND HANDS-ON TRAINING CERTIFICATES (Completed NET 120 days prior to Projected Departure)		
	QNFT - GAS MASK QUANTITATIVE FIT TEST		
	ISOPREP VERIFICATION MEMO FROM UDM		
	AF 422A MEDICAL CLEARANCE		
	TRAVEL COORDINATION MEMORANDUM		
ADDITIONAL REQUIREMENTS IF YOU HAVE DEPENDENTS			
	DD FORM 1172, DEERS enrollment/verification (Retrieve from MilConnect or DEERS office)		
	FAMILY MEMBER TRAVEL SCREENING APPLICATION (Located on MyVector)		
	*If EFMP is required for dependents, the travel screening process will continue in MyVector		
	NO FEE DEPENDENT PASSPORT (If approved Command Sponsored Position. Verify Foreign Clearance Guide for Country Specific Requirements)		

1.4 REQUIRED ITEMS EXPLANATION

MEDICAL CLEARANCE LETTER: Send your medical clearance memorandum 180 days prior to your PDD to your Primary Care Manager Team and they will review your medical records and inform you if any additional appointments are required.

DENTAL CLEARANCE LETTER: Report to the Dental Clinic 180 days prior to your PDD with your dental clearance letter to begin the dental clearance process.

IMMUNIZATIONS CLEARANCE LETTER: Report to the Immunization Clinic (w/Letter) to verify if additional immunizations are required. This must be completed 180 days prior to your PDD.

SECURITY CLEARANCE LETTER: Report to your unit security manager for security clearance verification/initiation. Clearance requirements are determined by the Assignment Action Reason (AAR) and/or the Personnel Processing Code (PPC) identified on your Assignment RIP.

PERSONEL PROCESSING CODES (PPC) REQUIREMENTS: Will be provided in the initial email from the relocation team. PPCs are a 3 digit code and can be found on MyPERS. Search "PPC" in the search bar, and click on "Enlisted and Officer Assignments PPCs". Click on "Officer" or "Enlisted" "Personnel Processing Codes (PPCs)", whichever applies. Click "open" and scroll to page 2. Hover mouse over applicable PPC and follow pop-up prompt "Cntrl + Click to follow link". Read PPC and click on additional PPCs being referenced if applicable to AFSC, gaining location, etc.

DD FORM 1172: Utilized to verify dependents and PCS entitlements. Must have a physical address, APO address will not be accepted. Login into: https://www.dmdc.osd.mil/self_service to verify information and download a copy of your DD Form 1172.

AF FORM 965 (Overseas Tour Election Statement): Required if PCSing to an overseas location. Not required for single members with no dependents, military married to military, or any member being assigned to a dependent-restricted tour.

ASSIGNMENT TRAVEL SCREENING QUESTIONNAIRE: Required if PCSing with dependents. Please visit myVector to complete your Travel Screening Questionnaire which initiates the medical clearance for your dependent(s). If the response to any of the questions is yes, clearance will need to be obtained through the EFMP office at DSN 759-1661. Please contact them immediately to begin the process.

PT SCORECARD: You must be current from your RNLTD +42 days per AFI 36-2905. This can be found in AFFMS II. Go to "Reports", click on drop down "My Reports", click on "Fitness Tracker", and click on "PDF" format.

Chapter 2

REQUIREMENTS FOR OUTPROCESSING

1. Download AND print PCS orders from [vMPF](#) or [PRDA](#)
2. Review your PCS orders for accuracy/errors. Submit any required corrections to Base Relocations
 - a. Orders will not be amended for the following reasons
 - i. Replace one name with another (Service Member)
 - ii. Grade changes if promoted after the original order is published
 - iii. Correct inaccurate first and middle names or initials
 - iv. Authorized proceed time
 - v. Change the number of days authorized for TDY location in-processing on PCS orders
3. Please review the Foreign Clearance Guide if you are traveling OCONUS for any additional requirements, if applicable.
4. Complete and submit Port Call Requestand copy of PCS orders to 22 LRS Port Call Bookings at DSN 759-5261
5. Ensure all Virtual Out-Processing (vOP)/Unit checklists and McConnell Out Processing guide documents as referenced on pg 4, 5, and 6.
6. Attend final out-processing appointment NET 1 duty day prior to projected departure date.

NOTES:

- *vOP checklists will not be accepted with wet signatures, all Agencies are required to utilize vOP*
- *Dependents 10 years and older require a valid dependent ID card to fly on the rotator*
- *SATO travel does not consider children under the age of 4 as lap children, they must have a purchased seat.*
- *The rotator has limited pet slots available, if pet slots are filled that is not justification to travel via commercial air. You must self-procure pet transportation at your own expense, pets are NOT authorized on PCS orders*

Traffic Management Office (TMO) Information

22d Logistics Readiness Squadron
Traffic Management Office Personal Property Section
Building 795 Room 35

0830-1500 Walk-in Service
No Appointments necessary

Phone: DSN 743-5257/5914
COMM 316-759-5914/5257
Fax: 316-759-1032

Visit www.move.mil to request access to the Defense Personal Property System (DPS).

Upon receipt of password, login to the DPS, enter the Self Counseling module, and create your HHG shipments.

Once your shipments have been completed, orders (front and back with all amendments) uploaded in the system and the shipments have been submitted; please come into our office the following afternoon to sign all your necessary documentation. If you have any questions about your shipments please don't hesitate to give the office a call.

After you have signed your forms, the shipment will be booked with a carrier.