

McConnell Base Relocations Out-Processing Guide



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

Customer Hours:
Monday – Friday (0800 – 1500)

Team:

NCOIC - SSgt Fatima Paulino

Outbound Assignments Counselors:

A1C Miyan Adkins (A-H)

Amn Arianna Maldonado (I-Q)

SrA Jayla Warren (R-Z)

Final Out-processing:
Must schedule appointment. Please
email the org box below:
22fss.fspd.outboundassignments@us.
af.mil

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1. You **must** review this guide in its entirety. You are responsible for reading and understanding the contents within this guide. Failure to do so will result in delays for out-processing and PCS actions.
2. Review the DoD Foreign Clearance Guide (FCG) for passport and visa requirements at <https://www.fcg.pentagon.mil/> (mandatory). Family members are not authorized to travel to the OCONUS location without completing the appropriate entry requirements.
3. The MPF is not the point of contact for FCG requirements. Location-specific questions should be referred to the in-country points of contact listed in the FCG and/or the sponsor at the gaining unit.
4. CATM and CBRN waivers: Every effort must be made to attend CATM and CBRN classes (as applicable) prior to departure from McConnell AFB.
5. Retainability: Must be initiated through your Commander's Support Staff (CSS).
6. Review all attachments and complete those applicable to your PCS.
7. The Personnel Processing Code (PPC) is listed on your assignment RIP and provides assignment-specific information. PPCs drive assignment requirements and must be completed prior to departure. It is the members' responsibility to review PPC requirements before departing McConnell. Up-to-date PPC can be found here: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA08300000001YGCA> NOTE: Due to system limitations not all PPCs may be listed on the member's assignment RIP. Please review myFSS article.
8. If you are notified of a change in your assignment (e.g., RNLTD/Assignments), please reach out to the Outbound Assignments team right away. This will ensure that your amendment is completed in a timely manner and does not hinder your out-processing.
9. Medical clearance is also ****required**** if you have an Assignment Availability Code (AAC) 31 and/or Assignment Limitation Code(s) A, C, X, or Y.
10. CONUS: Medical clearance is not required unless directed by Personnel Processing Center (PPC). For clarification on PPC applicability, please review the PPC requirements.
 - a. Submit a Medical Clearance Request within ****15 days**** of assignment notification via MyIMR: <https://asims.afms.mil/webapp/MyIMR.aspx>.
 - b. If a Form 422 is required, it will be available in your IMR after medical clearance is complete.
 - c. All IMR and OHE tasks must be "green" and remain "green" for ****60 days**** beyond your RNLTD
11. OCONUS: Including Alaska and Hawaii: For remote locations (e.g., Korea, Pituffik), medical clearance must be initiated ****within 10 days**** of assignment notification. For non-remote locations, it must be initiated ****within 15 days.****
 - a. Submit medical clearances through MyIMR: <https://asims.afms.mil/webapp/MyIMR.aspx> under the Medical Clearance tab.
 - b. All IMR and OHE (Occupational Health Evaluations) tasks must be marked as "green" and remain "green" for 60 days beyond your Report No Later Than Date (RNLTD).
 - c. Form 422 will be made available in your IMR after medical clearance is complete.
12. This guide is regularly updated. Contact your CSS or Outbound team to confirm recent revision.
13. Members and CSS must both sign the applicable location checklists during the CSS final out. A complete and signed checklist will be required at your base final-out appointment.
14. For any outbound questions please email our org box at 22fss.outboundassignments@us.af.mil

PART I: HOW TO GET ORDERS

Step 1: Upon notification of assignment, immediately complete the vMPF Initial Assignment Briefing (IAB). Save Page 8 of the vMPF IAB. Email a copy of Page 8 to your MPF.

Step 2: Gather all documents below and send it to MPF Assignments Org Box in one PDF or email:

22fss.outboundassignment@us.af.mil

- Note: About 6 to 8 months before Projected Departure Date (PDD), the myVector Travel Screening Questionnaire (TSQ)/Family Member Travel Screener (FMTS) will be available and must be completed by all members with dependents for any assignment.

Step 3: Start orders requests, see below for CONUS and OCONUS specific actions and requirements.

For CONUS (Stateside) Assignments: Items listed below must be in 1 PDF scan or email (See attachment)

1. Assignment Worksheet (See attachment 2)
2. Retainability – Enlisted Only
3. Page 8 vMPF Initial Assignment Briefing (Screenshot)
4. DD FM 1172 members with dependents, must have current physical address) (See Attachment 4)
5. Completed FMTS - Family Member Travel Screening (Member w/ Dependents) (Screenshot)

Note: Dependents must be cleared before orders can be submitted.

For OCONUS (Overseas) Assignments: Items listed below must be in 1 PDF scan or email (See attachment)

1. Assignment Worksheet (See attachment 2)
2. Retainability – Enlisted Only
3. Page 8 vMPF Initial Assignment Briefing (Screenshot)
4. DD FM 1172 members with dependents must have current physical address (See Attachment 4)
5. Completed Family Member Travel Screening (FMTS) – (Member w/ Dependents) (Screenshot)

Note: Dependents must be cleared before orders can be submitted.

SHORT TOUR (Overseas) Assignments: Items listed below must be in 1 PDF scan or email (See attachment)

1. Assignment Worksheet (See attachment 2)
2. Retainability – Enlisted Only
3. Page 8 vMPF Initial Assignment Briefing (Screenshot)
4. DD Form 1172 members with dependents must have current physical address (See Attachment 4)
5. Completed Family Member Travel Screening (FMTS) – (Member w/ Dependents) (Screenshot)
6. AF Form 965
7. Assignment Incentive Pay
8. Member must apply for or decline to apply. Airmen whose assignment notification is less than 150 days from the RNLTD, must submit the application within 15 calendar days from assignment notification date and must be made before issuance of orders.

Note: Members must have retainability for both Short Tour and Home-basing or Follow-on assignment prior to the issuance of orders.

1.1 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.

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 Request” and 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*

THINGS TO CONSIDER WHILE OUT-PROCESSING

As of 1 October 2025, Patriot Express (PE) flight service to and from Incirlik Air Base, Turkey will end. All inbound travelers will fly via commercial airlines to Çukurova International Airport (COV) as the end destination.

Please check Foreign Clearance Guide for the most current travel requirements. Airmen must comply with all visa and passport requirements for their selves and their dependents in accordance with the FCG prior to out-processing. Failure to comply immediately with host nation visa, passport, NATO Order, and EES requirements will result in denied entry and a substantial financial burden for Airmen and dependents. The responsibility to ensure travel documents are in order rests squarely on the losing installation MPF and Airman.

Korea is now a two-year tour except for Kunsan. Members who want to bring their dependents with them on the tour must apply for Command Sponsorship.

Effective 1 June 2025, Active-duty Airmen and Guardians inbound to Incirlik AB and its Geographically Separated Units can request a 24-month accompanied tour with dependents through the Command Sponsored Program (CSP). At this time billets are limited, and not all members will be accepted. Airman and Guardians denied for CSP will serve an unaccompanied dependent restricted tour. Sponsors who want to bring their dependents with them to Incirlik must apply for Command Sponsorship and the dependents must be 18 or older.

Members who have an assignment selection date of 25 July 2025 and later are ineligible for KAIP, unless they are denied CSP. Members who had an assignment selection date of 24 July 2025 and earlier are eligible for KAIP.

SCHEDULING YOUR FINAL OUT

1. Please make sure **all remaining required documents** are turned in 1 week prior to schedule your final out.
2. You **must** final out with your CSS Prior to your final out with the MPF.
3. Your vMPF checklist **must** be complete in order to schedule your final out.
4. Once your required documents are turned in and your vMPF checklist is completed, **email** the org box to schedule your final out.

Org box: 22FSS.FSPD.OutboundAssignments@us.af.mil

5. At your final out, we will supply your AF FORM 330 (leave form), AF FORM 899 (your orders), & NATO orders (if needed).