

Assignment Worksheet – CONUS NO DEPENDENTS

Rank/Name: _____

Cell Phone: _____

Duty Phone _____

The items listed below are required to process your PCS orders:

COMPLETED ASSIGNMENT WORKSHEET
PAGE 8 (from vMPF online brief)
PPC REQUIREMENTS (Emailed separately if there is a requirement.)
Retainability (If applicable) <i>*Must obtain within 30 days of assignment notification</i>
Fitness Report (Current through your RNLTD)
Certified SGLI
* If additional documents are required for your upcoming assignment, an email will be sent listing the additional requirements

Outbound Assignments Contact Info:

- Lackland Org Box: 802FSS.ASSIGNMENTS@us.af.mil - Fort Sam Houston Org Box: 802FSS.CD.MPS-FSH@us.af.mil

- Randolph Org Box: 802FSSOL-B.CAREERDEV@us.af.mil

Please initial next to each statement below indicating that you understand the following:

_____ I **must** be in uniform for my final out-processing appointment.

_____ I understand I am eligible to participate in AFPC’s Accelerated Orders Initiative (AOI) by receiving Part 1 of my PCS Order. This order does not authorize me to engage in financial obligations that may cause a hardship. Example: Selling current home or purchasing a new home in the projected location locales.

_____ I am either identified as PRP, electing an overseas (OS) accompanied tour and/or have dependents enrolled in the Exceptional Family Member Program (EFMP), which requires Family Member Travel Screening (FMTS) completion.

_____ I understand that if I am relocating to the CONUS, have completed the Initial Travel Screening Questionnaire (ITSQ) on MyVector and answered “yes” to any of the questions and do not have dependents enrolled in the EFMP, this order is not valid for passenger travel or vouchering unless accompanied by an amendment validating the Personnel Reliability Program (PRP) and/or dependent FMTS clearance(s) are finalized

_____ I understand this order is only valid for scheduling household goods (HHGs), passenger travel & processing passport/visa applications as required. MPFs must ensure all assignment requirements, IAW AFMAN 36-2102, (ie Medical/Dental/FMTS Clearance, etc.) are completed prior to scheduling final-out appointments

_____ I understand I am not authorized to depart my current duty station without an authenticated PCS order amendment documenting confirmation of the PRP and/or dependent FMTS clearance(s) (as applicable). I may be subject to UCMJ/Disciplinary Action if mandatory PCS items are not accomplished, IAW AFI 1-1.

_____ **My PT test must be current through my RNLTD. If it expires prior to that date, I understand I must retest prior to my final out appointment.**

_____ I understand that if I wish to change my established projected departure date by +/- 10-days, I must submit a letter signed by myself, immediate supervisor and endorsed/approved by my SQ CC

_____ I understand it is **MY RESPONSIBILITY** to complete **ALL** applicable letters and/or actions listed PRIOR to scheduling my final out appointment

_____ I understand that I must schedule MY mandatory final out appointment **NO LATER THAN 30 CALENDAR DAYS BEFORE I WANT TO OUTPROCESS THE BASE**. MY final out date will be scheduled **ONE DUTY DAY** prior to MY projected departure date. If I am taking leave enroute MY appointment will be scheduled **ONE DUTY DAY PRIOR to ME starting leave**.

Printed Name and Signature: _____

Date: _____