

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
MANUAL 36-2102**



16 DECEMBER 2020

Incorporating Change 2, 10 October 2023
Certified Current 10 October 2023

Personnel

**BASE-LEVEL RELOCATION
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-publishing web site at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A1P

Certified by: SAF/MR

Supersedes: AFI36-2102, 18 September 2006

Pages: 51

This manual implements Department of the Air Force Policy Directive (DAFPD) 36-21, *Utilization and Classification of Air Force Military Personnel*. This publication applies to uniformed members of the United States Space Force (USSF), the Regular Air Force, the Air Force Reserve, and the Air National Guard. **Note:** All references to United States Air Force (USAF) terminology, units, grades, and positions will also apply to the equivalent in the USSF, as appropriate. For example, references to Airmen will also apply to Guardians. References to MAJCOMs or NAFs will also apply to Field Commands. References to wings will also apply to deltas. Air Staff roles and responsibilities (e.g., AF/A1, etc.) may also apply to the equivalent Office of the Chief of Space Operations (Space Staff) position or office (e.g., SF/S1, etc.), as deemed appropriate. It does not apply to civilian employees. The Joint Travel Regulation (JTR) controls guidance in the event of a disagreement in policy. This manual requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy and Civil Liberties Programs* and Executive Order 9397 as amended (EO 13478). The applicable SORN F036 AF PC K, *Relocation Preparation Project Folders*, and F036 AF PC I, *Incoming Clearance Records*, is available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the

Office of Primary Responsibility (OPR) using DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements that directly implement this publication should be routed to the Office of Primary Responsibility of this publication for coordination, and all Major Command (MAJCOM)/Field Command (FLDCOM)-level supplements should be approved by the Human Resource Management Strategic Board prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, Table A10.1, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. This manual has been developed in collaboration between the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1), the Chief of the Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF) and the Deputy Chief of Space Operations for Human Capital (SF/S1).

SUMMARY OF CHANGES

This publication has been revised. Revisions include new procedures for medical clearance, and updates regarding Physical Fitness Assessments and Spouse licensure reimbursement. A margin bar (|) indicates newly revised material.

Chapter 1—ROLES AND RESPONSIBILITIES	7
1.1. Regular Air Force (RegAF)	7
1.2. Air Force Reserve (AFR).....	7
1.3. National Guard Bureau (NGB).....	8
1.4. Wing, Group and Unit Commanders	8
1.5. The Force Support Squadron (FSS) and Military Personnel Flight (MPF).....	9
1.6. Relocating Airmen.....	9
Chapter 2—PREPARING AIRMEN FOR ASSIGNMENT RELOCATION	10
2.1. General Overview.....	10
2.2. Use of Virtual Out-Processing (vOP).....	10
2.3. Assignment Notification.....	10
2.4. Initial Relocation Briefing.....	10
2.5. Initial Processing Actions.....	10
2.6. Exceptional Family Member Program (EFMP) Reassignment.....	12
2.7. Home-basing and Follow-on Assignments.....	12
2.8. Weapons Training.....	12

2.9.	Passport and/or Visa Requirements	12
2.10.	Family Member Travel.	12
2.11.	Fitness Assessment.	12
2.12.	Intermediate Processing Actions.....	13
2.13.	Departure Notification.	13
2.14.	Assignment Processing Updates.	13
2.15.	Out-Processing Unavailable Airmen.	13
2.16.	Travel Requirements.....	13
2.17.	Dependent Travel.....	13
2.18.	Travel by Trainees.	14
2.19.	Dependency Determination.	14
2.20.	Permanent Change of Station Orders.....	14
2.21.	Proceed Time.	15
2.22.	Verbal Permanent Change of Station Orders.....	15
2.23.	Letter in Lieu of Orders.	15
2.24.	NATO Orders.	15
2.25.	Final Out-Processing Appointment.....	16
2.26.	Departure Actions.	18
2.27.	Assignment to Officer Training School.....	18
 Chapter 3—AIRMAN LIAISON (AL) DUTY AND STREAMLINED OUT-PROCESSING FOR AIRMEN WITH ORDERS TO AN AIRMAN MEDICAL TRANSITION UNIT (AMTU)		19
3.1.	General Overview.....	19
3.2.	Airman Liaison (AL) Assignment and Squadron Commander Responsibilities.	19
3.3.	Airman Medical Transition Unit (AMTU) Squadron Commander Responsibilities.....	19
3.4.	Airman Liaison Duty Description.....	19
3.5.	Streamlined Out-processing for Airmen with Orders to Airman Medical Transition Unit (AMTU).	20
 Chapter 4—PREPARING AIRMEN FOR SEPARATION OR RETIREMENT		21
4.1.	General Overview.....	21
4.2.	Standard Medical Examination for Regular Air Force (RegAF), Air Force Reserve (AFR) and Air National Guard (ANG).	21
4.3.	Transition Assistance Program for Military Personnel.....	21

4.4.	Transition Assistance Program Requirements.	21
4.5.	Survivor Benefit Plan.....	22
4.6.	Place of Separation or Retirement.	22
4.7.	Overseas Duty Station.	22
4.8.	Separation Processing Base.	22
4.9.	Selective Service Registration.	23
4.10.	Orders Requirement.....	23
Chapter 5—IN-PROCESSING REQUIREMENTS		24
5.1.	General Overview.....	24
5.2.	Initial Duty Assignment Worksheet.....	24
5.3.	Discrepancy Reporting on Inbound Personnel.....	24
Chapter 6—TDY RELOCATION PROCESSING PREPARATION		26
6.1.	General Overview.	26
6.2.	Temporary Duty (TDY) Notification.....	26
Chapter 7—RE-LICENSURE REIMBURSEMENT FOR SPOUSES OF MILITARY MEMBERS		27
7.1.	General Overview.	27
7.2.	Program Eligibility.	27
7.3.	Program Exclusions.	27
7.4.	Program Process.	27
7.5.	Program Points of Contacts.	28
Chapter 8—PROCEDURES FOR PROCESSING INDIVIDUAL AIRMEN OF THE AIR NATIONAL GUARD (ANG), AIR FORCE RESERVE (AFR), AND PRIOR SERVICE PERSONNEL FOR ENTRY INTO THE ACTIVE FORCE		29
8.1.	General Overview.	29
8.2.	Required Actions.	29
8.3.	Classification Interview.	30
8.4.	Clothing Requirements.	30
8.5.	Customer Service Actions.....	30

Chapter 9—ANG AND AFR MILITARY PERSONNEL FLIGHTS (MPFS) AND UNIT		
RELOCATION PROCESSING NON-EXTENDED ACTIVE		
COMPONENT		31
9.1.	General Overview.....	31
9.2.	Receiving Airmen.....	31
9.3.	In-Processing.....	31
9.4.	In-Processing PALACE CHASE Personnel.....	31
9.5.	Incoming Records Review.....	32
9.6.	Reserve Pay.....	32
9.7.	Base Housing or Billeting Office.....	32
9.8.	Identification Tags.....	32
9.9.	Out-Processing.....	32
9.10.	Departure Notification.....	32
9.11.	Visiting Base Activities.....	32
9.12.	Unit of Assignment Responsibilities.....	32
9.13.	Personal Responsibilities.....	32
9.14.	Field Record Group (FRGp) Procurement, Inventory, and Distribution.....	32
9.15.	Air Force Reserve (AFR) Reporting Relocation Preparation Processing Discrepancies.....	33
9.16.	Relocation Folder.....	33
9.17.	Defense Enrollment Eligibility Reporting System (DEERS) Eligibility and Verification for Airman’s Family.....	33
9.18.	Counseling on Initial Active Duty for Training (IADT) Basic Military Training (BMT) and Prior Service Personnel for Active Duty Training (ADT) Reporting Requirements.....	33
9.19.	AF Form 657, Personal Clothing Record--Female Airmen (Air Force Reserve and Air National Guard), and AF Form 658, Personal Clothing Record--Male Airmen (Air Force Reserve and Air National Guard).....	34
9.20.	Final Out-Processing.....	34
Table 9.1.	Processing Airmen Selected for Reassignment (see Note 1).....	34
Table 9.2.	Preparing for Temporary Duty (TDY), Active Duty Training (ADT), or Initial Active Duty for Training (IADT) Relocation (see Note 1).....	35
Table 9.3.	Processing a Newly Assigned Airman (see Note 1).....	38
Table 9.4.	Preparing for Separation, Discharge, or Retirement.....	40

Chapter 10—TRANSFER OF SENTENCED PRISONERS	42
10.1. General Overview.....	42
10.2. Prisoner Transfer Responsibilities.....	42
10.3. Long-Term Gains Process.....	43
Chapter 11—PREPARING AIRMEN FOR APPELLATE REVIEW LEAVE	44
11.1. General Overview.....	44
11.2. Administrative Assignment of Airmen Placed on Appellate Review Leave.....	44
11.3. Operational Responsibilities for Appellants.....	44
11.4. Administrative Responsibilities for Appellants.....	44
11.5. Appellate Review Leave Processing Instructions.....	44
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	45

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Regular Air Force (RegAF).

1.1.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). Serves as an agent of the Secretary and provides guidance, direction and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, and budgets addressing relocations.

1.1.2. Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1). Serves as functional authority, responsible for policy oversight and advisory services related to the relocation program.

1.1.3. Chief of Military Force Policy Division (AF/A1PP). Provides functional management of the relocation program and:

1.1.3.1. Develops, coordinates, and enforces relocation policy.

1.1.3.2. Issues departmental-level program guidance to implement relocation policy.

1.1.4. Air Force Personnel Center, Director of Personnel Programs (AFPC/DP3) and Director, Personnel Services (AFPC/DP1). Manages the relocation program by establishing eligibility criteria and processing requirements. This includes establishing qualitative standards and guidelines for program implementation and evaluating the quality of relocation decisions. In addition, AFPC/DP3 is responsible for:

1.1.4.1. Interpreting and enforcing Air Force policies.

1.1.4.2. Providing guidance and implementation instructions to the Military Personnel Flight (MPF).

1.1.4.3. Providing operational oversight for standardization and evaluation of the relocation program.

1.1.4.4. Reviewing, approving or disapproving exceptions to policy and waivers for relocation related waivers.

1.1.4.5. Acting as required on behalf of the commander, AFPC, when delegated.

1.2. Air Force Reserve (AFR).

1.2.1. Director of Personnel, Office of Air Force Reserve (AF/REP).

1.2.1.1. Serves as functional authority, responsible for policy oversight and advisory services related to the Reserve Relocation Program.

1.2.1.2. Develops, coordinates, and enforces relocation policies.

1.2.1.3. Issues program guidance to implement AFR relocation policy.

1.2.1.4. Decision authority for all AFR relocation requests that are not addressed within this manual.

1.2.2. Air Reserve Personnel Center (ARPC); ARPC Directorate of Assignments (ARPC/DPA) (Air Guard Reserve (AGR) program) and Headquarters (HQ) Individual Reservist and Integration Organization (Individual Reservist program).

1.2.2.1. Responsible for the AGR program and Individual Reservist program, and for maintaining the Individual Ready Reserve.

1.2.2.2. Reviews and forwards requests for relocation that are not addressed within this manual to the appropriate approval authority for consideration.

1.3. National Guard Bureau (NGB).

1.3.1. Director, Manpower, Personnel and Services (NGB/A1).

1.3.1.1. Responsible for providing Air National Guard (ANG) policy and guidance.

1.3.1.2. Approval authority for ANG relocation waivers and exceptions not authorized in this manual.

1.3.1.3. Responsible for monitoring and managing overall ANG statistics and data.

1.3.2. Director, Human Resources (NGB/HR). Maintains overall responsibility for policy oversight and management of the ANG Statutory Tour Program in accordance with Air National Guard Instruction (ANGI) 36-6, *The Air National Guard Statutory Tour Program Policies and Procedures*.

1.3.3. The Adjutant General. Responsible for implementing, monitoring, and enforcing the policies and procedures within his/her state or territory as outlined in this manual, the Personnel Service Delivery Guide found on myPers, and NGB guidance messages as applicable.

1.3.4. The State Human Resource Office. Responsible for monitoring the relocation of AGR members and military technicians.

1.4. Wing, Group and Unit Commanders

1.4.1. Develop a relocation program with the MPF to ensure authorized positions are staffed based on world-wide averages and unit members are adequately briefed on career-impacting relocation issues. **(T-2)**.

1.4.2. Provide Airmen adequate time to attend all scheduled relocation-related briefings. **(T-2)**. Also ensure compliance with the MPF relocations offices' timelines for relocation requirements.

1.4.3. Report mission-impacting discrepancies associated with recently PCSd Airmen to their servicing MPF relocations office. **(T-2)**.

1.4.4. Initiate (as required), review, and coordinate on all requests for action and recommend approval or disapproval of relocation program actions that are consistent with other qualitative actions. **(T-2)**.

1.4.4.1. Ensure to make appropriate relocation decisions and take required actions.

1.4.4.2. **(RegAF Only)** Thoroughly review and consider requests that are not addressed within this manual to ensure they are in the best interest of the Air Force. Commanders forward their approved requests to the MPF for processing and tracking.

1.4.5. **(ANG Only)** Ensure a viable personnel force management plan is in place to meet the needs of the ANG. **(T-2)**.

1.5. The Force Support Squadron (FSS) and Military Personnel Flight (MPF).

1.5.1. Provides unit commanders with guidance and assistance in developing force management plans, ensuring all relocation actions comply with this manual, and updating all relocation actions in the personnel data system in a timely manner. **(T-2)**.

1.5.2. Acts as principal advisor to commanders and Airmen on all relocation issues. **(T-2)**.

1.5.3. Provides a structured program in compliance with this manual. **(T-2)**.

1.5.4. Coordinates relocation issues with appropriate wing personnel. **(T-2)**.

1.5.5. Reviews and forwards approved requests for relocations that are not addressed within this manual to AFPC relocations (RegAF), ARPC (AFR), or the state military personnel management office (ANG), as appropriate. **(T-2)**.

1.5.6. **(Air Reserve Component only)** Oversees the wing relocation program. Provides reports to wing leadership (AFR) and state headquarters (ANG) as required. **(T-2)**.

1.5.7. **(ANG only)** Operates relocation programs within NGB-directed guidelines. **(T-2)**.

1.5.8. Utilizes guidance disseminated annually by AFPC that provides procedures for operating the relocation program. Also obtains and maintains all applicable guidance relating to implementation and MPF management and responsibilities on various relocation programs. **(T-2)**.

1.6. Relocating Airmen. Responsible for meeting all relocation requirements as directed by the MPF.

Chapter 2

PREPARING AIRMEN FOR ASSIGNMENT RELOCATION

2.1. General Overview. This chapter explains how to prepare a member for assignment relocation.

2.2. Use of Virtual Out-Processing (vOP). The virtual out-processing (vOP) application is mandatory for all permanent party personnel on active duty status on installations where the capability exists. **(T-1).** AFPC Assignment Policy and Procedures (AFPC/DP3AM) must approve any deviation from using vOP. **(T-1).**

2.3. Assignment Notification. For procedural guidance, refer to AFPC/DP3AM.

2.3.1. Airman. Upon receipt of the assignment notification email, the Airman must acknowledge receipt of assignment via the virtual MPF (vMPF) Official Assignment Notification Page within seven calendar days. **(T-2).** In addition, the Airman must complete the vMPF initial relocation briefing following the acknowledgment of assignment notification in vMPF. **(T-2).** Airmen must also verify the data listed on the assignment selection information page and notify the MPF of any errors. **(T-2).**

2.3.2. The MPF Relocations Element. The MPF Relocations Element has seven calendar days to verify and complete actions to identify the service member's eligibility for reassignment per guidance found in Department of the Air Force Instruction (DAFI) 36-2110, *Total Force Assignments*.

2.3.2.1. The MPF will initiate reclama actions when notified by the Airman's commander that Airman is ineligible for reassignment. **(T-1).**

2.3.2.2. If official assignment notification is by email or letter, the commander and the Airman must acknowledge receipt of the correspondence with date notified and return to MPF. **(T-1).**

2.3.2.3. If the service member elects not to accept the assignment and associated active duty service commitment, the MPF must follow seven-day option procedures in DAFI 36-2110. For judge advocates, notify AF/JAX. **(T-1)**

2.4. Initial Relocation Briefing. The MPF career development section conducts an initial relocation briefing within 15 calendar days after the Airman has officially acknowledged assignment notification. **(T-2).** The MPF relocations counselors are responsible for ensuring Airmen have all required instructions and documentation for their reassignment and advise the Airman to visit the Financial Services Office for relocation pay and entitlements counseling.

2.4.1. Service members with assignments to remote locations (e.g., Korea, Pituffik) must initiate medical clearance within ten days of assignment notification. If the report not later than date (RNTLD) is <180 days, service members must initiate medical clearance within five days of assignment notification. For non-remote locations, Airmen, Guardians and/or dependents must initiate medical and dental clearance process within 15 days of assignment notification. **(T-3)**

2.5. Initial Processing Actions. Upon an Airman's completion of the initial relocation briefing, the MPF Relocations Element prepares a relocation folder for each Airman selected for

reassignment. The Relocations Element will dispose of the relocation folder three months after report-not-later-than date (RNLTD) month, or when relocation action is cancelled in accordance with Air Force Records Disposition Schedule located in the Classification and Assignment Records Table at <https://afirms.cce.af.mil>. (T-1). The documents in the relocation folder may vary based on the relocation type. Do not use local clearance forms for out-processing. PCS memorandums are available in myPers. The relocation folder requirements include the following documents:

- 2.5.1. Completed assignment selection notification letter, message, or RIP.
- 2.5.2. Confirmation page of the vMPF initial relocation briefing.
- 2.5.3. DAF Form 907, *Relocation Preparation Checklist*.
- 2.5.4. Special Requirements. Annotate on DAF Form 907 when the assignment selection notification RIP indicates there are special requirements not otherwise covered by this manual (**Example:** Personnel Processing Codes); include a copy of the specific requirements in the relocation folder.
- 2.5.5. Retainability requirements. Follow procedures directed in DAFI 36-2110.
- 2.5.6. AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgment Statement*; follow procedures directed in AFMAN 36-2100, *Military Utilization and Classification*.
- 2.5.7. Security Requirements, Security Clearance Memorandum. Required when the assignment requires a higher or more current security clearance than the one possessed, eligibility for special access, or eligibility for assignment to a special program.
- 2.5.8. Servicemembers' Group Life Insurance (SGLV) 8286, *Servicemembers' Group Life Insurance Election and Certificate*. Ensure the Airman has completed updates, if applicable.
- 2.5.9. Overseas Tour Election. AF Form 965, *Overseas Tour Election Statement*, if applicable.
- 2.5.10. All documents pertaining to the Airman's relocation: reassignment orders, special orders (North Atlantic Treaty Organization (NATO) travel orders), and respective amendments.
- 2.5.11. Immunization Memorandum. Immunizations for the Airman and/or dependents, if required.
- 2.5.12. Medical and Dental Clearance Memorandum. Medical and dental clearances are required for relocating service members to overseas locations or when other requirements exist (**Example:** Personnel Processing Codes).
- 2.5.13. Service members and Guardians with dependents are required to complete the Initial Travel Screening Questionnaire in conjunction with PCS processing via MyVector. Members then transition into the Family Member Travel Screening application for one of the following reasons:
 - 2.5.13.1. (**Added**) Family member(s) enrolled in the Exceptional Family Member Program (Assignment Limitation Code "Q").
 - 2.5.13.2. (**Added**) Family members traveling to Outside Continental United States (OCONUS) assignment.

2.5.13.3. **(Added)** Answered “yes” to initial travel screening questions and traveling to CONUS.

2.5.13.4. **(Added)** Designated location moves service members are not allowed to depart without receiving a final Dependent Travel Approved determination. AFPC/DP3XAA will contact members who receive a Dependent Travel not Approved to discuss their options.

2.6. Exceptional Family Member Program (EFMP) Reassignment. AFPC/DP3XAA will announce via the Case Management System when a service member receives an approved EFMP reassignment. In this instance only, the MyVector Family Member Travel Screening application completion is not required since AFPC/DP3XAA will have confirmed with the gaining location that the required medical and/or educational resources are available. The member’s assignment RIP will reflect the Assignment Action Reason “AA” (EFMP Reassignment) with the Personnel Processing Code (PPC) 9HE. The PPC 9HE is authority for the family member(s) relocation. The MPF will not release part 2 of the PCS orders prior to receipt of dependent’s medical clearance results. **(T-2) Note:** Service members who are identified as having family members enrolled in EFMP (Assignment Limitation Code Q) and receive a reassignment from AFPC/DP3XAA will have the following PPCs associated with their assignment. These members are not required to complete the Initial Travel Screening Questionnaire via MyVector or the Family Member Travel Screening Application because the family member(s) have been cleared to the projected location by AFPC/DP3XAA.

2.6.1. **(Added)** EFMP Reassignments (PPC 9HE).

2.6.2. **(Added)** Humanitarian Reassignment (PPC 9HQ).

2.6.3. **(Added)** Expedited Transfer Reassignment (PPC 9HQ).

2.7. Home-basing and Follow-on Assignments. When applicable, MPF relocations counselors will advise the Airman on home-basing and follow-on assignments. **(T-2).** If applying for a home-basing or follow-on assignment, the Airman will turn in his/her application within 15 days of initial relocation briefing or notification of in-place consecutive overseas tour approval. **(T-2).**

2.8. Weapons Training. Airmen will complete weapons qualification according to AFI 36-2654, *Combat Arms Program*, and the applicable assignment Personnel Processing Codes. **(T-1).**

2.9. Passport and/or Visa Requirements . Refer to the Foreign Clearance Guide to determine passport and visa requirements for the service member and their dependents. When required, the service member will initiate passport and/or visa requirements upon the receipt of PCS order.

2.10. Family Member Travel. Dependent travel to a designated place must be approved prior to any movement of dependents. **(T-1).** If applicable, follow procedures directed in accordance with AFI 36-3012, *Military Entitlements*.

2.11. Fitness Assessment. PCSing members must have a current Physical Fitness Assessment (PFA) that does not expire through the RNLTD. **(T-2)** If the current PFA expires prior to the member's RNLTD, the member must complete a PFA before departing their losing duty station. **(T-2)** Graduated BMT Airmen are advised to hand-carry their DAF Form 4446, *Department of the Air Force Fitness Assessment Scorecard*, to their first duty station or technical training, whichever location they report to first. Upon arrival, the Fitness Assessment Cell will input the DAF Form 4446 into myFITNESS, in accordance with DAFMAN 36-2905, *Department of the Air Force*

Physical Fitness Program. (T-2) This paragraph does not apply to personnel with an approved waiver or profile.

2.12. Intermediate Processing Actions. The MPF relocations element creates the Airman's vOP checklist. The MPF will instruct agencies that their documentation or actions in the vOP checklist must be completed not later than seven calendar days prior to the Airman's projected departure date. (T-1). The MPF may establish local agreements with agencies to have the Airman acquire documents for out-processing or to have documents sent electronically not later than seven calendar days prior to the Airman's projected departure date.

2.13. Departure Notification. The MPF will notify the Financial Services Office; Army and Air Force Exchange Service; Commissary; Transportation Management Office; medical treatment facility; Air Force Office of Special Investigations; FSS; and all interested base agencies of projected PCS departures using a computer-generated listing of departees, or virtual MPF, not later than 30 calendar days before scheduled departure date or as-soon-as-known (for short-notice). (T-0). Since the Privacy Act requires protection of social security numbers (SSNs), the MPF will ensure the SSN is only disclosed to offices with the Department of Defense (DoD) who have an official need to know. (T-0). (Note: Do not send listings including SSN to any agency outside of the DoD in accordance with the Privacy Act of 1974). The MPF will ensure listing includes: SSN, projected base of assignment, reporting month, projected departure date, names of Airmen relocating to short-tour areas (for the base medical treatment facility), and names of Airmen relocating on short-notice, even if already departed. (T-0).

2.14. Assignment Processing Updates. The MPF will update Military Personnel Data System (MilPDS) as required in accordance with related assignment instructions and execution guidance available in myPers. (T-1). These updates include projected departure date changes, RNLTD extensions, administrative actions and assignment holds, assignment cancellations, join spouse applications, and Defense Enrollment Eligibility Reporting System (DEERS) updates as required.

2.15. Out-Processing Unavailable Airmen. The MPF will coordinate with unit commanders or equivalent when processing actions for Airmen unable to accomplish their own relocation actions. (T-1). The unit commander will appoint someone to accomplish out-processing actions for the unavailable Airman or assign an escort to accompany the Airman to comply with out-processing requirements. (T-1).

2.16. Travel Requirements. The MPF will instruct Airmen to begin these actions upon completion of their initial relocation briefing, unless otherwise directed by assignment authority to accomplish earlier. (T-2). Refer relocating Airmen to the Traffic Management office to receive counseling on PCS travel, dependent travel, shipment of household goods, accompanied or unaccompanied baggage, non-temporary storage, shipment of a mobile home (if applicable), circuitous travel (if applicable), additional weight allowance (if applicable), and shipment and/or storage of privately owned vehicle. (T-0). The MPF will use the JTR for processing personnel to overseas locations. (T-1).

2.17. Dependent Travel. Airmen denied dependent travel may be authorized to request a waiver for Family Separation Allowance in accordance with AFI 36-3012. Airmen who elect to serve an unaccompanied tour in lieu of an accompanied tour are not eligible for Family Separation Allowance. (T-1).

2.18. Travel by Trainees. Basic Military Training (BMT) and Technical Training Centers may establish local procedures instead of requiring personal visits to the Transportation Management Office.

2.19. Dependency Determination. Refer any questions relating to dependency determination to the Financial Services Office. Airmen with dependents in the following categories may be required to complete a dependency determination: children born outside of marriage; dependent parents (includes step, adopted, or parents-in-law); and incapacitated children over age 21 who do not reside in the Airman's household or who are not in possession of a valid Department of Defense (DD) Form 1173, *Uniformed Services Identification and Privilege Card*, or enrolled in DEERS. MPF orders processing officials are not authorized to include the above dependents on the Airman's PCS orders until the dependency determination is approved and completed. **(T-1)**. The MPF will coordinate with the Financial Services Office or request dependency determination approval letter from the Airman prior to completing PCS orders and DD Form 1172-2, *Application for Identification Card/DEERS Enrollment*. **(T-1)**.

2.20. Permanent Change of Station Orders. The MPF order processing official completes PCS order(s) in the orders processing application after the Airman has completed all retainability, medical and dental (including dependents) clearances, security clearance, active duty service commitment (if applicable), and personnel processing code requirements related to the reassignment. **(T-2)**.

2.20.1. The orders publishing authority maintains all record sets of Airmen orders according to AFI 33-322, and the Records Distribution Schedule. **(T-1)**.

2.20.2. Orders processing officials will provide PCS orders, if required by assignment instructions, to the member, agencies requesting the orders as a source document, or to the assignment authority. **(T-2)**.

2.20.3. Submit PCS orders for authentication not later than 60 days prior to projected departure date. **(T-2)**

2.20.3.1. Service member with dependents traveling to overseas locations **Note:** Family Member Travel Screening clearance is required prior to issuance of PCS orders.

2.20.3.2. DELETED.

2.20.3.3. Accessions.

2.20.3.4. Pipeline students/trainees.

2.20.3.5. Service members with the following personnel processing codes: 999, PAG, 9NC, CAA, SAV, 9IZ. **Exception:** MPFs may process accelerated orders once the ineligibility factor identified in paragraphs [2.20.3.1](#) and [2.20.3.5](#) are cleared.

2.20.4. Do not release PCS orders until receipt of approval or disapproval of follow-on or home-basing application from the assignment authority, if eligible. **(T-1)**.

2.20.5. If the Airman is approved for reassignment based on acceptance of a 365-day Extended Deployment Advance Assignment, PCS orders will be published up to 16 months prior to Advance Assignment RNLTD and will include a comment in the remarks section of the PCS orders. **(T-1)**.

2.20.6. Dependent travel to a designated place must be approved prior to any movement of dependents and will include a comment in the remarks section of the PCS orders; follow procedures directed in AFI 36-3012. **(T-1)**.

2.20.7. If active duty service commitment-incurring training is involved (for officers only), include the officer's active duty service commitment length in the remarks section of the PCS orders.

2.21. Proceed Time. A period of four consecutive days of absence is authorized in conjunction with PCS to and from an unaccompanied overseas assignment for individuals (regardless of marital status) who relocate dependents and/or household goods. It is not authorized on first PCS, separation, or retirement, and is not permitted on close-proximity moves in accordance with Joint Travel Regulations and Department of Defense Instruction (DoDI) 1327.06. *Leave and Liberty Policy and Procedures*.

2.21.1. Proceed time is authorized for military personnel regardless of their marital status or grade. This includes members married to other military members if they are authorized transportation of dependents and/or household goods when transferring to or from an unaccompanied overseas tour. **(T-0)**.

2.21.2. The MPF will be responsible and accountable for administering proceed time. **(T-2)**.

2.21.3. Do not authorize proceed time in PCS orders unless the member actually relocates dependents or household goods. **(T-2)**.

2.21.4. The MPF must obtain approval from AFPC/DP3AM to publish hard-copy PCS orders or hard-copy amendments to orders. **(T-1)** AFPC/DP3AM must approve exceptions to publish hard-copy PCS orders or hard-copy amendments to orders. The MPF orders processing officials must distribute the manual DAF Form 899, *Request and Authorization for Permanent Change of Station - Military*, with distribution code "BA" to each individual and organization named in the orders. **(T-1)** The AFPC Assignment and Active Duty Service Commitment Office (AFPC/DP1TA) will forward authenticated manual and hard-copy orders to Automated Records Management System. The MPF will not publish DAF Form 899 without the authorization of AFPC/DP3AM relocations office and/or AFPC/DP3AM PCS budget office. **(T-1)**

2.22. Verbal Permanent Change of Station Orders. Commanders avoid issuing verbal orders for relocation if possible. Verbal orders may be issued when time prevents the publication of written orders. The MPF must confirm orders in writing as soon as possible. **(T-1)**. The MPF must contact AFPC/DP3AM for manual orders exception to policy before issuing verbal PCS orders. **(T-1)**.

2.23. Letter in Lieu of Orders. The MPF will not issue letter in lieu of orders. **(T-1)**. In extreme circumstances, MPF commanders may request assistance from AFPC/DP3AM by emailing afpc.dp3am.relocations@us.af.mil.

2.24. NATO Orders. In addition to PCS orders, prepare NATO travel orders for the Airman traveling to a NATO country or as directed in the Foreign Clearance Guide. The MPF relocations counselors must ensure completion of NATO travel orders prior to the Airman's final out-processing and reiterate the importance of hand-carrying no-fee passports, visas, or NATO orders at all times during relocation travel. **(T-1)**. Refer to <https://www.fcg.pentagon.mil/> for specific

country entrance requirements. The MPF will not publish NATO travel orders for Airmen departing a NATO country directly to the CONUS. **(T-1)**.

2.25. Final Out-Processing Appointment. If member is assigned to a Geographically Separated Unit, they are not required to physically out-process the MPF; however, they are required to out-process their losing unit. **(T-2)**. The losing unit will notify the servicing MPF of the relocation actions and forward a copy of the relocation folder to the servicing MPF. **(T-2)**. When the Airman or Guardian fails to out-process, the unit retrieves all accountable items and notifies the Airman or Guardian that disciplinary action may be taken. The MPF relocations element (or losing unit for members assigned to a Geographically Separated Unit) ensures all requirements for the PCS are completed. **(T-1)**. The following is a list of items that are required to be reviewed and validated by the MPF prior to PCS departure:

2.25.1. Verify the validity of the Airman's Common Access Card and any other required identification (ID). **(T-1)**. Ensure dependents' ID cards are current and travelers listed on the PCS order match the DD Form 1172-2. **(T-1)**.

2.25.2. Verify Airmen and dependents have passports and/or visas as required. **(T-1)**. Airmen are not allowed to out-process without proper dependent identification credentials for overseas travel as directed by the Foreign Clearance Guide (if applicable). **(T-1)**.

2.25.3. Verify promotion-eligible Enlisted service members departing for a PCS or Temporary Duty (TDY) have a current AF Form 1566, *WAPS Test Verification*, according to DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*. Refer Service members without a current AF Form 1566 to the Weighted Airman Promotion testing monitor. **(T-1)**

2.25.4. Verify the Airman has completed all out-processing tasks in the vOP checklist. **(T-1)**. If a vOP checklist is utilized, there is no requirement to maintain a hard copy in the relocation folder. The vOP checklist is maintained in vMPF for 90 days after departure date. **(T-2)**.

2.25.5. Verify Airmen have completed their Individual Medical Clearance (if applicable). **(T-1)**.

2.25.6. Verify Airmen have completed their Individual Dental Clearance (if applicable). **(T-1)**.

2.25.7. Verify Airmen have completed their Individual Immunization Letter (if applicable). **(T-1)**.

2.25.8. Verify enlisted Airmen have completed the required retainability documentation (if applicable). **(T-1)**.

2.25.9. Verify Airmen have completed AF Form 63 (if applicable). **(T-1)**.

2.25.10. Verify a follow-on or home-basing election has been accomplished and/or a follow-on or home-basing approval or disapproval documentation has been received from AFPC (if applicable). **(T-1)**.

2.25.11. Verify that a SGLV 8286 was accomplished (if updated prior to departure and not in system). **(T-1)**.

2.25.12. Verify that an AF Form 1546, *Passenger Reservation Request*, or locally generated form, is completed with the local travel office (if applicable). **(T-1)**.

- 2.25.13. Verify that Port Call Notification has been accomplished with the local travel office (if applicable). **(T-1)**.
- 2.25.14. Verify AF Form 965 has been accomplished (if applicable). **(T-1)**.
- 2.25.15. Verify the Initial Travel Screening Questionnaire completion and final Dependent Travel Approved (DTA) determination if family members are traveling with the service member to the projected duty location.
- 2.25.15.1. **(Added)** Verify the Initial Travel Screening Questionnaire completion by reviewing the “Projected PCS Personnel” tile on the MyVector MPF Dashboard.
- 2.25.15.2. **(Added)** Verify a final travel determination on the “EFMP Completed Case” tile on the MyVector MPF Dashboard. The completed cases tile will only display Dependent Travel Approved applications.
- 2.25.15.3. **(Added)** AFPC/DP3XAA will contact members who receive a Dependent Travel not Approved to discuss their options.
- 2.25.16. Validate concurrent travel approval or disapproval notification has been received (for those locations where concurrent travel is not automatic) (if applicable).
- 2.25.17. Review the most recent version of the specific Personnel Processing Codes applicable to the assignment. Ensure all requirements have been accomplished; include a copy of the Personnel Processing Codes as well as any hand-carried items required per the Personnel Processing Codes (if applicable). **(T-1)**.
- 2.25.18. Verify that reassignment orders, special orders (e.g. NATO travel orders), and amendments have been accomplished. **(T-1)**.
- 2.25.19. Review and verify all other documents pertaining to the Airman’s reassignment not required to be hand-carried but required for in-processing (e.g., Fitness Assessment). **(T-1)**.
- 2.25.20. Ensure service members have completed the PCS departure certification statement on the DAF Form 899 (endorsed copy of PCS orders). **(T-1)**
- 2.25.21. Review and annotate the DAF Form 907 to verify service member has completed all required actions. **(T-1)** **Note:** This may be conducted as a group.
- 2.25.22. Complete AF Form 330, *Records Transmittal/Request*. **(T-1)**. Annotate documents not included in the relocation folder with the estimated date that they will be forwarded. **(T-2)**. Set a suspense to forward the missing documents by the established date or advise the gaining MPF of status. **(T-2)**.
- 2.25.23. Provide Airman with sealed outbound relocation folder. **(T-1)**. The outbound relocation folder will include completed documents identified in [paragraph 2.25](#), as applicable. **(T-1)**. The Foreign Clearance Guide, Personnel Processing Codes, and the Personnel Reliability Program and Personnel Reliability Assurance Program also dictate documentation that must be hand-carried by the Airman. **(T-1)**. All hand-carried items are the Airman's responsibility. MPF counselors will brief the Airman about the importance of securing all hand-carried relocation items. **(T-1)**. The Airman will have all relocation items accessible at all times during relocation travel. **(T-1)**.

2.26. Departure Actions. Service members are not authorized to out-process earlier than one duty day (two duty days in the overseas area) prior to their actual departure date or date official leave and travel begins. Service members that certify they will not depart the local area until Monday if outprocessing on a Friday must not be charged leave for the weekend. **(T-1)** However, if members depart prior to the Monday (during the weekend), their leave or travel will start the actual time and date they physically depart. **(T-1)** Service members must arrive to the new permanent duty station according to the published reassignment orders; PCS or separation processing base DAF Form 899 or respective amendments on AF Form 973, *Request and Authorization for Change of Administrative Orders*. **(T-2)**

2.27. Assignment to Officer Training School. Airmen selected to attend Officer Training School in conjunction with a PCS assignment will be notified by their servicing MPF career development section **(T-1)**. The Officer Training School Assignment Notification provides the assignment information and the Officer Training School TDY enroute details for the Airman.

2.27.1. The MPF career development section will notify the Airman of the assignment and begin required out-processing actions in accordance with the assignment notification and all respective relocation and assignment program guidance. **(T-2)**.

2.27.1.1. **(Added)** Service members with dependents are required to complete the MyVector Initial Travel Screening Questionnaire and Family Member Travel Screening Questionnaire (if applicable) prior to out-processing. The local Exceptional Family Member Program Office will assist members with the completion of this requirement since the assignment notification is not generated through MilPDS.

2.27.1.2. **(Added)** AFPC Assignment Management (AFPC/DP3XAA) will process an EFMP Reassignment if family members are not medically cleared to the projected location.

2.27.2. The servicing MPF will create manual PCS orders, attach the manual orders to the original Case Management System assignment notification, and refer the case to the AFPC/DP1TA Assignments Section, Case Management System box "AFPC Manual Orders" for authentication. **(T-2)**.

Chapter 3

AIRMAN LIAISON (AL) DUTY AND STREAMLINED OUT-PROCESSING FOR AIRMEN WITH ORDERS TO AN AIRMAN MEDICAL TRANSITION UNIT (AMTU)

3.1. General Overview. This chapter explains the AL role in assisting Airmen with orders to an AMTU, as well as streamlined out-processing procedures for Airmen with orders to an AMTU.

3.1.1. The AL is an individual temporarily assigned to assist seriously ill and injured Airmen who, due to their illness or injury, need assistance during transition to an AMTU or similar unit for continued care.

3.1.2. This includes Airmen who may suffer from an invisible wound – such as Post Traumatic Stress Disorder, Traumatic Brain Injury, and other cognitive behavioral disorders – which could impede their ability to effectively out-process and coordinate PCS transition to receive care.

3.1.3. The AL is designed to provide these injured Airmen with compassionate care and peer support from the home unit to ease the burden associated with the transition, specifically with mandated out-processing or administrative activities.

3.2. Airman Liaison (AL) Assignment and Squadron Commander Responsibilities. The AL role is assigned by the squadron commander (Sq/CC), in collaboration with the medical care team, to be performed as a temporary duty for a limited amount of time until the injured Airman's transition is complete.

3.2.1. Commander Actions. The Sq/CC at the losing or home unit is responsible for assigning an AL if he/she or the medical official determines an injured Airman is unable of his/her own accord to complete administrative activities associated with the PCS transition to an AMTU or similar unit.

3.2.2. Support Activities. The Sq/CC will sign off upon completion of all support activities after the Airman's transition is complete to end the AL's temporary role. **(T-2).**

3.3. Airman Medical Transition Unit (AMTU) Squadron Commander Responsibilities. Once the Airman arrives at the AMTU, the receiving Sq/CC at the AMTU will confirm with the losing Sq/CC that the Airman has safely arrived at the AMTU and the transition has been completed. **(T-2).** The AMTU Sq/CC will also provide notification of the Airman's arrival to the AMTU Chief of Medical Staff and the wing commander. **(T-1).**

3.4. Airman Liaison Duty Description.

3.4.1. Role Requirements. The AL must be of equal grade or higher than the member being assisted, but in no case will the AL be lower in grade than E-7. **(T-1).** The role will end after all duties have been signed off by the Sq/CC. **(T-1).**

3.4.2. Permanent Change of Station Assistance. The AL will support an injured Airman on PCS orders to an AMTU with completing out-processing items. **(T-2).** This will include the AL meeting with the FSS outbound section and completing travel management office, finance, and orders from the MPF. **(T-2).** The AL must complete checklist items before the member PCSs to the AMTU and must close out all other out-processing actions within 30 days of the member departing the home unit. **(T-2).**

3.4.3. Personal Property. The AL may assist the Airman with the coordination of packaging, shipment, and/or storage of personal property. To every extent possible, the owner of the property (or a designated representative other than the AL) is required to be present as property is packaged or moved. The AL is required to maintain contact with the Sq/CC until all personal property is received by the appropriate storage or shipment organization/agency. Personal property found in off-base housing may only be shipped by the AL upon receipt of a Power-of-Attorney by the owning Airman or designated representative. **Note:** The Airman must authorize assistance with the coordination of packaging, shipment, and/or storage of personal property. **(T-1).** See the local Staff Judge Advocate for guidance on obtaining proper authorization. The AL cannot assume responsibility of personal property without the proper legal authority.

3.5. Streamlined Out-processing for Airmen with Orders to Airman Medical Transition Unit (AMTU). Streamlined out-processing reduces the number of required administrative steps to PCS from an installation. This option is available to commanders in order to support qualifying Airmen with a faster transition and reduced burdens before PCS to the gaining installation.

3.5.1. Eligibility: Airmen who receive PCS orders to an AMTU for purposes of receiving treatment for a complex medical condition and/or representing AL.

3.5.2. Responsibilities:

3.5.2.1. Squadron commanders coordinate with the eligible Airman, the AL, and the Airman's medical care team to determine which out-processing actions are minimally required according to the Airman's condition and the urgency required for transfer. Although requirements may vary by installation and by case, minimum requirements will include FSS outbound assignments for orders and final out-processing verification, Transportation Management Office for household good shipments, and finance for monetary affairs. **(T-1).**

3.5.2.2. Squadron commanders and/or the eligible Airman may designate an AL representative to perform these functions on behalf of the Airman as necessary based on the circumstances of the Airman's PCS and medical conditions.

Chapter 4

PREPARING AIRMEN FOR SEPARATION OR RETIREMENT

4.1. General Overview. This chapter explains how to prepare an Airman for relocation because of separation, discharge, or retirement. AFPC will provide procedural guidance for the retirement and separation relocation process.

4.1.1. The vOP application is mandatory for all permanent party personnel on installations where the capability exists. The MPF must seek approval from AFPC/DP3AM for any exception to this requirement. **(T-1).**

4.1.2. The MPF prepares a relocation folder to hold all documents relating to the relocation, conducts the necessary preparation interviews outlined in the relocations section on myPers, and disposes of records in accordance with the Air Force Records Disposition Schedule located at <https://afrims.cce.af.mil>.

4.2. Standard Medical Examination for Regular Air Force (RegAF), Air Force Reserve (AFR) and Air National Guard (ANG). All separating and retiring Airmen must take a comprehensive separation history and physical examination. This includes reserve component service members who are separating or retiring from active duty after serving 180 days or more, or after serving on active duty for a period of more than 30 days in support of a contingency operation. Airmen who are separating or retiring after being found unfit for continued military service through the disability evaluation process do not have to take the separating history and physical examination if they have completed the exams during the disability evaluation process. **(T-0).** Reserve component service members serving on active duty for less than 180 days of continuous service on active duty orders or less than 30 days of continuous service on active duty orders in support of a contingency operation are not required to complete a separation history physical examination but will document their health status and complete a medical assessment prior to separation from active duty. **(T-1).** The Airman may elect to have the separation history and physical exam accomplished through a DoD medical treatment facility or through the Veterans Administration.

4.2.1. The separation history and physical exam must be accomplished at least 30 days prior to the scheduled departure date, but no more than 180 days prior to the approved retirement date. **(T-0).**

4.2.2. The Airman obtains the separation history and physical exam clearance memorandum from the myPers website. The MPF must ensure the Airman is cleared by the medical treatment facility prior to out-processing. **(T-1).**

4.3. Transition Assistance Program for Military Personnel. Airman and Family Readiness Center personnel will counsel separating service members and retirees in accordance with DoDI1332.35_AFI36-3037, *Transition Assistance Program (TAP) for Military Personnel*, and DAFI 36-3009, *Airman and Family Readiness Centers*.

4.4. Transition Assistance Program Requirements. The MPF will refer all service members to the Military/Airman and Family Readiness Center not later than 18 months from the anticipated date of separation (the anticipated date of separation is the ETS date reflected in the Military Personnel Data System) or 24 months from the service member's High Year Tenure.

4.5. Survivor Benefit Plan. The MPF will direct all retiring Airmen to the Airman and Family Readiness Center Survivor Benefit Plan Counselor, as soon as possible to receive information and a mandatory one-on-one briefing on the Survivor Benefit Plan. **(T-1)**. Do not out-process a retiring Airman before the Airman is cleared by the Survivor Benefit Plan Counselor. The Survivor Benefit Plan Counselor provides originals of the Airman's DD Form 2656, *Data For Payment of Retired Personnel* **(T-1)**; AFPC must file these documents in the Automatic Records Management System.

4.6. Place of Separation or Retirement. An Airman may separate or retire in:

4.6.1. CONUS. Airmen assigned to a duty station in the CONUS separate or retire at their present duty station. **(T-1)**.

Airmen serving overseas (excluding Alaska, Hawaii, Guam) separate or retire at the overseas duty station or, if approved, at a separation processing base in the CONUS. **(T-1)**.

4.7. Overseas Duty Station. Airmen may separate or retire at the overseas base to:

4.7.1. Live permanently in that country. Prior to the date of separation or retirement, Airmen and their dependents must comply with command and host government residency rules. **(T-0)**.

4.7.2. Live temporarily in that country and later move to a final overseas location or to the CONUS Home of Selection within the one-year time limit set in the Joint Travel Regulations. Airmen and their dependents must comply with command and host government residency rules. **(T-0)**.

4.7.3. Move immediately to another overseas site as a final Home of Selection by the most direct route as determined by the Traffic Management Office. Airmen and their dependents must comply with the overseas Home of Selection command and host government residency rules. **(T-0)**.

4.7.4. Move directly to their final Home of Selection in the CONUS. Airmen must take at least five days of permissive TDY or terminal leave to use this option. **(T-1)**.

4.8. Separation Processing Base. Airmen assigned overseas will complete processing at their current location unless approval is granted for travel to a separation processing base. **(T-2)**. A separation processing base is an Air Force base in the CONUS with a MPF and Financial Services Office nearest to the Airman's projected Home of Selection. Dependents are not authorized travel and transportation allowances to the separation processing base. Dependent allowances will come from the last Permanent Duty Station to the Airman's Home of Selection. **(T-1)**.

4.8.1. If support facilities do not exist at the Airman's overseas location, a hardship exists that warrants travel to a separation processing base, or travel to a separation processing base would be in the best interest of the Air Force, the Airman will submit a travel request in accordance with the separation processing base guidance on myPers. **(T-2)**. The request will include full justification and concurrence of the Airman's commander. If approved, the approving authority will determine the appropriate separation processing base closest to the Airman's Home of Selection and prepare travel orders directing movement. **(T-2)**.

4.8.2. The appropriate agency publishes PCS without Permanent Change of Assignment (PCA) orders on separating or retiring Airmen approved for travel to a separation processing base. For all other Airmen separating or retiring from overseas, the orders publishing authority includes appropriate travel authorizations on the separation or retirement order.

4.8.3. A separating or retiring Airman who is authorized Home of Selection has one year from the retirement or separation date to make a final Home of Selection move from the area of the separation processing base.

4.8.4. An Airman not authorized Home of Selection allowances may receive travel and transportation allowances from their last base to the place they actually travel, with reimbursement limited to their Home of Record or the place they entered active component.

4.9. Selective Service Registration. The MPF will counsel male separating Airmen on the requirement to register with Selective Service in accordance with Title 50 United States Code, Section 3802, *Registration*, if he is separated from the military before turning 26. **(T-0)**. The member can register at any United States Post Office, or through the Selective Service website.

4.10. Orders Requirement. Prepare separation orders (DAF Form 100, *Request and Authorization for Separation*) in accordance with procedural guidance provided in the Separation Orders Processing personnel services delivery guide on the AFPC website. Servicing MPF will provide the FSO a copy of Separation Order.

Chapter 5

IN-PROCESSING REQUIREMENTS

5.1. General Overview. AFPC provides annual procedural guidance for units, FSSs and MPFs to effectively manage inbound personnel and ensure they are made available to contribute to the gaining commander's mission effectiveness in minimal time.

5.1.1. In-processing Responsibilities:

5.1.1.1. Unit commanders: Establish procedures to ensure all inbound personnel are properly managed and gained.

5.1.1.2. Commander Support Staff: Coordinates, monitors, and updates inbound personnel information and projected duty information in MilPDS. The servicing MPF will provide the FSO a copy of a gains roster to include arrival and overdue arrival confirmation.

5.1.2. MPF: Performs in-processing actions, including arrival and overdue arrival confirmation. Performs all gains actions for units without a commander support staff. **(T-1)**. Conducts in-processing briefings, reviews incoming personnel hard-copy relocation folders and electronic records, and reports personnel program discrepancies to applicable personnel program managers at AFPC. **(T-1)**.

5.2. Initial Duty Assignment Worksheet.

5.2.1. The Initial Duty Assignment Worksheet can be used as a guide to outline the FSS, MPF and commander support staff requirements to ensure personnel are assigned to a valid position number, and to facilitate timely and accurate input of current data after an Airman's arrival. The worksheet is contained in the Base Level In-processing Personnel Service Delivery Guide, available on myPers.

5.2.2. In accordance with the Air Force Records Information Management System, agencies must maintain forms used to assure proper in-processing of RegAF service members (e.g., Initial Duty Assignment Worksheet, DAF Form 899, allocation RIP, etc.) in a relocation folder and destroy three months after the reporting month. **(T-1)**

5.3. Discrepancy Reporting on Inbound Personnel.

5.3.1. Discrepancies may be reported by gaining MPF, AFPC Business Process Owners or Action Officers, training schools including those with Airmen TDY enroute with PCS (e.g., Officer Training School, Non-Commissioned Officer Academy, or Retraining), and other base-level agencies part of the relocation process (e.g., financial services office, medical treatment facility, etc.).

5.3.2. The gaining MPF or unit will report discrepancies to AFPC on Airmen who arrive at their gaining location with errors in their relocation folder or record, as enumerated in this manual. **(T-2)**. This includes Personnel Reliability Program Administrative Qualification discrepancies in accordance with Department of Defense manual (DoDM) 5210.42_AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)* and applicable Officer Training School and Enlisted Commissioning Program selectee relocation and reenlistment instructions. **(T-2)**.

5.3.3. Report all actions required but not accomplished by the Airman's losing MPF prior to the Airman's departure. **(T-1).**

5.3.4. Losing MPFs must respond to all discrepancies with an explanation of circumstance of the discrepancy and corrective actions. **(T-1).**

5.3.5. Mission impacting, valid, and unresolved discrepancies are reported quarterly on the Personnel Actions Report published by the AFPC Standardization and Evaluation Office (AFPC/DP1OSF). **(T-1).**

5.3.6. AFPC/DP3AM is the final decision authority when a PCS Category 1 Discrepancy is disputed by the losing MPF.

Chapter 6

TDY RELOCATION PROCESSING PREPARATION

6.1. General Overview. This chapter outlines relocation processing procedures for TDYs to formal, flying, missile, or special training courses covered by Education and Training Course Announcements at https://cs2.eis.af.mil/sites/app10-etca/SitePages/ETCACourseList_AETC.aspx?OrgID=AE.

6.2. Temporary Duty (TDY) Notification.

6.2.1. MPF Relocations Element Responsibilities. Upon receipt of training allocation notice, message, or Air Force Training Management System confirmation, the MPF relocations element will annotate any additional requirements applicable to the training as outlined in Education and Training Course Announcements at https://cs2.eis.af.mil/sites/app10-etca/SitePages/ETCACourseList_AETC.aspx?OrgID=AE. (T-1). If allocation is by name, verify eligibility of the Airman. Forward all training allocations to unit commander. (T-1).

6.2.2. Commander. The commander (or designated representative) verifies the Airman meets all prerequisites to attend training by signing the allocation and returning to MPF relocations element. **Note:** Course commandants can return Airmen to their home station at unit expense if they do not meet the mandatory prerequisites for training.

Chapter 7

RE-LICENSURE REIMBURSEMENT FOR SPOUSES OF MILITARY MEMBERS

7.1. General Overview. This chapter outlines eligibility requests for this program in accordance with Title 37 United States Code, Section 453, *Allowable travel and transportation: specific authorities*.

7.2. Program Eligibility. Airmen or Guardians who meet the following criteria may be authorized reimbursement of their spouses' re-licensing and recertification costs for qualifying state licenses and certifications upon a qualifying PCS or PCA. In addition, Airmen or Guardians who meet the following criteria may also be authorized reimbursement of their spouses' costs associated with the relocation of their small business.

7.2.1. Member must be reassigned, either as a PCS or PCA, on orders authenticated on or after 12 December 2017 for re-licensing costs and on or after 23 December 2022 for small business costs. **(T-0)**.

7.2.2. Movement of member's dependent(s) must be authorized at government expense. **(T-0)**.

7.2.3. Member's spouse must have held the state-required license or certification or owned a small business during the period of time his/her military spouse was assigned to any prior duty station. **(T-0)**.

7.2.4. As a result of a PCS/PCA, the member's spouse must secure a license or certification for the same profession or business license or permit in a different location with different licensing authority and requirements. **(T-0)**.

7.2.5. Member must demonstrate actual costs incurred for licensing or certification and/or small business. **(T-0)**.

7.2.6. Member must file a claim within 24 months of the date the PCS/PCA orders are authenticated. **(T-3)**.

7.2.7. Licensure and small business claims are distinct, and a member can file a claim for both, if all eligibility criteria are met.

7.3. Program Exclusions.

7.3.1. Reimbursement for each licensure and small business claim after each qualifying PCS or PCA will not exceed \$1,000.

7.3.2. Costs must be incurred and paid after the date the PCS/PCA orders are authenticated. **(T-1)**.

7.3.3. Reimbursements must not be authorized for moves upon accession, Career Intermission Program, retirement, or separation from the Armed Forces. **(T-0)**.

7.3.4. Reimbursements must not be authorized for obtaining a new licensure or certification for a new profession or a new small business. **(T-0)**.

7.4. Program Process.

7.4.1. For relicensure, reimbursement, costs may include exams and registration fees required to secure a license or certification. For small business costs, reimbursement costs may include

business permit fees, registration fees, moving services for equipment, equipment removal, new equipment purchases, information technology expenses, and inspection fees.

7.4.2. Reimbursement applications will be processed by the servicing finance office in accordance with the Air Force Consolidated Miscellaneous Payment Guide. **(T-1)**.

7.5. Program Points of Contacts.

7.5.1. Regular Air Force: For general program questions, contact the installation Airman Military and Family Readiness Center or Airman and Family Care Division (AF/A1SA); for claim submissions, contact the installation finance office.

7.5.2. Air Force Reserve: For Program and Policy questions, contact Air Force Directorate of Personnel, Force Support Division (AF/REPP); for claim submissions, contact the installation finance office.

7.5.3. Air National Guard: For Program/Policy questions, contact the Military Personnel Flight or Airman and Family Readiness Program Manager; for claim submissions, contact the installation finance office.

Chapter 8

PROCEDURES FOR PROCESSING INDIVIDUAL AIRMEN OF THE AIR NATIONAL GUARD (ANG), AIR FORCE RESERVE (AFR), AND PRIOR SERVICE PERSONNEL FOR ENTRY INTO THE ACTIVE FORCE

8.1. General Overview. This chapter outlines procedures for peacetime processing. The local MPF will process personnel activated under individual or unit mobilization or recall in accordance with AFI 10-402, *Mobilization Planning*. **(T-1)**.

8.2. Required Actions. Personnel Employment Responsibilities:

8.2.1. Verify each service member has orders upon arrival. If not, contact the issuing authority immediately. If the service member is a former officer on the Temporary Disability Retired List, the enlisting MPF publishes orders in accordance with DAFMAN 36-2032, *Military Recruiting and Accessions*. Use DAF Form 899 if the service member is relocating by PCS or A-Series order and is remaining at the enlisting base.

8.2.2. Prepare and review records:

8.2.2.1. Screen and update personnel records in accordance with AFI 36-2608, *Military Personnel Records System*. Prepare Unit Personnel Record Group if the Airman has no records.

8.2.2.2. Statutory Tour RIP. The losing MPF Customer Service Element will file a copy of the Statutory Tour RIP generated for ANG and AFR Airmen entering a statutory tour of active duty under the following statutes: **(T-0)**.

8.2.2.2.1. Title 10 United States Code, Section 10211, *Policies and regulations: participation of Reserve officers in preparation and administration*;

8.2.2.2.2. Title 10 United States Code, Section 12310, *Reserves: for organizing, administering, etc., reserve components*;

8.2.2.2.3. Title 10 United States Code, Section 10305, *Air Force Reserve Forces Policy Committee*;

8.2.2.2.4. Title 10 United States Code, Section 9038, *Office of Air Force Reserve: appointment of Chief*; or

8.2.2.2.5. Title 32 United States Code, Section 708, *Property and fiscal officers*.

8.2.2.3. Retain the most current Statutory Tour RIP from the previous statutory tour, if applicable.

8.2.3. Prepare Active Duty Report. Prepare and distribute DD Form 220, *Active Duty Report*, for each Airman ordered to extended active duty, in accordance with AFI 36-2608.

8.2.4. Validate Identification Cards. Verify Airmen's and dependents' DEERS eligibility and enrollment. Ensure dependents possess valid identification cards in accordance with AFI 36-3026V1_IP, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*.

8.2.5. Conduct a Unit Personnel Record Group Review. Screen the Unit Personnel Record Group for valid medical and dental examinations. Remove and forward these records to the

medical facility. If no medical records are available, direct the Airman to the medical facility for necessary examinations.

8.2.6. Verify Security Clearance. If an Airman had a break in service less than one year, refer to the unit or Security Forces to initiate recertification for security clearance. If the break was for one year or more, have the Airman initiate a security clearance request:

8.2.6.1. Air National Guard Airmen. Security data is in MilPDS.

8.2.6.2. Air Force Reserve Airmen. Security data is in MilPDS unless the Airman was assigned to the Obligated Reserve Section, Nonaffiliated Reserve Section, Inactive Status List Reserve, or Retired Reserve. If in one of these categories for less than one year, refer the Airman to Security Forces to request recertification. Otherwise, request a new investigation.

8.2.7. Prepare Officer's Certificate of Statement of Service. Prepare and distribute the DAF Form 1299, *Officer's Certificate of Statement of Service*, in accordance with DAFI 36-2608.

8.3. Classification Interview. The MPF will conduct an individual classification interview to verify currency or validity of any awarded Air Force Specialty Code, in accordance with AFMAN 36-2100, *Military Utilization and Classification*. (T-1).

8.4. Clothing Requirements. Enlisted personnel will use AFI 23-101, *Materiel Management Policy*, to establish mandatory uniform clothing requirements. Officers will use DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, for guidance.

8.5. Customer Service Actions. The Customer Service Element directs the member to complete the SGLV 8286 via MilConnect, Servicemembers' Group Life Insurance Online Enrollment System.

Chapter 9

ANG AND AFR MILITARY PERSONNEL FLIGHTS (MPFS) AND UNIT RELOCATION PROCESSING NON-EXTENDED ACTIVE COMPONENT

9.1. General Overview. This chapter directs how to process Selected Reserve and Guard Airmen into and out of ANG or AFR units.

9.2. Receiving Airmen. The MPF will assist incoming Airmen with completing in-processing actions and integration into gaining units. **(T-3).**

9.3. In-Processing. Base support agencies will assist the MPF with in-processing activities. **(T-3).**

9.3.1. Gaining Unit Responsibilities:

9.3.1.1. Customer Service Counseling. Instruct Airmen with dependents to report to the Customer Service Element for DEERS eligibility, enrollment, and verification of medical coverage or termination. **(T-2).**

9.3.1.2. Locator Information. Instruct Airmen to update their locator information at either the unit or at the Customer Service Element. **(T-2).**

9.3.1.3. Financial Support. Instruct Airmen to report to the Financial Services Office to complete pay transactions related to their assignment. **(T-2).**

9.3.1.4. Military Equal Opportunity Office. Assist in scheduling drug and alcohol and human relations training. **(T-2).**

9.3.2. Base support agencies are responsible for signing respective in-processing checklist items, ensuring action is completed.

9.4. In-Processing PALACE CHASE Personnel. When in-processing PALACE CHASE personnel, the gaining Personnel Employment Element verifies receipt of documents and determines if Airman's military service obligation covers the PALACE CHASE contract. Non-receipt of any required documents are reported in accordance with [paragraph 5.3](#) and immediate action is taken to notify the losing active component MPF to amend orders to include missing items. If enlistment into the AFR is required, refer the Airman to the Career Enhancements Element for counseling: The gaining Personnel Employments Element submits the following documents to the Air Reserve Personnel Center, Accessions Division, ARPC/DPAR, 18420 E Silver Creek Ave., Building 390, Buckley Air Force Base (AFB), CO 80011, not later than 15 days after assignment or enlistment into the AFR:

9.4.1. DAF Form 2631, *PALACE CHASE Statement of Understanding*.

9.4.2. DAF Form 100, *Request and Authorization for Separation*.

9.4.3. Standard Form 88, *Medical Record – Report of Medical Examination* (if applicable).

9.4.4. Standard Form 93, *Report of Medical History* (if applicable).

9.4.5. Copy of active duty DD Form 4, *Enlistment/Reenlistment Document – Armed Forces of the United States* (original white copy if applicable).

9.4.6. DD Form 214, *Certificate of Uniformed Service*.

9.5. Incoming Records Review. The Customer Service Element schedules and conducts the incoming records review in accordance with AFI 36-2608. **(T-1).**

9.6. Reserve Pay. Refer in-processing Airmen and those performing active duty for training (ADT) away from their home station to the Reserve Pay Office.

9.7. Base Housing or Billeting Office. Refer incoming personnel to the unit of assignment for billeting.

9.8. Identification Tags. The Personnel Readiness Function ensures Airmen have identification tags.

9.9. Out-Processing. Personnel relocations element conducts final out-processing after completion of actions listed in Tables **9.1**, **9.2**, and **9.4**.

9.10. Departure Notification. The personnel relocations element advises base agencies (i.e., medical and dental clinics and individual equipment unit) of assignment, separation, retirement, or TDY, as appropriate, 30 days before scheduled departure date or as soon as known for short-notice relocation. Notification includes instructions for routing Field Record Group (FRGp); projected departure, separation, or retirement date; and the date records must arrive at the MPF. **(T-1).**

9.11. Visiting Base Activities. Airmen are not required to clear through an activity where they have no obligation or their physical presence is not required to accomplish clearance.

9.12. Unit of Assignment Responsibilities. Refer to Tables **9.1** through **9.4** for relocation actions required by the unit of assignment for both incoming and outgoing Airmen.

9.13. Personal Responsibilities. Brief the Airman on the services available and personal responsibilities. Use either the AFR Incoming Processing Information and Instructions or the ANG/AFR Relocation or Separation Preparation Instructions Memorandum.

9.14. Field Record Group (FRGp) Procurement, Inventory, and Distribution. Procure, inventory, and distribute the FRGp as follows:

9.14.1. For AFR personnel, the personnel relocations element obtains and forwards the FRGp for Airmen departing TDY, PCS, separating, or retiring.

9.14.1.1. For AFR units, the personnel relocations element processes Airmen departing for Basic Military Training.

9.14.1.2. For ANG units:

9.14.1.2.1. The personnel relocations element processes Airmen transferring to another Guard unit.

9.14.1.2.2. The Human Resources Office processes Airmen entering or leaving RegAF, AFR, and ANG assignments.

9.14.1.2.3. The Career Enhancements or personnel relocations element processes ANG Airmen departing for Basic Military Training.

9.14.2. AF Form 330. Use AF Form 330 to inventory FRGp and relocation documents. Account for required documents before dispatching in accordance with AFI 36-2608.

9.14.2.1. Documents. Identify missing documents and approximate mailing date on AF Form 330.

9.14.2.2. Suspenses. Suspend missing components and documents for receipt.

9.14.2.3. FRGp Inventory. The gaining Personnel Employment Element inventories FRGp and relocation documents against the AF Form 330 upon receipt.

9.14.3. Distribution of FRGp. Personnel Employment distributes FRGp and relocation documents once all items are accounted for.

9.15. Air Force Reserve (AFR) Reporting Relocation Preparation Processing Discrepancies. The Personnel Employment Element screens the FRGp upon receipt for missing documents against the AF Form 330. Report processing discrepancies by message to the losing MPF when missing or incomplete documents prevent the Airman from going to work or create a personal hardship. Include name, SSN, grade, order number, and date of discrepancy with an information copy to HQ ARPC. **(T-1).**

9.15.1. The losing MPF must respond to first-time discrepancies within three workdays and furnish copies to each addressee on the original discrepancy message. **(T-1).** The losing MPF commander will respond to subsequent requests within one workday. **(T-1).**

9.15.2. AF Form 330. Use AF Form 330 to report all other discrepancies to the losing MPF when a missing or incomplete document does not prevent the Airman from going to work or create a personal hardship. Include a copy of the assignment order affecting the reassignment in accordance with AFI 36-2608. Send an information copy to HQ AFRC only when assistance is required to resolve a discrepancy between the losing and gaining MPFs. The losing MPF commander must reply within three days. **(T-1).**

9.16. Relocation Folder. The personnel relocations element prepares and maintains relocation folders for AFR Airmen departing PCS, separating, retiring, and TDY over 30 days. Dispose of documents in accordance with Air Force Records Disposition Schedule located at <https://afirms.cce.af.mil>. The relocation folder must contain the following:

9.16.1. Special orders and amendments. **(T-2).**

9.16.2. AF Form 330. **(T-2).**

9.16.3. Processing checklist. **(T-2).**

9.17. Defense Enrollment Eligibility Reporting System (DEERS) Eligibility and Verification for Airman's Family. When processing Airmen for entry onto ADT or initial active duty for training (IADT), customer service will:

9.17.1. Inform Airmen what legal documents (marriage certificate, birth certificates, etc.) are necessary to complete and authenticate DD Form 1172-2. **(T-1).**

9.17.2. Instruct Airmen on obtaining identification cards for dependents. **(T-1).**

9.17.3. Counsel Airmen on their responsibility to turn in dependents' DD Forms 1173.

9.18. Counseling on Initial Active Duty for Training (IADT) Basic Military Training (BMT) and Prior Service Personnel for Active Duty Training (ADT) Reporting Requirements. The personnel relocations element informs non-prior service and prior service Airmen on reporting requirements to include: uniforms, records, orders (ensure marital status and dependents are

reflected), and reporting times. See **Table 9.2** for departure processing instructions. Quality Control: Use the IADT BMT quality control processing checklist and prior service processing checklist (available on myPers) for their intended purposes.

9.18.1. Non-prior Service Personnel. For non-prior service personnel, use IADT BMT Quality Control Processing Checklist (available on myPers). Complete checklist, give a copy to the Airman, and retain the original in the relocation folder.

9.18.2. Prior Service Personnel. For prior service personnel, use prior service processing checklist (available on myPers). Complete checklist, give a copy to the Airman, and retain the original in the relocation folder.

9.18.3. Final Review. The MPF commander or chief of personnel relocations and employment will review the checklists and initial them prior to the Airman's departure. **(T-2)**.

9.19. AF Form 657, *Personal Clothing Record--Female Airmen (Air Force Reserve and Air National Guard)*, and AF Form 658, *Personal Clothing Record--Male Airmen (Air Force Reserve and Air National Guard)*. During in-processing, the Personnel Employment Element forwards the record of personal clothing to the individual equipment unit. During out-processing, the personnel relocations element uses ANG/AFR out-processing checklist (available on myPers) to ensure the Airman processes through the individual equipment unit.

9.20. Final Out-Processing. Before the service member's departure, the work center ensures the service member completes all actions by reviewing the ANG/AFR out-processing checklist (available on myPers). **Note:** DAF Form 907 does not apply to the AFR.

Table 9.1. Processing Airmen Selected for Reassignment (see Note 1).

If Office of Primary Responsibility is	Personnel Relocations Element	Career Enhancements Element	Unit of Assignment
Requests Reserve orders and requests advance copies when short notice.	X		
Schedules Airmen for out-processing.	X		
Ensures receipt of FRGp components in accordance with AFI 36-2608; forwards to the gaining MPF.	X		
Determines requirements for Officer Performance Report and Enlisted		X	

Performance Report; reviews flight status.			
Retrieves Restricted Area Badge and passports; ensures Airman has processed through Flight Records Section; confirms retrieval of tool issue, flight gear, and other accountable equipment issued as applicable (see Note 2).			X
<p>Note:</p> <p>1. This table applies to the ANG when transferring Airmen from one Guard unit to another. (T-1).</p> <p>2. When the Airman fails to out-process, the unit must retrieve equipment. Notify the Airman legal action is possible. (T-1).</p>			

Table 9.2. Preparing for Temporary Duty (TDY), Active Duty Training (ADT), or Initial Active Duty for Training (IADT) Relocation (see Note 1).

If an Airman is ordered from home station for 30 or more days	Customer Service Element	Personnel Relocations Element	Career Enhancements Element	Unit of Assignment	Personnel Employment Element	Base Training Element
Prepares IADT orders (certify leave is authorized in orders when holiday falls between BMT and technical training); provides copies of IADT orders to Personnel Employment Element.	X					
Schedules Airmen for out-processing.		X				
Updates Personnel Data System (PDS) with appropriate					X	

duty status information (see Note 3).						
Uses AF Form 330 as checklist and ensures receipt of FRGp components for forwarding.		X				
Verifies completion of Officer Performance Report or Enlisted Performance Report when required.			X			
Instructs Airman to hand-carry AF Form 623, <i>Individual Training Record Folder</i> , and flight records as applicable, and to accomplish personnel responsibilities before departure.				X		
Verifies Airmen and dependents are enrolled in DEERS, if eligible, and verifies DEERS address for currency. Verifies disenrollment, if applicable.	X					
Prepares and maintains relocation folders for AFR Airmen departing for 30 days or more according to paragraph 9.16 (see Note 1).		X				
Provides Airmen with name and		X				

<p>office telephone number of the chief, personnel relocations element, to be used as the point of contact for any problems encountered during TDY.</p>						
<p>Verifies that eligible dependents are properly enrolled in DEERS prior to departure. Ensure that these eligible dependents are in possession of a valid DD Form 1173-1 <i>Department of Defense Guard and Reserve Family Member Identification Card</i>, or DD Form 1173. (see Note 2)</p>	<p>X</p>					
<p>Ensures Entrance National Agency Check processing was accomplished as prescribed by DoDM 5200.02_AFMAN 16-1405, <i>Air Force Personnel Security Program. (T-0)</i>.</p>	<p>X</p>					
<p>Ensures requirements of Education and Training Course Announcements at https://cs2.eis.af.mil/sites/app10-etca/SitePages/ETCACourseList_AETC.aspx?OrgID=AE TC are satisfied.</p>				<p>X</p>		<p>X</p>

Note:

1. Each OPR updates PDS data on non-prior service personnel enlisting into AFR before an Airman's departure for IADT.
2. ANG Airmen departing for IADT purposes receive a Common Access Card prior to departure.
3. Report all personnel who are on active duty orders (AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*) and all personnel who are performing annual tours, Reserve Personnel Appropriations man-days, and Military Personnel Appropriations man-days, regardless of the number of days under the following conditions:
 - a. Performing duty at home station in direct support of the active force either directed by the unit commander or tasked from the active force.
 - b. Performing duty at a location other than home station (TDY) in direct support of the active force and the purpose of active component is: manning assistance, code name operations, contingencies, humanitarian missions, peacekeeping missions, or Joint Chiefs of Staff /Major Command (MAJCOM) exercises.
 - c. Performing active duty for training, schools, conferences, workshops, reserve management support, flying training, etc., and are performing duty at or away from home station.

Table 9.3. Processing a Newly Assigned Airman (see Note 1).

If the newly assigned Airman arrives for in-processing	Personnel Employment Element	Career Enhancements Element	Customer Service Element	Base Training Element	Unit of Assignment	Personnel Readiness Element
Schedules Airman by mail for in-processing (see Note 2).	X					
Accomplish classification interview.	X					
Issues identification tags as required in accordance with AFI 36-3802, <i>Force Support Readiness Programs</i> . (see Note 3).						X
Accomplishes SGLV 8286 and provides handouts as required; performs personal affairs			X			

<p>counseling as applicable; schedules and conducts records review in accordance with AFI 36-2608; notifies unit commander in accordance with DoDI 1342.19_AFI36-2908, <i>Family Care Plans</i>, as required; verifies Airman's eligible dependents are pre-enrolled in DEERS in accordance with AFI 36-3026V1_IP. (T-0).</p>						
<p>Verifies Airmen have passport or made application for passport, if required.</p>	<p>X</p>					
<p>Verifies Officer Performance Report, Enlisted Performance Report data or requirement, flying status, promotion data, service dates, reenlistment requirement.</p>		<p>X</p>				
<p>Reviews Airman's training status and verifies AF Form 623.</p>				<p>X</p>		
<p>Certifies receipt and creation of</p>					<p>X</p>	

AF Form 623 and entry of individual into training; provides sponsor; and provides suspenses for career counseling.						
Prepares required documents for creation of Unit Personnel Record Group (see Note 4).			X			
Screens records to ensure receipt of all required FRGp documents in accordance with AFI 36-2608.	X					
Instructs rated personnel and Airmen assigned to flying duties to process through Host Operation Systems Management.					X	
<p>Note:</p> <p>1. This table not applicable to ANG. Newly assigned ANG Airmen process in accordance with ANGI 36-101, <i>Air National Guard Active Guard Reserve (AGR) Program</i>.</p> <p>2. If Airman fails to report for in-processing, refer case to the personnel relocations element for action in accordance with AFI 36-2110.</p> <p>3. AFR Geographically Separated Units procure from host base.</p> <p>4. After creation of FRGp and Enlistment into AFR, direct Airman to Personnel Employment Element for in-processing.</p>						

Table 9.4. Preparing for Separation, Discharge, or Retirement.

If Office of Primary Responsibility is	Personnel Relocation Element	Unit of Assignment	Customer Service Element
--	------------------------------	--------------------	--------------------------

Projects separation, discharge, or retirement into PDS and schedules Airman for out-processing.	X		
Requests Reserve orders.	X		
Ensures required identification cards are issued prior to departure.	X		X
Retrieves identification card prior to discharge in accordance with AFI 36-3026V1_IP.			X
Verifies receipt and shipment of FRGp documents in accordance with AFI 36-2608.	X		
Schedules and conducts separation, discharge, or retirement interview and counseling as required in Chapter 4. of this manual.	X		
Retrieves passports.		X	
Retrieves Restricted Area Badge; conducts security debriefs, if applicable; instructs Airman to process through Flight Records Section, if applicable; presents AF Form 623 to Airman; retrieves tool issue, flight gear, and/or other accountable equipment issued (see Note).		X	
Verifies Reserve orders state Reservist is returned to the same category assigned prior to call-up.	X		
Note: When an Airman fails to out-process, the unit retrieves all accountable items and notifies the Airman legal action may be initiated.			

Chapter 10

TRANSFER OF SENTENCED PRISONERS

10.1. General Overview. This chapter provides in- and out-processing instructions for prisoners transferring to an off-station confinement facility. This transfer requires coordination between Security Forces, unit commander, and the MPF. AFMAN 31-115V1, *Department of the Air Force Corrections System*, provides guidance for Security Forces and unit commanders. Transfers are authorized in accordance with AFMAN 31-115V1. Assignments upon release from prisoner status are in accordance with DAFI 36-2110 only if not assigned to original duty station. **Note:** Prisoners do not accrue PCS allowances. Allowances are payable to dependents as outlined in the Joint Travel Regulations.

10.2. Prisoner Transfer Responsibilities.

10.2.1. Commander. The commander exercising court-martial jurisdiction, unit commander, or the commander of the confinement facility shall appoint an individual to complete out-processing actions for the sentenced prisoner when the prisoner cannot out-process. **(T-1)**. This includes hand-carrying special orders through coordination and reproducing and gathering FRGp documents. **(T-1)**.

10.2.2. Air Force Security Forces Center, Corrections Division (AFSFC/FCI), Joint Base San Antonio (JBSA)-Lackland AFB. Provides assignment action numbers and relocation instructions to the local security forces squadron, unit commander, and the MPF involved with relocating sentenced prisoners to facilities within AFSFC, Air Force Confinement and Corrections Directorate (AFSFC/FC) jurisdiction. **(T-1)**.

10.2.3. The MPF Personnel Relocations Element. Completes out-processing actions for prisoners transferring to an off-station confinement facility:

10.2.3.1. Departure Listing. Include sentenced prisoners on the departure notification listing (see [paragraph 2.13](#)).

10.2.3.2. Relocation Folder. Prepare a folder for documents pertinent to the relocation. Dispose of folder contents in accordance with Air Force Records Disposition Schedule located at <https://afirms.cce.af.mil>.

10.2.3.3. Special Orders. Use Long-term Inmate Gains Program Personnel Service Delivery Guide available on myPers upon receipt of transfer instructions as a guide.

10.2.3.4. AF Form 937, *Request and Authorization for Dependent(s) Travel*. Prepare AF Form 937 when the Joint Travel Regulations authorize dependent travel.

10.2.3.5. Immunizations. When prisoner transfer is from overseas to the CONUS, arrange for required immunizations before departure.

10.2.3.6. Identification. Verify ID requirements using AFI 36-3026V1_IP are met. If the Airman has dependents, ensure retrieval of his/her DD Forms 1173. Direct dependents to the Customer Service Element for ID reissue.

10.2.3.7. Relocation Processing. Provide the prisoner (or appointed representative) a copy of the Transfer of Sentenced Prisoners Memorandum.

10.2.3.8. Traffic Management Office Counseling. Refer service members and their dependents to the Traffic Management Office for counseling and determination of authorization for dependent travel and shipment of Household Goods, and shipment or storage of privately owned vehicle. There may be allowances for dependents' movement in accordance with the Joint Travel Regulations, per incident to service member's confinement. Use DAF Form 899 to request movement of dependents when they will travel concurrently with the service member's transfer. Use AF Form 937 to authorize dependent travel before or after the service member travels in accordance with the Joint Travel Regulations.

10.2.3.9. Military Pay. Advise the prisoner (or designated representative) to contact the Financial Services Office for military pay actions.

10.2.3.10. Prisoner Transfer. Finalize all the prisoner transfer actions with AFSFC/FC, the local security forces squadron, unit commander, and the MPF.

10.2.3.11. Final Interview. Conduct final out-processing on the day before the prisoner's departure.

10.3. Long-Term Gains Process. If the confinement time is six months or more and AFSFC/FC transfers the inmate into one of the AFSFC LL17 locations, AFSFC will attempt to gain the Airman to the confinement facility Personnel Accounting Symbol Code. **(T-1)**. If required documentation is not received by AFSFC/FC, the Airman will return to losing unit and base upon completion of confinement sentence to be out-processed by servicing MPF and placed on appellate review leave. **(T-1)**. The purpose for the "gain" action is to provide AFSFC visibility over the Airman's record, to execute the punitive discharge or any other administrative actions, and to allow the losing unit to request an accession from AFPC.

10.3.1. The financial records of those Airmen assigned to these AFSFC Personnel Accounting Symbol codes will be handled by AFSFC/FC once gained. **(T-2)**. Once AFSFC gains the Airman, the Convening Authority changes to the Air Force District of Washington for all legal matters. Once the Airman is gained to an AFSFC Personnel Accounting Symbol code, AFSFC/FC will handle the Airman's financial records. **(T-2)**.

10.3.2. Operational responsibilities for inmates remain at the losing unit. Operational responsibilities for inmates are defined as all normal control and actions commanders would have in their purview over the Airman at base level to include, but not limited to, punishment, morale and welfare, line of duty determinations, and casualty reporting and assistance.

10.3.3. The losing or servicing MPF shall be diligent to complete all long-term gains actions for inmates who are approved by AFSFC to be reassigned to AFSFC LL17 Personnel Accounting Symbol Code. **(T-1)**. Inmates not gained by AFSFC will return to their losing unit and base upon release from confinement to be placed on appellate review leave. **(T-1)**.

Chapter 11

PREPARING AIRMEN FOR APPELLATE REVIEW LEAVE

11.1. General Overview. This chapter provides processing instructions for service members placed on appellate review leave (required excess leave). Appellate review leave is directed in the convening authority's decision on action memorandum, which allows for the servicing staff judge advocate to sign the excess leave memorandum that is served upon the member. If excess leave is not directed by the convening authority's decision on action memorandum, the convening authority will be required to personally sign the excess leave memorandum that is served upon the member.

11.2. Administrative Assignment of Airmen Placed on Appellate Review Leave. Airmen placed on appellate review leave (required excess leave) will be administratively assigned to the Air Force Security Forces Center, Corrections Division (AFSFC/FCI), JBSA-Lackland AFB. **(T-1).**

11.2.1. For questions regarding the appellate review leave process of Air Force Reserve and Air National Guard Airmen, please call the myPers - Total Force Service Center at 210-565-0102, DSN: 665-0102, or Toll-free: 1-800-525-0102.

11.3. Operational Responsibilities for Appellants. Operational responsibilities for appellants are those that commanders would have in their purview over an Airman assigned to a base-level unit to include, but not limited to punishment, morale and welfare, line of duty determinations, and casualty reporting and assistance.

11.3.1. Operational responsibilities remain at the losing unit and the original convening authority does not change with the exception of Airmen returning from the CONUS on appellate review leave.

11.3.2. The losing unit will ensure service members placed on appellate review leave (required excess leave) from overseas to the CONUS will be assigned to the servicing FSS and MPF closest to their appellate leave address for operational purposes only. **(T-1)** Appellate leave addresses must be in the United States or one of its territories per DAFI 51-20, paragraph 20.54.4. **(T-1)**

11.4. Administrative Responsibilities for Appellants. AFSFC/FC administrative actions pertain only to the execution of a punitive discharge, which consists of issuing the official DD Form 214, and DAF Form 100, and all applicable MilPDS actions to remove the service member from personnel systems.

11.5. Appellate Review Leave Processing Instructions. FSS/MPF will coordinate with the Staff Judge Advocate office regarding the Airman's status and explain the personnel actions required prior to an Airman's departure on appellate review leave. **(T-1).** AFSFC/FC will estimate an Airman's appellate review leave status start date for three duty days after a complete and accurate appellate review leave package is approved by AFSFC/FC. **(T-1).**

11.5.1. Losing FSS and MPF relocations officials will ensure the completion of the Airman's out-processing actions per AFPC procedural guidance. **(T-2).**

11.5.2. Appellant will depart on DAF Form 899 (authenticated by AFSFC/FCI), and AF Form 988, *Leave Request/Authorization*, approved by local Financial Services Office. **(T-1)** The FSS and MPF must provide both during the out-processing appointment. **(T-1)**

11.5.3. Appellant Separation Actions: AFSFC/FC will complete the DD Form 214 and prepare the DAF Form 100 once the final Court-Martial Order is published executing the punitive discharge or a Certificate of Final Review is received certifying that the accused's case is final. See Rule for Courts-Martial 1103(b)(3). **(T-1)**

JOHN A. FEDRIGO
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- 10 USC § 9038, *Office of Air Force Reserve: appointment of Chief*
- 10 USC § 10211, *Policies and regulations: participation of Reserve officers in preparation and administration*
- 10 USC § 12310, *Reserves: for organizing, administering, etc., reserve components*
- 10 USC § 10305, *Air Force Reserve Forces Policy Committee*
- 32 USC § 708, *Property and fiscal officers*
- 37 USC § 453, *Allowable travel and transportation: specific authorities*
- 50 USC § 3802, *Registration*
- DoD Instruction 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019
- DoD Instruction 1327.06, *Leave and Liberty Policy and Procedures*, 16 June 2009
- DoD Instruction 1332.35, *Transition Assistance Program (TAP) for Military Personnel*, 26 September 2019
- DoD Instruction 1342.19_DAFI 36-2908, *Family Care Plans*, 10 March 2023
- DoDM 5210.42_AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)*, 19 September 2018
- DoDI1332.35_AFI36-3037, *Transition Assistance Program (TAP) for Military Personnel*, 4 December 2020
- AFPD 36-21, *Utilization and Classification of Military Personnel*, 22 August 2019
- AFI 10-402, *Mobilization Planning*, 8 March 2018
- AFI 23-101, *Materiel Management Policy*, 22 October 2020
- DAFMAN 31-115V1, *Department of the Air Force Corrections System*, 22 December 2020
- AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
- DAFMAN 36-2032, *Military Recruiting and Accessions*, 27 September 2019
- AFMAN 36-2100, *Military Utilization and Classification*, 6 April 2021
- DAFI 36-2110, *Total Force Assignments*, 16 Nov 2022
- DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, 16 June 2022
- DAFI 36-2608, *Military Personnel Records Systems*, 16 April 2021
- AFI 36-2654, *Combat Arms Program*, 16 April 2020
- DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, 7 February 2020

DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, 21 April 2022

DAFI 36-3003, *Military Leave Program*, 24 August 2020

DAFI 36-3009, *Military and Family Readiness Centers*, 4 November 2022

DAFI 36-3012, *Military Entitlements*, 6 Apr 2023

DAFI 36-3026V1, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members and Other Eligible Personnel*, 1 June 2023

DAFI 36-3802, *Force Support Readiness Programs*, 9 January 2019

DAFI 51-201, *Administration of Military Justice*, 14 April 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

ANGI 36-6, *The Air National Guard Statutory Tour Program Policies and Procedures*, 9 November 2010

ANGI 36-101, *Air National Guard Active Guard Reserve (AGR) Program*, 21 April 2022

Public Law 93-579, *The Privacy Act of 1974*

Prescribed Forms

DAF 1299, *Officer's Certificate of Statement of Service*

DAF 899, *Request and Authorization for Permanent Change of Station – Military*

DAF 907, *Relocation Preparation Checklist*

DAF 3566, *Individual Ready Reserve (IRR) Agreement*

Adopted Forms

DD Form 4, *Enlistment/Reenlistment Document – Armed Forces of the United States*

DD Form 214, *Certificate of Uniformed Service*

DD Form 220, *Active Duty Report*

DD Form 1172-2, *Application for Identification Card/DEERS Enrollment*

DD Form 1173, *Uniformed Services Identification and Privilege Card*

DD Form 1173-1, *Department of Defense Guard and Reserve Family Member Identification Card*

DD Form 2648, *Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released from Active Duty (REFRAD)*

DD Form 2656, *Data for Payment of Retired Personnel*

SGLV 8286, *Servicemembers' Group Life Insurance Election and Certificate*

SF 88, *Medical Record – Report of Medical Examination*

SF 93, *Medical Record – Report of Medical History*

AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgment Statement*

DAF Form 100, *Request and Authorization for Separation*

DAF Form 623, *Individual Training Record Folder*

AF Form 657, *Personal Clothing Record – Female Airmen (Air Force Reserve and Air National Guard)*

AF Form 658, *Personal Clothing Record – Male Airmen (Air Force Reserve and Air National Guard)*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 937, *Request and Authorization for Dependent(s) Travel*

AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*

AF Form 965, *Overseas Tour Election Statement*

AF Form 973, *Request and Authorization for Change of Administrative Orders*

AF Form 988, *Leave Request/Authorization*

AF Form 1466, *Request for Family Member's Medical and Education Clearance For Travel*

AF Form 1546, *Passenger Reservation Request*

AF Form 1566, *WAPS Test Verification*

DAF Form 2631, *PALACE CHASE Statement of Understanding*

DAF Form 4446, *Department of the Air Force Fitness Assessment Scorecard*

Abbreviations and Acronyms

ADSC—Active Duty Service Commitment

ADT—Active Duty for Training

AF—Air Force

AFB—Air Force Base

AFPC—Air Force Personnel Center

AFR—Air Force Reserve

AFSFC—Air Force Security Forces Center

AGR—Active Guard Reserve

AL—Airman Liaison

AMTU—Airman medical Transition Unit

ANG—Air National Guard

ANGI—Air National Guard Instruction

ARPC—Air Reserve Personnel Center

BMT—Basic Military Training

CC—Commander
CONUS—Continental United States
DAFI—Department of the Air Force Instruction
DD—Department of Defense
DEERS—Defense Enrollment Eligibility Reporting System
DoD—Department of Defense
DoDI—Department of Defense Instruction
DoDM—Department of Defense Manual
DTA—Dependent Travel Approved
EFMP—Exceptional Family Member Program
FRGp—Field Record Group
FSS—Force Support Squadron
HQ—Headquarters
IADT—Initial Active Duty for Training
ID—Identification
JBSA—Joint Base San Antonio
MAJCOM—Major Command
MilPDS—Military Personnel Data System
MPF—Military Personnel Flight
NATO—North Atlantic Treaty Organization
NGB—National Guard Bureau
OPR—Office of Primary Responsibility
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PDS—Personnel Data System
PPC—Personnel Processing Code
RegAF—Regular Air Force
RIP—Report on Individual Personnel
RNLTD—Report-Not-Later-Than Date
SGLV—Servicemembers' Group Life Insurance
Sq/CC—Squadron Commander
SSN—Social Security Number

TDY—Temporary Duty

vOP—Virtual Out-Processing

vMPF—virtual Military Personnel Flight

Office Symbols

AF/A1—Deputy Chief of Staff, Manpower, Personnel, and Services

AF/A1S—Airman and Family Care Division

AF/JAX—Professional Development Directorate for the Office of The Judge Advocate General

AF/RE—Chief of the Air Force Reserve

AF/REP—Director of Personnel, Office of Air Force Reserve

AF/REPP—Air Force Directorate of Personnel, Force Support Division

AFPC/DP1—Director, Personnel Services

AFPC/DP1OSF—AFPC Standardization and Evaluation Office

AFPC/DP1TA—AFPC Assignment and Active Duty Service Commitment Office

AFPC/DP3—Air Force Personnel Center, Director of Personnel Programs

AFPC/DP3AM—AFPC Assignment Policy and Procedures

AFPC/DP3XAA—AFPC Assignment Management

AFSFC/FC—AFSFC, Air Force Security Forces Center, Air Force Confinement and Corrections Directorate

AFSFC/FCI—Air Force Security Forces Center, Corrections Division

ARPC/DPA—ARPC Directorate of Assignments

NGB/A1—Directorate of Manpower, Personnel, Recruiting, and Services

NGB/CF—Director of the Air National Guard

NGB/A1—Director, Manpower, Personnel and Services

NGB/HR—Director, Human Resources

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

Terms

Appellate Review Leave—The authorized absence of a service member (appellant) from the physical presence of the command, in a non-pay status, pending completion of the appellate review of his/her court-martial conviction where a dismissal or unsuspended dishonorable or bad conduct discharge was adjudged.

Assignment—A service member's current duty location or a permanent change of a service member's duty station from one location to another. Also refers to duties performed.

Category 1 Discrepancy—A discrepancy found in the PCS process of a service member and/or a discrepancy found in the Personnel Reliability Program.

In- and Out-processing—Actions to ensure a relocating service member arrives or departs, proper agencies are notified, required records are received, assembled, transmitted, and distributed, and personal obligations are satisfied.

Personal Property—All personal possessions of a service member. These include items such as household goods, mail and personal papers, privately owned vehicle, and movable property used or owned by the person. The term does not include interests in real property.

Relocation—Result of assignment and/or permanent change of station, temporary duty, separation, or retirement.

Retirement—Departure by reason of completion of required service, maximum age, or medical condition.

Selected Reserve—The Selected Reserve are the members of a U.S. military Ready Reserve unit that are enrolled in the Ready Reserve program and the reserve unit that they are attached to. Selected Reserve members and units are considered to be in an active status. When the term is applied to describing personnel, it is contrasted to the Full-time Reserve Unit Support members of the same reserve unit who are Active Duty. It is also contrasted to members of the Individual Ready Reserve who are not in active status.

Separation—Formal process to officially depart the military.

Separation Preparation—Actions to ensure service members returning to civilian life have post-service allowances explained, required documentation accurately completed, and assistance provided to help service members get personal affairs in order.

Statutory Tour—When ANG personnel volunteer to serve on Active Duty under Title 10 United States Code. While on this Active Duty, the ANG personnel serve as members of the ANG in a Reserve of the Air Force status.

Temporary Duty (TDY)—Duty performed at a location other than a service members permanent duty station.