

PCS ASSIGNMENT & ORDERS GUIDE FOR USAF PERSONNEL

Congratulations on your upcoming assignment! This quick guide is to help you with the relocation process to ensure a smooth transition to your next duty location. Please review the following list of items for applicability and complete/submit these items to the Military Personnel Section (MPS) upon assignment notification in order to receive orders and out-process Monterey MPS:

ITEM	PERSONNEL TYPE		
	Non-Prior Service (Pipeline)	Prior Service Enlisted	Officer
1. REQUIRED DOCUMENTS – All Assignments			
<i>These are mandatory items you must submit to the MPS to generate PCS orders.</i>			
(a) Assignment Selection Information Sheet (vMPF) - Pipeline: Signed by 2 MTLs or authorized representatives - Prior Service Enlisted: Signed by Flight Chief or Flight CC - Officer: Signed by the Flight CC, Sq DO, or Commander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Individual Fitness Report (AFFMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) SGLI Election & Certificate of Coverage (SGLV8286 or MilConnect)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) ADLS Transcript (completion of “Cyber Awareness” & “Force Protection”)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) DD Form 4, Enlistment Document (Non-prior service pipeline student)	<input type="checkbox"/>	N/A	N/A
(f) BMT Certificate (Non-prior service pipeline student)	<input type="checkbox"/>	N/A	N/A
2. OCONUS – All Overseas Locations (In addition to #1)			
<i>These memos are found in “Page 7: Required Documents” of the Initial Assignment Briefing in vMPF.</i>			
(a) Medical Clearance Memorandum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Dental Clearance Memorandum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Immunizations Clearance Memorandum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1. OCONUS – PACAF Only: Alaska, Hawaii, Guam, Japan, Korea (In addition to #1 and #2)			
<i>These items are specific to PACAF locations. Must be current within 120 days of departure.</i>			
(a) Weapons Training (AF Form 522)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) CBRNE Defense Training (ADLS + Hands-on) Certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2. OCONUS – All Other Locations (In addition to #1 and #2) (Note: * Verify PPC & FCG for applicability)			
(a) Level 1 Anti-Terrorism Awareness (JKO Course # US007)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) SERE 100.2 Level A (JKO Course # A-US1329)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) ISOPREP (Certificate or Memo from Security Manager)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Weapons Training (AF Form 522) *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3. KOREA ASSIGNMENT (In addition to #1, #2, and #2.1)			
(a) Korean Assignment Incentive Pay (KAIP) Memorandum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Korea Readiness Orientation (KRO) Memorandum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) USFK PCS Theater Training (JKO Course # USFK-J3ST-US171-PCS-LB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Level 1 Anti-Terrorism Awareness (JKO Course # US007)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) SERE 100.2 Level A (JKO Course # A-US1329)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) ISOPREP (Certificate or Security Manager Memo)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. MEMBERS WITH DEPENDENTS (In addition to all applicable items above)			
(a) AF Form 4380, AF Special Needs Screener	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) AF Form 1466, Family Member Clearance (OCONUS)(All EFMP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) AF Form 965, Overseas Tour Election (OCONUS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BOTTOM LINE: For MPS to generate orders, submit all applicable items in...

- CONUS Assignment – No Dependent: #1
 - CONUS Assignment – With Dependents: #1, #3a, and #3b if EFMP
 - OCONUS Assignment – PACAF Location – No Dependent: #1, #2, #2.1
 - OCONUS Assignment – PACAF Location – With Dependents: #1, #2, #2.1, #3 ***
 - OCONUS Assignment – Korea – No Dependent/Unaccompanied: #1, #2, #2.1, #2.3
 - OCONUS Assignment – Korea – With Dependent(s)/Accompanied: #1, #2, #2.1, #2.3, #3 ***
 - OCONUS Assignment – All Other Locations – No Dependent: #1, #2, #2.2
 - OCONUS Assignment – All Other Locations – With Dependents: #1, #2, #2.2, #3 ***
- ***YOU NEED PCS ORDERS TO APPLY FOR DEPENDENT PASSPORTS (excluding AK & HI)*****