## 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     Non-Prior Service (Pipeline)     Prior Service Enlisted       1. REQUIRED DOCUMENTS - All Assignments     Officer       These are mandatory items you must submit to the MPS to generate PCS orders.     (a) Assignment Selection Information Sheet (WMPF)     -       - Pipolene: Signed by 2 MTLs or authorized representatives		PERSONNEL TYPE			
1. REQUIRED DOCUMENTS - All Assignments     These are mandatory items you must submit to the MPS to generate PCS orders.     (a) Assignment Selective In Information Sheet (WMPF)     Pipeline: Signed by 2 MTLs or authorized representatives     - Officer: Signed by the Flight CC, Sq DO, or Commander     (b) Individual Fitness Report (AFFMS)     (c) SGLI Election & Certificate of Coverage (SGLV8286 or MilConnect)     (d) ADLS Transcript (completion of "Cyber Awareness" & "Force Protection")     (e) DD Form 4, Enlistment Document (Non-prior service pipeline student)     N/A     N/A     (f) BMT Certificate (Non-prior service pipeline student)     N/A     N/A <td>Service</td> <td>Service</td> <td>Officer</td>		Service	Service	Officer	
These are mandatory items you must submit to the MPS to generate PCS orders.     (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     (b) Individual Fitness Report (AFFNS)     (c) SGLI Election & Certificate of Coverage (SGLV8286 or MilConnect)     (d) ADLS Transcript (completion of "Cyber Awareness" & "Force Protection")     (e) DD Form 4, Enlistment Document (Non-prior service pipeline student)     N/A     N/BT Certificate (Non-prior service pipeline student)     N/A     N/A     N/B CoroNUS – All Overseas Locations (In addition to #1)     These memos are found in "Page 7: Required Documents" of the Initial Assignment Briefing in vMPF.     (a) Medical Clearance Memorandum     (c) Immunizations Clearance Memorandum     (b) DERNE Defense Training (ADLS + Hands-on) Certificates     21. OCONUS – All Other Locations (In addition to #1 and #2) (Note: * Verify PPC & FCG for applicability)     (a) Level 1 Anti-Terrorism Awareness (IKO Course # US007)     (b) CBRNE Defense Training (ADLS + Hands-on) Certificates     22. OCONUS – All Other Locations (In addition to #1, #2, and #2.1)     (a) Korean Assignment Incentive Pay (KAIP) Memorandum <tr< td=""><td>(Pipeline)</td><td>Enlisted</td><td></td></tr<>		(Pipeline)	Enlisted		
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(b) Individual Fitness Report (AFFMS)					
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(d) ADLS Transcript (completion of "Cyber Awareness" & "Force Protection")					
(e) DD Form 4, Enlistment Document (Non-prior service pipeline student)   N/A   N/A     (f) BMT Certificate (Non-prior service pipeline student)   N/A   N/A     2. OCONUS – All Overseas Locations (In addition to #1)   N/A   N/A     These memos are found in "Page 7: Required Documents" of the Initial Assignment Briefing in vMPF.   (a) Medical Clearance Memorandum					
(f) BMT Certificate (Non-prior service pipeline student)   N/A   N/A     2. OCONUS - All Overseas Locations (In addition to #1)     These memos are found in "Page 7: Required Documents" of the Initial Assignment Briefing in vMPF.     (a) Medical Clearance Memorandum					
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(a) Medical Clearance Memorandum	2. OCONUS – All Overseas Locations (In addition to #1)				
(b) Dental Clearance Memorandum	These memos are found in "Page 7: Required Documents" of the Initial Assignment Briefing in vMPF.				
ic) Immunizations Clearance Memorandum	(a) Medical Clearance Memorandum				
2.1. OCONUS - PACAF Only: Alaska, Hawaii, Guam, Japan, Korea (In addition to #1 and #2)     These items are specific to PACAF locations. Must be current within 120 days of departure.     (a) Weapons Training (AF Form 522)	(b) Dental Clearance Memorandum				
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(b) CBRNE Defense Training (ADLS + Hands-on) Certificates	These items are specific to PACAF locations. Must be current within 120 days of departure.				
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)					
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(c) ISOPREP (Certificate or Memo from Security Manager)	(a) Level 1 Anti-Terrorism Awareness (JKO Course # US007)				
(d) Weapons Training (AF Form 522) *	(b) SERE 100.2 Level A (JKO Course # A-US1329)				
(d) Weapons Training (AF Form 522) *	(c) ISOPREP (Certificate or Memo from Security Manager)				
2.3. KOREA ASSIGNMENT (In addition to #1, #2, and #2.1)     (a) Korean Assignment Incentive Pay (KAIP) Memorandum					
(b) Korea Readiness Orientation (KRO) Memorandum	2.3. KOREA ASSIGNMENT (In addition to #1, #2, and #2.1)				
(c) USFK PCS Theater Training (JKO Course # USFK-J3ST-US171-PCS-LB)	(a) Korean Assignment Incentive Pay (KAIP) Memorandum				
(d) Level 1 Anti-Terrorism Awareness (JKO Course # US007)	(b) Korea Readiness Orientation (KRO) Memorandum				
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(e) SERE 100.2 Level A (JKO Course # A-US1329)					
(f) ISOPREP (Certificate or Security Manager Memo)					
3. MEMBERS WITH DEPENDENTS (In addition to all applicable items above)     (a) AF Form 4380, AF Special Needs Screener     (b) AF Form 1466, Family Member Clearance (OCONUS)(All EFMP)					
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(b) AF Form 1466, Family Member Clearance (OCONUS)(All EFMP)					
(C) AF FUITI 905, OVERSEAS TOUR ELECTION (OCONUS)	(c) AF Form 965, Overseas Tour Election (OCONUS)			$\square$	

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)\*\*\*