



422d Force Support Squadron

Out-Processing Brief

OVERALL BRIEFING CLASSIFICATION:
UNCLASSIFIED





Overview

- **First Steps**
 - **Initial Email**
 - **Virtual Out-Processing Checklist**
 - **Orders**
- **DEROS**
- **Passports**
- **Dependents**
- **Final Steps**
 - **Final Out**



First Steps

- **Initial Email**
 - **Min. 7 duty days from Commander being notified**
 - **Includes:**
 - **Assignment RIP**
 - **OP Guide**
 - **PPCs (if applicable)**
 - **Retainability Worksheet (if applicable)**
 - **Virtual Out-Processing Checklist**
 - **Page 8 of your Initial Assignment Brief via vMPF**
 - **Submit via the MPF Portal with your DoD ID and PDD**
 - **Orders**
 - **Out Processing (OP) Guide (documents required for orders)**
 - **AOI Acknowledgement (if applicable)**
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DEROS

- You must leave within your Deros month
 - You can leave at any point within your Deros month, does not have to be the exact date.
- Deros Extension
 - **Do NOT** wait until last minute to submit your Deros extension if you require one.
 - Please submit NLT the first week of your Deros month
- Deros Curtailment
 - Extenuating circumstances
 - Reasons can be found in DAFI 36-2110 Table 7.8



Passports

- **Foreign Clearance Guide (FCG)**
 - Includes entry requirements for each country
 - Service Members (SM) that are PCSing/TDY/leave status
 - Family Members that are PCSing
 - Civilians/Contractors that are PCSing/TDY
 - **No-Fee Passports**
 - For dependents that will be traveling with member to their overseas base
 - ***NOTE*** Some countries require visas prior to entry into the country (i.e., Italy)
 - **Official Passports**
 - In some cases, a Service Member may require a passport for their assignment.
 - There usually is a PPC stating this
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Dependents

- **Medical Clearance**
 - **Family Medical Travel Screening (FMTS) via MyVector**
 - **EFMP- Q Coded**
 - **Passports**
 - **Overseas bases (excluding Hawaii and Alaska) will require dependents to obtain a no- fee passport.**
 - **Many countries will also require dependents to have their passports prior to entry**
 - ***NOTE* Some countries require visas prior to entry into the country (i.e., Italy)**
 - **Documents**
 - **DD Form 1172- can be found via milConnect or ID Card Office Online**
 - **AF Form 965- OCONUS, accompanied/unaccompanied**
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Final Steps

- **As soon as you have your itinerary, please submit a ticket via the 501st CSW MPF Portal to schedule your final out.**
 - **If you are stationed at RAFF or RAFW we offer virtual out-processing if you are PCSing CONUS, Hawaii, Alaska, or Guam.**
 - **Once your final out has been scheduled, look over the applicable Final Out Documents Worksheet to ensure you have everything necessary to final out.**
 - **FINAL OUT:**
 - **Show up to your final out in uniform with 2 copies of all of your documents in order, except for the Virtual Out-Processing Checklist as we will print the final copy off for you.**
 - **If you are PCSing to USAFE/NATO countries, ensure you receive your NATO orders prior to departure.**
 - **Failure to meet PCS requirements prior to final out may mean delayed departure and rescheduling of flights.**
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Conclusion

- **First Steps**
 - **Initial Email**
 - **Virtual Out-Processing Checklist**
 - **Orders**
- **DEROS**
- **Passports**
- **Dependents**
- **Final Steps**
 - **Final Out**