

# Assignment Worksheet – CONUS W/Dependents

**Rank/Name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

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

Completed Assignment Worksheet	AF FM 4380
Page 8 (from vMPF on-line brief)	DD FM 1172 (see MPS Cust Svs/Rapids Info Sheet)
PPC requirements (only applies if "Visit Required is marked on your vOP Checklist)	PCS Orders to JBER (for Command Sponsored dependent verification)
Passport Verification Sheet (if driving through Canada)	* If dependents were acquired after arrival at JBER, Command Sponsored Approval letter is required
	* If dependents were born in Alaska after arrival at JBER, copy of Alaska birth certificate verifies Command Sponsorship
* Memorandums/letters must be signed with a digital or wet signature	AF Form 1466 (if Q-Coded or answered yes to one or more questions on AF Form 4380) - see Admissions at the Hospital for processing

\* All items listed above must be returned to Outbound Assignments before we can process your orders. So that we may provide you with the best customer support, we request that all required items be brought in at one time. We are located in the People Center, room 111A (the Customer Support waiting area); our walk-in hours are (0730 – 1100, Mon – Fri) -- one of our assignment counselors will be available to meet with you to confirm that all required items have been turned in. Or, if you prefer, we also have a drop box located in the same area that is accessible 0730 – 1500, Mon – Fri, and will send you email confirmation of documents received.

**\* Outbound Assignments Contact Info:**

Walk-in Hours: 0730 – 1100 (appointments possible after 1100)  
 Drop box in Customer Service Waiting Area (available 0730 – 1530 daily)  
 PHONE: 552-8080, Option 2  
 Email: 673fsscaredvelopment@us.af.mil

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My requested departure date is \_\_\_\_\_

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 Supervisor's printed Rank/Name and Signature Date Signed

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My dependents will/will not accompany me on my next assignment. If applicable, list names of dependents who will not relocate:

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Please complete the following statement if you are driving through Canada:

I am/am not hand-carrying weapons to my next duty station. I acknowledge that handguns are not allowed entry into Canada and the USAF is not responsible for reimbursement for any firearms/weapons confiscated by border authorities. I have reviewed guidelines and information regarding entry into Canada:

<http://www.rcmp-grc.gc.ca/cfp-pcaf/information/visit/index-eng.htm>

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

- \_\_\_\_\_ I must be in uniform for my final out-processing appointment.
- \_\_\_\_\_ If I have returned dependents to the CONUS on an Early Return of Dependents (ERD) order, I must provide a copy of the order (front and back) to Outbound Assignments to process my PCS orders.
- \_\_\_\_\_ I have reviewed the information regarding entry into Canada, passport requirements, and traveling with children, weapons, and pets from the Canada Border Services Agency <http://www.cbsa-asfc.gc.ca/menu-eng.html>
- \_\_\_\_\_ I must depart JBER during my DEROS month within 2 duty days of final out-processing, unless my commander has approved leave in the local area (leave dates and contact info must be included on my PCS orders).
- \_\_\_\_\_ My PT test must be current at least 42 days past my RNLTD. If it expires prior to that date, I understand I must retest prior to my final out-processing appointment. **If my PT scores are not current at least 42 days past my RNLTD, I will not be allowed to out-process even if I intend on reporting to my next base prior to my RNLTD.**
- \_\_\_\_\_ If I am placed on a profile or medical hold that will expire after my departure date, I must provide an AF Form 422 or memorandum signed by my provider at my final out-processing appointment. The document provided must specifically state that I am cleared to PCS and must be dated after I was put on the profile/medical hold.

**Printed Name and Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_