



Goodfellow AFB Student Assignment Guidebook

NOTE: THIS GUIDEBOOK ONLY APPLIES TO ACTIVE DUTY USAF/USSF STUDENTS UNDER THE 17TH TRAINING WING AT GOODFELLOW AIR FORCE BASE. ALL OTHER TDY, ANG, OR AFR PERSONNEL MUST REFER TO THEIR HOME UNIT FOR IN/OUT-PROCESSING ACTIONS.

17 TRW Students,

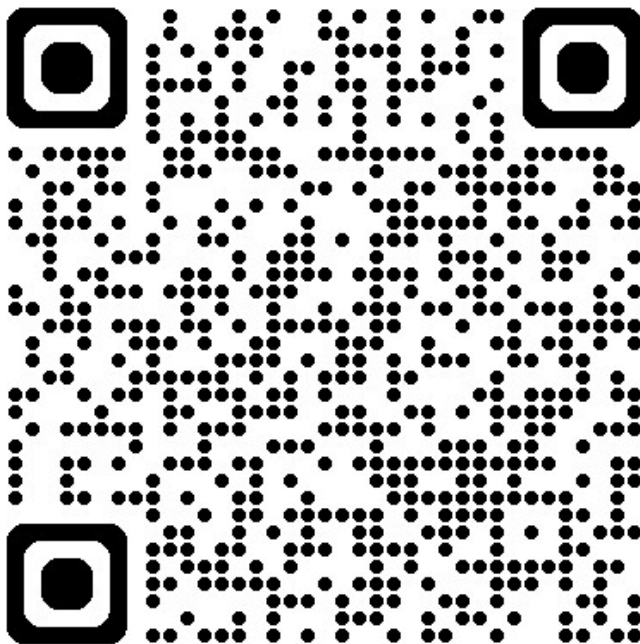
Congratulations on your first official assignment! Permanent changes of station (PCS) can be overwhelming, but the Military Personnel Flight (MPF) and your Military Training Leaders (MTLs) are committed to ensure a smooth transition for you and your families. The guidance from this booklet will walk you through your assignment from A-Z, including orders, final out-processing and much more. Read it thoroughly to eliminate unnecessary delays, issues, or confusion.

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Student Assignments QR Code

TABLE OF CONTENTS

Chapter 1—STEP-BY-STEP OUT-PROCESSING GUIDE	5
1.1. Step One: Assignment Loaded.....	5
1.2. Step Two: 30 Days Prior to Departure.....	5
1.3. Step Three: 7 Days Prior to Departure (Before Graduation).....	5
1.4. Step Four: 1 Day Prior to Departure (After Graduation).....	5
1.5. Step Five: After MPF Final-Out	5
Chapter 2—STUDENT ASSIGNMENT TRACKING	6
2.1. Student Assignment Tracker.....	6
Chapter 3—REQUIREMENTS TO GENERATE ORDERS	7
3.1. All Assignments.....	7
3.2. Outside of Continental United States (OCONUS) Assignments.....	7
3.3. Status of Orders	8
Chapter 4—FINAL OUT-PROCESSING REQUIREMENTS	9
4.1. Final Out-Processing Appointment.....	9
Chapter 5—REPORT NO LATER THAN DATE (RNLTLD) CHANGE REQUESTS	10
5.1. Report No Later Than Date (RNLTLD).....	10
5.2. Change Requests.....	10
Chapter 6—JOIN SPOUSE ASSIGNMENT REQUESTS	11
6.1. Join Spouse Requests	11
Chapter 7—BASE SWAP REQUESTS	12
7.1. Base Swap Requests	12

7.2. Eligibility.....12

Chapter 8—EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

REQUIREMENTS 13

8.1. DEERS Enrollment.....13

8.2. EFMP Requirements.....13

8.3. Timeline13

Chapter 1

STEP-BY-STEP OUT-PROCESSING GUIDE

1.1. Step One: Assignment Loaded. You will receive notification via vMPF once your assignment has been loaded. You can check it in vMPF through the following navigation: log into the AF Portal – Career & Training – AFPC Secure – vMPF – Self-Service Actions – Assignments – Out Processing.

1.1.1. Action Required: Attend the next Initial Assignment Briefing. These are held every Tuesday (excluding holidays/AETC family days) at 1600 in the Cressman Dining Facility.

1.1.2. Purpose: At the brief, you will receive your assignment-specific checklist; it lists the requirements you'll need to complete and get signed off by various sections to prepare for your PCS. You will also receive pertinent information from the MPF, Traffic Management Office (TMO), and Exceptional Family Member Program (EFMP) offices at this brief.

1.2. Step Two: 30 Days Prior to Departure.

1.2.1. Action Required: Attend the 30-Day Out-processing Briefing. These are held every Wednesday (excl. holidays/AETC family days) at 1600 in Cressman Dining Facility.

1.2.2. Purpose: At this brief, we will review key items covered during the Initial Assignment Briefing and prepare for your final out-processing appointment with MPF.

1.3. Step Three: 7 Days Prior to Departure (Before Graduation).

1.3.1. Actions Required: Ensure all required checklist items are signed off and gather all final out-processing documentation in accordance with your checklist and Chapter 4 of this guidebook for your final out with MPF.

1.4. Step Four: 1 Day Prior to Departure (After Graduation).

1.4.1. Action Required: Attend the MPF Final Out-Processing Brief. You'll attend the duty day prior to your departure (available Tuesday thru Friday, excluding holidays/AETC family days) at 0930 in Building 430, Room 128 (Military Personnel Flight). Showtime is at 0900; don't be late!

1.4.2. Purpose: To finalize your out-processing and ensure all requirements are met pre-departure.

1.5. Step Five: After MPF Final Out. Depart as scheduled!

STEP-BY-STEP OUT PROCESSING GUIDE



Chapter 2

STUDENT ASSIGNMENT TRACKING

2.1. Student Assignment Tracker. The tracker is designed to centralize communication between you, your Military Training Leaders (MTLs), and MPF regarding your out-processing. It individually outlines all requirements and documents needed to create your orders and complete your out-processing.

2.1.1. Access.

2.1.1.2. MTLs. Your MTLs have access to the tracker to monitor if you have received orders or if you are missing any necessary documents.

2.1.1.3. MPF Student Assignments Section. We use the tracker to list the requirements needed to start the creation of your orders and to out-process.

2.1.2. Purpose.

2.1.2.1. On-time Out-processing. With the tracker, both you and your MTLs can ensure that all requirements are completed prior your out-processing appointment with the MPF.

2.1.2.2. Transparency and Centralized Communication. You'll know exactly what is needed to get your orders and out-process, helping to reduce stress and last-minute surprises.

2.1.3. Updates.

2.1.3.1. The tracker is refreshed weekly at a minimum. During the refresh, MPF adds new assignments, updates required documents (incl. documentation that's been turned in), and statuses of pending PCS orders. Be aware that the documents you have turned in may not reflect until the next refresh. Due to family days, holidays, etc., update times may vary.

NOTE: Be proactive! At a minimum, check your orders and out-processing requirements weekly with your MTLs to make your PCS as smooth as possible.

Chapter 3

REQUIREMENTS TO GENERATE ORDERS

3.1. All Assignments.

3.1.1. Personnel Processing Code (PPC) Requirements. PPCs are specific items tailored to your assignment; they identify requirements that must be met prior to receiving orders and completing out-processing. These can affect vary from security or medical clearance requirements to specific training obligations, such as CATM, TCCC, and more.

3.1.1.1. Identifying your PPC(s). Your PPC requirements are captured on the Student Assignment Tracker. As mentioned in Chapter 2, MPF will list these out for you and your MTL to view.

3.1.1.2. Requirements. Certain PPCs require specific security or medical clearances. For example, if your PPC requires a Top-Secret clearance and you do not have one, your orders may be delayed until your clearance is granted. Your security manager will provide a memorandum once the clearance process is complete.

3.1.2. Security Clearance Memorandum (dependent on your PPC).

3.1.3. MyVector EFMP Family Screener (members with dependents). See Chapter 8 for further guidance regarding EFMP clearance.

3.1.4. Medical Clearance Memorandum and/or AF Form 422 (dependent on PPC). MPF receives these directly from the 17 MDG; any outstanding requirements will be annotated on the Student Assignment Tracker.

3.2. Outside of Continental United States (OCONUS) Assignments. OCONUS assignments are to non-United States locations overseas, Alaska or Hawaii. Members departing to OCONUS bases must meet all requirements outlined above (para. 3.1.) in addition to the below.

3.2.1. Medical, Dental & Immunizations Clearance Memorandums and AF Form 422. MPF receives these directly from the 17 MDG; any outstanding requirements will be annotated on the MTL Tracker.

3.2.2. Training Requirements. Members are required to complete and provide certificates for certain certificate-based and/or in-person trainings per their PPCs. Refer to the Student Assignment Tracker to confirm if any additional training is required for your PCS. The tracker will also indicate the timeframe for when to accomplish your training (within 120 days, prior to departure, etc.).

3.2.3. AF Form 965, Tour Election (members with dependents).

3.2.4. Korea/Turkey Assignment Incentive Pay Memorandum (KAIP/TAIP, for members going to Korea or Turkey).

3.3. Status of Orders.

3.3.1. vMPF. You can check the status/download a copy of your orders through the following navigation: log into the AF Portal – Career & Training – AFPC Secure – vMPF – Self-Service Actions – Assignments – Out Processing.

3.3.2. Student Assignment Tracker. Your MTLs are able to check your orders' status using the Student Assignment Tracker. There, they can check for missing documentation or where your orders are in located the stages of being processed (draft, approval, authentication).

Chapter 4

FINAL OUT-PROCESSING REQUIREMENTS

4.1. Final Out-Processing Appointment. After you graduate and complete all out-processing requirements, you are ready to attend the MPF Final Out. Final out-processing is held daily, Tuesday through Friday at 0930. Please arrive to MPF no later than 0900 and check into the kiosk. Do not plan to leave the same day as your appointment. During this appointment, you will complete the necessary paperwork for your departure and build your relocation folder that contains the required documents to in-process with your gaining MPF/CSS.

4.1.1. Required Documents for ALL assignments. In addition to the documentation required to generate your orders (outlined in Chapter 3), you are required to bring the below to your final out-processing appointment.

4.1.1.1. Two copies of your out-processing checklist (original checklist and a copy). You will NOT be allowed to depart Goodfellow AFB until your checklist is entirely completed. All applicable items must be signed by the appropriate offices of responsibility, including the final MTL stamp.

4.1.1.2. Two copies of your Servicemember's Group Life Insurance (SGLI). Recertify your SGLI and print 2 copies of the certified copy from MilConnect at <https://milconnect.dmdc.osd.mil/milconnect/>. It cannot say "UNCERTIFIED."

4.1.1.3. Two printed copies of your PCS Orders (DAF Form 899) and amendments (if applicable, AF IMT 973).

4.1.1.4. Two copies of your flight itinerary (OCONUS only).

4.1.1.5. Any additional PPC requirements highlighted in the Student Assignment Tracker. This could include but is not limited to: Weapons Qualification, CBRNE, Tactical Combat Casualty Care (TCCC), and more.

4.1.2. Korea/Turkey-Specific Requirements.

4.1.2.1. Theater Specific Training (located on Joint Knowledge Online website).

4.1.2.2. SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct Certificate (located on Joint Knowledge Online website).

4.1.2.3. Isolated Personnel Report (ISOPREP) Memorandum. Submit an ISOPREP request in Personnel Recovery Mission Software (PRMS) prior to travel. The request can be created at <https://prmsglobal.prms.af.smil.mil> (SIPRNET) or <https://prmsglobal.prms.af.mil/prmsconv/profile/survey/survey.aspx>. (NIPRNET). ISOPREPs must include two digital photographs consisting of full face and right-side profile. Photos must be in JPEG format and less than 200KB. Fingerprints are not required.

4.1.2.4. Two sets of your dog tags.

4.1.2.5. Immunization Records (Refer to Student Assignment Tracker).

4.1.2.6. Quantitative Gas Mask Fit Test (QNFT).

4.1.2.7. AF Form 522, Weapons Qualification. Refer to the Student Assignment Tracker; it will indicate within how many days you will have to qualify and which specific qualification (firearm) is required.

Chapter 5

REPORT NO LATER THAN DATE (RNLTD) CHANGE REQUESTS

5.1. Report No Later Than Date (RNLTD). The RNLTD indicates the latest date by which a member must report to their next duty station. RNLTD change requests are only required if your arrival will be AFTER the required report date. Technical Training Graduates are authorized early arrival.

5.2. Change Requests. You are required to submit an RNLTD extension if you fall under any of the following circumstances: Wash-Back, Medical Hold, Security Hold, Admin Hold, Additional Training Identified (DCGS, IFTU, etc.), pending EFMP clearance, or a pending join spouse request. Reasons that do NOT drive an RNLTD change request include participation in the Recruiter's Assistance Program (RAP) or leave en route.

5.2.1. Ensure that you do not wait until you are within 1 week of graduation to request an RNLTD change, as it may result in a delay of your out-processing. RNLTD requests are submitted to AFPC on a weekly basis with a turnaround time of 5-7 business days. Request RNLTD changes as soon as you identify the need.

5.2.2. To request an RNLTD change, contact your MTL.

Chapter 6

JOIN SPOUSE ASSIGNMENT REQUESTS

6.1. Join Spouse Requests. If you are married to another service member (“mil-to-mil”), you will need to submit for join spouse assignment consideration. The below steps are required for join spouse requests.

6.1.1. Update Defense Enrollment Eligibility Reporting System (DEERS) and MILPDS with the Customer Support section at MPF.

6.1.1.1. Documents required.

6.1.1.1.1. Official marriage certificate.

6.1.1.1.2. Front and back copies of your spouse’s CAC.

6.1.1.2. Join Spouse Intent Codes. Both you and your spouse’s join spouse intent code must match for consideration. This must be completed with the MPF Customer Support section before submitting your request. If the codes do not match, the application will be returned without action.

6.1.2. Documentation.

6.1.2.1. For USAF-to-USAF and USAF-to-Sister Service (USN, USMC, etc.) couples, initiate the join spouse application through your MTL.

6.1.3. Approval. Join Spouse can be timely process. Approval can take three to four weeks for USAF-to-USAF couples and four to six weeks for USAF to Sister Service couples. It is crucial to update your records and start your join spouse assignment application as soon as possible.

Chapter 7

BASE SWAP REQUESTS

7.1. Base Swap Requests. You will complete a base swap application request with your MTL. You and the individual that would like to swap assignments should see your MTL as soon as possible (must meet criteria outlined in para. 7.2.) due to the tight timeline of this program. We (MPF) must receive the swap request within 5 duty days of your assignment notification from your MTL. Once received, MPF personnel will send the request to AFPC and await approval/disapproval; the typical turnaround time is 7-14 duty days.

7.2. Eligibility. In accordance with DAFI 36-2110, *Total Force Assignments*, the below criteria must be met to apply for a base swap.

7.2.1. Members applying for a base swap must have a class graduation date within 30 calendar days of each other (para. A16.4.1.5.).

7.2.2. Airmen must submit their swap request to the MPF Student Assignment section (through their MTL) NLT 5 workdays after the student is notified of their assignment (para. A16.6.1.).

Chapter 8

EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) REQUIREMENTS

8.1. DEERS Enrollment. Before completing the EFMP screener, ensure all of your dependents are enrolled in DEERS with the Customer Support section at MPF.

8.2. EFMP Requirements. You will be required to complete a myVector Screener if you have a dependent(s), regardless of your assignment location, dependents' medical needs, or if you are traveling with or without them.

8.2.1. The below steps are required to submit your Family Screening Questionnaire (FSQ).

8.2.1.1. Log into myVector.

8.2.1.2. On the bottom left-hand side of the screen, click on "Family Screening"

8.2.1.3. Follow the questionnaire instructions as provided on the website.

8.2.2. Completing the screener is not the final step to meet EFMP requirements. The EFMP office may request additional information or further documentation via email after your submission. Ensure you respond promptly are crucial to avoid potential out-processing delays.

8.2.3. Once your dependents are cleared for travel, you and MPF will receive an email from the EFMP Office.

8.2.4. Orders processing can only be initiated after EFMP clearance.

8.3. Timeline. EFMP clearance typically takes 8-14 days. If additional documentation is required, it may take from 30-40 days. Complete the FSQ as soon as possible to prevent any delays in your orders.