

## ASSIGNMENT WORKSHEET- CONUS

RELOCATION PREPARATION CHECKLIST (See AFI 36-2102)		
II. REQUIRED PREPARATION ACTIONS FOR PERMANENT CHANGE OF STATION		
ACTION COMPLETED	REQUIRED ACTION	APPLICABLE DIRECTIVE(S)
	INITIAL ASSIGNMENT BRIEFING	AFI 36-2102, 36-3202, 36-3203, 36-3208
	ASSIGNMENT SELECTION SHEET	
	RETAINABILITY REQUIREMENTS	AFI 36-3205, 36-2110
	RETAINABILITY FOR F/O IF APPLICABLE	
	SECURITY CLEARANCE	AFI 36-2110, 36-3212, 48-123 and AFCAT
	MEDICAL CLEARANCE (OVERSEAS ONLY)	AFI 36-2110, 36-3212, 48-123 and AFCAT
	DENTAL CLEARANCE (OVERSEAS ONLY)	AFI 36-2110, 36-3212, 48-123 and AFCAT
	IMMUNIZATION CLEARANCE (OVERSEAS ONLY)	AFI 36-2110, 36-3212, 48-123 and AFCAT
	AF FM 965, OVERSEAS TOUR ELECTION STATEMENT	AFI 36-2110
	PASSPORT REQUIREMENTS	FOREIGN CLEARANCE GUIDE
	AF FM 63, ADSC ACKNOWLEDGEMENT STATEMENT	AFI 36-2107
	PPC CODES: IF APPLICABLE	
	ENROUTE TDY	
	FM 1172, DEERS VERIFICATION	AFI 36-2102 and 36-3026(i)
	AF FM 1466, DEPENDENT MEDICAL CLEARANCE	AFI 24-101
	AF FM 4380 – SPECIAL NEEDS SCREENER	AFI 40-701
	FITNESS SCORE SHEET	

### NOTES:

**\*All items listed above must be returned to Outbound Assignments before we can process your orders.**

**MUST** be in uniform for final out-processing appointment.

**PT test must be current at least 42 days past my RNLTD. If it expires prior to that date, member must retest prior to my final out-processing appointment. If my PT scores are not current at least 42 days past my RNLTD, Member will NOT be allowed to out-process even if they intend on reporting to my next base prior to my RNLTD.**

**If member is placed on a profile or medical hold that will expire after their departure date, Member must provide an AF Form 422 or medical clearance memorandum signed by their provider at their final out-processing appointment. The document provided must specifically state that they are cleared to PCS and must be dated after member was put on the profile/medical hold.**