

# 337<sup>th</sup> Air Support Flight Out-Processing Checklist

## Personnel Actions (02-6214-5821)

- Email the below documents/info to Personnel at [337ASUF.DP.ORGBOX@us.af.mil](mailto:337ASUF.DP.ORGBOX@us.af.mil)
  - ☐ **PCS Orders** - Provide a copy of your PCS orders/amendments and departure date (itinerary, if able) as soon as they are available.
  - ☐ **Contact info** - Leave a forwarding email, phone number and/or physical address for your PCS with
  - ☐ **Replacement** – Provide us with the name & contact info of the person who will be replacing you.
  - ☐ **ID Card** – If you or anyone in your family require a new ID card contact for appointment.
  - ☐ **International Travel Requirements** – Provide a travel Itinerary & departure date to (official & leave) – if you are traveling overseas during your PCS, review the DoD Foreign Clearance Guide (FCG) (<https://www.fcg.pentagon.mil/>) for your destination. If APACS clearance is required, ensure to follow guidance listed in the FCG. Be aware that country clearance can take up to 60- days for some nations. Ensure passports will be valid for your travel.
- **COT Leave** – If you are planning on taking Consecutive Overseas Tour (COT) leave enroute to your assignment, please contact your service agency's HQ for guidance & PCS requirements and inquire about this entitlement because rules vary significantly by branch of service.

## Tri-Care (02-6214-5821/5979)

- To ensure you are covered while traveling to your new location, DO NOT disenroll from any TRICARE coverage plan.
  - ☐ Leave a forwarding address with the TRICARE POC if you have pending claims. You can email them at [337ASUF.MedicalSupportPOC@us.af.mil](mailto:337ASUF.MedicalSupportPOC@us.af.mil)
  - ☐ Update your new address & phone number in the Defense Enrollment Eligibility Reporting System (DEERS) when you arrive at new post.

## Finance (02-6214-5979)

- Cost of Living Allowance (COLA) ends the day you depart Australia.
- Overseas Housing Allowance (OHA) ends on your lease termination date. If you require a Statement of Lease Termination letter, please contact [337ASUF.FM.FINANCIALMANGEMENT@us.af.mil](mailto:337ASUF.FM.FINANCIALMANGEMENT@us.af.mil).
- Transitional Basic Allowance for Housing (BAH) will begin on the day you sign out/out-process from your current post/unit & full BAH will begin upon check in at your new post/unit.
- Advance OHA (Security) - If you took a security deposit advance you are required to repay it at the conclusion of your tour. Ensure to retain the funds received from your home's security bond to repay the US Government. The US government will recover this loan directly from your pay.
- Temporary Lodging Allowance (TLA) - Standard outbound TLA is authorized for 10-days. TLA beyond 10-days will not be authorized so members can ship HHG early, remain in-country on leave status, or for member's convenience. Exceptions may apply when delays or extensions are required & are outside of the member's control. You may file your Departure TLA before you depart or once you arrive at your new duty unit/base. *Air Force members*: CONUS bases cannot process TLA.
  - ☐ Please send your lodging receipt & departure orders, along with depart date to [337asuf.fm.financialmanagement@us.af.mil](mailto:337asuf.fm.financialmanagement@us.af.mil).

## MotorPass (02-6214-5979)

- ☐ Contact 337 ASUF Finance at [337ASUF.FM.FINANCIALMANGEMENT@us.af.mil](mailto:337ASUF.FM.FINANCIALMANGEMENT@us.af.mil) to cancel your Motorpass card at least 30-days prior to departure. Ensure your final Motorpass balance has been paid prior to closing your account or contact Motorpass at 1300 366 109.
- Reimbursements will continue to pay to your US bank account on file. If you decide to change your US bank account, please make sure you let the 337 ASUF Finance team know.

## Non-DoDEA School Program (NDSP) (02-6214-5979)

- ☐ Contact NDSP Management to disenroll once you have orders & firm departure date  
[NDSP.Management@hq.dodea.edu](mailto:NDSP.Management@hq.dodea.edu)
- ☐ Obtain a final invoice to include outstanding charges from your child's school(s) & coordinate to recoup any reimbursements for advanced term payments. Send to final invoice to  
[NDSP.Invoices.Pacific@hq.dodea.edu](mailto:NDSP.Invoices.Pacific@hq.dodea.edu) ASAP.

## Legal (02-6214-5804-5817)

- If you require Legal Assistance (notary, Power of Attorney, etc.) contact the Legal Team via [PACAF.JAOL-E.CANBERRA@US.AF.MIL](mailto:PACAF.JAOL-E.CANBERRA@US.AF.MIL) or via telephone.
- ☐ *Lease Agreements*. Ensure you notify your landlord of vacate date, per your lease agreement. If you have any issues with your landlord relative to the military/defense "posting clause" on your lease, or issues with your bond, contact PACAF/JA OL-E for an appointment of an agent to act on your behalf after PCS.
- ☐ *Special Purpose Visa Cease Requests*: Email the PACAF/JA OL-E to ensure your SPV cease request is submitted to the Australian Home Affairs office upon your departure. For DoD dependents working locally, your SPV must be ceased to initiate the SOFA Revocation Certificate Process for your superannuation refund (must have a departure date 6 months prior to your request to receive the certificate & apply for the refund. Contact Legal with any questions.
- It is your responsibility to settle all utility bills & financial obligations incurred in Australia. Failure to do so may constitute a violation of the UCMJ, should a creditor contact the US Embassy seeking a resolution (Articles 134, Debt Dishonorably Failing to Pay & 92, Dereliction of Duty).

## Household Goods (02-6214-5879/5610)

- ☐ Notify 337 ASUF/LGT, [337asuf.lgt@us.af.mil](mailto:337asuf.lgt@us.af.mil) of your requested final move-out date.
- ☐ Proceed to MilitaryOneSource.mil to sign into DPS to create your shipment(s).
- ☐ Please provide a 2 week notice minimum for requested pick-up date.\*
- ☐ **Alcohol**: requirements for shipping alcohol vary widely between services & PCS locations. [Please contact 337th LGT early](#) if you intend to ship alcohol.
- ☐ **Unaccompanied Baggage**: Total UB weight must not exceed 1,000 lbs.; Authorized UB allowances: Enlisted-500 lbs., Officers-600 lbs., Dependents over 12 yrs-350lbs, & Under 12 yrs-175lbs
- If PCS'ing to a Diplomatic position, contact Government Service Office (GSO) at 02 6214 5809 for HHG & POV pick-up.
- ☐ Once LGT receives your requested date & orders notification via DPS, LGT will review and submit. It can take up to 14-days for the bidding process & final awarding of a contract for your HHG movement. Until this occurs, LGT cannot confirm the name of your agent, their contact info, pre-move inspection or pack-out/pick-up dates.

\*It may be 2-3 days prior to your requested pack-out date before we know who your local agent will be, depending on your location. LGT does not select your HHG agent, nor can we influence the timeline of the bidding process for your convenience. If there is a last-minute critical requirement or you received last minute orders.

## POV Shipment

- Contact 337 ASUF/LGT [337asuf.lgt@us.af.mil](mailto:337asuf.lgt@us.af.mil), for instructions on how to schedule the shipment.

## Mail

- ☐ Contact AIRPS team to close your APO mailbox & leave a forward address

[Det4PACAFairps@outlook.com](mailto:Det4PACAFairps@outlook.com)

- ☐ Contact the DPO to close your mailbox & leave a forwarding address.

## Official Travel (02-6214-5879/5610)

### PCS Travel Options:

- (a) Your agency HQ travel office
- (b) SATO – Japan 1-855-431-7710
- (c) SATO – Hawaii 1-855-729-8691

- Government Travel Card (GTC) vs. Centrally Billed Account (CBA) requirements: unless your service specifically forbids use of a GTC for PCS, you must use your GTC to coordinate your travel. Use of the CBA is restricted to individuals who are not authorized to use their individually billed GTC for PCS travel. Ensuring you have a valid GTC for PCS travel is YOUR responsibility. We highly encourage a \$15K increase to your GTC. Please coordinate increase with your agency program coordinator (APC). Your GTC will be automatically put in Mission Critical Status during your PCS.

- ☐ Provide Travel Itinerary & Departure Date for leaving Australia to [337ASUF.DP.ORGBOX@us.af.mil](mailto:337ASUF.DP.ORGBOX@us.af.mil)

## Projected Departure Date:

**Ensure you follow any unit-specific out-processing requirements (e.g., turn-in local access badge)**

### 90-days out

- ☐ Provide orders to 337 ASUF/LGT & your service designated admin office.
- ☐ Begin planning your preferred HHG movement timeline. Identify any special packing requirements EARLY (i.e. - antiques, large items, special containers, etc.).
- ☐ Travel route - remember, booking PCS travel with an enroute leave itinerary may not be possible through 337 ASUF or SATO. Non-standard routing or circuitous travel requests may require utilizing your command travel office.
- ☐ Activate your GTC. If you require a GTC, begin this process ASAP.
- ☐ Diplomatic Status Personnel – Contact your unit & the Embassy Human Resources Office for specific check-out requirements.

### 60-days out

- ☐ Notify NDSP of your planned school disenrollment date for your children.
- ☐ Request a final invoice for your children & send that to NDSP Invoice Team.
- ☐ Make departure TLA lodging arrangements. Only 10-days of departing TLA is authorized.

### 30 Days Out

- ☐ Book flights, POV drop-off & HHG pick-up dates with LGT.
- ☐ Provide forwarding details to 337 ASUF/DP & APO/DPO Personnel.
- ☐ Begin process to close Motorpass account.
- ☐ When your housing bond is returned, save the money to repay any Advance OHA Security Deposit taken when you PCS'd into Australia, if applicable.
- ☐ Arrange payment of final utility or other bills.
- ☐ Contact RSO (6214-5897) for out brief & Embassy/Consulate badge turn in.