

# 337th Air Support Flight Out-processing Checklist

## Personnel Actions (02-6214-5821)

- PCS Orders** - Provide a copy of your PCS orders and any amendments as soon as they are available.
- Contact info** - Leave a forwarding email, phone number and/or physical address for your PCS with [337ASUF.DP.ORGBOX@us.af.mil](mailto:337ASUF.DP.ORGBOX@us.af.mil).
- Replacement** – Provide us with the name and contact info of the person who will be replacing you. [337ASUF.DP.ORGBOX@us.af.mil](mailto:337ASUF.DP.ORGBOX@us.af.mil)
- ID Card** – If you or anyone in your family require a new ID card contact [337ASUF.DP.ORGBOX@us.af.mil](mailto:337ASUF.DP.ORGBOX@us.af.mil) for appointment.
- International Travel Requirements** – Provide a travel Itinerary and departure date to [337ASUF.DP.ORGBOX@us.af.mil](mailto:337ASUF.DP.ORGBOX@us.af.mil) (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 an 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 inquire about this entitlement because rules vary significantly by branch of service. Contact your service agency's HQ for guidance and PCS requirements.

## TRICARE (02-6214-5821/5979)

- TRICARE coverage IS portable while you PCS
- 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 and phone number in the Defense Enrollment Eligibility Reporting System (DEERS) when you arrive at new post.

## Motorpass (02-6214-5979)

- Contact 337 ASUF Finance at [337ASUF.FM.Finance@us.af.mil](mailto:337ASUF.FM.Finance@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.

## 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.Finance@us.af.mil](mailto:337ASUF.FM.Finance@us.af.mil).
- Transitional Basic Allowance for Housing (BAH) will begin on the day you sign out/out process from your current post/unit and 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. Be sure to retain the funds received from your home's security bond in order 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 and 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 and departure orders, along with the date you departed to [337ASUF.FM.Finance@us.af.mil](mailto:337ASUF.FM.Finance@us.af.mil).

## Air Purifiers

(02-6214-5027)

- Please coordinate with your replacement on the transfer on Air Purifiers. If there is a gap in position, please ensure you return the Air Purifiers to the warehouse or call **02-6214-5027**

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

- Contact NDSP Management to disenroll once you have orders and 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) and 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 a Power of Attorney contact 337 ASUF/JA: [PACAF.JAOL-E.CANBERRA@US.AF.MIL](mailto:PACAF.JAOL-E.CANBERRA@US.AF.MIL) (For example, to grant permission to anyone aside from your spouse to attend to your HHGs).
- Ensure you notify your landlord of your 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 337 ASUF/JA for appointment of an agent to act on your behalf after PCS.

- For DoD dependents working locally, see superannuation refund via our website. Contact 337 ASUF/JA with any questions.
- It's your responsibility to settle all utility bills and financial obligations incurred in Australia. Failure may result in UCMJ violations should a creditor contact the US Embassy seeking a resolution (Articles 134, Debt Dishonorably Failing to Pay & 92, Dereliction of Duty ).

#### Mail

- Contact AIRPS team: [Det4PACAFAIRPS@outlook.com](mailto:Det4PACAFAIRPS@outlook.com) to close your APO mailbox and leave a forwarding address.
- Contact the DPO to close your mailbox and 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 and Departure Date for leaving Australia to [337ASUF.DP.ORGBOX@us.af.mil](mailto:337ASUF.DP.ORGBOX@us.af.mil)

#### 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.
- Please visit <https://dps.move.mil/cust/standard/user/home.xhtml> to create your personal property shipments and initiate the movement process.
- Notify LGT once you have completed the Defense Transportation System (DPS) process and LGT will review and submit your shipments.
- It can take up to 14 days for the bidding process and 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.

*NOTE 1:* 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.

*NOTE 2:* 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, please contact us.

- Alcohol:** requirements for shipping alcohol vary widely between services and 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, and Under 12 yrs-175lbs
- If PCS'ing to a Diplomatic position, contact Government Service Office (GSO) at 02 6214 5809 for HHG and POV pick-up.

#### POV Shipment (02-6214-5879/5610)

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

#### PROJECTED DEPARTURE DATE:

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

##### 90-days out date:

- Provide orders to 337 ASUF/LGT and 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 and the Embassy Human Resources Office for specific check-out requirements.

##### 60-days out date:

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

##### 30-days out date:

- Book flights, POV drop-off and HHG pick-up dates with LGT.
- Provide forwarding details to 337 ASUF/DP and 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 and Embassy/Consulate badge turn in.

#### 337TH ASUF CONTACTS

Commander:	02-6214-5880
Personnel/Tricare:	02-6214-5821
Finance/Schools/Motorpass	02-6214-5979/5827
Transportation (TMO)	02-6214-5610/5879
Legal Office (JAG):	02-6214-5804/5817