



**DEPARTMENT OF THE AIR FORCE**  
**337TH AIR SUPPORT FLIGHT (PACAF)**  
**U.S. EMBASSY CANBERRA, AUSTRALIA**

**MEMORANDUM FOR INBOUND DOD PERSONNEL ASSIGNED IN AUSTRALIA**

**FROM:** 337 ASUF/CC

**SUBJECT:** Australia Reporting Instructions

1. Congratulations on your assignment selection to Australia! We are the 337th Air Support Flight and Judge Advocate team designated as the United States Indo-Pacific Command's (INDOPACOM) Department of Defense (DoD) support agencies for those members assigned to Australia, New Zealand and respective territories. We are here to provide administrative, finance, transportation, TRICARE, education, housing and full-spectrum legal support during your tour in Australia. The reporting instructions outlined below will greatly assist you and your family with entering and settling into Australia as you begin your assignment.

2. **Pre-Arrival instructions** (please ensure total compliance **no later than 15 days prior** to departure from your current unit, unless otherwise specified):

a. Members

Review the Foreign Clearance Guide on the Aircraft & Personnel Automated Clearance System (APACS) website: (<https://apacs.milcloud.mil/apacs/login.jsp>) for Australia/New Zealand entry requirements. Perform this step immediately to alleviate any delays relating to passport processing, required Status of Forces Agreement (SOFA) stamps, and applicable visa submissions. Note: the website is easier to access with a common access card (CAC).

b. Dependents

i. **Do not obtain an Electronic Travel Visa (ETA) for official travel. An ETA is NOT AUTHORIZED.** Entering Australia via ETA in lieu of a SOFA endorsement or sponsor's travel orders is an unlawful entry which may void protections and privileges provided by the US-AUS SOFA (i.e. banking, education, employment, judicial processing, licensing, etc.).

ii. Dependent entry is authorized in accordance with the US-AUS SOFA so long as each dependent member is listed on the DoD member's movement orders and presents a valid national passport as their travel document. The national passport information **MUST** be identical to the information listed on the movement orders. Please ensure any erroneous movement orders and/or passports are amended or corrected to prevent travel delays.

c. Defence Security and Vetting (DSAV). Verify security clearance is valid and ensure required caveats are obtained **prior** to arrival. Please send over your social security number and Australian POC email to [337ASUF.Security.Manager@us.af.mil](mailto:337ASUF.Security.Manager@us.af.mil). This information is used to transmit your U.S. security clearance and allows your Australian Defence Force (ADF) hosts to create your Australian CAC.

d. Caveats. There is no ability to obtain caveats or read-ins within Australia. To transmit caveats, your current U.S. Special Security Officer (SSO) is required to send caveats to the Australian Disarmament and International Security Committee (AUSTDISEC) via Scattered Castles and pass the Date/Time/Group to the Australian SSO for processing at the DoD member's inbound duty location.

- e. Email the following information/documents to [337ASUF.DP.ORGBOX@us.af.mil](mailto:337ASUF.DP.ORGBOX@us.af.mil)
- i. Travel Itinerary for all inbound personnel (member & dependents)
  - ii. PCS Orders including any/all Amendments
  - iii. Copy of DoD ID (front and back for military/civilian sponsor only)
  - iv. Copy of Passport Data and Signature Pages (all applicable) **Passports must be signed**
  - v. Total length of tour, position/title, and location
  - vi. First M. Last of member you are replacing
  - vii. Personal and Work email addresses

f. Access and review the 337 ASUF In-processing slides located at:  
<https://www.yokota.af.mil/About-Us/Mission-Partners/337th-Air-Support-Flight/337-ASUF-Newcomers/>

g. Government Travel Card. Request a government travel card (GTC) limit increase to no less than \$20K (or more if needed) through your losing comptroller/finance unit. For justification, cite the following: *“Due to airfare and lodging costs, temporary lodging allowance (TLA) delays, and the significantly reduced access/availability of in-country finance support, the 337 Air Support Flight recommends a credit limit increase of no less than \$20,000.00(USD).”*

h. Financial Readiness. Long HHG delivery times and lack of traditional base support combined with an expensive Australian market often mean that DoD members are required to expend large amounts of money in the first few months after arrival to secure vehicles, housing, and other necessities. Having substantial reserves of useable money is highly recommended to avoid issues between arrival and voucher payments (through respective servicing financial organizations). Advances for Dislocation Allowance (DLA) and Advance Basic Pay are two military pay options which may help defray these costs and can be accomplished before departing your losing station.

### 3. Post- Arrival

a. Active-Duty members only – TLA reimbursement claims are required to be sent to [337ASUF.FM.Finance@us.af.mil](mailto:337ASUF.FM.Finance@us.af.mil) every 15 days. Due to extended household goods (HHG) transit times with a 4–6-month average, there is a blanket approval for 60-days of TLA. After 60 days, extended TLA for DoD members may be approved based on the expected arrival/delivery date of their HHG.

i. Australian TLA policy is set by the 337th Air Support Flight and is briefed during in-processing.

ii. TLA will not be approved if HHG have arrived in-country and are available for delivery/cleared customs inspections.

iii. Temporary Quarters Subsistence Allowance (TQSA) is for DOD civilians only. Civilian PCS orders are specific in the amount of time allowed for TQSA. This allowance cannot be adjusted by any member of the 337 ASUF.

b. Housing - Due to Australian-specific housing inspection requirements, all inbound personnel must contact 337 ASUF at [337ASUF.FM.FinancialManagement@us.af.mil](mailto:337ASUF.FM.FinancialManagement@us.af.mil) for specific inspection requirements prior to completing any residential property lease. If you are SOFA status but under Chief of Mission (COM) authority, you are required to coordinate with the General Services Officer's (GSO) office for residential safety requirements.

i. Per INDOPACOM's Joint Force Directive 19007, lease agreements must be reviewed and approved by the Judge Advocate office prior to signature/agreement. Please fill out the GSO Notification of Arrival and send to 337 ASUF/FM at [337ASUF.FM.Finance@us.af.mil](mailto:337ASUF.FM.Finance@us.af.mil) to initiate the housing process then be sure to send any prospective lease agreements to the Judge Advocate office via email at: [pacaf.jaol-e.canberra@us.af.mil](mailto:pacaf.jaol-e.canberra@us.af.mil) and include your telephone contact information for discussion.

c. Currently, the Department of Defense Education Activity (DoDEA) does not provide any programs within Australia. To ensure availability of quality education for DoD school age dependents, the Non-DoD Schools Program (NDSP) provides educational support and financial assistance to defray costs for K-12th grade education. Please visit <https://www.yokota.af.mil/About-Us/Mission-Partners/337th-Air-Support-Flight/Finding-Your-Way/Non-DOD-School-Program/> for additional information on dependent education.

d. Attend a virtual question and answer (Q&A) session coordinated via [337ASUF.DP.ORGBOX@us.af.mil](mailto:337ASUF.DP.ORGBOX@us.af.mil) for scheduling.

e. Healthcare - Medical care for you and your authorized dependents is provided via TRICARE/International SOS. You are highly encouraged to enroll in the TRICARE Overseas Program PRIME REMOTE plan. Enrollment is available upon arrival. Upon completion of enrollment, you will not be allowed to change plans until the "Open Season" which is typically in November. TRICARE will cover the Sponsor's dental care as well, and United Concordia will cover dependents' dental care.

4. The information above and additional information can be found on the 337 ASUF website at: <https://www.yokota.af.mil/About-Us/Mission-Partners/337th-Air-Support-Flight/>.

5. For questions or concerns regarding these reporting instructions, please contact the 337 ASUF via email at: [337ASUF.Canberra@us.af.mil](mailto:337ASUF.Canberra@us.af.mil).

ECHOLS.BRADLEY.T  
HOMAS.1109895586  
Digitally signed by  
ECHOLS.BRADLEY.THOMAS.11098  
95586  
Date: 2024.10.02 14:05:43 +10'00'

BRADLEY T. ECHOLS, Lt Col, USAF  
Commander