

## **FREQUENTLY ASKED QUESTIONS**

- 1. Do I have to wear my uniform to the final out-processing appointment?** Yes, this is Air Force policy that all members' attending an official appointment must be in uniform.
- 2. How long do I have to be on station to apply for a Base of Preference (BOP)?** First Term Airman must be on station at least 12 months and have an approved CJR. Career Airman must have 3 years 5 months time on station to apply.
- 3. How long do I have to wait to reapply for a BOP that has been disapproved?** If you are reapplying for the same locations, you need to wait 6 months. If you are applying to a different location there is no time limit.
- 4. Do I have to have passports for my family going to an overseas location, even if they have their tourist passports already?** Yes. Family members are not allowed to travel to an overseas location with tourist passports. They must have official no fee passport when traveling on official government orders.
- 5. What is required to process an official no fee passport?** The family member needing the passport must bring us their original birth certificate with a raised seal or old passport that is not more than 15 years old as proof of citizenship. If a child needs a passport, both parents must be present to sign the application for the child. We also require the original birth certificate -- no passport will be allowed as proof of citizenship for the child. Two photos for each family member will be obtained through our office when they come into fill out the application.
- 6. Do I need amendments to my orders when I get promoted?** No, we are not obligated to amend orders just for promotion purposes. TMO will let you show them your promotion order so that you can get your full weight entitlements.
- 7. How long do I have to be on station to PCS to a stateside location?** To PCS to a stateside location you must have 3 years time on station (TOS) to relocate. If you are requesting to apply for a specific location, you will be required to obtain an official TOS waiver, which is signed by the wing commander, or if you are at an ACC Detachment, the wing commander at the base for which you represent.
- 8. When do I acquire an Active Duty Service Commitment (ADSC)?** You will acquire an ADSC when you are retirement eligible and are PCSing to a stateside location, or if you are going to be attending a specific type of training en-route to your next duty location.

9. **How do I apply for a special duty?** Once you have decided on the special duty, you can contact the POC concerning the job and ask what is required and how they want you to apply. You must also come to Relocations to have us update MilPDS with the special duty job number for which you are applying.
10. **When can I final out process the base?** If you are PCSing stateside you are authorized to report to the next duty location no earlier than 60days prior to the RNLTD with commanders approval. If you are going to an overseas location you can out process the base when ever you are allowed to be released, but you will not get a port call date until the first duty day of the month of your RNLTD. Make sure you have enough leave to use.
11. **Am I authorized a rental car?** You are authorized a rental car if the squadron approves it. The Air Force does not fund rental cars.
12. **Can I request to be reimbursed for vicinity mileage when TDY to Sheppard, Keesler or Vandenberg?** It has been released from AETC that they will no longer offer vicinity mileage in these locations due to the availability of a shuttle in all three locations.
13. **Who signs the Training Allocation Notice?** The member fills out the allocation notice and has his supervisor sign it if taking leave only, then the squadron commander for section squadron commander signs the RIP.
14. **When will I receive my orders?** AETC cuts the orders the week prior to the member departing for TDY. If leave will be taken the orders will be cut the week prior to the leave starting.

## **WEBSITES AND OTHER ITEMS THAT ARE GOOD SOURCES OF INFORMATION**

[www.afpc.randolph.af.mil](http://www.afpc.randolph.af.mil)

The virtual MPF

The AMS website which is located within the AFPC homepage

AFI 36-2110

ETCA Catalog located on the AFPC website

Supervisors

Relocations Office