

# **INITIAL ASSIGNMENT BRIEFING (IAB) GUIDE**

Effective: 24 Jan 2022

**Introduction:** The Initial Assignment Briefing Guide will help students understand what is required of them to receive their PCS orders. All students must complete the required items listed in this guide and submit them to their MTLs in a timely matter to receive their PCS orders. If the requirements are not completed nor submitted to the MTLs in a timely matter, the student will not receive their PCS orders regardless of their graduation status. Below are the timelines of when students are expected to submit their required items.

All 343<sup>rd</sup> (Security Forces) students must submit their required items to their MTLs before departing for Camp Bullis or you will be in Service Dress Blues until they are finished. (Attachment 2 gives guidance on how to email the required items to your MTLs)

All 344<sup>th</sup> students must submit their required items to their MTLs NLT two weeks before graduation. (Attachment 2 gives guidance on how to email the required items to your MTLs)

## **1. Is your assignment CONUS (Stateside) or OCONUS (Overseas to include Alaska and Hawaii)?**

[ ] 1.1. CONUS – If you are a Security Forces student and your assignment is to Travis, McGuire or Moody AFB please reference Attachment 1 for additional training requirements. Attachment 2 provides information on how to access training requirements and how to email a copy of your training certificate to your MTL. **(PROCEED TO 2.)**

All other students do not have any additional training requirements to complete for their CONUS assignment. **(PROCEED TO 2.)**

[ ] 1.2. OCONUS – Please reference Attachment 1 for additional training requirements. Attachment 2 provides information on how to access training requirements and how to email a copy of your training certificate to your MTL. **(IF ASSIGNMENT IS TO KOREA/TURKEY PROCEED TO 1.2.1. OTHERWISE PROCEED TO 2.)**

[ ] 1.2.1. If your assignment is to Korea or Turkey, please attend an in-person IAB to complete your Korea Assignment Incentive Program (KAIP) or Turkey Assignment Incentive Program (TAIP) form. You will be given a decision to either accept or decline this program. Please coordinate with your MTL on next available IAB.

[ ] 1.2.1.1. Accept KAIP/TAIP – You will serve 24 months at Korea or Turkey and receive an additional \$300 per month effective when you arrive at your assignment. You will not be able to apply for a follow-on assignment.

[ ] 1.2.1.2. Decline KAIP/TAIP – You will serve 12 months at Korea or Turkey and apply for a follow-on assignment. You are eligible to select up to 8 stateside and 8 overseas locations. You do not qualify to receive an additional \$300 per month. **(PROCEED TO 2.)**

Quick Access to links: <https://flowcode.com/page/802fss.students>  
(Must be on a computer with a CAC reader to access some links)

## 2. Do you have any dependents or are you married to an Active Duty member (Joint Spouse)?

[ ] 2.1. Single with no dependents – No additional requirements to complete. **(PROCEED TO 3.)**

[ ] 2.2. Married and/or have dependents

[ ] 2.2.1. DD Form 1172 - [https://www.dmdc.osd.mil/self\\_service/](https://www.dmdc.osd.mil/self_service/)

The DD Form 1172 is required to add your dependents onto your PCS orders. Follow the instructions below on how to access your DD Form 1172 and refer to Attachment 2 on how to provide a copy to your MTL. (Print Family List > Proceed > Select All Family Member > Proceed > I agree > Proceed > Display Form > Print) **(PROCEED TO 2.2.2.)**

[ ] 2.2.2. MyVector Travel Screener - <https://myvector.us.af.mil/myvector/Home>

MyVector is used to ensure that if your family has any special medical needs, that your next base can support your family. Regardless of your family's current medical history you must complete this requirement. When you login a notification will appear, "Assignment Travel Screening Required". Click on the link and answer the screener.

**(IF ASSIGNMENT IS OCONUS PROCEED TO 2.2.3. OTHERWISE PROCEED TO 3.)**

[ ] 2.2.3. AF Form 965 (OCONUS Only) – The AF Form 965 is to specify when your dependents will travel overseas. [Please attend an in-person IAB](#) to complete an AF Form 965. Coordinate with your MTL on next available IAB. **(PROCEED TO 3.)**

[ ] 2.3. Married to an Active Duty member (Joint Spouse)

[ ] 2.3.1. Joint Spouse Application – See your MTL to fill out a Joint Spouse Application. **(PROCEED TO 3.)**

## 3. SWAP Application

[ ] 3.1. The SWAP application is an opportunity for one student to swap bases with another student. This is a 1 on 1 swap. [Both students must attend an in-person IAB](#) to complete a SWAP application. Students who are swapping must be either from the same team (Security Forces Students) or same AFSCs. Coordinate with your MTL if you qualify and when the next available IAB is.

**Summary:** All students understand that the applicable requirements listed above must be completed and submitted to their MTLs. Students will review Attachment 1 to determine what items are required for their next assignment. Attachment 2 will assist students on how to access required items and how to submit required items to their MTLs. Students who need to complete SWAP application, KAIP/TAIP, or the AF Form 965 must attend an in-person IAB. Delaying these requirements will delay your PCS orders.

**Example:** I have an assignment to Japan. First I will review Attachment 1 to determine what is required of me to complete. One of the requirements is for me to complete Anti-Terrorism. Attachment 2 shows me how I can complete Anti-Terrorism and how to save that certificate. If I had dependents I would then follow the steps provided in 2.2. of this guide. Next I would reference Attachment 2 on how to email my MTLs all my requirements and ask them when the next available in-person IAB is to complete the AF Form 965.

## **ATTACHMENT 1**

### **OUT PROCESSING CHECKLIST (STUDENTS ONLY)**

All Students with an overseas assignment must be cleared from Reid Clinic (Medical) and Dunn Dental

\* (ELEMENT 4)

Security Forces students will accomplish this requirement after Camp Bullis.

344<sup>th</sup> Students will accomplish this requirement prior to graduation.

#### **OCONUS**

##### **KOREA (PPC: RAO)**

- ☐ IMMUNIZATIONS (ELEMENT 4)
- ☐ ANTI-TERRORISM
- ☐ ISO PREP CBT
- ☐ SABC CBT
- ☐ THEATRE SPECIFIC CBT
- ☐ SERE CBT
- ☐ QFNT (ELEMENT 4)

##### **GUAM (PPC: RAE) / JAPAN (PPC: RPB)**

- ☐ IMMUNIZATIONS (ELEMENT 4)
- ☐ ANTI-TERRORISM
- ☐ **(GUAM ONLY)** QFNT (ELEMENT 4)

##### **ALASKA (PPC: RBC) / HAWAII (PPC: ASF)**

- ☐ IMMUNIZATIONS (ELEMENT 4)
- ☐ ANTI-TERRORISM

##### **UK / ITALY (PPC: DBR) / GERMANY (PPC: DRV)**

- ☐ IMMUNIZATIONS (ELEMENT 4)
- ☐ ANTI-TERRORISM
- ☐ **(UK BASES)** VALID DRIVERS LICENSE/GTC

##### **TURKEY (PPC: DA1)**

- ☐ IMMUNIZATIONS (ELEMENT 4)
- ☐ ANTI-TERRORISM
- ☐ ISO PREP CBT
- ☐ SABC CBT
- ☐ SERE CBT

#### **CONUS**

##### **TRAVIS / MCGUIRE (SECURITY FORCES ONLY)**

- ☐ IMMUNIZATIONS (ELEMENT 4)
- ☐ SABC CBT
- ☐ CBRN CBT
- ☐ GTC

##### **MOODY (SECURITY FORCES ONLY)**

- ☐ IMMUNIZATIONS (ELEMENT 4)

#### **DEPENDENTS / JOIN SPOUSE**

##### **STUDENTS WITH DEPENDENTS**

- ☐ MYVECTOR (SEE 2.2.1.)
- ☐ DEERS 1172 (SEE 2.2.2.)
- ☐ AF 965 (OVERSEAS ONLY) (SEE 2.2.3.)

##### **JOIN SPOUSE STUDENTS (SEE 2.3.)**

- ☐ JOIN SPOUSE APPLICATION (See MTL)
- ☐ ETP MEMO
  - ONLY REQUIRED IF SPOUSE IS FROM A DIFFERENT BRANCH

## **ATTACHMENT 2**

### **TRAINING REQUIREMENT INSTRUCTIONS**

#### **1. Level 1 Antiterrorism Training**

- a. Log into <https://jkodirect.jten.mil> using your CAC
- b. Click on the "Course Catalog" Tab
- c. Select the "Prefix" drop down, select "JS"
- d. In the "Partial Course #" Type "US007"
- e. Select "Search"
- f. Select "Enroll" under the Course Status
- g. Confirm that you'd like to enroll
- h. Course Status should have a "Launch" button. Select Launch
- i. Complete the training and pass the test to receive your completion certificate

#### **2. THEATER SPECIFIC**

- a. Log into <https://jkodirect.jten.mil> using your CAC
- b. Click on the "Course catalog" Tab
- c. Select the "Prefix" Drop Down, select "USFK"
- d. In the "Title Key Word" box, type "Theater Specific"
- e. Select "Search"
- f. Find "US171" in the "Course Number" column
- g. Select "Enroll" under the "Course Status" column
- h. Confirm that you'd like to enroll
- i. Course Status should have "Launch" Button. Select Launch.
- j. Complete the training and pass the test to receive your completion certificate

#### **3. ISOPREP**

- a. UTILIZE A GOVERNMENT COMPUTER **OR** A LAPTOP WITH A CAC READER
- b. Go to <https://prmsglobal.prms.af.mil/prmsconv/Login/Banner>
- c. Select the "continue" button to acknowledge that you're accessing a Government Information System.
- d. Select the "PRO-file" link to enter a PRO-file survey
- e. At a Minimum, fill in the fields with the red asterisk (\*)
- f. Select "Submit" at the bottom of the page

#### **4. SERE**

- a. Log into <https://jkodirect.jten.mil> using CAC
- b. Click on the "Course Catalog" Tab
- c. Select the "Prefix" drop down, select "J3T"
- d. In the "Partial Course #" box, type "A-US1329"
- e. Select "Search"
- f. Find "Sere 100.2 Level A" in the "title" column
- g. Select "Enroll" under the "Course Status" column
- h. Confirm that you'd like to enroll
- i. Course Status should have "Launch" Button. Select Launch.
- j. Complete the training and pass the test to receive your completion certificate

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5. **CBRN**

- a. Log into <https://jkodirect.jten.mil> using CAC
- b. Click on the "Course Catalog" Tab
- c. In the search bar type "CBRN"
- d. Find "Emergency Preparedness and Response Course"
- e. Select "Enroll" under the "Course Status" column
- f. Confirm that you'd like to enroll
- g. Course Status should have "Launch" Button. Select Launch.
- h. Complete the training and pass the test to receive your completion certificate

6. **SABC**

- a. Go to <https://lms-jets.cce.af.mil/moodle>
- b. Login by using your CAC or creating an account.
- c. Select "Air Force Go Learn"
- d. In the "Search courses" bar type in "SABC"
- e. Select Self-Aid and Buddy Care (SABC)
- f. Select "Enroll Me"
- g. Confirm that you'd like to enroll
- h. Course Status should have "Launch" Button. Select Launch.
- i. Complete the training and pass the test to receive your completion certificate

**TURNING IN ALL DOCUMENTS TO YOUR MTLs AT:**

**343<sup>RD</sup> TRS**

1. [selina.abril@us.af.mil](mailto:selina.abril@us.af.mil)
2. [jesse.hickman@us.af.mil](mailto:jesse.hickman@us.af.mil)
3. [justin.davis.28@us.af.mil](mailto:justin.davis.28@us.af.mil)
4. [kyle.herrington@us.af.mil](mailto:kyle.herrington@us.af.mil)

**344<sup>TH</sup> TRS**

1. [krishna.dhungana.1@us.af.mil](mailto:krishna.dhungana.1@us.af.mil)
2. [clarissa.scott@us.af.mil](mailto:clarissa.scott@us.af.mil)
3. [ronald.miller.42@us.af.mil](mailto:ronald.miller.42@us.af.mil)

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**SAVE ALL OF YOUR CERTIFICATES AS PDFs ONLY** on the desktop and send the PDF file to all the MTLs listed above.

Subject Line should read for 343<sup>rd</sup> students: **TM OXX Last Name, First Name – Training Type**

Subject Line should read for 344<sup>th</sup> students: **AFSC Last Name, First Name – Training Type**

To save as a PDF:

1. Press "Control + P" with the certificate up, in order to pull up the print screen.
2. Change the printer to "Save as PDF" or "Adobe PDF" or "Microsoft print to PDF"
3. A pop up will appear, save the file in the following naming convention.
  - a. "Last Name, First name – Name of training"
4. Ensure to print the PDF in "Landscape" orientation

Quick Access to links: <https://flowcode.com/page/802fss.students>  
(Must be on a computer with a CAC reader to access some links)