

AFIT-Naval Postgraduate School

Air Force Aircrew Outprocessing

- Once you have PCS orders, contact Travis HARM. Let them know when you're outprocessing and need your FRF/FEF (If you turned in your FEF).
 - DSN 837-1028/7635/3388
 - CML 707-424-xxxx
 - They will accept .pdf e-mails of orders at: 60OSSOSM@us.af.mil
- Fill out and Fax or email a copy of your PCS orders and an Aircrew Outprocessing Checklist
 - Fill in only the highlighted portions of the checklist; the HARM office will fill in the rest.
 - Fax x1031
- *It is usually easiest to email copies of orders and the completed Aircrew Outprocessing checklist together to : 60OSSOSM@us.af.mil, but confirm they received the email and have the required information.
- Travis HARM can tell you when your last flight is, and if an AO is needed.
- Travis HARM will mail your record to the gaining base for you.
 - In some cases, it *may* be possible to pick up your flight records in person. You must contact the Travis HARM office at least 2 weeks prior in order to determine if hand-carrying your orders is possible, which depends on your next duty assignment location (dictated by AFI). Do not attempt to pick up your flight records without first coordinating, because it could be a wasted trip