

Virtual Out-Processing (vOP) User Guide

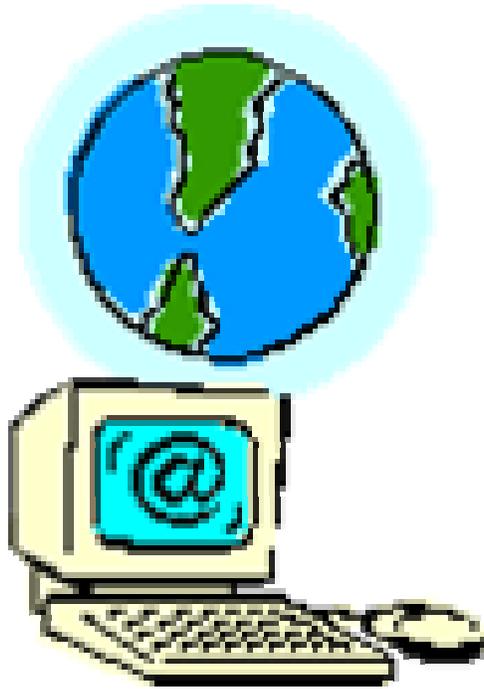


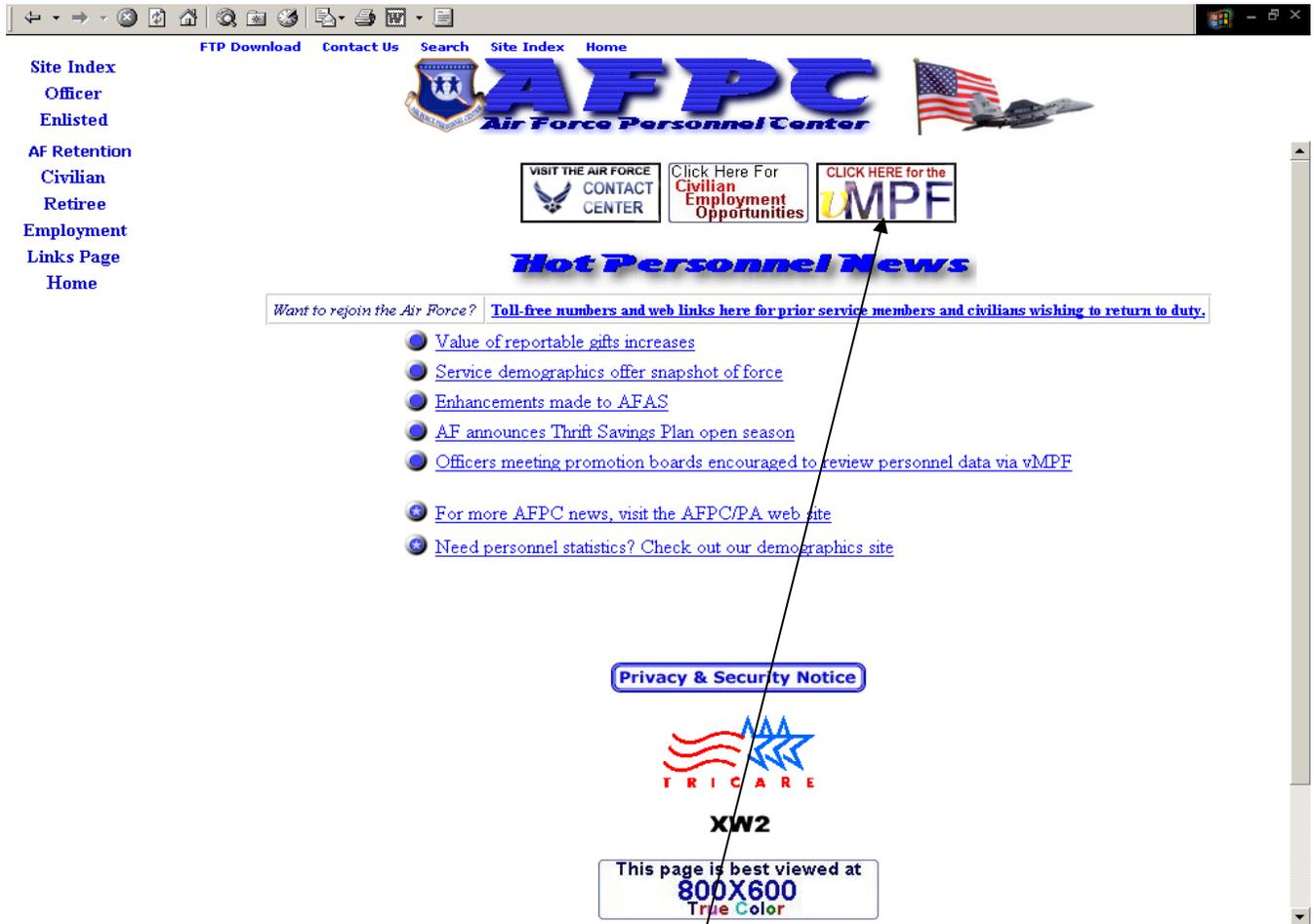
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Introduction

This user guide was developed to assist you in the implementation of the virtual out-processing system. The images displayed in this guide are an exact replica of those posted on the vOP training web site. Some pages within this guide contain text boxes that provide additional information pertaining to the image displayed. It is recommended that you print a copy and have it available for later reference when working in the vOP system.

Accessing Virtual Out-Processing (vOP)



In order to access the virtual Out-Processing System (vOP) you must click on the vMPF banner to access the applications through AFPC secure.

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virtualMPF
Air Force Personnel Center • Randolph AFB, Texas

To learn more about the vMPF, go to the [Knowledge Management website](#).

AFPC Secure is now PKI enabled for use of DoD PKI certificates. Clicking the wrong buttons can cause you to have an error. To read more on this and avoid the error, click [here](#).

CLICK HERE for the vMPF
(Through the AFPC Secure Server)

Note: You will not be able to use your AMS/AFAS password.

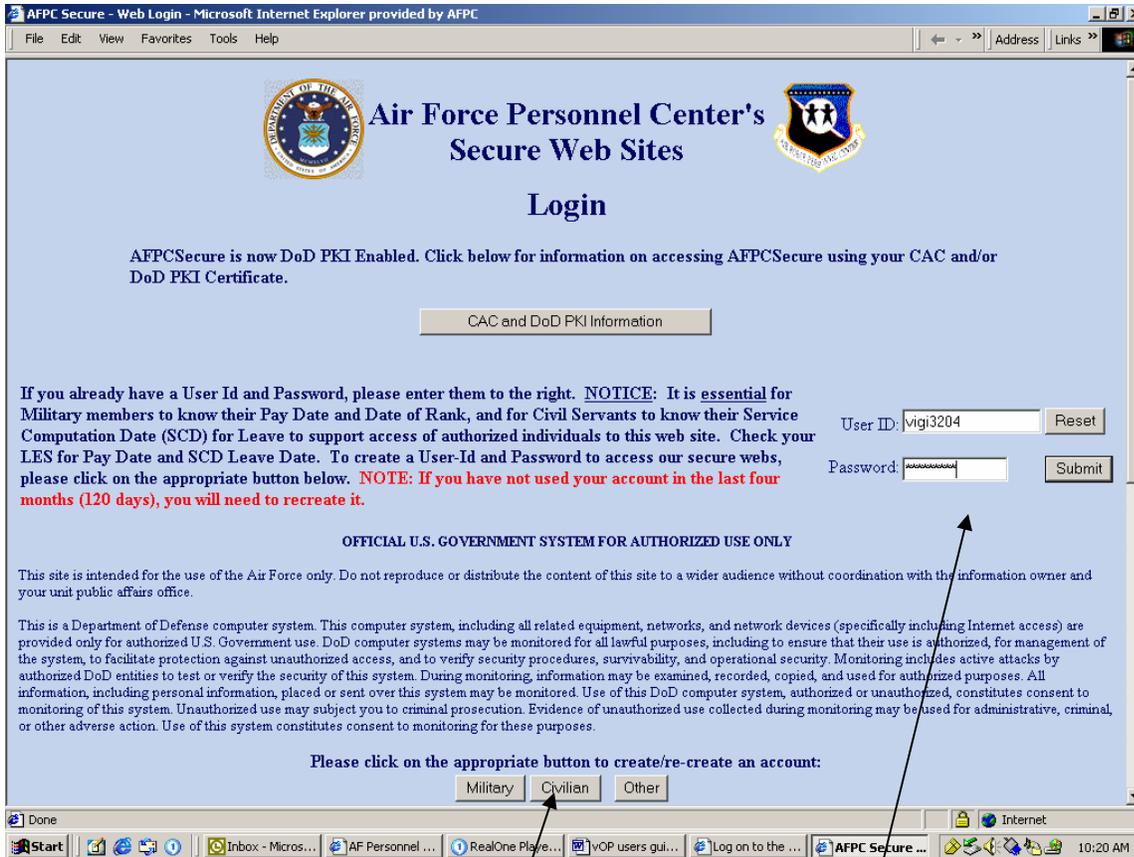
Learn about a new emerging system for the vMPF called **virtual Out Processing (vOP)**.
Click on the picture below to view the on-line briefing.

virtualMPF Out Processing Actions

Taskbar: Start, Inbox - Microsoft..., AF Personnel Cent..., RealOne Player: Tr..., vOP users guide - ..., Log on to the vM..., 9:16 AM

Before logging into AFPC secure you have the option to access a virtual Out-Processing briefing. This briefing will provide a Macro view of the vOP system.

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This is the log on screen for AFPC secure you simply type in your User Id and password. If you don't have an account you select one of the three options identified at the bottom of the screen to create an account. For contractor and NAF employees requiring access base administrators need to refer to the Implementation Plan for further guidance.

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Civilian_Electronic_OPF	This application allows current Air Force Employees access to their electronic OPF. (PARISVIEW software must be installed prior to using this application. You will find this software and instructions at https://www.afpc.randolph.af.mil/eopf/eopf_setup.htm .)
EBIS	The Employee Benefits Information System (EBIS) gives civilian employees, serviced by the Directorate of Civilian Personnel Operations (HQ AFPC/DPC) at Randolph, the ability to check or update their various benefits online.
EMDS	To allow all Air Force Civilian Employees the capability to update their Notification of Emergency Data for Next of Kin.
Employment	This option enables current permanent Air Force employees the ability to self-nominate (apply) for job vacancy announcements, view, update or print a resume (only if submitted through the AF Resume Writer).
MilPds_Db_Status	This site allows you to view availability of the MilPds Production databases, including normal weekly backup times and unscheduled outages or degradation.
OCPR	The Online Career Program Registration (OCPR) application gives qualified civilian employees the ability to register in Career Programs.
Pascodes	provide current PAS code information to worldwide Air Force users
PERSTEMPO	Personnel TEMPO (PERSTEMPO) is a quality-of-life measurement that measures the amount of time an individual spends away from his or her home station. Within this system you can display PERSTEMPO data by groupings (MAJCOMs, Bases, Units, Weapon Systems, and Air Force Specialty Codes-AFSCs) or by individual.
vMPF	The vMPF is the Virtual Military Personnel Flight suite of applications that gives you the ability to conduct some of your personnel business online. Examples of applications available now include Application for Humanitarian Reassignment, Duty History Inquiry, Overseas Returnee Counseling, and Reenlistment Eligibility Inquiry.
vOP	Virtual In/Out Processing
WebBasedTesting	Take tests to complete web based training modules.

Our records show that this is your current e-mail address and DSN or Ext:
E-mail Address: [redacted]

This screen displays all the applications available to you based on your user profile. If you are a military member you will select the vMPF button, if you are a civilian you will click on the vOP button to access the out-processing system.



Navigation

TSG Clyde T.Jones

The following areas of the vMPF are available to you:

- [Individual Actions](#)
- [OP Actions](#)

Help

- [FAQ](#)
- [Glossary](#)
- [Known Problems](#)
- [Feedback](#)

System Announcements

No announcements are available at this time



vMPF Introduction

Welcome to the Virtual Military Personnel Flight (vMPF). From this page you can access any of the various online personnel applications applicable to you. The links on this page will allow navigation to the application of your choosing.

We urge you to use the secure log off whenever you are finished with the vMPF. Just click the button in the upper right hand corner of any page and you'll be set. Thanks.

Once you have logged in through AFPC secure and have accessed the vMPF/vOP option, you will have the following two areas available to you. **NOTE:** The “**Individual Actions**” area is available to military members only. In order to access the vOP system you will need to click on “**OP Actions**”. The upper right corner of the page has some Help options that can assist you within the vMPF, such as FAQ, Glossary, Known Problems and Feedback. System announcements are also displayed on this page.

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The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top left is a logo with an aircraft and the text "vMPF Out Processing Actions". To the right of the logo is a yellow box with red text: "To return to the tutorial main menu at any time, click on the Secure Log Out button." Next to it is a "Secure Log Out" button. Below the logo is a blue navigation bar with links: "VMPF Home · Out Processing Home · Feedback · Help".

The main content area is titled "Outprocessing System Administration Hub". It displays a welcome message: "Welcome TSG CLYDE JONES" and a note: "Your access privileges are listed on the column on the left. Please select the role you wish to assume." On the left, under the heading "Available Actions", there is a link "DYESS Base Admin". A yellow box with red text "Click on DYESS Base Admin." has an arrow pointing to this link.

At the bottom of the page is another blue navigation bar with links: "VMPF Home · Out Processing Home · Feedback · Help" and a "Back to Top" link.

This screen displays the System Administrator actions available to you. The actions available to TSG Jones are “Dyess Base Admin”, to access these actions you would click on “**Dyess Base Admin**”.

The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top, there is a navigation bar with links for "VMPF Home", "Out Processing Home", "Feedback", and "Help". A "Secure Log Out" button is also present. The main content area is titled "Outprocessing" and includes an "Introduction" section. A welcome message reads: "Welcome TSG CLYDE JONES to the outprocessing system, you are currently logged on as: DYESS Base Administrator." Below this, a list of actions is provided: "Add and delete Members to the system", "View and update member status", "View and update archived member status", "Add and delete Base Units from the Out Processing system", "Add and delete Unit Administrators", "Add and delete Base Level Tasking Organizations from the Out Processing system", "Add and delete Task Managers", and "Maintain your contact information". A "Print This Page" link is located at the bottom of the main content area. On the left side, a sidebar menu is visible with links for "Introduction", "Active Members", "Member Search", "Units", "Task Organizations", "DYESS Administrators", and "Contact Information". A red box highlights the "DYESS Administrators" link, and a yellow box with a red border contains the text "Click on DYESS Administratoor." with an arrow pointing to the link. A yellow box at the top right of the page contains the text: "To return to the tutorial main menu at any time, click on the Secure Log Out button."

The Introduction page displays the actions available to the Base Administrator TSG Clyde Jones. These actions are displayed on the left hand side of the screen. To view a list of Dyess Base Administrators you would select the option “**Dyess Administrators**”.

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The image displays TSG Clyde Jones as the Base Admin for Dyess, the base administrator is responsible for establishing the vOP structure for their base, assign unit and task organization system administrators, provide training to the units and task organizations. Training courseware is available on the vOP web site for your use.

Personnel assigned to the Outbound and Retirement/Separation sections should be assigned as base administrators in order to have the capability to add members into the vOP system.

To add a unit to the vOP system you would select “Units” from the list of actions available.

Adding a Unit

Outprocessing
Base Units

These are the organizations that you have administrative control over. You may add, delete, or edit organizations from your organization list using the links below.

You may select an organization to view, assign and delete administrators.

Organization	Delete	Edit
There are no organizations created		

[Add Base Unit](#)

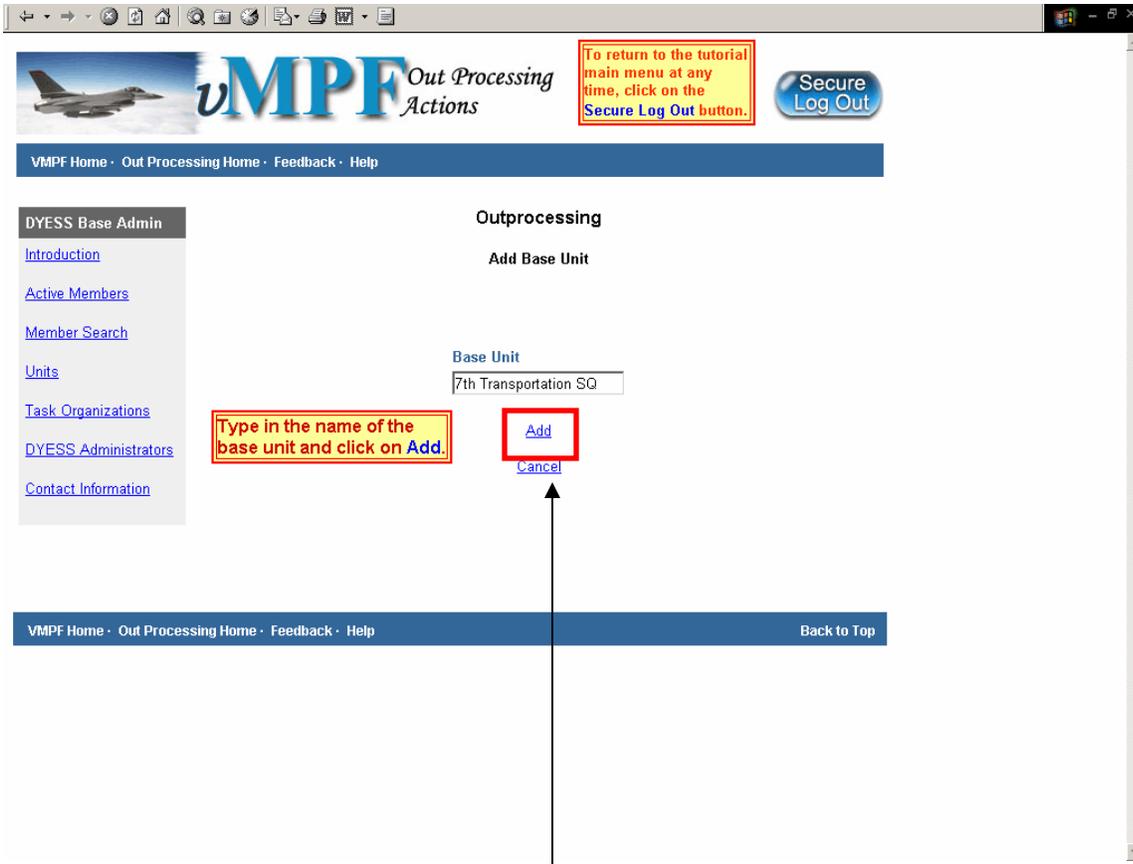
[Print This Page](#)

VMPF Home · Out Processing Home · Feedback · Help

Back to Top

The image displays there are no organizations created, so to add a unit you would click on Add Base Unit.

Virtual Out-Processing (vOP) Users Guide



To add a unit to the vOP system type the name of the unit in the Base Unit field and click the add button.

The screenshot shows a web browser window displaying the vMPPF Out Processing Actions interface. At the top left is a logo with an aircraft and the text 'vMPPF Out Processing Actions'. A yellow callout box with a red border points to a 'Secure Log Out' button, stating: 'To return to the tutorial main menu at any time, click on the Secure Log Out button.' Below the logo is a navigation bar with links: 'VMPF Home · Out Processing Home · Feedback · Help'. The main content area is titled 'Outprocessing' and 'Base Units'. It contains a table with one row: '7TH TRANSPORTATION SQ' with 'Delete' and 'Edit' links. A yellow callout box with a red border is positioned below the table, stating: 'The 7th Transportation Sq has been added to the list of organizations. Dyess AFB Base Admin has control over these units. Click on 7TH TRANSPORTATION SQ.' Below the table are links for 'Add Base Unit' and 'Print This Page'. At the bottom of the page is another navigation bar with 'VMPF Home · Out Processing Home · Feedback · Help' and a 'Back to Top' link.

To add other units you would simply follow the same process until all of your Units have been loaded into the vOP system. **Note:** If at any time you need to make a change to the name of the unit you will use the Edit feature, if you need to delete a unit, use the Delete option.

Note: Deleting a unit/task organization from the vOP system will require some specific steps. You must delete from the lowest level first and work your way up to the unit/task organization level. In other words if they are task organizations built within a unit and tasks associated to those task organizations then those need to be removed first. Please view the diagram on [page 28](#).

Assigning a Unit Administrator

The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top, there is a navigation bar with links for 'VMPF Home', 'Out Processing Home', 'Feedback', and 'Help'. A 'Secure Log Out' button is visible in the top right corner. The main content area is titled 'Outprocessing' and 'Add Unit Admin'. A 'Privacy Act Statement' box is highlighted in yellow, containing the following text: 'Authority: 10 U.S.C.; 8013, SECAF', 'Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data.', 'Routine Uses: None (no one outside DoD has access).', and 'Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.' Below this, there is a text input field for 'SSAN/UserID' with the value '111111111' and a 'Role' dropdown menu set to 'Unit Admin'. A red box highlights the input field with the text 'Enter SSAN of individual and click on Add Unit Admin.' Below the input field are 'Add Unit Admin' and 'Cancel' buttons. A footer bar contains 'VMPF Home · Out Processing Home · Feedback · Help' and a 'Back to Top' link.

For each unit you load into vOP you must assign a unit administrator that will be responsible for managing the vOP system for unit specific task. To add an administrator to 7th Transportation Sq you would click on Add Unit Administrator.

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The screenshot shows a web browser window displaying the VMPF Out Processing Actions page. At the top left is the VMPF logo with an aircraft image. To the right is a yellow callout box: "To return to the tutorial main menu at any time, click on the Secure Log Out button." Next to it is a "Secure Log Out" button. Below the logo is a navigation bar with links: "VMPF Home · Out Processing Home · Feedback · Help".

The main content area is titled "Outprocessing" and "7TH TRANSPORTATION SQ Unit Administrators". It contains a text block: "You may add, edit or delete Unit Administrators to these organizations. Administrators will have the ability to create sub organizations within their unit and assign task managers to these units." Below this is a table with the following data:

Name	Email	Phone	Delete	Edit
UNK JOHN DOE	JOHN.DOE@XXXX.AF.MIL	111-1111	Delete	Edit

Below the table are links: "Add Unit Administrator" and "Return". A red callout box points to the "Delete" link: "The name of the 7th Transportation Sq administrator is displayed. This individual has the capability to create sub organizations within their unit. Click on Delete to continue." Below the table is a security notice: "THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED IAW AFI 33-332 AND DOD REGULATION 5400.11. PRIVACY ACT OF 1974, AS AMENDED, APPLIES." At the bottom of the main content area is a "Print This Page" link.

On the left side, there is a sidebar menu under "DYESS Base Admin" with links: "Introduction", "Active Members", "Member Search", "Units", "Task Organizations", "DYESS Administrators", and "Contact Information".

At the bottom of the page is a navigation bar with links: "VMPF Home · Out Processing Home · Feedback · Help" and "Back to Top".

Virtual Out-Processing (vOP) Users Guide

Outprocessing

7TH TRANSPORTATION SQ Unit Administrators

Microsoft Internet Explorer

You are about to delete this Unit Administrator. This cannot be undone. Continue?

OK Cancel

Delete Edit

Delete Edit

[Add Unit Administrator](#)

[Return](#)

[Print This Page](#)

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As the base administrator for Dyess you have the capability to delete unit administrators when a change is required, and you can edit some basic information.

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The main content area is titled "Outprocessing" and "7TH TRANSPORTATION SQ Unit Administrators". It contains a text block: "You may add, edit or delete Unit Administrators to these organizations. Administrators will have the ability to create sub organizations within their unit and assign task managers to these units." Below this is a table with columns: Name, Email, Phone, Delete, Edit. The table body contains the text "There are no Unit Administrators." Below the table are two callout boxes: a yellow one on the left saying "Click the Secure Log Out button at the top of the screen to continue." and a blue one on the right with the text "Add Unit Administrator" and "Return".

At the bottom of the main content area is a security notice: "THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED IAW AFI 33-332 AND DOD REGULATION 5400.11. PRIVACY ACT OF 1974, AS AMENDED, APPLIES." Below this is a "Print This Page" link. At the very bottom is another navigation bar with "VMPF Home · Out Processing Home · Feedback · Help" and a "Back to Top" link.

This completes the portion on adding a unit into vOP and assigning a unit administrator for the 7th Transportation Sq.

Adding a TASK ORGANIZATION

VMPF Out Processing Actions

Secure Log Out

VMPF Home · Out Processing Home · Feedback · Help

DYESS Base Admin

- [Introduction](#)
- [Active Members](#)
- [Member Search](#)
- [Units](#)
- [Task Organizations](#)**
- [DYESS Administrators](#)
- [Contact Information](#)

Outprocessing

Task Organizations

These are the organizations that you have administrative control over. You may add, delete, or edit organizations from your organization list using the links below.

You may select an organization to view, assign and delete administrators.

Organization	Bldg	Delete	Edit
There are no organizations created			

[Add Task Organization](#)

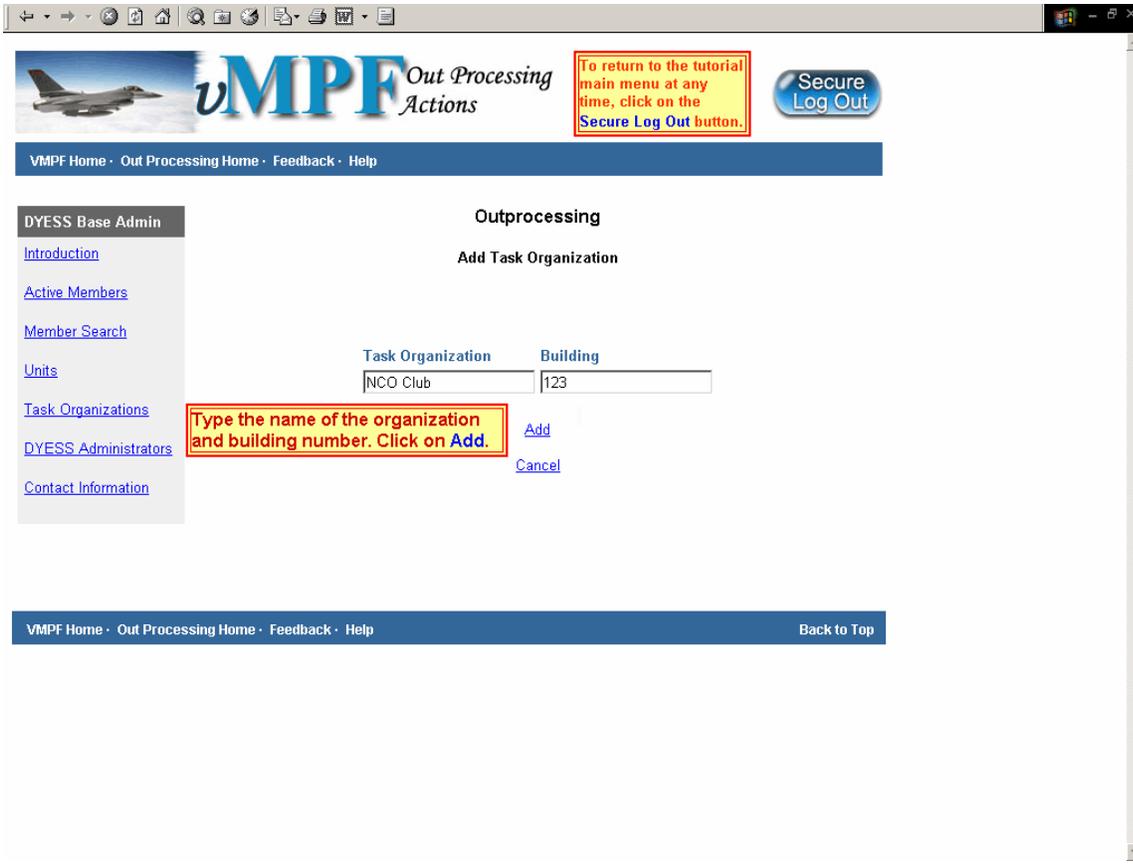
[Print This Page](#)

VMPF Home · Out Processing Home · Feedback · Help [Back to Top](#)

As the Base Administrator you also can add, delete and edit Task Organizations. Click on Add Task Organization.

The process to add a task organization is exactly the same as we did with the unit portion. The base administrator has already clicked on the Task Organization on the left hand side of the screen. Currently there are no Organizations created. **Note:** task organizations are those organizations that all members assigned to the base need to out-process through, ie Finance, TMO, Hospital etc.

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This image displays the task organization to be added is the NCO Club, building number 123.

Adding a Task Organization Manager

VMPF Out Processing Actions

To return to the tutorial main menu at any time, click on the Secure Log Out button.

Secure Log Out

VMPF Home · Out Processing Home · Feedback · Help

DYESS Base Admin

[Introduction](#)

[Active Members](#)

[Member Search](#)

[Units](#)

[Task Organizations](#)

[DYESS Administrators](#)

[Contact Information](#)

Outprocessing

Task Organizations

These are the organizations that you have administrative control over. You may add, delete, or edit organizations from your organization list using the links below.

You may select an organization to view, assign and delete administrators.

Organization	Bldg	Delete	Edit
NCO CLUB	123	Delete	Edit

[Add Task Organization](#)

[Print This Page](#)

VMPF Home · Out Processing Home · Feedback · Help [Back to Top](#)

The NCO club is now listed, to add other task organization, i.e. Housing Office, TMO, etc you would follow the same process as before. To add an administrator for the NCO club you would just click on NCO club.

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The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top left is the VMPF logo with the text "Out Processing Actions". To the right of the logo is a red-bordered box containing the text: "To return to the tutorial main menu at any time, click on the Secure Log Out button." Next to this box is a "Secure Log Out" button. Below the logo is a navigation bar with links: "VMPF Home · Out Processing Home · Feedback · Help".

The main content area is titled "Outprocessing" and "NCO CLUB Task Managers". It contains a paragraph: "You may add, edit or delete Task Managers to these organizations. Task Managers are responsible for generating the organization specific outprocessing requirements and maintaining the organization contact information." Below this is a table with columns: Name, Email, Phone, Contact, Delete, and Edit. The table is currently empty, with the text "There are no Task Managers." displayed below it.

On the left side, there is a sidebar menu under "DYESS Base Admin" with links: "Introduction", "Active Members", "Member Search", "Units", "Task Organizations", "DYESS Administrators", and "Contact Information".

Below the table, there is a red-bordered box with the text: "Click Add Task Manager to assign a task manager for the NCO Club." To the right of this box is a link: "Add Task Manager". Below that is a "Return" link.

At the bottom of the main content area, there is a warning: "THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED IAW AFI 33-332 AND DOD REGULATION 5400.11. PRIVACY ACT OF 1974, AS AMENDED, APPLIES." Below this is a "Print This Page" link.

At the bottom of the page, there is a navigation bar with links: "VMPF Home · Out Processing Home · Feedback · Help" and "Back to Top".

For every task organization that you load into vOP you must also assign a task manager that will be responsible for generating the out processing requirement/requirements.

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The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top, there is a navigation bar with the VMPF logo and a 'Secure Log Out' button. A red-bordered box highlights the 'Secure Log Out' button with the text: "To return to the tutorial main menu at any time, click on the Secure Log Out button." Below the navigation bar, there is a blue header with the text "VMPF Home · Out Processing Home · Feedback · Help".

The main content area is titled "Outprocessing" and "Add Task Manager". It features a "Privacy Act Statement" box with the following text:

Privacy Act Statement
Authority: 10 U.S.C.; 8013, SECAF
Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data.
Routine Uses: None (no one outside DoD has access).
Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.

Below the privacy statement, there is a text input field for the SSAN of the Task Manager, followed by a "Role" dropdown menu set to "Task Manager" and a "Primary Contact" radio button group with "Yes" selected. A red-bordered box highlights the "Primary Contact" section with the text: "Enter SSAN and select either Yes or No for Primary Contact. Click Add Task Manager." Below the form, there are "Add Task Manager" and "Cancel" buttons.

At the bottom, there is a blue footer with the text "VMPF Home · Out Processing Home · Feedback · Help" and a "Back to Top" link.

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The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top, there is a navigation bar with links for 'VMPF Home', 'Out Processing Home', 'Feedback', and 'Help'. A 'Secure Log Out' button is visible in the top right corner. The main content area is titled 'Outprocessing' and 'NCO CLUB Task Managers'. It includes a table with one entry for 'UNK JOHN DOE' and a 'Delete' button. A sidebar on the left contains navigation links for 'DYESS Base Admin', 'Introduction', 'Active Members', 'Member Search', 'Units', 'Task Organizations', 'DYESS Administrators', and 'Contact Information'. A red-bordered callout box on the left contains text about NCO Club administrators. A security warning is displayed in the center of the page. At the bottom, there is another navigation bar with 'VMPF Home', 'Out Processing Home', 'Feedback', 'Help', and 'Back to Top'.

VMPF Out Processing Actions

To return to the tutorial main menu at any time, click on the **Secure Log Out** button.

Secure Log Out

VMPF Home · Out Processing Home · Feedback · Help

Outprocessing

NCO CLUB Task Managers

You may add, edit or delete Task Managers to these organizations. Task Managers are responsible for generating the organization specific outprocessing requirements and maintaining the organization contact information.

Name	Email	Phone	Contact	Delete	Edit
UNK JOHN DOE	JOHN.DOE@XXX.AF.MIL	111-1111	Primary	Delete	Edit

[Add Task Manager](#)

[Return](#)

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Virtual Out-Processing (vOP) Users Guide

VMPF Out Processing Actions

[VMPF Home](#) · [Out Processing Home](#) · [Feedback](#) · [Help](#)

Outprocessing

NCO CLUB Task Managers

You may add, edit or delete Task Managers to these organizations. Task Managers are responsible for generating the organization specific outprocessing requirements and maintaining the organization contact information.

Name	?	Delete	Edit
UNK J		Delete	Edit

[Add Task Manager](#)

[Return](#)

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The main content area is titled "Outprocessing" and "NCO CLUB Task Managers". It contains a paragraph: "You may add, edit or delete Task Managers to these organizations. Task Managers are responsible for generating the organization specific outprocessing requirements and maintaining the organization contact information." Below this is a table with columns: Name, Email, Phone, Contact, Delete, Edit. The table is empty, with the text "There are no Task Managers." displayed below it. A yellow callout box points to the "Secure Log Out" button: "Click the Secure Log Out button at the top of the screen to continue." Below the table are links for "Add Task Manager" and "Return".

At the bottom of the main content area is a security notice: "THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED IAW AFI 33-332 AND DOD REGULATION 5400.11. PRIVACY ACT OF 1974, AS AMENDED, APPLIES." Below this is a "Print This Page" link.

The footer navigation bar contains: "VMPF Home · Out Processing Home · Feedback · Help" and "Back to Top".

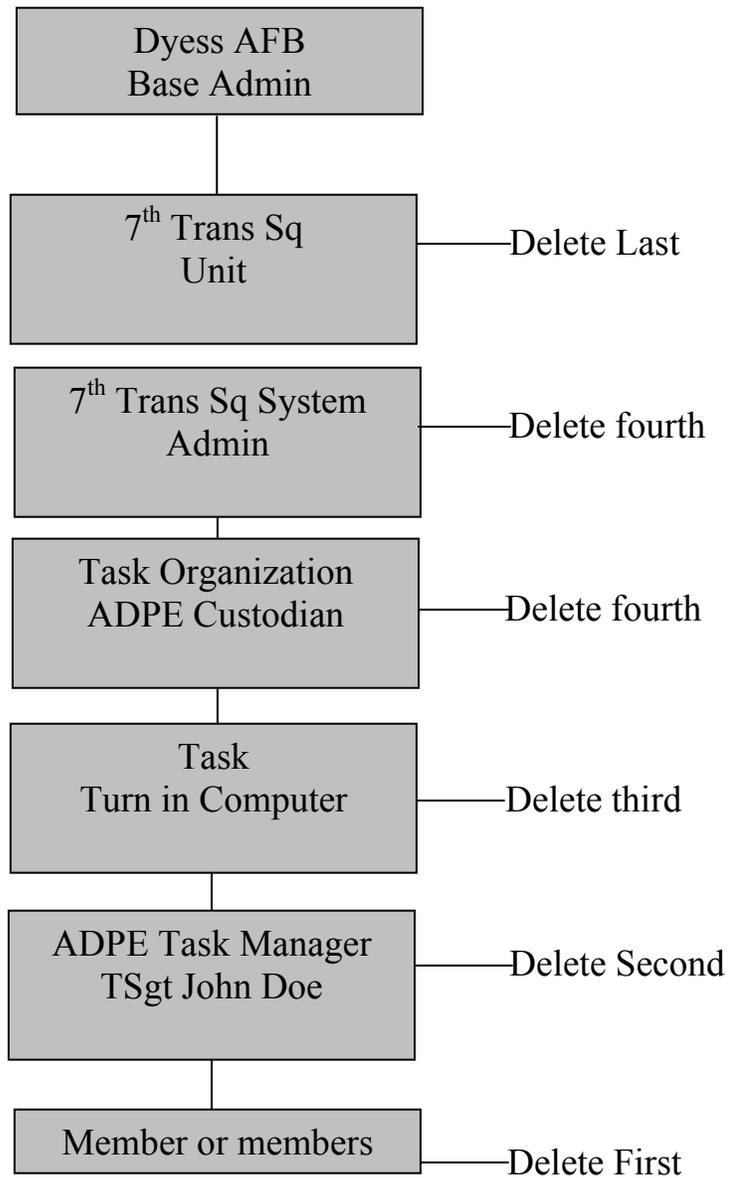
Deleting A Unit/Task Organization



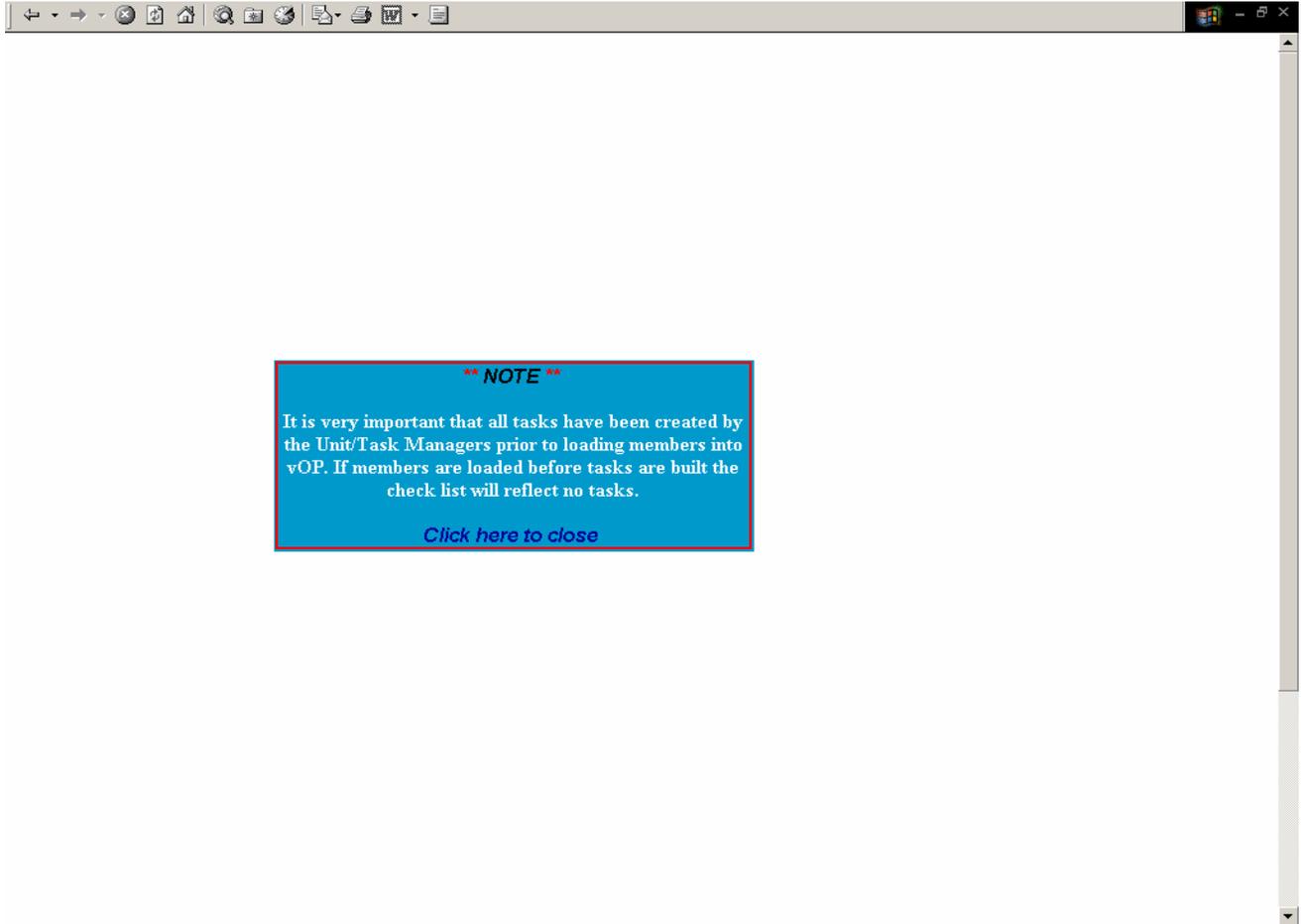
Base administrators are the only ones authorized to remove units and task organization from the vOP system. Unit administrators can only remove task organizations (i.e. Unit training, ADPE Custodian etc) under their control. You will receive an error report when trying to delete a unit that has task organizations that rely on it.

The next page provides a diagram to follow when deleting a unit/task organization from vOP.

Deleting A Unit/Task Organization, cont



Adding a member to vOP



One of the most important actions a base administrator needs to remember is that all task both unit and task organization need to be created prior to adding a member into the vOP system.

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The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top, there is a navigation bar with a logo on the left and a 'Secure Log Out' button on the right. A red-bordered box highlights the text: 'To return to the tutorial main menu at any time, click on the Secure Log Out button.' Below the navigation bar is a blue header with the text 'VMPF Home · Out Processing Home · Feedback · Help'.

The main content area is titled 'Outprocessing' and 'DYESS Active Member List'. On the left, there is a sidebar menu for 'DYESS Base Admin' with links for 'Introduction', 'Active Members', 'Member Search', 'Units', 'Task Organizations', 'DYESS Administrators', and 'Contact Information'.

A yellow box contains a 'Privacy Act Statement' with the following text:
Authority: 10 U.S.C.; 8013, SECAF
Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data.
Routine Uses: None (no one outside DoD has access).
Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.

Below the privacy statement, it says: 'Here is the list of personnel out processing from DYESS. Select a member to view pending tasks.'

SSAN	Name	Organization	Process	Depart Date	Delete
XXX-XX-5347	MSG JOHN DOE	7TH TRANSPORTATION SQ	Outprocess CONUS	Friday, October 25, 2002	Delete
XXX-XX-8078	TSG JIM DOE	7TH TRANSPORTATION SQ	Outprocess CONUS	Friday, October 11, 2002	Delete

A red-bordered box at the bottom left contains the text: 'As the Base Administrator you also have the capability to add, edit, or delete unit members. Click on **Add Member** to continue.' An arrow points from this box to the 'Add Member' link.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows the VMPF Out Processing Actions web application. At the top, there is a navigation bar with links for "VMPF Home", "Out Processing Home", "Feedback", and "Help". A "Secure Log Out" button is visible in the top right corner. The main content area is titled "Outprocessing" and "Add Member". A "Privacy Act Statement" box is present, detailing the authority (10 U.S.C.; 8013, SECAF), purpose, routine uses, and disclosure. Below this, there is a form for adding a member, including a text field for "SSAN" (containing "111111111"), dropdown menus for "Outprocess Type" (set to "Outprocess CONUS") and "Losing Unit" (set to "7TH TRANSPORTATION SQ"), and a "Depart Date" field with a "Pop-up Calendar" icon. A red-bordered callout box contains the instruction: "Enter the SSAN, choose the losing unit from the drop down menu, and use the pop-up calendar to choose the departure date. Click on Pop-up Calendar to continue." Below the form are "Add" and "Cancel" buttons. At the bottom of the page, a footer states "THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED".

The out-processing types available for you to choose from are Outprocess CONUS, Outprocess OS, Outprocess PCA, Retirement, and Separating.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows the VMPF Out Processing Actions web application. At the top, there is a navigation bar with the VMPF logo and the text "Out Processing Actions". A "Secure Log Out" button is visible in the top right corner. A red-bordered box highlights the text: "To return to the tutorial main menu at any time, click on the Secure Log Out button." Below the navigation bar, there is a blue header with links: "VMPF Home", "Out Processing Home", "Feedback", and "Help".

The main content area is titled "Outprocessing" and "Add Member". On the left, there is a sidebar menu for "DYESS Base Admin" with links: "Introduction", "Active Members", "Member Search", "Units", "Task Organizations", "DYESS Administrators", and "Contact Information".

The main content area contains a "Privacy Act Statement" box with the following text:
Authority: 10 U.S.C.; 8013, SECAF
Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data.
Routine Uses: None (no one outside DoD has access).
Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.

Below the privacy statement, there is a form to "Add Member". It includes a text input field for the SSAN (containing "111111111"), a dropdown menu for "Outprocess Type" (set to "Outprocess CONUS"), a dropdown menu for "Losing Unit" (set to "?TH TRANSPORTATION SQ"), and a "Depart Date" field with a "Popup Calendar" icon. A red-bordered box highlights the text: "Select 16 Oct 2002 on the calendar." Below the form, there are "Add" and "Cancel" buttons.

At the bottom of the page, there is a footer that reads: "THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED".

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the VMPF Out Processing Actions page. At the top left is a logo with an aircraft and the text 'VMPF Out Processing Actions'. To the right of the logo is a red-bordered box containing the text: 'To return to the tutorial main menu at any time, click on the Secure Log Out button.' Further right is a 'Secure Log Out' button. Below the logo is a navigation bar with links: 'VMPF Home · Out Processing Home · Feedback · Help'. On the left side, there is a 'DYESS Base Admin' sidebar with links: 'Introduction', 'Active Members', 'Member Search', 'Units', 'Task Organizations', 'DYESS Administrators', and 'Contact Information'. The main content area is titled 'Outprocessing' and 'Add Member'. It features a yellow 'Privacy Act Statement' box with the following text: 'Authority: 10 U.S.C.; 8013, SECAF', 'Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data.', 'Routine Uses: None (no one outside DoD has access).', and 'Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.' Below this is a form with the following fields: 'SSAN' (text input with '1111111111'), 'Outprocess Type' (dropdown menu with 'Outprocess CONUS'), 'Losing Unit' (dropdown menu with '7TH TRANSPORTATION SQ'), and 'Depart Date' (text input with '16 Oct 2002' and a 'Popup Calendar' icon). A red-bordered box highlights the text: 'After choosing a date, click on Add.' Below the form are 'Add' and 'Cancel' buttons. At the bottom of the page, it says 'THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED'.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top, there is a navigation bar with the VMPF logo and a 'Secure Log Out' button. A red box highlights the 'Secure Log Out' button with the text: 'To return to the tutorial main menu at any time, click on the Secure Log Out button.' Below the navigation bar is a blue header with the text 'VMPF Home · Out Processing Home · Feedback · Help'. The main content area is titled 'Outprocessing' and 'Confirm Member Information'. A red box highlights a message: 'This member is missing a email, phone, or gaining unit information in the OutProcessing System. You may enter an email (if known) to send the member Out Processing emails. *Note, this will not update the members email in milPDS, it is only used by virtual Out-Processing.' Below this message is a table with the following data:

SSAN	Last Name	First Name	Rank
XXX-XX-1111	SMITH	JOSEPH	MSG
Duty Email	Duty Phone	Member Type	
JOSEPH.SMITH@BAS	2223333	Military	

Below the table are two input fields: 'Gaining Duty Location' with the value 'RANDOLPH AFB' and a note '(*Optional, if known)', and 'Gaining Unit' with the value 'HQ AFPC' and a note '(*Optional, if known)'. A red box highlights the text: 'Review the members information and add Gaining Duty Location and Gaining Unit if know. Click on Add Member to continue.' Below this are two buttons: 'Add Member' and 'Cancel'. At the bottom of the page, there is a disclaimer: 'THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED IAW AFI 33-332 AND DOD REGULATION 5400.11. PRIVACY ACT OF 1974, AS AMENDED, APPLIES.'

The Gaining Duty location and Unit Information is automatically populated in these fields from MILPDS, however if they are not in MILPDS you have capability to hand enter this data.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the vOP application. At the top, there is a navigation bar with the vMPPF logo and 'Out Processing Actions'. A 'Secure Log Out' button is visible. A yellow callout box points to the 'Secure Log Out' button, stating: 'To return to the tutorial main menu at any time, click on the Secure Log Out button.' Below the navigation bar is a blue header with links: 'VMPPF Home · Out Processing Home · Feedback · Help'. The main content area is titled 'Outprocessing' and 'DYESS Active Member List'. On the left, there is a sidebar menu for 'DYESS Base Admin' with links: 'Introduction', 'Active Members', 'Member Search', 'Units', 'Task Organizations', 'DYESS Administrators', and 'Contact Information'. A yellow callout box points to the 'Member Search' link, stating: 'Click on the SSN for MSG JOSEPH SMITH to view the complete SSN information.' The main content area contains a 'Privacy Act Statement' box with the following text: 'Authority: 10 U.S.C.; 8013, SECAF. Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data. Routine Uses: None (no one outside DoD has access). Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.' Below this is a text block: 'Here is the list of personnel out processing from DYESS. Select a member to view pending tasks.' This is followed by a table with the following data:

SSAN	Name	Organization	Process	Depart Date	Delete
XX-XX-5347	MSG JOHN DOE	ZTH TRANSPORTATION SQ	Outprocess CONUS	Friday, October 25, 2002	Delete
XX-XX-8078	TSG JIM DOE	ZTH TRANSPORTATION SQ	Outprocess CONUS	Friday, October 11, 2002	Delete
XX-XX-1111	MSG JOSEPH SMITH	ZTH TRANSPORTATION SQ	Outprocess CONUS	Wednesday, October 16, 2002	Delete

Below the table is an 'Add Member' link.

The active member list provides a list of all personnel who are out-processing from Dyess AFB. Each area that is highlighted in blue activates a pop up window that provides additional information.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the VMPF Out Processing Actions page. At the top, there is a navigation bar with links for 'VMPF Home', 'Out Processing Home', 'Feedback', and 'Help'. A 'Secure Log Out' button is also present. A red-bordered box at the top right contains the text: 'To return to the tutorial main menu at any time, click on the Secure Log Out button.'

The main content area is titled 'Outprocessing' and 'DYESS Active Member List'. On the left, there is a sidebar menu for 'DYESS Base Admin' with links for 'Introduction', 'Active Members', 'Member Search', 'Units', 'Task Organizations', 'DYESS Administrators', and 'Contact Information'. A red-bordered box on the left side of the main content area contains the text: 'Click on the SSN for MSG JOSEPH SMITH to view the complete SSN information.'

The main content area includes a 'Privacy Act Statement' with the following details:

- Authority:** 10 U.S.C.; 8013, SECAF
- Purpose:** To provide a means of positive identification for the purpose of processing applications or retrieving data.
- Routine Uses:** None (no one outside DoD has access).
- Disclosure:** Voluntary. F...

Below the privacy statement, there is a 'View Complete SSAN' pop-up window showing:

- Name:** MSG JOSEPH SMITH
- SSAN:** 111-11-1111

 A 'Close' button is located at the bottom of the pop-up.

The main content area also contains a table listing active members. The table has columns for 'SSAN', 'Name', '7TH TRANSPORTATION SQ', 'Outprocess CONUS', 'Depart Date', and 'Delete'. The table contains three rows of data:

SSAN	Name	7TH TRANSPORTATION SQ	Outprocess CONUS	Depart Date	Delete
XX-XX-5347	MSG JC			Friday, October 25, 2002	Delete
XX-XX-8078	TSG JIM DOE			Friday, October 11, 2002	Delete
XX-XX-1111	MSG JOSEPH SMITH			Wednesday, October 16, 2002	Delete

At the bottom of the page, there is an 'Add Member' link.

Member Search

[VMPF Home](#) · [Out Processing Home](#) · [Feedback](#) · [Help](#)

DYESS Base Admin

- [Introduction](#)
- [Active Members](#)
- [Member Search](#)
- [Units](#)
- [Task Organizations](#)
- [DYESS Administrators](#)
- [Contact Information](#)

Outprocessing

View Member

Privacy Act Statement

Authority: 10 U.S.C.; 8013, SECAF

Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data.

Routine Uses: None (no one outside DoD has access).

Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.

As the Base Administrator you have privileges to view and update member's status. Click on the [Member Search](#) to continue.

Name	SSAN	Phone
MSG JOSEPH SMITH	XXX-XX-1111	222-3333
Email	Process	Departure Date
JOSEPH.SMITH@BASE.AF.MIL	Outprocess CONUS	Oct 16 2002 12:00AM
Losing Unit	Gaining Duty Location	Gaining Unit
	RANDOLPH AFB	HQ AFPC

[Member Task List](#)

[Update Status](#)

✘ -Overdue Suspense
 ⚠ -Within 3 Days of suspense
 ✔ -Complete

Status	Description	Comments	Org	Suspense Date
Awaiting Org ▾	NCO Club	Member's NCO Club account must be transferred to gaining base.	NCO CLUB	Sunday, October 06, 2002

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top, there is a navigation bar with links for "VMPF Home", "Out Processing Home", "Feedback", and "Help". A "Secure Log Out" button is also present. The main content area is titled "Outprocessing" and "Member Search". It includes a search form with a text input field containing "1111111111" and a "Search" button. A table with columns "SSAN", "Name", "Organization", "Process", "Depart Date", and "Del" is shown, with a placeholder text "Please enter a SSAN to search for." in the first row. A "Back to Top" link is located at the bottom right of the page.

Outprocessing

Member Search

Enter the SSAN of the member you would like to find.

You may search for **active members** OR **archived members**. Member records are archived 7 days after the departure date (removed from the "active" member list). These records can still be accessed for 90 days after the departure date by entering the SSAN in the box below.

SSAN

1111111111

[Search](#)

Here are the results of your search:

SSAN	Name	Organization	Process	Depart Date	Del
Please enter a SSAN to search for.					

[Back to Top](#)

The "Member Search" feature allows the base administrator to search for active or archived members. The image above displays a search on SSAN 111-11-1111.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top, there is a navigation bar with links for "VMPF Home", "Out Processing Home", "Feedback", and "Help". A "Secure Log Out" button is visible in the top right corner. A red-bordered box contains the text: "To return to the tutorial main menu at any time, click on the Secure Log Out button." Below the navigation bar, there is a sidebar menu for "DYESS Base Admin" with links for "Introduction", "Active Members", "Member Search", "Units", "Task Organizations", "DYESS Administrators", and "Contact Information". The main content area is titled "Outprocessing" and "Member Search". It prompts the user to "Enter the SSAN of the member you would like to find." and provides instructions on searching for active or archived members. A search input field labeled "SSAN" and a "Search" button are present. Below the search area, a red-bordered box says "Click on Add this member to continue." The search results are displayed in a table with columns: SSAN, Name, Organization, Process, Depart Date, and Del. The table shows one result: "This member has no processes. Add this member (SSAN:XXX-XX-1111)". At the bottom of the page, there is a "Back to Top" link.

The results from this search displays the member has no processes, perhaps the clerk forgot to add the member into vOP, therefore this page pops up and provides you the ability to add the current SSAN 111-11-1111. You would click on "Add this member".

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the VMPF Out Processing Actions application. At the top left is the VMPF logo with the text "Out Processing Actions". To the right of the logo is a red-bordered box containing the text: "To return to the tutorial main menu at any time, click on the Secure Log Out button." Next to this is a blue "Secure Log Out" button. Below the logo is a navigation bar with links: "VMPF Home · Out Processing Home · Feedback · Help".

On the left side, there is a "DYESS Base Admin" sidebar with a list of links: "Introduction", "Active Members", "Member Search", "Units", "Task Organizations", "DYESS Administrators", and "Contact Information".

The main content area is titled "Outprocessing" and has a sub-heading "Add Member". Below this is a yellow "Privacy Act Statement" box with the following text: "Authority: 10 U.S.C.; 8013, SECAF. Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data. Routine Uses: None (no one outside DoD has access). Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request."

Below the privacy statement, there is a text prompt: "To add this member to the system, choose the process type, losing unit and the departure date." This is followed by a form with three fields: "SSAN" (containing "XXX-XX-1111"), "Outprocess Type" (a dropdown menu showing "Outprocess CONUS"), "Losing Unit" (a dropdown menu showing "7TH TRANSPORTATION SQ"), and "Depart Date" (a text box showing "25 Oct 2002" with a "Popup Calendar" icon to its right). Below the form is a red-bordered box with the text: "Select the outprocessing type and the losing unit from the drop down menus. Use the pop-up calendar to choose the departure date. Click on Add to continue." To the right of this box are "Add" and "Cancel" links.

At the bottom of the page, there is a disclaimer: "THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED IAW AFI 33-332 AND DOD REGULATION 5400.11. PRIVACY ACT OF 1974, AS AMENDED, APPLIES."

The Out Process Types available from the drop down window are Out process CONUS, Overseas, Retirement, Separation and PCA.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top, there is a navigation bar with links for 'VMPF Home', 'Out Processing Home', 'Feedback', and 'Help'. A 'Secure Log Out' button is visible in the top right corner. The main content area is titled 'Outprocessing' and 'Confirm Member Information'. A yellow warning box states: 'This member is missing a email, phone, or gaining unit information in the OutProcessing System. You may enter an email (if known) to send the member Out Processing emails. *Note, this will not update the members email in milPDS, it is only used by virtual Out-Processing.' Below this, a table displays member information: SSAN (XXX-XX-1111), Last Name (SMITH), First Name (JANE), and Rank (SSG). Input fields are provided for 'Duty Email' (JANE.SMITH@BASE), 'Duty Phone' (333-4444), 'Member Type' (Military), 'Gaining Duty Location' (RANDOLPH AFB), and 'Gaining Unit' (HQ AFPC). A red-bordered box highlights the instruction: 'Click on Add Member to continue.' Below the form are 'Add Member' and 'Cancel' buttons. At the bottom, a security notice reads: 'THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED IAW AFI 33-332 AND DOD REGULATION 5400.11. PRIVACY ACT OF 1974, AS AMENDED, APPLIES.'

The Confirm member information page provides some basic information to review prior to adding the member into vOP.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top, there is a navigation bar with links for 'VMPF Home', 'Out Processing Home', 'Feedback', and 'Help'. A 'Secure Log Out' button is visible in the top right corner. A red-bordered box highlights a note: 'To return to the original main menu at any time, click on the Secure Log Out button.' Below the navigation bar, there is a sidebar menu for 'DYESS Base Admin' with links for 'Introduction', 'Active Members', 'Member Search', 'Units', 'Task Organizations', 'DYESS Administrators', and 'Contact Information'. The main content area is titled 'Outprocessing' and 'DYESS Active Member List'. A yellow box contains a 'Privacy Act Statement' with the following text:

Authority: 10 U.S.C.; 8013, SECAF
Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data.
Routine Uses: None (no one outside DoD has access).
Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.

 Below the privacy statement, a text block states: 'Here is the list of personnel out processing from DYESS. Select a member to view pending tasks.' A table lists four active members with columns for SSAN, Name, Organization, Process, Depart Date, and Delete. A red-bordered box on the left side of the table contains the following text:

Using the Member Search feature you have added SSG JANE SMITH to your Active Member List. Click on the Member Search link to search for an active member.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top, there is a navigation bar with links for "VMPF Home", "Out Processing Home", "Feedback", and "Help". A "Secure Log Out" button is visible in the top right corner. The main content area is titled "Outprocessing" and "Member Search". It includes a search form with a text input field containing "222-33-4444" and a "Search" button. A table below the search form shows the results of the search, with columns for "SSAN", "Name", "Organization", "Process", "Depart Date", and "Del". The table is currently empty, displaying the message "Please enter a SSAN to search for." A "Back to Top" link is located in the bottom right corner of the page.

To return to the tutorial main menu at any time, click on the Secure Log Out button.

To search for a active member, input the SSAN and click on the Search to continue.

Enter the SSAN of the member you would like to find.

You may search for **active members** OR **archived members**. Member records are archived 7 days after the departure date (removed from the "active" member list). These records can still be accessed for 90 days after the departure date by entering the SSAN in the box below.

SSAN: 222-33-4444

Search

Here are the results of your search:

SSAN	Name	Organization	Process	Depart Date	Del
Please enter a SSAN to search for.					

Back to Top

Note: The Members record is archived 7 days after the departure date and can be accessed for 90 days after the departure date; on the 91st day the record will be deleted from vOP.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top, there is a navigation bar with links for 'VMPF Home', 'Out Processing Home', 'Feedback', and 'Help'. A 'Secure Log Out' button is visible in the top right corner. The main content area is titled 'Outprocessing' and 'Member Search'. It includes a search form with a text input field for 'SSAN' and a 'Search' button. Below the search form, there is a table displaying the results of a search for SSAN 'XXX-XX-4444'. The table has columns for SSAN, Name, Organization, Process, Depart Date, and Del. The search results show one entry for TSG CLYDE SMITH, with organization 7TH TRANSPORTATION SQ, process Outprocess CONUS, and depart date Friday, October 11, 2002. A 'Delete' link is provided for this entry. A blue link 'Add a new process for this member' is located below the table. Two yellow callout boxes with red borders provide instructions: one at the top right says 'To return to the tutorial main menu at any time, click on the Secure Log Out button.', and another on the left side says 'The search returned the active member. To return to the tutorial main menu, click on the Secure Log Out button above.'

VMPF Out Processing Actions

Secure Log Out

VMPF Home · Out Processing Home · Feedback · Help

DYESS Base Admin

- [Introduction](#)
- [Active Members](#)
- [Member Search](#)
- [Units](#)
- [Task Organizations](#)
- [DYESS Administrators](#)
- [Contact Information](#)

Outprocessing

Member Search

Enter the SSAN of the member you would like to find.

You may search for **active members** OR **archived members**. Member records are archived 7 days after the departure date (removed from the "active" member list). These records can still be accessed for 90 days after the departure date by entering the SSAN in the box below.

The search returned the active member.

To return to the tutorial main menu, click on the **Secure Log Out** button above.

SSAN

[Search](#)

Here are the results of your search:

SSAN	Name	Organization	Process	Depart Date	Del
XXX-XX-4444	TSG CLYDE SMITH	7TH TRANSPORTATION SQ	Outprocess CONUS	Friday, October 11, 2002	Delete

[Add a new process](#) for this member

Adding a Task Organization at Unit level

Outprocessing
7TH TRANSPORTATION SQ Unit Admins

Current list of **7TH TRANSPORTATION SQ Unit Admins** You cannot edit this list, it is read only. It contains your name and any other 7TH TRANSPORTATION SQ Unit Admins with the same privileges as you.

Organization	Name	Role
7TH TRANSPORTATION SQ	SMS OCSAR WHITE	Unit Admin

[Click on Task Organizations to view the list of unit task organization.](#)

[Print This Page](#)

The unit administrator for 7th Trans has already logged in through AFPC Secure and has accessed the vOP button. The image displays the current administrators assigned to 7th Trans, this option can be accessed by clicking on the 7th Transportation SQ Administrators.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top, there is a navigation bar with the VMPF logo and the text "Out Processing Actions". A "Secure Log Out" button is visible in the top right corner. Below the navigation bar, there is a sidebar on the left with links for "7TH TRANSPORTATION SQ Unit Admin", "Introduction", "Members", "Task Organizations", "ZTH TRANSPORTATION SQ Administrators", and "Contact Information". The main content area is titled "Outprocessing" and "Task Organizations". It contains a table with one row: "UNIT TRAINING OFFICE" in the "Organization" column, "499" in the "Bldg" column, and "Delete" and "Edit" links in the "Remove" and "Edit" columns respectively. Below the table, there is a red-bordered box with the text "Click on Add Task Organization." and a link "Add Task Organization".

Outprocessing

Task Organizations

These are the organizations that you have administrative control over. You may add, delete, or edit organizations from your organization list using the links below.

You may select an organization to view, assign and delete administrators.

Organization	Bldg	Remove	Edit
UNIT TRAINING OFFICE	499	Delete	Edit

Click on Add Task Organization. [Add Task Organization](#)

The unit administrator for 7th Trans has clicked on the Task Organization option to display the current organization under his/her unit. As the image displays there is only one task organization available, to add another one you would simply click Add Task Organization.

VMPF *Out Processing Actions*

To return to the tutorial main menu at any time, click on the **Secure Log Out** button.

Secure Log Out

VMPF Home · Out Processing Home · Feedback · Help

7TH TRANSPORTATION SQ Unit Admin

[Introduction](#)

[Members](#)

[Task Organizations](#)

7TH TRANSPORTATION SQ Administrators

[Contact Information](#)

Outprocessing

Add Task Organization

In this example, we are adding the Security NCO as a task organization under the 7th Transportation Sq. In the Task Organization field type, Security NCO and in the building field type, 499.

Click on **Add** to continue.

Task Organization	Building
Security NCO	499

[Add](#)

VMPF Home · Out Processing Home · Feedback · Help [Back to Top](#)

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top, there is a navigation bar with the VMPF logo and a 'Secure Log Out' button. A red-bordered box contains the text: 'To return to the tutorial main menu at any time, click on the Secure Log Out button.' Below the navigation bar is a blue header with the text: 'VMPF Home · Out Processing Home · Feedback · Help'. The main content area is titled 'Outprocessing Task Organizations'. On the left, there is a sidebar menu with the following items: '7TH TRANSPORTATION SQ Unit Admin', 'Introduction', 'Members', 'Task Organizations', '7TH TRANSPORTATION SQ Administrators', and 'Contact Information'. The main content area contains the following text: 'These are the organizations that you have administrative control over. You may add, delete, or edit organizations from your organization list using the links below.' and 'You may select an organization to view, assign and delete administrators.' Below this text is a table with the following data:

Organization	Bldg	Delete	Edit
SECURITY NCO	499	Delete	Edit
UNIT TRAINING OFFICE	499	Delete	Edit

Below the table, there is a red-bordered box with the text: 'The task organization has been added, now you need to assign a task manager. Click SECURITY NCO, to continue.' To the right of this box is a link: 'Add Task Organization'. At the bottom of the page, there is a link: 'Print This Page'.

Assigning a Task Manager

The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top, there is a navigation bar with links for 'VMPF Home', 'Out Processing Home', 'Feedback', and 'Help'. A 'Secure Log Out' button is visible in the top right corner. The main content area is titled 'Outprocessing' and 'Add Task Manager'. A 'Privacy Act Statement' box is present, detailing the authority (10 U.S.C.; 8013, SECAF), purpose, routine uses, and disclosure. Below this, a text input field is provided for entering the SSAN of the administrator. A table titled 'SECURITY NCO Task Manager' has columns for 'SSAN /User ID', 'Role', and 'Primary Contact'. The 'SSAN /User ID' column contains the value '111111111'. The 'Role' column is labeled 'Task Manager'. The 'Primary Contact' column has radio buttons for 'Yes' (selected) and 'No'. A 'Cancel' button is located below the table. A yellow callout box with a red border contains the text: 'Simply add the SSAN of the individual responsible for updating the task. Click Add, at the right.' The bottom of the page features a footer with 'VMPF Home · Out Processing Home · Feedback · Help' and a 'Back to Top' link.

7TH TRANSPORTATION SQ Unit Admin

- [Introduction](#)
- [Members](#)
- [Task Organizations](#)
- [7TH TRANSPORTATION SQ Administrators](#)
- [Contact Information](#)

Outprocessing

Add Task Manager

Privacy Act Statement

Authority: 10 U.S.C.; 8013, SECAF
Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data.
Routine Uses: None (no one outside DoD has access).
Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.

Enter the SSAN of the administrator you would like to associate with this organization.

SECURITY NCO Task Manager

SSAN /User ID	Role	Primary Contact
<input type="text" value="111111111"/>	Task Manager	<input checked="" type="radio"/> Yes <input type="radio"/> No

[Add Task Manager](#)

[Cancel](#)

Simply add the SSAN of the individual responsible for updating the task.
Click Add, at the right.

VMPF Home · Out Processing Home · Feedback · Help [Back to Top](#)

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top, there is a navigation bar with links for "VMPF Home", "Out Processing Home", "Feedback", and "Help". A "Secure Log Out" button is visible in the top right corner. The main content area is titled "Outprocessing" and "SECURITY NCO Task Managers". It includes a table with columns for Name, Email, Phone, Contact, Delete, and Edit. A single entry for "UNK JOHN DOE" is shown. A sidebar on the left contains navigation links for "Introduction", "Members", "Task Organizations", "ZTH TRANSPORTATION SQ Administrator", and "Contact Inform". A "Print This Page" link is located at the bottom of the main content area. A footer bar at the bottom contains "VMPF Home", "Out Processing Home", "Feedback", "Help", and "Back to Top".

Annotations:

- To return to the tutorial main menu at any time, click on the **Secure Log Out** button.
- The image displays John Doe as the security NCO Administrator.
- Click on **Members**, above, to display those members that are out processing

Name	Email	Phone	Contact	Delete	Edit
UNK JOHN DOE	JOHN.DOE@XXX.AF.MIL	111-1111	Primary	Delete	Edit

THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED IAW AFI 33-332 AND DOD REGULATION 5400.11. PRIVACY ACT OF 1974, AS AMENDED, APPLIES.

View Unit active members out processing

vMPPF Out Processing Actions

Secure Log Out

VMPF Home · Out Processing Home · Feedback · Help

7TH TRANSPORTATION SQ Unit Admin

- [Introduction](#)
- [Members](#)
- [Task Organizations](#)
- [7TH TRANSPORTATION SQ Administrators](#)
- [Contact Information](#)

Outprocessing

7TH TRANSPORTATION SQ Active Member List

Privacy Act Statement

Authority: 10 U.S.C.; 8013, SECAF
Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data.
Routine Uses: None (no one outside DoD has access).
Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.

Here is the list of personnel out processing from 7TH TRANSPORTATION SQ. Select a member to view pending tasks.

SSAN	Name	Organization	Process	Depart Date	Delete
XX-XX-5347	MSG JAMES DOE	7TH TRANSPORTATION SQ	Outprocess CONUS	Wednesday, October 02, 2002	Delete
XX-XX-8078	TSG CLYDE JONES	7TH TRANSPORTATION SQ	Outprocess CONUS	Monday, October 07, 2002	Delete

Here is a list of members out processing through the unit. [Add Member](#)

Click on [TSG CLYDE JONES](#) to view his task list.

THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED

Virtual Out-Processing (vOP) Users Guide

The screenshot displays the 'Outprocessing' section of the vOP system. On the left is a navigation menu for '7TH TRANSPORTATION SQ Unit Admin'. The main content area shows a 'View Member' page for TSG CLYDE JONES. A yellow box highlights the 'Privacy Act Statement' with details on authority, purpose, routine uses, and disclosure. Below this is a summary of member information including Name, SSAN, Phone, Email, Process, Departure Date, Losing Unit, Gaining Duty Location, and Gaining Unit. A 'Member Task List' section includes an 'Update Status' link and a legend for task icons: a red circle with a white X for 'Overdue Suspense', a yellow triangle with a black exclamation point for 'Within 3 Days of suspense', and a green check mark for '-Complete'. A table lists two tasks: 'Turn in Entry Card' (overdue) and 'Review CDC status' (overdue).

7TH TRANSPORTATION SQ Unit Admin

Outprocessing
View Member

Privacy Act Statement
Authority: 10 U.S.C.; 8013, SECAF
Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data.
Routine Uses: None (no one outside DoD has access).
Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.

Name: TSG CLYDE JONES
SSAN: XXX-XX-8078
Phone: 111-2222

Email: JOHN.DOE@BASE_X.AF.MIL
Process: Outprocess CONUS
Departure Date: Oct 10 2002 12:00AM

Losing Unit:
Gaining Duty Location:
Gaining Unit:

Member Task List
Update Status

-Overdue Suspense
 -Within 3 Days of suspense
 -Complete

Status	Description	Comments	Org	Suspense Date
Awaiting Org	Turn in Entry Card	Completion of duties must be verified by supervisor	SECURITY NCO	Monday, September 30, 2002
Awaiting Org	Review CDC status	Bring in your training records for review.	UNIT TRAINING OFFICE	Monday, September 30, 2002

Here is a list of pending tasks for TSG JONES. Notice the status icons showing overdue actions.

Click on the drop down box to view the different status categories available.

Click on **Secure Log Out** to return to the Main Menu.

Notice the icons identified above, the red circle with the white X signifies the task is overdue, the yellow triangle with the black exclamation point represents the task is within 3 days of the suspense and the green check mark identifies the task is completed.

Task Manager administration

The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top, there is a navigation bar with the VMPF logo and the text "Out Processing Actions". A "Secure Log Out" button is visible in the top right corner. Below the navigation bar, there is a blue banner with the text "VMPF Home · Out Processing Home · Feedback · Help".

The main content area is titled "Outprocessing" and "Introduction". It welcomes the user, MSG Thomas E Smith, and states they are logged on as SECURITY NCO Task Manager. Below this, it lists the actions the user can perform:

- View members with pending tasks out processing through your unit
- Update the status of members out processing tasks
- Create tasks for your organization
- Apply individual instructions to members
- Maintain your contact information

A yellow callout box with a red border contains the text: "As the Security NCO Task Administrator he can perform the actions described above. Click on **Tasks** in the menu above."

On the left side, there is a sidebar menu for "SECURITY NCO Task Manager" with the following links: Introduction, Pending Tasks, Tasks, SECURITY NCO Task Managers, Contact Information, and SECURITY NCO Information.

At the bottom of the page, there is a blue banner with the text "VMPF Home · Out Processing Home · Feedback · Help" and a "Back to Top" link.

Virtual Out-Processing (vOP) Users Guide

Outprocessing

Outprocessing Tasks

These are the task associated with **SECURITY NCO**. You can delete the task or edit the process associated with this task by selecting the applicable link below. You may add new tasks by selecting the "Add New Task" link below.

Description	Visible Prior	Due Prior	Comments/Special Instr	Process
There are no tasks associated with this organization. Click "Add New Task"				

Currently no tasks associated for this Task Manager.
Click on [Add New Task](#), to continue.

[Add New Task](#)

[Print This Page](#)

[Secure Log Out](#)

[VMPF Home](#) · [Out Processing Home](#) · [Feedback](#) · [Help](#)

SECURITY NCO Task Manager

- [Introduction](#)
- [Pending Tasks](#)
- [Tasks](#)
- [SECURITY NCO Task Managers](#)
- [Contact Information](#)
- [SECURITY NCO Information](#)

In this example the Security NCO for 7th Trans has already logged in through AFPC Secure and has accessed the vOP button. The image displays there are no task associated with the organization. The task has to be built first before it will appear on the members checklist. It is very important that all tasks be built before base admin adds a member into the vOP system.

Virtual Out-Processing (vOP) Users Guide

To return to the tutorial main menu at any time, click on the **Secure Log Out** button.

The example on this screen displays the description of the task, Turn in Entry Card. You determine the number of calendar days you want the task to be visible and input how many days this task is due prior to the departure date. Click on **Add**, to the right.

The process options available serve as a filter, this particular task when loaded will apply (appear on members task list) to members that are out-processing CONUS and Overseas only. If you have a task that applies to all processes then you would check on all process boxes. So you have the capability to apply task to certain processes.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the VMPF Out Processing Actions page. At the top left is the VMPF logo with the text "Out Processing Actions". To the right is a "Secure Log Out" button. A red-bordered box highlights a "Secure Log Out" button with the text: "To return to the tutorial main menu at any time, click on the Secure Log Out button." Below the logo is a navigation bar with links: "VMPF Home · Out Processing Home · Feedback · Help".

The main content area is titled "Outprocessing" and "Outprocessing Tasks". It contains a paragraph: "These are the task associated with SECURITY NCO. You can delete the task or edit the process associated with this task by selecting the applicable link below. You may add new tasks by selecting the 'Add New Task' link below."

On the left is a sidebar menu for "SECURITY NCO Task Manager" with links: "Introduction", "Pending Tasks", "Tasks", "SECURITY NCO Task Managers", "Contact Information", "SE Info". A red-bordered box highlights the "SE Info" link with the text: "The example on this screen displays the task. If you need to Edit/Delete a task or Add New Task, you can accomplish these actions on this screen. Click on Pending Tasks to continue."

Description	Visible Prior	Due Prior	Comments/Special Instr	Process
Turn in Entry Card	120	10	Completion of duties must be verified by supervisor.	Outprocess CONUS Outprocess OS Delete Edit

Below the table are two links: "Add New Task" and "Print This Page".

Virtual Out-Processing (vOP) Users Guide

Outprocessing

Here we have TSG Doe with a pending task of Turn In Entry Card.
 Click on his name to view personal information.
 Click on the drop down box to change his status.
 Click on **Add Notes**, to enter notes that pertain to the members task.

⊗ Overdue Suspense
 ⚠ Within 3 days of suspense
 **Suspense dates and status icons are determined based on the members departure date. Select the members name to view member details.

Name	Task/Status	Notes	Process	Suspense Date
⊗ MSG DOE JOHN	Turn in Entry Card Awaiting Org	Add Note	Outprocess CONUS	Monday, September 23, 2002
⊗ TSG DOE JIM	Turn in Entry Card Awaiting Org	Add Note	Outprocess CONUS	Monday, September 30, 2002
⊗ MSG SMITH JOSEPH	Turn in Entry Card Awaiting Org	Add Note	Outprocess CONUS	Sunday, October 06, 2002

The pending task action provides a list of unit member that requires action on the task “Turn in entry card”. The security NCO would select the appropriate action (awaiting individual, completed, removed, or visit required) from the drop list and update the status of the members.

Virtual Out-Processing (vOP) Users Guide

Outprocessing

Member Details

Name: TSG JIM DOE
 SSAN: XXX-XX-XXXX
 Phone: 565-XXXX
 Email: JIM.DOE@BASEX.AF.MIL
 Losing Unit:
 Gaining Base:
 Gaining Unit:

[Close](#)

Click Close to continue.

Notes	Process	Suspense Date
Add Note	Outprocess CONUS	Monday, September 23, 2002
Add Note	Outprocess CONUS	Monday, September 30, 2002
Add Note	Outprocess CONUS	Sunday, October 06, 2002

By clicking on the members' name, a pop up window appears with member detail information.

Virtual Out-Processing (vOP) Users Guide

Outprocessing

Here we have TSG Doe with a pending task of Turn In Entry Card.
 Click on his name to view personal information.
 Click on the drop down box to change his status.
 Click on Add Notes, to enter notes that pertain to the members task.

⊗ Overdue Suspense
 ⚠ Within 3 days of suspense
 **Suspense dates and status icons are determined based on the members departure date. Select the members name to view member details.

Name	Task/Status	Notes	Process	Suspense Date
⊗ MSG.DOE.JOHN	Turn in Entry Card Awaiting Org	Add Note	Outprocess CONUS	Monday, September 23, 2002
⊗ TSG.DOE.JIM	Turn in Entry Card Awaiting Org	Add Note	Outprocess CONUS	Monday, September 30, 2002
⊗ MSG.SMITH.JOSEPH	Visit Req Complete	Add Note	Outprocess CONUS	Sunday, October 06, 2002

The security NCO will update the task status from the options available on the drop down window. If the status is Awaiting Org, you determine whether the individual needs to take action. If so, update the status of the task to "Visit Req", if not, update the status to "Complete". Also the security NCO can add personnel notes to specific members by clicking on the "Add Note" link.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top left is the VMPF logo with the text "Out Processing Actions". To the right of the logo is a "Secure Log Out" button. A yellow callout box with a red border points to the "Secure Log Out" button, containing the text: "To return to the tutorial main menu at any time, click on the Secure Log Out button." Below the logo is a navigation bar with links: "VMPF Home · Out Processing Home · Feedback · Help". On the left side, there is a "SECURITY NCO Task Manager" sidebar with links: "Introduction", "Pending Tasks", "Tasks", "SECURITY NCO Task Managers", "Contact Information", and "SECURITY NCO Information". A yellow callout box with a red border points to the "Contact Information" link, containing the text: "Click on the Contact Information, in the menu above." The main content area is titled "Outprocessing" and "Member Notes". It contains the instruction: "Add notes that pertain to the members task." Below this, it displays "Name: JIM DOE" and "Task: Turn In Entry Card". Under "Notes:", there is a large text input field. Below the input field are two buttons: "Add" and "Cancel". At the bottom of the page is another navigation bar with "VMPF Home · Out Processing Home · Feedback · Help" on the left and "Back to Top" on the right. A vertical arrow points from the "Add" button down to a text box at the bottom of the page.

The security NCO can add personnel notes to specific members by typing in the field provided and clicking on the “Add” button.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the VMPF Out Processing Actions page. At the top left is a logo with an aircraft and the text 'VMPF Out Processing Actions'. To the right of the logo is a red-bordered box containing the text: 'To return to the tutorial main menu at any time, click on the Secure Log Out button.' Further right is a blue 'Secure Log Out' button. Below the logo is a navigation bar with links: 'VMPF Home · Out Processing Home · Feedback · Help'. The main content area is titled 'Outprocessing' and 'Admin Contact Information'. A yellow box contains a 'Privacy Act Statement' with the following text: 'Authority: 10 U.S.C.; 8013, SECAF. Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data. Routine Uses: None (no one outside DoD has access). Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.' Below this is a table with columns for SSAN, Name, Rank, Organization, Role, and Primary. A red-bordered box on the left side of the table contains the text: 'Click on SECURITY NCO information to view office contact information.' At the bottom of the page, there is a disclaimer: 'THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED IAW AFI 33-332 AND DOD REGULATION 5400.11. PRIVACY ACT OF 1974, AS AMENDED, APPLIES.' and a 'Print This Page' link.

Outprocessing
Admin Contact Information

Privacy Act Statement
Authority: 10 U.S.C.; 8013, SECAF
Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data.
Routine Uses: None (no one outside DoD has access).
Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.

SSAN	Name	Rank	Organization	Role	Primary
XX-XX-XXXX	CLYDE JONES	TSG	SECURITY NCO	SECURITY NCO Task Manager	N/A

THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED
IAW AFI 33-332 AND DOD REGULATION 5400.11.
PRIVACY ACT OF 1974, AS AMENDED, APPLIES.

[Print This Page](#)

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the VMPF Out Processing Actions interface. At the top left is a logo with an aircraft and the text "VMPF Out Processing Actions". To the right of the logo is a red-bordered box with the text: "To return to the tutorial main menu at any time, click on the Secure Log Out button." Further right is a blue "Secure Log Out" button. Below the logo is a navigation bar with links: "VMPF Home · Out Processing Home · Feedback · Help". On the left side, there is a sidebar menu for "SECURITY NCO Task Manager" with sub-links: "Introduction", "Pending Tasks", "Tasks", "SECURITY NCO Task Managers", "Contact Information", and "SECURITY NCO Information". The main content area is titled "Outprocessing" and "SECURITY NCO Contact Information". It displays "7TH TRANSPORTATION SQ/SECURITY NCO" and includes input fields for "Phone:" and "Fax:". Below this is a "Hours of Operation" section with "Hours from:" (0700) to "1700" and "Weekdays:" (Monday) through (Friday). There is a text area for "Additional Comments:" and a note below it: "(Ex: 'We are closed for training on Wed until 1200')". At the bottom of the form is an "Update" button. A red-bordered box on the left side of the main content area contains the text: "Click on Pending Tasks to view the pending tasks of a member with overdue items."

The security NCO can add specific information concerning hours of operation, weekdays, phone/Fax numbers, and comments that may assist the members out-processing. These comments will be available on the members' checklist.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the vMPPF Out Processing Actions interface. At the top, there is a navigation bar with the vMPPF logo and a 'Secure Log Out' button. A red-bordered box highlights the 'Secure Log Out' button with the text: 'To return to the tutorial main menu at any time, click on the Secure Log Out button.' Below the navigation bar is a blue header with links: 'VMPPF Home · Out Processing Home · Feedback · Help'.

The main content area is titled 'Outprocessing' and 'Task Pending List'. It includes a sidebar on the left for 'SECURITY NCO Task Manager' with links for 'Introduction', 'Pending Tasks', 'Tasks', 'SECURITY NCO Task Managers', 'Contact Information', and 'SECURITY NCO Information'. The main text explains that the following tasks are pending completion and provides instructions on how to update their status. A legend indicates that a red 'X' icon represents an 'Overdue Suspense' and a yellow warning triangle represents 'Within 3 days of suspense'. A note states: '**Suspense dates and status icons are determined based on the members departure date. Select the members name to view member details.' A blue 'Update Status' link is also present.

A red-bordered box on the left side of the main content area contains the text: 'Here is a Pending Tasks List for the Security NCO. Notice the status icons showing overdue actions. Click on Secure Log Out to return to the Main Menu.' Below this text is a table listing three pending tasks.

Name	Task/Status	Notes	Process	Suspense Date
MSG.DOE.JOHN	Turn in Entry Card Awaiting Org	Add Note	Outprocess CONUS	Monday, September 23, 2002
TSG.DOE.JIM	Turn in Entry Card Awaiting Org	Add Note	Outprocess CONUS	Monday, September 30, 2002
MSG.SMITH.JOSEPH	Turn in Entry Card Awaiting Org	Add Note	Outprocess CONUS	Sunday, October 06, 2002

Members View

The screenshot shows a web browser window displaying the virtualMPPF website. At the top left is the logo for virtualMPPF, Air Force Personnel Center, Randolph AFB, Texas. In the top right corner, there is a yellow box with red text: "To return to the tutorial main menu at any time, click on the Secure Log Out button." Next to it is a blue "Secure Log Out" button. Below the header is a navigation bar with "Navigation" and "Help" tabs. The "Navigation" section includes the user name "TSG Clyde T Jones" and a list of available areas. A yellow box with red text highlights the "Individual Actions" link, stating: "Here we have TSgt Jones from the 7th Transportation Sq outprocessing. We will access his checklist from the vMPF page. Click on Individual Actions above to continue." The "Help" section includes links for FAQ, Glossary, Known Problems, and Feedback. Below the navigation bar is a central image of an astronaut in space with the text "AIM HIGH AIR FORCE". Underneath the image is the heading "vMPF Introduction" followed by a paragraph: "Welcome to the Virtual Military Personnel Flight (vMPF). From this page you can access any of the various online personnel applications applicable to you. The links on this page will allow navigation to the application of your choosing." Below this is another paragraph: "We urge you to use the secure log off whenever you are finished with the vMPF. Just click the button in the upper right hand corner of any page and you'll be set. Thanks." At the bottom right of the page, there is a "System Announcements" section which states: "No announcements are available at this time."

The member TSgt Jones has already logged in through AFPC secure and has selected the vMPF button. Members retrieve their checklist by clicking on Individual Actions.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the vMPF Individual Actions website. At the top left is a logo with a silhouette of a person and the text "vMPF Individual Actions". To the right of the logo is a yellow box with a red border containing the text: "To return to the tutorial main menu at any time, click on the Secure Log Out button." Further right is a blue button with a yellow triangle icon and the text "Secure Log Out". Below the logo and button is a navigation bar with links: "vMPF Home", "Ind Actions Home", "Sitemap", "FAQs", "Glossary", "Feedback", "Help", and a "Go to" dropdown menu set to "Site Contents".

Below the navigation bar is a welcome message: "Welcome, TSG Clyde T. Jones. You are in the Virtual Military Personnel Flight, or the vMPF. You can find many service modules in this site you used to have to accomplish at your MPF. To navigate this site, you can follow the links provided on the page, or you can use the Site Contents pull-down menu located in the top-right corner of this page. Clicking the Sitemap link in the navigation bar above will provide you with a complete list of all applications available to you at this time."

Below the welcome message is a section titled "Individual Actions" with a list of links: "Assignments", "Career Enhancement", "Customer Service", "Employment", "Reenlistments", "Retirements", "Separations", "Personal Information", and "Need Help?". A yellow box with a red border is positioned over the "Assignments" link, containing the text: "Click Assignments to continue." To the right of the links is a large blue and white graphic of a stylized eagle or winged figure.

At the bottom of the page is a dark blue navigation bar with links: "vMPF Home", "Ind Actions Home", "Sitemap", "FAQs", "Glossary", "Feedback", "Help", and a "Back to Top" button.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the vMPF Individual Actions website. The browser's address bar shows the URL. The website header includes the vMPF logo and the text "Individual Actions". A yellow callout box in the top right corner contains the text: "To return to the tutorial main menu at any time, click on the Secure Log Out button." Next to it is a "Secure Log Out" button. Below the header is a navigation bar with links: "vMPF Home", "Ind Actions Home", "Sitemap", "FAQs", "Glossary", "Feedback", "Help", and a "Go to" dropdown menu set to "Site Contents". The main content area is titled "vMPF Home · Assignments". Below this title is a paragraph: "Assignments encompasses much more than simply moving you from one place to another. There is a lot of information you have to keep updated and many programs for which you may be eligible. All that information can be found here." On the left side, there is a vertical menu with two main sections: "Assignments Counseling" and "Assignments Applications". The "Assignments Applications" section contains a list of links: "Circuitous Travel", "CONUS Isolated Assignment Application", "Dependents Remaining Overseas Application", "DEROS Management", "Designated Location Move Application (DLM)", "Early Return of Dependents Application (ERD)", "Exceptional Family Member Program Application", "Humanitarian Assignment Application", "Join Spouse Application", "Out Processing", and "Permissive Permanent Change of". A red arrow points to the "Out Processing" link. In the center of the page, there is a yellow callout box with a red border and a blue diamond shape behind it. The text inside the callout box reads: "To access TSgt Jones' out processing checklist and information click **Out Processing**, from the menu list at the left."

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web browser window displaying the vOP website. At the top left is a logo for 'MPF Individual Actions' featuring a silhouette of a military aircraft. To the right of the logo is a yellow box with red text: 'To return to the tutorial main menu at any time, click on the Secure Log Out button.' Next to it is a blue 'Secure Log Out' button. Below the logo is a navigation bar with links: 'vMPF Home · Ind Actions Home · Sitemap · FAQs · Glossary · Feedback · Help' and a 'Go to' dropdown menu set to 'Site Contents'. On the left side, there is a 'Pages' sidebar with links for 'Introduction', 'Personal Information', and 'Outprocess CheckList'. The 'Outprocess CheckList' section contains links for 'Outprocess CONUS', 'OPEN, 7TH', 'TRANSPORTATION', and 'SQ'. The main content area is titled 'Outprocessing' and has a sub-section 'Introduction'. The text reads: 'This module is used for those individuals who are out-processing. Here you can check your member information, and get a list of those tasks you will need to complete before you are able to out-process. You should use the associated links to see your member information and to get your out-processing checklist.' A yellow box with red text is overlaid on the text, stating: 'The member can now access his out processing CheckList. Click on Outprocess CONUS OPEN, 7TH TRANSPORTATION SQ to view the checklist.' To the right of this text is a link: 'contact your servicing Military Personnel Flight (MPF) or center (Email Address: contact.center@randolph.af.mil, 5000 or toll-free at (800) 558-1404 or (866) 229-7074.' Below this is a link 'Print This Page'. At the bottom of the page is a dark blue navigation bar with links: 'vMPF Home · Ind Actions Home · Sitemap · FAQs · Glossary · Feedback · Help' and 'Back to Top'.

Virtual Out-Processing (vOP) Users Guide

Pages

[Introduction](#)

[Personal Information](#)

Outprocess CheckList

[Outprocess CONUS OPEN, 7TH TRANSPORTATION SQ](#)

Outprocessing

Member Checklist

Here are your required tasks. You should attempt to complete all of these actions, failure do do so will result in an incomplete process.
Please make an effort to complete these tasks.

NAME:	SSAN:	PROCESS:	DEPARTURE DATE:	TRACKING NUMBER:
TSG CLYDE JONES	XXX-XX-8912	Outprocess CONUS	Oct 31 2002 12:00AM	317

Select Description Link to view comments (if applicable), select the organization to view contact information

✖ -Overdue Suspense
 ⚠ -Within 3 Days of suspense
 ✔ -Complete

Suspense Status	Description	Notes	Organization	Status	Suspense Date
	Turn in Dorm keys		7TH TRANS/ CLEAR DORMITORY	Awaiting Org	Wednesday, October 30, 2002
	Return Books		TEST BASE X/ BASE LIBRARY	Awaiting Org	Wednesday, October 30, 2002
	Dental Records		TEST BASE X/ DENTAL CLINIC	Awaiting Org	Saturday, October 26, 2002
	Turn In base housing keys		TEST BASE X/ BASE HOUSING OFFICE	Awaiting Org	Saturday, October 26, 2002
	Household Goods shipment		TEST BASE X/ TMO	Awaiting Org	Saturday, October 26, 2002

The member's checklist identifies those tasks that need to be completed.

Click on Turn in Dorm keys. This provides specific comments about this task.

Virtual Out-Processing (vOP) Users Guide

The screenshot displays the vOP web application interface. At the top, there is a navigation bar with links for 'MPF Home', 'Ind Actions Home', 'Sitemap', 'FAQs', 'Glossary', 'Feedback', and 'Help'. A 'Go to' dropdown menu is set to 'Site Contents'. The main content area is titled 'Outprocessing' and 'Member Checklist'. It includes a 'View Comments' pop-up window with the following details:

- Task:** Turn in Dorm keys
- Comments:** Ensure room is clean prior to turning in keys
- TRACKING NUMBER:** 317

Below the pop-up, there is a table of suspension records. A red 'X' icon and the text '-Overdue Suspens' are visible. A red box highlights the text 'Click Close.' on the table.

Suspense Status	Descri	atus	Suspense Date
Turn in Dorm keys	7TH TRANS/CLEAR DORMITORY	Awaiting Org	Wednesday, October 30, 2002
Return Books	TEST BASE X/ BASE LIBRARY	Awaiting Org	Wednesday, October 30, 2002
Dental Records	TEST BASE X/DENTAL CLINIC	Awaiting Org	Saturday, October 26,

Virtual Out-Processing (vOP) Users Guide

The screenshot shows the vOP web application interface. At the top, there is a navigation bar with links for 'MPF Home', 'Ind Actions Home', 'Sitemap', 'FAQs', 'Glossary', 'Feedback', and 'Help'. A 'Go to' dropdown menu is set to 'Site Contents'. The main content area is titled 'Outprocessing Member Checklist'. It includes a 'Pages' sidebar with links for 'Introduction', 'Personal Information', and 'Outprocess CheckList'. The 'Outprocess CheckList' sidebar has links for 'Outprocess CONUS', 'OPEN 7TH TRANSPORTATION SQ', and 'Clear Dormitory'. The main content area contains a table with the following data:

NAME:	SSAN:	PROCESS:	DEPARTURE DATE:	TRACKING NUMBER:
TSG CLYDE JONES	XXX-XX-8912	Outprocess CONUS	Oct 31 2002 12:00AM	317

Below the table, there is a warning icon and the text 'Within 3 Days of suspense' and '-Complete'. A 'Suspense Status' table is also present:

Suspense Status	Description	Notes	Organization	Status	Suspense Date
	Turn in Dorm keys		7TH TRANS/ CLEAR DORMITORY	Awaiting Org	Wednesday, October 30, 2002
	Return Books		TEST BASE X/ BASE LIBRARY	Awaiting Org	Wednesday, October 30, 2002
	Dental Records		TEST BASE X/ DENTAL CLINIC	Awaiting Org	Saturday, October 26,

A red box highlights the 'Clear Dormitory' link in the sidebar and contains the text: 'Now, click on Clear Dormitory. Again, the member can view hours of operation and other important information to make out processing a little smoother.'

Virtual Out-Processing (vOP) Users Guide

The screenshot displays the vOP web application interface. At the top, there is a navigation bar with links: [MMPF Home](#), [Ind Actions Home](#), [Sitemap](#), [FAQs](#), [Glossary](#), [Feedback](#), and [Help](#). A "Go to" dropdown menu is set to "Site Contents".

The main content area is titled "Outprocessing Member Checklist". It includes a "Pages" sidebar with links: [Introduction](#), [Personal Information](#), and "Outprocess CheckList" with sub-links: [Outprocess CONUS](#), [OPEN 7TH](#), [TRANSPORTATION](#), and [SQ](#).

A pop-up window titled "Outprocessing - Microsoft Internet Exp..." is open, displaying the following information:

CLEAR DORMITORY

Hours: 0800-1700, MONDAY - FRIDAY
 Phone: 665-0111
 Fax: 665-1111
 Comments: Building #499

TRACKING NUMBER: 317

Buttons: [Close](#), [Click Close.](#)

Below the pop-up, a table lists suspension items:

Suspense Status	Description	Status	Suspense Date
Turn in Dorm keys	7TH TRANS/CLEAR DORMITORY	Awaiting Org	Wednesday, October 30, 2002
Return Books	TEST BASE X/ BASE LIBRARY	Awaiting Org	Wednesday, October 30, 2002
Dental Records	TEST BASE X/DENTAL CLINIC	Awaiting Org	Saturday, October 26,

vOP Support Material



The support material section provides some valuable information to assist you in establishing the vOP program at your base. The Implementation Plan and Checklist are available for downloading off the vOP website. The FAQ search link will direct you to the Contact Center Support page.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows the AFPC (Air Force Personnel Center) website. At the top, there is a navigation bar with links: FTP Download, Contact Us, Search, Site Index, and Home. Below this is the AFPC logo and an American flag. Three buttons are visible: 'VISIT THE AIR FORCE CONTACT CENTER', 'Click Here For Civilian Employment Opportunities', and 'CLICK HERE for the UMPF'. A 'Hot Personnel News' section follows, with a link for 'Want to rejoin the Air Force?' and a list of news items: 'Value of reportable gifts increases', 'Service demographics offer snapshot of force', 'Enhancements made to AFAS', 'AF announces Thrift Savings Plan open season', 'Officers meeting promotion boards encouraged to review personnel data via vMPF', 'For more AFPC news, visit the AFPC/PA web site', and 'Need personnel statistics? Check out our demographics site'. Below the news is a 'Privacy & Security Notice' button, the TRICARE logo, and the text 'XW2'. At the bottom, a box states 'This page is best viewed at 800X600 True Color'. A vertical arrow points from the 'Hot Personnel News' section down to a text box at the bottom of the page.

You can also access Contact Center Support by clicking the banner on the AFPC home page.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows the Air Force Contact Center website. At the top, there is a navigation bar with icons for home, search, and other functions. Below the navigation bar is the Air Force logo and the text "AIR FORCE CONTACT CENTER". Underneath, there is a section titled "OUR PLEDGE:" followed by a paragraph: "The Air Force Contact Center delivers the best 'One Stop' customer service to users worldwide by using the most advanced means of communication and self-service platforms." To the left of the main content area is a graphic of the state of Texas with various Air Force-related images overlaid. Below the pledge, there are three main sections: "View our Frequently Asked Questions (FAQs)", "Submit a Question to our Personnel Experts", and "Chat Live with a Contact Center Agent". Each section has a brief description of the service. At the bottom left, there is a yellow box titled "AFPC Contact Center Announcements" containing information about the Assignment Management System (AMS) Help issues. The bottom of the screenshot shows the Windows taskbar with several open applications and the system clock showing 10:28 AM.

AIR FORCE CONTACT CENTER

OUR PLEDGE:
The Air Force Contact Center delivers the best "One Stop" customer service to users worldwide by using the most advanced means of communication and self-service platforms.

View our Frequently Asked Questions (FAQs)
We store all resolved problems in our solution database. Search by category, sub-category. You can also use keywords, or phrases to find answers that may apply to your situation.

Submit a Question to our Personnel Experts
Provide us a brief summary of your problem, and input the specifics of your situation below the problem summary field. Select a category/sub-category that best describes your situation. Additionally you may provide us site feedback so we can better serve your needs. Tell us what you think of our site, or how we can improve. Enter your feedback, then click on the category Customer Feedback, then select the appropriate sub-category

Chat Live with a Contact Center Agent
Chat with a Contact Center Agent on-line or you may request that an agent calls you back at a later time. Agents are available Monday through Friday, 0600-1800 hrs. (CST).

AFPC Contact Center Announcements

- Assignment Management System (AMS) Help issues. To find answers to AMS questions, click on our FAQ link. All AMS FAQs are located in the Special Programs Category. You can submit a help ticket to the Contact Center by clicking on the Submit A Question tab. Note: First time users

The Contact Center Home page provides several options to choose from, for this example we will use the "View our frequently asked Questions (FAQs)".

Virtual Out-Processing (vOP) Users Guide

The screenshot shows the Air Force Contact Center website interface. At the top is a banner with the Air Force logo and the text "AIR FORCE CONTACT CENTER RANDOLPH AFB, TEXAS". Below the banner is a navigation bar with links: "Support Home", "FAQs", "Submit a Question to our Personnel Experts", "Chat Live with a Contact Center Agent", "My Personal Folder", and "Help". A search bar is present with a "Search" button. Below the search bar, there are dropdown menus for "Category" (set to "All Categories") and "Search Text (optional)" (containing "vOP"). There are also dropdowns for "Search by" (set to "Phrases") and "Sort by" (set to "Default Sort"). A "Search" button is to the right of the search text input. Below the search results, it says "177 Answers Found" and "Page: 1 of 9". A table lists the search results with columns for "Category", "Problem Summary", and "Score".

	Category	Problem Summary	Score
1	Special Programs	How do I reset my password?	2475
2	Special Programs	I am having problems accessing the AMS Secure Login page	2232
3	vMPP Career Enhancements	Where can I view my Ribbons and Decorations in vMPP?	1468
4	Special Programs	Access to the AF White Pages	1405
5	vMPP Customer Service	Locate Air Force Personnel	1392
6	Customer Feedback	Updated - How do I contact the AFPC Contact Center	1362
7	Special Programs	Where can I go to view my military personal information?	1266
8	Special Programs	Where do I find my TAFMSD	1235
9	Special Programs	Verification of military experience and training (VMET) website	1141
10	Special Programs	I have a question about assignment, information contained within AMS	1116
11	Special Programs	Where can I find more information about AMS	1103
12	Special Programs	Web page for DFAS (Pay Centers)	1084
13	Special Programs	How do I find the Assignment Management Team page for my AFSC?	1074
14	Special Programs	My IP address is being rejected	1053
15	Special Programs	Can I view my decorations from MIIPDS	1035

The Frequently asked Questions (FAQs) page provides a list of problem, solutions stored in the solutions database. The example on this page displays a search on vOP.

Virtual Out-Processing (vOP) Users Guide

The screenshot shows a web application interface with a search bar and a list of results. The search bar contains the text 'vOP'. The results table has columns for 'Category', 'Problem Summary', and 'Score'.

	Category	Problem Summary	Score
1	vMPF Relocations - Assign	I am the base administrator for my base, I am being reassigned to another base. How do I get removed as the vOP base administrator?	83
2	vMPF Relocations - Ret/Se	What is virtual Out Processing (vOP)?	11
3	vMPF Relocations - Ret/Se	How did the vOP program get started?	2
4	vMPF Relocations - Assign	Our base has foreign nationals working in places like TMO, finance, housing and NCO club etc, how do they get access to vOP?	0
5	vMPF Relocations - Assign	Why can't vOP automatically create the out-processing checklist when a member is assigned an assignment number from MILPDS?	6
6	vMPF Relocations - Assign	What happens if vOP is down and my final out-processing appointment is this afternoon?	92
7	vMPF Relocations - Assign	How did the vOP program get started?	80
8	vMPF Relocations - Ret/Se	Can I access the vOP system from home?	6
9	vMPF Relocations - Ret/Se	Our base has foreign nationals working in places like TMO, finance, housing and NCO club etc, how do they get access to vOP?	2
10	vMPF Relocations - Ret/Se	Why can't vOP automatically create the out-processing checklist when a member is assigned an assignment number from MILPDS?	1
11	vMPF Relocations - Assign	When I load a new task into vOP the task does not show up on the existing member's checklist?	83
12	vMPF Relocations - Assign	Where can I find some instructions on how to implement vOP at my base?	81
13	vMPF Relocations - Assign	Who is responsible for setting up the vOP program at my base?	78
14	vMPF Relocations - Ret/Se	Where can I find some instructions on how to implement vOP at my base?	4
15	vMPF Relocations - Ret/Se	Who is responsible for setting up the vOP program at my base?	1
16	vMPF Relocations - Ret/Se	When I load a new task into vOP the task does not show up on the existing member's checklist?	0
17	vMPF Relocations -	I am the base administrator for my base, I am being reassigned to another base, how do I get removed as the vOP base	0

The results of the search provide a list of problem, solutions that pertain to virtual Out-Processing (vOP) stored in the solutions database.

We encourage you to utilize this tool to search for your answer before submitting a question and calling the contact center.

Feedback Form

The screenshot shows a web browser window titled "Customer Feedback and Request for Assistance Form - Microsoft Internet Explorer provided by ANPC". The page features the "virtualMPPF" logo and "Air Force Personnel Center • Randolph AFB, Texas". A yellow box contains a "Privacy Act Statement" with details on authority, purpose, routine uses, and disclosure. Below this is the "Customer Feedback and Request for Assistance Form" itself. It includes a dropdown menu for "Nature of the Feedback/Request" with options like "Feedback about vMPPF", "Need help logging into vMPPF", "Encountered error in vMPPF", "Need help filing out forms", "Have question about a process", "Suggestion for future vMPPF application", and "Feedback about vMPPF". Other fields include Name, Rank (AB), Base/Duty Location, Air Force Component (Active Duty), Email Address, and three telephone number fields (Work, Home, Business). There are also dropdown menus for "Location of computer you are on now" (Government Computer), "Browser you used to access vMPPF" (Internet Explorer), "Type of computer you used to access vMPPF" (PC - Pentium III), "Browser version" (5.5 - 5.9), "Operating system on this computer" (Windows NT), and "Multimedia support?" (Yes). A text field for "Web address of the page on which you experienced a problem" and a larger text area for "Description of the problem/request/feedback" are also present. At the bottom, there are "Submit" and "Clear" buttons, and a footer note about alternative contact methods via email or phone.

The Customer Feedback and Request for Assistance form is available throughout the vMPPF by clicking on the “**Feedback**” link on any vMPPF page. We welcome all feedback relating to the vMPPF.