## 51<sup>st</sup> LRS IPE Processing Changes

### In-Processing Where: Bld 837



IPE in-processing location remains unchanged at bld. 837 Out-Processing Where: Bld 819

Located across from the base exchange food court entrance



IPE out-processing has relocated to bldg. 819

# Scheduling Appointments

1. All in/out processing appointments are to be scheduled via our SharePoint site: https://usaf.dps.mil/sites/osan/51FW/51MSG/51LRS/SitePages/Home.aspx

2. If unable to access via SharePoint, you may access the appointment site directly at www.Calendly.com/51LRSIPE

# Calendly Instructions

Select the appropriate appointment type for your needs 1.



provided by UDM. \*\*\*IPE does not provide fit test.\*\*

LRS IPE Out-Processing (chemical gear)

1. IPE out-processing will be no earlier than 10 duty days prior to final out. Bring your final out confirmation to this appointment, all outside 10 day window will.

 Select which date works best for you. Note: Appointments automatically generate 30 days in advance. If your requested date is not yet available, wait for the date to generate. Recommend appointments are made <u>NLT 15 days</u> in advance.

				ate &				
	<u>a</u>	August 2021					<	
	LRS IPE	MON	TUE	WED	THU	FRI	SAT	SL
	PE In-Processing (Chemical							
G	ear)							
C	1 hr	2	3	4	5	6	7	1
9	IPE Bldg 837 (Same building as GSA)	9	10	11	12	13	14	1
1.	You must know your Gas mask size, if you do not know your size refer to your gas	16	17	18	19	20	21	2
	mask fit test provided by UDM. *** <b>IPE does</b>							
2.	not provide fit test.*** This is a mandatory appointment, your	23	24	25	26	27	28	4
	leadership will be notified for missed appointments.	30	31					
3.	Members who are command sponsor will need to bring in a copy of their orders.	۵.	Japan, K	orea Tim	ie (22:05	) 🕶		
4.	Please note these appointments typically last an hour to an hour and a half. Do not							
	schedule appointments within this time							
F	frame.							
э.	If you have any questions please call 784- 4425.							

## 3. Select appropriate time

ER



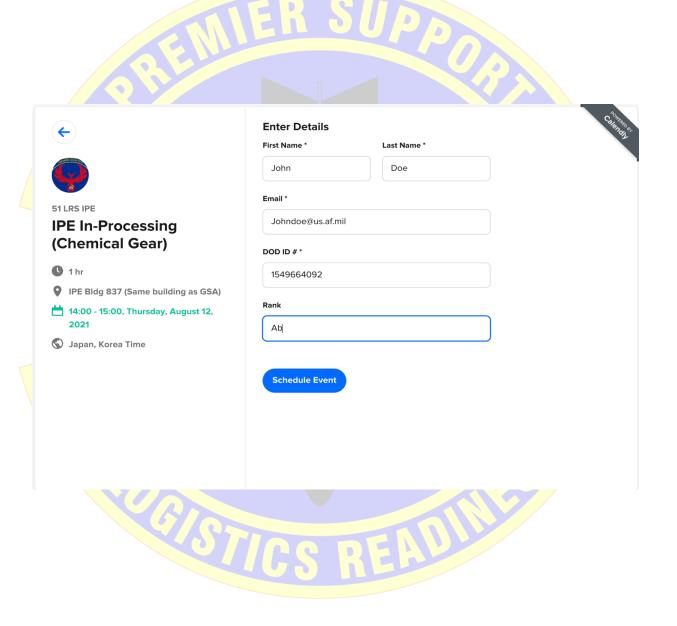
#### 51 LRS IPE IPE In-Processing (Chemical Gear)

#### 1 hr

- IPE Bldg 837 (Same building as GSA)
- You must know your Gas mask size, if you do not know your size refer to your gas mask fit test provided by UDM.
  \*\*\*IPE does not provide fit test.\*\*\*
- This is a mandatory appointment, your leadership will be notified for missed appointments.
- Members who are command sponsor will need to bring in a copy of their orders.
- Please note these appointments typically last an hour to an hour and a half. Do not schedule appointments within this time frame.
- If you have any questions please call 784-4425.

August 2021					<	>	Thursday, August 12
ION	TUE	WED	THU	FRI	SAT	SUN	08:30
						1	
2	3	4	5	6	7	8	10:30
9	10	11	12	13	14	15	13:00
16	17	18	19	20	21	22	14:00
23	24	25	26	27	28	29	
30	31						
S J	apan, Ko	orea Time	e (22:07) ·	•			

## 4. Enter applicable information



5. You will receive an email confirmation with your appointment date and time. Please keep this email as it allows you to reschedule your appointment if necessary and contains other important information.

#### Hi John Doe,

Your IPE In-Processing (Chemical Gear) with 51 LRS IPE at 14:00 (Japan, Korea Time) on Thursday, August 12, 2021 is scheduled.

- You must know your Gas mask size, if you do not know your size refer to your gas mask fit test provided by UDM.
  \*\*\*IPE does not provide fit test.\*\*\*
- 2. This is a mandatory appointment, your leadership will be notified for missed appointments.
- 3. Members who are command sponsor will need to bring in a copy of their orders.
- Please note these appointments typically last an hour to an hour and a half. Do not schedule appointments within this time frame.
- 5. If you have any questions please call 784-4425.

Location: IPE Bldg 837 (Same building as GSA)

Your Answers: DOD ID # 1549664092 Rank Ab The event should populate automatically on your calendar. If it doesn't, you can add it with the buttons below Add to Google Calendar Add to iCal/Outlook Make changes to this event: Reschedule Cancel



\*\*If you have any issues scheduling your appointment, contact your units UDM for assistance\*\*