BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-2110

22 SEPTEMBER 2009

Personnel

ASSIGNMENTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes criteria for assignment of military personnel to satisfy operational, rotational, and training (including formal education and professional military education/development) requirements to include temporary duty (TDY) and change of permanent duty station (PCS). It applies to all officers and enlisted personnel on extended active duty (EAD), but does not apply to members of the Air Force Reserve or Air National Guard and does not apply to Reserve or Guard members brought on active duty to fill a specific Air Force Reserve or Air National Guard manpower authorization at a predetermined location for a specified period of time. National command authorities may temporarily suspend this instruction, entirely or in part, incident to contingency operations, national emergencies, war, or at such other times as directed. It implements Department of Defense (DOD) Directive 1315.7, *Military Personnel Assignments*, Department of Defense Instruction 1300.19, *DOD Joint Officer Management Program*, Department of Defense Instruction 1315.18, *Procedures for Military Personnel Assignments*, and Air Force Policy Directive 36-21, *Utilization and Classification of Air Force Military Personnel*.

The Privacy Act of 1974 applies. The authority to collect and maintain the data prescribed in this Air Force Instruction (AFI) is Title 10, United States Code (U.S.C.), Section 8013, Secretary of the Air Force; as implemented by Air Force Instruction 36-2608, *Military Personnel Records System*, and EO. 9397 (SSN). System of Records Notice Numbers, F036 AF PC C, *Military Personnel Records System*, F036 AF PC Q, *Personnel Data System* (PDS), F036 AFPC M, *Officer Utilization Records System*, F036 AFPC I, *Airmen Utilization Records System*, F036 AFPC G, *Medical Officer Personnel Utilization Records*, and T7333, *Travel Payment System* apply. Ensure that all records created as a result of processes prescribed in this publication are

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SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This change incorporates MPFM 03-31, Temporary Duty (TDY) Accumulator Update Process (paragraph 3.4.4.1 and 3.4.4.2), MPFM 04-18, High School Assignment Deferment (HSSAD) Program (paragraph 2.15 and Attachment 7), MPFM 04-22, CONUS Mandatory Movers (paragraph 2.15 and Attachment 16), MPFM 06-94, Inter and Intra Command TDY Manning Assist (paragraphs 4.7, 4.8 and 4.9), MPFM 07-15, Extended Deployments (Chapter 5) and added Advanced Assignment Deferment for Deployed Airmen (AAD) (Officer and Enlisted) guidance (Attachment 23), MPFM 07-34, Assignment Process Changes (paragraph 2.12, Attachment 2 and Attachment 16), and MPFM 07-84, Korea Assignment Incentive Pay (KAIP) Program (paragraph 3.8, Table 2.1 and Attachment 13). Incorporates AIG 8106 262000Z Jul 00 message, Change of Officer 7-Day Option Policy (paragraph 2.37.2 and Table 2.9), AIG 8106 311845Z Aug 06, Assignment Limitation Code (ALC) "C" Stratification Impact On Permanent Change of Station (PCS) Assignments and TDY Deployments (Table 2.2), AIG 8106 021412 Nov 06 message, Permanent Change of Station (PCS) Initiatives to Reduce Budget Expenditures and Promote Stability for Airmen and Their Families (Table 2.3), AIG 8106 051812Z Jan 07 message, MAJCOM A1 Transformation Initiatives – Officer and Enlisted Assignment Processes and AIG8106 031240Z May 07 message, Officer and Enlisted (Lt Col/SMSgt and Below) Assignment Processes in Support of MAJCOM A1 Transformation, (paragraphs 2.47, 3.7, 3.8 and 3.13), AIG 8106 281310Z Jan 02 message, Suspension of Tour Proration Based upon PCS (paragraph 3.11 and Table 3.12) and AIG 8106 171238Z Nov 06 message, Changes to the Officer AF Assignment System (AFAS) and the Officer Date Eligible to Return from Overseas (DEROS) Management Program in Support of MAJCOM/A1 Transformation Initiatives (paragraph 3.8 and Attachment 17). Deletes Attachment 23, IC2003-1 to AFI 36-2110, and Attachment 26, IC2005-1 to AFI 36-2110. Deletes paragraph 2.42, and Table 2.1, Rule 3, Controlled Duty Assignment, paragraph 2.63, Assignment of Airmen to Deployable Units or Duty Requiring Frequent TDY, and paragraph 3.3.9, Non-CONUS Residents. Deletes requirement for Airmen that refuse longer PCS retainability to be processed the same as those

that refuse to obtain the normal minimum retainability, paragraph 2.29.4. Deletes paragraphs 2.65, Permissive PCS, 2.66, CONUS-Isolated Station Assignments, 2.67, Base of Preference in Conjunction with Retraining (Airmen Only), 2.69, Threatened Person Assignments, 2.70, Deletes, 2.71, Voluntary Stabilized Base Assignment Program (VSBAP) (Airmen Only), and 2.72, Wash DC Area Total Time Assigned Management (Officers Only) ***NOTE:*** the preceding paragraphs have been deletes from chapter 2, however, the programs are still current and procedures are listed in appropriate Attachments. Deletes provision for MAJCOMs to request assignment diversion, paragraph 2.35.1, Changes general terminology from "member" to "Airman" in keeping with CSAF Site Picture and Airman's Creed, Corrected AFI, Forms and office symbol references throughout. Adds Assignment Availability Codes (AAC) "87", VML Deferment "CS", Critical Skills Retention Bonus Reenlistment/Obligated Service, "AP", Assignment Incentive Pay (AIP), and "ET", Extended Deployment to Table 2.1. Adds Assignment Limitation Code "U", Child Soldier Act to Table 2.2. Deletes Table 3.1, Standard OS Tours (reference is now JFTR, Appendix Q) and renumbers remaining Tables in Chapter 3 accordingly. Removes MAJCOM/A1 from much of the assignment responsibilities IAW MAJCOM/A1 transformation initiatives. Deletes educational deferment provisions for completing HS programs (paragraph 2.15). Revises/clarifies Officer Joint Duty Assignments (paragraph 2.15). Changed adoption and pregnancy deferment from 4 to 6 months (paragraph 2.19, paragraph 2.39, and Table 2.2). Moved 7-Day Option provision from paragraph 2.37 to 2.30 (following Retainability 2.29). Clarified 7-Day Option provisions for Airmen on a maximum stabilized tour (Table 2.9). Standardized 7-Day Option provisions for both officer and enlisted serving on a maximum stabilized tour (paragraph 2.30). Added rules for 3-day opt provisions upon selection of an extended deployment (paragraph 5.9 and Figure 5.1). Deletes requirement for obtaining retainability within 30 days of signing DEROS Election Option Rip for those Airman selecting a COT (paragraph 2.29). Deletes requirement for MPS' to notify AFPC/DPAPP of retainability delays (paragraph 2.29). Deletes requirement for MPS' to request an Assignment Loss Rip (paragraph 2.32). Deletes Figure 2.2, Officer Short-Notice Assignment Notification Message. Deletes Weight Management Reference in regards to PCS eligibility and replaced with FIT Program (paragraph 2.40). Added provision for prior service short tour to adjust short tour counter (paragraph 3.5.2.2). Added reference AFI 10-401, *Air Force Operational Planning and Execution* and AFI 10-403, *Deployment Planning and Execution* (paragraph 4.1). Deletes Palace programs (programs previously transferred to DPW) and replaces Palace Trip terminology with TDY Manning Assistance (paragraph 4.8 and 4.9). Changed restriction of 179 days TDY to one area to 180 days (paragraph 4.7.1). Deletes the requirement for commanders to approve SNCO HB applications (paragraph A5.4.4.) Changed procedures for HB/FO applications, Attachment 5. Added provision for Reclassified/Disqualified Airmen in relationship to "surplus conditions" (paragraph 2.47). Added 2.47.10, Force Structure Management. Corrected dollar amount for Low-Cost provisions from $500 to $1000 (paragraph 2.50). Added DEROS to limitations of Low-Cost provisions (paragraph 2.50). Clarified procedures for enlisted Non-Career Aviators and Operational Support Flyers (paragraph 2.58). Added paragraph 2.64, describing AIP. Changed the separation/retirement date minimum for officers selected for a short tour from 12 months to 7 months (Table 2.6, Rule 1), Added clarification to tour length exceptions (paragraph 3.2). Added clarification to CSPL and Key Billets (paragraph 3.2). Deleted the Expanded Permissive and Conus Assignment Exchange programs (Attachment 10), Clarified command-sponsorship policies and procedures (Attachment 20). This publication makes the AF Forms 4057, *Officer Assignment Preference Worksheet*, AF

IMT 934, *Requistion For USAF Officer*, AF IMT 1048, *Military Spouse Information*, AF 392, *Airman Assignment Preference Statement*, and AF IMT 675, *Airman Requisition for Departmental – Joint Acctivities* obsolete. These forms has been replaced by the Airman Development Plan, Assignment Management System (AMS) and the vMPF.

Chapter 1

ASSIGNMENT AUTHORITY

1.1. Assignment Authority. The Department of Defense (DOD) allocates funds, delegates authority and directs policies for TDY assignment and permanent change of duty station (PCS) assignment of AF military personnel. This instruction implements DOD directives and instructions and contains the authority, AF policies and procedures, to select personnel and direct their temporary or permanent assignment or reassignment to satisfy national security requirements. PCS may also be directed to ensure equitable treatment of Airmen, such as PCS from overseas (OS) to the continental United States (CONUS), upon completion of the prescribed OS tour. This instruction must be cited as the assignment authority only for operational (including rotational), training (including formal education and professional military education) and force structure assignments. Use Table 1.1. to find information on specific assignment policies/procedures.

1.1.1. Designated Assignment Authority and Assignment Office of Primary Responsibility (OPR). Table 1.2. shows the designated assignment authorities and OPRs to which authority is delegated for assignments and related actions prescribed by this instruction. The AF uses a centralized assignment system to ensure compliance with laws; personnel management directives and instructions; functional area directives and instructions; to ensure assignments and related actions are cost effective; fair and equitable; and to maintain personnel accountability. PCS assignment authority must not be further delegated. TDY assignment authority is delegated as shown in Chapter 4.

1.1.2. Other PCSs. There are a number of reasons why Airmen may be directed, authorized, or entitled to make a PCS. Some examples are upon accession, upon separation or retirement, as a patient, as a prisoner, for administrative actions or boards, in connection with judicial proceedings, and so on. When PCS is for reasons other than those cited in paragraph 1.1., the PCS authority, funding authorization, and policies and procedures to be followed should be within the instruction which requires the PCS (see Attachment 22). To assist in determining whether or not to request a PCS IAW this instruction or some other AF instruction, use this general test: If the reason for the PCS is not for the purpose of an Airman filling a funded vacant manpower authorization and to perform duty in his or her Air Force specialty, and selection of the Airman was not based on individual qualifications and the PCS eligibility policies and procedures prescribed in this instruction, then the PCS is not within the authority of this instruction. When a PCS is necessary and no AF instruction authorizes the move, then a request for PCS may be submitted as outlined in paragraph 1.5., Exceptions. In one way or another, the MPS provides support for all PCSs. Therefore, to assist MPS' in identifying appropriate OPRs for PCS-related queries, Table 1.2. and Attachment 22 are provided for information purposes.

1.1.3. Permanent Change of Assignment (PCA) and Permanent Change of (Duty) Station (PCS). Normally, an Airman is assigned to a unit to fill a manpower position and perform duty at the same location as the unit. As a general assignment policy, Airmen are not permanently assigned (including detailed, attached, etc.) to a location unless an AF unit (or AF element for DOD organizations) has officially been established at that location. Assignment of Airmen OS without proper establishment of an AF unit at the location where the Airman will actually perform duty can create severe problems (*for example*, if no Status of Forces Agreement (SOFA) exists, or an existing agreement does not cover an Airman and/or his or her family, when the rate of pay and

allowances is different at the actual duty station in relation to the location of the manpower authorization to which the Airman may be assigned, etc.). Assignments contrary to this policy circumvent the AF manpower system and personnel assignment and accountability systems, can affect an Airman's allowances and pay, and can have serious consequences. Exceptions may be considered according to paragraph 1.5.

1.1.3.1. PCA with PCS. When Airmen physically perform duty at a location which is the same as the organization to which they are assigned, and upon reassignment will physically perform duty at a new location, then this is a permanent change of assignment (PCA) with concurrent permanent change of duty station (PCS).

1.1.3.2. PCA without PCS.

1.1.3.2.1. When an Airman is permanently reassigned from one organization to another organization with no change of permanent duty station, this is a PCA without PCS (PCA w/o PCS), or

1.1.3.2.2. When an Airman is permanently reassigned from one permanent duty station to another (that is, the duty location [codes] are different) this is normally a PCS, except when both locations are within the corporate limits of the same city or town, then both locations are considered to be within the same permanent duty station for PCS allowance purposes (see paragraph 2.50.). In such cases, notwithstanding the change of permanent duty stations, the move is still managed as a PCA w/o PCS. In other words, the rules for management of PCSs do not apply if it is a PCS without PCS allowances.

1.1.3.3. PCS without PCA. There are times when it may be necessary to direct Airmen to physically change stations, but it may not be appropriate to change the unit to which they are assigned. This is rarely necessary for assignments directed IAW this instruction, but is common in connection with PCSs IAW other AFIs. *For example*, an Airman returning from OS for normal retirement may be assigned PCS w/o PCA to a retirement processing base. During the time between departure from the OS area and actual retirement date, the Airman remains assigned for manning, accountability and other purposes, to their last unit of assignment OS.

1.2. Assignment Requests. The Director of Assignments (or equivalent) in coordination with major commands (MAJCOMs), field operating agencies (FOA), and direct reporting units (DRU), is authorized to initiate assignments for Airmen currently assigned to MAJCOM/FOA/DRU to fill valid vacant manpower authorizations. This does not preclude certain actions authorized to be initiated below MAJCOM/FOA/DRU level which flow directly to the assignment OPR. Below are assignments initiated on behalf of the MAJCOM/FOA/DRU by the assignment OPR in coordination the Career Field Functional Manager:.

1.2.1. PCS assignments prescribed by this instruction, intracommand or intercommand, with or without permanent change of assignment (PCA).

1.2.2. Any intercommand PCA (between units of different commands) action prescribed by this instruction (with or without PCS).

1.2.3. (Officers only.) Any intracommand PCA w/o PCS where officer changes senior rater (*for example*, wing to MAJCOM, MAJCOM to NAF, etc.).

1.2.4. Any change of position involving a colonel (including selects) into or out of a Defense Acquisition Workforce Improvement Act (DAWIA) controlled position, joint duty controlled position, or position of command at the group level, requires prior approval by the Air Force Senior Leadership Management Office (AFSLMO), AF/DPO, whether the position change is a PCA or PCS.

1.2.5. Assignment of an officer to an unauthorized position (see paragraph 2.46).
1.2.6. Assignment of an officer with the grade Lt Col or below to an authorized colonel position must be approved in advance by AF/DPO (with the exception of judge advocates).
1.2.7. Any change of an officer's Duty AFSC (DAFSC), excluding:
1.2.7.1. Upgrade to the fully qualified level.
1.2.7.2. Change directed by the assignment OPR.
1.2.7.3. Change resulting from completion of formal education and training courses.
1.2.7.4. Changes as the result of AFSC conversions or AFSC management actions.
1.2.7.5. Requests for utilization or assignment (TDY or PCS) other than IAW with the above paragraphs may be submitted for consideration according to paragraph 1.5., Exceptions.
1.2.8. Submit requests containing the information and using the method prescribed by applicable instructions, manuals and/or guidance as follows:
1.2.8.1. For general officers (including brigadier general selects), as instructed by AFSLMO, AF/DPG
1.2.8.2. For colonels (including selects), out of system, at least 90 days before the required report not later than date (RNLTD), as instructed by AF/DPO
1.2.8.3. For judge advocates, as instructed by the assignment OPR.
1.2.8.4. For officers, Lt Col and below (including Medical Service and Chaplains), at least 240 days before the required RNLTD, unless otherwise agreed to by the assignment OPR.
1.2.8.5. For Airmen with the grade of CMSgt (including selects), as instructed by AF/DPE.
1.2.8.6. For Airmen with the grade of SMSgt and below, as instructed by HQ AFPC/DPAA.
1.3. Distribution of Personnel. Personnel are distributed to meet the overall needs of the AF as follows:
1.3.1. According to DOD Directive 1315.7, Military Personnel Assignments, and DODI 1315.18, Procedures for Military Personnel Assignments.
1.3.2. As equitably as possible between CONUS MAJCOMs (or equivalent) within a specialty and grade. Additionally, for enlisted Airmen, according to Manning Unit Group (see Attachment 1, Definitions), the plug table (see Attachment 1, Definitions) and the manning priority plan when submitted by the MAJCOM (or equivalent) to HQ AFPC/DPAA5. *Note*: Normally overseas units are not manned over 100 percent.
1.3.3. According to guidance from the Air Staff functional area OPRs.
1.3.4. According to written Memorandum of Agreement (MOA) for special circumstances. An MOA may be terminated by the designated assignment authority shown in Table 1.2. when it no longer serves the best interests of the AF.
1.3.5. As directed by the designated assignment authority shown in Table 1.2.
1.4. Waivers (see Attachment 1, Definitions). A formal waiver process is established when a need exists often enough to deviate from a provision established by this instruction (e.g., a standard, a requirement, a limit, etc.). Use this paragraph as the basic guidance for processing a waiver, except when a paragraph, table or attachment contains specific waiver instructions. There is no mandatory format, unless a paragraph, table or attachment prescribes the waiver content and/or format, but all requests must be justified. Also see paragraph 1.5., Exceptions, to determine when a request for an exception may be appropriate instead of a request for waiver.
1.4.1. Justification. Justification for a waiver must show how approval is in the best interests of the AF from the standpoint of operational necessity. Waiver requests must not be approved based solely on personal desires or for personal reasons but may coincidentally satisfy an Airman's personal desires or needs. Situations which are not based on operational necessity

might be considered as an exception, see paragraph 1.5. Requests which do not meet the justification criteria for either a waiver or an exception should not be submitted.
1.4.2. Originator Level. DOD or this instruction requires certain waivers "originate" no lower than a minimum level. It is recognized that requests are often "initiated" at a lower level (such as unit or group commander). Requests initiated at a lower level, but endorsed at the minimum originator level, are acceptable. Waivers may be initiated in one of the following two ways:
1.4.2.1. An Airman may initiate a waiver request on his or her own behalf only when specifically authorized in a paragraph, table, or attachment. In all other instances, requests by Airmen which require waiver(s) must be submitted as an exception according to paragraph 1.5.
1.4.2.2. An official responsible for a mission which cannot be effectively accomplished except by waiver of a provision established by this instruction may initiate a waiver request. When a minimum originator level has been established, a paragraph, table, or attachment must state the minimum level. The intent of the minimum originator level is to limit the number of waivers and restrict requests to those which are operationally essential. It is not the intent to require (or prohibit) an official at the minimum originator level to endorse waiver requests from Airmen. It is the intent for these officials to originate or endorse only those waiver requests essential to accomplish their mission. Regardless of the originating level, all requests must meet the justification criteria for approval.
1.4.3. Commander Actions. All waiver requests must be routed through the unit commander, except those originated above the unit level which should be coordinated with the unit commander (for colonels (including selects), coordinate at least one level below the level of origination). A unit or higher level commander may disapprove a waiver request if it is not justified and must advise the requester of the reasons for disapproval. Commanders may address the impact approval might have on their local mission in their forwarding endorsement. When a unit commander recommends approval or concurs, he or she forwards the request to the Career Development Element of the servicing Military Personnel Element (MPF/E) for a recommendation and, if necessary, forwarding to the minimum originator level, unless the request is being processed through command channels. Waiver requests not initiated by an Airman must indicate whether or not the Airman has been advised and include volunteer status, if determined.
1.4.4. MPS Actions. MPS' must assist Airmen and commanders in ensuring that the requirements established by this instruction are met. MPS' should advise the Airman, the unit commander or minimum originator level, as appropriate, when a waiver request does not appear to be justified or some other requirement is not met. Submission of a waiver request must not be the basis for delay in PCS processing or delay in complying with other actions within the time frames prescribed, except as follows. When the MPS receives a waiver request of an urgent nature which might have a bearing on an Airman's pending PCS, the MPS must contact the appropriate assignment OPR (Table 1.2.) for guidance without delay. Advise Airmen that submission of a waiver request does not change their duty status (*for example*, it does not change them from a leave status to a present for duty or TDY status). Submission of a waiver request is not the basis for failure of an Airman to meet a port call or RNLTD, and does not delay the requirement that they make a decision under the 7-day option, or negate any other requirement. In urgent situations, the MPS may send a request to the HQ AFPC assignment OPR or other OPRs for consideration/resolution.
1.4.5. Assignment OPR and Approval Authority Actions. The MPS normally forwards assignment waiver requests to the assignment OPR, unless instructed otherwise. The assignment

OPR may approve or disapprove a request when authorized, or make a recommendation and forward the request to the approval authority.
1.5. Exceptions (see Attachment 1, Definitions). Exceptions to policies, procedures, or other provisions of this instruction may be considered when an action is prohibited; is not addressed; a criterion is not met and there are no waiver provisions established; or, there are waiver provisions but that criteria is not met. Use this paragraph as the basic guidance for processing a request for exception, unless a paragraph, table, or attachment contains specific instructions for exceptions. There is no mandatory format, but all requests must be justified.
1.5.1. Justification. A request for an exception may be justified:
1.5.1.1. Based upon operational necessity, or
1.5.1.2. When compliance with a requirement would result in an injustice, a severe inequity, or a personal hardship significantly greater than other Airmen encounter in similar circumstances, or
1.5.1.3. When it is shown an exception serves the overall best interests of the AF.
1.5.2. Requester or Originator Level. Unless a paragraph on a subject specifies a minimum level, there is no minimum originator or requester level for a request for exception (including a request which might require waivers). A request for exception may be submitted by an official responsible for a mission (that is, unit or group commander, etc.), or an Airman may submit a request on him or herself. Exception requests from Airmen may be endorsed by senior level officials at their discretion. However, requests from Airmen must still be evaluated based on the justification. Disapproval or an Airman's request which has been endorsed by a senior official must not be construed as disapproval of a request originated by a senior official. All requests must cite what exception is requested. Requests initiated by Airmen must be submitted through their unit commander. (*NOTE*: When an exception request warrants approval but requires a waiver, the assignment authority serves as the minimum originator level and submits a waiver request to the waiver approval authority. Refer to paragraph 3.8.9.2 or 2.25.3 to ensure compliance with appropriate requestor levels for TOS or curtailment waivers.)
1.5.3. Commander Actions. Unit commanders must review requests by Airmen and determine if the required justification exists. A unit commander, or higher level commander, may disapprove an Airman's request if it is not justified and must advise the Airman of the reasons for disapproval. Commanders may address the impact approval may have on their local mission in their forwarding recommendation. When a commander recommends approval, he or she must forward the request to the MPS unless the request is being processed through command channels. Exception to policy requests submitted by other than the Airman must indicate whether or not the Airman has been advised and include volunteer status, if determined.
1.5.4. MPS Actions. The MPS must assist Airmen and commanders in ensuring the requirements established by this instruction are met. MPS' should advise an Airman, the unit commander, or other requester when a request does not appear to be justified or fails to meet some other requirement. Submission of an exception request must not be the basis for delay in PCS processing or delay in complying with other actions within the time frames prescribed, except as follows. When the MPS receives a request of an urgent nature which might have a bearing on an Airman's pending PCS, the MPS must contact the appropriate assignment OPR for guidance without delay. Advise Airmen that submission of an exception request does not change their duty status (*for example*, it does not change them from a leave status to a present for duty status or TDY status). Submission of an exception request is not the basis for failure of an Airman to meet a port call or RNLTD, and does not delay the requirement that they make a

decision under the 7-day option, or negate any other requirement. In urgent situations, the MPS may send a request to the HQ AFPC assignment OPR or other OPRs to expedite a final decision.
1.5.5. Assignment OPR and Approval Authority Actions. Requests for exceptions to policy, procedures, or other provisions will be addressed to the office shown below for Airmen as indicated. These offices, with input from the assignment OPR when necessary, may disapprove a request, approve it, or make a recommendation for consideration by the appropriate approval level. When the authority to approve a request is within the office shown below, the approved exception will be forwarded to the assignment OPR for appropriate action. When an exception (or a waiver in conjunction with an exception) requires approval at a higher level, then the assignment OPR prepares a request for assignment, curtailment, or other action, and submit it to the appropriate approval level and include the exception approval, or recommendation for approval, from the office listed below.
1.5.6.
1.5.6.1. AF/DPG for all general officers, including brigadier general selects.
1.5.6.2. AF/DPO for colonels, including colonel selects, of any competitive category (except judge advocates, see paragraph 1.5.6.3).
1.5.6.3. AF/JAX for judge advocates.
1.5.6.4. HQ AFPC/DPAPP for officers in the grade of lieutenant colonel and below.
1.5.6.5. AF/DPE for enlisted Airmen in the grade of CMSgt, including CMSgt selects.
1.5.6.6. HQ AFPC/DPAPP for enlisted Airmen in the grade of SMSgt and below.

Table 1.1. Subject List (Alphabetical). For on-line users. To view a reference, "click" on it and reference will appear on your screen.

A	B	C	D	E
Subject (see note)	Paragraph	Table	Attach	Other
Accompanied Equivalent Tour Length Program (Officers)	3.2			JFTR Appendix Q
Active Duty Service Commitment (ADSC)	2.28			
Adjustment of ODSD/STRD for PCS	3.5	Table 3.3		
Adjustment of ODSD/STRD for TDY	3.5	Table 3.4		
Administrative/Disciplinary Action En Route PCS	2.40			
Adoption	2.19	Table 2.2	Attach 24	
Advance Academic Degree (AAD) Assignment (Officer)	2.42, 2.60			
Advanced Assignment/Deferment for Deployed Airmen (AAD) (Officer/Enlisted)	5.12		Attach 23	
Aircrew Assignments (Enlisted)	2.57			
Air Force Assignment System (AFAS) (Officer only)	2.32		Attach 17	
Air Travel in conjunction with PCS/TDY	2.56			
Alaska/Hawaii Tour Length	3.2 (3.2.4)			JFTR Appendix Q
Allowances, PCS	2.6			JFTR
Assignment Action Number (AAN)	2.55			
Assignment after Commissioning (From Enlisted Status)	2.22			
Assignment Authority (Also see Assignment OPR)	1.1	Table 1.2		
Assignment Availability Codes (AAC)	2.15	Table 2.1		
Assignment Changes (Also see Diversion En Route)	2.35			
Assignment Incentive Pay	2.64	Table 2.1		
Assignment Limitation Codes	2.16	Table 2.2		
Assignment Notification (PCS)	2.33			
Assignment of Airmen Who Were Previously Designated as "Missing"	2.43	Table 2.2		
Assignment OPR, Individual Assignment Actions	1.1	Table 1.2		
Assignment Preferences (Enlisted)	2.32		Attach 16	
Assignment Preferences (Officer)	2.32		Attach 17	

A	B	C	D	E
Subject (see note)	Paragraph	Table	Attach	Other
Assignment Requests, Initiate	1.2			
Assignment Selection Date (ASD)	2.31	Table 2.8		
Award/Adjustment of ODSD/STRD for PCS/TDY	3.5	Table 3.3 Table 3.4		
Base of Preference (BOP)			Attach 2	
Base Residency (see Time on Station TOS)	2.25	Table 2.3		
Cancellation of PCS	2.12, 2.35, 2.36, 2.40, 2.47, 2.53			2.29, 2.37
Cancellation of Voluntary OS Tour Extension	3.8			
Career Field Change Request (Officer)	2.44, 2.61			
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NOTE: Use this alphabetical subject list to locate the primary reference for a subject. This instruction may mention a subject, issue, or term numerous times, however, it is not practical to show every reference.

Table 1.2. Designated Assignment Authority and Office of Primary Responsibility (OPR) for Assignment Actions.

Section A. Designated Assignment Authority	
Line	Office and Area of Responsibility
1	AIR FORCE SENIOR LEADERSHIP MANAGEMENT OFFICE (AFSLMO) AF/DPG, General officers, including selectees (see note 1)
2	HQ USAF/JA, THE JUDGE ADVOCATE GENERAL (TJAG) judge advocates (see notes 1 and 2)
3	AIR FORCE SENIOR LEADERSHIP MANAGEMENT OFFICE (AFSLMO) AF/DPO, Colonels, including selectees (except judge advocates, see note 1)
4	AIR FORCE SENIOR LEADERSHIP MANAGEMENT OFFICE (AFSLMO) AF/DPE, CMSgts, including selectees (see note 1)
5	AIR FORCE PERSONNEL CENTER (HQ AFPC/CC) Lieutenant colonels and below (including chaplains and medical officers) and all enlisted. (see note 2)
Section B. Office of Primary Responsibility (OPR) for Assignments	
Line	Office and Area of Responsibility
6	AIR FORCE SENIOR LEADERSHIP MANAGEMENT OFFICE (AFSLMO) AF/DPG, General officers, including selectees (except judge advocates) (see note 1)
7	AF/JAX, PROFESSIONAL DEVELOPMENT DIVISION judge advocates, lieutenant colonels and below (see notes 1 and 2)
8	AIR FORCE SENION LEADERSHIP MANAGEMENT OFFICE (AFSLMO) AF/DPO, Colonels, including selectees (except judge advocates) (see note 1)
9	AIR FORCE SENIOR LEADERSHIP MANAGEMENT OFFICE (AFSLMO) AF/DPE, CMSgts, including selectees (see note 1)
10	HQ AFPC/DPA, DIRECTORATE OF ASSIGNMENTS Lieutenant colonels and below (including chaplains and medical officers) & enlisted.
11	DPAA, AIRMAN ASSIGNMENTS DIVISION, SMSgt and below, except enlisted aircrews. (For enlisted aircrews, see DPAOM4/DPAOO4)
12	DPAA, Airman Distribution Branch
13	DPAA1, Logistics and Security Assignments Section
14	DPAA2, Mission Support Assignments and Special Duty Assignments Section
15	DPAA3, Weather, Communications and Joint Departmental Assignments Section
16	DPAA4, Aircraft, Operations, Munitions and Missile Maintenance Assignments Section
17	DPAA5, Airman Management Branch (Force structure actions)
18	AIR FORCE SENIOR LEADERSHIP MANAGEMENT OFFICE (AFSLMO) AF/DPE, CMSgts, including selectees
19	DPAFE, Officer Developmental Education
20	DPAH, CHAPLAIN ASSIGNMENTS, Lieutenant colonels and below
21	DPAM, MEDICAL SERVICE OFFICER MANAGEMENT DIVISION

	Lieutenant colonels and below

SECTION B. Office of Primary Responsibility (OPR) for Assignment Actions	
Line	Office and Area of Responsibility
22	DPAMD, Dental Corps Utilization & Education Branch
23	DPAME, Physician Education Branch
24	DPAMF, Force Management/Special Assignments Branch
25	DPAMM, Medical Standards Branch
26	DPAMN, Nurse Utilization & Education Branch
27	DPAMP, Physician Utilization Branch
28	DPAMS, Medical Service Corps Utilization and Education Branch
29	DPAMU, Special Assignments Branch
30	DPAMW, Biomedical Sciences Corps Utilization and Education Branch
31	DPAO, OPERATIONS OFFICER ASSIGNMENT DIVISION Lieutenant colonels and below (rated and non-rated operations) and enlisted aircrews (SMSgt and below)
32	DPAOC, Fighter/Bomber Assignments Branch
33	DPAOC1, Fighter Assignment Section
34	DPAOC2, Bomber Assignments Section
35	DPAOG, Operations Generalist Assignments Branch
36	DPAOM, Mobility/C2ISR/SOR/HELO/CEA Assignments Branch
37	DPAOM1, Strategic Airlift Assignments Section
38	DPAOM2, Tactical Airlift Assignments Section
39	DPAOM3, Helicopter Assignments Section
40	DPAOM4, Career Enlisted Aviator Assignments Section
41	DPAOM5, Tanker Assignments Section
42	DPAOM6, Reconnaissance Assignments Section
43	DPAOM7, Command & Control Assignments Section
44	DPAOO, Non-rated Operations Officer Assignments Branch
45	DPAOO1, Space and Missile Assignments Section
46	DPAOO2, Airfield Operations/Combat Control/Rescue Assignments Section
47	DPAOO3, Intelligence Assignments Section
48	DPAOO4, Enlisted Aircrew Assignments Section
49	DPAOO5, Weather Assignments Section
50	DPAOS, Operations Staff Assignments Branch Assignments Branch
51	DPAOS1, Operations Staff Assignments Section
52	DPAOSJ, Joint Officer Management Section
53	DPAOT, Pipeline & Trainer Assignments Branch
54	DPAOT1, Pipeline Management
55	DPAOT2, Trainer Assignments Section
56	DPAOT3, Special Flying Programs Section
57	DPAP, ASSIGNMENTS PROGRAMS AND PROCEDURES DIVISION Lieutenant colonel and below and all enlisted
58	DPAPPH, Humanitarian & Exceptional Family Member Program (EFMP) Assignment Section

Section B. Office of Primary Responsibility (OPR) for Assignment Actions	
Line	Office and Area of Responsibility
59	DPAPA, PCS Budget and Assignment Analysis Section
60	DPAPP, Assignment Programs, Procedures, AFI 36-2110 OPR, Assignment Issues and Policy Liaison and Assignment Information Systems
61	DPAS, SUPPORT OFFICER ASSIGNMENTS DIVISION Lieutenant colonels and below
62	DPASA, Acquisition Officer Assignments Branch
63	DPASB, Base Support Officer Assignments Branch
64	DPASC, Communication-Computer Officer Assignments Branch
65	DPASF, Academic and Special Utilization Officer Assignment Branch
66	DPASL, Logistics Officer Assignments Branch
67	DPAX, SPECIAL PROGRAMS DIVISION For programs managed, for Lieutenant colonel and below (any AFSC) and SMSgt and below (any AFSC)

NOTES:
1. Assignment authorities other than AFPC must obtain appropriate level approval for assignment actions according to DODI 1315.18.

2. Per Title 10, U.S.C., Section 806, TJAG is the designated assignment authority for all judge advocates.

Chapter 2

GENERAL POLICIES AND PROCEDURES

2.1. General Information. There are a number of policies and procedures which apply to assignment actions and programs and most are stated below. However, additional policies and procedures for specific actions, assignments, or programs are contained in a paragraph, a table, an attachment, in other referenced directives or instructions, or in guidance provided by the designated assignment authority or assignment OPR shown in Table 1.1. Assignments are influenced by all of these requirements collectively. When necessary, in the national interests or the best interests of the AF, waivers, exceptions and/or deviations from policies and procedures in this instruction may be authorized by proper authority. For example, AF/DPG (for assignment of general officers, including brigadier general selects), AF/DPO (for assignment of colonels, including selects), and AF/DPE (for assignment of CMSgts, including selects), may request or approve waivers, grant exceptions, or deviate from this instruction when necessary.
2.2. Release of Personal Assignment Information. Release of certain personal information to the public or outside DOD channels is governed by AFI 33-323, *Privacy Act Program*, and DOD Regulation 5400.7/Air Force Supplement *DOD Freedom of Information Act Program*. Follow the guidance in those publications prior to releasing personal information outside DOD channels.
2.3. Equal Opportunity. The AF assigns Airmen without regard to color, race, religious preference (except chaplains), national origin, ethnic background, age, marital status (except military couples), spouse's employment, educational or volunteer service activities of a spouse, or gender (except as provided for by statute or other policies). This applies to PCS and TDY assignments.
2.3.1. At times, it is in the national interest to restrict the temporary or permanent assignment of Airmen to certain positions to perform specific roles contrary to the above policy. Restrictions contrary to policy must be considered on a position-by-position basis; each case will be considered independently of any other. Restrictions by country or region will not be considered. Each request for restriction must be submitted to the MAJCOM (or equivalent). If restricting a position is the only option, the MAJCOM (or equivalent) commander, vice commander, or chief of staff submits a request for restriction to HQ USAF/A1DL, with an information copy to the designated assignment authority (Table 1.1.), assignment OPR (Table 1.1.), and HQ AFPC/DPAPP. Requests must contain the following:
2.3.1.1. Position number, or state if the requirement is for temporary duty (TDY).
2.3.1.2. Duty description.
2.3.1.3. Grade and Air Force Specialty Code (AFSC) required.
2.3.1.4. Personnel Accounting Symbol (PAS) code and unit of assignment (unless requirement is for TDY) and specific duty location.
2.3.1.5. Number of positions for which individual restriction is being requested. Number of positions in the same grade and AFSC for which restriction is not requested. Total number of positions at the location (all grades/AFSCs).
2.3.1.6. Previous restriction status, if any.
2.3.1.7. Specifics on the origin of the restriction. Include level of authority which established the restriction, basis for the restriction, whether information is verbal or in writing, etc. Restriction requests should be submitted as far in advance as possible.

2.3.2. If an Airman is denied a passport or a visa, or a foreign country formally refuses to accept him or her, and denial is based on one of the factors in paragraph 2.3., the MPS must forward the information below without delay to the designated assignment authority (except for HQ AFPC/DPA, send to HQ AFPC/DPAPP). The assignment authority forwards the case IAW DOD Instruction 1315.18.
2.3.2.1. Name, grade, SSN, unit of assignment and location.
2.3.2.2. Purpose of travel.
2.3.2.3. Date of denial.
2.3.2.4. Foreign country involved.
2.3.2.5. Name and title of official issuing the denial.
2.4. Primary PCS Selection Factor. The primary factor in selection of an Airman for PCS is the Airman's qualifications to fill a valid manpower requirement and perform productively in the position for which being considered. PCS eligibility factors such as time on station (TOS) and so on, although important, are secondary. When Airmen with the required qualifications are identified, then PCS eligibility criteria and other factors will be considered. Volunteer status, individual preferences, humanitarian or special circumstances may be considered to the extent these factors are consistent with operational manning requirements. PCS is not authorized based solely on the fact an Airman can be used or prefers assignment elsewhere.
2.4.1. Special Experience Identifier (SEI). AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)* implements policy and prescribes procedures for SEI establishment and management. The SEI compliments the assignment process and is used in conjunction with the grade, AFSC (or Chief Enlisted Manager (CEM) code), AFSC prefixes and suffixes, Special Duty Identifier (SDI), Reporting Identifier (RI), Personnel Processing Codes (PPC), and professional specialty course codes. The SEI system may be used when experience or training is critical to the job/person assignment match, and no other means is appropriate or available. SEIs can be used when it is essential to rapidly identify personnel to meet unique circumstances, contingency requirements, or other critical needs. Manpower positions are coded with an appropriate SEI to identify positions that require unique experience/qualification.
2.4.1.1. Assignment OPRs must approve requests in advance to match assignments using the SEI because of the potential to subordinate other important assignment considerations. Further, after selections have been made, the assignment OPR must review them to ensure the impact in relation to other factors is justified.
2.4.1.2. Requests for exceptions to match by SEI without manpower positions being coded require approval of the HQ AFPC assignment branch chief.
2.4.2. Security Access Requirement. Manpower positions often require Airmen assigned have access to a specified level of classified information. When the urgency to fill a position does not allow selection of an Airman using PCS eligibility criteria and subsequent processing (and/or investigation), selection may be necessary from among Airmen who currently have access or can be granted access immediately. The assignment OPR must approve, in advance, assignment selection based upon an Airman's security status. Further, after such selections have been made, the assignment OPR must review them to ensure the impact in relation to other factors is justified.
2.4.3. PCS Costs. Assignments of qualified, eligible Airmen are directed as economically as possible, when other considerations are not overriding. PCS cost projections are based on the average cost for a particular kind of move and whether the person moving is an officer or enlisted member.

2.5. PERSONNEL TEMPO (PERSTEMPO). In its simplest definition, PERSTEMPO is the number of days per 12-month period an Airman is TDY away from his or her permanent duty station. In general, TDY in excess of 120 days in a 12-month period is considered to be high PERSTEMPO. In a broader sense, PERSTEMPO is the short and long term impact on an Airman, the Airman's unit, his or her family, etc of satisfying the needs of the AF. In this respect, all TDY and PCS assignment policies and procedures are PERSTEMPO sensitive.
2.6. PCS Allowances. When an Airman is directed to make a PCS, the AF may not deny the Airman any travel and transportation allowances associated with the PCS. Airman cannot waive their PCS allowances in return for PCS consideration. The government is obligated to pay PCS allowance costs should the Airman claim reimbursement. Airmen will not be afforded special assignment consideration on the basis of PCS allowances they may or may not use, other than as authorized in conjunction with an approved program (*for example*, the Home-Basing and Follow-On Assignment Programs, as outlined in Attachment 5).
2.7. Grade, AFSC and Skill Level Relationship for Assignments.
2.7.1. Officers. Officers are eligible for assignment in any AFSC they possess or are qualified to be awarded. Officers are normally assigned to manpower authorizations associated with their current grade; however, the needs of the AF may require assignment otherwise. Also see paragraph 2.18. for assignment of officers not selected for promotion. Promotions through the grade of lieutenant colonel may not be the sole basis for PCS. Lieutenant colonels may not be assigned to colonel positions without the advance approval of AF/DPO.
2.7.2. Enlisted. Assignments are directed by the assignment OPR as shown below. Assignment OPR may deviate when in the best interests of the AF.
2.7.2.1. Enlisted personnel are selected to fill manpower requirement with the following grade/skill combinations:
2.7.2.1.1. CMSgts (E-9) for Chief Enlisted Manager (CEM) code positions.
2.7.2.1.2. SMSgts (E-8) for 9-level positions.
2.7.2.1.3. MSgt (E-7) and TSgt (E-6) for 7 level positions.
2.7.2.1.4. SSgt (E-5) and Senior Airman (SRA) for 5 level positions.
2.7.2.1.5. Airman First Class (A1C), Airman (Amn) and Airman Basic (AB) for 3 level positions.
2.7.2.2. CMSgts (including CMSgt selects) may be assigned in any AFSC or Chief Enlisted Manager (CEM) Code they possess or are qualified to be awarded.
2.7.2.3. Normally, Airmen in the grade of SMSgt and below are selected for assignment in their Control Air Force Specialty Code (CAFSC), except when serving in a special duty identifier (SDI) or reporting identifier (RI). Airmen serving in a SDI/RI are normally selected based on their Primary AFSC (PAFSC).
2.7.2.3.1. Enlisted members in a retraining/reclassification status (incompatible grade and CAFSC skill level) are selected for assignment and allocated against requirements commensurate with their grade, regardless of the skill level of their CAFSC. See Table 2.1., AAC 29.
2.7.2.3.2. Enlisted members awarded CONUS/OS Imbalanced skills are managed as outlined in Chapter 3.
2.7.2.4. Enlisted members projected for promotion to the next higher grade are normally considered for assignment based on their projected grade. Up to the grade of SMSgt, promotion may not be the sole basis for PCS. The needs of the AF may require assignment other than as shown below.
2.7.2.5. Enlisted retrainees may be assigned to OS long tour areas on their initial assignment as

volunteers; however, they will not normally be assigned to short tour areas (as a volunteer or non-volunteer).

2.8. Manpower Authorization Changes. Normally, assignments are not made nor manning entitlements adjusted in response to increases in functional category "A" military manpower authorizations when approved and made effective within the current or two succeeding fiscal quarters. This timeline (a minimum of 6 months) allows the assignment process to react to the increase and provide Airmen acceptable minimum assignment selection notice. A MAJCOM/FOA/ DRU (or equivalent) may request fill actions earlier than the above minimums with specific justification. The assignment OPR will evaluate and approve/disapprove such requests. Assignment of Airmen incident to decreases in authorizations resulting in a surplus will be managed according to guidance in paragraph 2.48.

2.9. Utilization Standards and Assignment of Rated Officers.

2.9.1. Utilization Standards for Rated Officers. The Aviation Career Improvement Act of 1989 (ACIA), codified as 37 U.S.C., Section 301a, imposes utilization standards, commonly referred to as “gates,” for rated officers. Rated officers are required to be assigned to operational flying duties for specific amounts of time by 12 years (1st gate), or 18 years (2nd/3rd gate) of aviation service to maintain their entitlement to continuous aviation career incentive pay (ACIP). Operational flying duties are identified by aircrew position identifier (API) codes 1, 2, 6, 7 and 8 (API codes 0, 3 and 4 identify other than operational flying duty). A rated officer must perform at least 8 years (96 months-1st gate) of operational flying duty by the 12th year of aviation service to receive ACIP through 18 years of aviation service; at least 10 years (120 months-2nd gate) of operational flying duty by the 18th year of aviation service to receive ACIP through 22 years of officer service; and at least 12 years (144 months-3rd gate) of operational flying duty by the 18th year of aviation service to receive ACIP through 25 years of officer service. It is Air Force policy to have as many Airmen as possible perform flying duties to meet 1st and 2nd gate requirements; however, not all officers will fulfill the requirements for their 3rd gate. AFI 11-401, *Aviation Management*, chapter 2, explains these requirements in detail. Compliance with the following guidance, in combination with paragraph 2.45., Officer Duty Changes, is essential to effective rated officer management. Waivers of the following policies require HQ AFPC/DPAO approval.

2.9.1.1. Graduates of undergraduate flying training (UFT) are assigned to operational flying duties until they have completed 96 months of flying to the maximum extent possible. Gate credit accumulated during UFT counts toward this restriction.

2.9.1.2. Rated officers may be considered for duties other than operational flying upon completion of 96 months of operational flying, if otherwise eligible and qualified,

2.9.1.3. The typical officer with over 12 years of aviation service must have completed or be able to complete at least 10 years, and preferably 12 years of operational flying duty before the 18th year of aviation service before being assigned to duties other than operational flying. In those cases where rated officers are currently assigned to stabilized tours in duties other than operational flying and the possibility exists of the officers not meeting the utilization standards, tour curtailments (or waiver of remaining stabilized tour period) may be directed by the assignment OPR according to the established policies in paragraph 2.15.6. To the extent possible, tour curtailments (or waiver of remaining stabilized tour period) will normally be directed sufficiently in advance to provide adequate and timely replacement.

2.9.2. Rated Officer Assignments (Lieutenant Colonels and Below). Rated officers who are not disqualified for aviation service IAW AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, are assigned primarily to fill rated requirements.
2.9.2.1. Rated officers may ask for a change to another rated AFSC or non-rated duty as indicated in paragraph 2.45. In addition, a commander or MAJCOM may submit requests to resolve manning problems or to provide career development opportunities.
2.9.2.2. Report officers disqualified from aviation service per AFI 11-402, for assignment or other disposition according to paragraph 2.41. Rated officers disqualified from aviation service for medical reasons may continue to be assigned to duty in a rated AFSC not involving operational flying upon approval of HQ AFPC/DPAO according to AFI 36-2101, *Classifying Military Personnel* (Officer and Enlisted).
2.9.2.3. Report officers eliminated from a flying training course being attended in PCS status or TDY en route PCS status, and officers eliminated from undergraduate flying according to paragraph 2.41.
2.9.3. Voluntary Request for Disqualification from Aviation Service. Rated officers applying for a commission change, legal, or medical education programs, must include a voluntary request for disqualification for aviation service. Refer to AFI 11-402, paragraph 3.7.1.2 for complete instructions.
2.9.4. Assignment of Rated Officers to Non Flying Positions. Rated officers who volunteer for a non flying position (PCS or PCA), when a flying position is available, must complete the statement in Figure 2.1. (This can be provided via E-Mail). Similarly, when the assignment OPR selects a volunteer for a non-flying position when a flying position is available, the assignment transaction must include the personnel processing code (PPC) “GTW” in the assignment notification.

Figure 2.1. Sample Memorandum of Acknowledgment.

(Appropriate Letterhead)

MEMORANDUM FOR HQ AFPC/DPAO (date)

FROM: (Functional address symbol)

SUBJECT: FOUO - Acknowledgment of Understanding -- Aviation Career Improvement Act (ACIA)

This email contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act and AFI 33-332.

1. I, (name, SSN), acknowledge that I voluntarily elect to pursue a non flying duty assignment and will fail to achieve my (1st) (2nd) flying gate. (See paragraph 2.9., AFI 36-2110, *Assignments*.)

2. I recognize this action will terminate my continuous entitlement to Aviation Career Incentive Pay after passing (12 years of aviation service) (18 years of aviation service) (22 years of officer

service). I further acknowledge understanding that aviation incentive pay after the (12th year of aviation service) (18th year of aviation service) (22nd year of officer service) is contingent on my having a rated duty AFSC and being assigned to operational flying duty.

(Signature)

(Typed name, grade, SSN)

NOTE: Officers provide the original to HQ AFPC/DPAO, Randolph AFB, TX 78150-6001 through the MPS before the assignment OPR approves the assignment. Assignment OPRs file the original in the officer's Master Personnel Records Group as a permanent document.

2.10. Volunteer Status and PCS Eligibility. Within a group of qualified Airmen, volunteers meeting minimum eligibility criteria for PCS selection are selected ahead of non-volunteers. Conversely, qualified non-volunteers meeting the minimum eligibility criteria for PCS are selected ahead of qualified volunteers who do not meet the minimum eligibility criteria for PCS. *For example*, using the PCS eligibility criterion of TOS for a CONUS to CONUS PCS, qualified volunteers who meet the minimum TOS requirements are considered first in order of longest on station and qualified non-volunteers who meet the minimum TOS are considered next in order of longest on station. Stated another way, qualified volunteers who do not meet minimum TOS requirements will not be selected ahead of qualified non-volunteers who meet minimum TOS requirements.

2.11. Volunteers Replacing Non-volunteers Selected for PCS. Airmen who volunteer (or desire to volunteer) for a specific assignment are not permitted to replace non-volunteers already selected for an assignment. If such replacements were permitted, the non-volunteer, in most instances, would be reselected based on original eligibility. Airmen volunteering for an assignment will be selected, in turn, when they become the most eligible volunteer. See paragraph 2.12. when an Airman selected for PCS as a volunteer desires assignment cancellation.

2.12. Change of Volunteer Status After PCS Selection. An Airman selected as a volunteer for an assignment may request assignment cancellation based on hardship or best interest of the Air Force. *NOTE:* A request under this paragraph is different than an Airman requesting cancellation of an assignment based on denial of dependent travel due to a lack of general medical services (see Attachment 24 or Attachment 25), or other reasons.

2.12.1. The assignment OPR considers the following:

2.12.1.1. Justification provided

2.12.1.2. Whether there are other qualified, eligible volunteers from which to select,

2.12.1.3. The amount of lead time to select and notify another person

2.12.1.4. Training scheduled or completed.

2.12.1.5. Any other variables associated with the particular assignment.

2.12.2. When a request is disapproved, the Airman remains on assignment as a volunteer. The Airman's status is not changed to reflect "non-volunteer". If a PCS cancellation request submitted under this paragraph is disapproved, the Airman cannot request separation or retirement under 7-day option provisions (unless they are still within 7 days of official notification). An officer may not cancel a Specified Period of Time Contract (SPTC) having accepted a PCS or training, nor may an Airman cancel a voluntary extension of enlistment or reenlistment, which was executed for the purpose of accepting the PCS or training. An SPTC for an officer or an enlisted Airman's extension of enlistment (but not a reenlistment) may be

canceled as outlined in the prescribing instruction for those actions if it no longer serves the purpose for which executed. *For example*, if an enlisted Airman extends an enlistment to accept an assignment and the assignment is canceled, then the enlisted Airman may request cancellation of the extension.

2.13. Minimum Age for Assignment to a Hostile Fire/Imminent Danger Area. Airmen must be at least 18 years of age to be assigned (PCS or TDY) to a hostile fire or imminent danger area.

2.14. Non-career Officers and First-Term Airmen (FTA). There are several assignment provisions which apply *only* to non-career officers (see Attachment 1, Definitions) and FTA (see Attachment 1, Definitions). Unless a paragraph, table, or attachment stipulates special guidance for non-career officers or FTA, the guidance is the same as for career enlisted Airmen.

2.14.1. FTA serving an initial enlistment of 4 or more years is not given more than two assignments to different locations following initial basic and skill training during their first 4 years of service, regardless of tour length. FTA is permitted additional PCSs in conjunction with an approved humanitarian reassignment, a join spouse assignment, as a volunteer, or when the PCS is a mandatory move. Low-cost moves are excluded from the two-move count.

2.14.2. Non-career officers are not arbitrarily limited in the number of PCSs they may be directed to make. Compliance with TOS minimums, selecting personnel in turn based on longest on station, and other factors are adequate to limit the number of moves.

2.14.3. Non-career officers fall into two groups and are managed as follows:

2.14.3.1. Non-career officers with an established date of separation (DOS) may decline to obtain retainability for a PCS or training ADSC, without prejudice. *For example*, a Medical Service officer with an established DOS as the result of an SPTC may decline to obtain retainability for a PCS or training ADSC, without prejudice. *NOTE:* Expiration of an ADSC is not the same as an established DOS.

2.14.3.2. Non-career officers with an indefinite DOS have indefinite service retainability for any ADSC-incurring event such as PCS or training. *NOTE*: Expiration of an ADSC is not the same as an established DOS. A non-career officer who does not desire to participate in an ADSC-incurring event, such as PCS or training, must exercise his or her option to establish a separation date under 7-day option provisions as explained in paragraph 2.30. However, to provide non-career officers adequate time to acclimate to military service, to avoid forcing them to make a premature career decision, and to the extent operational requirements permit, the following policy applies. As a non-volunteer, non-career officers with an indefinite DOS may be selected for an ADSC-incurring event when:

2.14.3.2.1. The ADSC can be completed before becoming a career officer (for assignment purposes, a career officer is (both) a captain or higher who has 4 or more years total active federal commissioned service [TAFCS]). For eligibility for involuntary PCS OS, compute completion of the ADSC for the OS tour using the unaccompanied tour length. A non-career officer who elects to serve the accompanied OS tour length voluntarily incurs the longer accompanied ADSC (which may result in becoming a career officer), or

2.14.3.2.2. They are within 12 months of having 4 years TAFCS and have no ADSC beyond 4 years (Unless a waiver is approved by the assignment authority). Within HQ AFPC, waiver authority is the assignment division chief.) This allows a non-career officer who does not desire an additional ADSC beyond 4 years to request separation in lieu of an event, or

2.14.3.2.3. They already have an ADSC beyond 4 years TAFCS. In this instance, career officer procedures apply.

2.15. Assignment Deferment and Availability. The reasons for deferments vary. Deferments may be authorized when it is possible to maintain an equitable assignment system and also support the need for stability in certain organizations or functions. In other instances, deferments are to preclude an Airman's PCS while suitability to remain on active duty is evaluated or during a period of observation or rehabilitation. And still further, sometimes a deferment period is required to process or complete an action, recognize a temporary PCS ineligibility condition, or other circumstance of a temporary nature. The most common reasons for deferment are identified by assignment availability codes (AACs) shown in Table 2.1. A list of activities, organizations, or positions authorized stabilized tours is maintained and continually updated by HQ AFPC/DPAPP in the Stabilized Tour Guide. The Stabilized Tour Guide can be accessed online at http://ask.afpc.randolph.af.mil/AssignProc/. The guide lists organizations authorized stabilized tours, the length of the tour, and if the tour is designated as a minimum or maximum tour. When a previously granted deferment causes significant assignment inequities, then waiver of the deferment may be considered depending on the reason deferred. To preclude assignment inequities or granting a deferment and subsequently having to waive it, the AF must carefully limit both the number of organizations/functions, etc., authorized stabilized tour deferments and limit the number of individual deferments. Generally, when an Airman may be vulnerable for PCS selection during the period of a proposed deferment or stabilized tour, then a request for PCS or deferment should not be approved. Deferment or stabilized tour assignment notwithstanding, all Airmen are subject to temporary or permanent assignment to meet worldwide AF requirements. An AAC usually applies only to an Airman's current assignment. Deferments may be based on a specific action applicable to only one Airman (such as placement on the control roster, or operational deferment), or circumstances that apply to all Airmen in a unit (such as assignment to a stabilized tour). When a previously authorized deferment no longer serves the overall best interest of the AF (*for example*, the Airman is required to fill a higher priority manning need or assignment OS is necessary to ensure equitable distribution of OS assignments), a deferment may be terminated (waived/ curtailed) by either HQ AFPC/DPAPP, or the assignment/appropriate OPR. The deferment of a group may be removed or modified by the authority which granted the original deferment. The reasons for deferment are addressed in specific paragraphs elsewhere in this instruction or deferment may be directed per another directive or instruction. *For example*, medical instructions prescribe which injuries, illnesses, or diseases render an Airman ineligible for PCS or TDY, and the duration of the deferment. Therefore, that medical instruction authorizes temporary deferment for medical conditions. Even though this instruction authorizes waiver of deferment, an assignment OPR may not waive a deferment or AAC for which assignments is not the OPR without coordination with the OPR. *For example*, waiver of AAC 14, Material Witness, would require coordination with the SJA which requested the code (or the SJA might agree to remove the code). Stabilized tour deferments are not normally updated for Airmen serving OS; however, there are some exceptions (*for example*, officers serving OS in joint activities filling positions designated as joint duty assignments (JDA). See Table 2.1. to confirm which specific codes are updated when serving OS. The following additional guidance applies.

2.15.1. Date of Availability (DOA). An Airman is considered available for reassignment on the first day of the "availability" month. Availability for assignment in the PDS is managed by month and year. The DOA is computed in different ways depending on the reason for the AAC.

2.15.1.1 For stabilized tours, compute the DOA by adding the stabilized tour period to the DAS or date assigned to the tour. *For example*, an Airman is assigned duty on a three year stabilized

tour on 22 June 2007. The Airman's DOA is Jun 2010 and because of the way stabilized tour DOAs are computed, the Airman is shown as available on 1 June. 2010. However, when selection for PCS is made by computer, computer programming takes into account how stabilized tour DOAs are computed and assignment selection will not normally be to fill a requirement which requires departure within the availability month. *For example*, an Airman available in Jun would normally not be selected by the computer for an assignment with an RNLTD earlier than 31 Aug. If the same Airman was selected to fill a requirement with a 10th of the month RNLTD, then the RNLTD for a person with a Jun DOA would not be earlier than 10 Sep. When assignment selections are done manually, assignment OPRs will take into account how stabilized tour DOAs are computed and make assignment selections accordingly. *EXCEPTION*: For officers, the joint duty assignment DOA is computed based on joint duty credit guidelines (see paragraph 2.15.6.3. below).

2.15.1.2. For AACs based on a quality control indicator (Table 2.1., AACs 10 through 21, except 14) establish the DOA as the month following completion of the action. *For example*, an Airman receives an Article 15 on 22 June 2007 with a six month suspended reduction, or is placed on the control roster 22 June 2007 for a six month observation period. Although the actions expire 21 December 2007, the correct DOA in each case is January 2008. This action ensures a departure date (mo/yr) no earlier than the completion of disciplinary, rehabilitative, or administrative action. As a rule, Airmen are matched to requirements and RNLTDs are established so the departure date is not earlier than the first day of the availability month and year. The MPS will reclama an assignment or request a change of RNLTD for assignments not meeting this criteria. *EXCEPTION*: A reclama is not necessary to change the RNLTD nor is a waiver required when the Airman desires to depart after the actual day punishment, or an observation period, etc., expires and the commander concurs.

2.15.1.3. When multiple AACs apply to an Airman, the code with the longest period of deferment is entered as the first AAC, the AAC for the next longest deferment is second, and so forth.

2.15.1.4. MPS' are not authorized to update the following AACs (these AACs are updated by the assignment OPR only): 36 (Enlisted only), 46, 48, 54 and 56.

2.15.1.5. MPS' may place Airmen in the following AACs when they receive "by-name" deferment authority: 21 (for "other" reasons as shown in Table 2.1. and paragraph 2.40.3.10.), 28, 30, 34, 39, 41, 51 (enlisted only), 52, 58, and 85. *NOTE*: MPS' may use the assignment action reason for an Airman's PCS, assignment trailer remarks, or other approval (such as a letter/memo, approved application, PCS orders, etc.) as authority for deferment.

2.15.1.6. MPS' may place Airmen in the following AACs when they receive "by-name" deferment authority, or when the MPS confirms the Airman is authorized deferment as a result of being assigned to an organization, function, position, etc., as shown in the Stabilized Tour Guide (see paragraph 2.15.6.): 22, 36 (officers only), 42, 43, 44, 45, 47, 50, 51 (officers only), 55, 57 or 59. *NOTE*: MPS' may use the assignment action reason for an Airman's PCS, assignment trailer remarks, or other approval (such as a letter/memo, approved application, PCS orders, etc.) as authority for deferment.

2.15.1.7. MPS' may place Airmen in the following AACs when this instruction or some other instruction or directive requires or authorizes deferment: 02, 05, 08, 09, 10, 12, 13, 14, 15, 16, 17, 18, 19, 21, 24, 25, 27, 29, 32, 38, 40, 52 (enlisted only), 53, 65, 67, 69, 70, 71, 72, 73, 74, and 77. *NOTE*: MPS' may use the assignment action reason for an Airman's PCS, assignment trailer

remarks, or other approval (such as a letter/memo, approved application, PCS orders, etc.) as authority for deferment.

2.15.2. When an Airman is not initially assigned to a stabilized tour upon arrival PCS and subsequent assignment to a stabilized tour at the same location is proposed, a specific period of deferment must be proposed and the deferment approved by the assignment OPR at the time the assignment is approved.

2.15.3. Airmen who are vulnerable for OS assignment selection are not normally approved for placement in an organizational deferment AAC except Airmen arriving PCS for immediate assignment to an activity or function authorized deferment, or the reason for reassignment carries with it a deferment upon completion of PCS (*for example*, humanitarian reassignment, join spouse assignment, and so on).

2.15.4. DOA Deferments Waivers. As a guide, if it becomes necessary to waive deferments, the longest organizational (as opposed to by-name) deferments are waived first. *For example*, a four year organizational deferment is normally waived before a three year deferment, and both before waiving a one year individual (by-name) deferment. Deferments not involving the expenditure of PCS funds are waived before those where the Airman made a PCS move in conjunction with deferment. *For example*, an Airman with several years on station moves to a stabilized unit at the same location and is subsequently deferred, will have deferments waived before an Airman assigned to the location specifically to join a military spouse. There may be exceptions as manning priorities, requirement for backfill, humanitarian considerations, etc. may dictate otherwise.

2.15.5. Military Operational Deferment. At times, the continued assignment of a particular Airman may be essential to accomplish a specific mission. In these rare circumstances, a military operational deferment of an Airman may be requested and may be over and above an existing unit or function deferment. Normally, only one operational deferment is granted and the period will not exceed one year. This period is adequate in most cases to train a replacement or to make arrangements for project or program continuity. A military operational deferment is appropriate only in support of units transitioning to a new or significantly different weapons system or to support special projects generated by high-level tasking where duties and the Airman's qualifications are significantly different from those normally associated with the Airman's career field. A request for operational deferment must contain complete details to include cost factors, the mission impact, and why a particular Airman's presence and qualifications are essential to the mission. Requests are submitted to the assignment OPR for consideration (Table 1.1.). When waiver of deferments becomes necessary, operational deferments (AAC 58 for officers and AAC 51 for enlisted) are among the last to be waived because of the short duration and justification on an individual basis.

2.15.6. Educational Deferment. It is the intent of the AF to support Airmen in achievement of their personal education goals provided they satisfy their primary duties without significant impact on "in-turn" assignments. Therefore, at key times in certain educational programs, Airmen stationed in the CONUS may be authorized an assignment deferment for educational reasons. Like other deferments, education deferments may be waived when they do not serve the overall best interest of the AF. Educational deferments may be requested per AFI 36-2306, *The Education Services Program*. The following criteria apply.

2.15.6.1. Officers. An officer enrolled in an off-duty graduate or doctorate degree program may be deferred from PCS for the period necessary to complete the program, not to exceed 12 months. Officers with an Assignment Selection Date (ASD) are not eligible to apply for

deferment, nor is deferment authorized for the purpose of completing an additional degree equal to or lower than is currently held unless it directly applies to the officer's AFSC or AF needs. The deferment period is terminated when studies are discontinued, or when the degree requirements are completed, whichever occurs first. A deferment for the purpose of completing a thesis or research paper is not authorized. *NOTE*: The AAC 52 will be updated by the assignment OPR.

2.15.6.2. Enlisted. Enlisted personnel enrolled in a voluntary education program (local off-duty study) may ask for deferment to preclude departure on an assignment before completion of the specific education program. Airmen with an ASD are not eligible to apply for deferment; however, may request an RNLTD change (not to exceed three months) to accommodate completion of a course presently enrolled in. Educational deferment is terminated at the end of the specified period, when studies are discontinued, or when degree or academic requirements are completed, whichever occurs first. Eligibility criteria follow:

2.15.6.2.1. Vocational School Program. Enlisted enrolled in programs leading to award of a vocational diploma may be delayed from PCS for a period not to exceed three months from the month of PCS notification.

2.15.6.2.2. Associate, Baccalaureate, and Graduate Degree Programs. Enlisted airmen enrolled in programs leading to award of a degree may be deferred from PCS if they can complete the degree and any required academic residency in 12 months or less. FTA must be obligated for a total of six years active service to apply for a 12 month deferment. Airmen selected for an assignment may request a change of RNLTD for a period not to exceed three months from the month of PCS notification in order to complete a course in which presently enrolled. Deferments approved under this provision are not to exceed the course completion date.

2.15.6.3. Officers and Enlisted. Airmen request deferment through the local Education Services Officer (ESO). If approved, the ESO sends the deferment request to the MPS for update in MilPDS. For officers, the MPS updates MilPDS and awaits decision by the assignment OPR. For enlisted, the MPS approves requests meeting program guidelines and updates the educational deferment AAC (52) in MilPDS. The MPS must not update an AAC 52 for enlisted Airmen currently serving on an AAC 50 (maximum stabilized tour) without prior approval by the assignment OPR. Questionable cases should be forwarded to HQ AFPC/DPAPP for resolution. Consecutive education deferments are not permitted nor is a subsequent deferment effective within 12 months of a previously completed program. An Airman is not granted additional deferment time to retake tests or courses failed.

2.15.6.4. Educational Leave of Absence (ELA). Airmen must meet the criteria in AFI 36-2306, *The Education Services Program*. For approved requests, the TDY order is used as the source document for update of AAC 52 and may be input by the MPS upon receipt. The deferment period may not exceed the period of TDY authorized. Airmen with an ASD are ineligible.

2.15.7. Stabilized Tour Deferment. The mission or function of some organizations require the AF to manage an Airman's period of assignment more closely than would be realized by normal attrition and TOS requirements. A list of activities, organizations, or positions authorized stabilized tours is maintained and continually updated by HQ AFPC/DPAPP in the Stabilized Tour Guide. The Stabilized Tour Guide can be accessed online at http://ask.afpc.randolph.af.mil/AssignProc/. Stabilized tour deferment is not authorized for Airmen assigned OS. The stabilized tour deferment may be waived or an activity may be terminated when it no longer serves the overall best interest of the AF. For management purposes, stabilized tours are divided into two major groups, maximum and minimum tours.

2.15.7.1. Maximum Tours. A maximum tour identifies the maximum period of time an Airman will be assigned to a particular duty and/or organization, unless an extension is approved. The reasons vary why the period of assignment should not exceed the initial deferment period. *For example*, the duty may be outside the mainstream of an Airman's primary career field and prolonged assignment is undesirable.
2.15.7.2. Minimum Tours. A minimum tour identifies the minimum period of time an Airman will be assigned to a particular duty and/or organization, but longer assignment is authorized. Extension of a minimum tour deferment is not required. After expiration of the initial deferment, an Airman remains assigned until selected for another assignment. The reasons for a minimum tour vary. For example, a minimum tour may be necessary to receive pay back for special training (formal or on-the-job), for experience gained, and so on.
2.15.7.3. Joint Qualification System (JQS). Statutory changes in the John Warner National Defense Authorization Act for Fiscal Year 2007 (NDAA 07) directed the Secretary of Defense to establish different levels of joint qualification, as well as, criteria for qualification at each level. The new JQS meets this direction by acknowledging joint experiences and establishing an additional path to accumulate joint credit. This credit is based on validated joint experiences that are not captured when assigned to a JDAL position. Under the JQS, an approved Joint Duty Assignment List (JDAL) position is now known as a Standard Joint Duty Assignment (S-JDA). Joint credit is accrued based on time served in a JDAL position in accordance with SecDef time in position rules. Non-JDAL positions or venues through which an officer demonstrates attainment of knowledge, skills, and abilities in joint matters are considered experienced-based joint duty assignments (E-JDAs). E-JDA credit is accrued via a self nomination process that an officer must complete after they leave the position. E-JDA credit takes into account the intensity of where an officer works in the joint environment.
2.15.7.3.1. The JQS also introduces a point accrual formula, establishes four qualification levels that encompass joint experience from grade O-1 to O-10, and provides the opportunity for reserve (RC) officers to earn joint duty credit, experience points, and joint qualification levels. (***NOTE:*** Please refer to the HQ AFPC/DPAPPO Personnel Service Delivery (PSD) Guide for S-JDA rules and procedures as well as step-by-step instructions on how to self-nominate for E-JDA credit. The guide can be accessed via the AFPC homepage).
2.15.7.3.2. The JQS acknowledges accrued joint experiences but is not intended to replace assignments to an S-JDA position on the JDAL. S-JDA joint credit is still the primary means of achieving joint experience and joint duty credit. The Air Force is responsible for ensuring quality force standards are applied when nominating officers to be assigned to S-JDAs on the JDAL.
2.15.7.3.3. HQ AFPC/DPAPPO provides policy and guidance on joint officer matters. This office is the liaison between AFPC assignment OPRs, Joint Chiefs of Staff J1 offices, the Air Staff, and OSD. Only officers possessing demonstrated qualities of high personal and professional competence are assigned to a designated S-JDA position. Selection for S-JDA duty will be determined by qualifications the officer possesses to perform the required duty. Only Joint Qualified Officers (JQO) will be assigned to Critical JDA positions, unless waived by OSD.
2.15.7.3.4. The tour of duty for officers assigned to S-JDA positions, as designated by SecDef, for general officers is 2 years and 3 years for all other officers, unless otherwise specified by DOD policy or JDAL tour length.

2.15.7.3.5. Overseas Tours. Officers must serve the accompanied-by-dependents tour in order to receive full S-JDA joint credit. Only those tours that are at least 2 years may be designated as full credit overseas S-JDAs. Officers who serve the unaccompanied-by-dependents tour length that are 2 years or less receives cumulative credit.
2.15.7.3.6. Early release waivers from a designated S-JDA position, whether requested by the officer or the Air Force, must be coordinated with the joint organization and HQ AFPC/DPAPPO. (***NOTE:*** Please refer to CJCSI 1330.05, Enclosure J, Tour Length Requirement and Early Releases, for specific guidance and policy).
2.15.7.3.7. Critical Occupation Specialty (COS). Early departure from a S-JDA by an officer with a COS AFSC (11XX, 12XX, 13XX) may be authorized when an officer is selected for a command assignment, Professional Military Education, career milestone assignment, or for return to duty in their COS. COS officers must serve a minimum of 22 months in order to receive full joint duty credit. In this case, a JDAL early release waiver is not required.
2.15.7.3.8. Cumulative Joint Tour. Officers may combine awarded cumulative joint credit, not previously used, to accumulate a full tour of duty to a current JDAL tour in order to achieve enough time for award of a full tour.
2.15.7.4. Enlisted MAJCOM Headquarters Tours. CONUS MAJCOM headquarters and staff elements are authorized three year minimum stabilized tours (AAC 44) for assigned personnel. Airmen not vulnerable for OS PCS selection may be assigned (PCA w/o PCS) to a MAJCOM headquarters on the same base without prior HQ AFPC approval. CMSgt authorizations are three year maximum tours. Deferment is not authorized for Airmen assigned in excess of 100 percent of manpower authorizations.
2.15.8. Stabilized Tour Assignment, Curtailment, Extension, and Completion.
2.15.8.1. Stabilized Tour Assignment. A stabilized tour assignment and the accompanying deferment begin on the date an Airman is assigned to the unit or function authorized a stabilized tour. The date of assignment may or may not be the same as the date arrived on station. See paragraph 2.15.2. when assignment to a stabilized tour is proposed after an Airman's arrival on station. Training during a stabilized tour, TDY, or other absences from duty do not change the tour completion date. TDY en route is not part of the tour.
2.15.8.2. Stabilized Tour Curtailment. An Airman may submit stabilized tour curtailment requests to the unit commander. If the unit commander recommends approval, it is forwarded to the activity commander for consideration. If supported by the activity commander, the request is sent through the appropriate assignment OPR for consideration. Unit/activity commanders and MAJCOMs have disapproval authority for any curtailment request initiated at a lower level. Airmen may not seek curtailment for the purpose of applying for a specific job. Unit and activity commanders may also request curtailment of stabilized tours (and reassignment) for Airmen assigned to organizations they command. The request must contain the facts and circumstances and specify whether concurrent PCS is requested in conjunction with tour curtailment. A request for PCS must include any necessary waivers of PCS eligibility criteria and originate at the appropriate level. In cases involving quality issues, curtailment and PCS are not effected until appropriate administrative or disciplinary action has been taken (unless an exception to policy is justified). When Airmen are curtailed (for any reason), they are subject to selection for any assignment for which eligible.
2.15.8.3. Stabilized Tour Extension (Maximum Tours Only). An Airman may request voluntary extension to a stabilized tour no earlier than 15 months prior to tour completion and not later than an established ASD. The period of extension will normally not exceed 12 months. Unit

commanders and parent MAJCOMs (or equivalent) have disapproval authority. Commanders of activities subordinate to a MAJCOM determine if their field commanders may submit extension requests directly to the MAJCOM. When approval is recommended, the request is sent to the assignment OPR for consideration. Tour extensions do not apply to minimum tours.

2.15.8.4. Stabilized Tour Completion. Actions taken upon completion of a stabilized tour vary depending on the type of tour served:

2.15.8.4.1. Upon completion of a minimum tour an Airman remains assigned until selected for voluntary or involuntary reassignment. The local commander or parent MAJCOM should establish procedures to periodically review the status of Airmen who have completed their minimum tour to ensure continued assignment serves the overall best interest of the AF. Recommendations to reassign an Airman must be fully justified and based on a requirement for fresh expertise, job stress or personal hardships. Reassignment is not justified based on an arbitrary period of time.

2.15.8.4.2. When completing a maximum tour, an Airman is considered to be in a mandatory move status (either to another unit on the same station or PCS) and is normally reassigned upon completion of the initial tour, unless extended. A request to extend a maximum tour is submitted as provided in paragraph 2.15.8.3. Officers are reassigned during the assignment cycle coinciding with their DOA; enlisted airmen are considered CONUS mandatory movers and compete for reassignment via the EQUAL process (see Attachment 16).

2.15.8.4.2.1. CONUS Mandatory Mover requirements are advertised on the Overseas Returnee (OSR)/CONUS Mandatory Mover's (CMM) EQUAL. Exceptions include individuals assigned as Field Training Detachment (FTD) Instructors, aircrew personnel (1AXXX AFSCs) 820th Security Forces Group (3P0X1s only), and those assigned to the USAF Air Demonstration Squadron (Nellis AFB NV). MPS' will run a monthly AAC 50 roster 13 months in advance of the projected DOA expiration dates and provide a copy of the Maximum Tour Completion Counseling handout to each member (Attachment 16).

2.15.8.4.3. An Airman assigned to a MAJCOM Inspector General travel team, performing inspection duty is normally assigned other duties after 24 months. Reassignment is first considered within the MAJCOM headquarters or to another unit on the same base. PCS may be considered when the Airman is the most eligible for PCS among others assigned to the same base. A request for extension of travel team inspection duty will be favorably considered unless there are overriding reasons why extension does not serve the best overall interest of the AF. Airmen are not normally assigned involuntarily to travel team inspection duty within the 3 year period following a previous assignment to such duty. Exceptions must be approved by HQ AFPC/DPAPP.

2.15.8.5. (Enlisted Only) Minimum Tours in a Special Duty Identifier (SDI). In most cases, duties of an SDI are unrelated to an enlisted Airman's PAFSC. Enlisted Airmen are not normally retained in these duties for an extended period of time after completion of a minimum stabilized tour. To preclude loss of AFSC proficiency, it is necessary to monitor the length of assignment in SDI tours and consecutive assignments in SDIs are not appropriate.

2.15.8.5.1. Enlisted Airmen performing duty in an SDI may be authorized assignment deferment if their unit of assignment is listed in the stabilized tour guide. Normally duty in an SDI does not, in itself, automatically involve deferment from reassignment, although in some instances all authorizations in a particular SDI may be in units authorized stabilized tours.

2.15.8.5.2. Approximately 12 months before their DOA, Airmen receive a system generated RIP notification with two options: volunteer for reassignment to return to duty in their PAFSC in conjunction with completion of the stabilized tour or continue serving in the SDI.
2.15.8.5.2.1. Enlisted Airmen choosing to be reassigned will receive enhanced consideration for an OS assignment consistent with their OS volunteer status and vulnerability. If not matched to an OS requirement, they will be considered for assignment to a unit on the current duty station, or reassigned to a CONUS assignment through the EQUAL process (see attachment 16).
2.15.8.5.2.2.. Enlisted Airmen may choose to remain assigned to their present duties and location upon completion of their initial minimum tour if they do not desire reassignment and AF requirements do not dictate reassignment. When an Airman desires to return to their PAFSC, notify the MPS (with Unit CC endorsement) at least 12 months in advance to requested reassignment date. This date is the earliest they can normally expect to move; however, AF requirements could dictate shorter assignment notification.
2.15.8.5.3. Until an enlisted Airman is reassigned out of the SDI, the AAC and expired DOA of the initial stabilized tour period remains in the PDS. The expired date is used to generate an automated notification on the anniversary of completion of the initial minimum stabilized tour period. This automated anniversary notification reiterates the Airman's options and require commander's endorsement.
2.15.8.5.4. A copy of the automated notification with Airman's election (initial or anniversary) is maintained in the PIF until the Airman is reassigned or until it is superseded by a subsequent automated notification.
2.15.8. High School Seniors Assignment Deferment (HSSAD) Program. The HSSAD program is intended to decrease turbulence and increase stability for military families with dependent children entering their senior year of high school. This policy applies to active duty officers (LtCol and below) and enlisted (SMSgt and below). If approved, this program defers an Airman from reassignment while the high school dependent is in their senior year of high school. The DOA is the 1st day of the 2nd month after dependent's graduation date or Airman's DEROS. See Attachment 7 for processing instructions.
2.16. Assignment Limitation Code (ALC). Assignment limitations, permanent or semi-permanent, are used to alert personnel managers of long term constraints on assignment or utilization of Airmen. They broadly restrict, or limit the selection of Airmen for assignment to or from certain duties or areas and apply to a duration longer than just to the current duty assignment. Normally, limitations applying only to a current assignment or location are managed by an AAC, although exceptions to use an ALC may be made. An ALC may be permanent or semi-permanent. Table 2.2. lists the various types of assignment limitations and corresponding system update codes. ALC waivers require the advance approval of HQ AFPC/DPAPP unless Table 2.2. lists a specific OPR.
2.17. Medical Deferment or Limitation. Worldwide commitments require every Airman to be physically qualified for immediate global deployment, except as indicated below.
2.17.1. Temporary Medical Deferment. An Airman may be deferred from PCS or TDY when a temporary medical condition (expected to last less than 12 months) prevents worldwide service When an authorized official at the Medical Treatment Facility (MTF) updates a temporary medical deferment, an automatic interface with MilPDS will process an AAC "31" (see Table 2.1.) update if the availability date is 30 calendar days or more from the date of the AF Form 469, *Duty Limiting Conditions Report*. Deferments of less than 30 calendar days will not authorize an AAC 31. The availability date will not exceed and will not be extended beyond 12

months from the date when the underlying defect was deemed, or clearly should have been deemed, disqualifying for worldwide duty (AFI 48-123). When an Airman is scheduled for a mandatory PCS (see Attachment 1) while temporarily medically deferred from PCS, MTF officials determine if the Airman will proceed on PCS and can be evaluated and/or treated upon arrival at the next duty station, or whether the Airman must be evaluated and/or treated at current station. If the MTF determines the Airman must be evaluated at the current location, the MPS will reclama the assignment (see paragraph 2.46) upon written notification. The assignment OPR may request assistance from HQ AFPC/DPAMM, Medical Standards Branch, to determine the appropriate assignment action based on the medical circumstances.

2.17.2. Medical Evaluation Board (MEB) and Physical Evaluation Board (PEB) Deferment. MTFs submit an AF Form 469 on airmen with physical limitations not of a temporary nature, that interfere with World Wide assignability, to indicate an MEB (which could result in a disability retirement or separation) is being processed. The automatic MiPDS interface updates an AAC 37. If the Airman's personnel record reflects an AAC 31, Medical Deferment, the AAC will automatically be removed and replaced with AAC 37, Medical Evaluation Board (MEB) or Physical Evaluation Board (PEB) (see Table 2.1.). Per AFI 36-3212, *Physical Evaluation for Retention, Retirement and Separations*, and AFPD 41-1, an Airman pending an MEB or PEB may not be reassigned PCS or TDY (or granted leave outside the local area, separated, or retired) until the MTF determines the medical disposition. If circumstances arise regarding the assignment status of an Airman pending an MEB or PEB, (*for example*, for an Airman serving OS it appears the DEROS will expire before a final determination is made), the MPS will advise the assignment OPR by message and provide complete details. The MPS will provide an information copy to HQ AFPC/DPAMM and HQ AFPC/DPAPP. Guidance will be provided as appropriate. *NOTE:* An AAC 31 or 37 does not preclude an Airman from separating or retiring; these personnel actions must be monitored by other means. DEROS will not be involuntarily extended for medical reasons. When appropriate medical authority determines an Airman is not medically cleared for PCS, and AAC 31 or 37 is updated, the airman is directed to remain in place and the DEROS will be allowed to expire. When Airmen are medically cleared for PCS near or after their DEROS, the MPS advises the assignment OPR, with information copy to HQ AFPC/DPAMM and HQ AFPC/DPAPP, of the circumstances and requests assignment disposition.

2.17.3. Medical Assignment Limitation Code (ALC) "C" Stratification. When a PEB directs an Airman to remain on active duty, who may not be fully qualified for World Wide service, the AF must carefully manage future assignments. In such cases, HQ AFPC/DPAMM will input and manage ALC "X, "Y, or "C" (see Table 2.2.) as appropriate. The assignment OPR may select Airmen with medical ALCs for reassignment to locations permitted by their stratification as specified in AFI 41-210, *Patient Administrative Functions*. Assignments or deployments outside the designated geographic restrictions require a waiver. Waiver authority and procedures are also designated in AFI 41-210. If the Airman's medical circumstances preclude the assignment, the assignment OPR selects the next most eligible Airman for the assignment.

2.18. Officers Not Selected for Promotion.

2.18.1. Lieutenant Colonels Not Selected for Promotion to Colonel. Selection for promotion to colonel is the result of an extremely competitive process nonselection for promotion to colonel is normally not a basis for PCS ineligibility. Senior managers must use this highly qualified resource to the best advantage of the AF in positions commensurate with their grade and

qualifications. Keep in mind, the mandatory retirement date a lieutenant colonel receives based on grade may preclude consideration for some assignments (lack of the required retainability for PCS and/or retainability to serve the associated ADSC).
2.18.2. Officers Not Selected for Promotion to Lieutenant Colonel or Major. Nonselection for promotion to lieutenant colonel or major does not, in itself, render an Airman ineligible for PCS. However, nonselection for promotion can affect consideration for PCS or other events as explained below.
2.18.2.1. Officers in the grade of major or captain with an established DOS or mandatory retirement date based on nonselection for promotion are ineligible for a PCS if lacking required retainability for the assignment action. Approved waiver/exception to policy actions is required for movement when an officer does not meet minimum PCS retainability requirements. See paragraph 2.29. for additional guidance on retainability.
2.18.2.2. Officers in the grades of major or captain not selected for promotion to the next higher grade may be considered for PCS or other events if they have the minimum retainability (that is, have not had a mandatory DOS or retirement date established and still have an indefinite DOS). However, when it cannot be assured the AF will receive full return in terms of service for PCS funds, education or training costs, etc., (*for example*, in the event of a second nonselection for promotion resulting in establishment of a mandatory DOS or mandatory retirement date), selection must be kept to an absolute minimum. Therefore, nonselection for promotion can affect consideration for PCS or other events based on the resulting limit on retainability or *potentia*l limit on retainability.
2.18.3. Officers Selected For or En Route to an Event. When an officer is not selected for promotion, the officer's status must be quickly evaluated by the assignment OPR. This includes officers scheduled for an event such as PCS, education or training (that is, officer has a DEROS, will PCS upon completion of training, etc.); those selected for PCS, education or training (including those who have departed); and those attending such events (*for example*, TDY and return) in conjunction with PCS. The officer’s supervisor, losing/gaining commanders, and MPS share the responsibility to assist the assignment OPR or selection authority in identifying officers selected for PCS or other events when nonselected for promotion. The losing commander will reclama (see paragraph 2.46.) to the assignment OPR/selection authority and request disposition instructions. The reclama must include: (1) date notified of nonselection, (2) if the officer has departed, (3) if cancellation will create a hardship, the basis for the hardship and how it is considered to be uncommon to others in similar circumstances, (4) status of shipment of HHG, (5) location of dependents, (6) officer's desires, and (7) any other pertinent details. The assignment OPR/selection authority will review each case and provide assignment disposition to the officer and MPS. *Note:* Officers completing an OS tour without the minimum PCS retainability for a CONUS assignment may be extended in place depending on their accompanied status, their DEROS, and other factors.
2.18.4. Other Circumstances. Officers selected for PCS, formal education, or training who subsequently have their promotion delayed (includes officers delayed pending removal from a promotion list), and officers found not qualified for promotion to first lieutenant, require reevaluation. The commander must reclama (see paragraph 2.46.) the selection to the assignment OPR providing all pertinent information. The assignment OPR will provide assignment disposition by email message...

2.19. Dependent Care. All Airmen must ensure care of their dependents when separated due to

TDY or PCS. Airmen who cannot or will not meet military commitments due to family needs are considered for discharge.

2.19.1. Military Couples with Dependents and Single Airmen Sponsors . Military couples with dependents and single Airmen sponsors are expected to fulfill their military obligations on the same basis as other Airmen in the AF. They are eligible for worldwide duty and all assignments for which they qualify including TDY or PCS to imminent danger or hostile fire areas. To ensure military couples with dependents and single Airmen sponsors are available for worldwide duty, they must have workable plans to provide parent-like care for their dependents when the requirements of military service require separation from their dependents. Dependent care plan requirements are prescribed by AFI 36-2908, *Family Care Plans*. When an Airman has a questionable dependent care plan, commanders will require the Airman to develop a workable plan. To assist, commanders may consider approving leave for the Airman and, as necessary, direct the Airman to receive counseling on the criteria for humanitarian deferment or reassignment, or hardship discharge depending on the duration and severity of the problem. If the Airman cannot or will not develop an adequate dependent care plan, the commander will process the Airman for discharge IAW applicable directives or, if eligible, may be given an opportunity to apply for immediate retirement.

2.19.2. Airmen Adopting Children.

2.19.2.1. Airmen may be authorized deferment from PCS or TDY after a child is officially placed in the home as part of the official adoption process. A single Airman sponsor or one Airman of a military couple may request up to a 6-month deferment from assignment to an OS location if concurrent travel is denied (regardless of the tour length), or where the unaccompanied tour length is less than 18 months and is not permitted to serve the accompanied by dependents tour. The intent is to avoid involuntary separation of the Airman and child to facilitate bonding. When a child has been in the Airman's home for some time prior to the official adoption process or a bonding period is not necessary for other reasons, the Airman may decide not to request a 6-month deferment. As necessary, counsel the Airman on humanitarian assignment or deferment options as outlined in Attachment 24. This 6-month deferment is separate from any other humanitarian deferment the Airman may be granted in connection with adoption.

2.19.2.2. Airmen who qualify for and desire the 6-month deferment must provide a statement from adoption authorities, endorsed by the unit commander, confirming the date the Airman initiated formal adoption proceedings and the date the child was officially placed in the Airman's home incident to the adoption application. Commanders may request assistance from the servicing legal office if any question exists on the adequacy of the statement or eligibility of an Airman under this paragraph. Deferments are not approved in advance of placement of a child in the Airman's home as described above.

2.19.2.3. The MPS updates assignment limitation code "A", Post Delivery Deferment/Adoption Deferment (see Table 2.2) upon Commander (or designated representative) approval. The Airman's deployment availability code (DAC) is automatically updated based on the assignment limitation code "An" update.

2.20. Assignment of Family Members to Command or Supervisory Positions. Assignment of family members to the same duty location or unit is not prohibited, however, family members will not be assigned where one member will or may hold a command or supervisory position over another family member. Such assignments result in, or may create a perception of, preferential treatment or loss of impartiality, thereby compromising the integrity of command

and supervisory functions. Family member is defined as spouse, brother, sister, parent, or child. Relationships other than command and supervisory (*for example*, an Airman has court martial jurisdiction over a family member), and other circumstances (such as command or supervision over a former spouse) may be considered on a case-by-case basis. For additional family member assignment considerations, see Attachments 5, 6, 8, 9, 11, 24 and 25.

2.20.1. Resolve situations at base level, if possible. When both Airmen hold an AFSC requiring placement in the same unit or function, the unit commander working with the assignment OPR initiates action to reassign one Airman to another unit or function on base in an additional AFSC. If neither Airman possesses an additional AFSC, submit a request for assignment disposition as outlined below. When a question of propriety of assignment in circumstances other than those outlined herein exists, the case may be forwarded for consideration as an exception. Send the case to HQ AFPC/DPAP and include the following information:

2.20.1.1. Grade, name, and SSN of Airmen involved.

2.20.1.2. Family relationship.

2.20.1.3. Circumstances that resulted in the command or supervision of one family member by another (marriage, join spouse, humanitarian/EFMP assignment, school assignment, and so on).

2.20.1.4. Efforts to resolve the case at base level.

2.20.1.5. Recommendation of local commander.

2.20.1.6. Each Airman's PCS volunteer status and location preferences.

2.21. Join Spouse (Officer/Enlisted) PCS Considerations. Military couples consisting of an officer and enlisted member receive assignment consideration primarily based on the officer's utilization. For PCS considerations where both Airmen are officers or both are enlisted, utilization is determined on a case-by-case basis based on the needs of the AF. Exceptions may be considered on a case-by-case basis per paragraph 1.5.

2.22. First Assignment after Commissioning (From Enlisted Status). Officers commissioned from enlisted status are not reassigned back to the base they departed from for their first assignment. Such an assignment, however, is permitted when the Airman is in a formal student status. *For example*, if an enlisted Airman stationed at Base A becomes a commissioned officer, he or she will not be assigned back to Base A for their first permanent party assignment after commissioning. This does not preclude assignment as a student if Base A also happens to be the training location for initial skill training for the officer's specialty.

2.23. Assignment of Former Officers. Former officers who enlist may remain assigned to the same permanent duty station to which they were assigned immediately prior to enlistment if there is a requirement for their grade/AFSC, and other assignment considerations support continued assignment.

2.24. Soliciting an Assignment. Airmen should not solicit reassignment, other than via voluntary PCS applications and requests authorized by this instruction or other AF instructions; an Airman's assignment preference statement; or response to a request for volunteers for a specific requirement. This does not preclude an Airman from inquiring about their assignment status through authorized inquiry channels. Although a status may be provided, an Airman's relative standing as a volunteer or non-volunteer amongst others is normally not given.

2.25. Time on Station (TOS) Requirements. The purpose of a minimum TOS requirement is to enhance operational readiness by stabilizing Airmen at their current location, to reduce PCS costs, and to improve the quality of life of Airmen and their dependents by reducing personal and family turbulence. Table 2.3. reflects the minimum TOS requirements for PCS and certain in-place actions. See paragraph 2.26. for guidance on PCS departure date. *EXCEPTION*: For

officer JDA assignments, the minimum TOS to receive full JDA tour credit is computed differently than normal TOS (JDA time is computed to the exact day). *For example*, if DAS is 15 Jan 2004 and the TOS minimum is 3 years, then officer meets the minimum on 14 Jan 2007.
2.25.1. TOS is computed on a month-to-month basis; not on the number of days. Compute TOS by adding the required period to the month and year of date arrived station (DAS). *EXAMPLE*: If DAS is any day of the month in Jan 2008 and the TOS minimum is 4 years, then Jan 2008 counts as the first month. The Airman meets the 3 year TOS minimum on 1 Jan 2012. For all PCS moves, the TOS requirement must have been met by the departure date, unless a waiver or an exception has been approved. When an Airman has TDY en route in conjunction with a PCS, the minimum TOS requirement must be met prior to departure on TDY.
2.25.2. For CONUS to CONUS PCS, when multiple Airmen meet required assignment qualifications, the Airman with the longest TOS should be selected when there are no other overriding considerations. An example of an overriding consideration would be the goal to equitably distribute OS assignments. When an Airman who has the longest TOS is also vulnerable for involuntary OS assignment, then OS vulnerability would override the fact the Airman also has the longest TOS. Another example of an overriding consideration is if selection of the Airman with the longest TOS would require backfill and generate an additional CONUS to CONUS PCS of similar urgency. Also see paragraph 2.10., Volunteer Status and PCS Eligibility.
2.25.3. Waivers may be requested on a case-by-case basis as prescribed in paragraph 1.4. A TOS waiver must be requested by a general or flag officer or equivalent Federal civilian grade (including officers of the Foreign Service of the Department of State), or a colonel in a wing commander position, or equivalent. (Equivalent is defined as a person, military or civilian, designated as a senior rater and serving in the grade of colonel or higher, or equivalent civilian grade.) Requesters must be serving in the prescribed military rank or civilian grade (*for example*, the requester cannot be a lieutenant colonel selected for colonel). Requests for exceptions, including those which require a waiver, may be submitted on a case-by-case basis as prescribed in paragraph 1.5.
2.26. PCS Departure Date and Port Call Date. An Airman's PCS departure date is determined according to Table 2.4. and the instructions below. For planning purposes only, the assignment OPR includes in each PCS selection a projected departure date (PDD). When the actual PCS departure date is determined and approved by the Airman's commander (or designated official), the date is entered into the PDS and overrides the original PDD. The timing of PCS departure in relation to the RNLTD, a TDY en route reporting date, training class start date, port reporting date (if applicable) and the amount of travel time authorized or used determines how much leave an Airman will be charged in connection with the PCS. When a course of instruction is involved, see paragraph 2.26.5. and Table 4.1. Compliance with the RNLTD, port reporting date, or other reporting dates (whether they are not later than dates or not earlier than dates) is mandatory. Airmen must carefully plan their departure date, travel and leave so they will not be charged with unwanted leave or incur unexpected expenses while waiting to report as directed. Airmen reporting contrary to instructions may be allowed to terminate their leave status; however, could be subject to disciplinary action for failure to comply with their reporting instructions.
2.26.1. For CONUS to CONUS PCS. To determine the PCS departure date, subtract the number of days leave the commander approves, maximum allowable travel time, and any other period the Airman may be authorized en route from the RNLTD. When an Airman has TDY en route,

also subtract the number of days TDY. Airmen must meet the minimum TOS for PCS before the departure date. When TDY en route is involved, then the minimum TOS must be met before departure on TDY. At the commander's discretion, an Airman may be allowed to depart up to a maximum of 60 days prior to RNLTD, provided the Airman meets the minimum TOS for PCS. Airmen are not permitted to depart earlier than 60 days prior to the RNLTD without prior approval of the assignment OPR (except as authorized in Table 2.4., rule 7). Approval by the assignment OPR will be in the form of a change to the RNLTD which, in turn, changes the earliest date the Airman can depart. The change of RNLTD will also reset PCS-related suspense flags and assist the MPS in monitoring processing for PCS. *EXAMPLE:* If an RNLTD is 31 Dec 2007 (Julian date of 365) and the Airman requests 30 days leave en route and is authorized 7 days travel time, then subtract 37 from 365 which equals a Julian date of 328 (or 24 Nov 2007). The PCS departure date is 24 Nov 2007. Commanders may permit Airmen to depart up to 60 days prior to the RNLTD provided on that date the Airman meets the minimum TOS for PCS. To compute the maximum earliest departure date authorized without an RNLTD change, subtract 60 from the Julian date of 365 (31 Dec 2007) which is Julian date 305, or 1 Nov 2007. However, in this example, if the Airman had a DAS in Dec 2004 then he or she would be restricted to a departure date of not earlier than 1 Dec 2007, the date minimum TOS is satisfied.

2.26.2. For CONUS to OS PCS. Use the procedure above to initially determine the departure date and confirm the Airman meets the minimum TOS requirement. Airmen are not permitted to depart on PCS without a firm port call. The Airman requests flight reservations (port call) from the Transportation Management Office (TMO) as outlined in AFI 36-2102, *Base-Level Relocation Procedures*. A firm port call date can be used (in lieu of the RNLTD) to compute a more accurate departure date. The 60 day maximum window before the RNLTD is normally adequate to accommodate the departure date the Airman desires in relation to the port call date received. Airmen will not request, and TMOs will not schedule, an Airman's port call earlier than the first day of the RNLTD month, unless the Airman has leave in an OS area approved by the commander per AFI 36-3003, *Military Leave Program* and the leave authorization and leave address are included in PCS orders. Flight reservations must ensure the Airman will be <u>in place</u> at the OS duty station on or before the RNLTD. Flight reservations where an Airman departs on the RNLTD are acceptable if the scheduled transportation provides for the Airman's arrival at the OS duty station on the RNLTD. The TMO may schedule an Airman's port call on any day during the reporting month which meets the RNLTD. *For example*, if an RNLTD is 10 Jun 2008 a port call date of 31 May 2008 is not acceptable (earlier than the first day of the RNLTD month) nor reservations departing the on 10 Jun and arriving on 11 Jun (Airman would arrive later than required reporting date). If an RNLTD is 30 Jun 2008, the Airman may state a preference for movement during the 10 day window of 21-30 Jun 2008; however, it may not be possible to provide transportation during the preferred period. TMO may provide a port call date such as 12 Jun 2008 to satisfy transportation schedules and reporting date policies.

2.26.3. For PCS OS to CONUS. The PCS departure date must be within the Airman's DEROS month (unless the DEROS was allowed to expire due to the Airman being on international hold, in confinement, or not being medically qualified for assignment). A departure date prior to the DEROS month requires an approved OS tour curtailment; departure after the DEROS month requires an extension of OS tour, unless the Airman is authorized leave in the OS area and the leave is authorized in PCS orders. With a unit commander's concurrence, MPS' may schedule an Airman for departure on any day during the DEROS month to ensure maximum use of transportation. Commanders may retain an Airman at the OS duty station up to the last day of

the DEROS month for operational reasons. When PCS is to a course of instruction, see paragraph 2.26.5.
2.26.4. For PCS OS to OS. The PCS departure date must be within the Airman's DEROS month. A departure date prior to the DEROS month requires an approved OS tour curtailment; departure after the DEROS month requires an extension of OS tour, unless the Airman is authorized leave in the OS area and the leave is authorized in PCS orders. The port call for PCS travel to the new OS duty station cannot be earlier than the first day of the RNLTD month unless the Airman has approved leave in the OS area or deferred COT leave. To comply with these requirements may require adjustment of departure within the DEROS month, extension or curtailment of DEROS month, and/or change of the RNLTD depending on the amount of leave the Airman-desires en route and other variables. MPS' may request extension or curtailment of DEROS in such cases directly to the assignment OPR and include the gaining unit of assignment. With a unit commander's concurrence, MPS' may schedule an Airman for departure on any day during the DEROS month to ensure maximum use of transportation. Commanders may retain Airmen at the current OS duty station up to the last day of the DEROS month for operational reasons. When TDY en route to a course of instruction is involved, see paragraph 2.26.5.
2.26.5. For PCS Involving a Course of Instruction. Also see paragraph 4.5. and Table 4.1. PCS or TDY en route to courses of instruction may stipulate a "report not earlier than date," or a requirement to "depart not later than one day after graduation." Either of these requirements along with the limitations associated with the Airman's DEROS, port call date, and/or RNLTD can result in a conflict of mandatory reporting requirements or the potential for an Airman having to take unwanted leave. When requirements conflict or it appears an Airman may be forced to take unwanted leave, the MPS will review Table 4.1. with special attention to the notes and, when necessary, advise the assignment OPR and include the Airman's desired travel/leave arrangements and any other pertinent information. The assignment OPR will review the circumstances and make changes as appropriate.
2.26.6. Officer Joint Duty Assignments. For PCS involving JDA officers, also see paragraph 2.15. and Table 2.4. A departure date prior to completion of the full JDA tour (to the day) is not authorized unless the request is coordinated through the joint organization (Director, J-1 or equivalent) and HQ AFPC/DPAPO. Failure to coordinate could result in the officer not receiving joint duty credit. If the officer is serving on a 3-year JDAL billet and early departure necessitates a joint tour length waiver, the losing command/agency will forward an early release memorandum signed by a General Officer or SES equivalent stating the projected departure date, departure reason, and type of joint duty credit to be awarded. Assignment actions or expenditure of funds can not take place until the waiver is approved.
2.27. Report Not Later Than Date (RNLTD)/Report Not Earlier Than Date (RNETD).
2.27.1. RNLTD. The RNLTD is established as outlined in Table 2.4. and IAW the following additional instructions. Do not deviate from these instructions or Table 2.4. without specific approval of the assignment OPR or approval of an exception per paragraph 1.5.
2.27.1.1. RNLTDs are established primarily based on manning requirements. For the majority of assignments within the CONUS or to OS, the RNLTD is the last day of the requirement month. When mission essential, a reporting date earlier than the last day of the requirement month may be directed by the assignment OPR. For assignments OS, a reporting date of the 10th of the month is authorized when overlap with key or supervisory personnel is mission essential and incumbents will be retained until the end of their DEROS month. A 10th of the month RNLTD will not be established arbitrarily as a requirement for all personnel being

assigned to an OS location, unless an exception has been approved by HQ AFPC/DPAPP. See Table 3.9, note 3 for computation of DEROS if member reports prior to the RNLTD month. An RNLTD earlier than the 10th of the month will not be established for PCS OS unless an exception has been approved by HQ AFPC/ DPAPP. *NOTE*: An RNLTD earlier than the 10th of the month for an OS assignment does not allow sufficient flexibility in transportation scheduling and may result in having to schedule Airmen at commercial airline rates when a less costly military contract passenger flight a few days later could have been used.

2.27.1.2. TMOs schedule Airmen so they are in place at their OS duty station by the established RNLTD. See paragraph 2.26.

2.27.1.3. OS RNLTDs are not established between 20 Dec and 5 Jan of the following year, unless there are overriding military considerations. The fact that an Airman does not object or wants to travel during this period is not a factor. A fewer than normal number of military passenger flights are scheduled during this period increasing the likelihood of having to support PCS travel via civilian commercial airlines. In addition to being more costly, it is often difficult to obtain civilian reservations as flights during this period are booked so far in advance. Airmen can also encounter severe problems in securing civilian air travel to their port of departure.

2.27.2. RNETD. An RNETD may be directed and will be included by the MPS in PCS orders when it is essential that an Airman not arrive at a TDY or PCS location earlier than the established date. An RNETD may be necessary for a variety of reasons such as quarters may not exist sooner, or unnecessary costs to the government and/or member may result when members arrive early. Similar to an RNLTD, Airmen who arrive earlier than the established RNETD are not in compliance with their written orders. Therefore, it is important for Airmen commanders, and MPS' to carefully manage departure from current station. To avoid unwanted leave and/or personal expense or hardship, Airmen should carefully plan their departure from current station and arrange to meet other personal and dependent requirements consistent with the RNETD. When Airmen indicate compliance with a RNETD will constitute an undue hardship or for some other reasons they desire a change or deletion of the RNETD, they should submit a request for change through their unit commander to the MPS. The MPS will use the reclama procedures shown in paragraph 2.46. to advise the assignment OPR and request resolution.

2.28. Active Duty Service Commitment (ADSC). The ADSC serves as a personnel management and control system to help maintain a trained and experienced force. It helps ensure the AF receives a return in terms of active service for training, education, or PCS movement of Airmen. The ADSC is a key element in personal and career plans. The MPS will advise Airmen when they are selected for an ADSC-incurring event as prescribed in AFI 36-2107, *Active Duty Commitments (ADSC)* and AFI 36-2133, *Specified Period of Time Contracts (SPTC)*. See paragraph 2.29. on retainability. Accordingly, except for PCS, officers acknowledge or decline ADSC(s) on AF Form 63, *Active Duty Service Commitment Acknowledgment Statement*, unless otherwise prescribed in AFI 36-2107, and enlisted (with more than 19 years service) acknowledge ADSCs on AF Form 63, but decline to obtain retainability for an ADSC on AF Form 964. A DEROS is used to manage service commitments for members stationed overseas in much the same way an ADSC is used to manage CONUS assignments in ensuring the AF receives a return for the cost of a PCS move.

2.28.1. Enlisted Airmen extending or reenlisting under the Enlisted Critical Skills Retention Bonus are obligated to serve in the SRB skill for the full period of extension or reenlistment. See AFI 36-2606, *Reenlistment in the United States Air Force.* As such, they will have AAC "CS" placed on their records to preclude assignment outside of the critical skill. See Table 2.1.

2.29. Retainability Requirements. Retainability is obligated active military service. DOD and the AF prescribe minimum retainability requirements for PCS to ensure the AF receives repayment for the costs associated with PCS, training, or other actions, to provide mission continuity at the gaining unit, to provide stability to Airmen and their families after PCS, or to satisfy some other AF requirement. In addition, the AF has established retainability requirements for approval of certain voluntary actions which allow Airmen to remain in place. Use this paragraph in conjunction with Table 2.5., PCS Retainability Requirements, which establishes the minimum retainability required for most PCSs and in-place actions, and Table 2.6., Separation and Retirement Date Minimums for OS PCS Selection, which establishes the minimum PCS retainability normally required in conjunction with OS assignments. The amount of retainability a person has or is eligible to obtain after completion of a particular OS tour is, in certain cases, a factor in eligibility for OS PCS. These requirements are reflected in Table 2.6. whenever applicable. The retainability policies and procedures for officers and Airmen have many similarities, but there are significant differences. The differences are addressed below in separate paragraphs for officers and enlisted personnel.

2.29.1. Computing Retainability. Compute retainability on a month to month basis, not the actual number of days. For PCS CONUS to CONUS, CONUS to OS, and OS to OS, add the number of months retainability required to the RNLTD (month and year only). *For example*, if a RNLTD is any day in Jun 2008 and the retainability requirement is 24 months, then the person requires retainability of at least 1 Jun 2010. For PCS OS to CONUS, add the number of months retainability required to the Airman's DEROS (month and year only). *For example*, if the Airman's DEROS is any day in Sep 2008 and the retainability required is 12 months, the person requires retainability of 1 Sep 2009, or later.

2.29.2. Retainability Waiver or Exception. A waiver (see paragraph 1.4.) or an exception (see paragraph 1.5.) to the minimum required retainability may be requested on a case-by-case basis. Group or blanket waivers or exceptions will not be considered. When necessary, assignment OPRs may originate waivers or exceptions in order to direct the PCS of Airmen with less than the normal minimum required retainability. Assignment OPRs must include approved retainability waiver or exception to policy information in the PCS instructions. Failure to include this approval information in PCS instructions can delay the assignment process (the MPS would reclama selection of Airmen with insufficient retainability). Enlisted airmen may request a delay in obtaining retainability according to paragraph 2.29.6.8.

2.29.3. Retainability and PCS Allowances. Airmen are not permitted to use PCS allowances without the full prescribed PCS retainability, unless an individual retainability waiver or exception to policy is approved. (*NOTE*: As an exception, FTA retraining in conjunction with CAREERS attending retraining in a TDY en route status may depart on PCS and use allowances provided they reenlist prior to departing the training site according to the procedures outlined in Table 2.7., note 6). MPS' are encouraged to withhold issuance of PCS orders to prevent use of PCS allowances until the Airman satisfies the retainability requirement; other ways are acceptable as long as they are effective. Following are some examples of how Airmen may be affected.

2.29.3.1. Officers who request a follow-on PCS agree to the PCS ADSC when advised of selection for the follow-on PCS; however, the follow-on PCS ADSC is not normally updated in the Personnel Data System (PDS) until an officer arrives at the follow-on location. When officers use any allowances associated with a follow-on PCS, they incur the follow-on PCS ADSC, regardless of when the ADSC is actually updated in the PDS.

2.29.3.2. Enlisted Airmen who desire to use PCS allowances, (*for example* for a COT), must have the full required retainability for the COT and will incur the PCS ADSC at the time they use allowances, regardless of when the ADSC is actually updated in the PDS.
2.29.3.3. Enlisted Airmen (only) may request a delay in obtaining PCS retainability as authorized in paragraph 2.29.6.8. and Table 2.7. However, a delay may be granted only up to the point in time when Airmen desire to use PCS allowances. Airmen may have to choose or compromise between the benefit they accrue from a delay in obtaining retainability and their desire to use PCS allowances for which they must have full retainability.
2.29.4. Retainability Requirements Longer than the PCS Minimums. Some officer and Airman assignments require longer retainability than the normal PCS minimum. *For example*, when an officer is assigned to a stabilized tour, the service retainability requirement is equal to the stabilized tour length. For an officer, consult the Stabilized Tour Guide (see paragraph 2.15.6.) to determine if assignment is to a stabilized tour. In other instances, for both officers and enlisted, the assignment instructions or a PPC will identify when a longer retainability requirement applies. Establishment of a minimum retainability requirement longer than normal PCS retainability requires advance approval by HQ AFPC/DPAPP. Airmen who refuse to satisfy the longer retainability requirement may still be assigned if the longer requirement is waived. Longer retainability requirements may be waived by the assignment authority, the assignment OPR, or gaining unit. If the longer requirement is not waived, the assignment will be cancelled. (An AF Form 964 is not required).
2.29.5. Officers. Upon selection for an event such as PCS which requires an ADSC (see AFI 36-2107 for ADSC incurring events), the MPS will determine whether or not officers have or can obtain the minimum retainability. For PCS selection, see Table 2.5. and/or Table 2.6., and/or the ADSC(s) requirement stated in the event or PCS notification. Officers (including non-career officers) who have an indefinite DOS are considered as having indefinite retainability. (See paragraph 2.18. for officers nonselected for promotion.) When officers have an established DOS or approved retirement date, use that date to compute retainability. *NOTE*: Expiration of an ADSC is not a DOS. Having or nearing 20 or more years total active federal military service (TAFMS) is not the same as an approved retirement date. The assignment OPR (or other authority depending on the event) will include the length of ADSC in the assignment transaction trailer remarks or in message notification, or may reference the applicable table and rule in AFI 36-2107 for computation of the ADSC by HQ AFPC. Officers must be informed of the ADSC for an event or PCS (see paragraph 2.33., PCS Notification).
2.29.5.1. For PCS or other ADSC-incurring event, the MPS will determine an officer's retainability status. When officers have retainability (either because they have an indefinite DOS, or when they have an established DOS or retirement date which satisfies the minimum retainability) and:
2.29.5.1.1. Accept the PCS or event and the associated ADSC, then officers acknowledge selection and the MPS advises the Assignment OPR of PCS notification (see paragraph 2.33., PCS Notification).
2.29.5.1.2. Want to decline the PCS, event and/or associated ADSC, and:
2.29.5.1.2.1. Have an indefinite DOS. Then the MPS will advise the officer, that he or she must sign and submit a request to establish a DOS or retirement date, if eligible, according to the 7-day option provisions in paragraph 2.30. Officers who have retainability (including non-career officers) cannot simply decline a PCS, an event, and/or the associated ADSC, and take no other

action. Officers who do not sign and submit an application requesting to establish a separation or retirement date within the prescribed timeframe according to paragraph 2.30. are considered to have accepted the PCS or event and the associated ADSC. An officer who receives an approved DOS or retirement date under 7-day option provisions may be directed to PCS or participate in any event for which they have the minimum retainability, or if the minimum retainability is waived, or

2.29.5.1.2.2. Have an established DOS or retirement date which is greater than the retainability required, then they may, if eligible, request an earlier separation date or retirement date. A request for earlier separation or retirement must be submitted within 7 days of official notification of a PCS or event. The MPS will submit a reclama to the assignment OPR or event selection authority when an officer requests an earlier separation or retirement date. Officers who are ineligible for earlier separation or retirement may be unable to avoid proceeding on PCS or participating in the event. When an officer with an established DOS or retirement date is required to make a PCS or participate in an event which has an ADSC, then the ADSC will update to the officer's records, but he or she will not be made to serve any ADSC which extends beyond their established DOS or approved retirement date. These officers would separate or retire on the established DOS or approved retirement date with a portion of an ADSC unserved.

2.29.5.2. When officers do not have retainability and:

2.29.5.2.1. A ccept the PCS, event, and/or ADSC but have an established voluntary DOS or voluntary retirement date (not a mandatory or involuntary DOS or retirement date) and do not have the minimum retainability, the Contact Center will assist the officer in determining if they are eligible to request withdrawal of their DOS according to AFI 36-3207, *Separating Commissioned Officers*, or eligible to request withdrawal of their retirement according to AFI 36-3203, *Service Retirements*. Officers who have a DOS which is the result of expiration of a SPTC may be eligible to execute an SPTC IAW AFI 36-2133. An officer is not permitted to execute an SPTC if they have an involuntary or mandatory DOS. An officer who had an indefinite DOS and then established a voluntary DOS or retirement date cannot elect to execute an SPTC. These officers must request withdrawal of their DOS or retirement date and, if approved, withdrawal reverts the officer back to having an indefinite DOS. When officers are not eligible to withdraw their DOS or retirement date or execute an SPTC, then the MPS will reclama the assignment selection.

2.29.5.2.2. Want to decline the PCS, event, and/or associated ADSC. When officers (career or non-career) have an established DOS or retirement date and do not have the minimum required retainability for PCS or event, and/or do not want the associated ADSC, they may refuse to obtain additional retainability (without prejudice) and the MPS will reclama the selection. When an officer with an established DOS or retirement date is required to make a PCS or participate in an event which has an ADSC, then the ADSC will update to the officer's records, but he or she will not be made to serve any ADSC which extends beyond their established DOS or approved retirement date. These officers would separate or retire on the established DOS or approved retirement date with a portion of an ADSC unserved.

2.29.6. Enlisted Airmen. There are a number of actions prescribed by this instruction which have a retainability requirement. The MPS will determine if enlisted Airmen do or do not have the prescribed retainability; whether or not enlisted Airmen want to accept the action; their eligibility to obtain additional retainability or decline to obtain retainability; what actions enlisted Airmen must take in connection with acceptance or declination; schedule enlisted Airmen for completion of those actions; and follow-up to ensure completion within the timeframe

established for a particular action. Enlisted Airmen who are eligible and desire to reenlist on their expiration of term of service (ETS) must not be en route PCS. Enlisted Airmen who want to accept a PCS but want to delay obtaining PCS retainability are processed according to paragraph 2.29.6.8. Delay in obtaining retainability other than for PCS may be requested as an exception per paragraph 1.5.

2.29.6.1. Enlisted Airmen (including FTA) who have retainability cannot refuse a PCS or other action, except:

2.29.6.1.1. Enlisted Airmen eligible to request retirement under 7-day option provisions (see paragraph 2.30.). Enlisted Airmen who request and receive an approved retirement date under 7-day option provisions may still be required to make a PCS, perform TDY, or participate in some other action depending on the amount of retainability they have remaining up to their actual retirement date, or

2.29.6.1.2. When provisions exist to allow an enlisted Airman who has retainability to refuse a specific action. *For example*, an enlisted Airman requests a voluntary extension of OS tour and has the retainability to serve it, but after approval requests the extension be canceled.

2.29.6.2. For enlisted Airmen who do not have retainability and want to obtain it, the MPS will determine if they are eligible and assist them reenlistment or extension of enlistment according to AFI 36-2606, *Reenlistment in the United States Air Force*. Retainability must be obtained within the time prescribed for the action (see paragraph 2.29.6.4). When Airmen are temporarily ineligible or are eligible but want to delay obtaining retainability, the MPS will determine if the enlisted Airman meets any of the delay conditions outlined in paragraph 2.29.6.8. and Table 2.7. When enlisted Airmen need additional retainability, but are ineligible to obtain it and/or when they do not meet the criteria for approval of a delay, then the MPS will reclama the selection.

2.29.6.3. For enlisted Airmen who do not have the retainability and do not want to obtain it, the MPS will take action for career Airmen required by paragraph 2.29.6.3.1. and paragraph 2.29.6.6., if applicable. For FTA, the MPS will take action required by paragraph 2.29.6.3.2.

2.29.6.3.1. Career Enlisted Airmen. When career enlisted Airmen need additional retainability and refuse to obtain it, the MPS will formally record their declination as outlined in this paragraph, unless they are eligible and desire to request retirement as shown in paragraph 2.30. When career enlisted Airmen assigned in the CONUS (only) have 19 or more years total active federal military service (TAFMS) and are eligible to request retirement, but instead choose to decline to obtain retainability, see paragraph 2.29.6.6. Career enlisted Airmen who decline to obtain retainability are required to read the portions of AFI 36-2606, *Reenlistment in the United States Air Force* and AFI 36-2502, *Airman Promotion Program* (electronic) pertaining to ineligibility for reenlistment or extension of enlistment and promotion ineligibility, and sign an AF Form 964, *PCS, TDY, or Training Declination Statement*, within 7 calendar days of being notified of the need for retainability (for PCS, also see paragraph 2.33., PCS Notification). The AF Form 964 is filed in the electronic Unit Personnel Record Group (UPRG). If a career enlisted Airman will not sign the AF Form 964, the following statement will be entered on the AF Form 964 (front or reverse), signed by the MPS (who counseled the enlisted Airman), and filed in the electronic UPRG: "(Grade, name, SSN) of career enlisted Airman, has refused to sign this document confirming his or her decision to decline to obtain retainability and acknowledging he or she is ineligible for promotion and ineligible to extend his or her enlistment or reenlist" Enlisted Airmen who decline to obtain the minimum prescribed retainability may be directed to participate in the event when the required retainability is waived or in any event for which they have retainability, (from assignment selection to current DOS). *NOTE*: Enlisted

Airmen who are not eligible to request retirement at the time of PCS notification and who decline to obtain retainability (which renders them ineligible for promotion or to further extend or reenlist) may still be permitted to retire if they will reach retirement eligibility before the DOS they have as of the date of declination and they are otherwise eligible IAW AFI 36-3203. If not eligible to retire, they will separate on their established DOS. The MPS updates AAC 09. See paragraph 2.29.6.7. to request withdrawal of retainability declination. Career enlisted Airmen who are ineligible to obtain retainability because of High Year of Tenure (HYT) restriction (see AFI 36-3203) will not be required to complete an AF Form 964 and will not be coded as having declined to obtain retainability. When PCS is a mandatory move, see paragraph 2.29.6.5.

2.29.6.3.2. FTA. FTA who decline to obtain retainability are required to sign an AF Form 964 (except Section II, paragraph b does not apply to FTA, and Section III, Career Motivation counseling is not required). If a first term Airman will not sign the AF Form 964, the following statement will be entered on the AF Form 964 (front or reverse), signed by the MPS (who counseled the Airman), and filed in the electronic UPRG: "(Grade, name, SSN of FTA), has refused to sign this document confirming his or her decision to decline to obtain retainability." This declination does not render the enlisted Airman ineligible for reenlistment or promotion. The MPS updates ALC L or 8 (as appropriate), with a DOA as the DOS prior to reenlistment (expires upon reenlistment). See paragraph 2.29.6.7. for limitations on withdrawal of declination statement. When PCS is a mandatory move, see paragraph 2.29.6.5.

2.29.6.4. The following events require retainability and prescribe action to be taken. For PCS retainability and certain in-place actions, the MPS will refer to Table 2.5. and/or Table 2.6. Remember, do not require enlisted Airmen who are restricted from obtaining minimum retainability due to High Year of Tenure (HYT) (see AFI 36-3203, *Service Retirements*) to formally decline to obtain retainability.

2.29.6.4.1. PCS CONUS to CONUS. The MPS will conduct a retainability interview and require Airmen to obtain retainability no later than 30 calendar days after official PCS notification. The 30 calendar day suspense is intended to give the MPS flexibility in scheduling the retainability interview, not to allow enlisted Airmen 30 days to decide if they want to obtain retain-ability or not. See paragraph 2.29.6.8. for Airmen who desire to delay obtaining retainability. Process Airmen who decline to obtain retainability IAW paragraph 2.29.6.3.

2.29.6.4.2. PCS CONUS to OS. The MPS will conduct a retainability interview and require enlisted Airmen to obtain retainability no later than 30 calendar days after official PCS notification. See paragraph 2.29.6.8. for enlisted Airmen who desire to delay obtaining retainability. When PCS is OS (either from the CONUS or from OS), enlisted Airmen must have or obtain the retainability for at least the unaccompanied tour length within 30 calendar days of PCS notification. Having accepted the PCS and obtained retainability for the unaccompanied tour length, then enlisted Airmen who subsequently elect and are approved to serve an accompanied tour, may require additional retainability for the longer accompanied tour length. Do not allow enlisted Airmen to delay obtaining retainability for the unaccompanied tour while awaiting processing for an accompanied tour. Enlisted Airmen have 15 calendar days after concurrent travel approval to obtain retainability for the accompanied tour length or to formally decline. See paragraph 2.29.6.8. for enlisted Airmen who desire to delay obtaining retainability for the accompanied tour length.

2.29.6.4.3. PCS OS to CONUS. Enlisted Airmen must have retainability required by Table 2.5. before they will be provided an assignment from the OS area. Enlisted Airmen must have or obtain retainability (including enlisted Airmen who must reenlist or extend) or complete their

declination no later than the 25th day of the 8th month prior to DEROS (unless a delay is requested and approved to allow for voluntary retirement application (not 7 day option), or reenlistment in an SRB AFSC according to Table 2.7., rules 1 and 7) (see paragraph 2.29.6.8.). Enlisted Airmen who do not have the retainability required for an assignment will be involuntarily extended at their OS location until their DOS as shown in paragraph 3.10.1., JFTR, Vol I, Appendix Q and Table 3.12. Enlisted Airmen eligible to obtain retainability will not receive an assignment under the retainability exception provisions in Table 2.5. until declination action has been completed. For enlisted Airmen who decline to obtain retainability follow the procedures in paragraph 2.29.6.3. Career enlisted Airmen ineligible to obtain retainability because of HYT restrictions (see AFI 36-3203, *Service Retirements*) will not be required to complete AF Form 964 and will not be placed in AAC 09, but will be provided an assignment when they have retainability as outlined in Table 2.5.

2.29.6.4.4. PCS OS to OS (Consecutive OS Tour [COT]). Enlisted Airmen must have or obtain at least 12 months retainability within 30 calendar days of the date they sign their DEROS Option RIP to receive COT consideration. Delay in obtaining these 12 months retainability will not be granted. Upon selection for a COT, enlisted Airmen must have or obtain the retainability for at least the unaccompanied tour length within 30 calendar days of PCS notification unless a delay is requested and approved according to paragraph 2.29.6.8. and Table 2.7. Having accepted the PCS and obtained retainability for at least the unaccompanied tour length, enlisted Airmen who elect and are approved to serve an accompanied tour, may require additional retainability for the longer accompanied OS tour length. Enlisted Airmen have 15 calendar days after concurrent travel approval to obtain retainability to serve the accompanied tour length, or formally decline per paragraph 2.29.6.3. (and serve the unaccompanied tour length).

2.29.6.4.5. In-Place COT (IPCOT). Airmen must have or obtain the retainability for at least the unaccompanied tour length within 30 calendar days unless a delay is requested and approved according to paragraph 2.29.6.8. and Table 2.7. Enlisted Airmen who are currently serving an unaccompanied tour who elect to serve an accompanied IPCOT may require additional retainability for the longer accompanied OS tour length. Enlisted Airmen have 15 calendar days after approval of an accompanied tour to obtain retainability to serve the accompanied tour length. Enlisted Airmen who receive an approved IPCOT who refuse to obtain retainability are not required to formally decline. The MPS will request the assignment OPR cancel the IPCOT when enlisted Airmen refuse to obtain retainability. Airmen must have at least 12 months retainability to be considered for a CONUS PCS. Airmen's DEROS will be extended to match DOS if member refuses to obtain retainability (within 30 calendar days) to meet the 12 month requirement.

2.29.6.4.6. OS Tour Extension. Enlisted Airmen must obtain retainability required for voluntary extension of an OS tour within 30 calendar days after being advised of approval of their extension request. Do not require enlisted Airmen who refuse to obtain retainability to formally decline. The MPS will request the assignment OPR cancel the OS tour extension when enlisted Airmen refuse to obtain retainability.

2.29.6.4.6.1. Indefinite DEROS. Enlisted Airmen must maintain at least 8 months service retainability in order to keep an indefinite DEROS. Enlisted Airmen who fail to maintain at least 8 months service retainability will have a DEROS established which equals their DOS.

2.29.6.4.7. Other Actions. For other actions which may require retainability (e.g., TDY, training, enlisted Airmen erroneously assigned with less than the minimum retainability, change in OS tour length, etc.), the paragraph, attachment, or instruction which describes the action or

program will indicate the timeframe within which retainability must be obtained and specify action to be taken in the event an enlisted Airman refuses. Enlisted Airmen who refuse to obtain the full prescribed retainability for an action may, in many instances, be directed to complete the action with the amount of retainability they have. *EXAMPLE:* An enlisted Airman is selected for TDY of 179 days in length, but only has 120 days retainability and declines to obtain additional retainability. After the enlisted Airman has formally declined to obtain the additional retainability, they can be directed to perform TDY with the amount of retainability they do have.
2.29.6.5. Involuntary Separation of Enlisted Airmen Who Lack PCS Retainability. Enlisted Airmen in a mandatory move PCS status (such as due to a force structure drawdown) are subject to separation in lieu of PCS when the enlisted Airman is ineligible or refuses to obtain the prescribed amount of PCS retainability and the enlisted Airman currently possesses less than 12 months service retainability (computed from RNLTD to current DOS). Commanders may establish an earlier separation date (by memorandum to Separations), under the provisions of AFI 36-3208, *Administrative Separation of Airmen*, when the enlisted Airman can no longer be used effectively based on the mission drawdown.
2.29.6.6. Retainability Declination, Enlisted Airmen With 19 Years TAFMS or More. When CONUS-assigned enlisted Airmen (only) have 19 years or more TAFMS as of the month and year of PCS notification, and lack the minimum required PCS retainability and decline to obtain it, then the AF will establish an involuntary DOS for them as shown below. Withdrawal of declinations will not be considered after an involuntary DOS has been established. This process does not apply when enlisted Airmen have less than 19 years TAFMS as of PCS notification month and year (see paragraph 2.29.6.3.1.). This provision is not intended to deny enlisted Airmen retirement. It does not apply to enlisted Airmen with less than 19 years TAFMS as of the month and year of PCS notification. The intent is to preclude enlisted Airmen who were eligible to elect retirement in lieu of PCS, but who declined instead to obtain PCS retainability, from remaining on active duty for a prolonged period of time waiting to retire upon their normal DOS. (*NOTE:* An involuntary DOS established under this provision is not an approved retirement date. Enlisted Airmen who get an involuntary DOS this way must still apply for and receive approval to retire. Failure to request retirement may result in separation upon DOS without benefit of retirement.) An involuntary DOS is not established when declination of retainability is other than for PCS, such as TDY, training, or some other reason. Enlisted Airmen will have an involuntary DOS established which is either the last day of the 6th month following PCS notification, or the latest date among the following:
2.29.6.6.1. The last day of the month in which enlisted Airman completes 20 years' TAFMS (but not less than 6 months from PCS notification).
2.29.6.6.2. The last day of the month in which an ADSC expires.
2.29.6.6.3. When assigned to a CONUS maximum tour, the last day of the month of the DOA.
2.29.6.6.4. When enlisted Airmen are surplus due to base closure, unit deactivation, AFSC overage, or similar circumstances, the DOS is the last day of the month Airmen can be effectively used at their current station. The assignment OPR determines this date considering such factors as whether or not the enlisted Airman is filling a valid manpower authorization, etc.
2.29.6.6.5. When enlisted Airmen meet the criteria outlined above, the MPS will record declination as required in paragraph 2.29.6.3.1. and update the PDS with AAC 09. Reclama the assignment using reclama reason code "09" and in the trailer remarks indicate enlisted Airman has 19 or more years' TAFMS. It is important not to use any other reclama code reason. The message subject should be "PCS retainability declination for enlisted Airman with 19 or more

years' TAFMS" when reclama is by message. Address the message to the assignment OPR with an information copy to HQ AFPC/DPAA5 for SMSgt and below. For CMSgts (including selects), address the reclama message to AF/DPE. AF/DPE or DPSOR in coordination with DPAA5, will determine and update the involuntary DOS, and notify the MPS by message .
2.29.6.7. Enlisted Airmen Requests to Withdraw Retainability Declination Statement.
2.29.6.7.1. Career Enlisted Airmen. Declinations by career enlisted Airmen described in paragraph 2.29.6.6. (more than 19 years TAFMS) may not be withdrawn. For other career enlisted Airmen, the MPS will send requests, which must include the unit commander's recommendation, to the assignment OPR (Table 1.2.). Approval of withdrawal is based on manning in the career enlisted Airman's AFSC. Requests for withdrawal submitted in conjunction with retraining are processed according to AFI 36-2626, *Airman Retraining Program*.
2.29.6.7.2. FTA. Declinations by FTA may not be withdrawn and declination renders them ineligible to apply for any self-initiated PCS action. However, FTA may reenlist without obtaining approval to withdraw their declination statement. After reenlistment, the record of previous declination by FTA is deleted.
2.29.6.8. Enlisted Airmen Retainability Delays. The MPS Commander may authorize an extension of the suspense date by which enlisted Airmen must have additional retainability for the reasons shown in Table 2.7., Enlisted Airman PCS Retainability Suspense Delay. Pay particular attention to the notes to Table 2.7. as they contain additional special instructions and limitations for each category of delay. Delay in obtaining retainability is intended as a tool to accommodate enlisted Airmen who have accepted an assignment (within certain limits). Approval of delays must be judiciously applied since they can have a negative impact on a gaining unit if the individual granted a delay later declines to obtain retainability. Delays must not expose the government to the risk of PCS allowances being used for which Airmen do not have sufficient retainability. Delay is not authorized for the purpose of allowing enlisted Airmen more time to consider accepting a PCS. Delay for any other reason or period of time requires approval of an exception to policy per paragraph 1.5. The MPS Commander may delegate authority to approve authorized delays to a section chief. Any delay must be approved within the original retainability suspense period established for a particular kind of PCS or action. A delay of the retainability suspense is not a waiver to the amount (length) of retainability required.
2.30. Seven Day Option. The options extended to officers to request retirement or separation and for enlisted to request retirement, in connection with selection for certain events, are not the same. There are some similarities and certain special provisions and restrictions apply to both. The areas which are similar are addressed below followed by separate paragraphs explaining the options for officers and those for enlisted.
2.30.1. Special Provisions and Restrictions. There are a number of special provisions and restrictions which apply to the 7-day option. The following apply to both officers and enlisted, unless indicated otherwise.
2.30.1.1. Normal separation and retirement criteria apply when a signed request for separation or retirement is dated before an ASD for PCS or selection date for training. Any request for separation (officers only) or retirement (officers and enlisted) must be under 7-day option when a signed request for separation or retirement is the same date or after an ASD for PCS or selection date for training. The fact an Airman was not aware or had not been officially notified of selection does not change the fact they had been selected on or before the date of their separation or retirement request. Use the previous rule to determine which action is officially first when an

Airman's request for separation or retirement and selection for PCS or training occur at about the same time. The MPS will reclama (per paragraph 2.46. for enlisted and paragraph 2.30.2.4. for officers) and advise the assignment OPR the Airman applied for separation or retirement prior to selection when the Airman's request for voluntary separation or retirement was before selection for PCS or training and the Airman does not want the assignment or training. However, if the Airman wants to accept the PCS or training, then they must submit a request to withdraw their separation or retirement request within 7 calendar days of official notification of selection for PCS or training. The decision to approve or disapprove the withdrawal request will be based upon the best interest of the Air Force. When an Airman's request for separation or retirement was submitted under normal voluntary provisions but they had an ASD prior to the date of their request, then the reason for their separation or retirement request will be changed by AFPC retirements or separations office to reflect it as being submitted under 7-day option provisions. 7-day option rules apply in determining the separation or retirement date in this case.

2.30.1.2. An Airman is not required to request separation or retirement under 7-day option provisions if they do not desire to participate in the event or incur the associated ADSC when the instruction governing an education or training event contains a provision to allow Airmen to decline attendance (with or without prejudice). If there are no provisions in the prescribing instruction allowing an Airman to decline (with or without prejudice), then 7-day option provisions apply.

2.30.1.3. Airmen who elect separation or retirement remain eligible for any PCS, TDY, or training for which they have sufficient retainability or when the retainability requirement is waived. Airmen directed to participate will be assigned the ADSC for the event, but will not be made to serve beyond their DOS or retirement date. In such cases, Airmen separate or retire with a portion of the ADSC unserved. An ADSC will not involuntarily extend an established DOS or retirement date.

2.30.1.4. Airmen applying for separation or retirement under 7-day option provisions may not request a separation or retirement date earlier than the minimum dates allowed for normal voluntary separation or retirement requests. Similarly, if the AF seeks to establish a separation or retirement date earlier than the Airman requests, the date will not normally be earlier than the minimum authorized by separation or retirement instructions. Airmen selected for PCS, TDY, or training who have an established DOS or retirement date may request an earlier DOS or retirement date under 7-day option provisions, if eligible, but not earlier than the minimum authorized by separation or retirement instructions.

2.30.1.5. Airmen who establish a separation or retirement date under 7-day option provisions who later decide they do not want to separate or retire may request withdrawal of the approved date through separation or retirement channels. AFPC separation or retirement office will route the request to the assignment OPR for consideration. Requests for withdrawal are not automatically approved. The assignment OPR will make a recommendation of approval or disapproval based on manning and the overall best interests of the AF. See paragraph 2.30.1.10.2. for guidance on 7-day option subsequent to withdrawal.

2.30.1.6. During the period of time between establishment of an ASD and notification of actual PCS selection, if an Airman desires to request separation or retirement, 7-day option provisions apply. Normally, notification of establishment of an ASD or notification of nomination for assignment does not require an Airman to request separation or retirement within 7 calendar days, unless the ASD or nomination notification states otherwise.

2.30.1.7. Officers. Under 7-day option provisions, officers serving on an SPTC may not establish a separation date earlier than the expiration date of their contract, however, officers may establish an earlier retirement date, if eligible.
2.30.1.8. Enlisted. Under 7-day option provisions, enlisted Airmen serving an enlistment contract may not establish a separation date earlier than the expiration date of their contract, however, enlisted Airmen may establish an earlier retirement date, if eligible.
2.30.1.9. Enlisted Airmen who elect retirement under 7-day option provisions are not eligible for promotion. Enlisted Airmen selected for promotion before they submit a retirement application under 7-day option may not withdraw the retirement to accept promotion.
2.30.1.10. The 7-day option provisions do not apply in the following circumstances:
2.30.1.10.1. The move is in conjunction with an Airman being accessed for entry on active duty or an Airman recalled to active duty.
2.30.1.10.2. An Airman with a DOS or retirement date established per 7-day option provisions who then requests and receives approval to withdraw their 7-day option DOS or retirement date, is not authorized a 7-day option in connection with the first event following approval of withdrawal when selection is within 12 months of the date of approved withdrawal. When selection for the first event is more than 12 months following the date of approval of withdrawal, the Airman may exercise 7-day option provisions, if eligible.
2.30.1.10.3. An Airman has departed on PCS whether or not they have arrived at the new duty station.
2.30.1.10.4. The move is under authority of an instruction other than this one, for example, PCS in a patient status, prisoner status, for court martial, for administrative proceedings, etc., (see Attachment 22).
2.30.1.10.5. Airmen restored to active duty, or reinstated on active duty following action under the Air Force Board for Correction of Military Records (AFBCMR) process.
2.30.2. Officers. Officers with an indefinite DOS selected for PCS, education, training, an ADSC-incurring event, or who have an ASD, who do not want to participate in the event and/or do not want the associated ADSC, if eligible as outlined below and in Table 2.9., must submit a request for separation IAW AFI 36-3207, *Separating Commissioned Officers*, or request for retirement IAW AFI 36-3203, *Service Retirements*. Officers may be directed to participate in the original event, or may be selected for another event for which they have retainability or when the retainability requirement is waived, even though a DOS or retirement date is requested or established under 7-day option provisions. The ADSC for an event will be updated to officers' records if they participate, but in some cases, such as when a requested separation or retirement date is approved and officers are directed to participate in the event anyway, they would separate or retire on the approved date with a portion of the ADSC not served. Officers' separation request will be submitted to the MPS within 7 calendar days or retirement requests must be signed and submitted via vMPF within 7 calendar days of official PCS notification or event notification date. Officers notified of an ASD are not required to request separation or retirement within 7 calendar days of the event notification date; however, the rest of the 7-day option provisions apply during the period between establishment of an ASD and up to 7 calendar days following official notification of selection for PCS. Officers who fail to submit a request to establish a DOS (through the MPS) or retirement date within 7 calendar days via vMPF are considered as having accepted the event and the associated ADSC. Officers who have an established DOS or retirement date at the time of official PCS notification or event notification, if eligible, may request an earlier DOS or retirement date. Officers who have an established

DOS or retirement date based on expiration of an ADSC and their current DOS or retirement date is greater than the ADSC they would incur for the event for which selected, have no options under the 7-day option provisions. The following eligibility requirements shown in Table 2.9. are further explained below.

2.30.2.1. Officers who have 19 or more years TAFMS as of the event notification date (month and year) or establishment of an ASD may apply for retirement. Officers in the grade of LtCol and below with less than 19 years TAFMS with no ADSC or an ADSC which will expire before they reach 20 years TAFMS will be authorized to request a retirement date in lieu of an additional ADSC if that additional ADSC would extend beyond the date the officer reaches 20 years TAFMS.

2.30.2.2. The date of separation or date of retirement officers are eligible to request under 7-day option provisions varies depending on their grade, whether serving OS or in the CONUS, if they have been notified of establishment of an ASD based on vulnerability for involuntary PCS selection and whether or not they have an unserved ADSC on the requested separation or retirement date. Officers may not request a separation or retirement date which is before the expiration of an ADSC, except as an exception to policy IAW paragraph 1.5. Officers with no ADSC (and those with an ADSC which will expire before the requested date of separation or retirement) may request a separation or retirement date which is no later than the first day of the 12th month following their ASD (mo/yr) or 1st day of the 7th month following official event notification (mo/yr), except:

2.30.2.2.1. Officers with an indefinite DOS selected for PCS, education, training, an ADSC-incurring event, and those who have an ASD who are assigned in the CONUS who have an ADSC greater than that which they would incur for the event which selected are not eligible to execute a 7-day option.

2.30.2.2.2. Officers assigned OS must request a separation date to coincide with their DEROS (month/year) or must request a retirement date which is the first day of the month following DEROS, if otherwise eligible to separate per AFI 36-3207, or retire per AFI 36-3203. Officers who want to separate or retire after present assignment but the date they desire is after their current DEROS, must request a voluntary extension of OS tour to satisfy the requirement to separate upon DEROS (month/year), or retire on the first day of the month following DEROS (as extended). This extension must be completed before establishment of an ASD as shown in Table 2.8. and paragraph 2.31. Once an ASD has been established, officers who desire to separate or retire on a date other than authorized above must request an exception to policy per paragraph 1.5. This includes requests for curtailment to facilitate retirement prior to the first day of the month following the original DEROS month. Officers who have an ADSC beyond their DEROS must either request an extension of DEROS as outlined above so their ADSC is completed as of the requested separation or retirement date, or they may request an exception to policy. Approval of a DOS beyond current DEROS may result in involuntary extension of DEROS to match the established DOS if the officer lacks retainability to receive a CONUS assignment (see Table 2.5.). Officers are not required to request separation or retirement within 7 calendar days of being notified of an ASD; however, the rest of the 7-day option provisions apply during the period between establishment of an ASD and up to 7 calendar days following official notification of end assignment. Requests submitted more than 7 calendar days after official notification of end assignment must be submitted as an exception to policy per paragraph 1.5. Because officers must separate or retire in conjunction with their DEROS, officers who have an indefinite DEROS who want to separate or retire after present assignment must request a specific DEROS

be established as outlined in paragraph 3.8.5. The request to establish a DEROS and the separation or retirement request should be submitted together when the requested DEROS results in an ASD being established.

2.30.2.2.3. For officers serving on a CONUS maximum stabilized tour (AACs 46 and 50), officers cannot request a separation or retirement date earlier than the minimum authorized in separation and retirement instructions. For officers completing a CONUS maximum stabilized tour (AACs 46 and 50), an ASD is established as shown in paragraph 2.31. and Table 2.8. Officers are not required to request separation or retirement within 7 calendar days of being notified of establishment an ASD; however, the rest of the 7-day option provisions apply during the period between establishment of an ASD and up to 7 calendar days following official notification of end assignment. After establishment of an ASD, officers are limited with regard to the latest separation or retirement date they may request. If otherwise eligible per AFI 36-3207, officers serving on a CONUS maximum stabilized tour may request a separation date not earlier than the first day of the month following completion of their longest ADSC or not greater than their availability date (month/year). If otherwise eligible per AFI 36-3203, they may request a retirement date which is no earlier than the first day of the month following completion of their longest ADSC or no greater than the first day of the month following their availability date. Officers who want to separate or retire after present assignment but the date they desire is after their DOA, must request a voluntary extension of stabilized tour to satisfy the requirement to separate upon DOA (month/year), or retire on the first day of the month following DOA (as extended). This extension must be completed before establishment of an ASD as shown in Table 2.8. and paragraph 2.31. Once an ASD has been established, officers who desire to separate or retire on a date other than authorized above must request an exception to policy per paragraph 1.5. Officers who have an ADSC beyond their DOA must either request an extension of DOA as outlined above so their ADSC is completed as of the requested separation or retirement date, or they may request an exception to policy. Prior to establishment of an ASD officers, who desire to separate or retire, may request separation according to AFI 36-3207, or retirement according to AFI 36-3203.

2.30.2.2.4. For officers notified of establishment of an ASD based on vulnerability for PCS selection and who are currently assigned OS, see paragraph 2.30.2.2.2. above. For officers assigned in the CONUS who are currently serving on a CONUS maximum stabilized tour, see paragraph 2.30.2.2.3. above. For all other officers currently assigned in the CONUS, when notified of establishment of an ASD according to paragraph 2.31. and Table 2.8., based on vulnerability for involuntary PCS selection, the following applies. Officers are not required to request separation or retirement within 7 calendar days of being notified of an ASD; however, the rest of the 7-day option provisions apply during the period between establishment of an ASD and up to 7 calendar days following official notification of end assignment. After establishment of an ASD, officers are limited with regard to the latest separation or retirement date they may request. The earliest date they may request varies depending on whether they are assigned OS, to a CONUS maximum tour or a CONUS assignment other than a maximum tour. Officers may not request a separation or retirement date which is before the expiration of an ADSC, except as an exception to policy IAW paragraph 1.5. Officers with no ADSC (and those with an ADSC which will expire before the requested date of separation or retirement) may request a separation or retirement date which is no later than the first day of the 12th month following event notification. Officers who have an ADSC greater than that which they would incur for an event for which selected are not eligible to execute a 7-day option. Once an ASD has been established,

officers who desire to separate or retire on a date other than authorized above must request an exception to policy per paragraph 1.5. Prior to establishment of an ASD, officers who desire to separate or retire, may request separation according to AFI 36-3207, or retirement according to AFI 36-3203.

2.30.2.3. Officers are authorized an additional opportunity (second 7-day option period) in which to request separation or retirement, if eligible, when a change in assignment data results in a greater ADSC (greater meaning an ADSC of longer length than originally accepted), or whenever the end assignment changes before the officer departs on PCS. *For example*, if an officer originally accepted a PCS ADSC of 24 months but then training is added increasing the length of the ADSC from 24 months to 30 months, this is a greater ADSC. In this example it is appropriate to afford the officer a second 7-day option period. Another example is an officer originally accepted an ADSC for PCS of 24 months but then the RNLTD is delayed by 3 months. Based on paragraph 2.30.2.3.1. below, this officer would not be afforded an additional 7-day option opportunity because the 24 month ADSC for PCS was not greater than the original length of the ADSC. (It is true, however, that the 3 month delay of RNLTD would delay when the 24 month ADSC would start and when it would be completed.) In still another example, an officer accepted a CONUS to CONUS PCS to Randolph AFB and the associated ADSC for a PCS. Then the assignment was changed to Wash, D.C. (but the length of the PCS ADSC was the same). This officer would be afforded a second 7-day option because of the change of end location (even though the length of the PCS ADSC was the same).

2.30.2.3.1. Normally, a second 7-day option period is <u>not authorized</u> when the event start date or RNLTD is delayed due to unforeseen circumstances and the length of the ADSC originally accepted (as explained above) is not greater (longer in length). However, such delays, in turn, can cause delay in the ADSC completion date. Therefore, when the start date or RNLTD is delayed 181 days or more, an officer may request a second 7-day option period as an exception to policy per paragraph 1.5. The decision whether or not to approve the second 7-day option request will be made on a case-by-case basis.

2.30.2.3.2. A second 7-day option period is <u>not authorized</u> when a change of assignment data or change of end assignment is the result of approval of an officer's request for the change.

2.30.2.4. An officer signs and submits a separation or retirement application under 7-day option provisions via the vMPF. If an exception to policy is being requested, AFPC/DPSOR or AFPC/DPSOS will notify HQ AFPC/DPAPP and indicate what exception is being requested. For colonels (including selects), AFPC/DPSOR or DPSOS will notify AF/DPO only. If an exception to policy is also being requested, that exception will also be stated in the notification. Upon receipt of the retirement or separation request, HQ AFPC/DPAPP will coordinate with the assignment OPR and make a recommendation to AFPC/DPSOR or DPSOS.

2.30.3. Enlisted Airmen selected for PCS, TDY, or training (PCS or TDY), who do not want to participate in an event may elect to request retirement under 7-day option provisions. Enlisted Airmen who elect to retire are ineligible for promotion consideration and are ineligible for extension of enlistment or reenlistment, except as authorized per AFI 36-2606 in conjunction with a request for retirement. Aside from 7-day option provisions, enlisted Airmen who do not have the minimum required retainability for the event or the associated ADSC may be eligible to decline to obtain retainability as outlined in paragraph 2.29. Enlisted Airmen fall into four major categories as shown below:

2.30.3.1. Enlisted Airmen who have retainability and are not eligible to request retirement IAW the criteria below and Table 2.9., have no options (under 7-day option provisions) which allow them to refuse or decline to participate in an event.
2.30.3.2. Enlisted Airmen who do not have retainability and are not eligible to request retirement IAW the criteria below and Table 2.9., are not eligible under 7-day option provisions, but can decline to obtain retainability as outlined in paragraph 2.29."
2.30.3.3. Enlisted Airmen who do not have retainability and are eligible to request retirement IAW the criteria below and in Table 2.9. (specifically, those who meet the criterion of having 19 or more years TAFMS as of official PCS notification and are assigned in the CONUS [only]) but who decline to obtain PCS retainability instead of requesting retirement, will be processed as outlined in paragraph 2.29.6.3.1., and an involuntary DOS will be established according to paragraph 2.29.6.6. After establishment of an involuntary DOS, Airmen may elect to retire earlier than the involuntary DOS, if otherwise eligible, but may not retire later than their involuntary DOS. An involuntary DOS is not an approved retirement date. Enlisted Airmen must still apply for retirement and meet the retirement eligibility requirements as shown in AFI 36-3203.
2.30.3.4. Enlisted Airmen who do, or do not, have retainability and are eligible to request retirement IAW the criteria below and in Table 2.9., within 7 calendar days of official PCS notification (month and year) and want to request retirement must submit a request for retirement, if otherwise eligible IAW AFI 36-3203. Enlisted Airmen must ask for a retirement date that is within their current enlistment, or current enlistment as extended . When an enlisted Airman's current DOS is before a requested retirement date authorized by 7-day option provisions, enlisted Airmen may submit a request for extension of enlistment along with their retirement request. IAW AFI 36-2606, the period of extension may not be longer than necessary to allow retirement on the requested date and may not exceed 12 months. The following additional instructions apply:
2.30.3.4.1. Assigned in CONUS. Enlisted Airmen who are eligible to retire (20 years TAFMS or more), or who will reach retirement eligibility within 6 months following notification, may request a retirement date not later than the first day of the seventh month following PCS notification. Do not count the notification month. If eligible, an earlier retirement date may be requested as authorized in AFI 36-3203. As an exception to the latest retirement date permitted above, enlisted Airmen who will reach retirement eligibility within the 7 to 12 month period following PCS notification may also request retirement, but are restricted to requesting a date which is not later than the first day of the month following the month in which retirement eligibility is reached.
Example A: An enlisted Airman who has 19 years and 6 months TAFMS, or more, as of PCS notification in Feb 2008 may request a retirement date not later than 1 Sep 2008.
Example B: First. An enlisted Airman who has 19 years and 3 months TAFMS as of PCS notification in Feb 2008 may request a retirement date not later than 1 Dec 2008. In this instance, the enlisted Airman's TAFMSD is Nov 1988 and retirement eligibility is reached in Nov 2008. Enlisted Airman must retire on the first day of the month following the month in which retirement eligibility is reached.
Second. In the case of an enlisted Airman with 19 years TAFMS as of PCS notification *(for example* TAFMSD in Feb 1989 and notified of PCS selection in Feb 2008) who will reach retirement eligibility in the 12th month following PCS notification, the enlisted Airman may request a retirement date not later than 1 Mar 2009. In this instance only, since the enlisted

Airman must retire on the first day of the month following the month in which retirement eligibility is reached, then retirement is authorized on the first day of the 13th month following PCS notification.

2.30.3.4.2. Assigned OS. Enlisted Airmen must request a retirement date which is the first day of the month following DEROS, if otherwise eligible to retire on that date per AFI 36-3203, *Service Retirements*. Enlisted Airmen who want to retire after present assignment but the date they desire is after their current DEROS, must request a voluntary extension of OS tour to satisfy the requirement of retiring on the first day of the month following DEROS (as extended). This extension must be completed before establishment of an ASD as shown in Table 2.8. and paragraph 2.31. Once an ASD has been established, enlisted Airmen who desire to retire on a date other than the first day of the month following DEROS must request an exception to policy per paragraph 1.5. Enlisted Airmen who have an ADSC beyond their DEROS must either request an extension of DEROS as outlined above so their ADSC is completed as of the requested separation or retirement date, or they may request an exception to policy (with waiver of ADSC). Seven day option provisions apply during the period between establishment of an ASD and up to 7 calendar days following official notification of end assignment. Requests submitted more than 7 calendar days after official notification of end assignment or requests from enlisted Airmen who do not meet the eligibility criteria must be submitted as an exception to policy per paragraph 1.5. Because enlisted Airmen must retire in conjunction with their DEROS, Airmen who have an indefinite DEROS who want to retire after present assignment must request a specific DEROS be established as outlined in paragraph 3.8.5. The request to establish a DEROS and the retirement request should be submitted together when the requested DEROS results in an ASD being established.

2.30.3.4.3. Completing a CONUS Maximum Stabilized Tour. Enlisted Airmen completing a CONUS maximum stabilized tour (AAC 50) who desire to retire after present assignment and who are otherwise eligible to retire per AFI 36-3203, must request a retirement date which is no greater than the first day of the month following the maximum tour date of availability. Retirement eligible enlisted Airmen may apply for retirement while serving a maximum tour as long as requested retirement date is on or after the first day of the month in which their longest ADSC is completed. An ASD is established as shown in Table 2.8. and enlisted Airmen are limited after receiving an ASD in the retirement date they may request, unless they request an exception to policy. Enlisted Airmen who are not eligible to retire on the tour completion date, but will be eligible for retirement within the 12-month period following official PCS notification, may apply for retirement if the requested date is not later than the first day of the month following the month in which retirement eligibility is reached. Enlisted Airman reaching retirement eligibility within 12 months of DOA must request an extension of the maximum tour to coincide with requested retirement approximately 12 months prior to current DOA (see paragraph 2.15.7.4.2.1 and Attachment 16). A request of an extension of DOA to coincide with requested retirement date outside the CONUS Mandatory Mover time-line will be processed as an exception to policy IAW paragraph 1.5.

2.30.3.5. Enlisted Airman applying for retirement via the vMPF self-service applications do not have to complete a declination nor is a reclama of the assignment required. The in system retirement application (with the reason for retirement as special program ID code "72") serves as the reclama and automatically updates AAC 09. HQ AFPC/DPSOR will separate the exception request and forwarded it to HQ AFPC/DPAPP for a recommendation on the exception to policy. If the retirement request is disapproved, the Airman complies with the assignment instructions.

If the retirement request is approved, an assignment cancellation is automatically generated to the Contact Center, MPS, enlisted Airman and the assignment OPR.

2.30.3.6. Second 7-Day Option. Enlisted Airmen are authorized an additional opportunity (second 7-day option period) in which to request retirement, if eligible, when notified of a change of end assignment before departure on PCS, or when a change of assignment data requires additional retainability. When additional retainability is required and enlisted Airmen are not eligible to request retirement, enlisted Airmen who do not have the additional retainability may be eligible to decline to obtain retainability per paragraph 2.29. Enlisted Airmen who are not eligible to request retirement and enlisted Airmen who have the additional retainability have no options under 7-day option provisions. An additional 7-day option period is not authorized when the change of end assignment or change in assignment data was the result of an enlisted Airman's request for the change. Following are some examples:

Example A: An enlisted Airman was not eligible to retire in lieu of PCS when originally selected. If the end assignment location changes and since original selection the enlisted Airman has become eligible to retire in lieu of PCS, then the enlisted Airman may request retirement when notified of the change of end assignment, whether or not they have retainability for the change is not a factor.

Example B: An enlisted Airman had or obtained retainability when originally selected for PCS and was not then and is not now eligible to request retirement under 7-day option provisions. The RNLTD is delayed for 3 months, the Airman does not have the additional retainability required and refuses to obtain it. This enlisted Airman could; however, decline to obtain retainability and then a decision would have to be made if the RNLTD should revert back, retainability waived, or the assignment canceled.

2.31. Assignment Selection Date (ASD). The ASD is used in several ways. It may be the date an officer or enlisted Airman is selected by name for assignment by the assignment OPR, or it may be the date the assignment process begins in order to reassign an officer or enlisted Airman on a scheduled future date (such as upon DEROS, tour completion date from a CONUS maximum stabilized tour, the date Airman will become surplus, and so on), OR it may be the date when an officer (only) is identified by the assignment OPR as vulnerable for PCS selection. Table 2.8. Determining Assignment Selection Date, shows the reasons and specific dates when an ASD is established. When an Airman gets an automatic ASD based on a schedule or an officer (only) gets an ASD based upon vulnerability for PCS selection, that is the Airman's official ASD. For officers, an automatic ASD will be superseded by a vulnerability ASD. The PDS transaction or message providing an Airman an end assignment may cite a different date as the ASD. When this happens, the date shown as the ASD in the message or transaction may be either the date the Airman was matched to the assignment, or it may be the date the transaction was updated; but it is not the official ASD. When the assignment OPR approves a change of DEROS, change of date of availability, etc., and an ASD was established, the assignment OPR must review and manually change or cancel the ASD, as appropriate.

2.31.1. Following is a general example of how an automatic ASD works. For this example, we'll use an enlisted Airman assigned OS; however, the concept is similar for officers. Approximately 9 months in advance, enlisted Airmen with a date eligible for return from OS (DEROS) in a given month are identified. An ASD is automatically established based on the DEROS (month and year). In this case, establishment of an ASD does not mean the enlisted Airman has been selected for a specific assignment. What it means is, reassignment of an individual will occur based on a firm future date and the ASD is the date the assignment process

(or assignment "cycle") begins. Once the cycle begins, enlisted Airmen must be limited in the actions they are allowed to take (such as, extension or curtailment of DEROS, change of CONUS maximum tour completion date, etc.) similar to enlisted Airmen actually selected for PCS. Next, name selections are made to replace enlisted Airmen on their DEROS (or maximum tour completion date, and so on). These selections are from enlisted Airmen assigned in the CONUS or OS (for consecutive OS assignments). Then, the projected vacancies created by these name selections are prioritized (along with other existing vacancies) and OS returnees are then matched to fill all or a percentage of the vacancies. In this example, the "cycle" is complete when the OS returnee is matched to a specific assignment location; however, as you can see, it starts with the ASD. Remember, for officers, an automatic ASD (generated by DEROS or tour completion) will be superseded by a vulnerability ASD.

2.31.2., Airmen may not request an assignment, deferment from reassignment, separation, retirement, or other action which would render them ineligible for assignment on or after establishment of an ASD, except as an exception to policy IAW paragraph 1.5 and as follows:

2.31.2.1. Officers. Request for retirement or separation under 7-day option provisions, see paragraph 2.30., Seven Day Option.

2.31.2.2. Enlisted. Request for retirement under 7-day option provisions, see paragraph 2.30., Seven Day Option.

2.31.2.3. Request for reassignment or deferment under humanitarian provisions or the EFMP as authorized in Attachment 25.

2.31.2.4. Request for separation for convenience of the government or hardship, including pregnancy (see AFI 36-3207 for officers and AFI 36-3208 for enlisted).

2.31.2.5. Request for deferment from reassignment based upon pregnancy as authorized in paragraph 2.39.

2.31.2.6. Request submitted under sole surviving son or daughter provisions as authorized in Attachment 11.

2.31.2.7. Hostile fire or imminent danger area deferment for family members as authorized in Attachment 6.

2.31.2.8. Release from assignment to a family Airman’s unit as authorized in Attachment 6, or as an aircrew member as authorized in Attachment 9.

2.31.2.9. Request for separation based on conscientious objector status per AFI 36-3204.

2.31.2.10. Request from a commander for operational deferment as authorized in paragraph 2.15.4.

2.31.2.11. Request for release from assignment as a Medal of Honor recipient or candidate as authorized in paragraph 3.12.

2.31.2.12. Request for change of assignment or cancellation based upon equal assignment opportunity provisions as outlined in paragraph 2.3.

2.31.2.13. Request to be released from voluntary OS PCS selection per paragraph 2.12.

2.32. Assignment Preferences. For military couples, also see Attachment 8.

2.32.1. Officers:

2.32.1.1. Colonels (including selects) make their personal assignment preferences known primarily through their senior rater and chain of command. Officers should ask their senior rater for advice on their next assignment and consider that advice carefully. Officers may also call AFSLMO (AF/DPO) and/or MAJCOM (or equivalent) senior officer manager to express their assignment preferences. While an officer's preferences will be considered, there is no guarantee the next assignment or location will be to a preference--ultimately the next assignment will be

determined by the needs of the AF. (*Note*: Assignments for judge advocates are managed by AF/JAX.)
2.32.1.2. Lieutenant colonels and below (excluding judge advocate officers) make their personal assignment preferences known through the use of the Airman Development Program (ADP). The officer's commander also uses this ADP to make recommendations for the officer's next assignment. Commander involvement is required in the process as the ADP will not be accepted by the assignment OPR without it. Attachment 17 provides essential information to enable officers to understand and participate in the AF Assignment System (AFAS).
2.32.2. Enlisted.
2.32.2.1. CMSgts (including selects) volunteer for assignments advertised on EQUAL-Plus (see Attachment 16) by notifying their assignment NCO at the Chiefs' Group. Notification can be via telephone, e-mail, data fax, or electronic message.
2.32.2.2. SMSgt and below use the self-service assignment preference application available through the vMPF to record CONUS or OS assignment preferences. To enhance the chance for selection to a desired location, the EQUAL should also be used (see Attachment 16). Airmen desiring to update their preferences should log onto the vMPF and select the self-service actions, under Assignments.
2.32.2.2.1. Enlisted Airmen volunteer for special duty assignments (SDAs) via AMS by update of the SDA job number from the EQUAL-Plus ad (see Attachment 16). Enlisted Airmen are limited in volunteering for only those SDAs which appear as ads on EQUAL-Plus. In addition to this electronic application some SDAs also require a hard copy application. The requirement for a hard copy application will be reflected in the EQUAL-Plus ad.
2.32.2.2.2. Each enlisted Airman is individually responsible for the currency and accuracy of his or her assignment preferences in vMPF. When a change in status occurs, for example, marriage, completion of a PCS, and so on, Airmen should update their preferences accordingly. Outdated preferences or no preferences on file will not be the basis for release of an enlisted Airman from an assignment for which selected.
2.33. PCS Notification. The AF needs to know as quickly as possible after selection if Airmen have accepted a PCS or exercised another option. The prescribed means to transmit notices of assignment selection from the assignment OPR to the MPS is either by the PDS or e-mail message. When initial PCS selection, change in assignment location, or change in RNLTD is received with less than 90 calendar days until the RNLTD, MPS and unit notification periods indicated below are reduced to 3 calendar days each. When an Airman is absent from station, the additional procedures shown in paragraph 2.33.7. apply.
2.33.1. The MPS, unit commanders, and AF officials authorized to effect notifications must ensure local procedures are established and followed so notifications are in strict accordance with this instruction. Members may be told or become aware they have been selected for PCS in a variety of ways. However, "official" PCS notification takes place when the Airman's unit commander or authorized official notifies the Airman in writing (electronic/digital signature is acceptable) of PCS selection and the Airman acknowledges notification in writing (electronic/digital signature is acceptable). *NOTE:* If an Airman acknowledges notification, regardless of who provides the notification, the Airman's written (electronic/digital signature is acceptable) acknowledgment and election are still valid.
2.33.2. Sometimes Airmen want to request a humanitarian assignment or deferment, or want to submit some other action for consideration when notified of selection for an event. They may also want to wait to make a binding decision on the event until they receive a decision on their

humanitarian, HSSAD or other request. Such delays are not authorized. If an Airman is willing to be bound by the AF's decision of approval or disapproval after due process of any request they submit, then advise the Airman to accept the event and associated ADSC within 7 calendar days and proceed with submission of the request. T he assignment will be changed or canceled as appropriate if the request is approved. However, when Airmen do not desire to accept an event or ADSC in the event a request they submit is disapproved, they should be advised to make a binding decision when initially notified because they will not be given another opportunity under 7-day option provisions when advised of disapproval. The eventual cancellation of a PCS requirement will not be the basis for allowing an Airman to withdraw an action taken under 7-day option provisions or (enlisted only) removal of a formal retainability declination statement, provided the requirement was valid at the time the Airman was notified of selection.

2.33.3 The 7 calendar day count begins the day after the date an Airman is officially notified and ends at the close of MPS business hours on the seventh calendar day following official notification. If the seventh calendar day is a weekend or holiday, then the official notification period is extended to the first duty day thereafter. The MPS and unit suspenses are computed similarly. *EXAMPLE:* An Airman acknowledges notification by the unit commander at 0930 hours, 15 Aug 2007 has until the close of business on 22 Aug 2007 (7 full calendar days), to accept the assignment or take some other authorized action.

2.33.4. Airmen must take one of the following actions, or contact the MPS within the same 7 calendar day period to request counseling or assistance after acknowledging notification by the unit commander:

2.33.4.1. Officers and Enlisted. Airmen must sign and date the notification showing their acceptance and return the notification to the MPS when they have the required retainability (see paragraph 2.29.) and accept the assignment and/or ADSC.

2.33.4.2. Officers only. Officers who have the required retainability (see paragraph 2.29.) but who do not want to participate in the event and/or do not want the associated ADSC, must submit retirement or separation application through the vMPF within 7 calendar days of notification and must submit an application for separation or retirement, if eligible, under 7-day option provisions as required in paragraph 2.30.

2.33.4.3. Enlisted only. Enlisted Airmen who have the required retainability (see paragraph 2.29.) but want to retire in lieu of the PCS and/or ADSC, must submit retirement application through the vMPF within 7 calendar days of notification, if eligible, under 7-day option provisions as required in paragraph 2.30. Enlisted Airmen who have the required retainability are not eligible under 7-day option provisions to request separation in lieu of PCS.

2.33.4.4. Enlisted only. Enlisted Airmen who do not have the required retainability and who do not want the assignment and/or ADSC, must report, in person, to the MPS within 7 calendar days of notification and must sign a formal retainability declination statement when required by paragraph 2.29.

2.33.4.5. Enlisted only. Enlisted Airmen who do not have the required retainability (see paragraph 2.29.) and who accept the assignment and/or ADSC and want to obtain retainability must sign and return the notification in person to the MPS within 7 calendar days. The MPS will suspense enlisted Airmen to obtain retainability at the earliest possible date, but not later than 30 calendar days after the date enlisted Airmen acknowledged selection. The MPS will reclama the assignment and have the enlisted Airman sign an AF Form 964 if they fail to obtain the required retainability within 30 days of notification. If the enlisted Airman refuses to sign, the AF Form

964, then the MPS will take action according to paragraph 2.29.6. The MPS will not execute the AF Form 964 without the enlisted Airman's knowledge.
2.33.4.6. Enlisted only. Enlisted Airmen assigned OCONUS who, during their DEROS forecast, elect an OS Returnee assignment and do not have the required retainability (12 months from DEROS month) must obtain it within 30 days of election. If they fail to obtain the required retainability within 30 days of DEROS forecast, the MPS will have the Airman sign an AF Form 964. If the Airman refuses to sign, the AF Form 964, then the MPS will take action according to paragraph 2.29.6. The MPS will not execute the AF Form 964 without the enlisted Airman's knowledge.
2.33.5. When the assignment selection notice is via the PDS, the MPS reviews the PCS Notification Report within 7 calendar days of receipt, confirms Airman's eligibility, and forwards the PCS notification RIP either electronically or via distribution to the Airman's unit. The unit commander or authorized official must then notify the Airman within 7 calendar days or receipt of notice from the MPS. When the MPS identifies a PCS ineligibility condition and there is no indication a waiver or exception has been granted, the MPS will reclama the selection per paragraph 2.46. and will not forward the notice to the unit.
2.33.6. The instrument to record official notification and acknowledgment may be either the PCS Notification RIP, or an official e-mail notification initiated by the AFPC assignment team. If an e-mail is used, it must contain at least the following information.
2.33.6.1. The gaining location (unit, position number, and duty title are optional);
2.33.6.2. RNLTD;
2.33.6.3. ADSC (for officers) and retainability required (for enlisted), including ADSC/retainability for training, if applicable.
2.33.6.4. If PCS is OS, the minimum required unaccompanied tour length (the accompanied tour length is optional);
2.33.6.5. The AFSC in which selected;
2.33.6.6. The signature and date the unit commander or authorized official effected notification;
2.33.6.7. The signature and date the Airman acknowledged notification (date Airman acknowledges notification must be the same as the date officially notified in paragraph 2.33.6.6. above);
2.33.6.8. A statement directing the Airman to elect one of the two options below by initialing in the blank space (or block) in front of that option. After making an election, but not later than 7 calendar days from the date of official notification, direct the Airman to report to the MPF/E Career Development element. Include the guidance in paragraph 2.33.3.
2.33.6.8.1. I accept the PCS (and training, if applicable) and the associated ADSC.
2.33.6.8.2. Statements indicating: I do not desire the PCS and/or training; and/or I do not desire to incur the associated ADSC; and/or I do not desire to obtain the required retainability. I understand within 7 calendar days of notification, if eligible, I must sign and submit a request to separate (officers only); or a request to retire (officers/enlisted); or I must decline, in writing to obtain additional retainability (enlisted and only those officers who already have an established DOS). I also understand if within 7 calendar days of notification I am ineligible, or I fail to submit a request to separate (officers only) or retire (officers/enlisted), or I do not decline, in writing, to obtain retainability (enlisted only), then I will be considered to have accepted the PCS (and training, if applicable) and the associated ADSC.
2.33.6.8.3. Optional statements may be added by the AFPC assignment OPR; *for example*, asking if the Airman desires counseling on humanitarian assignment/deferment or any other

circumstances. Be sure to advise the Airman that, even though they may desire additional counseling, they must still choose one of the above options within 7 calendar days after notification.

2.33.7. When the unit commander or official authorized by the commander cannot notify the Airman due to the Airman's absence from the duty station (but the Airman will return within 10 calendar days), the unit will delay notification until the Airman's first duty day after return. If the Airman will be absent more than 10 calendar days, the unit will advise the MPS of the Airman's status and provide the details on the Airman's whereabouts (address, contact phone number, etc.). The MPS will notify the member, at his or her TDY location, leave address, etc., and assist the Airman with actions necessary to accept the assignment (*for example*, extension of enlistment), or exercise another option (request separation or retirement) as the circumstances and length of absence dictate. The fact an Airman is on leave or TDY must not delay the notification process. The Airman must make a decision to accept the PCS or exercise an authorized alternative within the prescribed timeframe. If for some reason an Airman cannot be notified in writing and must be advised by telephone, a second official should witness the call (conference call). A written record of what the Airman was told should be made and both officials should sign the document. Be sure the Airman understands the instructions and provide a contact point at the MPS (grade, name, duty title, telephone number), and advise the Airman to call if he or she has any questions or requires additional assistance. Require the Airman to acknowledge the telephone conversation via e-mail within 48 hours of the call and send the acknowledgment to the MPS. When Airmen are absent from station and are notified of PCS selection, then use the date the Airman acknowledges receipt of notification via e-mail or use the date Airman is personally contacted by phone. See paragraph 2.31. for actions permitted after establishment of an ASD.

2.34. PCS Notification and Orders in Hand Minimums. To allow sufficient time to plan movement of dependents, HHG, and arrange other PCS-related actions, Airmen are normally selected for PCS so official notification can be effected at least 90 calendar days before the RNLTD. In addition, Airmen normally should have PCS orders in hand at least 60 calendar days before the PDD shown in the assignment instructions. However, there are numerous exceptions listed in paragraph 2.34.1. when it is not practical or necessary to adhere to the minimums or an Airman can anticipate he or she will be reassigned at a certain time (even though they may not know where). There are also times when military requirements dictate less than 90 calendar days notice and/or when orders cannot be given to the Airman within 60 calendar days of departure. When military requirements preclude meeting these goals, the assignment OPR may waive the minimums and will indicate in the assignment instructions that the minimums are waived. For PCS movement to or from OS, orders may be issued prior to receipt of flight reservations.

2.34.1. The minimum notice and orders in hand minimums <u>do not apply</u> to the following (no waiver is required):

2.34.1.1. Flying, technical training, or other school graduate or eliminee assignments.

2.34.1.2. When the Airman is being reassigned from OS.

2.34.1.3. Approved self-initiated assignments.

2.34.1.4. First assignment after basic or initial skill training.

2.34.1.5. Assignment to training or education when necessary to avoid a quota going unfilled.

2.34.1.6. Assignments which require SCI access.

2.34.1.7. Low-cost PCS.

2.34.1.8. When the Airman voluntarily waives the minimums.

2.34.1.9. When Airman is surplus.
2.34.1.10. General officer or colonel (including selectee) assignments.
2.34.1.11. Upon accession (officers) or enlistment (enlisted) including assignment of former officer upon enlistment.
2.34.1.12. When the PCS is for reasons other than prescribed by this instruction (such as upon accession or enlistment, to a hospital as a patient, prisoners to confinement, upon separation/retirement, and so on (see Attachment 22).
2.34.1.13. When requirements according to AFI 36-2102, *Base-Level Relocation Procedures*, have not been met.
2.34.2. Orders directing an Airman who is TDY or on leave to PCS will not normally be published before the Airman's return to current duty station, except:
2.34.2.1. When the orders publishing function confirms the Airman will not incur a personal financial loss;
2.34.2.2. The Airman's unit or base is being inactivated;
2.34.2.3. For humanitarian or EFMP assignment and the Airman signs a statement that he or she is willing to accept a financial loss if prompt reassignment is elected.
2.35. Change in Assignment or Assignment Data. Once an Airman has accepted an assignment, the assignment OPR must exercise caution in approving changes to the original assignment, especially any change after an Airman has departed on PCS (if the Airman has departed, see paragraph 2.36., Diversion of an Airman En Route PCS). *For example*, a later RNLTD or change which adds training may require additional retainability and/or greater ADSC, or a change in gaining OS location may involve a longer OS tour length. Sometimes changes cannot be avoided. When a change is directed prior to an Airman's departure on PCS, MPS' and commanders will use the 3 calendar day notification period, the procedures in paragraph 2.33., and the MPS will take the actions shown below:
2.35.1. Change in gaining location (only). Once PCS orders are issued, a change in the gaining location could create a hardship on the Airman or, if they were a volunteer, they may not want an assignment to a different location. When the projected gaining location is changed, the MPS will authorize the Airman a second 7-day option period (see paragraph 2.30.). This may result in Airmen exercising an authorized option for which the Airman was not eligible at the time of initial notification. For example, when originally selected an Airman may not have been eligible to retire in lieu of PCS, but since then they have become eligible. When notified of the change of gaining location, they may opt at that time to retire in lieu of the change.
2.35.2. Assignment data (other than gaining location) is changed requiring additional retainability or increase in the length of ADSC. Normally, changes in assignment data such as change of gaining unit, requirement for a security clearance, or even changes requiring additional retainability (when the Airman already possesses the retainability or already has a greater ADSC), do not warrant a second 7-day option opportunity. However, when the change requires additional retainability or increase in the length of ADSC, the MPS will afford the Airman a second 7-day option period (see paragraph 2.30.) in which to accept or decline the change, if eligible. *For example*, enlisted Airman required to extend their enlistment or reenlist to satisfy the additional retainability requirement; or officers with a DOS who must execute a SPTC for additional retainability; or officers with an indefinite DOS who will incur a greater ADSC would require a second 7-day option period. This includes exercising any options the Airman was not eligible for at the time of initial notification.

2.36. Diversion of an Airman En Route PCS. When a change of projected gaining location is required and the Airman is en route PCS (and has not arrived at the original gaining location), change of assignment at this time is a "diversion." (Also see paragraph 2.36.3. and 2.36.4. for continuation of PCS.) Use of the term diversion should signal a high degree of urgency to all who are responsible for processing the change. A diversion can impose a severe personal and/or financial hardship on the Airman, unfairly place an Airman at a disadvantage, and result in excessive PCS costs to the government. Before directing a diversion, the assignment OPR must carefully weigh the circumstances and alternatives. (See paragraph 4.17. for requests to place an Airman in a 'TDY Hold" status when a temporary situation dictates an Airman not return to their previous permanent duty station, nor proceed to the original gaining location, and a decision is pending regarding a new gaining permanent duty station.) An Airman who is diverted en route is not afforded a 7-day option period to take action in lieu of PCS since they have already departed on PCS. A diversion might be necessary due to announcement of inactivation or movement of a unit, announcement of weapon system conversion, or unforeseen urgent and essential changes in manning requirements. The assignment OPR will make a determination on a diversion after the following considerations have been made:

2.36.1. Whether or not the Airman was contacted and, if known, Airman's volunteer status, present location, phone number where Airman can be reached, and any other pertinent information (location of dependents if different than Airman's location, status of HHG, status of family member's medical and educational clearance, etc.).

2.36.2. When assignment involves an OS location, the following general guidelines apply.

2.36.2.1. Whenever possible, Airmen selected for assignment OS as volunteers who are not vulnerable for involuntary OS selection are diverted within the same country to a location with the same tour length.

2.36.2.2. Airmen selected for assignment OS as non-volunteers are diverted within the same OS theater and to a location with the same OS selection criteria (i.e., short tour, long tour), whenever possible.

2.36.2.3. If dependents have been authorized concurrent travel, diversion of an Airman is rarely justified to a location where concurrent travel is not authorized.

2.36.2.4. OS short tour returnees will not be assigned to CONUS-Isolated stations unless no other personnel are available or mission accomplishment would be impaired. Short tour returnees selected involuntarily can request release from a CONUS-Isolated station assignment through the MPS to assignment OPR, who is the final approval authority.

2.36.3. Upon approval by the assignment OPR to change an Airman's assignment, the losing MPS is advised. If the Airman has departed on PCS, the losing MPS will normally contact the Airman en route and effect notification. After the Airman has been notified, the losing MPS will immediately amend the original PCS orders and send copies to the Airman, the original gaining location, and the new gaining location. When the losing MPS cannot contact the Airman en route, then before amending orders, the losing MPS will immediately advise the assignment OPR, the original gaining MPS, the new MPS and the assignment OPR of the circumstances. The assignment OPR then must consider the probability that the Airman will arrive at the original PCS location before being advised of the change of assignment. In view of this, the assignment OPR will review the urgency of the requirement and other factors and may decide to cancel the change of assignment. However, if the circumstances still justify the change, the assignment OPR will contact the original gaining MPS and, provided the Airman has not yet arrived in the area, the assignment OPR will direct the original gaining MPS to issue

amendments to PCS orders "continuing" the Airman's PCS. Include the following statement in the amended orders, "This is a continuation of original assignment from (fill in previous permanent duty station) and Airman may be entitled to an additional dislocation allowance (DLA) as authorized by the JFTR." With the assistance of the original gaining unit commander and sponsor, the Airman is immediately informed upon arrival in the area of the change of assignment, given copies of the orders directing continuation of PCS, and directed to proceed to the new location without delay. If the Airman states continuation change of PCS will create a personal or financial hardship or protests the change of assignment for other reasons, the MPS will obtain the details in a written statement from the Airman and immediately contact the assignment OPR and request guidance.

2.36.4. If, after an Airman arrives in the local area of the gaining base, it is decided to request the Airman be assigned elsewhere (whether or not they have signed in), then a new PCS is required. The fact an Airman has not signed in simply means accountability for the Airman has not transferred to the gaining base. For assignment purposes, completion of the travel portion of the PCS before approval of further assignment requires a new PCS. See paragraph 2.25. for time on station waivers and paragraph 2.51. for waiver of second dislocation allowance (DLA) in the same fiscal year (FY). Intent to move or not move dependents or not to claim DLA is not a factor. A PCS cannot be continued nor a PCS order amended to change the permanent duty station after the RNLTD. In either of these instances a new PCS is required.

2.37. PCS Cancellation. Once an Airman is selected for PCS and orders are published, cancellation of the assignment could impose a hardship on the Airman. A PCS should not normally be canceled within 60 days of the PDD unless the Airman cannot be effectively used at the projected location. Cancellation of a PCS may be authorized only by the assignment OPR. The following actions are taken upon receipt of PCS cancellation:

2.37.1. If an Airman has not departed on PCS, then the MPS advises the commander of the cancellation within 48 hours of receipt of the cancellation notice. If the Airman indicates a hardship will exist as a result of cancellation, then the MPS will direct the Airman to prepare a written statement without delay containing the details of the hardship. The statement should be expeditiously processed through the unit commander to the MPS. Upon receipt of the statement, the MPS will advise the assignment OPR by e-mail message. As a minimum, the e-mail message should contain the Airman's grade, name, SSN, selected AFSC, AAN, RNLTD, gaining PAS, CONUS and OS assignment preferences, and specifics of the hardship. The assignment OPR will consider reinstatement of original assignment, provide an alternate assignment, or confirm cancellation and provide the reasons Airman is required to remain at the present base.

2.37.2. If an Airman has departed on PCS, within 48 hours of receipt of the cancellation notice, the MPS will inform the unit commander and the MPS will effect notification to the Airman at their leave or TDY address (see paragraph 2.33.), and direct the Airman to return to their previous duty station unless they desire to use leave. The MPS will request the Airman to provide written acknowledgment within 72 hours and state whether a hardship will or will not exist. If the Airman indicates a hardship, they must include the details. The MPS will then advise the assignment OPR by e-mail message as shown in paragraph 2.36.1. If the Airman cannot be reached, the MPS advises the assignment OPR of the circumstances and additional guidance will be provided. As information, when a PCS is canceled while the Airman is en route, their date arrived station does not change and availability for reselection for assignment does not change.

2.38. Pregnant Civilian Wife. An Airman may request consideration not to be en route PCS during the 12-week closed period during which his civilian wife is expected to give child birth. The 12-week closed period is 6 weeks before and 6 weeks after the expected delivery date. This provision applies only when the wife will actually relocate as a result of PCS and the Airman's movement at an alternate time is compatible with AF requirements. The intent, to the degree practical, is to enable the Airman to accompany his wife and relocate her at a time of less difficulty, hardship, or risk. It is not intended to ensure the Airman's presence at the time of birth. Sometimes it may be necessary for an Airman to be en route PCS during this 12-week closed period, for *example*, when PCS involves TDY en route for training which cannot be rescheduled. When an Airman's presence is medically essential during birth, the Airman may request consideration for humanitarian deferment as outlined in Attachment 24.

2.38.1. A request not to be en route PCS during the 12-week closed period must be submitted by the Airman, in writing, to the assignment OPR through the MPS within 7 calendar days after official assignment notification, or immediately after the date an Airman's wife is diagnosed as pregnant. Include in the request the action the Airman desires and state where the wife will move from and to. Attach a statement from the attending physician indicating the expected delivery date. Airman will receive consideration for change of PCS as follows:

First, an Airman serving OS and accompanied by his wife (regardless of command sponsorship status) may request consideration of a voluntary extension of OS tour as outlined in paragraph 3.8.6. Second, an Airman may request a curtailment when the attending physician recommends curtailment, in writing, based on medical reasons (see Table 3.10.). Extension or curtailment requests must be submitted without delay.

2.38.1.2. An Airman serving in the CONUS whose wife is expected to give birth during the reporting month, the month before, or the month after, and the assignment is:

2.38.1.2.1. CONUS to CONUS. The Airman should first determine if adjustment of personal travel or leave plans is possible to avoid relocation during the 12-week closed period. However, if adjustment of departure date necessitates a change of RNLTD, the Airman submits the request via the vMPF and provides the estimated date of delivery and the requested RNLTD. The assignment OPR will determine if the assignment will remain firm, if the RNLTD will be accelerated or delayed, or if some other action is necessary.

2.38.1.2.2. CONUS to OS. The Airman submits request via the vMPF and provides the estimated date of delivery and the requested RNLTD. The assignment OPR will determine if the assignment will remain firm, if the RNLTD will be accelerated or delayed, or if some other action is necessary.

2.38.1.3. Exceptions to the above provisions may be requested according to the criteria in paragraph 1.5. Exceptions based on medical reasons must contain a statement from the attending physician supporting the Airman's request.

2.39. Pregnant Airmen. An Airman who is medically confirmed as pregnant is not normally reassigned PCS while pregnant, except as provided for below. On receipt of AF Form 469, *Duty Limiting Conditions Report*, confirming pregnancy, the Medical Treatment Facility update will interface with MilPDS to update AAC 81 according to the instructions in Table 2.1., which will automatically update ALC "A" according to paragraph 2.39.5. and Table 2.2.

2.39.1. The MPS will reclama assignments as follows:

2.39.1.1. To any OS location (long or short tour location).

2.39.1.2. Within the CONUS when the RNLTD is after the sixth month of pregnancy and the move is not a mandatory PCS (see Attachment 1).

2.39.1.3. To a CONUS-isolated station listed in Attachment 3.
2.39.2. Airmen OS will be curtailed due to pregnancy as follows (also see Table 3.10.).
2.39.2.1. When the child is to be placed out for adoption. Return of an unmarried female Airman to the CONUS is necessary to prevent possible problems of citizenship for the child in the future. This provision does not apply to Airmen assigned to Alaska, Hawaii, or those other locations outside the CONUS if a child of an Airman is a US citizen at birth.
2.39.2.2. Lack of obstetrical care or other medical considerations require the Airman be returned to the CONUS before DEROS.
2.39.2.3. The Airman is assigned to a dependent-restricted location (that is, there is no accompanied-by-dependents tour authorized at that location, see the JFTR Vol 1, Appendix Q.).
2.39.2.4. The Airman is assigned to a location where the unaccompanied tour length is less than 18 months and even though there may be an accompanied tour length authorized at the location, the Airman is not eligible, cannot qualify for, or is not permitted to serve an accompanied tour. The considerations here are family quarters, command sponsorship, and so on, not the availability of medical care.
2.39.3. Pregnant Airmen in a mandatory PCS status (see Attachment 1) will not be reassigned:
2.39.3.1. To any OS location (long or short tour).
2.39.3.2. To any CONUS location during the 12-week closed period (6 weeks before or 6 weeks after expected delivery date).
2.39.4. During the 6-month period after the birth of a child to an Airman, deferment from PCS is authorized (see Table 2.2., ALC “A”). The intent is for the mother and child to bond during 6-month period. The military mother will be deferred from an assignment to a dependent-restricted overseas tour or an accompanied overseas tour when concurrent travel is denied. The military mother may waive this deferment. Unless the military mother waives the deferment, she is not to depart on PCS to an OS short location where the unaccompanied tour length is less than 18 months unless permission has been granted to serve the accompanied by dependents tour (when an accompanied tour is authorized). Regardless of the tour length of the OS location, concurrent travel must have been granted so the mother and child could travel OS together. The 6-month post-delivery deferment is not authorized if approval has been granted for the mother and child to travel OS concurrently. The 6-month deferment applies to any TDY.
2.39.5. Requests from pregnant Airmen to proceed on PCS other than as permitted above may be submitted as an exception according to paragraph 1.5. A medical statement from the attending physician must be included supporting the Airman’s request. Justification must state if there are any complications, if it is a high-risk pregnancy or if there are any restrictions to travel (factors that make travel non-recommended).
2.40. Assignment Quality Control. All Airmen are responsible for meeting the AF quality standards to remain on active duty. Commanders must take appropriate rehabilitative, administrative, or disciplinary action for substandard Airmen. The assignment quality control program establishes the minimum AF standards Airmen must meet to be eligible for PCS reassignment.
2.40.1. It is imperative commanders continuously monitor Airmen selected for reassignment until they depart. If an act or event disqualifies an Airman from reassignment before departure the commander must promptly request cancellation of the assignment to prevent personal hardship on the Airman and detrimental impact on the AF mission. Commanders must prevent the reassignment of Airmen with known deficiencies and ensure action is initiated to defer selection for assignment until the deficiencies have been corrected.

2.40.2. Although an Airman may be in a mandatory PCS status (see Attachment 1) or technically meet the eligibility criteria for PCS reassignment prescribed in this instruction, there may be performance, conduct, or other quality standards problems. All administrative (including dismissal/discharge) and disciplinary action must be considered and completed before an Airman is allowed to depart on PCS. When all appropriate action could not be taken before departure, then the losing unit commander formally notifies the gaining unit commander in writing of the reason(s) why the assignment was not canceled or administrative (including dismissal/discharge), disciplinary, or other action was not taken. This notification must be made as soon as possible and include a comprehensive analysis of the job-related or personal problems, and what rehabilitative, administrative, or disciplinary action has been taken.
2.40.3. Assignment Ineligibility Criteria. The criteria listed below applies to all PCS moves except a mandatory PCS (see Attachment 1). Usually, exceptions will not be considered except for approved humanitarian or EFMP assignment (Attachments 24 and 25) or for severe personal hardships that develop as a direct result of a short notice assignment cancellation. Requests for exceptions of quality control standards are forwarded for final decision to HQ AFPC/ DPAPP for lieutenant colonels and below, and to AF/DPO for colonels and colonel selects.
2.40.3.1. Members in the following categories are ineligible for reassignment as indicated (RNLTD change will not be requested nor date of availability [DOA] changed to make an Airman eligible).
2.40.3.2. AAC 10, enlisted Airmen nonselected for reenlistment, except mandatory PCS (see Attachment 1).
2.40.3.3. AAC 12, Airmen who are serving Article 15, UCMJ punishment, if DOA is after the departure date.
2.40.3.4. AAC 15, Airmen pending charges or trial by court-martial or civilian criminal court, if DOA is after the departure date.
2.40.3.5. AAC 16, Airmen undergoing an observation period on the control roster, if DOA is after the departure date.
2.40.3.6. AAC 17, Airmen under AFOSI or Security Forces investigation, if DOA is after the departure date (excludes normal security clearance investigations).
2.40.3.7. AAC 19, Airmen whose most recent performance report (OPR/EPR) or final PCS performance report will be a referral report as defined in AFI 36-2406, *Officer and Enlisted Evaluation, System*. If the Airman's DOA (AAC 19 expiration date) is after the projected departure, except for mandatory PCS (see Attachment 1) the Airman is ineligible to proceed on assignment. In addition, enlisted Airmen whose most recent EPR, or final PCS EPR is or will be a promotion recommendation of "1" or "2," except mandatory PCS (see Attachment 1) are also ineligible to proceed on assignment. Commanders have the option of submitting another report after 120 days supervision to document improved performance. If a subsequent EPR is submitted (not a referral), the AAC 19 is deleted and Airman may proceed on assignment. If a subsequent report is not submitted, the AAC 19 will expire on the date of next projected report.
2.40.3.8. AAC 21, Airmen with involuntary separation action initiated or recommended against them; Airmen undergoing Article 32 investigations; Airman is pending completion of action for desertion; officers found not qualified for promotion to first lieutenant; enlisted Airmen with an administrative demotion action initiated or planned; or when there are other reasons that, in the opinion of the commander (other reasons), should bar the Airman from reassignment. AAC 21 should only be updated when the commander has authorized the hold in writing, stating one of the specific reasons above. If citing "other reasons", provide specific justification to HQ AFPC/

DPAPP for lieutenant colonels and below, or AF/DPO for colonel and colonel selects. HQ AFPC/DPAPP or AF/DPO must approve the update of “other reasons” before AAC 21 will be updated to Airman’s record.
2.40.3.9. Airmen failing to meet physical fitness standards. Failure to meet physical fitness standards does not, in itself, impact Airman’s assignment or assignment selection. However, commander-directed disciplinary/rehabilitative actions such as control roster, UIF, and such due to failure to meet physical fitness standards can preclude assignment or assignment selection. Recommended administrative/personnel actions for failure to meet physical fitness standards are addressed in AFI 10-408, *Fitness Program*, Attachment 13. Additional options not mentioned in AFI 10-408 may be considered. These options include requesting RNLTD delays as an exception to allow the Airman an opportunity to retest, as well as, requesting Commander-Directed Hold (AAC 21), providing specific justification to HQ AFPC/DPAPP for consideration. If the commander elects to request assignment cancellation due to administrative/personnel actions taken as a result of fitness failure, an assignment quality control review must be accomplished IAW paragraph 2.40.7.
2.40.3.10. Enlisted Airmen with an approved administrative discharge which has been suspended for a period of probation and rehabilitation (separation ID Code "T", AFI 36-3208, *Administrative Separation of Airmen*).
2.40.3.11. Enlisted Airmen not recommended for further upgrade training or removed from training for failure to progress (Training Status Code "T"), AFI 36-2201, V3, *Air Force Training Program On The Job Training Administration*
2.40.3.12. Airmen who are financially irresponsible. Assignment restriction is based on the resultant administrative or disciplinary action and is not initiated as a direct result of this paragraph.
2.40.3.13. Airmen are ineligible to apply for any of the following self-initiated assignment actions while in AAC 10 through 21 (excluding 14), regardless of DOA: COT, OS follow-on (as an exception, Airmen may submit an out of system request to the assignment OPR for consideration for a CONUS follow-on provided they can get the required retainability prior to departure on PCS and prior to using any follow-on PCS allowances), join spouse, CONUS-isolated, and for Airmen only, BOP, and VSBAP.
2.40.3.14. COTs and follow-on assignments OS are not mandatory PCS moves. When an Airman assigned OS, who has been selected for a COT or follow-on OS assignment, falls in any of the PCS ineligible categories listed in paragraph 2.40.3., the assignment will be canceled whenever the DOA is after the current DEROS.
2.40.4. If at any time during an OS tour an Airman falls in any of the categories listed below, cancellation of an approved COT or follow-on OS assignment should be considered. When the Airman’s commander determine it is appropriate to cancel a COT or follow-on OS assignment based on any of these circumstances, the MPS will request cancellation of the assignment to HQ AFPC/DPAPP with complete specifics, to include the commander's recommendation and comments.
2.40.4.1. The Airman or dependents have been involved in an unfavorable incident with foreign nationals during the current OS tour.
2.40.4.2. The Airman has family problems which could be aggravated by continued OS assignment.

2.40.4.3. There is evidence of poor performance or conduct (substantiated by OPRs/EPRs and/or a substantial and current unfavorable information file [UIF]) during the current OS assignment that may negate productivity in another OS area.
2.40.4.4. There is evidence the Airman or dependents have medical problems to the degree that continued OS assignment is not recommended by medical authorities. The appropriate evidence should be provided by medical officers.
2.40.4.5. There are other factors that, in the opinion of the commander, are or may be detrimental to the AF if the Airman is continued in an OS area.
2.40.5. Involuntary DEROS extensions. Involuntary DEROS extensions are only required if an Airman is placed on AAC 17 (Under Security Forces or OSI Investigation) while in an OS area. All other involuntary DEROS extensions are optional at the commander's discretion; procedures are in place to allow for completion of rehabilitation or disciplinary action at the OS location (See paragraph 3.10.2)
2.40.5.1. An AAC update (other than 13, 31 or 37) does not allow an Airman's DEROS to expire; therefore if the commander elects to hold the Airman beyond the DEROS month, the request must be processed from the commander through the Special Courts Martial (SPCM) to the approval authority (WG/CC or higher) to extend the DEROS (see paragraph 3.10.2). Involuntary DEROS extensions are only approved in 30-day increments, and only up to 120 days total, without prior approval from HQ AFPC/DPAPP. Commanders must submit 30-day, involuntary DEROS extension requests each month, with a new letter from the WG/CC each month, until the pending action is complete or until the unit commander elects to release the Airman.
2.40.6. Procedures. Upon receipt of an assignment notification, the MPS reviews the Airman's record to determine eligibility for the assignment and completes one of the following actions:
2.40.6.1. If any of the conditions in paragraphs 2.40.3. or 2.40.4. exist, or the MPS believes the assignment should be canceled (UIF is substantial and current, etc.), the MPS notifies the Airman's commander of the need to request cancellation of the assignment and the reasons for such action. When the Airman's commander confirms the assignment should be canceled, the MPS reclamas the assignment to the assignment OPR.
2.40.6.2. When the MPS review indicates the Airman appears to meet quality standards, the PCS notification is forwarded to the Airman's commander. The commander is referred to this paragraph to help determine the Airman's suitability for the assignment. Coordination with the Airman's immediate supervisor and appropriate base agencies may be necessary to confirm assignment eligibility. If there is evidence of substandard performance or conduct (not previously recorded) which would disqualify the Airman for PCS, the commander notifies the MPS via e-mail requesting the assignment be canceled providing the specific reasons and the corrective or disciplinary action that has or will be taken. If this notification is based on data not already part of the UIF, or is based on contemplated action, it is filed in the Airman's PIF until eligibility is restored.
2.40.6.3. If there is a disagreement on a Airman's assignment eligibility it is resolved at the next higher level of command.
2.40.7. Mandatory PCS Assignments. OS returnees, Airmen surplus to requirements, Airmen disqualified to remain at a special duty assignment, Airmen relieved from duty for cause, and students although mandatory movers, are not exempt from quality control action required by paragraph 2.40. Those administrative or disciplinary actions which are appropriate must be

taken and should be completed before an Airman is reassigned. When all appropriate action has not been taken/completed, the reassignment must be approved by HQ AFPC/DPAPP.
2.40.8. Requests for Assignment Cancellation or Requests for Quality Reviews. A request from a gaining commander, or MPS for cancellation of assignment or for an assignment quality review is appropriate only if some new PCS disqualifying factor becomes known that was not considered in the assignment selection process or by the losing commander. Requests for cancellation from MAJCOM functional managers will be considered for mission impacting reasons. Current UIF contents, previous OPRs/EPRs, and past rehabilitative, administrative, or disciplinary actions are not a basis to challenge an assignment nor is the fact an Airman has a current quality control AAC, provided it expires before the departure date. The following steps and procedures apply if a request for assignment cancellation or quality review becomes necessary. (Ensure an information copy of all correspondence is provided to the losing and gaining commanders, the assignment OPR and HQ AFPC/ DPAPP).
2.40.8.1. A request will be sent from the gaining MSS/CC or MPS Commander to the losing MSS/CC or MPS Commander who should review the case with the losing commander to determine if the Airman meets the minimum PCS standards.
2.40.8.2. If the losing commander agrees that the assignment should be canceled, the losing MSS/CC or MPS Commander requests cancellation from HQ AFPC/DPAPP and provides the specific reasons for the disqualification and indicates the rehabilitative, administrative, or disciplinary action taken by the commander (i.e., control roster, Article 15, etc.).
2.40.8.3. If the losing commander confirms the Airman is qualified for the assignment, the losing MSS/CC or MPS commander advises the gaining MSS/CC or MPS commander. If the gaining commander still does not agree, then the gaining MSS/CC or MPS commander elevates the case to the HQ AFPC assignment OPR.
2.40.8.4. The AFPC assignment OPR reviews the case and if assignment cancellation appears appropriate, provides HQ AFPC/DPAPP with specific justification to cancel the assignment. The final decision as whether or not to cancel the assignment rests with HQ AFPC/DPAPP.
2.40.9. Requests to Return Unqualified Personnel. Airmen who have departed PCS will not be returned to the losing unit except in those cases specifically authorized by HQ AFPC/DPAPP. Based on PCS costs and personal hardships which may result, return will normally be approved only when the action for which the return is requested cannot be completed at the gaining unit. Requests to return Airmen for the purpose of administering disciplinary actions such as Article 15, letters of reprimand, or control roster will usually not be approved. Such actions can be completed at the gaining location. When it is appropriate, the losing commander sends all available information, including correspondence from the gaining commander, to HQ AFPC/DPAPP for a final decision on the return request.
2.40.10. Compliance Responsibilities. Compliance with these procedures is the inherent responsibility of both commanders and the personnel staff. Commanders have the ultimate responsibility of ensuring only quality personnel are retained in the AF and permitted to be reassigned. Decisions to cancel, reassign, or return Airmen will be based on the overall best interest of the AF. The intent is to ensure that an Airman's problems are resolved (through rehabilitation, dismissal, or discharge) at the location where they arose. On an individual basis, AF/DPO for colonel and colonel selects, and HQ AFPC/ DPAPP, for lieutenant colonel and below and all enlisted, may direct the cancellation of an assignment, diversion to another base, waiver of PCS disqualifying factors, or the return of an Airman to the losing base when such action is clearly in the best interest of the AF.

2.41. Reporting of Disqualified Officers/Enlisted and Officers Eliminated from Flying or Technical Training.
2.41.1. Disqualified Officers/Enlisted.
2.41.1.1. Operations Officers (Rated and Nonrated). Within 5 workdays of an operation officer being disqualified for aviation service according to the process shown in AFI 11-402, the unit commander will notify (via email) the HQ AFPC assignment OPR. The notification will contain the information shown in Figure 2.3. Within 5 work days, HQ AFPC/DPASF (or other assignment OPR when appropriate) will provide assignment instructions.
2.41.1.2. Support Officers. Within 5 work days of support officers being disqualified from performing in their current DAFSC (*for example*, permanently PRP decertified or medically disqualified) by message in the format in Figure 2.4, the unit commander will notify (via email) the HQ AFPC assignment OPR (e-mail must be encrypted). Within 5 work days, HQ AFPC/DPASF (or other assignment OPR when appropriate) will provide assignment instructions.
2.41.1.3. Enlisted. Within 5 workdays of completion of action per AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, the unit commander will report (via email) disqualified enlisted Airmen to the HQ AFPC assignment OPR. Be sure to include any additional pertinent information and if there is any administrative or disciplinary action pending and the details. E-mail must be encrypted. The assignment OPR will provide assignment instructions within 5 workdays of receipt.
2.41.2. Officers Eliminated from Flying Training or Technical Training. When an officer is attending flying training or technical training <u>in PCS status</u>, or <u>TDY en route PCS status</u>, and is formally eliminated from training, then the commander will report the elimination to HQ AFPC/DPAOT1 (officers attending flying training) OR HQ AFPC/DPASF (officers attending technical training) within 5 workdays of elimination via encrypted e-mail in the format in Figure 2.3. If the training is undergraduate flying training (UFT), include HQ AETC/DOT( ) (enter appropriate office symbol) and AETC/DPAOS as addressees (use format in figure 2.4).

Figure 2.2. Sample E-Mail Message for Reporting of Disqualified Officers.

UNCLAS

SUBJ: FOUO - DISQUALIFIED OFFICER - (GRADE, NAME, SSN)

This memorandum (E-Mail) contains FOR OFFICIAL USE ONLY information which must be protected under the Privacy Act and AFI 33-332.

THE FOLLOWING INFORMATION IS SUBMITTED IAW AFI 36-2110, PARAGRAPH 2.42

A. CURRENT DAFSC:

B. REASON FOR DISQUALIFICATION: (INCLUDE ALL PERTINENT INFORMATION PER PARAGRAPH 2.42.).

C. CURRENT SECURITY CLEARANCE: (INDICATE IF ACTION PENDING TO WITHDRAW OR DOWNGRADE AND INCLUDE DETAILS).

D. QUALITY CONTROL ACTIONS: (INCLUDE ALL PERTINENT INFORMATION AND IF ANY ACTIONS ARE PENDING AND STATUS).

E. OFFICER'S NONRATED DAFSC PREFERENCES AND LOCATION PREFERENCES: (INCLUDE AT LEAST THREE DAFSC PREFERENCES. LOCAL REQUIREMENTS HAVE PRIORITY).

F. COMMANDER'S COMMENTS: (INCLUDE RECOMMENDATION REGARDING RETENTION OF OFFICER IN RATED DUTIES NOT INVOLVING FLYING, IF APPLICABLE). (INCLUDE IF RETRAINING IS NOT IN THE BEST INTEREST OF THE AIR FORCE DUE TO LIMITED RETAINABILITY, QUALITY CONTROL FACTORS, OR OTHER REASONS).

G. COMMANDER'S NAME, GRADE, PHONE NUMBER

Figure 2.3. Sample E-Mail Message for Reporting of Officer Flying Training or Technical Training Eliminee.

SUBJ: FOUO - FLYING TRAINING (OR TECHNICAL TRAINING) ELIMINEE (GRADE, NAME, SSN)

This memorandum (E-Mail) contains FOR OFFICIAL USE ONLY information which must be protected under the Privacy Act and AFI 33-332.

TRAINING COURSE REPORT:

A. COURSE AND CLASS FROM WHICH ELIMINATED:

B. DATE ENTERED TRAINING:

C. CLASS ENTERED TRAINING WITH:

D. DATE AND REASON FOR ELIMINATION:

E. WAS OFFICER HELD OVER FOR ADDITIONAL CLASSES:

F. COMMANDER REVIEW BOARD:

G. ACADEMIC AVERAGE:

3. RETENTION INFORMATION:

A. OFFICER DOES/DOES NOT DESIRE RELEASE FROM ACTIVE DUTY.

B. HAS OFFICER DISPLAYED THOSE QUALITIES REQUIRED OF AN AF OFFICER.

C. HAS OFFICER DEMONSTRATED POTENTIAL FOR SUCCESS IN THE AF.

D. IS THE OFFICER RECOMMENDED FOR ANOTHER TECHNICAL TRAINING COURSE.

E. COMMANDER'S COMMENT ON WHETHER HE/SHE BELIEVES OFFICER WILL PROGRESS WITH HIS OR HER PEERS THROUGHOUT A MILITARY CAREER.

F. IS THIS OFFICER MOTIVATED TO PURSUE A NON-RATED CAREER IN THE AF.

G. WOULD YOU WANT THIS OFFICER TO BE PERMANENTLY ASSIGNED TO YOUR ORGANIZATION.

H. SHOULD THIS OFFICER BE RETAINED ON ACTIVE DUTY.

I. IS THIS OFFICER ELIGIBLE TO APPLY FOR FUTURE FLYING TRAINING PROGRAMS. IF NO, HAS THIS OFFICER BEEN COUNSELED THAT HE/SHE IS INELIGIBLE FOR FUTURE FLYING TRAINING PROGRAMS.

J. COMMANDER COMMENTS:

K COMMANDER'S NAME, GRADE, AND PHONE NUMBER.

4. OFFICER'S EDUCATION AND PREFERENCES.

A. EDUCATION:

B. SOURCE OF COMMISSION:

C. NUMBER OF HOURS OF CALCULUS/ACCOUNTING/COMPUTER SCIENCE:

D. PREVIOUS ACTIVE DUTY DAFSC:

E. LIST, IN ORDER OF PREFERENCE, FIVE CAREER FIELDS BY AFSC:

F. MEDICAL LIMITATIONS:

OFFICER'S REMARKS AND PHONE NUMBER:

MPS POC.

2.42. Advance Academic Degree (AAD) Assignment (Officers). This paragraph implements DOD Directive 1322.10, *Policy on Graduate Education for Military Officers*, and AFI 36-2302, *Professional Development and Academic Degrees and Professional Continuing Education*. Officers who receive advance degrees (Masters or Doctors of Philosophy [Ph.D.]) through fully

funded programs, must be assigned for a minimum of 3 years to a manpower authorization which requires their specific degree and academic discipline (that is, an AAD position). It is the intent that officers be assigned to an AAD position initially following graduation. When, for operational reasons, immediate assignment upon graduation to an AAD position is not possible, the officer may delay fulfilling the 3 year AAD assignment requirement until the second assignment after graduation. Assignment OPRs and commanders are responsible for ensuring proper utilization and assignment of officers who receive AADs. Therefore, during the 3 year period following graduation, or in instances where a delay to an AAD assignment has been granted, any change in duty position of the officer requires the advance approval of the functional assignment team. Additionally, HQ AFPC/DPAPE must coordinate on assignments of officers awarded an AFIT-sponsored AAD. When assignment to an AAD position is not possible as the second assignment following graduation, then consideration may be given to permanently waive the requirement to serve 3 years in an AAD position and is at the discretion of the respective AFPC Officer Assignment Division Chief after consultation with AU/CFR. However this should be done only as a last resort. The requirement to serve 3 years in an AAD position is in addition to an ADSC requirement (see AFI 36-2107, table 1.1), or mandatory utilization requirement (see paragraph 2.60). *For example*, an officer graduates from a Master's degree program sponsored by AFIT but because of vulnerability for an OS involuntary short tour assignment, the officer is not assigned immediately upon graduation to an AAD position. The officer must be granted to delay assignment to an AAD position until the officer completes the OS tour. Upon return from OS, a requirement still exists to assign the officer to an AAD position for 3 years (even though a portion of the ADSC for the master's degree has been served). When upon return from OS, for operational reasons the officer still cannot be assigned to an AAD position, then the officer must again be granted relief from fulfilling the AAD requirement. As stated above, at this time consideration should be given to permanently waiving the requirement to be assigned to an AAD position.

2.42.1. HQ AFPC/DPA is responsible for the management of PhDs and masters degree candidates in AAD training programs. Execution of the process is delegated to each functional assignment team, while oversight is provided by HQ AFPC/DPAPE. Oversight consists of adherence to paragraph 2.42, applicable timelines and assignment procedures. Officers self-nominate through their functional assignment team, which in turn, prepares nominations for review during one of their functional community’s Development Team meetings. Once selected, HQ AFPC/DPAPE matches officers to requirements at specific colleges/universities and processes assignment actions to the AAD program. HQ AFPC/DPAPE updates AAC 48 (See Table 2.1) in PDS. Each functional assignment team, in coordination with HQ AFPC/DPAPE, will process the subsequent assignment upon graduation from school.

2.42.2. When, due to operational requirements, an officer cannot fill an AAD position after graduation, or at any subsequent time if the initial immediate requirement is waived, the AAD payback delay or permanent waiver, must be coordinated through AU/CFR by the assignment OPR.

2.42.3. Assignment OPRs give priority assignment consideration to officers who have obtained AADs through fully-funded programs when filling AAD positions; however, officers possessing AADs earned by other means will also be used to fill AAD requirements whenever possible.

2.42.4. If the pool of available and qualified officers for a given academic cycle is such that not all Air Force Educational Requirement Board (AFERB) AAD requirements can be filled, the

AAD program requirement, and thus the follow-on position, can be changed by the functional assignment team, if approved by AU/CFR.
2.42.5. If the subsequent AAD position for an AFERB AAD requirement is such that it cannot be supported due to operational and /or force development requirements, the subsequent AAD position may be substituted with another valid AAD position by the functional assignment team, if approved by AU/CFR.
2.43. Assignment of Airmen Who Were Previously Designated as "Missing" (Including PWs/ MIAs). Airmen placed in a "missing" casualty status as the result of hostilities, either armed conflict or terrorist activities, are normally given an assignment limitation upon their return to US control. This limitation applies only to Airmen who subsequent to being declared missing are officially categorized as Missing, Missing in Action (MIA), Captured (PW), Beleaguered, Besieged, Detained (Hostage), or Interned as defined in AFI 36-3002, *Casualty Services*.
2.43.1. The purpose of this provision is to limit assignment, TDY, or PCS to areas where Airmen are not accessible to the same combatants, terrorists, or nations sympathetic with the combatants or terrorists. This limitation is void in the event of general mobilization. Airmen may request the assignment limitation be removed; however, the limitation is not automatically removed based solely on the Airman's request. A request for removal may be disapproved and the assignment limitation continued when the limitation is considered to be in the best interests of the AF, *for example*, based on security considerations. When an Airman submits a request for removal, HQ AFPC/DPAPP will staff the request to determine if removal is appropriate and advise the Airman, and Airman's commander of approval or disapproval.
2.43.2. HQ AFPC/DPAPP, in conjunction with HQ AFPC/DPFCM, Missing Persons Branch, and other activities, when necessary, will determine when action should be taken or continued in conjunction with this paragraph to limit future assignment. Upon Airman's return to US control, HQ AFPC/ DPFCM will provide HQ AFPC/DPAPP a copy of DD Form 1300, *Report of Casualty*. In turn, HQ AFPC/DPAPP will issue a memorandum as a source document, with the DD Form 1300 as an attachment, to the Airman's unit commander and the Airman, directing update of ALC "7" in the PDS. The memorandum instructs the commander to contact and brief the Airman on the assignment limitation. Unless the Airman requests, in writing, to HQ AFPC/ DPAPP that the limitation be removed and the removal request is approved, then the Airman is restricted from PCS and/or TDY as stated above. Scan the correspondence in the Airman's electronic ARMS record.
2.44. Officer Duty Changes (Lieutenant Colonel and below). Duty changes are centrally managed by the assignment OPR via the Duty AFSC (DAFSC) change request process. All levels of command, all supervisors, and all personnel and assignment managers share responsibility and accountability for utilization and assignment of officers in the most efficient and cost effective manner possible. However, the assignment OPR is primarily responsible and accountable for inventory control of the number of officers serving in each AFSC and ensuring officers are utilized consistent with law; Congressional, DOD, and HQ USAF functional area OPR directions; AF directives and instructions; and other guidance.
2.44.1. The following general rules apply to duty change requests:
2.44.1.1. Any level of command may initiate a DAFSC change request for operational reasons.
2.44.1.2. Approval of a duty change in itself does not guarantee an officer will continue permanently to serve in the new duty or for a specified period of time. Commanders may request deferment (AAC 39) not to exceed 12 months for officers who receive an approved duty change from one utilization field to another based on operational needs.

2.44.1.3. Only career officers (see Attachment 1), may request a change of duty to a different utilization field. Officers with a DOS within 90 days of the date of a request and those with an ASD are not eligible to request a duty change. Members may request a change of utilization field by submitting a duty (DAFSC) change request if they believe the change will result in better utilization of their qualifications to meet AF requirements. Duty changes for professional development may be disapproved when an officer's performance in current duty is unsatisfactory, when they do not meet the prerequisites for entry into the requested AFSC, when the duty requested would not be economical use of their training and/or experience, or when overall manning in their current duty precludes release.
2.44.1.4. For officers (operations (rated or nonrated) or support) disqualified from duty in their DAFSC and officers eliminated from flying training or technical training who are attending in PCS status or TDY en route PCS status, see paragraph 2.42.
2.44.1.5. Duty change requests involving assignment/utilization (PCA or PCS) of officers in a different competitive category may be considered as an exception to policy as outlined in paragraph 1.5. Normally, PCS of members in conjunction with such assignments will not be approved. (*NOTE*: Change of an Airman's DAFSC to match the DAFSC of a manpower authorization or change of the manpower authorization DAFSC to match an officer does not resolve the competitive category mismatch.) To change competitive categories officers may submit a request for competitive category transfer per AFI 36-2106.
2.44.2. To ensure compliance with these requirements and to provide all officers fair and equitable opportunities, the assignment OPR is the approval authority for the following officer duty changes:
2.44.2.1. From one utilization field to another (*for example*, from AFSC 11XX to 36XX).
2.44.2.2. From the staff level to the director and commander level.
2.44.2.3. Involving waiver of the specialty eligibility requirements. Members must meet the specialty eligibility requirements shown in the Air Force Officer Classification Directory (AFOCD), unless a waiver of the requirements has been requested and approved. The assignment OPR must be advised of any approved waivers when a duty change is requested. Approval of a waiver of the specialty eligibility requirements does not necessarily mean the duty change being requested will be approved.
2.44.2.4. When it is proposed a rated officer attend a command-sponsored formal training course. Send proposed changes in advance to HQ AFPC/DPAO by message for approval.
2.44.2.5. DAFSC change resulting from classification actions per AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted).*
2.44.3. HQ AFPC assignment OPR approval is <u>not</u> required for the following duty changes:
2.44.3.1. Normal upgrade of the DAFSC to the fully qualified level.
2.44.3.2. Change directed by the assignment OPR incident to assignments.
2.44.3.3. Changes as a result of completion of formal education and/or training courses.
2.44.4. Duty change (DAFSC) requests are submitted to the MPS on AF Form 2096, *Classification/On-the-Job-Training Action* or via in-system requests. Requests from officers must include "Self-initiated" in Section V and include the unit commander's recommendation in Section VI. Using data from the AF Form 2096, the MPS updates the PDS. Include the following in the Remarks section (abbreviate to the degree the request is understandable). If necessary, submit out of system.
2.44.4.1. State the reason for the request and how the best interests of the AF are served.

2.44.4.2. Indicate if officer and commander concur or nonconcur. Concurrence is not required, but should be solicited.
2.44.4.3. Indicate if operational deferment is also requested.
2.45. Position Numbers Bypass Routine. A bypass position number enables MPS' to report assignment data such as rated position identifier (RPI), program element code (PEC), functional account code (FAC), and so forth, when there is no valid manpower authorization in the unit to which assigned for the officer's DAFSC. When assigned to a valid position, most duty information is automatically updated from the manpower position number. A bypass position number must not be used to circumvent assignment/utilization policies. Its intended use, for *example*, is to report duty assignment data for an Airman who will fill an approved manpower authorization but the authorization has not yet been updated through the manpower data system, or to record the temporary duty (TDY) assignment at the same duty station of an Airman as club manager due to the loss of the incumbent civilian club manager.
2.45.1. If a manpower position number exists for an Airman's DAFSC in the unit to which assigned, regardless of where in the unit the Airman may be physically performing duty, the Airman will be assigned against a valid position as an alternate to the primary person assigned.
2.45.2. The assignment OPR may use the bypass position number to effect essential duty change actions or to project an assignment when the specific position number has not been determined or the assignment must occur despite the lack of an authorization.
2.45.3. Colonels (including selects) will not be assigned to bypass position numbers without the advance approval of the MAJCOM Senior Officer Management Office (MAJCOM/DPO), or equivalent, or AF/DPO.
2.45.4. Rated officers assigned a rated duty AFSC and required to perform operational flying duty should be reported in RPI 1, 2, 6, or 8. Rated officers assigned to a rated duty AFSC but not required to perform operational flying duty should be report in RPI 3 or 4.
2.46. Reclama of Assignment. A reclama (or formal protest) is a request to the assignment OPR to change or cancel a proposed or directed action. A reclama may be submitted in-system or out of system by e-mail message for actions which are time sensitive or when a paragraph or attachment specifies a reclama message be submitted. Message reclamas should include the gaining unit. Be sure to include the Airman's identification data in the message subject and include the projected assignment Shipping AFSC (for officers) and Control AFSC (for enlisted).
2.46.1. In-system reclamas are usually submitted when the RNLTD is more than 120 calendar days from the date of the reclama using the appropriate reclama reason codes. Ensure narrative remarks are included to fully explain the circumstances.
2.46.2. Out of system reclamas are usually submitted when the RNLTD is 120 days or less from the date of the reclama and should contain a complete explanation of the circumstances. Use an e-mail for actions involving:
2.46.2.1. Contingency assignments, or
2.46.2.2. Unit or base activation or deactivation, or
2.46.2.3. Weapons systems conversions, or
2.46.2.4. Assignment was a short-notice assignment as shown in paragraph 2.33.
2.46.2.5. Enlisted only. Reclamas will not be submitted when assignment action reason (AAR) is E2 or has a "P" series AAR (except P7).
2.46.2.6. Enlisted Aircrew Members. The MPS must reclama if enlisted aircrew members receive less than 120 calendar days' advance notification for involuntary assignment to duty that does not require flying status. Use reclama reason code "AM" with trailer remarks that state:

"Aircrew member provided less than 120 calendar days' notification. Airman notified (date). Projected departure date is (date)." If Airman waives the 120 calendar days' notice requirement, then a reclama is not submitted.

2.47. Surplus (and Overage) Management.

2.47.1. A surplus (including excess) exists when there are more people assigned to a location than there are manpower authorizations in a grade and AFSC for officers, or in a career field ladder for enlisted. (In most cases, for enlisted manning purposes, a career field ladder includes manpower authorizations in grades AB through SMSgt in an AFS. However, when the duties in a particular AFSC are significantly different than others within the AFS or in cases where AFSCs merge at certain skill levels, then, with concurrence of the assignment OPR, ladder manning may be based on specific AFSCs.) The fact that a condition meets the definition of surplus, in itself, does not mean that PCA or PCS reassignment action will be taken to resolve it. The AFPC Functional Managers will work with MAJCOM Functional Managers, as necessary, to resolve surplus issues. When authorizations are deleted, commanders will identify surplus Airmen to the AFPC assignment OPR. The AFPC assignment OPR will determine whether or not the surplus Airmen can fill another local position. When local positions do not exist, the assignment OPR will determine appropriate disposition. As a general guideline, PCS action is not normally justified when a surplus is projected to be resolved in 6 months or less, such as by attrition. Airmen may not declare themselves surplus.

2.47.2. Per DOD direction, PCS eligibility exceptions based on surplus (*for example*, no waiver of minimum TOS required) are authorized for use only when the reason for surplus is one of those listed below. Reassignment for other reasons which meet the definition of surplus may be considered on a case-by-case or group basis according to paragraph 1.5., or it may be possible other PCS eligibility exceptions may be applicable (*for example*, no waiver of minimum TOS required for PCS to or from training).

2.47.2.1. Unit inactivation, or

2.47.2.2. Base closure or consolidation, or

2.47.2.3. Organization or staffing changes, or

2.47.2.4. Reclassification or loss of AFSC, or

2.47.2.5. Promotion to the grade of colonel or CMSgt, or

2.47.2.6. Disqualification for duty without reclassification or loss of AFSC, for *example*, loss of security clearance, SCI access, professional certification, nuclear certification, medical qualification, or relief from duty for cause. A person who loses qualification to perform the duties of a particular manpower position may still possess the mandatory qualifications to hold an AFSC. In itself, loss of a qualification does not necessarily result in an Airman being surplus (or excess). Commanders will identify surplus Airmen to the AFPC assignment OPR. Whenever possible, these Airmen are reassigned to positions in their AFSC for which they are still qualified at the same location. However, there are times when all positions at a location require a particular qualification, or assignment to another position at the same location is not practical for some reason. In such cases, assignment requests may be submitted as exceptions with justification IAW paragraph 1.5.

2.47.3. In keeping with DOD guidelines, surpluses will be managed by duty location. Reassignment to resolve a surplus will be considered in the following order:

2.47.3.1. PCA (without PCS) intracommand, then intercommand, for duty in:

2.47.3.1.1. Current DAFSC (officers) or CAFSC skill level (enlisted); and then

2.47.3.1.2. For duty in any awarded AFSC.

2.47.3.2. When PCS is necessary to resolve a surplus, then:
2.47.3.2.1. For Airmen assigned in the CONUS, see paragraph 2.47.6.1., or
2.47.3.2.2. If currently assigned OS, see paragraph 2.47.6.2.
2.47.3.3. Exceptions to this order may be requested IAW paragraph 1.5. (*For example*, while one location may have a surplus there may be shortages at other locations. Instead of directing the PCA of Airmen for duty in any awarded AFSC, the best interests of the AF might be served to direct PCS of an Airman in his or her current DAFSC for officers or CAFSC for enlisted.)
2.47.4. Officers. Surpluses at a location in one grade and AFSC are sometimes offset by shortages in other grades and such circumstances may be acceptable without assignment action. However, sometimes the overall experience level, the particular grades in which surpluses exist, or other factors may warrant considering reassignment action to effect a more acceptable balance. Availability of PCS funds, length of time the surplus is projected to exist, and other pertinent factors will determine if grade and AFSC mismatches are resolved by reassignment action. Because of the variables, it is not possible to specify all of the circumstances when reassignment action will or will not be authorized to resolve a surplus. Commanders will submit a surplus request to the AFPC assignment team. AFPC assignment team will work with the MAJCOM Functional Managers, as necessary, to resolve these issues.
2.47.5. Enlisted. A mismatch where the number assigned is greater than the number authorized at a location in various grades and/or skill levels of a career field ladder does not technically meet the definition of surplus (see paragraph 2.48.). Therefore, assignment action is not normally necessary to resolve these mismatches. See paragraph 2.7. However, the overall experience level, the particular grades and/or skill levels of the mismatches, or other factors may warrant considering reassignment action (PCA or PCS) to effect a more acceptable grade and/or skill level balance. Availability of PCS funds, length of time the problem is projected to exist, and other factors will determine the extent to which grade and/or skill level mismatches are resolved by reassignment action. Because of the variables, it is not possible to specify all of the circumstances when reassignment action will or will not be authorized to resolve a surplus or grade and/or skill level mismatches when there is no surplus. The AFPC Functional Managers will work with MAJCOM Functional Managers, as necessary, to resolve these issues.
2.47.5.1. Reclassified/Disqualified Airmen: Airmen removed or disqualified from their primary duties may be declared surplus if local manning requirements do not exist in their secondary AFSC. Upon removal, commanders will contact the AFPC assignment OPR for assistance in placing the member into a local position. *NOTE*: Many special duty identifiers (such as retraining and MTI) have specific disqualification/removal processes. Please continue to utilize these established procedures.
2.47.6. When PCS is necessary to resolve surpluses (or when PCS is requested as an exception to resolve enlisted grade and/or skill level mismatches), the following process will be used to identify the order in which Airmen should be reassigned. Note that deletion of an authorization in one squadron resulting in a surplus could result in an Airman elsewhere at the same location (*for example*, at wing level, in another MAJCOM, etc.) actually being the Airman (by-name) who is surplus to that location's total requirements. When authorizations are deleted, commanders will contact the AFPC assignment OPR for assistance in placing the surplus Airmen into another local position. A PCS may be appropriate, if a local position is not available. It is not necessarily the incumbent of the position which is deleted who is most eligible to be declared surplus to a duty station's total requirements. Airmen who are surplus who have insufficient retainability for PCS, those who must remain at a location for disciplinary

action, Airmen assigned OS not recommended for further OS assignment, etc., will be reported to the assignment OPR for disposition. Exceptions to the order prescribed below may be requested IAW paragraph 1.5. on a group or case-by-case basis.

2.47.6.1. At a CONUS location, when a surplus exists (or, for enlisted, when PCS is requested as an exception to resolve grade and/or skill level mismatches) the AFPC assignment OPR will arrange all Airmen assigned to a location (without regard to MAJCOM) in a specific grade and AFSC for officers, and grade, and/or skill level and AFSC for enlisted, in order of TOS (without regard to AACs, volunteer status for PCS, organizational level, MAJCOM, etc.) with longest TOS being the most eligible. Airmen do not volunteer to be surplus. Assignment preferences are considered after an Airman has been identified for PCS. The assignment OPR will consider commander or MAJCOM Functional Manager requests to retain individual Airmen as exceptions. Airmen vulnerable for OS PCS selection within 24 months are selected on a priority basis for OS assignments as shown in Table 3.3. and Table 3.4. Airmen not vulnerable for OS PCS selection, or when no OS requirements exist, are allocated for CONUS assignment according to the guidance in paragraph 1.3.

2.47.6.2. At an OS location, when a surplus exists (or, for enlisted, when PCS is requested as an exception to resolve grade and/or skill level imbalances) the AFPC assignment OPR will arrange all Airmen assigned to a location (without regard to MAJCOM) in a specific grade and AFSC for officers, and grade, and/or skill level and AFSC for enlisted, as shown below. Airmen do not volunteer to be surplus. Assignment preferences are considered after an Airman has been identified for PCS according to the following process:

2.47.6.2.1. Sequence Airmen in order of <u>least</u> time remaining from date they become surplus to current DEROS (*for example*, 1 month to 36 or more months), with least number of months remaining to DEROS being most eligible. Compute time remaining to DEROS from date entered current IPCOT, not total TOS for Airmen currently serving IPCOTs. Use time remaining to DEROS as extended, not total TOS for Airmen who have approved extensions of OS tour. Airmen who have voluntary extensions of OS tours who have not entered the extension may request cancellation IAW Table 3.10., rule 25. Every Airman on this list is offered the opportunity to volunteer for a consecutive OS tour (COT) according to the guidelines in Attachment 4. For those Airmen ineligible for a COT, those who do not volunteer for a COT or those not selected for a COT, then proceed with the next steps below.

2.47.6.2.2. Airmen accompanied by command sponsored dependents (long or short tour) with less than 12 months remaining who are ineligible, or do not volunteer for a COT and those not selected for a COT will be curtailed and reassigned to the CONUS. Similarly, Airmen serving unaccompanied tours (long or short tour) with less than 7 months remaining who do not receive a COT will be curtailed and reassigned to the CONUS. In lieu of a waiver of PCS retainability, enlisted Airmen may also be separated if they lack retainability for a CONUS PCS (see paragraph 2.29.6.5.).

2.47.6.2.3. Then, resequence the remaining Airmen in order of <u>most</u> time remaining to DEROS. These people will be considered for intra-theater (not inter-theater) PCS regardless of volunteer status for continuation of OS tour as follows. Continuation of OS tour (that is, PCS to another OS location to serve until their current DEROS or prorated DEROS) is not authorized for Airmen serving a tour of 18 months or more who have less than 12 months remaining to current or prorated DEROS. Further, Airmen accompanied by command sponsored dependents at their current OS location must satisfy all of the eligibility criteria for travel of dependents and be authorized concurrent travel to the continuation location. Continuation of tour will not be

directed if concurrent travel cannot be approved. Continuation of OS tour is not authorized for unaccompanied Airmen serving a tour of 15 months or less, if they have less than 7 months remaining to current or prorated DEROS. Any remaining surplus personnel will be curtailed and reassigned to the CONUS when all intra-theater requirements have been filled. In lieu of a waiver of PCS retainability, enlisted Airmen may also be separated if they lack retainability for a CONUS PCS (see paragraph 2.29.6.5.).

2.47.7. Commanders, AFPC Functional Managers, and Assignment OPRs will continuously monitor the number of Airmen assigned versus authorized and immediately report Airmen who are projected to become surplus based on 6-month projected manning levels to the assignment OPR with an explanation of the reason for surplus. Commanders will not wait until Airmen actually become surplus to report them. Commanders may request approval to retain surplus Airmen with special qualifications, training, or for other special circumstances, either at the current location (as approved overages) or they may make recommendations for intra-command reassignment. The assignment OPR will consider a commander's request along with the requirements of other MAJCOMs at the same location and in-theater (if OS) and other appropriate factors and direct PCA or PCS assignment as appropriate. Assignment OPRs are also responsible to continuously monitor and identify surpluses and should coordinate PCA or PCS actions they initiate based on surpluses with the commander especially when the commander has not reported the surpluses identified.

2.47.8. The term overage describes a surplus (see paragraph 2.~~48~~.) which is impractical or unnecessary to resolve by reassignment (PCA or PCS), or is the result of intentional action approved by the assignment OPR. *For example*, an OS returnee is a mandatory move; however, if the CONUS is manned at over 100 percent at all locations, then the reassignment of an Airman to a location as surplus is described as assignment as an overage. Another example of assignment as an overage would be when an assignment OPR directs assignment to a unit or location where no authorization exists for the Airman's AFSC. The term overage is sometimes used in reference to other situations which do not involve a surplus as defined in paragraph 2.48. *For example*, in relation to enlisted manning the term overage may be used when there are more enlisted assigned in a particular grade or skill level of an AFSC than authorized. While no surplus may exist as defined in paragraph 2.48, use of the term refers to a condition of more assigned than authorized.

2.47.9. AFPC Assignment OPRs will monitor enlisted aircrew members surplus to requirements at their current duty station and determine if PCS as indicated above is appropriate. However, they will not to be removed from flying status at the same time they are assigned to duty in other than their primary aircrew AFSC, nor will they be retrained, without approval of the assignment OPR in conjunction with their surplus status. When it is determined that surplus primary aircrew members are to be removed from flying status, they must be managed as shown in AFI 36-2214. In cases where primary aircrew members cannot be effectively used in their aircrew skill, a DOA is established that is 120 calendar days after the date the members are told of involuntary removal from flying status. Disposition instructions cannot be effective earlier than the DOA.

2.47.10. Force Structure Management: MAJCOMS have a key advisory role and will identify and assist with force structure moves. MAJCOM A1 staffs communicate projected force structure actions, develop straw-man manning documents, identify the timing and movement of Airmen and act as the liaison between the force structure location and AFPC.

2.48. PCS Cost Identifier Code. The PCS Cost Identifier Code represents the fund cite shown in AFMAN 65-604, Appropriation Symbols and Budget Codes. It is used primarily by budget

managers for accounting purposes. This code, to which the cost of a PCS will be charged, is provided by the assignment OPR in the assignment instructions to the MPS, and will be included in PCS orders. If the MPS or base financial services officer (FSO) determines a PCS cost code is not correct, they should advise the assignment OPR. However, base FSOs may authorize charges against a correct account when an incorrect PCS Cost Identifier Code is cited in PCS orders without amendment of PCS orders and without authorization for change of the code in assignment data by the assignment OPR.

2.48.1. Airmen accrue PCS allowances based on the relationship of the losing and gaining permanent (duty) stations according to the Joint Federal Travel Regulations (JFTR). The PCS Cost Identifier Code provided in assignment instructions must be compatible with the allowances an Airman accrues according to the JFTR. Whether or not Airmen accrue PCS allowances per the JFTR dictates whether a PCS move must be funded or unfunded.

2.48.1.1. A PCS Cost Identifier Code of "unfunded" cannot be the basis for denying an Airman PCS allowances or reimbursement for use of allowances authorized by the JFTR. *For example,* if a PCS cost identifier code of “M - Reassignment Without Fund Allocation” is erroneously applied to a PCS from Travis AFB, CA to McGuire AFB, NJ, the Airman cannot be denied use of, or reimbursement for, PCS allowances he or she accrues per the JFTR. The corrective action in this instance is to change the PCS cost identifier code to a funded move.

2.48.1.2. Conversely, a PCS cost identifier code for a “funded” move cannot be the basis for an Airman moving at government expense if the JFTR authorizes no PCS allowances. If the assignment instructions or PCS orders cite a funded PCS cost identifier code, then the code is without effect.

2.49. No-Cost (No Allowance) Moves. No-cost moves are those where no PCS allowances accrue to Airmen (reassignment between activities at the same PDS – NOT A PCS). As a no-cost move, an Airman can be moved between units at the same base, or between bases or addresses when both bases or addresses are within the corporate limits of the same city or town, but are not authorized to move HHG. Large metropolitan areas or large military reservations are often comprised of a number of individual duty stations each having corporate city limits or installation/base boundaries. It must be determined if a move will result in PCS allowances accruing to the Airman when a change of duty station is being considered. Moves where Airmen accrue PCS allowances must be requested by an activity authorized to request PCS moves and approved by the assignment OPR (also see paragraph 2.51 for low-cost moves).

2.49.1. In some cases it may be desirable to use some of the PCS procedures in managing no-cost moves. To project manning requirements, when there is a change in MAJCOM or for other reasons, an assignment action number (AAN) and projection of the assignment in the PDS may be appropriate. It may also be desirable to use PCS orders to record some no-cost moves, such as those from one base to another. Include this statement in the remarks section when PCS orders are issued: "This is a no-cost move. No PCS allowances authorized. Date departed last duty station (DDLDS), date arrived station (DAS) and Date Eligible for Return from Overseas (DEROS} (if assigned overseas) will not change." The PCS Cost Identifier Code will be "M," Reassignment Without Fund Allocation.

2.49.2. There may be a requirement for the Airman to vacate government quarters in connection with a no-cost move. *For example*, if an Airman resides in government quarters at their current duty location, but is not authorized to remain in those quarters upon assignment to another location. The move and dislocation allowance are funded with O&M funds using "local move"

procedures outlined in the JFTR when no PCS allowances exist but relocation of residence is required.

2.50. Low-Cost PCS, (as prescribed in DODI 1315.18) . Low-cost moves are PCSs between duty locations in proximity (daily commute is common by the civilian public between either location and Airman's current residence) and it is determined in advance of approval of the PCS that there will be no requirement for the Airman to relocate their household in conjunction with the PCS being considered. The fact that an individual could be moved under low-cost PCS provisions will not be the primary consideration in the assignment selection process. An Airman is still considered for PCS based upon qualifications, eligibility for PCS, and assignment selection priorities. One consideration for low-cost PCSs should be will an additional funded PCS be required to backfill. Another consideration is how vulnerable the Airman is for subsequent reassignment (i.e., OS tour history and/or TOS) given that the DDLDS, DAS and DEROS do not change as a result of a low-cost PCS. Furthermore, the assignment OPR, in conjunction with the gaining commander, must weigh whether or not the Airman will likely remain in the position long enough to become productive and proficient.

2.50.1. PCS allowances accrue to Airmen whenever they are assigned between permanent duty stations which are not within the corporate limits of the same city or town, or between stations, reservations, or established areas having defined boundaries. *NOTE*: Designating metropolitan areas which are in many instances comprised of individual cities/towns as one duty station for the purpose of PCS allowances, called "clustering", is prohibited by Comptroller General decision. Accordingly, when Airmen accrue PCS allowances, they cannot be reassigned under no-cost (no allowance) provisions. The fact that an Airman's servicing MPS, parent unit, or commander will not change has no bearing on accrual of PCS allowances. PCS allowances accrue based on the relationship of the duty stations and not where an Airman resides. However, it does affect whether or not a move can be made under low-cost PCS provisions if relocation of household is required and authorized. A low-cost PCS between permanent duty stations in proximity may be considered if all of the following criteria are met:

2.50.1.1. Before the PCS can be approved, the Airman must provide a written statement to the assignment OPR certifying he or she will not relocate his or her household as a result of PCS. The Airman's certification must include the commuting distance and time from current residence to present duty station, and the expected commuting distance and time from current residence to the new duty station. The fact an Airman does not intend to relocate their household or does not intend to claim reimbursement for PCS allowances shall not be the primary basis or sole justification for approval of a low-cost PCS. The assignment OPR must coordinate proposed low-cost PCSs with HQ AFPC/DPAPA in advance of approval and provide the required statement.

2.50.1.2. IAW the JFTR, Volume I, Airmen making PCS moves accrue allowances for travel, transportation, shipment of HHG, etc. Use of these allowances may be restricted based on the lack of governmental interest in the use of the allowances. In the case of a low-cost move, Airmen voluntarily agree not to use the normal PCS allowances (see paragraph 2.6). Mileage and per diem allowances are not authorized if Airman does not relocate their household (as is the case with a low-cost move). HHG transportation and DLA are not authorized under low-cost move provisions. Airmen, however, are authorized reimbursement, not to exceed $1000.00 (as prescribed in DODI 1315.18) in connection with transportation of Professional Books, Papers, and Equipment (PBP&E) IAW AFMAN 65-604, Appropriation Symbols and Budget Codes (Fiscal Year 2009). If Airman resides in government quarters at their current duty location, but

is not authorized to remain in those quarters upon assignment to a duty location in proximity, then the requirement to vacate quarters precludes the PCS being affected as low-cost PCS. The following applies:
2.50.1.2.1. Before making any commitments, Airmen should request counseling based on their specific circumstances and JFTR allowances associated with moves between locations in proximity.
2.50.1.2.2. All normal PCS eligibility and selection policies and procedures apply, except there is no minimum TOS requirement and no PCS retainability requirement.
2.50.1.2.3. Airmen will not incur a PCS ADSC.
2.50.1.2.4. Low-cost PCS will be considered only for CONUS to CONUS and OS to OS PCS when the duty stations are in proximity as described in paragraph 2.51.
2.50.1.2.5. Curtailment of OS tour is not authorized, original tour completion date will be retained and Airmen are not authorized COT leave/travel allowances.
2.50.1.2.6. No en route training or TDY will be authorized in conjunction with a low-cost PCS.
2.50.1.2.7. The PCS Cost Identifier Code for a low-cost PCS will be “V”, PCS Moves w/ Expenditures Less Than $1000.00.
2.50.1.2.8. The Airman’s DDLDS/DAS/DEROS will not be changed in conjunction with a low-cost PCS. In the event the DDLDS/DAS/DEROS changes in the PDS as a result of processing the Airman’s PCS travel voucher, then the MPS must restore the previous DDLDS/DAS.
2.50.2. PCS moves originally approved using normal TOS, retainability, ADSC criteria, and so on, which could have been made under low-cost provisions but were not approved in advance as low-cost moves will not be changed after the fact, nor will PCS orders be amended later to show the PCS was made under low-cost provisions. *For example*, an Airman selected for PCS who met the minimum TOS, had or acquired retainability, accepted the PCS ADSC, had DDLDS/DAS/DEROS changed upon PCS, etc., but who did not relocate his or her household incident to PCS, may not subsequently have that PCS changed (DDLDS/DAS/DEROS restored, ADSC removed, etc.) to reflect the PCS was made under low-cost move provisions. Conversely, PCS moves originally approved as low-cost PCSs will not be changed to fully funded moves without full justification and approval by HQ AFPC/DPAPA. Administrative relief can be provided only when justification clearly shows that the Airman was miscounseled or that the orders were unclear, incomplete, or invalid. Otherwise, all requests for retroactive amendments must be submitted via the BCMR process.
2.51. Second PCS and Second Dislocation Allowance (DLA), Same Fiscal Year (FY).
This paragraph applies to all Airmen regardless of marital or dependent status and is to be used in conjunction with the JFTR which governs the allowance of, DLA. Except as authorized below, only one PCS involving DLA allowance is authorized in a FY unless the SAF determines the needs of the AF require an additional PCS. Approval for a second PCS (or more) in the same FY and approval of a second DLA allowance (or more) involves two separate considerations: one is TOS; and the other is whether or not the PCS involves a DLA allowance and requires a Secretarial Process determination. As explained below, depending on the reason for PCS, an Airman may not be entitled to DLA, or an additional DLA allowance in the same FY may be excluded from the FY DLA count. Whether an Airman does not use a DLA allowance (actual movement of dependents is not a prerequisite to DLA allowance in the case of Airmen with dependents), or does not intend to claim reimbursement for movement of dependents are not factors in the requirement to obtain a determination through the Secretarial Process. Neither the Airman nor the AF can waive a DLA allowance. Further, neither a change of end assignment,

diversion of an Airman en route, nor a TDY followed by PCS results in a second DLA allowance. However, for a continuation of PCS, see paragraph 2.52.6. which may entitle an Airman to an additional DLA. The PDS will normally show when an Airman has had a PCS with DLA allowance in the current FY.

2.51.1. Second PCS in Same FY. Table 2.3. shows the minimum TOS requirements for PCS. Based on TOS only, sometimes more than one PCS in the same FY may be permitted, but that in itself does not preclude the need for approval through the Secretarial Process of an additional DLA allowance, unless there is no DLA allowance for the PCS reason, or the allowance may be excluded from the FY DLA count as explained below. When a waiver of the TOS minimum shown in Table 2.3. is required in addition to a request for second DLA allowance, the waiver and second DLA requests will be combined. TOS waiver requests must be originated and processed according to paragraph 2.26. and paragraph 1.4.

2.51.2. Second DLA Allowance in Same FY. The date an Airman departs the last permanent duty station, whether TDY en route, delay en route, or direct, etc., determines the FY to which the DLA is charged. Airmen may not waive their DLA allowance to avoid the requirement for a determination through the Secretarial Process. Requests for determinations through the Secretarial Process (DLA waiver) must be sent to the assignment OPR (see paragraph 2.26. and paragraph 1.4.). The assignment OPR will then forward as necessary for additional processing and approval. When a TOS waiver is required, the TOS waiver must be approved before the DLA waiver is requested. If the TOS waiver is disapproved, the DLA waiver is not submitted and the requester is advised. Requests for a DLA waiver through the Secretarial Process should be submitted 90 calendar days before the Airman's scheduled PCS departure or as quickly as possible thereafter. Requests must include:

2.51.2.1. Grade, name, SSN, and pertinent AFSC information.

2.51.2.2. Proposed unit of assignment (if known).

2.51.2.3. Full justification and proposed departure date. Ensure alternatives considered are addressed and why alternative action is not feasible. *For example*, why another Airman cannot be moved in the same grade and specialty who would not need a second DLA, or why an Airman cannot be used at a nearby base to possibly avoid the move of Airman's household.

2.51.2.4. When an "after the fact" determination is requested, include reasons for not sending the request before the PCS.

2.51.2.5. Departure date for each PCS during the current FY, if DLA was authorized, and if dependents relocated as a result of PCS. In the case of an Airman without dependents, indicate if the Airman was "assigned" government quarters as a result of PCS.

2.51.3. When a request is approved, cite in PCS orders the document granting the DLA waiver and include the appropriate DLA category. Assignment instructions should include this information if not furnished to the MPS previously.

2.51.4. As information, either Airmen do not have a DLA allowance in connection with PCS or the Airmen do have a DLA allowance, but it is excluded from the fiscal year count, as follows (recommend confirmation by consulting the JFTR):

2.51.4.1. Upon PCS to first duty station upon entry on active duty (does not preclude payment of trailer allowance).

2.51.4.2. Upon separation or retirement.

2.51.4.3. For no-cost/no allowance PCS moves as explained in paragraph 2.49.

2.51.4.4. When an Airman, with or without dependents, who is not entitled to transportation of dependents at government expense, is assigned to government quarters at the new permanent duty station.
2.51.4.5. Between bases in an OS area where dependents are not authorized and Airman will be assigned to government quarters at the new base.
2.51.5. To, from, or between schools (must be 20 weeks or more in duration) conducted at a military base or conducted, controlled, and managed by a Uniformed Service at a civilian education institution or elsewhere. *NOTE:* Airmen do have a DLA allowance, but the allowance is excluded from DLA computation.
2.51.6. In very limited circumstances, a continuation of PCS (see paragraph 2.36.3.) may result in an additional DLA allowance; however, the allowance is excluded from second DLA computation. For reimbursement of an additional DLA, Airmen must have actually established a household at the original gaining duty station and must actually relocate that household again as a result of the continuation of PCS.
2.52. Peace Corps, Assignment of Former Members of the. Former members of the Peace Corps are not assigned permanent or temporary duty in the military intelligence field for a period of 4 years following service with the Peace Corps. Members who later acquire an intelligence specialty are not assigned in an intelligence capacity to any foreign country in which they previously served as Peace Corps members. This limitation on the use of former Peace Corps members will not be waived.
2.52.1. The term "former members of the Peace Corps" includes former Peace Corps volunteers, volunteer leaders, and staff members of the Peace Corps. The term does not include persons who attended Peace Corps training but never went OS with the Peace Corps. These persons are restricted from being assigned duties in an intelligence capacity only to foreign countries for which they received Peace Corps training.
2.52.2. ALC "R" identifies former members of the Peace Corps. See Table 2.2.
2.53. Security Access Requirements for PCS. AFI 31-501, *Personnel Security Program Management*, is the prescribing instruction for the AF Personnel Security Program and takes precedence in the event of a conflict with this instruction regarding personnel security access or individual security investigation processing. A PCS may require an Airman have access to a higher level of classified information. Each PCS selection will specify the level of security access for that assignment. Airmen should have at least 12 months service retainability remaining from the date of assignment to a position requiring SCI access unless they are already SCI access eligible or have a current favorable SBI. Normally the investigation requester is the base Security Forces function serving the Airman’s current unit, except when assignment instructions or AFI 31-501 stipulate some other activity will be the requester.
2.53.1. The PDS transaction, assignment trailer remarks, a Personnel Processing Code (PPC) or e-mail message will advise the losing commander, MPS and Airman of the security access requirement for the assignment.
2.53.2. Losing commanders ensure unit procedures exist so that assignment selections are expeditiously reviewed to determine if an individual security investigation, reinvestigation, or other action is required. The unit provides the Airman’s administrative support. The unit commander and security manager (or other unit official designated by the commander) ensure the Airman reports to the local Security Forces for quality review of security documents (usually within 10 days of PCS notification), and that completed personnel security forms are given to the

Security Forces (usually not more than 30 days after PCS notification) or according to locally established procedures.
2.53.3. When the commander identifies circumstances as outlined in AFI 31-501 that preclude a favorable recommendation for access or submission or update of an investigation, the MPS will reclama to the assignment OPR (see paragraph 2.46.) and explain the circumstances.
2.53.4 The MPS will include security data in the PCS orders as shown in AFI 33-208, *Administrative Orders*.
2.53.5. The MPS may publish PCS orders and allow Airmen to depart on PCS without a security determination in the following instances:
2.53.5.1. For mandatory PCS moves (see Attachment 1), or
2.53.5.2. Access required is top secret or lower, or
2.53.5.3. For SCI access, if the assignment OPR authorizes issuance of PCS orders IAW the criteria in paragraph 2.53.6.
2.53.6. The assignment OPR must monitor assignments requiring SCI access and obtain the status of SCI eligibility from the MAJCOM Special Security Office (SSO). As soon as determined, but not later than 90 calendar days before RNLTD, the MAJCOM SSO advises the assignment OPR whether Airman is eligible for SCI access. As an exception, the assignment OPR may approve departure of an Airman without an SCI eligibility determination. The decision to permit an Airman to proceed without an SCI eligibility determination is based on whether or not the Airman can be effectively used within the gaining unit permanently in a manpower position that does not require SCI access. If an SCI eligibility determination cannot be made or an exception approved 90 calendar days prior to RNLTD, the assignment OPR, with information to the losing unit, will:
2.53.6.1. Delay the RNLTD, or
2.53.6.2. Change the end assignment (with or without change of RNLTD), or
2.53.6.3. Cancel the assignment.
2.53.7. Graduates of technical training schools selected for assignments requiring SCI access may proceed to the new unit upon graduation without a completed investigation if recommended for SCI access by their commander according to AFI 31-501 and when they have a "1" under "S" in the PULHES profile. The Air Force Central Adjudication Facility (AFCAF) is responsible for determining SCI eligibility for all students attending technical training schools.
2.53.8. Airman (Enlisted) Basic Training Graduates. The base personnel processing group does the tasks required by the authorized investigation requester. If the enlisted Airman is deemed acceptable by the 319 TRS, Lackland AFB, TX for SCI, then the Airman may be assigned to the appropriate AF Military Training Center.
2.54. PCS Orders. PCS orders are issued IAW AFI 33-208, *Administrative Orders*.
2.54.1. The MPS may publish PCS orders only after receipt of written assignment instructions via the PDS or a message from the assignment OPR directing a PCS or approving a PCS request.
2.54.2. See paragraph 2.34. for orders in hand requirements.
2.55. Assignment Action Number (AAN). The assignment action number (AAN) is used by the assignment OPR to control assignments and for other purposes. Budget managers use the AAN for budget purposes to determine the fiscal year (FY) to which a PCS will be charged based on the Transfer Effective Date (TED) (for orders cut before 1 October 2008). The TED is the month and year of the AAN and corresponds to the original requirement month. The TED (and FY to which a PCS will be charged) can only be changed by cancellation of the AAN and issuance of a new AAN. A change in PDD or RNLTD will not change the FY to which a PCS is

charged. Orders cut before 1 Oct 2008 should charge DLA to the FY consistent with the TED. Orders cut on or after 1 October 2008 should charge all costs to the FY in which the orders were cut.
2.55.1. AANs are necessary only for those permanent changes of station (PCS) and intercommand permanent changes of assignments (PCA without PCS) prescribed by this instruction. The AAN is determined at the time an allocation to fill a manning requirement is made, or at the time a name is applied to a manning requirement. PCS moves which are not made under the authority of this instruction (see paragraph 1.1.1. and Attachment 22) do not require an AAN and/or do not use the numbering system described below.
2.55.2. The AAN construction is similar for officers and enlisted. It consists of 10 alphanumeric positions as follows:

Position Description *Example*
1-2 Requirement month (the month in which a requirement "09" is September exists, regardless of when a member actually departs or arrives)
3 Calendar year of the requirement (last digit only) "8" is 2008
4-5 Level of command initiating the assignment (see note 1.)"0N" is HQ USAF and HQ AFPC (see note 1.)
6-10 Assignment sequence number (see note 2.) 12345 (or S1234) (see note 2.)
NOTES: For officers, the initiating level will always be "0N." For enlisted, the command identified code of the DRU/FOA initiating the assignment request is used when the initiator is other than HQ AFPC. The first position of the five position sequence number (position 6) may be alpha and can be used to further identify sub-groupings of assignments. Activities authorized to initiate assignment requests may not use a letter in position 6 of the sequence number without prior approval of HQ AFPC/DPAPP for officers, and HQ AFPC/DPAA5 for enlisted. Some commonly used letters are:

"G" for generals, including brigadier general selects.
"X" for colonels, including selects.
"S" for enlisted for certain computer matched assignments.

2.56. Air Travel of Air Force Personnel. Air transportation is the primary mode of travel for movement of AF military personnel to, from, and between OS areas. The inability of an Airman to accept this concept is considered incompatible with an AF career (see AFI 48-123V2, *Medical Examinations and Standards Volume 2-Accession, Retention, and Administration*).
2.57. Enlisted Aircrew Assignments. Enlisted Airmen who are career aviators are selected and reassigned in their aircrew AFSC only. Career aviators are those AFSCs that require aviation service as a mandatory specialty qualification according to the Air Force Enlisted Classification Directory; AFI 11-401, *Aviation Management*; and AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*. Career aviators are those aircrew members who perform full time aircrew duties in AFSCs 1AXXX, or SDIs IAW AFI 11-412, Aircrew Management.
2.58. Enlisted Non-career Aviators and Operational Support Flyers. Authorized Crew Composition - Active Forces. Non-career aviators and operational support flyers may be reassigned to non-flying duties if it is in the best interest of the AF and if they are told of removal from flying duties at least 120 calendar days in advance. In those cases where assignment

instructions are received that do not give 120 days notice of removal from flying status, the unit MPS will reclama the assignment according to paragraph 2.46. The 120 calendar days notice of involuntary removal from flying status can be waived by the Airman to accept the assignment. *NOTE*: IAW AFI 11-402, enlisted personnel must volunteer to enter training that will qualify them to perform in-flight duties as aircrew members (career and non-career) or operational support flyers. Unless permanently disqualified under the provisions of AFI 11-402, enlisted Airmen who complete initial training remain available for flying duties and may be directed to perform such duties at any time.

2.58.1. Aircrew Evaluation Board (AEB). The convening authority will ensure HQ AFPC/DPPAE is advised when an AEB is to be convened on an enlisted Airman who has been selected for PCS. HQ AFPC/DPPAE will determine disposition of the member and direct appropriate action when an enlisted Airman is TDY (either TDY en route PCS, or TDY and return with PCS afterwards).

2.58.2. Airmen use the assignment preference listing through the vMPF self service applications to volunteer for flying duties as a non-career aviator or operational support flyer.

2.58.3. The MPS will arrange for completion of a Class III flying physical, and schedule initial physiological training within 30 calendar days of PCS notification or nomination on receipt of an assignment levy with the prefix "X" on the projected CAFSC, when required by a PPC, *for example*, PPC "9JB," or a nomination to flying duty. Schedule only enlisted Airmen who are volunteers for flying duty unless otherwise directed.

2.58.4. When an enlisted Airman is not medically qualified for flying duty per AF Form 469 (or other correspondence from medical authorities such as AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*), the MPS will reclama the assignment or request release from nomination and place the enlisted Airman in ALC "N" per Table 2.2. The ALC may be repeated if, after expiration, the enlisted Airman is again selected and again found not medically qualified. If the specific medical condition requires update of another AAC or ALC that limits assignment selection, then update of ALC "N" is not required.

2.59. (Enlisted Only) High Year of Tenure (HYT). Reenlistment or extension of enlistment beyond the limits established in AFI 36-3202 are not authorized except for documented cases of extreme personal hardship. Waivers are requested according to AFI 36-3203.

2.60. Officer Mandatory Utilization Requirement. A mandatory utilization requirement (formerly called Directed Duty Assignment [DDA]) is a tool to ensure assignment of an officer in a utilization field (AF specialty) for a prescribed period consistent with AF funded training or education received, or other reasons as shown in Table 2.10. A mandatory utilization requirement is separate from an ADSC or the requirement to be assigned to a manpower position which requires an Advance Academic Degree (AAD, see paragraph 2.42.). An officer may begin to satisfy an ADSC associated with training immediately upon graduation, but the mandatory utilization requirement is not satisfied until an officer is assigned in the mandatory utilization AFS for the period prescribed, or an exception to the utilization requirement is approved. Activities which have mandatory utilization requirements approved by HQ AFPC/DPA will ensure the MPS' servicing their functions are advised to include the mandatory utilization requirement in PCS orders; certificate of completion; or other similar source documents. The assignment OPR and unit commanders are responsible for ensuring an officer's utilization complies with mandatory utilization requirements. Exception requests to assign officers out of their mandatory utilization specialty (locally or in conjunction with PCS) are submitted in advance of the requested assignment through the unit commander. Unit

commanders may disapprove exception requests or recommend approval and forward to the assignment OPR. Exception requests may be submitted requesting to defer utilization or release the officer from the utilization requirement. Requests must contain justification which shows how the requested utilization is in the overall long term best interests of the AF versus temporary local requirements or an officer's personal desires. Exception requests may be disapproved by the assignment OPR, or when approval is recommended, forwarded to HQ AFPC/DPAPP which may approve or forward as necessary for approval/disapproval to the AF OPR which established the mandatory utilization requirement. HQ AFPC/DPA is the exception authority for the mandatory utilization requirement in conjunction with AFIT-sponsored AAD assignments. The requester will be advised of approval or disapproval. The following education or training does not require approval of an exception of an existing mandatory utilization requirement for application or selection:

2.60.1. Professional military education.

2.60.2. AFIT education.

2.60.3. Undergraduate flying training.

2.61. Officers Desiring to Recore: AFPC will hold a crossflow board at a minimum once a year to select officers in overage AFSCs for crossflow into shortage AFSCs. This applies to Mission Support and Non-Rated Operations Officers only. Officers must satisfy (at minimum) the educational and medical requirements for the AFSC in which they desire to crossflow. Additionally, the officer must have (via email or memorandum), a statement from their current AFSC assignment functional stating they agree to release the officer for crossflow consideration. Officers must have at least three years Time in Service to be considered. The crossflow board will be the only avenue by which officers may recore (crossflow) voluntarily into a new AFSC. This helps ensure fairness, equity, and balanced AFSC manning. AFPC/DPASF will announce the application procedures and board timelines via 8106 message.

2.62. Personnel Processing Codes (PPCs). Codes included in assignment instructions which refer to PCS-related processing requirements or post-selection assignment actions. The literal translation of a PPC is located on the PPC listing available on the AFPC web site. MAJCOMs request establishment of PPCs from HQ AFPC/ DPSSMF. HQ AFPC/DPSSMF will coordinate those requests for PPCs which involve assignment policies or procedures.

2.63. Assignment Recommendations. Requirements for recommendations for assignments or selection boards higher than officer's senior rater or an Airman's wing commander (or equivalent) will not be established.

2.64. Assignment Incentive Pay. Assignment incentive pay is pay offered to Airmen entitled to basic pay who performs service in an area designated by the SECAF. See Table 2.1, Rule 46.

Table 2.1. Assignment Availability Codes.

RULE	A	B	C	D	E	F
	Code	Title	Applies to Officers	Applies to Enlisted	Description	Deferment Period or Effective Date (see note 1)
1	02	Operation Bootstrap		X	Approved or enrolled in Bootstrap Education Program according to AFI 36-2306	Gradation date, verified by Education services memorandum. See note 2.
2	05	Application for program leading to a commission		X	Enlisted applied for commission through a service academy, preparatory school, AFROTC or AECP	Date of application plus: AECP-9 months; service academy, preparatory school, AFROTC and OTS-12 months. Enlisted selected for PCS are ineligible for deferment. Also see AFI 36-2013, Table 1.2 for application ineligibility criteria. See notes 3 and 4.

RULE	A	B	C	D	E	F
	Code	Title	Applies to Officers	Applies to Enlisted	Description	Deferment Period or Effective Date (see note 1)
3	09	Declined to obtain required retainability for PCS, or training or elected retirement in lieu of PCS. (Includes when additional retainability is required due to change in PCS, TDY, or training requirement.)		X	(1) Enlisted declines to reenlist or extend current enlistment, to acquire retainability and executes AF Form 964 or (2) elects retirement in lieu of PCS and applies for retirement via vMPF (including when retirement is in lieu of change of end assignment prior to PCS departure) See paragraph 2.29.	Date enlisted Airman signs the AF Form 964 or date of application for retirement, until DOS. See note 3.
4	10	Not selected for reenlistment		X	Enlisted considered but not selected for reenlistment under the Selective Reenlistment Program (SRP) (AFI 36-2606)	Enter date of non-selection; duration is until the Airman separates. Source document is the AF Form 418. See note 3.

RULE	A	B	C	D	E	F
	Code	Title	Applies to Officers	Applies to Enlisted	Description	Deferment Period or Effective Date (see note 1)
5	12	Article 15	X	X	Airmen who are serving Article 15, UCMJ punishment. See paragraph 2.40	Effective date of punishment plus period of punishment or suspension. (only update if punishment is in excess of 30 days). Verify Airman has a UIF code "3" in PDS. See note 3.
6	13	International Hold	X	X	Airman placed on hold according to AFI 51-703	Documentation from SJA required before update. Notes 3,6,7,8 and 10 apply.
7	14	Material Witness	X	X	Airman identified by SJA as a material witness for a court-martial, trial in a foreign country (criminal or civil) or certain non-criminal trials in US, state or federal courts.	Date identified by SJA (documentation required before PDS is updated) plus estimated period needed to complete trial proceedings (not to exceed 6 months without HQ AFPC/DPAPP approval). See note 9.

RULE	A	B	C	D	E	F
	Code	Title	Applies to Officers	Applies to Enlisted	Description	Deferment Period or Effective Date (see note 1)
8	15	Court-Martial, or Civilian Criminal Court	X	X	Member under criminal charges and (or) awaiting trial by military court-martial, or under charges and (or) awaiting trial by civilian criminal court for an offense for which the maximum punishment for the same or closely related offense under the MCM is confinement for 1 year or more.	Date charges preferred plus 6 months (not to exceed 6 months without prior approval from HQ AFPC/DPAPP). Documentation required from SJA before PDS is updated. See note 3.
9	16	Control Roster	X	X	Member undergoing special period of observation according to AFI 36-2907.	Date placed on control roster plus period of observation. Verify Airman has UIF code “2” updated in PDS. See note 3.

RULE	A	B	C	D	E	F
	Code	Title	Applies to Officers	Applies to Enlisted	Description	Deferment Period or Effective Date (see note 1)
10	17	Under Security Forces or OSI Investigation	X	X	Includes investigation by the Base Security Forces, Office of Investigations or AFOSI (excludes normal security clearance investigations conducted according to AFI 31-501	Date investigation is directed plus estimated period of completion (not to exceed 6 months without prior approval from HQ AFPC/DPAPP). Documentation from base SFS or OSI required before PDS is updated. See notes 3 and 8.
11	18	Sponsored Military Medical Training	X		Officer in sponsored military medical training	Date entered training until completion of training.
12	19	Referral OPR/EPR	X	X	Airman whose most recent OPR/EPR is a referral according to AFI 36-2406	OPR/EPR closeout date plus 6 months. Source document is the OPR/EPR See note 3.

13	21	Commander-Directed Hold	X		Commander's option to retain an officer to complete actions under AFI 36-3206, AFI 36-2911, 2Lts non-recommended for promotion to 1Lt, and Article 32, UCMJ investigations. HQ AFPC/DPAPP must approve, in advance, for "other" reasons. See paragraph 2.40	Date officer officially notified in writing of action plus estimated period for completion of action not to exceed 4 months without prior approval from HQ AFPC/DPAPP, except for AFI 36-3206 cases which may not exceed 12 months.
14	21	Commander-Directed Hold		X	Enlisted placed on hold for completion of action under AFIs 36-3208, 36-2503, 36-2911 or Article 32 UCMJ investigation or "other" hold reasons. HQ AFPC/DPAPP must approve, in advance, any "other" reasons. See paragraph 2.40	Date enlisted officially notified in writing of action plus estimated period for completion of action, not to exceed 4 months without prior approval from HQ AFPC/DPAPP, except for members processed for dual action or lengthy service separation (AFI 36-3208) which may not exceed 12 months. See notes 3 and 10

15	22	Senior Military Professors (SMP) and Sequential Tour Officers (STO)	X		Officer holding Tenure Faculty Appointment at the USAF Academy	For SMPs: Date the appointment is approved, in 3 year increments up to the point of mandatory retirement. For STOs: Date the appointment is approved, in 3 year increments or other mutually agreed periods.
16	24	Applied or Nominated for Assignment or Training School	X		Officer applied or nominated for an assignment or training school and the prescribing directive states officer is ineligible for other assignment actions until released or selected.	Date anticipated entry into class, or date officer will move if selected for assignment. See note 3.
17	25	Selected for Special Duty or Formal Training		X	Enlisted selected for special duty assignment or a formal school and there is not a firm reporting date.	ASD plus 6 months. See note 3.
18	27	Nominated for a Special Duty Assignment or MAJCOM		X	Enlisted nominated to HQ USAF or	Date of nomination not to exceed 6 months. A MAJCOM,

		assignment			MAJCOM controlled assignment.	FOA or DRU must obtain approval from the assignment OPR on an individual basis before authorizing Airman's deferment. See note 3.
19	28	Base of Preference		X	Approved BOP (see Attach 2).	Compute date according to Attach 2. See note 4.
20	29	Retrainee		X	Approved retraining according to AFI 36-2626. May be through OJT or formal training.	Date entered into OJT retraining, or date completed formal school training, until upgraded to AFSC commensurate with grade, but not to exceed 24 months. (Does not apply to retraining into SDI 8F000, First Sergeant (see AAC 45); or retraining into CONUS/OS Imbalanced skills.) See note 4.

21	30	Humanitarian Reassignment/ Deferment	X	X	Airman reassigned or deferred from reassignment for humanitarian reasons according to Attachment 24.	If member reassigned, 12 months from DAS. If deferred at current location, 12 months from date of approval. HQ AFPC may extend. See note 11.
22	31	Medical Deferment	X	X	Temporary disqualificatio n for worldwide duty, including PCS (non-mobility profile).	Date of availability in AF From 469, Duty Limiting Condition Report, section IV (not to exceed 12 months from date medial problem incurred), or expiration of medical hold imposed by HQ AFPC/DPAMM. See notes 7 and 8.

23	32	Join-Spouse Assignment	X	X	Military couple assigned jointly in PCS status (see Attachment 8)	Defer both members for 24 months from DAS of last arriving member. See note 2.
24	34	EFMP Reassignment or Deferment	X	X	Airmen reassigned or deferred for EFMP reasons according to Attachment 25	Date of arrival plus 12 months, or date of approval not to exceed 12 months. See note 11.
25	36	AFPC Controlled, Force Structure Changes	X	X	Airman deferred from assignment until DOA, then reassignment (PCA or PCS) is mandatory.	Entry date plus period established by HQ AFPC.
26	37	Medical Evaluation Board (MEB) or Physical Evaluation Board (PEB)	X	X	Member deferred from PCS reassignment pending results of MEB or PEB (see paragraph 2.17)	Regardless of date of availability on AF Form 469, Duty Limiting Condition Report, no assignment action should be taken until Airman is returned to duty through AFPC/DPAMM and code 37 Is removed by the MTF as Airman may be unfit for retention.

27	38	Recalled Retiree		X	Airman is a Regular AF retiree voluntarily recalled to active duty according to Title 10 U.S.C, Section 688. do not reassign without approval of assignment OPR and airman is ineligible for OS PCS, except as a volunteer.	Date of entry on extended active duty (EAD) plus period of active duty.
28	39	Operational Continuity, Officer (following PCA w/o PCS only) or assignment deferment following extended deployment	X		Officer assigned to a different position on the same base and deferment has been authorized for operational continuity.	As directed by the assignment OPR, not to exceed 18 months. See notes 4 and 11. For extended deployments: 24 months from return date.
29	39	Operational Continuity, Enlisted following PCA and or PCS) or assignment deferment following extended deployment		X	Enlisted authorized deferment for operational continuity.	As authorized by the assignment OPR on an individual basis, not to exceed 3 years. For extended deployments: 24 months from return date.

30	40	Involuntary Consecutive Oversea Tour (ICOT)	X	X	Airman directed to serve an ICOT and is ineligible for involuntary PCS selection for 24 months except mandatory PCSs.	24 months from DAS in CONUS after completion of ICOT. See note 11.
31	41	Voluntary Stabilized Base Assignment Program (VSBAP)		X	Enlisted has either an approved application to remain at present VSBAP base or is reassigned under VSBAP (see Attach 14)	4 or 5 years from date of approval or DAS (as appropriate – see Attach 14). See notes 4 and 11.
32	42	5-Year Stabilized Tour		X	Enlisted assigned to certain units or functions approved for stabilized tour (see paragraph 2.15).	Date of assignment to unit or function plus 5 years. See note 4.
33	43	4-Year Stabilized Tour	X	X		Date of assignment to unit or function plus 4 years. See note 4.

34	44	3-Year Stabilized Tour	X	X		Date of assignment to unit or function plus 3 years. See note 4.
35	45	2-Year Stabilized Tour		X	Enlisted assigned to certain units or functions and HQ AFPC/DPAPP approves the temporary deferment.	Date of assignment to unit or function plus 2 years.
36				.	NCOs approved for retraining under FY Airman Retraining program and First Sergeant Retraining	24 months from the date entered into retraining or date arrived station when PCS is in conjunction with retraining or until upgraded to AFSC commensurate with grade, whichever is earlier. See note 12.
37	45			X	Enlisted Airmen who complete weapon system training in AFSC 1A1X3 or 1A2X3	24 months from date enlisted Airman completes weapon system training.

38	46	Joint Duty Assignment (JDA) Position, Maximum Stabilized Tour	X		Officer assigned to a designated JDA position (CONUS or OS) (see paragraph 2.15)	Date determined and updated by HQ AFPC/DPAPO. See note 13.
39	47	HQ USAF and related Activities		X	Enlisted assigned to Air Staff, Air Staff Support , Air Force Elements (AFELM)	Date assigned plus number of years authorized or as determined by the assignment OPR.
40	48	School Assignment	X		School assignments controlled by HQ AFPC.	Entry date plus course length.
41	50	CONUS Maximum Stabilized Tours	X		Tours controlled by HQ USAF and HQ AFPC	Date assigned plus number of years authorized.
42	50			X	Enlisted assigned duties in units or activities whose tour is limited to preclude prolonged assignment outside normal duties.	Date of assignment plus duration of deferment.

43	51	CONUS Minimum Stabilized Tours	X		Tours controlled by MAJCOM	Date assigned plus number of years authorized.
44	51	Operational Deferment		X	Enlisted assigned to units or functions whose temporary deferment has been approved on a by-name basis IAW paragraph 2.15	Date authorized by HQ AFPC/DPAA
45	52	Voluntary Education Program	X		Enrolled in off-duty education program as shown in paragraph 2.15 and AFI 36-2306	Period authorized by the specific program as shown in paragraph 2.15 and AFI 36-2306. See notes 2 and 4.
46	AP	Assignment Incentive Pay	X	X	Airmen assigned to units in which AIP has been authorized by OSD.	Date authorized by program requirements. See note 16.
47	54	HQ AFPC Controlled Force Structure Changes		X	Enlisted assigned to a deactivating base, weapon system change units, or building unit.	Date of approval by HQ AFPC/DPAA5 plus period of deferment.

48	55	CONUS Minimum Stabilized Tours	X		Tours controlled by HQ USAF and HQ AFPC	Date assigned plus number of years authorized.
49	56	Secretary of the Air Force Personnel Control List		X	Enlisted deferred on an individual basis (by-name) by the Office of the Secretary of the Air Force. List managed by HQ AFPC/DPAX	As determined and updated by HQ AFPC/DPAX.
50	57	CONUS Minimum Stabilized Tour, Presidential Support Duties only	X		Officers assigned to Presidential Support Duties.	Date assigned plus number of years authorized or as determined by the assignment OPR.
51	58	Operational Deferment	X		Officer considered essential to a specific project or program as shown in paragraph 2.15	As directed by HQ AFPC. See note 11.

52	59	Critical Acquisition Position Tenure (CAP)	X		Officer is assigned to a critical acquisition position; HQ AFPC/DPASA reviews all assignments to critical acquisition positions.	Date of assignment to unit plus number of years as determined by the assignment authority. The majority of critical acquisition positions require 3 years, but some require 4 years. For officers assigned to overseas locations the oversea tour length takes precedence overt he CAP tenure. See note 2.
53	65	Korea Assignment Incentive Pay (KAIP)	X	X	Airmen awarded monetary incentive for agreeing to remain in Korea for an additional 12 months beyond normal tour.	Date equal to DEROS.
54	67	Aviation Service Under Review	X		Continued utilization in aviation service is under review according to AFI 11-402	Date action initiated plus 3 months; (continued in 3-month increments until AF/XOOTW advises to remove). See note 11.
55	69	Reported as Bypass Specialist or Trainee Application to Join Spouse		X	Basic military trainee reported by MAJCOM or HQ AFPC as bypass specialist or basic military trainee who has made application to join spouse.	Basic Military Training (BMT) graduation.

56	70	HQ USAF or MAJCOM hold		X	Basic military trainee identified by 3507 Amn Class Sq who has unique clearance problems that prohibit classification and reassignment. AETC or HQ AFPC must approve action.	
57	71	Guarantee AFSC Program		X	Basic military trainee who enlisted under the Guarantee AFSC Program.	
58	72	Waiver of Mandatory Classification Prerequisites		X	Basic military trainee who applied for a waiver of the mandatory classification prerequisites Enlisted Classification Directory.	1 day before the normal classification date of the week group that enlisted Airman is in.
59	73	Basic Military Trainee Recommended for Separation		X	Basic military trainee recommended for separation under AFI 36-3208.	Date of recommendation plus 6 months.
60	74	HQ AETC-Directed Special Projects (PACE Only)		X	Basic military trainee recommended for the HQ AETC-directed special	Date of BMT graduation plus 6 weeks.

					project.	
61	77	OS Tour Extension Incentive Program (OTEIP)		X	Enlisted who extended OS tour under the OTEIP (see Attach 15)	Automatic update when DEROS change reason is Y1, Y2 or Y3. DOA is 12 months from DEROS PREV, or 12 months from DOA of prior AAC 77. See note 15.

62	81	Pregnancy	X	X	Deferment of female Airman diagnosed as pregnant by medical authority (see paragraph 2.39)	Date 6 weeks beyond expected date of delivery of child as shown in the medical authority's statement.
63	85	High School Senior Assignment Deferment (HSSAD)	X	X	Airmen approved for HSSAD.	Date equal to the 1st day of the 2nd month after eligible child graduates.
64	87	VML Deferment	X		Deferment of placement on the VML	Date established by assignment OPR not to exceed 1 year
65	CS	Critical Skills Retention Bonus Reenlistment/Obligated Service		X	To control assignments for Enlisted Airmen in 1C2XX and 1T2XX career fields that are given a Critical Skills Retention bonus to reenlist or extend	Date of enlistment or extension
66	ET	365 Day Extended Deployment	X	X	Identifies Airman selected for or currently deployed on a 365-day extended deployment	RDD plus 365 days

NOTES:

1. Use this table in conjunction with paragraph 2.15.

a. See the Stabilized Tour Guide for a list of organizations authorized stabilized tours (organizational deferment), the length of the tour (deferment), and if the tour is designated a

minimum or maximum tour.
b. An AAC does not preclude a mandatory PCS (see Attachment 1 for definition of mandatory PCS), unless note 8 is indicated for that code.

2. Do not update for Airmen assigned OS.
3. Airman is not eligible to apply for the following self-initiated assignment programs until the deferment has expired: join-spouse, non-CONUS resident, to or from CONUS-isolated tour, COT, COT follow-on (see paragraph 2.40.3.13.), and (enlisted only) BOP, and VSBAP. An Airman who had an action approved under one of these programs before being placed in a code making them ineligible may retain the previously approved action if expiration of the ineligibility condition is before the departure date/ DEROS. An RNLTD will not be changed for the sole purpose of allowing an Airman's deferment to expire before the departure date/DEROS.
4. Does not apply to CMSgts. Do not update unless specifically authorized by AF/DPE
5. If the enlisted Airman refuses to obtain retainability to fulfill the CDA commitment or ADSC for directed training with a PCS, then the Contact Center reclamas the assignment.
6. As determined by AFI 51-703, *Foreign Criminal Jurisdiction*
7. Do not involuntarily extend Airman's DEROS. Retain Airman in place, but allow DEROS to expire (unless a voluntary DEROS extension is requested and approved).
8. Includes mandatory PCS.
9. This provision for civil court is only when Airmen must appear as a material witness on behalf of any party in connection with judicial proceedings to which the United States is a party (includes hospital recovery claims).
10. Advise the assignment OPR with information addressee of HQ AFPC/DPAPP when placing the Airman in this code and PCS is mandatory.
11. Requires assignment OPR approval prior to update of this code on an individual. The assignment action reason (AAR) for a PCS or other similar approval (such as a letter/memo, assignment trailer remarks, approved application, PCS orders, and so on) may be used by MPS' as authority for update of an AAC.
12. Although every effort is made to ensure completion of the 2-year deferment, the deferment may end before the scheduled date in order to meet manning needs having a higher priority. HQ AFPC/ DPAA5 must approve all waivers of the date of availability for FY airman retraining program or First Sergeant retrainees. Waiver authority for NCOs retraining under FY enlisted Airman retraining program and subsequently selected for CMSgt is AF/DPE.
13. Applies only to officers assigned to joint activities who are assigned to formally designated JDA positions. Does not include officers assigned to joint activities in non-JDA positions.
14. Also use for officers assigned in the CONUS (only) to joint activities in non-JDA positions.
15. Enlisted Airmen receiving OTEIP pay may depart current OS location within the month and year of availability date shown.
16. Creech AFB AIP begins date arrived station for all Airmen, officer and enlisted regardless of AFSC, and stops the date Airman departs Creech AFB. All assigned Airmen will have AAC "AP" updated upon arrival for a period of 36 months. If assigned longer, AAC will be extended in 12 month increments.
24th STS AIP is for Enlisted Airman only assigned to the 24th STS. AAC "AP" will be updated to reflect date Airman entered into agreement plus 12 to 36 months as specified in agreement.

Table 2.2. Assignment Limitation Codes.

LINE	A	B	C	D	E
	Code	Title	Description (Applies to both officers and enlisted unless indicated otherwise)	Effective Date and Duration	Limitation on PCS Selection
1	A	Post Delivery Deferment or	Female Airman with newborn child (post delivery deferment)).	Date of child's birth plus 6 months	Eligible. Establish RNLTD consistent with expiration of limitation (see note 1). See paragraph 2.39.
2	B	SCI Access Position	Airman not qualified for assignment requiring SCI access.	Date of disqualification plus 5 years.	Eligible except to position requiring SCI access, or when RNLTD is after expiration of limitation.
3	C1 C2 C3	Medical Assignment Limitation	C1- Deployable/assignable to global DOD fixed installations with intrinsic medical treatment facilities (denoted by ALC "X") C2- Deployable/assignable to CONUS installations with intrinsic fixed MTFs (TRICARE network availability assumed) (denoted by ALC "Y" C3- Non-deployable/assignment limited to specific CONUS installations based on medical	Date authorized by HQ AFPC/DPAMM. See paragraph 2.17.	Airman may not PCS outside the limits set by their stratification unless waived by the authority specified in AFI 41-210.

			needs (denoted by ALC “C”		

4	D	Permissive Action Link (PAL) Duties	Previously assigned PAL duties.	Completion of PAL tour plus 2 years.	Ineligible for intracommand assignment or COT assignment to unit level in same theater.
5	E	Congressional Medal of Honor	Airman recommended for or awarded Medal of Honor	Date of award or recommendation; indefinite. See paragraph 3.12.	Not eligible for involuntary assignment to duties requiring participation in combat or assignment to a hostile fire or imminent danger area.
6	H	Driver Qualification	Airman cannot qualify to drive a government vehicle.	Date of disqualification; indefinite.	Eligible.
7	J	Sole Surviving Son or Daughter	Airman is sole surviving son or daughter (see Attachment 11).	Date of approved application; indefinite (officers); date of separation (enlisted); until member waives (officers or enlisted).	Eligible except for assignment to an area designated as a hostile fire area or any other assignment that would subject Airman to actual combat with an enemy.

8	K	Conscientious Objector	Pending separation as a Conscientious Objector, AFI 36-3204, AFI 36-3207 (officers), and AFI 36-3208 (enlisted).	Date of application not to exceed 3 months. HQ AFPC/ DPAPP may approve extensions.	Ineligible for assignment to combatant duties pending separation.
9	L	First-term Airman Declined to Obtain PCS Retainability CONUS-to-CONUS, CONUS-to-OS (also see ALC 8)	First-term airman selected for assignment refuses to obtain required retainability.	Date of separation of first enlistment.	Eligible for assignment for which he or she has retainability or when retainability is waived (see note 2).
10	M	Unauthorized Launch Studies Restrictions	Do not assign Airman to missile launch-related positions according to AFI 91-106	Date of identification; indefinite.	Eligible except for assignment to missile launch-related duty as outlined in AFI 91-106.
11	N	Enlisted Airman is Not Medically Qualified for Airborne Support Aircrew Duty ("X" Prefix position)	Enlisted Airman is not medically qualified for such flying status before placement on flying status (but qualified to remain on active duty for duty in AFSC, etc.)	Date enlisted Airman is found not medically qualified through period specified, but not more than 2 years. Repeat as required. See paragraph 2.59.	Eligible except for "X" prefix flying duty.
12	O	Enlisted Airman has Approved Reenlistment Bonus (see note 3)	Enlisted Airman reenlists and receives a reenlistment bonus.	Date of reenlistment for which bonus was paid plus term of years bonus is paid.	Eligible for any assignment in the bonus AFSC unless waived by HQ AFPC.

13	P	Defense Courier Service	Enlisted Airman served previous tour with the Courier Service and is therefore ineligible for another courier assignment.	Date tour completed; indefinite.	Eligible except for assignment to Defense Courier Service duty.
14	Q	Exceptional Family Member Program (EFMP)	Airman has a family member with a special need that meets DOD criteria for enrollment in the EFMP. See Attachment 25.	Date of identification; indefinite. May be deleted when the special need no longer exists (see note 4).	The base Special Needs Coordinator must review CONUS or OS assignment.
15	R	Peace Corps	Former member of Peace Corps. See paragraph 2.53.	Date of confirmation; indefinite.	Eligible except for assignment to duties in an intelligence capacity in any foreign country in which the member served in the Peace Corps.

16	S	Adoption Deferment	Airman (member of a military couple or single member sponsor) adoption deferment	Date child placed in Airman's home as part of official adoption process plus 6 months.	Eligible. Establish RNLTD consistent with expiration of limitation (see note 1). See paragraph 2.19.
17	T	Firearms/ Ammunition Disqualification	Airman not qualified to ship, transport, possess, or receive firearms or ammunition.	Date of confirmation; indefinite.	Eligible except for assignment to duties/ locations which require weapons/ ammunition possession or qualification.
18	U	Under Age 18	Enlisted Airmen under the age of 18 are not eligible to PCS to an OS location.	Date graduated from technical training until member reaches 18 years of age.	Ineligible to PCS to an overseas location, preventing Airman from inadvertently being assigned to a hostile fire/imminent danger pay zone IAW DOD child soldier guidance.
19	V	Postal Duties	Enlisted Airman not qualified for assignment to postal duties.	Date of disqualification; Indefinite.	Eligible except for assignment to postal position.

20	2	First-term Airman Declined to Obtain Retainability for Training	First-term airman selected for training refuses to obtain required retainability	Date of separation of first enlistment	Eligible for assignment for which he or she has retainability or when retainability is waived (see note 2).
21	4	Officers Awaiting PCS Training (APT) Program	Lt accessed and assigned to a duty station prior to initial skill training.		Eligible. Updated by HQ AFPC/ DPPAOS only.
22	5	PW or Evader, Southeast Asia (SEA)	Member is former PW or evader in SEA (see paragraph 2.43.).	Date of confirmation; indefinite.	Eligible except for assignment to an area that would subject member to capture by the same combatants or by nations sympathetic with their former captor.
23	6	Family Member Restriction (hostile fire area)	Deferred from involuntary assignment to a hostile fire area or imminent danger area (see Attachment 6)	Date of death of family member or date family member is determined disabled; indefinite	Not eligible for involuntary assignment to a hostile fire area.
24	7	PW or Evader, other than SEA	Airman is former PW, evader, or detainee, other than during WWII, Korea or SEA (see paragraph 2.43.).	Date of confirmation; indefinite.	Eligible except for assignment to an area that would subject member to capture by the same combatants

					or nations sympathetic with their former captor.
25	8	First-term airman with insufficient service retainability to complete the full required OS tour	First-term airman who arrives OS with insufficient service retainability to complete the required OS tour (including an extended long tour), who declines or is ineligible to obtain full retainability.	Date ineligibility determined, or date airman declines; expiration date is the projected tour completion date for the full prescribed OS tour (see note 5).	Enlisted Airman is ineligible for PCS selection, except when current OS tour is a short tour and airman has 7 months or more retainability after declination, then enlisted Airman is eligible for PCS to return to CONUS (see notes 2 and 5).

26	8	First-term airman declines to obtain retainability for PCS	First-term airman declines to obtain retainability for PCS (OS to CONUS or OS to OS) (also see ALC L and note 5).	Date enlisted Airman signs the AF From 964 declining to obtain PCS retainability; expiration date is DOS or reenlistment.	Enlisted Airman is ineligible for PCS selection, except when current OS tour is a short tour and airman has 7 months or more retainability after declination, then enlisted Airman is eligible for PCS to return to CONUS (see notes 2 and 5).
27	W	Limited Assignment Status	Airmen retained on active duty by direction of the Disability Evaluation System (DES)	Date of determination for an indefinite period of time	Not eligible for PCS.

NOTES:
1. For pregnancy, see paragraph 2.39. and AAC 81, table 2.1. For adoption, see paragraph 2.19.

2. Enlisted Airman is not eligible to apply for the following self-initiated assignment programs: join-spouse, base of preference (not in conjunction with reenlistment), to or from CONUS-isolated tour, VSBAP, COT, or COT follow-on (see paragraph 2.40.3.13.).

3. Includes Enlistment Bonus (EB), Broken Service Selective Reenlistment Bonus (BSSRB), or Selective Reenlistment Bonus (SRB).

4. MPS' update ALC "Q" only when instructed to do so by HQ AFPC/DPAPPH or upon written confirmation from the base Special Needs Coordinator that a member has a family member who meets DOD enrollment criteria for the EFMP. Delete the "Q" code only when instructed to do so by HQ AFPC/DPAPPH or upon written confirmation from the base Special Needs Coordinator that the special needs no longer exist.

5. A first-term airman, selected as a volunteer for an extended long OS tour can delay obtaining retainability for a portion of the extended OS tour until after arrival OS. See paragraph 2.29. and Table 2.7. for details. The Contact Center will input ALC 8 for approved delays with expiration date of the projected tour completion date for the full extended tour. The gaining OS MPS will verify the projected tour completion date and correct when necessary. Upon reenlistment, the

DEROS automatically changes to reflect completion of the full prescribed extended OS tour length.

Table 2.3. Time on Station Requirements.

RULE	A	B	C	D	E	F	G
	If the reason for PCS is (see note 1)	And the person is a Career Officer or Career Enlisted Airman	Or the person is a Non-career officer or First-Term enlisted Airman (FTA)	Then the minimum TOS (in months) for the PCS combination shown below is: CONUS -to- CONUS	CONUS -to- OS	OS -to- CONUS	OS -to- OS
1	operational	X		48	Not Applicable (N/A)	N/A	Completion of OS Tour
2			X	48 - FTA 36 - LTs			
3	rotational	X			24	Completion of OS Tour	
4			X		12		
5	Career Enlisted Airmen BOP (in-place or PCS)	X		48	N/A	N/A	N/A
6	FTA (in–place or PCS BOP in conjunction with reenlistment and CAREERS retraining)		X	12	N/A	N/A	N/A
7	FTA (in-place BOP only in conjunction with reenlistment)		X	No Minimum	N/A	N/A	N/A
8	Join-spouse	X	X	12	12	Completion of OS Tour	Completion of OS Tour
09	Humanitarian/Exceptional Family Member Program (EFMP)	X	X	No Minimum	Humanitarian-No minimum EFMP-N/A	No Minimum	No Minimum
10	To or From training, retraining or (officers only) education	X		No Minimum	N/A	N/A	N/A
			X				
11	PCS solely for training or educational purposes (PME i.e. AFIT, ACSC, etc)	X		24		N/A	N/A
			X		24		
12	Surplus as limited in note 3	X	X	No Minimum	N/A	N/A	N/A
13	Enlisted Airmen Only - VSBAP	X	X	48	N/A	N/A	N/A
14	Enlisted Airmen Only- VSBAP In-Place	X	X	No Minimum	N/A	N/A	N/A
15	From CONUS-Isolated station	X	X	See note 4	See note 4	N/A	N/A
16	Threatened Persons Assignment (TPA)	X	X	No Minimum	No Minimum	No Minimum	No Minimum

17	A direct result of a major weapons change (for example F-15 to F-22)	X	X	No Minimum	N/A	N/A	N/A
18	Under authority of a DOD directive or statute that prescribes a different period	X	X	As specified	As specified	As specified	As specified

19	Disqualified for continued duty as limited in note 5	X	X	No Minimum	N/A	No Minimum	No Minimum
20	Upon release from a hospital patient squadron as a patient or release from confinement as a prisoner	X	X	No Minimum	No Minimum		
21	An officer (only) in a professional skill, such as doctor or lawyer, serving an assignment designated by the Secretary of the Air Force, for the purpose of validating professional credentials or developing expertise in selected specialized skills before assigning to independent duty without supervision	X	X	No Minimum	N/A	N/A	N/A

NOTES:

1. Use this table in conjunction with paragraph 2.25. Do not use this as a stand-alone table.

2. See Attachment 1 for definition of non-career officer and first-term airman (FTA). The minimum TOS for a non-career officer or FTA is based on the specific reason for PCS shown in column A, and not on the fact a member is a non-career officer or FTA.

3. May be used only when the reason for surplus is one of those reasons listed in paragraph 2.47. If an Airman is surplus for a reason other than those listed, then an exception must be requested according to paragraph 1.5. (to include a waiver of TOS). Also see rule 24.

4. Airmen accompanied by dependents require 24 months TOS before PCS. Single or unaccompanied people require 15 months TOS before PCS. These are minimum requirements; people may remain assigned longer.

5. Applies only to members disqualified for duty due to loss of AFSC, security clearance or access to SCI, professional certification, nuclear certification or medical qualification, or relief from duty for cause and where no vacant position exists at the same duty station in which members may serve pending requalification.

Table 2.4. Determining PCS Departure Dates.

RULE	A	B	C
	If PCS is	Then the PCS departure date is determined IAW paragraph 2.26 and	And the RNLTD is determined IAW paragraph 2.27 and is
1	CONUS to OS	The commander and member	The last day of the requirement month, or as directed by the assignment OPR
2	COT	The commander and member and departure must be within the DEROS month	
3	OS to CONUS		The DEROS plus 45 calendar days, or as directed by the assignment OPR
4	CONUS to CONUS (unless rule 5,6, or 7 applies)	The commander and member	The last day of the requirement month, or as directed by the assignment OPR.
5	From training or education	The commander and the graduation date (see note)	45 calendar days after the graduation date; or may be the actual departure date plus actual leave and travel time authorized (see note).
6	To training or education	The commander and member, and if current assignment is OS, departure must be within DEROS month	1 day before the class starting date, or as required by the Air Force Education and Training Course Announcements (ETCA)
7	Due to base or unit deactivation or closure (CONUS-to-CONUS, OS-to-OS only); (for CONUS-to-OS, use rule 1; for OS to CONUS, use rule 3)	By the commander based on mission requirements and, as an exception, the departure date may exceed 60 days before RNLTD without approval of the assignment OPR	As directed by the assignment OPR.
8	From a JDA tour (officer only)	Departure before expiration of AAC 46 is not authorized except per paragraph 2.15.	

NOTE: For students, the RNLTD shown in member's PCS orders may be earlier but not later than the RNLTD shown in the PDS. The RNLTD in the orders is the graduation date plus actual number of days leave desired plus travel time. A formal change of RNLTD shown in the PDS to agree with the orders is not required. When the PCS is OS, the member's port call will not be earlier than the RNLTD month shown in PCS orders, but may be earlier than the RNLTD reflected in the PDS. Under such circumstances, reporting OS prior to the RNLTD month shown in the PDS will not result in a Category 1 PCS Processing Discrepancy.

Table 2.5. PCS Retainability Requirements.

RULE	A If PCS is	B And	C Then the minimum service retainability is (see notes 1 and 2)
1	Any	The member is ineligible to obtain retainability, declines to obtain retainability, or exercises 7-day option	As directed by the assignment OPR
2	CONUS to CONUS (including in-place actions for enlisted)	Rule 3,4,or 5 does not apply	24 months
3		AFSC is changing as a result of change of DAFSC (officer) or retraining (First Term Airmen)	12 months
4		Is approved in advance as a low-cost PCS	Not applicable
5		Is a humanitarian PCS, upon completion of hospitalization in PCS status, or upon release from confinement	24 months (see note 7)
6	CONUS to OS		The unaccompanied tour length (see JFTR, Appendix Q) and meet the separation and retirement date minimums
7	OS to OS (including in-place consecutive OS tour (IPCOT)		
8		Is approved in advance as a low-cost PCS	Not applicable
9	OS to CONUS	Is a VSBAP (enlisted only)	24 months
10		An accompanied tour is authorized according to the JFTR, Appendix Q, regardless if serving an accompanied or unaccompanied tour, *EXCEPT* use Rule 11 if serving an unaccompanied tour at a location managed by a CSPL	12 months (see note 3)
11		An accompanied tour is not authorized according to JFTR, Appendix Q, or if serving an unaccompanied tour at a location managed	12 months (see notes 4,5, and 6)

		by a CSPL	

RULE	A	B	C
	If PCS is	And	Then the minimum service retainability is (see notes 1 and 2)
12	To a stabilized tour		For officers, the length of the stabilized tour; and for enlisted, the normal PCS retainability unless the assignment OPR specifies a longer period

NOTES:
1. Use this table in conjunction with paragraph 2.29. When PCS is to an OS location, see Table 2.6.
2. Certain assignments require service retainability greater than the minimum. When applicable, assignment OPRs state the retainability required in assignment remarks, additional assignment instructions, or a PPC.
3. When the Airman is ineligible to obtain 12 months retainability (***for example***, an officer has an established DOS or retirement date, an airmen is HYT restricted, or is ineligible due to quality control or some other reason) or declines to obtain the retainability (***for example***, an enlisted Airman signs a declination statement, or an officer elects to 7-day opt or when serving on an SPTC declines to do an additional SPTC), the DEROS is extended to equal the DOS/retirement date. Normally this involuntary OS tour extension will be accomplished automatically by the PDS.
4. When an Airman is ineligible or declines to obtain 12 months retainability (see note 3 above), and has less than 7 months from DEROS to DOS/retirement date, the DEROS is extended to equal DOS/retirement date. When an Airman who is ineligible or declines to obtain 12 months retain-ability has at least 7 months from DEROS to DOS, assignment OPRs provide an assignment (as an exception to the requirement that members have 12 months service retainability).
5. An Airman eligible to obtain 12 months retainability must do so. Airmen may not extend or agree to obligated service just long enough to qualify for the 7 month retainability exception in note 4. ***For example***: An officer with an indefinite DOS will incur a 12 month ADSC upon PCS. He/she may not agree to incur only a 7 month PCS ADSC. An enlisted Airman eligible to extend to meet the full 12 month retainability requirement must do so. He/she cannot extend just enough to be eligible for the 7 month exception.

6. An Airman who cannot obtain the full 12 months retainability, but can obtain at least 7 (or more) months retainability, must obtain the maximum retainability for which they are eligible before they can receive an assignment under the 7 month retainability exception. ***For example***: An enlisted Airman with 5 months service retainability from DEROS to DOS who is eligible to extend for only an additional 5 months (their maximum allowable), must extend the full 5 months (total 10 months retainability), or decline in writing. The enlisted Airman will not be permitted to extend just 2 months to be eligible for PCS under the 7 month retainability exception.

7. Minimum retainability requirement is 6 months. However, the expectation that Airmen will obtain up to 24 months retainability, if otherwise eligible, remains. If member cannot obtain 24 months retainability, 6 months is the minimum retainability required in conjunction with a PCS.

Table 2.6. Separation and Retirement Date Minimums for OS PCS Selection.

RULE	A If the Airman is	B And the OS tour is	C And the status is volunteer	D Or the status is non-volunteer	E Then, the person is eligible for selection if the (see notes 1 and 2)
1	An officer	Short dependent restricted (when the officer *is not* being assigned to a CSPL)		X	*mandatory* DOS or *mandatory* retirement date is the projected DEROS plus 7 months or more.
2			X		*mandatory* DOS or *mandatory* retirement date is equal to or greater than the projected DEROS
3		Short, not dependent restricted (includes when the officer *is* being assigned to a CSPL position)		X	*mandatory* DOS or *mandatory* retirement date is not less than projected DEROS for the accompanied tour length plus 12 months or more
4		Standard long			
5	A Career enlisted Airman	Short dependent restricted (when the enlisted Airman *is not* being assigned to a CSPL position.)	X	X	HYT is equal to projected DEROS, or HYT must be 7 months or more after projected DEROS (see note 4).
6		Short, not dependent restricted (includes when the airman *is* being assigned to a CSPL position).			HYT is equal to or greater than projected DEROS for the accompanied tour (24/12 tours), or the unaccompanied tour plus 12 months (24/15 tours), or more (see note 5)
7		Standard long			HYT is equal to or greater than projected DEROS for the accompanied tour (see note 6)
8		Extended long		N/A	

RULE	A If the Airman is	B And the OS tour is	C And the status is volunteer	D Or the status is non-volunteer	E Then, the person is eligible for selection if the (see notes 1 and 2)
9	A first-term enlisted Airman (see note 7)	Short dependent restricted (when the airman *is not* being assigned to a CSPL position).		X	Initial ETS is equal to projected DEROS, or initial ETS must be 7 or more months after projected DEROS (see notes 8 and 9)
10			X		Maximum obtainable DOS (extension of initial enlistment of up to 23 months) is equal to projected DEROS or 7 months or more after projected DEROS
11		Short, not dependent restricted (includes when the airman is being assigned to a CSPL position)		X	Initial ETS is equal or greater than projected DEROS for the unaccompanied tour length (see note 8)
12			X		Maximum obtainable DOS (extension of initial enlistment up to 23 months) is equal or greater than projected DEROS for the unaccompanied tour length
13		Standard long		X	Initial ETS is equal or greater than projected DEROS for the unaccompanied tour length (see note 8)
14			X		Maximum obtainable DOS (extension of initial enlistment up to 23 months) is equal or greater than the accompanied tour length. (see note 10)
15		Extended long	X	N/A	

NOTES:

1. Use this table in conjunction with paragraph 2.29. and Table 2.5.
2. Assignment OPRs will obtain waivers of this requirement from HQ AFPC/DPA for Lt Cols and below or from AF/DPO colonel and selectees.

3. For officers, as an exception, select a volunteer if he or she provides a written statement indicating understanding that their DEROS will be involuntarily extended to match their mandatory DOS or mandatory retirement date. In this case, they will separate or retire upon completion of the involuntarily extended OS tour.

4. Career enlisted Airmen, regardless of volunteer status, are ineligible for PCS selection if upon completion of an unaccompanied short tour, they will be subject to involuntary DEROS extension due to HYT restriction. HQ AFPC/DPA is the waiver authority for PCS selection.

5. Career enlisted Airmen, regardless of volunteer status, marital status or whether or not the enlisted Airman has dependents, must have or be eligible to obtain retainability indicated to be eligible for selection. HQ AFPC/DPA is the waiver authority. The intent of a retainability requirement beyond completion of the unaccompanied OS tour length is: either to ensure the enlisted Airman can obtain the required retainability to receive a CONUS PCS after an unaccompanied OS tour and preclude involuntary extension of an unaccompanied tour due to lack of PCS retainability, or to ensure adequate retainability to allow election of an accompanied tour. The retainability requirement beyond tour completion is not intended to preclude an involuntary DEROS extension due to lack of PCS retainability for enlisted Airmen who are serving an accompanied tour. The accompanied tour length is not always 12 months more than the unaccompanied tour (e.g. 24/15 month tours), so eligibility for selection uses the accompanied tour length for 24/ 12 tours, OR the unaccompanied tour length plus 12 months for 24/15 tours. ***For example***, for a 24/15 tour, the accompanied tour is 9 months longer than the unaccompanied tour, but CONUS PCS retainability required is 12 months. Therefore, in order to be eligible for selection without knowing which tour a person will elect, they must have or be able to obtain 27 months total retain-ability.

6. Career enlisted Airmen, regardless of volunteer status, marital status or whether or not the enlisted Airman has dependents, must have or be eligible to obtain retainability indicated to be eligible for selection. HQ AFPC/DPA is the waiver authority.

7. Consider a first-term airman with an approved Career Job Reservation (CJR) as a career enlisted Airman for retainability for OS PCS selection.

8. Initial ETS is the completion of the enlisted Airman's initial enlistment with no extensions.

9. HQ AFPC/DPA must approve selection for PCS of an enlisted Airman when, upon completion of an unaccompanied OS short tour the enlisted Airman would have less than 7 months PCS retainability.

10. Airmen must be able to obtain retainability, regardless of marital status or whether or not Airmen have dependents, to allow Airmen to elect the accompanied tour length or to request command sponsorship if they acquire dependents.

Table 2.7. Enlisted Airman Retainability Suspense Delay.

RULE	A	B
	If an enlisted Airman requests a delay in obtaining retainability and the reason is:	Then, the MPS commander or designated section chief(s) may grant an extension of suspense to (see notes 1, 2 and 3):
1	To reduce obligated service which would be deducted from a Selective Reenlistment Bonus (SRB)	Not later than the 25th day of the 8th month before DEROS for enlisted Airman assigned OS who will not serve an IPCOT, or not later than 15 calendar days before enlisted Airman departs on PCS or enters an IPCOT, or the last day of SRB eligibility, whichever is earlier (see note 4).
2	For quality control reasons (see note 5)	not later than 15 calendar days after the enlisted Airman becomes eligible for PCS but not later than 60 days prior to the PDD, or the effective date of an IPCOT, whichever is earlier.
3	for a first-term airman with CAREERS retraining	the date of award of the 3-skill level (see note 6).
4	the enlisted Airman is on TDY or leave	not later than 15 calendar days after return to their permanent duty station (for TDY of more than 60 days, forward documents and require the airman to obtain retainability at the TDY location).
5	for an extended long OS tour (first-term airman only)	allow retainability for a portion of the extended tour (only) to be obtained after arrival OS (see note 7).
6	sell leave in conjunction with reenlistment (career enlisted Airmen only)	90 days before ETS but not later than 120 calendar days before RNLTD or effective date of IPCOT, whichever is earlier.
7	to apply for voluntary retirement which coincides with the airman's current DEROS (see note 8)	not later than the 25th day of the 8th month before current DEROS or not later than 15 days after denial of the request, whichever is earlier.

NOTES:

1. Use this table in conjunction with paragraph 2.29.6.8.
2. Do not grant a delay:

a. Beyond the date an enlisted Airman desires to use allowances;
b. For enlisted Airmen permanently ineligible to obtain full retainability;
c. For circumstances not shown above (***for example***, airmen who are HYT restricted, etc.).

3. Enlisted Airmen assigned OS must have or obtain at least 12 months retainability within 30

days of receipt of their DEROS Option and Forecast Notification RIP. Delays to this requirement will not be considered unless rule 1 or 7 applies (see notes 4 and 8). A delay may be granted in obtaining full COT or IPCOT retainability only for one of the reasons shown in the table.

4. A delay may be granted to reduce SRB impact, but it may not be possible within the parameters authorized for delays to eliminate impact entirely. See AFI 36-2606 when assignment is in an additionally awarded SRB AFSC and the enlisted Airman desires to reenlist in the SRB AFSC for PCS retainability.

5. A delay for quality control reasons can only be granted if the enlisted Airman already had an assignment prior to the quality control conditions.

6. Enlisted Airmen assigned OS must have or obtain at least 12 months retainability within 30 days of receipt of their DEROS Option and Forecast Notification RIP. Delays to this requirement will not be considered. Enlisted Airmen must extend their enlistment the maximum of 23 months if they either cannot reenlist in their present AFSC or desire to reenlist in their retraining AFSC (which is an SRB skill). For reenlistment at an en route TDY training site, the losing unit commander must obtain concurrence of the TDY unit commander to reenlist the enlisted Airman at the training site (last training site when there are more than one). Do not permit departure from the last training site without the full prescribed PCS retainability. If an enlisted Airman does not reenlist upon completion of a training course, hold the enlisted Airman at the training site and notify the assignment OPR responsible for the training into AFSC, HQ AFPC/DPAPP, and the losing MPS within 3 calendar days after course completion and provide a report of the circumstances. Disposition instructions will be provided by the assignment OPR within 5 calendar days.

7. Grant first-term airman ineligible to reenlist because of insufficient time in service to request a CJR, a delay to obtain retainability for a portion of the ELT length. At the time of initial PCS notification, he or she must extend the maximum of 23 months and, having extended, must then have at least the required service retainability to serve the minimum prescribed DOD standard tour length (see the JFTR Appendix Q). The AF Form 899, *Request and Authorization for Permanent Change of Station - Military*, which directs reassignment of Airmen selected under this program, must reflect both the correct total number of months the airman will serve as an extended long tour volunteer, and the fact that the airman was selected as an extended tour volunteer. ***For example***, an airman selected as an extended long tour volunteer for reassignment to Ramstein, Germany, who elects the accompanied tour, is required to serve a total of 48 months. Even though the JFTR, Appendix Q reflects a tour length of 36 months for an accompanied tour to Germany, the correct entry for item 11 (Tour length, total number of months) of the AF Form 899 is "48." In addition, item 12, (Extended long tour volunteer) should reflect an "X" each time the assignment action reason is "AO, extended long tour volunteer." This is important as the gaining MPS uses the AF Form 899 as the source document to award initial DEROS (standard (accompanied or unaccompanied) tour length plus 12 months). Also include the following statement in item 24 (Remarks) of the AF Form 899 "Approval granted to delay obtaining (indicate number) months service retainability for a portion of the extended (indicate accompanied or unaccompanied) tour according to AFI 36-2110, paragraph 2.29." Upon approval of the delay, the MPS updates ALC "8" with an expiration date equal to the projected tour completion date for the full prescribed tour. The gaining MPS verifies this update upon the airman's arrival and corrects as necessary. When the airman's DOS is updated as a result of reenlistment, the DEROS automatically changes to reflect the full prescribed extended

tour length.
8. Airman's request for voluntary retirement should be submitted within 30 days of DEROS forecast. The MPS does not need to report delays approved under this rule as they will not purge until the airman is within 8 months of current DEROS. Once an airman has an ASD any retirement request must be submitted under 7-day option rules.

Table 2.8. Determining Assignment Selection Date (ASD).

RULE	A	B	C	D	E
	When a member is (see note 1)	And is an officer	Or, is an enlisted Airman	Then, the ASD is (see note 2)	And the date is
1	selected by name by the assignment OPR and a prior ASD has not been established per rules 2, 3 or 4	X	X (see note 3)	established by the assignment OPR (see note 4)	when a name selection is made to fill a specific requirement (see note 5).
2	scheduled to complete an OS tour or CONUS maximum stabilized tour			automatic (see note 4)	the last day of the 10th calendar month before the DEROS or maximum tour availability month (see note 5).
3			X		the 25th day of the 8th month before the DEROS or maximum tour availability month
4	vulnerable for PCS selection	X		established by the assignment OPR (see note 4)	approximately 8 to 10 months prior to projected PCS selection (see note 5).
5	identified by the MAJCOM or lower level	X		the date a name was applied to the requirement	approved by the assignment OPR, or the assignment OPR may specify a different date.

RULE	A	B	C	D	E
	When a member is (see note 1)	And is an officer	Or, is an enlisted Airman	Then, the ASD is (see note 2)	And the date is
6	nominated for possible reassignment	X	X	the date a name was applied to the requirement	approved by the assignment OPR, or the assignment OPR may specify a different date
7	selected for a training or education course	X	X		as determined by the event selection authority.
8	assigned to a unit which is moving or deactivating; a base which is closing; or unit/base undergoing other realignment action			established by the assignment OPR	as directed by HQ US AF or as authorized by HQ AFPC/DPA PP (officers) o r H Q AFPC/DPAAS1 (enlisted).
9	reported as available for reassignment			established by the MAJCOM	approved by the assignment OPR, or the assignment OPR may specify a different date.

NOTES:

1. This table must be used in conjunction with paragraphs 2.30. and 2.31. Besides PCS selection by the assignment OPR, this rule includes selection by the selection authority for training (whether or not listed in the Air Education and Training Course Announcement (ETCA) located at (http://etca.randolph.af.mil) or an education course, whether the Airman attends training or education course in PCS or TDY status (including TDY on the same base).

2. AF/DPG, AF/DPO-or HQ AFPC/DPAPP may authorize the use of an ASD other than as shown (***for example***, a permanent change of assignment (PCA) on the same station). AF/DPG establishes the ASD for general officers (including brigadier general selectees), and AF/DPO establishes the ASD for colonels (including colonel selectees).

3. For enlisted Airmen retraining, the ASD is the date of the letter from HQ AFPC which

approves or directs retraining.
4. When the ASD is based on a schedule (officers and enlisted) or vulnerability for PCS selection (officers only),that is an Airman's official ASD for their next assignment. As of the ASD and thereafter, 7-day option provisions apply to the date of separation or retirement a member can request as described in paragraph 2.30., however, Airmen are not required to apply for separation or retirement within 7 days of being notified of the establishment of an ASD. The 7 day suspense requirement applies later when the Airman is officially notified of actual PCS selection with end location, RNLTD, and so on. When the ASD is established based on a schedule or vulnerability for PCS selection, then the ASD which appears in an assignment transaction received through the PDS is the date the assignment OPR updated the PDS with the end assignment information. An automatic ASD is not established for an officer or enlisted Airman based on scheduled completion of a CONUS minimum stabilized tour.

5. For officers, the ASD is the date an officer is selected by name for assignment by the assignment OPR; OR the ASD is the date the assignment process begins in order to reassign an officer on a scheduled future date (such as upon DEROS, tour completion date from a CONUS maximum stabilized tour, the date a member will become surplus, and so on); OR, the date an officer is identified by the assignment OPR as vulnerable for PCS selection.

6. The 7-day option period per paragraph 2.30. begins when officially notified of selection with end assignment location and counseled on the ADSC incurred.

7. Enlisted Airmen nominated do not have to exercise the 7-day option or decline to obtain service retainability until the assignment OPR determines them to be a firm selectee and they are officially notified of selection. After final selection of nominees, the ASDs of nominees not selected will be canceled.

Table 2.9. Seven-Day Option Separation and Retirement Dates.

RULE	A	B	C	D	E	F
	If the member is (see note 1)	And is a	And has 19 yrs TAFMS or more as of the event notification date (mo/yr)	Or does not have 19 yrs TAFMS or more as of the event notification date (mo/yr)	And has	Then, (if serving OS, or on a CONUS maximum stabilized tour, see paragraph 2.30) if serving in the CONUS, the
1	An officer officially notified of selection for PCS, formal education or training, or who has an ASD but has not been notified of actual PCS selection (seen note 2)	Colonel, including colonel selectee (see note 3)	X		No ADSC, or an ADSC that expires within 3 months after the event notification date (mo/yr)	Officer may request a retirement date which is not later than the first day of the fourth month after the event notification date (mo/yr), however, the actual retirement date approved will be based on the needs of the AF
2				X		Officer may request a separation date which is not later than the first day of the fourth month after the event notification date (mo/yr), however, the actual separation date approved will be based on the needs of the AF.
3			X		An ADSC that expires more than 3 months after the even notification date (mo/yr)	Officer is not eligible to request retirement or separation under 7-day option provisions
4	An officer that has an ASD but *has not* been officially notified of actual PCS selection	Lieutenant Colonel or below	X		No ADSC, or an ADSC that expires within 12 months after the ASD (mo/yr)	Officer may request a retirement date which is not later than the first day of the twelfth month after ASD establishment (mo/yr), however, the

						actual retirement date approved will be based on the needs of the AF.
5	An officer officially notified of selection for PCS, formal education or training		X		No ADSC, or an ADSC that expires within 12 months after the event notification date (mo/yr)	Officer may request a retirement date which is not later than the first day of the seventh month after event notification date (mo/yr) (refer to paragraph 2.30), or the first day of the month upon completion of 20 years TAFMS, *or completion of ADSC,* whichever is latest. (The actual retirement date approved will be based on the needs of the AF).
6	An officer officially notified of selection for PCS, formal education or training, or who has an ASD but has not been notified of actual PCS selection (see note 2)		X		An existing ADSC that expires after the ADSC that will be incurred from event for which selected	Officer is not eligible to request retirement or separation under 7-day option provisions.
7	An officer officially notified of selection formal education or training, or who has an ASD but **has not been officially notified** of	Lieutenant Colonel or below		X	No ADSC, or an ADSC that will not take them beyond 20 yrs TAFMS nor take them beyond the ADSC they would incur for event for which selected	Officer may request a separation date which is not later than the date they complete their longest ADSC, or if no ADSC, the first day of the twelfth month following event notification, however, the actual separation date

	actual PCS selection (see note 2)					approved will be based on the needs of the AF.
8	An officer **officially notified** of PCS selection			X		Officer may request a separation date which is not later than the date they complete their longest ADSC, or if no ADSC, the first day of the seventh month following even notification, however, the actual separation date approved will be based on the needs of the AF
9	An officer officially notified of selection for PCS, formal education or training, or who has an ASD but has not been officially notified of actual PCS selection (see note 2)			X	No ADSC, but the ADSC that officer will incur from the event for which selected will take officer beyond 20 yrs TAFMS	Officer may apply for retirement which is not later than the first day of the month following the month in which they reach 20 years TAFMS
10	An airman officially notified of selection for PCS, TDY, or training, or who has an ASD but has not been notified of actual PCS selection (see note 2)	Chief Master Sergeant or below	X		The required retainability and no ADSC, or an ADSC that expires within 6 months after the even notification date (mo/yr)	Enlisted Airman may request a retirement date which is not later than the first day of the seventh month after the event notification date (mo/yr) and refer to paragraph 2.30. for additional options and actions required. (See note 4)
11	An airman officially notified of	Chief Master Sergeant or below	X		The required retainability and no ADSC, or an ADSC	Enlisted Airman may request a retirement date which is not

	selection for PCS, TDY, or training, or who has an ASD but has not been notified of actual PCS selection (see note 2)				that expires within 6 months after the even notification date (mo/yr)	later than the first day of the seventh month after the event notification date (mo/yr) and refer to paragraph 2.30. for additional options and actions required. (See note 4)
12	An airman officially notified of selection for PCS, TDY, or training, or who has an ASD but has not been notified of actual PCS selection (see note 2)	Chief Master Sergeant or below	X		Insufficient retainability and refuses to obtain it and no ADSC, or an ADSC that expires within 6 months after the event notification date (mo/yr)	Enlisted Airman may request a retirement date which is not later than the first day of the seventh month after the event notification date (mo/yr) and refer to paragraph 2.30 for additional options and actions required, or may decline to obtain PCS retainability as outlined in paragraph 2.29
13				X	The required retainability	Enlisted Airmen are not eligible to request retirement or separation under 7-day option provisions
14	An airman officially notified of selection for PCS, TDY, or training, or who has an ASD but has not been notified of actual PCS selection (see note 2)			X	Insufficient retainability and refuses to obtain it	Enlisted Airmen are not eligible to request retirement or separation under 7-day option provisions, but may decline to obtain retainability as outlined in paragraph 2.29

NOTES:

1. Use this table in conjunction with paragraph 2.30.; do not use this table alone to determine eligibility or effective dates and do not use column F for separation or retirement dates Airmen may request if they are serving OS or on a CONUS maximum stabilized tour. Also see paragraph 2.29. and AFI 36-3203 for officer and enlisted Airmen retirements, and AFI 36-3207 for officer separations.

2. Establishment of an ASD is addressed in paragraph 2.31. and Table 2.8. During the time between establishment of an ASD and notification of actual PCS selection (with an end location, etc.), if an Airman requests separation or retirement, the request must be according to 7-day option provisions except it does not have to be submitted within 7 calendar days of being notified of establishment of an ASD.

3. If a colonel or colonel selectee will not reach 20 years TAFMS as of the first day of the fourth month following event notification (mo/yr) the officer may request an exception to policy from AFCMO to permit retirement on a later date.

4. If Airman has an ADSC beyond 6 months and has retainability, Airman must go on assignment, they are *ineligible* to decline. If Airman has ADSC beyond 6 months and does not have full retainability, they are ineligible to 7-day opt but must decline retainability as outlined in paragraph 2.29

Table 2.10. Officer Mandatory Utilization Requirements.

RULE	A If the officer (see note 1)	B Then utilization is (see note 1)	C And the utilization field or AFS is (see note 1)
1	is a 2Lt accession (not scheduled for undergraduate pilot or navigator training)	in the AFS in which accessed for 4 years from date of entry on active duty	determined by HQ AFPC/ DPPAO.
2	graduates from USAF Test Pilot School	3 years, effective the day after graduation	determined by assignment OPR
3	is in the 13BX career field and completes MAJCOM specialized training leading to fully qualified AFS	2 years, effective the day after completion of training	13BX.
4	is a rated officer completing formal flying training	2 years, effective the day after completion of training (see note 2)	in aircraft for which the officer trained or as directed by HQ AFPC/DPAO.
5	completes formal or special technical training	equal to ADSC incurred under AFI 36-2107 but not exceed 4 years, effective the day after completion of training (see note 3)	the AFS for which the officer trained.
6	graduates from the AFIT education program (including Airmen Education and Commissioning Program (AECP), except Minute Man Education Program after 1 Feb 80)	3 years effective the day after completion of the education program. For AECP, 3 years, effective on EAD date	the same as held while assigned to AFIT, and the assignment OPR will assign the member to an Advance Academic Degree (AAD) position per paragraph 2.3.5 (does not apply to AECP).
7	must remain in a specific AFS for other reasons approved by the assignment OPR.	Period determined by the assignment OPR	determined by the assignment OPR.

NOTES:

1. Use this table in conjunction with paragraph 2.60. The mandatory utilization requirements apply whether or not the PDS reflects the requirement. Submit requests for exception to the

assignment OPR.
2. ***EXCEPTION***: USAF Weapons Instructor Course is 3 years.
3. ***EXCEPTION***: Department of Defense Equal Opportunity Management Course is 2 years.

Chapter 3

OVERSEA (OS) DUTY

3.1. General Information. This chapter supplements the general policies and procedures prescribed elsewhere in this instruction and contains guidance applicable to OS tour lengths, selection of Airmen for OS PCS, certain actions required as a result of OS PCS selection, management of personnel while assigned OS, and actions in conjunction with OS tour completion.

3.2. OS Tour Lengths. OS tour lengths prescribed by DOD are normally based on quality of life conditions with long tour locations usually comparing favorably to U.S. standards. Normally all Airmen assigned to a location serve the prescribed tour length, regardless of the military Service in which they serve. However, there are exceptions and most of these are shown below or are listed by location in the JFTR, Appendix Q. Also, OS tour lengths Airmen serve can be affected by choices Airmen are authorized to make as outlined elsewhere in this instruction (***for example***, as shown in Attachment 21). Airmen performing duty at a permanent duty station which has a different tour length than that of their parent organization or a different tour length than the location of the manpower authorization to which assigned (see paragraph 1.1.3. for additional guidance), will serve the tour length applicable to their permanent duty station. Per Congressional guidance, the standard tour length for Airmen stationed outside the CONUS shall be 36 months accompanied and 24 months unaccompanied (except for Alaska and Hawaii), unless the AF provides conclusive evidence to the DOD that tours at specific locations should be shorter because of the lack of support facilities. The tour length (for assignment planning purposes) is 36 months accompanied and 24 months unaccompanied if the JFTR, Appendix Q does not specify a tour length for a location. Accompanied by dependent tours and command sponsorship of dependents are permitted only when government family quarters or government approved family quarters and support facilities are available to the individual. When a tour length of less than 36/24 is requested, before selection of Airmen for PCS, the tour length must be approved by DOD according to paragraph 3.2.1. below, or by SAF when the guidance in paragraph 3.2.3. applies.

3.2.1. Request to Establish or Change OS Tour Lengths. The DOD is the approval authority for establishment of, or changes to, OS tour lengths, except those described in paragraph 3.2.3. Requests to establish a tour length or change to the DOD prescribed tour lengths reflected in the JFTR, Appendix Q require the coordination of the Services affected and are submitted by the Unified Commander concerned, through the Chairman of the Joint Chiefs of Staff, to the Under Secretary of Defense (Personnel and Readiness), for final decision. DODD 1315.18 contains specific site survey data and other information required as justification for the requested tour length. Tour lengths based on factors other than quality of life conditions must be requested as an exception according to paragraph 3.2.2. and approved by DOD.

3.2.1.1. Whenever possible, the effective date of a change of OS tour length should be far enough in advance (approximately 12 months or more) that the fewest number of Airmen projected for assignment are affected, or a sufficient amount of time exists to cancel Airmen selected for PCS and reselect, if appropriate, without undue hardship to members or waste of PCS funds. This is very important when the OS PCS selection criteria changes from long to short, or vice versa. Because of commitments to follow-on assignments, etc., it may not be

possible in all cases to preclude any impact on Airmen who are projected for assignment. Similarly, whenever possible, a tour length change should exclude those Airmen currently assigned unless it is clearly appropriate to include them. Establishing a tour length change effective date which affects Airmen already selected for assignment or currently assigned can create turmoil, hardship, stress on families and members, and generate additional PCS costs.
3.2.1.2. When an OS tour length change requires an immediate or near-term effective date affecting Airmen projected with an assignment or currently assigned, specific guidance will be provided when the tour length change is announced.
3.2.2. Tour Length Exceptions. In some instances tour lengths are specified by DOD based on duty to be performed or category of personnel rather than being based on the normal tour length criteria which is quality of life conditions. Also, for some assignments, DOD has approved an AF request for exception to the normal prescribed tour length. The assignment instructions or other guidance will identify to the Contact Center the tour length to be served in conjunction with the assignment. When a tour length is based on criteria other than normal quality of life criteria (such as duty to be performed, category of personnel, or the tour length for AF personnel is an exception), such tours will not be prorated (also see paragraph 3.11.). Requests for tour length exceptions (those which are not based on quality of life conditions at a location, such as, for PME, formal education, in conjunction with training, a school, scholarship, fellowship or grant, and so on) may be submitted per paragraph 1.5. for consideration and approval by the appropriate level. Adequate time must be allowed to permit the exception request to be submitted to DOD for consideration. When it is known that the duration of an assignment will be less than the normal prescribed tour length for an OS location, then either a request for OS tour length exception must be requested and approved in advance, or curtailment of the tour length prescribed for the location must be requested and approved as an exception per paragraph 1.5. Documentation on approved OS tour length exceptions, including some circumstances not listed in this instruction, is maintained by HQ AFPC/DPAPP.
3.2.3. "AF Only" Tour Lengths. The SAF may establish the tour length for a location or country not listed in the JFTR, Appendix Q provided only AF Airmen (fewer than 25) are assigned and it does not involve introducing command-sponsored dependents into an area where dependents currently are not authorized. The documentation required in support of these requests is the same as that to establish or change a tour length as explained in paragraph 3.2.1., but does not require DOD approval.
3.2.4. Alaska and Hawaii Tour Lengths. Assignment to a major military installation in Alaska and Hawaii is, in many respects, similar to duty within the CONUS (customs, laws, language, etc.). However, some aspects are similar to duty OS, that is, geographically separated from the CONUS, Airmen receive OS allowances, and so on. For these reasons, personnel management for most locations in Alaska and Hawaii is a combination of both CONUS and OS policies and procedures. Unless the JFTR, Appendix Q indicates otherwise, both the accompanied and unaccompanied minimum tour lengths are 36 months. Airmen who desire to remain assigned beyond completion of the minimum tour may opt to keep their automatic indefinite DEROS (see paragraph 3.8.5.1.1.), request extension of tour, or an IPCOT.

3.2.5. Officer Joint Duty Assignment (JDA) OS Tour Length. See paragraph 2.15.7.3. To receive credit for completion of a JDA tour, the period of time an officer must serve OS may differ from the normal DOD prescribed tour length (tour length published on JDAL). A JDA tour is not subject to tour proration.

3.2.6. Air Liaison Officer (ALO) and Air Mobility Liaison Officer (AMLO) Duty Tour Length.
3.2.6.1. Officers assigned from the CONUS to OS for ALO/AMLO duty must serve a minimum of 24 months, accompanied or unaccompanied, at the ALO/AMLO location. Upon completion of the 24 month ALO/AMLO tour, officers may be reassigned on a COT to serve the full prescribed tour at the gaining location, for which they will receive COT leave travel allowances, or they may be reassigned to the CONUS. An ALO/AMLO tour is not subject to proration.
3.2.6.2. Officers reassigned intratheater to serve an ALO/AMLO tour serve a minimum of 18 months of a 36 month tour at the initial OS location. Then they must serve the remaining 18 months at the ALO/AMLO location. COT leave travel allowances are not authorized as this move is a continuation of OS tour. An ALO/AMLO tour is not subject to proration.
3.2.7. Contract Tours. Airmen assigned to locations where the tour length is specified by government-to-government contract will serve the specified contract tour. The fact that a foreign government may be reimbursing the US government for costs associated with a mission does not exempt the AF from complying with DOD and AF assignment policies. Contract tours will not be prorated.
3.2.8. Medical Service Officer Shortage Specialty Accompanied OS Tour Length. Two and three year obligated medical service officers serving in shortage specialties as determined by the SAF in consultation with the AF Surgeon General, are allowed to serve two year accompanied tours in long tour areas. Travel of dependents OS, shipment of HHG, etc., at government expense is contingent upon the officer meeting all other allowance criteria except the normal accompanied long tour retainability requirement.
3.2.9. Defense Attaché Tour Lengths. The Director, Defense Intelligence Agency (DIA), determines the tour lengths and whether the tours will be accompanied or unaccompanied for Airmen assigned to the Defense Attaché System. Assignment instructions will stipulate the tour length to be served. Attache tours are not subject to proration.
3.2.10. Command Sponsored Position List (CSPL) Tour Lengths. A command sponsored position is a position established as such because of a direct supporting role to the warfighter or life support mission essential to maintain the armistice and/or support the warfighter. These positions must require duties where continuity is essential to mission effectiveness. At locations where election of the accompanied by dependents tour is restricted by a CSPL, a limited number of Airmen selected to serve what is otherwise a dependent-restricted unaccompanied tour may be given the opportunity to elect an accompanied by dependents tour and receive command sponsorship of dependents. The criteria used to determine who may be authorized to elect an accompanied tour may vary. Not all Airmen are eligible to serve an accompanied tour in those locations where such tours are authorized. Eligibility is contingent upon Airman's actual duty assignment. Airmen identified to fill or offered a CSPL position, but who elect instead to serve the unaccompanied tour length, will not be required to serve the accompanied tour length and are considered to be serving a dependent-restricted unaccompanied tour.
3.2.11. Key Billet Tour Length. Certain manpower positions may be formally designated and approved as "key billets" in OS units or activities where the presence of the Airman is of such unusual responsibility that continued presence for at least 24 months is determined to be absolutely essential to the mission of the activity of the unit or to the US presence in that area. The key billet designation applies only to those OS locations where the accompanied tour is at least 24 months. Airmen filling key billets, whether accompanied or unaccompanied, will serve a 24 month tour. Key billet tours are not subject to proration.

3.2.11.1. Since it is mandatory that Airmen filling approved key billets serve the 24 month tour, requests for key billet designations must be submitted, in writing, by the requester through the unified commander (USPACOM, USCENTCOM, USCINCLANT, etc. when joint positions are involved), or for Service-specific positions through the parent MAJCOM to the approval authority with an information copy to HQ AF/A1PPA and HQ AFPC/DPAPP. The approval authority, as reflected in DODI 1315.18, shall be as follows:
3.2.11.1.1. The Joint Chiefs of Staff for the Joint Staff and other activities under its cognizance.
3.2.11.1.2. The PDUSD (P&R) for joint staffs and activities under OSD cognizance.
3.2.11.1.3. The Secretary concerned, when subparagraphs 3.2.11.1.1. or 3.2.11.1.2. do not apply.
3.2.11.2. Key billet requests must include:
3.2.11.2.1. Specific duty location, MAJCOM, AFSC, grade, duty title, and position number.
3.2.11.2.2. Position description and justification for a 24 month tour based on the unusual responsibility and need for continuity in the position.
3.2.11.2.3. Statement that government-furnished quarters are available for the member and that concurrent travel of dependents is authorized.
3.2.11.2.4. Statement that key billet is at a location where command sponsorship of family members is authorized.
3.2.11.3. Once the approval authority makes a decision, the requester, AF/A1PPA, and HQ AFPC/ DPAPP will be notified. The approval authority and HQ AFPC/DPAPP will maintain a master listing of all approved AF key billets. When a position no longer requires key billet designation or the designated position changes, the original requesting activity will notify HQ AFPC/DPAPP, in writing, so the master list can be kept current.
3.2.12. Designated Location Move (DLM) Tour Length. Airmen selected for assignment to a dependent restricted location who request and receive approval for a DLM according to AFI 36-3020, *Family Member Travel*, will serve an unaccompanied tour of 24 months when the OS country where the Airman will serve is the same as the native country of his or her spouse (see Table 3.5.). Airman will not receive short tour credit. A DLM tour is not subject to proration. For award of ODSD based on a 24 month unaccompanied DLM tour refer to Table 3.3.
3.2.13. (Enlisted Only) Extended Long OS Tour (ELT) Length. The AF extended long OS tour length is the prescribed long accompanied or unaccompanied tour shown in the JFTR, Appendix Q, plus 12 additional months. This voluntary program affords enlisted Airmen special assignment selection consideration ahead of volunteers for the DOD prescribed OS tour length according to the priorities shown in Table 3.2. ***For example***, an enlisted Airman with dependents who volunteers and is selected as an ELT volunteer for a location with a 36 month accompanied and 24 month unaccompanied tour length would be required to serve 48 months accompanied or 36 months unaccompanied. NOTE: This program does not apply to short tour locations, that is, the JFTR, Appendix Q lists the tour lengths as NA/12, 24/12, or 24/15. Enlisted Airmen who are selected for an ELT, but do not have, do not desire, or are ineligible to obtain retainability will not be permitted to retain an assignment and change to the standard tour length (accompanied or unaccompanied). Allowing such action would result in enlisted Airmen receiving special assignment selection priority without serving the longer tour. FTA who have extended their enlistment the maximum of 23 months may request a delay in obtaining the service retainability for a portion of the extended long OS tour if they have retainability for the prescribed standard (unaccompanied or accompanied) tour length, until arrival OS as outlined in paragraph 2.29. and Table 2.7. See paragraph 3.2.13.3. and Attachment 8 for ELT requirements in conjunction with join spouse assignment.

3.2.13.1. The AF Form 899 which directs reassignment of members selected under this program must reflect both the correct total number of months the member will serve as an extended long tour volunteer, and the fact that the member was selected as an extended tour volunteer. ***For example***, an Airman selected as an extended long tour volunteer for reassignment to Ramstein, Germany, who elects the accompanied tour, is required to serve a total of 48 months. Even though the JFTR, Appendix Q reflects a tour length of 36 months for an accompanied tour to Germany, the correct entry for item 11 (Tour length, total number of months) of the AF Form 899 is "48." In addition, item 12, (Extended long tour volunteer) should reflect an "X" each time the assignment action reason is "AO, extended tour volunteer." This is important as the gaining MPS uses the AF Form 899 as the source document to award initial DEROS (standard accompanied or unaccompanied tour length plus 12 months). See AFI 36-2102 for further guidance in accomplishing the AF Form 899.

3.2.13.2. An enlisted Airman serving an extended OS tour is not usually reassigned involuntarily from the country for which initially selected. When involuntary reassignment to another country is necessary, the tour length is prorated on request of the enlisted Airman according to Table 3.12., rule 2, and paragraph 3.11.2. On PCS notification the enlisted Airman is required to sign a statement indicating whether or not he or she desires DEROS proration. When an enlisted Airman desires DEROS proration and the prorated DEROS would result in the member serving less than 12 months at the gaining location, the MPS will reclama the assignment. The enlisted Airman is not allowed to depart until a response to the reclama is received.

3.2.13.3. When one member of an enlisted military couple is selected as an extended tour volunteer, the joining spouse (regardless of the AAR shown in the assignment) will also serve the extended long tour (see paragraph 3.2.13. and Attachment 8, paragraph A8.8.3.) unless waived by HQ AFPC/DPAPP. Waivers to less than the prescribed accompanied standard tour length are not authorized.

3.2.14. (Officers Only) Accompanied Equivalent Tour Length Program. The officer accompanied equivalent tour length program affords an unmarried officer with no dependents an opportunity to choose to serve an OS tour equal to the accompanied tour length. ***NOTE:*** This option does not apply to officers with a military spouse and it does not require officers who have no dependents to complete a tour election statement. The following procedures apply:

3.2.14.1. During the initial relocation briefing, the MPS will counsel unmarried officers with no dependents of the option to choose an accompanied equivalent tour length when an accompanied tour is authorized by the JFTR, Appendix Q. *For example*, a single captain with no dependents selected for reassignment to Ramstein AB would normally serve a 24 month unaccompanied tour. Under this program, he or she may choose instead to serve a 36 month accompanied equivalent tour length. MPS' use the memo at Figure 3.1 to record an officer's choice and the memo is the source document for the entry in the Remarks section of the PCS orders as required below. The memo is filed in the Airman's relocation folder.

3.2.14.2. Include in the officer's PCS orders the total number of months to be served in item 11 of the AF Form 899 and include the following statement in the Remarks area when an officer chooses to serve the accompanied equivalent tour length, "Member chose to serve the accompanied equivalent tour length and corresponding DEROS will be updated upon in-processing at gaining location."

3.2.14.3. A officer's request to change back to the unaccompanied tour length prior to departure may be approved by the assignment OPR and will require amendments to the PCS orders, if previously published, to delete the officer's choice to serve the accompanied equivalent tour

length.
3.2.14.4. DEROS extension requests for officers serving the accompanied equivalent tour length may still be requested as outlined in paragraph 3.8.6.
3.2.14.5. Any request to change back to the unaccompanied tour length after departure on the OS PCS must be processed as a DEROS curtailment as provided in paragraph 3.8.9.2.

Figure 3.1. Sample E-Mail Memorandum of Volunteer Statement for Officer Accompanied Equivalent Tour Length Program.

(Appropriate Letterhead)

MEMORANDUM FOR MPS/(office symbol) (date)

FROM: (Functional address symbol)

SUBJECT: FOUO - Officer Accompanied Equivalent Tour Length Volunteer Statement

This memorandum (E-Mail) contains FOR OFFICIAL USE ONLY information which must be protected under the Privacy Act and AFI 33-332.

1. I (last name, first name, MI), (grade), (SSN) have a projected assignment to (location) and I volunteer to serve the accompanied equivalent tour length at that location.

2. I understand as a result of this volunteer statement I am obligated to serve the prescribed unaccompanied tour length of (# of months) PLUS an additional (# of months), which makes the total OS tour length I agree to serve equal to the prescribed accompanied tour length shown in the JFTR, Appendix Q. I understand and agree that my active duty service commitment (ADSC) will be equal to my DEROS which will be based on the accompanied tour length. I further understand after arrival OS that my OS tour extension opportunities and procedures for curtailment of my OS tour will be the same as others who were required to serve the accompanied by dependents tour length.

(signature of officer)
(typed name, grade, USAF, SSN)

3.2.15. KAIP. Airmen may elect, by entering into a written agreement, to serve the prescribed unaccompanied tour in Korea plus an additional 12 months in exchange for payment of $300/month. This incentive increases stability and elevates unit performance. Airmen selected for a Permanent Change of Station (PCS) to Korea, regardless of volunteer status must be briefed and elect (in writing) to accept or decline a KAIP tour. KAIP tours will be established as 24 months unaccompanied or 36 months accompanied, *when authorized*, in Korea. See Attachment 13 for further guidance on this program.

3.3. OS PCS Selection. As stated in paragraph 2.4., the primary factor in selection of an Airman for PCS is the Airman's qualifications. Mission sensitivities, coupled with the OS environment, require assignment of personnel whose qualifications, performance, and conduct meet established AF standards. Distribution of OS duty will be as equitable as possible considering both desirable and undesirable locations among Airmen. similarly qualified. As an *example*, if by using only the criteria of grade, AFSC, previous OS duty history, DAS, etc., two Airmen might be prioritized on a non-volunteer OS short or long eligibility roster as numbers 18 and 34. However, when some other qualification is mandatory and these Airmen are the first two on the

eligibility roster who possess that qualification, then they would be prioritized as 1 and 2. Airmen are considered by the assignment OPR separately for OS short tour locations and long tour locations. (See Attachment 1 for definition of short and long OS tour). Selection of Airmen for OS is based on the unaccompanied tour length. The OS duty selection date (ODSD) and the short tour return date (STRD) as explained below, along with the number of short tours and other information shown in Table 3.1. and Table 3.2., is used to sequence members for OS PCS priority. Other paragraphs in this instruction on specific subjects (such as TOS, retainability, quality control, etc.) must also be referenced in conjunction with OS PCS selection. Guidance pertains to both volunteers and non-volunteers unless stated otherwise.

3.3.1. AF Airmen will not be assigned to active duty on land outside the US and its territories or possessions until they have completed AF basic training requirements. In time of war or national emergency declared by Congress or the President, the period of required basic training (to include specialty training immediately following basic training), or its equivalent, shall not be less than 12 weeks. Airmen must be at least 18 years of age to be assigned to a hostile fire or imminent danger area (See Table 2.2). The DOD Pay and Allowances Manual designates those areas which are hostile fire or imminent danger areas.

3.3.2. Non-career officers and FTA may not refuse or decline an OS PCS based solely on their non-career officer or FTA status. Also see paragraphs 2.14. and 2.29.5. for officers, and paragraph 2.29.6. for enlisted.

3.3.3. For additional guidance pertaining to volunteer status, see:

3.3.3.1. Paragraph 2.10., Volunteer Status and PCS Eligibility;

3.3.3.2. Paragraph 2.11., Volunteers Replacing Non-volunteers Selected for PCS; and

3.3.3.3. Paragraph 2.12., Change of Volunteer Status After PCS Selection.

3.3.4. Within the OS selection priorities in Table 3.1. and Table 3.2. for non-volunteers, ties are broken by arranging eligibles in the order shown in the note to Table 3.13. with the senior non-volunteer selected last. Ties for volunteers are broken using the same criteria and arrangement except the senior volunteer is selected first.

3.3.5. When an Airman assigned in the CONUS is in a mandatory PCS status (see Attachment 1), and is vulnerable for OS PCS selection within 24 months, the OS selection priorities are as shown in Table 3.1. and Table 3.2.

3.3.6. For OS selection as a non-volunteer, Airmen who have not been credited with completion of an OS tour are selected before those who have been credited with completion of an OS tour (whether credit was the result of PCS or TDY).

3.3.7. The amount of retainability an Airman has or is eligible to obtain upon completion of an OS tour is a factor in determining eligibility for OS PCS selection. The particular OS tour length, volunteer status, and the specific reason for an Airman's actual or projected separation or retirement date have a bearing on whether or not the Airman is eligible for OS PCS selection. These considerations are reflected in Table 3.1. and Table 3.2., but may be waived. The intent is to not subject Airmen selected as non-volunteers to involuntary OS tour extension after completion of the prescribed tour when it is known in advance they are ineligible to obtain sufficient retainability for a CONUS assignment. Therefore, officers approaching or who have an established mandatory separation or mandatory retirement date (a date prescribed by law, nonselection for promotion, etc.), and career enlisted Airmen approaching a mandatory HYT date (age or years of service), are eligible for OS PCS selection within the parameters established in Table 3.1. and Table 3.2. Officers and enlisted Airmen who have a separation or retirement date which is not a mandatory date (*for example*, officers who 7-day opted or Airmen who

formally declined to obtain PCS retainability and so on) and/or Airmen who are eligible to request withdrawal of their separation or retirement date, are not restricted by guidance in Table 3.1. and Table 3.2. from OS PCS selection on the basis of insufficient retainability for CONUS PCS upon tour completion.

3.3.8. OS Imbalanced AFSCs. Enlisted Only. Enlisted Airmen who have two or more awarded AFSCs, one of which is an imbalanced AFSC, are selected and perform duty OS only in the imbalanced AFSC. This applies to Airmen who must attend en route training for award of the imbalanced AFSC and those who are already qualified (reference the Air Force Enlisted Classification Directory (AFECD). OS Imbalanced AFSCs are listed online in the retraining advisory maintained by HQ AFPC/DPPAE.

3.4. Credit for OS Service. Credit is given for OS service performed in any of the Armed Forces of the U.S. *within* the guidelines below. OS duty begins on the date of departure from the CONUS, for assignment purposes, unless an Airman has leave approved in an OS area. Credit for OS service begins on Airman's date of arrival at the new OS station for an Airman with approved leave in an OS area prior to reporting to a new OS duty station. Credit for OS service ends on the date of arrival at the CONUS port of entry, unless an Airman has leave approved in an OS area after completion of an OS tour. When an Airman has leave approved in an OS area after completion of an OS tour, then credit for OS service ends upon departure from the current OS duty station. As explained below, "award" of an OS service date means to give the Airman a new date equal to PCS tour completion or the completion date of the last TDY performed in a cumulative TDY period which qualifies for award of a new date. *For example*, an Airman who has never served OS might have a TAFMSD and ODSD of 10 Sep 90. Upon completion of an OS PCS on 25 Oct 99, the Airman would be awarded a new ODSD of 25 Oct 99. An "adjustment" of an OS service date is adding the number of days an Airman was in a PCS or TDY status to a previously awarded date. *For example*, an Airman serving in the CONUS last returned from PCS OS on 25 Sep 2003 (ODSD is 25 Sep 2003) and he or she performs 5 days TDY OS from 1 Feb 99 through 5 Feb 99. Upon completion of the OS TDY the Airman's ODSD would be adjusted by 5 days to 30 Sep 2003.

3.4.1. In cases where the OS tour completion dates are earlier than the TAFMSD, the ODSD and STRD (see paragraph 3.5.1.2. and 3.5.2.2.) are updated to match the TAFMSD (the ODSD and STRD cannot be before a Airman's TAFMSD).

3.4.2. Non-CONUS residents of Alaska, Hawaii, Guam, and the Canal Zone receive credit for OS service performed in their home state or area since 1 May 1985. No OS credit was awarded prior to this date.

3.4.3. AF Airmen performing duty with the Navy (such as officer Navy exchange tours) when assigned to AF units in the CONUS (which are collocated with Navy facilities) and who are deployed to sea are considered to be performing CONUS to OS TDY and are credited for TDY according to the rules in Table 3.4. Airmen assigned OS and are performing duty with the Navy are assigned PCS to land-based AF units OS (which are collocated with Navy facilities). These Airmen when deployed to sea are considered performing OS to OS TDY and are credited for TDY according to the rules in Table 3.4.

3.4.4. Update of OS Service.

3.4.4.1. OS Credit for PCS. The ODSD, STRD, and number of short tours, if applicable, will be automatically updated in PDS when the member completes or is curtailed from an OS tour. The appropriate tour credit will automatically update once the member in-processes at the new location and the MPS gains the member to file. Tours starting prior to Jan 2000 that are missing

from Airman's record cannot be updated by the MPS, however tours starting after Jan 2000 that are missing can be updated by the MPS. Submit a correction request IAW paragraph 3.4.4.3 for missing tours that started prior to Jan 2000. Table 3.3. provides the rules for award or adjustment of the ODSD and/or STRD based on PCS.

3.4.4.2. OS Credit for TDY. The ODSD, STRD, and number of short tours, if applicable, is automatically updated in PDS when an Airman completes 2 or more consecutive days TDY in an OS location. This day-for-day credit is automatic for travel vouchers filed when the Airman is serviced by an Air Force Financial Service Office (FSO). The interface between the AF military personnel data system and the Defense Finance Accounting System (DFAS) makes it possible for Airmen to receive automatic OS TDY credit for his or her OS service. *NOTE:* Airmen who perform OS TDYs and who must file their travel voucher through other than Air Force FSO (i.e., Army, Navy) must provide a copy of their completed travel voucher to their MPS for individual update of the OS TDY to receive credit (an automatic system interface does not exist between Army, Navy FSOs and AF FSOs). MPS' must ensure that all data fields are updated, using information from the travel voucher, to document the TDY. The 43F data is required to document the date the travel voucher was processed by FSO. Table 3.4. provides the rules for award or adjustment of the ODSD and/or STRD based on TDY.

3.4.4.3. Errors discovered by the Airman or MPS on OS dates (ODSD, STRD, OS tour dates, and/or number of short tours) must be thoroughly researched and verified prior to submitting a correction of record request to HQ AFPC/DPAPP. The MPS must conduct a records audit and use a combination of the following documents to verify OS tours or completed TDYs: travel vouchers, PCS orders, decoration citations, EPRs/OPRs, IDA's, records review RIP. Requests for corrections must include the start and stop dates (day, month, and year) of the OS tour or TDY, specific country and location, OS tour length or number of days TDY, previous ODSD and STRD, and what the ODSD and STRD should be based on the information provided. Tours correction requests may be sent by any electrical means (email, FAX).

3.4.5. Credit for OS service prior to Jan 2005 will not be corrected or otherwise changed by the MPS' because policies, definitions, tour lengths, and so on are subject to change over time. Send unusual cases, such as those based on prior service or service in another branch of the US Armed Forces, to HQ AFPC/DPAPP (to AF/DPG for generals and general selects, and AF/DPO for colonel and colonel selectees) for review and final decision. All requests for OS duty credit for prior service in the US Armed Forces must include the documentation listed in paragraph 3.4.4.3. It is the Airman's responsibility to provide the documentation. Do not send cases to HQ AFPC/DPAPP for review without the appropriate documentation to make a decision. In the case of prior service in which an Airman claims service at sea, include special orders assigning the Airman to and from the ship, copies of the ship's logs for the period of time sea service claimed, reports of separation verifying the Airman's prior service, and any other documentation that will substantiate the Airman's request. In addition, see paragraph 3.4.4. for the policy on AF Airmen who perform sea duty.

3.5. Overseas Duty Selection Date (ODSD) and Short Tour Return Date (STRD). The ODSD and STRD are awarded and adjusted according to Tables 3.1, 3.2. , and the following guidelines below. HQ AFPC/DPAPP may authorize award or adjustment of ODSD/STRD as an exception to the guidance in this instruction. A source document validated by HQ AFPC/DPAPP or this instruction will authorize such credit.

3.5.1. ODSD. The ODSD is used along with other factors to place Airmen in the proper sequence for selection for an OS tour (long or short) as shown below and in Tables 3.1 and 3.2.

For selection for an OS short tour, the ODSD is used as shown below and in Table 3.1. The ODSD will be the most recent of the following:
3.5.1.1. Non-prior service Airmen are awarded an initial ODSD equal to their TAFMSD; or
3.5.1.2. For prior service personnel who have completed a prior OS tour, the ODSD is either the TAFMSD or date Airmen completed the OS tour, whichever is most recent. If the stop date of a prior service OS long tour is before the adjusted TAFMSD then the OS tour information may be input in the PDS under the OS tour history area for historical purposes, but this data will not adjust the ODSD. The ODSD will remain the same as the adjusted TAFMSD if more recent; or
3.5.1.3. The ODSD will be the date an Airman arrives in the CONUS after completing a long or short OS tour; or
3.5.1.4. The date which is 1 day before arrival at a new permanent duty station on a COT when there is no travel through the CONUS; or
3.5.1.5. On completion of the current tour for an In-place COT (IPCOT) (see Attachment 4); or
3.5.1.6. The date of return from the last TDY when a new ODSD is awarded (see Table 3.4.); or
3.5.1.7. The total number of days served on an OS TDY(s) which are added day-for-day to the ODSD upon completion of the TDY (only TDYs of two or more consecutive days are creditable for TDY performed after 5 Jan 1995).
3.5.2. STRD and Number of Short Tours Completed. The STRD and number of short tours completed are used in combination with the ODSD and other factors to place members in the proper sequence for selection for OS short tours as shown in Table 3.1. The STRD will be the most recent of the following:
3.5.2.1. Non-prior service members are awarded an initial STRD equal to their TAFMSD; or
3.5.2.2. For prior service personnel who have completed a prior OS short tour, the STRD is either the TAFMSD or date Airman completed the OS short tour, whichever is most recent. If the stop date of a prior service OS short tour is before the adjusted TAFMSD then the OS tour information may be input in the PDS under the OS tour history area for historical purposes, but this data will not adjust the STRD. However, it will it be credited to the short tour counter. The STRD will remain the same as the adjusted TAFMSD if more recent; or
3.5.2.3. The STRD will be the date the Airman arrives in the CONUS after completing a short OS tour; or
3.5.2.4. The date which is 1 day before arrival at a new permanent duty station on a COT when there is no travel through the CONUS; or
3.5.2.5. On completion of the current tour when it is a short tour for an In-place COT (IPCOT) (see Attachment 4); or
3.5.2.6. The date of return from the last TDY when a new STRD is awarded (see Table 3.4.); or
3.5.2.7. The total number of days served on an OS TDY(s) which are added day-for-day to the STRD upon completion (only TDYs or two or more consecutive days are creditable for TDY performed after 5 Jan 1995).
3.6. Actions Upon Notification of OS PCS Selection. The minimum period an Airman is required to serve on an OS tour is based on the unaccompanied standard tour length shown in the JFTR, Appendix Q (plus 12 additional months for enlisted Airmen selected as ELT volunteers). The actual length of time an Airman will serve is determined by options an Airman may have. An Airman is required, within the prescribed timeframe, to accept the unaccompanied tour length or take one of the other authorized actions upon official PCS notification (see paragraph 2.33.). Airmen may be eligible to make additional choices as outlined below, after having accepted PCS selection for the unaccompanied tour:

3.6.1. Home-Basing (HB) and Follow-On (FO) Assignment Programs. Lt Colonel and below and Enlisted. The purpose of these two programs is to reduce PCS costs, reduce PCS turbulence, and increase stability for members and their families by providing advance assignment consideration. The MPS must brief all eligible Airmen selected for or electing to serve an unaccompanied OS tour of 15 months or less on these programs. Airmen must either apply or decline to apply for these programs, in writing, according to Attachment 5.
3.6.2. OS Tour Election and Command Sponsorship. An Airman with dependents who is selected for an OS assignment to a location where an accompanied by dependents tour is authorized (see the JFTR, Appendix Q) will be counseled on the requirement to make an OS tour election to serve either the unaccompanied or the accompanied by dependents OS tour (see Attachment 20). Attachment 20 also provides guidance on individually sponsored dependents and dependents OS in general. Airmen with no dependents, those selected for assignment to a dependent restricted location (tour length NA/12), and those not being assigned to a CSPL position (tour length 24/12, such as Osan AB, see the JFTR, Appendix Q), are not required to make a tour election.
3.7. Volunteering for Assignment To/From OS.
3.7.1. Officers. Officers volunteer for OS tours or CONUS assignments according to AFAS guidance (see Attachment 17).
3.7.2. Enlisted. Assignments to and from OS (including COTs, see Attachment 4) are made systematically at HQ AFPC (except see Attachment 8 for join spouse assignment). Requirements (assignments which will be filled) are identified on either the Enlisted Quarterly Assignment Listing (EQUAL) or EQUAL-Plus (see Attachment 16). In addition, enlisted Airmen may volunteer for OS and record up to eight OS preferences (bases or countries) through the vMPF, self-service actions. If more than one preference is listed, all preferences are considered equally for assignment purposes. These preferences are maintained in the PDS for all OS volunteers. The following applies to volunteers for OS assignment:
3.7.2.1. Enlisted Airmen should not volunteer for OS tours for which they are ineligible to acquire required service retainability (see paragraph 2.29).
3.7.2.2. Unless a deviation is granted by HQ AFPC/DPAA, enlisted Airmen possessing more than one AFSC, one of which is imbalanced, are selected for OS assignment in the imbalanced AFSC (see paragraph 3.3.9.).
3.7.2.3. Volunteer preferences reflect tour lengths as short, long, or extended long as defined in Attachment 1. Volunteers list their tour length preference based on the tour length prescribed for the desired area as shown in the JFTR, Appendix Q. Volunteers who desire consideration for any location which is OS should indicate "worldwide" in the first OS country preference. Volunteers are considered for selection as follows:
3.7.2.4. Volunteers for OS locations, countries, or areas are considered for the specific preferences they state with unaccompanied tour lengths consistent with their tour length preference.
3.7.2.5. Volunteers for worldwide OS duty are considered for assignment to any location. (The actual tour length each Airman serves is determined by the tour length preference (short or long), country, duty location, marital or dependency status, grade, and availability of housing).
3.7.2.6. A volunteer is considered for assignment to a country/base of preference only until his or her turn for involuntary OS selection is reached, at which time the enlisted Airman is considered for OS assignment along with other eligible non-volunteers.

3.7.2.7. An enlisted Airman with an AAC in the PDS may volunteer for OS at any time. However, the member will not be selected for an OS assignment with a departure date prior to the expiration of the AAC (see paragraph 2.15.1.) unless waived by HQ AFPC/DPAPP.
3.7.2.8. Career enlisted Airmen are not eligible for OS assignment selection if their HYT precludes them from obtaining retainability to serve the full accompanied tour length or the unaccompanied tour plus 12 months IAW Table 2.6. Reenlistment or extension of enlistment beyond HYT for the purpose of obtaining PCS retainability or to serve the accompanied tour length is not authorized.
3.7.3. Assignment Matches. After allocations are reviewed and changed, OS returnees are matched against them using the match priorities shown in Table 3.13. This first step in the computer program tries to match enlisted Airmen with awarded SEIs against allocations with SEI requirements, while satisfying the enlisted Airmen's preferences. The second step is an attempt to match SEI requirements while ignoring preferences. The third step is an attempt to match preferences. If neither an SEI match nor a preference match can be made, OS returnees are given CONUS assignments based on AFSC, grade, and skill level.
3.7.4. Airmen within 60 days of DEROS. When an Airman is within 60 days of the first day of the DEROS month (OS returnees are considered mandatory movers) and has not received an assignment, the MPS sends an e-mail message to the HQ AFPC assignment OPR. The HQ AFPC assignment OPR will provide assignment instructions to the Contact Center. The Contact Center will provide notification to the MPS and Airman via vMPF. The e-mail message from the MPS will include:
3.7.4.1. Grade, name, SSN, CAFSC.
3.7.4.2. DEROS, SEIs, CONUS and OS preferences.
3.7.4.3. All AACs and ALCs with date of availability/expiration date, if applicable.
3.7.4.4. Date of separation. Include statement to show whether Airman extended or reenlisted, and date of action.
3.7.4.5. If there are any personnel actions, assignment actions, or requests for assignment pending that could conflict with the short-notice assignment. If so, state the kind of action and the status. If none, so state.
3.7.4.6. If Airman previously declined an assignment, was declination statement signed, and date signed? Was the Airman a career Airman or a first-term Airman when declination was signed?
3.7.5. CMSgts. OS selections and returnee assignment match processes for CMSgts are shown in Attachment 16.
3.7.6. (Enlisted) MAJCOM inputs to HQ AFPC Enlisted Allocation Programs. MAJCOMs have an advisory role and provide oversight to allocations for overseas returnee cycles, CONUS mandatory moves, technical training graduate moves and overseas cycles. AFPC routes all allocations through the command staff for validation. MAJCOMS also have an advisory role to assist with manning priorities and changes to manning and allocation plug table. The plug table can be used to insert values for SEI, PPC, security access requirements, and other variables in the allocation for specified end assignment or AFSCs. The manning plug can be used to specify the desired manning level for an end assignment or AFSC in terms of a specific percentage, a maximum percentage, a minimum percentage, or a given percentage above the MAJCOM average. MAJCOMs will closely monitor both tables and submit changes via standard template located in the MAJCOM assignment toolbox.

3.8. Date Eligible for Return from OS (DEROS) Management. The following paragraphs provide guidance on initial establishment and computation of DEROS, adjustment of DEROS, the OS Returnee Counseling Program, DEROS options (such as, indefinite DEROS, extension, IPCOT), DEROS curtailments, and DEROS proration. Any request that might result in a change of DEROS for an officer serving in a JDA position must be coordinated with the joint organization (Director, J-1, or equivalent) and HQ AFPC/DPAPPO.

3.8.1. Initial DEROS Establishment and Computation. The tour length for the initial DEROS is established according to Table 3.8., an Airman's tour election, remarks in PCS orders, the Assignment Action Reason or instructions from the assignment OPR. The DEROS is computed by adding the OS tour length (in months) to the date departed CONUS (or DAS when applicable). *For example*, an Airman who departs the CONUS on 20 Jun 2008 to serve a 36 month tour would have a DEROS of 20 Jun 2011. An Airman who departs the CONUS on 1 Sep 08 to serve a 12 month tour would have a DEROS of 1 Sep 09. No other method will be used to compute the DEROS except when member reports prior to their RNLTD month. In those instances DEROS will be computed by adding the OS tour length to the RNLTD month. The DEROS is updated per the PSD Handbook. The DEROS for general officers and general officer selectees is established or adjusted at the discretion of the SAF. On arrival of a general officer or selectee at the OS duty station, the DEROS is established as shown in Table 3.8., or based on assignment instructions from the assignment OPR. AFPC does not change the DEROS of general officers (or selectees) once initially established. Send DEROS change requests out of system to AF/DPG for approval and reentry into PDS. For all Airmen, when PCS orders show the member elected the accompanied tour, the initial DEROS is based on the accompanied tour length, whether or not the member arrives with dependents. If the Airman desires to change his or her tour election after arrival at the OS duty station, see Table 3.8. and/or Attachment 20.

3.8.2. Adjustment of DEROS. An adjustment of DEROS is a change (extension, curtailment, proration, tour election change, etc.) after initial award. Table 3.8. describes those events which necessitate adjustment of DEROS.

3.8.3. DEROS Election Option or Forecast Notification. All enlisted members assigned OS and all officers assigned to Korea only will receive a DEROS Election Option or Forecast Notification which reflects several DEROS Options. Officers indicate their DEROS elections at the time they are placed on the VML for all overseas locations other than Korea. The DEROS Election Option is automated through the vMPF at short tour locations (for officers [Korea only] and enlisted) and for enlisted Airmen (only) who are eligible to make an OTEIP election (see Attachment 15) at long tour locations. The DEROS Forecast Notification is automated through the vMPF at all other locations (that is enlisted at long tour locations, except for Airmen eligible to make an OTEIP election). The automation of the DEROS election Option and Forecast Notification, its purpose, and DEROS options are explained below.

3.8.3.1. At locations where the unaccompanied tour length is 18 months or more, the DEROS Election Option or Forecast Notification is automated through the vMPF between 13 to 15 months prior to a Airman's DEROS.

3.8.3.2. At locations where the unaccompanied tour length is less than 18 months, the DEROS Election Option or Forecast Notification is automated through the vMPF 10 months prior to DEROS.

3.8.3.3. Both the DEROS Election Option and Forecast Notification require an Airman to elect one of the DEROS management options listed in paragraphs 3.8.5. Depending on which option

the Airman elects, additional actions may be required, such as obtaining the required retainability.
3.8.3.3.1. Airman who are notified of a DEROS Election Option must review it, initial next to their preference, sign the RIP, and have their supervisor and commander sign it. The RIP must be returned to the MPS within 30 days from date it was produced.
3.8.3.3.2. Airmen who are notified of a DEROS Forecast Notification must review their options and elect a DEROS option. The Airman should submit to the MPS the elected DEROS option within 30 days from the day they are notified they have a DEROS Forecast Notification for their review/action. The MPS will update the DEROS option. This update will automatically flow this request to the commander for coordination. Once the commander completes the action on the DEROS request it will automatically flow to the MPS. The MPS forwards to HQ AFPC. HQ AFPC is the final approval authority for all DEROS option requests.
3.8.4. OS Returnee Counseling Program. All Airmen assigned OS must be advised of the specific options available to them. To accomplish this, enlisted Airmen must be gieven the Enlisted OS Returnee Counseling Handout and officers must be given the Air Force Assignment System Guide (AFAS). The MPS is responsible for providing up-to-date handouts to each Airman at the same time in which they receive their DEROS Election Option or Forcast Notification RIP. Each AF Airman is responsible for reading the contents of the handout or guide and ensuring they understand all their DEROS options or seek assistance.
3.8.4.1.. The minimum OS returnee counseling requirements are satisfied when the MPS provides the Airman a copy of the handout or guide and confirms the Airman's acknowledgement of receipt. An Airman's receipt of the handout or guide is the primary proof that counseling has been provided. The MPS is encouraged to conduct face-to-face OS returnee counseling briefings either individually or by group to supplement the information in the handout and guide. MPS' must arrange individual counseling upon request.
3.8.5. DEROS Options. Most DEROS options (Extensions [to include OTEIP], IPCOTs, Indefinite DEROS) are intended to increase the stability of the Airman and family (if accompanied), save PCS costs by deferring or eliminating the move of the Airman and his or her replacement, and provide continuity to the unit of assignment. Each DEROS Option must be reviewed on its individual merits and a recommendation for approval or disapproval must be based on a combination of factors. These factors include eligibility, duty performance, conduct, adaptability, medical suitability, the impact of continued OS duty on the Airman and family, and opportunities for continued local career progression. A recommendation for disapproval may not be based solely on the passage of time.
3.8.5.1. Indefinite DEROS. Airmen who desire to remain at the OS duty location beyond their minimum prescribed tour length may elect the indefinite DEROS option. The commander may recommend approve, but may disapprove the Indefinite DEROS request as long as it is consistent with DOD and AF policy (Airmen may not be reassigned based solely on the passage of time). Commanders and Airmen must comply with procedures outlined in paragraph 3.8.3.3. to request an Indefinite DEROS.
3.8.5.1.1. For Alaska or Hawaii, Airmen assigned to a long tour location have their DEROS automatically changed to indefinite at the time their DEROS Election Option or DEROS Forecast is automated in the vMPF. Airmen's options are: confirming and accepting the indefinite DEROS with their commander's concurrence; requesting reinstatement of the original DEROS; or electing any other option available as referenced through the vMPF.

3.8.5.1.2. Enlisted Airmen with an indefinite DEROS who have OS preferences reflected in the PDS will receive continuous consideration for COT selection.
3.8.5.1.3. Enlisted Airmen with an indefinite DEROS must maintain at least 8 months service retainability to maintain the indefinite DEROS and receive continuous COT consideration. Once an enlisted Airman is within 8 months of DOS, he or she will no longer be considered for a COT and will have their DEROS automatically established to match their DOS. This, in turn, will cause the enlisted Airman to be identified for separation. Enlisted Airmen must obtain and maintain sufficient service retainability to avoid establishment of an involuntary DEROS as outlined in paragraph 2.29.6.5. and Table 3.11.
3.8.5.1.4. Eligible enlisted Airmen who want to participate in the OS Tour Extension Incentive Program (OTEIP) cannot also elect an indefinite DEROS, and vice versa. Participation in the OTEIP requires enlisted Airmen to make an entitlement election and agree to a specific period (12 month extension), and the period must have a specific start and stop date.
3.8.5.1.5. To establish a DEROS from an indefinite DEROS, members must request a DEROS through the vMPF, self-service actions. The requested DEROS cannot be more than 15 months, nor less than 12 months from the date of request. To allow for systematic rotation the unit commander or the assignment OPR may approve an alternate DEROS that is not more than 15 months or less than 9 months from the date selected via the vMPF. Officers with an indefinite DOS who want to separate or retire upon completion of their OS tour must request establishment of a DEROS which coincides with the date of separation or date of retirement requested. Enlisted Airmen who desire to retire should request establishment of a DEROS to coincide with their retirement application. Enlisted Airmen who desire to separate will automatically have a DEROS established when they get within 8 months of DOS.
3.8.5.1.6. An Airman's unit commander can request a DEROS be established from an indefinite DEROS for the reasons listed in paragraph 3.8.5., or when such action serves the best interest of the AF. In addition, the assignment OPR may also initiate such action. Final decision on any request submitted under this paragraph is the assignment OPR.
3.8.6. Voluntary DEROS Extension. Airmen may request a DEROS extension not to exceed the standard accompanied tour length at the current location in a single increment. Upon deciding how long to extend, Airmen should consider if they will be eligible to obtain at least 12 months retainability after the requested DEROS in order to be eligible for a CONUS PCS. Also, enlisted Airmen in an SRB AFSC requesting a DEROS extension should be counseled in regards to the affect on their SRB due to retainability requirements for the DEROS extension. SRB eligible personnel should consider requesting a retainability suspense delay as outlined in Table 2.7. All other enlisted Airmen must obtain the appropriate retainability as outlined in paragraph 2.29.6.4.6. To request a voluntary DEROS extension, Airmen must comply with procedures as outlined in paragraph 3.8.6.6. above.
3.8.6.1. Approval/Disapproval Authority. Unit commanders may recommend approval or disapprove extension requests as outlined in Table 3.9. Approval recommendations will be forwarded to the assignment OPR. Assignment OPRs approve or disapprove extension requests submitted for consideration.
3.8.6.2. Enlisted Airmen not recommended for reenlistment or promotion are not eligible for voluntary extension of OS tour.
3.8.6.3. Enlisted Airmen eligible for the OTEIP must apply using their DEROS Election Option and ensure their extension request is directly processed and submitted/updated. An OTEIP

extension is different than other voluntary DEROS extensions. Refer to Attachment 15 for further OTEIP guidance.
3.8.6.4. DEROS extensions for members of military couples (who marry during current OS tour) at an OS area without government approved accompanied housing are not authorized, except for the purpose of establishing a common DEROS in order to facilitate join spouse assignment consideration according to Attachment 8.
3.8.6.5. Airmen ineligible to obtain CONUS PCS service retainability computed IAW Table 2.5. (*for example*, enlisted Airmen who decline to obtain retainability) will have their DEROS involuntarily extended to match their DOS (see Table 3.11.).
3.8.6.6. A DEROS extension request submitted later than 30 days from the day the DEROS Election Option or DEROS Forecast Notification is produced must be submitted and considered as an exception to paragraph 3.8.3.3.1. This type of request must be fully justified and may be disapproved by the commander. When the unit commander recommends approval, the request is forwarded to the assignment OPR for a final decision.
3.8.6.7. Airmen surplus to current unit authorizations may request a DEROS extension and may be approved if they can be utilized within another MAJCOM at the same location. The MPS forwards this type request, along with recommendations of both commanders concerned, to the assignment OPR for a final determination. If approved, appropriate PCA instructions and DEROS change are flowed via PDS.
3.8.6.8. Airmen may request cancellation of any part of an approved voluntary DEROS extension provided:
3.8.6.8.1. The new DEROS does not place an enlisted Airman within the OS allocation cycle (which is different than the OS returnee cycle) as outlined in Attachment 16, EQUAL, or an officer does not have an ASD according to Table 2.8.
3.8.6.8.2. Airmen have or obtain the full minimum service retainability for a CONUS assignment as outlined in Table 2.5.
3.8.6.8.3. Airmen who have voluntarily extended their OS tour are not involuntarily reassigned during the period of extension to any other location without the approval of HQ AFPC/DPAPP. If reassignment is mandatory, these Airmen will be reported to the appropriate HQ AFPC assignment OPR as available for CONUS assignment.
3.8.6.8.4. OS DEROS extension is viewed as a commitment to the Airman. Requests for cancellation of all or part of a DEROS extension by the Airman's commander is an exception to procedures and must be fully justified to the HQ AFPC assignment OPR. Cancellation of an approved voluntary extension should not be taken in lieu of appropriate administrative or disciplinary action. Cancellation due to force structure changes or authorization deletions does not require additional justification.
3.8.7. Enlisted Airmen. Enlisted Airmen serving in short tour areas who extend their OS tour for a period of 6 or more months and those in long tour areas who extend for a period of 12 months are given higher assignment priority within their returnee match group as outlined in Table 3.13. This is done to encourage enlisted Airmen to ask for voluntary OS DEROS extension.
3.8.8. In-Place Consecutive OS Tour (IPCOT). Airmen may request an additional OS tour at their current duty station using procedures outlined in paragraph 3.8.6.6. and Attachment 4. The IPCOT tour length must be equal to or greater than the tour length currently being served. An IPCOT is a new tour, not an extension. The DAS does not change because there is no change in duty station. (*EXCEPTIONS*: An Airman serving an accompanied tour who has a change in

dependent status and is no longer accompanied by dependents may request an unaccompanied IPCOT. In addition, enlisted Airmen may request a standard tour length IPCOT if currently serving the extended long tour and single officers with no dependents may request a standard unaccompanied tour length IPCOT if serving the accompanied equivalent tour length.). Additional guidance on IPCOT is outlined in Attachment 4.

3.8.9. Curtailment of OS Tour. To offset the costs associated with OS assignments, provide operational continuity, and reduce the frequency of PCS, Airmen will serve the full prescribed tour length for which they are assigned. Reassignment of Airmen that involve PCS earlier than the DEROS month is a curtailment, except when the Airman requests cancellation of all or part of a previously approved voluntary DEROS extension (see paragraph 3.8.6.8. and JFTR, Vol I, Appendix Q). An IPCOT is a new tour, not an extension. The needs of the AF may require curtailment and reassignment before completion of the prescribed tour; however, such decisions are kept to an absolute minimum.

3.8.9.1. Curtailments may be granted on an individual case-by-case basis if that is the only recourse available, and the action is clearly in the best interest of the AF. Table 3.10 lists those reasons for which curtailment of an OS tour may be considered, who must originate requests, and who is the approval authority.

3.8.9.2. A curtailment request for a reason other than those listed in Table 3.10. is an exception and must be processed IAW paragraph 1.5. with full justification. Exception curtailment must originate from a general officer or colonel in a wing commander position or equivalent. Equivalent is defined as a senior rater, colonel or higher military rank only. In addition, curtailment exception requests must clearly show that the AF Airman is experiencing an unusual situation in comparison to other Airmen in similar circumstances, or that the Airman is being adversely affected more severely than other Airmen in similar circumstances, and that the desire to be curtailed does not stem from factors over which the Airman had (or should have had) reasonable control or which they caused by their own actions. Requests for curtailment as an exception based solely on personal reasons will not be considered.

3.8.9.3. Airman-initiated exception requests for OS tour curtailment may be disapproved at any level (commander, installation commander, or assignment OPR). If denied locally, the request is returned to the Airman with the rationale for disapproval. HQ AFPC/DPAPP is the approval authority for curtailment exception requests or will forward to the appropriate level as necessary.

3.8.9.4. Changes to DEROS for authorized reasons such as proration or an Airman's request to cancel part of voluntary DEROS extension do not constitute a curtailment of OS tour (for enlisted Airmen serving an extended long OS tour, cancellation only applies to a DEROS extension over and above the full extended tour). However, the adjusted DEROS will not be within the enlisted Airmen OS allocation cycle as outlined in Attachment 16, and for officers the adjusted DEROS must not result in the officer receiving an ASD which is past, unless an exception is requested and approved by the assignment OPR (see Table 2.8., rule 3, for the ASD schedule).

3.8.9.5. In limited circumstances, Airmen may be curtailed and reassigned on COTs without having completed the full tour lengths at both the losing and gaining locations. Such curtailment/reassignment requests are exceptions and must be originated by a general or flag officer (except for humanitarian/EFMP requests. Reassignment must be within the same theater. Further, only those exceptions that result in the Airman serving at least the equivalent of two unaccompanied tours can be considered for approval by HQ AFPC/CC. A request that an Airman serve less than the equivalent of two unaccompanied tours can only be authorized by the

SAF. Computation of the equivalent of two unaccompanied tours is as follows: If an Airman is assigned from a 36/24 month tour area within the same theater to a 36/24 month tour area, the Airman must serve not less than 48 months total between the two locations before being reassigned from the theater. Refer to Attachment 4 for further information on COT assignments.
3.8.9.6. Terminal leave taken before the DEROS does not result in tour curtailment or accelerated replacement action. Ordinary leave taken before DEROS must begin and end in the local area; therefore, it may not be taken as a means of accelerating the departure before DEROS.
3.8.9.7. AF/DPG effects curtailments of OS tours for general officers and selectees at the direction of the SAF.
3.8.10. Curtailment of OS Tour or Restriction from OS Duty for Cause. If an Airman and/or his or her dependents are involved in a serious incident in the host country which has resulted, or could result, in significant adverse publicity to the United States, prompt, positive action must be taken. However, curtailment and reassignment must not be used in lieu of appropriate administrative or disciplinary action, and should be used only as a last resort.
3.8.10.1. In most situations misconduct on the part of dependents, in itself, is not an appropriate reason to curtail and reassign the military member. Normally, early return of dependents due to misconduct is processed under AFI 36-3020, *Family Member Travel*, and the JFTR,Volume 1 without curtailment of the military member. The exception is when the severity of the incident(s) is such that senior installation leadership believes curtailment and reassignment of the Airman is justified due to the strong likelihood of adverse publicity to the United States that can only be prevented by removal of the Airman and family from the OS area.
3.8.10.2. Where there is evidence of spousal or child abuse or neglect, involuntary curtailment and reassignment may be requested if an effective family advocacy program cannot be established locally, or the family's needs exceed local capabilities. In addition, these are sensitive issues which could lead to criminal, administrative, or other actions that may cause embarrassment or adverse publicity to the United States government. If senior installation leadership believes an Airman should be reassigned and the Airman does not choose to apply for reassignment under humanitarian provisions, (see Attachment 24), then the commander may request curtailment and reassignment of the Airman under this provision. The commander must comply with AFI 40-301, *Family Advocacy*, and the following paragraphs.
3.8.10.3. Requesting Curtailment for Cause. When curtailment for cause is necessary, the request must originate or be endorsed by the installation commander. Requests are processed through the host OS MAJCOM JA for recommendation to HQ AFPC/DPAPP, with information copies to the parent MAJCOM if applicable. *NOTE*: If the curtailment request is based on incidents which have resulted, or could result in significant adverse publicity to the United States, also forward a copy of the request to: HQ USAF/JAI, 1420 Air Force Pentagon, Washington DC 20330-1420. All requests must include:
3.8.10.3.1. Airman’s name, grade, SSN, CAFSC (enlisted) or DAFSC (officers), DEROS, and unit.
3.8.10.3.2. Full facts and circumstances warranting curtailment and reassignment or other restriction.
3.8.10.3.3. Details on involvement of host country to include what, if any, adverse publicity has occurred.
3.8.10.3.4. Details regarding jurisdiction over the offense, if appropriate.
3.8.10.3.5. Administrative or disciplinary action taken or pending against the Airman, or why these actions were not deemed appropriate.

3.8.10.3.6. Installation JA recommendation, to include if any objection exists to the reassignment from the area by the host country, the American Embassy, or United States military authorities in the country concerned.
3.8.10.3.7. The number of dependents and whether or not they are command sponsored.
3.8.10.3.8. Reasons why curtailment and reassignment within the theater would not be a better solution than reassignment to the CONUS.
3.8.10.3.9. CONUS assignment preferences.
3.8.10.3.10. Recommendation whether or not Airman should be restricted from a return assignment to the same OS area. Indicate whether this restriction should be temporary or permanent.
3.8.11. If the curtailment and reassignment request is based on dependent misconduct include the following in addition to the above required information:
3.8.11.1. Actions taken by the military member to correct the problem and reasons why the sponsor cannot, or will not, solve the problem.
3.8.11.2. Actions taken by the commander to solve the problem to include administrative or disciplinary actions taken against the military member when it is within his or her capability to solve the problem. *NOTE:* While the military member cannot be held directly responsible for the misconduct of his or her dependents, lack of action or refusal by the Airman without justifiable hardship, humanitarian, or medical reasons, to influence the dependents to return, presumptively indicates an attitude that is incompatible with the maintenance of good order and discipline. Commanders should take appropriate administrative or disciplinary action before requesting curtailment of the Airman.
3.8.12. Requests to Restrict Future OS Assignments Without Curtailment. On occasion while assigned OS, Airmen or their dependents may establish an unfavorable record of misconduct (that is, on or off base incidents, black-marketing, and so forth) which may indicate they should be restricted from specific future OS assignments. Although there may be insufficient justification to warrant a curtailment for cause, an intervening length of time in the CONUS may be appropriate before the Airman is allowed to return to a specific OS base, country, or area. If the installation commander determines that a restriction would be in the best interests of the AF, process the request before the departure of the member from the OS area as follows:
3.8.12.1. Requests, including installation JA recommendation, are processed through the host OS MAJCOM /JA to HQ AFPC/DPAPP and include the information listed in paragraph 3.8.10.3.
3.9. Emergency Leave, Airmen Assigned OS. The criteria for granting emergency leave are in AFI 36-3003. An Airman granted emergency leave must return OS to complete their OS tour unless the Airman requests and is granted a curtailment according to Table 3.10. Unit commanders must carefully assess their manning requirements when considering these curtailment requests. Curtailment approval is with the understanding that TDY manning assistance or accelerated replacement will not be provided. If the immediate commander concurs with the request, he or she may approve the curtailment if, upon completion of emergency leave, the member has 60 calendar days or less remaining to DEROS. Notify the assignment OPR once curtailment is approved. If the requested curtailment is more than 60 days, then the request must be processed as an exception IAW paragraph 1.5.
3.9.1. If an Airman is granted emergency leave after the Airman has received his or her CONUS assignment based on the original DEROS, that assignment will usually remain firm. The MPS advises the assignment OPR, by e-mail message, of the Airman's departure date from the OS

area on leave, number of days leave the commander approved, date to which the OS tour is being curtailed by the commander, and the Airman's leave address and phone number. If a second PCS DLA in the same fiscal year is required, refer to paragraph 2.51.

3.9.2. When an Airman is granted emergency leave during the OS returnee assignment cycle, but before receipt of a CONUS assignment, and curtailment of OS tour is requested, the MPS sends an e-mail message to the assignment OPR. The e-mail must contain: (1) Grade, Name, SSN; (2) DAFSC (Officers) or CAFSC (Enlisted), and additional AFSCs; (3) Date Departed CONUS; (4) Date Departed on Emergency Leave; (5) Current DEROS; (6) Updated Assignment Preferences, if possible; (7) Reason for Emergency Leave; (8) Leave Address and Phone Number; (9) and whether this is the second PCS during the current fiscal year.

3.9.2.1. Upon receipt of the MPS email, the assignment OPR processes the curtailment request and, if approved, provides a CONUS assignment by return e-mail message to the gaining and losing MP's. The losing MPS will notify Airman at his or her leave address. At the same time, the assignment OPR updates the DEROS and projects the assignment in PDS. The losing MPS issues orders unless the assignment OPR authorizes another MPS to issue orders. Copies of the orders are forwarded to the Airman at the leave address and the gaining MPS.

3.9.2.2. If the Airman has a DOS or an approved retirement date within 60 calendar days of the date departing on emergency leave, he or she is given the opportunity to choose early separation or retirement. Before the member leaves the OS area, the MPS gets a signed statement of the Airman's desires. If separation is requested and the commander concurs, the Contact Center issues orders assigning the member PCS without PCA to the MPS nearest the emergency leave address for accountability while Airman is accomplishing separation processing. These orders must include the remarks: "Emergency leave returnee with insufficient retainability for PCS." If curtailment is approved and adjustment of an approved retirement or separation date is required, ensure compliance with AFI 36-3203, *Service Retirements*, AFI 36-3208, *Administrative Separation of Airmen*, or AFI 36-3207, *Separating Commissioned Officers.*

3.9.2.3. If the Airman does not request and receive approval of curtailment before departure on emergency leave, leave orders must indicate that the Airman is to return to the OS unit on completion of emergency leave.

3.10. Involuntary DEROS Extension. Involuntarily extension of an Airman's OS tour beyond the DEROS month is authorized only for those reasons shown in Table 3.11. and IAW this paragraph. Also refer to paragraph 3.10.6. for situations where the Airman is retained OS beyond DEROS with no involuntary DEROS extension (and the DEROS is allowed to expire).

3.10.1. Insufficient Retainability for CONUS Assignment. Airmen are not returned to the CONUS with less than the minimum service retainability as provided in paragraph 2.29. and Table 2.5. Airmen who do not have the required retainability are given the opportunity to obtain it (except officers with a mandatory DOS or retirement date and enlisted Airmen not eligible due to quality reasons or HYT) as part of the OS returnee counseling requirements or DEROS option election. Airmen who do not have or are ineligible to obtain the required retainability will have their DEROS automatically extended involuntarily to match their DOS (see Table 3.11.). Airmen who have had their DEROS involuntarily extended to match their DOS because of insufficient retainability for PCS will not have their original DEROS reinstated solely as the result of acquiring retainability after the established cutoff. The DEROS change selection (vMPF) is used as the source document for involuntary OS tour extension.

3.10.2. Involuntary Extension of OS Tour for Cause. DOD and, in turn, the AF permit involuntary extension of Airmen in the OS area for limited specific reasons. This paragraph

provides the losing commander the opportunity to involuntarily extend Airmen in order to take appropriate action to rehabilitate, discipline, or separate those Airmen, who by their actions or performance, have demonstrated they are unwilling or unable to meet minimum AF standards. Involuntary extension is a function of command and the decision to extend rests solely with the losing commander. Airmen may be involuntarily extended as indicated below, in increments of 30 days, not to exceed a total of 120 days. For reasons not specifically listed below, or when the reason in combination with an Airman's accompanied/unaccompanied status is other than shown, or for periods longer than 120 days, an involuntary extension request must be submitted to, and approved in advance by, HQ AFPC/DPAPP. Requests submitted to HQ AFPC/DPAPP may require further processing to DOD for approval as exceptions.

3.10.2.1. The reasons and authority for involuntary OS tour extensions are limited and specific. For the purpose of PCS assignments the term "admin hold" is too general in nature; all involuntary extensions must be based on one of the specific reasons authorized or approval of the extension received as an exception. Unit commanders must take prompt administrative or disciplinary action to reduce the need for involuntary OS extension. When more time is necessary to complete an administrative or disciplinary action, they may request involuntary DEROS extension. The commander exercising Special Court Martial (SPCM) authority (or HQ AFPC/CC) may approve a unit commander's request for involuntary DEROS extension of an Airman serving any OS tour (accompanied or unaccompanied, short or long), for the following reasons. (Approval authority may not be delegated). When the SPCM authority approves an involuntary extension, the MPS must take PDS update action as prescribed in paragraph 3.10.4.

NOTE: Airmen serving an <u>unaccompanied short tour</u> can be involuntarily extended for <u>only</u> the following reasons.

3.10.2.1.1. AFOSI or Security Forces investigation (AAC 17).

3.10.2.1.2. Court Martial or civil charges preferred (AAC 15).

3.10.2.1.3. Key and essential (material witness) at courts-martial (AAC 14).

3.10.2.1.4. Completion of Article 15 action (AAC 12). Does not include suspended punishment period.

3.10.2.1.5. Completion of Administrative Discharge Actions and/or Article 32 investigations (AAC 21).

3.10.2.1.6. Compliance with the host country's customs regulations.

3.10.3. In addition to the reasons listed above, a unit commander may request, and the commander exercising SPCM authority (or HQ AFPC/CC) may approve, involuntary DEROS extension of an Airman serving <u>accompanied</u>, <u>short or long</u> tour, or <u>accompanied or unaccompanied</u> at a <u>long</u> tour (see Attachment 1) location for the following reasons. (Approval authority may not be delegated). Upon approval, the MPS must take PDS update action as prescribed in paragraph 3.10.4.

3.10.3.1. Enlisted Airmen nonselected for reenlistment (AAC 10, authorized only in conjunction with rehabilitative, administrative, or disciplinary action also being taken).

3.10.3.2. Control Roster (AAC 16).

3.10.3.3. Enlisted only. Administrative Demotion (AAC 21).

3.10.3.4. Enlisted only. Last EPR promotion recommendation is "1" or "2" (authorized only if the commander also places the Airman on the control roster with a commander-directed EPR at the conclusion of the observation period).

3.10.3.5. Failure to meet Fitness Standards only authorized if rehabilitative, administrative, or disciplinary action is also being taken.
3.10.3.6. Mandatory retraining action (authorized only if reporting identifier 9A100 applies).
3.10.4. Involuntary extension requires a change in DEROS. If an Airman is involuntarily extended, the servicing MPS updates PDS to reflect the appropriate AAC from Table 2.1., ALC from Table 2.2., and then updates the DEROS according to the PSD Handbook. Local updates to involuntarily extend the DEROS must be accomplished prior to the current DEROS date reflected in the PDS. If PDS action to involuntarily extend the DEROS is taken after the DEROS date on file, the update will reject. In these situations, an e-mail message request to the assignment OPR, with an information copy to HQ AFPC/DPAPP is necessary. A message request must include full facts and circumstances, to include date action was approved by SPCM authority. Assignments on file will not normally be changed or canceled unless the Airman is pending assignment on a COT, OS follow-on, or is otherwise disqualified according to the assignment instructions, or cancellation is in the best interests of the AF. The assignment RNLTD will be adjusted by the assignment OPR as necessary.
3.10.5. Involuntary Extension of OS Tour for Operational Requirements, Training, Education, Unit Deactivation, or Base Closure. Involuntary extension of an OS tour may be requested for up to 180 days by an Airman's commander or directed by HQ AFPC/CC, for only the following reasons: to meet immediate and critical operational needs (*for example*, to meet contingency requirements of such urgency that STOP-LOSS has been implemented); to attend training or education when class start date does not reasonably coincide with the Airman's tour completion date; when the Airman is currently assigned to a unit being deactivated; or due to base closure. Requests must be initiated at least 90 days prior to the current DEROS and contain justification for the action requested including alternatives considered and why the alternatives are unsatisfactory. Include all pertinent information on Airman's status (selected for assignment or pending separation/retirement; status of dependents; household goods, etc.). Involuntary extension of DEROS will not extend a DOS or retirement date. Requests initiated by commanders are submitted to the assignment OPR for final decision by HQ AFPC/CC. Voluntary extension should be solicited before involuntary extension.
3.10.6. Retention OS Without Involuntary DEROS Extension. For the following reasons, Airmen who are retained in place as ineligible, not qualified, or prohibited from departing on PCS, do not require involuntary DEROS extension. The current DEROS is allowed to expire, unless the Airman voluntarily extends his or her DEROS according to paragraph 3.8.6.
3.10.6.1. Airman is not medically cleared for PCS (AAC 31 or 37), or has no awarded AFSC due to disqualification action (RI 9A000, 9A100, and 9A300, and RI 96U0 for officers).
3.10.6.2. Airman has been placed on International Hold (AAC 13).
3.10.6.3. Airman is serving a confinement sentence OS as a result of court-martial or civil court action (Duty Status Codes 04, 05, 16, 17, 56, and 59).
3.11. Tour Proration. (*NOTE:* This program is suspended due to world events until further notice.) OS tour proration recognizes OS service at one location in proportion to OS service at another location with a different tour length. Proration for TDY is an AF policy, not a DOD requirement. Proration in conjunction with PCS is an AF policy, except DOD may authorize or direct proration in some instances in conjunction with a change of OS tour length affecting Airmen currently assigned. When proration is authorized (and not prohibited, see paragraph 3.2.), an Airman’s current OS tour (DEROS) could either be lengthened or shortened depending on the circumstances. Proration may be based on TDY to an OS location where the tour length

is less than the tour length at the Airman's OS permanent duty station; when reassigned PCS to another OS location with a different tour length before completing the full prescribed OS tour at the initial location; when a tour length is changed at the Airman's duty station during a Airman's OS tour; or as directed by HQ AFPC/DPAPP. Proration may be suspended or an individual request disapproved when approval does not serve the best interests of the AF. Enlisted Airmen serving an OTEIP extension (AAC 77) are not eligible for tour proration.

3.11.1. Proration Based on TDY. For this type proration, an Airman must perform 60 or more consecutive days TDY to an OS location where either the accompanied or unaccompanied tour length is less than either the accompanied or unaccompanied tour length at their permanent duty station as explained in the JFTR, Appendix Q. If the TDY location tour length is not listed in the JFTR, Appendix Q., contact HQ AFPC/ DPAPP for the appropriate tour length. Table 3.13. contains the proration formula and several examples are provided in the footnotes to assist in understanding the process. *EXCEPTION:* Proration for TDY is not authorized for Airmen assigned to Alaska or Hawaii at locations where both the accompanied and unaccompanied tour lengths are 36 months when TDY is to a location where the accompanied tour length is 36 months and the unaccompanied tour length is 24 months. The specific amount of proration is computed according to the instructions in Table 3.12. Proration based on TDY is not automatic and must be requested by the Airman upon return from a qualifying TDY and be approved by the assignment OPR. Proration for TDY that results in a DEROS within the OS cycle (for enlisted Airmen see Attachment 16, paragraph A16.5., allocation column, or for officers an ASD as shown in Table 2.8.) is not authorized. (*NOTE:* For enlisted Airmen, the cycle referred to is the OS allocation cycle, not the OS returnee cycle.) When the authorized amount of proration results in a DEROS within the OS allocation cycle for enlisted Airmen or an ASD for officers, then an alternate amount of tour proration which results in a DEROS outside the OS allocation cycle or for officers which does not result in an ASD may be approved by the assignment OPR. Whenever possible, planning for TDYs between locations with different tour lengths and selection of personnel to perform TDY should consider both the impact of proration on the mission and the benefit Airmen may derive from proration.

3.11.2. Proration Based on PCS or Tour Length Change. When an Airman is reassigned to an OS location with a different tour length than the one currently being served, or a tour length is changed and the implementation date affects Airmen currently assigned, then the OS tour will normally be prorated (longer or shorter) unless the individual assignment instructions or tour length implementation guidance affords the Airman options or prohibits proration. *For example*, implementation guidance for a change of current tour from a shorter to longer tour may contain the option for Airmen currently assigned to retain the current (shorter) tour or voluntarily serve the longer tour, or it may require serving the longer tour as mandatory, or may stipulate proration from the shorter to the longer tour. Usually, a tour length change effective date is far enough in advance to allow Airmen already assigned, or en route, to serve the existing tour length. Airmen who are to serve the new tour length will be selected for PCS based on their eligibility for the new tour length. Proration of DEROS to less than 6 months remaining is not authorized when a tour length change occurs and the Airman will remain in place, unless an exception is granted by HQ AFPC/DPAPP. This allows adequate time for all action related to PCS to occur in a timely manner. When tour length will change due to PCS, the Airman will not be reassigned OS if serving a tour of 18 months or more. The procedure to determine the amount of proration for these reasons is outlined in Table 3.12.

3.12. Medal of Honor Recipients and Candidates. Airmen who are recipients, or who have been recommended for award of the Medal of Honor by their group or higher command will not be assigned to duty OS in a hostile fire or imminent danger area without the Airman's consent. On receipt of the directive awarding, or correspondence recommending award of the Medal of Honor to an Airman, the MPS advises the assignment OPR by e-mail message for assignment disposition. Include the Airman's assignment preferences. The assignment OPR immediately issues instructions reassigning the Airman, or takes action to cancel a projected assignment to a designated hostile fire or imminent danger area as shown in the DOD Pay and Allowances Manual. Recipients of the Medal of Honor will have assignment limitation code "E" entered in PDS. An Airman may request waiver of this assignment restriction by sending a request to HQ AFPC/DPAPP. File approved waivers in Section III of the Airman's electronic UPRG until separation or retirement.

3.13. Citizenship Considerations (Non-US Citizens and Dual Citizenship).

3.13.1. Security Access for Non-US Citizens. In general, an AF Airman who is a non-US citizen is ineligible to be granted security access. Accordingly, these Airmen may not be selected for assignment to any position in the CONUS or OS requiring security access. For guidance on assigning a non-US citizen with a TAFMSD prior to 1 Nov 82 to a position requiring security access (*for example*, the Airman may have been the subject of a previous background investigation and may be eligible for security access), consult AFI 31-501, *Personnel Security Program Management*.

3.13.2. OS Assignment Eligibility of Non-US or Dual Citizens.

3.13.2.1. Officers. All commissioned officers must be a US citizen. However, for OS assignment of officers who hold dual citizenship or if their dependents are non-US citizens, then comply with paragraph 3.13.3.1.

3.13.2.2. Enlisted . Non-US citizens with a TAFMSD of 1 Nov 82 and more recent are not assigned OS (except to Alaska and Hawaii). In addition to the considerations in paragraph 3.13.3., not assigning non-US citizens OS allows these enlisted Airmen the opportunity to obtain US naturalization which is required for reenlistment eligibility. Further, a non-US citizen may not be eligible for entry into a third country because of agreements between the Airman's native country and the third country. Notwithstanding paragraph 3.13.3. and the concern for reenlistment eligibility, should assignment OS be deemed essential, regardless of TAFMSD, then comply with paragraph 3.13.3. below. Also, before authorizing any non-US citizen or their dependents to proceed OS, the provisions of DOD Regulation 1000.21, DOD Passport and Passport Agent Services, must be met.

3.13.2.3. To preserve the best interest of the AF and to protect its Airmen and their dependents, Airmen may request release from assignment to a foreign country of which they are citizens or are former citizens, or to a country where their dependents are citizens or former citizens. The request must be submitted to the MPS after official notification of assignment and the MPS will immediately reclama the assignment. The decision to cancel an assignment under these circumstances will be made by the assignment OPR and be based on various factors (volunteer status, sufficient time to select replacement, and so on). When a request based on dependents is disapproved, the Airman may be required to remain on assignment to serve the unaccompanied tour depending on the individual circumstances.

3.13.3. OS Assignment of Persons Holding Dual Citizenship. Citizenship is the relationship between a person and a country under which the person owes allegiance and is entitled to protection by the country. The laws of each nation determine who are its citizens. Differences

in the citizenship and nationality laws of the nations of the world can result in dual citizenship; that is, two or more nations claiming the same person as its citizen. Dual citizenship most frequently occurs when a person changes his or her citizenship by naturalization or is born in one country of parents who are citizens of another country. Persons possessing dual citizenship may have legal obligations to both countries and persons who are non-US citizens may have legal obligations to their native country, including the obligation to pay foreign income taxes, serve in a foreign military service, liability for import taxes on household goods or POV, they might be restricted from departure by emigration laws, and so on. In most cases, enforcement of these obligations is attempted only if the individual enters the territorial boundaries of the other country. In the absence of an agreement, the US government cannot assert a legal objection to a foreign government applying, within its own territorial boundaries, its internal laws to persons qualifying as citizens under its laws. This is true even though the individual may also be a US citizen under US law and be serving in the US Armed Forces. The Airman and the assignment OPRs must be aware of those circumstances, especially when humanitarian assignment is being requested or whenever an exchange or SWAP of assignments is requested.

3.13.3.1. Actions Required. An Airman who is a US citizen and also holds citizenship in another country (dual citizenship) or an Airman who is not a US citizen, will not be assigned to the foreign country where citizenship is held unless approval is granted by the MAJCOM/JA having OS jurisdiction. A request for approval of assignment is required to allow review of the Status of Forces Agreement (SOFA) and to determine other legal ramifications (such as, would the foreign government choose to hold the Airman to any of the obligations mentioned above). *NOTE*: A request must also be processed when an Airman is selected for reassignment to a location where an accompanied tour is authorized and his or her dependents are non-US or dual citizens. Failure to obtain approval may have serious consequences. The requirement for this review and approval will not be waived. The request must include the following information and is forwarded by the Airman's servicing MPS directly to the AFPC assignment OPR:

3.13.3.1.1. Name, grade, SSN, and AFSC.

3.13.3.1.2. Gaining unit, AAN, and RNLTD.

3.13.3.1.3. Country of citizenship.

3.13.3.1.4. Whether or not Airman has applied for US citizenship.

3.13.3.1.5. Date and point of entry into the US.

3.13.3.1.6. Alien dependents of Airman and relationship.

3.13.3.1.7. Record of any courts-martial.

3.13.3.1.8. Previous assignment to country of which Airman holds citizenship.

3.13.3.1.9. Names and addresses of relatives residing in the country of which the Airman is a citizen.

3.13.3.1.10. Country of citizenship of Airman's natural parents.

3.13.4. AFPC Assignment OPR Actions. On receipt of a request, the AFPC Assignment OPR consults with the MAJCOM Staff Judge Advocate to determine whether any legal or community relations problems exist that could make the assignment objectionable. In particular, whether the Airman (or dependents) would be subject to the draft laws of the country, restricted from departure by emigration laws, and so on, or if factors exist that would present a high risk to continued AF service. The AFPC assignment OPR coordinates with the MAJCOM Staff Judge Advocate and approves or disapproves the request. When assignment of an Airman is disapproved, the assignment OPR immediately reassesses the selection using justification for

assignment disqualification. When the denial is based on an Airman's dependents, the Airman may remain on the assignment to serve the unaccompanied tour.

Table 3.1. Priority for OS Short Tour Selection.

PRIORITY	A	B	C
	If Airmen are (see note 1)	And assigned to a duty location	Then, select for short tours in order of (see note 2)
1	In-place COT volunteers	OS	Short tour returnees by greatest number of previous tours
2	COT volunteers		Short tour returnees by greatest number of previous short tours
3			Long tour returnees by greatest number of previous tours
4	Volunteers	In CONUS and are mandatory movers	Date arrived station
5	Non-volunteers	In CONUS and are mandatory PCS moves and are vulnerable for involuntary OS PCS selection within 24 months	No previous oversea tours, by ODSD, by date arrived station
6			Fewest previous short tours, by STRD, by date arrived station
7	Volunteers	In CONUS	Date arrived station
8	Non-volunteers	In CONUS	No previous OS tours, by ODSD, by date arrived station
9			No previous OS short tours, by ODSD, by date arrived station
10			Fewest previous short tours, by STRD, by date arrived station

NOTES:
1. Use this table in conjunction with paragraph 3.3.
2. To break a tie within a priority group, use the guidance in paragraph 3.3.4. and the note to Table 3.13.

Table 3.2. Priority for OS Long Tour Selection.

PRIORITY	A	B	C
	If Airmen are (see note 1)	And assigned to a duty location	Then, select for long tours in order of (see note 2)
1	in-place COT volunteers for extended tour (see note 3)	OS	unaccompanied short tour returnees by greatest number of previous short tours; long tour returnees and accompanied people (regardless of tour length) by greatest number of previous short tours
2	in-place COT non-CONUS resident volunteers for standard tour in home area		
3	in-place COT volunteers for standard tour		short-tour returnees (see note 4) by greatest number of previous short tours; long tour returnees by greatest number of previous short tours.
4	COT volunteers for extended tour (see note 3)		
5	COT non-CONUS resident volunteers for standard tour in home area		
6	COT volunteers for standard tour		
7	volunteers for extended tour (see note 3)	in CONUS and are mandatory PCS moves	date arrived station
8	non-CONUS resident volunteers for standard tour in home area		
9	volunteers for standard tour		
10	Non-volunteers	in CONUS and are mandatory PCS moves and are vulnerable for involuntary OS PCS selection within 24 months	no previous OS tours, by ODSD; one or more previous OS tours, by ODSD; by date arrived station.

11	volunteers for extended tour (see note 3)	In CONUS	date arrived station.
12	non-CONUS resident volunteers for standard tour in home area		
13	volunteers for standard tour		
14	Non-volunteers		no previous OS tours, by ODSD, by date arrived station; one or more previous OS tours, by ODSD, by date arrived station.

NOTES:
1. Use this table in conjunction with paragraph 3.3.

2. To break a tie within a priority group, use the guidance in paragraph 3.3.4. and the note to Table 3.14.

3. Extended long tour priorities apply to enlisted only.

4. Refer to Table 3.14. (Assignment Priorities for Airmen Completing O/S Tours) for additional guidance on match priority within short tour returnees category.

Table 3.3. Award or Adjustment of ODSD and STRD Based on PCS.

RULE	A	B	C
	Airman was assigned PCS OS and	Then credit with	And (see note 1)
1	completed a tour of 18 months or more, accompanied or unaccompanied, and rules 2, 20, or 21 do not apply	a long tour	award new ODSD (see note 4).
2	completed a tour, accompanied or unaccompanied, where both the accompanied tour was 24 months and the unaccompanied tour was less than 18 months	a short tour (see note 2)	award new ODSD and STRD (see notes 4 and 5).
3	completed an unaccompanied tour of less than 18 months and no accompanied tour was authorized	a short tour (see note 3)	award new ODSD and STRD (see note 4).
4	was curtailed after completing at least 365 days of an 18-month or longer tour, accompanied or unaccompanied, and rule 5 does not apply	a long tour	award new ODSD.
5	was curtailed after completing at least 365 days of an accompanied tour where both the accompanied tour was 24 months and the unaccompanied tour was less than 18 months	a short tour	award new ODSD and STRD (see notes 4 and 5).
6	was curtailed after completing at least 181 days of a less than 18-month tour		award new ODSD and STRD.
7	was curtailed before completing 365 days of an 18-month or longer tour, and rule 8 does not apply	number of days served	adjust ODSD by adding the number of days served to the existing ODSD.
8	was curtailed before completing 365 days of an accompanied tour where both the accompanied tour was 24 months and the unaccompanied tour was less than 18 months		adjust ODSD and STRD by adding the number of days served to the existing ODSD and STRD
9	was curtailed before completing 181 days of a less than 18-month tour		adjust ODSD and STRD by adding the number of days served to the existing ODSD and STRD.

10	served less than the prescribed tour for the location, and the OS tour was not curtailed and an OS tour length waiver was not approved prior to OS assignment	Number of days served	adjust ODSD and (when appropriate) STRD by adding the number of days served to the existing ODSD and (when appropriate) STRD.
11	served in Saudi Arabia on or after 30 Apr 78, on an accompanied tour and completed a tour, or was curtailed and served at least 365 days of the accompanied tour	a short tour	award new ODSD and STRD (see notes 2 and 4).
12	served in Turkey on or after 1 Jan 80 and completed a tour, or was curtailed and served at least 181 days of an unaccompanied tour or 365 days of an accompanied tour		
13	filled a position on a CSPL, or is married to a member filling a position on the CSPL and served at least 365 days of an accompanied tour		
14	served in Iran on or after 1 Jan 79 and was evacuated before completing the prescribed tour, or was held as a hostage		
15	served in Pakistan on or after 9 Nov 79 and was evacuated before completing the prescribed tour		
16	served at Adak, Alas ka, and completed an unaccompanied tour by 1 Oct 90, or was curtailed after completing at least 181 days of an unaccompanied tour		
17	served at Comiso, Sicily, prior to 1 Dec 89, and completed the tour or was curtailed after completing at least 181 days of the unaccompanied tour, or at least 365 days of the accompanied tour (For those in country after 1 Dec 89, see rule 2.)		

18	served in Panama on an unaccompanied tour and arrived on or after 1 Mar 88 and before 1 Jun 90; or arrived prior to 1 Mar 88 and served at least 181 days after 1 Mar 88; or served an accompanied tour for any period between 1 Dec 89 and 1 Jun 90 (regardless of tour start date)	A short tour	award new ODSD and STRD (see notes 2 and 4).
19	served in the Philippines on an unaccompanied tour and served at least 181 days prior to departure, or served an accompanied tour and served at least 365 days prior to departure, and in either instance, departed on PCS on or after 1 Oct 90 (see rules 8 or 9 when time served was less than as shown)		
20	served at Naples, Italy, (DAS between 1 Mar 96 and 31 Dec 2005), accompanied or unaccompanied, and served at least 365 days.		
21	completed a 24-month unaccompanied DLM tour in same country as native country of member's spouse (see Table 3.5.).	a long tour	award new ODSD.
22	was awarded or recommended for award of the Medal of Honor	a short tour	award new ODSD and STRD
23	was designated as missing, and subsequently officially categorized as captured (PW), MIA, beleaguered, besieged, detained (hostage), or interned as defined in AFI 36-3002 (see note 6)		

NOTES:
1. Use this table in conjunction with paragraph 3.4. Award or adjustment of an ODSD or STRD does not change a members date arrived station.

2. Give credit for additional short tours when the Airman extends for at least the accompanied tour length (also give credit if later curtailed after serving at least 365 days of the extension). Airmen serving a 24-month tour in a key billet or in a CSPL position in a short tour area receive one short tour credit. If they extend their tour for 24 months they will receive an additional short tour credit (includes if curtailed after serving at least 365 days of the tour extension).
3. Give credit for additional short tours when Airman extends for at least the unaccompanied tour length (also give credit if later curtailed after serving at least 181 days of the extension except those Airmen electing KAIP and receiving allowances).
4. Award new dates for people with IPCOTs upon completion of tour which precedes the IPCOT.
5. Credit Airmen in country as of 1 December 1989 and those departing the CONUS or arriving on a COT after 1 December 1989 with a short tour upon completion of the prescribed tour.

6. Airmen who are officially categorized via DD Form 1300, *Report of Casualty*, receive credit for at least one short tour, regardless of the length of time served OS. Additional short tour credit is awarded in 12 month increments and for any portion thereof at the time of release/return to US control.

Table 3.4. Award or Adjustment of ODSD and STRD for TDY.

RULE	A If Airman performed TDY (see note 1)	B And served (see note 2)	C Then (see note 3, 4 and 5)
1	from CONUS to OS, including sea duty with the US Navy	2 days or more (see note 6)	adjust current ODSD and STRD by adding number of days served.
2		300 days or more in a consecutive 18 month period	give Airman credit for a completed short tour and award a new ODSD and STRD to equal date of return from last TDY.
		548 days in a consecutive 3 year period	
3		365 days or more in a consecutive 3 year period	give Airman credit for a completed long tour and award a new ODSD to equal date of return from last TDY.
4	from a OS long tour location to any other OS location, including sea duty with the US Navy, on or after 1 Jul 72	2 days or more (see note 6)	adjust current STRD by adding number of days served.
5		300 days or more in a consecutive 18 month period	give Airman credit for a completed short tour and award a new STRD to equal date of return from last TDY.
6		548 days in a consecutive 3 year period	
7	from CONUS to the Trust Territories of the Pacific Islands as a Civic Action Team Member	179 consecutive days or more	give Airman credit for a completed short tour and award new ODSD and STRD as of date of return to CONUS (see note 7).
8	at a GBR radar site in South America (PID F117T)	172 consecutive days or more on site	give Airman credit for a completed short tour and award new ODSD and STRD to equal date of return from TDY (see note 7).
9	and as a result was awarded or recommended for award of the Medal of	any amount	give Airman credit for a completed short tour and award new ODSD and STRD equal to date of award/recommendation.

	Honor		

10	and as a result was designated as missing, and subsequently officially categorized as captured (PW), MIA, beleaguered, besieged, detained (hostage), or interned as defined in AFI 36-3002 (see note 8)	Any amount	give Airman credit for a completed short tour and award new ODSD and STRD to equal date released/returned to US control (see note 8).
11	in the area of responsibility (AOR) (see note 9), arriving between 1 Aug 90 and 10 Jun 91, in support of OPER AT ION DESERT SHIELD/STORM (ODS)	181 consecutive days or more (see note 10)	give Airman credit for a completed short tour and award new ODSD and STRD to equal date of return from TDY (see note 7).
12	at Moron AB, Spain in direct support of ODS arriving between 1 Aug 90 and 10 Jun 91		
13	at Diego Garcia as a crew member in support of ODS arriving between 1 Aug 90 and 10 Jun 91		

14	at Al Kharj, Saudi Arabia or Thumrait, Oman (PID F089T) between 1 Dec 91 and 1 Apr 95	168 consecutive days or more on site	give Airman credit for a completed short tour and award new ODSD and STRD to equal date of return from TDY (see note 7).
15	in support of Coronet Drake or Coronet Aspen (PID F079T) arriving prior to 16 May 95		
16	Deployed to a hostile fire/imminent danger pay zone any time after 11 Sep 2001 until present	181 consecutive days or more	Give Airman credit for a completed short tour and award new ODSD and STRD to equal date of return from TDY (see note 11)

NOTES:
1. Use this table in conjunction with paragraphs 3.4. and 3.5.
2. Time creditable as OS duty for TDY begins the day of departure from the CONUS port excluding all leave, hospitalization, and other non-mission periods (i.e. confinement, prisoner, AWOL periods).
3. Adjustment or award of the ODSD or STRD does not change a member's date arrived station.
4. The number of days served in TDY status to qualify for award of a new ODSD/STRD is not the same as a member in PCS status whose OS tour is curtailed (see Table 3.3.).
5. The only source document to be used to validate OS TDY is a copy of the paid travel voucher for each TDY claimed.
6. Credit for 2 days or more TDY began on 5 Jan 95. For TDYs prior to this date you must have served a cumulative total or 90 or more days in a consecutive 3 year period to earn an adjustment to the ODSD/STRD.

7. PDS update will use country code "ZT" with a tour length of number of days served.

8. Members who are officially categorized via DD Form 1300, *Report of Casualty*, receive credit for at least one short tour, regardless of the length of time served OS. Additional short tour credit is awarded in 12 month increments, and any portion thereof, at the time of release/ return to US control.

9. Use HQ AFPC/DPAPP correspondence as the source document. Countries comprising the AOR are: Saudi Arabia, Kuwait, Iraq, United Arab Emirates (UAE), Oman, Bahrain, Qatar, Yemen, Turkey, Egypt, Israel, Jordan, Syria, and the airspace and adjacent waters of these countries.

10. For OS tour crediting purposes, for this TDY only, begin credit with the day of arrival in the AOR and end with the day of departure from the AOR.

11. OS tour length will be updated to 12 months provided Airman meets minimum award criteria.

Table 3.5. Determining Type of OS Tour.

RULE	A If the Airman is to serve, or is serving, a tour of duty OS, and is	B Then the Airman serves the (see note 2)
1	accompanied upon arrival by dependents transported at government expense or joined after arrival by dependents transported at government expense (see note 1)	accompanied tour length shown in the JFTR, Appendix Q.
2	married while OS, acquires dependents, or joined by individually sponsored dependents, and command-sponsorship is approved (see note 1)	
3	married (prior to PCS departure) to a member of the Armed Forces assigned to the same or an adjacent base where an accompanied tour is authorized	
4	married after arrival OS to a member of the Armed Forces assigned to the same or an adjacent base (see note 3)	unaccompanied tour length shown in the JFTR, Appendix Q.
5	married while OS, or joined by individually sponsored dependents, and command-sponsorship of dependents is not requested or member is ineligible to receive approval of command-sponsorship	
6	married or unmarried, and unaccompanied	unaccompanied tour length shown in the JFTR, Appendix Q (see note 4).
7	married and assigned to a dependent restricted location and a designated location move (DLM) is approved to the native country of the member's foreign-born spouse, which is different from the country where the member is serving	unaccompanied tour length shown in the JFTR, Appendix Q
8	married and assigned to a dependent restricted location and a designated location move (DLM) is approved to the native country of the member's foreign-born spouse which is the same country in which the member is serving	unaccompanied tour of 24 months (see note 5).
9	assigned to position formally designated and approved as a "key-billet" (see Attachment 1) and is unaccompanied	unaccompanied tour of 24 months (see note 6).

NOTES:

1. Includes members who return dependents to the CONUS for personal reasons.

2. If an airman is to serve or is serving an extended long OS tour, then the tour length becomes the type tour indicated plus 12 months. When one member of an enlisted couple is selected as an extended long tour volunteer, both must serve the accompanied tour plus 12 months.

3. If members have or acquire dependents and desire government paid travel or dependents, shipment of HHG, etc., upon PCS, then the member claiming the dependents must request command sponsorship and serve the accompanied tour length.

4. An exception to rule 6 is a single officer with no dependents who elects to serve the accompanied equivalent tour length as provided in paragraph 3.2.14.

5. Do not give short tour credit to members for designated location move (DLM) approved on or after 1 November 1985.

6. See paragraph 3.2.12. and Table 3.4., note 2.

Table 3.6. Tour Election Changes Prior to Departing Losing Base.

RULE	A	B	C
	If the Airman has (see note)	And submits a request to change their OS tour status to	Then the MPS
1	not relocated dependents or HHG at government expense	accompanied	approves the request
2		unaccompanied	
3	relocated dependents or HHG at government expense	accompanied	approves only when the anticipated delay of the OS movement of dependents was 20 weeks or more as determined by the OS installation commander.
4		unaccompanied	approves, provided dependents and (or) HHG were not relocated OS.

NOTE: Use this table in conjunction with Attachment 20

Table 3.7. Tour Election Changes After Arrival OS.

RULE	A	B	C	D
	If the Airman (see note)	And submits a request to change their OS tour status to accompanied	Or submits a request to change their OS tour status to unaccompanied	Then the installation commander or designated representative
1	has not relocated dependents or HHG at government expense	X	X	approves, unless rule 6 or 7 applies.
2	relocated dependents or HHG at government expense to a designated location and the anticipated delay for moving dependents OS was 20 weeks or more based on disapproved concurrent travel request	X	X	
3	relocated dependents or HHG at government expense to a designated location and the anticipated delay for moving dependents OS was less than 20 weeks	X		sends the request to HQ AFPC/ DPAPP for decision.
4			X	approves
5	originally elected the accompanied tour and HHG were shipped OS at government expense but dependents never joined OS		X	sends the request to HQ AFPC/ DPAPP for decision.
6	is eligible for change under rule 1 or 3, but current DEROS is in the OS cycle (Attachment 16, paragraph A16.5., allocations column for enlisted or officer has an ASD according to Table 2.8.).	X		sends request for DEROS adjustment to assignment OPR for decision.
7	is assigned to a position on the Osan AB Korea Command-Sponsored Position Listing (CSPL)			sends request to HQ AFPC/ DPAPP for decision.

NOTE: Use this table in conjunction with Attachment 20.

Table 3.8. Award and Adjustment of DEROS.

RULE	A If the Airman	B Then (see notes 1 and 2)	C And the MPS must
1	is assigned CONUS to OS, or on a COT with travel through the CONUS	add the OS tour length to the last date departed CONUS (see note 3)	award the DEROS unless rule 2 or 3 applies.
2	is assigned CONUS to OS and takes leave en route in any OS area; is assigned on a COT without travel through the CONUS; or is assigned on a COT with travel through the CONUS but takes leave en route after departing the CONUS	add the OS tour length to the date arrived at the OS duty station (see note 3)	award the DEROS unless rule 3 applies.
3	arrives OS and for any reason has insufficient retainability to complete the prescribed minimum tour (without an approved delay or waiver of retainability), require the member to obtain retainability or decline, and when the member declines or is ineligible	determine DOS	award a DEROS that coincides with DOS and counsel the member of action required by rule 4.
4	is awarded a DEROS under rule 3 and for any reason the member later obtains additional retainability		adjust the DEROS to reflect completion of the full OS tour or adjust DEROS to equal the new DOS if less than the full OS tour completion date.
5	requests extension, curtailment, or proration of DEROS according to Table 3.9, Table 3. 10. or Table 3.12.		adjust the DEROS when authorized or submit a request for DEROS change per Table 3.9., Table 3.10., or Table 3.12..

6	has their DEROS involuntarily extended according to Table 3.11. (also see paragraph 3.10.)	Determine DOS	adjust the DEROS when authorized or submit a request for DEROS change when required by Table 3.11. or paragraph 3.10.
7	has an approved separation or retirement date before DEROS month	confirm date of separation or retirement date	adjust the DEROS.
8	has tour election change approved after arriving OS	convert the tour to appropriate tour length	
9	is married to a member of the Armed Forces and assigned to the same or adjacent base	determine type tour to be served per Table 3.5. and Attachment 8.	award or adjust DEROS of either, or both members accordingly.
10	is serving an extended OS tour and is reassigned involuntarily to another country or area	subtract 12 months from current DEROS and prorate DEROS if to a different tour length (see Table 3.12.)	on request by the member, adjust the DEROS according to Table 3.12.

NOTES:
1. Use this table in conjunction with paragraph 3.5. and Table 3.6.

2. Members serving the extended long tour serve the standard tour length (or revised tour length in the case of proration), plus 12 months.

3. If the member reports to the gaining OS duty location before the RNLTD month, the DEROS will be awarded by adding the OS tour length to the RNLTD month.

4. Aircrew members (accompanied or unaccompanied) serve a 36-month tour plus the length of in-country training if assignment is to the NATO AWACS E-3A Component as follows: Officers in AFSC 11SX, 12RX, and 13BX and enlisted in AFSCs 1A1X1, 1A3X0, 1A4X0, 1A5X0, 1A5X2 and 1A5X3.

Table 3.9. Voluntary Extension of OS Tour.

RULE	A If the reason for extension is	B Then the maximum period of extension is (not to exceed mandatory DOS/HYT)	C And process the request as follows:
1	Airman's request (see notes 1 and 2)	Any increment not greater than the standard accompanied tour length in a single increment	Use the DEROS Option RIP (or letter) to request extension. Unit commanders may disapprove requests. When the commander recommends approval, the MPS sends the request to the assignment OPR. Assignment OPR approves or disapproves and advises the MPS
2	Airman's request for DEROS to coincide with DOS or desired retirement date		
3	Airman's request due to pregnancy of spouse and the recommendation of attending physician	60 calendar days or less	Installation commander may approve (see note 3)
4		More than 60 calendar days	See paragraph 1.5. (see note 3)
5	Airman's request, female Airman is pregnant and the attending physician recommends	60 calendar days of less	Installation commander may approve (see note 3)
6		More than 60 calendar days	See paragraph 1.5 (see note 3)

NOTES:

1. Use this table in conjunction with paragraph 3.8.6.. Commanders may not disapprove a voluntary extension request based solely on a member's assignment OS for an arbitrary maximum period of time. However, commanders may disapprove extension requests based on a requirement for fresh expertise or for reasons such as job stress, personal or family hardship, lack of adequate medical or educational facilities, etc.

2. Normal voluntary DEROS extension criteria do not apply to a member's request for change of OS tour status from unaccompanied to accompanied. Approval of command sponsorship and change of OS tour status requires the member to serve the accompanied tour length. Therefore, the DEROS change action is an adjustment of DEROS as shown in Table 3.9. (not a voluntary extension action), also see Attachment 20.

3. Travel restriction date (TRD) is six weeks after estimated delivery date (EDD). Establish new DEROS as one day after TRD. If new DEROS is 60 days or less from old DEROS, the installation commander may approve extension. If new DEROS exceeds 60 days from old DEROS, forward request to the assignment OPR. In the case of military couples, the installation commander may approve up to a 60 calendar day extension of tour for both members as long as the new DEROS of both members is within the same month. The commander must notify the MPS immediately so they can make the necessary changes to DEROS and other adjusted suspenses.

Table 3.10. Curtailment of OS Tours.

RULE	A If reason for curtailment of an OS tour is (see note 1)	B And period is more than 60 calendar days	C Or period is less than 60 calendar days`	D Then the authority shown below may approve the curtailment
1	Commander's request to permit systematic rotation (see note 2)		X	Assignment OPR
2		X		HQ AFPC/CC
3	Commander's request for Airmen selected for school, special duty assignment, approved separation, and so on, and requires reporting earlier than original DEROS		X	Assignment OPR
4		X		HQ AFPC/CC
5	Commander's request when in the best interests of the Air Force (such as dormitory or housing renovation)		X	Assignment OPR
6		X		HQ AFPC/CC
7	Adjustment of DEROS approved under Table 3.9	X	X	See Table 3.9
8	Airman's or medical authority's request due to pregnancy of Airman or spouse and medical authority recommends return before DEROS		X	Installation commander (see note 3)
9		X		Assignment OPR
10	Airman's request upon medical evacuation of dependents to CONUS		X	
11		X		HQ AFPC/CC
12	Unmarried pregnant Airman desires to place the child for adoption		X	Assignment OPR
13		X		HQ AFPC/CC
14	Commander's request when Airman returns to CONUS on emergency leave, and on completion of leave will have (number of days shown) remaining before DEROS		X	Unit commander (see note 4)
15		X		HQ AFPC/CC
16	Airman's request to accompany a military spouse with an earlier DEROS who cannot extend because of manning or operational necessity		X	Assignment OPR
17		X		HQ AFPC/CC

RULE	A	B	C	D
	If reason for curtailment of an OS tour is (see note 1)	And period is more than 60 calendar days	Or period is less than 60 calendar days`	Then the authority shown below may approve the curtailment
18	To effect reassignment based on an approved humanitarian or EFMP request		X	Assignment OPR
19		X		HQ AFPC/CC
20	Commander's request for Airmen sentenced to a dishonorable or bad conduct discharge, or when General Court Martial (GCM) authority directs Airman to take involuntary excess leave (see note 5)	X	X	Assignment OPR
21	Commander's request for Airmen surplus due to unit inactivation, base closure or consolidation, authorization deletion, reclassification, or other action resulting in loss of Airman's AFSC (see note 6)			
22	Commander's request for Airmen or dependents involved in unfavorable military or civilian incident in host community			HQ AFPC/CC or AF/JA for Judge Advocates
23	Airman's request to accompany a military spouse reassigned on a humanitarian or EFMP assignment		X	Assignment OPR
24		X		HQ AFPC/CC
25	Airman's request to cancel all or part of an approved voluntary OS tour extension	X	X	Assignment OPR (see note 7)
26	Threatened Person Assignment	X (see note 8)	X (see note 8)	HQ AFPC/DPAPP

NOTES:

1. Use this table in conjunction with paragraph 3.8.

2. Systematic rotation is only for the purpose of spreading the rotation dates for Airmen possessing like skills over a greater period of time to ensure continuity of operation.

3. Travel restriction date (TRD) is six weeks prior to Estimated Delivery Date (EDD). Establish the RNLTD to gaining unit as one day prior to TRD. Compute new DEROS by subtracting a

maximum of 45 days (leave and travel time) from the new RNLTD. If new DEROS exceeds 60 days from old DEROS, forward a curtailment request. In the case of military couples, the installation commander may only approve curtailment of the pregnant Airman. Submit a request to curtail the male military member, depending on period of curtailment. Enlisted Airmen who have extension to OS tour approved under the OTEIP are not eligible for curtailment except for pregnant Airmen at dependent-restricted locations. These Airmen may extend their DEROS beyond the TRD or request early return of (civilian) spouse. The commander must immediately notify the MPS so they can make the necessary changes to DEROS and other suspenses.
4. See paragraph 3.9.
5. Request for CONUS assignment is sent by electrical message to the HQ AFPC OPR responsible for Airman's AFSC (see Table 1.2.) with information copy to AFLSA/JAJM, Bolling AFB DC. Request must include date confinement will end and home of record.
6. See paragraph 2.48. Curtailment as a result of surplus based on promotion permitted only when the promotion is to the grade of CMSgt or Colonel.
7. The assignment OPR may approve cancellation (provided it is not an OTEIP extension) if the new DEROS will not place the enlisted Airman in the OS cycle (see Attachment 16 paragraph A16.5. allocations column) and for officers, the new DEROS must not result in an ASD which is past (see Table 2.8., rule 3 for ASD schedule). This does not apply to an enlisted Airman serving an extended long tour unless cancellation requested is to an extension of the ELT. Requests involving OTEIP extensions must be submitted to HQ AFPC/DPAPP1 as exceptions according to paragraph 1.5.
8. As requested by installation commander.

Table 3.11. Involuntary Extension of OS Tour.

RULE	A	B	C
	If the reason for involuntary extension is (see note 1)	Then the maximum period of extension is (not to exceed DOS)	and
1	Airman does not have required retainability for CONUS PCS	Airman's DOS	DEROS update is automatic
2	Due to quality control reasons; to provide testimony for a court-martial (material witness); or, to comply with host country's customs regulations	120 days (see notes 2 and 3)	Comply with paragraph 3.10
3	To attend training or education and the class start date does not reasonably coincide with current DEROS	180 days	Submit requests a shown in paragraph 3.10. HQ AFPC/CC is the approval authority
4	To meet immediate and critical operational needs		
5	When assigned to a unit being deactivated or due to base closure		

NOTES:
1. Use this table in conjunction with paragraph 3.10.

2. Airmen placed on International Hold (AAC 13), Table 2.1., Airmen not medically qualified for PCS (AACs 31 and 37), and Airmen serving a confinement period as a result of court-martial or civil court action (Duty Status Codes 04, 05, 16, 17, 56, 59) will not have DEROS involuntarily extended. Allow the DEROS to expire even though the person remains assigned OS.

3. Action to involuntarily extend an Airman OS for quality reasons must meet the requirements outlined in paragraph 3.10. Extend the Airman's DEROS in 30 day increments only.

*This program is currently suspended due to real world current events.

Table 3.12. OS Tour Proration.

RULE	A If proration is for : (see note 1)	B And Airman is serving an OS tour length of ,	C And the unaccompanied tour length at the OS TDY location is	D Then the proration factor is (and see note 4)
1	TDY of 60 or more consecutive days to an OS location where wither the accompanied or unaccompanied tour (JFTR, Appendix Q) is less than either the accompanied or unaccompanied tour (JFTR, Appendix Q) at the Airman's permanent OS duty station (see notes 2 and 3)	36	12	2.0
			15	1.4
			18	1.0
			24	0.5
		30	12	1.5
			15	1.0
			18	.67
			24	.25
		24	12	1.0
			15	0.6
			18	0.33
		18	12	0.5
			15	0.2
		15	12	0.25
2	PCS to an OS location with a different prescribed tour length (JFTR, Appendix Q), or when the tour length changes at the current location	Step 1. Months on Current Tour (see note 5) 1 X New Tour Length (in months) Current Tour Length (in months) = Equivalent Months		
		Step 2. New Tour Length (in months) - Equivalent Months = Months remaining to be served on new tour		
		Step 3. Date New Tour Starts (see note 6) + Months remaining to be served on new tour = New DEROS		

NOTES:
1. This table must be used in conjunction with paragraph 3.11.

2. To determine if the TDY location tour length is less than the Airman's PCS location tour length, compare the accompanied and unaccompanied tour lengths at both locations as shown in the JFTR, Appendix Q. If the tour lengths for the accompanied and unaccompanied tours at the two locations are the same, then proration is not authorized. ***For example***, if the TDY location tour length is 36/24 and the Airman's PCS location tour length is 36/24, then the Airman is not

TDY to a location with a tour length less than his or her permanent duty station. Enlisted Airmen Only: Do not use the extended long OS tour length. ***EXCEPTION:*** Proration for TDY is not authorized for Airmen assigned to Alaska or Hawaii at locations where both the accompanied and unaccompanied tour lengths are 36 months when TDY is to a location where the accompanied tour length is 36 months and the unaccompanied tour length is 24 months.

Here are several more examples:

a. If the permanent duty station tour length is 24/15 and the TDY location tour length is 24/ 12, then proration is authorized. Use the unaccompanied tour length of 12 months at the TDY location for proration computation. A member serving a 24 month accompanied tour is prorated using the 12 month TDY location tour and a member serving the 15 month unaccompanied tour at the same location is also prorated using the 12 month TDY location tour, but the length of the proration will not be the same.

b. If the permanent duty station tour length is 30/18 and the TDY location tour length is 24/ 18, the proration is authorized, but proration would not affect a member serving an unaccompanied tour of 18 months at their permanent duty station.

c. If the permanent duty station tour length is 24/12 and the TDY location tour length is 24/ 15, then proration is not authorized. The basic criterion that the TDY location tour length must be less than the tour length at the permanent duty station is not met. Therefore, do not prorate the tour of a member serving a 24 month accompanied tour based on the unaccompanied TDY location tour length of 15 months.

3. When it is determined the TDY location tour length is less than the member's PCS location tour length, then for proration computation purposes, use the TDY location unaccompanied tour length from the JFTR, Appendix Q. If the TDY location is not listed in the JFTR, Appendix Q., contact HQ AFPC/ DPAPP for the appropriate tour length.

4. Compute the prorated DEROS as follows: Provided the Airman meets the requirements of column A, use columns B and C to determine the correct proration factor from column D. Multiply the number of days TDY by the proration factor to determine the number of days proration. The final step is to subtract the number of days proration from the Airman's current DEROS to determine the prorated DEROS. ***For example***, SMSgt Stine is serving an accompanied tour at a 36/24 location and has a current DEROS of 071122. He performs 79 days TDY at an OS location which has a tour length of 24/15. To find the amount of proration, determine the proration factor from column D. For SMSgt Stine, it is 1.4. Multiply the number of days TDY (79) by the proration factor (1.4) to determine the number of days proration (79 x 1.4 = 110.6 (round to the nearest whole number, .5 or higher, round up; .4 or lower, round down). The final step in the computation is to subtract the number of days proration (111) from the current DEROS to find the prorated DEROS. This can be easily done by converting the current DEROS to the appropriate Julian date, and then subtracting the number of days proration. SMSgt Stine's DEROS of 071122 is Julian date 326. Subtracting 111 from 326 equals 215. Julian date 215 is 3 August; therefore, SMSgt Stine's prorated DEROS is 070803.

5. For one day or more service in a month, count the whole month.

6. Use DAS for PCS, or effective date of tour length change as new tour start date.

Table 3.13. Assignment Priorities For Airmen Completing OS Tours.

RULE	A If an Airman is serving at an OS location and is	B And is credited with the number of short tours shown (excluding current tour)	C Then the returnee match priority (considering current tour) is (see note)
1	Unaccompanied and the unaccompanied tour length is 17 months or less and dependents are restricted or limited	8 or more	1
		7	2
		6	3
		5	4
		4	5
		3	6
		2	7
		1	8
		0	9
2	Unaccompanied and the unaccompanied tour length is 17 months or less and dependents are not restricted or limited	8 or more	10
		7	11
		6	12
		5	13
		4	14
		3	15
		2	16
		1	17
		0	18
3	Unaccompanied and the unaccompanied tour length is 18 months or more, or accompanied (regardless of the accompanied tour length)	8 or more	19
		7	20
		6	21
		5	22
		4	23
		3	24
		2	25
		1	26
		0	27

NOTE:
Use this table for enlisted Airmen. Apply it to officers when other eligibility and qualification factors are equal or similar enough and you need to determine the order to match officers against requirements. Within each priority group, match Airmen currently serving a short tour who voluntarily extended their tour for a period of 6 or more months, or Airmen currently serving a long tour who voluntarily extended their tour for a period of 12 or more months beyond their

original DEROS, ahead of other Airmen within the same priority group. Additionally, each month voluntarily extended beyond the minimum 6 or 12 month period raises the Airman's priority within their priority group. In the event of a tie within a priority group, individuals will be matched in the following order:

Grade (highest grade takes precedence;

Date of Rank (DOR)(earliest date takes precedence);

Total Active Federal Commissioned Service Date (TAFCSD)(Officers only)(earliest date takes precedence);

Total Active Federal Military Service Date (TAFMSD) (earliest date takes precedence); Date of Birth (DOB) (earliest date takes precedence);

Reverse Social Security Number (SSN) order (use all 9 digits and lowest number takes precedence). *For Example*, if the SSN is 123 45 6789 as a normal number it would be 123,456,789, and reversed it would 987,654,321.

Chapter 4

TEMPORARY DUTY (TDY) ASSIGNMENT

4.1. Purpose of TDY. IAW 37 USC 404, this instruction authorizes personnel to be temporarily assigned to perform duty at a location other than their permanent duty station in support of contingency operations, exercise, manning assistance as described, and for duty for the administrative reasons shown. It prescribes policies, procedures, restrictions, and guidance for selection and effective management of personnel for TDY for these reasons only. TDY manning assistance may be used to satisfy one-time operational manning requirements of short duration or to satisfy long-term operational manning requirements on a temporary basis while PCS arrangements are completed. Administrative TDY is used only for official military reasons to advise or participate in such activities as briefings, lectures, staff assistance, meetings, conferences, or to attend a course of instruction of less than 20 weeks. Before directing TDY, officials must be convinced TDY is essential and the results will pay back the AF for the cost of the TDY. Further, the cost in terms of unit, member, and family turbulence associated with TDY must be considered and the TDY deemed essential to satisfy the needs of the AF. TDY for other reasons, such as, to appear as a witness, for medical evaluation, and so on, is not authorized under the authority of this instruction. The authority for that type TDY, funding authorization, criteria for selection of people (if applicable), and so on, should be addressed in the instruction which authorizes TDY for those purposes. TDY which is not authorized by this instruction or some other AF instruction may be submitted for consideration as an exception according to paragraph 1.5. Exceptions must be requested and the TDY approved in advance. Approval of TDY as an exception does not include funding. The availability of funding may not be the sole basis for approval of TDY. TDY approved as an exception is on the basis that TDY serves the best interests of the AF. TDY IAW this instruction, including as an exception, cannot be authorized solely for personal reasons. Permissive Travel (see Attachment 1) is authorized and approved according to the criteria in AFI 36-3003, *Military Leave*. For contingency and exercise TDY operational procedures, refer to AFI 10-401, *Air Force Operational Planning and Execution*, AFI 10-403, *Deployment Planning and Execution* and AFI 36-3802, *Personnel Support for Contingency Operations* (formerly AFI 10-215) or contact AFPC/DPW at dpw.task.mgt@randolph.af.mil..

4.2. Delegation of Temporary Duty (TDY) Assignment Authority. TDY assignment authority is decentralized for administrative TDY and is hereby delegated to MAJCOMs, or equivalent. As used here, the term equivalent includes the headquarters of Field Operating Agencies (FOA), Direct Reporting Units (DRU), and the headquarters level of those other functions which have been assigned a MAJCOM Identity Code as shown in the USAF Personnel Accounting System (PAS) Directory. A MAJCOM (or equivalent) may further delegate TDY authority down to and including squadron level. A MAJCOM (or equivalent) may limit TDY authority it delegates. *For example*, a MAJCOM may limit locally originated TDY to within the CONUS only, except TDY in support of an operation plan (OPLAN).

4.3. TDY Allowances. When an Airman is to be assigned for TDY at a location other than his/her permanent duty station (regardless of the distance involved), the assistance of the servicing Financial Services Officer (FSO) should be requested to determine if TDY allowances accrue to an Airman according to the Joint Federal Travel Regulations (JFTR), and what the cost

will be. When Airmen accrue TDY allowances, that TDY is subject to the restrictions prescribed by the JFTR and this instruction. When an Airman is directed to take an action for which an allowance is authorized by the JFTR, that action obligates the AF to pay or reimburse him or her if the Airman makes a claim. When Airmen accrue TDY allowances in conjunction with TDY, the JFTR requires TDY orders be issued to record the TDY. TDY orders are issued according to AFI 33-328, *Administrative Orders* and AFI 65-103, *Temporary Duty Orders*. Permissive Travel (see Attachment 1) is authorized and approved according to the criteria in AFI 36-3003, *Military Leave*.

4.4. When to Request PCS or Authorize TDY. When a MAJCOM (or equivalent) has an operational mission which will exist at a specific location for more than 180 consecutive days, then consideration should be given to establishing a permanent AF unit at that location, allocation of manpower authorizations and accomplishment of the mission by assignment of personnel in PCS status. It is recognized it is not always possible to determine the exact length of time needed to accomplish a mission and sometimes long-term TDY is necessary because PCS assignment to a location is not feasible. However, for personnel assignment planning purposes, the 179 day guideline will normally be used in determining which missions can be met via TDY and which should be satisfied on a PCS basis. *NOTE:* As a reminder, normally before an assignment OPR can assign an AF member OS in PCS status, a Status of Forces Agreement (SOFA) must exist (excluding PCS to Alaska, Hawaii, or a territory or possession of the U.S.), the OS PCS tour length must be requested and approved per Chapter 3, an AF unit must be established with manpower positions authorized, and other personnel support actions essential to permanent assignment of US military personnel must be completed. When the prerequisites for PCS of personnel have been completed, then a MAJCOM (or equivalent) may request the assignment OPR assign personnel on a PCS basis (see paragraphs 1.2., 2.8., and 3.8.).

4.5. AEF Deployment and Assignment Procedures. The Air Force assignment process will be managed to coincide with the AEF rhythm (timeline associated with assigned AEF cycles) to the maximum extent possible. In general, the deployment of AF personnel in support of a Combatant Commander's requirement will take precedence over an AF assignment. Commanders will make every effort to schedule voluntary PCS/PCA departure dates, terminal leave dates for retirement, and separation dates, to occur during the 3-month period immediately following the unit's deployment eligibility period. Table 4.3. contains a matrix that will help simplify the commander's decision-making process when a member is selected for assignment at the same time they are either tasked to deploy or already deployed.

4.5.1. While Table 4.3. will provide commanders the tools to make decisions regarding their personnel, close attention must be paid to proper deployment processing and Duty Status updates. Commanders must ensure that members are processing through the MPF prior to deployment. The MPS is responsible for updating deployment duty status codes 20, 21 and 25 (see AFI 36-2134, *Air Force Duty Status Program*). Usually, if the process works properly, the assignment system will not select a member for a non-volunteer overseas assignment while they are deployed. The duty status of individuals who deploy (e.g. they have been issued contingency orders by the MPS) will be changed in MilPDS.

4.5.2. To deconflict assignments and deployments, commanders are asked to send requests via VML reclama process for officers or if out-of-cycle via e-mail to afpc.dpapp@randolph.af.mil and for enlisted assignments via e-mail to afpc.dpaa5@randolph.af.mil. Requests will include Name, SSN, AFSC (Core ID, RDTM, Comp Cat, Specialty Shred), Assigned PAS, Projected

Assignment, RNLTD, type of request (cancellation, extension of RNLTD, extension of DEROS, etc.) with proposed dates, justification and AEF library code.
4.5.3. Commanders are encouraged to address officer PCS and deployment conflicts during the Vulnerable Movers List (VML) reclama process. To deconflict PCS and TDY deployment actions for officers not within an assignment cycle, an e-mail should be submitted directly to the appropriate assignment team.
4.5.4. Commanders who need to deconflict a PCS and TDY deployment action for enlisted personnel should submit a request via email to AFPC/DPAA5 at afpc.dpaa5@randolph.af.mil All requests must include full name, SSN, AFSC (CAFSC, Assigned PAS Code, Projected Assignment, RNLTD, type of request (cancellation, extension of RNLTD, extension of DEROS, etc.) with proposed dates, justification and AEF library code.

4.6. Determining TDY or PCS to Attend a Course of Instruction. The following applies when an Airman is to attend a course of instruction. The JFTR, Volume 1, U2146 establishes that when an Airman is to attend a course (or courses) of instruction of less than 20 calendar weeks, then attendance will be in TDY status (use the duration of the course(s) as shown in Air Force Education and Training Course Announcements (ETCA) (https://etca.randolph.af.mil) at any one location, or total duration of courses when attending two or more courses at the same location). (*EXCEPTION*: Assign enlisted Airmen graduating from basic training to school in PCS status if assigning them directly to a technical school regardless of the course length.) The length of TDY must not exceed the number of calendar days from the course reporting date to the final graduation date as shown in the quota allocation, plus all allowable travel time. Conversely, when an Airman will attend a course (or courses) at one location and the official length of the course(s) is 20 weeks or more, then the Airman will attend in PCS status. When an Airman's attendance status is TDY, but he or she remains at a location for 20 weeks or more (*for example*, if an Airman is required to repeat a block of training), the original attendance status of TDY based on the course length is not changed from TDY to PCS. Similarly, when an Airman's attendance status is PCS based on the course length and he or she completes the course (or is eliminated) in less than 20 weeks, the original attendance status of PCS is not changed to TDY. Upon determining attendance will be in a TDY status, then see paragraph 2.26.5., Table 4.1., and paragraph 4.6. below.

4.7. TDY Restrictions. A number of the TDY assignment policies and procedures outlined in this instruction have been established to specifically comply with, or to comply with the intent of, Comptroller General Decisions or the JFTR. Erroneous payments to Airmen (regardless of how the error occurred) are normally recouped as soon as the error is discovered. Further, it is not always possible to correct errors administratively when they involve allowances. Accordingly, commanders at all levels and officials responsible for directing and/or approving TDY must be familiar with and comply with the restrictions established below. Individual Airmen also have a personal responsibility to confirm their allowances through official sources such as their supporting FSO.
4.7.1. Restriction on Consecutive Number of Days TDY to Any One Location. Comptroller General Decision, 36 Comptroller General 757 (1957), restricts Airmen from being reimbursed for more than 180 consecutive days TDY to any one location (travel time excluded), without approval through the Secretarial Process. Also see paragraph 4.7.2. for restriction on cumulative number of days TDY to the location. See paragraph 4.7.3. for waiver requests.

4.7.2. Restriction on Cumulative Number of Days TDY to Any One Location. In addition to the consecutive days restriction in paragraph 4.7.1., SAF policy is an Airman will not be directed on TDY which will result in more than 180 days accumulation of TDY at any one location in a consecutive 12-month period (regardless of the duty to be performed), without SAF approval or approval of the commander of a specified or unified command. This approval authority may not be further delegated. The consecutive 12-month period starts with the Airman's first TDY to a given site and is not based on calendar or fiscal year periods. Use 365 consecutive days to determine the "12-month" period. This policy is necessary to comply with the spirit and intent of Comptroller General Decision B165911, 4 Apr 69, which states a commander may not publish separate TDY orders returning an Airman to a TDY point after a "token return" to the permanent duty base. An example of token return would be the TDY of an Airman to a location for 180 consecutive days, return of the Airman to his or her permanent duty station for a day or so, and then again directing the Airman TDY back to the same location for another 180 consecutive days. The restriction in paragraph 4.7.1. together with the prohibition on token return, facilitates SAF review of continued TDY support of a program, project, or mission in lieu of establishing PCS authorizations. See paragraph 4.7.3. for requests for waivers.

4.7.3. Requests for SAF Waivers. Requests for waivers (or exceptions) to the restrictions in paragraphs 4.7.1. and 4.7.2. are submitted as shown below. For waivers of paragraph 4.7.1. (more than 180 consecutive days), the unit commander will initiate a waiver request and send it to HQ AFPC/DPAPP, for Lt Cols and below and SMSgts and below, to AF/DPO for colonels (including selectees), or to AF/DPE for CMSgts (including selectees) for processing to the SAF. Requests must be submitted at least 45 days before the projected TDY start date or expiration of current TDY. Waivers are considered when uncontrollable circumstances develop and a requirement exists for an Airman to be TDY longer than 180 consecutive days. For waivers of paragraph 4.7.2. (more than 180 days cumulative TDY to the same location in a 12-month period), either the Airman's home station unit commander or the TDY location commander may initiate a request. When the Airman's home station unit commander initiates the request, it is sent to HQ AFPC/DPAPP (or AF/DPO or AF/DPE as appropriate) for processing to the SAF. When the request is initiated by the TDY location commander, it is forwarded according to instructions issued by the unified or specified command the TDY supports, and may be approved by the commander of the unified or specified command. If the request is not submitted through unified or specified command channels, then the request may be sent to the Airman's home station commander for concurrence and submission to HQ AFPC/DPAPP (or AF/DPO or AF/DPE as appropriate) for processing to the SAF.

4.7.3.1. Date TDY began and date current TDY period ends (including any prior waivers).

4.7.3.2. Justification for the TDY or additional TDY term.

4.7.3.3. Number of additional days required and new TDY completion date.

4.7.3.4. Volunteer status of Airman and commander's recommendation.

4.7.3.5. A statement regarding any hardship the Airman may incur.

4.7.4. Restrictions on TDY In Conjunction With PCS. Comptroller General Decisions and the JFTR place some special restrictions on TDY of Airmen who have also been selected for PCS. Accordingly, the AF has established a number of personnel management policies as outlined below to avoid TDY which could conflict with restrictions imposed. Requests for TDY en route PCS must be approved by the assignment OPR and the authority for funding of the TDY verified.

4.7.4.1. TDY En Route at Current or New Duty Station. TDY at an Airman's current duty station (after signing out PCS), TDY at an Airman's new duty station (before signing in PCS), or TDY to a location in proximity to either the old or new duty station, will not be authorized as TDY en route PCS. There are no TDY allowances when a TDY location is the same as an Airman's (old or new) permanent duty station and only minimal TDY allowances authorized for duty at a location in proximity of an Airman's duty station (old or new). Therefore, the remarks section of the PCS orders may make mention of a TDY required in connection with an Airman's PCS which is to be performed at, or in the vicinity of, the old or new duty station, but the TDY will not be directed as TDY en route PCS. TDY of this nature is performed before an Airman departs the current permanent duty station on PCS, or after arrival PCS at the Airman's new permanent duty station.

4.7.4.2. PCS to the Same Location as TDY, or TDY to the Same Location as PCS. Whenever possible, the AF should avoid multiple allowances for TDY when an Airman has also been selected for PCS to the same location. An Airman can be "selected for PCS to the same location" in two ways as explained below.

4.7.4.2.1. PCS to the Same Location as TDY. When an Airman is performing TDY and is selected for PCS to the same location (regardless of the PCS reporting date), then, upon selection for PCS the TDY station becomes the Airman's PCS station if there is no military duty requirement for the Airman to return to the old station and member does not want to return to move dependents/HHG. If there is a military requirement or Airman wishes to return to the old PDS to move dependents/HHG, then the Airman continues to be entitled to TDY allowances until completion of the TDY. PCS effective date is the DAS at the former TDY (new PDS) location. (*Note*: Returning to home station solely for the purpose of PCS out-processing is not considered a military duty requirement.) However, when it is determined there is a military duty requirement for an Airman to return to the station from which TDY, then the Airman continues to be entitled to TDY allowances (see JFTR, Volume 1, U7125).

4.7.4.2.2. Selected for PCS, Then Selected for TDY to the Same Location. When an Airman previously selected for PCS (regardless of the reporting date) is directed to the same location in a TDY status, then upon arrival TDY allowances terminate and the Airman's status becomes PCS if the duties while TDY are the same as they would have been upon PCS completion. To preclude this from happening inadvertently, as a general policy, an Airman selected for PCS may not be issued TDY orders to the new permanent duty station when duties while TDY will be the same as those when PCS is completed. Alternatives include accelerating the Airman's PCS RNLTD or selecting someone else for the TDY. Exceptions may be requested per paragraph 1.5.

4.7.4.3. TDY Not in Direct Support of a PCS. Normally, only TDY which directly supports a PCS will be authorized en route, regardless of the availability of funding. Authorizing TDY en route PCS for other reasons such as operational manning assistance, to participate in an exercise, and so on, can create unforeseen problems and hardships on Airmen with regard to pay and allowances, housing, arrangements for dependents, HHG shipment and storage, SOFAs, and so on. Exceptions can be considered according to paragraph 1.5.

4.7.4.4. TDY Cost Chargeable to MILPER PCS Account. According to AFI 65-601, *Financial Management - Budget Guidance and Procedures, Volume 1*, Chapter 12, (12.5.15) TDY to be charged to the MILPERS PCS Account must be performed en route PCS (not TDY and return), must not exceed 15 days (including travel time) and can be authorized only for the reasons shown below. (These reasons apply only to active duty Airmen, not family members or civilian DOD employees.) Requests for TDY for other reasons (such as briefings, debriefing,

orientation, and so on) will be funded by the requiring command's O&M funds. Requests for waivers or exceptions may be submitted by the MAJCOM (or equivalent) direct to SAF/FMBMM, and include as information addressees the assignment OPR and HQ AFPC/DPAPP/DPAPA. Authorization for funding of TDY en route PCS when the TDY is required by a DOD activity and is in direct support of PCS to (or from) the AF Element (AFELM) of a DOD activity, should be requested from 11WG/FMAP, Rosslyn VA. For TDY which meets the criteria in this paragraph for approval, HQ AFPC/DPAPP must review on a case-by-case basis any request for TDY en route PCS when the TDY is to be charged to the MILPERS PCS Account.

4.7.4.4.1. M-16 rifle training.

4.7.4.4.2. Medical examination.

4.7.4.4.3. Obtaining passports.

4.7.4.4.4. In-processing or out-processing at the host base only when required by host/tenant agreement or SOFA. There are no PCS-related AF military personnel actions which require an Airman to perform TDY en route.

4.7.5. Restrictions on Selection of Personnel for TDY and for PCS While TDY. This instruction prescribes a framework of restrictions and policies applicable to selection of personnel for TDY. When more than one person assigned is qualified and eligible, this instruction does not specify an order in which to select personnel for a specific kind or length of TDY. Commanders need a reasonable degree of flexibility to balance satisfying the needs of the AF with the impact TDY has on assigned personnel and their families. Commanders may establish additional criteria to ensure TDY selection of personnel they command is as fair and equitable as possible, all factors considered.

4.7.5.1. Qualifications to Perform TDY. The primary consideration in selecting personnel for TDY is an Airman's qualifications to perform the TDY mission. For TDY to attend a course of instruction, selection is IAW guidance furnished for the specific training and to the degree practical, the guidance in this instruction. However, as in selection for PCS, there are a number of very important factors to be considered when selecting personnel for TDY. To the degree possible, involuntary TDY should be distributed equitably among Airmen similarly qualified.

4.7.5.2. Airmen Who Recently Completed a PCS or Pending PCS, Separation or Retirement. Table 4.2. establishes a minimum TOS for selection for TDY (other than for training), after PCS and before PCS and before separation (including retirement). Normally, Airmen who have recently completed a PCS and those pending PCS or separation/retirement should not be sent TDY or permitted to remain on TDY, when the departure date or completion date is less than the minimums shown in Table 4.2. It is recognized that the minimums in Table 4.2. may not be adequate in all circumstances for all Airmen. However, generally the minimums established provide enough time for most Airmen and most base agencies to take care of essential processing or other requirements. In some instances, essential processing or other actions may need to be completed via a power of attorney, by mail or message, or rescheduled on a priority basis due to Airman's absence on TDY. Authority to waive the established TOS minimums is delegated to the unit commander provided waiver will not interfere with the Airman meeting the RNLTD for a projected PCS, or separation/retirement on the scheduled date. Airmen should be given the opportunity to state if a hardship would be created as a result of a waiver and commanders should confirm that all required PCS, separation or retirement actions can be accomplished. *For example*, an Airman who has no dependents and resides on-base in bachelor quarters may not require 30 days on station immediately preceding separation; or, an Airman scheduled to take 30

days leave in conjunction with PCS may agree to reduce the number of days leave in order to remain on TDY for an additional period of time negating the requirement for TDY replacement; or, if necessary, a commander may disapprove delay en route in conjunction with an Airman's PCS in order to complete the TDY and still comply with the RNLTD for a projected PCS.

4.7.5.3. Retainability. Normally, Airmen who either possess sufficient service retainability or who are eligible to obtain retainability to complete the full period of TDY are selected. (*NOTE*: Officers with an indefinite DOS are viewed as having indefinite service retainability. Expiration of an officer's ADSC is not an established DOS or established retirement date.) Selection of Airmen who have or can obtain retainability for the full period of TDY precludes having to replace Airmen and reduces mission and family turbulence. However, when necessary, commanders may direct Airmen to perform TDY within the amount of retainability they have. This includes officers who established a DOS under 7-day option provisions when notified of TDY selection, officers and enlisted Airmen who established a retirement date under 7-day option provisions, and enlisted Airmen who declined to obtain retainability for the full TDY period.

4.7.5.4. TDY of Airmen Deferred For Humanitarian/EFMP Reasons. See Attachment 24 for guidance on selection of personnel for TDY who have approved humanitarian (AAC 30) or EFMP deferments (AAC 34 or ALC Q).

4.7.5.5. Involuntary OS PCS Selection While TDY. While performing TDY under the circumstances described herein, either TDY in the CONUS or OS, Airmen should not normally be selected for involuntary OS PCS. In addition, following these kinds of TDY, Airmen should not normally be selected for involuntary OS PCS selection with an RNLTD less than 120 days after TDY completion date. These provisions apply to Airmen TDY OS and reflected in the PDS in DSC 20, 21 and 25, and Airmen TDY in the CONUS participating in a contingency, rotational or exercise TDY and reflected in the PDS in DSC 20. They do not apply to individuals selected for a voluntary assignment (CONUS or OS), involuntary CONUS PCS, or TDY for reasons (DSC) other than those listed. MPS' will reclama PCS selection and/or a reporting date contrary to these provisions (see paragraph 4.5.2 and 4.5.3. above for what to include in the reclama). When necessary in the best interests of the AF, HQ AFPC/DPA may waive these provisions.

4.7.5.6. PCS Selection While TDY and Airman Requests Hardship Consideration. Any PCS selection (voluntary or involuntary) while TDY can at times impose a hardship on Airmen. Airmen who are TDY who have a hardship as a result of PCS selection may request a change of RNLTD or assignment cancellation through their unit commander to the Contact Center. The Contact Center will forward the request to the assignment OPR.. The request must include the specific details of the hardship, date notified of PCS selection, the reason for TDY and Duty Status Code (DSC), operation/exercise name (if applicable), location (if unclassified), inclusive dates of TDY, date of selection for TDY and date notified, volunteer status for TDY, and whether or not the DSC was updated in the PDS at the time of PCS selection. The assignment OPR will evaluate the request and take action as appropriate. Approval of Airman's request is not automatic. The assignment OPR may approve, disapprove or take action other than that requested by the Airman depending on the circumstances.

4.7.5.7 Time on Station Minimums for TDY Deployment Selection. Commanders, First Sergeants and supervisors should consider Time-On-Station (TOS) minimums when selecting Airmen for TDY deployments. If the expected deployment completion date is 30 or more calendar days before the date of separation (DOS) or PCS the Airman is considered available.

Commanders may waive this restriction provided the duration of the deployment will not interfere with departure dates for separation, retirement, or PCS processing. DOS must not expire during the deployment.

4.7.5.7.1. Airmen currently assigned in the CONUS or overseas who were previously assigned from a 365-day TDY, an unaccompanied short tour or unaccompanied CONUS-isolated station are ineligible to deploy for six-months following their tour. Commanders requesting to waive the six-month deferment period due to operational requirements, regardless of an Airman's volunteer status must obtain approval from their MAJCOM/CV (see AFPD 10-4, *Operations Planning: Air and Space Expeditionary Force Presence Policy*).

4.8. Intracommand and Intercommand Manning Assistance TDY (Formerly Palace Trip). The intent of manning assistance is to assist with AF units (with additional TDY resources) in the performance of its home base mission. *For Example*: backfilling a critical one-deep position due to incumbent being hospitalized , a unit instituting an AF special project (temporary work-load surge), or a temporary work-load surge due to a natural disaster. Intracommand manning assistance is TDY between units of the same command (support provided from the same MAJCOM's resources). Intercommand Manning Assistance TDY is manning assistance of TDY of personnel from units of one command to support another command either CONUS or OS. HQ AFPC/DPAPP is responsible for overall management of the program. Manning assistance TDY will not be used to assist units when absences are due to administrative TDY, contingency deployment, or exercises.

4.9. How to Request Manning Assistance TDY Support. Manning assistance requests are initiated at the squadron commander level and then routed through the appropriate group commander for validation and recommendation. Requests must be submitted to HQ AFPC/DPAPP at least 60 days prior to the desired reporting date. Short notice requests require substantial justification. Manning assistance should not be requested to backfill AEF deployments as a means to alleviate organizational manning shortfalls as the PERSTEMPO has increased for all units due to AEF deployments. If an organization foresees local mission impact due to AEF tasking, the AEF reclama process should be exercised before requesting manning assistance. The format for the TDY manning assistance request is Figure 4.1. Requesting manning assistance will be as follows:

4.9.1. Squadron commander identifies manning shortfalls within the unit and submits manning request IAW Figure 4.1. The request is forwarded to the group commander for validation. The group commander reviews request and considers installation resources before forwarding manning assistance request. Recommend consultation with the Mission Support Commander and/or the MPS commander. If validated, forwards the request to HQ AFPC/DPAPP (*EXCEPTION*: requests from AETC units will be forwarded to HQ AETC/A1KO). If the request is not validated, the group commander has disapproval authority and the request will be returned with no further action.

4.9.2. AFPC/DPAPP will review request upon receipt to ensure all pertinent information is included. The complete request will be forwarded to the AFPC assignment functional manager for validation.

4.9.3. The AFPC assignment functional manager is highly encouraged to consult with the MAJCOM functional managers to determine which base-level organizations can support the request (consideration for AEF taskings and MAJCOM unique mission requirements). The AFPC functional manager will then verify authorized manning requirements at the requesting

and supporting unit(s) for the AFSC requested. If request is valid and will be supported, the AFPC functional manager will identify to AFPC/DPAPP the base(s) tasked to provide support.
4.9.4. If the base cannot support the tasking, the group and/or squadron commanders will submit a reclama (see paragraph 4.11) to the AFPC/DPAPP. DPAPP will consult with the AFPC functional manager for validation. If the base is relieved of the tasking, another organization will be tasked (not necessarily within in the same MAJCOM).
4.9.5. AFPC/DPAPP will send a tasking message to the Airman's squadron commander with a courtesy copy the group commander and the Airman.

Figure 4.1. Sample TDY Manning Assistance Request.

MEMORANDUM FOR HQ AFPC/DPAPP

FROM: Squadron Commander

SUBJECT: TDY Manning Assistance Request

1. Request must include justification for manning assistance support. Justification must include current and projected manning information for the AFSC(s) requested: authorized, assigned and available. Include mission impact and reason assigned personnel are not available, that is, other TDYs, medically disqualified, etc. Be sure to provide a brief description of actual duties to be performed and indicate any special experience or qualifications required. In addition, the following information is also required for consideration.

a) AFSC with specified skill level and number of personnel required:
b) Inclusive TDY dates:
c) Personnel Accounting Symbol (PAS) Code:
d) Purpose of TDY:
e) Plan Identification Number (see paragraph 4.10):
f) Variation Itinerary required? Yes or No. If yes, include justification.
g) Required aerial port of embarkation or debarkation, if applicable:
h) Special reporting instructions: (i.e. specific reporting time and place, billeting, field conditions, uniform requirements, etc.)
i) TDY orders POC:
j) Fund cite used to support the requested manning assistance:
k) Responsibility Cost Center (RCC) Code Line of Accountability:

2. Requesting squadron commander information: DSN number, e-mail address, alternate POC information.

Unit Commander Signature Block

List all attachments:

Group Commander Endorsement

4.10. How to Request Release from Tasking. MAJCOMs (or equivalent) may establish guidelines for subordinate units which supplement those herein. (NOTE: Units must use the Reclama Processing Tool IAW AFI 10-401, *Air Force Operations Planning and Execution*, to request release from AEF deployments.
4.10.1. Requests for release from tasking must be submitted by e-mail message to AFPC/DPAPP within 3 duty days from receipt of the tasking.
4.10.2. Include mission impact statement and reason assigned personnel are not available. Include current/projected manning by AFSC as of the Date Required In-Place (DRI), percent not available by category, such as, currently deployed, medically disqualified, pending PCS departure, projected approved retirement/separation, and so on.
4.11. TDY Orders. Commanders ensure TDY orders are issued as shown in AFI 33-328, *Administrative Orders* and AFI 65-103, *Temporary Duty Orders* and AFI 36-3802, *Personnel Support for Contingency Operations (*formerly AFI 10-215*)*. Per paragraph 4.3., orders are required per the JFTR when Airmen accrue TDY allowances. For personnel accounting purposes, Airmen must provide a copy of the TDY orders to their MPS. Unless firm departure and reporting dates to the TDY location are directed, commanders determine these dates. Airmen must not arrive prior to the date they are needed consistent with availability of transportation. For TDY to training courses, Airmen are normally directed not to arrive more than 1 day prior to the class start date. When the course ends, the Airman departs as directed in orders or as determined by the school commander.
4.12. TDY to HQ USAF. Airmen may be placed on TDY to HQ USAF agencies after approval is granted by the interested staff office. Approval by the appropriate staff office will provide the name and location of the office to which the Airman is to report. The address symbol and location is shown in TDY orders.
4.13. Country Clearance for OS TDY. Official TDY visits to locations in foreign countries outside the CONUS must be cleared in advance with United States authorities who have jurisdiction in the area. Usually this clearance is requested 30 calendar days in advance of the proposed departure date. DOD 4500.54-G, Department of Defense Foreign Clearance Guide, shows the clearance requirements and controls on travel outside the CONUS. AEF online provides additional information (reporting instructions) required for contingency TDYs. Personnel who will perform TDY must read the applicable portions of the guide or be briefed on its content by personnel processing members for TDY.
4.14. Variation in Itinerary. An authorization for variation in itinerary permits the omission of travel to any place stated in the travel order and grants changes in the order of places shown as necessary to accomplish the mission. Usually the purpose of a trip and places of TDY are known at the time a travel order is published. The authorization for variation in itinerary does not take the place of good planning. This authority is not to be read as granting blanket travel authorization.
4.15. Funding of TDY. The guidelines for funding of manning assistance TDY (not in conjunction with PCS) are contained in AFI 65-601V1, *Financial Management*. For funding of TDY for training, see the Air Force Education and Training Course Announcements (ETCA) or the training instructions. For funding of TDY en route in conjunction with a PCS, see paragraph 4.6.4.4. For PALACE TRIP TDY, funding will be furnished by the requesting MAJCOM. AEF online provides funding guidance applicable to contingency TDYs.

4.16. TDY "Hold" for Airmen En Route PCS. Airmen en route between permanent duty stations may be placed on official TDY (often referred to as TDY "hold") when they are directed for official reasons by the assignment OPR to discontinue travel pending further orders. Commanders or other officials who desire to place Airmen en route PCS in official TDY status must obtain advance approval from HQ AFPC/DPAPP. This does not mean that HQ AFPC/DPAPP has approval authority in all cases, but rather this office will determine if TDY or some other action is appropriate and then request approval from the appropriate authority depending on the circumstances. Normally, this kind of TDY is intended for use when, based on change in manning requirements, change in required qualifications or similar assignment related reasons, Airmen should neither return to their former permanent duty station nor proceed to the new permanent duty station. In such cases a decision on the Airman's assignment can usually be made by the assignment OPR within several days. When the reason to place an Airman on official TDY en route PCS is other than assignment related (*for example*, based on a natural disaster, political unrest, or other reasons), TDY must be requested and approved as an exception and a funding determination obtained (see paragraph 4.6.4.4.).

4.16.1. When appropriate authority requests an Airman who is en route PCS not be allowed to continue travel as planned to the new permanent duty station nor should the Airman return to the former permanent duty station, or in other circumstances as an exception, the official or his or her designated representative must submit a request by the most expeditious means to HQ AFPC/DPAPP for consideration. The request must include the following:

4.16.1.1. Airman's name, grade, SSN and projected DAFSC.

4.16.1.2. Previous unit of assignment and location.

4.16.1.3. Projected unit of assignment, location, port call (if applicable), and RNLTD.

4.16.1.4. Reason the requesting official requests the Airman should not return to previous duty station and reason Airman should not be allowed to proceed to new duty station. Include all pertinent details.

4.16.1.5. Current location of Airman to include address, contact phone number.

4.16.1.6. Location of dependents, status of HHG/POV, etc.

4.16.1.7. Remarks. (Include any additional information having a bearing on the case (such as, if action is pending, state the kind of action and the approximate date a decision will be made).

4.16.1.8. Grade, name, duty title, organization, DSN, data fax phone number and e-mail address of official initiating the request. When a request is submitted by a POC on behalf of the initiating official, include the above information for both persons.

4.16.2. Upon receipt of a request, HQ AFPC/DPAPP will take action as appropriate. Before an approval or disapproval decision can be made, sometimes additional coordination may be necessary, a request for approval of funding may be required, or forwarding of the request for consideration by a higher authority may be necessary. When a request is approved, the approval message will contain the specific instructions for amendment of PCS orders, funding instructions and designate what AF installation is responsible for the Airman while TDY. Whenever practical, Airmen placed on TDY will be attached for administration purposes to the nearest AF installation.

Table 4.1. TDY To Attend courses of Instruction in Conjunction With PCS.

RULE	A If Airman is	B And will	C Then attendance is (see notes 1 through 5)
1	Assigned PCS from CONUS to OS	Attend courses at one location	TDY and return to current base before PCS; or, TDY en route (see note 6)
2		Attend two or more courses and time between courses is less than 7 calendar days	TDY (continuously from course to course) and return to current base before PCS; or, TDY en route (continuously from course to course) (see notes 6 and 7)
3		Attend two or more courses and time between courses is 7 or more calendar days plus travel time	TDY and return to current base between courses before PCS (see note 7); or, TDY en route (continuously from course to course) with leave authorized between courses (see notes 6 and 7)
4	Assigned PCS within the CONUS (see note 8)	Attend courses at one location	TDY and return to current base before PCS; or, TDY en route; or, after PCS with TDY and return to new base (see note 9)
5		Attend two or more courses and time between courses is less than 7 calendar days	TDY (continuously from course to course) and return to current base before PCS (see note 7); or, TDY en route (continuously from course to course (see note 7)); or after PCS with TDY (continuously from course to course) and return to new base (see notes 7 and 9)
6		Attend two or more courses and time between courses is 7 or more calendar days plus travel time	TDY and return to current base between courses before PCS (see notes 7 and 9); or, TDY (continuously from course to course) with leave authorized between courses and return to current base before PCS (see note 7); or, after PCS and TDY and return to new base between courses (see notes 7 and 9); or, after PCS with TDY (continuously from course to course) with leave authorized between courses (see notes 7 and 9).

7	Assigned PCS from OS to CONUS (see note 8)	Attend courses at one location	TDY en route; or, after PCS with TDY and return to new base (see note 9)
8		Attend two or more courses and time between courses is less than 7 calendar days	TDY en route (continuously from course to course) (see note 7); or, after PCS with TDY (continuously from course to course) and return to new base (see notes 7 and 9)
9		Attend two or more courses and time between courses is 7 or more calendar days plus travel time	TDY en route (continuously from base to base) with leave authorized between courses (see note 7); or after PCS with TDY and return to new base between courses (see notes 7 and 9)
10	Assigned PCS from OS to OS (see note 3)	Attend one or more courses	As authorized in note 3, and total period of TDY will not exceed the total length of the course or courses including travel time between courses (see notes 6 and 7)

NOTES:

1. If upon being advised of the requirement for training in conjunction with a PCS, a member alleges attendance will create a personal hardship, the MPS will immediately advise the gaining MAJCOM of the specifics of the hardship with an information copy to the assignment OPR. The gaining MAJCOM will evaluate the circumstances and direct action with information copy to the assignment OPR, or request action by the assignment OPR, as appropriate.

2. For courses of 20 weeks or more, members will attend in PCS status. ***EXCEPTION***: Airmen graduating from basic training who are assigned directly to technical school are assigned in PCS status, regardless of the course length.

3. Additional restrictions to travel mode are:

a. Do not direct travel TDY and return to the new base after PCS if assigning member OS.

b. Do not direct travel TDY and return to the current OS base before PCS for those returning from OS to a CONUS assignment.

c. Do not direct TDY en route PCS when member has a COT within the same theater and training in the CONUS.

d. Direct TDY en route PCS when a member has a COT to a different OS theater and training in the CONUS.

e. Do not direct TDY en route PCS for members whose TDY location is within commuting distance of either their losing or gaining base.

4. When more than one TDY option exists the assignment OPR or MPS computes the options and directs the least costly option. There are times when the directed travel mode may cause a member a personal, financial or dependent hardship. If the member requests deviation from the least expensive mode based on hardship, he or she will submit a request substantiating the details

of hardship to the MPS Commander for final approval/disapproval. Do not approve deviations solely for personal convenience.

5. For members performing TDY en route, the PCS also begins upon departure from their current station, therefore, members must meet all PCS eligibility requirements, (***for example***, TOS, second PCS in same FY, etc.) as of their departure date unless the appropriate authority approves the required waiver (see paragraph 2.26.). Determine if minimum TOS is met per paragraph 2.25. and the Fiscal Year for DLA (see paragraph 2.51.) based on the date the member departs on PCS.

6. When assigning members OS who attend a course or courses in TDY en route status do not include in special orders that the member must depart the training location the day after graduation from the last course. The number of days leave a member desires (if any) between course graduation and their port reporting date is managed by controlling the departure date from the last training location. Travel arrangements and the members arrival at the port must be in compliance with their port reporting instructions. Members who arrive at the port earlier than their directed reporting instructions will be charged with leave and could incur additional expenses while waiting for their scheduled transportation.

7. Include in the special orders a "report not earlier than date (RNETD)" for each scheduled course. The RNETDs will be one day prior to the announced class start dates. Also, special orders should contain remarks directing the member to depart not later than one day after the respective course's graduation date. The number of days leave a member desires (if any) between a course graduation and the start of a second or subsequent course will be the difference between the authorized travel time and subsequent course RNETD. For example, is a member is travelling via commercial air then the authorized travel time is one day. Therefore, if the first course graduates on the 1st of February and the subsequent course starts on the 15th of February, the member will be charged 11 days leave. The 2nd of February is the mandatory travel day, leave begins on the 3rd of February and continues through the 13th of February, and leave stops when the member arrives on the next RNETD (14 February—one day prior to the subsequent course start date).

8. Officers selected to attend missile training with subsequent assignment to a missile unit will proceed directly from AETC training to operation readiness training, then to unit of assignment using authorized travel time only. The member must take leave en route, if desired, before entry into AETC training.

9. If satisfactory completion of training is a prerequisite for the next assignment, then member is not permitted to make the PCS to the new duty station first and then attend training via TDY and return to the new base.

Table 4.2. TOS, PCS, and DOS Minimums for Selecting Members for TDY, Other Than Training.

RULE	A	B	C	D	E	F	G
	If a person is (see note 1)	And has TOS of		And TDY return date is (see note 2)		Then, select the person for the TDY as shown below: (see note 3)	
		More than	Less than	More than 30 calendar days before DOS or PCS	Less than 30 calendar days before DOS or PCS	Yes	No
1	Assigned in the CONUS, or assigned OS on a long tour	45 calendar days		X		X	
2					X		X (see note 4)
3			45 calendar days	X			
4					X		
5	Assigned OS on a short tour	15 calendar days		X		X	
6					X		X (see note 4)
7			15 calendar days	X			
8					X		
9	Assigned in the CONUS or OS, and was assigned from an unaccompanied short tour, or unaccompanied CONUS-isolated tour	6 months (see notes 5 & 7)		X		X	
10					X		X (see note 4)
11			6 months (see notes 5 & 7)	X			
12					X		

13	Assigned in the CONUS or OS, and was assigned from an unaccompanied short tour, receiving imminent danger, hostile fire pay	12 months (see notes 6 & 7		X		X	
					X		X (see note 4)
14			12 months (see note 6 & 7)	X			
15					X		

NOTES:
1. Use the more restrictive rule if member meets two conditions.

2. When the TDY return date is after the person's DOS or PDD (for PCS) and when necessary to fill short notice taskings, commanders can still select the person for the TDY providing the TDY orders or amendments reflect the shortened TDY duration and the person returns according to the times in this table.

3. You may assign members to deployable positions upon arrival on station and they may remain against a deployable position until their departure.

4. Commanders may waive DOS/PCS (Cols D and E) selection minimums. However, review all other options before committing assigned members on TDY who are separating/retiring or making a PCS. When waiving minimums, the TDY completion date must not interfere with processing or departure date for PCS or DOS. Severe problems can occur if a person's DOS expires while TDY.

5. Commanders needing to waive the six-month TOS exemption for operational requirements must obtain approval from their MAJCOM/CV.

6. Commanders needing to waive the twelve-month TOS exemption for operational requirements must obtain approval from their MAJCOM/CV.

7. Deployment Availability Code (DAV) 57 must be update IAW AFI 10-403 by PRU.

Table 4.3. De-Conflicting Assignment/Deployment Selection.

RULE	A	B	C	D
	If the deployment spin-up and vulnerability window & assignment RNLTD overlap and assignment selection was	And the Airman is a volunteer for the assignment	Or the Airman is a non-volunteer for the assignment	Then the commander in priority order:
1	Prior to deployment selection	N/A	N/A	Should elect to send another Airman on deployment, or
				May send Airman on deployment, but must return for assignment, or
				As an exception, may request later RNLTD (see note 1)
2	After deployment is projected in system but not departed, or not projected in system properly but selected none-the-less (see note 3)	X		Should elect to send another Airman on deployment if possible, or
				Should request a later RNLTD (see note 1), or in the case that mission dictates,
				May send Airman on deployment, but must return for assignment, and send backfill for requirement as needed
3	After deployment is projected in system but not departed, or not projected in system properly but selected none-the-less (see note 3)		X	Request later RNLTD or cancellation of assignment (see note 2)
				As an exception, Elect to send another Airman on deployment
4	After deployment departure (see note 3)	X		Must request a later RNLTD (see note 4)
5			X	Request cancellation of assignment or later RNLTD

NOTES:

1. Each request will be forwarded to DPAPP for officers or DPAA5 for enlisted as an exception to policy and requests will be considered on a case-by-case basis. Commander must justify why the Airman cannot be replaced on deployment. In case of short notice assignment, later RNLTD may be appropriate.

2. AFPC will consider later RNLTDs on a case-by-case basis. In addition, for hardship reasons, cancellation of involuntary assignment may be appropriate. In the event a request is approved, the Airman will be returned from TDY to out-process for PCS.

3. Projecting the proper duty status codes (DSC 20, 21 or 25) and reporting departure in MilPDS will prevent the assignment system from selecting Airmen for non-volunteer overseas assignments.

4. The commander must request a later RNLTD as the only option if the Airman was a volunteer for assignment. Returning the Airman from deployment is not an option unless the commander, MAJCOM/PRU and AFPC agree this is in the best interest of the Air Force.

* The mission at the gaining location will ultimately dictate approval/disapproval of cancellation of assignment. AFPC will determine whether a later RNLTD is possible or if another Airman is selected for assignment instead.

Chapter 5

INDETERMINATE TDY-EXTENDED DEPLOYMENT

5.1. General Information. Certain key positions in the AOR are required to be filled by Airmen serving on 1-year extended deployment per AF Chief of Staff guidance. Almost every major career field has positions (requirements) identified as an extended deployment. In addition there are many "Any AFSC" requirements and both enlisted and officers may be selected (as volunteers or non-volunteers) to perform duties outside of their Control AFSC (Enlisted)/Duty AFSC (Officers). Each requirement is a high priority, must fill position. All Airmen should be prepared to deploy at a moment's notice.

5.2. Notification Timelines. The following information applies to O-5/E-8 positions and below. AFPC has the lead in identifying individuals for extended deployments. A minimum of 120 days notice is allocated to source all new extended deployment requirements, whenever possible. However, there are occasions that notification will be reduced. For instance, when an Airman falls out at the last minute, the replacement will get very short notice. Also, new missions may require deployments with less notice, but every effort will be made to maximize the notification timeline to at least 120 days. AFPC will advertise for volunteers, well in advance, in an effort to reduce the number of Airmen selected with less than 60 days notice. Requirements may be viewed on AFPC's website at: https://ask.afpc.randolph.af.mil/ look for "365 Day Deployments,"under "Quick Links" then select "Open 365 day requirements" to access the spreadsheet. Airmen selected for Extended Deployments with an established DOS/PCS must be allowed at least 30 days for separation/PCS processing upon return (AFI 10-403, *Deployment Planning and Execution*, Table A2.1, Note 1).

5.3. Selection Procedures. Airmen must have a minimum of 12 month time on station (from date of first training or Required Delivery Date [RDD], whichever is earlier.) Selections for Extended Deployments will be based on most eligible and qualified volunteers first. If none are available, then selections will be based on most eligible and qualified non-volunteer, IAW with procedures described in paragraph 5.5. Airmen serving on any stabilized tour, to include AAC codes 32, 39, 42, 43, 44, 45, 47, 50, 55, 85, 87 are still eligible to be selected as either a volunteer or non-volunteer provided they meet other eligibility criteria. Reclamas will be processed via the Reclama Process Tool (RPT) IAW AFI 10-401, *Air Force Operational Planning and Execution*.

5.3.1. Airmen assigned to Joint organizations: Releasability of all Airman assigned to joint organizations is subject to the concurrence of the respective J1 or Personnel division chief. Requests for availability will be coordinated with the J1/Personnel division staff prior to official notification.

5.3.2. Airmen Assigned to a Short Tour Location. Airmen currently serving in an O/S short tour location may volunteer for an extended deployment; however, are only considered for selection if they will PCS to a CONUS location prior to RDD or date of first training. AFPC will coordinate selection with the gaining CC for Airmen selected in this situation.

5.4. Volunteers. AFPC will initially solicit volunteers for all positions. Volunteers with less than 12 months TOS as of first training date or RDD (whichever is earlier) may be considered for extended deployment, as an exception to policy, with commander concurrence and the

understanding that they may not be eligible for an advanced assignment (see paragraph 5.11). Enlisted positions will be advertised using EQUAL Plus Advertisement in AMS. Ads will normally be posted on EQUAL Plus for 10 days. Officers should contact their appropriate AFPC Assignment Team for information on available requirements and to volunteer, or go to the AFPC Extended Deployments website at: https://aef.afpc.randolph.af.mil/365.aspx.
5.4.1. Airmen are encouraged to volunteer for any indeterminate TDY for which they are eligible and qualified. Airmen are not required to coordinate or obtain approval from their commander to volunteer for an indeterminate TDY. Commanders will make no policies, supplementing this instruction, that direct prior approval for volunteering. Once an Airman is selected by AFPC, commander coordination is required on the official notification letter.
5.4.2.. Airmen who volunteer may request to withdraw their volunteer statement prior to the advertisement close out date. To withdraw a volunteer statement, the Airmen must contact their AFPC assignment OPR, via e-mail or delete the volunteer request on EQUAL Plus in AMS (enlisted) prior to the close out of the ad. Requests to withdraw volunteer statements after selection will be considered on a case-by-case basis IAW paragraph 2.12. If a cancellation request is submitted under this paragraph and subsequently disapproved, an Airman is not eligible to request separation or retirement under 3-day option provisions (unless they are still within 3 calendar days of official notification.). See paragraph 5.9 and Figure 5.2.
5.4.2.1. Enlisted (E-8 and below): Once the EQUAL Plus Ad expires, AFPC will validate all volunteers to ensure they are eligible for selection and meet all identified qualifications. Volunteers will be given selection priority as follows:
5.4.2.1.1. Long Overseas Returnees/COT Volunteers
5.4.2.1.1.1. Overseas Returnee/COT Volunteers may apply for Equal-Plus Ad if the RDD in the Ad matches their DEROS or is within 2 months after their DEROS expires. (*Example*: If DEROS equals Jun 07, Airman is eligible for Jun-Aug 07 deployment requirements.) *Note*: AFPC will extend Airman's DEROS 13 months from RDD to accommodate the extended deployment and out-processing actions upon return.
5.4.2.1.1.2. Indefinite DEROS Personnel. Airmen with an indefinite DEROS are only considered if they have or will have completed their original tour by RDD.
5.4.2.1.2. CONUS Mandatory Movers (CMM): CMMs may apply for an Equal-Plus Ad if the RDD in the Ad matches their Date Of Availability (DOA) or the RDD is within 2 months after their DOA expires (See example in paragraph 5.4.2.1.1.1). CMMs volunteering for an extended deployment with a DOA extending beyond the RDD will be prioritized as CONUS volunteers.
5.4.2.1.3. CONUS Volunteers: Date Arrive Station (DAS) will be the deciding factor IAW AFI 36-2110, Table 2.3. Time On Station (TOS) Requirements. (*Note:* Airmen are prioritized longest to shortest time on station and must have at least 12 months time on station to be considered.)
5.4.2.1.4. Overseas volunteers with a DEROS extending beyond the RDD: Airmen assigned to an overseas long tour with a DEROS extending beyond the RDD are prioritized last among volunteer catagories. *Note:* This category also includes Airmen with an Indefinite DEROS who will not complete their original tour as of the RDD.
5.5. Non Volunteers. (*Note:* Airmen will be selected based on their projected grade.)
5.5.1. For Enlisted: If there are not enough volunteers identified for an advertisement, AFPC will use established short tour selection rules IAW paragraph 3.3 and Table 3.1 (priority for OS short tour selection) to select the most eligible non volunteer. Airmen must meet all PCS eligibility criteria to include quality control, time on station, and retainability. In addition to the

categories listed in Table 3.1, Airmen serving overseas long tours may be used as a resource to fill these taskings. Airmen must have sufficient time left on their current tour (before DEROS) to be selected as a non-volunteer, i.e. 30 days upon return from deployment to out-process from their respective unit. Airmen who are HYT restricted and otherwise not eligible for 3 day option (as prescribed in Figure 5.2), may only be selected as a non-volunteer if they have at least 7 months retainability following the expected deployment return date. Vulnerability dates used to select individuals for short tour requirements will also be used in non-volunteer selections for an Extended Deployment and can be found on AMS.

5.5.2. For Officers: If there are not enough volunteers, AFPC will use modified short tour selection rules. Non Volunteers are prioritized based on number of short tours, short tour return date (STRD) and overseas duty selection date (ODSD). Officers serving overseas long tours may be used as a resource to fill these taskings. Officers must have sufficient time remaining on their current tour (before DEROS) to be selected as a non-volunteer, i.e. 30-days upon return from deployment to out-process their respective unit. Officers not selected for promotion that have a mandatory DOS established and are otherwise not eligible for 3 day option (see Figure 5.2.) are not eligible for selection as a non-volunteer unless they have at least 7 months retainability following the expected deployment return date.

5.5.3. Contact the AFPC assignment team for information on potential vulnerability for non-volunteer selection. Additional guidance is provided on the Extended Deployment website on the AFPC home page (https://aef.afpc.randolph.af.mil/365.aspx) under: "How do I determine if I am vulnerable to be selected as a non-volunteer for a 365-day extended deployment?"

5.6. Post Deployment Deferment Period. Airmen are exempt from extended deployment selection for 6 months following return from an AEF deployment or an Extended Deployment. Eligibility is calculated from return date to the date of first training or RDD (at time of selection), whichever is earlier. Approval authority to deploy Airmen before their deferment period expires will be for valid mission reasons only and will be approved by AFPC, Director of Assignments.

5.7. AEF Cycle: If an Airman is formally selected/tasked (whether volunteer or non-volunteer) for an ITDY Extended Deployment (notification memo forwarded to PRF and/or tasking in DCAPES, whichever is earlier,) it takes priority over a 120/179 day AEF deployment and they are no longer eligible for selection for an AEF deployment unless they have been released from the ITDY by the applicable AFPC/DPA Division Chief. If an Airman is formally selected for an AEF deployment and is within 60 days of departure for the AEF deployment/required associated training or has already attended required training, then the AEF deployment will take priority. Use this paragraph in conjunction with ITDY-AEF De-confliction Figure 5.1.

Figure 5.1. ITDY-AEF Deconfliction.

Rule	A	B		C	D
	Airman tasked for ITDY (note 1)	and Airman is tasked for AEF (Name in DCAPES)	Is AEF with-in 60 Days? (note 5)	Then ITDY Takes Precedence	Then AEF Takes Precedence
1	Yes	No	N/A	Yes	No (note 3)
2	Yes	Yes	No	Yes	No
			Yes	No	Yes
3	Yes	No (note 2)	Yes	Yes	No (note 3)
4	No	Yes	Yes	No	Yes
			No	Yes (note 4)	No

5.8. Notifications. Once selections are made, AFPC will officially notify the Airman's servicing MPS, Personnel Readiness Function (PRF) via DCAPES and e-mail containing official notification letter, stating the location, duty title, training (if required) and RDD of the tasking. The PRF determines wether or not Airman is eligibile for the 3-Day option provision by consulting with the Career Development Element and IAW Figure 5.2. This information will be annotated on the the official notification letter. The official notification letter will be sent to the unit commander by forwarding within 24 hours. The commander notifies the Airman of selection for an Extended Deployment upon receipt of the notification letter. Notifications must be made immediately upon receipt (within 24 hours) of the tasking memo. Airmen on leave must be contacted immediately (within 24 hours.)

5.8.1. AFPC will update Assignment Availability Code (AAC) ET "Extended Deployment" with an expiration date of the Airman's expected return date.

5.8.2. Eligible Airmen have a maximum of 3 calendar days to either accept or decline the Extended Deployment. The 3 calendar day count begins the day after the date an Airman is officially notified and ends at the close of MPS business hours on the third calendar day following official notification. If the third calendar day is a weekend or holiday, the official notification period is extended to the first duty day thereafter. (*For example*: Airmen is notified on Wednesday. The first day of the count begins Thursday and ends the close of MPS business hours on Monday.) If Airman signs the notification stating his/her intent to accept the deployment, they can then provide preferences for advance assignment or elect the 24 month deferment (see paragraph 5.11). If Airman elects to decline and is eligible (see paragraph 5.9), they will be processed for separation/retirement.

5.8.2.1. Medical Pre-Assessment will be required for Airmen attending Combat Skills Training (CST). The medical pre-assessment will accompany the tasking notification as identified in the DCAPES line remarks. Airmen must complete the pre-assessment and include a copy with their signed notification letter.
5.8.2.2. The commander must recommend/non-recommend (reclama) the Airman after the Airman has completed his/her portion of the form. If the commander elects to non-recommend the Airman because the tasking would cause sever mission degradation he/she must initiate a reclama within 24 hours. (See AFI 10-401, paragraph 10.21.3.) Once the commander has made a recommendation on the notification letter, a completed copy of the signed notification letter must be scanned/emailed or faxed back to the AFPC assignment OPR. Submission of a reclama is not justification for an Airman to delay their statement of intent to accept/decline the deployment.
5.9. Declinations. Airmen selected for an Extended Deployment should refer to Figure 5.2. to determine 3-day opt eligibility. Airmen who do not have the retainability and do not meet the criteria to 3-day opt should refer to paragraph 2.29 for retainability declination information. Those who elect to decline retainability or initiate a 3-day option, will be processed for separation/retirement under the current policy. (*NOTE*: Although reclamas for 3 day opt/retainaibility declination requires Wing CC/equivalent approval (in RPT), this action is for informational purposes only. The Wing CC/equivalent does not have disapproval authority for 3 day opt/retainability declination. The approval buttin in RPT represents Wing CC/equivalent acknowledgment in these cases.
5.9.1. Extended Deployments do not have an associated ADSC; however, there is a commitment (to include prior training preparation time plus TDY duration) associated with the selection for extended deployments. Therefore, Airmen are eligible to decline that commitment in keeping with the intent of the 7-day option procedures established in paragraph 2.30. (*NOTE:* Although the intent mirrors that of 7-day option, for purposes of timely notification, the time allotated for declining the deployment to separate or retire is 3 days, hence “3-day option”).
5.9.2. Commander’s Responsibilities: The commander must ensure Airmen are counseled on all aspects of declining retainability for the Extended Deployment (loss of promotion line number, re-enlistment ineligibility, promotion ineligibility, etc.). The commander must then fax the Official Notification Memo to the AFPC assignment OPR with a copy of the AF Form 964, *PCS, TDY or Training Declination* statement.
5.9.3. Airman’s Responsibilities: If the Airman does not possess and refuses to obtain the required retainability for the Extended Deployment, they must complete the Official Notification Memo and mark “DECLINE.” If the Airman is eligible to 3-day opt and separate/retire, he/she must apply for eligibility of 3 Day Opt through the Retirements/Separations application on the vMPF, available through the AFPC webpage. AFPC Retirements and Separations Division will determine eligibility for 3 Day Opt. An Airman is officially released from the deployment tasker upon separation/retirement approval. If the Airman does not intend to decline, the Airman must obtain retainability within 30 days of notification. Note for enlisted Airmen: If not retirement eligible and declining retainability, the member will complete an AF Form 964. Enlisted Airmen who are applying for 3 day option online must attach a copy of the official notification letter with their application.
5.9.4. MPS Responsibilities: The MPS should counsel Airmen declining to obtain retainability on declination procedures IAW paragraph 2.29. The MPS will update AAC 09 (ALC L for first term Airmen) on all enlisted Airmen who elect to decline to obtain sufficient retainability.

5.9.5. AFPC/DPW (AEF Ops Scheduler) will load selected sourcing solution (Airman's personal and tasking information), provided by the AFPC assignment team, into DCAPES.
5.9.5.1. MAJCOMs are not required to complete verification of Extended Deployment (300 plus days) taskings in DCAPES. DCAPES will be updated by AFPC/DPWO (AEF Ops Requirements) with "N" (preverification). However, MAJCOMs have visibility of the tasking through DCAPES.
5.9.5.1.1. Paragraph 5.8.2.2. outlines actions necessary to "reclama" Extended Deployment taskings.

Figure 5.2. Extended Deployment Declination/3-Day Option.

RULE	A	B	C	D	E	F
	If the member is	and is a	And has 19 yrs TAFMS or more as of event notification date (mo/yr)	Or does not have 19 yrs TAFMS or more as of the event notification date (mo/yr)	and has	Then, (if serving OS, see Note 2) if serving in the CONUS, the
1	An officer officially notified of selection for an extended deployment	Lieutenant Colonel or below	X		No ADSC, or an ADSC that expires on or before completion of 365 Day commitment plus 30 days	Officer may request a retirement date which is not later than the first day of the seventh month after event notification date (mo/yr) OR the first day of the month upon completion of 20 years TAFMS, whichever is later.
2				X	No ADSC, or an ADSC that expires on or before completion of 365 Day commitment plus 30 days	Officer may apply for separation which is not later than the first day of the 7th month following TDY notification or the day they complete their existing ADSC, whichever is later.
3	An enlisted Airman officially notified of selection for an extended deployment	Chief Master Sergeant or below	X		No ADSC, or an ADSC that expires within 6 months after the event notification date (mo/yr)	Enlisted Airman may request a retirement date which is not later than the first day of the 7th month after the event notification date (mo/yr) OR the first day of the month upon completion of 20 years TAFMS (Note 1), whichever is later.
4	An enlisted Airman officially notified of selection for an extended deployment	Chief Master Sergeant or below	X		The required retainability and no ADSC, or an ADSC that expires within 6 months after the even notification date (mo/yr)	airman may request a retirement date which is not later than the first day of the 7th month after the event notification date (mo/ yr) OR Must request a retirement date the first day of the month after reaching 20 yrs TAFMS, (Note 1), whichever is later.

RULE	A	B	C	D	E	F
	If the member is	and is a	And has 19 yrs TAFMS or more as of event notification date (mo/yr)	Or does not have 19 yrs TAFMS or more as of the event notification date (mo/yr)	and has	Then, (if serving OS, see Note 2) if serving in the CONUS, the
5					insufficient retainability and refuses to obtain it and no ADSC, or an ADSC that expires within 6 months after the event notification date (mo/yr)	airman may request a retirement date which is not later than the first day of the seventh month after the event notification date (mo/ yr) OR Must request a retirement date the first day of the month after reaching 20 yrs TAFMS, (Note 1) or may decline to obtain retainability as outlined in paragraph 2.29
6				X	The required retainability	Enlisted Airmen are not eligible to request retirement or separation under 3-day option provisions
					Insufficient retainability and refuses to obtain it	Enlisted Airmen are not eligible to request retirement or separation under 3-day option provisions, but may decline to obtain retainability as outlined in paragraph 2.29

Notes:

1. Airmen with 19 years TAFMS as of event notification (mo/yr) who will reach retirement eligibility in the 12th month following TDY notification then retirement is authorized on the first day of the 13th month following Extended Deployment notification.

2. Assigned OS. Airman must request a retirement date which is the first day of the month following DEROS, if otherwise eligible to retire on that date per AFI 36-3203.

5.10. Advance assignment consideration/ Return to Home Station with Subsequent Deferment (see Attachment 23 for further clarification on the Advance Assignment/Deferment program). Airmen may:
5.10.1. Elect to return to home station and have a subsequent 24-month assignment deferment following an extended deployment. If approved, AFPC will update Assignment Availability Code (AAC) "39" to expire 24 months after projected return date for enlisted personnel. For officers, the request for an assignment deferment should be worked through the AFPC assignment team.
5.10.2. Elect an advanced assignment upon completion of their extended deployment, but must have at least 24 months time on station as of projected RDD to be eligible and must have at least 36 months TOS before PCS departure. If approved, AFPC will load the assignment information in MILPDS. In order to allow time for reconstitution and out-processing, RNLTDs should not be established earlier than 60 days from projected return. Airmen electing an overseas Advance Assignment that desire to send their dependents in advance must comply with AFI 36-3020, *Family Member Travel.*. Dependent travel to a designated place must be approved prior to any movement of dependents.
5.10.3. Airmen may only make one election; either an Advanced Assignment (AA) or a 2 year PCS deferment. Once the election is submitted, it constitutes the Airman's preference and will not be reconsidered at a later date. If the Airman desires a change, the only option available is to request cancellation of such action, return to home station and enter the next assignment cycle for which they are eligible.
5.10.3.1. Airmen must serve long enough on the Extended Deployment to receive award of the short tour to preserve the advance assignment entitlement (see para 5.13.)
5.10.3.2. Dependents are entitled to certain travel allowances IAW the Joint Federal Travel Regulation (JFTR), Volume I, U4600, while member is filling an extended deployment. Once final assignment determinations have been made and loaded into MilPDS, ITDY dependent allowances cease. Questions on JFTR dependent allowances should be referred to the Base Transportation Management Office (TMO) or base Financial Services Office (FSO).
5.11. Students: Airmen selected for an Extended Deployment who are assigned to a Student PASCODE (AFIT, AFIP, IDE, SDE, etc) must be PCS'd to a valid position at their next permanent duty station assignment and must PCS to that assignment prior to deploying on their Extended Deployment. The Airman must return to that same assignment for a tour of duty following their deployment. *For example*, an Air War College student is selected for a position in Iraq and will be given a subsequent assignment to fill a position on the HQ AMC staff. Airman must depart Maxwell, sign in to the gaining unit at Scott, and out-process for deployment through Scott. Upon completion of the TDY, they return to Scott for a tour on the staff. This is <u>not</u> waiverable due to the significant impact of assigning Senior Raters (evaluations, promotions, DE, command, etc).
5.12. Deployment Information:
5.12.1. Training: Many of these extended deployments require additional TDYs for training. These TDYs can range from 1 week to 6 months, usually they are en-route and are in addition to the Extended Deployment. For en-route training, Airmen will deploy from the training location and should not expect to return to home-station before deploying. Airmen are not authorized POVs at en-route TDY/training locations. Airmen and PRFs must follow all Line Remarks to include required equipment/supplies before departing for en-route training.

5.12.2. Each Airman must complete all local pre-deployment requirements prior to departing for training (i.e. medical clearance, weapons qualification, LOAC, etc.). The Base PRF will verify that all local training is completed prior to member departing for training/deployment.
5.12.3. Deployment of Airmen on Assignment Limitation Code "C": Airmen that have been selected for an Extended Deployment (volunteer or non-volunteer) must report to their local Military Treatment Facility within 3 duty days of formal notification to process a medical exception IAW AFI 41-210 (*Patient Administration Functions*), para 10.8.3.1. Airmen will not delay further deployment out-processing, pending final decision on their exception request. AFPC/DPAMM will work with the MTF and deployed SG as necessary to expedite a final decision on all exception requests. If the medical decision is that the deployed MTF cannot support the members medical condition, then AFPC will select the next most eligible Airman.
5.12.4. Voluntary Extensions: Airmen are expected to complete the entire duration of the extended deployment for which they have been selected. Airmen may voluntarily extend the length of the deployment, but only with approval from all extended deployment action offices (CENTAF/A1, AFPC and losing/gaining Airman's commander). No additional financial incentives are currently being offered by the AF for Airmen extending in the AOR.
5.13. Short Tour Credit/Joint Credit/AEF & Contingency Exemptions:
5.13.1. Short Tour Credit: Per Table 3.4, Rules 2 and 5 and AFPC/DPA 8106 message dated 171955Z Jun 03, *Award of PCS Short Tour Credit for TDY*, approval is granted to award PCS short tour credit after completion of the extended deployment and processing of the travel voucher. Questions pertaining to the awarding of joint credit should be addressed to AFPC/DPAPPO.
5.13.2. Joint Duty Assignment (JDA) Credit: There are two types of joint credit involved depending on whether the officer deploys to a Secretary of Defense (SecDef) approved temporary Joint Duty Assignment List (JDAL) billet or to the headquarters of a SecDef approved operation and location as qualifying for cumulative credit.
5.13.2.1. If deployed to a temporary JDAL billet, the attached CCDR is responsible for tracking and notifying AFPC/DPAPPO (Joint Officer Management) when officers arrive and depart the AOR. AFPC will update the officer's joint clock accordingly with the joint start date upon arrival into the AOR, Joint Duty Assignment Management Information System (JDAMIS) Number, and stop the joint clock upon departure from the AOR. Joint Credit will be awarded based on the time served in the AOR; no automatic credit will be awarded for serving less than 10 months; cumulative credit will be awarded for serving 10 or 12 months. Full JDA Credit may be awarded for serving the full tour of 12 months (365 days) and will be considered on a case-by-case basis if verified by the attached CCDR, supported by the officer's Service, and approved by the SecDef for a waiver.
5.13.2.2. If not deployed to a temporary JDAL billet but are deployed to an operation, location, and during the time period approved by the SecDef as qualifying for cumulative joint duty credit, the officer can apply for cumulative credit upon return to home station. This cumulative joint duty credit cannot be combined with other types of joint duty credit and is not considered for promotion boards. Eligibility criteria and a listing of approved operations, locations, and dates can be viewed on the JTF self-nomination web page at:
https://www.dmdc.osd.mil/jtf/owa/jtf_main.home. The following instructions apply to officers who completed their tours before 1 August 2005. Officers must follow the instructions on that web page in order to self-nominate for the credit. E-mail questions to **afpc.jtfc@randolph.af.mil**. If your deployment is not to one of the approved operations listed

or is to a subordinate unit to the HQ listed, then it does not qualify for cumulative credit. The following are the current SecDef approved operations eligible for cumulative credit:

5.13.3. Post-Deployment Stand-Down Program: Commanders will grant Airmen post-deployment stand-down time upon return from the extended deployment to allow Airmen time to reconstitute unless otherwise established by home station MAJCOM policy. Airmen must adhere to their MAJCOM policy and remain at the permanent duty station during reconstitution time.

5.14. Functional Elements. Please refer to the appropriate AFIs for all other functional actions required in management of the Extended Deployment: Personnel Readiness Functions: AFI 10-215, *Personnel Support for Contingency Operations* and AFI 10-403, *Deployment Planning and Execution.* Career Enhancement Functions: AFI 36-2502, *Enlisted Promotions*, AFI 36-2501, *Officer Promotions*, AFI 36-2406, *Officer and Enlisted Evaluations*, AFI 36-2803, *The Air Force Awards and Decorations Program*, and AFI 10-248, *Fitness Program.*

5.14.1. The Joint Federal Travel Regulation (JFTR), Chapter 4 and AFI 65-601V1, *Budget Guidance and Procedures*, depict appropriate allowances for Extended Deployments (Indeterminate TDY). AF/A1PA and AF/A4RE are the OPRs for entitlements for the Extended Deployment program. AFI 33-328, *Administrative Orders*, provide guidance for processing dependent travel orders.

5.15. Prescribed Forms. AF Form 964, PCS, TDY, or Training Declination Statement; and AF Form 965, Overseas (OS) Tour Election Statement.

5.16. Adopted Forms. AF Form 63, Active Duty Service Commitment (ADSC) Acknowledgement Statement, AF Form 469, Duty Limiting Condition Report, AF Form 673, Air Force Publication/Form Action Request, AF Form 847, Recommendation for Change of Publication. AF Form 1466, Request for Family Member's Medical and Educational Clearance for Travel, and AF Form 4380, Special Needs Screener.

RICHARD Y. NEWTON III, Lieutenant General, USAF
DCS, Manpower and Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

DOD Directive 1315.07, Military Personnel Assignments, 12 Jan 2005

DOD Directive 1327.5, Leave and Liberty, 29 Nov 2004

DOD Instruction 1300.19, DOD Joint Officer Management, 31 Oct 2007, CH 1, 21 Aug 2008

DOD Instruction 1315.18, Procedures for Military Personnel Assignments, 12 Jan 2005

DOD Instruction 1315.19, Authorizing Special Needs Family Members Travel Overseas at Government Expense, 20 Dec 2005

DOD Instruction 1327.6, Leave and Liberty Procedures, 22 Apr 2005

AFI 10-215, Personnel Support for Contingency Operations (PERSCO), 15 Nov 2002

AFI 10-248, Fitness Program, 25 Sep 2006

AFI 10-401, Air Force Operations Planning and Execution, 7 Dec 2006

AFI 10-403, Deployment Planning and Execution, 13 Jan 2008

AFI 11-401, Aviation Management, 7 Mar 2007

AFI 11-402, Aviation and Parachutist Service, Aeronautical Ratings and Badges, 25 Sep 2007

AFI 11-412, Aircrew Management, 25 Apr 2005

AFI 31-501, Personnel Security Program Management, 27 Jan 2005

AFI 33-328, Administrative Orders, 16 Jan 2007

AFI 33-332, Privacy Act Program, 29 Jan 2004

AFI 36-2013, Officer Training School (OTS) and Enlisted Commissioning Programs (ECP), 11 Jul 2006

AFI 36-2101, Classifying Military Personnel (Officer and Enlisted), 7 Mar 2006

AFI 36-2102, Base-Level Relocation Procedure, 18 Sep 2006

AFI 36-2106, Competitive Category Transfers, 9 May 1994

AFI 36-2107, Active Duty Service Commitments (ADSC), 22 Apr 2005

AFI 36-2133, Specified Period of Time Contracts (SPTC), 1 Jun 2000

AFI 36-2134, Air Force Duty Status Program, 8 Oct 2004

AFI 36-2306, The Education Services Program, 16 Oct 2000

AFI 36-2406, Officer and Enlisted Evaluation Systems, 15 Apr 2005

AFI 36-2501, Officer Promotions and Selective Continuation, 16 Jun 2004

AFI 36-2502, Airman Promotion Program, 6 Aug 2002

AFI 36-2503, Administrative Demotion of Airmen, 20 Jul 1994

AFI 36-2606, Reenlistment in the United States Air Force, 21 Nov 2001

AFI 36-2608, Military Personnel Records System, 30 Aug 2006

AFI 36-2626, Airman Retraining Program, 1 Jul 1999

AFI 36-2907, Unfavorable Information File (UIF) Program, 17 Jun 2005

AFI 36-2908, Family Care Plans, 1 Oct 2000

AFI 36-3002, Casualty Services, 25 Jul 2005

AFI 36-3003, Military Leave Program, 20 Oct 2005

AFI 36-3020, Family Member Travel, 10 Jun 1994

AFI 36-3203, Service Retirements, 8 Sep 2006

AFI 36-3206, Administrative Discharge Procedures for Commissioned Officers, 9 Jun 2004

AFI 36-3207, Separating Commissioned Officers, 9 Jul 2004

AFI 36-3208, Administrative Separation of Airmen, 9 Jul 2004

AFI 36-3212, Physical Evaluation for Retention, Retirement and Separation, 2 Feb 2006

AFI 40-301, Family Advocacy, 19 Jan 2005

AFI 40-701, Special Needs Identification and Assignment Coordination, 8 Aug 2008

AFI 41-210, Patient Administration Functions, 22 Mar 2006

AFI 51-201, Administration of Military Justice, 21 Dec 2007
AFI 48-123V2, Medical Examinations and Standards Volume 2-Accession, Retention, and Administration, 5 Jun 2006

AFI 51-301, Civil Litigation, 1 July 2002

AFI 51-604, Appointment To and Assumption of Command, 4 Apr 2006

AFI 65-103, Temporary Duty Orders, 5 Aug 2005

AFI 65-601V1, Budget Guidance and Procedures, 3 Mar 2005

AFMAN 33-363, Management of Records, 1 March 2008

AFMAN 65-604, Approprtiation Symbols and Budget Codes (Fiscal Year 2009), 1 Oct 2008

AFPD 10-4, Operations Planning: Air and Space Expeditionary Force Presence Policy, 16 Jun 2004

Air Force Education and Training Course Announcements (ETCA)

Air Force Enlisted Classification Directory (on-line)

Air Force Officer Classification Directory (on-line)

AFRIMS RDS, https://www.my.af.mil/gcss-af61a/afrims/afrims/

PSD Handbook.

Abbreviations and Acronyms

AAC—Assignment Availability Code

AAD—Assignment Availability Date

AAFSC—Additional AF Specialty Code

AAN—Assignment Action Number

AAR—Assignment Action Reason

AB—Air Base; Airman Basic

ADSC—Active Duty Service Commitment

ADSCD—Active Duty Service Commitment Date

AFDW—Air Force District of Washington

AFPC—Air Force Personnel Center

AFOSI—Air Force Office of Special Investigations

AFOSP—Air Force Office of Security Police

AFROTC—Air Force Reserve Officer Training Corps

AFS—Air Force Specialty/Air Force Station

AFSC—Air Force Specialty Code

ALC—Assignment Limitation Code

AMN—Airman

ANG—Air National Guard

AOR- Area of Responsibility

ARMS – Automated Records Management System

ARC – Air Reserve Components (both Air National Guard and Air Force Reserve)

ASAP—As Soon as Possible

ASD—Assignment Selection Date

AWOL—Absent Without Leave

BOP—Base of Preference

CAREERS—Career Airman Reenlistment Reservation System

CCTVL—Concurrent Travel of Military Dependents

CJR—Career Job Reservation

CMSGT—Chief Master Sergeant

CONUS—Continental United States

COT—Consecutive OS Tour

CSPL—Command Sponsored Position List

DAV Code—Deployment Availability Code

DAS—Date Arrived Station

DBMS—Director Base Medical Service

DDLDS—Date departed last duty station

DEROS—Date eligible for return from OS

DLA—Dislocation Allowance

DLM—Designated Location Move

DMD—Deployment Manning Document

DOA—Date of availability

DOD—Department of Defense

DOS—Date of Separation

DP—Director of Personnel

DRU—Direct Reporting Unit

DSN—Defense Switching Network

EFM—Exceptional Family Member

EFMP—Exceptional Family Member Program

EFMPO—Exceptional Family Member Program Officer

ELT—Extended long OS tour

EPR—Enlisted Performance Report

EQUAL—Enlisted Quarterly Assignment Listing

ETS—Expiration of Term of Service

FOA—Field Operating Agency

FRN—Force Requirement Number
FSO – Finance Services Office

FTA—First-term Airman

GMS—General Medical Services

GSU—Geographically Separated Units

HAF—Headquarters Air Force

HYT—High Year of Tenure

IAW - In Accordance With

IG—Inspector General

IPCOT—In-Place Consecutive OS Tour

ITDY – Indeterminate Temporary Duty

JA—Judge Advocate

JCS—Joint Chiefs of Staff

JFTR—Joint Federal Travel Regulation

LNR—Line Number

MAAG—Military Assistance Advisory Group

MAJCOM—Major Command

MOA—Memorandum of Agreement

MPS—Military Personnel Section

MRS—Medically Related Services

MSGT—Master Sergeant

MTF—Medical Treatment Facility

MUG—Manning Unit Group

NCO—Noncommissioned Officer

O&M—Operation and Maintenance

OCONUS—Outside CONUS

ODSD—OS Duty Selection Date

OPLAN—Operation plan

OPR—Office of Primary Responsibility

OS—Oversea(s); outside CONUS

OSD—Office of the Secretary of Defense

OSI—Office of Special Investigations

OTEIP—OS Tour Extension Incentive Program

PAFSC—Primary Air Force Specialty Code

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

PCS without PCA—Permanent Change of Station Without Permanent Change of Assignment

PDD—Projected Departure Date

PDS—Personnel Data System, Permanent Duty Station

PID—Plan Identification Number

PME—Professional Military Education

PPC—Personnel Processing Code

PRP—Personnel Reliability Program

PW—Prisoner of War

RI—Reporting Identifier

RIP—Report on Individual Personnel

RNETD—Report Not Earlier Than Date

RNLTD—Report Not Later Than Date

ROTC—Reserve Officer Training Corps

SCI—Sensitive Compartmented Information

SDA—Special Duty Assignment

SDI—Special Duty Identifier

SEA—Southeast Asia

SEI—Special Experience Identifier

SES—Special Educational Services

SJA—Staff Judge Advocate

SO—Special Order

SPCM—Special Court-Martial

SRA—Senior Airman

SRB—Selective Reenlistment Bonus

SRP—Selective Reenlistment Program

SSGT—Staff Sergeant

SSN—Social Security Number

SSO—Special Security Officer

STRD—Short Tour Return Date

TAFMS—Total Active Federal Military Service

TAFMSD—Total Active Federal Military Service Date

TPA—Threatened Person Assignment

TDY—Temporary Duty

TED—Transfer Effective Date

TMO—Traffic Management Office(r)

TOS—Time on Station

TSGT—Technical Sergeant

UCMJ—Uniform Code of Military Justice

UIF—Unfavorable Information File

UMD—Unit Manning Document

UPRG—Unit Personnel Records Group

VSBAP—Voluntary Stabilized Base Assignment Program

Terms

Accompanied—Any tour of OS duty served with command-sponsored dependents.

Acquired Dependent—See Dependent, Acquired.

Airman or Airmen—All members of the US Air Force, both officer and enlisted

All-Others Tour—See Unaccompanied OS Tour.

Allocation—Notification to a MAJCOM/FOA/DRU that an officer or enlisted is available for assignment to that command.

Allowance-Describes conditions under which the United States government provides reimbursesment for expenses incident to a permanent change of station. Consult the Joint Federal Travel Regulation to determine government-paid travel of dependents, movement of household goods, and other payments associated with reassignment of military members.

Assigned—An Airman counted as part of a unit's assigned strength.

Assignment—The permanent change of a person’s duty station from one location to another. Also refers to duties performed. (Used alternately with the term “reassignment.”)

Assignment Action Number (AAN)—A sequential numbering system used to distinguish one operational, rotational, unit, or training assignment action from another. It stays the same even if

there are changes in the movement month.

Assignment Instructions—Information, usually provided through the personnel data system, that accompanies selection for PCS.

Assignment Selection Date (ASD)—The date an officer or enlisted is selected by name for assignment by the assignment OPR; or the date the assignment process begins in order to reassign an officer or enlisted on a scheduled future date (such as upon DEROS, tour completion date from a CONUS maximum stabilized tour, the date an Airman will become surplus, and so on); or the date an officer (only) is identified by the assignment OPR as vulnerable for PCS selection. See Table 2.8.

Attached—Responsibility for an Airman for temporary administration or duty at other than his or her permanent unit of assignment (and the unit of attachment is other than Airman's permanent duty station), for temporary command and control during the Airman's absence similar to that exercised at the Airman's permanent duty station.

Authorization—A funded and validated manpower requirement.

Availability Date—The day, month, and year after which an Airman is available for assignment. For assignment purposes, usually only the month and year are used to determine availability.

Basic Military Training (BMT)—Training provided to non-prior service Airmen to effect an orderly transition from civilian to military life.

Cancellation of Permanent Change of Station (PCS)—Revoking or rescinding assignment instructions.

Career Airman (Enlisted)—An enlisted Airman other than first-term.

Career Bachelor OS Tour—A career bachelor is defined as an enlisted Airman with 4 or more years active duty or an officer, captain or above, with more than 4 years of commissioned active duty who is single or divorced, and has no legal dependents residing in household on the date departed CONUS, and the OS tour length to which being assigned is 36 months accompanied and 24 months unaccompanied. Upon SAF direction, career bachelors may be required to serve the 36 month tour length.

Career Job Reservation (CJR)—An enlisted Airman's reenlistment quota.

Career Officer—For assignment purposes, officers serving in the grades of captain and above and who have 4 or more years of commissioned active service on or before the official notification date, or nomination for assignment, education or training. All other officers are non-career officers.

Command-Sponsored Dependent—See Dependent, Command-Sponsored.

Commander—Unless otherwise specified, refers to the immediate commander of the member concerned and includes officially appointed squadron section commanders.

Concurrent Travel—Authorized move of dependents at government expense to an OS area at the same time as sponsor.

Consecutive OS Tour (COT)—For assignment purposes, a new OS tour that starts after completing a previous OS tour without an intervening assignment within the continental United States.

Continental United States (CONUS)—The 48 contiguous States and the District of Columbia and, for assignment purposes, the adjacent territorial waters.

Continuation of Assignment—A change of a Airman's end assignment that takes place after a Airman's departure from previous duty station, but before arrival at the original new duty station and before the RNLTD. (For continuation of OS tour, see paragraph 2.48.)

CONUS—Isolated Station - Those locations where adequate community support facilities and services do not exist within 50 miles or are over 1 1/2 hours drive, one way, in normal weather conditions. Community support includes government or non-government facilities and services, such as: adequate family housing, medical and dental care, essential shopping facilities, reasonable recreation facilities, and religious services. During such assignments, the member and their families may experience a significantly greater degree of inconvenience, expense, and hardship when compared to assignment to other CONUS locations. Also, due to hazardous weather, marginal roads or lack of commercial transportation, the person is at greater risk when traveling between the duty station, residence, and support facilities.

Curtailment—Termination of an OS tour before completion of the prescribed length, including any extensions (except cancellation of a voluntary extension). Terminal leave taken before DEROS is not a tour curtailment and is not a DEROS change. Ordinary leave begins and ends in the local area; therefore, it is not a DEROS change or curtailment.

Deferment—A personnel management tool, used to preclude or delay assignment selection of an individual or group when in the best interest of the Air Force. See Table 2.1. for AACs for the deferment reasons and periods. When a person has an AAC they are ineligible for reassignment until their date of availability except for a mandatory PCS or when the assignment OPR waives the deferment.

Delayed Dependent Travel (For EFMP Only)—An OS MAJCOM/SG will delay dependent travel to the projected OS location when MRS or SES are not available at a specific OS location. Do not issue travel orders until the OS medical authority determines the required services are available and can be provided to the dependents concerned.

Denied Dependent Travel (For EFMP Only)—If there is no GMS, the OS medical commander will deny dependent travel to the projected assignment location.

Department of the Air Force—The executive part of the Department of the Air Force at the seat of government and all field headquarters, forces, Reserve components, installations, activities and functions under the control or supervision of the Secretary of the Air Force.

Dependent—See the JFTR, Appendix A.

Dependent, Acquired—A dependent acquired through marriage, adoption or other action during the course of the current tour of assigned duty. *NOTE:* Does not include persons dependent or children born of a marriage that existed before the beginning of a current tour
.
Dependent, Command-Sponsored—See the JFTR, Appendix A. To request command sponsorship, see Attachment 20.

Dependent-Restricted Tour—An OS tour where the JFTR, Appendix Q does not authorize an accompanied tour.

Directed Duty Assignment (DDA)—Enlisted basic trainees or technical training eliminees assigned for on-the-job training.

Diversion—A change of end assignment location that occurs after an Airman signs out from the losing base of assignment and before they arrive at the gaining base upon completion of their PCS travel.

Dual Qualified—An Airman possessing two or more awarded Air Force specialties, reporting identifiers, or special duty identifiers.

Duty Station—The place where an Airman performs military duty.

Enlisted Quarterly Assignment Listing (EQUAL)—Assignment OPRs advertise enlisted requirements to and from OS corresponding to the assignment cycles. This listing shows projected requirements, by AFSC, grade, and location.

Enlisted Quarterly Assignment Listing-Plus (EQUAL-Plus)—Assignment OPRs advertise assignments that require unique qualifications such as joint/departmental, and chief master sergeant requirements.

Entitlement—As used in manning considerations, an alternate form of requirement.

Exception—A request involving a policy, procedure, or other action in this instruction which is prohibited; is not addressed; a criterion is not met and there are no waiver provisions established; or, there are waiver provisions but that criteria is not met. A circumstance that does not conform to the normal rules, standards, usual occurrences, general principles, or the like.

Exceptional Family Member Program (EFMP)—see attachment 25

Executive Part of the Department of the Air Force—The Office of the Secretary of the Air Force

and the Air Staff consisting of; Office of the Chief of Staff; Office of the Vice Chief of Staff; Deputy Chiefs of Staff; other members of the Air Force assigned or detailed; and Department of the Air Force civilians assigned or detailed.

Extended Long OS Tour—A voluntary tour length equal to the standard long tour plus 12 additional months. This tour length applies to enlisted Airmen only.

Family Member—(Including immediate family.) When a specific policy includes a different definition, then use the definition provided for that policy.
a. Parents. This includes stepparents, parents by adoption, and those who stood "in loco parentis" for at least 5 years immediately preceding the initial entry on active duty.
b. Brothers and Sisters. This includes stepbrothers, brothers by adoption, half brothers, stepsisters, sisters by adoption and half sisters.
c. Spouse.
d. Children. Includes natural child; legally adopted child; stepchild; or, illegitimate child to whose support a male member or former member has been ordered judicially to contribute, or of whom he has been decreed judicially to be the father, or of whom he has acknowledged in writing under oath that he is the father.
e. A person for whom the member stood "in loco parentis" for at least 5 years immediately preceding the initial entry on active duty.

First-Term Airman—An enlisted Airman serving on first enlistment (period of enlistment of 4 or more years) who has not extended 24 months or more, and has less than 24 months prior active service.

Forecast—The prediction of future manning requirements based on known factors and previously established trends.

General Medical Services (GMS)—Encompasses all types of physiological, psychological, or social conditions of a chronic nature that competent medical authority diagnose as requiring specialized treatment.

High Year of Tenure (HYT)—A year point at which the Air Force determines an enlisted Airman is ineligible for reenlistment and extension of enlistment due to grade and length of service. See AFI 36-3203.

Humanitarian Deferment—A temporary delay of PCS or TDY for humanitarian reasons.

Humanitarian Program—Program established to assist people in resolving severe short-term problems involving a family member. The spirit and intent of the program is to place you at the closest location where the problem exists. You must be effectively used in your duty (officer) or control (enlisted) AFSC. The Comptroller General ruled that the Air Force must not make moves at government expense based solely on humanitarian reasons. As a result, there must be a valid vacant Air Force authorization at the gaining base. See attachment 24.

Humanitarian Reassignment—A permanent change of duty station to satisfy an Air Force requirement wherein an individual receives consideration because of severe personal problems as outlined in Attachment 24.

Imbalanced Skill or Specialty—Enlisted specialty in which OS requirements are disproportionately large with respect to continental United States requirements. Refer to AFI 36-2626.

Immediate Family—See Family Member.

Incumbent—An individual currently assigned to an authorized position.

Indeterminate TDY – A TDY in which the duration is not pre-determined, contemplated to be 20 weeks or more.

Individual Sponsored Dependents—A dependent not entitled to travel to an OS command at government expense, or who enters the command without endorsement of the appropriate OS commander.

In-Place Consecutive OS Tour (IPCOT)—For assignment purposes, a new OS tour that starts after completing a previous OS tour without an intervening assignment within the continental United States and without a change of PDS. For assignment purposes, an Airman will be considered to have entered the IPCOT on the first day of the IPCOT effective month. (***NOTE***: For IPCOT leave travel allowances, see the JFTR, Volume 1, U7200.)

Intercommand—Between units of different MAJCOMs.

Intracommand—Between units within the same MAJCOM.

Joint Duty Assignment—An assignment to a designated position in a multi-Service, joint or multinational command or activity that involves the integrated employment or support of the land, sea, air forces of at least two of the three Military Departments. Such involvement includes, but is not limited to, matters relating to national military strategy, joint doctrine and policy, strategic planning, contingency planning, and command and control of combat operations under a unified or specified command.

Joint Duty Assignment Listing – Approved listing of all billets designated as a JDA. In order to receive joint duty credit, an officer must be filling a JDAL billet. Billets are coded as either JC (requires fill by a JQO) or JD (normal JDA).

Joint Qualified Officer Nominee—An officer who completes a program of Joint Professional Military Education (JPME), or an officer who has a critical occupational specialty tour. The Military Department concerned designates the officer as a Joint Specialty Officer nominee.

Joint Qualified Officer—An officer on the active duty list who has completed both phases of

Joint Professional Military Education, awarded full joint tour credit, and designated by the Secretary of Defense (a JQO may fill a Joint Critical JDA billet).

Key Billet—For assignment purposes, an OS manpower position of extremely unusual responsibility where the presence of the incumbent is absolutely essential to the mission of the unit or the United States presence in that area. The key billet tour length designation applies only at OS duty stations where the accompanied tour length is 24 months. Unaccompanied people also serve 24 months. Government furnished family housing must be available and concurrent travel must be authorized.

Levy—Tasking by personnel data system transaction or other means of a MAJCOM or Air Force unit to fill a permanent change of station or temporary duty requirement.

Long OS Tour—For the purpose of OS tour credit, a long tour is one where the JFTR, Appendix Q authorizes (both) an accompanied tour and the unaccompanied tour is 18 months or more; or, when HQ AFPC/DPAPP authorizes credit.

Low Cost PCS—As prescribed in DODI 1315.18, moves where both duty stations are in proximity, but not in the same corporate city limits.

Mandatory PCS—A permanent change of duty station of an Airman due to base closure, completion of or elimination from training, completion of a CONUS maximum stabilized tour, an OS tour, unit move, or being a surplus on base/installation.

Mandatory Utilization—The requirement to assign an Airman to a designated AFS utilization field for a specified period.

Manning Unit Group (MUG)—Units grouped by type for manning purposes and statistical analysis.

Maximum Tours—Tours where the intended initial deferment is the maximum period of time an Airman is to serve in that duty or organization, unless the assignment OPR approves an extension. The reasons vary why the period of assignment should not exceed the initial deferment period. *For example*, the duty may be outside the mainstream of a Airman's primary career field and prolonged assignment is undesirable. The maximum tour assignment availability codes for officers are 46 and 50; and for Airmen, 50.

Medical Service Officer—Includes officers of the Medical Corps, Dental Corps, Medical Service Corps, Nurse Corps and Biomedical Sciences Corps.

Minimum Tours—Tours where the Airman should serve at least the initially prescribed tour length. However, the Airman may serve a longer assignment. Airmen remain assigned until selected for another assignment after expiration of the initial deferment. A minimum tour may be necessary to receive pay back for special training (formal or on-the-job) or for experience gained.

Mission Support Duty—All non-aeronautically rated AFSCs except 10CX, 13BX, and 13SX.

No-Cost Move (No Allowance payable)—A move in which no allowances are authorized to the Airman. This is a reassignment between activities at the same PDS (not a PCS) or to a new duty station within the corporate limits of the same city or town. Use local O&M funds as outlined in the JFTR when the Airman must move their household goods because of the move. Do not use an AAN, unless you use the PCS ID Code "M". Do not use PCS orders unless you include the statement that the Airman has no authorized PCS allowances.

Nominated—The result of using the assignment selection process to identify the most eligible, qualified Airman to fill a specific requirement, and submitting the Airman's record for consideration to the activity authorized to accept or decline the Airman for assignment.

Non-Air Force Activities—Office of the Secretary of Defense, organizations of the Joint Chiefs of Staff, Department of State, White House staff and aides, National Guard Bureau, miscellaneous boards and committees, and so forth, with which Airmen are performing duty.

Non-career Officer—See career officer.

Non-volunteer—An Airman for whom there is no record of agreement to an assignment through either omission or intent.

Other Government Offices—Offices of the Federal Government other than the Department of Defense, with which Airmen are performing duty. Also includes Non-DOD Services –Coast Guard (DHS), NOAA (Commerce) and Public Health Service (HHS) Commissioned Officer Corps.

Overage—A surplus (see Surplus) which is impractical or unnecessary to resolve by reassignment or which is the result of intentional action which has been approved by the assignment OPR.

Overseas Commands—MAJCOMs with units in OS areas only.

Overseas Duty Selection Date (ODSD)—Date used to place Airmen in the proper sequence for selection for long OS tours and for short OS tours for Airmen not credited with an OS tour. MPS' initially establish this date as the Airman's TAFMSD or as determined by HQ AFPC/DPAPP. MPS' determine and update the ODSD as shown in Tables 3.3 and 3.4, or as specified by HQ AFPC/DPAPP for approved exceptions.

Overseas Duty—Any duty performed as an Airman of the United States Armed Forces outside the continental United States (CONUS). Non-CONUS residents who complete OS tours in their home state or territory prior to 1 May 1985 do not receive OS tour credit. Time creditable as OS duty for PCS begins with the day of departure from a CONUS port and ends on the day of return excluding leave taken in the OS area before arrival at the permanent duty station or after DEROS.

Overseas—All locations, including Alaska and Hawaii, outside of the continental United States (48 contiguous states and Washington, DC).

Oversea Tour Extension Incentive Program (OTEIP) (Enlisted only)—Special incentives in certain AFSCs for Airman who extend their tour of duty at designated OS locations. HQ AFPC/DPAPP publishes information on this program. (See DODI 1315.18.)

Overseas Vulnerability—The relative standing of an Airman for OS PCS selection in comparison to projected personnel requirements in a particular period of time (usually the next 24 months).

PCS Notification—Commanders and officials they authorized to effect notification notify Airmen by requiring them to sign the PCS notification report on individual personnel (RIP) notification message or notification memorandum acknowledging assignment selection. When an Airman is TDY or on leave, notification is the date the Airman receives the notice.

Permanent Change of Assignment (PCA)—The permanent change of assignment of an Airman from one unit to another (with or without concurrent change of permanent duty station).

Permanent Change of Duty Station (PCS) Associated Training—Training received before, during, or after travel from one permanent duty station to another. Airmen may accomplish training after the PCS only if directed in the assignment instructions.

Permanent Change of Duty Station (PCS)—In general, movement of an Airman to a different duty location for permanent duty, regardless of distance (with or without concurrent change in unit of assignment) under competent orders that do not specify the duty as temporary, do not provide for further assignment to a new permanent duty station, or do not direct return to the old permanent duty station.

Permissive Travel – An administrative absence under DoDI 1327.6, *Leave and Liberty Procedures*, for which funded TDY is not proper.

Personnel Data System—A collective term encompassing the total vertical computerized personnel data system. It does not refer to a specific subsystem. The system provides capability for equitable, responsive, uniformly administered and cost effective management, and administration of active duty military, Air National Guard, Air Force Reserve, retired, and civilian personnel.

Personnel Processing—Codes (PPCs) - Codes included in assignment instructions which refer to PCS-related requirements.

Pinpointed Assignment—An alternate location identified to support the EFMP by the OS MAJCOM/SG or, for a CONUS assignment, HQ AFPC/DPAPO, as having the capability of providing the required services.

Plug Table—A computer program that adds coded requirements and instructions to an assignment allocation.

Prescribed Tour—An established length of time an Airman will perform specific duty, or specific period of time an Airman will remain assigned to a specific location or unit.

Priority Manning—Providing for the personnel resource needs of one Air Force organization at the expense of other organizations.
Programmed Available—An Airman who is available for assignment on a scheduled basis such as OS returnee, completion of maximum stabilized tours, or school graduates.

PULHESX—Physical condition, upper extremity, lower extremity, hearing-ears, vision-eyes, neuropsychiatric-stability, physical work capacity.

Reassignment or Reassign—Permanent change of duty station (PCS) or permanent change of assignment (PCA) from one unit to another.

Reclama—A request to duly constituted authority to reconsider its decision or its proposed action.

Remote (Dependent Restricted) Duty Station—An OS duty station where the JFTR, Appendix Q does not authorize an accompanied tour.

Requirement (Enlisted) —A shortage that exists at a unit or location when the 7th month projected manning level in the AFSC ladder, skill level, and grade under consideration is below the world-wide level, or 100 percent, whichever is lower. When the ladder manning is adequate only because of overmanning at the 3 or 5-skill level, you may identify requirements at the 7 or 9-skill level.

Requirement (Officer)—An actual or projected vacancy of a funded manpower authorization.

Resource—Airmen who possess a required skill and who are available for assignment to meet manning requirements.

Retainability—Obligated military service. Time remaining on an OS tour (including any extensions).

Retirement Eligible—For assignment purposes, refers to an Airman who completes 19 or more years TAFMS (and the other retirement eligibility criteria outlined in AFI 36-3203).

Retrainee—A previously trained enlisted Airman in the process of gaining qualifications in a new AF specialty under an approved retraining program.

Returnee—An Airman returned from a tour of OS duty (does not include an Airman on temporary duty).

Second-Term Airman (Enlisted)—See career Airmen.

Secretarial Determination—Decision made by the Secretary of a Military Service on a matter not clearly authorized by a DOD directive.

Secretarial Process-Action by the Per Diem Committee Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directive issued under the JFTR, Volume 1, U1010-B.

Secretary of the Air Force (SAF)—Includes the Secretary, and the Assistant Secretaries of the Air Force.

Seven Day Option—A requirement for eligible career Airmen to separate or retire in lieu of operational or rotational PCS, formal education, a training course (regardless if it involves a PCS) or TDY (Enlisted only) except when the event OPR allows declination (with or without prejudice).

Short Oversea Tour—For the purpose of OS tour credit, a short tour is one in which the JFTR, Appendix Q does not authorize an accompanied tour; or both the accompanied tour is 24 months and the unaccompanied tour is less than 18 months; or when HQ AFPC/DPAPP authorizes credit.

Short Tour Return Date (STRD)—Date used to place Airmen in the proper sequence for selection for short OS tours. MPS' initially establish this date as the Airman's TAFMSD or as determined by HQ AFPC/DPAPP upon request. MPS' determine and update the STRD as shown in Tables 3.3 and 3.4, or as specified by HQ AFPC/DPAPP for approved exceptions.

Sole Surviving Son or Daughter—See Attachment 11.

Southeast Asia (SEA) Tour—A remote tour in SEA completed between l November 1961 and l November 1973 and served without dependents. (Includes Airmen serving in SEA on l November 1973 who completed 181 calendar days or more on a permanent change of station tour by l November 1973.)

Southeast Asia (SEA)—North and South Vietnam, Thailand (except Bangkok and Don Muang Airport because they were not authorized hostile fire pay areas), Laos, and Cambodia.

Special Experience Identifiers (SEI)—See AFI 36-2101, *Classifying Military Personnel* (Officer and Enlisted) for the definition of an SEI. For assignment purposes, SEIs are used as shown in paragraph 2.4.1.

Special Needs Coordinator (SNC)—A medical officer assigned to the medical treatment facility (MTF) who is appointed as the SNC by the MTF Commander.

Special Requirement—An actual or projected vacancy of an authorized position with special qualifications not identified by an AFSC specialty—The qualifications possessed by an Airman or required for a specific job identified by an Air Force specialty code.

Stabilized Tour—An Air Force duty assignment with a prescribed time.

Surplus—See paragraph 2.47.

Temporary Duty (TDY)—For assignment purposes, duty performed at a location other than an Airman's permanent duty station.

Theater Retainability—The period of time remaining on a Airman's OS tour. Theater retainability must take into account any proration authorized when reassignment is within theater to a different tour length is proposed.

Transaction—Any computer action or process used to create or change Airman's personnel data.

Transfer Effective Date (TED)—The TED is the month and year of an AAN and is based on the original requirement month. You can only change the TED by canceling the AAN and issuing a new AAN.

Unaccompanied OS Tour—A tour of OS duty served without command sponsored dependents.

Unprogrammed Available—An Airman who is available for reassignment on an unprojected basis such as Airman called or recalled to active duty, training eliminees, Airman declared surplus to requirements of assignment and those returning from patient status.

Vacancy (Enlisted)—A shortage that exists at a unit or location when 7th month projected manning in the AFSC skill level under consideration is less than 100 percent and one or more manpower document authorizations exist in that grade.

Volunteer—An Airman who formally states the desire to accept a defined assignment.

Vulnerability—The relative standing of an Airman among his or her contemporaries for assignment selection.

Washington, DC Area— Officially titled National Capitol Region. (Use this definition for assignment purposes only.) The area encompassing the District of Columbia; Montgomery and Prince Georges Counties in Maryland; and Arlington, Fairfax, Loudoun, and Prince William Counties and the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park in Virginia.

Waive or Waiver—To refrain from insisting upon compliance, enforcement; voluntarily give up or relinquish; put aside or put off for a time or permanently. To allow deviation from a policy, procedure, provision, standard, requirement, limitation, minimum, maximum, etc.

Attachment 2

BASE OF PREFERENCE (BOP)
(ENLISTED ONLY)

A2.1. Purpose. The first-term Airman (FTA) BOP program is a reenlistment incentive under the CAREERS programs (see AFI 36-2606, *Reenlistment in the United States Air Force*). The career Airman BOP program is an incentive for other Airmen to continue an Air Force career.

A2.2. FTA Program.
A2.2.1. General Information. In conjunction with reenlistment, FTA may request a PCS BOP or a BOP to remain in-place. FTA may also request a BOP in conjunction with reenlistment and retraining (see AFI 36-2626, *Airman Retraining Program*). Airmen may request PCS CONUS to CONUS, or PCS from OS to CONUS. Airmen in the CONUS (only) may request a BOP to remain in-place. An Airman in the CONUS may apply for a PCS BOP and an in-place BOP at the same time. A FTA PCS BOP is not authorized from CONUS to OS, or OS to OS, since these assignments are made IAW OS PCS selection priorities. An in-place FTA BOP is not authorized for Airmen assigned OS since these Airmen have other options to remain at their current OS location consistent with their eligibility.
A2.2.2. Eligibility Criteria and Restrictions. The following general eligibility criteria and restrictions apply to all FTA BOPs. Additional eligibility criteria and restrictions may apply to a specific BOP option as shown below. Airmen who are ineligible or who desire BOP consideration other than as authorized may submit a request as an exception to policy as outlined in paragraph 1.5.
A2.2.2.1. Must have a category of enlistment of “1”; first term Airman and never applied for a FTA BOP.

A2.2.2.2. Must be selected under the Selective Reenlistment Program (SRP) and have an approved CJR.

A2.2.2.3. Must not have been selected for PCS or have an ASD (see paragraph 2.31. for ASD based on a schedule.)

A2.2.2.4. Must not be in AAC 05, 10, 12, 13, 15, 16, 17, 19, 21, 25, 27 as listed in Table 2.1.

A2.2.2.5. Must submit their application prior to reenlistment.

A2.2.2.6. Consecutive BOPs in any combination are not authorized. *For example*, a FTA who receives an in-place BOP cannot then receive a career Airman PCS BOP. They must have an intervening PCS.

A2.2.2.7. BOP combinations other than those listed are not authorized. *For example*, Airman may not request a consecutive OS tour (COT) as a BOP.

A2.2.2.8. Military Couples. The join spouse intent code is a major factor when considering the BOP request from an Airman of a military couple. Both Airmen of a military couple may request BOP consideration in their own right, if both are eligible. If the intent code is "A" or "B" then the Airman must request the same locations in the same order (including in-place), or both requests will be disapproved. If one Airman is ineligible, regardless of the reason, both requests will be disapproved. (*Exception*: For FTA requesting a BOP in conjunction with retraining or FTA married to another FTA, both Airmen of the military couple do not have to be eligible for BOP, however, manning must support join spouse to BOP location.) When one Airman of a military couple requests a BOP and the intent code is "H" the request will be considered. Refer to Attachment 8, paragraph A8.3.10. and A8.5.2. for information on how this action may affect future join spouse assignment consideration.

A2.2.2.9. Withdrawal of an approved BOP (PCS or in-place) due to declining retainability constitutes use of the BOP option, and no further BOP consideration will be given. A voluntary request by an Airman to terminate the 2-year BOP deferment must be submitted through the servicing MPS to the assignment OPR for consideration. *NOTE:* Voluntary withdrawal of a BOP application (PCS or in-place) prior to final decision by HQ AFPC does not constitute usage of BOP.

A2.2.3. Requests Without Retraining.

A2.2.3.1. CONUS to CONUS, PCS only. (When Airmen desire both in-place and PCS consideration, use the in-place (hard-copy) application procedures shown in paragraph A2.2.3.2.3.).

A2.2.3.1.1. Must have at least 12 months TOS as of the PCS departure date.

A2.2.3.1.2. May be considered regardless of overseas vulnerability or stabilized tour status and Airman with a CONUS/OS imbalanced AFSC may apply.

A2.2.3.1.3. Application Procedures.

A2.2.3.1.3.1. Airmen may not apply for PCS BOP consideration prior to having 8 months TOS. Airmen may apply using Figure A2.1.

A2.2.3.1.3.2. Airmen may list up to 8 CONUS bases in order of preference. Preferences will be considered in the exact order listed. *For example*, if a request lists two PCS preferences and then an in-place preference, followed by additional PCS preferences, they will be considered in that order. *NOTE:* Use CONUS bases only when indicating a preference. Do not use regions or states as preferences.

A2.2.3.1.3.3. Requests must be submitted before reenlistment. Requests submitted before reenlistment are processed even if the Airman reenlists before the BOP determination is made.

A2.2.3.1.3.4. Commander. Requests for PCS BOP (only) do not have to be reviewed by the commander. If both PCS and in-place BOP consideration is being requested, then submit a (hard copy) application IAW paragraph A2.2.3.2.3.

A2.2.3.1.3.5. MPS. The MPS reviews eligibility of the applicant and updates hard copy applications via MilPDS.

A2.2.3.1.3.6. If Airman's request is approved, ensure the Airman reenlists within 30 days after PCS notification. Airman may request a delay in obtaining retainability when authorized by paragraph 2.29.6.8. and Table 2.7.

A2.2.3.1.3.7. The gaining MPS updates AAC 28 upon in-processing with an expiration date of 24 months from DAS.

A2.2.3.1.3.8. AFPC. Approves or disapproves requests. Transmits approvals and disapprovals to MPS' via MilPDS. If the FTA BOP is disapproved this constitutes use on the FTA BOP option, members may apply for a Career Airman BOP when they are eligible.

A2.2.3.2. In-Place (CONUS only) (Without Retraining).

A2.2.3.2.1. There is no TOS minimum to apply.

A2.2.3.2.2. May be considered regardless of overseas vulnerability or stabilized tour status and Airmen with a CONUS/OS imbalanced AFSC may apply.

A2.2.3.2.3. Application Procedures.

A2.2.3.2.3.1. Airman. Airman apply using Figure A2.1. The request must be coordinated with the commander.

A2.2.3.2.3.2. Airmen must list only their current base as a preference.

A2.2.3.2.3.3 . If an Airman's in-place BOP request is disapproved, they may reapply for another BOP for which they are still eligible.

A2.2.3.2.3.4. Requests must be submitted before reenlistment. Requests submitted before reenlistment are processed even if the Airman reenlists before the BOP determination is made.

A2.2.3.2.3.5. MPS. Reviews eligibility of the applicant and updates hard copy applications via MilPDS. If Airman's request is approved, ensure the Airman reenlists within 30 days of approval notification. Airman may request a delay in obtaining retainability when authorized by paragraph 2.29.6.8. and Table 2.7.

A2.2.3.2.3.6. AFPC. Approves or disapproves request. Transmits approvals to MPS' via MilPDS which automatically updates AAC 28 with an expiration date 24 months from date of approval. Disapproves requests via MilPDS.

A2.2.3.3. OS to CONUS PCS (Without Retraining).

A2.2.3.3.1. PCS is upon completion of OS tour (DEROS).

A2.2.3.3.2. Must not have been selected for PCS or have an ASD (see paragraph 2.31. for ASD based on schedule.)

A2.2.3.3.3. Application Procedures.

A2.2.3.3.3.1. Airman. Airmen serving OS may request BOP consideration after they receive their DEROS Election Option RIP or Forecast Notification RIP. These RIPs are produced 13 to 15 months prior to DEROS for members serving where the unaccompanied tour length is 18 months or more, or 10 months prior to DEROS where the unaccompanied tour length is less than 18 months. The RIP must be returned to the MPS within 30 days of the day it was produced. Members who desire BOP consideration must make an election on their RIP to retain current DEROS and must obtain the required PCS retainability for CONUS PCS consideration as shown in Table 2.5. Airmen apply using Figure A2.1. In the event approval of a CONUS BOP is not possible, a CONUS PCS will be provided as a normal returnee.

A2.2.3.3.3.2. Commander. Applications do not have to be reviewed by the commander.

A2.2.3.3.3.3. MPS. Reviews eligibility of the applicant. Updates hard copy applications via MilPDS. If Airman's application is approved, ensure the Airman reenlists within 30 days after PCS notification.

A2.2.3.3.3.4. The gaining MPS updates AAC 28 upon in-processing with an expiration date 24 months from DAS.

A2.2.3.3.3.5. AFPC. Approves or disapproves requests. Transmits approvals or disapprovals to MPS' via MilPDS.

A2.2.4. Requests <u>With</u> Retraining.

A2.2.4.1. CONUS to CONUS PCS <u>and</u> In-Place. Use this paragraph when Airmen desire either PCS or in-place consideration, or both.

A2.2.4.1.1. Application Procedures.

A2.2.4.1.1.1. Airman. Airmen request BOP consideration at the same time they apply for a CJR and retraining as outlined in AFI 36-2606 and AFI 36-2626. BOP consideration is in the AFSC into which being retrained. When a BOP is not desired, enter the following statement in the BOP selection of the retraining application: "I have been told about the BOP program for first-term Airmen and do not desire to apply. I understand I will not be given another opportunity to apply for a first-term Airman BOP."

A2.2.4.1.1.2. BOP preferences are listed in the BOP section of the retraining application. Airmen may list up to 8 CONUS bases in order of preference. Preferences will be considered in the exact order listed. *For example*, if a request lists two PCS preferences and then an in-place preference, followed by additional PCS preferences, they will be considered in that order. *NOTE:* Use CONUS bases only when indicating a preference. Do not use regions or states as preferences.

A2.2.4.1.1.3. The action on a Airman's request will vary depending on preferences stated and whether retraining is accomplished by TDY or PCS. *For example*, if the retraining is to a PCS course, then the BOP consideration would be for the first assignment after training is completed. If a BOP request cannot be approved, then assignment will be based on the needs of the Air Force.

A2.2.4.1.1.4. Commander. Must recommend member for retraining before BOP preferences will receive consideration.

A2.2.4.1.1.5. The MPS reviews eligibility for the BOP/retraining of the applicant and updates hard copy applications via MilPDS.

A2.2.4.1.1.5.1. When retraining requests are approved, Airmen are required to get retainability (reenlist) to accept the retraining action as outlined in AFI 36-2626, Table 3.3. This amount of retainability is normally less than that required for a CONUS to CONUS PCS (that is 24 months). Therefore, in order to satisfy the PCS retainability requirement, Airmen must satisfactorily complete the retraining course and then reenlist in the new AFSC before they are permitted to depart from the training location, regardless whether training is attended in PCS or TDY en route status. If an Airman attending training in PCS status refuses to reenlist, then reclama the retraining PCS assignment per paragraph 2.46. When an Airman is attending in TDY en route status, a delay in obtaining retainability for PCS until award of the 3-skill level is authorized as outlined in Table 2.7., rule 3 and note 6. If the Airman refuses to reenlist, then do not permit the Airman to depart the training location and comply with the instructions in Table 2.7., note 6.

A2.2.4.1.1.5.2. When an in-place BOP is approved, MilPDS will automatically update AAC 28 with an expiration date 24 months from date of approval.

A2.2.4.1.1.5.3. For PCS BOP, the gaining MPS updates AAC 28 upon in-processing with expiration date of 24 months from DAS.

A2.2.4.1.1.5.4. If the retraining request is disapproved then the BOP request is not considered. Airmen may request any of the BOP options for which they remain eligible.

A2.2.4.1.1.5.5. AFPC. Approves or disapproves in-place BOP requests via MilPDS.

A2.2.4.2. OS to CONUS (With Retraining).

A2.2.4.2.1. PCS is upon completion of OS tour. DEROS may be extended or curtailed depending on retraining class start date.

A2.2.4.2.2. Must not have been selected for PCS.

A2.2.4.2.3. Application Procedures.

A2.2.4.2.3.1. Airman. Airman requests BOP consideration at the same time they apply for a CJR and retraining as outlined in AFI 36-2606 and AFI 36-2626. BOP consideration is in the AFSC into which being retrained. When a BOP is not desired, enter the following statement in the BOP section of the retraining application: "I have been told about the BOP program for first-term Airmen and do not desire to apply. I understand I will not be given another opportunity to apply for a first-term Airman BOP."

A2.2.4.2.3.2. BOP preferences are listed in the BOP section of the retraining application. Airmen may list up to 8 CONUS bases in order of preference. Preferences will be considered in the exact order listed. *For example*, if a request lists two PCS preferences and then an in-place preference, followed by additional PCS preferences, they will be considered in that order. *NOTE:* Use CONUS bases only when indicating a preference. Do not use regions or states as preferences.

A2.2.4.2.3.3. The action on a Airman's request will vary depending on preferences stated and whether retraining is accomplished by TDY or PCS. *For example*, if the training is to a PCS course then the BOP consideration would be for the first assignment after training is completed. If a BOP request cannot be approved, then assignment will be based on the needs of the Air Force.

A2.2.4.2.3.4. Requests must be submitted before reenlistment. Requests submitted before reenlistment are processed even if the Airman reenlists before the BOP determination is made.

A2.2.4.2.3.5. Commander. Must recommend member for retraining before BOP preferences will receive consideration.

A2.2.4.2.3.6. MPS.

A2.2.4.2.3.6.1. When retaining request is approved, Airmen are required to get retainability to accept the retraining action as outlined in AFI 36-2626, Table 3.3. Normally this satisfies the requirement for OS to CONUS PCS retainability when course attendance is TDY en route. If an Airman is to attend a PCS training course they must reenlist upon completion of the course and prior to departure on PCS. If the Airmen refuses to reenlist, then reclama the retraining PCS assignment per paragraph 2.46.

A2.2.4.2.3.6.2. The servicing MPS at the BOP location updates AAC 28 and the expiration date is 24 months from the date arrived station.

A2.2.4.2.3.6.3. If the retraining request is approved then the BOP request is not considered. Upon receipt of disapproved retraining, Airmen may request BOP PCS consideration in current AFSC as an exception.

A2.3. Career Airman Program.

A2.3.1. General Information. Career Airmen may request a PCS BOP CONUS to CONUS (only) or may request a BOP to remain in-place at a CONUS location. Other BOP combinations are not authorized since other assignments are made IAW OS PCS selection priorities and OS to CONUS PCS selection priorities. For Airmen currently assigned OS, other programs exist to request to remain at an OS location.

A2.3.2. Eligibility Criteria and Restrictions. The following general eligibility criteria and restrictions apply:

A2.3.2.1. Must have at least 41 months TOS (3 years, 5 months) at the time of application and at least 4 years TOS before PCS departure. *EXCEPTION:* If currently serving on a minimum stabilized tour of at least 4 years, can apply no earlier than 7 months before completing the stabilized tour. If serving on a maximum stabilized tour of at least 4 years, can apply no earlier than 12 months and no later than 9 months before completing the stabilized tour. The MPS submits requests under these exceptions by message to the assignment OPR.

A2.3.2.2. Must have a category of enlistment code of “2 – Second term Airmen” or “4 – Career Airman” and be selected under the SRP.

A2.3.2.3. Must not have been selected for PCS or have an ASD (see paragraph 2.31. for ASD based upon a schedule).

A2.3.2.4. Must not be in AAC 05, 08, 09, 10, 12, 13, 15, 16, 17, 19, 21, 25, or 27 as listed in Table 2.1.

A2.3.2.5. Consecutive BOPs in any combination are not authorized.

A2.3.2.6. Must have or be eligible to obtain the required retainability.

A2.3.2.7. Must not be an OS volunteer or have any other voluntary applications pending. This does not include Humanitarian or EFMP assignment applications.

A2.3.2.8. Airmen vulnerable for OS PCS selection may apply, however, OS vulnerability will be a factor in approval or disapproval.

A2.3.2.9. Manning will be a factor in approval or disapproval.

A2.3.2.10. Airmen may ask for a BOP in an awarded AFSC other than CAFSC; however, approval is based on the needs of the Air Force. A request for this consideration must specifically be stated in the remarks of the in-system MilPDS request.

A2.3.2.11. Military Couples. The join spouse intent code is a major factor when considering the BOP request from a member of a military couple. Both members of a military couple may request BOP consideration in their own right, if both are eligible. If the intent code is "A" or "B" then the Airmen must request the same locations in the same order (including in-place), or both requests will be disapproved. If one Airman is ineligible, regardless of the reason, both requests will be disapproved. (*EXCEPTION:* For FTA requesting a BOP in conjunction with retraining or FTA married to another FTA, both members of the military couple do not have to be eligible for BOP, however, manning must support join spouse to BOP location.) When one member of a military couple requests a BOP and the intent code is "H" the request will be considered. Refer to Attachment 8, paragraph A8.3.10. and A8.5.2. for information on how this action may affect future join spouse assignment consideration.

A2.3.2.12. Withdrawal of an approved BOP (PCS or in-place) due to declining retainability constitutes use of the BOP option, and no further BOP consideration will be given. A voluntary request by an Airman to terminate the 2-year BOP deferment must be submitted through the servicing MPS to the assignment OPR for consideration. *NOTE:* Voluntary withdrawal of a BOP application (PCS or in-place) prior to final decision by HQ AFPC does not constitute usage of BOP.

A2.3.3. CONUS to CONUS PCS <u>and/or</u> In-Place (CONUS only).

A2.3.3.1. Application Procedures.

A2.3.3.1.1. Airman. Airman may apply for PCS (only) using Figure A2.1. If applying for an in-place BOP (only), or both PCS and in-place BOP, they must use the (hard-copy) application shown in Figure A2.1.

A2.3.3.1.2. Airman may list up to 8 CONUS bases in order of preference. Preferences will be considered in the exact order listed. *For example*, if a request lists two PCS preferences and then an in-place preference, followed by additional PCS preferences, they will be considered in that order. *NOTE:* Use CONUS bases only when indicating a preference. Do not use regions or states as preferences.

A2.3.3.1.3. When a Airman's request is disapproved, Airmen may resubmit after 6 months from the date of disapproval when requesting the same locations. The member need not wait six months when requesting different locations. There is no limit on the number of times an Airman may apply.

A2.3.3.1.4. Commander. Applications for PCS (only) do not have to be reviewed by the commander. If in-place consideration is being requested (or if both PCS and in-place is requested), then submit a (hard copy) application using Figure A2.1.

A2.3.3.1.5. MPS. The MPS reviews eligibility of the applicant and updates hard copy applications via MilPDS.

A2.3.3.1.6. If Airman's request is approved, ensure the Airman obtains 24 months service retainability within 30 days of approval notification. Airmen may request a delay in obtaining retainability as outlined in paragraph 2.29.6.8. and Table 2.7.

A2.3.3.1.7. When an in-place BOP is approved the AAC 28 is automatically updated with an expiration date 24 months from date of approval. For PCS BOP, the gaining MPS updates AAC 28 upon in-processing with an expiration date 24 months from DAS.

A2.3.3.1.8. AFPC. Considers applications quarterly and approves or disapproves in-place BOP request via MILPDS.

Figure A2.1. Sample BOP Application.

(Appropriate Letterhead)
MEMORANDUM FOR UNIT COMMANDER (date)

MPS/(OFFICE SYMBOL)
IN TURN

FROM: (Functional address symbol)

SUBJECT: FOUO - BOP Application - CAFSC

1. Please consider me for a BOP assignment to one of the bases listed below or please consider me for an in-place BOP. The bases listed below were not my last assignment. If it was my last assignment, I was not assigned there under any BOP provision. *Note:* Use CONUS bases only when indicating a preference. Do not use regions or states as preferences.

2. (For Airmen married to other military members only.) I have been counseled on BOP and join-spouse assignment criteria. I understand if I request a BOP, I will first be considered for assignment to my spouse's location unless join spouse assignment is not desired (intent code H). If I receive an approved PCS BOP, then join spouse assignment to the BOP location for my spouse is not authorized. If I proceed on a PCS BOP I understand I am responsible for the family separation created. I understand we may each request a BOP in our own right to the same location (including in-place), if we are both eligible. I understand approval of a PCS or in-place BOP does not result in deferment for my spouse. For FTA retraining under QRP: I understand I will have my BOP application considered in preference order and my spouse will be considered for a join spouse assignment unless join spouse assignment is not desired (intent code H). However, I understand that manning at the requested locations must support both myself and my spouse in order for the assignments to be approved.

3. I understand I will be required to have or obtain the necessary 24 months retainability (computed from the RNLTD (Year and month) within 30 days of approval and if I am a FTA I must reenlist to suffice this retainability requirement. I also understand that voluntary cancellation of an approved BOP on my behalf or refusal to obtain the necessary retainability constitutes use of my BOP option.

(signature of applicant)
(typed name, grade, USAF, SSN)

1st Ind, (unit commander) (date)

TO: MPS/(office symbol)

1. (For in-place <u>only</u>.) Recommend (approval) (disapproval). Deferment of this Airman from PCS under the BOP program (is) (is not) in the best interest of the Air Force. (Disapproval recommendation requires specific justification.)

2. (For in-place and PCS.) Recommend (approval) (disapproval) of in-place BOP. Deferment of this Airman from PCS under the BOP program (is) (is not) in the best interest of the Air Force. (Disapproval recommendation requires specific justification.)

NOTE: (For PCS BOP only, commander recommendation is not required.)

(signature)
(typed name, grade, USAF)
(Commander)

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Attachment 3

CONUS-ISOLATED ASSIGNMENT PROGRAM

A3.1. Purpose. To establish minimum tour lengths and limit certain assignment combinations which involve a CONUS-isolated station. (see Attachment 1, Definitions). Cavalier, ND is currently designated as a CONUS-isolated location. This location is considered to be geographically separated from adequate personal support facilities and services which may cause a significant degree of inconvenience, expense, or hardship to Airmen and their families more so than other CONUS assignments.

A3.2. CONUS-Isolated Designation/Tour Lengths.

A3.2.1. Stations may be designated as CONUS-isolated when:

A3.2.1.1. The one-way distance to minimum adequate community support is more than 50 miles or over 1 and 1/2 hours drive in normal weather conditions from the station. Community support includes government or non-government facilities and services, such as adequate family housing, medical and dental care, essential shopping facilities, reasonable recreational facilities, and religious services.

A3.2.1.2. Travel between duty station, residence, and support facilities is determined to be complicated by hazardous weather, marginal roads, or lack of commercial transportation which places the Airman in a greater risk.

A3.2.2. Minimum tour lengths for CONUS-isolated stations have been established as:

A3.2.2.1. Fifteen months for single and unaccompanied members. (*NOTE:* If an Airman is assigned to a CONUS-isolated station on a BOP assignment, he or she must serve a 24 month BOP), or

A3.2.2.2. Twenty four months for members accompanied by dependents. Airmen will serve the accompanied tour if they reside with dependents within 50 miles of the duty station. Distances are computed from the standard highway mileage guide available at the FSO.

A3.2.3. The PCS retainability requirements shown in Table 2.5. apply regardless whether the Airman will serve a 15 month unaccompanied tour or 24 month accompanied tour. *For example*, an Airman being reassigned CONUS to CONUS requires 24 months retainability for the PCS, even though they may choose to serve the 15 month unaccompanied tour. Further, in order to be reassigned upon completion of a 15 or 24 month tour, Airmen must have PCS retainability prescribed by Table 2.5. for their next assignment. Members who do not have the minimum retainability for PCS remain assigned.

A3.3. **Airman Actions**.

A3.3.1. To apply for reassignment <u>to</u> a CONUS-isolated station:

A3.3.1.1. Officers use Figure A3.1. or AFAS guidelines, and Enlisted use Figure A3.1.

A3.3.2. Airmen already assigned at CONUS-isolated stations receive a RIP about 11 months from their DOA (controlled via AAC code 50) established according accompanied status (Established DOA will be 15 months from DAS for unaccompanied/24 months from DAS for accompanied.) This is their notification that they may apply for reassignment. A request for reassignment will not be accepted if submitted more than 11 months before an officer or Airman's DOA. To apply for reassignment from a CONUS-isolated station:

A3.3.2.1. Officers use Figure A3.2. or AFAS guidelines, and Enlisted use Figure A3.2.

A3.3.2.2. Airmen who delay submitting a request for reassignment from a CONUS-isolated station reduce the probability of a reassignment date that coincides with their DOA. Airmen may be held beyond the desired movement date to permit adequate time for identification and notification of a replacement. AF requirements determine when actual reassignment will occur.

A3.4. **Commander Actions**.

A3.4.1. Verifies Airman's assignment eligibility.

A3.4.2. Sends requests to designate a location as a CONUS-isolated station to HQ AFPC/DPAPP for final determination.

A3.5. **MPS Actions**.

A3.5.1. Upon receipt of request for PCS to or from a CONUS-isolated station, verifies an Airman's assignment eligibility (ensure Airman does not have an ASD), updates the PDS as outlined in the PSD Handbook, and suspenses a copy of the application pending final response from the HQ AFPC assignment OPR.

A3.5.2. Updates AAC 50 as specified in paragraph A3.3.2 upon arrival of an Airman at Cavalier, ND.

A3.5.3. Counsels Airmen at Cavalier ND, who request release from selection for an involuntary OS short tour, or who receive a change in assignment, that they remain vulnerable for future OS short tour selection.

A3.6. **Assignment OPR Actions**.

A3.6.1. Does not involuntarily assign Airmen to consecutive CONUS-isolated stations. Airmen may be selected for a CONUS PCS or an OS assignment (short or long tour based on their OS vulnerability) when they complete their CONUS-isolated tours.

A3.6.2. Does not involuntarily assign people to CONUS-isolated stations immediately upon completion of an unaccompanied OS short tour unless there is no other reasonable alternative.

A3.7.3. Does not divert an Airman who received one of their choices in the OS returnee match to a CONUS-isolated station.

A3.7.4. Determines if an assignment change request from an Airman who has been selected for an involuntary unaccompanied OS short tour from a CONUS-isolated station can be supported. If possible, change the assignment to a CONUS or any OS long tour assignment.

A3.7.4.1. Approval of a change of assignment request must depend on availability of other resources to fill the short tour requirement.

A3.7.5. Reconsideration of a request to depart a CONUS-isolated tour for the same assignment preferences will not be considered until 6 months have passed from the initial disapproval.

A3.7.6. Establishes RNLTDs based on manning requirements. Sends approvals or disapprovals to the MPS.

A3.7.7. Considers volunteers for OS assignments as a mandatory PCS to the extent possible upon completion of a CONUS-isolated tour as outlined in Tables 3.1 and 3.2.

A3.7.8. Considers ODSD and STRD waivers.

Figure A3.1. Sample Request for a CONUS-Isolated Station Assignment.

(Appropriate Letterhead)

MEMORANDUM FOR UNIT COMMANDER (date)

FROM: (Functional address symbol)

SUBJECT: FOUO - Volunteer for Assignment to a CONUS-Isolated Station(s)

1. I volunteer for the CONUS-isolated stations listed below: (List your preferences in priority order.)

1st Assignment Preference: _____

2nd Assignment Preference: _____

3rd Assignment Preference: _____

4th Assignment Preference: _____

2. I understand if my request is approved I must serve at least 15 months at the CONUS-isolated station if single and unaccompanied, or at least 24 months if accompanied by dependents before I am eligible for further reassignment. I also understand that members are considered accompanied by dependents if their dependents reside within 50 miles of the CONUS-isolated station.

3. I understand the PCS retainability requirement shown in Table 2.5. applies regardless if I serve a 15 month unaccompanied tour or a 24 month accompanied tour. I understand I must have or be able to obtain the minimum PCS retainability prescribed by Table 2.5. for subsequent assignment. If I do not have the minimum retainability for PCS upon completion of my tour, then I understand I will remain assigned in place.

4. Use this in place of paragraph 2 regardless of Airman's marital or accompanied status for first-term Airmen requesting a CONUS-isolated station BOP assignment in conjunction with CAREERS retraining.

I understand if my request is approved I must serve at least 24 months at the CONUS-isolated station before I am eligible for further reassignment.

The following information applies:

a. Grade.
b. Name.
c. SSN.

d. CAFSC.
e. Current Unit of Assignment.
f. Date Assigned Present Station.
g. DEROS (if assigned OS).

(Signature of applicant)
(typed name, grade, USAF, SSN)

1st Ind, (unit commander) (date)

TO: (servicing MPS/office symbol)

(Grade, name) meets all eligibility criteria for PCS and is recommended for reassignment to the above listed CONUS-isolated station(s).

(signature)
(typed name, grade, USAF)
Commander

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Figure A3.2. Sample Request for Reassignment From a CONUS-Isolated Station.

(Appropriate Letterhead)

MEMORANDUM FOR UNIT COMMANDER (date)

FROM: (Functional address symbol)

SUBJECT: FOUO - Request for Reassignment From a CONUS-Isolated Station

1. I (last name, first name, MI), (SSN), (unit of assignment), volunteer for a CONUS assignment to (list up to eight choices (bases, states, areas, or locales) in order or priority) and/or an overseas assignment to (list up to eight choices (bases or countries) in order of priority). I am currently serving (accompanied) (unaccompanied) and will complete the prescribed CONUS-isolated tour length of (number) months at this station during (month and year). I understand my OS preferences take priority over CONUS locations and will be considered first.

2. I understand I must have or be able to obtain the minimum PCS retainability prescribed by Table 2.5. for my next assignment. If I do not have or cannot obtain the minimum retainability for PCS, then I understand I will remain assigned in place.

3. If you cannot provide an assignment to one of my preferences, I (do) (do not) request further assignment consideration to any other location. If my request cannot be approved I understand I may not reapply for the same assignment preferences until six months have passed from the date of disapproval.

(signature of applicant)
(typed name, grade, USAF, SSN)

1st Ind, (unit commander) (date)

TO: servicing MPS/(office symbol)

(Grade, name) meets all eligibility criteria for PCS and is recommended for reassignment.

(signature)
(typed name, grade, USAF)
(Commander)

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Attachment 4

CONSECUTIVE OS TOUR (COT), IN-PLACE CONSECUTIVE OS TOUR (IPCOT), AND INVOLUNTARY CONSECUTIVE OS TOURS (ICOT)

A4.1. COT General Information.

A4.1.1. The objective of the voluntary COT program is twofold: conserve PCS funds by encouraging eligible Airmen to serve consecutive OS tours and reduce PCS turbulence. Since OS returnees must move, a move from the CONUS to the OS location is eliminated when an OS returnee fills another OS requirement. COTs are authorized for any combination of OS assignments (short to long, long to long, etc.).

A4.1.2. All PCS assignments between OS duty stations must be accomplished as COTs except when an Airman is reassigned on a continuation of tour due to being surplus (paragraph 2.48.). Do not use the abbreviation COT in reference to a continuation of tour.

A4.1.3. Airmen reassigned on a COT must serve the full prescribed tour at their current location and must serve the full prescribed tour at the gaining location. Exceptions involving curtailment of current OS tour and reassignment on a COT may be requested according to paragraph 1.5. and will be considered on a case by case basis.

A4.1.4. The Airman's ODSD and STRD (if applicable) will be updated after completion of the original tour, plus any approved DEROS extension.

A4.1.5. For COT, no priority travel of dependents or guarantee of government quarters is given over Airmen being assigned from the CONUS.

A4.2. COT Consideration.

A4.2.1. To receive consideration for a COT, Airmen must be eligible for PCS to include having at least 12 months PCS retainability from current DEROS, and meet COT eligibility requirements, for example, Table 2.6.

A4.2.2. Officers. Officers volunteer for a COT using the ADP.

A4.2.3. Enlisted Airmen volunteer for a COT by updating OS preferences in the vMPF. To ensure these are viable COT preferences, the OS EQUAL should be used.

A4.3. COT Selection Priorities/Procedures and Retainability Requirements.

A4.3.1. COT volunteers receive assignment consideration according to the priorities in Table 3.1. and Table 3.2. Intratheater COTs are more economical than intertheater and receive consideration ahead of intertheater COTs regardless of the order or preference.

A4.3.2. Enlisted Volunteers for COT receive consideration for requirements (reporting) during their DEROS month plus the following two months (*for example*, a COT volunteer with a June DEROS will receive consideration for requirements with reporting during June, July, or August). Airmen with an indefinite DEROS receive continuous consideration for COT provided their DEROS remains indefinite, they maintain OS preferences in the PDS, they remain eligible for PCS, and they are not within eight months of their DOS. Once an Airman is within eight months of DOS, the DEROS is automatically established to equal the DOS and COT consideration stops.

A4.3.2.1. Airmen with an indefinite DEROS selected for a COT will not depart before completing the full current tour, plus any previously approved DEROS extensions.

A4.3.2.2. Airmen are considered for COT in their CAFSC. Airmen may request consideration in an additionally awarded AFSC by message to the assignment OPR.. Such a request must be submitted prior to ASD and the needs of the AF determine if selection is approved in an additional AFSC. Airmen possessing an OS imbalance AFSC will normally be considered only in that AFSC. However, if a COT cannot be approved in the imbalance AFSC, Airmen may be considered in an additional AFSC. The assignment OPR has final approval/ disapproval authority.

A4.3.2.3. Airmen notified of COT approval have 30 calendar days from notification in which to take one of the following actions as outlined in paragraph 2.29.: obtain the full required retainability for the OS unaccompanied tour; decline in writing (AF Form 964) to obtain the additional COT retainability or; request a delay in obtaining the retainability from the MPS Commander. Delays can only be considered for the reasons provided in Table 2.7.

A4.4. Release From/Cancellation of an Approved COT.

A4.4.1. The requirement to request concurrent travel (CCTVL) still exists when a COT assignment is to an OS location where CCTVL is not automatic. If for some reason CCTVL cannot be approved for a COT from one accompanied long tour to another, the MPS reclamas the assignment upon receiving the denial of CCTVL.

A4.4.2. Officers. See paragraph 2.12.

A4.4.3. Enlisted. Airmen may submit a request for release from a COT based on a change of volunteer status for Best Interest of the Air Force or hardship reasons only (this does not delay the requirement for Airmen to obtain COT retainability). See paragraph 2.12. In these requests the MPS uses PDS to reclama the COT assignment. A reclama request made within 150 days of the RNLTD must be sent by e-mail message to the assignment OPR and must include full justification for the request. Such requests will be considered on a case-by-case basis.

A4.5. COT Allowances (see the JFTR, chapter 7, and AFI 36-3003, *Military Leave Program).*

A4.5.1. Airmen who will serve a COT, and in certain circumstances their command sponsored dependents, may be entitled to COT travel and transportation allowances as provided in the

JFTR, paragraph U7200. In no instance can these allowances be used prior to completion of the Airman's current tour.

A4.5.2. Leave taken in conjunction with COT travel and transportation allowance is chargeable leave.

A4.6. IPCOT General Information.

A4.6.1. The objective of the IPCOT program is the same as for COT (see paragraph A4.1.1. above).

A4.6.2. The IPCOT tour length must be equal to or greater than the tour length currently being served. *For example*, an Airman serving a 36 month accompanied tour may not serve a 24 month (unaccompanied) IPCOT. *EXCEPTIONS:* An Airman serving an accompanied tour who has a change in dependent status and is no longer accompanied by dependents may request an unaccompanied IPCOT. In addition, Airmen may request a standard tour length IPCOT if currently serving the extended long tour and single officers with no dependents may request a standard unaccompanied tour length IPCOT if serving the accompanied equivalent tour length.

A4.6.3. Airmen serving the unaccompanied tour at a location where an accompanied tour is authorized may serve an accompanied IPCOT, if desired, provided they have, or are able to obtain, retainability to serve the full accompanied tour (plus, for enlisted, 12 additional months if selected as an extended long tour volunteer). Airmen must understand that this change of tour is effective on completion of the current unaccompanied tour, and any previously approved DEROS extension. The use of allowances associated with the accompanied IPCOT (transportation of dependents, shipment of HHG, etc.) is not authorized until completion of the full unaccompanied tour, plus any extensions.

A4.6.4. For Airmen with an established DEROS, the IPCOT is effective on completion of the current tour, and any previously approved DEROS extension. The IPCOT DEROS is computed by adding the full length of the tour the Airman elects to the current DEROS. For Airmen with an indefinite DEROS, the IPCOT DEROS is effective upon completion of either the initial full prescribed tour, plus any previously approved DEROS extensions, or upon approval by the HQ AFPC assignment OPR if the original tour, plus extensions, has been completed.

A4.6.5. The Airman's ODSD and STRD (if applicable) will be updated after completion of the original tour, plus any approved DEROS extension. DAS will not change.

A4.6.6. For IPCOT, no priority travel of dependents or guarantee of government quarters is given over members being assigned from the CONUS.

A4.6.7. IPCOT approval is based on manning by location, not unit, so the possibility exists that the Airman may be reassigned to another unit or command at the same OS location.

A4.7. IPCOT Consideration.

A4.7.1. To receive consideration for an IPCOT, Airmen must be eligible for PCS to include having at least 12 months PCS retainability from current DEROS, and meet IPCOT eligibility requirements, for example, Table 2.6.

A4.7.2. Officers volunteer for an IPCOT using the VML reclama process through their commander.

A4.7.3. Enlisted Airmen with an established DEROS, or those assigned to long tour locations in Alaska and Hawaii, request an IPCOT at the time of DEROS forecasting by using the DEROS Option RIP. Airmen with an indefinite DEROS may request an IPCOT at any time through use of PC III at the MPS.

A4.7.4. The unit commander must certify Airman's eligibility, including quality control, and recommend approval or disapproval. The unit commander is the final approval/disapproval authority.

A4.8. IPCOT Selection Priorities/Procedures and Retainability Requirements.

A4.8.1. An IPCOT preference is considered ahead of all COT preferences.

A4.8.2. Airmen are considered for IPCOT in their CAFSC. Airmen may request consideration in an additionally awarded AFSC by message to the assignment OPR. The needs of the AF determine if selection is approved in an additional AFSC. Airmen possessing an OS imbalance AFSC will normally be considered only in that AFSC. However, if an IPCOT cannot be approved in the imbalance AFSC, Airmen may be considered in an additional AFSC. The assignment OPR has final approval/disapproval authority.

A4.8.3. Airmen notified of IPCOT approval have 30 calendar days from notification in which to take one of the following actions: obtain the full required retainability; decline to obtain the additional IPCOT retainability (MPS' only need to reclama the IPCOT, do not have the Airman complete an AF Form 964), or request a delay in obtaining the retainability from the MPS Commander. Delays can only be considered for the reasons provided in Table 2.7.

A4.9. Release From, Cancellation of, or Curtailment of an Approved IPCOT.

A4.9.1. Officers. See paragraph 2.12. In limited cases, if a replacement is available who can meet the same reporting date, an IPCOT may be canceled by the assignment OPR provided the officer has not entered it.

A4.9.2. Enlisted. Airmen may request release from an IPCOT provided they have not entered into it. The new DEROS will be established as either the original DEROS or 10 months from the date of cancellation, whichever is greater, unless manning supports an earlier DEROS if the cancellation request is approved. An Airman must complete at least the initial full prescribed tour, plus any previously approved DEROS extension. If an Airman fails to obtain the required retainability for the IPCOT within 30 calendar days from approval notification, reclama the assignment but do not have the Airman complete a PCS declination statement (AF Form 964).

A4.9.3. While every effort is made to honor the full length of an approved IPCOT, the MPS must advise Airmen that curtailment and reassignment prior to the IPCOT DEROS may become necessary due to loss of authorizations, base or unit closure, promotion (only to grades of colonel or CMSgt), and so on.

A4.10. IPCOT Allowances (see the JFTR, chapter 7, and AFI 36-3003, *Military Leave Program).*

A4.10.1. Airmen who will serve an IPCOT, and in certain circumstances their command sponsored dependents, may be entitled to travel and transportation allowances as provided in the JFTR, paragraph U7200. In no instance can these allowances be used prior to completion of the Airman's current tour.

A4.10.2. Leave taken in conjunction with IPCOT travel and transportation allowance is chargeable leave.

A4.11. Involuntary COT (ICOT). Selection of Airmen for ICOTs may be directed by the assignment OPR, with advance approval of HQ AFPC/DPAPP for lieutenant colonels and below and all Airmen, or AF/DPO for colonels, including selectees, when necessary to satisfy OS requirements. ICOTs will only be used after less objectionable alternatives have been exhausted. Selection for ICOT is accomplished according to the selection order prescribed in Table 3.1. and Table 3.2.

Attachment 5

HOME-BASING (HB) AND FOLLOW-ON (FO) ASSIGNMENT PROGRAMS

A5.1. Purpose of the HB Program (see paragraph A5.6. for the FO program). The purpose of the HB program is to reduce PCS costs and increase family stability. It does so by providing Airmen who meet program criteria and agree to certain conditions an assignment back to the same CONUS location or long tour location in Alaska or Hawaii from which he or she departs.

A5.2. HB Program Criteria. To be eligible for the HB program, officers must be in the grade of Lt Col or below and Airmen in any grade must meet the program criteria in this paragraph and agree to the conditions outlined in paragraph A5.3. and in Figure A5.1. To apply for a HB assignment, Airmen must:

A5.2.1. Have been selected for or elected to serve the OS unaccompanied short tour of 15 months or less, and

A5.2.2. Not be currently serving an OS tour (unless at a long tour location in Alaska or Hawaii) (see paragraph A5.3.3.), and

A5.2.3. Have or be eligible to obtain the PCS retainability for the HB assignment required by Table 2.5. Retainability for approved HB assignments is obtained during normal OS returnee counseling. (***NOTE:*** As an exception for only a CONUS HB assignment, Airmen may apply provided they can obtain at least 7 months retainability upon completion of the OS tour (see Table 2.5., notes 5 and 6). For HB requests for long tour locations in Alaska or Hawaii Airmen must be able to obtain 36 months retainability in order to serve the full prescribed OS tour.), and

A5.2.4. Not be en route to their first permanent duty station, and

A5.2.5. Not apply for a Designated Location Move (DLM), and

A5.2.6. Submit their HB application via the self service application on vMPF not later than 150 days prior to Projected Departure Date (PDD). If assignment notification is less than 150 days prior to the PDD, Airmen must make an election within 15 days of assignment notification.An Airman unable to submit an application not later than 150 days prior to PDD due to mission reasons or emergency leave only (this does not include those that have been notified of an assignment with less than 150 days prior to the PDD) may apply immediately upon return with justification and commander's concurrence. Late requests based on reasons other than these are not accepted. AFPC considers HB assignments once a month, approximately 120 days prior to PDD.

A5.3. HB Restrictions/Limitations.

A5.3.1. In exchange for advance assignment consideration, Airmen participating in the HB program must agree not to use their allowances to relocate their dependents to a designated place, such as DLA, or ship and/or store HHG at government expense. Any claim against the

government for the relocation of dependents, or shipment or storage of HHG will result in cancellation of the HB assignment (see paragraph 2.6). However, participating in the HB program does not prohibit the Airman from taking any of these actions at his or her own expense if so desired. Airmen who want to participate in the HB program must agree to these criteria *EXCEPT:*

A5.3.1.1. When the Airman is single, a single Airman parent, or is part of a military couple who will serve concurrent and separate unaccompanied short tours. These Airmen may store HHG at government expense by the most cost effective means (as determined by local TMO). However, any relocation of dependents to a designated location must be done at personal expense.

A5.3.1.2. Airmen denied continued occupancy of government-owned or controlled quarters may move their dependents and HHG off base (out of government quarters) only within the same city, town, or metropolitan area as prescribed by the JFTR and still retain their HB assignment without requesting an exception.

A5.3.2. When required to reside off-base, Airmen may ship HHG to the unaccompanied short tour location if otherwise eligible as determined by TMO, and will also receive single rate DLA to assist them with establishing a household. When HHG shipment is authorized, or they receive single rate DLA, the Airman may retain the HB assignment without a waiver. The losing MPS verifies the requirement to live off-base via AFPC Assignment web page (overseas furnishings and quarters availability listing) or by contacting HQ AFPC/DPSSMF.

A5.3.3. In some instances, Airmen currently serving an accompanied OS tour other than in Alaska or Hawaii may request a HB assignment at an accompanied OS tour as an exception to policy (*for example*, when the Airman's spouse is foreign born and the requested HB location is the spouse's home country, for single Airmen with no dependents and no HHG which would require storage (since storage facilities are not available at OS locations), etc.). One of the main reasons such assignments are not permitted routinely is that Status of Forces Agreements (SOFAs) seldom cover dependents once the Airman departs the OS country on PCS. *For example*, Japan, strictly limits dependents residing without the military sponsor. Also, these dependents cannot retain command sponsorship and the Airman can only receive the OS station allowances upon special approval of a request according to the procedures in AFI 36-3020, *Family Member Travel*. For these and related reasons, Airmen must demonstrate the capability to cope before submitting a request for an exception for processing to HQ AFPC/DPAPP and the assignment OPR.

A5.3.3.1. Exception to Policy requests must answer the following questions:

1. Is Airman married or single?

2. If they have dependents, where are they located?

3. If married, is spouse a foreign born citizen? If so, of what country does the spouse hold citizenship? As a point of interest, although the dependent may be eligible to proceed to the FO location, the dependent will not be command sponsored and housing may not be available.

4. If married, is spouse a U.S. government employee with housing and SOFA entitlements in his/her own right?

5. If married with dependents, will Airman request a Dependents Remaining Overseas (DRO) or the relocation of dependents to the OS follow-on location? The Airman should be counseled IAW AFI 36-3020, Table 3, Rule 2. A DRO application is not mandatory for Airmen; however, members must be advised of all available options. If Airman desires to relocate dependents to an OS FO, they must comply with requirements outlined in AFI 36-3020, Table 4, Rule 1 and be provided the appropriate entitlement fact sheet for noncommand-sponsored dependents. All dependents must be medically cleared for government-funded travel prior to the Airman's departure. If dependent clearance is denied, immediately advise HQ AFPC/DPAA5 (enlisted) or DPAS, DPAM, DPAO (officer) via e-mail to ensure the OS FO is canceled. In the same e-mail, indicate Airman's CONUS preferences for reconsideration of FO.

6. If the Airman will not apply for a DRO or dependent travel to the FO location, where will the dependents reside?

7. In addition, submit all pertinent information that supports the basis for the exception to policy request.

A5.4. HB Application Procedures.

A5.4.1. The MPS counsels all Airmen selected for a dependent restricted OS tour and those who elect to serve a 15 month or less unaccompanied OS tour on the HB program during the initial PCS relocation briefing. These Airmen must either apply or decline to apply for a HB assignment no later 150 days prior to the PDD. If notification is less than 150 days prior to the PDD, Airmen must make an election within 15 days of assignment notification. (*NOTE*: For those not able to access the vMPF, see Figure A5.1) Airmen apply for a HB by using the self service application available through the vMPF. Airmen must read this application closely as it thoroughly explains conditions of the HB assignment and that to which they must agree.

A5.4.2. The MPF/E Career Development Element must suspense all HB requests to ensure a reply is received from HQ AFPC. If a final decision on a HB request has not been received within 75 days of the Airman's PDD, the MPS should immediately contact the assignment OPR.

A5.4.3. Airmen receive HB consideration only once, and a HB application takes priority over a FO application and is considered first.

A5.5. HB General Information.

A5.5.1. Allowances. The MPS must advise Airmen that a HB application cannot be used to deny an Airman PCS allowances. The application is a voluntary agreement by the Airman not to use PCS allowances in exchange for advance assignment consideration. If, after approval of a

HB assignment, the Airman must use a PCS allowance he or she originally agreed not to use, that allowance cannot be denied; however the HB assignment may be canceled.

A5.5.1.1. Some Airmen have personal requirements which may preclude them from entering into an agreement not to use PCS allowances. If participating in the HB program would cause a financial or personal hardship, Airmen are encouraged to use their PCS allowances and not participate in this program. Exceptions to allow Airmen to use their allowances and receive advance assignment consideration will not be considered. Such exceptions to HB criteria would give a few Airmen an unfair advantage over others who abide by HB criteria. In addition, advance consideration for assignments also reduces the available assignments to other OS short tour returnees.

A5.5.2. Military Couples. When an Airman is married to another military member and will serve an unaccompanied OS tour of 15 months or less, the Airman is considered for a return (join spouse) assignment to the location of the spouse, unless join spouse intent code "H" (join spouse not desired) is reflected in the PDS or the member requests FO consideration as outlined in paragraph A5.10.2.

A5.5.3. Approved HB Assignment for any OS Long Tour Location. Airmen with approved OS HB assignments who desire to have dependents remain in the OS area must submit a Dependents Remain Overseas application IAW AFI 36-3020, *Family Member Travel*.

A5.5.4. PCS Orders. The MPS will not release PCS orders without a final HQ AFPC decision on a HB application. PCS orders must reflect the appropriate HB information according to AFI 36-2102, *Base-Level Relocation Procedures*, Attachment 5, or per paragraph A5.5.5. In addition, the proper assignment remark must be included in item 24 of the PCS order to ensure the FSO and TMO take actions consistent with the Airman's HB agreement or advise the MPS to cancel.

A5.5.5. Notification of Approval or Disapproval of HB Applications. The MPS receives the HQ AFPC decision on a HB application. If the Airman declines participation in the HB/FO program, include the following statement in item 24 of the Airman's PCS orders: "I do not desire to apply for a HB/FO assignment and understand I will not have another opportunity to apply at a later time."

A5.5.6. Voluntary Cancellation of a HB Assignment. A HB assignment is considered to be voluntarily canceled by the member when:

A5.5.6.1. An Airman applies for a four month or longer extension of their OS tour. The MPS updates the extension request and in the transaction remarks indicates the Airman has a HB assignment which must be canceled to accept the extension. If the extension request is disapproved, the HB assignment remains firm. A request for tour extensions of 3 month or less must indicate in the transaction remarks the Airman has a HB assignment which requires an adjustment to the RNLTD per paragraph 2.27. Also, Airmen who extend their short OS tour may require additional retainability for the HB assignment--verification of retainability is required.

A5.5.6.2. An Airman applies for and receives approval of a request for Humanitarian or EFMP assignment.

A5.5.6.3. For Airmen, requests for voluntary cancellation of HB assignment should be submitted IAW paragraph 2.12, not later than 150 days prior to Airman's DEROS. Requests submitted within the 150 day time frame should include the humanitarian or hardship reason(s).

A5.5.7. Involuntary Cancellation of a HB Assignment. Unlike a "normal" return assignment from OS, a HB assignment is made 14 to 18 months before the reporting date. Although the intent is that once a HB assignment is provided it remain firm, individual qualifications and AF requirements must remain the primary determinants. When canceling a HB assignment becomes unavoidable (due to base closure, unit deactivation, etc.) the Airman is given priority consideration for other assignment preferences. In addition, there are other circumstances when involuntary cancellation of a HB assignment may also be appropriate. When circumstances arise which may warrant involuntary cancellation of a HB assignment, the MPS must immediately notify HQ AFPC/DPAPP and the assignment OPR by message. An assignment made under the HB program may be involuntarily canceled when:

A5.5.7.1. An Airman relocates dependents and/or ships or stores HHG at government expense (for reasons other than being denied continued occupancy of government owned or controlled quarters), or

A5.5.7.2. An Airman fails to comply with any of the provisions agreed to in the "Home-Basing and/or Follow-on Assignment Application."

A5.6. Purpose of the FO Program. The purpose of the FO program is to reduce PCS costs and increase family stability. It does so by providing members who meet program criteria and agree to certain conditions advance assignment consideration. Airmen may request consideration for assignment to a preferred CONUS location, or an OS long tour location subject to the limitations below.

A5.6.1. If currently serving an accompanied OS tour and not currently assigned in Alaska or Hawaii, then Airmen may request OS FO consideration for long tour locations in Alaska or Hawaii ONLY.

A5.6.2. If currently serving an accompanied OS tour and not currently assigned in Alaska or Hawaii, then Airmen may request OS FO consideration for long tour locations other than Alaska or Hawaii ONLY as an exception to policy as shown in paragraph A5.8.4.

A5.7. FO Program Criteria. To be eligible for the FO program, Airmen must meet the program criteria in this paragraph and agree to the conditions outlined in paragraph A5.8. and in Figure A5.1. To apply for a FO assignment, Airmen must:

A5.7.1. Have been selected for or elected to serve the OS unaccompanied short tour of 15 months or less (includes IPCOTs and COTs), and

A5.7.2. Have or be eligible to obtain the FO PCS retainability required by Table 2.5. for the FO PCS. Retainability for an approved FO assignment must be obtained within 30 days of approval notification, and

A5.7.3. Not be en route to their first permanent duty station as an accession, and

A5.7.4. Not apply for a Designated Location Move (DLM), and

A5.7.5. Submit their FO application via the self service application on vMPF not later than 15 days after assignment notification. An Airman unable to submit an application in the specified time period, due to mission reasons or emergency leave only, may apply immediately upon return with justification and commander's concurrence. Late requests based on reasons other than these are not accepted. AFPC considers FO assignments once a month, approximately 120 days prior to PDD.

A5.8. FO Restrictions/Limitations.

A5.8.1. In exchange for advance assignment consideration, Airmen participating in the FO program must agree not to use their allowances to relocate their dependents and HHG to a place other than the FO location, (for a move to other than the FO location), or store HHG at government expense. Any claim against the government for the relocation of dependents or shipment of HHG to other than the FO location or, for storage of HHG, will result in cancellation of the FO assignment (see paragraph 2.6). However, participating in the FO program does not prohibit the member from taking any of these actions at his or her own expense if so desired. All members wanting to participate in the FO program must agree to these criteria *EXCEPT:*

A5.8.1.1. When the member is single, a single member parent, or is part of a military couple who will serve concurrent but separate unaccompanied short tours. These members may store HHG at government expense by the most cost effective means (as determined by local TMO). However, any relocation of dependents to a designated location (other than the FO location) must be done at personal expense.

A5.8.1.2. Airmen denied continued occupancy of government-owned or controlled quarters may move their dependents and HHG off base (out of government quarters) only within the same city, town, or metropolitan area as prescribed by the JFTR and still retain their FO assignment without requesting an exception.

A5.8.2. Airmen should not ship HHG to the FO location at government expense when they do not intend to establish a household within the FO vicinity (daily commuting distance from FO base and household) since storage of HHG at government expense is not allowed under the FO program. By not establishing a household, storage of the HHG will be required, but is not authorized under the FO program. Doing so may result in cancellation of the FO assignment.

A5.8.3. Airmen may ship HHG to the unaccompanied short tour location as shown in the Air Force Supplement to the JFTR, Volume 1, Attachment 2, Table 2.2, when required to reside off-

base and when otherwise eligible as determined by TMO, along with receiving single rate DLA to assist with establishing a household. When HHG shipment is authorized or single rate DLA is received for this reason, the Airman may retain the FO assignment without a waiver. The losing MPS verifies the requirement to live off-base through the Overseas Furnishings and Quarters Availability Listing link on the AFPC Assignments web page, or by contacting HQ AFPC/DPSSMF.

A5.8.4. Airmen currently serving an accompanied OS tour other than in Alaska or Hawaii may request a FO assignment to an accompanied OS tour (other than Alaska or Hawaii) as an exception to policy. *For example*, when the Airman's spouse is foreign born and the requested FO location is the spouse's home country. One of the main reasons such assignments are not permitted on a routine basis is Status of Forces Agreements (SOFA) seldom cover dependents once the member departs a foreign country on PCS. Similarly, SOFAs seldom cover dependents that arrive in a foreign country in advance of the Airman's arrival in PCS status. Also, these dependents cannot obtain or retain command sponsorship, and the Airman can only receive the OS station allowances upon special approval of a request according to procedures in AFI 36-3020, *Family Member Travel*. For these and related reasons, Airmen must acknowledge these circumstances and provide convincing evidence of their ability to cope in their request for an exception. The MPS will forward the request to HQ AFPC/ DPAPP for further consideration. Approval may require contact with the losing and/or gaining OS MAJCOM and, in turn, the countries involved to verify on a case-by-case basis the circumstances dependents might face.

A5.9. FO Application Procedures.

A5.9.1. The MPS counsels all Airmen selected for a dependent restricted OS tour and those who elect to serve a 15 month or less unaccompanied OS tour on the FO program during the initial PCS relocation briefing. These Airmen must either apply or decline to apply for a FO assignment via the self service application on vMPF no later than 150 days prior to their PDD. If assignment notification is less than 150 days prior to the PDD, Airmen must make an election within 15 days of assignment notification. (*NOTE*: For those not able to access the vMPF, see Figure A5.1) Airmen must read this application closely as it thoroughly explains conditions of the FO assignment and that to which they must agree.

A5.9.2. The MPS Career Development Element must suspense all FO requests to ensure a reply is received from HQ AFPC. If a final decision on a FO request has not been received within 75 days of the Airman's PDD, the MPS should immediately contact the assignment OPR.

A5.9.3. Airmen receive FO consideration only once so it is in their best interest that they provide the maximum number of choices in priority sequence. Airmen may apply for up to 8 CONUS locations (either bases, states, or locales) and up to 8 OS locations (bases or countries). If both CONUS and OS locations are indicated, OS preferences will be considered first. Remember that if an Airman applies for both HB and FO, the HB request is considered first. For Airmen of military couples, see paragraph A5.10.2. below.

A5.10. FO General Information.

A5.10.1. Allowances. The MPS must advise Airmen that a FO application cannot be used to deny an Airman PCS allowances. The application is a voluntary agreement by the Airman not to use PCS allowances in exchange for advance assignment consideration. If, after approval of a FO assignment, the Airman must use a PCS allowance he or she originally agreed not to use, that allowance cannot be denied; however the FO assignment may be canceled.

A5.10.1.1. Some Airmen have personal requirements which may preclude them from entering into an agreement not to use PCS allowances. If participating in the FO program would cause a financial or personal hardship, Airmen are encouraged to use their PCS allowances and not participate in this program. Exceptions to allow Airmen to use their allowances (other than for relocation to the FO location) and receive advance assignment consideration will not be considered. Such exceptions to FO criteria would give a few Airmen an unfair advantage over others who abide by FO criteria. In addition, advance consideration for assignments also reduces the available assignments to other OS short tour returnees.

A5.10.2. Military Couples. When one member of a military couple is selected to serve a dependent restricted tour or elects to serve the unaccompanied OS tour of 15 months or less, that Airman is considered for a return (join spouse) assignment to the location of the spouse, unless join spouse intent code “H” (join spouse not desired) is reflected in the PDS or one of the following applies:

A5.10.2.1. If no requirement exists at the spouse’s location, the returning Airman’s FO preferences will be considered for both Airmen at that time. A requirement must exist for both Airmen.

A5.10.2.2. When both members of a military couple (with join spouse intent codes “A” or “B”) are selected to serve concurrent but separate unaccompanied short tours of 15 months or less they may apply for FO assignments provided they each list the same preferences in the same order on their respective FO applications.

A5.10.2.3. (Enlisted Only). Airmen selected for an OS assignment, including when a requirement exists at their current base upon completion of their unaccompanied OS short tour, may request follow-on consideration and join spouse assignment to another CONUS location if the spouse who remains at the current CONUS base will have 4 years TOS or more as of the DEROS (month/year) of the Airman returning from OS. The CONUS spouse’s join spouse intent code must be “A” or “B” and the PDS update must contain in the Remarks section: “Follow-On and Join Spouse Request-4 Years TOS.”

A5.10.2.4. (Enlisted Only). Airmen selected for an OS assignment, including when a requirement exists at their current location upon completion of their unaccompanied OS short tour, may request follow-on and join spouse assignment consideration to an OS location. The CONUS spouse’s join spouse intent code must be “A” or “B” and the PDS update application must contain in the Remarks section: “Follow-On and OS Join Spouse Request.”

A5.10.3. Approved FO Assignment to any OS Location. Airmen with approved OS FO assignments who elect to have dependents remain in the OS area or relocate to the FO

assignment location must comply with the requirements outlined in AFI 36-3020, *Family Member Travel*. All dependents must be medically cleared for government funded travel prior to the Airman's departure to the unaccompanied short tour location. In addition, Airmen who desire to relocate dependents and/or ship HHG to an OS FO location must be counseled in detail by the MPS and TMO on how the SOFA may impact unaccompanied dependents and HHG in the OS area.

A5.10.4. PCS Orders. The MPS will not release PCS orders without a final HQ AFPC decision on a FO application. PCS orders must reflect the appropriate FO information according to AFI 36-2102, *Base-Level Relocation Procedures*, Attachment 5, or per paragraph A5.10.5. In addition, the proper assignment remark must be included in item 24 of the PCS order to ensure the FSO and TMO take actions consistent with the FO agreement or advise the MPS to cancel.

A5.10.5. Notification of Approval or Disapproval of FO Applications. The MPS receives the HQ AFPC decision on a FO application. If the Airman declines participation in the FO program, include the following statement in item 24 of the Airman's PCS orders: "I do not desire to apply for a HB/FO assignment and understand I will not have another opportunity to apply at a later time."

A5.10.6. Voluntary Cancellation of a FO Assignment. A FO assignment is considered to be voluntarily canceled by the Airman when:

A5.10.6.1. An Airman applies for a four month or longer extension of their OS tour. The MPS updates the extension request and in the transaction remarks indicates the member has a FO assignment which must be canceled to accept the extension. If the extension request is disapproved, the FO assignment remains firm. A request for tour extensions of 3 months or less must indicate in the transaction remarks the Airman has a FO assignment which requires an adjustment to the RNLTD per paragraph 2.27. Also, Airmen who extend their short OS tour may require additional retainability for the FO assignment--verification of retainability is required per paragraph 2.29.

A5.10.6.2. An Airman applies for and receives approval of a request for Humanitarian or EFMP assignment.

A5.10.7. Involuntary Cancellation of a FO Assignment. Unlike a "normal" assignment from OS, a FO assignment is made 14 to 18 months before the reporting date. Although the intent is that once a FO assignment is provided it remain firm, individual qualifications and AF requirements must remain the primary determinants. When canceling a FO assignment becomes unavoidable (due to base closure, unit deactivation, etc.) the Airman is given priority consideration for other assignment preferences. In addition, there are other circumstances when involuntary cancellation of a FO assignment may also be appropriate. When circumstances arise which may warrant involuntary cancellation of a FO assignment, the MPS must immediately notify HQ AFPC/DPAPP and the assignment OPR by message, with an information copy to the losing and gaining MPS'. An assignment made under the FO program may be involuntarily canceled when:

A5.10.7.1. An Airman relocates dependents and/or ships HHG to a location other than the FO at government expense, receives DLA for movement of dependents to a location other than the FO, or stores HHG at government expense (for reasons other than being denied continued occupancy of government owned or controlled quarters), or

A5.10.7.2. An Airman fails to comply with any of the provisions agreed to in the "Home-Basing and/or Follow-on Assignment Application."

Figure A5.1. Sample Application for HB and FO Assignment Programs.

Appropriate Letterhead

MEMORANDUM FOR MSS/(OFFICE SYMBOL)

FROM: (Name and functional address symbol)

SUBJECT: FOUO - Home-Basing and/or Follow-on Assignment Application

1. I (grade, name,SSN, AFSC), have an assignment to (location, country) where the unaccompanied tour is 15 months or less and I have elected to serve the unaccompanied tour length at that location.

2. I am applying for a (home-basing only; follow-on only; both home-basing and follow-on) assignment to (list up to eight CONUS bases, regions, locales, states, and/or eight overseas bases and/or countries in priority sequence). I understand if I request both home-basing and follow-on assignment consideration I will be considered first for home-basing.

3. I understand that based on my unaccompanied short tour assignment, I have an allowance to move my dependents and household good (HHG) at government expense; however, as a consideration of receiving a home-basing or follow-on assignment, I agree not to use these allowances except as outlined below.

4. I am aware that this is the only application I can submit for home-basing and/or follow-on assignment consideration and I must return the application within 15 days of my initial PCS relocation interview or notification of IPCOT/COT approval. For short notice assignments, the application must be returned within 3 days of initial relocation interview.

5. (For Home-Basing Only) If my request for home-basing is approved, I understand and agree that I may:

a. Not move my dependents at government expense, but I may move them at personal expense, and

b. Not ship HHG at government expense (unless I am required to live off base at the projected assignment location), but I may ship HHG at personal expense, and

c. Not store HHG in nontemporary storage at government expense (***NOTE:*** See paragraph 7e below for an exception for single members, single member parents and military couples), but I may store them at personal expense during my unaccompanied OS short tour assignment, and

d. Ship my privately owned vehicle at government expense to the OS location if otherwise eligible.

6. (For Follow-On Only) If my request for follow-on assignment is approved, I understand and

agree that I may:

a. Not move my dependents at government expense except to the follow-on location, but I may move them to any desired location at personal expense.

b. Not claim Dislocation Allowance (DLA) unless I'm moving my dependents to the follow-on location.

c. Not ship HHG at government expense to other than the follow-on location (and only if I or my agent will accept delivery of my HHG upon their arrival at the follow-on location) (unless I am required to live off base at my projected assignment location), but I may ship HHG to any desired location at personal expense, and

d. Not store HHG in nontemporary storage at government expense (***NOTE:*** See paragraph 7e for an exception of single members, single member parents, and military couples), but I may store them at personal expense during my unaccompanied OS short tour assignment, and

e. Ship my privately owned vehicle at government expense to the OS location if otherwise eligible.

7. (For Both Home-Basing and Follow-on) I understand that:

a. If denied continued occupancy of government-owned or controlled quarters my dependents and HHG may be moved at government expense only within the same city, town, or metropolitan area as prescribed by the JFTR, Volume 1, paragraph U5355-C

b. If I take any action contrary to the above agreements without prior HQ AFPC/DPAPPP approval of a request for exception, my home-basing or follow-on assignment will be canceled.

c. My home-basing or follow-on assignment is subject to cancellation due to unavoidable changes in Air Force requirements (i.e., base closure, change in mission or weapons system, etc.) or individual qualifications (i.e., loss of AFSC, promotion, etc.)

d. My home-basing or follow-on assignment is subject to cancellation if I apply for a four month or longer extension of my OS tour.

e. As an exception, if I am a single member, a single member parent, or part of a military couple who will serve a concurrent but separate unaccompanied short tour, I can store HHG at government expense by the most cost effective means (as determined by the local TMO).

8. **(For AF join spouse couples)** I have been counseled on the rules concerning home-basing and follow-on assignments and join spouse eligibility (Attachment 8). I understand that since only one of us will be serving an unaccompanied OS short tour, the first consideration will be a return assignment to my spouse's location unless join spouse intent code is "H". I further understand that if no requirement exists at my spouse's location, my follow-on preferences will be considered and my spouse may, if otherwise eligible, apply for join souse assignment to my

follow-on location.

(Use the following when both members of an AF couple will serve concurrent but separate OS short tours) I understand I am eligible for a follow-on assignment and confirm my preferences are the same, and are listed in the same order as my spouse's. I understand that if I request different locations from my spouse I am considered to be voluntarily creating a family separation and a subsequent join spouse assignment or change of assignment (once selected for a follow-on) to join spouse is not authorized.

Attachment

Follow-on/Home-basing Conditions Fact Sheet

(Signature of Applicant) (date)

(Signature of MPS official) (date)

(For those who do not desire to apply) I have read AFI 36-2110, *Assignments*, Attachment 5, and have been briefed on both the home-basing and follow-on assignment programs. I do no desire to apply for either program and I understand I will not have another opportunity to apply at a later time.

(Signature of Airman) (date)
(Grade, Name, SSAN)

(Signature of MPS official) (date)
(Grade, Name, Title)

NOTE: After Airman signs, file a copy in ARMs (electronic UPRG) according to AFI 36-2608, *Military Personnel Records System*, Attachment 2.

(Following is required for disapproved requests)

HQ AFPC disapproval of the Airman's request for home-basing or follow-on assignment arrived on (date). Airman was notified on (date).

(Signature of MPS official) (date)
(Grade, Name, Title)

This memorandum contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act and AFI 33-332.

Figure A5.2. HB/FO Conditions Fact Sheet.

HB/FO Conditions Fact Sheet

You have recently been selected for a dependent restricted tour or have elected to serve an unaccompanied short tour of 15 months or less. Because of your PCS selection, you are authorized certain allowances associated with the PCS. According to the Joint Federal Travel Regulations, all Airmen selected for a dependent restricted tour or an unaccompanied short tour are authorized to relocate their dependents, receive Dislocation Allowance (DLA), and ship and/or store HHG to any place in the CONUS as designated by the Airman. Airmen may also relocate dependents, and ship and/or store HHG if the designated location is in Alaska, Hawaii, Puerto Rico, or any territory or possession of the United States. However, since these locations are considered OS by AF definition, Airmen must apply for dependent travel IAW AFI 36-3020, *Family Member Travel*. As a note of interest, dependents must be medically cleared for OS travel prior to your departure to the unaccompanied short tour location. Applications for dependent travel must be processed through your MPS to HQ AFPC/DPAPP for approval/disapproval.

Because of the type of OS tour you will serve, you are eligible to apply for a HB assignment, a FO assignment, or both. If you apply for a HB assignment you are asking to be reassigned back to your current base. If you apply for a FO assignment, you are asking for an advance assignment to a desired location (either in the CONUS or OS) prior to your departure to the short tour location. If you apply for both types of assignment, HB consideration takes priority and will be considered first.

By electing to participate in the HB/FO program you must agree *not* to use your PCS allowances to relocate dependents, receive DLA for your family if moved to a location at your expense (other than the FO location), and ship and/or store HHG at government expense. Since the HB and FO programs exist to reduce PCS costs and increase family stability, every effort will be made to provide you with an advance assignment (consistent with the best interests of the AF) in exchange for your agreement not to use your PCS allowances. Airmen may take any of the actions concerning movement of dependents/HHG at personal expense without risking cancellation of an approved HB or FO assignment. (***EXCEPTION***: Single Airmen, single Airmen parents, and members of a military couple who will serve concurrent but separate unaccompanied short tours may store HHG at government expense by the most cost effective means [as determined by local TMO]).

Figure A5.1. in AFI 36-2110, *Assignments*, "Home-Basing and/or Follow-on Assignment Application," clearly outlines your agreement with the AF. Make sure you read the application carefully and understand your agreement with the AF. If you don't understand something, ask your MPS for clarification.

If you receive an approved FO assignment you may move your dependents and HHG to the FO location at government expense, as well as receive DLA for this move. However, if you move your dependents to a location other than the FO location you must do so and store all HHG at your own expense, and not receive DLA as explained above. We realize relocating your

dependents at your own expense to a location other than the FO may be cost prohibitive. If you feel this will cause you a financial or personal hardship we encourage you to use your allowances as outlined in the first paragraph rather than participate in the FO program.

If you do move your dependents and HHG to a location other than the FO at your own expense while you serve the unaccompanied OS short tour, you may still be authorized some reimbursement upon your return. The amount will depend on the location where you relocated your dependents in relation to the FO location. According to the JFTR, reimbursement for travel and transportation allowances will not exceed the amount you were authorized from the old CONUS PDS to the new PDS. However, the amount of reimbursement you receive may be less if the dependent's actual physical location is closer to the FO location than it would have been from the old CONUS PDS. The following scenarios should help clarify this limitation.

SCENARIO 1: Provides an example of when an Airman is eligible for reimbursement equaling but not exceeding the amount from the old CONUS PDS to the new PDS.

You are currently stationed at Randolph AFB, TX with an assignment to Korea and a FO assignment to McGuire AFB, NJ. While you serve your OS short tour you've decided to relocate your dependents and HHG at your own expense to Mom and Dad's home town of Seattle, WA. You depart for Korea. You return twelve months later and go to Seattle to pick up your family. You now relocate your family from Seattle to McGuire AFB. Even though the distance from Seattle to McGuire AFB is greater than that from Randolph AFB to McGuire AFB, you are only eligible for reimbursement for the amount creditable for the distance from Randolph AFB (old PDS) to McGuire AFB (new PDS).

SCENARIO 2: Provides an example of when an Airman's reimbursement will be less than that from the old CONUS PDS.

You are currently stationed at Randolph AFB, TX with an assignment to Korea and a FO assignment to McGuire AFB, NJ. While you serve your OS short tour you've decided to relocate your dependents and HHG at your own expense to Mom and Dad's home town in Pennsylvania. You depart for Korea. You return twelve months later and go to Pennsylvania to pick up your family. You now relocate your family from Pennsylvania to McGuire AFB. Based on these circumstances, the government will reimburse you only for the actual dependent travel from Pennsylvania to McGuire AFB. You cannot claim reimbursement for the travel done at personal expense from Randolph AFB to Pennsylvania.

Please keep in mind these scenarios only illustrate two different situations involving the movement of dependents and HHG at personal expense, and the reimbursement you may be authorized when you complete your FO assignment travel. If neither scenario fits your situation, contact the MPS Career Development Element for additional counseling prior to applying for a HB or FO assignment. It is essential you understand all conditions associated with this program.

Attachment 6

HOSTILE FIRE AND IMMINENT DANGER AREA REASSIGNMENT OR DEFERMENT

A6.1. Purpose. There are two separate assignment provisions addressed below.

A6.1.1. One is to allow one or more immediate family members to request reassignment from, or deferment from assignment to, a hostile fire or imminent danger area when that family has suffered a casualty (see paragraph A6.2.7. below) incident to duty in a currently designated hostile fire or imminent danger area.

A6.1.2. The other policy applies to assignment of members hospitalized because of hostile fire action.

A6.2. General Provisions for Immediate Family Members.

A6.2.1. Airmen must be at least 18 years of age to serve in a hostile fire or imminent danger area.

A6.2.2. Hostile fire and imminent danger areas are designated by geographical area with a beginning date and a termination date in the DOD Pay and Entitlements Manual.

A6.2.3. Assignment to duty in a designated hostile fire or imminent danger area is shared as equitably as practical by all similarly qualified Airmen, except as indicated herein or in Attachment 9, Aircrew Family Member Assignment and Attachment 11, Sole Surviving Son or Daughter. Assignment of military couples, including assignment at the same time, to the same or different hostile fire or imminent danger areas is not precluded.

A6.2.4. Assignment includes TDY or PCS.

A6.2.5. Only the Airman may initiate a request for deferment or reassignment. A request may not be initiated by someone on behalf of an Airman.

A6.2.6. When a military member is killed or dies, is in a captured or missing status or has been determined by the Veterans Administration (VA) or a military Service to be 100 percent physically or mentally disabled as a result of an act committed by an individual, group, or country hostile to the United States or in direct support of operations against such a hostile force while serving in a currently designated hostile fire or imminent danger area, other members of the same immediate family (as defined below) will be exempt, upon request, from serving in the same or any currently designated hostile fire or imminent danger area, or if they are already serving in such an area, they will be reassigned from that area. The intent is when a family has suffered a casualty incident to service in a currently designated hostile fire or imminent danger area, to not expose the remaining immediate family members to further casualties in the same or any other currently designated hostile fire or imminent danger area. However, when an area in which a family member became a casualty ceases to be designated as a hostile fire or imminent

danger area, then members of that family may again be assigned to that location. It is not a requirement for the member who was a casualty to be living or to still be on active duty, as long as the area in which the member became a casualty is still currently designated.

A6.2.7. For this policy, an Airman's family members are:

A6.2.7.1. Parents. This includes stepparents, parents by adoption, and those who stood in the place of a parent for at least 5 years immediately preceding the initial entry on active duty of the member who died, is missing or captured, or 100 percent disabled.

A6.2.7.2. Brothers and sisters. This includes stepbrothers and stepsisters, brothers or sisters by adoption, or half brothers or half sisters in the household at the time the member who died, is missing or captured, or 100 percent disabled initially entered active duty.

A6.2.7.3. Spouse.

A6.2.7.4. Natural child.

A6.2.7.5. Legally adopted child.

A6.2.7.6. Stepchild, if the child was a member of the household at the time the member or former member died, was missing or captured, or was determined to be 100 percent disabled.

A6.2.7.7. An illegitimate child to whose support a male member or former member has been ordered judicially to contribute, or of whom he has been decreed judicially to be the father, or of whom he has acknowledged in writing under oath that he is the father.

A6.2.7.8. A person for whom the Airman stood in place of a parent for at least 5 years immediately preceding the date on which the member or former member died, was missing or captured, or determined to be 100 percent disabled.

A6.3. Application Procedures. Applications should be submitted using the format shown in Figure A6.1. within 15 calendar days of notification of selection for PCS or TDY, or as soon after becoming eligible as practical. Airmen will submit requests to their unit commander.

A6.4. Commander Actions. Commanders will assist Airmen with their requests as necessary. Commanders may disapprove requests when they do not meet the criteria. When a commander recommends approval and while a request is pending, the commander will take immediate action to locally assign the Airman to other than hazardous duty. If this is not possible, a commander may temporarily assign (TDY) an Airman out of the designated area. When commanders recommend approval, they will forward requests to the Airman's servicing MPS.

A6.5. MPS Actions. MPS' will provide guidance to Airmen on their request and assist commanders as needed. Upon receipt from a commander of a request recommended for approval, the MPS will review and forward to the HQ AFPC/DPAPP. For approved requests,

the MPS will update assignment limitation code (ALC) "6," Family Member Restriction (Hostile Fire Area) per Table 2.2.

A6.6. Exceptions. MPS' may submit exception to policy requests they recommend be approved to HQ AFPC/DPAPP. HQ AFPC may disapprove requests for exception or submit those which merit approval through channels to DOD for final approval/disapproval.

A6.7. General Provisions for Airmen Hospitalized. Airmen who have been hospitalized for 30 or more calendar days because of a specific hostile fire action resulting from combat service will not be returned to the hostile fire area during the same tour in which they were wounded. Airmen reassigned under this provision will be eligible for subsequent hostile fire tours. Airmen may return voluntarily to a hostile fire area earlier if they are medically qualified. This provision does not apply to Airmen hospitalized for injury, accident, or illness not attributable to hostile fire action. Self-inflicted wounds and other non-combat causes are specifically excluded.

Figure A6.1. Sample Request for Hostile Fire or Imminent Danger Area Deferment (or Reassignment)

(Appropriate Letterhead)

MEMORANDUM FOR MPS/(OFFICE SYMBOL) (date)

FROM: (Functional address symbol)

SUBJECT: FOUO - Hostile Fire or Imminent Danger Area Deferment (or Reassignment) Request

1. Request reassignment from (if applicable) and/or deferment from TDY or PCS assignment to a designated hostile fire or imminent danger area according to the provisions of AFI 36-2110, *Assignments*, Attachment 6.

2. I understand and agree I will advise my commander and/or servicing MPS immediately when the hostile fire or imminent danger area in which the member of my immediate family identified below became a casualty ceases to be designated a hostile fire or imminent danger area.

3. I submit the following information in support of my request: (Include the following information for the family member who is in captured or missing status, was killed, died, or determined by the Veterans Administration, or one of the military Services, to be 100 percent physically or mentally disabled.)

a. Relationship:

b. Name, grade, SSN (disclosure of SSN is voluntary):

c. Branch of Service:

d. Present military organization (or address if no longer on active duty):

e. Last military organization and location (if no longer on active duty):

f. Date entered status (Missing, Captured, Killed, etc.) and date determined:

g. Specific Hostile Fire or Imminent Danger Area designation and effective date (as shown in the DOD Pay and Entitlements Manual):

4. I have attached documents in support of my request.

(signature)
(type name, grade, USAF, SSN)

Attachment

This memorandum contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act and AFI 33-332.

Attachment 7

HIGH SCHOOL SENIORS ASSIGNMENT DEFERMENT (HSSAD) PROGRAM

A7.1. General Policy. The intent of the HSSAD program is to decrease turbulence and increase stability for military families with dependent children entering their senior year of high school. HSSAD policy applies to officers (LtCol and below) and enlisted (SMSgt and below).

A7.2. General Procedures.
A7.2.1. HSSAD requests are considered on a case-by-case basis with the goal of approving as many requests as possible while meeting mission needs.
A7.2.2. Consecutive deferments may be requested.
A7.2.3. Airmen approved for a HSSAD are coded in MilPDS with Assignment Availability Code (AAC) 85. The availability date is the first day of the second month after the dependent's high school senior graduation date or Airman's DEROS. *For example*, if the graduation date is 31 May the availability date is 1 Jul or the DEROS date.
A7.2.4. The appropriate AFPC assignment officer or NCO approves HSSAD requests. The AFPC assignment division chief disapproves HSSAD requests that cannot be supported due to mission needs.
A7.2.5. Each Airman of a military couple may apply for a HSSAD if each meets the eligibility criteria, their join-spouse intent code is "A" or "B," and they apply concurrently.
A7.2.6. Enlisted Airmen selected as the most eligible non-volunteer for a dependent-restricted short tour are *ineligible* to apply for a HSSAD. Dependent restricted, "NA/12," includes Korea when not assigned to a Command Sponsorship List (CSPL) or unaccompanied key billet position (see AFI 36-2110, paragraph 3.2.11.). Airmen selected for a "NA/12" tour must proceed on assignment, but may request to return to the same duty station IAW AFI 36-2110, Attachment 5, Home-Basing Assignment Program.
A7.2.7. Because of differences in the officer and enlisted assignment systems, differing HSSAD procedures are detailed below:
A7.3 Officer (Lt Col and Below).
A7.3.1. Eligibility Criteria and Documentation:
A7.3.1.1. The dependent child must be enrolled in DEERS and residing with the sponsor requesting the deferment (must be verified by the MPS Customer Service Element).
A7.3.1.2. The officer must provide a memo from the dependent's high school counselor confirming the dependent's current school grade and projected senior year graduation date.
A7.3.1.3. The officer must complete and submit the memo at Figure A7.1 "Request for HSSAD."
A7.3.2. Application Timelines.
A7.3.2.1. CONUS applicants. May apply for a HSSAD before or after being placed on the Vulnerable Movers List (VML). Officers are eligible for the program if they apply NET 1 Oct of the dependent's high school junior year <u>and</u> NLT 1 July between the dependent's high school junior and senior years.
A7.3.2.2. Overseas (O/S) applicants. Officers requesting an O/S HSSAD may use the DEROS forecast procedures outlined in AFI 36-2110, paragraph 3.8.3., or apply when placed on the initial VML. If applying under the DEROS forecast program, officers must request a DEROS extension, which will accommodate the completion of their dependent's high school

senior year. Officers requesting to extend their DEROS for the purpose of a HSSAD must handwrite or type the following statement on their Forecast Notification RIP, "I am requesting a HSSAD extension to my O/S tour." The DEROS forecast RIP automatically produces as follows:

A7.3.2.2.1. Airmen serving at locations where the unaccompanied tour length is 18 months or more receive a forecast notification RIP 13 to 15 months prior to their established DEROS.

A7.3.2.2.2. Airmen serving at locations where the unaccompanied tour length is *less* than 18 months receive a forecast notification RIP 10 months prior to DEROS.

A7.3.2.3. Officers electing to apply for a HSSAD after being placed on the initial VML, as specified in the AFAS "Officer Assignment Timelines," must submit the deferment request to their unit commander NLT 3 calendar days *prior* to their commander's VML *reclama* suspense.

A7.3.3. Officer's Actions: Officers assigned to the CONUS or O/S must complete the memo at Figure A7.1. A memo must accompany the HSSAD request from the dependent's high counselor confirming the dependent's current school grade and projected senior year graduation date. Officers must complete the entire HSSAD application before obtaining their commander's approval/disapproval recommendation. Once the commander's recommendation is obtained, one of the following actions must be initiated:

A7.3.3.1. Eligible officers in the CONUS who are not on the VML must provide their HSSAD request, including their commander's approval/disapproval recommendation, to their servicing MPS for final processing.

A7.3.3.2. Eligible officers O/S who are not on the VML must provide the required HSSAD documentation to include their commander's approval/disapproval recommendation in conjunction with the DEROS forecast program as outlined in paragraph b. (2) above.

A7.3.3.3 Eligible officers in the CONUS or O/S who are on the VML must provide the required HSSAD documentation to their commander. The commander verifies the member's eligibility and submits a reclama through AFAS to AFPC requesting the deferment period. The commander must submit a reclama regardless if he or she recommends approval or disapproval of the HSSAD. Rationale for disapproval must be included in the reclama remarks to AFPC.

A7.3.3.4. Eligible officers who have been selected for IDE/SDE who would like to request a deferment under HSSAD must follow deferment procedures outlined in the IDE/SDE selection PSDM published by HQ AFPC/DPAF. Deferment requests must be signed by the member's senior rater with MAJCOM/A1 endorsement. Deferment requests must reach HQ AFPC/DPAF, DSN 665-2103, NLT the established cut off date. HQ AFPC/DPAF will coordinate with the officer's assignment team. The final approval authority is the HQ AFPC/CC. Officers deferred under HSSAD who still have IDE/SDE eligibility remaining will be required to re-compete for school designation.

A7.3.4. Commander Actions: Upon receipt of a HSSAD request, unit commanders take the following actions:

A7.3.4.1. CONUS applicants. Determine if the officer is applying prior to or after being added to the VML. If the officer is applying prior to being added to the VML, make an approval/disapproval recommendation and have the officer submit their request to their servicing MPS, PRE for final processing. If the officer is applying after being placed on the VML, the commander must process the HSSAD through AFAS and generate a reclama. The reclama remarks should clearly indicate member's eligibility was verified using the required documentation outlined in paragraph A7.3.1. and reflect an approval or disapproval recommendation. If the HSSAD is not recommended, justification is required to support the disapproval action. Reclama action must be taken NLT the suspense date reflected on the AFAS, officer assignment timelines "Field Reclama VML" column. Officer's HSSAD request must be kept on file 1 year from the deferment expiration date.

A7.3.4.2. O/S applicants: Determine whether the officer is applying under the DEROS forecast program or as a result of being placed on the VML. If officer is applying under the DEROS forecast program and has not been placed on the VML, make an approval/disapproval recommendation and have the officer submit their request to their servicing MPS, PRE for final processing. If the officer is on the VML, the commander must process the HSSAD through AFAS and generate a reclama. The reclama remarks should clearly indicate officer's eligibility was verified using the required documentation outlined in paragraph A7.3.1. and reflect an approval or disapproval recommendation. If the HSSAD is not recommended, justification is required to support the disapproval action. Reclama action must be taken NLT the suspense date reflected on the AFAS, officer assignment timelines "Field Reclama VML" column. Member's HSSAD request must be kept on file for 1 year from the deferment expiration date.

A7.3.5. MPS Actions: Upon receipt of a HSSAD request, the PRE verifies the officer is not on the VML and processes the HSSAD request based on the member's duty location.

A7.3.5.1. CONUS applicants: Verify the officer's eligibility and documentation (see paragraph A.7.3.1.) If the officer is eligible and has provided all required documentation, the PRE E-mails the officer's request to the appropriate assignment team at AFPC. The E-mail must specify the officer is applying for a HSSAD and has submitted all required documentation. The E-mail must also include the deferment period and the AAC 85 expiration date. The PRE should follow-up with AFPC 60 days after E-mail transmission if system has not been updated or disapproval notification not received.

A7.3.5.2. O/S applicants applying under the DEROS forecast program: Verify the officer's eligibility and documentation (see paragraph 2 a., above). If the officer is eligible and has provided all required documentation, the PRE ensures the officer's Forecast Notification RIP reflects the HSSAD statement (see paragraph A7.3.2.2). Update the officer's DEROS extension request in MilPDS and include in the trailer remarks of the update, "Officer is applying for a HSSAD to coincide with his/her DEROS and meets all the eligibility criteria." Finally, follow-up with AFPC if a response is not received within 60 days of updating the DEROS extension request.

A7.3.5.3. Officers (CONUS or O/S) who are on the VML: Direct officers on the VML to their unit commander for processing of the HSSAD request.

A7.3.6. AFPC Actions: Upon receipt of a HSSAD request AFPC processes the request for final approval/disapproval. If approved, update AAC 85 with an expiration date of the first day of the second month after the dependent's projected graduation date or member's DEROS. If the HSSAD is disapproved, notify the MPS PRE by E-mail transmission or the unit commander using the AFAS reclama process.

A7.4. Enlisted (SMSgt and Below):

A7.4.1. Eligibility Criteria and Documentation:

A7.4.1.1. The dependent child must be enrolled in DEERS and residing with the sponsor requesting the deferment (must be verified by the MPS Customer Service Element).

A7.4.1.2. The enlisted Airman must provide a memo from the dependent's high school counselor confirming the dependent's current school grade and projected senior year graduation date.

A7.4.1.3. The enlisted Airman must complete and submit the memo at Figure A7.2, "Request for HSSAD."

A7.4.2. Application Timelines.

A7.4.2.1. CONUS applicants. Must apply within 30 calendar days of official assignment notification and are eligible if RNLTD is 1 March or after of the dependent's high school junior year or, the dependent is currently in their high school senior year and RNLTD is prior to graduation date. Airmen currently serving a maximum controlled tour are eligible to apply for the program but must submit their application not later than 8 months prior to the expiration of the AAC 50. Their applications must be routed through their parent MAJCOM prior to AFPC review.

A7.4.2.2. O/S applicants. Enlisted Airmen requesting a HSSAD must use the DEROS forecast procedures outlined in AFI 36-2110, paragraph 3.8.3. Airmen must request a DEROS extension, which accommodates the completion of their dependent's high school senior year. Airmen requesting to extend their DEROS for the purpose of a HSSAD must handwrite or type the following statement on their DEROS Election Option or Forecast Notification RIP, "I am requesting a HSSAD extension to my O/S tour." The DEROS Forecast RIP automatically produces as follows:

A7.4.2.2.1. Airmen serving at locations where the unaccompanied tour length is 18 months or more receive a Forecast Notification or DEROS Election Option RIP 13 to 15 months prior to their established DEROS.

A7.4.2.2.2. Airmen serving at locations where the unaccompanied tour length is *less* than 18 months receive a DEROS Election Option RIP 10 months prior to DEROS.

A7.4.3. Enlisted Airman Actions.

A7.4.3.1 CONUS applicants: Enlisted Airmen assigned to the CONUS must complete the memo at Tab 2. A memo must accompany the HSSAD request from the dependent's high school counselor confirming the dependent's current school grade and projected senior year graduation date. Airmen must complete the entire HSSAD application before obtaining their commander's approval or disapproval recommendation. Once the commander's recommendation is obtained, submit the request to the servicing MPS, PRE for processing.

A7.4.3.2. O/S applicants: Enlisted Airmen assigned O/S must use the DEROS forecast procedures outlined in AFI 36-2110, paragraph 3.8.3., to apply for a HSSAD. Members must request a DEROS extension, which accommodates the completion of their dependent's high school senior year. Members requesting to extend their DEROS for the purpose of a HSSAD must handwrite or type the following statement on their DEROS Election Option or Forecast Notification RIP, "I am requesting a HSSAD extension to my O/S tour." After completing the RIP, the member obtains their commander's approval/disapproval recommendation and submits the request to the MPS, PRE for processing.

A7.4.4. Commander Actions: Upon receipt of a HSSAD request, unit commanders take the following actions:

A7.4.4.1. CONUS applicants: Verify eligibility and ensure Airman has provided required documentation (see paragraph A7.4.1). Make an approval/disapproval recommendation and have the member submit their request to the servicing MPS PRE for final processing.

A7.4.4.2. O/S applicants. Verify eligibility and ensure Airman has provided required documentation (see paragraph 3 a., above). Make a HSSAD approval/disapproval recommendation in conjunction with a DEROS extension approval/disapproval recommendation using the DEROS Election Option or Forecast Notification RIP. Ensure the required HSSAD statement (see paragraph A7.4.2.2) is annotated on the RIP and have the Airman submit the request to their servicing MPS for processing.

A7.4.5. MPS Actions: Upon receipt of a HSSAD request, the PRE processes the HSSAD request based on the Airman's duty location:

A7.4.5.1. CONUS applicants: Verify the Airman's eligibility and documentation (see paragraph A7.4.1). If the Airman is eligible and has provided all required documentation, the MPS, PRE e-mails the member's request to afpc.dpaas3@randolph.af.mil. The e-mail must specify the Airman is applying for a HSSAD and has submitted all required documentation. The e-mail must also include the deferment period and the AAC 85 expiration date. If the Airman's unit commander recommends disapproval of the HSSAD, submit the request to AFPC for final action. The MPS, PRE should follow-up with AFPC for 60 days after e-mail transmission. Airman's HSSAD request must be kept on file 1 year from deferment expiration date.

A7.4.5.2 O/S applicants (must apply under the DEROS forecast program): Verify the Airman's eligibility and documentation (see paragraph A7.4.1). If the Airman is eligible and has provided all required documentation, the PRE ensures the Airman's DEROS Election Option or Forecast Notification RIP reflects the HSSAD statement. If the unit commander recommends approval, update the Airman's DEROS extension request in MilPDS and include the following remarks in the trailer remarks of the update, "Airman is applying for a HSSAD to coincide with his/her DEROS and meets all the eligibility criteria." If the unit commander recommends disapproval of the HSSAD, justification is required to support the disapproval action. Finally, follow-up with AFPC if a response is not received within 60 days of updating the DEROS extension request. Airman's HSSAD request must be kept on file 1 year from deferment expiration date.

A7.4.6. AFPC Actions: Upon receipt of a HSSAD request AFPC processes the request for final approval/disapproval. If approved, update AAC 85 with an expiration date of the first day of the second month after the dependent's projected graduation date or DEROS. If the HSSAD is disapproved, notify the MPS PRE by e-mail transmission.

Figure A7.1. Officer Request for HSSAD Program.

(Appropriate Letterhead)

MEMORANDUM FOR: HQ AFPC/OFFICER ASSIGNMENT TEAM (Date)

FROM: SERVICING MPS/CAREER DEVELOPMENT ELEMENT

SUBJECT: FOUO - Officer High School Senior Assignment Deferment (HSSAD) Request
(Officer's Name/Grade/SSAN/selected AFSC/AAN/GPAS/RNLTD)

1. I, Capt Doe certify I am / I am not on the Vulnerable Movers List (VML) and request a HSSAD with an expiration date of the first day of the second month after my dependent's graduation date (AAC 85 expiration date; MM/DD/YY). The deferment request is for the following dependent who physically resides in my household:

2. Dependent's Name/SSN: _____

This is my first/second HSSAD request. (circle appropriate option)
Note: If this is the second deferment, enter the number of months previously deferred and the expiration date. _____

_____
Officer's (Grade/Name/Sign)

Attachment:
Memo from H.S. Counselor

1st Ind, MPS, Customer Service Element _____(Date)

MEMORANDUM FOR MPS PRE

According to the DEERS, the dependent child listed above, does/does not physically reside with the member.

_____
Customer Service Rep (Grade/Name/Sign)

2nd Ind, Squadron Commander _____ (Date)

MEMORANDUM FOR MPS PRE

I reviewed Capt Doe's HSSAD request and recommend approval/disapproval.

_____
Squadron CC (Grade/Name/Sign)

This memorandum contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act and AFI 33-332.

Figure A7.2. Enlisted Request for HSSAD Program.

(Appropriate Letterhead)

MEMORANDUM FOR: HQ AFPC/AIRMAN ASSIGNMENT TEAM
(Date)

FROM: FOUO - SERVICING MPS/CAREER DEVELOPMENT ELEMENT

SUBJECT: Enlisted High School Senior Assignment Deferment (HSSAD) Request -
(Airman's Grade/Name/SSAN/Selected AFSC/AAN/GPAS/RNLTD)

1. I, SSgt Doe was notified of assignment selection on (date notified) and request a HSSAD with an expiration date of the first day of the second month after my dependent's graduation date (AAC 85 expiration date; MM/DD/YY). The deferment request is for the following dependent who physically resides in my household:

2. Dependent's Name/SSN: _____

3. This is my first/second HSSAD request. (circle appropriate option)
Note: If this is the second deferment, enter the number of months previously deferred and the expiration date. _____

4. I understand if this HSSAD is approved, my assignment may be canceled or RNLTD adjusted.

_____
Airman's (Grade/Name/Sign)

Attachment:
Memo from H.S. Counselor

1st Ind, MPS, Customer Service Element _____(Date)

MEMORANDUM FOR MPS PRE

According to the DEERS, the dependent child listed above, does/does not physically reside with the member.

_____
Customer Service Rep (Grade/Name/Sign)

2nd Ind, Squadron Commander _____ (Date)

MEMORANDUM FOR MPS PRE

I reviewed SSgt Doe's HSSAD request and recommend approval/disapproval.

_____

Squadron CC (Grade/Name/Sign)

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Attachment 8

ASSIGNMENT OF MILITARY COUPLES

A8.1. General Policy. Each member of a military couple is serving in his or her own right. This means military couples must fulfill the obligations inherent to all Airmen and they are considered for assignments to fill valid manning requirements and must perform duties which require the skills in which they are trained and experienced subject to their PCS eligibility. Provided this criteria is met, military couples may be considered for assignment where they can maintain a joint residence. Military couples must share the responsibility for reducing family separation. They should not make decisions on future service, career development, or family planning based on the assumption they will always be assigned to the same location or join spouse assignment is guaranteed. Military couples, like Airmen with a civilian spouse, should expect periods of separation during their careers. When a join spouse assignment is not in the best interests of the AF, then, regardless of the provisions in this attachment, join spouse assignment will not be made.

A8.2. Who Is Eligible for Join Spouse Assignment Consideration. You are eligible for join spouse assignment consideration if:

A8.2.1. You are on extended active duty with the AF and your spouse is also on extended active duty with the AF or one of the other US military services (excludes military services of foreign countries) and you and your spouse are not ineligible for consideration for any of the reasons in paragraph A8.3., and

A8.2.2. You meet all PCS eligibility requirements established in this instruction (such as TOS, retainability, quality control, etc.) and

A8.2.3. You have join spouse intent code “A” or “B” and

A8.2.4. You or your spouse are not scheduled for reassignment, separation, retirement, or release from active duty within 12 months from the date you will join.

A8.2.5. Join spouse assignments are permitted along with the following voluntary assignment programs if the provisions above and the criteria for each assignment program are met.

A8.2.5.1. Reassignment to or from a CONUS-isolated station (see Attachment 3).

A8.2.5.2. OS tour volunteer program (see paragraph 3.7.).

A8.2.5.3. Humanitarian/EFMP assignment (see Attachments 24 and 25).

A8.2.5.4. Home-Basing and Follow-on (see Attachment 5).

A8.2.5.5. VSBAP (Airmen only) (see Attachment 14).

A8.2.5.6. First-term Airman BOP (see Attachment 2).

A8.2.5.7. Threatened Person Assignment (see Attachment 12)

A8.3. Who Is Not Eligible for Join Spouse Assignment Consideration. You are not eligible for join spouse assignment:

A8.3.1. If your spouse is an Airman of Air Reserve Components (ARC) whether or not they are serving on extended active duty.

A8.3.2. If your spouse is an Airman in the ARC who is on active duty for training, or on active duty to fill a specific manpower authorization or position at a predetermined location for a specified period of time. In other words, if your spouse is not subject to the PCS criteria outlined in this instruction, then you are ineligible for join spouse assignment consideration.

A8.3.3. If your spouse is active duty Coast Guard.

A8.3.4. If your spouse is a non-military employee of the US Government (*for example*, Civil Service).

A8.3.5. If you do not meet all PCS eligibility criteria established in this instruction (such as TOS, retainability, quality control, etc.).

A8.3.6. When join spouse intent code is "H." When one Airman is selected for assignment with intent code "H", a join spouse assignment to that location at a later time is not authorized. Join spouse assignment will not be considered until the subsequent PCS of you or your spouse provided join spouse intent code is "A" or "B." However, you may receive an assignment to your spouse's location if you are eligible under some other assignment program.

A8.3.6.1. Changing join spouse intent code to "H" after selection for join spouse assignment will not result in automatic cancellation of the assignment. Normal reclama procedures apply and the decision to cancel the join spouse assignment will be made by the assignment OPR based on the best interests of the AF. An Airman who requests and has a join spouse assignment canceled as provided in this paragraph does so with the understanding he or she created the family separation. A join spouse assignment to that same location at a later time is not authorized. Join spouse assignment will not be considered until the subsequent PCS of you or your spouse provided join spouse intent code is "A" or "B." However, you may receive an assignment to your spouse's location if you are eligible under some other assignment program.

A8.3.7. If you or your spouse are scheduled for reassignment, separation, retirement, or release from active duty within 12 months from the date you will join.

A8.3.8. To OS locations where there is no government-approved accompanied housing or where election of an accompanied tour is not an option for either Airman. *NOTE*: In the event both Airmen should receive assignments (regardless of how it occurred) to the same or adjacent

dependent-restricted locations, the MPS will reclama the assignment of the Airman selected last (includes when the marriage takes place after assignment selection).

A8.3.9. To locations not considered in proximity or clustered for join spouse assignment purposes as described in paragraph A8.7.2. Other options such as retraining (Enlisted, see AFI 36-2626, *Airman Retraining Program*) or DAFSC changes (officers, see paragraph 2.45.) must be considered first as explained in paragraph A8.7.1.

A8.3.10. Based on intended/planned marriages.

A8.3.11. If your spouse is attending a training course and has less than 12 months remaining until graduation (or will have less than 12 months remaining upon your arrival).

A8.3.12. Your spouse is an Airman of the military service of a foreign country.

A8.4. Documenting Marriages of Military Couples. The MPS must verify the marriage from the marriage certificate. Airmen update their join spouse intent code via the vMPF. Any change in marital or military status must be reported to the MPS by military couples and join spouse assignment information (and AAC 32) deleted from the PDS upon divorce, legal separation, death of the spouse, or separation or retirement of the spouse.

A8.5. How Military Couples Receive Join Spouse Assignment Consideration. The characteristics of the enlisted and officer assignment systems affects how join spouse assignment consideration is provided. The enlisted assignment selection process makes extensive use of the computer-match while officer assignment matches are a manual process. ***For example***, the majority of enlisted assignments to OS locations (regardless of volunteer status) are computer-matched based on PCS eligibility, grade, and AFSC, and then reviewed and validated by an assignment NCO. For these computer-matched assignments, the computer automatically considers the spouse for join spouse assignment, and provided the eligibility criteria are met, selects the spouse. On the other hand, all officer assignments are manually-worked by HQ AFPC assignment officers to identified requirements. However, the basic rule that a requirement must exist for the spouse's AFSC does not differ in either system.

A8.5.1. Officers. Officers can influence their assignment by indicating they desire join spouse consideration on their T-ODP, and ensuring their assignment preferences match. They should maintain periodic contact with their respective assignment officers and ensure their join spouse intent code remains current.

A8.5.2. Enlisted. When currently assigned to the same location (provided neither has been selected for PCS), an accurate join spouse intent code (updated through vMPF) provides continuous join spouse assignment consideration unless coded otherwise (see paragraph A8.6.1. for those situations requiring an application). It is the couple's responsibility to let it be known in advance they desire join spouse assignment consideration by updating their intent code in vMPF. Improper or failure to update the intent code jeopardizes join spouse assignment opportunities. Join spouse assignment desires indicated via the vMPF take priority over any other individual assignment preferences listed in the PDS (i.e., If your intent code is "B" the main consideration

is to try and keep you together, not necessarily at a base of choice. While location preferences are considered, the join spouse intent code takes priority). The update in the vMPF allows Airmen to indicate the extent of join spouse assignment consideration desired by use of one of the following join spouse intent codes:

Code "A" Desire join spouse to CONUS or any OS tour. *NOTE:* Join spouse assignment to the same dependent-restricted short tour location is prohibited, unless one member of the join spouse couple is serving in a CSPL. (See paragraph 3.2.10). By having intent code "A," if your spouse is selected for reassignment to a dependent -restricted location, you will be considered for a concurrent, but separate, reassignment to a dependent-restricted or unaccompanied short tour location.

Code "B" Desire join spouse to CONUS or any accompanied OS tour.

Code "H" Join spouse assignment not desired.

A8.5.2.1. When an Airman is selected as the most eligible non-volunteer for an OS assignment (where an accompanied tour is authorized) or a CONUS to CONUS PCS, and his or her join spouse intent code indicates join spouse assignment is desired (codes "A" or "B"), then the spouse will automatically be provided an assignment to the same or adjacent location if eligible for PCS and a requirement exists. If a join spouse assignment is not possible, narrative remarks in the assignment transaction will be included for the Airman originally selected giving the reasons why a join spouse assignment cannot be approved so the Airmen can be counseled accordingly. To be eligible for selection for an OS assignment as a volunteer with join spouse intent code "A" or "B", requirements for both Airmen must have been advertised on the EQUAL for the same or adjacent locations.

A8.5.2.2. While the EQUAL is used by join spouse couples volunteering for OS assignments, <u>it is not</u> used for OS returnees. Return join spouse assignments are hand-matched because of the many variables involved, such as unique grade and AFSC combinations. It is important Airmen keep their assignment preferences updated in the event of changes in requirements (but remember join spouse intent code ensures join spouse consideration and takes priority over individual preferences). Requirements advertised on the EQUAL are for non-join spouse returnees and join spouse members with intent code "H" only, so couples returning together should not use EQUAL but rather update preferences based on their desires.

A8.5.2.3. If an Airman is in the CONUS and the spouse is returning from OS, the initial join spouse consideration is to return to the spouse’s CONUS location. If there is no requirement at the spouse’s CONUS location and the spouse in the CONUS meets PCS eligibility criteria, then he or she will be considered for join spouse assignment to the OS returnee’s projected CONUS location. Enlisted military couples who desire CONUS or OS assignment consideration in conjunction with the OS follow-on program, see paragraph A5.10.2.

A8.5.2.4. When an Airman is serving on a CONUS stabilized tour and the spouse is selected for reassignment, the following options apply:

A8.5.2.4.1. If the spouse is selected as the most eligible non-volunteer for an OS assignment to an accompanied tour location, the Airman may request release from the stabilized tour for join spouse assignment. If approved, reporting date will depend whether or not a replacement is required, reporting date of replacement, etc.

A8.5.2.4.2. If the spouse is selected as the most eligible non-volunteer for an OS assignment to a dependent-restricted location, then join spouse assignment is not authorized. The spouse may request a home-basing assignment or, as an OS returnee, will receive join spouse assignment consideration to return to the Airman's stabilized tour location.

A8.5.2.5. When Airmen marry while both are technical training students they should apply for join spouse assignment as soon as possible to receive consideration for assignment together upon graduation. If necessary, both Airmen are retained at the training center pending final join spouse decision by the assignment OPR. When one member is a student, he or she may apply to join the spouse at the spouse's permanent duty location, or if the non-student spouse is also selected or scheduled for PCS, join spouse assignment to the non-student's new duty station may be requested.

A8.5.2.6. When one member of an enlisted military couple will serve an unaccompanied OS short tour and upon completion of the OS tour a join spouse assignment is desired to a location other than the spouse's current location, assignment consideration in conjunction with the assignment follow-on program to a location other than the spouse's current location may be requested in limited circumstances as outlined in paragraph A5.10.2.2. (for CONUS) and A5.10.2.3. (for OS).

A8.6. How Military Couples Request Join Spouse Assignment Consideration. There are different ways to request join spouse assignment consideration. Officers follow procedures under AFAS guidelines. Updating the join spouse intent code in vMPF provides join spouse assignment consideration for enlisted members as provided in paragraph A8.6.2. Some situations require Airmen to submit a letter application (see Figure A8.1.) in order to receive join spouse assignment consideration.

A8.6.1. Application Procedures. A letter application is necessary to receive join spouse assignment consideration:

A8.6.1.1. Each time the AF member of an interservice military couple desires join spouse assignment consideration. When the spouse is notified of assignment and the Airman desires join spouse assignment, an application must be submitted. In addition, a statement from the spouse indicating concurrence for join spouse assignment must accompany each application, or

A8.6.1.2. When Airmen marry while assigned to separate locations. Provided both meet PCS eligibility criteria, either Airman may apply. Regardless of who applies, military requirements dictate which Airman is reassigned, or

A8.6.1.3. When the marriage occurs after the assignment selection of one or both Airmen. Airmen who marry while en route to assignments at different locations must understand they

cannot delay join spouse assignment application until arrival at their respective locations. Airmen who marry en route should report to the nearest AF installation and submit an application immediately after marriage. The MPS will contact the assignment OPR by the most expedient means to request join spouse assignment consideration. No reimbursement for any travel in conjunction with such application is authorized and status is leave (delay en route) while the application is pending. A change in port call and/or RNLTD may be appropriate. When an Airman arrives in the local area of assignment, whether or not "signed in," for assignment purposes the PCS is complete and TOS requirements and other PCS eligibility criteria must be met before a subsequent move to join spouse, or

A8.6.1.4. When military spouse information is incorrect in the PDS.

A8.6.2. The applicant must contact the MPS for help in applying for join spouse assignment. The servicing MPS makes sure that:

A8.6.2.1. Airmen meet all PCS eligibility criteria and understand all assignment conditions.

A8.6.2.2. Airmen are counseled on their allowance of dependent travel, shipment of household goods, and any other information related to the PCS.

A8.6.2.3. Airmen do not have a pending application for any self-initiated voluntary assignment identified in paragraph A8.3.10.

A8.6.2.4. A statement from the spouse indicating join spouse assignment is desired accompanies the Airman’s application in an interservice marriage.

A8.6.3. In those situations for enlisted couples where the join spouse intent code is properly updated but simultaneous assignments did not flow, the MPS will ensure Airman is fully aware of join spouse eligibility requirements, and that, if eligible, spouse should immediately submit a request for join spouse assignment.

A8.6.3.1. The MPS checks eligibility, suspenses a copy of the application, and transmits the request through PDS to the assignment OPR.

A8.6.3.1.1. Refer to PSD Handbook for update procedures.

A8.6.3.2. The assignment OPR makes the assignment decision and establishes the RNLTD based on manning requirements. Approval will be transmitted to the MPS by PDS.

A8.7. Approval Guidelines. Join spouse assignments are usually approved when the eligibility criteria are met by both Airmen and assignment is consistent with the needs of the AF (based primarily on grade and AFSC). Officer join spouse assignments can be more difficult because of variable qualification factors. Sometimes approval may not be possible, due to limitations and restrictions involved in each case. Some situations inherently limit join spouse assignment possibilities, such as when the spouse is in another US military service, is assigned to school for

training, special duty assignment, at a location where the spouse's AFSC is not authorized, on a stabilized tour, etc.

A8.7.1. If HQ AFPC is unable to assign the military couple together based on their current AFSCs, an Airman may apply for retraining, if eligible, and an officer, if eligible, may apply for a DAFSC change to facilitate join spouse assignment. Approval of this type request depends on AF requirements. However, retraining or a DAFSC change request while in technical training, or within 12 months following graduation, for the sole purpose of join spouse assignment is not authorized. *NOTE:* Enlisted Airmen may request, as an exception, an AFSC change during technical training when join spouse assignment opportunities are extremely limited or nonexistent because of incompatible AFSCs between the couple. These requests may be considered based on the relative need in both AFSCs when the training capability exists at the current location, training already received is required for the requested AFSC, and no interruption in training will occur.

A8.7.2. In order to provide optimum consideration for join spouse assignment, CONUS assignments to adjacent locations may be approved when the locations are close enough to allow establishing a joint household (usually no more than 50 miles apart). OS locations have numerous variables involved, such as weather and road conditions, cost of living, commute time, and availability of housing, etc. Because of these variables, HQ AFPC/DPAPP, in coordination with the OS MAJCOMs, determines which OS locations are within a join spouse cluster. These clusters are considered when reviewing military couples for OS join spouse assignments.

A8.8. Miscellaneous Instructions.

A8.8.1. If the Airmen have dependents, when assignment is to an OS location where an accompanied tour is authorized, follow the dependent travel request procedures according to the PSD Handbook and AFI 36-3020, *Family Member Travel*. This is necessary to obtain a housing availability determination for the family, for household goods shipment, and so forth. Where there are severe housing shortages, the initial request for concurrent travel may be disapproved; however, there are categories of exceptions, and one of these is usually military couples with dependents. A delay in RNLTD for one member of the couple may be requested, but couples must be advised to make arrangements for the care of their dependents in the event both must proceed as scheduled. If concurrent travel is authorized but later becomes impractical (for personal or official reasons), a change of RNLTD may be requested from the assignment OPR. Include the specific reasons the change is being requested.

A8.8.2. Military couples with dependents who have concurrent assignments to separate dependent-restricted locations must make dependent care arrangements. Refusal or inability to arrange care for dependents may result in disciplinary and (or) involuntary separation (see AFI 36-2908, *Family Care Plans*).

A8.8.3. Military couples selected for reassignment (or assigned) to the same or adjacent (clustered) location will each be deferred for 24 months (see Table 2.1). When assigned where an accompanied tour is authorized (OS), each must serve the accompanied tour length (plus 12 months for enlisted couples if either was selected as an extended tour volunteer) regardless of the

AAR which applied to either assignment. When assignment is to the same or adjacent (clustered) location and members will reside jointly, ensure Block 14 is checked to document the join-spouse assignment, regardless of the assignment action reason (AAR). This will ensure proper household goods weight allowance, provide documentation for update of AAC 32 (see Table 2.1) and ensure correct tour length when assignment is OS. When marriage occurs after both are assigned OS at the same or adjacent (clustered) location, each may retain the original tour length or volunteer to serve the accompanied tour.

A8.8.4. Assignment OPRs make the assignment decision and establish the RNLTD based on manning requirements. Normally, assignment approvals are transmitted to the MPS by PDS.

A8.8.5. If assigned OS on a join spouse assignment and you and your spouse do not have the same DEROS month, the member with the earlier DEROS must extend if you desire to be reassigned at the same time. Failing to match DEROS months reduces the chance for join spouse assignment upon completion of your OS tour. Curtailment of the later arriving Airman's DEROS for the purpose of reassignment at the same time is not authorized.

A8.9. Assignment Restrictions. Couples who are assigned PCS to the same or adjacent CONUS location, regardless of the AAR, are usually not reassigned for a period of 24 months from the date arrived station of the latest arriving member. The MPS places both Airmen in AAC 32 according to Table 2.1. Any later availability date for other reasons for either member remains in affect. If married while serving at the same location, the MPS will not update AAC 32.

A8.9.1. When Airmen are being assigned PCS to separate locations in proximity and will establish a joint household, the MPS/DPMAE contacts the MPS/DPMAE at the spouse's location to verify location of assignment and coordinate whether or not update of AAC 32 is appropriate. Couples assigned in excess of 50 miles apart will not be placed assigned in AAC 32 unless specifically authorized by HQ AFPC/DPAPP as an exception.

A8.10. Exceptions. Exceptions (paragraph 1.5.) to the criteria in this attachment are considered only for unique or unusual circumstances which will result in a hardship not usually encountered by other Airmen. Requests must be fully justified and forwarded through appropriate command channels to HQ AFPC/DPAPP unless directed otherwise in this instruction.

Figure A8.1. Sample Application for Join Spouse Assignment.

MEMORANDUM FOR UNIT COMMANDER (Date)

FROM: (Functional Address Symbol)

SUBJ: FOUO - Join Spouse Assignment Request

1. I request join spouse assignment according to AFI 36-2110, *Assignments*, Attachment 8. The following information is provided:

	SELF	SPOUSE
NAME:		
GRADE:		
SSN:		
DAFSC (Officer) CAFSC (Enlisted)		
Current/Projected Location:		
DATE OF MARRIAGE:		

2. Desired RNLTD:

3. I certify that:

a. I have been advised of my dependent travel allowance(s), unaccompanied baggage, and household goods shipment.

b. I have been advised of the PCS retainability requirements for this assignment and will obtain it, if required, upon notification of approval of my request.

4. FOR CONUS TO OS AND COT APPLICANTS ONLY. I understand that:

a. I will be required to serve the prescribed accompanied tour for the desired area (Enlisted only - plus 12 months if my spouse is serving an extended long tour).

b. My spouse's assignment is to a dependent-restricted location. I desire concurrent assignment to: (1) a dependent-restricted location; or, (2) a short tour assignment where I may elect to serve an accompanied tour if I have dependents.

Attachment (SIGNATURE OF APPLICANT)
Agreement of spouse required for interservice marriages

1st Ind (Unit Commander)

TO: MPS/DPMAR

1. Recommend (approval) (disapproval).

2. Airman (does) (does not) meets quality control reasons as outlined in AFI 36-2110, *Assignments*. Specific justification why assignment should be approved required if Airman does not meet standards.

3. Additional Comments:

Attachment (SIGNATURE OF COMMANDER)
(Typed Name, Grade, USAF)

MPS Checklist (for file with application)

1. The applicant or applicant's spouse is projected for assignment as follows: (If PCS to school, include course number, class start and graduation dates)

Base:

Unit:

GPAS:

AAN:

RNLTD:

2. I have confirmed marriage took place on _____. (REQUIRED ON INITIAL APPLICATION ONLY).

3. Marital status, military spouse status, and join spouse intent code of _____ was changed in PDS on DOC _____(if applicable).

4. The applicant (applicant's spouse) is pregnant. Member desires PCS as an exception to policy and request was submitted per paragraph 1.5. on (date).

5. The applicant satisfies all eligibility criteria except: _____. Action to render applicant eligible for assignment (has) (has not) been initiated as follows: _____.

_____
(Signature) (Typed Name,

Grade, USAF) (MPS Representative)

This memorandum contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act and AFI 33-332.

Attachment 9

AIRCREW FAMILY MEMBER ASSIGNMENT

A9.1. Purpose. To provide aircrew members an avenue to apply for a PCA or PCS when another member of the immediate family is in the same unit.
A9.1.1. For this program, a Airman's immediate family is defined as his or her parents, to include stepparents, parents by adoption, and those who stood in the place of a parent for at least 5 years immediately preceding the initial entry on active duty of the member who died, is missing or captured, or 100 percent disabled.
A9.1.2. Brothers and sisters, to include stepbrothers and stepsisters, brothers or sisters by adoption, or half brothers or half sisters in the household at the time the member who died, is missing or captured, or 100 percent disabled initially entered active duty.
A9.1.3. Spouse.
A9.1.4. Natural child.
A9.1.5. Legally adopted child.
A9.1.6. Stepchild, if the child was a member of the household at the time the member or former member died, was missing or captured, or was determined to be 100 percent disabled.
A9.1.7. An illegitimate child to whose support a male member or former member has been ordered judicially to contribute, or of whom he has been decreed judicially to be the father, or of whom he has acknowledged in writing under oath that he is the father.
A9.1.8. A person for whom the member stood in place of a parent for at least 5 years immediately preceding the date on which the member or former member died, was missing or captured, or determined to be 100 percent disabled.
A9.2. Aircrew Family Member Criteria. Exposure to a common danger represented by serving as an aircrew member in the same unit is sufficient reason for all but one member of an immediate family to request reassignment to a different unit or location. Only aircrew members may request reassignment.
A9.3. Application Procedures.
A9.3.1. Airman. Submits application (Figure A9.1.) to unit commander.
A9.3.2. Unit Commander. Reviews request and verifies eligibility based on the definition in Attachment 1. When PCS is involved, verifies PCS eligibility by ensuring Airmen do not have quality factors, as outlined in paragraph 2.40.
A9.3.2.1. Recommends approval or disapproval on all requests. When there is a question whether to PCA or PCS the member, resolves these situations through the MPS (lowest possible level), using PCA when possible.
A9.3.2.2. Requests recommended for disapproval must provide the specific reasons for the disapproval. When disapproval is recommended the request must be forwarded to the MPS and then to HQ AFPC.
A9.3.3. MPS. Reviews requests and verifies PCA/PCS eligibility and when the commander recommends disapproval, forwards the request to HQ AFPC assignment OPR.
A9.3.4.1. Makes a final determination on any request received.

Figure A9.1. Sample Request for Aircrew Family Assignments.

MEMORANDUM FOR MPS/(office symbol) (date)

FROM: (functional address symbol)

SUBJECT: FOUO - Aircrew Family Member Assignment

1. Please grant a reassignment from my present unit according to AFI 36-2110, *Assignments*, Attachment 9.

2. I am serving as an aircrew member in the same unit as my (indicate relationship, full name, and SSN of family member). For this reason, please reassign me to another unit on base or provide a PCS to another location.

(signature)
(typed name, grade, USAF, SSN)

1st Ind, (unit commander)

TO: MPS/(Office Symbol)

Recommend approval. (Give specific rationale if you recommend disapproval.)

(signature)
(unit commander signature block)

This memorandum contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected unde the Privacy Act and AFI 33-332.

Attachment 10

SWAP ASSIGNMENT PROGRAM, OS RETURNEES (ENLISTED AIRMEN ONLY)

A10.1. Purpose. To allow an enlisted Airman returning from OS to change (SWAP) their CONUS assignment with another returning enlisted Airman who also wants an assignment SWAP.

A10.2. Who is Eligible for a SWAP? Only enlisted Airmen:

A10.2.1. TSgt and below who are returning from OS, and

A10.2.2. Whose DEROS is in the same 3-month period as shown in Attachment 16, paragraph A16.6. (OS Returnee Cycle Schedule), and

A10.2.3. Whose grade, (including projected grade), and CAFSC (seven positions) match, and

A10.2.4. Who have the same SEI, if either CONUS assignment requires an SEI.

A10.3. Who is Not Eligible for a SWAP?

A.10.3.1. Officers, MSgts (including selectees) and above.

A.10.3.2. Enlisted Airmen with a voluntary COT assignment.

A.10.3.3. Enlisted Airmen with an assignment to a selectively manned activity.

A.10.3.4. Enlisted Airmen who are projected for separation or retirement.

A.10.3.5. Enlisted Airmen with a Humanitarian/EFMP assignment, a Follow-On or Home-Basing assignment, or a join spouse assignment.

A.10.3.6. Enlisted Airmen who don not have a DEROS within the same 3-month period as shown in Attachment 16, paragraph A16.6.

A.10.3.7. Enlisted Airmen who do not meet quality control criteria as outlined in paragraph 2.40.

A10.3.8. Enlisted Airmen who are projected for formal school training.

A10.4. Application Procedures.

A10.4.1. An enlisted Airman wishing to participate in the SWAP program must, upon receipt of his or her CONUS assignment, visit the MPS. The MPS has locally devised templates for which

to request a SWAP. The Airman can list up to eight specific bases, locales, states, or areas. If an Airman wants to SWAP his or her assignment for any CONUS assignment, the eighth preference should state “CONUS-wide”. Preferences are considered in the order listed, that is the first assignment preference is considered before the second, and so on.

A10.4.2. The following statement must be included on the request; “I am applying for a CONUS Assignment SWAP. I understand this application constitutes a waiver of my 60-day order-in-hand rule and that as a result of this application an attempt will be made to change my CONUS assignment with another Airman returning from OS in the same returnee cycle who possesses the same qualifications and who also applies for an Assignment SWAP. I also understand my initial assignment will remain firm unless I am officially notified that this CONUS Assignment SWAP has been approved.”

A10.4.3. The MPS, in turn, updates the PDS as outlined in AFCSM 36-699, Chapter 5. This automatically triggers a computer search at HQ AFPC in an attempt to match the request with another Airman who wants a SWAP.

A10.4.4. Applicants are notified of approval or disapproval about 60 days before DEROS.

Attachment 11

SOLE SURVIVING SON OR DAUGHTER ASSIGNMENT RESTRICTION

A11.1. Purpose. The sole surviving son or daughter assignment restriction restricts an eligible Airman from duties involving combat with the enemy and precludes assignment (including both PCS and TDY) to any OS hostile fire or imminent danger area as designated in the DOD Military Pay and Allowances Entitlements Manual. This restriction does not preclude the assignment of a sole surviving son or daughter to an OS area where combat conditions are nonexistent.

A11.2. Definition/Eligibility Criteria. A sole surviving son or daughter is an Airman who is the only surviving son or daughter in a family where the father, or mother, or one or more sons or one or more daughters, served in the U.S. Armed Forces, and as a direct result of the hazards of duty in the Service, the father, or mother, or one or more sons or daughters:

A11.2.1. Was killed, or

A11.2.2. Died as a result of wounds, accident or disease, or

A11.2.3. Is in a captured or missing-in-action status, or

A11.2.4. Is permanently 100 percent physically disabled (including 100 percent mental disability), as determined by the Department of Veterans Affairs or one of the Military Services.

A11.2.5. The requirement that death or disability be a direct result of the hazards of service does not require that the family member's death or disability occur in combat or during assignment to a designated hostile fire or imminent danger area, but does require that death be determined as in the line of duty. (In general, in the line of duty means death or disability did not occur while the person was in desertion status or voluntarily absent without authority for more than 24 hours or voluntarily absent from a scheduled duty, a formation, a restriction, or an arrest; by reason or a condition that existed before service; or as a result of his or her own misconduct [the term "misconduct" includes both willful misconduct and gross negligence]).

A11.2.6. An Airman who is an only child (only son or only daughter), in itself, does not qualify an Airman for the sole surviving son or daughter assignment restriction.

A11.2.7. The parent through whom an Airman seeks to qualify does not need to be living, but the Airman must meet the criteria of sole surviving son or daughter, natural or adopted, of that parent.

A11.2.8. Requests may be submitted on behalf of an Airman by his/her parent or spouse. In this case the Airman can waive the parental/spousal request before further processing. If waived, return the documentation to the Airman and file a copy of the waiver in the Airman’s electronic ARMS record. No further processing is required.

A11.3. Airman's Request. Airmen selected or notified of PCS or TDY to a designated hostile fire or imminent danger area who want the assignment restriction and who meet the criteria in paragraph A11.2. must complete the application available through the self service actions on the vMPF, print application, and provide to unit commander for recommended approval/disapproval. Airmen currently engaged in combat may request reassignment to duties not involving combat and/or those Airmen who are currently assigned PCS or TDY to a designated hostile fire or imminent danger area may request reassignment, that is, termination of TDY and/or PCS reassignment from the designated area. If the commander recommends approval, the request is provided to the MPS for processing.

A11.3.1. If the documentation required to accompany Airman's request is not readily available, the MPS will assist the Airman as necessary which may include obtaining official verification and proof of casualty status through HQ AFPC/DPWC. For the family member who meets the criteria of paragraph A11.2., the request must include that person's name, service number or SSN, date of death or capture, or date listed as missing-in-action, and branch of the Armed Forces in which served or serving. If the family member died after 1 Jan 1961, state his or her home of record so the appropriate agency may use it in the verification of death.

A11.3.2. Airmen may decide not to request the sole surviving son or daughter assignment restriction. Also, an Airman who has received approval of the restriction may request waiver of the restriction, in writing, through the unit commander to the MPS commander. Requests for waiver will be approved upon request by the MPS commander with information to the unit commander and AFPC/DPAPP. An Airman who enlists, reenlists or extends his or her period of active duty after the date of notification of the family casualty which qualified for the restriction, will be considered as having waived the protective assignment provisions. An Airman who has waived the protective provisions (by request, or as a result of enlistment, reenlistment or extension) may apply (or reapply) for the restriction, in writing, at any time through their commander to the MPS commander.

A11.4. Commander Actions. Commanders will review requests and may consider restricting duties while the Airman's request is pending although restriction on an interim basis is not mandatory until notified of approval. Commanders may disapprove requests when the eligibility criteria in paragraph A11.2. is clearly not met. Disapproved requests are returned to the Airman without further action. When commanders recommend approval, they will forward requests to the Airman's servicing MPS.

A11.5. MPS Action. MPS will provide guidance to Airmen on their request and assist commanders as needed. Upon receipt from a commander of a request recommended for approval, the MPS will review eligibility and ensure all required information is included and as expeditiously as possible forward to AFPC/DPAPP for approval or disapproval.

A11.6. MPS Action Upon Approval. Upon notification of approval, the MPS notifies the Airman's commander and updates assignment limitation code (ALC) "J," Sole Surviving Son or Daughter per Table 2.2, which will automatically update DAC 61. The MPS will also notify the Airman, in writing, and have the Airman acknowledge approval, in writing. The notification of approval must advise the Airman of both waiver provisions (the automatic waiver provision and

the Airman's waiver provision after approval), and of the reinstatement provisions. File a copy of the approval correspondence and Airman's written acknowledgment in the electronic ARMS record. After approval, should an Airman later request, in writing, to waive the sole surviving son or daughter assignment restriction, the MPS commander may approve the waiver and will advise the Airman's unit commander. A copy of the waiver and the approval will be filed in the Airman's electronic ARMS record. The MPS will advise the Airman's unit commander of the approved waiver and remove ALC J and DAC 61. Should the Airman later request reinstatement, he/she must repeat the original request process and indicate that the request is for reinstatement. If PCS reassignment is directed, the MPS will process the Airman for PCS as required.

A11.7. Following are some examples of situations which do meet the criteria to qualify as a sole surviving son or daughter:

A11.7.1. The only son and only daughter of a mother or father who meets the criteria in paragraph A11.2., both qualify as a sole surviving son and a sole surviving daughter.

A11.7.2. There are 3 children in a family; two boys and a girl. One of the boys meets the criteria in paragraph A11.2., therefore, the two remaining children (one boy and one girl) both qualify as a sole surviving son and a sole surviving daughter.

A11.7.3. An Airman is an only child and one parent is also on active duty. While on approved leave, the active duty parent is killed while a passenger in the crash of a U.S. civilian commercial passenger aircraft. The parent's death is determined by the Air Force to be in the line of duty (see paragraph A11.2.5.). Since the criteria in paragraph A11.2. is met, the child qualifies as a sole surviving son/daughter. The finding that death was in the line of duty meets the requirement that death was as a direct result of the hazards of service.

A11.8. Following are some examples of situations which do not meet the criteria of sole surviving son or daughter:

A11.8.1. A family has one child (boy or girl). The child is on active duty in the AF. The fact that a child is an only child does not, in itself, qualify the child for the sole surviving son or daughter assignment restriction.

A11.8.2. A family has one child (boy or girl). The child is on active duty in the AF. The father (or mother) dies of natural causes. The child is not a sole surviving son or daughter since the criteria in paragraph A11.2. is not met.

A11.8.3. There are 3 children in a family, two sons and a daughter. One son and the daughter are Airmen. The son who is not in the AF is killed in a car accident. Neither the remaining son nor the remaining daughter qualify as a sole surviving son or daughter since the criteria in paragraph A11.2. is not met.

Attachment 12

THREATENED PERSON ASSIGNMENTS (TPA)

A12.1. General Information. This assignment program rapidly removes the Airman and dependents from a life threatening situation. Threats of bodily harm or death must have been made against the Airman or dependents and be of such severity that military and civilian authorities are unable to provide for the family's continued safety. The threats and circumstances must be verified as indicated below.

A12.1.1. Because assignments to OS locations require significantly longer processing time (medical clearance, concurrent travel, passport/visa, etc.) *normally*, only CONUS locations are used for this program.

A12.2. Processing Guidelines. The TPA program is not a MPS, unit commander, or Airman-initiated assignment request. The decision to request a TPA rests with the installation commander. The installation commander:

A12.2.1. Convenes a meeting with the MSSQ/CC or MPS Commander, the Security Forces Commander, AFOSI representative, the Staff Judge Advocate (SJA), and the Airman's immediate commander to assess the case and determine appropriate action.

A12.2.2. Decides whether to move the individual immediately to ensure personal safety by sending the Airman TDY until the threat is resolved, or until assignment instructions are received. Do not use permissive travel (see Attachment 1) with this program.

A12.2.3. Does not request PCS until all other means of providing safety are exhausted. As a basic condition for approval the threat must be verified by the AFOSI representative.

A12.2.4. Decides if reassignment is necessary and provides full facts and circumstances to HQ AFPC/DPAPP through the Force Support Squadron commander or Military Personnel Element commander with an informational copy to AFOSI using secured channels (encrypted e-mail is authorized) for assignment determination.

A12.2.5. Request must include:

A12.2.5.1. Name, grade, SSN, and AFSC.

A12.2.5.2. Unit of assignment.

A12.2.5.3. Assignment waivers required, if appropriate.

A12.2.5.4. Assignment action pending, if appropriate.

A12.2.5.5. Detailed explanation of circumstances warranting assignment. If confirmed threats are being made by an ex-spouse and there are children from the marriage, include custody and

visitation decision by the court which granted the divorce. If the Airman has custody of a child and the ex-spouse (parent) has a court order (*for example*: visitation rights), consult with local SJA to determine whether request can be granted under AFI 51-301, *Civil Litigation*.

A12.2.5.6. Details regarding jurisdiction over the offense, if appropriate.

A12.2.5.7. Recommendation of the local SJA, who determines whether local (host country authorities and the American Embassy for members stationed OS) or other US Military authorities object to the Airman's reassignment.

A12.2.5.8. Information relative to temporary disposition, if appropriate.

A12.2.5.9. Synopsis of pending administrative or disciplinary action, if appropriate.

A12.2.5.10. Any factors that could disqualify or restrict Airman from performing duty in the AFSC or other awarded AFSCs, or being PRP certified.

A12.2.5.11. Military spouse's name and SSN, if appropriate.

A12.2.5.12. Airman's assignment preferences in CONUS.

A12.3. HQ AFPC/DPAPP Actions.

A12.3.1. Upon receipt of request, evaluates content, confers with AFOSI, Region 4 if needed and approves or disapproves the reassignment request. When approved, determines final assignment.

A12.3.2. Provides assignment information to the losing/gaining MPS Commanders by secured means.

A12.4. Losing MPS Actions. Process TPAs according to the following instructions:

A12.4.1. The MPS Commander, or designated trusted agent, must not reveal knowledge of the TPA to anyone not having an absolute need-to-know. Provide the maximum assistance possible to the Airman during out-processing and advise the threatened Airman to report directly to the gaining MPS Commander immediately upon arrival at the new duty station. Exercise care when forwarding personnel documents between MPS' (OPRs, EPRs, UIFs, etc.).

A12.4.2. Do not take any PDS loss action. If the threatened Airman does not report by RNLTD, the gaining MPS Commander or trusted agent will notify the losing MPS Commander or trusted agent who initiates no-show action. Publish orders according to instructions in AFI 33-328, *Administrative Orders* and AFI 36-2102, *Base-Level Relocation Procedures*, as some items are intentionally left blank.

A12.5. Gaining MPS Actions. Process TPAs according to the following instructions:

A12.5.1. The MPS Commander, or designated trusted agent, must not reveal knowledge of the TPA to anyone not having an absolute need-to-know. Provide the maximum assistance possible to the Airman during in-processing. Exercise care when requesting personnel documents between MPS' (OPRs, EPRs, UIFs, etc.).

A12.5.2. Once Airman has arrived, the gaining unit advises HQ AFPC/DPAPP, who will load the assignment. Once the assignment is loaded, the gaining unit may gain to file.

A12.5.3. The MPS Commander or trusted agent deletes the threatened person from the base locator, if so desired, for a maximum of 3 years. The threatened person may request to extend this exemption from HQ AFPC/DPAPP.

Attachment 13

KOREA ASSIGNMENT INCENTIVE PAY (KAIP) PROGRAM

A13.1. Purpose. This incentive increases stability and provides mission continuity for the unit. Airmen may elect, by entering into a written agreement, to serve a prescribed additional time in Korea for payment of $300/month.

A13.2. Who is Eligible. Airmen selected for reassignment to Korea are eligible to participate in KAIP. (***NOTE***: Colonels and Chiefs, including selectees, are not permitted to sign the KAIP agreement until they receive authorization to participate. See paragraph A13.7)

A13.2.1. Airmen, regardless of location, who will serve an unaccompanied 12 month tour are eligible for KAIP by agreeing to serve an additional 12 or 24 months.

A13.2.2. Airmen selected for reassignment to Pyeongtaek, Osan, Daegu, Chinhae, and Seoul who request and are offered a command sponsored position are eligible for KAIP only if they elect to serve the 36 month accompanied by dependents tour.

A13.2.3. Airmen selected for reassignment to Uijongby or Dongducheon who request and are offered a command sponsored position are eligible for KAIP if they elect to serve the 24 month accompanied by dependents tour.

A13.3. Ineligibility. Airmen in the following categories are ineligible for KAIP:

A13.3.1. Airmen selected for reassignment to Pyeongtaek, Osan, Daegu, Chinhae, and Seoul who request and are offered a command sponsored position who elect to serve the 24 month accompanied by dependents tour.

A13.3.2. Airmen with an approved *Designated Location Move (DLM)* to Korea or any other overseas location, or an approved *Dependent Remain Overseas (DRO)*. ***EXCEPTION:*** If an Airman with an approved DLM is later offered a CSPL, then he or she is eligible for KAIP as long as they serve the 36 month accompanied tour. Refer to AFI 36-3020, *Family Member Travel*, for additional guidance.

A13.3.3. Airmen who cannot obtain the required retainability due to High Year Tenure (HYT), mandatory DOS, or other factors.

A13.3.4. Airmen who are projected to serve a 24 month tour in a key billet.

A13.3.5. Airmen who have an approved follow-on and have relocated their dependents to the follow-on location.

A13.4. Application Procedures.

A13.4.1. Airmen with a projected assignment to Korea *must* request or decline KAIP participation in writing. The signed election must be on file prior to issuing PCS orders. Airmen must sign the "Korea Assignment Incentive Pay (KAIP) Agreement" at Figure A13.1 not later than 150 days prior to their RNLTD.

A13.4.1.1. The Airman may elect to serve a 24 or 36 month unaccompanied, or 24 or 36 month accompanied tour (as reflected in paragraph A13.2. above) or decline to participate in the program.

A13.4.1.2. Airmen electing to participate must obtain the retainability for the 24 or 36 month tour no later than 30 calendar days after the official assignment notification. Airmen will automatically incur a PCS ADSC equal to the prescribed tour length.

A13.4.1.3. KAIP payment will begin on the Airman's date arrived station (DAS) in Korea and terminate on the date the Airman departs from Korea for PCS, terminal leave, or permissive travel (see Attachment 1) for the purpose of retirement or separation. Airmen will be granted one short tour credit for the KAIP tour, except for those serving the 36 month accompanied tour.

A13.4.1.4. Airmen must have a KAIP agreement on file prior to issuing PCS orders.

A13.4.1.4.1. If the Airman elects to serve the KAIP tour, the following statement must be typed in the remarks section of the PCS orders, "Airman elected to participate in the KAIP program." The agreement will be filed in ARMS (electronic personnel record) and a copy forwarded to the gaining location along with other relocation documents.

A13.4.1.4.2. If the Airman does not elect to serve the KAIP tour, file the agreement as directed IAW AFI 36-2102, Table 1.1Rev 1. A copy of the agreement will be forwarded to the gaining location along with the other relocation documents.

A13.4.1.4.3. The Force Management Ops Element (Inbound Assignments) will use the Case Management System (CMS) to identify Airmen participating in KAIP. Submit CMS cases directly to DFAS to initiate KAIP payment immediately upon receipt of the KAIP from the Airman. A separate CMS case must be submitted to stop KAIP payments (update NLT 1 duty day after the Airman's departure from Korea for PCS, terminal leave or permissive TDY for personnel retiring or separating). Ensure procedures are in place to track KAIP termination updates.

A13.4.1.4.3.1. Required information for KAIP CMS cases:

A13.4.1.4.3.1.1. Enter Airman's SSAN

A13.4.1.4.3.1.2. In the Case Type block select "Korea Assignment Incentive Pay (KAIP)."

A13.4.1.4.3.1.3. In the Case Description block enter "Airman participating in KAIP."

A13.4.1.4.3.1.4. In the Case Information area under Root Cause of the Problem block select "New AF Program-No MILPDS DJMS."

A13.4.1.4.3.1.5. In the Category block select "Process."

A13.4.1.4.3.1.6. In the Action/Comments block enter the effective date or stop date of the KAIP

A13.4.1.4.3.1.7. In the Action Agency block select "DFAS AC Korea AIP (AF)."

A13.4.1.4.4. Update the gain transaction in MILPDS based on the DoD prescribed tour; however, adjust the DEROS to reflect the KAIP tour and use DEROS reason code "YC." For example:

A13.4.1.4.4.1. If an Airman is selected for the 12 month unaccompanied tour, the tour length entry will be the DoD prescribed tour length of 12 months. However, the Airman's DEROS will be established as 24 months.

A13.4.1.4.4.2. If an Airman selected for PCS to Korea requests, is offered a CSP, and elects to serve the accompanied-by-dependents tour, the DoD prescribed tour could be either 24 or 36 months, depending on the assignment location. The Airman's DEROS should be established based on the tour length elected.

A13.4.2. Airmen electing to participate in KAIP *after* arriving in Korea must sign the "Korea Assignment Incentive Pay (KAIP) Agreement" at Figure A13.2 *prior* to entering their DEROS Forecast window (approximately 60 days after arrival in Korea)/initial VML. *Example:* If an Airman arrives on 10 Jan 08, then he/she will enter their DEROS Forecast window approximately 1 Mar 08).

A13.4.2.1. Airmen serving unaccompanied may elect to serve an additional 12 or 24 months upon completion of their original DEROS.

A13.4.2.2. Airmen who elected and are serving the 24 month accompanied tour (in areas where the 36 month tour is allowed) may make a tour election change to the 36 month tour.

A13.4.2.3 Airmen electing to participate must obtain the retainability for KAIP tour no later than 30 calendar days after signing the agreement. Airmen will automatically incur a PCS ADSC equal to the completion of the KAIP tour which they are electing.

A13.4.2.4. KAIP payment will begin on the date the Airman signs the KAIP agreement and terminate on the date the Airman departs from Korea for PCS, terminal leave, or permissive travel (see Attachment 1) for the purpose of retirement or separation. Airmen will be granted one short tour credit for the KAIP tour.

A13.4.2.5. Force Management Ops will brief the KAIP program at in-processing.

A13.4.2.6. Force Management Ops will ensure completion of KAIP agreement at Figure A13.2 and keep it on file for Airmen electing to participate.

A13.4.2.7. Force Management Ops will establish the initial DEROS as stated in paragraph A13.4.1.4.4; however, use DEROS reason code "YD." Submit a CMS case directly to DFAS to initiate payment as stated in paragraph 13.4.1.4.3. *NOTE*: If the Airman is already gained to file when electing to participate, email AFPC/DPAPP (afpc.dpapp@randolph.af.mil) to request a change to the DEROS date and DEROS reason. Title the email "KAIP request after arrival in Korea but prior to entering the DEROS forecast window or VML" and include the following information: Full name, rank, SSAN, new DEROS date. Once the request has been updated, AFPC/DPAPP will open a CMS case (for Airmen already gained to file) directly to DFAS to initiate payment.

A13.4.3. Airmen assigned to Korea may elect to serve a *subsequent* 24 or 36 month KAIP tour during their DEROS forecast window (enlisted) or initial VML (officers). Airmen electing KAIP will complete the agreement in Figure A13.3.

A13.4.3.1. Airmen electing to participate must obtain the retainability for KAIP tour no later than 30 calendar days after receiving KAIP approval notification. Airmen will automatically incur a PCS ADSC equal to the completion of the KAIP tour which they are electing.

A13.4.3.2. Commanders will recommend approval or disapproval for all subsequent KAIP tour requests. If the commander recommends approval, the AFPC assignment OPR will approve or disapprove the subsequent KAIP tour. Commanders have disapproval authority for subsequent KAIP tours

A13.4.3.3. Subsequent KAIP tours will not begin until after completion of the original tour length. KAIP payment will begin on the date the Airman enters the subsequent tour and will terminate on the date the Airman departs from Korea for PCs, terminal leave, or permissive travel (see Attachment 1) for the purpose of retirement or separation. Airmen serving unaccompanied and those serving the accompanied 24 month tour (in areas where that is the maximum accompanied tour length) will be granted two short tour credits, one credit for the original tour and the second credit for the KAIP tour.

A13.4.3.4. Force Management Ops will ensure completion of KAIP agreement at Figure A13.3 and file the agreement as directed IAW AFI 36-2102, Table 1.1Rev1.

A13.4.3.4.1. Email AFPC/DPAPP (afpc.dpapp@randolph.af.mil) to request the subsequent KAIP tour election. Title the email "KAIP request in conjunction with the DEROS forecast window or VML" and include the following information: Full name, rank, SSAN, and new DEROS date.

A13.4.3.4.2. Do not submit CMS case to initiate KAIP in these instances because the AFPC assignment OPR must approve or disapprove the subsequent tour. If the assignment OPR approves the request, then AFPC/DPAPP will open a CMS case directly to DFAS to initiate payment if the subsequent KAIP tour is approved.

A13.5. KAIP Restrictions and additional guidance.

A13.6.1. Airmen electing to participate in KAIP prior to departing losing base are ineligible for the Home basing (HB) and Follow-On (FO) assignment programs IAW Attachment 5 (Home Basing and Follow-On Assignment Programs), unless they are still within their application window. If still within the HB/FO application window, Airmen may complete a new KAIP agreement declining to participate and then request HB/FO, as desired.

A13.6.2. Airmen may not participate concurrently in two separate DEROS extension programs (i.e. KAIP and OTEIP).

A13.6.3. Airmen electing KAIP prior to departing losing station may request cancellation of KAIP anytime prior to departing their losing base and will not be given the opportunity to apply for a HB/FO assignment unless they can meet the HB/FO application timelines (150 days prior to RNLTD) IAW AFI 36-2110, Attachment 5. If PCS orders were already published reflecting the KAIP statement, the MPS must issue amendments deleting KAIP participation and correcting tour length information.

A13.6.4. Airmen electing KAIP after arrival in Korea will have their HB/FO assignment cancelled.

A13.6.5. Curtailments from KAIP tours are only considered for mission or humanitarian reasons IAW Attachment 24 (Humanitarian Reassignment and Deferment Program) and Attachment 25 (Exceptional Family Member Program [EFMP]). The Air Force will not recoup any portion of the KAIP if the Airman is curtailed for mission reasons or an approved Humanitarian or EFMP reassignment. Airmen curtailed from the overseas area prior to fulfilling their KAIP agreement will have their incentive pay stopped effective the date of departure from Korea. Curtailment requests for other reasons will be submitted as an exception to policy IAW paragraph 1.5 and recoupment will be considered on a case by case basis for all other curtailments as determined by AFPC/DPAPP.

A13.7. Career Development and Force Management; Colonels and Chiefs, including selectees, and Judge Advocate Procedures.

A13.7.1. Career Development/Force Management must submit KAIP requests for all judge advocates, Colonels and Chiefs, including selectees before Airmen are authorized to participate in KAIP. This policy applies before and after Airmen arrive in Korea.

A13.7.1.1. Colonels and selectees must be sent to AF/DPO, Personnel Support Division, DSN 664-5039, organizational box (afdpo@pentagon.af.mil). AF/DPO is the approval authority.

A13.7.1.2. Chiefs and selectees must be sent to AF/DPE, DSN 665-8153, email: org.afdpe@pentagon.af.mil. AF/DPE is the approval authority.

A13.7.1.3. For all judge advocates, including colonels, must be sent to AF/JAX, DSN 224-3021, email: afjax.workflow@pentagon.af.mil. AF/JAX is the approval authority.

NOTE: As a reiteration, MPS must not permit judge advocates, Colonels and Chiefs, including selectees, to sign the KAIP agreement until they receive authorization to participate. If previously approved for participation in the KAIP program, use the applicable procedures as outlined in this Attachment.

Figure A13.1. Korea Assignment Incentive Pay (KAIP) Agreement For Airmen Participating *PRIOR* To Arrival In Korea

MEMORANDUM FOR MPS CAREER DEVELOPMENT DATE:

FROM: (Airman's name and functional address symbol)

SUBJECT: Korea Assignment Incentive Pay Agreement

I, **Grade, Name** have a projected assignment to Korea and have been counseled and understand the following conditions of the KAIP program:

1. I understand that I agree to participate in KAIP by indicating my assignment selection in paragraph 3 and signing this memorandum, or I decline to participate in KAIP by my election in paragraph 6 and signature hereon. I understand I must return the agreement within the HB/FO application timeline. I also understand I must request and receive a command sponsored position (CSP) before I am eligible to elect to serve the accompanied-by-dependents tour.

2. If I elect KAIP participation, I will receive $300.00 monthly effective on my Date Arrived Station (DAS) in Korea. The KAIP will stop effective on my departure date from Korea for PCS, terminal leave, or permissive TDY for the purpose of retirement or separation.

3. (Circle one of the assignment options.) I volunteer for a: (1) 36 month accompanied assignment, which may be subject to the adequacy of support infrastructure and command sponsorship; or (2) 24 or 36 month unaccompanied assignment to (Pyeongtaek, Osan, Daegu, Chinhae, Seoul, or Kunsan) Korea; or (3) 24 month accompanied assignment to (Uijongbu and Dongducheon) Korea, which may be subject to the adequacy of support infrastructure and command sponsorship; or (4) 24 month unaccompanied assignment to (Uijongbu and Dongducheon) Korea. In exchange for the assignment election indicated above, I agree to accept Assignment Incentive Pay (AIP) of $300 per month for each month I serve in this assignment.

4. I understand if I participate in KAIP, I am ineligible to apply for a Follow-on or Home-basing assignment, a Dependents Remaining Overseas (DRO), or a Designated Location Move (DLM) action.

5. If serving unaccompanied or the 24 month accompanied tour I understand I will only receive one short tour credit .

6. My initials and signature below indicate my KAIP election.

a. _____I agree to participate and receive KAIP.

b. _____I decline to participate in KAIP.

_____ _____
Airman's (Grade/Name/Signature) Date

This memorandum contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act and AFI 33-332.

Figure A13.2. Korea Assignment Incentive Pay (KAIP) Agreement For Members Applying *AFTER* Arriving In Korea, But *PRIOR* to Entering the DEROS Forecast Window (Enlisted) or VML (officer)

MEMORANDUM FOR MPS CAREER DEVELOPMENT DATE:

FROM: (Airman's name and functional address symbol)

SUBJECT: Korea Assignment Incentive Pay Agreement

I, **Grade, Name**, am currently assigned in Korea and have been counseled and understand the following conditions of the KAIP program:

1. I understand that I agree to participate in KAIP by indicating my assignment selection in paragraph 2 and signing this memorandum. I also understand I must request and receive a command sponsored position (CSP) before I am eligible to elect to serve the accompanied-by-dependents tour.

2. *(Circle one of the assignment options.) I volunteer for a: (1) 36 month accompanied assignment, which may be subject to the adequacy of support infrastructure and command sponsorship; or (2) 24 or 36 month unaccompanied assignment to (Pyeongtaek, Osan, Daegu, Chinhae, Seoul, or Kunsan) Korea; or (3) 24 month accompanied assignment to (Uijongbu and Dongducheon) Korea, which may be subject to the adequacy of support infrastructure and command sponsorship; or (4) 24 month unaccompanied assignment to (Uijongbu and Dongducheon) Korea. In exchange for the assignment election indicated above, I agree to accept Assignment Incentive Pay (AIP) of $300 per month for each month I serve in this assignment.

3. I understand I must obtain the additional service retainability within 30 calendar days of signing this KAIP agreement. Officers with a mandatory DOS who are ineligible to obtain the additional service retainability for a KAIP tour are ineligible for KAIP.

4. I understand I will receive $300.00 monthly effective the date I sign this KAIP agreement. The KAIP will stop effective my departure date from Korea for PCS, terminal leave, or permissive TDY for the purpose of retirement or separation.

5. I understand if I have an approved Follow-on (FO) or Home-basing (HB) assignment it will be cancelled upon signing this agreement.

6. I certify my dependents ***did not*** relocate at government expense to my FO assignment. If my dependents relocated to my FO assignment, then I am ineligible to participate in KAIP.

7. I do not have a Designated Location Move (DLM) approved to Korea or any other overseas location or a Dependents Remaining Overseas (DRO). If I have a DLM approved to Korea or any other overseas location or a DRO, I understand I am ineligible for KAIP.

8. If serving unaccompanied or the 24 month accompanied tour I understand I will only receive one short tour credit for the period of KAIP.

_____ _____
Airman's (Grade/Name/Signature) Date

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Figure A13.3. Korea Assignment Incentive Pay (KAIP) Agreement for Airmen Applying *AFTER* Arriving in Korea and *DURING* Their DEROS Forecast Window (Enlisted) or VML (Officer)

MEMORANDUM FOR MPS CAREER DEVELOPMENT DATE:

FROM: (Airmen's name and functional address symbol)

SUBJECT: Korea Assignment Incentive Pay Agreement

I, **Grade, Name** am currently assigned in Korea and have been counseled and understand the following conditions of the KAIP program:

1. I understand that I agree to participate in KAIP by indicating my assignment selection in paragraph 2 and signing this memorandum. I also understand I must request and receive a command sponsored position (CSP) before I am eligible to elect to serve the accompanied-by-dependents tour. I also understand my subsequent KAIP tour will not begin until after completion of the original tour length and I agree to serve an additional 24/36 months unaccompanied or 36 month accompanied tour (if eligible).

2. *(Circle one of the assignment options.) I volunteer for a: (1) 36 month accompanied assignment, which may be subject to the adequacy of support infrastructure and command sponsorship; or (2) 24 or 36 month unaccompanied assignment to (Pyeongtaek, Osan, Daegu, Chinhae, Seoul, or Kunsan) Korea; or (3) 24 month accompanied assignment to (Uijongbu and Dongducheon) Korea, which may be subject to the adequacy of support infrastructure and command sponsorship; or (4) 24 month unaccompanied assignment to (Uijongbu and Dongducheon) Korea. In exchange for the assignment election indicated above, I agree to accept Assignment Incentive Pay (AIP) of $300 per month for each month I serve in this assignment.

*(Circle one of the assignment options.) I volunteer to extend my overseas assignment in Korea for 12 or 24 months from my initial assignment end date, and I agree to accept Assignment Incentive Pay (AIP) of $300 per month for each month I serve in this assignment under this AIP agreement.

3. I understand I must obtain the additional service retainability within 30 calendar days of the KAIP approval date.

4. I understand I will receive $300.00 monthly effective the date I begin my subsequent KAIP tour. The KAIP will stop effective my departure date from Korea for PCS, terminal leave, or permissive TDY for the purpose of retirement or separation.

5. I understand if have an approved Follow-on (FO) or Home-basing (HB) assignment it will be cancelled upon signing this agreement.

6. I certify my dependents did not relocate at government expense to my FO assignment. If my dependents relocated to my FO assignment, then I am ineligible to participate in KAIP.

7. I do not have a Designated Location Move (DLM) approved to Korea or any other overseas location or a Dependents Remaining Overseas (DRO). If I have a DLM approved to Korea or any other overseas location or a DRO, I understand I am ineligible for KAIP.

8. If serving unaccompanied or the 24 month accompanied tour I understand I will receive two short tour credits upon completion of my subsequent KAIP tour.

_____ _____

Airman's (Grade/Name/Signature) Date

This memorandum contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act and AFI 33-332.

Figure A13.4. KAIP Table for Lt Cols and Below.

Airmen elects KAIP	DEROS	Approval authority (Note 1)	Payment effective date	DEROS reason code	Number of short tours (Note 3)	Authority to update DEROS, AAC 65, and CMS Case
Prior to departing losing station	24 or 36 months from DAS **(Note 2)**	N/A, Automatic approval	Equal to DAS	YC	1	Korea MPF
After arrival in Korea***, but before*** the DEROS forecast window or initial VML	12 month extension from the original DEROS	N/A, Automatic approval	The date the Airmen signs the KAIP agreement	YD	1	Korea MPF if Airman has not been gained OR AFPC/DPAPP if airmen has been gained
After arrival in Korea ***and during*** their DEROS forecast window or initial VML	Subsequent 24 or 36 month tour after completing the original DEROS **(Note 2)**	AFPC assignment NCO/Officer	The date the Airmen enters the subsequent tour	YE	2	AFPC/DPAPP

Notes:

1. The KAIP approval authority for all judge advocates is The Judge Advocate General. For colonels and selectees, the approval authority is AF/DPO. For CMSgts and selectees, the approval authority is AF/DPE.
2. Only those serving the unaccompanied 12 month tour (plus 12 month KAIP extension), the 24 month unaccompanied key billet tour, and the 24 month accompanied tour (in areas where there is no 36 month accompanied tour option.
3. Only those serving the unaccompanied KAIP tour and those serving the 24 month accompanied tour (in areas where there is no 36 month accompanied tour option).

Attachment 14

VOLUNTARY STABILIZED BASE ASSIGNMENT PROGRAM (VSBAP) (ENLISTED ONLY)

A14.1. Purpose. This program provides enlisted Airmen a stabilized tour in exchange for volunteering for an assignment to a historically hard to fill location. The current locations used for VSBAP are Cannon AFB, NM, Grand Forks AFB ND, Minot AFB ND, Los Angeles AFB CA (including Fort MacArthur CA) and Limestone Maine. Upon approval, Airmen assigned to Grand Forks, Minot AFB or Limestone Maine will serve a 5-year stabilized tour while those assigned to Cannon AFB and Los Angeles AFB (or Fort MacArthur) will serve a 4-year stabilized tour.

A14.2. Who is Eligible. Airmen must:

A14.2.1. Have at least 3 years, 5 months TOS to apply and at least 4 years TOS before PCS departure if assigned in the CONUS (see paragraph A14.3.3. if currently serving on a CONUS stabilized tour).

A14.2.2. Not have an assignment selection date.

A14.2.3. Not be in AAC 05, 08, 09, 10, 12, 13, 15, 16, 17, 19, 21, 25, or 27 as listed in Table 2.1.. Not be in ALC “L” or “8” as listed in Table 2.2.

A14.2.4. Not have any quality control factors as listed in paragraph 2.40.

A14.2.5. Not be an OS volunteer or have any other voluntary assignment application pending.

A14.3. Application Procedures/Limitations.

A14.3.1. Airmen apply for VSBAP by filling out the application on the vMPF through the self-service applications. Process the printed application to the commander for commander’s recommended approval/disapproval. Submit the completed application to the servicing MPS for update/processing.

A14.3.2. Airmen assigned OS may apply for VSBAP at the time of DEROS forecast.

A14.3.3. Airmen serving on a CONUS stabilized tour may apply no earlier than 7 months before Date of Availability (DOA). The DOA is the expiration date of the AAC associated with the stabilized tour. If the VSBAP application is approved, departure date will be after the stabilized tour DOA.

A14.3.4. Airmen assigned to a VSBAP location (but not serving on a VSBAP) may apply for a 5-year in-place VSBAP. There is no TOS minimum to apply. The deferment is effective upon approval of the application.

A14.3.5. Airmen assigned to a VSBAP location (and serving a VSBAP) may not receive a consecutive VSBAP at the same location. They may apply for another VSBAP assignment to a different location after completing 4 years 5 months of the current VSBAP assignment.

A14.3.6. Career enlisted Airmen serving on a VSBAP may apply for an in-place BOP 7 months before the end of their VSBAP provided they meet all eligibility criteria as outlined in Attachment 2. The DOA for an in-place BOP will be 2 years from the completion date of the VSBAP or from the date of approval (whichever is later).

A14.3.6.1. A second VSBAP following an in-place BOP is not authorized.

A14.4. Commander Actions. Reviews applications and recommends approval/disapproval.

A14.5. MPS Actions.

A14.5.1. Reviews eligibility of applicant.

A14.5.2. Updates applications via PDS. Refer to the PSD Handbook for further updating procedures.

A14.5.3. Ensures Airmen obtain at least 24 months retainability within 30 days of receipt of approved applications.

A14.5.4. Advises first term Airmen who have their VSBAP application approved that they are ineligible to later apply for a first-term base of preference assignment. *EXCEPTION:* This limitation does not apply to first-term Airmen retraining under CAREERS who will attend a formal training course of over 20 weeks duration, or those who cannot be used at their present base in the CAREERS retraining AFSC.

A14.6. Canceling/Curtailing an Approved VSBAP. An Airman may request cancellation of an approved VSBAP assignment or curtailment of the 4-year and 5-year tour after completing 4 years on the VSBAP assignment. Requests for cancellation must be fully justified, endorsed by the commander, and forwarded through the MPS to the AFPC assignment OPR.

A14.8. Assignment OPR Actions.

A14.8.1. Considers the applicant's OS tour history and vulnerability.

A14.8.2. Ensures Airmen have or are eligible to obtain 24 months retainability.

A14.8.3. Continues to consider those applications which cannot be immediately approved for 6 months or until request is withdrawn by member or applicant becomes ineligible through such action as selection for a PCS other than the VSBAP.

A14.8.4. Considers exceptions for an assignment in an awarded AFSC (other then CAFSC) only when world wide and local manning supports.

A14.8.5. Updates PDS with approval or disapproval IAW the PSD Handbook.

Attachment 15

OVERSEAS TOUR EXTENSION INCENTIVE PROGRAM (OTEIP) (ENLISTED ONLY)

A15.1. Purpose. To save PCS funds by providing specific incentives, as authorized by Congress and the SAF, to enlisted Airmen in certain skills who extend their OS tour for 12 months.

A15.2. Who is Eligible for OTEIP. To be eligible for OTEIP Airmen:

A15.2.1. Must be serving in either a CAFSC designated by the SAF (skill level/prefix/suffix-specific, and first three positions of DAFSC must match the first three positions of the CAFSC) or be serving at a short tour location (tour lengths of NA/12, 24/12, 24/15) where all AFSCs are eligible, and

A15.2.2. Must extend their OS tour for a period of 12 months (no more, no less), and

A15.2.3. Must have or be eligible to obtain the required PCS retainability.

A15.3. Who is Not Eligible for OTEIP.

A15.3.1. Officers.

A15.3.2. Airmen who cannot obtain the required retainability.

A15.3.3. Airmen at long tour locations who do not hold a specific CAFSC designated by the SAF, or skill level, prefix and/or suffix do not match designated CAFSC.

A15.3.4. Airmen who extend their DEROS for a period other than 12 months.

A15.3.5. Airmen whose DEROS is involuntarily extended (during the involuntary extension period only).

A15.3.6. Airmen who have an indefinite DEROS (Airmen with an indefinite DEROS must first establish a DEROS 12 months from the current date and then, if otherwise eligible, request an OTEIP extension).

A15.3.7. Airmen who are required to serve or agree to serve a prescribed tour length or period of time in conjunction with an action or program other than OTEIP are not eligible to receive the OTEIP tour extension incentive for the same period. *For example*, an Airman serving a 24 month unaccompanied tour who marries and receives approval of command sponsorship or receives a join spouse assignment is obligated to serve the accompanied tour length. The Airman would not be eligible for OTEIP for the period of time necessary to support the accompanied tour length. Also, KAIP renders an Airman ineligible for OTEIP.

A15.4. OTEIP Incentives/Restrictions. Eligible Airmen may elect one of the following incentive options:

A15.4.1. Y1 option: special pay of $2,000 lump sum.

A15.4.2. Y2 option: 30 days nonchargeable leave.

A15.4.3. Y3 option: 15 days nonchargeable leave and government funded round trip transportation from the OS location to the nearest CONUS port (travel provided for the military member only).

A15.4.4. Airmen electing the $2,000 lump sum incentive receive it once they enter the 12 month OTEIP extension. If an Airman is curtailed before completing the entire extension period, recoupment of the unearned portion of the incentive pay may be required as explained in paragraph A15.6.

A15.4.5. Airmen electing either leave option (Y2 or Y3) must take the OTEIP leave incentive within 6 months after entering the OTEIP extension according to AFI 36-3003, *Military Leave Program*. Comply with AFI 36-3003 to process OTEIP leave and transportation incentives.

A15.4.6. Once an OTEIP incentive has been approved, any request to change to a different incentive requires full justification, to include commander's recommendation. The same is true if an election other than OTEIP was made, and the request is to change to OTEIP. Submit these type of requests and attach the original DEROS RIP by e-mail to HQ AFPC/DPAPP with an information copy to the assignment OPR.

A15.5. Application Procedures.

A15.5.1. Airmen who are OTEIP eligible apply for OTEIP at the time of DEROS forecasting by using the DEROSO RIP. This RIP will automatically reflect the OTEIP incentive options. *NOTE:* MPS' should not request DEROSO RIPs for OTEIP eligible personnel out-of-cycle (manually). Manually requested DEROSO RIPs do not pass the same MilPDS edits and will not reflect the OTEIP options.

A15.5.1.1. The DEROSO RIP must be signed by the Airman and commander, and then forwarded to the MPS within 30 days from the day it was produced. The MPS must update and process OTEIP requests through MilPDS.

A15.5.2. Commanders and the assignment OPR evaluate each extension request and have disapproval authority when such action is warranted (quality control, projected authorization changes, projected over manning by grade and skill, etc.).

A15.6. Cancellation/Recoupment of OTEIP Incentives.

A15.6.1. Temporary/Permanent Withdrawal of AFSC. When Airmen are removed from their incentive extension CAFSC/DAFSC for cause or for other conditions over which they had

control (as determined by the commander) and used their incentive, the following apply:

A15.6.1.1. Recoupment of the unearned part of the incentive pay will be taken based on a monthly amount of $166.66, but the DEROS will remain firm unless adjusted by HQ AFPC. *For example*, an Airman serving an OTEIP extension until November 2008 has his AFSC withdrawn for cause in May 2008. In this case, the DEROS will remain November 2008 and the Airmen will have $999.96 recouped from his monthly pay ($166.66 for each month (Jun -Nov) he does not serve in the OTEIP AFSC). The MPS must immediately notify HQ AFPC/DPAPP by message (with an information copy to the assignment OPR), of the OTEIP AFSC withdrawal action, so recoupment action can be initiated through DFAS-DE.

A15.6.1.2. Nonchargeable leave and/or transportation incentives used will be charged to the Airman. DEROS will remain firm unless adjusted by HQ AFPC.

A15.6.1.3. Airmen removed from their incentive extension CAFSC/DAFSC for reasons other than for cause or conditions over which they had no control (as determined by the commander), will usually not be charged for used leave and transportation costs. Those who elected the monetary incentive will have the unearned portion recouped as explained in paragraph A15.6.1.1. In all cases, the DEROS will remain firm unless adjusted by HQ AFPC. *NOTE:* All Airmen are expected to perform duty in the incentive extension AFSC for the complete period of the extension. Any temporary duty outside the CAFSC as directed by the commander must first be approved by HQ AFPC/DPAPP.

A15.6.1.4. Incentive benefits will not be withdrawn for those Airmen promoted to a grade that results in a mandatory skill level change which may remove him or her from the OTEIP AFSC eligibility list.

A15.6.2. Mandatory PCS.

A15.6.2.1. When an Airman has entered the 12 month OTEIP extension and now must be curtailed due to mission requirements or humanitarian reasons (mandatory PCS), any incentives already received/used will normally not be recouped; however, all unused incentives will terminate upon departure from the current station. HQ AFPC/DPAPP is the final approval authority for determining if the Airman will have to repay the government for any unearned incentives.

A15.6.2.2. When an Airman with an approved OTEIP extension has not entered their extension and due to force structure changes, or other mission reasons, the OTEIP extension can no longer be supported, the extension will revert to a normal extension. The Airman may then request to reinstate his or her original DEROS or establish an earlier DEROS which includes the reverted normal extension.

A15.6.2.3. Once a force structure change is announced mission changes may preclude an Airman’s use of OTEIP transportation and leave options. When this occurs, Airmen may request, with commander's concurrence, to change their OTEIP incentive to Y1. Such requests will be submitted by the Airman to the assignment OPR, through the MPS.

A15.6.2.3.1. If an announced closure/inactivation date is subsequently delayed, Airmen who were OTEIP eligible but were unable to extend the full 12 months (based on the initially announced closure/inactivation date) who will now be able to complete a 12 month extension, may request OTEIP option Y1 as an exception to policy. This exception request may be processed even though the Airman may have already served a portion of the extension that makes up the 12 month period. Airmen in this situation are not authorized to apply for options Y2 or Y3. These exception requests must be submitted through the MPS to HQ AFPC/DPAPP for a final decision. Requests must include specific start and stop dates which clearly show that the Airman will complete the required 12 month extension period.

A15.6.3. Command Sponsorship. Airmen are not entitled to OTEIP for the additional extension period when obligated to serve additional time to meet requirements of command sponsorship. If no additional time is required to comply with current tour, the Airman may apply for OTEIP. If the Airman has an approved OTEIP, but has not entered the extension and needs additional time for command sponsorship, the OTEIP extension will be canceled or delayed to coincide with the completion of command sponsorship extension. If the Airman has entered the OTEIP extension, the special pay may be prorated and cost of leave/ travel entitlements may be charged as outlined in paragraphs A15.6.1.1. and A15.6.1.2.

A15.7. Cancellation Requests. Airmen with approved OTEIP extensions may apply for cancellation of all or part of the extension prior to entering the extension when unique situations apply. If approved, all OTEIP entitlements are lost upon approval of the cancellation request, whether the extension was canceled in full or in part. Requests for cancellation of OTEIP extensions after entry are normally disapproved unless extreme circumstances warrant the curtailment. These circumstances include humanitarian or EFMP conditions (see Attachments 24 and 25), or mission changes that prevent completion of the extension. Requests for cancellation after entry must be processed and approved by HQ AFPC/DPAPP and indicate what incentive benefits have been used or received by the Airman. If a cancellation request is approved, recoupment of the unearned portion of the $2,000 lump sum or leave/transportation incentive will be completed as outlined in paragraphs A15.6.1.1. and A15.6.1.2.

Attachment 16

ENLISTED QUARTERLY ASSIGNMENTS LISTING (EQUAL)AND EQUAL-PLUS

A16.1. What is the EQUAL? The EQUAL listing advertises those enlisted requirements (assignments) HQ AFPC intends to make to and from OS (through SMSgt). It shows what is available by AFSC, grade, and location, and allows Airmen the opportunity to align preferences to actual AF needs. Airmen can review the EQUAL on the AMS web page.

A16.2. When EQUAL is not used. The EQUAL is not used to advertise special duty, joint/departmental, short notice OS CONUS to CONUS moves or CMSgt requirements (see EQUAL-Plus in paragraph A16.8.). Also, the EQUAL is not used to advertise requirements for military couples returning from OS who desire join spouse assignment (see paragraph A16.7.).

A16.3. How the EQUAL Works. Assignments to and from OS are worked in three month cycles as shown in paragraphs A16.5. and A16.6. below. Using the selection criteria and priority provided in this instruction, assignments are matched eight times a year, four cycles each going to and returning from OS and CONUS Mandatory Movers. The CONUS to OS cycle is the first step in the assignment process. Generally, OS requirements (the number of positions to be filled) are determined based on the number of Airmen currently OS who have a DEROS falling within a given cycle who will be returning to the CONUS. HQ AFPC uses this information to identify and advertise OS requirements on the EQUAL, allow Airmen to volunteer for, and finally, select Airmen for OS assignments. Once the OS assignments have been matched to Airmen, HQ AFPC then works to identify those CONUS locations where manning requirements exist. There is one CONUS requirement identified for each OS returnee and CONUS mandatory mover (see A16.3.1). These requirements are then advertised on the returnee EQUAL, OS returnees prioritize the appropriate advertised requirements, and, finally, the requirements are matched to the returning Airmen according to the selection priority listed in Table 3.13.

A16.3.1. CONUS Mandatory Movers are also considered during the OS Returnee cycle. CONUS Mandatory movers are those Airmen with a maximum stabilized tour deferment (AAC 50) whose codes are expiring and are considered “mandatory movers”. There is one CONUS requirement identified for each mandatory mover. See Figure A16.1 for the CMM counseling handout.

A16.3.2. Using EQUAL to fill all requirements is sometimes not practical, for example, in the case of Aircrew Assignments that involve training, therefore not all requirements will be publicized on EQUAL.

A16.4. How to Use the EQUAL.

A16.4.1. Review the OS EQUAL to see what OS assignments will be made. Using that information, you can volunteer for up to eight preferences, using either individual base codes or country codes from the advertised requirements. However, listing a specific base limits your selection as a volunteer to just that base. *For example*, if the EQUAL lists a requirement in your AFSC and grade at both Ramstein AB and Spangdahlem AB, you can volunteer for both by

listing each separately or by just listing Germany as an OS preference. However, if you list only Ramstein AB as a preference and not Germany, we will not consider you for voluntary assignment to Spangdahlem AB. If more than one advertised EQUAL requirement is listed, all preferences are considered equally for assignment purposes. Provided Airmen are eligible for selection, selections are made according to the selection priorities listed in Table 3.1. and Table 3.2.

A16.4.2. OS returnees and CONUS Mandatory Movers should use the OS Returnee/CONUS Mandatory Movers (CMM) EQUAL to align their CONUS assignment preferences to those locations listed (military couples see paragraph A16.7. below). It's understood that the requirements advertised may not be true "personal assignment preferences," but since EQUAL reflects those assignments which will be made, ignoring, or failing to prioritize the advertised requirements means you will receive the remaining assignment after all those who aligned and provided preferences from the EQUAL are matched (regardless of your return priority). You should list your personal preferences only after you prioritize the advertised requirements.

A16.5. OS Cycle Schedule (for Volunteers in the CONUS and OS)

Primary Reporting Months	Allocations	Advertising	Match Cycle
Oct/Nov/Dec	Jan	Feb	Mar
Jan/Feb/Mar	Apr	May	Jun
Apr/May/Jun	Jul	Aug	Sep
Jul/Aug/Sep	Oct	Nov	Dec

A16.6. OS Returnee/CONUS Mandatory Movers (CMM) Cycle Schedule

DEROS Months	Allocations	Advertising	Match Cycle
Aug/Sep/Oct	Mar	Apr	May
Nov/Dec/Jan	Jun	Jul	Aug
Feb/Mar/Apr	Sep	Oct	Nov
May/Jun/Jul	Dec	Jan	Feb

A16.7. Military Couples, Join Spouse, and EQUAL

A16.7.1. Military couples who desire to be assigned together OS (join spouse intent codes "A" or "B") where an accompanied tour is authorized should use the OS EQUAL to volunteer for OS assignments. If requirements exist for both and one is the most eligible volunteer, both will be selected for assignment. However, military couples (with intent codes "A" or "B") who are OS returnees do not use the OS Returnee EQUAL as CONUS requirements for returning military couples are not advertised. Because of the unique grade and AFSC make up of military couples, returnee assignments are hand-matched. Returning join spouse couples with intent codes “A” or “B” should maintain matching and current CONUS preferences which will be considered during the assignment match. *NOTE:* These procedures do not apply to military couples with intent code “H” (join spouse not desired). Airmen with join spouse intent code “H” do participate in the “normal” OS returnee EQUAL cycle.

A16.8. EQUAL-Plus. The EQUAL-Plus supplements the EQUAL and is used to advertise requirements for special duty assignments (SDA), Joint/Departmental assignments, short notice OS assignments, and all CMSgt assignments. The listing is updated weekly and is available on the AMS web page. EQUAL-Plus shows upcoming requirements, any special qualifications an Airman needs to be eligible for selection, the available locations, reporting instructions, and POCs you can contact for additional information. Airmen desiring to volunteer for a particular ad may update their application via vMPF. The application must contain the specific job number reflected in the EQUAL-Plus ad. In addition, some SDAs also require a hard copy application. CMSgts apply for advertised requirements by contacting their assignment NCO or the POC listed on the advertisement.

A16.8.1. The selection priority for EQUAL-Plus jobs at overseas locations is:

A16.8.1.1. Local OS volunteers (for OS EQUAL-Plus jobs) with at least 12 months left on DEROS and willing to extend an additional 12 months. (*Local is defined as currently stationed at the same duty location of EQUAL-Plus requisition location.*)

A16.8.1.2. Overseas Returnees/COT volunteers (Intra-theater volunteers then inter-theater volunteers) with an established DEROS

A16.8.1.2.1. Short tour returnees

A16.8.1.2.2. Long tour returnees

A16.8.1.3. Overseas Returnees/COT Volunteers (Intra-theater volunteers then inter-theater volunteers) with an indefinite DEROS

A16.8.1.3.1 Short tour returnees

A16.8.1.3.2. Long tour returnees

A16.8.1.4. CONUS volunteers

A16.8.1.4.1. CONUS mandatory movers prioritized by DAS

A16.8.1.4.2. All other CONUS volunteers prioritized by DAS

A16.8.2. Selection priority for EQUAL-Plus jobs at CONUS locations will be as follows:

A16.8.2.1. Overseas returnees

A16.8.2.1.1 Short tour returnees

A16.8.2.1.1.1. Established DEROS

A16.8.2.1.1.2. Indefinite DEROS

A16.8.2.1.2. Long tour returnees

A16.8.2.1.2.1. Established DEROS

A16.8.2.1.2.2. Indefinite DEROS

A16.8.2.2. CONUS Mandatory Movers prioritized by DAS

A16.8.2.3. CONUS Volunteers *NOTE:* Local Volunteers (those currently stationed at the same duty location of EQUAL-Plus requisition or those in close proximity to the EQUAL-Plus requisition) prioritized by DOR. *Note*: Local volunteers must have 12 months TOS as of advertised RNLTD to be considered.

A16.8.2.4. All other volunteers prioritized by DAS

A16.9. Special Duty Assignments (SDAs).

A16.9.1. General Information. There are certain requirements throughout the AF which cannot be satisfied by normal allocation and assignment selection criteria because the duties require Airmen with unique qualifications. The requirement for unique qualifications, especially when combined with other non-standard considerations, may warrant implementation of any of a variety of special manning procedures different from those used to satisfy the majority of AF requirements. Designation as an SDA, in itself, does NOT:

A16.9.1.1. Increase the manning priority of an activity (that is, its entitlement to personnel resources), or

A16.9.1.2. Authorize a stabilized tour, or

A16.9.1.3. Affect the responsibility of the assignment OPR to distribute and manage personnel resources to best serve the overall needs of the AF. While it is true activities designated as SDAs may have some similarities in manning procedures, each special manning procedure is individually justified and approved as essential. Designation as an SDA does not result in automatic implementation of a standard set of special manning procedures.

A16.9.1.4. As with any PCS, an Airman's qualifications to perform the required duty is the primary consideration. Most SDA requirements are filled by eligible volunteers and volunteers are preferred by most SDAs. There are few duties for which being a volunteer is a mandatory prerequisite by law or other directive. While volunteer status is an important factor, it is not a substitute for meeting PCS eligibility criteria (except when a volunteer is required by law or other directive). Assignment of qualified non-volunteers is sometimes necessary to avoid unfilled requirements in an SDA.

A16.9.2. Some MAJCOMs and organizations are authorized to initiate assignment requests on Airmen who have applied for SDAs; such requests require HQ AFPC assignment OPR approval

of PCS. For other activities, the HQ AFPC assignment OPR both identifies and selects Airmen for PCS to the SDA.

A16.9.2.1. Management of stabilized tours is prescribed by paragraph 2.15. and the stabilized tour guide.

A16.9.2.2. Activities authorized to requisition replacement personnel (that is, those not automatically filled by either computer allocation or the assignment OPR), use either the procedures below, EQUAL-Plus, and (or) those procedures agreed to when designated as a SDA. Department and joint activities work with the AFPC Assignment teams to write requisitions for publication on Equal Plus. Requisitions must show the identification data of the incumbent and the reason for requisition, such as increase in authorization, incumbent selected for reassignment, etc.

A16.9.2.2.1. For minimum tour activities authorized SDA manning, requisitions are submitted only when the incumbent is a known loss such as when selected for PCS, approved retirement, etc.

A16.9.2.2.2. For maximum tour activities, requisitions are submitted with the forecast of the incumbent. Requisitions for replacement personnel for CONUS activities or those OS are submitted to arrive not later than the 25th day of the 12th month before the required reporting month (if qualification in a foreign language is necessary for the assignment, the length of the specific language course should be added to this submission requirement).

A16.9.2.3. Whenever an Airman is relieved from an SDA for cause, paragraph 2.15. applies to the curtailment of the stabilized tour, and paragraph 2.40. applies.

A16.9.2.4. When activities do not have enough qualified eligible applicants and are entitled to additional personnel, they may request manning assistance from the assignment OPR.

A16.9.2.5. A SDA may require longer service retainability than that required for a non-SDA PCS. If an Airman declines, they remain eligible for any PCS for which they possess sufficient retainability, and may still be assigned to the SDA if the longer service retainability requirement is appropriately waived (see paragraph 2.29.4).

A16.9.3. Applying for a SDA. Waivers to the following general criteria to permit an Airman to volunteer for a SDA are not considered. If it becomes necessary to consider personnel for assignment who do not meet the general minimum criteria, HQ AFPC (or the special duty activity when authorized by HQ AFPC), will stipulate the criterion which does not have to be met and solicit volunteers or identify non-volunteers for possible assignment or actual PCS. An Airman who does not meet the normal minimum general criteria to volunteer for SDA consideration, but does meet the modified criteria outlined in a solicitation message or EQUAL-Plus ad may volunteer for an SDA at that time, or could be selected as a non-volunteer when necessary.

A16.9.3.1. Airmen are not eligible to be selected for an SDA if they:

A16.9.3.1.1. Have any other self-initiated PCS request pending (BOP, VSBAP, etc.). (Airmen may volunteer for normal OS assignment and volunteer for a SDA at the same time via updating their preferences through the vMPF).

A16.9.3.1.2. Have an active UIF, are on the Control Roster, or do not meet criteria in paragraph 2.40.

A16.9.3.1.3. Are not recommended by their commander. The commander's favorable recommendation indicates the Airman's past performance and other factors clearly show he or she can be expected to perform the duties of the SDA.

A16.9.3.1.4. Are requesting consideration for a MAJCOM or organization-controlled SDA, and do not have an overall rating of at least 3 on their last five EPRs. There must be no unfavorable comments regarding the Airman's personal qualities or conduct, working relations, job knowledge, personal appearance, or duty performance within the EPRs.

A16.9.3.1.5. Are requesting consideration for an HQ AFPC controlled SDA and do not have an overall rating of 3 on their last three EPRs. There must be no unfavorable comments regarding the Airman's personal qualities or conduct, working relations, job knowledge, personal appearance, or duty performance within the EPRs.

A16.9.3.1.6. Are pipeline trainees (except the Security Police Academy for duty with the USAF Honor Guard, or when HQ AFPC solicits trainee volunteers). Course supervisor recommendation is an acceptable substitute for EPRs for pipeline trainees, but not retrainees.

A16.9.3.2. The following additional prerequisites also apply:

A16.9.3.2.1. If Airmen are being reported in an AAC listed in Table 2.1., then the DOA for reassignment cannot be more than 12 months from the date of application.

A16.9.3.2.2. Airmen must possess a skill level commensurate with their grade.

A16.9.3.2.3. Airmen who possess a CONUS/OS imbalanced AFSC will be considered for an OS SDA in only the imbalanced AFSC.

A16.9.3.2.4. Airmen applying for duty in a Special Duty Identifier (SDI) must be qualified for entry or award of the SDI according to the AF Enlisted/Officer Classification Directory or the prescribing directive for the SDI.

A16.9.3.3. There is no minimum TOS required to apply for consideration for an SDA. However, selection for SDA is dependent on meeting required assignment eligibility criteria as specified in Chapter 2. When volunteering for a SDA, Airmen must update their application through vMPF, and submit a formal application if required. The EQUAL-Plus advertisement or SPECAT Guide will list any unique application requirements. Only one special duty application

may be submitted for consideration at a time. Airmen may submit applications for consideration for SDA as follows:

A16.9.3.3.1. Airmen assigned OS with an established DEROS can apply for EQUAL-Plus ads if their DEROS coincides with the reporting date of the SDA. DEROS extensions may be considered for an EQUAL-Plus assignment but not curtailments.

A16.9.3.3.2. Airmen assigned OS with an indefinite DEROS can apply for EQUAL-Plus ads provided the advertised RNLTD is after completion of the initial prescribed tour. If selected, a DEROS will be established which is consistent with the RNLTD of the SDA.

A16.9.3.3.3. Airmen serving a CONUS stabilized tour may apply for an SDA but reassignment will not be considered until after the expiration date of the stabilized tour.

A16.9.4. Application Procedures for a SDA.

A16.9.4.1. General Information. Some MAJCOMs, organizations, and activities have SDAs and are authorized to receive applications from Airmen or advertise SDA requirements on EQUAL-Plus. The controlling command or organization may initiate assignment requests on Airmen who are applicants, and assignment instructions will be provided upon approval of PCS by the assignment OPR. For other SDAs, a formal routing application process is neither feasible nor necessary. Because of the large number of SDAs, it is not economical or feasible to publish and maintain a grade, AFSC, and location requirements list, mission statements, base support information, etc. Interested Airmen may obtain such information on their own from the base library, by personal correspondence to the activity, from the POC listed in the EQUAL-Plus advertisement, from base OPRs for a subject, and so on, to assist them in deciding whether or not to volunteer. Airmen volunteering for a specific SDA are considered only for the type of special duty and locations requested unless contacted and they expand or change their preferences or type of duty, or they are selected as a non-volunteer. In addition to the minimum eligibility criteria listed in paragraph A16.9.3., additional eligibility criteria for specific duties are shown in the EQUAL-Plus advertisement, if applicable. Waivers to criteria in the EQUAL-Plus advertisement, to volunteer for SDA consideration, or actual PCS, may be requested from the controlling command or activity for SDAs or the HQ AFPC assignment OPR for SDAs, or the OPR listed in the EQUAL-Plus advertisement. After selection for PCS, there may be other factors which could render an Airman ineligible or unqualified for PCS.

A16.9.4.2. Required Actions for MAJCOM or Organization-Controlled SDAs.

A16.9.4.2.1. The MPS or member provides any documentation required by the EQUAL-Plus advertisement. If the applicant is married to another military member, include the spouse's identification data (grade, name, SSN, CAFSC, organization, location, branch of service) and any information which should be considered in conjunction with the application for the SDA PCS.

A16.9.4.2.2. The application must contain the specific job number reflected in the EQUAL-Plus advertisement.

A16.9.4.2.3. When photographs are required as part of the application process, write the name and SSN of the applicant on the reverse of the photograph with a felt-tip marker.

A16.9.4.2.4. When a controlling activity receives an application, they will either initiate the assignment request if a requirement exists, or return the application if the Airman is unqualified (to include why the applicant is unqualified). Applications for professional military education (PME) instructor, recruiter, or AETC instructor may be considered for 12 months.

A16.9.4.2.5. The controlling activity verifies the current status of the applicant before initiating an assignment request. The assignment OPR may disapprove an activity's request if the Airman's status has changed since the date of original application, or assignment is not in the overall best interests of the AF.

A16.9.4.3. Required Actions for HQ AFPC Controlled SDAs.

A16.9.4.3.1. Airmen who desire to apply for an HQ AFPC-controlled SDA must meet the minimum eligibility criteria listed in paragraph A16.9.2., and any additional criteria listed in the EQUAL-Plus advertisement. For some activities no other documentation is necessary other than updating the preference through the vMPF. In other instances, when required by the EQUAL-Plus advertisement, other application procedures may be required.

A16.9.4.3.2. The application must contain the specific job number reflected in the EQUAL-Plus ad.

A16.9.4.3.3. When photographs are required as part of the application process, write the name and SSN of the applicant on the reverse of the photograph with a felt-tip marker.

A16.9.4.3.4. When a hard-copy application is required, either the assignment authority or the gaining activity will initiate reassignment if a requirement exists, return the application if the Airman is unqualified with the reason not qualified, or retain the application for a future requirement. Applications are not normally retained more than 12 months; however, this varies between activities. The current status of the applicant should be verified before an assignment request is initiated or assignment is directed.

A16.9.4.3.5. When an application for SDA requires only an update in the PDS (no hard copy application/documentation needed), the Airman’s volunteer status remains valid until either selected for the SDA or volunteer status is changed.

A16.9.5. Procedures for Advertising Requirements Through EQUAL-Plus.

A16.9.5.1. The SDA unit or organization requests to advertise a unique requirement through EQUAL-Plus by forwarding the request (with justification) to the AFPC Functional Manager Upon review and validation by the functional community, the request will be provided to the MAJCOM/DPAA (only for HQ AETC, HQ AIA and Joint Staffs-the other MAJCOMs do not coordinate on requests) for further consideration. If the request is approved by HQ AFPC, it will

be placed on EQUAL-Plus for advertisement. Agencies/units will continue to use the standard requisition template to request position fills. The template is posted on the AFPC assignments home page.

A16.9.5.2. Units or organizations with authorizations requiring recurring advertising through EQUAL-Plus not already approved, should submit their fully justified requests to the functional community of their servicing MAJCOM. After review and validation, the functional community will provide these requests to the AFPC Functional Manager for further consideration. Since requests of this nature usually necessitate a manning point change, they must be forwarded to HQ AFPC/ DPAA5 for further processing and final disposition.

Figure A16.1. Enlisted CONUS Maximum Tour Completion Counseling Handout (E8 and Below)

Introduction.

Enlisted Airmen assigned to CONUS maximum stabilized tours (designated by Assignment Availability Code (AAC) of "50") are considered CONUS mandatory movers (CMM). An AAC "50" means you are in a maximum tour and you will move on your Date of Availability (DOA). The guidance in this handout informs you of options, required actions, suspense dates, and consequences if actions are not completed on time. Receipt of this handout is proof you were advised of your options and required actions. If you have any questions after reviewing this handout, you may seek additional counseling through the Military Personnel Element (MPS). Exemptions: All Field Training Detachment (FTD) Instructors, aircrew personnel (1AXXX AFSCs), 820th Security Forces Group (3P0X1s only), and those assigned to the USAF Air Demonstration Squadron (Nellis AFB NV) are excluded and will not participate in the OSR/CMM EQUAL process.

Options.

Not later than the first day of the 7th month before your tour completion month, you must have secured an extension to your DOA, have been selected for a voluntary assignment (e.g. BOP/Overseas EQUAL cycle/EQUAL Plus), or have an approved separation or retirement date. If you have not been selected for an assignment prior to this time you will enter the assignment selection process and be matched to a voluntary or involuntary assignment in the appropriate CMM cycle (see A16.6). All personnel serving in an SDI (8XXXX or 9XXXX) will receive a CMM assignment in their previous AFSC.

Completion of Maximum Tour Report of Individual Personnel (RIP). Ideally, 12 months prior to your current DOA you will receive a notice RIP. Once you receive the RIP, review it carefully, consider all your options (see below), sign the RIP, and forward through your chain of command. This RIP must be returned to the MPS, Personnel Relocation Element. Failure to receive a RIP/Notification does not remove you from assignment consideration. Detailed options for all CMMs are outlined below:

Voluntary Date of Availability (DOA) Extension. You may request a tour extension of 1 to 12 months. This is your opportunity to extend your DOA to accommodate personal needs, such as school age children. Extensions require your commander's approval and must be processed by the MPS within 30 days from the date of the RIP or notification by the unit. Your MAJCOM/FOA/DRU has disapproval authority for DOA change requests. If the MAJCOM/FOA/DRU recommends approval, your request is sent to HQ AFPC for final consideration.

Maintain Current Date of Availability. Electing to maintain your current DOA means you desire to depart upon completion of your current tour.

First-Term Airman (FTA) Base of Preference (BOP). This program is available to First-Term Airmen selected for reenlistment and have an approved Career Job Reservation (CJR). You may apply for a BOP using Figure A16.2. and request up to eight CONUS bases in order of preference. Preferences are considered in the order listed. DO NOT use regions or states as preferences. If your request is approved, you are required to reenlist within 30 days after notification unless a delay is authorized for the reasons in AFI 36-2110, Table 2.7. If the request is disapproved, you will be notified and matched for a CONUS assignment under the normal OSR/CMM process using EQUAL. Attachment 2 contains more information on the BOP program.

Career Airman BOP. This option is available to career airman serving on their second or subsequent enlistment. CMM personnel serving a maximum stabilized tour for at least 4 years or have at least 4 years time-on-station are eligible to apply no earlier than 12 months and no later than 9 months before completing the stabilized tour. Members use Figure A16.2. to list up to 8 CONUS choices and must meet the quality indicators as outlined in AFI 36-2110. If you have been selected for PCS or have an assignment selection date (see paragraph 5), then you are not eligible for a BOP. You must not be an overseas volunteer or have any other voluntary assignment application pending.

Overseas Tour. While an overseas tour is not a DOA election option, you may be considered for an overseas assignment by updating your overseas preferences. The preference update must be on file by the suspense date listed on the Overseas EQUAL cover page.

You may only volunteer for EQUAL overseas requirements in your AFSC and grade (or projected grade) with an RNLTD during your DOA month and the following two months. *For example*, if your DOA is Aug, you will only be considered for requirements with an RNLTD of Aug, Sep or October. As a CMM, you will have a higher priority for overseas assignments than other CONUS volunteers; however, if you are not selected for an overseas assignment, you will be matched to a CONUS assignment under the normal OSR/CMM Process using EQUAL.

Join Spouse Assignment.

If you are married to another military member and you or your spouse would like to be considered for a join spouse assignment upon completion of your tour, you both must ensure your intent code is current. You must have the same assignment preferences and your join spouse intent code must not be “H” (Join Spouse Not Desired). Review your intent code on the vMPF or contact MPS Customer Service Element for verification of your current intent code.

Extend DOA to match spouse. If you and your spouse are both CMMs and you do not have the same DOA month, the member with the earlier DOA must request an extension if you desire to be reassigned at the same time. Curtailment of the later member's DOA for the purpose of reassignment at the same time is not authorized.

Join Spouse Base of Preference (BOP) Program. If you and your military spouse are eligible to participate in the BOP program, you must apply as discussed in Para 2c/d above. Each member of a military couple must be eligible for a BOP “in his/her own right.”

O/S EQUAL. You may use the Overseas EQUAL listing to apply for an overseas assignment. Join spouse couples volunteering to be stationed overseas together (intent code A or B) will be provided a join spouse assignment based on a requirement existing for both members. If either member is selected as the most eligible volunteer, the spouse will receive join spouse consideration based on manning over the next six-month period from the RNLTD of the selected member. Approval will be based on requirements versus vacancies. Upon approval and provided the join spouse member meets all other PCS criteria, the join spouse assignment will be loaded with the same RNLTD as the selected member.

OSR/CMM EQUAL. While EQUAL is used by join spouse couples volunteering for overseas assignments, it is not used for a CMM CONUS assignment. Join spouse assignments are hand-matched because many variables are involved, such as unique grade and AFSC combinations. It is important your assignment preferences are updated based on personal preference. Requirements advertised on the OSR/CMM EQUAL are for non-join spouse and join spouse members with intent code "H" only. Your preferences along with current Air Force needs are used to determine join spouse assignment approval.

JOIN SPOUSE ASSIGNMENT NOT DESIRED. If you or your spouse changes your join spouse intent code to “H,” a join spouse assignment will not be considered. If selected for an assignment and your intent code is “H” and you later change your intent code to join spouse desired, you cannot have a join spouse move to that location at a later time unless they are eligible under some other assignment program. It is in your best interest to visit the MPS, Customer Service Element, and review AFI 36-2110, Attachment 8, Assignment of Military Couples, to ensure a full understanding of this program. More information about the Join Spouse Assignment Program can be found in Attachment 8; also available at your MPS.

Service Retainability Requirements.

Service retainability is the amount of obligated active service you must obtain before you can PCS. Within 30 days of receiving your assignment notification RIP you must:

Obtain the required service retainability to PCS.

Decline retainability in writing by completing an AF Form 964. (*Note*: if you are ineligible to obtain PCS retainability because of High Year of Tenure (HYT) or quality factors, you do not have to decline retainability). However, since you are in a mandatory move status a utilization decision will be made to determine whether an assignment is required even if a PCS declination is executed.

Apply for retirement to coincide with your DOA, if eligible.

Assignment Selection Date (ASD) and the Enlisted Quarterly Assignments Listing (EQUAL).

Assignment Selection Date (ASD). The ASD is the date the assignment OPR decides you are officially selected for an assignment. Contrary to belief, you do not have to have an assignment

on file. This is a suspense window for the AFPC to allocate requirements by AFSC and grade. Your ASD will be automatically established as the first day of the allocation month for your DOA. *For example*, an individual with an DOA of December will have an ASD established as 1 June (See Enclosure 1 - OSR/CMM CYCLE). The ASD enters you in the OSR/CMM assignment cycle and makes you available for an assignment match unless you already have an assignment. Therefore, once you enter the assignment cycle, you cannot apply for a BOP, VSBAP, or any other voluntary assignment. *EXCEPTION*: You may apply for an EQUAL-Plus advertised job no later than the day before the OSR/CMM EQUAL is advertised; refer to paragraph 6 for additional information. Additionally, extensions to your DOA will only be considered if your request is based on humanitarian/EFMP reasons or unique mission requirements. Any exceptions must be processed through your commander, MPS, MAJCOM/FOA/DRU, and HQ AFPC/DPAA. Your commander, MAJCOM/FOA/DRU and HQ AFPC have disapproval authority on any of these requests. Only HQ AFPC has approval authority.

Enlisted Quarterly Assignment Listing (EQUAL). EQUAL is the listing used to advertise available overseas and CONUS requirements. This listing reflects available requirements by AFSC and grade, at particular locations. The OSR/CMM EQUAL cycle provides only available CONUS assignments; therefore, you should align your CONUS preferences accordingly. If you want to volunteer for an overseas assignment, refer to paragraph 2e for additional information.

NOTE: EQUAL may be accessed through the MPS, or the AFPC World Wide Web page (conduct a search on "EQUAL"). We encourage you to seek assistance through the MPS. If you are TDY or on leave during the advertising cycle, you can contact the nearest MPS/PERSCO to review the listing. If you are changing your assignment preferences, the MPS will send a message to your servicing MPS to update your assignment preferences.

Assignment Priority. Before CONUS assignments are matched, overseas returnees and CMMs are aligned into four groups within each grade and AFSC. You will be in group four. Assignment priority is a follows:

Group one (highest priority) are those returning from overseas tours of 17 months or less where dependents are restricted.

Group two are those returning from overseas tours of 17 months or less where dependents are authorized but the member served unaccompanied.

Group three are those returning from overseas tours of 18 months or more, regardless of accompanied status.

Group four (your group) are members with AAC "50" (CMMs) regardless of tour length. These Airmen are aligned by grade (*Note*: Promotees will be considered in projected grade) DOR/TAFMSD/DOB.

Special Duty Assignment Consideration (EQUAL-Plus).

EQUAL-Plus is a listing containing requirements by grade and AFSC for special duty assignments, Joint/Departmental assignments, and short notice requirements. The EQUAL-Plus Listing is accessed via AMS. You may apply for an EQUAL-Plus advertised job no later than the day before the OSR/CMM EQUAL is advertised. Assignment selection will be after the volunteer-by date has expired. You may volunteer for another assignment if the MPS has not notified you of selection within 45 days after the volunteer-by date. You may volunteer for only one special duty at a time.

Eligibility requirements are listed in this instruction and specific qualifications are shown in the advertisement or on the SPECAT Assignment Guide located at the MPS or http://afas.afpc.randolph.af.mil/procedures/specat.htm. Personnel may apply for special duties if their DOA coincides with the assignment reporting date plus 60 days.

Retraining in Conjunction with Tour Completion.

AFI 36-2626, *Airman Retraining Program*, and the USAF Retraining Advisory, provides guidance on eligibility and application procedures. If you are interested in voluntary retraining contact the MPS Customer Service Element. More information about retraining may be available at the AFPC web site. If selected for retraining you will not receive an assignment off the CMM listing as your assignment will be in your new AFSC and provided by the appropriate assignment OPR.

Humanitarian or Exceptional Family Member Program (EFMP) Assignments.

Humanitarian. If you have a family member who needs assistance and requires your presence, you may qualify for immediate reassignment to help alleviate the problem. A humanitarian reassignment request is evaluated on an individual basis.

EFMP. If you have an immediate family member with special needs (medical or educational) you may qualify for immediate reassignment or have special consideration for your next assignment.

If you experience such a situation do not rely on your preferences and do not delay submitting an application until your DOA. Please contact your MPS, Customer Service Element for counseling on the humanitarian or EFMP program.

Separation and Retirement Processing.

Separation. If you intend to separate on completion of your tour, proceed to the MPS Personnel Relocation Element for counseling once you receive the CMM Stabilized Tour RIP. It is critical you receive counseling and forecast for separation in a timely manner.

Retirement. If you intend to retire on tour completion, proceed to the MPS Personnel Relocation Element for counseling once you receive the CMM Stabilized Tour RIP. You may request retirement to be effective on the 1st day of the month following your DOA, but you may not apply for retirement more than 12 months before the requested retirement date. If you are HYT

restricted and cannot obtain CONUS PCS retainability, you should request counseling through the MPS, Personnel Relocation Element.

Figure A16.2. CONUS Mandatory Mover BOP Application.

MEMORANDUM FOR MPS/DPMAR (date)

FROM: Grade/Name/SSAN/DOA/Unit/Duty Phone

SUBJECT: FOUO - CONUS Mandatory Mover BOP Application

I am a volunteer for a BOP assignment. I am currently serving on a maximum controlled tour, and will complete at least 4 years time on station as of my departure. My preferences are indicated below.

_____

_____

_____

_____

_____

_____

_____

_____

(For airmen married to other military members only.) I have been counseled on BOP and join spouse assignment criteria. My spouse and I must be BOP eligible to receive consideration. If my spouse is not BOP eligible, I understand I will receive assignment consideration under normal CMM policy.

For FTA ONLY. I understand I will be required to reenlist within 30 days of approval. I also understand voluntary cancellation of this request on my behalf or refusal to obtain the necessary retainability constitutes use of my BOP option.

(Signature of applicant)
(Typed name, grade, USAF, SSN)

This memorandum contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act and AFI 33-332.

Attachment 17

AIR FORCE ASSIGNMENT SYSTEM (AFAS)

(OFFICERS - LT COL AND BELOW)

A17.1. Purpose. The primary goal of the AFAS is to assign the right officer to the right position at the right time to meet AF mission requirements. Other considerations include an officer's professional development, personal preferences and commander's recommendation. Assignment of judge advocate officers in the grades of Lt Col and below do not fall under the purview of AFAS.

A17.2. How AFAS Works. HQ AFPC Officer Assignment Teams are comprised of assignment personnel who usually hold the same AFSC as the one they're managing. Having supply officers work supply officer assignments, fighter pilots work fighter pilot assignments, and so on, allows for insight into the unique manning and qualification requirements for positions in that specialty. The AFAS is managed through the Personnel Requirements Display and by use of the officer's Development Plan. Both are discussed in the following paragraphs.

A17.3. Personnel Requirements Display (PRD). The PRD is a key component of the AFAS. It serves as an information source and provides officers a planning tool by displaying assignment opportunities around the world. It is available through the AMS web page and consists of two parts, the authorizations listing and the requirements listing.

A17.3.1. Authorizations Listing. This lists, by AFSC and location, all unclassified positions within each specialty across the AF as reflected on AF manpower files, and provides officers an idea of the different types of assignments available throughout the AF. Officers and commanders may use this listing to aid in completing the development plan, and it can also be used to assist in long term career planning. This listing is updated monthly to reflect the latest authorization changes.

A17.3.2. Requirements Listing. This lists projected requirements which HQ AFPC will work to fill. It is designed to help officers who are eligible for reassignment. <u>It is important to remember that not all requirements will be listed, and also that some requirements listed may not be filled via a PCS move</u>. Direct-hire positions and short-notice fills are examples of requirements which may not receive visibility. Examples of positions listed which appear to go unfilled are those which are filled internally or with an accession. Remember this portion of the PRD is only a projection of the assignments which will be worked over the next several months. It will be updated and made visible in conjunction with established assignment windows.

A17.4. The Airman Development Plan (ADP) The Development Plan is a single source document created by the officer to communicate career desires to the commander, senior rater, assignment officer, and developmental team (DT). The Airmen Development Plan (ADP) is a web-based application containing the Development Plan and other tools to support Force Development. Until incorporation into ADP, the officer will continue to view DT comments and career development recommendations using the AMS Website. When an officer completes a

Development Plan for command selection or developmental education, the document can only be submitted to AFPC by the senior rater. The unit commander/equivalent, except squadron section commanders, may submit Development Plans pertaining to assignment preferences or vectoring.

A17.4.1. When to Submit a Development Plan. Officers need to keep their Development Plan updated to reflect their current assignment/development preferences at all times. It is very important to have current information on a Development Plan as the officer reaches developmental milestones such as promotion, developmental education or command. Otherwise, Assignment Officers and DTs will not have an officer's most current input when trying to balance Air Force and career field requirements with the officer's desires.

A17.4.2. Types of Development Plans to be Completed. The officer has the option of selecting from four different purposes for completing a Development Plan. The officer may complete a Development Plan for assignment consideration, vectoring, command selection (if eligible) and/or career broadening consideration. Once the officer selects one or more purposes, the document will be formatted to guide the officer through the completion of each applicable section of the Development Plan. The Assignment Preference section will allow the officer to communicate their desires for the next 1 to 3 years. The Development Preference section permits the officer to define their career plans for the next 3 to 5 years and the next 5 to 10 years. The Leadership Opportunities section allows the officer to choose up to five command opportunities if available and applicable to the officer's career field. This section should only be completed if the officer is in their window of eligibility. The Career Broadening section allows the officer to volunteer for career broadening duties outside of their primary AFSC when available. Remember, the Development Plan is not designed to create the officer's next assignment. It is a tool that will be utilized to meet the development needs of each officer and Air Force requirements. *NOTE:* This program has been temporarily suspended due to current, real word events.

Attachment 18

TOTAL TIME IN AREA ASSIGNMENT (OFFICERS ONLY)

A18.1 Total Time-In-Area Assignment (Officers Only).

A18.1.1 The total time an officer is assigned to the same CONUS locale can have both positive and negative impact on an officer and the Air Force. There is no arbitrary maximum period of time an officer may be assigned to duty stations within a locale. This policy is to ensure the overall best interests of the Air Force are served when an officer is being considered for:

A18.1.1.1. PCS between duty stations within a locale, or

A18.1.1.2. PCS to return to a locale in less than 2 years after PCS of short duration outside a locale, such as after an unaccompanied overseas (OS) short tour, PCS after completion of professional military education (PME), PCS to attend formal education, and so on.

A18.1.2. When PCS is proposed as outlined in paragraphs A18.1.1.1 or A18.1.1.2 above, and an officer's total time assigned to a locale is projected to be:

A18.1.2.1. More than 4 years, but less than 5 years, then the PCS must be approved by AFSLMO for generals and colonels (including selectees) and AFPC/DPA for officers in the grade of Lt Col and below. HQ USAF/JAX approval is required for judge advocates.

A18.1.2.2. Five or more years, then the PCS must be approved by AFSLMO for generals and colonels (including selectees) and AFPC/CC/CD for officers in the grade of Lt Col and below. HQ USAF/JAX approval is required for judge advocates.

A18.1.3. In computing total time assigned within a locale, use 24 months as the projected time on station (TOS) at the new location, or the projected stabilized tour length or deferment, if applicable, whichever is longer.

A18.1.3.1. *For example*, if a member will have 3 years TOS at the time of PCS departure, then approval of 5 years total time assigned is required.

A18.1.3.2. If a member will have 3 years TOS at the time of PCS departure and the assignment is to a 3 year stabilized tour, then approval of 6 years total time assigned is required.

A18.1.4. In addition, coordination of the losing/gaining unit commanders at the two duty stations within the locale is required prior to approval of a PCS meeting the criteria in paragraph A18.1.1.1 or A18.1.1.2 above. *NOTE*: Local instructions may require approval higher than at the losing/gaining unit commander level. *For example*, a request to PCS to the USAF Academy from another base within the Colorado Springs area may require concurrence of the Commandant of the USAF Academy.

A18.1.5. For purposes of this personnel assignment policy only, a locale is:

A18.1.5.1 Separate cities, towns, or installations (to include detachments, operating locations) adjacent or close to each other, between which the commuting public travels during normal business hours on a daily basis; or,

A18.1.5.2. A group of stations specified by the assignment authority. The following locales include the stations specified (and operating locations or detachments which may be adjacent or close by):

A18.1.5.2.1. San Antonio: Lackland AFB, Brooks AFB, Kelly AFB, Fort Sam Houston, and Randolph AFB.

A18.1.5.2.2. Colorado Springs: Peterson Field, Cheyenne Mt., Schriever AFB, Buckley Field, and USAF Academy.

A18.1.6. For PCS between duty stations within the Washington, D.C. area, see attachment 19.

NOTE: This program has been temporarily suspended due to current, real word events.

Attachment 19

WASHINGTON, DC AREA TOTAL TIME ASSIGNED MANAGEMENT (OFFICERS ONLY)

A19.1. Washington, DC Area Total Time Assigned Management. Assignments of officers to, from, and within the Washington, DC area must serve to replenish staff positions with fresh expertise from the field, provide timely return of officers with staff experience to the field, be in the best interests of the AF and, to the degree possible, consistent with individual officer professional development. It is recognized there will be times when an extension of present assignment or consecutive assignments to the Washington, DC area serve the best interests of the AF. There is no arbitrary maximum period of time an officer may be assigned within the area. However, continued assignment or consecutive assignment of officers (line and non-line) totaling more than 4 years within the Washington, DC area will be carefully managed according to the guidance herein and in the following paragraphs with approval level of extensions and reassignments as shown in Figure A19.1. and Figure A19.2. Further, a 2-year intervening minimum period is required between assignments in the Washington, DC area as explained in paragraph A19.9. and Figure A19.3.

A19.2. Definition of Washington, DC Area. The Washington, DC area includes the following locations (this definition does not necessarily coincide with the Washington, DC area as defined for any other purpose):

A19.2.1. Washington, DC;

A19.2.2. In Virginia, the counties of Arlington, Fairfax, Loudoun and Prince William and the cities of Alexandria, Arlington, Fairfax, Falls Church, Manassas and Manassas Park; and

A19.2.3. In Maryland, the counties of Prince George's and Montgomery.

A19.3. When Total Time Restarts. The total time assigned to the Washington, DC area restarts when an officer is assigned for 2 years or more outside the area. See paragraph A19.9.

A19.4. Time Assigned as a Student. Time assigned within the Washington, DC area as a student (AFIT, PME, formal training course) does not count towards total time assigned. *For example*, an officer with no previous assignment in the area is assigned to a stabilized tour in the Washington, DC area for 4 years and then is assigned to PME also within the area for a period of 9 months. Approval to remain assigned as a student beyond 4 years is not required. However, if a post-PME assignment is proposed which is within the Washington, DC area and the assignment is to a 3 year stabilized tour, then total time assigned approval for a period of 7 years is required. See Figure A19.2.

A19.5. Operational Assignments Within the Washington, DC Area. Operational assignments (defined as assignment to a unit under the operational control of a MAJCOM) within the

Washington, DC area when no stabilized tour is authorized for the officer's organization or position, are not within the purview of this policy. Similarly, consecutive operational assignments within the area are not within the purview of this policy. Officers may remain assigned in an operational assignment within the Washington, DC area beyond 4 years or be assigned to consecutive operational assignments without approval of an extension of total time assigned.

A19.6. Extension of Total Time Assigned. An extension of stabilized tour and extension of total time assigned in the Washington, DC area are separate and distinct considerations. Both extensions may be included in the same request, but should address that both a current tour extension and a total time assigned extension are requested, when applicable. An officer's date arrived station (DAS) is not always a true reflection of total time assigned to the area; therefore, the assignment OPR will review an officer's Washington, DC assignment history whenever an extension of current stabilized tour is requested to determine if a total time assigned extension is also necessary. *For example*, a 1 year extension of a current 3 year stabilized tour may, in fact, be a fifth or sixth year extension of total time assigned to the area. Use Figure A19.1. to determine the approval level for extension of total time assigned.

A19.7. Stabilized Tour Extension. Stabilized tours are designated as either maximum or minimum tours (see Attachment 1, definitions).

A19.7.1. Extensions of minimum tours are not appropriate. Upon expiration of the minimum stabilized tour period, officers remain assigned until selected for reassignment based on normal PCS selection criteria. Approval of an extension of total time assigned in the area is not required for assignment for more than 4 years after minimum tour expiration.

A19.7.2. Maximum tours require either mandatory reassignment upon tour expiration or approval of a tour extension <u>and</u> extension of total time assigned to Washington, DC area, when applicable. Officers will not remain assigned to maximum tours after expiration of tour without an approved extension of tour and extension of total time assigned.

A19.8. Consecutive Assignments Within the Washington, DC Area. When consecutive assignments within the Washington, DC area are proposed, the total time assigned upon projected completion of the proposed assignment determines the approval level required. An officer's DAS is not always a true reflection of total time assigned in the Washington, DC area; therefore, the assignment OPR will review an officer's Washington, DC assignment history whenever a consecutive assignment is proposed to determine if a total time assigned extension is also necessary. The total time computation is based upon any previous assignments in the Washington, DC area, the current assignment (stabilized tour or operational assignment) in combination with the kind of assignment proposed (stabilized tour or operational assignment) according to guidance above and in Figure A19.2.

A19.9. Interval Between Assignments Within the Washington, DC Area. Following an assignment in the Washington, DC area, a minimum interval of 2 years is required before a return assignment to the area. The intent is that officers serve an operational field assignment in an awarded specialty during the intervening period. An assignment to a school tour where the

member is in a student status is not considered an operational field assignment. When an officer is being considered for assignment to the Washington, DC area, the assignment OPR must conduct a review of previous assignment history to determine if an officer has been assigned to the area within the past 2 years. The approval level required for return assignment with less than 2 years is shown in Figure A19.3.

A19.10. AF/JAX is the approval authority for judge advocates for Washington, DC area total time assigned requests to include extension of tours, consecutive assignments and assignments with less than the 2 year interval.

Figure A19.1. Officer Washington DC Area Total Time Assigned Extension Approval Authority

RULE	When the request is for extension of an officer's current stabilized tour and the tour is (see note 1)	And upon expiration of the requested extension the total time continuously assigned to the Wash, DC area without an intervening assignment is projected to be	Then the approval authority for extension of total time assigned is
1	Other than a Secretariat or Air Staff tour	Up to 4 years	The assignment officer (see note 2)
2		More than 4 years	HQ AFPC/DPA (see note 3)
3	A Secretariat or Air Staff tour		According to note 4

NOTES:

1. Officers assigned to an organization which is not authorized a stabilized tour, assigned to an organization under the operational control of a MAJCOM, or who are assigned to an organization authorized a minimum stabilized tour but the officer's minimum stabilized tour AAC has expired, do not require an extension of total time assigned provided they remain assigned to their current organization and remain in place.

2. When assignment is to a DOD activity, the extension must also be approved IAW the DOD activity extension approval requirements. If the assignment officer disapproves the extension request, it is not processed to the DOD approval authority.

3. For disapproval, HQ AFPC/DPA may elevate the signature level for disapproval memo to a level appropriate for reply to the requester.

4. For Secretariat and Air Staff tour extensions only, when HQ AFPC/DPA:

a. Recommends approval then the extension must be finally approved as follows:

(1) Up to 5 years on current Secretariat tour: The two position office within the Secretariat (Under Secretary, Assistant Secretary, or Director) must approve, with SAF/AAP coordination.

(2) Up to 5 years on current Air Staff tour: The DCS, ACS, or comparable staff level must approve, with SAF/AAP coordination.

(3) For more than 5 years on current Secretariat or Air Staff tour: SAF/AAP will coordinate and SAF/MIM must approve.

b. Recommends disapproval of the extension, the requester may accept the disapproval or forward along with HQ AFPC/DPA recommendation to the approval authority (same as shown in note 4.1 above), with an information copy of the forwarding memo to HQ AFPC/DPA. If the approval authority approves the request, HQ AFPC/DPA may elevate the disagreement to AF/CVA for Air Staff, or SAF/ MI for the Secretariat, for resolution.

Figure A19.2. Officer Wash DC Area Total Time Assigned Consecutive Assignment Approval Authority.

RULE	A	B	C
	When both duty stations are within the Washington, DC area and the losing/gaining assignments are	And total time assigned to the Washington, DC area without an intervening assignment is	Then the approval authority for total time assigned is
1	operational to operational (see note 1)	Any length	The assignment officer
2	Operational to stabilized tour	Up to 4 years	
3		More than 4 years	HQ AFPC/DPA
4	Stabilized tour to operational	Up to 4 years	The assignment officer
5		More than 4 years	HQ AFPC/DPA
6	Stabilized tour to stabilized tour	Up to 4 years	The assignment officer
7		More than 4 years	HQ AFPC/DPA
8	Any tour to student status	Any length	The assignment officer
9	From student status to any (see note 2)	Up to 4 years	The assignment officer
10	From student status to any (see note 2)	More than 4 years	HQ AFPC/DPA

NOTES:

1. An operational assignment is defined as an assignment to a unit under the operational control of a MAJCOM and no stabilized tour is authorized for the organization or the Airman's position. If the current organization or Airman's current position is authorized a stabilized tour or projected organization or projected position is authorized a stabilized tour, then use the appropriate stabilized tour rule.

2. Time assigned within the Washington, DC area as a student (AFIT, PME, formal training course) does not count towards the total time assigned.

Figure A19.3. Officer Washington DC Area Assignment Interval Approval Authority

RULE	A	B	C	D
	If an officer was assigned to the Wash, DC area	An interval of	Is required before return assignment to the Washington, DC area for	Unless an interval of less than 2 years is approved by
1	With duty on the Joint Staff, JCS	2 years	Duty on the Joint Staff, JCS	HQ AFPC/DPA first; then SecDef2
2	On a Secretariat or Air Staff tour		A Secretariat or Air Staff tour	HQ AFPC/DPA first; then SAF/MI
3	On a stabilized tour other than rules 1 or 2		A stabilized tour other than rules 1 or 2	HQ AFPC/DPA
4	To an operational assignment	None	An operational tour	The assignment officer

Attachment 20

OS TOUR ELECTION, COMMAND SPONSORSHIP, INDIVIDUALLY SPONSORED DEPENDENTS, ACQUIRED DEPENDENTS, AND DEPENDENTS OS

A20.1. OS Tour Election.

A20.1.1. An Airman with dependents must elect to serve an OS tour either accompanied by dependents or unaccompanied when he or she has accepted a PCS to an OS location where an accompanied tour is authorized (as shown in the JFTR, Volume 1, Appendix Q), and election of such a tour is not restricted (*for example*, by grade or by a CSPL). The Airman accomplishes this election by completing and signing AF Form 965, *Oversea Tour Election Statement*. A copy of the form is scanned and filed in ARMs and the assignment relocation folder. The purpose of the form is to record the Airman's choice of OS tour and their understanding of the entitlements associated with their choice. Choosing an accompanied tour requires the Airman serve the usually longer accompanied tour length which, in turn, affects the amount of service retainability and/or ADSC associated with their election. Airmen must obtain any additional service retainability or accept the associated ADSC upon signing the AF Form 965 when: approval of concurrent travel (CCTVL) is automatic, when command sponsorship (and change of tour election to an accompanied tour) is being requested after arrival OS, or within 15 calendar days of the reply to an advance application for CCTVL. Airmen must not be permitted to receive or use any of the allowances associated with travel of dependents (or command sponsorship) without the full prescribed retainability. Airmen who have dependents must be briefed that they should not elect the unaccompanied tour at the time of PCS notification unless they are certain they do not, and will not at any time during their OS tour, desire to be accompanied by dependents. Airmen undecided or uncertain whether or not they want to be accompanied by dependents should be advised to elect the accompanied tour. Airmen can change their tour from accompanied to unaccompanied before departure on PCS or after arrival OS as shown below, and may request cancellation of an extension of enlistment, SPTC executed, or ADSC accepted for the purpose of serving an accompanied tour as authorized in the prescribing instruction for these actions.

A20.1.2. Completion of a tour election is not required for an Airman who does not have dependents, or when there is no accompanied tour length authorized at the OS location (see the JFTR, Volume 1, Appendix Q), or when there is an accompanied tour length authorized at the location but the Airman is restricted from electing the accompanied tour (*for example*, when election of the accompanied tour is restricted by a CSPL, by grade, etc.).

A20.1.3. Travel of dependents at government expense may be authorized concurrently with the Airman's PCS travel when "automatic" CCTVL is authorized as shown in the PCS Notification RIP. *NOTE:* If dependents delay CCTVL for personal reasons, they may travel later to the OS location under authority of the initial PCS order, (valid until subsequent PCS orders are published) provided Airman has 12 months remaining at the OS location upon arrival of dependents to the OS location.

A20.1.4. When CCTVL of dependents is not automatic, the losing MPS will send an advance application requesting CCTVL per the PSD Handbook. The Airman is advised by the MPS of reply and is then required to make a tour election. A reply to the advance application must be received before the Airman signs the AF Form 965. This advance request and reply does not take the place of the AF Form 1466, *Request for Family Airman's Medical and Education Clearance for Travel and Dependent Relocation Clearance* which must be processed before OS travel of dependents may be authorized. The AF Form 1466 is used to advise the gaining medical treatment facility (MTF) of any medical or educational problems the dependents have so a determination can be made if proper medical care or school needs are available. Gaining MTFs reply to advance applications as soon as possible to ensure Airmen have the needed information to make a tour election. If the dependents are not cleared for travel, the MPS will counsel the member on options outlined in Attachments 24 and 25, Humanitarian and EFMP. *EXCEPTION:* Students whose dependents are not collocated with them should be encouraged to elect the accompanied tour and obtain an approved AF Form 1466 while en route and hand carry it to the OS location.

A20.1.4.1. If travel of dependents OS is approved but travel is not authorized concurrent with the sponsor's PCS travel, then the reply to the advance application must indicate the length of delay for dependent travel. The length of delay must be either:

A20.1.4.2. Less than 20 weeks, in which case the Airman is entitled to move dependents at government expense <u>only</u> to the OS location. When it is determined at what time dependents will actually be authorized to travel, Airman and/or dependents can arrange transportation with the local TMO utilizing PCS orders, or

A20.1.4.3. Twenty weeks or more, in which case the Airman is entitled to move dependents at government expense to a designated place while waiting authorization to move to the OS location. When it is determined at what time dependents will actually be authorized to travel, the OS MPS will issue dependent travel orders with appropriate instructions. If the dependents moved to a designated place awaiting further travel, they may move again at government expense to the OS duty location.

A20.1.5. <u>Before departure on PCS</u>: An Airman who had dependents but initially elected an unaccompanied tour and who now wants to change his or her OS tour election to the accompanied tour, must be afforded the opportunity to change or make an election as soon as possible. This also applies to an Airman who acquires dependents before departure on PCS. See Table 3.6. for approval authority. An Airman who delays notifying the MPS of a change in status or when the change occurs too close to Airman's PCS departure to permit routine dependent OS relocation processing (that is, as obtaining shots, passport/visa, dependent medical clearance, etc.) may have to proceed on PCS without dependents in order to comply with the RNLTD. In such cases, dependents may have to travel later to join the member after his or her arrival OS and only after dependent OS relocation processing has been completed. *NOTE:* If an Airman is considering moving dependents at personal expense (including to the OS area), they should be counseled by the Financial Services Office (FSO) to determine if, per the JFTR, they are entitled to reimbursement for expenses before issuance of written orders authorizing the movement of dependents at government expense.

A20.1.6. After departure on PCS: After departure from current base on PCS, but before arrival at the next OS duty station, if a change occurs affecting a Airman's previous tour election or requiring the Airman make an election (*for example*, the Airman gets married), he or she must normally wait until arrival at the next permanent duty station to request a change of tour election or to make an initial election unless marriage is to another military member who has dependents, then see Attachment 8, paragraph A8.6.1.3. After departure on PCS, Airmen who marry another military member who has dependents and the military couple wants to be assigned to the same location, must not wait until arrival at their next duty station. Although the circumstances vary, it is not practical for an MPS to attempt to assist Airmen who are en route PCS with a tour election change. Requesting approval from the OS duty station for travel of dependents (unless CCTVL is automatic), processing of dependents for OS travel (shots, passport/visa, dependent medical clearance, etc.), obtaining additional service retainability or additional ADSC, if necessary, and other actions normally completed at the losing base prior to departure are difficult or sometimes impossible to accomplish in a compressed period of time at an intermediate location. If an Airman en route PCS requests assistance from an MPS with a tour election change, approval of an exception per paragraph 1.5. is required. Again, if marriage is to another military member, then see Attachment 8, paragraph A8.6.1.3.; Airmen must not wait until arrival at the next duty station. *NOTE:* If an Airman is considering moving dependents at personal expense (including to the OS area), they should be counseled by the Financial Services Office (FSO) to determine if, per the JFTR, they are entitled to reimbursement for expenses before issuance of written orders authorizing the movement of dependents at government expense.

A20.1.7. After arrival OS: A request for change of tour election from accompanied to unaccompanied must be approved according to the guidelines in Table 3.7. Normally the MPS can approve a request when dependents and/or HHG have not joined the member in the OS area at government expense. A request for change of tour election from unaccompanied to accompanied for the purpose of securing command sponsorship is included as a part of a Airman's request for command sponsorship as shown in paragraph A20.2.

A20.2. Command Sponsorship. Command sponsorship is approval of the OS installation commander or designated representative for dependents to reside with the Airman at the OS duty station. See the JFTR, Volume 1, Appendix A, for definitions of dependents. Provided they meet the eligibility criteria, Airmen will be given every opportunity to be granted command sponsorship. While an Airman is not entitled by statute to command sponsorship or to serve an accompanied tour, there are statutory entitlements associated with approval of command sponsorship. Normally, for an Airman who has dependents at the time of initial PCS notification and who elects the accompanied tour, approval of command sponsorship entitles an Airman to receive OS station allowances at the "with dependents" rate, shipment of HHG and/or travel of dependents to and from the OS duty station at government expense, and authorizes dependents to receive other benefits and privileges associated with command sponsorship. When dependents are not entitled to travel and/or shipment of HHG to the OS duty station at government expense (*for example*, acquired dependents [see Attachment 1]), or when dependents travel to the OS duty station at the Airman's personal expense, then command sponsorship (with concurrent tour status change) must be requested and approved according to paragraph A20.2.4.

A20.2.1. An OS installation commander or designated representative evaluates requests from eligible Airmen and approves command sponsorship when the Airman satisfies all of the following eligibility criteria:

A20.2.1.1. The Airman is projected to be assigned (or is currently assigned) to a duty location where an accompanied by dependents tour is authorized (see the JFTR, Volume 1, Appendix Q), election of the accompanied tour is not restricted (such as by a Command Sponsored Position List (CSPL), by grade, etc.), and the Airman has completed an AF Form 965 electing to serve the accompanied tour (may be either a change to a previous election or an initial election). *EXCEPTION:* Airmen assigned to Alaska, Hawaii, the Commonwealth of Puerto Rico, or a territory or possession of the United States, who marry or adopt a person who is a bona fide resident of the state, commonwealth, territory, or possession of the United States, will be authorized station allowances as Airmen "with dependents." A bona fide resident is defined as a person who, before becoming a military dependent, made his or her actual and legal domicile in the state, commonwealth, territory, or possession. Transportation of dependents will be paid at government expense incident to PCS upon Airmen completing at least the unaccompanied OS tour length. This also applies to an employee of the United States stationed in the respective area. These allowances apply whether or not the Airmen elects to serve the accompanied tour length.

A20.2.1.2. Travel of dependents to the OS duty station at government expense has not been prohibited or suspended by appropriate authority for any of the reasons listed in paragraph A20.4.3.

A20.2.1.3. Adequate dependent support can be provided by local facilities if travel of dependents at government expense is involved. When an Airman has dependents (at time of issuance of PCS orders) and requests travel at government expense to the OS duty station, an AF Form 1466 and all supporting documentation must be processed according to AFI 40-701, *Special Needs Identification and Assignment Coordination*. However, when travel of dependents at government expense is not requested (*for example*, travel was at the Airman's expense), or the Airman is *not entitled* to travel of dependents at government expense (for example, dependents were acquired after Airman's arrival OS, or were not initially medically cleared for travel but traveled at Airman's expense), then an AF Form 1466 for the purpose of approving travel of dependents at government expense is not a prerequisite for approval of command sponsorship. However, command sponsorship requests not involving travel of dependents at government expense (acquired dependents or those that were not initially medically cleared for travel but traveled at Airman's expense) must include the AF Form 4380, *Special Needs Screener*, and a statement of support/clearance from the local medical and/or education activity. The purpose of the statement of support/clearance is to enable local officials to identify a dependent with special educational needs to include related services incident to an individualized education program (IEP), or early intervention services incident to an individualized family service plan (IFSP). Identification of dependents who qualify under the EFMP ensures the Airman will receive counseling on the availability or lack of availability of facilities and will permit EFMP consideration in conjunction with their next assignment. Similarly, the statement of support/clearance is to enable local medical officials to identify individuals who may have medical problems which cannot be treated locally. Identification of dependents with medical

problems which cannot be treated locally allows medical officials to recommend to the installation commander to deny command sponsorship and counsel Airmen in advance of independently sponsoring dependents on what they can anticipate in the event of a medical emergency . Installation commanders will then use the information and recommendations received to form the basis for approving or disapproving an Airman's request. (*NOTE*: Command sponsorship can only be denied by the installation commander when special needs [medical/educational/developmental] cannot be accommodated at the overseas location as determined by the medical authorities.) If the installation commander does not want to grant command sponsorship for reasons other than inability to accommodate special needs, he/she must forward to the appropriate authority (see paragraph A20.2.3.)

A20.2.1.4. The Airmen possesses or is eligible to obtain the required service retainability and serve the ADSC associated with the accompanied tour length. Airmen who are ineligible to obtain retainability are ineligible for command sponsorship. It is not considered denial of command sponsorship when an Airman cannot satisfy the retainability requirements for approval of command sponsorship. This includes Airmen that are not permitted to extend their tour to the equivalent of the accompanied tour length due to critical impact of the Air Force mission.

A20.2.2. After arrival OS, approval of a Airman's request for command sponsorship results in an adjustment of DEROS as shown in Table 3.8. A tour election change <u>is not</u> an extension of OS tour (although many of the extension procedures are used), and is therefore not subject to disapproval for the same reasons as a request for extension of OS tour. However, the extension request can be denied by the AFPC functional manager for critical impact of Air Force mission. (*NOTE*: Airmen serving on an unaccompanied extended long tour who request and receive command sponsorship must serve the accompanied tour plus 12 months. The intent is to maintain equity and fairness for the selection priority of those who volunteered and were selected for an extended long tour over those that volunteered for a standard tour.)

A20.2.3. Revoking or denying command sponsorship to an Airman who meets all of the eligibility requirements may only be authorized by the SAF (this does not include denial due to lack of special services, see paragraph A20.2.1.3.). Command sponsorship may not be disapproved due to quality control problems of either the Airman or dependents or based on the criteria normally considered for OS tour extension requests. (*EXCEPTION:* Command sponsorship may be disapproved if Airman is unable, due to critical impact of AF mission, to extend their tour to serve at least the accompanied tour length required to grant command sponsorship.) A request to revoke or deny command sponsorship must be originated by the installation commander with information copy to the MPS. Requests will contain a complete description of the situation and address why approval of command sponsorship would not be in the best interests of the AF, the Airman, and/or dependents. Requests will be forwarded to HQ AFPC/DPAPP. HQ AFPC/DPAPP will make a recommendation and forward to AF/A1PPA, who will also make a recommendation and forward to SAF for a final decision.

A20.2.4. Airmen serving OS on an unaccompanied tour must request and receive approval of command sponsorship. Approval of command sponsorship is also approval of an accompanied tour election. An Airman's request must be submitted to the installation commander or designated representative and must include:

A20.2.4.1. Reason for request and justification.

A20.2.4.2. Date departed last duty station and date departed CONUS.

A20.2.4.3. If applicable, address to which dependents and HHG were moved incident to Airman's PCS to current location.

A20.2.4.4. Name of spouse and name, age, sex, and relationship of all dependents for whom command sponsorship is requested.

A20.2.4.5. Location of dependents and HHG at the present time, and whether dependents and/or HHG were shipped to present location at government expense or Airman's expense.

A20.2.4.6. If applicable, place to which the government last paid for movement of dependents and/or HHG if other than as shown in paragraph A20.2.4.3. or A20.2.4.4., and include why movement from that place to current location was made.

A20.2.4.7. Copy of PCS orders directing PCS to current OS duty station including all amendments.

A20.2.4.8. If applicable, the waiting period for move of dependents to the OS area. Attach a copy of the reply to the Airman's advance application for CCTVL.

A20.2.4.9. If applicable, copy of previous AF Forms 965 executed and a signed copy of AF Form 965 with new election.

A20.2.4.10. Copy of any previous AF Forms 1466 (approved or disapproved) executed in connection with PCS to current location, if applicable. As stated in paragraph A20.2.1.3., an AF Form 1466 processed in support of the current request (including when travel of dependents at government expense is not involved, as in the case of acquired dependents) should be included. Requests which do not include an AF Form 1466 or AF Form 4380 with medical statement of availability of services will preclude the installation commander or designated representative from making a determination on the Airman's request.

A20.2.5. When an Airman, *who has dependents and those dependents were dependents at the time PCS orders were issued*, requests command sponsorship (and change of tour status from unaccompanied to accompanied) and as outlined in Table 3.7. has used the government transportation allowance for his or her family and/or HHG, then the Airman must submit a request through the installation commander or designated representative with the information required by paragraphs A20.2.4. to HQ AFPC/DPAPP. HQ AFPC/ DPAPP will approve or disapprove, or it may be necessary to process the request to a higher level. The intent is to grant a change of tour only in cases where it is proven that the main reason the Airman chose the unaccompanied tour and/or moved either dependents or HHG at government expense, was due to official AF actions. The Airman must show that an official AF action caused the use of transportation allowances and, had it not been for the AF's action, it would clearly have been the

Airman's intent to have dependents accompany him or her at the OS duty station. Official AF actions are written directions from AF officials responsible to issue such directions as part of their official duty that caused an Airman to use his or her transportation allowancess.

A20.2.6. If one member of a married military couple separates or retires from an OS station and remains in the vicinity of the duty station of the military spouse who is serving the accompanied tour length, the separating or retiring member may be command sponsored effective the day following the last day of active duty. If the military spouse is not serving an accompanied tour, he or she must be eligible to request and obtain approval of command sponsorship to receive the associated allowances.

A20.2.7. Command sponsorship of a dependent may be transferred to another military sponsor provided the acquired dependent has been command sponsored at least 12 months preceding transfer. *For example*, a command sponsored dependent marries an Airman who is serving an unaccompanied tour. The new sponsor does not have to serve an accompanied tour in order for the dependent to receive travel at government expense upon completion of the new sponsor's tour.

A20.2.8. Children born to command-sponsored dependent spouses are command-sponsored at birth (however, an AF Form 1466 or statement of support/clearance is needed to ensure adequate dependent support can be provided by local facilities). Children born to command-sponsored dependents that are not the spouse of the member (*for example*, grandchildren) are not eligible for sponsorship, unless they become legal dependents through separate action.

A20.2.9. An Airman who was accompanied at the current duty station by command sponsored dependents and returns dependents early and is later joined by those same dependents at the Airman's expense, may again have the dependents command sponsored provided the sponsor (Airman) does not have an ASD for PCS from the current duty station and has at least 24 months remaining on his or her OS tour after approval of command sponsorship.

A20.2.10. An Airman who early returns command sponsored dependents as a result of divorce may have newly acquired dependents command sponsored. It is not necessary for the Airman to obtain additional theater retainability. Command sponsorship carries over to the new spouse and/or dependents; however, government funded travel <u>to</u> the OS location is not authorized as there are no travel and transportation allowances for acquired dependents. (See JFTR, Volume 1, U5203 and Appendix A.)

A20.2.11. The effective date of approval of command sponsorship is the date by the installation commander or designated representative, the date of approval for requests forwarded to a higher headquarters, or the date of arrival of dependents in the OS area in instances where movement at government expense is involved, whichever is later.

A20.2.12. Airmen that have dependents at the time PCS orders are issued who initially elect an unaccompanied tour and later want to bring their dependents to the OS location, must apply for command sponsorship IAW A20.2.4. above. They must serve the accompanied tour length for that location and have 12 months left on the tour after arrival of dependents or approval date of

command-sponsorship, whichever is later. This time is to off-set the cost to the government to move the family to the OS location.

A20.2.13. Airmen that do not have dependents at the time PCS orders are issued and later acquire dependents and wish to have them command-sponsored are not authorized government travel and transportation allowances (includes HHG shipment) to the overseas location. However, they will be authorized travel and transportation allowances (including HHG) on their subsequent PCS. They must agree to serve the prescribed accompanied tour length and have service retainability. If the member is already serving the equivalent of the accompanied tour, command sponsorship shall be immediate upon acquiring dependents or upon arrival of the dependents in the overseas area. However, they must still submit the command-sponsorship request IAW paragraph A20.2.4 above. (*Note*: Airmen initially serving an unaccompanied tour who elect and have entered an OTEIP extension and subsequently acquire dependents and apply for command sponsorship will keep their OTEIP entitlement. However, Airmen initially serving an unaccompanied tour who elect and have NOT entered an OTEIP at the time of acquiring dependents and applying for command sponsorship will have their OTEIP cancelled [see A15.6.3] but will still have to extend to fulfill the requirement to serve the equivalent of the accompanied tour length for approval of command sponsorship.)

A20.3. Individually Sponsored Dependents and Acquired Dependents. An individually sponsored dependent (sometimes referred to as noncommand sponsored dependent) is one who either was not entitled to travel to a Airman's OS duty station at government expense, or who may have been entitled to travel at government expense but travels to the OS duty station without approval of the OS installation commander. An acquired dependent is one who became a dependent after the start of a Airman's current OS tour (such as by marriage, adoption, etc.). See the JFTR, Volume 1, Appendix A, for definition of acquired dependents. This term does not include persons dependent upon the Airman before the start of Airman's current OS tour. The tour status of Airmen with individually sponsored dependents or acquired dependents is not automatically changed from unaccompanied to accompanied, nor are dependents automatically granted command sponsorship. When an Airman wants command sponsorship of individually sponsored or acquired dependents, he or she must submit a request IAW paragraph A20.2. and receive approval.

A20.3.1. A change of tour election or command sponsorship is not required when dependents are vacationing or visiting OS in a tourist status.

A20.3.2. See paragraph A20.2.1.1. for members assigned to Alaska, Hawaii, the Commonwealth of Puerto Rico, or a territory or possession of the United States, who marry or adopt a person who is a bona fide resident of the state, commonwealth, territory, or possession of the United States.

A20.4. Dependents OS. Military dependents are citizens in their own right of the United States or foreign nations, so the AF is limited in what it may prohibit or direct with regard to dependent travel.

A20.4.1. Unless travel OS is prohibited by the Department of State or the host country denies entry, military dependents may travel at their own expense to any foreign country. When they do so, both the dependents and the Airman should understand that the dependents may not be protected by existing Status of Forces Agreements (SOFAs).

A20.4.2. Any dependent residing OS may be requested by a military commander to depart the OS location. However, neither the commander nor the AF may require dependents to leave a foreign country. Requiring that dependents leave a foreign country is an action which may only be taken by the government of the host nation under normal diplomatic protocol. However, the AF may take steps within its authority, including Secretarial denial or revocation of command sponsorship (which would, in turn, terminate OS station allowances), restricting dependents' access to the installation and/or facilities, denial of privileges such as use of exchange, commissary, and so on.

A20.4.3. The decision to authorize dependent travel OS at government expense is based on the standard of living, general desirability of the location, adequacy of dependent support facilities, political climate in the foreign country, possible adverse affect the presence of dependents may have on mission accomplishment, operational readiness, or combat capability. Normally, dependent travel at government expense shall not be authorized to any OS location where one or more of the above factors is significantly unfavorable.

A20.4.4. All dependents in an OS area will be furnished medical care. Medical care is based on dependency status, not on command sponsorship. Not all OS locations have adequate medical facilities to care for all medical conditions. Accordingly, medical care for dependents who are not command sponsored is provided according to medical guidelines and priorities.

Attachment 21

ASSIGNMENT OF NON-PRIOR SERVICE (NPS) PIPELINE STUDENTS (ENLISTED ONLY)

A21.1. Assignment Processing Responsibilities and Procedures.

A21.1.1. HQ AFPC. Distributes available Operational Training Graduates (OTG) to the MAJCOMs on an equal basis by matching OTGs to their end assignment and providing instructions to the Contact Center through either the PDS or by e-mail. PDD and RNLTD will be based upon graduation date plus 25 days for CONUS assignments and graduation date plus 40 days for OS assignments.

A21.1.1.1. Assignment selection criteria for CONUS assignments. Airmen are arranged and matched in order of grade, DOR, TAFMSD, date of birth (DOB) (earliest to latest) and then, if necessary, in reverse SSN order.

A21.1.1.2. Assignment selection criteria for OS assignments. Arrange Airmen in the same order as above and match volunteers first; then for non-volunteers, reverse the order of the list so the junior non-volunteer is selected first and the senior non-volunteer is selected last.

A21.2. Training Wing (TRW) Responsibilities.

A21.2.1. The 319th Training Squadron at Lackland AFB will report basic military training (BMT) students classification no later than the end of the fourth week of training. Immediately after classification, they will schedule and update in the Air Force Training Management System (AFTMS) all training required for award of the 3-skill level AFSC.A21.2.2. TRW registrars will report the students entry into operational training school, a change in technical training schedule, or completion of technical school to 2AF/XPAC.

A21.2.2. Schedule students for wing-controlled follow-on training immediately upon entry into the basic course at the training wing.

A21.2.3. 2AF/XPAC reports any changes to course identification number to HQ AFPC/DPAA5 by message or e-mail as soon as possible after the class has been activated.

A21.3. MPS Student Assignment Section.

A21.3.1. The MPS will notify the student, through the unit commander, of the assignment within 5 duty days after receipt. The MPS will also establish a relocation folder and notify the training squadron of all necessary actions for the assignment, according to AFI 36-2102, *Base-Level Relocation Procedures*.

A21.3.2. PCS orders should be accomplished and forwarded to the Airman as soon as possible after receipt of the assignment if no special processing requirements exist (i.e., PRP/SCI requirements, medical/dental clearances, AF Form 1466, AF Form 965, etc.).

A21.3.3. PCS orders for assignments with special requirements or PPCs, such as those stated above, will be accomplished upon completion of all mandatory requirements. The chief of the student assignments section will establish local procedures to ensure special requirements are accomplished in the most expedient manner. The process for requirements to be completed and orders processed for the student should be completed within 15 duty days.

A21.4. Student SWAP Program. This voluntary program was established to afford NPS student Airmen who are assigned in a PCS status at a TRW or GSU the chance to swap assignments with another student before they graduate from technical training. Interested students are solely responsible for finding another student who wants to swap assignments. A SWAP involves two or more NPS students (AB through A1C). *NOTE:* If a TTG has an approved follow-on assignment he/she is ineligible to swap, unless extenuating circumstances apply.

A21.4.1. Eligibility Criteria. Airmen must:

A21.4.1.1. Not have been notified of pending elimination from training.

A21.4.1.2. Be projected graduates of the same course.

A21.4.1.3. Meet or be able to satisfy all special requirements and PPC requirements before graduation.

A21.4.1.4. Have the same Air Force specialty code (AFSC) including the same prefix and/or suffix (this does not apply to Airmen who are attending the same phase I core course that is common to more than one AFSC).

A21.4.1.5. Have a class graduation date within 30 calendar days of each other.

A21.4.1.6. Not have an assignment as a result of a SWAP (AAR SS). *NOTE*: Only one approved swap is permitted.

A21.4.1.7. Be a US citizen if assignment is to OS (with exception of Alaska and Hawaii). Non-US citizens are ineligible for a SWAP to an OS assignment (other than Alaska or Hawaii).

A21.4.1.8. Be a US citizen if the assignment requires access to classified information. Non-US citizens are ineligible for a SWAP to an assignment requiring access to classified information.

A21.4.1.9. Not have a UIF or have administrative actions pending which will result in the establishment of a UIF, if the assignment is to an OS area.

A21.5. AB through A1C may swap assignments with each other. (There are no grade restrictions for NPS students).

A21.6. SWAP Procedures:

A21.6.1. The SWAP request must be submitted to the MPS student assignment section not later than 4 workdays after the student is notified of his or her assignment.

A21.6.2. The MPS reports SWAP requests by e-mail within 3 duty days to DPAA5 for processing. The MPS ensures all pertinent information is contained in the reporting of SWAPs. The following format will be used: NAME/SSN/OLD GPAS/NEW GPAS/AAN/ AFSC/GRAD DT/REMARKS.

A21.6.3. A change of either assignment after a SWAP has been approved does not cancel the SWAP action (i.e., if either Airman's assignment was changed the other would continue to the swapped assignment).

A21.6.4. Within 3 duty days, DPAA5 will process the request for a SWAP and either approve and update the PDS, or contact the MPS/GSU notifying them of disapproval.

A21.6.5. As an exception to the above, students attending Phase II medical training in AFSCs 4H0X1, 4J0X1, 4R0X1, 4T0X1 or 4T0X2 may apply for a SWAP regardless of their training location. These Airmen must be reported to DPAA5 in the same manner described above by the MPS servicing the training location. (*NOTE:* Both MPS' will maintain a copy of the SWAP request of each Airman and the MPS servicing the Airman whose last name occurs first in alphabetical order will submit the requests to the assignment OPR.).

A21.6.6. The Airmen involved must concur with the SWAP assignments in writing.

A21.7. Follow-on (FO) Assignment Program.

A21.7.1. TRW's will refer to Attachment 5, for complete guidance on the FO assignment program. Airmen selected for a dependent-restricted assignment (NA/12 locations), or who elect an unaccompanied short tour (24/15 or 24/12 locations) will be briefed during their initial assignment briefing.

A21.7.2. TRW's will allow Airmen 3 duty days to complete their application or decline participation in writing.

A21.7.3. Airmen may apply for up to 16 preferences (8 CONUS and 8 OS, which can reflect specific bases, states, regions, locales, or countries).

A21.7.4. Method of submitting requests from the technical training wing to HQ AFPC will vary based on the Airman's PDD. Airmen with a PDD of more than 150 days from the ASD will have their requests updated by the TRW via PDS, utilizing the remarks area to identify requested state or region/locale areas, if desired. The transaction will generate an in-system request to the appropriate assignment OPR approximately 120 days prior to the Airman's PDD. In-system approval or disapproval from the assignment OPR will take place through PDS within 10 duty days after receipt. Airmen with a PDD within 150 days from ASD should have their preferences forwarded to the assignment OPR by e-mail or fax. The assignment OPR will process these

requests through the appropriate assignment OPR within 5 duty days and, if necessary, advise the TRW of disapproval through message, CRT, or e-mail.

A21.7.5. Airmen must receive approval or disapproval prior to departure and those with approved FO assignments must have the pertinent information reflected in their PCS orders.

A21.8. Deferment of NPS Students.

A21.8.1. BMT Students. The following deferments or conditions prohibit the PDS from automatically classifying and matching BMT student assignments.

A21.8.1.1. Medical/Dental Hold. Deferred with AAC 31, Table 2.1. and DOA as set by the Medical/Dental Facility.

A21.8.1.2. Recommended for Separation. Defer with AAC 73 with DOA 6 months from date of recommendation. If previously classified, cancel projected assignment to technical training wing and update the Primary, Control, and Duty AFSC to 9T000.

A21.8.1.3. HQ USAF or MAJCOM Hold. Airmen identified by the Airman Classification Squadron as having unique needs which will have a bearing on their assignment. On approval from 2AF/XPAC, the Airman is placed in AAC 70 with a DOA equal to their graduation date from BMT. If not resolved by that date, the Airman Classification Squadron Commander will place a statement on the DD Form 4, *Enlistment/Reenlistment Document, Armed Forces of the United States*, waiving the problem. The DOA must never exceed the BMT graduation date.

A21.8.1.4. Airman Classification Squadron Assessment Branch. Airmen identified for special processing by the assessment branch will be placed in AAC 25 with a DOA 1 workday before classification of the week group. A later DOA may be input manually.

A21.8.1.5. Enlisted Under the Guarantee AFSC Program. Airmen are placed in AAC 71 with a DOA equal to BMT graduation date.

A21.8.1.6. Join Spouse Applicants. Airmen are placed in AAC 69 with a DOA equal to BMT graduation date. The Airman Classification Squadron will ensure a join spouse requirement is considered during classification so that compatible AFSCs are selected.

A21.8.1.7. Other. Airmen in a duty status code other than present for duty (code 00) are not considered for classification or reassignment.

A21.9. Delaying a PCS Move for a NPS Student. PCS moves for NPS students may not be delayed except:

A21.9.1. When a humanitarian or EFMP assignment request is pending.

A21.9.2. When a join spouse application is pending.

A21.9.3. When PCS involves a female Airman who is pregnant or an Airman whose wife is pregnant, consistent with pregnancy deferment procedures in this instruction (see paragraphs 2.38. and 2.39.).

A21.9.4. When the student is under consideration for a selectively manned or special-duty assignment.

A21.9.5. When pending completion of additional assignment processing actions required by a PPC or awaiting approval to proceed on assignment.

A21.9.6. When pending a response to an application for concurrent travel.

A21.9.7. When the student is placed on Commander Directed Hold (AAC 21) or Under AFOSI/ Security Forces Investigation (AAC 17). Commanders will validate the need to retain a student for further observation or contemplated administrative action. Once validated, the commander must immediately initiate a request to place the Airman on hold. The commander's request includes: grade, name, SSN, CAFSC, student status (projected graduation date, date eliminated, and so forth), applicable AAC from Table 2.1. (if different than AAC 21), rationale for action, and DOA. The request must be hand-carried or electronically transmitted/faxed to the MPS student assignment section to prevent student departure. If the commander determines the Airman is about to depart the base, notify the MPS student assignment section telephonically to prevent departure. In these cases, written confirmation as described above is required within 1 duty day. If there is a disagreement between the commander and the MPS regarding a request, it is elevated to the next higher level of command until resolved.

A21.9.7.1. MPS' must establish procedures to make sure action is taken to prevent departure of an Airman upon receipt of a commander's request. In addition, commanders will set up procedures to ensure the hold request is provided to the MPS student assignment section.

A21.9.7.2. When circumstances which required the Airman to be delayed cease to exist and the Airman is qualified for reassignment, the commander takes immediate action to release the Airman, in writing. This notification is provided to the MPS student assignment section.

A21.10. Assignment of Military Couples Involving TTGs. (See Attachment 8 for complete guidance on the join spouse assignment program).

A21.10.1. In those situations where the student was married to another military member prior to BMT and intent code was updated via vMPF, no further action is needed to affect join spouse consideration. However, when the marriage occurs at the training location or after graduation, the following applies:

A21.10.2. Airmen must update join spouse intent code and submit a "hard-copy" join spouse application (see Figure A8.1.) to request join spouse assignment consideration as soon as possible after the date of marriage.

A21.10.2.1. The MPS verifies the Airman's eligibility, update PDS, suspenses a copy of the application, and notifies DPAA5 via e-mail (info spouse's MPS, if applicable). Notification should include the following information on each Airman:

A21.10.2.1.1. Name (Last, First, Middle Initial).

A21.10.2.1.2. Grade.

A21.10.2.1.3. SSN.

A21.10.2.1.4. CAFSC.

A21.10.2.1.5. Graduation Date.

A21.10.2.1.6. Current unit of assignment.

A21.10.2.1.7. Requested assignment location.

A21.10.2.1.8. Date of marriage and Join Spouse Intent Code.

A21.10.2.1.9. The following mandatory statement: "The marriage certificate has been verified and join spouse application is on file in the MPS."

A21.10.2.1.10. If one spouse is a member of another branch of the Armed Forces, written confirmation from that member confirming that join spouse is desired must be submitted with the join spouse application. Include the spouse's rank, name, SSN, AFSC or MOS, job title, current duty location, and, if known, the name, rank, and DSN of spouse's assignment clerk.

A21.10.3. HQ AFPC/DPAA5 provides the MPS the final decision via e-mail. The MPS uses this authority to reassign students. Students must not depart until the MPS receives the final decision from the assignment OPR. PDS notification confirming approval (PTI 517) will follow depending on proximity of graduation date (*NOTE*: Do not delay processing pending PDS confirmation).

A21.10.4. Students indicating they will marry en route PCS must be counseled not to delay applying for join spouse assignment until arrival at the new duty location. Advise them to report immediately to the nearest AF installation to apply. The Airman will not be reimbursed for travel in conjunction with such application and will remain in leave status (delay en route) while the application is pending.

A21.10.5. Airmen will not be retrained for the sole purpose of making a join spouse assignment for 12 months after graduation from technical training. However, with approval of 2AF/XPAC, they may be transferred to another course before school entry or if the training already received is applicable to the new course.

A21.11. Student Quality Control Procedures.

A21.11.1. Airmen (including graduates, eliminees, and unqualified students) who cannot or will not meet acceptable standards of conduct or duty performance are identified and separated from the Air Force.

A21.11.2. All administrative or judicial actions, initiated or contemplated, are completed before the Airman is reassigned.

A21.11.3. NPS student assignments are mandatory PCS moves, but only to CONUS locations.

A21.11.4. The losing commander notifies the gaining commander, in writing, when a student is recommended for assignment and administrative action has been established. Include an explanation of the Airmen's situation and the specific actions taken. If further action is desirable, but impractical, the specific reason for precluding further action must be fully explained.

A21.11.5. Airmen (including graduates, eliminees, and unqualified students) are not assigned to or allowed to leave for any OS location or any CONUS location where a quality-control-oriented PPC applies AAC 10-21, excluding 14 (this does not include PRP), without the approval of HQ AFPC/ DPAPP.

A21.12. Security Clearance and Access to Classified Information.

A21.12.1. Only those TTGs requiring a security clearance for award of an AFSC should be placed in involuntary hold status. MPS' must ensure that SCI nomination packages are forwarded to the Defense Investigative Service (DIS) by the local Security Police Investigative Office.

A21.12.2. MPS' will establish procedures to ensure security clearance requests for investigation are initiated no later than 3 duty days after receipt of the assignment notification. All initial clearance processing will be completed no later than 30 days after receipt or the graduation date, whichever is sooner.

A21.13. Return of Graduated Students En Route PCS.

A21.13.1. Commanders have the ultimate responsibility of ensuring only quality personnel are retained in the AF and permitted to be reassigned. When an individual has departed on PCS but not arrived at the gaining location, the decision to cancel his or her assignment for the purpose of returning to the previous duty station must serve the overall best interests of the AF. Due to the PCS cost and personal hardship that may result, an individual who has departed on PCS will only be directed to return to the previous duty station upon approval of the assignment OPR and DPAA5 after it is determined the action for which return is requested cannot be completed at the gaining unit. Requests to return an individual for the purpose of administering disciplinary actions (Article 15, Letter of Reprimand, or Control Roster) will normally be disapproved. The gaining commander can administer these actions. Airmen may, however, be returned for involuntary separation, court-martial, completion of an OSI investigation, etc. It is the decision

of the assignment OPR to cancel an Airman's assignment that actually causes the Airman's return to the previous duty station.

A21.13.2. A commander considering requesting the return of an individual who has departed PCS but who has not arrived at the gaining location must:

A21.13.2.1. Contact the local Staff Judge Advocate to determine the legal sufficiency and determine if return is necessary.

A21.13.2.1.1. If determined to be legally sufficient, contact the MPS Commander who will provide HQ AFPC/DPAPP the specifics of the case for their approval/disapproval. These actions are normally completed on the same day of the request.

A21.13.2.2. If return is approved, the commander notifies the individual by telephone or overnight express mail. Telephonic notification is recommended as long as the conversation is witnessed and an appropriate memo for record is prepared. The commander must give the individual a specific RNLTD for his or her return. If the individual lacks funds for the return trip, advise him or her to report to the nearest Financial Service Office (FSO) with original PCS orders to obtain necessary funds and/or commercial tickets for the return travel.

A21.13.2.3. Airmen returning must in-process through the MPS. If involuntary separation or commander hold (AAC 21) is being initiated, the individual must be notified in writing of the action and its ramifications prior to implementation.

A21.13.2.4. Upon Airman's return, the MPS (Personnel Employment Section) will gain the Airman back to file. The original orders must be rescinded with a statement in the remarks that the Airman was ordered to return to the losing base (CONUS base) from their leave address (state location) by the commander. The MPS will ensure the FSO receives a copy of the rescission orders.

A21.14. Disposition of First Time Technical Training Eliminees.

A21.14.1. NPS students who eliminate from their training course will be evaluated for retention in the Air Force. If the behavior or action that resulted in the elimination from training is grounds for separation, proper action is taken. If, after evaluation, it is decided to retain the Airman, then the following applies:

A21.14.1.1. The MPS sends a message or e-mail to 2AF/XPAC with an information copy to HQ AFPC/DPAA5 (AETC/SGPS on Airmen eliminated from medical training) within 3 duty days after the elimination is formally approved, or 3 duty days after the decision to retain the Airman was made. Report disqualified Airmen according to AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*. Message or e-mail will include the following:

A21.14.1.1.1. Grade, name, SSN, AFSC, physical profile (PULHESX), color vision normal (yes or no), depth perception normal (yes or no), and whether the Airman possesses a current state driver's license (yes or no).

A21.14.1.1.2. Course from which eliminated. Include the course length, start date, and date of final elimination action. For unqualified students, indicate only the AFSC for which Airman is unqualified.

A21.14.1.1.3. Reasons for elimination as stated in the counseling records. For unqualified students, indicate the reasons for disqualification.

A21.14.1.1.4. Up to 6 AFSC preferences for which the Airman qualifies. If applicable, include a summary of the individual's experience or interests that may assist in reclassification.

A21.14.1.1.5. If further technical training is not recommended, give specific rationale why administrative separation action was not taken.

A21.14.1.1.6. A complete account of all actions contained in the Airman's UIF, if applicable.

A21.14.1.1.7. Any other facts, recommendations, or information that will assist in determining a disposition that is in the best interest of the AF. Comments should include whether the Airman is PRP certifiable, Airman's attitude and motivation, along with any other pertinent factors. Also, include commander's recommendation.

A21.14.2. If reentry into another technical training course is decided, 2AF advises the MPS and DPAA5 of the reclassification AFSC and course data. DPAA5 will update the PAFSC and CAFSC and the MPS will update the DAFSC to the new AFSC using PDS. If training is at an alternate location, DPAA5 will provide assignment instructions for the PCS or TDY (depending on the course length) to the appropriate TRW.

A21.14.3. To ensure prompt disposition, 2AF and DPAA5 will complete their required actions after receipt of eliminee or unqualified student reports. Each level of review must complete their action within 3 duty days after receipt.

A21.14.4. Commanders must avoid multiple (more than once) reclassification of students who clearly do not meet acceptable standards. This includes standards of academics, performance, conduct, bearing and behavior, discipline, medical, or any characteristic that does not promote accomplishment of the AF's mission. When students are recommended for reclassification more than once, the approval authority is the group commander.

Attachment 22

PCS OF MEMBERS DIRECTED UNDER AUTHORITY OF ANOTHER PRESCRIBING INSTRUCTION (LIEUTENANT COLONEL AND BELOW AND ALL ENLISTED)

A22.1. Introduction. While the term "assignments" is frequently used to describe all PCSs, the fact is there are various types of PCS moves directed by OPRs not within the HQ AFPC Directorate of Assignments which are made under the authority of another prescribing instruction. As a reminder, with the exception of patient assignments, assignment OPRs within the HQ AFPC Directorate of Assignments are responsible for only operational, rotational, force structure, and training PCSs.

A22.2. PCS in Conjunction With Other Actions. The following PCSs, with the exception of some patient assignments, are directed by OPRs outside the HQ AFPC Directorate of Assignments. The OPR for the action concerned is the OPR for the PCS and is the PCS Authority.

A22.2.1. Accession PCSs (except for medical officers which is HQ AFPC/DPAM). OPR is HQ AFPC/DPPA. With the exception of those designated at the discretion of the Secretary and Chief of Staff, assignments of all USAF Academy graduate accessions or members cross-commissioning from other Service Academies will be assigned at or below the wing level.

A22.2.2. PCS in conjunction with separation and retirement (includes for processing of administrative separation/discharge). OPR is HQ AFPC/DPPR.

A22.2.3. PCS of patients to a medical treatment facility (MTF) or between MTFs. OPR can be either the gaining MTF Commander or HQ AFPC/DPAMM, Medical Standards Branch IAW AFI 41-210. Upon release from assignment to the MTF, Airmen will be reported to HQ AFPC/DPAMM who, in turn, will request the assignment OPR direct reassignment as appropriate.

A22.2.4. PCS of prisoners to a confinement facility (including from OS to a CONUS facility) or between confinement facilities. OPR is AF Corrections.

A22.2.5. PCS of Airmen to locations near their HOR who are placed in appellate leave status incident to court-martial conviction. OPR is AF/JA.

A22.2.6. PCS or TDY related to judicial proceedings (court-martial or other reasons when directed by the MAJCOM/JA) according to AFI 51-201, *Administration of Military Justice*. OPR is AF/JA.

A22.3. How PCSs Differ. The PCSs listed in paragraph A22.2. (frequently referred to as assignments) differ from those authorized by this instruction in the following major ways:

A22.3.1. The selection process (qualifications, ODSD/STRD, DAS, TOS, retainability, and so on) prescribed in this instruction to determine which individual will be selected for PCS does not apply.

A22.3.2. The purpose of the PCS is not to fill a valid manpower authorization at the gaining location and/or the have the Airman perform duty in his/her AFSC.

A22.3.3. The PCSs are not projected in the PDS and do not need an operational, rotational, or training AAN. The Airman is "assigned" using unprojected gain procedures provided in the PSD Handbook.

A22.3.4. It may not be appropriate for the cost of the PCS to be charged to the same PCS ID codes used for operational, rotational, and training assignments.

A22.3.5. It is incorrect to cite AFI 36-2110, *Assignments*, as the "authority" for the PCS.

A22.3.6. 7-day option procedures do not apply.

A22.4. Similarities of the PCSs. Similarities do exist between the PCSs listed in paragraph A22.2. and those authorized by this instruction and directed by the assignment OPRs shown in table 1. They include:

A22.4.1. The Airman may change unit of assignment and/or make a permanent change of station.

A22.4.2. Most of the moves involve an order directing the PCS.

A22.4.3. The PCS allowances Airmen may accrue may be different for each kind of PCS.

A22.4.4. Because relocation is involved, MPS' assist those agencies directing the PCS and in processing the Airman for PCS.

Attachment 23

ADVANCE ASSIGNMENT/DEFERMENT for DEPLOYED AIRMEN (AAD)
(ENLISTED AND OFFICERS)

A23.1. Purpose. The AAD program is designed to allow all Airmen (enlisted and officer) who otherwise qualify to request an advance assignment or an in-place 24 month assignment deferment once they become eligible. The program recognizes a commitment to our Airmen who have served an uncharacteristically long tour of arduous duty in service to the United States of America.

A23.2. Eligibility Criteria.

A23.2.1. Must have served a tour of duty of at least 300 consecutive days in a 365 day period in a location that is authorized hazardous duty pay.

A23.2.2. CONUS based Airmen must have a minimum of 36 months TOS as of PCS departure date if advanced assignment is to another CONUS location. If advanced assignment is to an overseas location, then Airmen must have 24 months TOS by PCS departure. Airmen stationed overseas must complete their current prescribed tour prior to PCS.

A23.2.3. Airmen otherwise qualified for advance assignment/24 month assignment deferment under Extended Deployment (Indeterminate TDY [ITDY]) rules are not eligible to apply under this AAD program.

A23.2.4. Airmen currently assigned overseas and electing an advance assignment to another overseas area (consecutive overseas tour (COT)) may not receive entitlements unless otherwise eligible under the provisions of the COT program outlined in Attachment 4.

A23.2.5. Must be eligible for PCS and have no quality force factors that would otherwise make them ineligible (*advance assignment only*).

A23.2.6. Join Spouse consideration if applicable should be processed IAW, paragraph 2.31, and Attachment 8 (*advance assignment only*).

A23.2.7. Airman must have sufficient retainability to serve the associated PCS ADSC (*advance assignment only*).

A23.2.8. Participation in the AAD program does not affect eligibility to participate in the First Term Airman or Career Airman BOP program at a later date provided eligibility criteria is met.

A23.3. Application Timelines.

A23.3.1. If an Airman has or will have over 24 months time on station as of return/projected date of return from deployment, they must apply no later than 60 days upon return from deployment.

A23.3.2. If an Airman has or will have less than 24 months time on station as of return/projected date of return from deployment, they must apply no later than 60 days upon return or at their 24 month time on station point whichever is later.

A23.4. Application procedures.

A23.4.1. Airmen will apply or decline to apply for the AAD program within 15 calendar days of their acceptance (as documented by their signature on the notification letter) through their home station unit commander using the form at Figure A23.1. (*NOTE:* If election is not made within 15 calendar days of acceptance, the request will be processed as an exception to policy IAW paragraph 1.5

A23.4.2. For Airmen who elect the 24-month assignment deferment, if approved, AFPC will update the Assignment Availability Code (AAC) “39” to expire 24 months after projected return date.

A23.4.3. For Airmen who elect an advanced assignment, if approved, AFPC will load the assignment information in MILPDS.

A23.4.4. Once selections have been made for an Advanced Assignment (AA) or 2 year assignment deferment, this will constitute the member exercising his/her option and will not be reconsidered. If the member desires a change, the only option available is to request cancellation of such action, return to home station (if applicable) and enter the next assignment cycle for which they are eligible.

A23.4.5. Desires of the Airman will be heavily considered, however unit manning and needs of the Air Force must be a deciding factor.

Figure A23.1. Sample AAD Application.

(Appropriate Letterhead)

MEMORANDUM FOR UNIT COMMANDER (date)

MPS/(office symbol)
HQ AFPC/(office symbol)
IN TURN

FROM: (Functional address symbol)

SUBJECT: FOUO - Advance Assignment/Deferment for Deployed Airmen (AAD) Application - (Full name, rank, SSAN, AFSC)

1. Please consider me for an AAD assignment to one of the bases listed below *or* please consider me for a 24 month assignment deferment IAW AAD provisions. I have attached documentation showing that I meet the minimum eligibility requirements to be eligible for this program.

Assignment Preferences:

2. (For airmen married to other military members only.) I have been counseled on the AAD program and join-spouse assignment criteria. I understand that if I request assignment consideration under the AAD program, I will first be considered for assignment to my spouse's location unless join spouse assignment is not desired (intent code H).

3. I understand that if I am requesting an advance assignment under AAD provisions, I will be required to have or obtain the necessary retainability (computed from the RNLTD (year and month) within 30 days of approval to satisfy the ADSC for the PCS. I also understand that voluntary cancellation of an approved AAD advance assignment or refusal to obtain the necessary retainability will result in immediate cancellation of the AAD assignment with no provisions to reapply.

(signature of applicant) 1 attachment
Supporting Documentation

1st Ind, (unit commander) (date)

TO: MPS/(office symbol)
HQ AFPC/(office symbol)
INTURN

1. (For 24 month assignment deferment only.) Recommend (approval) (disapproval). Deferment of this airman from PCS under the AAD program (is) (is not) in the best interest of the Air Force. (Disapproval recommendation requires specific justification.)

2. (For advance assignment only.) Recommend (approval) (disapproval) of advance assignment. Assignment under the AAD program (is) (is not) in the best interest of the Air Force. (Disapproval recommendation requires specific justification.)

(signature)
(typed name, grade, USAF)
Commander

This memorandum contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act and AFI 33-332.

Attachment 24

HUMANITARIAN REASSIGNMENT AND DEFERMENT

A24.1. Humanitarian Reassignment/Deferment General Provisions/Policy.

A24.1.1. Waivers to these provisions require prior approval of HQ AFPC/DPAPPH.

A24.1.2. The Comptroller General has ruled that the move of Air Force members from one place to another may not be made at government expense based solely on humanitarian reasons. The determining factor in the approval of a request for reassignment is the needs of the Air Force.

A24.1.3. A request for humanitarian reassignment or deferment is considered based on individual merit taking into account the human factors involved, the applicant's skills and length of service, and manning priorities and requirements. A request may be approved when it is clearly in the best interest of the Air Force.

A24.1.4. A request for humanitarian reassignment may warrant giving assignment preference to the applicant based on the facts presented. The fact that the move would increase the morale and effectiveness of the Air Force member may be considered in authorizing PCS in these circumstances, but assignment on this fact alone is not authorized.

A24.1.5. The reassignment or deferment request must be initiated by the member concerned. A request initiated/submitted by one person on behalf of another is not accepted.

A24.1.6. Emergency or ordinary leave is to be used first as a means of easing family hardships or problems before applying for humanitarian reassignment.

A24.1.7. All Air Force personnel must be able to respond to any contingency wherever and whenever called upon to do so. The Air Force is also committed to equal distribution of overseas assignments. Therefore, permanent or prolonged deferment from reassignment cannot be considered. If a reassignment or temporary period of deferment is approved, the member must thereafter revert to worldwide assignable status.

A24.1.8. A humanitarian request is approved on its own merit, and will not be disapproved based solely on the member's substandard performance and (or) conduct. Members will only be delayed from departing PCS when they are required to remain for completion of investigation and trial by US military or civil authorities, administrative actions under the Uniformed Code of Military Justice, or AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers,* or AFI 36-3208, *Administrative Separation of Airmen.* When a reassignment request has been approved and administrative separation is not deemed appropriate, the losing commander must formally notify the gaining commander, in writing, of any incomplete

administrative or disciplinary actions and provide a comprehensive analysis of the member's job related or personal problems.

A24.1.9. A humanitarian reassignment or deferment is normally a one-time action to solve a problem within a reasonable period of time.

A24.1.10. For colonels and below and all airmen (except those attending initial technical training), requests must be submitted via the virtual MPF (vMPF) with supporting documentation to the Air Force Contact Center (AFCC), HQ AFPC/DPSCC. Once a request is complete it will be provided for consideration to HQ AFPC/DPAPPH. Large volume requests may be mailed to HQ AFPC/DPSCC, 550 C Street West, Suite B111, Randolph AFB TX 78150. For colonels (including selectees), and chiefs (including selectees) while requests are submitted initially to HQ AFPC, the final approval authority is AF/DPO and AF/DPE, respectively. Requests will be provided to the appropriate OPR for consideration once the required medical or legal review is obtained. Throughout this attachment when HQ AFPC/DPAPPH is referred to, substitute AF/DPO if the applicant is a colonel or colonel selectee, and AF/DPE if the applicant is a chief or chief selectee.

A24.2. For the Purpose of Humanitarian Consideration, the Following Terms are Explained.

A24.2.1. Family Member: Limited to spouse, child, father, mother, father-in-law, mother-in-law, stepparent, person in loco parentis, or other persons actually residing in the household who are dependent for over half of their financial support. While siblings (brothers and sisters of the member or spouse) are not within the definition of family member in this attachment, requests involving the terminal illness of a sibling may be forwarded for consideration as an exception to policy.

A24.2.2. Person in "Loco Parentis:" A person in loco parentis refers to one who exercised parental rights, duties, and responsibilities and, in fact, raised a member or spouse for a minimum of 5 years in place of a mother or father because of death of the parent, or in the parent's continued absence from the home before the member's or spouse's 21st birthday, or before the member's entry on active duty, whichever is earlier. The relationship must have been such that the member or spouse looked upon the person as a parent, not merely as a temporary guardian. The mere presence of a person in the home for a number of years, during which time they exercised a degree of custodial, but not parental responsibility, does not constitute loco parentis. Also, in order for the child to have been in the care and control of one acting in place of the parent, the parent cannot have also resided in the same home (unless the parent was mentally incompetent).

A24.2.2.1. A request based on loco parentis status must include affidavits from all parties (to include other family members, neighbors, clergy, or family friends) involved stating the details of the custody, control, care, and management of the member or his or her spouse. In addition, submit copies of any documents that may have been created at the time loco parentis status was established relating to the custody, control, care, and management of the member or spouse (court documents, tax returns, report cards signed by the loco parentis "parent," etc.)

A24.3. Identifying and Reporting Humanitarian Conditions.

A24.3.1. A member desiring humanitarian deferment must formally submit his or her request to the Air Force Contact Center (AFCC) within 30 calendar days from PCS reassignment notification, nomination to HQ AFPC, or selection for TDY in excess of 30 calendar days.

A24.3.2. Should humanitarian conditions arise after PCS notification or other event notification, the member must submit his or her formal request to the AFCC for consideration within 30 calendar days of learning of the condition (or a diagnosis).

A24.3.3. If a member submits a request for reassignment or deferment and the circumstances change prior to a final decision or the member's departure on assignment, he or she must immediately inform either the MPS or the AFCC, who in turn notifies HQ AFPC/DPAPPH. A message reply will be provided with final disposition instructions.

A24.4. Spirit and Intent of the Humanitarian Program.

A24.4.1. The Humanitarian Program was established to assist members in resolving severe short-term problems involving a family member. Members must be effectively utilized in their duty (officer) or control (enlisted) AFSC.

A24.4.2. When a request involves reassignment, it will normally be to the closest location to where the family member concerned resides so the member can provide the family member maximum support, consistent with the manning needs of the Air Force. As a general rule, reassignment into a special duty position is not considered since the selection process for such duties can be quite involved and often requires an application to the "hiring authority." Also, retraining into a special duty position is not considered based on the lack of training capability.

A24.5. Basic Eligibility Criteria for Humanitarian Reassignment/Deferment. In addition to substantiating a humanitarian problem, the following basic criteria must be met before a request can be approved.

A24.5.1. A vacancy must exist at the new duty station if a PCS is involved and the member must meet service retainability requirements for PCS.

A24.5.2. The member must be experiencing a problem involving a family member (see paragraphs A24.2.1. and A24.2.2.) that is more severe than usually encountered by other Air Force members with a similar problem.

A24.5.3. The member's presence must be absolutely essential to alleviate the problem.

A24.5.4. The problem can be resolved within a reasonable period of time (normally 12 months).

A24.6. Humanitarian Conditions Usually Warranting Approval. It is impractical to try to list all the conditions for which a humanitarian reassignment or deferment may be approved. The factors to be considered vary from case to case and the number of possible situations and

circumstances are almost infinite. However, requests substantiating problems arising from any of the following circumstances usually warrant approval:

A24.6.1. The recent death (within 12 months) of the member's spouse or child, including miscarriages of 20 weeks or more gestation. Humanitarian reassignment is normally approved on the death of a child or stepchild under the age of 18 who is living in the member's home at the time of death. A request based on a child or stepchild who is over the age of 18 will be considered on a case-by-case basis. Reassignment made under this provision will normally be considered to only one of two locations -- either near extended family for support or to the closest available base to the burial site.

A24.6.2. The member has a serious financial problem not the result of overextension of personal military income (such as loss of primary home of residence where member or spouse and children currently reside, or loss of possessions through fire, theft, or natural disaster), and the member will suffer a substantial financial loss unless his or her presence or continued presence can be ensured. It must be shown that the problem cannot be resolved by leave, correspondence, power of attorney, or by any other person or means.

A24.6.3. The member is serving an unaccompanied OS tour and his or her spouse abandons their children. It must be shown it is not possible for the children to join the member at the OS location when an accompanied tour is authorized and that the member's presence is necessary. The assignment location under this provision will be based on the needs of the Air Force.

A24.6.4. The terminal illness of a family member (see paragraph A24.2.1. and A24.2.2. for definition of family members for the purpose of humanitarian reassignment) when death is imminent within 2 years. A doctor's prognosis of a terminal illness must be fully supported and substantiated by clinical data. In such cases, the member's presence is considered essential regardless of the availability of other family members to assist.

A24.6.5. An authorized state or local agency places a child in the member's home and deferment is necessary to comply with state or local laws to complete final adoption. Reassignment to pursue adoption is not normally authorized.

A24.6.6. Reassignment or deferment is essential in establishing or operating an effective family advocacy program according to AFI 40-301, *Family Advocacy*. Documentation from the base Family Advocacy Officer is required. *NOTE*: While requests for humanitarian consideration must be initiated by the member, there are some instances involving family advocacy issues where the member does not desire assignment or assignment cancellation and there are no quality control factors that would support such action. In these situations, the member's commander can request assignment or assignment cancellation via humanitarian deferment when the basis is to continue or obtain treatment for family advocacy issues. The request must be fully documented and endorsed by the local Family Advocacy Officer (see paragraph 3.8.10.2. for personnel assigned overseas).

A24.6.7. Sexual abuse and/or assault of the member, member's spouse or child when it has been determined and fully substantiated by appropriate medical authority that remaining in the area

where the incident occurred would be detrimental to the health of the member or family member. While the applicant may request a specific base for reassignment, manning must fully support as the main consideration is to relocate away from where the incident occurred. Retraining is not usually considered for this type request.

A24.7. Reasons Humanitarian Requests are Usually Disapproved. Requests for reassignment or deferment are usually disapproved when it is probable that the problem will exist for an indefinite period of time, or the request is based on one of the following circumstances:

A24.7.1. A desire to provide physical, emotional, or other support to help with the activities of daily living to a parent or parent-in-law due to age, non-terminal or chronic illness or disability, or recent death in the family.

A24.7.2. Problems associated with child care arrangements, or a single parent's desire to make or facilitate either short or long term child care arrangements.

A24.7.3. Psychoneurosis (such as various psychic or mental disorders characterized by special combinations of anxieties, compulsions, obsessions, phobias, and motor or sensory manifestations) resulting from family separation incident to military assignment.

A24.7.4. Normal pregnancy, threatened miscarriage, breech birth, Cesarean section, or RH incompatibility.

A24.7.5. The existence of a housing shortage or home ownership problems.

A24.7.6. A financial problem, to include bankruptcy, resulting from over-extension of military income.

A24.7.7. A financial or management problem related to off-duty employment, the spouse's employment, private business activities, or to settle an estate.

A24.7.8. Passport or visa problems involving newly acquired family members.

A24.7.9. Threatened separation, divorce action, or the desire to pursue child custody.

A24.7.10. The problem existed or was reasonably foreseeable at the time of latest entry on active duty without a break in service, or prior to departure on PCS.

A24.7.11. For the purpose of seeking or providing family support except as outlined in paragraphs A24.6.1. or A24.6.4.

A24.7.12. A consecutive PCS or deferment based on continuation of the same circumstances (does not include a request to extend a current deferment--see paragraph A24.11.).

A24.7.13. A request based on the medical condition of the Air Force member. (Assignment for this reason is initiated by local medical authorities when it is determined the situation warrants such action.)

A24.7.14. Requests for deferment will not be considered for members who have not been selected and notified of reassignment or TDY in excess of 30 days. A deferment request for an officer can be considered based on the member's appearance on the Vulnerable Mover List (VML) if coordination with the appropriate assignment officer confirms assignment selection is highly likely.

A24.8. Processing Humanitarian Requests.

A24.8.1. The final approval/disapproval authority is HQ AFPC/DPAPPH. A request cannot be approved or denied at a lower level.

A24.8.2. The applicant submits the request through the AFCC via the vMPF. All required information according to Figure A24.1., plus supporting documentation, is necessary or the request cannot be processed.

A24.8.2.1. A member desiring humanitarian reassignment who also has a spouse or child(ren) enrolled in the EFMP must include appropriate medical or educational documentation concerning the EFMP situation with the humanitarian request (i.e., DD Form 2792, plus addendums, DD Form 2792-1, IEP, etc.). A humanitarian reassignment cannot be approved unless the projected assignment location can meet the needs of the exceptional family member.

A24.8.2.2. Once the AFCC receives the complete request, to include supporting documentation, from the member, it must be forwarded to HQ AFPC/DPAPPH no later than the next duty day.

A24.8.3. Forwarding endorsements and correspondence must include:

A24.8.3.1. Recommendation by commander to include additional information or evidence of material value. If the commander recommends disapproval, complete justification must be provided.

A24.8.3.2. Both members of a military couple must submit a request if the same assignment consideration is desired. When both apply, respective commander endorsements are required.

A24.9. Available Options When a Request is Disapproved. When a request is disapproved the MPS must counsel the member on the following options: Members may apply (if eligible) for retirement, retirement under hardship conditions, hardship discharge, or (for officers) resignation or release from active duty. For those who are pending reassignment a request under this paragraph must be submitted within 7 calendar days following receipt of the correspondence disapproving the request.

A24.10. Withdrawing a Request. If a member wants to withdraw his or her request before a final decision or departure on reassignment, the request must be submitted in writing to either the

MPS or the AFCC, who in turn notifies HQ AFPC/DPAPPH immediately. Once a member has departed on a humanitarian reassignment, the request can no longer be withdrawn.

A24.11. Humanitarian Assignment/TDY Restrictions.

A24.11.1. The TDY assignment authority will not select a member for TDY exceeding 30 calendar days while in humanitarian deferment (AAC 30, Table 2.1.). If provided a humanitarian reassignment, members will not be reassigned PCS for at least 12 months from date arrived station. A deferment will initially restrict members from PCS or TDY for a maximum of 12 months. The initial period of assignment/TDY restriction for humanitarian reasons may be extended at the member's request provided the total period does not exceed 18 months. If a terminal illness is involved, deferment may be extended up to a total of 24 months. Requests for such extensions are submitted using Figure A24.1. and must substantiate that:

A24.11.1.1. Every possible effort has been made to overcome the problem.

A24.11.1.2. The condition warranting assignment/TDY restriction still exists.

A24.11.1.3. The problem can be resolved within the extended period of assignment/TDY restriction.

A24.11.2. If a member's parent organization is relocated or deactivated before expiration of the assignment restriction, he or she is considered for intracommand reassignment to another organization on the same base. If no authorization for their specialty exists on base, or if the base is being deactivated, reassignment instructions will be provided by HQ AFPC/DPAPPH.

A24.12. Applicant Responsibilities.

A24.12.1. Emergency or ordinary leave must be used first as a means of resolving the problem.

A24.12.2. Submits the request through the AFCC via the vMPF and electronically attaches or faxes all required endorsements and supporting documentation to HQ AFPC/DPSCC. Large volume requests may be mailed to HQ AFPC/DPSCC, 550 C Street West, Suite B111, Randolph AFB TX 78150.

A24.12.3. A member stationed OS and requesting reassignment OS must agree to serve the prescribed tour length at the new location or at least a tour length equal to the combined unaccompanied tour lengths at the old and new locations, whichever is greater. *FOR EXAMPLE*, if you are serving on a 30/18 month OS tour and receive approval for reassignment to a 36/24 month OS tour, you must serve the full prescribed tour at the gaining location (36 months), or not less than a tour equal to the combined unaccompanied tour lengths (18 plus 24, or 42 months) between the two OS locations before reassignment from the theater, whichever is greater. The computation resulting in the greatest combined OS tour period being served is the required minimum. The variable is the amount of time you have been assigned to the current location.

A24.12.4. For members enroute PCS, they may discuss the problem with the nearest MPS commander, the AFCC, or AFPC/DPAPPH personnel to assist in deciding whether or not to submit a request. There is no reimbursement authorized if the member decides to travel to the nearest base with an MPS and a member's status remains unchanged (*for example*, leave) if they decide to submit a request. The member must comply with current reporting instructions if the assignment authority denies suspension of movement; however, a request still can be submitted (see paragraph A24.15.6.).

A24.12.5. If a request for assignment is to a dependent-restricted area and the member's foreign-born spouse will be traveling to the native country, such information must be included in the humanitarian request. If reassignment is approved, a request for a designated location move (DLM) to the native country must be processed per AFI 36-3020, *Family Member Travel*.

A24.12.6. If the circumstances of the situation change and the request is still pending, or a reassignment has been approved but the member has not departed, the member must notify his MPS. An approved humanitarian reassignment is normally canceled if the situation for which granted ceases to exist before the member's departure. In this instance the member must provide information and supporting documentation to show what actions have been taken regarding the reassignment. The MPS will provide this information to the AFCC, who, in turn, provides it to HQ AFPC/DPAPPH who will make the final decision and provide a response by message.

A24.12.7. Once a request has been approved the member must notify the MPS when the situation upon which approval was granted ceases to exist. Once notified the MPS deletes AAC 30 and the accompanying deployment availability code.

A24.13. Air Force Contact Center Responsibilities.

A24.13.1. Counsels members desiring to submit a request for reassignment/deferment on humanitarian provisions.

A24.13.2. Ensures the member's request has all pertinent documentation as outlined in figure A24.1 and this attachment.

A24.13.3. Processes and forwards to HQ AFPC/DPAPPH complete requests no later than the next workday after receipt from the member. Reasons for exceeding this standard must be explained/provided in the forwarding correspondence.

A24.13.4. Acts as liaison between HQ AFPC/DPAPPH and the applicant.

A24.14. Commander Responsibilities.

A24.14.1. Recommends approval/disapproval of the humanitarian request and includes any information that helps HQ AFPC make a decision. All disapproval recommendations must be fully justified.

A24.14.2. Does not select members assigned or deferred for humanitarian reasons for TDY in excess of 30 calendar days while they are in AAC 30.

A24.14.3. When the criteria for immediate reassignment are met (*for example*, death of a dependent child), commanders will ensure appropriate officials (e.g., medical, legal, OSI, etc.) are aware of the member's reassignment request and the probability of approval and immediate departure on PCS.

A24.15. MPS Responsibilities.

A24.15.1. Processes requests for delay in reporting when applicant's projected departure date is within 30 days.

A24.15.2. Assists the member with accessing the vMPF applications. Processes requests submitted by initial technical training students.

A24.15.3. Sends a message providing full facts and circumstances to the AFCC when the reason for the request ceases to exist before the applicant departs PCS.

A24.15.4. Using MilPDS updates the AAC and DOA as directed by HQ AFPC/DPAPPH.

A24.15.5. Counsels the applicant on other available options if the approval authority disapproves the request. See paragraph A24.9.

A24.15.6. Deletes an AAC or deployment restriction when appropriate. The member must inform the MPS when the circumstances on which a request was approved ceases to exist and the MPS deletes the restriction or AAC.

A24.15.7. When a member is PCS enroute to or from an OS area, or is TDY in the CONUS from OS, the nearest MPS commander may be contacted for assistance by phone or mail. There is no reimbursement authorized if the member decides to travel to the nearest base with an MPS. A member's status remains unchanged (*for example*, leave) if he or she decides to submit a request. The MPS commander will assist the member in submission of a formal request for humanitarian reassignment or deferment. The MPS commander may request to suspend the movement of the member; however, members must be advised that their status remains unchanged (*for example*, leave) if the request for suspension is granted while a request is pending. These requests must be forwarded by message to HQ AFPC/DPAPPH with information copies to the losing and gaining activity and include:

A24.15.7.1. The member's name, grade, SSN, SAFSC (officers) or CAFSC (airmen), port call date (if applicable), date of humanitarian submission (if any), date departed losing organization, losing and gaining unit of assignment, and RNLTD.

A24.15.7.2. A brief summary of the situation and any relevant supporting information.

A24.15.7.3. Counsels the member on the provisions of AFI 36-3003, *Military Leave Program*, if the member has an advance (negative) leave balance when suspending movement or when submitting the request. *NOTE:* The time between the request submission and the approval authority's final action is considered leave.

A24.15.7.4. If the request for suspension of movement is denied, the member may still elect to submit a humanitarian request but also must comply with the current reporting instructions. Requests for a new port call date or a change in RNLTD will not be submitted after denial of the request for suspension of movement.

Figure A24.1. Sample Request for Humanitarian Reassignment or Deferment. (Appropriate Letterhead).

MEMORANDUM FOR UNIT COMMANDER/SQUADRON SECTION COMMANDER
HQ AFPC/DPAPPH
IN TURN

FROM: (Functional Address Symbol)

SUBJ: FOUO - Humanitarian (Reassignment) (Deferment)

IT IS ESSENTIAL THAT YOU FULLY DOCUMENT AND SUBSTANTIATE YOUR REQUEST. FAILURE TO PROVIDE ALL REQUESTED INFORMATION WILL DELAY A FINAL DECISION

1. Please grant me a humanitarian (reassignment to)_____ _____ (deferment from reassignment or TDY to)_____ _____for the following reasons: (Give all relevant information to support your request. SEE NOTES).

2. I have taken the following actions or steps to resolve the situation: (*Note*: Information concerning the existence of a viable family care plan according to AFI 36-2908 must be included in this paragraph if the request is based on a spouse's medical or emotional problems that make his or her ability to manage the household questionable in your absence. Information addressing why a care plan was not established or why an existing one is no longer viable is required.)

3. I submit the following supporting information:

a. Organization and location (current and projected), E-mail address, fax phone number, and phone number where you can reach me:

b. Home address of family member concerned:

c. Current leave address, date leave expires, leave telephone number, and E-mail address:

4. I have (not) been previously (reassigned) (deferred from reassignment) for humanitarian reasons. If so, indicate date and reason.

5. My spouse and I have the following family members, but they cannot assist for the reasons indicated. (Give a complete composition of your and your spouse's family, their locations, and specific reasons why they are unable to assist.)

6. (If en route PCS, indicate the specific reasons why you did not submit the request before departing your last duty station.)

7. (If currently assigned OS and request is for another OS location.) If reassigned to another OS location within the same theater, I do (not) volunteer to serve either the full accompanied tour length at the gaining location, or at least a tour length equal to the combined unaccompanied tour lengths specified for the losing and gaining locations, whichever is greater.

8. I do/do not have an active duty spouse. If so, I understand he/she must either submit a separate request or sign this request. In either case, an endorsement from both commanders is required. I understand that my spouse will not receive assignment/ deferment consideration without the appropriate endorsements and signatures.

9. I will (not) accept voluntary retraining (if necessary) for approval of my request. I understand I will incur an assignment restriction due to my retraining. I also understand future assignment or utilization in a previously held specialty will depend on Air Force manning requirements and that I may have to remain in the retraining AFSC for an indefinite period.

10. I understand if changes occur to the situation presented, whether prior to a final decision, my departure, or after approval, I must advise either the Military Personnel Flight or Contact Center immediately.

Attachments	Signature of Applicant
(Include supporting documents)	Name, Grade, USAF, SSN

This memorandum contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act and AFI 33-332.

NOTE: Attach documentation indicated for request based on one of the following reasons:
1. Medical condition. Attending physician’s input providing appropriate medical data according to Figure A24.2.

a. When the applicant has a family member enrolled in the EFMP the request must also contain documentation concerning the special needs of the exceptional family member (DD Form 2792, with addendums). Humanitarian reassignment cannot be provided if required services/resources are not available within the projected assignment locale.

2. Financial condition. Include documents or affidavits showing your financial status and how reassignment or deferment will alleviate the situation. At a minimum, documentation must show

monthly income, itemized expenditures, and total outstanding debts. The Personal Financial Management Program (PFMP) Manager located in the Airman and Family Readiness Center can assist with required documentation.

3. Child abandonment by spouse. Furnish a copy of missing person report filed with local law enforcement authorities. Include documentary evidence (*for example*, copy of Red Cross report initiating emergency leave or statement from child welfare agency) confirming the existence of a child custody problem. Be sure to include rationale why child or children cannot join you at the overseas location.

4. Child adoption. Furnish statement from the agency indicating the child has been placed in your home and that state law requires your presence, and the period of delay required to complete legal proceedings.

5. Legal issues. Include appropriate supporting legal documentation.

6. Requests based on *loco parentis* status must include affidavits or documents specified in paragraph A24.2.2.1.

7. Death of spouse or child. Furnish a copy of the death certificate or verification from mortuary services, etc.

IT IS IMPORTANT TO REMEMBER THAT THE APPROVAL AUTHORITY CAN ONLY CONSIDER WHAT IS SUBMITTED FOR REVIEW.

Figure A24.2. Sample Request for Medical Data (Humanitarian).
(Appropriate Letterhead)

Dear Doctor: (Date)

I would appreciate, as soon as possible, a medical statement in support of my request for humanitarian reassignment or deferment based on my _____ medical condition. Air Force physicians at the headquarters will review this medical statement and it will be the basis for the medical recommendation. Please cover in your statement at least the following in professional terminology:
a. Diagnosis.
b. Brief history of illness, including when initially diagnosed.
c. Status of present condition with description of degree of disability.
d. Prognosis. (Resolution of the medical problem by some means within 12 to 18 months is a key factor.) Fully substantiate and support the prognosis of terminal illness (within 2 years) by clinical data.
e. Therapy, current and contemplated.
f. If applicable, confirm the hospital or institution can accept the patient.
g. Your evaluation of the affect of the presence or absence of the applicant on the medical problem. If you desire you can seal sensitive information in a separate envelope marked "Sensitive Medical Data--For Medical Personnel Only."

Thank you for your assistance.

Sincerely,
Signature of Applicant
Name, Grade, USAF,

Attachment 25

EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

A25.1. EFMP Reassignment/Deferment General Provisions/Policy.

A25.1.1. Waivers to these provisions require prior approval of HQ AFPC/DPAPPH.

A25.1.2. All Air Force personnel must be able to respond to any contingency wherever and whenever called upon to do so. The Air Force is also committed to equal distribution of overseas assignments. As a result, permanent or prolonged deferment from reassignment cannot be considered. If a reassignment or temporary period of deferment is approved, the member must thereafter revert to worldwide assignable status.

A25.1.3. The reassignment or deferment request must be initiated by the member concerned. A request initiated/submitted by one person on behalf of another is not accepted.

A25.1.4. An EFMP request is approved on its own merit, and will not be disapproved based solely on the member's substandard performance and (or) conduct. Members will only be delayed from departing PCS when they are required to remain for completion of investigation and trial by US military or civil authorities or administrative actions under the Uniformed Code of Military Justice, or AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers,* or AFI 36-3208, *Administrative Separation of Airmen.* When a reassignment request has been approved and administrative separation is not deemed appropriate, the losing commander must formally notify the gaining commander, in writing, of any incomplete administrative or disciplinary actions and provide a comprehensive analysis of the member's job related or personal problems.

A25.1.5. For colonels and below and all airmen (except those attending initial technical training), requests must be submitted via the virtual MPF (vMPF) with supporting documentation to the Air Force Contact Center (AFCC), HQ AFPC/DPSCC. Once a request is complete it will be provided for consideration to HQ AFPC/DPAPPH. Large volume requests may be mailed to HQ AFPC/DPSCC, 550 C Street West, Suite B111, Randolph AFB TX 78150. For colonels (including selectees), and chiefs (including selectees) while requests are submitted initially to HQ AFPC, the final approval authority is AF/DPO and AF/DPE, respectively. Requests will be provided to the appropriate OPR for consideration once the required medical or legal review is obtained. Throughout this attachment when HQ AFPC/DPAPPH is referred to, substitute AF/DPO if the applicant is a colonel or colonel selectee, and AF/DPE if the applicant is a chief or chief selectee.

A25.2. For the Purpose of the EFMP, the Following Terms are Explained.

A25.2.1. Exceptional Family Member: Limited to the member's spouse, child, or other person actually residing in the member's household who is dependent on the member for over half of his or her financial support, and who meets DOD criteria for enrollment in the EFMP.

A25.2.2. Special Needs Coordinator (SNC): A medical officer assigned to the medical treatment facility (MTF) who is appointed as the SNC by the MTF Commander.

A25.2.2.1. Family Member Relocation Clearance (FMRC) Coordinator: A medical technician or civilian assigned to the MTF who is appointed as the FMRC Coordinator by the MTF Commander.

A25.2.3. General Medical Services (GMS): Encompasses all types of physiological, psychological, or social conditions of a chronic nature that have been medically diagnosed and that require specialized treatment.

A25.2.4. Special Educational Services (SES): Specially designed instruction to meet the unique educational needs of a handicapped child, including education provided in school, at home, in a hospital or in an institution, physical education programs, and vocational educational programs.

A25.2.5. Early Intervention (EI) and/or Related Services (RS): DODI 1342.12, *Provision of Early Intervention and Special Education Services to Eligible DOD Dependents*, provides guidance for EI and RS. Transportation and such developmental, corrective, and other supportive services as required to assist a child, from birth to 21 years, inclusive, with a disability to benefit from special education under the child's Individualized Family Service Plan or Individualized Education Plan. EI and RS can include speech-language pathology and audiology, psychological services, physical and occupational therapy, recreation including therapeutic recreation, early identification and assessment of disabilities in children, counseling services including rehabilitation counseling, orientation and mobility services, and medical services for diagnostic or evaluative purposes. Special Education Services can also include: school health services, social work services, parent counseling and training. The sources for these services are the home or community (natural setting), school (least restrictive environment), and medical treatment facilities.

A25.2.6. Structural Accessibility: Encompasses design modification and enhancements that permit safe access to or from military housing IAW the provisions of the Architectural Barriers Act of 1968 (42 USC, 4151). The immediate nonavailability of structural accessibility requirements at a projected location will not be a limiting factor for assignment purposes.

A25.3. Identifying and Reporting EFMP Conditions.

A25.3.1. Enrollment in the EFMP is mandatory and requires the identification of all family members requiring long term general medical, special educational, early intervention (EI) and/or related services (RS), or modified housing. Members with family members who require general medical, special educational, EI and/or RS, or modified housing must contact the Special Needs Coordinator in the MTF for a complete evaluation, assessment, and possible enrollment. Likewise, the Special Needs Coordinator must be advised immediately following the

identification of a family member who has a long term condition requiring general medical, special educational, EI or RS, or modified housing. The Air Force is committed to meeting the needs of this unique segment of our Air Force community and must be informed of the special needs of our members' families.

A25.3.2. A member desiring EFMP deferment must formally submit his or her request to the AFCC within 30 calendar days from PCS reassignment notification or nomination to HQ AFPC.

A25.3.3. Should EFMP conditions arise after PCS notification or other event notification, the member must report them to the Special Needs Coordinator and MPS immediately. If appropriate, the member must submit his or her formal request to the AFCC for consideration within 30 calendar days of learning of the condition (or a diagnosis).

A25.3.4. If a member submits a request for reassignment or deferment and the circumstances change prior to a final decision or the member's departure on assignment, he or she must immediately inform either the MPS or the AFCC, who in turn notifies HQ AFPC/DPAPPH. A message reply will be provided with final disposition instructions.

A25.4. Spirit and Intent of the EFMP.

A25.4.1. EFMP actions are designed to help an Air Force member who has a family member with special needs that meet DOD enrollment criteria. These problems are usually permanent or long term, and the family may need continued assistance. A member may need EFMP assignment consideration throughout an entire Air Force career.

A25.4.2. The EFMP is distinct from humanitarian policy and is based on the personnel (manning) requirements of the Air Force. The two programs are not interchangeable and the EFMP should not be interpreted as a base of choice program. The intent of the EFMP assignment policy is to use the Air Force member, based on current or projected manning requirements, at locations where required medical, educational, early intervention, or related services are available either through the military medical system, through civilian resources utilizing TRICARE, or a combination thereof and local resources. HQ AFPC/DPAPPH, in coordination with the AFPC Medical Staff, assignment OPR, and base level Special Needs Coordinator, determines a suitable assignment.

A25.4.3. The EFMP provides an initial 12-month deferment for a newly diagnosed condition when the member's presence is essential in establishing and/or participating in the treatment program. Deferment from reassignment may also be appropriate if a treatment program is at a critical juncture and the member's continued presence is absolutely essential to continuing the treatment program. The EFMP also provides reassignment when a member is assigned to an area and a new medical, special education, related service, or early intervention need arises for which the needed services are not available within the assignment locale. Once a treatment program is established, whether formally through the EFMP or on the member's own initiative, the member is then considered worldwide assignable.

A25.4.4. Enrolling a family member in the EFMP does not negate the member's responsibility to serve his or her share of overseas duty, or in meeting deployment requirements.

A25.5. Basic Eligibility Criteria for EFMP Reassignment/Deferment. Members may be provided an EFMP reassignment or deferment if:

A25.5.1. The member has a family member with a medical or educational requirement that meets the DOD criteria for enrollment in the EFMP (Assignment Limitation Code "Q" in the MilPDS).

A25.5.2. The Special Needs Coordinator has determined that adequate facilities/resources to meet the family member's medical, educational, related service, or early intervention requirements do not exist and cannot be reasonably provided within the current assignment locale.

A25.5.3. The member's presence is determined to be essential in establishing, participating in, or continuing a medical regimen or educational program in the present area of assignment. Normally, only one deferment for the continuing condition of the same family member is permitted and a TDY deferment (when determined necessary) is normally only provided during the initial assignment deferment period.

A25.5.4. The member was denied family member travel by the gaining MTF based on processing the AF Form 1466 and other documentation. A facility determination inquiry must be completed to the gaining location and a copy of the denial document must accompany the EFMP request. Deferment is not normally granted for this situation; however, cancellation of assignment may be provided or, if the member is in a mandatory move status (see Attachment 1), an alternate assignment provided. The abbreviated EFMP application reflected in Figure A25.2. should be used.

A25.6. Assignment Considerations for Members with Exceptional Family Members. Requests for EFMP consideration are submitted in the following circumstances:

A25.6.1. The member was denied family member travel (members projected to PCS CONUS to CONUS or overseas (OS) to CONUS) by the gaining MTF based on processing the AF Form 1466 and other documentation. A facility determination inquiry must be completed to the gaining location and a copy of the denial document must accompany the request. Deferment is not normally granted for this situation; however, cancellation of assignment is provided or, if the member is in a mandatory move status, an alternate assignment provided. Use the appropriate abbreviated EFMP application reflected in Figure A25.2. and provide the documentation concerning the denied family member travel (AF Form 1466, DD Form 2792, etc., that identify the needed resources), and any other documents that were used in the initial family member clearance process.

A25.6.2. If serving OS accompanied by command sponsored family members, a member may request reassignment within the OS theater if an unforeseen medical or educational requirement arises after arrival at the OS base. For an EFMP reassignment within the same OS theater, the

member must agree to serve the full prescribed OS tour length at the gaining location or at least a tour equal to the combined unaccompanied tour lengths, whichever is greater, prior to being reassigned from the theater. *For example*, if serving on a 30/18 month OS tour and approval is received for assignment to a 36/24 month OS tour, the member must serve the full prescribed tour at the gaining location (36 months), or not less than a tour equal to the combined unaccompanied tour lengths (18 plus 24, or 42 months) between the two OS locations before reassignment from the theater, whichever is greater. The computation resulting in the greatest combined OS tour period being served is the required minimum. The variable is the amount of time the member has been assigned to the current location.

A25.6.3. If serving OS accompanied by command sponsored family members, a member may request reassignment to the CONUS before DEROS if an unforeseen medical or educational requirement arises after arrival at the OS base and reassignment under paragraph A25.6.2. is impractical. If the reassignment request is based on inadequate medical or educational resources, the request must include the AF Form 1466 and the document, if other than the AF Form 1466, that approved family member travel to the present location. *NOTE:* If the member caused or contributed to the commission of an AF Form 1466 violation, either by falsifying or omitting information which led to the approval of family member travel, unless the member's presence is absolutely essential for treatment, the family member should be returned to the CONUS and the member will be required to complete the remainder of the OS tour established by the original tour election.

A25.6.4. If selected for an OS long tour regardless of volunteer status, and family member travel is disapproved based on the unavailability of early intervention or related services and/or special educational services, (see paragraph A25.2.) the member may seek release from the assignment. To do this, the member must submit the appropriate abbreviated EFMP application reflected in Figure A25.2. to the AFCC within 7 calendar days of receipt of the disapproval of family member travel. A copy of the AF Form 1466, MAJCOM/SG determination, and other supporting documentation disapproving family member travel must be included as attachments to the request for assignment cancellation. However, if a pinpointed assignment (a location with the required services) is identified by the MAJCOM/SG, and a manning requirement exists at that location, a member selected as the most eligible non-volunteer will be required to proceed to the pinpointed assignment.

A25.6.5. If selected for an OS long tour as a non-volunteer and family member travel is disapproved based on the unavailability of general medical services (see paragraph A25.2.), a member may volunteer through the AFCC for an unaccompanied short tour in an effort to minimize family separation. Use the appropriate abbreviated EFMP application reflected in Figure A25.2. If there are no current or projected short tour requirements available, the unaccompanied long tour length must be served at the projected OS location. After arrival OS, the existing condition will not be considered in support of a curtailment and early return to the CONUS unless the condition significantly worsens and the member's presence is considered essential.

A25.6.6. If not in a mandatory move status and selected as a volunteer for an OS long tour and family member travel is disapproved for any reason, a member may request cancellation of the

assignment through his or her assignment NCO, or officer assignment team. Supporting documentation would be the denial of family member travel. (If in a mandatory move status, a formal request to the AFCC is required, using the appropriate abbreviated EFMP application reflected in Figure A25.2. The request must include the documentation that denied family member travel). Although approval of the request is not automatic, every effort will be made and consideration given to approve such requests consistent with the needs of the Air Force.

A25.6.7. If selected as a non-volunteer for an OS short tour to an area where family members are authorized (*for example*, Turkey, Azores, etc.), a member is required to serve the unaccompanied tour length when family member OS travel is denied, regardless of the reason.

A25.6.8. If selected for an OS unaccompanied short tour (15 months or less), members may and are encouraged to apply for a home-basing assignment (Attachment 5) to effect continuation of the established EFMP. The request for home-basing should include trailer remarks that state the member is applying to effect continuation of an established EFMP. Those not selected for home-basing assignment may request EFMP reassignment through the AFCC to the same location as an OS returnee for continuation of the established EFMP. Such a request must be submitted no earlier than the 10th month and no later than the 8th month before DEROS.

A25.7. Reasons EFMP Requests are Usually Disapproved. HQ AFPC/DPAPPH will not usually approve requests for reassignment/deferment under the following circumstances:

A25.7.1. If the member caused or contributed to the commission of an AF Form 1466 violation, either by falsifying or omitting information which led to the approval of family member travel. Unless the member's presence is absolutely essential, the family member should be returned to the CONUS and the member must complete the OS tour length prescribed based on his or her status.

A25.7.1.1. Reassignment when the member initially elects and proceeds on the unaccompanied all-others overseas tour at a location where family members are allowed and then, after arrival, desires to change to an accompanied tour and the required medical or educational resources are not available to meet his family member's previously identified special needs.

A25.7.1.2. Reassignment when the member circumvents or disregards the family member clearance process by bringing noncommand sponsored family members, at personal expense, to an overseas location where the required medical resources do not exist to meet their known needs.

A25.7.2. Reassignment in order to establish a treatment program based on the availability of a preferred or optimal program in an area other than where currently assigned when adequate facilities or services can be, or are, provided within the current locale. Also, EFMP deferments are not granted for family members to remain in a preferred or optimal program when adequate services are available within the projected assignment locale.

A25.7.3. Reassignment for the purpose of obtaining extended family support.

A25.7.4. Reassignment based on the availability of a free or lower cost program in an area other than where currently assigned when the current duty location can provide adequate services on base or through the local community. *EXCEPTION:* When required services are being received off base and are causing a significant financial hardship, a member can apply for reassignment as an exception to policy. Documentation provided with such a request must clearly document the hardship. This provision does not apply to a dependent parent/parent-in-law since they are not eligible for coverage under TRICARE (see A25.7.11.).

A25.7.5. Reassignment based on the climatic conditions or geographical area adversely affecting a family member's health, and the problem is of a recurring nature (such as asthma, allergies, eczema, etc.). *EXCEPTION:* Reassignment as an exception to policy can be requested if the continued presence of the family member in such a climate/environment is medically determined to be clearly life threatening.

A25.7.6. The request is based on mental disorders (*for example*, anxieties, compulsions, obsessions, phobias, and motor or sensory manifestations or combinations thereof) resulting from family separation incident to military assignment.

A25.7.7. A request based on an intellectually or athletically gifted child. Intellectually or athletically gifted children do not qualify under the provisions of Public Law 95-561, Defense Dependents' Education Act of 1978, DOD instructions, and EFMP procedures.

A25.7.8. The family member is in an institution, unless institution officials certify frequent and regular visits will be medically beneficial to the family member, or if admittance to or retention in the institution requires establishing, continuing, or renewing state residency.

A25.7.9. The disability is due to a short-term illness or injury, or when the prognosis for complete recovery is satisfactory without the benefit of reassignment or deferment.

A25.7.10. Reassignment from the CONUS to OS for the sole purpose of establishing a treatment program.

A25.7.11. A request for reassignment to a location with a greater capability to provide space available care in a MTF for a member with a dependent parent/parent-in-law when the required care is available within the current assignment locale.

A25.7.12. A request based on the medical condition of the Air Force member. (Assignment for this reason is initiated by local medical authorities when it is determined the situation warrants such action.)

A25.7.13. Requests for deferment will not be considered for members who have not been selected and notified of reassignment or TDY in excess of 30 days. A deferment request for an officer can be considered based on the member's appearance on the Vulnerable Mover List (VML) if coordination with the appropriate assignment officer confirms assignment selection is highly likely.

A25.7.14. Deferment from reassignment when the required resources are available within the projected assignment locale.

A25.8. Processing EFMP Requests.

A25.8.1. The final approval/disapproval authority is HQ AFPC/DPAPPH. A request cannot be approved or denied at a lower level.

A25.8.2. Submits the request through the AFCC via the vMPF and electronically attaches or faxes all required endorsements and supporting documentation to HQ AFPC/DPSCC. Large volume requests can be mailed to HQ AFPC/DPSCC, 550 C Street West, Suite B111, Randolph AFB TX 78150.

A25.8.2.1. Once the AFCC receives the complete request, to include supporting documentation, from the member, it must be forwarded to HQ AFPC/DPAPPH no later than the next workday.

A25.8.3. Forwarding endorsements and correspondence must include:

A25.8.3.1. Recommendation by commander to include additional information or evidence of material value. If the commander recommends disapproval, complete justification must be provided. If the request is based on a spouse's inability to manage the household in the member's absence due to unique family situations (as defined in AFI 36-2908, *Family Care Plans)*, the commander's endorsement must include information about the existence of (or lack thereof) of the documented family care plan required by AFI 36-2908.

A25.8.3.2. The local Special Needs Coordinator must review and provide input on all EFMP requests. Input must address the availability of required resources within the current assignment locale.

A25.8.3.3. Requests for reassignment from members serving accompanied OS assignments that are based on a lack of the medical, educational, related services, or early intervention services required by the family member must include a copy of the AF Form 1466 and the document approving/disapproving family member travel.

A25.8.3.4. Both parties of a military couple must submit a request if the same assignment consideration is desired. Respective commander endorsements are required.

A25.9. Available Options When a Request is Disapproved. When a request is disapproved, the MPS must counsel the member on the following options. Members may apply (if eligible) for retirement, retirement under hardship conditions, hardship discharge, or (for officers) resignation or release from active duty. For those who are pending reassignment a request under this paragraph must be submitted within 7 calendar days following receipt of the correspondence disapproving the request.

A25.10. Withdrawing a Request. If a member wants to withdraw his or her request before a final decision or departure on reassignment, the request must be submitted in writing to either the

MPS or the AFCC, who in turn notifies HQ AFPC/DPAPPH immediately. Once a member has departed on an EFMP reassignment, the request can no longer be withdrawn.

A25.10.1. A request to withdraw an approved EFMP reassignment that was provided based on either a lack of required medical resources within the current locale or on environmental factors that were having a life threatening affect on a family member will not be favorably considered unless the situation has significantly changed since initial approval. For this type withdrawal request, input from the Special Needs Coordinator/Chief of Medical Staff is required along with the member's request.

A25.11. EFMP Assignment/TDY Restrictions.

A25.11.1. A member reassigned or deferred under the EFMP is placed in AAC 34 for 12 months as directed by HQ AFPC/DPAPPH. If granted a reassignment, members will not be reassigned PCS for at least 12 months from date arrived station. A deferment will initially restrict members only from PCS for a maximum of 12 months.

A25.11.2. TDY restriction does not automatically apply to EFMP requests unless specifically addressed in approval correspondence from HQ AFPC/DPAPPH. A member subject to TDY and requesting a restriction must obtain a statement from the attending medical or therapy provider. The statement must specify the need for the member's presence and the duration of the requirement. This statement, along with a request according to the example shown in Figure A25.1., are forwarded to the AFCC. A TDY restriction request is normally approved only on an initial EFMP request. When a TDY restriction is requested and approved, the MPS will place the member in DAC 44 as directed by HQ AFPC/DPAPPH.

A25.11.3. If a member's parent organization is relocated or deactivated before expiration of the assignment restriction, he or she is considered for intracommand reassignment to another organization on the same base. If no authorization for their specialty exists on base, or if the base is being deactivated, reassignment instructions will be provided by HQ AFPC/DPAPPH.

A25.12. AF Form 1466, Request for Family Member's Medical and Educational Clearance for Travel.

A25.12.1. All members who have a family member enrolled in the EFMP (assignment limitation code "Q") must complete an AF Form 1466 upon selection for any PCS to a location family members are allowed. The AF Form 1466 and other required documentation will be forwarded by the Special Needs Coordinator (SNC) or Family Member Relocation Clearance (FMRC) Coordinator at the member's current duty location to the SNC/FMRC at the projected assignment location to determine if adequate facilities will be available for the member's exceptional family members. If family member travel is denied, see paragraph A25.6.

A25.12.2. As mandated by Public Law, public schools and early intervention services are required to provide appropriate educational services. While mandated by law, the Air Force requires a member to process the AF Form 1466 for a CONUS assignment even though the only need may be for special educational, early intervention, or related services. A

nonrecommendation for family member travel from the gaining location's Chief of Medical Staff will not result in cancellation of the assignment unless requested by the member. However, if the member elects to continue with a CONUS assignment in this situation, he or she may not later request EFMP reassignment based on a lack of services (unless the request is based on a newly identified need).

A25.12.3. All requests for reassignment or tour curtailment will normally be disapproved when it is determined the member caused or contributed to the commission of an AF Form 1466 violation, either by falsifying or omitting information. Unless the member's presence is deemed essential, their family members should be returned to the CONUS and the member will be required to complete the remainder of the OS tour established by the original tour election.

A25.12.4. The AF Form 1466 investigation results will be provided to the losing and gaining commanders by message for possible disciplinary action against a member who caused or contributed to the commission of an AF Form 1466 violation.

A25.13. Applicant Responsibilities.

A25.13.1. Submits the request through the AFCC via the vMPF and electronically attaches or faxes all required endorsements and supporting documentation to HQ AFPC/DPSCC. Large volume requests can be mailed to HQ AFPC/DPSCC, 550 C Street West, Suite B111, Randolph AFB TX 78150.

A25.13.2. A member stationed OS and requesting reassignment OS must agree to serve the prescribed tour length at the new location or at least a tour length equal to the combined unaccompanied tour lengths at the old and new locations, whichever is greater. *FOR EXAMPLE:* if you are serving on a 30/18 month OS tour and receive approval for reassignment to a 36/24 month OS tour, you must serve the full prescribed tour at the gaining location (36 months), or not less than a tour equal to the combined unaccompanied tour lengths (18 plus 24, or 42 months) between the two OS locations before reassignment from the theater, whichever is greater. The computation resulting in the greatest combined OS tour period being served is the required minimum. The variable is the amount of time you have been assigned to the current location.

A25.13.3. For members en route PCS, they may discuss the problem with the nearest MPS commander, the AFCC, or AFPC/DPAPPH personnel to assist in deciding whether or not to submit a request. There is no reimbursement authorized if the member decides to travel to the nearest base with an MPS and a member's status remains unchanged (*for example*, leave) if they decide to submit a request. The member must comply with current reporting instructions if the assignment authority denies suspension of movement; however, a request still can be submitted (see paragraph A25.16.6.).

A25.13.4. If the circumstances of the situation change and the request is still pending, or a reassignment has been approved but the member has not departed, the member must notify his MPS immediately. An approved EFMP reassignment is normally canceled if the situation for which granted ceases to exist before the member's departure. In this instance the member must

provide information and supporting documentation to show what actions have been taken regarding the reassignment. The MPS will provide this information to the AFCC, who, in turn, provides it to HQ AFPC/DPAPPH who will make the final decision and provide a response by message.

A25.14. Air Force Contact Center Responsibilities.

A25.14.1. Counsels members desiring to submit a request for reassignment/deferment on EFMP provisions.

A25.14.2. Ensures the member's request has all pertinent documentation as outlined in Figure A25.1. or A25.2. and this attachment.

A25.14.3. Processes and forwards to HQ AFPC/DPAPPH complete requests no later than the next workday after receipt from the member. Reasons for exceeding this standard must be explained/provided in the forwarding correspondence.

A25.14.4. Acts as liaison between HQ AFPC/DPAPPH and the applicant.

A25.15. Commander Responsibilities.

A25.15.1. Recommends approval/disapproval of the EFMP request and includes any information that helps HQ AFPC make a decision. All disapproval recommendations must be fully justified.

A25.15.2. Does not involuntarily select members TDY deferred for EFMP reasons for TDY in excess of 30 calendar days while they are in DAC 44.

A25.16. MPS Responsibilities.

A25.16.1. Processes requests for delay in reporting when the member's projected departure date is within 30 days.

A25.16.2. Assists the member with accessing the vMPF applications. Processes requests submitted by initial technical training students.

A25.16.3. Sends a message providing full facts and circumstances to the AFCC when the reason for the request ceases to exist before the member departs PCS.

A25.16.4. Counsels the member on other available options if the approval authority disapproves the request. See paragraph A25.9.

A25.16.5. Using MilPDS updates the AAC, DAC, and DOA as directed by HQ AFPC/DPAPPH.

A25.16.6. Updates or deletes ALC “Q” from the MilPDS as directed by HQ AFPC/DPAPPH or upon receipt of written confirmation from the base Special Needs Coordinator.

A25.16.7. When members are PCS en route to or from an OS area, or are TDY in the CONUS from OS, the nearest MPS commander may be contacted for assistance by phone or mail. There is no reimbursement authorized if the member decides to travel to the nearest base with an MPS. A member's status remains unchanged (*for example*, leave) if they decide to submit a request. The MPS commander will assist the member in submission of a formal request for EFMP reassignment or deferment. The MPS commander may request to suspend the movement of the member; however, members must be advised that their status remains unchanged (for example, leave) if the request for suspension is granted while a request is pending. These requests must be forwarded by message to HQ AFPC/DPAPPH with information copies to the losing and gaining activity and include:

A25.16.7.1. The member’s name, grade, SSN, SAFSC (officers) or CAFSC (airmen), port call date (if applicable), date of EFMP submission (if any), date departed losing organization, losing and gaining unit of assignment, and RNLTD.

A25.16.7.2. A brief summary of the situation and any relevant supporting information.

A25.16.7.3. Counsels the member on the provisions of AFI 36-3003, *Military Leave Program*, if the member has an advance (negative) leave balance when suspending movement or when submitting the request. *NOTE:* The time between the request submission and the approval authority’s final action is considered leave.

A25.16.7.4. If the request for suspension of movement is denied, the member may still elect to submit an EFMP request but he or she must comply with the current reporting instructions. Requests for a new port call date or a change in RNLTD will not be submitted after denial of the request for suspension of movement.

Figure A25.1. Sample Request for EFMP Reassignment or Deferment.

(Appropriate Letterhead)

MEMORANDUM FOR UNIT CC/SQUADRON SECTION COMMANDER (Date)
SPECIAL NEEDS COORDINATOR
HQ AFPC/DPAPPH
IN TURN

FROM: (Functional Address Symbol)

SUBJECT: FOUO - EFMP (Reassignment) (Deferment) (TDY Deferment) Request

IT IS ESSENTIAL THAT YOU FULLY DOCUMENT AND SUBSTANTIATE YOUR REQUEST. FAILURE TO PROVIDE ALL REQUESTED INFORMATION WILL DELAY A FINAL DECISION

1. I request (reassignment) (deferment) in order to (establish) (continue) an EFMP. The circumstances are: (Give specific reasons why you cannot establish or continue the EFMP at the current or projected location. If requesting a TDY restriction, justify why your presence is required and specify expected duration. Give all relevant information.)

2. I have taken the following actions/steps to improve my worldwide availability: (*Note*: Information concerning the existence of a viable family care plan according to AFI 36-2908 must be included in this paragraph if the request is based on a spouse's medical or emotional problems that make his or her ability to manage the household questionable in your absence. Information addressing why a care plan was not established or why an existing one is no longer viable is required.)

3. I submit the following supporting information:

a. Organization and Location (current and projected), E-mail address, fax phone number, and phone number where you can reach me:

b. Name, Date of Birth (of children), and Home Address of Exceptional Family Member Concerned:

c. Current leave address, date leave expires, leave telephone number, and E-mail address:

4. I have (not) been previously (reassigned) (deferred) (TDY restricted) for EFMP reasons. If so, indicate date and reason.

5. I understand my EFMP assignment will depend on manning requirements at the time I am available for reassignment. If Air Force manning needs allow and required services are available, I prefer reassignment to _____.

6. (Members serving OS.) If reassigned to another OS location within the same theater, I do (not) volunteer to serve either the full accompanied tour length at the gaining location, or at least a tour length equal to the combined unaccompanied tour lengths specified for the losing and gaining locations, whichever is greater, prior to being reassigned from the oversea theater.

7. I do/do not have an active duty spouse. If so, I understand he/she must either submit a separate request or sign this request. In either case, an endorsement from both commanders is required. I understand that my spouse will not receive assignment/deferment consideration without the appropriate endorsements and signatures.

8. (Airmen Only) (While retraining is not normally done on an EFMP request, it is sometimes necessary.) I will (not) accept voluntary retraining (if necessary) for approval of my request. I understand I will incur an assignment restriction due to my retraining. I also understand future assignment or utilization in a previously held specialty will depend on Air Force manning requirements and that I may be required to remain in the retraining AFSC for an indefinite period.

9. I understand if changes occur to the situation presented, whether prior to a final decision, my departure, or after approval, I must advise either the Military Personnel Flight or Air Force Contact Center immediately.

Signature of Applicant
Name, Grade, USAF, SSN

This memorandum contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act and AFI 33-332.

Attachments:
1. AF Form 1466*
2. Special Needs Coordinator Input
3. DD Form 2792 with applicable addendums
4. Individualized Education Plan and/or Individualized Family Service Plan (Required when request is based on special education needs)
5. Any other documentation your want considered

NOTE: You must include statements from medical and educational providers (as appropriate). When the program involves a need for a combination of these services, it is especially important you include all pertinent data to ensure proper assignment decision. If the EFMP request is for reassignment, the Special Needs Coordinator must state whether or not adequate services are available anywhere within the local area. *The AF Form 1466 is required only if request is for reassignment from either an overseas or CONUS location due to inadequate medical care or educational services. In this situation attach a copy of the AF Form 1466 and the document (if other than the AF Form 1466) which approved family member travel to that area. If request is for assignment diversion or cancellation based on disapproved family member travel, include a copy of the AF Form 1466 and the denial determination. If request is based on a need for reassignment due to a condition diagnosed after arrival at the assignment location and there are no other special needs of family members, an AF Form 1466 is not required.

IT IS IMPORTANT TO REMEMBER THAT THE APPROVAL AUTHORITY CAN ONLY CONSIDER WHAT IS SUBMITTED FOR REVIEW.

Figure A25.2. Sample Request for Assignment Change/Cancellation Based on the Disapproval of Family Member Travel.

(Appropriate Letterhead)

MEMORANDUM FOR UNIT CC/SQUADRON SECTION COMMANDER (Date)

HQ AFPC/DPAPPH
IN TURN

FROM: (Functional Address Symbol)

SUBJECT: FOUO - Request for Assignment Change/Cancellation Based on the Disapproval of Family Member
Travel

Remember to sign your request and provide your SSN.

Use this when family member travel is denied for PCSs CONUS to CONUS and OS to CONUS -Based on the denial of family member travel I request my projected assignment to _____ be changed/cancelled, as appropriate, under the EFMP according to AFI 36-2110, Attachment 25, paragraph A25.6.1. While I understand Air Force manning needs is the main consideration for an assignment location, if manning supports and required services are available I prefer reassignment to _____. I've attached the documentation used in the family member clearance process.

Use this when family member travel is denied for PCS CONUS to OS based on a lack of educational or early intervention or related services regardless of your selection status -Based on the denial of family member travel I request my projected assignment to _____ be cancelled according to AFI 36-2110, Attachment 25, paragraph A25.6.4. A copy of the AF Form 1466, MAJCOM/SG determination, and other supporting documentation which denied family member travel is attached.

Use this when family member travel is denied for PCS CONUS to OS based on a lack of general medical services and you were selected as the most eligible non-volunteer -Based on the denial of family member travel and my selection as the most eligible non-volunteer, I volunteer for a short overseas tour in lieu of serving the all others tour according to AFI 36-2110, Attachment 25, paragraph A25.6.5. A copy of the AF Form 1466, MAJCOM/SG determination, and other supporting documentation which denied family member travel is attached. My preferences for short tour assignment are: (list up to eight preferences for overseas locations where the unaccompanied tour length is less than 18 months). I understand a short tour provided under this provision may be to a location other than a listed preference. I also understand that if a short tour is provided I may also request a home-basing assignment in order to continue the established EFMP treatment program.

Use this when family member travel is denied for PCS CONUS to OS based on a lack of general medical services and you were selected as a volunteer and are not in a mandatory move status -Based on the denial of family member travel and my selection as a volunteer, I request my projected assignment to _____ be cancelled according to AFI 36-2110, Attachment 25, paragraph A25.6.6. A copy of the AF Form 1466 and other supporting documentation which denied family member travel is attached.