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SECRETARY OF THE AIR FORCE

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Personnel

ASSIGNMENTS

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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*, 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. System of Records Notice Numbers, F036 HQ AFPC C, *Military Personnel Records System* and F036 HQ AFPC Q, *Personnel Data System (PDS),* apply. Process proposed supplements to this AFI as outlined in AFI 33-360, volume 1, *Publications Management Program.* Forward all other proposed publications that affect this instruction to Headquarters Air Force Personnel Center, Directorate of Assignments (HQ AFPC/DPA), 550 C Street West, Suite 28, Randolph AFB TX 78150-4730, for review and approval before publication. Refer to **Attachment 1** for Glossary. This instruction has been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with DoDD 5154.29, dated 9 March 1993, as PDTATAC Case RR981023.

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2005-1 (**Attachment 26**). This change clarifies utilization standards for rated officers (paragraphs **2.9.1.** and **2.9.1.1.**, and **Figure 2.1.**). Incorporates approved guid-

ance in MPF Memorandum, 00-29, dated 18 Aug 00, Base of Preference (BOP) PCS and in-place BOP (First Term and Career Airman) (**Attachment 2**). Deletes Volunteer Enlisted CONUS Assignment Program (VECAP) due to changes to the BOP Program (**Attachment 13**, paragraph **2.70.**). Clarifies and divides Humanitarian and EFMP reassignments and deferment guidance (deletes **Attachment 7**, adds **Attachment 24** and 25 and changes **Table 1.1.**, **Table 1.2.**, and **Table 2.2.**). Adds guidance on Air Force Academy graduate accessions and members cross-commissioning from other Service Academies (**Attachment 22**, paragraph **A22.2.1.**). Corrects the terminology for USAF Academy tenured faculty (AAC 22) and changed the deferment period from 4 to 3 years (**Table 2.1.**, Rule 16). Changes CMSgt Utilization (AAC 85) to reflect High School Senior Deferment (**Table 2.1.**, rule 64). Adds Korea Assignment Incentive Pay (AAC 65) (**Table 2.1.**, rule 65). Deletes VECAP assignment availability code reference (**Table 2.1.**, note 3). Deletes VECAP and BOP assignment limitation code reference (**Table 2.2.**, note 2). See the last attachment of the publication, IC 2005-1, for the complete IC. A bar (|) indicates revision from the previous edition.

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Chapter 1

ASSIGNMENT AUTHORITY

1.1. Assignment Authority. The Department of Defense (DoD) allocates funds, delegates authority and directs policies for the temporary duty (TDY) assignment and permanent change of duty station (PCS) assignment of Air Force (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 members, such as PCS from overseas (OS) to the continental United States (CONUS), upon completion of the prescribed OS tour. This instruction will 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 will 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 AF members 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 in accordance with this instruction or some other AF instruction, use this general test: If the reason for the PCS is not for the purpose of a member filling a funded vacant manpower authorization and to perform duty in his or her Air Force specialty, and selection of the member 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 MPF provides support for all PCSs. Therefore, to assist MPFs 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 AF member 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, AF members will not be 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 AF members OS without proper establishment of an AF unit at the location where the member 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 a member 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 member may be assigned, etc.). Assignments contrary to this policy circumvent the AF manpower system and personnel assignment and accountability systems, can affect a member's entitlements and pay, and can have serious consequences. Exceptions may be considered according to paragraph **1.5.**

1.1.3.1. PCA with PCS. When members 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, this 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 a member 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 a member 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 entitlement 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 entitlements.

1.1.3.3. PCS without PCA. There are times when it may be necessary to direct AF members 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 in accordance with this instruction, but is common in connection with PCSs in accordance with other AFIs. For example, a member 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 member 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) for major commands (MAJCOMs), field operating agencies (FOA), and direct reporting units (DRU), is authorized to initiate assignment requests for members currently assigned to their MAJCOM/FOA/DRU and to request assignment of personnel to fill valid vacant manpower authorizations. Assignment request authority may be delegated to the personnel assignment function (or equivalent) at the headquarters of a MAJCOM/FOA/DRU and will not be further delegated. This does not preclude certain actions authorized to be initiated below MAJCOM/FOA/DRU level which flow directly to the assignment OPR, but are reviewed at the MAJCOM/FOA/DRU assignment function (or equivalent). The personnel assignment function of a MAJCOM/FOA/DRU will submit assignment requests in advance to the assignment OPR for the following:

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 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 AF Colonel Matters Office, Assignments (AFCMOA), 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 AFCMOA.

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 in accordance 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 the AF General Officer Matters Office (AFGOMO).

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 AFCMOA.

1.2.8.3. For staff 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 HQ AFPC/DPAC.

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 law, DoD and AF directives and instructions.

1.3.2. As equitably as possible between MAJCOMs (or equivalent) within a specialty and grade. Additionally, for 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 the Airmen Management Branch, HQ AFPC/DPAAS.

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 will not be approved based solely on personal desires or for personal reasons but may coincidentally satisfy a member'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 will 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. A member may initiate a waiver request on his or her own behalf <u>only</u> when specifically authorized in a paragraph, table, or attachment. In all other instances, requests by members 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 will 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 members. 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 will 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 will 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 will forward the request to the Relocations Element of the servicing Military Personnel Flight (MPF) 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 a member will indicate whether or not the member has been advised and include volunteer status, if determined.

1.4.4. MPF Actions. MPFs will assist members and commanders in ensuring that the requirements established by this instruction are met. MPFs should advise the member, 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 will 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 MPF receives a waiver request of an urgent nature which might have a bearing on a member's pending PCS, the MPF will contact the appropriate assignment OPR (**Table 1.2.**) for guidance without delay. Advise members 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 a member 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 MPF may send a request to the MAJCOM (or equivalent), and also include the HQ AFPC assignment OPR or other OPRs as information addressees. This will alert these other offices and possibly expedite a final decision.

1.4.5. MAJCOM (or equivalent) Actions. All waiver requests will be routed through the member's parent MAJCOM except when a paragraph, table, attachment, or other guidance authorizes submission directly to the assignment OPR or approval authority. When direct submission is authorized, MAJCOM input will be obtained if determined necessary by the assignment OPR or approval authority. MAJCOMs may disapprove a waiver request which is not justified. For requests which meet the criteria for approval in paragraph **1.4.1.**, MAJCOMs may address the mission impact of approval in their forwarding endorsement.

1.4.6. Assignment OPR and Approval Authority Actions. MAJCOMs (or equivalent) will normally forward assignment waiver requests to the assignment OPR, unless instructed otherwise. The assignment OPR may approve or disapprove a request when authorized, or will 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 members 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 a member may submit a request on him or herself. Exception requests from members may be endorsed by senior level officials at their discretion. However, requests from members will still be evaluated based on the justification. Disapproval of a

member's request which has been endorsed by a senior official will not be construed as disapproval of a request originated by a senior official. All requests must cite what exception is requested. Requests initiated by members 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.)

1.5.3. Commander Actions. Unit commanders will review requests by members and determine if the required justification exists. A unit commander, or higher level commander, may disapprove a member's request if it is not justified and will advise the member 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 will forward the request to the Relocations Element of the MPF, unless the request is being processed through command channels. Exception to policy requests submitted by other than the member will indicate whether or not the member has been advised and include volunteer status, if determined.

1.5.4. MPF Actions. MPFs will assist members and commanders in ensuring the requirements established by this instruction are met. MPFs should advise a member, 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 will 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 MPF receives a request of an urgent nature which might have a bearing on a member's pending PCS, the MPF will contact the appropriate assignment OPR for guidance without delay. Advise members 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 a member 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 MPF may send a request to the MAJCOM (or equivalent), and also include the HQ AFPC assignment OPR or other OPRs as information addressees. This will alert these other offices and possibly expedite a final decision.

1.5.5. MAJCOM (or equivalent) Actions. All exception requests will be routed through the member's parent MAJCOM, except when a paragraph, table, attachment, or other guidance authorizes submission directly to the assignment OPR or approval authority. When direct submission is authorized, MAJCOM input will be obtained if determined necessary by the assignment OPR or approval authority. MAJCOMs may disapprove a request which is not justified. For requests which meet the criteria for approval in paragraph **1.5.1.**, MAJCOMs may address the mission impact of approval in their forwarding endorsement. Exception requests forwarded for consideration should identify what waivers of PCS eligibility are required.

1.5.6. Assignment OPR and Approval Authority Actions. Requests for exceptions to policy, procedures, or other provisions will be addressed to the office shown below for personnel 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 will prepare 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. AFGOMO for all general officers, including brigadier general selects.

1.5.6.2. AFCMOA for colonels, including colonel selects, of any competitive category.

1.5.6.3. HQ USAF/JAX for staff judge advocate officers, lieutenant colonel and below.

1.5.6.4. HQ AFPC/DPAPP for officers in the grade of lieutenant colonel and below.

1.5.6.5. HQ AFPC/DPAC for airmen in the grade of Chief Master Sergeant (CMSgt), including CMSgt selects.

1.5.6.6. HQ AFPC/DPAPP for airmen in the grade of Senior Master Sergeant (SMSgt) and below.

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

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
Accompanied Equivalent Tour Length Program (Officers)	**3.2.**			**Figure 3.1.**
Active Duty Service Commitment (ADSC)	**2.28.**			
Adjustment of ODSD/STRD for PCS	**3.5.**	**Table 3.4.**		
Adjustment of ODSD/STRD for TDY	**3.5.**	**Table 3.5.**		
Administrative/Disciplinary Action En Route PCS	**2.40.**			
Adoption	**2.19.**	**Table 2.2.**	**Attachment 7**	
Advance Academic Degree (AAD) Assignment, Officer	**2.43.**			
Aircrew Assignments (Airmen)	**2.58.**, **2.59.**			
Air Force Assignment System (AFAS) (Officers Only)	**2.31.**		**Attachment 17**	
Air Travel In Conjunction With PCS/TDY	**2.57.**			
Alaska/Hawaii OS Tour Length	**3.2.**	**Table 3.1.**		
Assignment Action Number (AAN)	**2.56.**			
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)	**2.34.**			
Assignment Exchange (CONUS-to-CONUS)	**2.65.**		**Attachment 10**	
Assignment Limitation Codes	**2.16.**	**Table 2.2.**		
Assignment Notification (PCS)	**2.32.**			**Figure 2.2.**
Assignment of Members Who Were Previously Designated as "Missing"	**2.44.**	**Table 2.2.**		
Assignment OPR, Individual Assignment Actions	**1.1.**	**Table 1.2.**		
Assignment Preference, Airmen	**2.31.**		**Attachment 16**	
Assignment Preferences, Officers	**2.31.**		**Attachment 17**	
Assignment Requests, Authority to Initiate	**1.2.**			

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
Assignment Selection Date (ASD)	**2.30.**	**Table 2.8.**		
Award/Adjustment of ODSD/STRD for PCS/TDY	**3.5.**	**Table 3.4.**, **Table 3.5.**		
Base of Preference (BOP) Airmen	**2.67.**		**Attachment 2**	
Base Residency (see Time on Station (TOS))	**2.25.**	**Table 2.3.**		
Basic Training Requirement Prior to PCS OS	**2.13.**			
Cancellation of PCS	**2.36.**			
Cancellation of Voluntary OS Tour Extension	**3.8.**			
Career Field Change Request, Officers	**2.45.**			
Change of Volunteer Status After PCS Selection	**2.12.**			
Change of Assignment/Assignment Data	**2.34.**, **3.6.3.**			
Citizenship Considerations	**3.13.**			
Command Sponsored Position Listing (CSPL)	**3.2.**			
Command-Sponsorship	**3.6.**		**Attachment 20**	
Competitive Category Transfer (Officers)	**2.45.**			
Consecutive OS Tour (COT) (Including IPCOT)	**3.7.**		**Attachment 4**	
Continuation of OS Tour	**2.48.**			
Continuation of PCS	**2.35.**			
Controlled Duty Assignment (CDA) (Airmen)	**2.42.**			
CONUS Assignment Exchange (CONUS-to-CONUS)	**2.65.**		**Attachment 10**	
CONUS-Isolated Station Assignments	**2.66.**		**Attachment 3**	
CONUS-OS Imbalance Skills (Airmen)	**3.3.**			
Cost Identifier Code for PCS	**2.49.**			
Court-Martial, PCS in Conjunction With	**1.1.**		**Attachment 22**	
Curtailment of OS Tour	**3.8.**	**Table 3.11.**		
Curtailment of OS Tour for Cause	**3.8.**			
DAFSC Change (Officers)	**2.45.**			
Deferment From PCS	**2.15.**	**Table 2.1.**		

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
Demotion, Assignment of Airmen Subject to Administrative		2.1.		
Dependent Care	2.19.			
Departure Dates (PDD)	2.26.	Table 2.4.		
DEROS Management	3.8.			
Directed Duty Assignment (DDA) (See CDA for Airmen, or Mandatory Utilization Requirement for Officers)	2.42., 2.61.			
Dislocation Allowance (DLA)	2.52.			
Disqualified Officers and Airmen	2.41.			Figure 2.3., Figure 2.4.
Distribution of Personnel	1.3.			
Diversion of Member En Route PCS	2.35.			
Dual Citizenship (Including Non-U.S. Citizens)	3.13.			
Educational Deferments	2.15.	Table 2.1.		
EFMP Assignment/Deferment	2.32.		Attachment 25	
Emergency Leave from OS, PCS in Conjunction With	3.9.			
Enlisted Aircrew Assignments (see Enlisted Noncareer Aviators and Operational Support Flyers)	2.58.			
Enlisted Noncareer Aviators	2.59.			
Entitlements, Manning	1.3.			
Entitlements, PCS	2.6.			
EQUAL and EQUAL Plus (Airmen) Assignment Program	2.31.		Attachment 16	
Equal Opportunity Assignment Policy	2.3.			
Ex-prisoner/Evader, Assignment of	2.44.			
Exceptions (Also see Waivers)	1.5.			
Expanded Permissive PCS	2.65.		Attachment 10	
Extended Long OS Tour Volunteer Program (Airmen)	3.2.			
Extension of OS tour, Quality Reasons	3.10.	Table 3.12.		

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
Extension of OS tour (Voluntary/ Involuntary)	3.8., 3.10.	Table 3.12., Table 3.9.		
Extension of Stabilized Tour	2.15.			
Family Member Deferment, Hostile Fire or Imminent Danger Area or Aircrew	2.20.		Attachment 6, Attachment 9	
Family Member Medical Clearance	3.6.		Attachment 7, Attachment 20	
Family Members, Assignment to Command or Supervisory Positions	2.20.			
First-term Airman, Assignment of; Definition of	2.14.			
First-term Airman, Two PCS Limitation	2.14.			
Flying Duty, ("X" prefix) (Airmen)	2.59.			
Follow-on Assignment	3.6.		Attachment 5	
Former Enlisted, Assignment Upon Commissioning	2.22.			
Former Officer, Assignment Upon Enlistment	2.23.			
Forms Prescribed	4.18.			
Grade, AFSC, Skill Level Relationship	2.7.			
High Year of Tenure (HYT) (Airmen)	2.60.			
Home-basing Assignment	3.6.		Attachment 5	
Hospitalized Member, Assignment From Hospital	1.1.		Attachment 22	
Hostile Fire Area, Family Member Deferment (Also see Sole Surviving Son/ Daughter)	2.20.		Attachment 6	
Humanitarian Assignment/Deferment	2.30., 2.32.		Attachment 24	
Imbalance Skill, OS Selection of Airmen with CONUS-OS	3.3.			
Imminent Danger Area, Family Member Deferment (Also see Sole Surviving Son/ Daughter)	2.20.		Attachment 6	
In-place BOP (Airmen)	2.67.		Attachment 2	
In-place COT (IPCOT)	3.8.		Attachment 4	

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
Incentive Program, OS Tour Extension (OTEIP) (Airmen)	**3.8.**		**Attachment 15**	
Indefinite DEROS	**3.8.**			
Information, Release of Personal Assignment	**2.2.**			
International Hold (IH)	**3.10.**	**Table 2.1.**, **Table 3.12.**		
Interval Between Assignments, Washington, DC Area (Officers)	**2.72.**		**Attachment 19**	
Investigation, Airman Required for	**1.1.**	**Table 2.1.**	**Attachment 22**	
Involuntary Consecutive OS Tour (ICOT)	**3.8.**		**Attachment 4**	
Involuntary DOS (Airmen)	**2.29.**			
Join Spouse	**2.31.**		**Attachment 8**	
Joint Duty Assignment (JDA) (Officers)	**2.15.**, **2.25.**, **2.26.**, **3.2.**, **3.8.**	**Table 2.4.**		
Junior/Senior Member PCS Considerations	**2.21.**			
Key Billets	**3.2.**			
Letters of Recommendation for Assignment	**2.64.**			
Low-cost PCS	**2.51.**			
MAJCOM Initiated Assignment	**1.2.**			
Mandatory Move (PCS) Definition of			**Attachment 1**	
Mandatory Utilization (Officers) (For Airmen, see CDA)	**2.61.**	**Table 2.10.**		
Manning Assistance, TDY Intercommand	**4.8.**			
Manning Assistance, TDY Intracommand	**4.8.**			
Manpower Authorization Changes	**2.8.**			
Maximum Stabilized Tours	**2.15.**	**2.1.**		Stabilized Tour Guide
Medal of Honor Recipients and Candidates	**3.12.**	**Table 2.2.**		
Medical Limitations and Deferment	**2.17.**, **2.38.**, **2.39.**	**Table 2.1.**, **Table 2.2.**		
Military Couples, Assignment of	**2.31.**		**Attachment 8**	
Minimum Stabilized Tours	**2.15.**	**Table 2.1.**		Stabilized Tour Guide

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
No-Cost (No Entitlement) PCS	**2.50.**			
Noncareer Officers, Assignment of; Definition of;	**2.14.**		**Attachment 1**	
Non-CONUS Resident, Assignment of; Definition of;	**3.3.**	**Table 3.2.**, **Table 3.3.**	**Attachment 1**	
Non-US Citizen, Assignment of	**3.13.**			
Nonselection for Promotion (Officers)	**2.18.**			
Notification of PCS Selection	**2.32.**			
Notification of PCS Selection, Minimum Notice	**2.33.**			
ODSD/STRD	**3.5.**			
Operational Support Flyers (Enlisted)	**2.59.**			
OPR, Individual Assignment Action		**Table 1.2.**		
Orders in Hand Minimum for PCS	**2.33.**			
OS Duty, Vulnerability for	**3.3.**		**Attachment 16**, **Attachment 17**	
OS Duty, Selection for	**3.3.**			
OS Returnee Allocation and Assignment Schedule (Airmen)	**3.8.**		**Attachment 16**	
OS Returnee Counseling (Airmen)	**3.8.**			
OS Returnee Match Priorities		**Table 3.14.**		
OS Tour, Extension of	**3.8.**, **3.10.**	**Table 3.12.**, **Table 3.9.**		
OS Tour Credit	**3.4.**			
OS Tour Election Statement	**3.6.**	**Table 3.7.**, **Table 3.8.**	**Attachment 20**	
OS Tour Extension Incentive Program (OTEIP) (Airmen)	**3.8.**		**Attachment 15**	
Overage	**2.48.**			
PCS, Notification of Selection for	**2.32.**			**Figure 2.2.**
PCS of Member Required for Investigation or Trial	**1.1.**		**Attachment 22**	
PCS Orders, Authority to Issue	**2.55.**			
PCS Orders, Orders in Hand Minimum	**2.33.**			
PCS, Permissive	**2.65.**		**Attachment 10**	

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
PCS, Promotion and	**2.7.**, **2.48.**			
PCS Request Authority	**1.2.**			
PCS Selection, Primary Factor in	**2.4.**			
PCS While on TDY	**4.6.**			
Peace Corps, Assignment of Former Members	**2.53.**	**Table 2.2.**		
Permissive PCS	**2.65.**		**Attachment 10**	
Personnel Processing Codes (PPCs)	**2.62.**		**Attachment 1**	
PERSTEMPO	**2.5.**			
Physical Limitation	**2.15.**	**Table 2.2.**		
Plug Table (MAJCOM)	**3.7.**			
Port Call Limitations	**2.26.**			
PW (Ex-) Assignments	**2.44.**			
Pregnant Civilian Spouse, PCS of Member With	**2.38.**			
Pregnant Military Member, PCS of	**2.39.**			
Privacy Act	**2.2.**			
Projected Departure Date (PDD)	**2.26.**	**Table 2.4.**		
Promotion (Airmen)	**2.7.**, **2.48.**			
Promotion Nonselection (Officers)	**2.18.**			
Promotion (Officers)	**2.7.**, **2.48.**			
Proration of DEROS/OS Tour	**3.11.**	**Table 3.13.**		
Pseudo Position Number (Officer)	**2.46.**			
Quality Control	**2.40.**	**Table 2.1.**		
Rated Officer Utilization Standards	**2.9.**			**Figure 2.1.**
Reclama of Assignment	**2.47.**			
Recommendation for Assignment or Selection Board	**2.64.**			
Release of Personal Information	**2.2.**			
Report not Earlier Than Date (RNETD)	**2.27.**	**Table 2.4.**		
Report not Later Than Date (RNLTD)	**2.27.**	**Table 2.4.**		
Retainability	**2.29.**	**Table 2.5.**, **Table 2.6.**		
Retainability Declination (Airmen) (For Officers, see Seven Day Option)	**2.29.**			

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
Retainability Declination Statement (Airmen)	**2.29.**			
Retainability Delay (Airmen Only)	**2.29.**	**Table 2.7.**		
Retirement in Lieu of (7-day Option)	**2.37.**	**Table 2.9.**		
Retraining, Assignment/Deferment		**Table 2.1.**		AFI 36-2626
Second DLA/Second PCS, Same Fiscal Year	**2.52.**			
Security Requirements for PCS	**2.4.**, **2.54.**, **3.13.**			
Sensitive Compartmented Information (SCI), PCS and	**2.54.**			
Separation in Lieu of (7-day Option)	**2.37.**	**Table 2.9.**		
Seven-day Option (Separation/Retirement in Lieu of PCS) and Second 7-day Option	**2.37.**	**Table 2.9.**		
Short OS Tour, Assignment Selection	**3.5.**	**Table 3.2.**		
Short OS Tour, Definition			**Attachment 1**	
Sole Surviving Son/Daughter Assignment Restriction	**2.20.**		**Attachment 11**	
Soliciting an Assignment	**2.24.**			
Special Experience Identifiers (SEI)	**2.41.**			
Stabilized Tours	**2.15.**	**Table 2.1.**		Stabilized Tour Guide
STRD (Short tour Return Date)	**3.5.2.**		**Attachment 1**	
Student Assignments (Airmen, Non-Prior Service)	**2.68.**		**Attachment 21**	
Surplus	**2.48.**			
SWAP Assignment Program, OS Returnees (Airmen)			**Attachment 18**	
TDY, Adjustment of DEROS Based on	**3.11.**	**Table 3.13.**		
TDY, Adjustment ODSD/STRD Based on	**3.4.**, **3.5.**	**Table 3.5.**		
TDY, Assignment of Airmen to Duty Requiring Frequent	**2.63.**			
TDY Authority, Delegation of	**4.2.**			
TDY En Route PCS	**4.6.**			
TDY Hold Status for Members En Route PCS	**4.17.**			

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
TDY in Conjunction with PCS	**4.6.**			
TDY Intercommand, Manning Assistance	**4.8.**			
TDY Intracommand, Manning Assistance	**4.7.**			
TDY Restrictions	**4.6.**			
TDY Retainability	**4.6.**			
TDY, Selection Of Personnel for	**4.6.**	**Table 4.1.**, **Table 4.2.**		
Threatened Person Assignments (TPA)	**2.69.**		**Attachment 12**	
TOS (Time on Station) Requirements	**2.25.**	**Table 2.3.**		
Tour Election Statement for OS Assignment	**3.6.**	**Table 3.7.**, **Table 3.8.**	**Attachment 20**	
Tour Length Establish/Change or	**3.2.**			
Training, Determining Attendance Via PCS or TDY	**4.5.**			
Trial, Member Required for	**1.1.**		**Attachment 22**	
Two Unaccompanied Tour Length Requirement for COT	**3.8.**		**Attachment 4**	
Voluntary Stabilized Base Assignment Program (VSBAP)	**2.71.**		**Attachment 14**	
Volunteer Status	**2.10.**, **2.11.**, **2.12.**, **3.7.**			
Volunteer Status, Request for Change of	**2.12.**			
Waivers (Also see Exceptions)	**1.4.**			
Washington, DC Area Total Time Assigned and Interval Between Assignments (Officer)	**2.72.**		**Attachment 19**	

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	**AFGOMO, AIR FORCE GENERAL OFFICER MATTERS OFFICE** General officers, including selectees.
2	**HQ USAF/JA, THE JUDGE ADVOCATE GENERAL (TJAG)** Judge advocates (see note).
3	**AFCMO, AIR FORCE COLONEL MATTERS OFFICE** Colonels, including selectees (except judge advocates, see note).
4	**AIR FORCE PERSONNEL CENTER (HQ AFPC/CC)** Lieutenant colonels and below (including chaplains and medical officers) and all airmen.

Section B. Office of Primary Responsibility (OPR) for Assignment Actions	
LINE	Office and Area of Responsibility
5	**AFGOMO, AF GENERAL OFFICER MATTERS OFFICE** General officers, including selectees.
6	**AF/JAX, PROFESSIONAL DEVELOPMENT DIVISION** Judge advocates, lieutenant colonels and below. (For colonels, including selectees, see note.)
7	**AFCMOA, COLONELS' ASSIGNMENTS** Colonels, including selectees (except judge advocates, see note).
8	**HQ AFPC/DPA, DIRECTORATE OF ASSIGNMENTS** Lieutenant colonels and below (including chaplains and medical officers) and all airmen
9	**DPAA, AIRMAN ASSIGNMENTS DIVISION** SMSgt and below, except enlisted aircrews. (For enlisted aircrews, see DPAOM4/DPA004.)
10	**DPAAD, Airman Distribution Branch**
11	DPAAD1, Logistics and Security Assignments Section
12	DPAAD2, Mission Support Assignments and Special Duty Assignments Section
13	DPAAD3, Weather, communications and Joint Departmental Assignments Section

Section B. Office of Primary Responsibility (OPR) for Assignment Actions	
LINE	Office and Area of Responsibility
14	DPAAD4, Aircraft, Operations, Munitions and Missile Maintenance Assignments Section
15	**DPAAS, Airman Management Branch** (Force structure actions.)
16	**DPAC, CHIEFS' GROUP** CMSgts, including selectees.
17	**DPAH, CHAPLAIN ASSIGNMENTS** Lieutenant colonels and below.
18	**DPAM, MEDICAL SERVICE OFFICER MANAGEMENT DIVISION** Lieutenant colonels and below.
19	**DPAMD, Dental Corps Utilization & Education Branch**
20	**DPAME, Physician Education Branch**
21	**DPAMF, Force Management Branch**
22	**DPAMM, Medical Standards Branch**
23	**DPAMN, Nurse Utilization & Education Branch**
24	**DPAMP, Physician Utilization Branch**
25	**DPAMS, Medical Service Corps Utilization and Education Branch**
26	**DPAMU, Special Assignments Branch**
27	**DPAMW, Biomedical Sciences Corps Utilization and Education Branch**
28	**DPAO, OPERATIONS OFFICER ASSIGNMENTS DIVISION** Lieutenant colonels and below (rated and nonrated operations) and enlisted aircrews (SMSgt and below).
29	**DPAOC, Fighter/Bomber Assignments Branch**
30	DPAOC1, Fighter Assignments Section
31	DPAOC2, Bomber Assignments Section
32	**DPAOG, Operations Generalist Assignments Branch**
33	**DPAOJ, Rated Joint/Departmental Assignments Branch**
34	DPAOJ1, Joint Assignments, West
35	DPAOJ2, Joint Assignments, East
36	DPAOJ3, Air Staff Assignments
37	**DPAOM, Airlift/Tanker/Helicopter Assignments Branch**
38	DPAOM1, Strategic Airlift Assignments Section
39	DPAOM2, Tactical Airlift Assignments Section

Section B. Office of Primary Responsibility (OPR) for Assignment Actions	
LINE	Office and Area of Responsibility
40	DPAOM3, Helicopter Assignments Section
41	DPAOM4, Enlisted Aircrew Assignment Section
42	DPAOM5, Tanker Assignments Section
43	**DPAOO, Nonrated Operations Officer Assignments Branch**
44	DPAOO1, Space and Missile Assignments Section
45	DPAOO2, Command & Control Assignments Section
46	DPAOO3, Special Duty/Joint Departmental Assignment Section
47	DPAOO4, Enlisted Aircrew Assignments Section
48	DPAOOS, Rated Staff/Special Duties Assignment Section
49	**DPAOT, Pipeline & Trainer Assignments Branch**
50	DPAOT1, Pipeline Management
51	DPAOT2, Trainer Assignments Section
52	DPAOT3, Special Flying Programs Section
53	**DPAP, ASSIGNMENTS PROGRAMS AND PROCEDURES DIVISION** Lieutenant colonels and below and all airmen.
54	**DPAPE, Military Education Branch**
55	**DPAPO, Humanitarian & Exceptional Family Member Program (EFMP) Assignment Branch**
56	**DPAPP, Assignment Programs, Procedures, PCS Budget Branch**
57	DPAPP1, Assignment Procedures Section (Includes Officer Joint Duty Management)
58	DPAPP2, OPR - AFI 36-2110, Assignments
59	DPAPP3, PCS Budget and Assignment Analysis Section
60	DPAPP4, Assignment Issues and Policy Liaison Section
61	**DPAPS, Assignment Information Systems Branch**
62	**DPAS, MISSION SUPPORT OFFICER ASSIGNMENTS DIVISION** Lieutenant colonels and below.
63	**DPASA, Acquisition Officer Assignments Branch**
64	**DPASB, Base Support Officer Assignments Branch**
65	**DPASC, Communication-Computer Officer Assignments Branch**
66	**DPASF, Special Duty/Force Management Branch**

Section B. Office of Primary Responsibility (OPR) for Assignment Actions	
LINE	Office and Area of Responsibility
67	**DPASH, Human Resource Officer Assignments Branch**
68	**DPASL, Logistics Officer Assignments Branch**
69	**DPASP, Personnel Technician Branch**
70	**DPAX, SPECIAL PROGRAMS DIVISION** For programs managed, for Lt Col and below (any AFSC) and SMSgt and below (any AFSC).

NOTE:
Per Title 10, U.S.C., Section 806, TJAG is the designated assignment authority. However, AFCMOA manages assignments of colonel (including selects) judge advocates upon the recommendation and concurrence of TJAG.

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 of these 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.** It is important to understand that 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 the policies and procedures in this instruction may be authorized by proper authority. For example, AFGOMO (for assignment of general officers, including brigadier general selects), AFCMO (for assignment of colonels, including selects), and HQ AFPC/DPAC (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. Certain personal information required for assignments is protected by the Privacy Act of 1974. AFI 37-132, *Air Force Privacy Act Program*, chapter 9, Disclosing Records to Third Parties, lists the information which may be released without a member's consent. For example, present and future approved and announced stateside assignment information may be released without a member's consent; however, information about present or future assignments for OS or for routinely deployable or sensitive units may not be released. Therefore, assignment functions should consult AFI 37-132, *Air Force Privacy Act Program,* upon receipt of requests (written or telephonic) for information.

2.3. Equal Opportunity. The AF assigns members 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 both PCS and TDY assignments.

2.3.1. At times, it is in the national interest to restrict the temporary or permanent assignment of AF members to certain positions to perform specific roles contrary to the above policy. Restrictions contrary to policy will 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 will be submitted to the MAJCOM (or equivalent). If no alternatives exist other than restricting a position, the MAJCOM (or equivalent) commander, vice commander, or chief of staff will submit a request for restriction to HQ USAF/DPF, 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. Requests will be staffed as quickly as possible.

2.3.2. If a member 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 servicing MPF will 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 according to instructions in DoD Directive 1315.7.

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 a member for PCS is the member'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 members 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 a member can be used or prefers assignment elsewhere.

2.4.1. Special Experience Identifier (SEI). AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)* implements policy and prescribes procedures for SEI establishment and management. The SEI complements 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, or provide 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 will 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 members assigned have access to a specified level of classified information. However, sometimes the urgency to fill a position does not allow selection of a member using PCS eligibility criteria and subsequent processing (and/or investigation) for access at the specified level. Under these circumstances, selection may be necessary from among members who currently have access or can be granted access immediately. The assignment OPR must approve in advance assignment selection based upon a member's security status. Further, after such selections have been made, the assignment OPR will review them to ensure the impact in relation to other factors is justified.

2.4.3. PCS Costs. Assignments of qualified, eligible members 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 airman.

2.5. PERSTEMPO. In its simplest definition, PERSTEMPO is the number of days per 12-month period a member 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 a member, a member's unit, his or her family, and so on of satisfying the needs of the AF. In this respect, all TDY and PCS assignment policies and procedures are PERSTEMPO sensitive.

2.6. PCS Entitlements. When a member is directed to make a PCS, the AF may not deny the member any of the travel and transportation allowances or entitlements associated with the PCS. Members cannot waive their PCS entitlements in return for PCS consideration. When members take an action for which an entitlement exists, that obligates the government to payment should the member claim reimbursement. Members will not be afforded special assignment consideration on the basis of PCS entitlements 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. Normally officers are assigned to manpower authorizations which match their current grade; however, the needs of the AF may require assignment otherwise. Also see paragraph **2.18.** for assignment of officers nonselected for promotion. **Up to the grade of lieutenant colonel, promotion may not be the sole basis for PCS**. Lieutenant colonels may not be assigned to colonel positions without the advance approval of AFCMOA.

2.7.2. Airmen. When necessary in the best interests of the AF, assignments may be directed by the assignment OPR other than as shown below.

2.7.2.1. CMSgts (including CMSgt selects) may be assigned in any AFSC or Chief Enlisted Manager (CEM) Code they possess or are qualified to be awarded.

2.7.2.2. Normally, airmen in the grade of SMSgt and below are selected for assignment in their Control Air Force Specialty Code (CAFSC), except airmen serving in a special duty identifier

(SDI) or reporting identifier (RI) who are normally selected based on their Primary AFSC (PAFSC).

2.7.2.2.1. Airmen with an incompatible grade and CAFSC skill level because of retraining or reclassification 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.

2.7.2.2.2. Airmen who possess CONUS/OS Imbalanced skills are managed as outlined in **Chapter 3**.

2.7.2.3. Normally, airmen are selected to fill manpower requirements with grade and skill combinations as shown below. Airmen 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.

2.7.2.3.1. CMSgts (E-9) for Chief Enlisted Manager (CEM) code positions.

2.7.2.3.2. SMSgts (E-8) for 9-level positions.

2.7.2.3.3. MSgt (E-7) and TSgt (E-6) for 7 level positions.

2.7.2.3.4. SSgt (E-5) and Senior Airman (SRA) for 5 level positions.

2.7.2.3.5. Airman First Class (A1C), Airman (Amn) and Airman Basic (AB) for 3 level positions.

2.7.2.4. Airmen retraining into SDI 8F000, First Sergeant, will not normally be assigned OS as nonvolunteers until they have completed 24 months in SDI 8F000. All other 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 nonvolunteer) until they have completed 24 months in the new AFSC. See **Table 2.1.**, AAC 45.

2.8. Manpower Authorization Changes. Normally, assignments will not be made nor manning entitlement adjusted in response to increases in functional category "A" military manpower authorizations by AFSC which are approved and made effective within the current or two succeeding fiscal quarters. This provides a minimum lead time of at least 6 months (or more) so the assignment process can react to the increase, provide members the standard minimum notice of selection, and so on. A MAJCOM/FOA/DRU (or equivalent) may submit a request with justification to the assignment OPR requesting fill of positions sooner or adjustment of manning entitlement earlier than the above minimum. The assignment OPR for each AFSC increased will evaluate such requests and provide an appropriate response. Assignment of members 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 Title 37, U.S.C., Section 301a, imposes utilization standards, commonly referred to as “gates,” which require that rated officers 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). Duties that qualify as operational flying duties are identified by aircrew position identifier (API) codes 1, 2, 6, 7 and 8. Aircrew Position

Indicator (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 that as many members as possible perform flying duties to meet their 1st and 2nd gates. Not all officers will fulfill the requirements for their 3rd gate. AFI 11-401, *Flight Management,* chapter 2, explains these requirements in detail. Compliance with the following guidance in combination with paragraph **2.45.**, Officer Duty Changes is essential so the careers of rated officers are properly managed and each flyer maintains rated skills while concurrently meeting Air Force requirements in other than flying duties. 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. Upon completion of 96 months of operational flying, rated officers may be considered, if otherwise eligible and qualified, for duties other than operational flying.

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 in accordance with 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 nonrated 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 (Officers and Airmen).*

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 3.7.1.4 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.** 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: Acknowledgment of Understanding -- Aviation Career Improvement Act (ACIA)

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 MPF 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 members who meet the minimum eligibility criteria for PCS selection, volunteers are selected ahead of nonvolunteers. Nonvolunteers qualified to fill a requirement who meet 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 nonvolunteers 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 nonvolunteers who meet minimum TOS requirements.

2.11. Volunteers Replacing Nonvolunteers Selected for PCS. Members who are volunteers (or want to volunteer) for a specific assignment are not permitted to replace nonvolunteers already selected for an assignment. If such replacements were permitted, in most instances the nonvolunteer would be reselected based on original eligibility. Members who are volunteers for an assignment will be selected, in turn, when they become the most eligible volunteer. See paragraph **2.12.** when a member selected for PCS as a volunteer wants to change status to a nonvolunteer.

2.12. Change of Volunteer Status After PCS Selection. A member selected as a volunteer for an assignment who is no longer a volunteer may request the MPF submit a reclama per paragraph **2.47.** The reason for reclama is simply the member is no longer a volunteer. (***NOTE:*** A request under this paragraph is different than a member requesting cancellation of an assignment based on hardship, denial of dependent travel due to a lack of general medical services (see **Attachment 7**, or other reasons). A request for cancellation under this paragraph does not require justification. The decision whether or not to cancel the assignment is not based on the justification or reason for change of volunteer status, but simply whether there are other qualified, eligible volunteers from which to select, the amount of lead time to select and notify another person, training scheduled or completed, and other variables. When a request is disapproved, the official selection status for PCS will remain that the member was selected as a volunteer. The member's status as a volunteer at the time of PCS selection will not be changed and the member allowed to remain on the assignment as a nonvolunteer. If a PCS cancellation request submitted under this paragraph is disapproved, a member cannot at that time request separation or retirement under 7-day option provisions (unless they are still within 7 days of official notification). Having accepted a PCS or training, an officer may not cancel a Specified Period of Time Contract (SPTC), 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 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 airman extends an enlistment to accept an assignment and the assignment is canceled, then the airman may request cancellation of the extension.

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

2.14. Noncareer Officers and First-Term Airmen (FTA). For various reasons there are several assignment provisions which apply only to noncareer officers (see **Attachment 1**, Definitions) and FTA (see **Attachment 1**, Definitions). When a paragraph, table, or attachment does not stipulate special guidance for noncareer officers or FTA, then the guidance is the same as for career members.

2.14.1. Noncareer 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.

2.14.2. FTA serving an initial enlistment of 4 or more years may be given not more than two assignments in different locations following initial basic and skill training during their first 4 years of service, regardless of tour length. FTA who have made two PCS moves are permitted an additional PCS 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.

2.14.3. Noncareer officers fall into two groups and are managed as follows:

2.14.3.1. Noncareer officers with an established date of separation (DOS) (that is, they do not have an indefinite 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. Noncareer 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 noncareer 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 **2.37.** However, to provide noncareer 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 nonvolunteer, noncareer 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 noncareer 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 noncareer 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. For example, deferments may be authorized when it is possible in most grades and AFSCs 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 a member'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/DPAPP1 in the Stabilized Tour Guide. MPFs can access this Guide on the time share system (TSS2) ZEUS file by using the prompt "GET 09RPPFC/TOURGUID." The guide shows what organizations are authorized stabilized tours, the length of the tour, and if the tour is designated 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 it is foreseeable a member 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 members are subject to temporary or permanent assignment to meet worldwide AF requirements. An AAC usually applies only to a member's current assignment. Deferments may be based on a specific action applicable to only one member (such as placement on the control roster, or operational deferment), or circumstances that apply to all members 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 member 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/DPAPP1, or the assignment or other 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 a member 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 members 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). A member 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. For stabilized tours, compute the DOA by adding the stabilized tour period to the DAS or date assigned to the tour. For example, a member is assigned duty on a three year stabilized tour on 22 June 1997. The member's DOA is Jun 00 and because of the way stabilized tour DOAs are computed, the member is shown as available on 1 June 2000. 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, a member available in Jun would normally not be selected by the computer for an assignment with an RNLTD earlier than 31 Aug. If the same member was applied to 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). When the reason for an AAC is based on a quality control indicator (**Table 2.1.**, AACs 10 through 21, except 14) then the DOA is the month following completion of the action. For example, a member receives an Article 15 on 22 June 1997 with a six month suspended reduction, or is placed on the control roster 22 June 1997 for a six month observation period. Although the actions expire 21 December 1997, the correct DOA in each case is January 1998. This is necessary to ensure a departure date (mo/yr) no earlier than the completion of disciplinary, rehabilitative, or administrative action. As a rule, members 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. If an MPF receives an assignment (deferment not waived) containing an RNLTD which requires departure prior to the first day of a member's availability month and year (see paragraph **2.26.**), the MPF will reclama the assignment and request an RNLTD change or waiver of the deferment. ***EXCEPTION:*** A reclama is not necessary to change the RNLTD or a waiver of deferment is not required when the member desires to depart after the actual day punishment or an observation period, etc., expires and the commander concurs. For example, using the Article 15 or control roster situations, a member's punishment or observation period expires 21 December 1997, the PDS reflects a DOA of January 1998, and the member is selected for an assignment with an RNLTD of 31 January 1998. If the member desires 30 days delay en route plus travel time, etc., and the commander concurs with the requested departure

date, the member may depart on 22 December 1997 (or any day thereafter) without a reclama to change the RNLTD or waiver of deferment.

2.15.1.1. When more than one AAC applies to a member, the code for the longest period of deferment is entered as the first AAC, then the AAC for the next longest deferment, and so on. 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 member made a PCS move in conjunction with deferment. For example, the deferment of an OS returnee assigned to a stabilized tour upon completion of the OS tour, or a member on a base for several years who moves on the same base to a stabilized tour and is then deferred, will have deferments waived before a member assigned to the current location specifically to join spouse. There may be exceptions since manning priorities, requirement for backfill, humanitarian considerations, and so on may dictate some other order be followed in particular circumstances.

2.15.1.2. MPFs are not authorized to update the following AACs (these AACs are updated by the assignment OPR only): 36 (airmen only), 46, 48, 54 and 56.

2.15.1.3. MPFs may place members in the following AACs when they receive "by-name" deferment authority: 01, 21 (for "other" reasons as shown in **Table 2.1.** and paragraph **2.40.3.10.**), 28, 30, 34, 39, 41, 51 (airmen only), 52 (officers only), 58, and 85. ***NOTE:*** MPFs may use the assignment action reason for a member's PCS, assignment trailer remarks, or other approval (such as a letter/memo, approved application, PCS orders, etc.) as authority for deferment.

2.15.1.4. MPFs may place members in the following AACs when they receive "by-name" deferment authority, or when the MPF confirms the member 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:*** MPFs may use the assignment action reason for a member's PCS, assignment trailer remarks, or other approval (such as a letter/memo, approved application, PCS orders, etc.) as authority for deferment.

2.15.1.5. MPFs may place members in the following AACs when this instruction or some other instruction or directive requires or authorizes deferment: 02, 05, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 24, 25, 27, 29, 31, 32, 37, 38, 40, 52 (airmen only), 53, 67, 69, 70, 71, 72, 73, 74, 77 and 81. ***NOTE:*** MPFs may use the assignment action reason for a member'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 a member 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. Members who are vulnerable for OS assignment selection are not normally approved for placement in an organizational deferment AAC except members 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. Military Operational Deferment. At times the continued assignment of a particular member may be essential to the accomplishment of a specific mission. In these rare circumstances, a military operational deferment of a member may be requested and may be over and above an existing unit or function deferment. When waiver of deferments becomes necessary, operational deferments (AAC 58 for officers and AAC 51 for airmen) are among the last to be waived because of the short duration and justification on an individual basis. Normally, only one operational deferment is granted a member and the period will not exceed one year. This period is adequate in most cases to train replacement members or 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 member's qualifications are significantly different from those normally associated with the member's career field. A request for operational deferment must contain complete details to include cost factors, the mission impact, and why a particular member's presence and qualifications are essential to the mission. Requests are routed through the MAJCOM and may be disapproved at that level. When the MAJCOM recommends approval, the request is forwarded for a decision to the assignment OPR (**Table 1.1.**).

2.15.5. Educational Deferment. It is the intent of the AF to support members 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, members may be authorized deferments for educational reasons, such as whenever the education program will be completed during the deferment period. 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 applies.

2.15.5.1. Officers. An officer enrolled in an off-duty education program who does not have an established ASD may be deferred from PCS for the period necessary to complete the degree requirements for award of a baccalaureate or graduate degree. However, deferment is not authorized for the purpose of completing an additional degree equal or lower than is currently held unless it directly applies to the member's AFSC or AF needs. Also, an officer may be deferred from PCS to meet the academic residency requirements for a doctorate degree. In all cases, the deferment period may not exceed 12 months and 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.

2.15.5.2. Airmen. An airman enrolled in a voluntary education program (local off-duty study) who does not have an ASD may ask for deferment to preclude departure on an assignment before completion of the specific education program. The 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 follows:

2.15.5.2.1. High School Programs. On certification of the Education Services Officer, airmen may be deferred from PCS for a period not more than nine months if enrolled in classroom study designed to prepare them to take the high school General Educational Development (GED) tests leading to a high school diploma or equivalent.

2.15.5.2.2. Vocational School Program. Airmen 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.

2.15.5.2.3. Associate, Baccalaureate, and Graduate Degree Programs. 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 not obligated for a total of six years active service **are not** eligible for a 12 month deferment. They 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.

2.15.5.3. Officers and Airmen. A request for deferment is sent by the member to the local Education Services Officer for a decision who then forwards approvals to the MPF. The Education Services Officer reviews the request to ensure it meets the criteria for deferment. For officers, the MPF inputs PTI 484 which flows through the MAJCOM to the assignment OPR for a decision. For airmen, the MPF approves those requests which meet the criteria for approval and updates the PDS with AAC 52. Questionable cases should be forwarded to HQ AFPC/ DPAPP1 for resolution. Consecutive education deferments are not permitted. A subsequent deferment that would be effective within 12 months of a previously completed program is not authorized. A member is not granted any additional deferment beyond that originally granted to retake tests or courses failed.

2.15.5.4. Operation Bootstrap TDY. Members 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 MPF upon receipt. The deferment period may not exceed the period of TDY authorized. Members with an ASD are ineligible.

2.15.6. Stabilized Tour Deferment. There are certain activities and organizations whose mission or function make it in the best interest of the AF under normal circumstances to manage a member'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/DPAPP1 in the Stabilized Tour Guide. MPFs can access this Guide on the time share system (TSS2) ZEUS file by using the prompt "GET 09RPPFC/TOURGUID." Stabilized tour deferment is not authorized for members assigned OS. The stabilized tour deferment of a member 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.

2.15.6.1. Maximum Tours. A maximum tour is one where the initial deferment is intended to be the maximum period of time a member will be assigned to that 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 a member's primary career field and prolonged assignment is undesirable. The AACs for maximum tours are 46 and 50 for officers, and 50 for airmen.

2.15.6.2. Minimum Tours. A minimum tour is one where it is intended that a member be assigned for at least the initial prescribed tour length, but longer assignment is authorized. An extension of a minimum tour deferment is not required. After expiration of the initial deferment, a member 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.

2.15.6.3. Officer Joint Duty Assignment (JDA). HQ AFPC/DPAPP1 provides policy and guidance on joint officer matters. This office is the liaison between AFPC assignment OPRs, the Air Staff and OSD. Only officers possessing demonstrated qualities of high personal and professional competence are assigned to a designated JDA (see **Attachment 1**) position. There are three types of designated JDA positions: positions requiring a Joint Specialty Officer (JSO)(see **Attachment 1**); positions requiring a JSO Nominee (JSO Nom)(see **Attachment 1**) or a combination of JSO and JSO Noms; and the remaining designated JDA positions which do not specify fill required by a JSO or JSO Nom. Selection for JDA duty will be determined by qualifications the officer possesses to perform the required duty and JSO status. Manpower authorizations designated as JDA positions will be filled at a rate of 100% of authorized strength. ***NOTE:*** Not all positions authorized in joint activities are designated as JDA positions. The positions not designated as JDA positions are referred to as non-JDA positions/non-JDA assignments and are filled at a rate equal to the AF's worldwide average manning level or 100% whichever is less for the grade and AFSC required, unless otherwise agreed to by the joint activity.

2.15.6.3.1. Joint activities are authorized to submit requisitions to fill authorized manpower positions. For assignment of lieutenant colonels and below, submit requisitions electronically through the Assignment Management System (AMS). For joint activities without AMS connectivity, use of the AF Form 934, **Requisition for USAF Officer** (or substitute DoD form) is authorized. These forms should be submitted by the requesting activity to HQ AFPC/DPAPP1 (for non-JDA positions, submit requisitions to the appropriate assignment OPR). Requisitions should be submitted in accordance with established assignment cycles, normally 8 to 10 months in advance of the required reporting date. If special training is required, for example, foreign language training, then advance the requisition due date by the length of the training. Requisitions submitted with less lead time must be justified and no assurance can be given that the reporting date will be met. Requisitions for assignment of colonels will be submitted as directed by AFCMO and for general officers, as directed by AFGOMO. The assignment OPRs are responsible for selection of individual officers for joint assignment. For assignment of officers in the grade of lieutenant colonel and below **to or from** JDA positions, the assignment OPRs will coordinate the assignments with HQ AFPC/DPAPP1.

2.15.6.3.2. Requisitions to meet immediate requirements generated by unprogrammed losses or newly authorized positions may be submitted with less than 8 to 10 months lead time but should be submitted no less than 6 months before the requested reporting date. Requisitions submitted with less lead time must be further justified and no assurance can be given that the requested reporting date will be met.

2.15.6.3.3. On receipt of the electronic requisition, the HQ AFPC assignment OPR for the AFSC takes action to select and assign a qualified officer and forward an officer career brief for the selectee at least 120 days before the reporting date, except for positions designated as nominative by the Chairman of the Joint Chiefs of Staff or OSD, Director of Administration and Management (OSD/DA&M). A nomination consists of a nomination memo, an officer career brief and copies of last five OPRs and a nomination must be forwarded at least 120 days before the reporting date. One nominee is provided per nominative position, except for assignment to the Office of the Chairman, Joint Chiefs of Staff, in which case two nominees per position are provided. There are no nominative positions on the staffs of Unified and Combatant Commands, the Defense Agencies or the DoD Field Activities (except for JTC3A). Whether a position is select and assign or nominative, the respective personnel office will

advise the assignment OPR if the member is not suitable within 15 days of receipt of the officer career brief for select and assign positions, or within 15 days of receipt of the nomination letter with attachments for nominative positions. An officer may be deemed unsuitable when he or she does not possess the mandatory qualifications stated on the requisition. The specific reason for a determination of unsuitable must be provided in writing (this function may be delegated) by the Chairman of the Joint Chiefs of Staff, the Principal Staff Assistant to the Secretary of Defense, the Unified and Combatant Command commanders, or the Director of the DoD Agency or Field Activity, through their respective personnel office to the assignment OPR.

2.15.6.3.4. The Goldwater-Nichols DoD Reorganization Act of 1986 established the requirement for an officer to serve in a SecDef designated JDA position to become eligible for consideration for promotion to brigadier general. This requirement applies to all officers except:

2.15.6.3.4.1. Medical service officers (see **Attachment 1**, Definitions), chaplains, and judge advocates.

2.15.6.3.4.2. Officers whose qualifications for promotion are based primarily on scientific and/or technical qualifications for which JDA positions do not exist in the joint arena when their proposed utilization as brigadier general will be in that specialty.

2.15.6.3.4.3. The SecDef may grant a waiver of the JDA on a case-by-case basis in recognition of the limited number of qualifying billets available and the necessity of integrating this requirement within the assignment pattern of field grade and general officers with individual Service requirements.

2.15.6.3.4.4. The tour of duty for members assigned to JDA positions as designated by SecDef within OSD, the Office of the Chairman of the Joint Chiefs of Staff, DoD Field Activities, the Unified and Combatant Commands and the Defense Agencies for general officers is 2 years and 3 years for all other officers, unless otherwise specified by DoD policy or arrangement with the AF. Officers in the grade of Lt Col and below assigned to JDA positions (CONUS or OS) will be placed in AAC 46 by HQ AFPC/DPAPP1 according to **Table 2.1.** (Officers assigned to CONUS [only] in non-JDA positions will be assigned AAC 50 and the update will be accomplished by the servicing MPF. These members will be managed the same as other AF personnel serving on a CONUS maximum stabilized tour.) Extensions may be approved consistent with AF requirements and the career progression of members, and when extension is not in conflict with statutory limitations. As stipulated in Title 10, U.S.C., Section 155(f), officers assigned to duty in the Office of the Chairman of the Joint Chiefs of Staff may not serve a tour of duty of more than 4 years unless such a tour is extended by approval of SecDef.

2.15.6.3.4.5. All early releases from a designated JDA position, whether requested by the officer or the AF must be coordinated with the joint organization and HQ AFPC/DPAPP1. Coordination with the joint organization must be at the Director, J-1, or equivalent level, or with an official designated by the commander or head of the joint organization. It is critical that members not depart prior to completion of the prescribed JDA tour. Early departure from a joint duty assignment will affect the joint duty credit a member receives. The governing directive for JDA crediting is DoDI 1300.20. In cases where the joint activity does not agree with the release, resolution of the disagreement shall be addressed to the

Chairman of the Joint Chiefs of Staff or the ASD (FM&P), as appropriate. Officers in JDAs may be released before completing the prescribed tour length (2 years for general officers and 3 years for all other officers) under the following conditions:

2.15.6.3.4.5.1. Early departure from a JDA by an officer with a Critical Occupation Specialty (COS)(11XX, 12XX, 13XX) may be approved when an officer is selected for a command assignment, Professional Military Education, career milestone assignment, or for return to duty in their COS. However, officers must serve a minimum of 24 months to receive full joint duty credit.

2.15.6.3.4.5.2. Officers serving an overseas JDA, including Alaska and Hawaii, where the accompanied by dependents tour length prescribed by DoDD 1315.7 (see **Table 3.1.**) is 36 months, must serve the 36 month OS tour, or equivalent, regardless of marital status or dependent status, to receive full JDA credit as a result of that OS assignment. At locations where the normal accompanied-by-dependents tour prescribed by DoDD 1315.7 (see **Table 3.1.**) is less than 36 months, officers who serve the full prescribed accompanied by dependents tour length (for example, 30 months or 24 months), receive full JDA credit as a result of that OS assignment. However, officers who serve the unaccompanied tour length at locations where the accompanied tour length is less than 36 months, may PCS at the completion of the unaccompanied OS tour without a JDA tour length waiver, could still receive full JDA credit under cumulative credit provisions. An officer may receive cumulative full JDA credit if he or she had some JDA credit prior to going OS and that previous credit combined with the JDA credit for the OS assignment might result in satisfying the full JDA tour requirement, or the OS JDA credit may be added to credit accumulated during a future JDA assignment. Upon assignment of officers to a JDA position OS, AAC 46 will be updated by HQ AFPC/DPAPP1 (see **Table 2.1.**). For more information about joint officer management, see DoD Instruction 1300.20.

2.15.6.4. Airmen - MAJCOM Headquarters Tours. Three year minimum stabilized tours (AAC 44) are authorized for CONUS MAJCOM headquarters and MAJCOM staff element assignment for authorizations in the grades of TSgt (including SSgts assigned to TSgt authorizations) through CMSgt. Two year minimum tours (AAC 45) are authorized for SSgts (and above) who occupy SSgt authorizations. Deferment is not authorized below the grade of SSgt. 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. Deferment is not authorized for members assigned in excess of 100% of manpower authorizations.

2.15.7. Stabilized Tour Assignment, Curtailment, Extension, and Completion.

2.15.7.1. Stabilized Tour Assignment. A stabilized tour assignment and the accompanying deferment begins on the date a member 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 station. See paragraph **2.15.2.** when assignment to a stabilized tour is proposed after a member'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.

2.15.7.2. Stabilized Tour Curtailment. Unit and activity commanders and MAJCOMs have disapproval authority for any curtailment request initiated at a lower level. A member may ask for cur-

tailment of a stabilized tour by submitting a request to the unit commander. If the unit commander recommends approval, it must be forwarded to the activity commander. If supported by the activity commander, the request is sent through the appropriate MAJCOM to the assignment OPR for consideration. Unit and activity commanders may request curtailment of stabilized tours (and reassignment) for members assigned to organizations they command. In all cases requests 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 be originated at the appropriate level. In cases involving quality problems, curtailment and PCS will not be effected until appropriate administrative or disciplinary action has been taken unless an exception to policy is justified. Curtailment will not be considered only to make the member available for a specific job. Members curtailed are subject to selection for any assignment for which eligible, not just a specific position they want to volunteer for.

2.15.7.3. Stabilized Tour Extension (Maximum Tours Only). A member may request voluntary extension to a stabilized tour no earlier than 15 months prior to tour completion. Also, an extension request must be submitted prior to an ASD being established and the period of extension will normally not exceed 12 months at a time. Unit commanders and parent MAJCOMs (or equivalent) have disapproval authority. Commanders of activities which are 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 through the parent MAJCOM to the assignment OPR for consideration. Tour extensions do not apply to minimum tours.

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

2.15.7.4.1. Upon completion of a minimum tour a member remains assigned until selected for voluntary or involuntary reassignment. The local commander or parent MAJCOM should establish procedures to periodically review the status of members who have completed their minimum tour to ensure continued assignment serves the overall best interest of the AF. Because of the importance of conserving PCS funds, stability and reduction of PCS turbulence, recommendations to reassign a member PCS must be fully justified on the basis of a requirement for fresh expertise, job stress, or personal hardships. Reassignment is not justified based on an arbitrary period of time.

2.15.7.4.2. When completing a maximum tour a member 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 **2.15.7.3.**

2.15.7.4.3. A member 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 member is the most eligible for PCS among others assigned to the same base. A request for extension of travel team inspection duty will be carefully considered with a view towards approval unless there are overriding reasons why extension does not serve the best overall interest of the AF. Members 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/DPAPP1.

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

2.15.7.5.1. An airman performing duty in an SDI and who is assigned to a unit authorized a stabilized tour will be placed in the AAC prescribed for the unit or activity, or a lesser period when directed. 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.

2.15.7.5.2. About 12 months before their DOA, members receive a RIP giving them an opportunity to volunteer for reassignment to return to duty in their PAFSC in conjunction with completion of the stabilized tour. Airmen who desire reassignment are considered as follows:

2.15.7.5.2.1. They 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 may be considered for a CONUS assignment based on AF requirements, their preferences, eligibility, and so on.

2.15.7.5.3. The RIP advises airmen they may 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. Should they decide at a later date they desire reassignment (to return to their PAFSC), a minimum of 12 months notification before the date they desire reassignment is required. This date is the earliest they can normally expect to move; however, AF requirements could dictate shorter assignment notification. The RIPs require a member's signature and commander endorsement.

2.15.7.5.4. Until a member 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 annual RIP on the anniversary of completion of the initial minimum stabilized tour period. This anniversary RIP reiterates the options for reassignment or to remain assigned, and also requires the member's signature and commander endorsement.

2.15.7.5.5. The signed RIP (initial or anniversary) is filed in the Unit Personnel Record Group (UPRG) until the member is reassigned or until it is superseded by a subsequent RIP.

2.15.7.5.6. When the MPF receives an initial RIP where the member requests reassignment, they report the airman in AAC 50 with DOA equal to the minimum tour completion date. When a member requests reassignment on an anniversary RIP, the DOA will be 12 months from the date of the commander's endorsement.

2.15.7.5.7. The assignment authority can determine the appropriate order in which to align a member in an SDI who desires reassignment by comparing the DAS, date assigned duty in the SDI, the expired AAC, and the AAC 50 expiration date.

2.16. Assignment Limitation Code (ALC). An ALC may be permanent or semi-permanent. They differ from AACs and can broadly restrict or limit the selection of members for assignment to or from certain

duties or areas, and the limitation is usually of such duration that it applies longer than just to the current duty assignment or location. Normally, limitations which apply only to a current assignment or location are managed by an AAC, although exceptions to use an ALC may be made. These limitations are used to alert personnel managers of long term constraints on assignment or utilization of members based on their physical condition, security status, military status, family situation, and other reasons. **Table 2.2.** lists the various types of assignment limitations and their codes. A waiver to any ALC requires 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 member to be physically qualified for immediate global deployment, except as indicated below.

2.17.1. Temporary Medical Deferment. A member may be temporarily deferred from PCS or TDY when accepted medical principles make it evident that a physical defect which prevents worldwide service is temporary and should be cleared within 12 months. When an authorized official at the Medical Treatment Facility (MTF) sends the MPF an AF Form 422, **Physical Profile Serial Report**, which contains a "4T" in the "Revised" line of Section II, Profile Serial (PULHESX), the MPF enters AAC "31" (see **Table 2.1.**) in the PDS when the availability date is 90 calendar days or more after the date of the AF Form 422. Do not enter deferments of less than 90 calendar days. The MPF must verify the assignment availability date with the MTF 30 calendar days before expiration. 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 a member is scheduled for a mandatory PCS (see **Attachment 1**) while temporarily medically deferred from PCS, the MTF officials must make the determination whether the member will proceed on PCS and can be evaluated and/or treated upon arrival at the next duty station, or whether the member must be evaluated and/or treated at current station. When the MPF receives written notice from the MTF that a member must be evaluated at current station, the MPF will reclama the assignment to the assignment OPR (see paragraph **2.47.**). Upon receipt of the reclama, if necessary, the assignment OPR may request assistance from HQ AFPC/DPAMM, Medical Standards Branch, to determine the appropriate assignment action to take based upon the medical circumstances.

2.17.2. Medical Evaluation Board (MEB) and Physical Evaluation Board (PEB) Deferment. When a member has a physical limitation which may not be temporary, the MTF provides the MPF and HQ AFPC/DPAMM an AF Form 422 indicating that an MEB, which could result in a PEB, is being processed. If the member is in AAC 31, **Table 2.1.**, Medical Deferment, then remove the AAC 31 and replace it 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, a member 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 a member pending an MEB or PEB, for example, for a member serving OS it appears the DEROS will expire before a final determination is made, then the MPF will advise the assignment OPR by message and provide complete details. The MPF will provide an information copy to HQ AFPC/DPAMM, HQ AFPC/DPPDS, and HQ AFPC/DPAPP1. Guidance will be provided as appropriate. ***NOTE:*** An AAC does not preclude a member from separating or retiring; these personnel actions must be monitored by other means. There is no authority in this instruction to involuntarily extend a member's DEROS for medical reasons. When appropriate medical authority determines a member is not medically cleared for PCS, then the DEROS of members serving OS will be allowed to expire (but they must be retained in place). When members are

medically cleared for PCS near or after their DEROS, the MPF will advise the assignment OPR of the circumstances and request assignment disposition. Provide an information copy of these requests to HQ AFPC/DPAMM and HQ AFPC/DPAPP1.

2.17.3. Medical Assignment Limitation (Code "C"). Sometimes the result of a PEB is for the member to remain on active duty, but carefully manage his or her future assignments. In such cases, HQ AFPC/DPAMM will input and manage ALC "C," Medical Assignment Limitation (see **Table 2.2.**). Before an assignment OPR finalizes or updates an assignment selection on a member with this limitation, approval of HQ AFPC/DPAMM is required. HQ AFPC/DPAMM will review the member's medical case file and determine if the assignment is consistent with the member's medical requirements and limitations. If the member's medical circumstances preclude the assignment, the assignment OPR will be advised and the member will not be selected for that particular 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 and 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. However, because of the mandatory retirement date a lieutenant colonel receives based on grade, the lack of the required retainability for PCS and/or retainability to serve the associated ADSC may preclude consideration for some assignments.

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 a member 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 are ineligible for PCS when they have a mandatory DOS or mandatory retirement date established as a result of nonselection for promotion which is less than the minimum retainability for PCS, unless a waiver (see paragraph **1.4.**) of retainability or exception to policy (see paragraph **1.5.**) is approved. See paragraph **2.29.** for additional guidance on retainability.

2.18.2.2. Officers in the grades of major or captain who have been nonselected for promotion to the next higher grade and have the minimum retainability (that is, have not had a mandatory DOS or retirement date established and still have an indefinite DOS) may be considered for PCS or other events. However, even though these officers have retainability, 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), then selection of these officers for PCS or other events 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 potential limit on retainability.

2.18.3. Officers Selected For or En Route to an Event. When an officer is nonselected for promotion, the officer's status must be quickly evaluated on a case-by- case basis 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 member, supervisors, the losing/gaining commanders, MAJCOM assignment functions, and the MPF share the responsibility to assist the assignment OPR or selection authority in identifying officers selected for PCS or other events who are nonselected for promotion. The MPF will reclama (see paragraph **2.47.**) to the assignment OPR or selection authority and request disposition instructions. The reclama must include details such as date notified of nonselection, whether or not the officer has departed, whether cancellation will create a hardship, the basis for the hardship and how it is considered to be uncommon to others in similar circumstances, status of shipment of HHGs, location of dependents, officer's desires, and so on. Because each case is different, it is not possible to state what will happen in all cases. For example, officers completing an OS tour may or may not have PCS retainability for a CONUS assignment, so they may or may not be extended in place depending on their accompanied status, their DEROS, and other factors.

2.18.4. Other Circumstances. The action to be taken varies for 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. In such cases, the MPF must reclama (see paragraph **2.47.**) the selection to the assignment OPR by message and provide the details and commander's recommendation so that a determination can be made if participation in the projected event is appropriate.

2.19. Dependent Care. All military members must ensure arrangements are made for care of their dependents when they must be separated due to TDY or PCS. Members who cannot or will not meet military commitments due to family needs will be considered for discharge.

2.19.1. Military Couples with Dependents and Single Member Sponsors. Military couples with dependents and single member sponsors are expected to fulfill their military obligations on the same basis as other members of 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 member 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 a member has a dependent care plan that won't work, commanders will require the member to develop a workable plan. To assist, commanders will consider approving leave for the member and, as necessary, direct the member 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 member cannot or will not develop an adequate dependent care plan, the commander will process the member for discharge in accordance with applicable directives or, if eligible, they may be given an opportunity to apply for immediate retirement.

2.19.2. Members Adopting Children.

2.19.2.1. A single member sponsor or one member of a military couple may be authorized deferment from PCS or TDY during the 4-month period following the date a child is officially placed in the member's home as part of the official adoption process. The intent is to avoid involuntary separation of the member and child to facilitate bonding. When a child has been in the member's home for some time prior to the official adoption process or a bonding period is not necessary for other reasons, the member may decide not to request a 4-month deferment. During the 4-month period following placement as stated above, a single member sponsor or one member of a military couple may be deferred up to 4 months 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 the member is not permitted to serve the accompanied by dependents tour. As necessary, the member may also be counseled on humanitarian assignment or deferment as outlined in **Attachment 7**. This deferment is separate from any other humanitarian deferment the member may be granted in connection with adoption.

2.19.2.2. Members who qualify for and desire the 4-month deferment must provide a statement from adoption authorities endorsed by the member's unit commander showing the date member initiated formal adoption proceedings and the date the child was officially placed in the member's home incident to the adoption application. Commanders or MPF Commanders may request assistance from their servicing legal office if any question exists on the adequacy of the statement or eligibility of a member under this paragraph. Deferments will not be approved in advance of placement of a child in the member's home as described above.

2.19.2.3. Upon approval of deferment by the MPF Commander (or designated representative), the MPF will update assignment limitation code "A," Post Delivery Deferment/Adoption Deferment (see **Table 2.2.**). The member's deployment availability code (DAC) will automatically update from the assignment limitation code "A" 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, a member 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 **Attachment 5**, **Attachment 6**, **Attachment 7**, **Attachment 8**, **Attachment 9**, and **Attachment 11**.

2.20.1. When such situations occur they should be resolved at base level if possible. When both members hold an AFSC that requires them to be assigned to the same unit or function, the MPF, working with the unit commanders, initiates action to reassign one member to another unit or function on base in an additional AFSC. If neither member possesses an additional AFSC which can be effectively used on base, then the circumstances will be reported expeditiously as outlined below for resolution. When a question of propriety of assignment in circumstances other than those outlined herein exists, the case may be forwarded as outlined below for consideration as an exception. Send the case through the MAJCOM (or equivalent) to HQ AFPC/DPAPP and include the following information:

2.20.1.1. Grade, name, and SSN of members 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 and MAJCOM (or equivalent) level.

2.20.1.5. Recommendation of local commander and MAJCOM Director of Personnel (DP).

2.20.1.6. Each member’s PCS volunteer status and location preferences.

2.21. Officer/Enlisted and Senior/Junior Member PCS Considerations. For PCS consideration where one member is an officer and the other is enlisted, primary consideration will be for the officer's utilization. For PCS considerations where both members are officers or both are enlisted, utilization will be 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). As the first assignment following commissioning, officers commissioned from enlisted status will not be assigned in permanent party status back to the last base at which they served in enlisted status. Such an assignment is permitted in student status (that is, formal student status, not on-the-job training). For example, if an enlisted member 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. Members should not solicit reassignment, other than via voluntary PCS applications and requests authorized by this instruction, other AF instructions, a member's assignment preference statement, or when members respond to a request for volunteers for a specific requirement. This does not preclude a member from inquiring about their assignment status through authorized inquiry channels. Because requirements and the factors which affect a member's relative standing for PCS selection change, members who inquire through authorized channels regarding their vulnerability for PCS will normally not be given a numerical standing.

2.25. Time on Station (TOS) Requirements. The purpose of a minimum TOS requirement is to enhance operational readiness by stabilizing members at their current location, to reduce PCS costs, and to improve the quality of life of members 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. For example, if DAS is 15 Jan 96 and the TOS minimum is 3 years, then officer meets the minimum on 14 Jan 99.

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 98 and the TOS minimum is 3 years, then Jan 98 counts as the first month. The member meets the 3 year TOS minimum on 1 Jan 01. 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 a member 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 more than one member meets the assignment qualifications, the member 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 a member who has the longest TOS is also vulnerable for involuntary OS assignment, then OS vulnerability would override the fact the member also has the longest TOS. Another

example of an overriding consideration is if selection of the member 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 actually 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. A member's PCS departure date is determined according to **Table 2.4.** and the instructions below and must be approved by a member's commander or unit official a commander may authorize to approve PCS departure dates. 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, that date is entered into the PDS as the 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 a member 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. Members 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. Members who report contrary to instructions may be accommodated and allowed to terminate their leave status, but they could also be subjected 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 from the RNLTD the number of days leave the commander approves, maximum allowable travel time, and any other period the member may be authorized en route. When a member has TDY en route, then in addition to the above, also subtract the number of days TDY. Members 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, a member may be allowed to depart up to a maximum of 60 days prior to RNLTD, provided on that date a member meets the minimum TOS for PCS. Members will not be permitted to depart on PCS from a CONUS station 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 member can depart. The change of RNLTD will also reset PCS-related suspense flags and assist the MPF in monitoring processing for PCS.

EXAMPLE: If an RNLTD is 31 Dec 97 (Julian date of 365) and the member 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 97). The PCS departure date is 24 Nov 97. Commanders may permit members to depart up to 60 days prior to the RNLTD provided on that date the member 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 97) which is Julian date 305, or 1 Nov 97.

However, in this example, if the member had a DAS in Dec 94, then he or she would be restricted to a departure date of not earlier than 1 Dec 97 which is 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 that on that date members satisfy the minimum TOS requirement. Members will not be permitted to depart on PCS without a firm port call. The servicing MPF requests flight reservations (port call) from the Transportation Management Office (TMO) as outlined in AFI 36-2102, *Base-Level Relocation Procedures*. Upon receipt of a firm port call, that 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 member desires in relation to the port call date received. ***MPFs will not request, and TMOs will not schedule, a member's port call earlier than the first day of the RNLTD month***, unless the member 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 member will be in place at the OS duty station on or before the RNLTD. Flight reservations where a member departs on the RNLTD are acceptable if the scheduled transportation provides for the member's arrival at the OS duty station on the RNLTD. The TMO may schedule a member's port call on any day during the reporting month which meets the RNLTD. For example, if an RNLTD is 10 Jun 98, a port call date of 31 May 98 is not acceptable because that date is earlier than the first day of the RNLTD month. If the RNLTD is 10 Jun 98, reservations which have the member departing on 10 Jun 98, but arriving on 11 Jun 98 are not acceptable. If an RNLTD is 30 Jun 98, the member may state a preference for movement during the 10 day window of 21-30 Jun 98. However, it may not be possible to provide transportation during the preferred period, so the member could be given a port call date such as 12 Jun 98. The 12 Jun 98 port call date is acceptable because it satisfies the requirement to report before the 30 Jun 98 RNLTD and the requirement that the port call not be earlier than the first day of the RNLTD month.

2.26.3. For PCS OS to CONUS. The PCS departure date must be within the member's DEROS month (unless the DEROS was allowed to expire due to the member being on international hold, in confinement, or not being medically qualified for assignment [see **Table 3.12.**]). A departure date prior to the DEROS month requires approval of curtailment of OS tour. Departure after the DEROS month requires an extension of OS tour, unless the member is authorized leave in the OS area and the leave is authorized in PCS orders. For operational reasons, commanders may retain a member at the OS duty station up to the last day of the DEROS month. With a unit commander's concurrence, MPFs may schedule a member for departure on any day during the DEROS month to ensure maximum use of transportation. 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 member's DEROS month. A departure date prior to the DEROS month requires approval of curtailment of OS tour. Departure after the DEROS month requires an extension of OS tour, unless the member 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 member has leave approved in the OS area. 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 member desires en route and other variables. MPFs may request extension or curtailment of DEROS in such cases directly to the assignment OPR and include the gaining and losing MAJCOMs and gaining MPF. For operational reasons, commanders may retain members at the current OS duty station up to the last day of the DEROS month. With a unit commander's concurrence, MPFs may schedule a member for departure on any day during the DEROS month to ensure maxi-

mum use of transportation. 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 member's DEROS, port call date, and/or RNLTD can result in a conflict of mandatory reporting requirements or the potential for a member having to take unwanted leave. When requirements conflict or it appears a member might be forced to take unwanted leave, the MPF will review **Table 4.1.** with special attention to the notes and, when necessary, advise the assignment OPR and include the member'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/DPAPP1. Failure to coordinate could result in the officer not receiving joint duty credit.

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 in accordance with 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. 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 members 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 members so they are in place at their OS duty station by the established RNLTD. See paragraph **2.26.**

2.27.1.3. A RNLTD for an OS assignment will not be established which requires reporting to a port between 20 Dec and 5 Jan of the following year, unless there are overriding military considerations. The fact that a member 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. This increases 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 because flights during this period are full so far in advance. Members 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 MPF in PCS orders when it is essential that a member 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 might result when members arrive early. Similar to an RNLTD, members who arrive earlier than the established RNETD are not in compliance with their written orders. Therefore, it is important for members, commanders, and MPFs to carefully manage departure from current station. To avoid unwanted leave and/or personal expense or hardship, members should carefully plan their departure from current station and arrange to meet other personal and dependent requirements consistent with the RNETD. When members 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 MPF. The MPF will use the reclama procedures shown in paragraph **2.47.** 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 is used to assist in ensuring the AF receives a return in terms of active service for training, education, or PCS movement of members. The ADSC is a key element in personal and career plans. The MPF will advise members when they are selected for an ADSC-incurring event as prescribed in AFI 36-2107, *Active Duty Commitments (ADSC) and Specified Period of Time Contracts (SPTC)*. See paragraph **2.29.** on retainability. Accordingly, officers acknowledge or decline ADSC(s) on AF Form 63, **Officer/Enlisted Active Duty Service Commitment Acknowledgment Statement**, unless otherwise prescribed in AFI 36-2107, and enlisted acknowledge ADSCs on AF Form 63, but decline to obtain retainability for an ADSC on AF Form 964.

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 members 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 members 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 airmen.

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 98 and the retainability requirement is 24 months, then the person requires retainability of at least 1 Jun 00 (00 is the year 2000). For PCS OS to CONUS, add the number of months retainability required to the member's DEROS (month and year only). For example, if the member's DEROS is any day in Sep 98 and the retainability required is 12 months, then the person requires retainability of 1 Sep 99, or after.

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 members with less than the normal minimum required retainability. Assignment OPRs will normally include the fact that a retainability waiver or exception to policy has been approved in the PCS instructions. Failure to include this approval information in PCS instructions can delay the assignment process because the MPF should reclama selection of members who have insufficient retainability. For airmen (only) delays in obtaining retainability may be considered according to paragraph 2.29.11.

2.29.3. Retainability and PCS Entitlements. ***Members will not be permitted to use PCS entitlements without the full prescribed PCS retainability,*** unless an individual retainability waiver or exception to policy has been approved. (As an exception, FTA retraining in conjunction with CAREERS attending retraining in a TDY en route status may depart on PCS and use entitlements provided they reenlist prior to departing the training site according to the procedures outlined in **Table 2.7.**, note 6.) One way MPFs can preclude members from using PCS entitlements without full retainability is to withhold issuance of PCS orders until the member satisfies the retainability requirement; other ways are acceptable as long as they are effective. Following are some examples of how members may be affected.

2.29.3.1. Officers who request a follow-on PCS agree to the PCS ADSC when they are advised of selection for the follow-on PCS, but 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 of the entitlements associated with a follow-on PCS, then, at that time, they incur the follow-on PCS ADSC, regardless of when the ADSC is actually updated in the PDS.

2.29.3.2. Airmen who want to use PCS entitlements, (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 entitlements, regardless of when the ADSC is actually updated in the PDS.

2.29.3.3. 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 entitlements. Airmen may have to choose or compromise between the benefit they accrue from a delay in obtaining retainability and their desire to use PCS entitlements 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 airmen, the assignment instructions or a PPC will identify when a longer retainability requirement applies. The longer requirement becomes the minimum for that assignment. Establishment of a minimum retainability requirement longer than normal PCS retainability requires advance approval by HQ AFPC/DPAPP. Longer retainability requirements may be waived by the assignment authority, the assignment OPR, the gaining MAJCOM (or equivalent), or gaining unit. A member who refuses to satisfy the longer retainability requirement will be processed as shown below in the same manner as members who refuse to obtain the normal minimum retainability. Members who refuse to satisfy the longer retainability requirement may still be assigned if the longer requirement is waived.

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 MPF 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 noncareer 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 the MPF. Officers must be informed of the ADSC for an event or PCS (see paragraph **2.32.**, PCS Notification).

2.29.5.1. For PCS or other ADSC-incurring event, the MPF 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 MPF advises HQ AFPC of PCS notification (see paragraph **2.32.**, 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 MPF 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 **2.37.** Officers who have retainability (including noncareer 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 **2.37.** 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. MPFs will submit a reclama to the assignment OPR or event selection authority when a member 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. **Accept** 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 MPF 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 in accordance with AFI 36-2107. 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 MPF will reclama the assignment selection.

2.29.5.2.2. Want to **decline** the PCS, event, and/or associated ADSC. When officers (career or noncareer) 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 (declines ADSC on AF Form 63), they may refuse to obtain additional retainability (without prejudice) and the MPF 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. Airmen. There are a number of actions prescribed by this instruction which have a retainability requirement. Within the timeframe established for a particular action, the MPF will determine if airmen do or do not have the prescribed retainability; whether or not airmen want to accept the action; their eligibility to obtain additional retainability or decline to obtain retainability; what actions airmen must take in connection with acceptance or declination; schedule airmen for completion of those actions; and follow-up to ensure completion. Airmen who are eligible and desire to reenlist on their expiration of term of service (ETS) must not be en route PCS. 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. Airmen (including FTA) who **have retainability** cannot refuse a PCS or other action, except:

2.29.6.1.1. Airmen eligible to request retirement under 7-day option provisions (see paragraph **2.37.**). 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 airman who has retainability to refuse a specific action. For example, an 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 airmen who **do not have retainability** and **want to obtain it,** the MPF will determine if they are eligible and assist them with 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. When airmen are temporarily ineligible or are eligible but want to delay obtaining retainability, the MPF will determine if the member meets any of the delay conditions outlined in paragraph **2.29.6.8.** and **Table 2.7.** When 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 MPF will reclama the selection.

2.29.6.3. For airmen who **do not have the retainability** and **do not want to obtain it**, the MPF 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 MPF will take action required by paragraph **2.29.6.3.2.**

2.29.6.3.1. Career Airmen. When career airmen need additional retainability and refuse to obtain it, the MPF will formally record their declination as outlined in this paragraph, unless they are eligible and desire to request retirement as shown in paragraph **2.37.** When career 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.** 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.* 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 **2.32.**, PCS Notification). The AF Form 964 is filed in the Unit Personnel Record Group (UPRG). If an 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 person who counseled the airman, and filed in the UPRG: "(Grade, name, SSN of member), 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 for a period of 93 calendar days after separation." The MPF updates AAC 09, except when retainability was required for a Controlled Duty Assignment (CDA), then update AAC 08. See paragraph **2.29.6.7.** to request withdrawal of retainability declination. **Career 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 an 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 person who counseled the airman, and filed in the UPRG: "(Grade, name, SSN of member), has refused to sign this document confirming his or her decision to decline to obtain retainability." The MPF updates ALC L or 8, as appropriate. 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 MPF will refer to **Table 2.5.** and/or **Table 2.6.**.

Remember, do not require 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 MPF 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 MPF flexibility in scheduling the retainability interview, not to allow members 30 days to decide if they want to obtain retainability or not. See paragraph **2.29.6.8.** for airmen who desire to delay obtaining retainability. Process airmen who decline to obtain retainability in accordance with paragraph **2.29.6.3.**

2.29.6.4.2. PCS CONUS to OS. The MPF will conduct a retainability interview and require airmen to obtain retainability no later than 30 calendar days after official PCS notification. See paragraph **2.29.6.8.** for airmen who desire to delay obtaining retainability. When PCS is OS (either from the CONUS or from OS), 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 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 airmen to delay obtaining retainability for the unaccompanied tour while awaiting processing for an accompanied tour. 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 airmen who desire to delay obtaining retainability for the accompanied tour length.

2.29.6.4.3. PCS OS to CONUS. Airmen must have retainability required by **Table 2.5.** before they will be provided an assignment from the OS area. Airmen must have or obtain retainability (including airmen who must reenlist or extend) or complete their declination within 30 days of making their OS returnee election (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.**). 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.** and **Table 3.12.** 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 airmen who decline to obtain retainability follow the procedures in paragraph **2.29.6.3.** Career 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]). 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 this 12 months retainability will not be granted. Upon selection for a COT, 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, airmen who elect and are approved to serve an accompanied tour, may require additional retainability for the longer accompanied OS tour length. 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 at least 12 months retainability within 30 calendar days of the date they sign their DEROS Option RIP to receive IPCOT consideration. Delay in obtaining this 12 months retainability for IPCOT consideration will not be granted. Upon notification of approval of an 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.** 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. Airmen have 15 calendar days after approval of an accompanied tour to obtain retainability to serve the accompanied tour length. Airmen who receive an approved IPCOT who refuse to obtain retainability are not required to formally decline. When airmen refuse to obtain retainability, the MPF will request the assignment OPR cancel the IPCOT.

2.29.6.4.6. OS Tour Extension. 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 airmen who refuse to obtain retainability to formally decline. When airmen refuse to obtain retainability, the MPF will request the assignment OPR cancel the OS tour extension.

2.29.6.4.6.1. Indefinite DEROS. Airmen must maintain at least 8 months service retainability in order to keep an indefinite DEROS. 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, 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 a member refuses. 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:*** A member is selected for TDY of 179 days in length, but only has 120 days retainability and declines to obtain additional retainability. After the member 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 Airmen Who Lack PCS Retainability. 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 member is ineligible or refuses to obtain the prescribed amount of PCS retainability and the member currently possesses less than 12 months service retainability (computed from RNLTD to current DOS). Under the provisions of AFI 36-3208*, Administrative Separation of Airmen,* commanders may establish an earlier separation date (by memorandum to the MPF) when the member can no longer be used effectively based on the mission drawdown.

2.29.6.6. Retainability Declination, Airmen With 19 Years TAFMS or More. When CONUS-assigned 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 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 airmen retirement. It does not apply to airmen with less than 19 years TAFMS as of the month and year of PCS notification. The intent is to preclude 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. 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. 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 member 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 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 member is filling a valid manpower authorization, etc.

2.29.6.6.5. When airmen meet the criteria outlined above, the MPF 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 airman has 19 or more years' TAFMS. It is important not to use any other reclama code reason. When reclama is by message, the message subject should be PCS retainability declination for airman with 19 or more years' TAFMS. Address the message to the assignment OPR with an information copy to HQ AFPC/DPAAS3 for SMSgt and below. For CMSgts (including selects), address the reclama message to HQ AFPC/DPAC. HQ AFPC/DPAC or DPAAS3 will determine the DOS and advise the MPF by message to update the involuntary DOS. The MPF will update the DOS locally and cite SPEC-PROG ID "72."

2.29.6.7. Airmen Requests to Withdraw Retainability Declination Statement.

2.29.6.7.1. Career Airmen. Declinations by career airmen described in paragraph **2.29.6.6.** (more than 19 years TAFMS) may not be withdrawn. For other career airmen, the servicing MPF will send requests, which must include the unit commander's recommendation, to the assignment OPR (**Table 1.1.**) with an information copy to the member's parent MAJCOM/DPAA (or equivalent). Approval of withdrawal is based on manning in the 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. Airmen Retainability Delays. The MPF Commander may authorize an extension of the suspense date by which airmen must have additional retainability for the reasons shown in **Table 2.7.**, 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 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 entitlements being used for which airmen do not have sufficient retainability. Delay is not authorized for the purpose of allowing 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 MPF 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. MPFs must take the following action for any approved delays:

2.29.6.8.1. By the 7th calendar day of each month, MPFs will advise HQ AFPC/DPAPP1 by message, CRT, or email of delays approved for the previous month. No report is required if no delays were granted. Categorize delays by reason (that is, SRB delays, QC delays, etc.) and, for each member, provide the grade, name, SSN, PDD/DEROS, RNLTD, the date and length of time member extended enlistment (if applicable), and expiration date of delay. Include point of contact (POC) grade, name, DSN, and grade, name, and DSN of official approving delays.

2.29.6.8.2. HQ AFPC/DPAPP1 will review the monthly reports and authorize suppression of the "P06" retainability purge.

2.30. Assignment Selection Date (ASD). The ASD is used in several ways. It may be the date an officer or 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 airman 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** 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 a member gets an automatic ASD based on a schedule or an officer (only) gets an ASD based upon vulnerability for PCS selection, that is the member's official ASD. For officers, an automatic ASD will be superceded by a vulnerability ASD. The PDS transaction or message providing a member 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 member 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.

2.30.1. Following is a general example of how an automatic ASD works. For this example, we'll use an airman assigned OS; however, the concept is similar for officers. Approximately 9 months in advance, 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 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, members 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 members actually selected for PCS. Next, name selections are made to replace members on their DEROS (or maximum tour completion date, and so on). These selections are from members 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 superceded by a vulnerability ASD.

2.30.2. On or after establishment of an ASD, members may not request an assignment, deferment from reassignment, separation, retirement, or other action which would render them ineligible for assignment, except as follows:

2.30.2.1. Officers. Request for retirement or separation under 7-day option provisions, see paragraph **2.37.**, Seven Day Option.

2.30.2.2. Airmen. Request for retirement under 7-day option provisions, see paragraph **2.37.**, Seven Day Option.

2.30.2.3. Request for reassignment or deferment under humanitarian provisions or the EFMP as authorized in **Attachment 7**.

2.30.2.4. Request for separation for convenience of the government or hardship (see AFI 36-3207 for officers and AFI 36-3208 for airmen).

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

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

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

2.30.2.8. Release from assignment to a family member's unit as authorized in **Attachment 6**, or as an aircrew member as authorized in **Attachment 9**.

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

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

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

2.30.2.12. Request for change of assignment or cancellation based upon equal assignment opportunity provisions as outlined in paragraph **2.2.**

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

2.31. Assignment Preferences. For military couples, also see **Attachment 8**.

2.31.1. Officers:

2.31.1.1. 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 the Colonel Matters Office, Assignments, 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.

2.31.1.2. Lieutenant colonels and below (excluding judge advocate officers) make their personal assignment preferences known through the use of the AF Form 4057, **Officer Assignment Preference Worksheet**, which is available either electronically on the worldwide web, or, when the electronic version is not accessible, as a hard copy form. The officer's commander also uses this worksheet to make recommendations for the officer's next assignment. Commander involvement is required in the process as the preference worksheet 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).

2.31.2. Airmen**.**

2.31.2.1. 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, datafax, or electronic message.

2.31.2.2. SMSgt and below use AF Form 392, **Airman Assignment Preference Statement**, 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 visit their CSS or MPF to update their preferences via PC-III terminal. Upon completion of the update, an AF Form 392 (computer generated copy) is produced and given to the airman for his or her records.

2.31.2.2.1. Airmen volunteer for special duty assignments (SDAs) either via PC-III or through the worldwide web by update of the SDA job number from the EQUAL-Plus ad (see **Attachment 16**). In either case, 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. When using PC-III to volunteer, the airman will receive a computer-generated Report of Individual Personnel (RIP) identifying the special duty applied for, and the "form" is sent electronically through the PDS to the assignment OPR.

2.31.2.2.2. Each airman is individually responsible for the currency and accuracy of his or her assignment preferences. 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 airman from an assignment for which selected.

2.32. PCS Notification. The AF needs to know as quickly as possible after selection if members have accepted a PCS or exercised another option. The prescribed means to transmit notices of assignment

selection from the assignment OPR to the MPF is either by the PDS or electrical message via the servicing military communications center. Other means such as CRT grams, e-mail, etc., are not acceptable (unless, as an exception, the assignment OPR determines this means was essential in the interest of time or for other reasons). When initial PCS selection, change in assignment location, or change in RNLTD is received with less than 90 calendar days until the RNLTD, the MPF and unit notification periods indicated below are reduced to 3 calendar days each. When a member is absent from station, the additional procedures shown in paragraph **2.32.9.** apply.

2.32.1. MPFs, unit commanders, and unit officials authorized to effect notifications must ensure local procedures are established and followed so notifications are in strict accordance with this instruction. Commanders are responsible for determining which unit officials are authorized to effect notification. 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 member's unit commander or authorized official notifies the member, in writing, of PCS selection and the member acknowledges notification, in writing. ***NOTE:*** If a member is notified by a person the commander has not authorized to effect notifications, the member's written acknowledgment and election are still valid.

2.32.2. When notified of selection for an event, sometimes members want to request a humanitarian assignment or deferment, or want to submit some other action for consideration. They may also want to wait to make a binding decision on the event until they receive a decision on their humanitarian or other request. **Such delays are not authorized.** If a member 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 member to accept the event and associated ADSC within 7 calendar days and proceed with submission of the request. If the request is approved, the assignment will be changed or canceled as appropriate. However, when members 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 a member to withdraw an action taken under 7-day option provisions or (airmen only) removal of a formal retainability declination statement, provided the requirement was valid at the time the member was notified of selection.

2.32.3. The 7 calendar day count begins the day **after** the date a member is officially notified and ends at the close of MPF 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 MPF and the unit suspenses are computed similarly. ***EXAMPLE:*** A member acknowledges notification by the unit commander at 0930 hours, 15 Aug 98, has until the close of MPF business on 22 Aug 98 (7 full calendar days), to accept the assignment or take some other authorized action.

2.32.4. After acknowledging notification in writing, within the 7 calendar day period thereafter, members must take one of the following actions, or report to the MPF within the same 7 calendar day period to request counseling or assistance:

2.32.4.1. Officers and Airmen. When members have the required retainability (see paragraph **2.29.**) and accept the assignment and/or ADSC, they must sign and date the notification showing their acceptance and return the notification to the MPF.

2.32.4.2. 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 report in person to the MPF within 7 calendar days of notification and must sign AF Form 63 for declination of ADSC and submit an application for separation or retirement, if eligible, under 7-day option provisions as required in paragraph **2.37.**

2.32.4.3. Airmen only. Airmen who have the required retainability (see paragraph **2.29.**) but want to **retire in lieu of** the PCS and/or ADSC, must report in person to the MPF within 7 calendar days of notification and must sign and submit an application for retirement, if eligible, under 7-day option provisions as required in paragraph **2.37.** Airmen who have the required retainability are not eligible under 7-day option provisions to request separation in lieu of PCS.

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

2.32.4.5. Airmen only. 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 MPF within 7 calendar days. The MPF will schedule airmen to obtain retainability at the earliest possible date, but not later than 30 calendar days after the date airmen acknowledged selection. If an airman fails to obtain the required retainability within 30 days of notification, the MPF will reclama the assignment and have the airman sign AF Form 964. If the airman refuses to sign AF Form 964, then the MPF will take action according to paragraph **2.29.6.** The MPF will not execute the AF Form 964 without the member's knowledge.

2.32.5. When the assignment selection notice is via the PDS, the MPF reviews the PCS Notification Report on Individual Personnel (RIP) within 7 calendar days of receipt, confirms member's eligibility, and forwards the PCS Notification RIP either electronically or via distribution to the member's unit. The Unit Commander or authorized official must then notify the member within 7 calendar days of receipt of the notice from the MPF. When the MPF identifies a PCS ineligibility condition and there is no indication a waiver or exception has been granted, the MPF will reclama the selection per paragraph **2.47.** and will not forward the notice to the unit.

2.32.6. When the assignment selection notice is by electrically transmitted message to the losing MPF (and for officers, when the message format shown in **Figure 2.2.** is not used **such as when the RNLTD is more than 120 days in the future**), then the MPF will confirm member's eligibility and request an overnight Assignment Loss RIP. Upon receipt of the RIP, the MPF will use the assignment information in the message and fill in the RIP and forward it within 7 calendar days to the losing unit. The unit must then notify the member within 7 calendar days of receipt of the notice from the MPF. As in paragraph **2.32.5.** above, if the member is not eligible, the MPF will reclama the selection.

2.32.7. (Officers Only). When the RNLTD is within 120 days, the assignment selection notice will be by electrically transmitted message and will be addressed directly to the losing unit. The message format shown in **Figure 2.2.** will be used. The Unit Commander or authorized official must notify the member within 7 calendar days of receipt of the message. The MPF will review selection within 7 calendar days of receipt, confirm member's eligibility, and suspense the message for receipt of member's acknowledgment. When the MPF identifies a PCS ineligibility condition and there is no indication a waiver or exception has been granted, the MPF will contact the unit commander or

commander's support staff (CSS), and advise them that the MPF is required to submit a reclama per paragraph **2.47.**

2.32.8. The instrument to record official notification and acknowledgment may be either the PCS Notification RIP, the message format shown in **Figure 2.2.**, or a locally prepared letter. If a letter is used and more than one page is needed, continue on the reverse rather than using two single pages. A letter must contain at least the following information.

2.32.8.1. The gaining location (unit, position number, and duty title are optional);

2.32.8.2. RNLTD;

2.32.8.3. ADSC (for officers) and retainability required (for airmen), including ADSC/retainability for training, if applicable.

2.32.8.4. If PCS is OS, the minimum required unaccompanied tour length (the accompanied tour length is optional);

2.32.8.5. The CAFSC (for airmen) and SAFSC (for officers);

2.32.8.6. The signature and date the unit commander or authorized official effected notification;

2.32.8.7. The signature and date the member acknowledged notification (date member acknowledges notification must be the same as the date officially notified in paragraph **2.32.8.6.** above);

2.32.8.8. A statement directing the member 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 member to report to the MPF Relocations Element. Include the guidance in paragraph **2.32.3.**

2.32.8.8.1. A statement that: I accept the PCS (and training, if applicable) and the associated ADSC.

2.32.8.8.2. 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/airmen); or I must decline, in writing, to obtain additional retainability (airmen 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/airmen), or I do not decline, in writing, to obtain retainability (airmen only), then I will be considered to have accepted the PCS (and training, if applicable) and the associated ADSC.

2.32.8.8.3. Optional statements may be added by the MPF; for example, asking if the member desires counseling on humanitarian assignment/deferment or any other circumstances. Be sure to advise the member that, even though they may desire additional counseling, they must still choose one of the above options within 7 calendar days after notification.

2.32.9. When the unit commander or official authorized by the commander cannot notify the member due to the member's absence from the duty station (but the member will return within 10 calendar days), the unit will delay notification until the member's first duty day after return. If the member will be absent more than 10 calendar days, the unit will advise the MPF of the member's status and provide the details on the member’s whereabouts (address, contact phone number, etc.). The MPF will notify

the member, in writing, at his or her TDY location, leave address, etc., and assist the member 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 a member is on leave or TDY must not delay the notification process. The member must make a decision to accept the PCS or exercise an authorized alternative within the prescribed timeframe. MPFs may notify members via overnight mail or similar means with return receipt requested. If for some reason a member cannot be notified in writing and must be advised by telephone, a second MPF official should witness the call (conference call). A written record of what the member was told should be made and both officials should sign the document. Be sure the member understands the instructions and provide a contact point in the MPF (grade, name, duty title, telephone number), and advise the member to call if he or she has any questions or requires additional assistance. Require the member to acknowledge the telephone conversation in writing within 48 hours of the call and send the acknowledgment to the MPF. When members are absent from station and are notified of PCS selection, then use the date the member acknowledges receipt of notification by mail or use the date member is personally contacted by phone. See paragraph **2.30.** for actions permitted after establishment of an ASD.

Figure 2.2. Sample Officer Short-Notice Assignment Notification Message.

HQ AFPC RANDOLPH AFB TX//DPA__//
LOSING UNIT//CC//
INFO LOSING MPF//DPMAR//
GAINING MPF//DPMAE//
GAINING MAJCOM//DPA__//
LOSING MAJCOM//DPA__//

UNCLAS

SUBJ: OFFICER ASGN - GRADE, NAME (LAST, FIRST, MI), SSAN.

PART 1. FOR LOSING UNIT:

A. PLEASE USE THIS MESSAGE TO OFFICIALLY NOTIFY THE SUBJECT OFFICER OF HIS OR HER SELECTION FOR REASSIGNMENT. AFI 36-2110 (PARA **2.32.**) REQUIRES YOU (OR YOUR AUTHORIZED REPRESENTATIVE) TO OFFICIALLY NOTIFY THE OFFICER OF SELECTION WITHIN 7 CALENDAR DAYS AFTER RECEIPT OF THIS MESSAGE.

THIS INCLUDES NOTIFYING OFFICERS WHO ARE TDY OR ON LEAVE. THIS TIME IS REDUCED TO 3 CALENDAR DAYS IF THE RNLTD IS WITHIN 90 DAYS OF NOTIFICATION.

B. PLEASE RECORD THE FOLLOWING INFORMATION, IN WRITING (YOU MAY DO SO ON THIS MESSAGE):

(1) THE DATE YOU RECEIVED THIS MESSAGE: _____

(2) SIGNATURE AND DUTY TITLE OF PERSON MAKING THE NOTIFICATION AND DATE OF NOTIFICATION: _____ _____

(3) SIGNATURE OF THE OFFICER AND DATE ACKNOWLEDGING NOTIFICATION AND UNDERSTANDING OF THESE INSTRUCTIONS:

_____ _____

NOTE: FOR OFFICERS TDY/ON LEAVE, INDICATE THE DATE AND METHOD BY WHICH THEY WERE ADVISED OF THE CONTENTS OF THIS MESSAGE. PLEASE PROVIDE THE OFFICER A COPY AND FORWARD A SIGNED COPY TO THE MPF PERSONNEL RELOCATIONS ELEMENT.

C. NOTIFY THE OFFICER OF THE FOLLOWING:

(1) YOU HAVE BEEN SELECTED FOR REASSIGNMENT TO (UNIT, MAJCOM, LOCATION), FOR DUTY AS (DUTY TITLE), WITH A REPORT NOT LATER THAN DATE (RNLTD) OF _____. THE FOLLOWING ADDITIONAL INSTRUCTIONS APPLY:

GPAS:	PCS CODE	AAR:
POSN NR:	ASD:	SAFSC:
AAN:	PPC'S:	

REMARKS: YOU WILL INCUR THE FOLLOWING ACTIVE DUTY SERVICE COMMITMENT (ADSC) FOR PCS PER AFI 36-2107, TABLE _____, RULE _____:

(___ MONTHS FOR CONUS TO CONUS PCS); OR, (FOR CONUS TO OS PCS, ___ MONTHS FOR THE UNACCOMPANIED TOUR, OR IF YOU ARE AUTHORIZED TO ELECT AN ACCOMPANIED TOUR, ___ MONTHS FOR AN ACCOMPANIED TOUR).

YOU ARE ALSO SELECTED FOR TRAINING (INDICATE COURSE, FROM/THRU DATES) AND WILL INCUR AN ADSC OF ___ MONTHS, EFFECTIVE UPON COMPLETION OF TRAINING PER AFI 36-2107, TABLE ___, RULE ___. THE ADSC FOR TRAINING WILL BE SERVED CONCURRENT WITH YOUR ADSC FOR PCS. COMPLETION OF AF FM 63 MAY BE REQUIRED PER AFI 36-2107, PARA 1.3.2. and 1.4.

ADDITIONAL REMARKS: (INCLUDE ANY OTHER SPECIAL INSTRUCTIONS SUCH AS A SECURITY CLEARANCE REQUIREMENT, REPORT NOT EARLIER THAN DATE, COMMAND-SPONSORED POSITION LIST (CSPL) APPLIES, PPC CLARIFICATION, ETC.)

(2) IF YOU HAVE AN UNFAVORABLE INFORMATION FILE (UIF), ACTION WILL BE TAKEN ACCORDING TO AFI 36-2907.

PART 2. OFFICER'S ELECTION. YOU MUST CHOOSE **ONE** OF THE FOLLOWING AND SIGN AND DATE BELOW YOUR CHOICE.

A. <u>I ACCEPT</u> THE PCS (WITH TRAINING, IF APPLICABLE) AND ASSOCIATED ADSC(S). WITHIN 7 CALENDAR DAYS OF THE NOTIFICATION DATE ABOVE, I WILL PROVIDE THE MPF RELOCATIONS ELEMENT A COPY OF THIS MESSAGE WITH SIGNATURES AND BE SCHEDULED FOR MY INITIAL RELOCATION BRIEFING. I UNDERSTAND WITHIN THE 7 DAY PERIOD FOLLOWING NOTIFICATION I MAY REQUEST COUNSELING ON A VARIETY OF ASSIGNMENT ISSUES (SUCH THE HUMANITARIAN PROGRAM, FOLLOW-ON/HOME-BASING ASSIGNMENT PROGRAMS, OR OTHER SPECIAL PROGRAMS/CIRCUMSTANCES). I ALSO UNDERSTAND THAT IF I SUBMIT A REQUEST FOR CONSIDERATION AND MY

REQUEST IS DISAPPROVED, I WILL BE REQUIRED TO PROCEED ON PCS (AND TRAINING, IF APPLICABLE) AS SCHEDULED AND I WILL INCUR THE ASSOCIATED ADSC(S).

OFFICER'S SIGNATURE_____ DATE _____

B. I DO NOT WANT TO ACCEPT THE PCS, TRAINING AND/OR ASSOCIATED ADSC(S). I UNDERSTAND THIS CHOICE REQUIRES WITHIN 7 CALENDAR DAYS OF THE NOTIFICATION DATE ABOVE, I MUST REPORT IN PERSON TO THE MPF RELOCATIONS ELEMENT AND PROVIDE THEM A COPY OF THIS MESSAGE WITH SIGNATURES AND THEN I MUST PROCEED IN PERSON TO THE MPF SEPARATIONS/RETIREMENT OFFICE (OR EQUIVALENT) TO RECEIVE COUNSELING ON SEPARATION/RETIREMENT IN LIEU OF AN UNWANTED PCS, TRAINING AND/OR ADSC AS OUTLINED IN AFI 36-2110, PARAGRAPH **2.37.** I UNDERSTAND THIS CHOICE REQUIRES THAT I SIGN AND SUBMIT AN APPLICATION FOR SEPARATION OR RETIREMENT, IF ELIGIBLE, WITHIN 7 CALENDAR DAYS OF THE NOTIFICATION DATE ABOVE. I FURTHER UNDERSTAND IF I FAIL TO COMPLY WITH THIS REQUIREMENT OR AM INELIGIBLE, THEN I WILL BE CONSIDERED TO HAVE ACCEPTED THE PCS, TRAINING AND/OR ASSOCIATED ADSC(S).

OFFICER'S SIGNATURE _____ DATE_____

PART 3. FOR LOSING MPF/DPMAR:

A. REFERENCE AFI 36-2110, PARAS **2.32.** THROUGH **2.35.** AND PARA **2.37.** PLEASE SUSPENSE A COPY OF THIS MESSAGE FOR RECEIPT OF THE OFFICER'S ACKNOWLEDGMENT OF SELECTION AND OFFICIAL NOTIFICATION. YOU MAY USE THIS MESSAGE AS AUTHORITY TO BEGIN PROCESSING AND TO ISSUE PCS ORDERS, IF NECESSARY. PDS CONFIRMATION FOLLOWS.

B. AS SOON AS AN OFFICER SIGNS AND SUBMITS A REQUEST FOR SEPARATION OR RETIREMENT PER PARA **2.37.** (7-DAY OPTION), OR WHEN A RECLAMA AS OUTLINED IN PARA **2.47.** IS APPROPRIATE, INFORM THIS OFFICE BY MESSAGE IMMEDIATELY (DO NOT USE "IMMEDIATE" MESSAGE PRECEDENCE). INCLUDE AS INFORMATION ADDRESSEES BOTH THE GAINING AND LOSING MAJCOM OFFICER ASSIGNMENT FUNCTIONS, HQ AFPC/DPPRR FOR RETIREMENTS AND HQ AFPC/DPPRS FOR SEPARATIONS. MAKE THE SUBJECT OF THE MESSAGE 7-DAY OPTION SEPARATION (OR RETIREMENT) AND INCLUDE THE MEMBER'S GRADE, NAME, SSN AND THE SAFSC. THIS MESSAGE IS ESSENTIAL TO EXPEDITE A DECISION AS TO WHETHER THE OFFICER WILL BE RELEASED FROM THE ASSIGNMENT, DIRECTED TO PROCEED, GIVEN AN ALTERNATE ASSIGNMENT, OR TO BEGIN RESELECTION ACTIONS.

POC IS (GR, NAME, DSN, USER ID/E-MAIL ADDRESS).

2.33. PCS Notification and Orders in Hand Minimums. To allow sufficient time to plan movement of dependents, HHGs, and arrange other PCS-related actions, members are normally selected for PCS so official notification can be effected at least 90 calendar days before the RNLTD. In addition, members 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 **2.33.1.** when it is not practical or necessary to adhere to the minimums or a member 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 member 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.

2.33.1. The minimum notice and orders in hand minimums do not apply to the following (no waiver is required):

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

2.33.1.2. When the member is being reassigned from OS.

2.33.1.3. Approved self-initiated assignments.

2.33.1.4. First assignment after basic or initial skill training.

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

2.33.1.6. Assignments which require SCI access.

2.33.1.7. Low-cost or permissive PCS.

2.33.1.8. When the member voluntarily waives the minimums.

2.33.1.9. When member is surplus.

2.33.1.10. General officer or colonel (including selectee) assignments.

2.33.1.11. Upon accession (officers) or enlistment (airmen) including assignment of former officer upon enlistment.

2.33.1.12. 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**).

2.33.2. Orders directing a member who is TDY or on leave to PCS will not normally be published before the member's return to current duty station, except:

2.33.2.1. When the orders publishing function confirms the member will not incur a personal financial loss;

2.33.2.2. The member's unit or base is being inactivated;

2.33.2.3. For humanitarian or EFMP assignment and the member signs a statement that he or she is willing to accept a financial loss if prompt reassignment is elected.

2.34. Change in Assignment or Assignment Data. Once a member has accepted an assignment, the assignment OPR must exercise caution in approving changes to the original assignment, especially any change after a member has departed on PCS (if the member has departed, see paragraph **2.35.**, Diversion of a Member 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 a member's departure on PCS, MPFs and commanders will use the 3 calendar day notification period, the procedures in paragraph **2.32.**, and the MPF will take the actions shown below:

2.34.1. Change in gaining location (only). Once PCS orders are issued, a change in the gaining location could create a hardship on the member or, if they were a volunteer, they may not want an assign-

ment to a different location. When the projected gaining location is changed, the MPF will authorize the member a second 7-day option period (see paragraph **2.37.**). This may result in members exercising an authorized option for which the member was not eligible at the time of initial notification. For example, when originally selected a member 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.

2.34.2. 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 member 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 MPF will afford the member a second 7-day option period (see paragraph **2.37.**) in which to accept or decline the change, if eligible. For example, airmen 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 member was not eligible for at the time of initial notification.

2.35. Diversion of a Member En Route PCS. When a change of projected gaining location is required and the member 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 **2.35.3.** and **2.35.4.** 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 member, unfairly place a member 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 a member in a 'TDY Hold" status when a temporary situation dictates a member 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.) A member 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.

2.35.1. Gaining MAJCOMs (or equivalent) request diversions by message to the assignment OPR, with information to the original gaining MPF, the proposed gaining MPF, the losing MPF, and other addressees as appropriate. These requests are time-sensitive. MPFs should not act upon requests for diversions until the change is approved by the assignment OPR. As a minimum, requests should contain the following:

2.35.1.1. A short summary of how the situation has changed since the original assignment was directed.

2.35.1.2. Alternatives considered and why they are not acceptable.

2.35.1.3. Whether or not the member was contacted and, if known, member's volunteer status, present location, phone number where member can be reached, and any other pertinent information (location of dependents if different than member's location, status of HHGs, etc.).

2.35.2. The assignment OPR will consider all of the information available. When assignment involves an OS location, the following general guidelines apply.

2.35.2.1. Whenever possible, members 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.

2.35.2.2. Members selected for assignment OS as nonvolunteers 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.

2.35.2.3. If dependents have been authorized concurrent travel, diversion of a member is rarely justified to a location where concurrent travel is not authorized.

2.35.2.4. (Airmen only) 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 MPF and gaining MAJCOM/DPAA. HQ AFPC/DPAAD is final approval authority.

2.35.3. Upon approval by the assignment OPR to change a member's assignment, the losing MPF is advised. If the member has departed on PCS, the losing MPF will normally contact the member en route and effect notification. After the member has been notified, the losing MPF will immediately amend the original PCS orders and send copies to the member, the original gaining location, and the new gaining location. When the losing MPF cannot contact the member en route, then before amending orders, the losing MPF will immediately advise the assignment OPR, the original gaining MPF, the new MPF, and the gaining and losing MAJCOM(s) of the circumstances. The assignment OPR then must consider the probability that the member 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 MPF and, provided the member has not yet arrived in the area, the assignment OPR will direct the original gaining MPF to issue amendments to PCS orders "continuing" the member'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 member 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 member 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 member states continuation change of PCS will create a personal or financial hardship or protests the change of assignment for other reasons, the MPF will obtain the details in a written statement from the member and immediately contact the assignment OPR and request guidance.

2.35.4. If, after a member arrives in the local area of the gaining base, it is decided to request the member be assigned elsewhere (whether or not they have signed in), then a new PCS is required. The fact a member has not signed in simply means accountability for the member 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 **2.52.** for waiver of second dislocation allowance entitlement (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.

2.36. PCS Cancellation. Once a member is selected for PCS and orders are published, cancellation of the assignment could impose a hardship on the member. A PCS should not normally be canceled within 60 days of the PDD unless the member 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:

2.36.1. If a member has not departed on PCS, then the MPF advises the commander of the cancellation within 48 hours of receipt of the cancellation notice. If the member indicates a hardship will exist as a result of cancellation, then the MPF will direct the member 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 MPF. Upon receipt of the statement, the MPF will advise the assignment OPR by message with information to the gaining unit, and gaining and losing MAJCOMs (or equivalent). As a minimum, the message should contain the member's grade, name, SSN, SAFSC (for officers)/CAFSC (for airmen), 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 member is required to remain at the present base.

2.36.2. If a member has departed on PCS, within 48 hours of receipt of the cancellation notice, the MPF will inform the unit commander and the MPF will effect notification to the member at their leave or TDY address (see paragraph **2.32.**), and direct the member to return to their previous duty station unless they desire to use leave. The MPF will request the member to provide written acknowledgment within 72 hours and state whether a hardship will or will not exist. If the member indicates a hardship, they must include the details. The MPF will then advise the assignment OPR by message as shown in paragraph **2.36.1.** If the member cannot be reached, the MPF advises the assignment OPR of the circumstances and additional guidance will be provided. As information, when a PCS is canceled while the member is en route, their date arrived station does not change and availability for reselection for assignment does not change.

2.37. Seven Day Option. The options extended to officers to request retirement or separation, or to airmen 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 airmen.

2.37.1. 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 airmen, unless indicated otherwise.

2.37.1.1. When a signed request for separation or retirement is dated <u>before</u> an ASD for PCS or selection date for training, then normal separation and retirement criteria apply. When a signed request for separation or retirement is the <u>same date or after</u> an ASD for PCS or selection date for training, then any request for separation (officers only) or retirement (officers and airmen) must be under 7-day option. The fact a member 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. When a member's request for separation or retirement and selection for PCS or training occur at about the same time, use the previous rule to determine which action is officially first. When the member's request for voluntary separation or retirement was before selection for PCS or training and the member does not want the assignment or training, the MPF will submit a reclama per paragraph **2.47.** for airmen and paragraph **2.37.2.4.** for officers and advise the assignment OPR the member applied for separation or retirement prior to selection. However, if the member 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. When a member'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 if they still want to separate (officers only) or retire (officer or airmen), then the reason for their separation or retirement request must be changed to reflect it as being submitted under 7-day option provisions and 7-day option rules apply in determining the separation or retirement date. If the member wants to change the reason for their separation or retirement request, the MPF will submit a reclama per paragraph **2.47.** for airmen and message reclama/notification per paragraph **2.37.2.4.** for officers and advise the assignment OPR and the appropriate separation or retirement office of the member's desires. The assignment OPR will coordinate with the HQ AFPC separations or retirements section which will direct action necessary to change or resubmit the voluntary request under 7-day option provisions.

2.37.1.2. When the instruction governing an education or training event contains a provision to allow members to decline attendance (with or without prejudice), then a member 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. If there are no provisions in the prescribing instruction allowing a member to decline (with or without prejudice), then 7-day option provisions apply.

2.37.1.3. Members 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. Members 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, members separate or retire with a portion of the ADSC unserved. An ADSC will not involuntarily extend an established DOS or retirement date.

2.37.1.4. Members 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 member requests, the date will not normally be earlier than the minimum authorized by separation or retirement instructions. Members 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.

2.37.1.5. Members 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. The request will be routed by the AFPC separation or retirement office 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 **2.37.1.10.2.** for guidance on 7-day option subsequent to withdrawal.

2.37.1.6. During the period of time between establishment of an ASD and notification of actual PCS selection, if a member 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 a member to request separation or retirement within 7 calendar days, unless the ASD or nomination notification states otherwise.

2.37.1.7. 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.

2.37.1.8. Airmen. Under 7-day option provisions, airmen serving an enlistment contract may not establish a separation date earlier than the expiration date of their contract, however, airmen may establish an earlier retirement date, if eligible.

2.37.1.9. Airmen. Airmen who elect retirement under 7-day option provisions are not eligible for promotion. Airmen selected for promotion before they submit a retirement application under 7-day option may not withdraw the retirement to accept promotion.

2.37.1.10. The 7-day option provisions do not apply in the following circumstances:

2.37.1.10.1. The move is in conjunction with a member being accessed for entry on active duty or a member recalled to active duty.

2.37.1.10.2. A member 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 member may exercise 7-day option provisions, if eligible.

2.37.1.10.3. A member has departed on PCS whether or not they have arrived at the new duty station.

2.37.1.10.4. 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**).

2.37.1.10.5. Members restored to active duty, or reinstated on active duty following action under the Air Force Board for Correction of Military Records (AFBCMR) process.

2.37.2. 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 sign AF Form 63 to decline the ADSC and submit a request for separation in accordance with AFI 36-3207, *Separating Commissioned Officers,* or request for retirement in accordance with AFI 36-3203, *Service Retirements.* **Even though a DOS or retirement date is requested or established under 7-day option provisions, 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.** 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 unserved. Officers' separation or retirement requests must be signed and submitted 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 or retirement date within 7 calendar days 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.

2.37.2.1. 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 and officers with less than 19 years TAFMS may apply for separation only.

2.37.2.2. 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 on a CONUS maximum stabilized tour, 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 in accordance with 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 event notification (mo/yr), except:

2.37.2.2.1. 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 (and not on a maximum stabilized tour) who have an ADSC greater than 12 months from the event notification date or ASD, may request a separation date which is not later than the date they complete their longest ADSC, or for retirement, the first day of the month following the month in which they complete their longest ADSC.

2.37.2.2.2. Officers assigned OS must request a separation date to coincide with their DEROS (month/year) or must request a retirement date which is not later than 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 **2.30.** 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 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.

2.37.2.2.3. 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 **2.30.** 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 greater than their availability date (month/year), or, if otherwise eligible per AFI 36-3203, they may request a retirement date which is not greater than the first day of the month following their availability date, unless they request an exception to policy. 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 **2.30.** 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.

2.37.2.2.4. For officers notified of establishment of an ASD based on vulnerability for PCS selection and who are currently assigned OS, see paragraph **2.37.2.2.2.** above. For officers assigned in the CONUS who are currently serving on a CONUS maximum stabilized tour, see paragraph **2.37.2.2.3.** above. For all other officers currently assigned in the CONUS, when notified of establishment of an ASD according to paragraph **2.30.** 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 in accordance with 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 12 months from the ASD may request a separation date which is not later than the date they complete their longest ADSC, or for retirement, the first day of the month following the month in which they complete their longest ADSC. 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.

2.37.2.3. 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 **2.37.2.3.1.** 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).

2.37.2.3.1. 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.

2.37.2.3.2. 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.

2.37.2.4. When an officer signs and submits a separation or retirement application under 7-day option provisions, <u>the MPF must immediately</u> (do not use IMMEDIATE message precedence) <u>notify the assignment OPR or event selection authority by message</u> with information addressee to

HQ AFPC/DPPRR (for retirements) and HQ AFPC/DPPRS (for separations). If an exception to policy is being requested, include HQ AFPC/DPAPP as an information addressee. For colonels (including selects), advise AFCMOA only. The subject of the message should be "Officer 7-Day Option." Do not delay this message notification pending complete base level processing of member's request. Include in the message the officer's identification data, date officer officially notified of the event, and the requested separation or retirement date. If an exception to policy is also being requested, state the exception requested (including any waivers required). For requests requiring an exception to 7-day option provisions, attach the exception request to the separation or retirement request and submit out of system to HQ AFPC/DPPRR, for retirements, and HQ AFPC/DPPRS, for separations. Upon receipt of the retirement or separation request, the request for exception will be forwarded to HQ AFPC/DPAPP to obtain a recommendation and for coordination with the assignment OPR. Send requests for colonels (including selects) to AFCMOA.

2.37.3. Airmen. 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. 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, 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.** Airmen fall into four major categories as shown below:

2.37.3.1. Airmen who **have retainability and are not eligible to request retirement** in accordance with 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.

2.37.3.2. Airmen who **do not have retainability and are not eligible to request retirement** in accordance with 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.** 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. ***NOTE:*** 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 in accordance with AFI 36-3203.

2.37.3.3. Airmen who **do not have retainability and are eligible to request retirement** in accordance with 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. Airmen must still apply for retirement and meet the retirement eligibility requirements as shown in AFI 36-3203.

2.37.3.4. Airmen who **do, or do not, have retainability and are eligible to request retirement** in accordance with 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 in accordance with AFI 36-3203. Airmen must ask for a retirement

date that is within their current enlistment, or current enlistment as extended. When an airman's current DOS is before a requested retirement date authorized by 7-day option provisions, airmen may submit a request for extension of enlistment along with their retirement request. In accordance with 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:

2.37.3.4.1. Assigned in CONUS. 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, 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 airman who has 19 years and 6 months TAFMS, or more, as of PCS notification in Feb 98 may request a retirement date not later than 1 Sep 98.

Example B: First. An airman who has 19 years and 3 months TAFMS as of PCS notification in Feb 98 may request a retirement date not later than 1 Dec 98. In this instance, the member's TAFMSD is Nov 78 and retirement eligibility is reached in Nov 98. Member's must retire on the first day of the month following the month in which retirement eligibility is reached.

Second. In the case of an airman with 19 years TAFMS as of PCS notification (for example TAFMSD in Feb 79 and notified of PCS selection in Feb 98) who will reach retirement eligibility in the 12th month following PCS notification, the airman may request a retirement date not later than 1 Mar 99. In this instance only, since the member 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.

2.37.3.4.2. Assigned OS. 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*. 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 **2.30.** Once an ASD has been established, 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.** 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 airmen who do not meet the eligibility criteria must be submitted as an exception to policy per paragraph **1.5.**

Because 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.

2.37.3.4.3. Completing a CONUS Maximum Stabilized Tour. 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 the first day of the month following the maximum tour date of availability. An ASD is established as shown in **Table 2.8.** and airmen are limited after receiving an ASD in the retirement date they may request, unless they request an exception to policy. 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.

2.37.3.4.4. Mandatory PCS Moves. When PCS is a mandatory move (see **Attachment 1**, Definitions) and PCS is **necessary** before an approved retirement date or a requested retirement date, the circumstances will be forwarded to the MAJCOM for consideration. If the circumstances cannot be resolved by the MAJCOM, the MAJCOM will forward the case for resolution as an exception to policy per paragraph **1.5.**

2.37.3.5. In-System/Out-of-System Retirement Requests. When an airman applies for retirement and the request for retirement is submitted **in system**, an AF Form 964 is not required and a reclama of the assignment is not required. When eligible airmen request retirement "in lieu of" PCS, **do not reclama the assignment or complete AF Form 964.** 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. When a request is submitted **out of system**, for example, when an exception to policy is being requested, then **use the signed AF Form 1160 as the source document and you must update AAC 09 and submit a reclama to the assignment OPR**. Submit the retirement request along with the exception to policy to HQ AFPC/DPPRR. That office 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 MPF and the assignment OPR.

2.37.3.6. Second 7-Day Option. 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 airmen are not eligible to request retirement, airmen who do not have the additional retainability may be eligible to decline to obtain retainability per paragraph **2.29.** Airmen who are not eligible to request retirement and 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 airman's request for the change. Following are some examples:

Example A: An airman was not eligible to retire in lieu of PCS when originally selected. If the end assignment location changes and since original selection the airman has become eligible to

retire in lieu of PCS, then the 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 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 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.

2.38. Pregnant Civilian Wife. A member 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 member's movement at an alternate time is compatible with AF requirements. The intent, to the degree practical, is to enable a member to accompany his wife and relocate her at a time of less difficulty, hardship, or risk. It is not intended to ensure the member's presence at the time of birth. Sometimes it may be necessary for a member 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 a member's presence is medically essential during birth, the member may request consideration for humanitarian deferment as outlined in **Attachment 7**.

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

2.38.1.1. A member 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.** A member may request a curtailment when the attending physician recommends curtailment, in writing, based on medical reasons (see **Table 3.11.**). Extension or curtailment requests must be submitted without delay.

2.38.1.2. A member 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 member 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 MPF reclamas to the assignment OPR 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 MPF reclamas to the assignment OPR 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 member's request.

2.39. Pregnant Members. A member who is medically confirmed as pregnant is not normally reassigned PCS while pregnant, except as provided for below. On receipt of AF Form 422, **Physical Profile Serial Report**, confirming pregnancy, the MPF will input AAC 81 according to the instructions in **Table 2.1.**, and ALC "A" according to paragraph **2.39.5.** and **Table 2.2.**

2.39.1. The MPF 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. Members OS will be curtailed due to pregnancy as follows (also see **Table 3.11.**).

2.39.2.1. When the child is to be placed out for adoption. Return of an unmarried female member to the CONUS is necessary to prevent possible problems of citizenship for the child in the future. This provision does not apply to members assigned to Alaska, Hawaii, or those other locations outside the CONUS if a child of a military member is a US citizen at birth.

2.39.2.2. Lack of obstetrical care or other medical considerations require the member be returned to the CONUS before DEROS.

2.39.2.3. The member is assigned to a dependent-restricted location (that is, there is no accompanied-by-dependents tour authorized at that location, see **Table 3.1.**).

2.39.2.4. The member 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 member 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 members 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 4-month period after the birth of a child to a member, deferment from PCS for the purpose of bonding may be authorized as follows (see **Table 2.2.**, ALC "A"). The intent is not to cause the mother and child to be separated during this 4-month period. The female member may waive this deferment. Unless the member waives the deferment, she is not to depart on PCS to an OS 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 4-month post-delivery deferment is not authorized if

approval has been granted for the mother and child to travel OS concurrently. The 4-month deferment applies to any TDY.

2.39.5. Requests from pregnant members 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 member's request.

2.40. Assignment Quality Control. All members are responsible for meeting the AF quality standards to remain on active duty. Commanders must take appropriate rehabilitative, administrative, or disciplinary action for substandard members. The assignment quality control program establishes the minimum AF standards members must meet to be eligible for PCS reassignment.

2.40.1. It is imperative commanders continuously monitor members selected for reassignment until they depart. If an act or event disqualifies a member from reassignment before departure the commander must promptly request cancellation of the assignment to prevent personal hardship on the member and detrimental impact on the AF mission. Commanders must prevent the reassignment of members with known deficiencies and ensure action is initiated to defer selection for assignment until the deficiencies have been corrected.

2.40.2. Although a member 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 a member 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 (**Attachment 7**), or for severe personal hardships that develop as a direct result of a short notice assignment cancellation. Requests for exceptions of quality control standards require losing MAJCOM/DPA approval and are forwarded for final decision to HQ AFPC/DPAPP1 for lieutenant colonels and below, and to AFCMOA 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 a member eligible).

2.40.3.2. AAC 10, airmen nonselected for reenlistment, except mandatory PCS (see **Attachment 1**).

2.40.3.3. AAC 12, members who are serving Article 15, UCMJ punishment, if DOA is after the departure date.

2.40.3.4. AAC 15, members pending charges or trial by court-martial or civil court, if DOA is after the departure date.

2.40.3.5. AAC 16, members undergoing an observation period on the control roster, if DOA is after the departure date.

2.40.3.6. AAC 17, members under AFOSI or Security Forces investigation, if DOA is after the departure date (excludes normal security clearance investigations).

2.40.3.7. AAC 19, Members 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 member's DOA (AAC 19 expiration date) is after the projected departure, except for mandatory PCS (see attachament 1) the member is ineligible to proceed on assignment. In addition, 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**).

2.40.3.8. AAC 21, members with involuntary separation action initiated or recommended against them; members undergoing Article 32 investigations; officers found not qualified for promotion to first lieutenant; airmen with an administrative demotion action initiated or planned; or when there are other reasons that, in the opinion of the commander, should bar the member from reassignment. **Prior to PDS update of AAC 21 for "other reasons" the commander, through the MPF, must provide the specific justification. Advance approval is required from HQ AFPC/DPAPP for lieutenant colonels and below, or AFCMOA for colonel and colonel selects.**

2.40.3.9. Members making unsatisfactory progress (weight control status code "2") in the Weight Management Program (WMP). For TDY or PCS to attend PME, members must not be in the WMP (weight control status codes "0", "1", "2", or "6"). In addition, when TDY or PCS is for PME, members will be weighed and measured NET 30 days and NLT 10 days before departure, and those found exceeding the AF body fat standards shown in AFI 40-502, *The Weight Management Program*, will be enrolled in the WMP and will not be allowed to depart.

2.40.3.10. 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. Airmen not recommended for further upgrade training or removed from training for failure to progress (Training Status Code "T", AFI 36-2201, *Developing, Managing, and Conducting Training.*

2.40.3.12. Members 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. Members 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, members 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 entitlements), join spouse, CONUS-isolated, expanded permissive, CONUS assignment exchange, and, for airmen only, BOP, VSBAP, and VECAP.

2.40.3.14. COTs and follow-on assignments OS are not mandatory PCS moves. When a member 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 a member falls in any of the categories listed below, cancellation of an approved COT or follow-on OS assignment should be considered. When the member's commander or MPF Commander determine it is appropriate to cancel a COT or follow-on OS assignment based on any of these circumstances, the MPF will request cancellation of the assignment and provide HQ AFPC/DPAPP1 complete specifics, to include the commander's recommendation and comments.

2.40.4.1. The member or dependents have been involved in an unfavorable incident with foreign nationals during the current OS tour.

2.40.4.2. The member 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 member 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 member is continued in an OS area.

2.40.5. Procedures. Upon receipt of an assignment notification, the MPF reviews the member's record to determine eligibility for the assignment and completes one of the following actions:

2.40.5.1. If any of the conditions in paragraphs **2.40.3.** or **2.40.4.** exist, or the MPF believes the assignment should be canceled (UIF is substantial and current, etc.), the MPF notifies the member's commander of the need to request cancellation of the assignment and the reasons for such action. When the member's commander confirms the assignment should be canceled, the MPF reclamas the assignment to the assignment OPR.

2.40.5.2. When the MPF review indicates the member appears to meet quality standards, the PCS notification is forwarded to the member's commander. The commander is referred to this paragraph to help determine the member's suitability for the assignment. Coordination with the member'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 member for PCS, the commander returns the PCS notification to the MPF and includes a letter/memorandum 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 member's UPRG until eligibility is restored.

2.40.5.3. If there is a disagreement on a member's assignment eligibility it is resolved at the next higher level of command.

2.40.6. Mandatory PCS Assignments. OS returnees, members surplus to requirements, members disqualified to remain at a special duty assignment, and members relieved from duty for cause, although mandatory availables, 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 a member is reassigned. When all appropriate action has not been taken/completed, the reassignment must be approved by HQ AFPC/DPAPP1.

2.40.7. Requests for Assignment Cancellation or Requests for Quality Reviews. A request from a gaining commander, MPF, or MAJCOM 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 or MPF. **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 a member 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 MAJCOMs and HQ AFPC/DPAPP1).

2.40.7.1. A request will be sent from the gaining MSS/CC or MPF Commander to the losing MSS/CC or MPF Commander who should review the case with the losing commander to determine if the member meets the minimum PCS standards.

2.40.7.2. If the losing commander agrees that the assignment should be canceled, the losing MSS/CC or MPF Commander requests cancellation from HQ AFPC/DPAPP1 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.).

2.40.7.3. If the losing commander confirms the member is qualified for the assignment, the losing MSS/CC or MPF Commander advises the gaining MSS/CC or MPF Commander. If the gaining commander still does not agree, then the gaining MSS/CC or MPF Commander elevates the case to the gaining MAJCOM, with information to the losing MAJCOM.

2.40.7.4. The gaining MAJCOM reviews the case and if assignment cancellation appears appropriate, provides HQ AFPC/DPAPP1 specifics to justify assignment cancellation. Final decision on assignment cancellation rests with HQ AFPC/DPAPP1.

2.40.8. Requests to Return Unqualified Personnel. Members who have departed PCS will not be returned to the losing unit except in those cases specifically authorized by HQ AFPC/DPAPP1. 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 members for the purpose of administering disciplinary actions such as Article 15, letters of reprimand, or control roster and weight control actions will usually **not** be approved. Such actions can be completed at the gaining location. When it is appropriate, the losing MAJCOM sends all available information, including correspondence from the gaining MAJCOM, to HQ AFPC/DPAPP1 for a final decision on the return request.

2.40.9. 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 members will be based on the overall best interest of the AF. The intent is to ensure that a member's problems are resolved (through rehabilitation, dismissal, or discharge) at the location where they arose. On an individual basis, AFCMOA for colonel and colonel selects, and HQ AFPC/DPAPP1, for lieutenant colonel and below and all airmen, may direct the cancellation of an assign-

ment, diversion to another base, waiver of PCS disqualifying factors, or the return of a member to the losing base when such action is clearly in the best interest of the AF.

2.41. Reporting of Disqualified Officers/Airmen and Officers Eliminated from Flying or Technical Training.

2.41.1. Disqualified Officers/Airmen.

2.41.1.1. Operations Officers (Rated and Nonrated). Within 5 workdays of being advised by the unit commander, that an operation officer has been disqualified for aviation service according to the process shown in AFI 11-402, the servicing MPF will notify the member's parent MAJCOM operations officer assignment function. The notification will contacin the information shown in **Figure 2.3.** When the disqualification is for medical reasons (Aviation Service Code "03"), include HQ AFPC/DPAMM as an addressee and include the diagnosis, prognosis, date of hospitalization, injury or illness and any limitations or restrictions on duty assignment. Identify the message as UNCLAS FOUO (Sensitive Data). The MAJCOM will review the officer's AFSC and location preferences, commander's comments and within 5 work days advise HQ AFPC/DPASF of recommended utilization and assignment. Within 5 work days of receipt of the MAJCOM's recommendation, HQ AFPC/DPASF (or other assignment OPR when appropriate) will provide assignment instructions.

2.41.1.2. Support Officers. Within 5 work days of being advised by the unit commander, the servicing MPF will report to the member's parent MAJCOM support officers disqualified from performing in their current DAFSC (for example, permanently PRP decertified or medically disqualified) by message in the format in **Figure 2.4.** For medical disqualification, include the diagnosis, prognosis, date of hospitalization, injury or illness, and any limitations or restrictions on duty assignment. Identify the message as UNCLAS FOUO (Sensitive Data). The MAJCOM will review the officer's preferences, commander's comments and within 5 work days advise HQ AFPC/DPASF of recommended utilization and assignment. Within 5 work days of receipt of the MAJCOM's recommendations, HQ AFPC/DPASF (or other assignment OPR when appropriate) will provide assignment instructions.

2.41.1.3. Airmen. Within 5 workdays of completion of action per AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*, the servicing MPF will report disqualified airmen to the member's parent MAJCOM and include the HQ AFPC assignment OPR as an information addressee. Be sure to include any additional pertinent information and if there is any administrative or disciplinary action pending and the details. For medical disqualification, include the diagnosis, prognosis, date of hospitalization, injury or illness, and any limitations or restrictions on duty assignment. Identify the message as UNCLAS FOUO (Sensitive Data). The MAJCOM will review the data and commander's comments and within 5 work days advise the assignment OPR of recommended utilization and assignment. The assignment OPR will provide assignment instructions within 5 workdays of receipt of the MAJCOM recommendation.

2.41.2. Officers Eliminated from Flying Training or Technical Training. When an officer is attending flying training or technical training in PCS status, or TDY en route PCS status, and is formally eliminated from training, then the commander will report the elimination to the servicing MPF within 5 workdays of elimination. Within 5 workdays of being notified by a commander, the servicing MPF will report officers attending flying training to HQ AFPC/DPAOT1, and officers attending technical training to HQ AFPC/DPASF, by message in the format in **Figure 2.4.** If the training is undergradu-

ate flying training (UFT), include HQ AETC/DOT( ) (enter appropriate office symbol) and AETC/DPAOS as addressees.

Figure 2.3. Sample Message for Reporting of Disqualified Officers.

SERVICING MPF/DPA_//

PARENT MAJCOM/DPAO_//

INFO HQ AFPC/DPASF//

UNCLAS

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

THE FOLLOWING INFORMATION IS SUBMITTED IN ACCORDANCE WITH AFI 36-2110, PARA **2.41.**

A. CURRENT DAFSC:

B. REASON FOR DISQUALIFICATION: (INCLUDE ALL PERTINENT INFORMATION PER PARA **2.41.**)

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 2.4. Sample Message for Reporting of Officer Flying Training or Technical Training Eliminee.

SERVICING MPF/DPA_//

HQ AFPC/DPASF//

INFO HQ AETC/DOT_/DPAOS// (For Flying Training eliminees only)

UNCLAS

SUBJ: FLYING TRAINING (OR TECHNICAL TRAINING) ELIMINEE

1. GRADE, NAME, SSN:

2. 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:

5. OFFICER'S REMARKS AND PHONE NUMBER:

6. MPF POC.

2.42. Controlled Duty Assignment (CDA) (Airmen). The CDA is a tool to ensure effective utilization of trained personnel and requires assignment of airmen for a minimum specified period of time in the career field in which he or she received training, or for enlisted aircrews, requires assignment within a career field or AFSC to the specific major weapons system (MWS) in which training is received. The CDA is in addition to the ADSC for training. The ADSC obligates the individual to serve on active duty for a specified period while the CDA controls the duty assignment.

2.42.1. Airmen with CDA reasons code G (technical training) or E (aircrew training) may be assigned to any job or activity in the normal progression career field ladder for their AFSC. Airmen must not be scheduled for retraining or be assigned out of the CDA AFSC and MWS for aircrews before completing the CDA for which obligated. The CDAs for training normally are provided by a training allocation (TNGALC) RIP. In those cases where the CDA is not included with notification, the MPF will immediately contact the selection authority to obtain the CDA data.

2.42.2. Airmen who decline to obtain service retainability to fulfill CDA requirements are processed according to paragraph **2.29.6.3.1.** for career airmen or paragraph **2.29.6.3.2.** for FTA. The MPF will update AAC 08 for these airmen. Airmen who decline to obtain retainability are still eligible for any training or assignment for which they have service retainability, or the CDA retainability may be waived.

2.42.3. Waivers of CDA may be considered on a case-by-case basis to permit an airman with insufficient CDA retainability to attend training. CDA waiver must be approved by the appropriate assignment OPR.

2.42.4. Normally the responsible technical training center will update the PDS with the CDA reason and expiration date.

2.43. Advance Academic Degree (AAD) Assignment (Officers). This paragraph implements DoD Directive 1322.10 and AFI 36-2302, *Professional Development.* 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, a waiver must be requested and approval granted to delay fulfilling the 3 year AAD assignment requirement until the second assignment after graduation. Assignment OPRs, MAJCOMs, 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 waiver to delay AAD assignment has been granted, any change in duty position of the officer requires the advance approval of the assignment OPR. 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 waiving the requirement to serve 3 years in an AAD position. The requirement to serve 3 years in an AAD position is in addition to an ADSC requirement (see AFI 36-2107, table 1.6), or mandatory utilization requirement (see paragraph **2.41.**). 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. A waiver 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 a waiver must be granted. As stated above, at this time consideration should be given to permanently waiving the requirement to be assigned to an AAD position.

2.43.1. A waiver request must be processed through the MAJCOM/DP for a recommendation by the MAJCOM/CV. When approval is recommended, the MAJCOM forwards the request to the assignment OPR. Assignment OPRs may also initiate waiver requests. HQ AFPC/DPA is the waiver authority.

2.43.2. HQ AFPC/DPAP is responsible for the centralized selection and management of PhDs and masters degree candidates in AFIT training programs. Officers volunteer through their functional assignment team which, in turn, prepares nominations for the HQ AFPC AFIT Selection Board. AFIT/MSP matches officers to requirements at specific colleges/universities and HQ AFPC/DPAPE is responsible for directing assignments of officers.

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

2.44. Assignment of Members Who Were Previously Designated as "Missing" (Including PWs/MIAs). Members 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 members who subsequent to being declared missing are officially categorized as Missing in Action (MIA), Captured (PW), Beleaguered, Besieged, Detained (Hostage), or Interned as defined in AFI 36-3002, *Casualty Services.*

2.44.1. The purpose of this provision is to limit assignment, TDY, or PCS to areas where members 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. Members may request the assignment limitation be removed; however, the limitation is not automatically removed based solely on the member'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 a member submits a request for removal, HQ AFPC/DPAPP will staff the request to determine if removal is appropriate and advise the member, servicing MPF Commander, and member's commander of approval or disapproval.

2.44.2. HQ AFPC/DPAPP, in conjunction with HQ AFPC/DPWCM, 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 member's return to US control, HQ AFPC/DPWCM 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 servicing MPF Commander, with an information copy to the member's unit commander and the member, directing update of ALC “7” in the PDS, which will automatically update deployment availability code "79." The memorandum instructs the MPF Commander to contact and brief the member on the assignment limitation. Unless the member requests, in writing, to HQ AFPC/DPAPP that the limitation be removed and the removal request is approved, then the member is restricted from PCS and/or TDY as stated above. File the correspondence in the member's UPRG.

2.45. 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.

2.45.1. The following general rules apply to duty change requests:

2.45.1.1. Any level of command may initiate a DAFSC change request for operational reasons.

2.45.1.2. 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. MAJCOMs 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.

2.45.1.3. 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.

2.45.1.4. 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 **2.41.**

2.45.1.5. 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 a member'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.

2.45.2. 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:

2.45.2.1. From one utilization field to another (for example, from AFSC 11XX to 36XX).

2.45.2.2. From the staff level to the director and commander level.

2.45.2.3. Involving waiver of the specialty eligibility requirements. Members must meet the specialty eligibility requirements shown in AFMAN 36-2105, *Officer Classification*, 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.

2.45.2.4. 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.

2.45.2.5. DAFSC change resulting from classification actions per AFI 36-2101, *Classifying Military Personnel (Officers and Airmen).*

2.45.3. HQ AFPC assignment OPR approval is <u>not</u> required for the following duty changes:

2.45.3.1. Normal upgrade of the DAFSC to the fully qualified level**.**

2.45.3.2. Change directed by the assignment OPR incident to assignments.

2.45.3.3. Changes as a result of completion of formal education and/or training courses.

2.45.4. Duty change (DAFSC) requests are submitted to the MPF on AF Form 2096, **Classification/ On-the-Job-Training Action**. 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 MPF submits PTI 481/482. For MAJCOM requests, the MAJCOM submits PTI 482. Include the fol-

lowing in the Remarks section (abbreviate to the degree the request is understandable). If necessary, submit out of system.

2.45.4.1. State the reason for the request and how the best interests of the AF are served.

2.45.4.2. Indicate if officer and commander concur or nonconcur. Concurrence is not required, but should be solicited.

2.45.4.3. Indicate if operational deferment is also requested.

2.45.4.4. For requests submitted in system by MPFs, MAJCOM recommendations, if any, must be submitted to the assignment OPR within 10 calendar days of receipt at the MAJCOM.

2.46. Pseudo Position Numbers (Officers). A pseudo position number (all 8's) enables MPFs to report officer 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 pseudo position number must not be used to circumvent officer assignment/utilization policies. Its intended use, for example, is to report duty assignment data for an officer 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 officer as club manager due to the loss of the incumbent civilian club manager.

2.46.1. If a manpower position number exists for an officer's DAFSC in the unit to which assigned, regardless of where in the unit the officer may be physically performing duty, the officer will be assigned against a valid position as an alternate to the primary person assigned.

2.46.2. The assignment OPR may use the pseudo 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.

2.46.3. Colonels (including selects) will not be assigned to pseudo position numbers without the advance approval of the MAJCOM Senior Officer Management Office (MAJCOM/DPO), or equivalent, or AFCMOA.

2.46.4. 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.

2.47. 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 using PTI 520 or out of system by electrical 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 and losing MAJCOMs, and the gaining MPF and unit. Be sure to include the member's identification data in the message subject and include the projected assignment Shipping AFSC (for officers) and Control AFSC (for airmen).

2.47.1. 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.

2.47.2. 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 a message for actions involving:

2.47.2.1. Contingency assignments, or

2.47.2.2. Unit or base activation or deactivation, or

2.47.2.3. Weapons systems conversions, or

2.47.2.4. Assignment was a short-notice assignment as shown in paragraph **2.32.**

2.47.2.5. Rated Officers only. When a request for cancellation of the assignment of a rated officer is based on a medical condition, the MPF sends a message to HQ AFPC/DPAMM, with information copy to HQ AFPC/DPAO, the assignment OPR, the gaining and losing MAJCOM and the gaining MPF and unit. This message is identified as UNCLAS FOUO (SENSITIVE DATA) and must include the diagnosis, prognosis, date of hospitalization (if applicable), injury or illness and estimated date of return to flying status. Based on this information, HQ AFPC/DPAMM will advise the assignment OPR if, based on medical reasons, the assignment should be canceled or delayed.

2.47.2.6. Airmen only. Withdrawals from CONUS shallow-manned positions with no backfill identified. To avoid creating CONUS-to-CONUS manning leveling moves, MAJCOMs may reclama when selection is short notice and/or replacement is mission essential, but backfill cannot be effected from the command's allocations of school graduates, OS returnees, or other availables.

2.47.2.7. Airmen only. Reclamas will not be submitted when assignment action reason (AAR) is E2 or has a "P" series AAR (except P7).

2.47.2.8. Airman Aircrew Members. The MPF must reclama if airmen 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.

2.48. Surplus (and Overage) Management.

2.48.1. 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 airmen. (In most cases, for airman 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. 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.

2.48.2. 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).

2.48.2.1. Unit inactivation, or

2.48.2.2. Base closure or consolidation, or

2.48.2.3. Organization or staffing changes, or

2.48.2.4. Reclassification or loss of AFSC, or

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

2.48.2.6. 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 a member being surplus (or excess). Whenever possible, these members 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 in accordance with paragraph **1.5.**

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

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

2.48.3.1.1. Current DAFSC (officers) or CAFSC skill level (airmen); and then

2.48.3.1.2. For duty in any awarded AFSC.

2.48.3.2. When PCS is necessary to resolve a surplus, then:

2.48.3.2.1. For members assigned in the CONUS, see paragraph **2.48.6.1.**, or

2.48.3.2.2. If currently assigned OS, see paragraph **2.48.6.2.**

2.48.3.3. Exceptions to this order may be requested in accordance with 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 members for duty in any awarded AFSC, the best interests of the AF might be served to direct PCS of a member in his or her current DAFSC for officers or CAFSC for airmen.)

2.48.4. 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. Servicing MPFs and/or MAJCOMs will report surpluses according to paragraph **2.48.7.** for a decision on whether or not reassignment action is warranted.

2.48.5. Airmen. 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. Servicing MPFs and/or MAJCOMs will report surpluses according to paragraph **2.48.7.** for a decision on whether or not reassignment action is warranted.

2.48.6. When PCS is necessary to resolve surpluses (or when PCS is requested as an exception to resolve airmen grade and/or skill level mismatches), the following process will be used to identify the order in which members should be reassigned. Note that deletion of an authorization in one squadron resulting in a surplus could result in a member elsewhere at the same location (for example, at wing level, in another MAJCOM, etc.) actually being the member (by-name) who is surplus to that location's total requirements. 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. Members who are surplus who have insufficient retainability for PCS, those who must remain at a location for disciplinary action, members 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 in accordance with paragraph **1.5.** on a group or case-by-case basis.

2.48.6.1. At a CONUS location, when a surplus exists (or, for airmen, when PCS is requested as an exception to resolve grade and/or skill level mismatches) the servicing MPF will arrange all members 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 airmen, in order of TOS (without regard to AACs, volunteer status for PCS, organizational level, MAJCOM, etc.) with longest TOS being the most eligible. **Members do not volunteer to be surplus**. After a member has been identified for PCS, then assignment preferences are considered. The MPF will advise the assignment OPR of the names of members identified as surplus and include as information addressees the members' units and parent MAJCOMs. The assignment OPR will consider MAJCOM (or equivalent) requests to retain individual members as exceptions. Members 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.** Members 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.**

2.48.6.2. At an OS location, when a surplus exists (or, for airmen, when PCS is requested as an exception to resolve grade and/or skill level imbalances) the servicing MPF will arrange all members 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 airmen, as shown below. Members do not volunteer to be surplus. After a member has been identified for PCS according to the following process, then assignment preferences are considered.

2.48.6.2.1. Sequence members 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. For members currently serving IPCOTs, compute time remaining to DEROS from date entered current IPCOT, not total TOS. For members who have approved extensions of OS tour, use time remaining to DEROS as extended, not total TOS. Members who have voluntary extensions of OS tours who have not entered the extension may request cancellation in accordance with **Table 3.11.**, rule 25. Every member on this list is offered the opportunity to volunteer for a consecutive OS tour (COT) according to the guidelines in **Attachment 4**. For those members 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.

2.48.6.2.2. Members 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, members 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 personnel may also be separated if they lack retainability for a CONUS PCS (see paragraph **2.29.6.5.**).

2.48.6.2.3. Then, resequence the remaining members in order of <u>most</u> time remaining to DEROS. These people will be considered for intratheater (not intertheater) 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 members serving a tour of 18 months or more who have less than 12 months remaining to current or prorated DEROS. Further, members 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. If concurrent travel cannot be approved, then continuation of tour will not be directed. For unaccompanied members serving a tour of 15 months or less, continuation of OS tour is not authorized if they have less than 7 months remaining to current or prorated DEROS. When all intratheater requirements have been filled, then any remaining surplus personnel will be curtailed and reassigned to the CONUS. In lieu of a waiver of PCS retainability, enlisted personnel may also be separated if they lack retainability for a CONUS PCS (see paragraph **2.29.6.5.**).

2.48.7. Servicing MPFs, MAJCOMs, and assignment OPRs will continuously monitor the number of members assigned versus authorized and immediately report members 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. MPFs and MAJCOMs will not wait until members actually become surplus to report them. When surpluses are reported by an MPF or the MAJCOM, MAJCOMs may request approval to retain surplus members with special qualifications, training, or for other special circumstances, either at the current location (as approved overages) or they may make recommendations for intracommand reassignment. The assignment OPR will consider a parent MAJCOM'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 parent MAJCOM, especially when the MAJCOM or MPF has not reported the surpluses identified.

2.48.8. 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% at all locations, then the reassignment of a member 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 member'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 airman manning the term overage may be used when there are more airmen 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.

2.48.9. Enlisted aircrew members surplus to requirements at their current duty station are reported by the parent MAJCOM for PCS as indicated above. However, in conjunction with their surplus status, they are not to be removed from flying status at the same time they are assigned to duty in other than their primary aircrew AFSC, nor are they to be retrained, without approval of the assignment OPR. 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.

2.49. 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 MPF, and will be included in PCS orders. If an MPF Commander 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.

2.49.1. Members accrue PCS entitlements 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 entitlements a member accrues according to the JFTR. Whether or not members accrue PCS entitlements per the JFTR dictates whether a PCS move must be funded or unfunded, except when the move is a permissive PCS.

2.49.1.1. A PCS Cost Identifier Code of "unfunded" cannot be the basis for denying a member PCS entitlements or reimbursement for use of entitlements 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 (and it is not a permissive PCS), the member cannot be denied use of, or reimbursement for, PCS entitlements 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.

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

2.50. No-Cost (No Entitlement) Moves. No-cost moves are those where no PCS entitlements accrue to members. Per the JFTR, no PCS entitlements accrue to members when directed to change permanent duty stations when both stations are within the corporate limits of the same city or town. As a no-cost move, a member 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. 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. When a change of duty station is being considered, it must be determined if it will result in PCS entitlements accruing to the member. Moves where members accrue PCS entitlements 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). ***(NOTE:*** No-cost (no entitlement) moves **do not include** permissive PCS, see **Attachment 10**. A permissive PCS, while referred to and made at "no cost" to the government, differs from a PCS for which there are no PCS entitlements. Although PCS entitlements accrue for a permissive PCS, the member agrees not to claim them but to pay all PCS expenses in exchange for this special assignment consideration.)

2.50.1. 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. When PCS orders are issued, include this statement in the remarks section: "This is a no-cost move. No PCS entitlements authorized. Date departed last duty station (DDLDS) and date arrived station (DAS) will not change." The PCS Cost Identifier Code will be "M," Reassignment Without Fund Allocation.

2.50.2. Sometimes in connection with a no-cost move, there may be a requirement for the member to vacate government quarters. For example, if a member resides in government quarters at their current duty location, but is not authorized to remain in those quarters upon assignment to another location. When no PCS entitlements exist but relocation of residence is required, then the move and dislocation allowance are funded with O&M funds using "local move" procedures outlined in the JFTR.

2.51. Low-Cost PCS. Low-cost moves are PCSs between duty locations in proximity (daily commute is common by the civilian public between either location and member's current residence) **and** it is determined in advance of approval of the PCS that there will be no requirement for the member 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. A member 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 member is for subsequent reassignment (i.e., OS tour history and/or TOS) given that the DDLDS and DAS 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 member will likely remain in the position long enough to become productive and proficient.

2.51.1. PCS entitlements accrue to members 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 entitlements, called "clustering", is prohibited by Comptroller General decision**.

Accordingly, when members accrue PCS entitlements, they cannot be reassigned under no-cost (no entitlement) provisions. The fact that a member's servicing MPF, parent unit, or commander will not change has no bearing on accrual of PCS entitlements. PCS entitlements accrue based on the relationship of the duty stations and not where a member resides. However, if relocation of household is required and authorized, it does affect whether or not a move can be made under low-cost PCS provisions. A low-cost PCS between permanent duty stations in proximity may be considered if all of the following criteria are met:

2.51.1.1. Before the PCS can be approved, the member 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 member'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 a member does not intend to relocate their household or does not intend to claim reimbursement for PCS entitlements will 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/DPAPP3 in advance of approval and provide the required statement.

2.51.1.2. The total cost of all PCS entitlements will not exceed $500.00 (considering mileage allowance, travel, per diem, shipment of unaccompanied baggage, HHGs, dislocation allowance, temporary lodging, etc.). Whether or not the member intends to claim reimbursement for the PCS or does not intend to claim reimbursement for PCS costs exceeding $500.00 is not a factor. **If a member 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 effected as a low-cost PCS.** The following applies:

2.51.1.2.1. Before making any commitments, members should request counseling based on their specific circumstances and JFTR entitlements associated with moves between locations in proximity.

2.51.1.2.2. All normal PCS eligibility and selection policies and procedures apply, except there is no minimum TOS requirement and no PCS retainability requirement.

2.51.1.2.3. Member will not incur a PCS ADSC.

2.51.1.2.4. 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.**

2.51.1.2.5. Curtailment of OS tour is not authorized, original tour completion date will be retained and members are not authorized COT leave/travel entitlements.

2.51.1.2.6. No en route training or TDY will be authorized in conjunction with a low-cost PCS.

2.51.1.2.7. The PCS Cost Identifier Code for a low-cost PCS will be "V", PCS Moves w/ Expenditures Less Than $500.00.

2.51.1.2.8. The member's DDLDS/DAS will not be changed in conjunction with a low-cost PCS. In the event the DDLDS/DAS changes in the PDS as a result of processing the member's PCS travel voucher, then the MPF must restore the previous DDLDS/DAS.

2.51.2. 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, a member selected for PCS who met the minimum TOS, had or acquired retainability, accepted the PCS ADSC, had DDLDS/DAS 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 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/DPAPP3. Justification must clearly show that the member was miscounseled or that the orders were unclear, incomplete, or invalid.

2.52. Second PCS and Second Dislocation Allowance (DLA) Entitlement, Same Fiscal Year (FY). This paragraph applies to all members regardless of marital or dependent status and is to be used in conjunction with the JFTR which governs the entitlement to, and payment of, DLA. Except as authorized below, only one PCS involving DLA entitlement 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 entitlement (or more) involves two separate considerations: one is TOS; and the other is whether or not the PCS involves entitlement to DLA and requires a Secretarial determination. As explained below, depending on the reason for PCS, a member may not be entitled to DLA, or an additional DLA entitlement in the same FY may be excluded from the FY DLA count. Whether a member does not use a DLA entitlement (actual movement of dependents is not a prerequisite to DLA entitlement in the case of members with dependents), or does not intend to claim reimbursement for movement of dependents are not factors in the requirement to obtain a Secretarial determination. For example, for a permissive PCS, a member accrues PCS entitlements (including DLA) but agrees in advance not to use PCS entitlements; however, a Secretarial determination for a second entitlement in the same FY is still required. Neither the member nor the AF can waive a DLA entitlement. Further, neither a change of end assignment, diversion of a member en route, nor a TDY followed by PCS results in an entitlement for a second DLA. However, for a continuation of PCS, see paragraph **2.52.6.** which may entitle a member to an additional DLA. The PDS will normally show when a member has had a PCS with DLA entitlement in the current FY.

2.52.1. 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 Secretarial approval of an additional DLA entitlement, unless there is no DLA entitlement for the PCS reason, or the entitlement 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 entitlement, 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.**

2.52.2. Second DLA Entitlement in Same FY. The date a member 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. Members may not waive their DLA entitlement to avoid the requirement for a Secretarial determination. Requests for Secretarial determinations (DLA entitlement waiver) must be sent through the MAJCOM/DPA 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 Secretarial determination is

requested. If the TOS waiver is disapproved, the Secretarial determination is not submitted and the requester is advised. Requests for Secretarial determinations should be submitted 90 calendar days before the member's scheduled PCS departure or as quickly as possible thereafter. Requests must include:

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

2.52.2.2. Proposed unit of assignment (if known).

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

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

2.52.2.5. 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 a member without dependents, indicate if the member was "assigned" government quarters as a result of PCS.

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

2.52.4. As information, either members do not accrue entitlement to DLA in connection with PCS or the member is entitled to DLA but it is excluded from the fiscal year count, as follows (recommend confirmation by consulting the JFTR):

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

2.52.4.2. Upon separation or retirement.

2.52.4.3. For no-cost/no entitlement PCS moves as explained in paragraph **2.50.**

2.52.4.4. When a member, 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.

2.52.4.5. Between bases in an OS area where dependents are not authorized and member will be assigned to government quarters at the new base.

2.52.5. 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:*** Members do have a DLA entitlement, but the entitlement is excluded from DLA computation.

2.52.6. In very limited circumstances, a continuation of PCS (see paragraph **2.35.3.**) may result in an additional DLA entitlement; however, the entitlement is excluded from second DLA computation. For reimbursement of an additional DLA, members 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.

2.53. 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.

2.53.1. 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.

2.53.2. ALC "R" identifies former members of the Peace Corps. See **Table 2.2.**

2.54. 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 a member have access to a higher level of classified information. Each PCS selection will specify the level of security access for that assignment. Members 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 member's current unit, except when assignment instructions or AFI 31-501 stipulate some other activity will be the requester.

2.54.1. The PDS transaction, assignment trailer remarks, a Personnel Processing Code (PPC) or message will advise the losing MPF and commander of the security access requirement for the assignment.

2.54.2. 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 member administrative support. The unit commander and security manager (or other unit official designated by the commander) ensure the member 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.

2.54.3. 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 MPF will reclama to the assignment OPR (see paragraph **2.47.**) and explain the circumstances.

2.54.4. The MPF will include security data in the PCS orders as shown in AFI 37-128, *Administrative Orders*.

2.54.5. The MPF may publish PCS orders and allow members to depart on PCS without a security determination in the following instances:

2.54.5.1. For mandatory PCS moves (see **Attachment 1**), or

2.54.5.2. Access required is top secret or lower, or

2.54.5.3. For SCI access, if the assignment OPR or gaining MAJCOM/DPA (or equivalent) authorizes issuance of PCS orders in accordance with the criteria in paragraph **2.54.6.**

2.54.6. The gaining MAJCOM (usually assignments) 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 gaining MAJCOM (DPA or SSO) advises the losing MPF whether member is eligible for SCI access. As an exception, the gaining MAJCOM/DPA (or equivalent), or the assignment OPR may approve departure of a member without an SCI eligibility determination. The decision to permit a member to proceed without an SCI eligibility determination is based on whether or not the member 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, then the gaining MAJCOM/DPA (or equivalent) must request the assignment OPR, with information to the losing MPF, unit, and gaining MPF and unit, to:

2.54.6.1. Delay the RNLTD, or

2.54.6.2. Change the end assignment (with or without change of RNLTD), or

2.54.6.3. Cancel the assignment. If cancellation is requested, justification must be provided to the assignment OPR and include action taken to terminate any pending investigation or reinvestigation or why termination is not appropriate.

2.54.7. 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. HQ 497 IG/INS, Andrews AFB, MD is responsible for determining SCI eligibility for all students attending technical training schools.

2.54.8. Airman Basic Training Graduates. The base personnel processing group does the tasks required by the authorized investigation requester. If the 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.

2.55. PCS Orders. PCS orders are issued in accordance with AFI 37-128, *Administrative Orders*.

2.55.1. MPFs 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.

2.55.2. An MPF may not amend, revoke, or rescind PCS orders issued by another MPF unless specifically authorized by the assignment OPR or other appropriate authority at HQ USAF or HQ AFPC.

2.55.3. See paragraph **2.33.** for orders in hand requirements.

2.56. 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 and to determine the fiscal year (FY) to which a PCS will be charged based on the Transfer Effective Date (TED). 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. DLA is charged to the FY in which the member departs on PCS (see paragraph **2.52.**).

2.56.1. AANs are necessary only for those permanent changes of (duty) station and intercommand permanent changes of (duty) assignments (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.

2.56.2. The AAN construction is similar for officers and airmen. It consists of 10 alphanumeric positions as follows:

Position	Description	Example
1-2	Requirement month (the month in which a requirement exists, regardless of when a member actually departs or arrives)	"09" is September
3	Calendar year of the requirement (last digit only)	"8" is 1998
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:

1. For officers, the initiating level will always be "0N." For airmen, the command identified code of the MAJCOM/DRU/FOA initiating the assignment request is used when the initiator is other than HQ AFPC.
2. 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/DPAAS for airmen. Some commonly used letters are:
   "G" for generals, including brigadier general selects.
   "X" for colonels, including selects.
   "S" for airmen for certain computer matched assignments.

2.57. 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 a member to accept this concept is considered incompatible with an AF career. A member who cannot travel by air is promptly referred to his or her servicing medical treatment facility for evaluation by a medical board. If the inability to travel by air is due to a physical disability then referral to a PEB is mandatory. If the reason the member cannot travel by air is for any reason other than physical disability, the medical board refers the case to the appropriate commander for administrative separation action.

2.58. Enlisted Aircrew Assignments. 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 AFMAN 36-2108, *Airman Classification*; AFI 11-401, *Flight 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 SDI 8A000 or 8S100. Career aviators are authorized award of an X, K, or Q prefix.

2.59. Enlisted Noncareer Aviators and Operational Support Flyers. Enlisted noncareer aviators are airmen in career fields other than the Airman Aircrew Operations career field (AFSC 1AXXX) whose AFSC is authorized the award of an X, K, or Q prefix in accordance with AFMAN 36-2108, and whose AFSC is included as authorized crew compliment in AFI 65-503, *US Air Force Cost and Planning Factors,* attachment 39-1, Authorized Crew Composition - Active Forces. Noncareer aviators qualify for aviation service in accordance with AFI 11-401 and AFI 11-402. Operational Support Flyers are not part of the authorized aircrew compliment identified in AFI 65-503, and do not qualify for aviation service in accordance with AFI 11-401 and AFI 11-402. Operational Support Flyers must be medically qualified in accordance with AFMAN 48-123, and complete physiological training before flying. Noncareer 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 MPF will reclama the assignment according to paragraph **2.47.** The 120 calendar days notice of involuntary removal from flying status can be waived by the airman to accept the assignment.

NOTE:
The basis for the AF aviation service program is public law. In accordance with AFI 11-402, enlisted personnel must volunteer to enter training that will qualify them to perform in-flight duties as aircrew members (career and noncareer) or operational support flyers. Unless permanently disqualified under the provisions of AFI 11-402, members who complete initial training remain available for flying duties and may be directed to perform such duties at any time.

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

2.59.2. To volunteer for flying duties as a noncareer aviator or operational support flyer, airmen use the AF Form 392, **Airman Assignment Preference Statement**. In Section III, include the statement: "I am a volunteer for flying duty" and require the airman to initial the statement. The MPF updates the code for airborne support aircrew (formerly operational support aircrew duty) per PDS table 240 along with the appropriate assignment preference codes.

2.59.3. Nonvolunteers Selected or Nominated for Flying Duty. There is a continuing need for airmen to perform flying duties to meet worldwide commitments. It is not always possible to meet these requirements from eligible airmen who have volunteered. Sometimes airmen are selected or nominated for assignment and their volunteer status determined afterwards. Except under those emergency conditions outlined in AFI 11-401, airmen will not be required to perform flying duties involuntarily. Airmen who decline to volunteer upon selection or nomination for flying status duty will be placed in ALC "N" (see **Table 2.2.**), and a reclama submitted per paragraph **2.47.** There is no specified format for the declination statement, but declination must be in writing. After update of the ALC, the statement may be destroyed as a transitory document. The ALC remains until it expires or is removed when airmen desire to volunteer for flying duty. The ALC may be repeated, if after expiration airmen are again selected or nominated for flying status duty and decline to volunteer. Declination to volunteer for flying status duty is without prejudice.

2.59.4. 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, the MPF will arrange for completion of a Class III flying physical, and schedule initial physiological training within 30 calendar days of PCS notification or nomination. Schedule only airmen who are volunteers for flying duty unless otherwise directed.

2.59.5. When an airman is not medically qualified for flying duty per AF Form 422 (or other correspondence from medical authorities such as AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**), the MPF will reclama the assignment or request release from nomination and place the airman in ALC "N" per **Table 2.2.**. The ALC may be repeated if, after expiration, the 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.

2.60. (Airmen 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.

2.61. 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 MPFs servicing their function are advised to include the mandatory utilization requirement in PCS orders; certificate of completion; or other similar source documents. They should also update the Mandatory Utilization AFS (first three positions of the AFSC in which accessed, trained, in which education was received, etc.) and expiration date. MPFs will establish procedures to ensure the above requirements are completed when officers graduate, complete training, and so on. The assignment OPR, MAJCOM/DPA, MPFs, 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 servicing MPF. MPFs will review and make a recommendation of approval or disapproval and forward to the member's MAJCOM/DPA. MAJCOM/DPA may disapprove a request or recommend approval and forward it to the assignment OPR for the officer's mandatory utilization AFS. 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/DPAPP2 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 fol-

lowing education or training does not require approval of an exception of an existing mandatory utilization requirement for application or selection:

2.61.1. Professional military education.

2.61.2. AFIT education.

2.61.3. Undergraduate flying training.

2.61.4. Operation Bootstrap.

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 in the base level ZEUS file. To access the files, input the following CAT file strings: 09YC0V4/PPC_OFF or 09YCOV4/PPC_AMN. MAJCOMs request establishment of PPCs from HQ AFPC/DPSFM. HQ AFPC/DPSFM will coordinate those requests for PPCs which involve assignment policies or procedures.

2.63. Assignment of Airmen to Deployable Units or Duty Requiring Frequent TDY.

2.63.1. A number of AF units and duty assignments are subject to frequent deployment or an unusual amount of TDY (120 or more calendar days per year). Consecutive assignments to such units or assignment of airmen upon completion of an unaccompanied short tour to one of these units can result in hardships not usually experienced by AF members. Should an airman receive an assignment which is not consistent with this policy, he or she may request not to be assigned to that particular unit and, consistent with mission requirements, every effort will be made to accommodate the member's request. In some cases there may not be other resources available to meet requirements and then the needs of the AF must be given primary consideration. This provision does not apply to assignment from a CONUS high TDY unit to an OS unaccompanied short tour (including if the OS unit is a high TDY unit). This is because of the need to distribute OS assignments as equitably as possible, especially unaccompanied tours and since the OS tour is unaccompanied, the period of family separation would not be made greater as a result of frequent TDY. This provision also does not apply to enlisted aircrew assignments.

2.63.2. MAJCOMs with units or duty assignments requiring members perform 120 calendar days or more TDY per year may apply PPC "9TD" to all projected assignments (including no-name allocations). The PPC may be entered for specific grades/AFSCs when the likelihood of frequent TDY exists. Frequency is usually based on the rate of TDY experienced by the majority of currently assigned members in a grade/AFSC during the preceding 2-year period.

2.63.3. Requests will be forwarded through a member's unit commander. The request will contain the member's name, grade, SSN, CAFSC and additional AFSCs (if any), AAN, RNLTD, gaining unit and alternate preferences List only those locations within the current gaining MAJCOM. Do not list locations which belong to a MAJCOM other than the MAJCOM to which the airman is presently projected for assignment. The commander may disapprove a request if it does not meet the criteria for approval. The commander will forward requests recommended for approval to the servicing MPF for forwarding to the gaining MAJCOM/DPAA. For members who are not completing an unaccompanied short tour, the request must contain a summary of the member's TDY during the preceding 2 year period for the commander's certification. The gaining MAJCOM will make a determination and either request a change from the assignment OPR or advise the member why a change is not possible

and include the assignment OPR on disapprovals as an information addressee. Request for exceptions may be submitted per paragraph **1.5.**

2.64. 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.

2.65. Permissive PCS. See **Attachment 10**.

2.66. CONUS-Isolated Station Assignments. See **Attachment 3**.

2.67. Base of Preference in Conjunction With Retraining (Airmen Only). See **Attachment 2**.

2.68. Assignment of Non-Prior Service (NPS) Pipeline Students (Airmen Only). See **Attachment 21**.

2.69. Threatened Person Assignments. See **Attachment 12**.

2.70. DELETED.

2.71. Voluntary Stabilized Base Assignment Program (VSBAP) (Airmen Only). See **Attachment 14**.

2.72. Wash DC Area Total Time Assigned Management (Officers Only). See **Attachment 19**. Includes interval between assignments within the Wash, DC area.

Table 2.1. Assignment Availability Codes.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
1	02	Operation Bootstrap			Approved or enrolled in Bootstrap Education Program according to AFI 36-2306.	Graduation date. See note 2.
2	05	Application for program leading to a commission		X	Airman 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. Airmen selected for PCS are ineligible for defer-ment.Also see AFI 36-2013, table 1.2 for application ineligibility criteria. See notes 3 and 4.
3	08	CDA Retainability			Airman declines to reenlist or extend current enlistment to acquire CDA retainability or elects to retire in lieu of attending training or retraining.	Date the member signs AF Form 964 or date of application for retire-ment, until DOS. See notes 3 and 5.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
4	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.)			(1) Airman declines to reenlist or extend current enlistment, to acquire retaina-bility and executes AF Form 964 or, (2) elects retirement in lieu of PCS and executes AF Form 1160 (including when retirement is in lieu of change of end assignment prior to PCS departure.) See paragraph **2.29.**	Date the member signs AF Form 964 or date of application for retirement, until DOS. See note 3.
5	10	Not selected for reenlistment			Airman considered but not selected for reenlistment under the Selective Reenlistment Program (SRP) (AFI 36-2606.)	Enter date of non-selection; duration is until the member separates. See note 3.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
6	12	Article 15	X	X	Member has punishment in excess of 30 days or suspended punishment in excess of 30 days. See paragraph **2.40.**	Effective date of punishment plus period of punishment or sus-pension. See note 3.
7	13	International Hold	X	X	Member placed on hold according to AFI 51-703.	Notes 3, 6, 7, 8 and 10 apply.
8	14	Material Witness			Member identified by SJA as a material witness for a courts-martial, trial in a foreign country (criminal or civil) or certain non-criminal trials in US, state, or federal courts.	Date identified by SJA plus estimated period needed to complete trial pro-ceedings (not to exceed 6 months without HQ AFPC/DPAPP1 approval). See note 9.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
9	15	Court-Martial, or Civil Court			Member under criminal charges and (or) awaiting trial by military court-martial, or under charges and (or) awaiting trial by a civilian 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 DPAPP1). See note 3.
10	16	Control Roster			Member undergoing special period of observation according to AFI 36-2907.	Date placed on control roster plus period of observation. See note 3.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
11	17	Under Security Forces or OSI Investigation			Includes investigation by the Base Security Forces, Office of Investigations and the OSI (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 of HQ AFPC/DPAPP1. See notes 3 and 8.
12	18	Sponsored Military Medical Training			Officer in sponsored military medical training.	Date entered training until completion of training.
13	19	Referral OPR/ EPR		X	Member whose most recent OPR/EPR is referral according to AFI 36-2402/ 36-2403.	OPR/EPR closeout date plus 6 months. See note 3.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
14	21	Commander-Directed Hold	X		Commander's option to retain an officer to complete actions under AFI 36-3206, AFI 36-2911, 2Lts nonrecom-mended for promotion to 1Lt, and Article 32, UCMJ investigations. HQ AFPC/DPAPP1 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/DPAPP1, except for AFI 36-3206 cases which may not exceed 12 months. See notes 3 and 10.
15	21	Commander-Directed Hold		X	Airman 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/DPAPP1 must approve, in advance, for any "other" reasons. See paragraph **2.40.**	Date airman officially notified (in writing) of action plus estimated period for completion of action, not to exceed 4 months without prior approval from HQ AFPC/DPAPP1, 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.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
16	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.
17	24	Applied or Nominated for Assignment or Training School			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 member will move if selected for assignment. See note 3.
18	25	Selected for Special Duty or Formal Training		X	Airman selected for special duty assignment or a formal school and there is not a firm reporting date	ASD plus 6 months. See note 3.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
19	27	Nominated for a Special Duty Assignment or MAJCOM assignment		X	Airman nominated to HQ USAF or MAJCOM controlled assignment.	Date of nomination not to exceed 6 months. A MAJCOM, FOA or DRU must obtain approval from the assignment OPR on an individual basis before authorizing members deferment. See note 3.
20	28	Base of Preference			Approved BOP (see **Attachment 2**).	Compute date according to **Attachment 2**. See note 4.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
21	29	Retrainee			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.
22	30	Humanitarian Reassignment/ Deferment	X		Member reassigned or deferred from reassignment for humanitarian reasons according to **Attachment 24**.	If member reassigned, 12 months from DAS. If deferred at current station, 12 months from date of approval. HQ AFPC may extend. See note 11.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
23	31	Medical Deferment	X	X	Temporary disqualifica-tion for worldwide duty, in-cluding PCS (profile 4T). When the medical defer-ment on results in retention beyond DEROS or DOS, AF Form 422 must be approved by the Medical Treatment Facility Commander (see para-graph **2.17.**).	Date of availability in AF Form 422, *Physical Profile Serial Report*, section IV (not to exceed 12 months from date medical problem incurred), or expiration of medical hold imposed by HQ AFPC/ DPAMM. See notes 7 and 8.
24	32	Join-Spouse Assignment			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.
25	34	EFMP Reassignment or Deferment			Member 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.
26	36	AFPC Controlled, Force Structure Changes			Member deferred from assignment until DOA, then reassignment (PCA or PCS) is mandatory.	Entry date plus period established by HQ AFPC.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
27	37	Medical Evaluation Board (MEB) or Physical Evaluation Board (PEB)			Member deferred from PCS reassignment pending results of MEB or PEB (see paragraph **2.17.**).	Date of availability in AF Form 422 **Physical Profile Serial Report**, not to exceed 12 months from the date of the form, unless otherwise directed by HQ AFPC/ DPAMM. See notes 7 and 8.
28	38	Recalled Retiree			Airman is a Regular Air Force 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.
29	39	Operational Continuity, Officer (following PCA w/o PCS only)	X		Officer assigned to a different position on the same base and deferment has been authorized for operational continuity.	As directed by the assign-ment OPR, not to exceed 18 months. See notes 4 and 11.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
30	39	Operational Continuity, Airman (following PCA and/or PCS)		X	Airman authorized deferment for operational continuity.	As authorized by the assignment OPR on an individual basis, not to exceed 3 years.
31	40	Involuntary Consecutive Oversea Tour (ICOT)	X	X	Member 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 the ICOT. See note 11.
32	41	Voluntary Stabilized Base Assignment Program (VSBAP)			Airman has either an approved application to remain at present VSBAP base or is reassigned under VSBAP (see **Attachment 14**).	4 or 5 years from date of approval or DAS (as appropriate) (see attach-ment 14). See notes 4 and 11.
33	42	5 year Stabilized Tour			Airmen assigned to certain units or functions approved for stabilized tour (see para-graph **2.15.**).	Date of assignment to unit or function plus 5 years. See note 4.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
34	43	4 year Stabilized Tour				Date of assignment to unit or function plus 4 years. See note 4.
35	44	3 year Stabilized Tour				Date of assignment to unit or function plus 3 years. See note 4.
36	45	2 year Stabilized Tour			Airmen assigned to certain units or functions and HQ AFPC/ DPAPP approves the temporary deferment.	Date of assignment to unit or function plus 2 years.
37					NCOs approved for retraining under FY airmen retraining program and PALACE FIRST.	24 months from the date entered into retraining or date arrived station when PCS is in conjunction with re-training or until upgraded to AFSC com-mensurate with grade, whichever is earlier. See note 12.
38	45	2 Year Stabilized Tour		X	Airmen who complete weapon system training in AFSC 1A13X or 1A23X.	24 months from date airman completes weapon system training.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
39	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 input by HQ AFPC/ DPAPP1. See note 13.
40	47	HQ USAF and related Activities		X	Airmen 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.
41	48	School Assignment	X		School assignments controlled by HQ AFPC.	Entry date plus course length.
42	50	CONUS Maximum Stabilized Tours			Tours for departmental, joint activities, or other authorized organizations in the CONUS.	Date assigned plus number of years authorized. See note 14.
43	50	CONUS Maximum Stabilized Tours		X	Tours controlled by HQ USAF and HQ AFPC.	Date assigned plus number of years authorized.
44					Airmen assigned duties in units or activities whose tour is limited to preclude prolonged assignment outside normal duties.	Date of assignment plus duration of deferment.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
45	51	CONUS Minimum Stabilized Tours	X		Tours controlled by MAJCOM.	Date assigned plus number of years authorized.
46	51	Operational Deferment		X	Airmen assigned to units or functions whose temporary deferment has been approved on a by-name basis in accordance with para-graph **2.15.**	Date authorized by HQ AFPC/ DPAA.
47	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.
48	53	CONUS-Isolated Station	X	X	Member assigned to a CONUS-isolated station as shown in **Attachment 3**.	Date assigned plus 15 months for single or un-accompanied members and 24 months for accompanied members.
49	54	HQ AFPC Controlled, Force Structure Changes			Airmen assigned to a deactivating base, weapon system change units, or building unit.	Date of approval by HQ AFPC/ DPAAS plus period of deferment.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
50	55	CONUS Minimum Stabilized Tours	X		Tours controlled by HQ USAF and HQ AFPC.	Date assigned plus number of years authorized.
51	56	Secretary of the Air Force Personnel Control List		X	Members 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.
52	57	CONUS Minimum Stabilized Tour, Presidential Support Duties only			Officers assigned to Presidential Support Duties.	Date assigned plus number of years authorized or as deter-mined by the assignment OPR.
53	58	Operational Deferment			Officer considered essential to a specific project or program as shown in paragraph **2.15.**	As directed by HQ AFPC. See note 11.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
54	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 deter-mined by the assignment authority. The majority of critical acquisition positions require 3 years but some require 4 years. For officers assigned to oversea locations the oversea tour length takes precedence over the CAP tenure. See note 2.
55	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 in-crements until AF/ XOOTW advises to remove). See note 11.
56	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.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
57	70	HQ USAF or MAJCOM Hold			Basic military trainee identified by 3507 Amn Class Sq who has unique clearance problems that prohibit classification and reassign-ment. AETC or HQ AFPC must approve action.	
58	71	Guarantee AFSC Program			Basic military trainee who enlisted under the Guarantee AFSC Program.	
59	72	Waiver of Mandatory Classification Prerequisites			Basic military trainee who applied for a waiver of the mandatory classification prerequisites in either AFMAN 36-2108 or AFCAT 36-2223.	1 day before the normal classification date of the week group that airman is in.
60	73	Basic Military Trainee Recommended for Separa-tion			Basic military trainee recom-mended for separation under AFI 36-3208.	Date of recommenda-tion plus 6 months.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
61	74	HQ AETC-Directed Special Projects (PACE Only)			Basic military trainee recommended for the HQ AETC-directed special project.	Date of BMT graduation plus 6 weeks.
62	77	OS Tour Extension Incentive Program (OTEIP)		X	Airman who extended OS tour under the OTEIP (see **Attachment 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.
63	81	Pregnancy	X		Deferment of female member diagnosed as pregnant by medical authority (see paragraph **2.39.**)	Date 6 weeks beyond expected date of delivery of child as shown in medical authority's statement.
64	85	High School Senior Assignment Deferment (HSSAD)	X	X	Airmen approved for HSSAD	Date equal to the 1st day of the 2nd month after the eligible child graduates.
65	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.

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 members assigned OS.
3. Member 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, CONUS assignment exchange, expanded permissive, COT, COT follow-on (see paragraph **2.40.3.13.**), and (airmen only) BOP, and VSBAP. A member 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 a member's deferment to expire before the departure date/DEROS.
4. Does not apply to CMSgts. Do not update unless specifically authorized by HQ AFPC/DPAC.
5. If the airman refuses to obtain retainability to fulfill the CDA commitment or ADSC for directed training with a PCS, then the MPF reclamas the assignment.
6. As determined by AFI 51-703, *Foreign Criminal Jurisdiction: Policies and Procedures*.
7. **Do not** involuntarily extend member's DEROS. Retain member in place, but allow DEROS to expire (unless a voluntary DEROS extension is requested and approved).
8. Includes mandatory PCS.
9. Civil Court deferment is only to appear as a 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/DPAPP1 when placing the member 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 MPFs 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/DPAAS must approve all waivers of the date of availability for FY airman retraining program or PALACE FIRST retrainees. Waiver authority for NCOs retraining under FY airman retraining program and subsequently selected for CMSgt is HQ AFPC/DPAC.
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. Airmen receiving OTEIP pay may depart current OS location within the month and year of availability date shown.

Table 2.2. Assignment Limitation Codes.

LINE	A	B	C	D	E
	Code	**Title**	**Description (Applies to both officers and airmen unless indicated otherwise)**	**Effective Date and Duration**	**Limitation on PCS Selection**
1	A	Post Delivery Deferment or Adoption Deferment	Female member with newborn child (post delivery deferment); or member of a military couple or single member sponsor (adoption deferment).	Date of child's birth plus 4 months; or date child placed in member's home as part of official adoption process plus 4 months.	Eligible. Establish RNLTD consistent with expiration of limitation (see note 1). See paragraph **2.39.** for pregnancy and paragraph **2.19.** for adoption.
2	B	SCI Access Position	Member 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		Medical Assignment Limitation	Member approved for retention on active duty by the medical or physical evaluation board process.	Date authorized by HQ AFPC/ DPAMM. See paragraph **2.17.**	Eligible. Assignment OPR obtains HQ AFPC/ DPAMM determination on adequacy of medical facilities at gaining location before releasing the assignment.

LINE	A	B	C	D	E
	Code	**Title**	**Description (Applies to both officers and airmen unless indicated otherwise)**	**Effective Date and Duration**	**Limitation on PCS Selection**
4	D	Permissive Action Link (PAL) Duties	Previously assigned PAL duties.	Completion of PAL tour plus 2 years.	Ineligible for ntracommand assignment or COT assignment to unit level in same theater.
5	E	Congressional Medal of Honor	Member 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	G	Firearms Qualification	Member cannot qualify in use of firearms (see AFI 31-207.	Date of disqualification; indefinite.	Eligible.
7	H	Driver Qualification	Member cannot qualify to drive a government vehicle.	Date of disqualification; indefinite.	Eligible.

LINE	A	B	C	D	E
	Code	**Title**	**Description (Applies to both officers and airmen unless indicated otherwise)**	**Effective Date and Duration**	**Limitation on PCS Selection**
8	J	Sole Surviving Son or Daughter	Member is sole surviving son or daughter (see **Attachment 11**).	Date of approved application; indefinite (officers); date of separation (airmen); until member waives (officers or airmen).	Eligible except for assignment to an area designated as a hostile fire area or any other assignment that would subject member to actual combat with an enemy.
9	K	Conscientious Objector	Pending separation as a Conscientious Objector, AFI 36-3204, AFI 36-3207 (officers), and AFI 36-3208 (airmen).	Date of application not to exceed 3 months. HQ AFPC/ DPAPP1 may approve extensions.	Ineligible for assignment to combatant duties pending separation.
10	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).
11	M	Unauthorized Launch Studies Restrictions	Do not assign member 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.

LINE	A	B	C	D	E
	Code	**Title**	**Description (Applies to both officers and airmen unless indicated otherwise)**	**Effective Date and Duration**	**Limitation on PCS Selection**
12	N	Airman Declined to Volunteer, or Not Medically Qualified for Airborne Support Aircrew Duty ("X" Prefix position)	Airman declined to volunteer for assignment to an "X" prefix position (see AFI 11-402, or AFI 36-2214) or, 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 airman declines plus 2 years, or date 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. If airman desires to volunteer for flying duty, remove the limitation.
13	O	Airman has Approved Reenlistment Bonus (see note 3)	Airman reenlist and receives a reenlistment bonus.	Date of reenlistment for which bonus was paid plus term of enlistment, not to exceed 16 years TAFMS.	Eligible for any assignment in the bonus AFSC unless waived by HQ AFPC.
14	P	Defense Courier Service	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.
15	Q	Exceptional Family Member Program (EFMP)	Member 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.

LINE	A	B	C	D	E
	Code	**Title**	**Description (Applies to both officers and airmen unless indicated otherwise)**	**Effective Date and Duration**	**Limitation on PCS Selection**
16	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.
17	S	OSI Duty	Airman not qualified for assignment to OSI duty based on previous OSI determination.	Date of previous OSI determination plus 2 years.	Eligible except for assignment to OSI duty.
18	T	Firearms/ Ammunition Disqualification	Member 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 qualifcation.
19	V	Postal Duties	Airman not qualified for assignment to postal duties.	Date of disqualification; indefinite.	Eligible except for assignment to postal position.

LINE	A	B	C	D	E
	Code	**Title**	**Description (Applies to both officers and airmen unless indicated otherwise)**	**Effective Date and Duration**	**Limitation on PCS Selection**
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. See AFI 36-2026.
22	5	PW or Evader, Southeast Asia (SEA)	Member is former PW or evader in SEA (see paragraph **2.44.**).	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.

LINE	A	B	C	D	E
	Code	**Title**	**Description (Applies to both officers and airmen unless indicated otherwise)**	**Effective Date and Duration**	**Limitation on PCS Selection**
24	7	PW or Evader, other than SEA	Member is former PW, evader, or detainee, other than during WWII, Korea or SEA (see paragraph **2.44.**).	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).	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 airman is eligible for PCS to return to CONUS (see notes 2 and 5).

LINE	A	B	C	D	E
	Code	**Title**	**Description (Applies to both officers and airmen unless indicated otherwise)**	**Effective Date and Duration**	**Limitation on PCS Selection**
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 airman signs the AF From 964 declining to obtain PCS retainability; expiration date is DOS.	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 airman is eligible for PCS to return to CONUS (see notes 2 and 5).

NOTES:

1. For pregnancy, see paragraph **2.39.** and AAC 81, table 2.1. For adoption, see paragraph **2.19.**
2. Airman is not eligible to apply for the following self-initiated assignment programs: join-spouse, base of preference, to or from CONUS-isolated tour, VSBAP, CONUS assignment exchange, expanded permissive, 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. MPFs update ALC "Q" only when instructed to do so by HQ AFPC/DPAPO 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/DPAPO 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 losing MPF will input ALC 8 for approved delays with expiration date of the projected tour completion date for the full extended tour. The gaining OS MPF 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 Airman**	**or the person is a Non-career Officer, or First-term Airman (see note 2)**	**then the minimum TOS for the PCS combination shown below is:**			
				CONUS -to- CONUS	**CONUS -to- OS**	**OS -to- CONUS**	**OS -to- OS**
1	operational	X		36 months	Not applicable (N/A)	NA	completion of OS tour.
2			X	12 months			
3	rotational	X		NA	24 months	completion of OS tour	
4			X		12 months		
5	(career airmen) in-place base of preference only	X		48 months	N/A	N/A	N/A
6	(first-term airmen) in-place or PCS base of preference in conjunction with reenlistment and CAREERS retraining		X	12 months			
7	(first-term airmen) in-place base of preference only in conjunction with reenlistment		X	24 months		N/A	N/A
8	join-spouse	X	X	12 months	12 months	completion of OS tour	completion of OS tour.

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 Airman**	**or the person is a Non-career Officer, or First-term Airman (see note 2)**	**then the minimum TOS for the PCS combination shown below is:**			
				CONUS -to- CONUS	**CONUS -to- OS**	**OS -to- CONUS**	**OS -to- OS**
9	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	X		N/A	N/A	N/A
11	surplus as limited in note 3	X	X			no minimum	no minimum.
12	(airmen only) VSBAP	X	X	36 months		completion of OS tour	N/A
13	(airmen only) VSBAP (in-place only)	X	X	no minimum		N/A	
14	from a CONUS-isolated station	X	X	(see note 4)	(see note 4)		
15	threatened person assignment (TPA)	X	X	no minimum	no minimum	no minimum	no minimum
16	a direct result of a major weapons change (for example F-4 to F-15)	X	X		N/A	N/A	N/A
17	for initial skill training		X				
18	to prepare for a unit deployment	X	X	no minimum	N/A	N/A	N/A
19	under authority of a DoD directive or statute that prescribes a different period	X	X	as specified	as specified	as specified	as specified.

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 Airman**	**or the person is a Non-career Officer, or First-term Airman (see note 2)**	**then the minimum TOS for the PCS combination shown below is:**			
				CONUS -to- CONUS	**CONUS -to- OS**	**OS -to- CONUS**	**OS -to- OS**
20	permissive, CONUS assignment exchange only	X		36 months	N/A	N/A	N/A
21			X	24 months			
22	permissive, expanded only	X		36 months			
23			X	24 months			
24	disqualified for continued duty as limited in note 5	X	X	no minimum		no minimum	no minimum.
25	upon release from a hospital patient squadron as a patient or release from confinement as a prisoner	X	X		no minimum		
26	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	no minimum	no minimum	no minimum

NOTES:

1. Use this table in conjunction with paragraph **2.25.** Do not use this table standing alone.

2. See **Attachment 1** for definition of noncareer officer and first-term airman (FTA). The minimum TOS for a noncareer officer or FTA is based on the specific reason for PCS shown in column A, and not on the fact a member is a noncareer officer or FTA.
3. May be used only when the reason for surplus is one of those reasons listed in paragraph **2.48.** If a member 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. Members 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 Date and RNLTD.

RULE	A	B	C
	If PCS is	**then the PCS departure date is determined in accordance with paragraph 2.26. and**	**and the RNLTD is determined in accordance with 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 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 AFCAT 36-2223.
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	B	C
	If PCS is	**and**	**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 airmen)	rule 3, 4, or 5 does not apply	24 months.
3		AFSC is changing as a result of change of DAFSC (officer) or retraining (airman)	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	6 months.
6	CONUS to OS		the unaccompanied tour length (see **Table 3.1.**) and meet the separation and retirement date minimums shown in **Table 2.6.**.
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 (airmen only)	24 months.
10		an accompanied tour **is** authorized according to **Table 3.1.**, 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 **Table 3.1.**, or if serving an unaccompanied tour at a location managed by a CSPL	12 months (see notes 4, 5 and 6).
12	to a stabilized tour		for officers, the length of the stabilized tour; and for airmen, 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 member 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 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 a member 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 a member who is ineligible or declines to obtain 12 months retainability 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. A member eligible to obtain 12 months retainability must do so. Members 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 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. A member 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 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 airman will not be permitted to extend just 2 months to be eligible for PCS under the 7 month retainability exception.

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

RULE	A	B	C	D	E
	If the person is	**and the OS tour is**	**and status is volunteer**	**or status is nonvolunteer**	**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 position)		X	*mandatory* DOS or *mandatory* retirement date is the projected DEROS plus 12 months or more.
2			X (see note 3)		*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 airman	short dependent restricted (when the 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 or greater than projected DEROS for the accompanied tour (24/12 tours), or the unaccompanied tour plus12 months (24/15 tours), or more (see note 5).
7		standard long			HYT is equal or greater than projected DEROS for the accompanied tour (see note 6).
8		extended long		N/A	

RULE	A	B	C	D	E
	If the person is	**and the OS tour is**	**and status is volunteer**	**or status is nonvolunteer**	**then, the person is eligible for selection if the (see notes 1 and 2)**
9	a first-term 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 plus 12 months
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.
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 AFCMO for 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 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 airmen, regardless of volunteer status, marital status or whether or not the 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 member 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 members 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 retainability.

6. Career airmen, regardless of volunteer status, marital status or whether or not the 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 airman for retainability for OS PCS selection.

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

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

Table 2.7. Airman PCS Retainability Suspense Delay.

RULE	A	B
	If an airman requests a delay in obtaining retainability and the reason is:	**then, the MPF 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 airmen assigned OS who will not serve an IPCOT, or not later than 15 calendar days before 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 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 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 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 airman desires to use entitlements;
   b. For airmen permanently ineligible to obtain full retainability;
   c. For circumstances not shown above (for example, airmen who are HYT restricted, waiting for a CJR, etc.).

3. 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 airman desires to reenlist in the SRB AFSC for PCS retainability.

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

6. 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. Airmen must extend their enlistment the maximum of 23 months and 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 MPF Commander must obtain concurrence of the TDY station MPF Commander to reenlist the 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 airman does not reenlist upon completion of a training course, hold the airman at the training site and notify the assignment OPR responsible for the training into AFSC, HQ AFPC/DPAPP1, and the losing MPF 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 **Table 3.1.**). 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 **Table 3.1.** 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 MPF 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 2.29.11." Upon approval of the delay, the losing MPF updates ALC "8" with an expiration date equal to the projected tour completion date for the full prescribed tour. The gaining MPF 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. MPFs do 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 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).

RULE	A	B	C	D	E
	When a member is (see note 1)	**and is an officer,**	**or, is an airman**	**then, the ASD is (see note 2)**	**and the date is**
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.
6	nominated for possible reassignment	X (see note 6)	X (see note 7)		
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 USAF or as authorized by HQ AFPC/DPAPP (officers) or HQ AFPC/DPAAS1 (airmen).
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 **2.37.** Besides PCS selection by the assignment OPR, this rule includes selection by the selection authority for training (whether or not listed in AFCAT 36-2223), or an education course, whether the member attends training or education course in PCS or TDY status (including TDY on the same base). AFGOMO/AFCMO 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).

2. AFGOMO establishes the ASD for general officers (including brigadier general selectees), and AFCMO establishes the ASD for colonels (including colonel selectees).

3. For 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 airmen) or vulnerability for PCS selection (officers only), that is a member'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 **2.37.**, however, members 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 member 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 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 **2.37.** begins when officially notified of selection with end assignmentlocation and counseled on the ADSC incurred.

7. 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 2.37.) if serving in the CONUS, the**
1	an officer 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)	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 event notification date (mo/yr)	officer is not eligible to request **retirement** or **separation** under 7-day option provisions.
4		lieutenant colonel or below	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 twelfth month after the event notification date (mo/ yr), however, the actual retirement date approved will be based on the needs of the AF.

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 2.37.) if serving in the CONUS, the**
5	an officer 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)	lieutenant colonel or below		X	no ADSC, or an ADSC that expires within 12 months after the event notification date (mo/ yr)	officer may request a **separation** date which is not later than the first day of the twelfth month after the event notification date (mo/ yr), however, the actual separation date approved will be based on the needs of the AF.
6			X		an ADSC that expires more than 12 months after the event notification date (mo/ yr)	for **separation**, the officer may request a date which is not later than the date they complete their longest ADSC unless note 4 applies; or, for **retirement**, may request a date which is not later than the first day of the month following the date they complete their longest ADSC.

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 2.37.) if serving in the CONUS, the**
7	an airman 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 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) and refer to paragraph **2.37.** for additional options and actions required.
8					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) and refer to paragraph **2.37.** for additional options and actions required, or may decline to obtain PCS retainability as outlined in paragraph **2.29.**
9				X	the required retainability	airman is not eligible to request retirement or separation under 7-day option provisions.
10					insufficient retainability and refuses to obtain it	airman is 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 **2.37.**; do not use this table alone to determine eligibility or effective dates and do not use Col F for separation or retirement dates members 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 airman retirements, and AFI 36-3207 for officer separations.

2. Establishment of an ASD is addressed in paragraph **2.30.** and **Table 2.8.** During the time between establishment of an ASD and notification of actual PCS selection (with an end location, etc.), if a member 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. When the expiration date of an officer's longest ADSC is after the date they will reach 20 years TAFMS, then they may request a separation date not later than the last day of the month in which they complete their longest ADSC. For example, an officer with 18 years TAFMS at the time of PCS notificataion has an ADSC which expires in 3 years. Upon expiration of the ADSC the officer will have 21 years TAFMS. Establishing the DOS as the last day of the month will position the DOS so the officer can later request retirement for the first day of the month following their DOS.

Table 2.10. Officer Mandatory Utilization Requirements.

RULE	A	B	C
	If the officer (see note 1)	**then utilization is (see note 1)**	**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 **2.61.** 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 members 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 members 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 **Table 3.1.**. Also, OS tour lengths members serve can be affected by choices members are authorized to make as outlined elsewhere in this instruction (for example, as shown in **Attachment 21**). Members 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 members 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. If **Table 3.1.** does not specify a tour length for a location, the tour length (for assignment planning purposes) is 36 months accompanied and 24 months unaccompanied. When a tour length of less than 36/24 is requested, before selection of members 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 **Table 3.1.** 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 1315.7 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 members projected for assignment are affected, or a sufficient amount of time exists to cancel members 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 members who are projected for assignment. Similarly, whenever possible, a tour length change should exclude those members currently assigned unless it is clearly appropriate to include them. Establishing a tour length change effective date which affects members 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 members 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 MPFs 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/DPAPP1.

3.2.3. "AF Only" Tour Lengths. The SAF may establish the tour length for a location or country not listed in **Table 3.1.** provided only AF members (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, members receive OS entitlements, 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 **Table 3.1.** indicates otherwise, both the accompanied and unaccompanied minimum tour lengths are 36 months. Members 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 **2.15.6.** 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. A JDA tour is not subject to tour proration.

3.2.6. Air Liaison Officer (ALO) Duty Tour Length.

3.2.6.1. Officers assigned from the CONUS to OS for ALO duty must serve a minimum of 24 months, accompanied or unaccompanied, at the ALO location. Upon completion of the 24 month ALO 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 entitlements, or they may be reassigned to the CONUS. An ALO tour is not subject to proration.

3.2.6.2. Officers reassigned intratheater to serve an ALO 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 location. COT leave travel entitlements are not authorized as this move is a continuation of OS tour. An ALO tour is not subject to proration.

3.2.7. Contract Tours. Members 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 HHGs, etc., at government expense is contingent upon the officer meeting all other entitlement 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 members 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. At locations where election of the accompanied by dependents tour is restricted by a CSPL, a limited number of members 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. Members 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.

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 member is of such unusual responsibility that continued presence for at least 24 months is determined to be absolutely essential to the mission and the US presence in that area. The key billet designation applies only to those OS locations where the accompanied tour is 24 months. Members 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 members filling approved key billets serve the 24 month tour, requests for key billet designations must be submitted, in writing, by the requester through the theater or unified commander (USCINCPAC, USCENTCOM, USCINCLANT, etc.) to the approval authority with an information copy to HQ AF/DPF and HQ AFPC/DPAPP1. The approval authority, as reflected in DoD 1315.7, shall be as follows:

3.2.11.1.1. The Chairman, JCS, for the Joint Staff and other activities under its cognizance.

3.2.11.1.2. The ASD (FM&P) for joint staffs and activities under OSD cognizance.

3.2.11.1.3. The Secretary concerned, when subparagraphs 3.2.12.1.1. or 3.2.12.2.2. 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 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/DPF, and HQ AFPC/DPAPP1 will be notified. The approval authority and HQ AFPC/DPAPP1 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/DPAPP1, in writing, so the master list can be kept current.

3.2.12. Designated Location Move (DLM) Tour Length. Members 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 member will serve is the same as the native country of his or her spouse (see **Table 3.6.**). A DLM tour is not subject to proration. For award of ODSD based on a 24 month unaccompanied DLM tour refer to **Table 3.4.**

3.2.13. (Airmen Only) Extended Long OS Tour (ELT) Length. The AF extended long OS tour length is the prescribed long accompanied or unaccompanied tour shown in **Table 3.1.**, plus 12 additional months. This voluntary program affords airmen special assignment selection consideration ahead of volunteers for the DoD prescribed OS tour length according to the priorities shown in **Table 3.4.** For example, an 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, **Table 3.1.** lists the tour lengths as NA/12, 24/12, or 24/15. 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 members receiving special assignment selection priority without serving the longer tour. After selection airmen may request release from PCS selection per paragraph **2.12.** 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, a member 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 **Table 3.1.** 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 rea-

son is "AO, extended tour volunteer." This is important as the gaining MPF uses the AF Form 899 as the source document to award initial DEROS (standard accompanied or unaccompanied tour length plus 12 months).

3.2.13.2. An 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 member according to **Table 3.13.**, rule 2, and paragraph **3.11.2.** On PCS notification the airman is required to sign a statement indicating whether or not he or she desires DEROS proration. When an airman desires DEROS proration and the prorated DEROS would result in the member serving less than 12 months at the gaining location, the MPF will reclama the assignment. The member 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/DPAPP1. 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 MPF will counsel unmarried officers with no dependents of the option to choose an accompanied equivalent tour length when an accompanied tour is authorized by **Table 3.1.** 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. MPFs 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 member's PCS orders as required below. The memo is filed in the member's relocation folder.

3.2.14.2. When an officer chooses to serve the accompanied equivalent tour length, 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 "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 MPF Commander 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 Memorandum of Volunteer Statement for Officer Accompanied Equivalent Tour Length Program.

(Appropriate Letterhead)

MEMORANDUM FOR MPF/(office symbol) (date)

FROM: (Functional address symbol)

SUBJECT: Officer Accompanied Equivalent Tour Length Volunteer Statement

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 AFI 36-2110, **Table 3.1.** 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)

3.3. OS PCS Selection. As stated in paragraph **2.4.**, the primary factor in selection of a member for PCS is the member's qualifications. Mission sensitivities, coupled with the OS environment, require assignment of personnel whose qualifications, performance, and conduct meet established AF standards. Among members similarly qualified, distribution of OS duty will be as equitable as possible considering both desirable and undesirable locations. As an example, if by using only the criteria of grade, AFSC, previous OS duty history, DAS, etc., two members might be prioritized on a nonvolunteer OS short or long eligibility roster as numbers 18 and 34. However, when some other qualification is mandatory and these members are the first two on the eligibility roster who possess that qualification, then they would be prioritized as 1 and 2. Members are considered by the assignment OPR separately for OS short tour locations and long tour locations. For definition of short and long OS tour, see **Attachment 1**. Selection of members 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 3.3.** and **Table 3.4.**, 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 nonvolunteers unless stated otherwise.

3.3.1. AF members 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 spe-

cialty training immediately following basic training), or its equivalent, shall not be less than 12 weeks. Members must be at least 18 years of age to be assigned to a hostile fire or imminent danger area. The DoD Pay and Entitlements Manual designates those areas which are hostile fire or imminent danger areas.

3.3.2. Noncareer officers and FTA may not refuse or decline an OS PCS based solely on their noncareer officer or FTA status. Also see paragraphs **2.14.** and **2.29.5.** for officers, and paragraph **2.29.6.** for airmen.

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 Nonvolunteers 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 3.3.** and **Table 3.4.** for nonvolunteers, ties are broken by arranging eligibles in the order shown in the note to **Table 3.14.** with the senior nonvolunteer selected **last**. Ties for volunteers are broken using the same criteria and arrangement except the senior volunteer is selected **first**.

3.3.5. When a member 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 3.3.** and **Table 3.4.**

3.3.6. For OS selection as a nonvolunteer, members 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 a member 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 a member's actual or projected separation or retirement date have a bearing on whether or not the member is eligible for OS PCS selection. These considerations are reflected in **Table 3.3.** and **Table 3.4.**, but may be waived. The intent is to not subject members selected as nonvolunteers 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 airmen approaching a *mandatory* HYT date (age or years of service), are eligible for OS PCS selection within the parameters established in **Table 3.3.** and **Table 3.4.**. Officers and 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 members who are eligible to request withdrawal of their separation or retirement date, are not restricted by guidance in **Table 3.3.** and **Table 3.4.** from OS PCS selection on the basis of insufficient retainability for CONUS PCS upon tour completion.

3.3.8. OS Imbalanced AFSCs. Airmen Only. 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 AFMAN 36-2108). OS Imbalanced AFSCs are listed in the retraining advisory maintained by the MPF Classification and Training Element.

3.3.9. Non-CONUS Residents. For assignment purposes (only), a non-CONUS resident is a member whose home of record (HOR) at the time of initial enlistment (airmen) or immediately preceding commissioning (officers) is located in Alaska, Hawaii, Guam, or the Panama Canal Zone (for Canal Zone residents only, this policy applies to those who enlisted or were commissioned and entered EAD prior to 1 Oct 1979). For purposes other than assignments, HOR may be defined otherwise. Since 1 May 1985 non-CONUS residents receive credit for OS service performed in their home state/area (see paragraph **3.4.2.**).

3.3.9.1. Non-CONUS residents must meet all PCS eligibility criteria provided in this instruction. When volunteering for assignment to their home area, non-CONUS residents will have equal priority along with other volunteers within a priority group when assignment is to a short tour location (see **Table 3.3.**). When volunteering for assignment to their home area as an OS extended long tour volunteer (airmen), non-CONUS residents will receive equal consideration along with other OS extended long tour volunteers. When volunteering for the standard OS long tour, non-CONUS residents are considered for assignment to their home area ahead of other standard OS tour volunteers (see **Table 3.4.**).

3.4. Credit for OS Service. Credit is given for all OS service performed in any of the Armed Forces of the U.S. (whether in officer, warrant officer, or enlisted status) within the guidelines below. OS service served in enlisted status counts as OS service in officer status and vice versa. For assignment purposes, OS duty begins on the date of departure from the CONUS, unless a member has leave approved in an OS area. For a member with approved leave in an OS area prior to reporting to a new OS duty station, credit for OS service begins on his or her date of arrival at the new OS station. Credit for OS service ends on the date of arrival at the CONUS port of entry, unless a member has leave approved in an OS area after completion of an OS tour. When a member 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 member 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, a member 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 member would be awarded a new ODSD of 25 Oct 99. An "adjustment" of an OS service date is adding the number of days a member was in a PCS or TDY status to a previously awarded date. For example, a member serving in the CONUS last returned from PCS OS on 25 Sep 93 (ODSD is 25 Sep 93) and he or she performs 5 days TDY OS from 1 Feb 99 through 5 Feb 99. Upon completion of the OS TDY the member's ODSD would be adjusted by 5 days to 30 Sep 93.

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 member's TAFMSD).

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

3.4.3. AF members 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 3.5.** Members 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 members when deployed to sea are considered performing OS to OS TDY and are credited for TDY according to the rules in **Table 3.5.**

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 MPF gains the member to file. **Table 3.4.** 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 a member completes 2 or more consecutive days TDY in an OS location. This day-for-day credit is automatic for travel vouchers filed when the member 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 members to receive automatic OS TDY credit for his or her OS service. ***NOTE:*** Members 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 CSS or MPF for individual update of the OS TDY to receive credit (an automatic system interface does not exist between Army, Navy FSOs and AF FSOs). **Table 3.5.** provides the rules for award or adjustment of the ODSD and/or STRD based on TDY.

3.4.4.3. Errors discovered by the member or MPF 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/DPAPP1. The MPF 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. Correction requests may be sent by any electrical means (message, CRT gram, email).

3.4.5. Because policies, definitions, tour lengths, and so on are subject to change over time, credit for OS service prior to the date of this instruction will not be corrected or otherwise changed by MPFs. Send unusual cases such as those based on prior service or service in another branch of the US Armed Forces to HQ AFPC/DPAPP1 (to AFGOMO for generals and general selects, and AFCMOA 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 3.4.5.3. It is the member's responsibility to provide the documentation. Do not send cases to HQ AFPC/DPAPP1 for review without the appropriate documentation to make a decision. In the case of prior service in which a member claims service at sea, include special orders assigning the member to and from the ship, copies of the ship's logs for the period of time sea service claimed, reports of separation verifying the member's prior service, and any other documentation that will substantiate the members request. In addition, see paragraph **3.4.4.** for the policy on AF members 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 18 and 19, and the following guidelines below. HQ

AFPC/DPAPP1 may authorize award or adjustment of ODSD/STRD as an exception to the guidance in this instruction. A source document validated by HQ AFPC/DPAPP1 or this instruction will authorize such credit.

3.5.1. ODSD. The ODSD is used along with other factors to place members in the proper sequence for selection for an OS tour (long or short) as shown below and in **Table 3.3.** and **Table 3.4.** For selection for an OS short tour, the ODSD is used as shown below and in **Table 3.3.** The ODSD will be the most recent of the following:

3.5.1.1. Non-prior service members 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 member 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 a member 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 3.5.**); 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).

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 3.3.** 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 member 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. 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 member 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 3.5.**); 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).

3.6. Actions Upon Notification of OS PCS Selection. The minimum period a member is required to serve on an OS tour is based on the unaccompanied standard tour length shown in **Table 3.1.** (plus 12 additional months for airmen selected as ELT volunteers). The actual length of time a member will serve is determined by options a member may have. Upon official PCS notification (see paragraph **2.32.**) a member is required, within the prescribed timeframe, to accept the unaccompanied tour length or take one of the other authorized actions. After having accepted PCS selection for the unaccompanied tour, then members may be eligible to make additional choices as outlined below.

3.6.1. Home-Basing (HB) and Follow-On (FO) Assignment Programs. Lt Colonel and below and Airmen. 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 MPF must brief all eligible members selected for or electing to serve an unaccompanied OS tour of 15 months or less on these programs. Members 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. A member with dependents who is selected for an OS assignment to a location where an accompanied by dependents tour is authorized (see **Table 3.1.**) 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. Members 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 **Table 3.1.**, note 6), are not required to make a tour election.

3.6.3. MAJCOM Requested Change of Assignment. All changes to assignments must be reviewed and approved by the assignment OPR. They check to see if the requirement may be filled by a mandatory PCS move or by a less expensive combination of moves, or if the move or change should be approved in light of current AF-wide manning and other factors. MAJCOM-initiated change of assignment requests must be forwarded as soon as the need for change arises. The MAJCOM sends an assignment request by message (or in-system if time permits) to the assignment OPR. HQ AFPC replies by message (or in-system) to the MAJCOM and MPF, indicating approval, disapproval, or other change. If known, the losing MPF may alert a member that he or she is being considered for assignment change. Members should be counseled not to take any irrevocable actions based solely on the MAJCOM's request for change. The change is effective upon approval of the assignment OPR.

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. Airmen. Assignments to and from OS (including COTs, see **Attachment 4**) are usually made with the aid of computer programs 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, airmen may volunteer for OS and record up to eight OS preferences (bases or countries) through the PC III data system available in each CSS. 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. Airmen should not volunteer for OS tours for which they are ineligible to acquire required service retainability.

3.7.2.2. Unless a deviation is granted by HQ AFPC/DPAA, 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 **Table 3.1.** 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 member 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 airman is considered for OS assignment along with other eligible nonvolunteers.

3.7.2.7. An 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/DPAPP1.

3.7.2.8. Career 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 in accordance with **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 3.14.** This first step in the computer program tries to match airmen with awarded SEIs against allocations with SEI requirements, while satisfying the 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. SEIs are used in the assignment process if MAJCOMs code their no-name allocations with the desired SEI and the AFPC assignment OPR approves match by SEI.

3.7.4. PALACE FUSE. Airmen. The MPF sends a PALACE FUSE message to the HQ AFPC assignment OPR when an airman is within 60 days of the first day of the DEROS month and has not received an assignment. The HQ AFPC assignment OPR will provide assignment instructions to the MPF by return message. When the member is assigned to a GSU, include the unit of assignment as an information addressee on the message. The PALACE FUSE message from the MPF 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 member 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 PALACE FUSE assignment. If so, state the kind of action and the status. If none, so state.

3.7.4.6. If member previously declined an assignment, was declination statement signed, and date signed? Was the member a career airman or a first-term airman when declination was signed?

3.7.4.7. GSU (unit and location) to which member is assigned, if applicable.

3.7.5. CMSgts. OS selections and returnee assignment match processes for CMSgts are shown in **Attachment 16**.

3.7.6. (Airmen) MAJCOM inputs to HQ AFPC Enlisted Allocation Programs. MAJCOMs may use the allocation plug table and the MAJCOM manning plan maintained by HQ AFPC/DPAAS to control some features of the allocations they receive. 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 may set up or change plug table and manning plan entries by contacting HQ AFPC/DPAAS.

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/DPAPP1.

3.8.1. Initial DEROS Establishment and Computation. The tour length for the initial DEROS is established according to **Table 3.9.**, a member'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, a member who departs the CONUS on 20 Jun 98 to serve a 36 month tour would have a DEROS of 20 Jun 01. A member who departs the CONUS on 1 Sep 98 to serve a 12 month tour would have a DEROS of 1 Sep 99. No other method will be used to compute the DEROS. The DEROS is updated per AFCSM 36-699. 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 3.9.**, or based on assignment instructions from the assignment OPR. MPFs do not change the DEROS of general officers (or selectees) once initially established. Send DEROS change requests out of system to AFGOMO Washington DC 20330-5000 for approval and reentry into PDS. For all members, 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 or not. If the member 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 3.9.** describes those events which necessitate adjustment of DEROS.

3.8.3. DEROS Election Option or Forecast Notification RIPs. All members assigned OS through the grade of colonel will receive a DEROS Election Option or Forecast Notification RIP which reflects several DEROS Options. The DEROS Election Option RIP is produced at short tour locations (for officers and airmen) and for airmen (only) who are eligible to make an OTEIP election (see **Attachment 15**) at long tour locations. The DEROS Forecast Notification RIP is produced at all other locations (that is, officer and airmen at long tour locations, except for airmen eligible to make an OTEIP election). The generation of the RIP, 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 RIP is produced between 13 to 15 months prior to a member'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 RIP is produced 10 months prior to DEROS.

3.8.3.3. Both the DEROS Election Option and Forecast Notification RIPs require a member to elect one of the DEROS management options listed in paragraphs **3.8.5.** Depending on which option the member elects, additional actions may be required, such as obtaining the required retainability.

3.8.3.3.1. Members who receive a DEROS Election Option RIP 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 MPF within 30 days from the day it was produced. MPFs must suspense the RIP and follow-up in the event of nonreceipt.

3.8.3.3.2. Members who receive a DEROS Forecast Notification RIP must review their options and elect a DEROS option using PC-III. The member should update the elected DEROS option either at the CSS or MPF within 30 days from the day the RIP was produced. Once the DEROS option is updated in PC-III the request will electronically flow to the commander for coordination. Once the commander completes the action on the DEROS request it will automatically flow to the MPF and then to the MAJCOM. The MAJCOM has disapproval authority, but recommends approval to HQ AFPC. HQ AFPC is the final approval authority for all DEROS option requests.

3.8.4. OS Returnee Counseling Program. All members assigned OS must be advised of the specific options available to them. To accomplish this, airmen must be given the Enlisted OS Returnee Counseling Handout and officers must be given the Air Force Assignment System Guide (AFAS). The handout or guide must be given to each member at the same time they receive their DEROS Election Option or Forecast Notification RIP. The MPF is responsible for providing up-to-date handouts to each CSS. The CSS is responsible for ensuring each AF member in their unit receives the handout or guide along with their RIP. Each AF member 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 CSS or MPF provides the member a copy of the handout or guide and confirms the member's acknowledgment of receipt. A member's receipt of the handout or guide is the primary proof that counseling has been provided. The MPF or the CSS are encouraged to conduct face-to-face OS returnee counseling briefings either individually or by group to supplement the information in the handout and guide. MPFs 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 member and family (if accompanied), save PCS costs by deferring or eliminating the move of the member 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 member 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. Members who desire to remain at the OS duty location beyond their minimum prescribed tour length may elect the indefinite DEROS option. The commander recommends approval or may disapprove the Indefinite DEROS request. If the commander disapproves the request, it must be reviewed by the MSS/CC to ensure the disapproval is consistent with DoD and AF policy (members may not be reassigned based solely on the passage of time). If the MSS/CC finds the disapproval is inequitable or not in compliance with policy, the request must be forwarded to HQ AFPC/DPAPP1 for a final decision, with an information copy to the parent MAJCOM. Members 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, members assigned to a long tour location have their DEROS automatically changed to indefinite at the time their DEROS Election Option or DEROS Forecast RIP is produced. Members options are: confirming and accepting the indefinite DEROS with their commander's concurrence; requesting reinstatement of the original DEROS; or electing any other option reflected on the RIP.

3.8.5.1.2. 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. 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 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 airman to be identified for separation. 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 3.12.**

3.8.5.1.4. Eligible 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 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 option RIP through PC-III . 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, parent MAJCOM, or the assignment OPR may approve an alternate DEROS that is not more than 15 months or less than 9 months from the date on the DEROS RIP. 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. Airmen who desire to retire should request establishment of a DEROS to coincide with their retirement application. Airmen who desire to separate will automatically have a DEROS established when they get within 8 months of DOS.

3.8.5.1.6. A member's unit commander or the member's parent MAJCOM 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. Members 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, members 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, 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 airmen must obtain the appropriate retainability as outlined in paragraph **2.29.6.4.6.** To request a voluntary DEROS extension members 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 3.11.** Approval recommendations will be forwarded to the parent MAJCOM, which may disapprove the request or recommend approval to the assignment OPR. Assignment OPRs approve or disapprove extension requests submitted for consideration.

3.8.6.2. Airmen not recommended for reenlistment or promotion are not eligible for voluntary extension of OS tour.

3.8.6.3. Airmen eligible for the OTEIP must apply using their DEROS Election Option RIP and ensure their extension request is directly processed and updated only by the MPF. 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. Members ineligible to obtain CONUS PCS service retainability computed in accordance with **Table 2.5.** (for example, airmen who decline to obtain retainability) will have their DEROS involuntarily extended to match their DOS (see **Table 3.12.**).

3.8.6.6. A DEROS extension request submitted later than 30 days from the day the DEROS Election Option or DEROS Forecast Notification RIP is produced must be submitted and considered as an exception to policy. This type of request must be fully justified and may be disapproved by

the commander. When the unit commander recommends approval, the request is submitted out-of-system to the MPF for forwarding to the parent MAJCOM. The parent MAJCOM may disapprove the request or recommend approval and forward the request to the assignment OPR for a final decision.

3.8.6.7. Members 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 MPF forwards this type request, along with recommendations of both commanders concerned, to the proposed gaining MAJCOM of assignment. An information copy of the request is furnished to the current MAJCOM of assignment and the HQ AFPC assignment OPR. Both MAJCOMs provide a recommendation to HQ AFPC for a final determination. If approved, appropriate PCA instructions and DEROS change are flowed via PDS.

3.8.6.8. Members 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 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. Members have or obtain the full minimum service retainability for a CONUS assignment as outlined in **Table 2.5.**

3.8.6.8.3. Members 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/DPAPP1. If reassignment is mandatory, these members 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 member. Requests for cancellation of all or part of a DEROS extension by the member's commander and/or MAJCOM 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. Airmen. Members 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 3.14.** This is done to encourage members to ask for voluntary OS DEROS extension.

3.8.8. In-Place Consecutive OS Tour (IPCOT). Members 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:*** A member 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.). 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, members will serve the full prescribed tour length for which they are assigned. Reassignment of members that involve PCS earlier than the DEROS month is a curtailment, except when the member requests cancellation of all or part of a previously approved voluntary DEROS extension (see paragraph **3.8.6.8.** and **Table 3.11.**). 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 3.11.** 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 3.11.** is an exception and must be processed in accordance with paragraph **1.5.** with full justification. Exception curtailment requests for more than 60 days 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 member is experiencing an unusual situation in comparison to other members in similar circumstances, or that the member is being adversely affected more severely than other members in similar circumstances, and that the desire to be curtailed does not stem from factors over which the member 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. Member-initiated exception requests for OS tour curtailment may be disapproved at any level (commander, installation commander, MAJCOM, or assignment OPR). If denied locally, the request is returned to the member with the rationale for disapproval. HQ AFPC/DPAPP1 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 a member's request to cancel part of voluntary DEROS extension do not constitute a curtailment of OS tour (for 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 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, members 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 or curtailments of less than 60 days). Reassignment must be within the same theater. Further, only those exceptions that result in the member serving at least the equivalent of two unaccompanied tours can be considered for approval by HQ AFPC/CC. A request that a member 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 a member is assigned from a 36/24 month tour area within the same theater to a 36/24 month tour area, the member 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. AFGOMO 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 a member 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, 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 member is justified due to the strong likelihood of adverse publicity to the United States that can only be prevented by removal of the member 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 a member should be reassigned and the member does not choose to apply for reassignment under humanitarian provisions, (see **Attachment 7**, paragraph A7.9.6.), then the commander may request curtailment and reassignment of the member 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 for DPA and JA recommendation to HQ AFPC/DPAPP1, 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. Member's name, grade, SSN, CAFSC (airmen) 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 member, 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 member is 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 member 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 member 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 member.

3.8.12. Requests to Restrict Future OS Assignments Without Curtailment. On occasion while assigned OS, members 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 member 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/DPA/JA to HQ AFPC/DPAPP1 and include the information listed in paragraph **3.8.10.3.**

3.9. Emergency Leave, Members Assigned OS. The criteria for granting emergency leave are in AFI 36-3003. A member granted emergency leave must return OS to complete their OS tour unless the member requests and is granted a curtailment according to **Table 3.11.** 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 comple-

tion of emergency leave, the member has 60 calendar days or less remaining to DEROS. Notify the MPF once curtailment is approved. If the requested curtailment is more than 60 days, then the request must be processed as an exception in accordance with paragraph **1.5.**

3.9.1. If a member is granted emergency leave after the MPF has received his or her CONUS assignment based on the original DEROS, that assignment will usually remain firm. The MPF advises the assignment OPR, by message, of the member'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 member's leave address and phone number. If a second PCS DLA in the same fiscal year is required, refer to paragraph **2.52.**

3.9.2. When a member 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 MPF sends a message to the assignment OPR with an information copy to the losing MAJCOM, requesting curtailment and assignment. The message must contain: (1) Grade, Name, SSN; (2) DAFSC (Officers) or CAFSC (Airmen), 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 MPF message, the assignment OPR processes the curtailment request and, if approved, provides a CONUS assignment by return message to the gaining and losing MPFs, MAJCOMs, and the member at his or her leave address. At the same time, the assignment OPR updates the DEROS and projects the assignment in PDS. The losing MPF issues orders unless the assignment OPR authorizes another MPF to issue orders. Copies of the orders are forwarded to the member at the leave address, gaining and losing MAJCOMs, and the gaining MPF.

3.9.2.2. If the member 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 at the MPF nearest to the emergency leave address. Before the member leaves the OS area, the losing MPF gets a signed statement of the member's desires. If separation is requested and the commander concurs, the MPF issues orders assigning the member PCS without PCA to the MPF nearest the emergency leave address for 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 Retirement,* AFI 36-3208, *Administrative Separation of Airmen,* or AFI 36-3207, *Separating Commissioned Officers.*

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

3.10. Involuntary DEROS Extension. Involuntarily extension of a member's OS tour beyond the DEROS month is authorized only for those reasons shown in **Table 3.12.** and in accordance with this paragraph. Also refer to paragraph **3.10.6.** for situations where the member 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. Members are not returned to the CONUS with less than the minimum service retainability as provided in paragraph **2.29.** and **Table 2.5.** Mem-

bers who do not have the required retainability are given the opportunity to obtain it (except officers with a mandatory DOS or retirement date and airmen not eligible due to quality reasons or HYT) as part of the OS returnee counseling requirements or DEROS option election. Members 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 3.12.**). Members 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 cut-off. The computer-produced DEROS change RIP 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 members in the OS area for limited specific reasons. This paragraph provides the losing commander the opportunity to involuntarily extend members in order to take appropriate action to rehabilitate, discipline, or separate those members, 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. Members 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 a member'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/DPAPP1. Requests submitted to HQ AFPC/DPAPP1 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 a member 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 MPF must take PDS update action as prescribed in paragraph **3.10.4.** ***NOTE:*** Members 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) (AAC 14) at courts-martial.

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 a

member serving accompanied, short or long tour, or accompanied or unaccompanied at a long tour (see **Attachment 1**) location for the following reasons. (Approval authority may not be delegated). Upon approval, the MPF must take PDS update action as prescribed in paragraph **3.10.4.**

3.10.3.1. 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. Airmen only. Administrative Demotion (AAC 21).

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

3.10.3.5. Unsatisfactory progress on the weight management program (weight status code "2" and 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 a member is involuntarily extended, the servicing MPF updates PDS to reflect the appropriate AAC from **Table 2.1.**, ALC from **Table 2.2.**, or WMP status code, and then updates the DEROS using PTI 404 procedures according to AFCSM 36-699, paragraph 5.18. 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, a message request to the assignment OPR, with information copies to HQ AFPC/DPAPP1, the parent MAJCOM, and the gaining MAJCOM and MPF are 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 member 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 a member's commander or MAJCOM, 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 member's tour completion date; when the member 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 member'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 through the servicing MPF to the member's parent MAJCOM. The MAJCOM must ensure the request is justified before forwarding 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, members 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 member voluntarily extends his or her DEROS according to paragraph **3.8.6.**

3.10.6.1. Member is not medically cleared for PCS (AAC 31 or 37).

3.10.6.2. Member has been placed on International Hold (AAC 13).

3.10.6.3. Member 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. 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 members currently assigned. When proration is authorized (and not prohibited, see paragraph **3.2.**), a member'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 member'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 member's duty station during a member's OS tour; or as directed by HQ AFPC/DPAPP1. Proration may be suspended or an individual request disapproved when approval does not serve the best interests of the AF. Airmen serving an OTEIP extension (AAC 77) are not eligible for tour proration.

3.11.1. Proration Based on TDY. For this type proration, a member 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 **Table 3.1.** If the TDY location tour length is not listed in **Table 3.1.**, contact HQ AFPC/DPAPP1 for the appropriate tour length. Table 1.13. 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 members 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 3.13.** Proration based on TDY is not automatic and must be requested by the member 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 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 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 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 members may derive from proration.

3.11.2. Proration Based on PCS or Tour Length Change. When a member 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 members 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 member 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 members 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 members already assigned, or en route, to serve the existing tour length. Members 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 member will remain in place, unless an exception is granted by HQ AFPC/DPAPP1. 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 member 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 3.13.**

3.12. Medal of Honor Recipients and Candidates. Members 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 member's consent. On receipt of the directive awarding, or correspondence recommending award of the Medal of Honor to a member, the MPF advises the assignment OPR by message for assignment disposition. Include the member's assignment preferences. The assignment OPR immediately issues instructions reassigning the member, 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. A member may request waiver of this assignment restriction by sending a request to HQ AFPC/DPAPP1. File approved waivers in Section III of the member's 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 member who is a non-US citizen is ineligible to be granted security access. Accordingly, these members 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 member 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 3.9.3.11.4.1.

3.13.2.2. Airmen. 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 members 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 member'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 members and their dependents, members 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 MPF after official notification of assignment and the MPF 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 member 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 or Non-US Citizens. 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 member 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. A member who is a US citizen and also holds citizenship in another country (dual citizenship) or a member 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 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 member to any of the obligations mentioned above). **NOTE:** A request must also be processed when a member 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.** <u>The requirement for this review and approval will not be waived.</u> The request must include the following information and is forwarded by the member's servicing MPF directly to the OS MAJCOM/DPX/DPA:

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 member 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 member and relationship.

3.13.3.1.7. Record of any courts-martial.

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

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

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

3.13.4. MAJCOM Actions. On receipt of a request, the OS MAJCOM, after consulting with the appropriate AF command within the proposed country of assignment, determines whether any legal or community relations problems exist that could make the assignment objectionable. In particular, whether the member (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 OS MAJCOM/DPX (or equivalent) coordinates with the MAJCOM Judge Advocate, approves or disapproves the request, and returns it directly to the originating MPF. When assignment of a member is disapproved, the MPF immediately reclamas the assignment citing the circumstances for assignment disqualification. When the denial is based on a member's dependents, the member may remain on the assignment to serve the unaccompanied tour.

Table 3.1. Standard OS Tours.

A	B	C
Country or Area	**Tours in Months (see note 1)** **Accompanied (see note 2)**	**Tours in Months (see note 1)** **Unaccompanied**
ALASKA (except as indicated)	36	36
Adak	NA	12
Marine Corps Security Forces	24	12
Fort Greely	24	12
Clear, Galena, King Salmon and Eareckson	NA	12
AMERICAN SOMOA	NA	12
ARGENTINA	36	24
ASCENSION ISLAND	24	12
AUSTRALIA (except as indicated)	36	24
Alice Springs and Woomera	24	15
Exmouth	24	24
AUSTRIA	36	24
BAHAMAS, THE (as indicated)		
Andros Island	24	24
BAHRAIN	24	12
BELGIUM (except as indicated)	36	24
Bertrix	NA	12
BELIZE	24	12
BENIN	24	12
BERMUDA	36	24
BOLIVIA	24	18
BOTSWANA	24	12
BRAZIL	36	24
BRITISH INDIAN OCEAN TERRITORY (as indicated)		
Diego Garcia	NA	12
CAMBODIA	NA	12
CANADA (except as indicated)	36	24

A	B	C
Country or Area	**Tours in Months (see note 1)** **Accompanied (see note 2)**	**Tours in Months (see note 1)** **Unaccompanied**
Argentia, Newfoundland	24	18
Goose Bay, Labrador	24	12
CHAD	24	12
CHILE	36	24
COLUMBIA	24	18
COSTA RICA	36	24
CUBA (as indicated)		
Guantanamo Bay	30	18
Marine Barracks	24	12
CYPRUS (except as indicated)	24	18
Akrotiri	24	12
DENMARK (except as indicated)	36	24
Greenland (Kalaallit Nunaat)	NA	12
DOMINICAN REPUBLIC	36	24
EGYPT (except as indicated)	24	18
Ismailia	24	12
Sinai, Jiyanklis New, Beni Suef, Cairo (ETSS personnel only)	NA	12
EL SALVADOR	NA	12
ERITREA	24	12
FRANCE	36	24
GERMANY (except as indicated)	36	24
Donaueschingen	24	12
Geilenkirchen (see note 4)		
GIBRALTAR	36	24
GREECE (except as indicated) (see note 5)	24	15
Araxos, Argyroupolis, Drama, Elefsis, Horiatis, Levkas, Perivolaki, and Yiannitsa	NA	12

A	B	C
Country or Area	**Tours in Months (see note 1)** **Accompanied (see note 2)**	**Tours in Months (see note 1)** **Unaccompanied**
Crete (except as indicated)	24	18
GUAM (as indicated)		
Navy personnel	24	24
Air Force and Army personnel	24	15
GUATEMALA	36	24
HAWAII (except as indicated)	36	36
Kauai	30	18
Pohakuloa Training Area	24	18
HONDURAS	NA	12
HONG KONG, BCC	36	24
ICELAND (except as indicated) (see note 3)	30	18
Air Force, Army, Marine Barracks	24	12
Hoffin	NA	12
INDIA	24	12
INDONESIA	24	12
ISRAEL	24	12
ITALY (except as indicated)	36	24
Ghedi, Martina Franca, Mt. Corna, Mt. Venda, and Rimini	24	18
Mt. Vergine, and Crotone	24	15
Mt. Finale Ligure, Mt. Limbara, Mt. Nardelo, Mt. Paganella, and Paino di Cors	NA	12
Sardinia (as indicated)		
La Maddalena	24	24
Decimomannu Air Base (AB)	24	15
Sicily (as indicated)		
Sigonella	36	24
Comiso	24	12

A	B	C
Country or Area	**Tours in Months (see note 1)** **Accompanied (see note 2)**	**Tours in Months (see note 1)** **Unaccompanied**
JAMAICA	24	12
JAPAN (except as indicated)	36	24
Akizuki Kure	24	12
Ie Shima, Okuma, and Seburiyama	NA	12
Ryukyu Islands (Okinawa) (except as indicated)	36	24
MCAS Futenma, MCB Butler, and MCAS Iwakuni	36	12
Kuma Shima	NA	12
JOHNSTON ATOLL	NA	12
JORDAN (except as indicated)	24	12
Amman (see note 3)	24	18
KENYA (as indicated)		
Nairobi	24	18
Mombassa	24	12
KOREA (except as indicated) (see notes 3 and 6)	NA	12
Camp Carroll, Camp Humphreys, Camp Market, Camp Red Cloud, Camp Walker, Chinhae, Hialeah, K-2 AB, Kimhae, Osan AB, Pusan, Pyongtaek, Seoul, Suwon, Taegu, and Yongsan	24	12
KUWAIT	24	12
LAOS	NA	12
LIBERIA	24	18
MALAYSIA	36	24
MEXICO	24	18
MIDWAY ISLANDS	NA	12
MOROCCO (except as indicated)	24	15
Casablanca	24	12
Errachidia	NA	12
NETHERLANDS (except as indicated)	36	24
Aruba in the Netherlands Antilles	24	18

A	B	C
Country or Area	**Tours in Months (see note 1)** **Accompanied (see note 2)**	**Tours in Months (see note 1)** **Unaccompanied**
NEW ZEALAND	36	24
NICARAGUA	24	18
NIGER	24	12
NORWAY	36	24
OMAN	24	12
PAKISTAN	24	18
PANAMA (except as indicated) (see note 7)	24	12
Galeta Island	NA24	12
PARAGUAY	24	18
PERU	30	18
PHILIPPINES (except as indicated)	NA	12
Metropolitan Manila	24	18
PORTUGAL (except as indicated)	36	24
Azores Islands	24	15
PUERTO RICO (except as indicated)	36	24
Caguas, Juana Diaz, Ponce (Ft Allen), Yauco, Isabela	36	18
Vieques Island	NA	12
QATAR	24	12
SAIPAN (see note 3)	24	12
SAUDI ARABIA (see note 3)	24	12
SEYCHELLES (as indicated)		
Mahe Islands	24	12
SINGAPORE	36	24
SOMALIA	24	12
SPAIN (except as indicated)	36	24
Alcoy, Constantina, Elizondo, Rosas, and Villatobas	30	18
El Ferrol	24	24

A	B	C
Country or Area	**Tours in Months (see note 1)** **Accompanied (see note 2)**	**Tours in Months (see note 1)** **Unaccompanied**
Sonseca	24	15
Moron AB	24	15
Santiago	NA	18
Balearic Islands and Gorremandi	NA	15
Adamuz, Ciudad Real, and Estaca De Vares	NA	12
SUDAN (see note 3)	24	12
THAILAND	2436	18
TUNISIA	24	18
TURKEY (except as indicated)	24	15
Elmadag, Karatas, Malatya	24	12
Balikesir, Cakmakli, Corlu, Erhac, Eskisehir, Erzurum, Iskendrum, Istanbul, Izmit, Murted, Oratakoy, Pirinclik, Sahihtepe, Sinop, and Yumurtalik	NA	12
UNITED ARAB EMIRATES	24	12
UNITED KINGDOM (except as indicated)	36	24
RAF Fylingdales, RAF Machrihanish (Scotland)	24	18
UPPER VOLTA	24	12
URUGUAY	36	24
U.S. TRUST TERRITORY OF THE PACIFIC ISLANDS (MICRONESIA) (as indicated)		
Northern Marianas (Saipan)	24	12
Marshall Islands (as indicated)		
Enewetok Atoll	NA	12
Kwajalein Atoll	NA	18
VENEZUELA	24	18
VIETNAM	NA	12
VIRGIN ISLANDS	36	24
WAKE ISLAND	NA	12

A	B	C
Country or Area	**Tours in Months (see note 1)** **Accompanied (see note 2)**	**Tours in Months (see note 1)** **Unaccompanied**
WEST INDIES (as indicated)		
Anguilla	24	18
Antigua	24	12
Barbados	36	24
St. Lucia	NA	12
ZAIRE	24	12

NOTES:

1. Use this table with paragraph 3.2., OS Tour Lengths, which addresses tour length exceptions by category.
2. For this table only, the abbreviation NA means "not authorized."
3. Accompanied tour and command-sponsorship of dependents permitted only when government family quarters or government approved family quarters and support facilities are available to the individual.
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 airmen in AFSCs 1A1X1, 1A3X0, 1A4X0, 1A5X0, 1A5X2 and 1A5X3.
5. The tour length change for Greece from 36/24 to 24/15 was effective 16 Jun 93. The tour length for members assigned to the Defense Intelligence Agency and Defense Security Assistance Agency in Athens Greece remains 36 months accompanied and 24 months unaccompanied.
6. Not all service members are eligible to serve an accompanied tour in those locations where such tours are authorized. Eligibility is contingent upon the member's actual duty assignment as determined by US Forces Korea. For assignment purposes, those not offered to serve the accompanied tour (or those offered a CSPL position who elect the unaccompanied tour) are considered to be serving a dependent-restricted unaccompanied tour.
7. The tour length for Panama changed to NA/12 for Air Force personnel arriving 1 Mar 98 or later for assignment to the following units: 24th Wing and associated units; 640th Air Mobility Squadron; AF Legal Services Agency; Det 214, 2nd Field Investigation Unit, and those assigned at Ft. Clayton and Ft. Sherman.

Table 3.2. Priority for OS Short Tour Selection.

PRIORITY	A	B	C
	If members 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 short tours.
4	volunteers	in CONUS and are mandatory PCS moves	date arrived station.
5	nonvolunteers (see note 3)	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	nonvolunteers (see note 3)	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 3.14.**
3. (Officers only) At least 5 years must pass since last short tour before a nonvolunteer is eligible for another short tour (compute 5 years from STRD of last short tour to projected departure date for next short tour). AFPC/DPA may waive this restriction.

Table 3.3. Priority for OS Long Tour Selection.

PRIORITY	A	B	C
	If members 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		

PRIORITY	A	B	C
	If members are (see note 1)	**and assigned to a duty location**	**then, select for long tours in order of (see note 2)**
10	nonvolunteers	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	nonvolunteers		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 airmen only.
4. Refer to **Table 3.14.** (Assignment Priorities for Members Completing O/S Tours) for additional guidance on match priority within short tour returnees category.

Table 3.4. Award or Adjustment of ODSD and STRD Based on PCS.

RULE	A	B	C
	Member 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.

RULE	A	B	C
	Member was assigned PCS OS and	**then credit with**	**and (see note 1)**
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		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		

RULE	A	B	C
	Member was assigned PCS OS and	**then credit with**	**and (see note 1)**
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	a short tour	award new ODSD and STRD (see notes 2 and 4).
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, Alaska, 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)		
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, on or after 1 Mar 96, 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 3.6.**).	a long tour	award new ODSD.

RULE	A	B	C
	Member was assigned PCS OS and	**then credit with**	**and (see note 1)**
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 **3.5.** 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 member extends for at least the accompanied tour length (also give credit if later curtailed after serving at least 365 days of the extension). Members 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 member extends for at least the unaccompanied tour length (also give credit if later curtailed after serving at least 181 days of the extension).
4. Award new dates for people with IPCOTs upon completion of tour which precedes the IPCOT.
5. Credit members 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. 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 for any portion thereof at the time of release/return to US control.

Table 3.5. Award or Adjustment of ODSD and STRD for TDY.

RULE	A	B	C
	If member performed TDY (see note 1)	**and served (see note 2)**	**then (see notes 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 member 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 member 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 member 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 member 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 member credit for a completed short tour and award new ODSD and STRD to equal date of return from TDY (see note 7).

RULE	A	B	C
	If member performed TDY (see note 1)	**and served (see note 2)**	**then (see notes 3, 4, and 5)**
9	and as a result was awarded or recommended for award of the Medal of Honor	any amount	give member credit for a completed short tour and award new ODSD and STRD equal to date of award/recommendation.
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)		give member 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 OPERATION DESERT SHIELD/STORM (ODS)	181 consecutive days or more (see note 10)	give member 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	
15	in support of Coronet Drake or Coronet Aspen (PID F079T) arriving prior to 16 May 95		

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.

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 3.4.**).
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.

Table 3.6. Determining Type of OS Tour.

RULE	A **If the member is to serve, or is serving, a tour of duty OS, and is**	B **then the member 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 **Table 3.1.**
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 **Table 3.1.**
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 **Table 3.1.** (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 **Table 3.1.**
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 3.7. Tour Election Changes Prior to Departing Losing Base.

RULE	A	B	C
	If the member has (see note)	**and submits a request to change their OS tour status to**	**then the MPF**
1	not relocated dependents or HHGs at government expense	accompanied	approves the request.
2		unaccompanied	
3	relocated dependents or HHGs 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) HHGs were not relocated OS.

NOTE: Use this table in conjunction with **Attachment 20**.

Table 3.8. Tour Election Changes After Arrival OS.

RULE	A	B	C	D
	If the member (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 HHGs at government expense	X	X	approves, unless rule 6 or 7 applies.
2	relocated dependents or HHGs 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 HHGs 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/ DPAPP1 for decision.
4			X	approves
5	originally elected the accompanied tour and HHGs were shipped OS at government expense but dependents never joined OS		X	sends the request to HQ AFPC/ DPAPP1 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 airmen 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)	X		sends request to HQ AFPC/ DPAPP1 for decision.

NOTE: Use this table in conjunction with **Attachment 20**.

Table 3.9. Award and Adjustment of DEROS.

RULE	A	B	C
	If the member	**then (see notes 1 and 2)**	**and MPF 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 C ON 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 3.11.** or **Table 3.13.**		adjust the DEROS when authorized or submit a request for DEROS change per **Table 3.10.**, **Table 3.11.**, or **Table 3.13.**.

RULE	A	B	C
	If the member	**then (see notes 1 and 2)**	**and MPF must**
6	has their DEROS involuntarily extended according to **Table 3.12.** (also see paragraph **3.10.**)		adjust the DEROS when authorized or submit a request for DEROS change when required by **Table 3.12.** 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	adjust the DEROS.
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 3.6.** 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 3.13.**)	on request by the member, adjust the DEROS according to **Table 3.13.**

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.

Table 3.10. Voluntary Extension of OS Tour.

RULE	A	B	C
	If the reason for extension is	**then the maximum period of extension is (not to exceed mandatory DOS/ HYT)**	**and process the request as follows:**
1	member's request (see notes 1, 2 and 4)	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 MPF sends the request to the assignment OPR. MAJCOMs may disapprove. Assignment OPR approves or disapproves and advises the MPF.
2	member's request for DEROS to coincide with DOS or desired retirement date		
3	member'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	member's request, female member is pregnant and the attending physician recommends	60 calendar days or 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 MPF immediately so they can make the necessary changes to DEROS and other adjusted suspenses.

4. Officers desiring to extend their OS tours beyond a cumulative 3 years in short tour areas (tours equal to or less than 24/15 months) or 6 years in long tour areas (tours greater then 24/15 months) must have at least the approval of both the wing commander (or equivalent) and the MAJCOM/DP. Officers desiring to extend beyond these cumulative periods may request extensions not greater than 12 months at a time.

Table 3.11. Curtailment of OS Tours.

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**
1	commander's request to permit systematic rotation (see note 2)		X	assignment OPR.
2		X		HQ AFPC/CC.
3	commander's request for members 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, etc.)		X	assignment OPR.
6		X		HQ AFPC/CC.
7	adjustment of DEROS approved under **Table 3.9.**	X	X	see **Table 3.9.**
8	member's or medical authority's request due to pregnancy of member or spouse and medical authority recommends return before DEROS		X	installation commander (see note 3).
9		X		assignment OPR.
10	member's request upon medical evacuation of dependents to CONUS		X	
11		X		HQ AFPC/CC.
12	unmarried pregnant member desires to place the child for adoption		X	assignment OPR.
13		X		HQ AFPC/CC.
14	commander's request when member 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.

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**
16	member'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.
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 members sentenced to a dishonorable or bad conduct discharge, or when General Court Martial (GCM) authority directs member to take involuntary excess leave (see note 5)	X	X	assignment OPR.
21	commander's request for members surplus due to unit inactivation, base closure or consolidation, authorization deletion, reclassification, or other action resulting in loss of member's AFSC (see note 6)			
22	commander's request for members or dependents involved in unfavorable military or civilian incident in host community			HQ AFPC/CC or AF/JA for Judge Advocates.
23	member's request to accompany a military spouse reassigned on a humanitarian or EFMP assignment		X	assignment OPR.
24		X		HQ AFPC/CC.
25	member's request to cancel all or a 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 members 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 member. Submit a request to curtail the male military member, depending on period of curtailment. Enlisted members who have extension to OS tour approved under the OTEIP are not eligible for curtailment except for pregnant members at dependent-restricted locations. These members may extend their DEROS beyond the TRD or request early return of (civilian) spouse. The commander must immediately notify the MPF 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 member'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 parent MAJCOM may approved cancellation (provided it is not an OTEIP extension) if the new DEROS will not place the 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 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 3.12. 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	member does not have required retainability for CONUS PCS	member'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 as shown in paragraph **3.10.** HQ AFPC/CC is the approval authority.
4	to meet immediate and critical operational need		
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. Members placed on International Hold (AAC 13), **Table 2.1.**, members not medically qualified for PCS (AACs 31 and 37), and members 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 DEROSs involuntarily extended. Allow the DEROS to expire even though the person remains assigned OS.
3. Action to involuntarily extend a member OS for quality reasons must meet the requirements outlined in paragraph **3.10.** Extend the member's DEROS in 30 day increments only.

Table 3.13. OS Tour Proration.

RULE	A	B	C	D
	If proration is for: (see note 1)	**and member is serving an OS tour length of,**	**and the unaccompanied tour length at the OS TDY location is**	**then the proration factor is (and see note 4)**
1	TDY of 60 or more consecutive days to an OS location where either the accompanied or unaccompanied tour (**Table 3.1.**) is less than either the accompanied or unaccompanied tour (**Table 3.1.**) at the member'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 (**Table 3.1.**), 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 member's PCS location tour length, compare the accompanied and unaccompanied tour lengths at both locations as shown

in **Table 3.1.** 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 member's PCS location tour length is 36/24, then the member is not TDY to a location with a tour length less than his or her permanent duty station. Airmen Only: Do not use the extended long OS tour length. ***EXCEPTION:*** Proration for TDY is not authorized for members 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 **Table 3.1.** If the TDY location is not listed in **Table 3.1.**, contact HQ AFPC/DPAPP1 for the appropriate tour length.

4. Compute the prorated DEROS as follows: Provided the member 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 member'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 991122. 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 991122 is Julian date 326. Subtracting 111 from 326 equals 215. Julian date 215 is 3 August; therefore, SMSgt Stine's prorated DEROS is 990803.

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 3.14. Assignment Priorities For Members Completing OS Tours.

RULE	A	B	C
	If a member is serving at an OS location and is	**and is credited with the number of short tours shown** ***(excluding current tour)***	**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 anddependents 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 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 members currently serving a short tour who voluntarily extended their tour for a period of 6 or more months, or members 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 members within the same priority group. Additionally, each month voluntarily extended beyond the minimum 6 or 12 month period raises the member'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 be 987,654,321.

Chapter 4

TEMPORARY DUTY (TDY) ASSIGNMENT

4.1. Purpose of TDY. This instruction authorizes personnel to be temporarily assigned to perform duty at a location other than their permanent duty station for 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 in accordance with this instruction, including as an exception, cannot be authorized solely for personal reasons. Permissive TDY is authorized and approved according to the criteria in AFI 36-3003, *Military Leave*. For contingency and exercise TDY processing, refer to AFI 10-215, *Personnel Support for Contingency Operations (PERSCO)*.

4.2. Delegation of Temporary Duty (TDY) Assignment Authority. TDY assignment authority for the reasons above is decentralized 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 Entitlements and Allowances. When a member 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 entitlements and allowances accrue to a member according to the Joint Federal Travel Regulations (JFTR), and what the cost will be. When members accrue TDY entitlements or allowances, that TDY is subject to the restrictions prescribed by the JFTR and this instruction. When a member is directed to take an action for which an entitlement or allowance is authorized by the JFTR, that action obligates the AF to pay or reimburse him or her if the member makes a claim. When members accrue TDY entitlements or allowances in conjunction with TDY, the JFTR requires TDY orders be issued to record the TDY. TDY orders are issued according to

AFI 37-128, *Administrative Orders.* Permissive TDY 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 179 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. Determining TDY or PCS to Attend a Course of Instruction. The following applies when a member is to attend a course of instruction. Comptroller General Decision establishes that when a member 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 AFCAT 36-2223, *USAF Formal Schools* at any one location, or total duration of courses when attending two or more courses at the same location). (***EXCEPTION:*** Assign 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 a member will attend a course (or courses) at one location and the official length of the course(s) is 20 weeks or more, then the member will attend in PCS status. When a member's attendance status is TDY, but he or she remains at a location for 20 weeks or more (for example, if a member 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 a member'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.

4.6. 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 members (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 and entitlements. 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 members also have a personal responsibility to confirm their entitlements and allowances through official sources such as their supporting FSO.

4.6.1. Restriction on Consecutive Number of Days TDY to Any One Location. Comptroller General Decision B131145, 3 May 57, restricts members from being reimbursed for <u>more than 179 consecu-</u>

tive days TDY to any one location (travel time excluded), without Secretarial approval. Also see paragraph **4.6.2.** for restriction on cumulative number of days TDY to the location. See paragraph **4.6.3.** for waiver requests.

4.6.2. Restriction on Cumulative Number of Days TDY to Any One Location. In addition to the consecutive days restriction in paragraph **4.6.1.**, SAF policy is a member will not be directed on TDY which will result in more than 179 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 member'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 a member to a TDY point after a "token return" to the permanent duty base. An example of token return would be the TDY of a member to a location for 179 consecutive days, return of the member to his or her permanent duty station for a day or so, and then again directing the member TDY back to the same location for another 179 consecutive days. The restriction in paragraph **4.6.1.** 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 **4.6.3.** for requests for waivers.

4.6.3. Requests for SAF Waivers. Requests for waivers (or exceptions) to the restrictions in paragraphs **4.6.1.** and **4.6.2.** are submitted as shown below. For waivers of paragraph **4.6.1.** (more than 179 consecutive days), the unit commander will initiate a waiver request and send it to the MPF. The MPF will review and send the request to the member's parent MAJCOM and include other addressees for information as appropriate. 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 a member to be TDY longer than 179 consecutive days. MAJCOMs send waiver requests to AF/DPFJ for colonels (including selectees) and to HQ AFPC/DPAPP1 for Lt Cols and below for forwarding to the SAF. For waivers of paragraph **4.6.2.** (more than 179 days cumulative TDY to the same location in a 12-month period), either the member's home station unit commander or the TDY location commander may initiate a request. When the member's home station unit commander initiates the request, it is sent to the servicing MPF. The MPF will review and send the request through the member's parent MAJCOM. The parent MAJCOM sends waiver requests to HQ AFPC/DPAPP for forwarding 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 member's home station commander for concurrence and submission to the MPF, the member's parent MAJCOM, and then to HQ AFPC/DPAPP for forwarding to the SAF.

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

4.6.3.2. Justification for the TDY or additional TDY term.

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

4.6.3.4. Volunteer status of member and commander's recommendation.

4.6.3.5. A statement regarding any hardship the member may incur.

4.6.4. Restrictions on TDY In Conjunction With PCS. Comptroller General Decisions and the JFTR place some special restrictions on TDY of members 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.

4.6.4.1. TDY En Route at Current or New Duty Station. TDY at a member's current duty station (after signing out PCS), TDY at a member'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 entitlements or allowances when a TDY location is the same as a member's (old or new) permanent duty station and only minimal TDY entitlements and allowances authorized for duty at a location in proximity of a member's duty station (old or new). Therefore, the remarks section of the PCS orders may make mention of a TDY required in connection with a member'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 a member departs the current permanent duty station on PCS, or after arrival PCS at the member's new permanent duty station.

4.6.4.2. PCS to the Same Location as TDY, or TDY to the Same Location as PCS. Whenever possible, the AF should avoid multiple entitlements and reimbursements for TDY when a member has also been selected for PCS to the same location. A member can be "selected for PCS to the same location" in two ways as explained below.

4.6.4.2.1. PCS to the Same Location as TDY. When a member is performing TDY and is selected for PCS to the same location (regardless of the PCS reporting date), then, for entitlement purposes, upon selection for PCS the TDY station becomes the member's PCS station if there is no military duty requirement for the member to return to the old station. 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 a member to return to the station from which TDY, then the member continues to be entitled to TDY allowances.

4.6.4.2.2. Selected for PCS, Then Selected for TDY to the Same Location. When a member previously selected for PCS (regardless of the reporting date) is directed to the same location in a TDY status, then upon arrival TDY entitlements and allowances terminate and the member'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, a member 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 member's PCS RNLTD or selecting someone else for the TDY. Exceptions may be requested per paragraph **1.5.**

4.6.4.3. 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 members with regard to entitlements, pay and allowances, housing, arrangements for dependents, HHGs shipment and storage, SOFAs, and so on. Exceptions can be considered according to paragraph **1.5.**

4.6.4.4. TDY Cost Chargeable to MILPER PCS Account. According to AFI 65-601, *Financial Management - Budget Guidance and Procedures*, *Volume 1*, 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. 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/FMBMD, and include as information addressees the assignment OPR and HQ AFPC/DPAPP1/DPAPP3. 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/DPAPP1 must coordinate 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.

4.6.4.4.1. M-16 rifle training.

4.6.4.4.2. Medical examination.

4.6.4.4.3. Obtaining passports.

4.6.4.4.4. 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 a member to perform TDY en route.

4.6.5. Restrictions on Selection of Personnel for TDY and for PCS While TDY. TDY assignment selection authority is decentralized and may be delegated, however, 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.

4.6.5.1. Qualifications to Perform TDY. The primary consideration in selecting personnel for TDY is a member's qualifications to perform the TDY mission. For TDY to attend a course of instruction, selection is in accordance with 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 members similarly qualified.

4.6.5.2. Members 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, members 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 members. However, generally the minimums established provide enough time for most members 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 com-

pleted via a power of attorney, by mail or message, or rescheduled on a priority basis due to member's absence on TDY. Authority to waive the established TOS minimums is delegated to the unit commander provided waiver will not interfere with the member meeting the RNLTD for a projected PCS, or separation/retirement on the scheduled date. Members should be given the opportunity to state if a hardship would be created as a result of a waiver and commanders should confirm with the MPF that all required PCS, separation or retirement actions can be accomplished. For example, a member who has no dependents and resides on-base in bachelor quarters may not require 30 days on station immediately preceding separation; or, a member 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 a member's PCS in order to complete the TDY and still comply with the RNLTD for a projected PCS.

4.6.5.3. Retainability. Normally, members 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 members who have or can obtain retainability for the full period of TDY precludes having to replace members and reduces mission and family turbulence. However, when necessary, commanders may direct members 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 airmen who established a retirement date under 7-day option provisions, and airmen who declined to obtain retainability for the full TDY period.

4.6.5.4. TDY of Members Deferred For Humanitarian/EFMP Reasons. See **Attachment 7** for guidance on selection of personnel for TDY who have approved humanitarian (AAC 30) or EFMP deferments (AAC 34 or ALC Q).

4.6.5.5. Involuntary OS PCS Selection While TDY. While performing TDY under the circumstances described herein, either TDY in the CONUS or OS, members should not normally be selected for involuntary OS PCS. In addition, following these kinds of TDY, members 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 members TDY OS and reflected in the PDS in DSC 20, 21 and 25, and members 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. MPFs will reclama PCS selection and/or a reporting date contrary to these provisions (see paragraph **4.6.3.** above for what to include in the reclama). When necessary in the best interests of the AF, HQ AFPC/DPA may waive these provisions.

4.6.5.6. PCS Selection While TDY and Member Requests Hardship Consideration. Any PCS selection (voluntary or involuntary) while TDY can at times impose a hardship on members. Members 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 MPF. The MPF will forward the request to the assignment OPR, with an information copy to the member's parent MAJCOM and gaining MAJCOM. 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 member's request is not automatic. The assignment OPR may approve, disapprove or take action other than that requested by the member depending on the circumstances.

4.7. Intracommand Manning Assistance TDY. Intracommand manning assistance is TDY between units of the same command met from that command's resources. Intracommand manning assistance is managed according to guidance in this instruction and guidance issued by the parent MAJCOM.

4.8. Intercommand Manning Assistance TDY. Intercommand manning assistance is HQ AFPC-controlled TDY that requires personnel from the units of one command to support units of another command either in the CONUS or OS. Manning assistance TDY will not be used to assist units when absences are due to administrative TDY.

There are five types of intercommand manning assistance as described below. The types may be referred to in general by the nicknames shown, but all intercommand manning assistance requests will be assigned a unique control number called a plan identification (PID) number. See paragraph **4.9.** for information on PID construction and paragraph **4.10.** for how to request manning assistance.

4.8.1. **Normal** - Nickname **PALACE TRIP**. Intercommand TDY of personnel for brief periods to another AF unit to assist that unit in performance of its home base mission. Any intercommand manning assistance request not included in the description of one of other types can be submitted as a PALACE TRIP request.

4.8.2. **Contingency** - Nickname **PALACE BLITZ**. TDY deployment in support of actual contingency operations. The organization with operational responsibility for the contingency will request manning assistance using procedures outlined in AFI 10-215. Personnel requirements must be made known as soon as possible. As requirements are validated, the operational command/DP will provide all specific details in their request.

4.8.3. **Rotational Contingency** - Nickname **PALACE TENURE**. TDY deployments which support requirements where a changeover or rotation of members is required to sustain operations. These projects are the result of long term manpower needs for which PCS of personnel is not appropriate. **PALACE TENURE** support is requested and managed as outlined in AFI 10-215.

4.8.4. **Exercise** - Nickname **PALACE EXERCISE**. TDY deployment that supports HQ USAF-directed or JCS-directed/sponsored exercises. The supported MAJCOM must request assistance not later than 45 calendar days prior to the earliest required in-place date using procedures in AFI 10-215. Requests with less than 45 calendar days must be signed by a general officer and addressed to HQ USAF/XOO for sourcing consideration.

4.8.5. **Special** - Nickname **PALACE ENVOY**. TDY deployment that supports unique geographical/political missions as directed by HQ USAF (i.e., United Nations missions, Department of Justice, etc.).

4.9. Intercommand Manning Assistance Plan Identification (PID) Number Construction. Each intercommand manning assistance request is assigned a PID (whether or not the requirement supports an operation plan [OPLAN]). The PID is an alpha-numeric code used to describe and track a TDY require-

ment and is assigned by AFGOMO, AFCMO, HQ AFPC/DPW or the requesting command. For manning assistance the first position is a constant "F." Positions two through four are numeric and denote the specific kind of manning assistance as shown below. The last two positions are the two-character command code of the supported command (see BLPS table 472) and are reflected as "XX" below. For example, PID **F00209** means manning assistance **(F)** to satisfy a brief workload surge **(002)** in support of HQ AFPC **(09).** Contingency and exercise PIDs are provided by the supported command. Other PIDs are constructed as follows:

4.9.1. Unit Manpower Document (UMD) Shortage, PID F**001**XX.

4.9.2. Brief Workload Surge, PID F**002**XX.

4.9.3. Backfill-Intracommand, PID F**003**XX. When need is brought on by an exercise or contingency move of command resources.

4.9.4. Backfill-Intercommand, PID F**004**XX. When need is brought on by an exercise or contingency move of a command's resources to assist another command.

4.9.5. Base Closure or Unit Deactivation, PID F**005**XX.

4.9.6. Special Project Training, Technical Assistance or Mobile Training Team, PID F**006**XX.

4.9.7. Special Geographical/Political Missions, PID F**007**XX.

4.10. How to Request Intercommand Manning Assistance TDY Support. Intercommand manning assistance requests must be submitted by message in the format below to AFGOMO for general officers (including brigadier general selects), to AFCMO (for colonels, including selects), to HQ AFPC/DPAM for medical officers (Lt Col and below), and HQ AFPC/DPWRM for all other officers and airmen. Contingency and exercise requests must be submitted as outlined in AFI 10-215.

4.10.1. Plan Identification Number (PID). Construct as outlined in paragraph **4.9.**

4.10.2. Purpose of TDY. For example, "Brief Workload Surge."

4.10.3. Requirements. Number of officers/airmen required by AFSC and a brief description of actual duties to be performed, special experience or qualifications, currency required (for example, if the requirement is for a specific kind of pilot indicate if member must be current in a specific aircraft).

4.10.4. Justification. Provide current and project command manning statistics for the AFSCs requested: authorized, assigned and available. Include mission impact and reason assigned personnel are not available, that is, other deployments, medically disqualified, etc.

4.10.5. Requested reporting date. **Reporting date should be at least 30 days after submission of request.**

4.10.6. Number of days TDY required (including travel time).

4.10.7. Servicing MPF PAS code and duty location.

4.10.8. Variation in Itinerary required, yes or no. If yes, include justification.

4.10.9. Required aerial port of embarkation (APOE) or debarkation (APOD), if applicable.

4.10.10. Any additional instructions, e.g., specific reporting time and place, billeting, field conditions applicability, tools and equipment requirements, uniform requirements, etc.

4.10.11. Funding Instructions.

4.10.12. Statement that requested TDY has been approved or coordinated on by MAJCOM/DP (or SG for TDY of medical officers). For special or joint activities, unit director of personnel must approve TDY request. Failure to obtain approval/coordination could result in a delay in processing the manning assistance request until confirmation of approval/coordination. Intercommand manning assistance should be requested only after all other options have been considered. Manning assistance deployment is usually an unprogrammed loss to the parent unit and command and special care must be given to ensure these TDYs are in the best interests of the Air Force.

4.10.13. Name, grade, office symbol and telephone number of the requesting organization's point of contact (POC).

4.11. How to Request Release from Tasking. MAJCOMs (or equivalent) may establish guidelines for subordinate units which supplement those herein.

4.11.1. Requests for release from tasking must be submitted by message to the tasking authority. For a tasking received 30 calendar days or less from the required reporting, a release request must be submitted within two calendar days of receipt of the tasking. For a tasking received 31 or more calendar days from the required reporting, a release request must be submitted within five calendar days of receipt.

4.11.2. 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.

4.12. TDY Orders. Commanders ensure TDY orders are issued as shown in AFI 37-128. Per paragraph **4.4.**, orders are required per the JFTR when members accrue TDY entitlements or allowances. For personnel accounting purposes, MAJCOMs (or equivalent) will direct that functions which issue orders directing the TDY of Air Force personnel make sure the parent MPF relocations element and/or employment readiness element get distribution of orders or are informed of the specifics of the TDY when orders are not available. Unless firm departure and reporting dates to the TDY location are directed, commanders determine these dates. Members must not arrive prior to the date they are needed consistent with availability of transportation. For TDY to training courses, members are normally directed not to arrive more than 1 day prior to the class start date. When the course ends, the member departs as directed in orders or as determined by the school commander.

4.13. TDY to HQ USAF. Members 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 member is to report. The address symbol and location is shown in TDY orders.

4.14. 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 con-

trols on travel outside the CONUS. 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.

4.15. 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.

4.16. Funding of TDY. The guidelines for funding of manning assistance TDY (not in conjunction with PCS) are contained in AFI 65-601. For funding of TDY for training, see AFCAT 36-2223 or the training instructions. For funding of TDY en route in conjunction with a PCS, see paragraph **4.6.4.4.** For **PALACE TENURE** and **PALACE BLITZ** TDY, the tasked (losing) unit's O&M funds will be used unless the tasking message provides other funding instructions. For **PALACE ENVOY**, funding will be specified in the implementing instructions. For **PALACE EXERCISE** and **PALACE TRIP** TDY, funding will be furnished by the requesting MAJCOM.

4.17. TDY "Hold" for Members En Route PCS. Members 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 members 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,** members should neither return to their former permanent duty station nor proceed to the new permanent duty station. In such cases a decision on the member's assignment can usually be made by the assignment OPR within several days. When the reason to place a member 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.**).

4.17.1. When appropriate authority requests a member who is en route PCS not be allowed to continue travel as planned to the new permanent duty station nor should the member 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:

4.17.1.1. Member's name, grade, SSN and projected DAFSC.

4.17.1.2. Previous unit of assignment and location.

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

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

4.17.1.5. Current location of member to include address, contact phone number.

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

4.17.1.7. 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).

4.17.1.8. Grade, name, duty title, organization, DSN, datafax 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.

4.17.2. 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 member while TDY. Whenever practical, members placed on TDY will be attached for administration to the nearest AF installation.

4.18. Forms Prescribed. AF Form 392, **Airman Assignment Preference Statement**; AF Form 675, **Airman Requisition for Departmental-Joint Activities**; AF Form 934, **Requisition for USAF Officer**; AF Form 964, PCS, TDY, or **Training Declination Statement**; AF Form 965, **Oversea (OS) Tour Election Statement**; AF Form 1048, **Military Spouse Information**; and AF Form 4057**, Officer Assignment Preference Worksheet**.

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

RULE	A	B	C
	If member is	**and will**	**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 note 7); or, TDY (continuously from course to course) with leave authorized between courses and return to current base before PCS (see note 7); or, TDY en route (continuously from course to course) (see note 7); or, 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 and return to new base (see note 9).

RULE	A	B	C
	If member is	**and will**	**then attendance is (see notes 1 through 5)**
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 MPF 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 MPF 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 MPF 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 entitlement (see paragraph **2.52.**) 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" one day prior to class start date and direct the member to depart not later than one day after graduation. Do not include the "report not earlier than date" for the second or subsequent course, but do include a report not later than date. Member must report for duty immediately upon completion of travel. Charge leave to those who complete travel, but do not report for duty, up to the day they report for duty (class).

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 unacompanied short tour, or unaccompanied CONUS-isolated station	6 months (see notes 5 & 6)		X		X.	
10					X		X (see note 4).
11			6 months (see notes 5 & 6)	X			
12					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 mobility positions upon arrival on station and they may remain against a mobility 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. Deployment Availability Code (DAV) 57 must be update IAW AFI 10-403 by PRU.

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DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDD 1315.7, *Military Personnel Assignments*

DoDD 4500.54-G, *Department of Defense Foreign Clearance Guide*

AFI 10-215, *Personnel Support for Contingency Operations (PERSCO)*

AFI 11-401, *Flight Management*

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFI 21-405, *Foreign Clearance Guide*

AFI 31-501, *Personnel Security Program Management*

AFI 36-2026, *Officers Awaiting Permanent Change of Station (PCS) Training Program*

AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*

AFI 36-2102, *Base-Level Relocation Procedure*

AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*

AFI 36-2106, *Competitive Category Transfers*

AFI 36-2107, *Active Duty Service Commitments (ADSC) and Specified Period of Time Contracts (SPTC)*

AFI 36-2306, *The Education Services Program*

AFI 36-2402, *Officer Evaluation System*

AFI 36-2403, *The Enlisted Evaluation System*

AFI 36-2502, *Airman Promotion Program*

AFI 36-2503, *Administrative Demotion of Airmen*

AFI 36-2606, *Reenlistment in the United States Air Force*

AFI 36-2608, *Military Personnel Records System*

AFI 36-2626, *Airman Retraining Program*

AFI 36-2907, *Unfavorable Information File (UIF) Program*

AFI 36-2908, *Family Care Plans*

AFI 36-3002, *Casualty Services*

AFI 36-3003, *Military Leave Program*

AFI 36-3020, *Family Member Travel*

AFI 36-3203, *Service Retirements*

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*

AFI 36-3207, *Separating Commissioned Officers*

AFI 36-3208, *Administrative Separation of Airmen*

AFI 36-3212, *Physical Evaluation for Retention, Retirement and Separation*

AFI 37-128, *Administrative Orders*

AFI 37-132, *Air Force Privacy Act Program*

AFI 40-301, *Family Advocacy*

AFI 40-502, *The Weight Management Program*

AFI 51-201, *Administration of Military Justice*

AFI 51-604, *Appointment To and Assumption of Command*

AFI 65-601, *Financial Management - Budget Guidance and Procedures*, *Volume 1*

AFCAT 36-2223, *USAF Formal Schools*

AFMAN 36-2108, *Airman Classification*

AFCSM 36-699, *Air Force Computer Systems Manual, Volume 1*

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

AFRES—Air Force Reserve

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

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

CHAMPUS—Civilian Health and Medical Program of the Uniformed Services

CJR—Career Job Reservation

CMSGT—Chief Master Sergeant

CONUS—Continental United States

COT—Consecutive OS Tour

CSPL—Command Sponsored Position List

CSS—Commander's Support Staff

DAC—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

DIN—Data Identification Number

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

FTA—First-term Airman

GMS—General Medical Services

GSU—Geographically Separated Units

HAF—Headquarters Air Force

HYT—High Year of Tenure

IG`—Inspector General

IPCOT—In-Place Consecutive OS Tour

JA—Judge Advocate

JCS—Joint Chiefs of Staff

JFTR—Joint Federal Travel Regulations

LNR—Line Number

MAAG—Military Assistance Advisory Group

MAJCOM—Major Command

MOA—Memorandum of Agreement

MPF—Military Personnel Flight

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

PTI—Personnel Transaction Identifier

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

VECAP—Voluntary Enlisted CONUS Assignment Program

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—Enlisted member or members of the USAF on extended active duty (male or female).

All-Others Tour—See Unaccompanied OS Tour.

Allocation—Notification to a MAJCOM/FOA/DRU that an officer or airman is available for assignment to that command.

Assigned—A member 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. AANs determine the fiscal year funding of the PCS based on the transfer effective date (TED).

Assignment Instructions—Information, usually provided through the personnel data system, that accompanies selection for PCS.

Assignment Selection Date (ASD)—The date an officer or airman is selected by name for assignment by the assignment OPR; or the date the assignment process begins in order to reassign an officer or airman 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 (only) is identified by the assignment OPR as vulnerable for PCS selection. See **Table 2.8.**

Attached—Responsibility for a member for temporary administration or duty at other than his or her permanent unit of assignment (and the unit of attachment is other than member's permanent duty station), for temporary command and control during the member's absence similar to that exercised at the member's permanent duty station.

Authorization—A funded and validated manpower requirement.

Availability Date—The day, month, and year after which a member 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—An airman other than first-term.

Career Bachelor OS Tour——A career bachelor is defined as an enlisted member 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 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 noncareer 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 member's end assignment that takes place after a member'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 **Table 3.1.** does not authorize an accompanied tour.

Directed Duty Assignment (DDA)—Airmen basic trainees or technical training eliminees assigned for on-the-job training.

Diversion—A change of end assignment location that occurs after a member 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 Air Force member 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. Also describes conditions under which the United States government provides services or reimburses members for expenses incident to a permanent change of station. Consult the Joint Federal Travel Regulation to determine entitlements to government-paid travel of dependents, movement of household goods, and other payments associated with reassignment of military members.

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 (EFM)—Limited to spouse, child, or other person actually residing in the household who is dependent for over half of their financial support, and entitled to receive general medical, medically related, or special educational services according to Title 10, U.S.C., Public Law 95-561, AFI 40-301, DoD Instructions, and other instructions or directives.

Exceptional Family Member Program (EFMP)—A program designed to ensure dependents of military members receive the special medical or educational care they require at the current or projected duty location. The spirit and intent of the EFMP is to assign members based on current or projected manning requirements, at locations where the required services are available. You may receive services by the military medical system or through civilian resources using CHAMPUS.

Exceptional Family Member Program Officer (EFMPO)—A clinical social worker (AFSC 42SX), or other qualified mental health officer, whom the director, base medical services, designates to provide services to families having an exceptional medical or educational need as outlined by AFI 40-301.

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 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 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 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 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.

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 7**.

Imbalanced Skill or Specialty—Airmen 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.

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, a member will be considered to have entered the IPCOT on the first day of the IPCOT effective month. (***NOTE:*** For IPCOT leave travel entitlements, see the JFTR.)

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 planing, and command and control of combat operations under a unified or specified command.

Joint Specialty 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 Specialty Officer—An officer on the active duty list with training in joint matters.

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 **Table 3.1.** authorizes (both) an accompanied tour and the unaccompanied tour is 18 months or more; or, when HQ AFPC/DPAPP1 authorizes credit.

Low Cost PCS—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 a member 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 a person 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 a member 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 member'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 or Educational Treatment Program (EFMP Only)—A program designed to provide special medical or educational care to a military dependent. The military health care system, CHAMPUS, or a combination of both can provide these services.

Medically Related Services (MRS) (EFMP Only)—Document all MRS requirements as part of an Individualized Educational Plan (IEP). MRS includes transportation and such developmental, corrective, and other supportive services as required to assist a handicapped child to benefit from special education, provided by a physician or under professional medical supervision. The term also includes speech therapy and audiology, psychological services, physical and occupational therapy, dietetics, ophthalmology, recreation, orientation and mobility services, early identification and assessment of disabilities in children, and medical services for diagnostic or evaluative purposes. The term further

includes school health services, social work counseling services in school, and voluntary parent counseling.

Medical Service Officer—Includes officers of the Medical Corps, Dental Corps, Medical Service Corps, Nurse Corps and Biomedical Sciences Corps.

Member—For assignment purposes, a person who is currently on extended active duty with an armed service of the Department of Defense and also see page 1 of this instruction.

Minimum Tours—Tours where the member should serve at least the initially prescribed tour length. However, the member may serve a longer assignment. After expiration of the initial deferment, members remain assigned until selected for another assignment. 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 PCS (No Entitlement)—A PCS in which no entitlements accrue to the person. This is a PCS to a new duty station within the corporate limits of the same city or town. When the person must move their household goods because of the move, use local O&M funds as outlined in the JFTR. 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 person has no PCS entitlements.

Nominated—The result of using the assignment selection process to identify the most eligible, qualified member to fill a specific requirement, and submitting the member's record for consideration to the activity authorized to accept or decline the person 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 Air Force members are performing duty.

Noncareer Officer—See career officer.

Non-CONUS Resident—For assignment purposes (only), a non-CONUS resident is a member whose home of record (HOR) at the time of initial enlistment (airmen) or immediately preceding commissioning (officers) is located in Alaska, Hawaii, Guam, or the Panama Canal Zone (for Canal Zone residents only, this policy applies to those who enlisted or were commissioned and entered EAD prior to 1 Oct 1979). For purposes other than assignments, HOR may be defined otherwise.

Nonvolunteer—A member 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 Air Force members are performing duty.

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 members in the proper sequence for selection for long OS tours and for short OS tours for members not credited with an OS tour. MPFs initially establish this date as the person's TAFMSD or as determined by HQ AFPC/DPAPP1. MPFs determine and update the ODSD as shown in tables 18 and 19, or as specified by HQ AFPC/DPAPP1 for approved exceptions.

Overseas Duty—Any duty performed as a member 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) (Airmen only)—Special incentives in certain AFSCs for people who extend their tour of duty at designated OS locations. HQ AFPC/DPAPP publishes information on this program. (See DoDD 1315.7.)

Overseas Vulnerability—The relative standing of a member for OS PCS selection in comparison to projected personnel requirements in a particular period of time (usually the next 24 months).

PALACE FUSE—A report of airmen within 60 days of the first day of the DEROS month who do not have an assignment. The MPF sends a PALACE FUSE message to the assignment OPR and includes all appropriate assignment information. The assignment OPR sends an assignment by return message.

PCS Notification—Commanders and officials they authorized to effect notification notify people by requiring them to sign the PCS notification report on individual personnel (RIP) notification message or notification memorandum acknowledging assignment selection. When a person is TDY or on leave, notification is the date the member receives the notice.

Permanent Change of Assignment (PCA)—The permanent change of assignment of a member 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. You may accomplish training after the PCS only if directed in the assignment instructions.

Permanent Change of Duty Station (PCS)—In general, movement of a member 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 Permanent Change of Duty Station (PCS)—A PCS request initiated by a person, approved in limited circumstances, authorizing the person to proceed on a PCS at their own expense. For permissive PCS, the member pays all expenses involved or associated with PCS. Charge leave for the travel time.

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. The literal translation of a PPC is in the base level ZEUS file. To access the files, input the following CAT file strings: 09YC0V4/PPC_OFF or 09YCOV4/PPC_AMN.

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 a member will perform specific duty, or specific period of time a member 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—A person 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 **Table 3.1.** does not authorize an accompanied tour.

Requirement (Airman)—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 over manning 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—Members 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 a member who completes 19 or more years TAFMS (and the other retirement eligibility criteria outlined in AFI 36-3203).

Retrainee—A previously trained airman in the process of gaining qualifications in a new AF specialty under an approved retraining program.

Returnee—A member returned from a tour of OS duty (does not include a member on temporary duty).

Second-Term Airman—See career airmen.

Secretarial Determination—Decision made by the Secretary of a Military Service on a matter not clearly authorized by a DoD directive.

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 members to separate or retire in lieu of operational or rotational PCS, formal education, a training course (regardless if it involves a PCS) or TDY (airmen 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 **Table 3.1.** 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/DPAPP1 authorizes credit.

Short Tour Return Date (STRD)—Date used to place members in the proper sequence for selection for short OS tours. MPFs initially establish this date as the person's TAFMSD or as determined by HQ AFPC/DPAPP1 upon request. MPFs determine and update the STRD as shown in tables 18 and 19, or as specified by HQ AFPC/DPAPP1 for approved exceptions.

Sole Surviving Son or Daughter—See **Attachment 11**.

Southeast Asia (SEA) Tour—A remote tour in SEA completed between 1 November 1961 and 1 November 1973 and served without dependents. (Includes airmen serving in SEA on 1 November 1973 who completed 181 calendar days or more on a permanent change of station tour by 1 November 1973.)

Southeast Asia (SEA)—North and South Vietnam, Thailand (except Bangkok and Don Muang Airport), Laos, and Cambodia.

Special Educational Services (SES)—Specially designed instruction to meet the 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 education programs.

Special Experience Identifiers (SEI)—See AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)* for the definition of an SEI. For assignment purposes, SEIs are used as shown in paragraph **2.4.1.**

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 individual 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 **2.48.**

Temporary Duty (TDY)—For assignment purposes, duty performed at a location other than a person's permanent duty station.

Theater Retainability—The period of time remaining on a member's OS tour. When reassignment is within theater to a different tour length is proposed, theater retainability must take into account any proration authorized.

Transaction—Any computer action or process used to create or change individual personnel data.

Transfer Effective Date (TED)—The TED is the month and year of an AAN and determines the fiscal year funds for the assignment. 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—A person who is available for reassignment on an unprojected basis such as people called or recalled to active duty, training eliminees, people declared surplus to requirements of assignment and those returning from patient status.

Vacancy (Airman)—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—A member who formally states the desire to accept a defined assignment.

Vulnerability—The relative standing of a member 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) (AIRMEN 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 in accordance with 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 **2.30.** 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 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 member must request the same locations in the same order (including in-place), or both requests will be disapproved. If one member is ineligible, regardless of the reason, both requests will be disapproved. (Exception: For FTA requesting a BOP in conjunction with retraining or FTA mar-

ried 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.

A2.2.2.9. 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 MPF 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 <u>Without</u> 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. Airman. Airmen may not apply for PCS BOP consideration prior to having 8 months TOS. Airmen may apply using **Figure A2.1.** or via AMS Web (if they desire in-place consideration also, then use the (hard-copy) application procedure in paragraph **A2.2.3.2.3.**).

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 in accordance with paragraph **A2.2.3.2.3.**

A2.2.3.1.3.5. MPF. The MPF reviews eligibility of the applicant and updates hard copy applications via MilPDS. For applications updated via AMS Web, the appropriate MilPDS BOP transaction will automatically be produced.

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 MPF 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 MPFs 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. MPF. 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 MPFs 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 **2.30.** 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 MPF 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.** or via AMS web. 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. MPF. 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 MPF 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 MPFs via MilPDS

A2.2.4. **Requests With Retraining.**

A2.2.4.1. CONUS to CONUS PCS and 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 member'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. MPF.

A2.2.4.1.1.5.1. When retraining requests is 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 **2.47.** 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 MPF 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. Prefer3ences 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 member'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. MPF.

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 **2.47.**

A2.2.4.2.3.6.2. The servicing MPF 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 in accordance with 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.

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 **2.30.** 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.

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 member must request the same locations in the same order (including in-place), or both requests will be disapproved. If one member 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 MPF 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 and/or 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.** or via AMS Web. 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 member'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. MPF. The MPF reviews eligibility of the applicant and updates hard copy applications via MilPDS. For applications updated via AMS Web, a BOP transaction request will automatically be produced.

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 MPF updates AAC 28 upon in-processing with an expiration date 24 months from DAS.

A2.3.3.1.8. AFPC. Approves or disapproves in-place BOP request via MILPDS.

Figure A2.1. Sample BOP Application.

(Appropriate Letterhead)

MEMORANDUM FOR UNIT COMMANDER (date)

MPF/(OFFICE SYMBOL)

IN TURN

FROM: (Functional address symbol)

SUBJECT: BOP Application - AFSC

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: MPF/(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

Attachment 3

CONUS-ISOLATED ASSIGNMENT PROGRAM

A3.1. Purpose . To establish minimum tour lengths and limit certain assignment combinations which involve CONUS-isolated stations (see **Attachment 1**, Definitions). There are currently four locations designated as CONUS-isolated. They are Stallion Missile Range, NM (near Socorro, NM); Cavalier, ND; Utah Test and Training Range, UT; and Boulder, WY. These locations are considered to be geographically separated from adequate personal support facilities and services which may cause a significant degree of inconvenience, expense, or hardship to members 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 member 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. Members 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 member will serve a 15 month unaccompanied tour or 24 month accompanied tour. For example, a member 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, members 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. Member 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 airmen use **Figure A3.1.**

A3.3.2. Members already assigned at CONUS-isolated stations receive a RIP about 11 months from their DOA established according to **Table 2.1.** (AAC 53). 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 airmen use **Figure A3.2.**

A3.3.2.2. Members who delay submitting a request for reassignment from a CONUS-isolated station reduce the probability of a reassignment date that coincides with their DOA. Members 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 members assignment eligibility.

A3.4.2. Sends requests to designate a location as a CONUS-isolated station to the parent MAJCOM/DPA. The MAJCOM, in turn, submits the request with appropriate recommendation to HQ AFPC/DPAPP1 for final determination.

A3.5. MPF Actions.

A3.5.1. Upon receipt of request for PCS to or from a CONUS-isolated station, verifies a member's assignment eligibility (ensure member does not have an ASD), updates the PDS using PTI 550 as outlined in AFCSM 36-699, and suspenses a copy of the application pending final response from the HQ AFPC assignment OPR.

A3.5.2. Updates AAC 53 as shown in **Table 2.1.** upon arrival of a member at a CONUS-isolated station.

A3.5.3. Counsels members at CONUS-isolated stations 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. MAJCOM Actions.

A3.6.1. Submit requests to establish or delete CONUS-isolated stations to HQ AFPC/DPAPP1 using the criteria outlined in paragraph

A3.6.2. Submit desired input to HQ AFPC assignment OPR for consideration during the evaluation process upon receipt of a member's request to move from a CONUS-isolated station.

A3.6.3. May disapprove a member's request to move from a CONUS-isolated station when manning conditions warrant.

A3.7. Assignment OPR Actions.

A3.7.1. Does not involuntarily assign members to consecutive CONUS-isolated stations. Members 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.

A3.7.2. 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 a member 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 to the MPF by PTI 517 and disapprovals by PTI 52T.

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 6A and 6B.

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: 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. Upon completion of my tour, if I do not have the minimum retainability for PCS, then I understand I will remain assigned in place.

4. For first-term airmen requesting a CONUS-isolated station BOP assignment in conjunction with CAREERS retraining use this in place of paragraph 2 regardless of their marital or accompanied status.

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 MPF/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

Figure A3.2. Sample Request for Reassignment From a CONUS-Isolated Station.

(Appropriate Letterhead)

MEMORANDUM FOR UNIT COMMANDER (date)

FROM: (Functional address symbol)

SUBJECT: 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 MPF/(office symbol)

(Grade, name) meets all eligibility criteria for PCS and is recommended for reassignment.

(signature)
(typed name, grade, USAF)
Commander

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 members 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 a member 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. Members 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 member'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 members being assigned from the CONUS.

A4.2. COT Consideration.

A4.2.1. To receive consideration for a COT, members 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 preference worksheet.

A4.2.3. Airmen. Airmen volunteer for a COT by updating OS preferences in the PDS. 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 3.3.** and **Table 3.4.** Intratheater COTs are more economical than intertheater and receive consideration ahead of intertheater COTs regardless of the order or preference.

A4.3.2. Airmen. 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 with information copy to the MAJCOM. 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 MPF 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 MPF reclamas the assignment upon receiving the denial of CCTVL.

A4.4.2. Officers. See paragraph **2.12.**

A4.4.3. Airmen. Airmen may submit a request for release from a COT based on a change of volunteer status (this does not delay the requirement for airmen to obtain COT retainability). See paragraph **2.12.** This type request will usually be approved if sufficient lead time exists to select a replacement (150 or more days from RNLTD). In these requests the MPF uses PDS to reclama the COT assignment. A reclama request made within 150 days of the RNLTD must be sent by message to the assignment OPR, with information copies to the losing and gaining MAJCOMs, and must include full justification for the request. Such requests will be considered on a case-by-case basis.

A4.5. COT Entitlements (see the JFTR, chapter 7, and AFI 36-3003, Military Leave **Program).**

A4.5.1. Members 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 entitlements be used **prior** to completion of the member's current tour.

A4.5.2. Leave taken in conjunction with COT travel and transportation entitlements 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, a member serving a 36 month accompanied tour may not serve a 24 month (unaccompanied) IPCOT. ***EXCEPTIONS:*** A member 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. Members 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 airmen, 12 additional months if selected as an extended long tour volunteer). Member's 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 entitlements associated with the accompanied IPCOT (transportation of dependents, shipment of HHGs, etc.) **is not** authorized until completion of the full unaccompanied tour, plus any extensions.

A4.6.4. For members 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 member elects to the current DEROS. For members 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 member'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 member 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, members 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. Officers volunteer for an IPCOT using the assignment worksheet.

A4.7.3. Airmen. 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 DEROSO RIP. Airmen with an indefinite DEROS may request an IPCOT at any time through use of PC III at either the CSS or MPF.

A4.7.4. The unit commander must certify member's eligibility, including quality control, and recommend approval or disapproval. Recommending disapproval requires specific reasons, and the request is then provided to the MSS/CC for consideration. If the MSS/CC concurs with the disapproval recommendation, the request is returned to the member with no further action taken.

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 with information copy to the MAJCOM. 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 (MPFs 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 MPF 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. Airmen. Airmen may request release from an IPCOT provided they have not entered into it. If the cancellation request is approved, 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. 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 member 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 MPF must advise members 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 Entitlements (see the JFTR, chapter 7, and AFI 36-3003, Military Leave Program).

A4.10.1. Members 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 entitlements be used **prior** to completion of the member's current tour.

A4.10.2. Leave taken in conjunction with IPCOT travel and transportation entitlements is chargeable leave.

A4.11. Involuntary COT (ICOT). Selection of members 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 AFCMOA 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 3.3.** and **Table 3.4.** Once selected for an ICOT, the gaining MAJCOM may not change the end assignment without prior approval of the assignment OPR.

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 members 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, members 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, members 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 members 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 within 15 days of the initial PCS relocation briefing (or notification of IPCOT approval). A member unable to meet the 15 day suspense 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.

A5.3. HB Restrictions/Limitations.

A5.3.1. In exchange for advance assignment consideration, members participating in the HB program must agree not to use their entitlements to relocate their dependents to a designated place, claim DLA, or ship and/or store HHGs at government expense. Any claim against the government for the relocation of dependents, shipment or storage of HHGs, or for DLA will result in cancellation of the HB assignment. However, participating in the HB program does not prohibit the member from taking any of these actions at his or her own expense if so desired. Members who want to participate in the HB program must agree to these criteria **EXCEPT:**

A5.3.1.1. When the member is single, a single member parent, or is part of a military couple who will serve concurrent and separate unaccompanied short tours. These members may store HHGs 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 and DLA must not be claimed.

A5.3.1.2. Members denied continued occupancy of government-owned or controlled quarters may move their dependents and HHGs 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, members may ship HHGs to the unaccompanied short tour location if otherwise eligible as determined by TMO. When HHGs shipment is authorized, the member may retain the HB assignment without a waiver. The losing MPF verifies the requirement to live off-base through the ZEUS file 09YCOV4/JFTR/JFTR_TBL, or by contacting HQ AFPC/DPSFM.

A5.3.3. In some instances, members 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 member's spouse is foreign born and the requested HB location is the spouse's home country, for single members with no dependents and no HHGs 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 member departs the OS country on PCS. Also, these dependents cannot retain command sponsorship and the member 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, members must demonstrate the capability to cope before submitting a request for an exception to their MPF for processing to HQ AFPC/DPAPP1 and the assignment OPR.

A5.4. HB Application Procedures.

A5.4.1. The MPF counsels all members 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 members must either apply or decline to apply for a HB assignment no later than 15 days after their initial relocation interview. This allows HQ AFPC sufficient time to process the request and make an early determination on the application, and allows the member time to make plans accordingly. It also allows the MPF enough time to publish and release PCS orders. Members apply for a HB by using the application in **Figure A5.1.** Members must read this application closely as it thoroughly explains their entitlements and what they agree to in return for a HB assignment.

A5.4.2. The MPF Personnel Relocations Element submits HB applications via the PDS using PTI 550 procedures according to AFCSM 36-699 on members with a PDD 90 or more days in the future. If a member is within 90 days of the projected departure date (PDD), HB choices are submitted by message to the appropriate assignment OPR. MPFs 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 member's PDD, the MPF should immediately contact the assignment OPR.

A5.4.3. Members receive HB consideration only once, and a HB application takes priority over a FO application and is considered first.

A5.4.4. Based on the possible mission impact, Wing Commanders review HB applications submitted by senior NCOs. This review requirement may be delegated to Group level, but the Wing Commander must sign a recommendation to disapprove a HB assignment application or request. A disapproval recommendation must be fully justified and the senior NCO allowed to submit a statement on his or her behalf. The complete application is then forwarded to the parent MAJCOM. The MAJ-

COM/DP will make a recommendation and forward the complete application to HQ AFPC/DPAPP1 for a final determination.

A5.5. HB General Information.

A5.5.1. Entitlements. **The MPF must advise members that a HB application cannot be used to deny a member PCS entitlements.** The application is a voluntary agreement by the member not to use PCS entitlements in exchange for advance assignment consideration. If, after approval of a HB assignment, the member must use a PCS entitlement he or she originally agreed not to use, that entitlement cannot be denied; however the HB assignment may be canceled.

A5.5.1.1. Some members have personal requirements which may preclude them from entering into an agreement not to use PCS entitlements. If participating in the HB program would cause a financial or personal hardship, members are encouraged to use their PCS entitlements and not participate in this program. Exceptions to allow members to use their entitlements and receive advance assignment consideration will not be considered. Such exceptions to HB criteria would give a few members 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 a member is married to another military member and will serve an unaccompanied OS tour of 15 months or less, the member 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. Members with approved OS HB assignments who desire to have dependents remain in the OS area must comply with the requirements outlined in AFI 36-3020, *Family Member Travel*.

A5.5.4. PCS Orders. The MPF **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 member's HB agreement or advise the MPF to cancel.

A5.5.5. Notification of Approval or Disapproval of HB Applications. When the MPF receives the HQ AFPC decision on a HB application, it produces three copies of the approval/disapproval notification. Give one copy to the member, file one copy in the UPRG (see AFI 36-2608, *Military Personnel Records System,* **Attachment 2**), and place one copy in the relocation folder. If the member declines participation in the HB/FO program file the "Home-Basing and/or Follow-on Program Assignment Application" in the UPRG and include the following statement in item 24 of the member'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. A member applies for a four month or longer extension of their OS tour. The MPF updates the extension request and in the transaction remarks indicates the member 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 member has a HB assignment which requires an adjustment to the RNLTD per paragraph **2.27.** Also, members who extend their short OS tour may require additional retainability for the HB assignment--verification of retainability is required.

A5.5.6.2. A member 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 not later than 150 days prior to member'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 member 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 MPF must immediately notify HQ AFPC/DPAPP1 and the assignment OPR by message, with an information copy to the losing and gaining MAJCOM. An assignment made under the HB program may be involuntarily canceled when:

A5.5.7.1. A member relocates dependents and/or ships or stores HHGs at government expense (for reasons other than being denied continued occupancy of government owned or controlled quarters), or

A5.5.7.2. A member 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. Members 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 members 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 members 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, members 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, members 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 kind of 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 within 15 days of the initial PCS relocation briefing (or notification of IPCOT/COT approval). A member unable to meet the 15 day suspense 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.

A5.8. FO Restrictions/Limitations.

A5.8.1. In exchange for advance assignment consideration, members participating in the FO program must agree not to use their entitlements to relocate their dependents and HHGs to a place other than the FO location, claim DLA (for a move to other than the FO location), or store HHGs at government expense. Any claim against the government for the relocation of dependents or shipment of HHGs to other than the FO location, for storage of HHGs, or for DLA will result in cancellation of the FO assignment. 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 HHGs 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 and DLA must not be claimed.

A5.8.1.2. Members denied continued occupancy of government-owned or controlled quarters may move their dependents and HHGs 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. Since storage of HHGs at government expense is not allowed under the FO program, members should not ship HHGs 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). By not establishing a household, storage of the HHGs will be required, but is not authorized under the FO program. Doing so may result in cancellation of the FO assignment.

A5.8.3. Members may ship HHGs to the unaccompanied short tour location as shown in AFI 24-502 when required to reside off-base and when otherwise eligible as determined by TMO. When HHGs shipment is authorized, the member may retain the FO assignment without a waiver. The losing MPF verifies the requirement to live off-base through the ZEUS file 09YCOV4/JFTR/JFTR_TBL, or by contacting HQ AFPC/DPSFM.

A5.8.4. Members 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 member'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 who arrive in a foreign country in advance of the member's arrival in PCS status. Also, these dependents cannot obtain or retain command sponsorship, and the member 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, members must acknowledge these circumstances and provide convincing evidence of their ability to cope in their request for an exception. The MPF will forward the request to HQ AFPC/DPAPP1 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 MPF counsels all members 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 members must either apply or decline to apply for a FO assignment no later than 15 days after their initial relocation interview. This allows HQ AFPC sufficient time to process the request and make an early determination on the application, and allows the member time to make plans accordingly. It also allows the MPF enough time to publish and release PCS orders. Members apply for a FO by using the application in **Figure A5.1.** Members must read this application closely as it thoroughly explains their entitlements and what they agree to in return for a FO assignment.

A5.9.2. The MPF Personnel Relocations Element submits FO applications via the PDS using PTI 550 procedures according to AFCSM 36-699 on members with a PDD 90 or more days in the future. If a member is within 90 days of the PDD, FO choices are submitted by message to the appropriate assignment OPR. MPFs 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 member's PDD, the MPF should immediately contact the assignment OPR.

A5.9.3. Members receive FO consideration only once so it is in their best interest that they provide the maximum number of choices in priority sequence. Members may apply for up to 8 CONUS locations (either bases, states, or locales) and up to 8 OS locations (bases or countries), which the MPF updates in the PTI 550 "AMU Remarks." If both CONUS and OS locations are indicated, OS preferences will be considered first. Remember that if a member applies for both HB and FO, the HB request is considered first. For members of military couples, see paragraph **A5.10.2.** below.

A5.10. FO General Information.

A5.10.1. Entitlements. **The MPF must advise members that a FO application cannot be used to deny a member PCS entitlements.** The application is a voluntary agreement by the member not to use PCS entitlements in exchange for advance assignment consideration. If, after approval of a FO assignment, the member must use a PCS entitlement he or she originally agreed not to use, that entitlement cannot be denied; however the FO assignment may be canceled.

A5.10.1.1. Some members have personal requirements which may preclude them from entering into an agreement not to use PCS entitlements. If participating in the FO program would cause a financial or personal hardship, members are encouraged to use their PCS entitlements and not participate in this program. Exceptions to allow members to use their entitlements (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 members 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 member 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 member's FO preferences will be considered for both members at that time. A requirement must exist for both members.

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. (Airmen Only). Members 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 6 years TOS or more as of the DEROS (month/year) of the member returning from OS. The CONUS spouse's join spouse intent code must be "A" or "B" and the PTI 550 application must contain in the Remarks section: "Follow-On and Join Spouse Request-6 Years TOS."

A5.10.2.4. (Airmen Only). Members 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 PTI 550 application must contain in the Remarks section: "Follow-On and OS Join Spouse Request."

A5.10.3. Approved FO Assignment to any OS Location. Members 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*. <u>All dependents must be medically cleared for government funded travel prior to the member's departure to the unaccompanied short tour location</u>. In addition, members who desire to relocate dependents and/or ship HHGs to an OS FO location must be counseled in detail by the MPF and TMO on how the SOFA may impact unaccompanied dependents and HHGs in the OS area.

A5.10.4. PCS Orders. The MPF **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 MPF to cancel.

A5.10.5. Notification of Approval or Disapproval of FO Applications. When the MPF receives the HQ AFPC decision on a FO application, it produces three copies of the approval/disapproval notification. Give one copy to the member, file one copy in the UPRG (see AFI 36-2608, *Military Personnel Records System,* **Attachment 2**), and place one copy in the relocation folder. If the member declines participation in the FO program file the "Home-Basing and/or Follow-on Program Assignment Application" in the UPRG and include the following statement in item 24 of the member'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 member when:

A5.10.6.1. A member applies for a four month or longer extension of their OS tour. The MPF 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 member has a FO assignment which requires an adjustment to the RNLTD per paragraph **2.27.** Also, members 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. A member 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 member 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 MPF must immediately notify HQ AFPC/DPAPP1 and the assignment OPR by message, with an information copy to the losing and gaining MAJCOM. An assignment made under the FO program may be involuntarily canceled when:

A5.10.7.1. A member relocates dependents and/or ships HHGs 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 HHGs at government expense (for reasons other than being denied continued occupancy of government owned or controlled quarters), or

A5.10.7.2. A member 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 Assignments Program.

(Appropriate Letterhead)

MEMORANDUM FOR MSS/ (OFFICE SYMBOL) (date)

FROM: (Name and functional address symbol)

SUBJECT: 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 entitlement to move my dependents and household goods (HHGs) at government expense; however, as a consideration of receiving a home-basing or follow-on assignment, I agree not to use these entitlements 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 assignment 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 HHGs at government expense, but I may ship HHGs at personal expense, and

c. **not** store HHGs in nontemporary storage at government expense (***NOTE:*** **See paragraph 7d 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, and

b. **not** claim Dislocation Allowance (DLA) unless I'm moving my dependents to the follow-on location.

c. **not** ship HHGs at government expense to other than the follow-on location (and only if I or my agent will accept delivery of my HHGs upon their arrival at the follow-on location), but I may ship HHGs to any desired location at personal expense, and

d. **not** store HHGs in nontemporary storage at government expense (***NOTE:*** **See paragraph 7d 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

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 HHGs may be moved at government expense **only** within the same city, town, or metropolitan area as prescribed by the JFTR, paragraph U5355-C.

b. if I take any action contrary to the above agreements without **prior** HQ AFPC/DPAPP1 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. 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 HHGs 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 spouse 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 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 Entitlement Fact Sheet

(Signature of applicant) **(date)**

(Signature of MPF 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 not** desire to apply for either program and I understand I will not have another opportunity to apply at a later time.

(Signature of member) **(date)**

(Grade, Name, SSN)

(Signature of MPF official) **(date)**

(Grade, Name, Title)

NOTE: After member signs, file a copy in the UPRG according to AFI 36-2608, attachment 2.

(Following is required for disapproved requests)

HQ AFPC disapproval of the member's request for home-basing or follow-on assignment arrived on (date). Member was notified on (date).

(Signature of MPF official) **(date)**

(Grade, Name, Title)

Figure A5.2. HB/FO Entitlement Fact Sheet.

HB/FO Entitlement 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 entitlements associated with the PCS. According to the *Joint Federal Travel Regulations*, **all members** selected for a dependent restricted tour or an unaccompanied short tour are authorized to relocate their dependents, claim Dislocation Allowance (DLA), and ship and/or store HHGs to any place in the CONUS as designated by the member. Members may also relocate dependents, and ship and/or store HHGs 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, members must apply for dependent travel in accordance with 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 MPF to the appropriate MAJCOM 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 program you must agree **not** to use your PCS entitlements to relocate dependents, claim DLA, and ship and/or store HHGs at **government expense**. By electing to participate in the FO program, you must agree **not** to use your PCS entitlements to relocate dependents, claim DLA, and ship HHGs (except to the FO location), or store HHGs 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 entitlements. Members may take any of the actions concerning movement of dependents/HHGs at personal expense without risking cancellation of an approved HB or FO assignment. (***EXCEPTION*:** Single members, single member parents, and members of a military couple who will serve concurrent but separate unaccompanied short tours may store HHGs 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 MPF for clarification.

If you receive an approved FO assignment you may move your dependents and HHGs to the FO location at **government expense**, as well as claim 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 HHGs at your **own expense,** and not claim 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 entitlements as outlined in the first paragraph rather than participate in the FO program.

If you do move your dependents and HHGs 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 a member 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 HHGs 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 a member'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 HHGs 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 HHGs 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 MPF Personnel Relocations Element for additional counseling prior to applying for a HB or FO assignment. It is essential you understand all entitlements 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. These provisions do not apply during periods of war or national emergency declared by Congress.

A6.2.2. Members must be at least 18 years of age to serve in a hostile fire or imminent danger area.

A6.2.3. 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.

A6.2.4. Assignment to duty in a designated hostile fire or imminent danger area is shared as equitably as practical by all similarly qualified members, 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.

A6.2.5. Assignment includes TDY or PCS.

A6.2.6. Only the member may initiate a request for deferment or reassignment. A request may not be initiated by someone on behalf of a member.

A6.2.7. 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 a hostile fire or imminent danger area. 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.

A6.2.8. For this policy, a member's family members are:

A6.2.8.1. 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.

A6.2.8.2. 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.

A6.2.8.3. Spouse.

A6.2.8.4. Natural child.

A6.2.8.5. Legally adopted child.

A6.2.8.6. 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.

A6.2.8.7. 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.

A6.2.8.8. 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.

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. Members will submit requests to their unit commander.

A6.4. Commander Actions. Commanders will assist members 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 member to other than hazardous duty. If this is not possible, a commander may temporarily assign (TDY) a member out of the designated area. When commanders recommend approval, they will forward requests to the member's servicing MPF.

A6.5. MPF Actions. MPFs will provide guidance to members on their request and assist commanders as needed. Upon receipt from a commander of a request recommended for approval, the MPF will review and forward to the member's MAJCOM. For approved requests, the MPF will update assignment limitation code (ALC) "6," Family Member Restriction (Hostile Fire Area) per **Table 2.2.**.

A6.6. MAJCOM Actions. MAJCOMs (or equivalent) may disapprove requests which do not meet the criteria for approval. When a request merits approval, the MAJCOM (or equivalent) approves it and advises the MPF and directs update of ALC "6." As applicable, the MAJCOM will direct or request termination of TDY, request reassignment or request cancellation of an assignment from the assignment OPR. MAJCOMs (or equivalent) may request assistance from HQ AFPC/DPWC, Casualty Matters, in verifying the status of family members.

A6.7. Exceptions. MAJCOMs (or equivalent) may submit exception to policy requests they recommend be approved to HQ AFPC/DPAPP1. HQ AFPC may disapprove requests for exception or submit those which merit approval through channels to DoD for final approval/disapproval.

A6.8. General Provisions for Members Hospitalized. Members 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. Members reassigned under this provision will be eligible for subsequent hostile fire tours. Members may return voluntarily to a hostile fire area earlier if they are medically qualified. This provision does not apply to members 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 MPF/(OFFICE SYMBOL) (date)

FROM: (Functional address symbol)

SUBJECT: 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 MPF 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

Attachment 7

DELETED.

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 AF members 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 members 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 **Attachment 7**).

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 a member of any US Reserve or Guard component but is not serving on extended active duty.

A8.3.2. If your spouse is a member of any US Reserve or Guard component who is on active duty for training, or on active duty to fill a specific Reserve or Guard 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 a member of the US 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 member 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. A member 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 member. ***NOTE:*** In the event both members should receive assignments (regardless of how it occurred) to the same or adjacent dependent-restricted locations, the MPF will reclama the assignment of the member 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 (airmen, 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. When your spouse's reassignment was the result of a self-initiated voluntary request under either the **CONUS assignment exchange** program (**Attachment 10**) or the **expanded permissive reassignment** program (**Attachment 10**). ***NOTE:*** Applications for these type assignments may be submitted simultaneously by both members of a military couple. However, if only one member of a military couple desires this type assignment consideration, his or her join spouse intent code must be “H” in order to be considered for either of these programs. A member who proceeds on one of these assignments does so with the understanding he or she created the family separation. Join spouse

assignment will not be considered until a 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 eligible under some other assignment program.

A8.3.11. Based on intended/planned marriages.

A8.3.12. 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).

A8.3.13. Your spouse is a member of the military service of a foreign country.

A8.4. Documenting Marriages of Military Couples. The AF Form 1048, **Military Spouse Information**, is the primary document used to record the marriage of a military couple and contains the SSN and military status of the spouse. The AF Form 1048 must be completed as soon as possible following the marriage of two military members (including an AF member's marriage to a US Reserve or Guard member even though subsequent join spouse assignment may not be authorized). It is self-explanatory and completed in original only (typewritten or pen, as long as it is legible). Information captured in the PDS from the AF Form 1048 identifies the member as part of a military couple and can be used by commanders in identifying personnel required to document dependent care arrangements according to AFI 36-2908, *Family Care Plans*.

A8.4.1. The MPF must verify the marriage from the marriage certificate at the time the initial AF Form 1048 is completed. The MPF updates the required information from the AF Form 1048 in PDS and files the form in the UPRG. Any change in marital or military status must be reported to the MPF 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 the same locations as assignment preferences. They should maintain periodic contact with their respective assignment officers and ensure their join spouse intent code remains current.

A8.5.2. Airmen. When currently assigned to the same location (provided neither has been selected for PCS), completion of the AF Form 1048 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 completing the AF Form 1048. Improper completion or failure to complete the form jeopardizes join spouse assignment opportunities. **Join spouse assignment desires indicated on the AF Form 1048 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 AF Form 1048 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. 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. ***NOTE:*** If one member of the couple elects this code the PDS will automatically update the spouse's code to "H" to preclude erroneous join spouse consideration.

A8.5.2.1. When an airman is selected as the most eligible nonvolunteer 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 member 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, it **is not** used for OS returnees. Because of the many variables involved, such as unique grade and AFSC combinations, return join spouse assignments are hand-matched. 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. For enlisted militar couples who desire CONUS or OS assignment consideration in conjuction 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 nonvolunteer 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 a volunteer for OS, special duty assignment, and so forth, the spouse can request to withdraw his or her volunteer statement and, if approved, the projected assignment is canceled.

A8.5.2.4.3. If the spouse is selected as the most eligible nonvolunteer 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 member's stabilized tour location.

A8.5.2.5. When members 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 members 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, in limited circumstances as outlined in paragraph **A5.10.2.2.** (for CONUS) and **A5.10.2.3.** (for OS), assignment consideration in conjunction with the assignment follow-on program to a location other than the spouse's current location may be requested.

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. Completion of the AF Form 1048 provides join spouse assignment consideration for enlisted members as provided in paragraph **A8.6.2.** Some situations require members 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 AF member 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 members marry while assigned to separate locations. Provided both meet PCS eligibility criteria, either member may apply. Regardless who applies, military requirements dictate which member is reassigned, or

A8.6.1.3. When the marriage occurs after the assignment selection of one or both members. Members 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. Members who marry en route should report to the nearest AF installation and make application immediately after marriage. The MPF 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 a member 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 MPF for help in applying for join spouse assignment. The servicing MPF makes sure that:

A8.6.2.1. Members meet all PCS eligibility criteria and understand all assignment conditions.

A8.6.2.2. Members are counseled on their entitlements to dependent travel, shipment of household goods, and any other information related to the PCS.

A8.6.2.3. Members 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 AF member'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 MPF will ensure member 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 MPF checks eligibility, suspenses a copy of the application, and transmits the request through PDS to the assignment OPR using PTI 550 procedures. An information copy of the request is sent by PTI 550 to the parent MAJCOM.

A8.6.3.1.1. Refer to AFCSM 36-699, volume I, chapter 5 for PTI 550 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 MPF by PTI 517 and disapproval by PTI 52T.

A8.7. Approval Guidelines. Join spouse assignments are usually approved when the eligibility criteria are met by both AF members and assignment is consistent with the needs of the AF (based primarily on grade and AFSC). Because of variable qualification factors, officer join spouse assignments can be more difficult. At times, all face limitations and restrictions which govern each individual case and sometimes approval may not be possible. 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 members 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/DPAPP1, 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 members have dependents, when assignment is to an OS location where an accompanied tour is authorized, follow the dependent travel request procedures according to AFCSM 36-699, Volume 1 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 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) OS location where an accompanied tour is authorized must each 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, include in the remarks section of the PCS orders "Assignment is to join spouse" regardless of the assignment action reason (AAR). This will ensure proper household goods weight entitlement and 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 MPF by PTI 517 and disapprovals by PTI 52T.

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 member'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 MPF places both members 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 MPF will not update AAC 32.

A8.9.1. When members are being assigned PCS to separate locations in proximity and will establish a joint household, the MPF/DPMAE contacts the MPF/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/DPAPP1 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 military members. Requests must be fully justified and forwarded through appropriate command channels to HQ AFPC/DPAPP1 unless directed otherwise in this instruction.

Figure A8.1. Sample Application for Join Spouse Assignment.

(Appropriate Letterhead)

MEMORANDUM FOR UNIT COMMANDER Date

FROM: (Functional Address Symbol)

SUBJ: 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 (Airman)		
CURRENT UNIT:		
DATE OF MARRIAGE:		

2. Desired RNLTD:

3. Dependent Data (other than spouse): My spouse and I have _____dependents who (are) (are not) usually residents in our household and (will) (will not) accompany us on the desired assignment.

4. I certify that:

a. I have been advised of my entitlements to dependent travel, 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.

5. **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 (airmen 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: MPF/DPMAR

1. Recommend (approval) (disapproval).

2. Member (does) (does not) meets quality control reasons as outlined in AFI 36-2110, *Assignments*. Specific justification why assignment should be approved required if member does not meet standards.

3. Additional Comments:

Attachment

Signature of Commander

(Typed Name, Grade, USAF)

MPF 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)

(MPF Representative)

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 member'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. Member. 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 members 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 MPF (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 MPF and then to the parent MAJCOM for further consideration.

A9.3.3. MPF. Reviews requests and verifies PCA/PCS eligibility and when the commander recommends disapproval, forwards the request to the parent MAJCOM for further consideration.

A9.3.4. MAJCOM.

A9.3.4.1. Considers intracommand assignments for aircrew PCS requests.

A9.3.4.2. Forwards aircrew PCS requests which cannot be resolved when the commander has recommended disapproval to the assignment OPR.

A9.3.5. Assignment OPR. Makes a final determination on any request received.

Figure A9.1. Sample Request for Aircrew Family Assignments.

(Appropriate Letterhead)

MEMORANDUM FOR MPF/(office symbol) (date)

FROM: (functional address symbol)

SUBJECT: 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: MPF/(Office Symbol)

Recommend approval. (Give specific rationale if you recommend disapproval.)

(signature)

(unit commander signature block)

Attachment 10

PERMISSIVE PCS ASSIGNMENT PROGRAM (LIEUTENANT COLONELS AND BELOW AND ALL AIRMEN)

A10.1. General Information. DoD prescribes only one set of PCS eligibility policies and procedures. Any program the AF has must exist within the framework of PCS policies and procedures DoD prescribes. This is one reason why, even for permissive PCS, there are minimum TOS and retainability requirements, members incur a PCS ADSC, and other PCS eligibility requirements apply. The expanded permissive and CONUS assignment exchange, which apply only for CONUS-to-CONUS moves, are permitted within strict parameters and any TOS or retainability waivers require the same originator and approval levels as do funded moves. A permissive PCS is one where the member agrees to pay all expenses involved or associated with the move. However, a member's willingness to PCS at their own expense is not the sole basis for approving a permissive PCS. If the PCS is approved, all travel time (including house hunting) used during the move is charged as ordinary leave. A member of a military couple who desires to participate in either of these programs must have join spouse intent code "H" (join spouse not desired), and include the statement of understanding required for paragraph 4 of **Figure A10.1.** and **Figure A10.2.**

A10.1.1. Conditions for Approval of Expanded Permissive PCS. Requests may be approved when the assignment OPR determines:

A10.1.1.1. There are no members in a mandatory PCS status to fill the particular requirement, and

A10.1.1.2. Manning at the losing base is above the established (normal manned) CONUS manning level and will remain above normal with the loss of the member (there is no requirement for a backfill), and

A10.1.1.3. Manning at the requested base is below the established (normal manned) CONUS manning level and will remain below normal with the gain of the member and not exceed 100 percent, and

A10.1.1.4. Officers. The experience level at the current and requested base support the reassignment and the position is consistent with the officer's professional development.

A10.2. Expanded Permissive Reassignment Eligibility Criteria. To apply, members must be assigned in the CONUS and:

A10.2.1. If a career officer or career airman, have at least 2 years, 5 months TOS (or be within 7 months of expiration of an AAC (other than quality control), and at least 3 years TOS before PCS departure.

A10.2.2. If a noncareer officer or first-term airman, have at least 1 year, 5 months TOS (or be within 7 months of expiration of an AAC (other than quality control), and at least 2 years TOS before PCS departure.

A10.2.3. Not have an assignment selection date.

A10.2.4. Not be vulnerable for involuntary OS assignment selection. *NOTE:* ODSD and STRD waivers may be requested at the time of application.

A10.2.5. Meet all PCS eligibility criteria.

A10.2.6. Have or be able to obtain the PCS retainability required by **Table 2.5.**

A10.2.7. Not be an OS volunteer or have any other voluntary assignment application pending.

A10.3. Expanded Permissive Application Procedures/Limitations.

A10.3.1. Officers apply for expanded permissive reassignment using AFAS guidelines and **Figure A10.1.**.

A10.3.2. Airmen may list up to 8 CONUS preferences (bases or locales) and apply for expanded permissive reassignment in one of two ways. They may use **Figure A10.1.** and submit a "hard copy" application or use PC-III to initiate an automated expanded permissive application located under "In-System Assignment Request." Using PC-III to apply will automatically flow the application electronically to the commander for coordination.

A10.3.3. If an initial request is disapproved, the member may reapply for different bases at any time. A member may not reapply for the original choices earlier than 6 months from the date of disapproval.

A10.4. Commander Actions on Expanded Permissive Requests. Commanders review applications and either recommend approval or disapprove the request (disapproving the request requires specific justification). Returns disapproved requests to the member. For officers, the commander will also be involved in the LCIP process. For those recommended for approval, hard copy applications are forwarded to the MPF for further processing. For PC-III applications, commanders must access the Office Automation (OA) environment under "Incoming Coordination," mark the appropriate recommendation box, and then electronically forward the application to the MPF for further processing.

A10.5. MPF Actions on Expanded Permissive Requests.

A10.5.1. Reviews eligibility of the applicant.

A10.5.2. Updates hard copy expanded permissive applications via PDS by updating PTI 550. For PC-III applications, accesses the OA environment under "Incoming Coordination," and completes the coordination. Ensures requests for waiver (if necessary) are included in the application. Completing the coordination in PC-III will automatically generate the PTI 550 and a source document at the member's CSS. Refer to AFCSM 36-699, chapter 5, for further updating procedures.

A10.5.3. Upon receipt of assignment instructions for approved requests, ensures special orders reflect the PCS cost identifier code of "M," Reassignment Without Fund Allocation. Indicates in the remarks section of the special order that the PCS is at no cost to the government, and that travel time and house hunting will be charged as ordinary leave.

A10.6. MAJCOM Actions on Expanded Permissive Requests. MAJCOMs may provide input, as deemed appropriate, to the assignment OPR on any request for permissive reassignment.

A10.7. Assignment OPR Actions on Expanded Permissive Requests.

A10.7.1. Approves or disapproves expanded permissive PCS requests.

A10.7.2. Advises members of the final decision via the PDS.

A10.7.3. Will not change a funded PCS to a permissive PCS, nor a permissive PCS to a funded PCS.

A10.7.4. Does not authorize a member on a permissive PCS to perform funded TDY en route.

A10.8. Requests to Cancel an Approved Expanded Permissive Reassignment. Once a request for expanded permissive PCS is approved, member's are expected to continue with the move even if the assignment is no longer desired. A request for cancellation or release from the move must be based on circumstances which occurred after approval and be submitted to HQ AFPC/DPAPP1 as an exception according to paragraph **1.5.**

A10.9. Conditions for Approval of CONUS Assignment Exchange PCS. Requests may be approved when the assignment OPR determines:

A10.9.1. Both members are similarly qualified.

A10.9.2. Both the gaining and losing commanders agree to the exchange.

A10.10. CONUS Assignment Exchange Eligibility Criteria. To apply, members must be assigned in the CONUS and:

A10.10.1. If a career officer or career airman, have at least 2 years, 5 months TOS (or be within 7 months of expiration of an AAC (other than quality control), and at least 3 years TOS before PCS departure.

A10.10.2. If a noncareer officer or first-term airman, have at least 1 year, 5 months TOS (or be within 7 months of expiration of an AAC (other than quality control), and at least 2 years TOS before PCS departure.

A10.10.3. Not have an assignment selection date.

A10.10.4. Not be vulnerable for involuntary OS assignment selection. ***NOTE:*** ODSD and STRD waivers may be requested at the time of application.

A10.10.5. Meet all PCS eligibility criteria.

A10.10.6. Have or be able to obtain the PCS retainability required by **Table 2.5.**

A10.10.7. Not be an OS volunteer or have any other voluntary assignment application pending.

A10.10.8. The member must "find" another member at a CONUS base who wants to exchange assignments and who meets all eligibility criteria. Officers must be the same grade, specialty, and similarly qualified. Airmen must be the same grade, specialty, skill level, and both must possess the same SEI if an SEI requirement applies to a requested assignment. ***EXCEPTION:*** A different 3-level suffix for airmen in grade A1C in an AFSC that drops the suffixes at the 5-level is not a disqualifying factor for the exchange.

A10.11. CONUS Assignment Exchange Application Procedures/Limitations.

A10.11.1. Officers apply for CONUS assignment exchange using AFAS guidelines and **Figure A10.2.**.

A10.11.2. Airmen apply for CONUS assignment exchange in one of two ways. They may use **Figure A10.2.** and submit a "hard copy" application or use PC-III to initiate an automated CONUS assignment exchange application located under "In-System Assignment Request." Using PC-III to apply will automatically flow the application electronically to the commander for coordination.

A10.12. Commander Actions on CONUS Assignment Exchange Requests. Reviews applications and either recommends approval or disapproves the request (disapproving the request requires specific justification). Returns disapproved requests to the member. For officers, the LCIP is considered complete upon the commander's recommendation of approval. For those recommended for approval, hard copy applications are forwarded to the MPF for further processing. For PC-III applications, commanders must access the Office Automation (OA) environment under "Incoming Coordination," mark the appropriate recommendation box, and then electronically forward the application to the MPF for further processing.

A10.13. MPF Actions on CONUS Assignment Exchange Requests.

A10.13.1. Reviews eligibility of the applicant they service.

A10.13.2. When commanders at the gaining and losing stations agree to the exchange, the MPF servicing the member whose (last) name occurs first in alphabetical order is responsible for processing the requests to the assignment OPR. Also, sends an information copy to each person's MAJCOM and to the servicing MPF of the other person.

A10.13.3. Updates hard copy CONUS assignment exchange applications via PDS by updating PTI 550. For PC-III applications, accesses the OA environment under "Incoming Coordination," and completes the coordination. Ensures requests for waiver (if necessary) are included in the application. Completing the coordination in PC-III will automatically generate the PTI 550 and a source document at the member's CSS. Refer to AFCSM 36-699, chapter 5, for further updating procedures.

A10.13.4. Upon receipt of assignment instructions for approved requests, ensures special orders reflect the PCS cost identifier code of "M," Reassignment Without Fund Allocation. Indicates in the remarks section of the special order that the PCS is at no cost to the government, and that travel time and house hunting will be charged as ordinary leave.

A10.14. MAJCOM Actions on CONUS Assignment Exchange Requests. MAJCOMs may provide input, as deemed appropriate, to the assignment OPR on any request for permissive reassignment.

A10.15. Assignment OPR Actions on CONUS Assignment Exchange Requests.

A10.15.1. Approves or disapproves requests for CONUS assignment exchange.

A10.15.2. Advises members of the final decision via the PDS.

A10.15.3. Disapproves a request based on either member's OS vulnerability.

A10.15.4. Will not change a funded PCS to a permissive PCS, nor a permissive PCS to a funded PCS.

A10.15.5. Does not authorize a member on a permissive PCS to perform funded TDY en route.

A10.16. Request to Cancel an Approved CONUS Assignment Exchange Assignment. Once a request for a CONUS assignment exchange is approved, both members are expected to continue with the move even if the assignment is no longer desired. A request for cancellation or release from the move by one or both members must be based on circumstances which occurred after approval and be submitted to HQ AFPC/DPAPP1 as an exception according to paragraph **1.5.**

Figure A10.1. Sample Request for Expanded Permissive PCS.

(Appropriate Letterhead)

MEMORANDUM FOR unit commander (date)

FROM: (functional address symbol)

SUBJECT: Expanded Permissive PCS Request

1. I, (last name, first name, MI), (grade), SSN, (DAFSC for officers; CAFSC for airmen), (unit of assignment), (MAJCOM), request an expanded permissive PCS as outlined in *AFI* 36-2110, *Assignments,* to one of the bases listed below, listed in order of preference. Request a reporting date of (date).

2. My personal data is in the attached Records Review (RREV) RIP. I submit the following additional information for consideration. (Reason(s) desiring PCS.)

3. I carefully read the provisions of AFI 36-2110, *Assignments,* **Attachment 10**, and agree to all conditions associated with approval of PCS. If approved, I understand the requested PCS is at no expense to the government and that travel time and house hunting in connection with the PCS is charged as ordinary leave. I certify I have sufficient funds to defray all expenses in conjunction with PCS.

4. (Include this paragraph for a member married to another military member who does not desire join spouse (intent code "H") regardless if currently assigned jointly.) I understand join spouse assignment is not authorized in conjunction with permissive PCS and I confirm I do not desire join spouse assignment. I understand that my PCS request is voluntary. Therefore, if my application is approved, further PCS of my spouse or myself between these same two locations will not be authorized except under humanitarian or EFMP conditions which do not exist at this time.

Atch Signature of member

RREV RIP (typed name, grade, USAF, SSN)

1st Ind (unit commander) (date)

TO: MPF/(office symbol) (if recommended for approval) or Member (if commander disapproves)

I reviewed the request for expanded permissive PCS submitted by (grade and name of requester) and recommend approval. I concur with the requested reporting date.

OR

I disapprove your request for expanded permissive PCS. The rationale for disapproval is: (the commander must advise the member of the specific reason(s) for disapproval).

Atch Signature of commander

RREV RIP (typed signature block)

cc: MPF/(office symbol)

Figure A10.2. Sample Request for CONUS Assignment Exchange Permissive PCS.

(Appropriate Letterhead)

MEMORANDUM FOR UNIT COMMANDER (date)

FROM: (functional address symbol)

SUBJECT: CONUS Assignment Exchange Permissive PCS Request

1. I, (last name, first name, MI), (grade), SSN, (DAFSC for officers; CAFSC for airmen), (unit of assignment), (MAJCOM), request approval of a permissive PCS to exchange CONUS assignment with another member. Your concurrence with this request to PCS is contingent upon my locating someone who agrees to exchange assignments with me, and your acceptance of that person as my replacement. Request a reporting date of (date).

2. The MPF reviewed my request and I meet PCS eligibility criteria. The attached Records Review (RREV) RIP shows personal data. I submit the following additional information for consideration. (Reason(s) desiring PCS.)

3. I carefully read the provisions of AFI 36-2110, *Assignments,* **Attachment 10**, and agree to all conditions associated with approval of PCS. If approved, I understand the requested PCS is at no expense to the government and that travel time and house hunting in connection with the PCS is charged as leave. I certify I have sufficient funds to defray all expenses in conjunction with this request.

4. (Include this paragraph for a member married to another military member who does not desire join spouse (intent code "H") regardless if currently assigned jointly.) I understand join spouse assignment is not authorized in conjunction with permissive PCS and I confirm I do not desire join spouse assignment. I understand that my PCS request is voluntary. Therefore, if my application is approved, further PCS of my spouse or myself, between these same two locations will not be authorized except under humanitarian or EFMP conditions which do not exist at this time.

Attachments Signature of member

1. RREV RIP (typed name, grade, USAF, SSN)

2. Cys last 3 OPRs or EPRs

1st Ind (unit commander)

TO: (member)

I reviewed your request and concur contingent upon my acceptance of the member who agrees to exchange assignments as your replacement. I concur with the requested reporting date.

OR

I disapprove your request to submit a CONUS assignment exchange permissive PCS. The rationale for disapproval is: (the commander must advise the member of the specific reason(s) for disapproval).

Attachments n/c Signature of unit commander

(typed signature block)

2d Ind (Member)

TO: (unit commander of member with whom desiring exchange)

1. (grade, last name, first name, MI), a member of your command, agrees to a CONUS assignment exchange permissive PCS, contingent upon your acceptance of me as his or her replacement.

2. Request you review the attached documents and determine if I am acceptable as a replacement. (add any additional remarks.)

Attachments: (signature of member)

1. RREV RIP

2. Cys last 3 (OPRs or EPRs)

3d Ind (proposed gaining commander)

TO: (Local servicing MPF if commander recommends approval, or Member, if commander disapproves)

1. (Commander agrees.) (grade, name, SSN, unit of assignment, MAJCOM, DAFSC for officers, CAFSC for airmen) is acceptable under the CONUS assignment exchange permissive PCS program as replacement for (grade, name, SSN) with RNLTD not later than (date).

NOTE. The MPF either forwards the request to the MPF of the member they do not service, or retains it and waits for receipt of the request submitted by the member they service, depending on which MPF will submit the requests to the assignment OPR based on the members' last names.

2. (Commander does not agree.) I considered your request to replace (grade, name, SSN) and I do not concur with the exchange. I base my decision on (the commander must advise the member of the reason(s) for disapproval).

Attachments n/c (signature of unit commander)

(typed signature block)

Attachment 11

SOLE SURVIVING SON OR DAUGHTER ASSIGNMENT RESTRICTION

A11.1. Purpose. The sole surviving son or daughter assignment restriction restricts an eligible member 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. Eligibility Criteria. Members currently engaged in combat may request reassignment to duties not involving combat and/or those members 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. A sole surviving son or daughter is a service member 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. A member who is an only child (only son or only daughter), in itself, does not qualify a member for the sole surviving son or daughter assignment restriction.

A11.2.7. The parent through whom a member seeks to qualify does not need to be living, but the member must meet the criteria of sole surviving son or daughter, natural or adopted, of that parent.

A11.2.8. Requests may not be submitted on behalf of a member by his/her family or other persons.

A11.3. Member's Request. Members who want the assignment restriction and who meet the criteria in paragraph **A11.2.** must submit a request as shown in **Figure A11.1.** and provide the complete information required.

A11.3.1. If the documentation required to accompany member's request is not readily available, the MPF will assist the member 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 para-

graph **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. Members may decide not to request the sole surviving son or daughter assignment restriction. Also, a member who has received approval of the restriction may request waiver of the restriction, in writing, through the unit commander to the MPF commander. Requests for waiver will be approved upon request by the MPF commander with information to the unit commander. A member who enlists, reenlists or extends his or her period of active duty after the date of notification of the family casualty which qualified him or her for the restriction, will be considered as having waived the protective assignment provisions. A member 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 MPF commander.

A11.4. Commander's Action. Commanders will review requests and may consider restricting duties while the member'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. Questionable cases should be forwarded to the MPF for further review.

A11.5. MPF Action. When an MPF receives a request from the commander, the MPF will review eligibility and ensure all required information is included and as expeditiously as possible forward to the MPF commander for approval or disapproval. The MPF commander may disapprove requests when the eligibility criteria in paragraphs **A11.2.** is not met. Questionable cases should be forwarded to HQ AFPC/DPAPP for resolution. Upon approval, the MPF notifies the member's commander and directs immediate placement of the member in ALC J. If the member's present status (TDY or PCS) is in conflict with the assignment restriction, then the member's commander will take appropriate action. If PCS is required, the MPF will advise the appropriate assignment OPR, with information to the member's parent MAJCOM, and request immediate assignment instructions. If PCS is disapproved for some reason, the assignment OPR will advise the parent MAJCOM, MPF commander and unit commander and include the reason(s) for disapproval. The MPF will return any original documents for member's retention.

A11.6. Assignment OPR Action. When advised by the MPF that an MPF commander has approved a member's request and PCS is necessary to comply with the assignment restriction, assignment OPRs will obtain waivers of PCS eligibility if necessary and immediately provide PCS instructions consistent with the needs of the AF and the sole surviving son or daughter assignment restrictions.

A11.7. MPF Action Upon Approval. Upon approval by the MPF commander, the MPF will update ALC J which will automatically update DAC 61. The MPF will notify the member, in writing, and have the member acknowledge approval, in writing. The notification of approval must advise the member of both waiver provisions (the automatic waiver provision and the member's waiver provision after approval) and of the reinstatement provisions. File a copy of the approval correspondence and member's written acknowledgment in the UPRG. After approval, should a member later request, in writing, to waive the sole surviving son or daughter assignment restriction, the MPF commander may approve the waiver and will advise the member's unit commander. Attach a copy of the waiver approval to the original restriction approval correspondence and file in the member's UPRG. The MPF will advise the member's unit commander of the approved waiver and remove ALC J and DAC 61. Should the member 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 MPF will process the member for PCS as required.

A11.8. Following are some examples of situations which do meet the criteria to qualify as a sole surviving son or daughter:

A11.8.1. 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.

A11.8.2. 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.

A11.8.3. An active duty member 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.

A11.9. Following are some examples of situations which **do not** meet the criteria of sole surviving son or daughter:

A11.9.1. 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.

A11.9.2. 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.

A11.9.3. There are 3 children in a family, two sons and a daughter. One son and the daughter are members of the AF. 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.

Figure A11.1. Sample Request for Assignment Restriction or Reassignment-Sole Surviving Son or Daughter Status.

(Appropriate Letterhead)

MEMORANDUM FOR MPF/(office symbol) (date)

FROM: (functional address symbol)

SUBJECT: Request for Sole Surviving Son or Daughter Assignment Restriction

1. As outlined in AFI 36-2110, *Assignments,* **Attachment 11**, request I be authorized the sole surviving son (or daughter) assignment restriction. Request I not be assigned to duties involving actual combat. *Further, request I not be assigned PCS or TDY to a designated hostile fire or imminent danger area.

*(If currently assigned TDY or PCS to a designated area, substitute the following sentence: Further, request I be reassigned from the designated hostile fire or imminent danger area to which I am currently assigned in (indicate if in PCS or TDY) status.)

2. I submit the following information in support of my request:

a. Name and service number or SSN of the family member who meets the criteria shown in paragraph **A11.2.** and on whose death, disability, or captured or missing-in-action status the request is based.

b. Your relationship to the family member.

c. When the request is based on a parent, include history of the parent's marital status and date of marriage(s) and name of spouse(s).

d. Attach a notarized statement from a parent that there are no other living male children (in case of sole surviving son) or female children (in case of sole surviving daughter), natural or adopted. When it is not possible to obtain a parent's statement, then a notarized statement from a family member or other person with first hand knowledge is acceptable.

e. Name and address (if deceased, so state).

f. If death occurred while the person was on active duty in the military service, furnish a copy of DD Form 1300, **Report of Casualty**, or other official report of death published by the military service concerned. If death occurred after the person was released from active duty, furnish a doctor's statement or death certificate or for those permanently 100 percent physically or mentally disabled, then furnish a statement from the Veterans Administration. The documentation should show that death or disability was in the line of duty.

g. For people captured or in missing-in-action status, furnish verification from the respective US Armed Service.

Attachments (signature)

(type name, grade, USAF, SSN)

1st Ind (unit commander)

TO: MPF/CC or member

I have reviewed the request for sole surviving son or daughter assignment restriction and recommend approval. Member's current status is: (State member's status. If member is assigned duties involving actual combat or is assigned (PCS or TDY) to a designated hostile fire or imminent danger area, include details on what action was taken or pending in conjunction with the member's request to be removed from duties and/or the area).

OR

I have reviewed the request for sole surviving son or daughter assignment restriction and your request is disapproved. Reason for disapproval is: (the commander must advise the member of the specific reason for disapproval. Disapproval should be limited to factors dealing with whether or not the eligibility criteria is met).

Attachments

(signature of unit commander)

(typed signature block)

Attachment 12

THREATENED PERSON ASSIGNMENTS (TPA)

A12.1. General Information. This assignment program rapidly removes the military member and his or her dependents from a life threatening situation. Threats of bodily harm or death must have been made against the military member or his or her 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.) only CONUS locations are used for this program.

A12.2. Processing Guidelines. The TPA program is not a MPF, unit commander, or member-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 MPF Commander, the Security Forces Commander, AFOSI representative, the Staff Judge Advocate (SJA), and the member's immediate commander to assess the case and determine appropriate action.

A12.2.2. Decides whether to move the individual immediately to ensure his or hersafety by sending the person TDY until they resolve the threat, or until receipt of assignment instructions. Do not use permissive TDY 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.

A12.2.4. Decides if reassignment is necessary and provides full facts and circumstances to HQ AFPC/DPAPP1 through AFOSI secured message channels for assignment determination. Do not use normal message traffic to request a TPA.

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 Air Force member has custody of a child and an ex-spouse (parent) has court-directed visitation rights, the Air Force cannot withhold the child's location from the ex-spouse.

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 member'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 member from performing duty in his or her 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. Member's assignment preferences.

A12.3. HQ AFPC/DPAPP1 Actions.

A12.3.1. Approves or disapproves the reassignment request. When approved, obtains assignment information from the assignment OPR.

A12.3.2. Provides assignment information to the losing/gaining MPF Commanders by AFOSI secured means.

A12.4. Losing MPF Actions. Process TPAs according to the following instructions:

A12.4.1. The MPF Commander, or his or her 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 member during out-processing and advise the threatened member to report directly to the gaining MPF Commander immediately upon arrival at the new duty station. Exercise care when forwarding personnel documents between MPFs (OPRs, EPRs, UIFs, etc.).

A12.4.2. Do not take any PDS loss action. If the threatened member does not report by RNLTD, the gaining MPF Commander or trusted agent will notify the losing MPF Commander or trusted agent who initiates no-show action. Publish orders according to instructions in AFI 37-128, *Administrative Orders* and AFI 36-2102, *Base-Level Relocation Procedures,* as some items are intentionally left blank.

A12.4.3. For personnel being assigned to a GSU, mail the Field Personnel Record Group (FPRG) to the gaining MPF/MSP, marked "for MPF Commander eyes only."

A12.5. Gaining MPF Actions. Process TPAs according to the following instructions:

A12.5.1. The MPF Commander, or his or her 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 member during in-processing. Exercise care when requesting personnel documents between MPFs (OPRs, EPRs, UIFs, etc.).

A12.5.2. **Must take** unprojected force gain action (PTI 204) according to AFCSM 36-699 since approved TPAs are not updated/projected in the PDS.

A12.5.3. **The MPF 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/DPAPP1.**

A12.6. Unit Commander Actions. The losing commander notifies the gaining commander, in writing, of the full facts and circumstances surrounding the assignment, and any job-related or personal behavior problems the member may have.

Attachment 13

DELETED.

Attachment 14

VOLUNTARY STABILIZED BASE ASSIGNMENT PROGRAM (VSBAP) (AIRMEN ONLY)

A14.1. Purpose. This program provides 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, and Los Angeles AFB CA (including Fort MacArthur CA). Upon approval, airmen assigned to Grand Forks or Minot AFB 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 2 years, 5 months TOS to apply and at least 3 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 in one of two ways. They may use **Figure A14.1.** and submit a "hard copy" application or use PC-III to initiate an automated VECAP application located under "In-System Assignment Request." Using PC-III to update preference(s) will automatically flow the application electronically to the commander for coordination.

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 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. Hard copy applications are forwarded to the MPF for further processing. For PC-III applications, commanders must access the Office Automation (OA) environment under "Incoming Coordination," mark the appropriate recommendation box, and then electronically forward the application to the MPF for further processing.

A14.5. MPF Actions.

A14.5.1. Reviews eligibility of applicant.

A14.5.2. Updates hard copy applications via PDS by updating PTI 550. For PC-III applications, accesses the OA environment "Incoming Coordination," and completes the coordination. Completing the coordination will automatically generate the PTI 550 and a source document at the member's CSS. Refer to AFCSM 36-699, chapter 5, 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 5-year tour after completing 3 years on the VSBAP assignment. Requests for cancellation must be fully justified, endorsed by the commander, and forwarded through the MPF to the MAJCOM/DPAA. The MAJCOM is the final approval/disapproval authority.

A14.7. MAJCOM Actions.

A14.7.1. Reviews and provides a recommendation to HQ AFPC/DPAPP1 when an airman on an approved VSBAP changes CAFSCs for any reason (other than promotion). VSBAP approval levels will be reviewed to preclude exceeding levels in the new CAFSC.

A14.7.2. Provides recommendations for approval on all in-place VSBAP requests, or disapproves the request if disapproval is in the best interest of the AF. ***NOTE:*** MAJCOMs may delegate (in writing) disapproval authority to wing or senior tenant commanders.

A14.7.3. Approves or disapproves an airman's voluntary request for cancellation of an approved VSBAP assignment or curtailment of the 5-year tour after the airman completes 3 years on the VSBAP assignment. Advises the HQ AFPC assignment OPR to remove the AAC 41 on approved requests for curtailment.

A14.8. Assignment OPR Actions.

A14.8.1. Approves or disapproves applications based on manning. (Limits Los Angeles AFB to 50 percent of authorizations in each AFSC.)

A14.8.2. Considers the applicant's OS tour history and vulnerability.

A14.8.3. Ensures airmen have or are eligible to obtain 24 months retainability.

A14.8.4. 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.

A14.8.5. Considers exceptions for an assignment in an awarded AFSC (other then CAFSC) only when world wide and local manning supports.

A14.8.6. Updates PTI 517 for approvals when PCS in involved and PTI 455 for in-place VSBAP.

A14.8.7. Updates AAC 41 with appropriate 4 or 5 year DOA from DAS when PCS in involved or 4 or 5 year DOA from date of approval for in-place VSBAP.

A14.8.8. Updates PTI 52T for disapproved requests.

A14.8.9. Removes AAC 41 when notified of a MAJCOM approved curtailment.

Figure A14.1. Sample Application for VSBAP Assignment.

(Appropriate Letterhead)

MEMORANDUM FOR UNIT COMMANDER (date)
MPF/(OFFICE SYMBOL)
IN TURN

FROM: (functional address symbol)

SUBJECT: Application for VSBAP Assignment

1. I (last name, first name, MI), (grade), (SSN), (CAFSC), (PAFSC and (or) AFSC, if different from CAFSC), (CONUS stabilized tour DOA, when appropriate), volunteer for reassignment to (list VSBAP location(s) desired). I desire this reassignment to be effective (month and year).

2. I will, if appropriate, extend my enlistment to obtain the required 24 months' service retainability for PCS.

3. I understand that if this application is approved, the 5-year residency deferment may be withdrawn if such factors as base closure, unit deactivation, weapon systems transfer, or loss of authorization require my reassignment.

4. (First-term airmen only.) I understand that my VSBAP application, if approved, will render me ineligible for later first-term BOP consideration.

5. If you disapprove my application due to manning, I (do) (do not) request my application stay on file at HQ AFPC/DPAA for periodic reconsideration (for up to 6 months).

(signature of applicant)

(typed name, grade, USAF, SSN)

1st Ind, (unit commander) (date)

TO: MPF/officer symbol

1. Recommend (approval) (disapproval)

2. Airman is eligible for PCS assignment.

(signature of commander)

(typed name, grade, USAF)

Attachment 15

OVERSEAS TOUR EXTENSION INCENTIVE PROGRAM (OTEIP) (AIRMEN ONLY)

A15.1. Purpose. To save PCS funds by providing specific incentives, as authorized by Congress and the SAF, to 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 (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 AFSC designated by the SAF.

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 member would not be eligible for OTEIP for the period of time necessary to support the accompanied tour length.

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*. The CSS must 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. Submit this type of request by message to HQ AFPC/DPAPP1 with an information copy to the assignment OPR and parent MAJCOM.

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:*** CSS's should not request DEROSO RIPs for OTEIP eligible personnel out-of-cycle (manually). Manually requested DEROSO RIPs do not pass the same PDS edits and will not reflect the OTEIP options.

A15.5.1.1. The DEROSO RIP must be signed by the member and commander, and then forwarded to the MPF within 30 days from the day it was produced. The MPF **must** update and process OTEIP requests. CSS' do not have the capability of updating OTEIP requests (Y1, Y2, Y3) through PC-III, they only have the capability of updating normal extensions with DEROS reason "EV". Therefore, CSS' should never update extensions for OTEIP eligible personnel.

A15.5.2. Commanders, MAJCOMs, 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 the MAJCOM or HQ AFPC. For example, an airman serving an OTEIP extension until November 1998 has his AFSC withdrawn for cause in May 1998. In this case, the DEROS will remain November 1998 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 MPF must immediately notify HQ AFPC/DPAPP1 by message (with an information copy to both the assignment OPR and MAJCOM), 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 the MAJCOM or 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 MAJCOM or 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/DPAPP1.

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/DPAPP1 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 MPF, through the parent MAJCOM, to the assignment OPR.

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 MPF to HQ AFPC/DPAPP1 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. Command Sponsorship. Airmen applying for command sponsorship if obligated to serve additional time to meet requirements of command sponsorship, the member is not entitled to OTEIP for the additional extension period. If no additional time is required to comply with current tour, the member may apply for OTEIP. If the member 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 member 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 **Attachment 7**), or mission changes that prevent completion of the extension. Requests for cancellation after entry must be processed and approved by HQ AFPC/DPAPP1 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 lists 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 at the MPF, CSS, or on the HQ AFPC World Wide Web page: (**http://www.HQ AFPC.af.mil**).

A16.2. What EQUAL is not. 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. 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. Working with the OS MAJCOMs, 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 with the CONUS MAJCOMs to identify those CONUS locations where manning requirements exist. There is one CONUS requirement identified for each OS returnee. 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 3.14.**

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 3.3.** and **Table 3.4.**

A16.4.2. OS returnees should use the OS Returnee 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).

PrimaryReporting 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 Cycle Schedule.

DEROS Months	Allocations	Advertising	Match Cycle
Aug/Sep/Oct	Mar	Apr	May
Nov/Dec/Jan	June	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). Members 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 through the MPF, the CSS, or on the HQ AFPC World Wide 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 PC-III at either the CSS or MPF, or through the worldwide web. 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.

A16.9. 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 nonvolunteers 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 use AF Fm 675, Airman Requisition for Departmental-Joint Activities. 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. Airmen who decline to obtain the required service retainability for the SDA will be processed according to paragraph **2.29.** Having declined, airmen 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.

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 nonvolunteers 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 nonvolunteer 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 (VECAP, VSBAP, etc.). (Airmen **may** volunteer for normal OS assignment on their AF Form 392 and volunteer for a SDA at the same time).

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 EP3s.

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 AFMAN 36-2108, 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 PC-III at their CSS or MPF, 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 nonvolunteer. 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 MPF 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 ad.

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 a properly processed AF Form 392. 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 via PC-III or by submitting an updated AF Form 392.

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 functional community of the servicing MAJCOM for initial consideration. Upon review and validation by the functional com-

munity, the request will be provided to the MAJCOM/DPAA for further consideration. If the request is approved by HQ AFPC, it will be placed on EQUAL-Plus for advertisement.

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 MAJCOM/DPAA for further consideration. Since requests of this nature usually necessitate a manning point change, they must be forwarded to HQ AFPC/DPAAS2 for further processing and final disposition.

Attachment 17

AIR FORCE ASSIGNMENT SYSTEM (AFAS) (OFFICERS - LT COL AND BELOW)

A17.1. Purpose. The primary goal of the AFAS is simple--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, for the most part, 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 a Preference Worksheet. 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 HQ AFPC World Wide 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 their preference worksheet reviewer may use this listing to aid in completing preference worksheets, 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. Preference Worksheet.. The worksheet is the key document officers use to document and make their personal assignment preferences known, and by the officer's preference worksheet reviewer to document and make known recommendations for the officer's next assignment to his or her HQ AFPC Officer Assignment team. The worksheet is available through the HQ AFPC World Wide Web Page or as a "hard copy" form. The hard copy version is to be used only as an exception in cases where an officer does not have internet capability. In either case, reviewers must complete their portion of the form before it will be accepted by HQ AFPC.

A17.4.1. When to Submit a Preference Worksheet. Officers can submit a worksheet at any time, but only the most recent is kept on file. It is very important to have a current worksheet on file if eligible

for reassignment. Otherwise assignment teams will not have an officer's preferences available for consideration when making assignments. Not having a worksheet will not preclude reassignment action.

A17.4.2. What to List the Preference Worksheet. Section I of the worksheet contains routine identification information on. Section II is the area where the officer makes known his or her assignment preferences. The worksheet can tell the HQ AFPC assignment team whether the type of duty or the location is the officer's overriding goal. The officer can list up to five preferences in Section II, using either a wide range of preferences, very specific preferences, or a combination of both. Section III allows the officer to provide additional comments which may clarify or add to the preferences listed in Section II. Section IV is where the officer's preference worksheet reviewer makes his or her comments. It is important for the AFAS' success that reviewers include an accurate, honest assessment of the officer's qualifications and overall suitability to perform the duties he or she prefers, or the duties recommended. Remember, the worksheet is neither a promotion recommendation nor an OPR--it will only be used for assignment purposes.

Attachment 18

SWAP ASSIGNMENT PROGRAM, OS RETURNEES (AIRMEN ONLY)

A18.1. Purpose. To allow an airman returning from OS to change (SWAP) their CONUS assignment with another returning airman who also wants an assignment SWAP.

A18.2. Who is Eligible for a SWAP? Only airmen:

A18.2.1. In grade TSgt and below who are returning from OS, and

A18.2.2. Whose DEROS is in the same 3-month period as shown in **Attachment 16**, paragraph **A16.6.** (OS Returnee Cycle Schedule), and

A18.2.3. Whose grade, (including projected grade), and CAFSC (seven positions) match, and

A18.2.4. Who have the same SEI, if either CONUS assignment requires an SEI.

A18.3. Who is Not Eligible for a SWAP?

A18.3.1. Officers, MSgts (including selectees) and above.

A18.3.2. Airmen with a voluntary COT assignment.

A18.3.3. Airmen with an assignment to a selectively manned activity.

A18.3.4. Airmen who are projected for separation or retirement.

A18.3.5. Airmen with a MAJCOM-initiated assignment, a Humanitarian/EFMP assignment, a FO or HB assignment, or a join-spouse assignment.

A18.3.6. Airmen who do not have a DEROS within the same 3-month period as shown in **Attachment 16**, paragraph **A16.6.**

A18.3.7. Airmen who do not meet quality control criteria as outlined in paragraph **2.40.**

A18.3.8. Airmen who are projected for formal school training.

A18.4. Application Procedures.

A18.4.1. An airman wishing to participate in the SWAP program must, upon receipt of his or her CONUS assignment, submit an AF Form 392 listing up to eight specific bases, locales, states, or areas to the MPF. 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.

A18.4.2. Airmen must enter the following statement on the reverse side of the AF Form 392: "I am applying for a CONUS Assignment SWAP. I understand this application constitutes a waiver of the 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."

A18.4.3. The MPF, in-turn, updates a PTI 550 transaction as outlined in AFCSM 36-699, chapter 5. This automatically triggers a computer search at HQ AFPC in an attempt to match your request with another airman who wants a SWAP.

A18.4.4. Applicants are notified of approval or disapproval about 60 days before DEROS.

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	A	B	C
	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 in accordance with 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 member's position. If the current organization or member'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 Wash 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 SecDef.
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. A member 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 **Table 3.1.**), and election of such a tour is not restricted (for example, by grade or by a CSPL). The member accomplishes this election by completing and signing AF Form 965, **Oversea Tour Election Statement**. A copy of the form is filed in the member's UPRG and assignment relocation folder. The purpose of the form is to record the member's choice of OS tour and their understanding of the entitlements associated with their choice. Choosing an accompanied tour requires the member serve the usually longer accompanied tour length which, in turn, affects the amount of service retainability and/or ADSC associated with their election. Members 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) is being requested after arrival OS, or within 15 calendar days of the reply to an advance application for CCTVL. Members must not be permitted to receive or use any of the entitlements associated with travel of dependents (or command sponsorship) without the full prescribed retainability. Members 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. Members undecided or uncertain whether or not they want to be accompanied by dependents should be advised to elect the accompanied tour. Members 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 a member who does not have dependents, or when there is no accompanied tour length authorized at the OS location (see **Table 3.1.**), or when there is an accompanied tour length authorized at the location but the member 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 member'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.

A20.1.4. When CCTVL of dependents is not automatic, the losing MPF will send an advance application requesting CCTVL per AFCSM 36-699. The member is advised by the MPF of reply and is then required to make a tour election. A reply to the advance application must be received before the member signs the AF Form 965. This advance request and reply does not take the place of the AF Form 1466, **Request for Family Member'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 members have the needed information to make a tour election. If the dependents are not cleared for travel, the MPF will counsel the member on options outlined in **Attachment 7**, 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 member is entitled to move dependents at government expense only to the OS location. When it is determined at what time dependents will actually be authorized to travel, the OS MPF will issue dependent travel orders with appropriate instructions, or

A20.1.4.3. Twenty weeks or more, in which case the member 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 MPF 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. Before departure on PCS: A member 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 a member who acquires dependents before departure on PCS. See **Table 3.7.** for approval authority. A member who delays notifying the MPF of a change in status or when the change occurs too close to member'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 a member 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 any problem would exist in reimbursing the member 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 member's previous tour election or requiring the member make an election (for example, the member 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, members who marry another military member who has dependents and when the military couple wants to be assigned to the same location, they must not wait until arrival at their next duty station. Although the circumstances vary, it is not practical for an MPF to attempt to assist members 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 ser-

vice 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 a member en route PCS requests assistance from an MPF 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.**; members must not wait until arrival at the next duty station. ***NOTE:*** If a member is considering movement of dependents at personal expense (including to the OS area), they should be counseled by the FSO to determine if, per the JFTR, any problem would exist in reimbursing the member 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 3.8.** Normally the MPF can approve a request when dependents and/or HHGs 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 member'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 member at the OS duty station. See the JFTR, Appendix A, for definitions of dependents. Provided they meet the eligibility criteria, members will be given every opportunity to be granted command sponsorship. While a member 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 a member who has dependents at the time of initial PCS notification and who elects the accompanied tour, approval of command sponsorship entitles a member to receive OS station allowances at the "with dependents" rate, shipment of HHGs 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 HHGs 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 member'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 members and approves command sponsorship when the member satisfies all of the following eligibility criteria:

A20.2.1.1. The member is projected to be assigned (or is currently assigned) to a duty location where an accompanied by dependents tour is authorized (see **Table 3.1.**), election of the accompanied tour is not restricted (such as by a Command Sponsored Position List (CSPL), by grade, etc.), and the member 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: 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, will be authorized station allowances as members "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 member completing at least the unaccompanied OS tour length. This also applies to an employee of the United States stationed in the respective area. These entitlements apply whether or not the member 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.** When a request for command sponsorship does not involve travel of dependents at government expense to the OS duty station, this criterion does not apply.

A20.2.1.3. Adequate dependent support can be provided by local facilities if travel of dependents at government expense is involved. When a member has dependents and requests travel at government expense to the OS duty station, an AF Form 1466 must be processed according to AFI 36-3020, *Family Member Travel*. However, when travel of dependents at government expense is not requested (for example, travel was at the member's expense), or the member is not entitled to travel of dependents at government expense (for example, dependents were acquired after member's arrival OS), 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 must include 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 or need for medically-related services incident to an individualized education plan (IEP), or early intervention services incident to an individualized family service plan (IFSP). Identification of dependents who qualify under the EFMP ensures the member 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 counsel members in advance on what they can anticipate in the event of a medical emergency. Members with dependents with serious or life threatening medical conditions which cannot be treated locally should reconsider their decision to have dependents reside with them at the OS duty station. Installation commanders will then use the information and recommendations received to form the basis for approving a member's request, or for recommending it be disapproved by the appropriate authority (see paragraph **A20.2.3.**).

A20.2.1.4. The member possesses or is eligible to obtain the required service retainability and serve the ADSC associated with the accompanied tour length. Members who are ineligible to obtain retainability are ineligible for command sponsorship. It is not considered denial of command sponsorship when a member cannot satisfy the retainability requirements for approval of command sponsorship.

A20.2.2. After arrival OS, approval of a member's request for command sponsorship results in an adjustment of DEROS as shown in **Table 3.9.** A tour election change is not 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. Airmen serving on an unaccompanied extended long OS tour who request and receive command sponsorship must serve the accompanied tour length plus 12 additional months.

A20.2.3. Revoking or denying command sponsorship to a member who meets all of the eligibility requirements may only be authorized by the SAF. Command sponsorship may not be disapproved due

to quality control problems of either the member or dependents, based on manning, or based on the criteria normally considered for OS tour extension requests. A request to revoke or deny command sponsorship must be originated by the installation commander (for example, when local facilities are inadequate to care for a dependent with a serious medical condition but no travel of dependents at government expense is involved) with information copy to the MPF. 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 member, and/or dependents. Requests will be forwarded to the MAJ-COM/DPA for a recommendation of approval or disapproval and forwarded to HQ AFPC/DPAPP1. HQ AFPC/DPAPP1 will make a recommendation and forward to AF/DPF, who will also make a recommendation and forward to SAF for a final decision.

A20.2.4. Members 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. A member'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 member'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 HHGs at the present time, and whether dependents and/or HHGs were shipped to present location at government expense or member's expense.

A20.2.4.6. If applicable, place to which the government last paid for movement of dependents and/or HHGs 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 member'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) should be included. Requests which do not include an AF Form 1466 may preclude the installation commander or designated representative from making a determination on the member's request.

A20.2.5. When a member requests command sponsorship (and change of tour status from unaccompanied to accompanied) and as outlined in **Table 3.8.** has used the government transportation entitlement for his or her family and/or HHGs, then the member must submit a request through the installation commander or designated representative with the information required by paragraphs

A20.2.4., through the MAJCOM/DPA for a recommendation to HQ AFPC/DPAPP1. HQ AFPC/DPAPP1 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 member chose the unaccompanied tour and/or moved either dependents or HHGs at government expense, was due to official AF actions. The member must show that an official AF action caused the use of transportation entitlements and, had it not been for the AF's action, it would clearly have been the member'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 a member to use his or her transportation entitlements.

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 a member 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. A member 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 member's expense, may again have the dependents command sponsored provided the sponsor (member) 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.

A20.2.9. A member who early returns command sponsored dependents as a result of divorce may have newly acquired dependents command sponsored. It is not necessary for the member 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.

A20.2.10. The effective date of approval of command sponsorship is the date approved 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.

A20.3. 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 member'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 member's current OS tour (such as by marriage, adoption, etc.). See the *JFTR*, Appendix A, for definition of acquired dependents. This term does not include persons dependent upon the member before the start of member's current OS tour. The tour status of members with individually sponsored dependents or acquired dependents is not automatically changed from unaccompanied to accompanied, nor are dependents automatically granted command sponsorship. When a member wants command sponsorship of individually

sponsored or acquired dependents, he or she must submit a request in accordance with 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 member 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 (AIRMEN 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 both the gaining and losing MAJCOM and the MPF through either the PDS, by message, or by CRT gram. 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 nonvolunteers, reverse the order of the list so the junior nonvolunteer is selected first and the senior nonvolunteer 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 via PTI 729 no later than the end of the fourth week of training. Immediately after classification, they will schedule and update via PTI PM4 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/DPAAS2 by message or e-mail as soon as possible after the class has been activated.

A21.3. MPF Student Assignment Section.

A21.3.1. The MPF will notify the student, through the unit commander, of the assignment within 5 duty days after receipt. The MPF 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 member 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 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 MPF student assignment section not later than 4 workdays after the student is notified of his or her assignment.

A21.6.2. The MPF reports SWAP requests by message, CRT, or e-mail within 3 duty days to the assignment OPR for processing. The MPF 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 member's assignment was changed the other would continue to the swapped assignment).

A21.6.4. The assignment OPR will within 3 duty days process the request for a SWAP and either approve and update the PDS, or contact the MPF/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 the assignment OPR in the same manner described above by the MPF servicing the training location. (***NOTE:*** Both MPFs will maintain a copy of the SWAP request of each member and the MPF servicing the member 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 AFI 36-2110, *Assignments,* **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 using PTI 550, utilizing the AMU 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. Members with a PDD within 150 days from ASD should have their preferences forwarded to the assignment OPRby message, CRT, 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.

A21.7.6. TRW's can utilize available microfiche files (PBT 196) to identify locations which have 3-level authorizations throughout the world.

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 MPF student assignment sec-**

tion to prevent student departure. If the commander determines the member is about to depart the base, notify the MPF 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 MPF regarding a request, it is elevated to the next higher level of command until resolved.

A21.9.7.1. MPFs 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 MPF 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 member, in writing. This notification is provided to the MPF 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 an AF Form 1048 has been completed and updated in the PDS, 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 complete an AF Form 1048 and 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 MPF verifies the airman's eligibility, update PDS, suspenses a copy of the application, and notifies the assignment OPR via message, CRT gram, or e-mail (info spouse's MPF, if applicable). Notification should include the following information on each member:

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 MPF."

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/DPAAD6 provides the MPF the final decision via message, CRT, or E-mail. The MPF uses this authority to reassign students. Students must not depart until the MPF 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 or entry into a program (weight management, etc.) 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/DPAPP1.

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 invluntary hold status.MPFs must ensure that SCI nomination packages are forwarded to the Defense Investigative Service (DIS) by the local Security Police Investigative Office.

A21.12.2. Non-US citizens are not matched against assignments that have a security clearance requirement.

A21.12.3. MPFs 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 servethe 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 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, Control Roster, or Weight Management) will normally be disapproved. The gaining commander can administer these actions. Members 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 a member's assignment that actually causes the member'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 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 MPF Commander who will provide HQ AFPC/DPAPP1 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. Members returning must in-process through the MPF. 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 member's return, the MPF (Personnel Employment Section) will gain the member back to file with a PTI 205. The original orders must be rescinded with a statement in the remarks that the member was ordered to return to the losing base (CONUS base) from their leave address (state location) by the commander. The MPF 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 MPF sends a message or e-mail to 2AF/XPAC with an information copy to HQ AFPC/DPAAS2 (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 (Officers and Airmen)*. 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 member 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 MPF and the assignment OPR of the reclassification AFSC and course data. The assignment OPR will update the CAFSC and the MPF will update the PAFSC, and DAFSC to the new AFSC using PTI SCH in PDS. If training is at an alternate location, HQ AFPC 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 HQ AFPC 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 AIRMEN)

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. Upon release from assignment to the MTF, members 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 members 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 member 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 member is "assigned" using unprojected gain procedures provided in AFCSM 36-699.

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 member 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 entitlements members may accrue may be different for each kind of PCS.

A22.4.4. Because relocation is involved, MPFs assist those agencies directing the PCS and in processing the member for PCS.

Attachment 23

IC 2003-1 TO AFI 36-2110, ASSIGNMENTS

9 JUNE 2003

SUMMARY OF REVISIONS

The changes outlined are incorporated in interim change (IC) 2003-1 (**Attachment 23**.) The changes (**Table 4.2.**, rules 9 through 12) exempt members from deployments for six months after returning from an O/S unaccompanied short tour (**Table 4.2.**, rules 9-12.) This change also increases the waiver authority from the commander to the MAJCOM/CV and indicates deployment availability code 57 must be updated by the PRU function (**Table 4.2.**, note 5 and 6). The change to **Table 3.9.**, rules 1 and 2, column B and the addition of note 3, restates guidance previously documented in AFR 39-11, *Airman Assignments.* Members reporting OS prior to their RNLTD month will have a DEROS established based on their original RNLTD month (**Table 3.9.**, rules 1 and 2, column B, note 3.) The change to **Table 3.3.** is the addition of note 4. Note 4 references **Table 3.14.** which provides additional guidance on the match priority within the short tour returnee category (**Table 3.3.**, note 4) The change to paragraph **2.43.** adds a reference, AFI 36-2302, *Professional Development (Advanced Academic Degrees and Professional Continuing Education).* The change to paragraph **2.41.1.1.** corrects procedural guidance and the office of responsibility for officers eliminated from flying training or technical training (paragraph **2.41.1.1.**) **Figure 2.3.** and **2.4.** correct and deletes office symbols on the example messages (**Figure 2.3.** and **Figure 2.4.**) The change to paragraph **2.40.3.7.** corrects the reference to AFI 36-2406, *Officer and Enlisted Evaluation System* (paragraph **2.40.3.7.**) The change to **Attachment 4**, paragraph **A4.1.2.** deletes low cost provisions (**Attachment 4**, paragraph **A4.1.2.**). See the last attachment of the publication, IC 2003-1, for the complete IC. A bar (/) indicates revision from the previous edition.

OPR: HQ AFPC/DPAPP2 (Mr V. Blackstone)

Supersedes: AFI 36-2110,1 February 2000.

Certified by: HQ AFPC/DPA (Col Christopher Miller)

2.40.3.7. AAC 19, Members 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 member's DOA (AAC 19 expiration date) is after the projected departure, except for mandatory PCS (see attachament 1) the member is ineligible to proceed on assignment. In addition, 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**).

2.41.1.1. Operations Officers (Rated and Nonrated). Within 5 workdays of being advised by the unit commander, that an operation officer has been disqualified for aviation service according to the process shown in AFI 11-402, the servicing MPF will notify the member's parent MAJCOM operations officer assignment function. The notification will contacin the information shown in **Figure 2.3.** When the disqualification is for medical reasons (Aviation Service Code "03"), include HQ AFPC/DPAMM as an addressee and include the diagnosis, prognosis, date of hospitalization, injury or illness and any limitations or restrictions on duty assignment. Identify the message as UNCLAS FOUO (Sensitive Data). The MAJCOM will review the officer's AFSC and location preferences, commander's comments and within 5 work days advise HQ AFPC/DPASF of recommended utilization and assignment. Within 5 work days of receipt of the MAJCOM's recommendation, HQ AFPC/DPASF (or other assignment OPR when appropriate) will provide assignment instructions.

Figure 2.3. Sample Message for Reporting of Disqualified Officers.

SERVICING MPF/DPA_//

PARENT MAJCOM/DPAO_//

INFO HQ AFPC/DPASF//

UNCLAS

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

THE FOLLOWING INFORMATION IS SUBMITTED IN ACCORDANCE WITH AFI 36-2110, PARA **2.41.**

A. CURRENT DAFSC:

B. REASON FOR DISQUALIFICATION: (INCLUDE ALL PERTINENT INFORMATION PER PARA **2.41.**)

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 2.4. Sample Message for Reporting of Officer Flying Training or Technical Training Eliminee.

SERVICING MPF/DPA_//

HQ AFPC/DPASF//

INFO HQ AETC/DOT_/DPAOS// (For Flying Training eliminees only)

UNCLAS

SUBJ: FLYING TRAINING (OR TECHNICAL TRAINING) ELIMINEE

1. GRADE, NAME, SSN:

2. 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:

5. OFFICER'S REMARKS AND PHONE NUMBER:

6. MPF POC.

2.43. Advance Academic Degree (AAD) Assignment (Officers). This paragraph implements DoD Directive 1322.10 and AFI 36-2302, *Professional Development.* 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, a waiver must be requested and approval granted to delay fulfilling the 3 year AAD assignment requirement until the second assignment after graduation. Assignment OPRs, MAJCOMs, 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 waiver to delay AAD assignment has been granted, any change in duty position of the officer requires the advance approval of the assignment OPR. 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 waiving the requirement to serve 3 years in an AAD position. The requirement to serve 3 years in an AAD position is in addition to an ADSC requirement (see AFI 36-2107, table 1.6), or mandatory utilization requirement (see paragraph **2.41.**). 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. A waiver 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 a waiver must be granted. As stated above, at this time consideration should be given to permanently waiving the requirement to be assigned to an AAD position.

Table 3.3. Priority for OS Long Tour Selection.

PRIORITY	A	B	C
	If members 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		

PRIORITY	A	B	C
	If members are (see note 1)	**and assigned to a duty location**	**then, select for long tours in order of (see note 2)**
10	nonvolunteers	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	nonvolunteers		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 airmen only.

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

Table 3.9. Award and Adjustment of DEROS.

RULE	A	B	C
	If the member	**then (see notes 1 and 2)**	**and MPF 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 C ON 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 3.10.**, **Table 3.11.** or **Table 3.13.**		adjust the DEROS when authorized or submit a request for DEROS change per **Table 3.10.**, **Table 3.11.**, or **Table 3.13.**

RULE	A	B	C
	If the member	**then (see notes 1 and 2)**	**and MPF must**
6	has their DEROS involuntarily extended according to **Table 3.12.** (also see paragraph **3.10.**)		adjust the DEROS when authorized or submit a request for DEROS change when required by **Table 3.12.** 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	adjust the DEROS.
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 3.6.** 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 3.13.**)	on request by the member, adjust the DEROS according to **Table 3.13.**

***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.

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

RULE	A	B	C	D	E	F	G
		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)	
	If a person is (see note 1)	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		

RULE	A	B	C	D	E	F	G
		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)**	
	If a person is (see note 1)	**more than**	**less than**	**more than 30 calendar days before DOS or PCS**	**less than 30 calendar days before DOS or PCS**	**Yes**	**No**
9	assigned in the CONUS or OS, and was assigned from an unacompanied short tour, or unaccompanied CONUS-isolated station	6 months (see notes 5 & 6)		X		X.	
10					X		X (see note 4).
11			6 months (see notes 5 & 6)	X			
12					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 mobility positions upon arrival on station and they may remain against a mobility 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. Deployment Availability Code (DAV) 57 must be update IAW AFI 10-403 by PRU.

RICHARD E. BROWN III, Lt General, USAF

DCS/Personnel

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 members 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 a member 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. Members 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 member'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 members being assigned from the CONUS.

A4.2. COT Consideration.

A4.2.1. To receive consideration for a COT, members 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 preference worksheet.

A4.2.3. Airmen. Airmen volunteer for a COT by updating OS preferences in the PDS. 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 3.3.** and **Table 3.4.** Intratheater COTs are more economical than intertheater and receive consideration ahead of intertheater COTs regardless of the order or preference.

A4.3.2. Airmen. 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 with information copy to the MAJCOM. 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 MPF 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 MPF reclamas the assignment upon receiving the denial of CCTVL.

A4.4.2. Officers. See paragraph **2.12.**

A4.4.3. Airmen. Airmen may submit a request for release from a COT based on a change of volunteer status (this does not delay the requirement for airmen to obtain COT retainability). See paragraph **2.12.** This type request will usually be approved if sufficient lead time exists to select a replacement (150 or more days from RNLTD). In these requests the MPF uses PDS to reclama the COT assignment. A reclama request made within 150 days of the RNLTD must be sent by message to the assignment OPR, with information copies to the losing and gaining MAJCOMs, and must include full justification for the request. Such requests will be considered on a case-by-case basis.

A4.5. COT Entitlements (see the JFTR, chapter 7, and AFI 36-3003, *Military Leave Program*).

A4.5.1. Members 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 entitlements be used **prior** to completion of the member's current tour.

A4.5.2. Leave taken in conjunction with COT travel and transportation entitlements 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, a member serving a 36 month accompanied tour may not serve a 24 month (unaccompanied) IPCOT. ***EXCEPTIONS:*** A member 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. Members 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 airmen, 12 additional months if selected as an extended long tour volunteer). Member's 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 entitlements associated with the accompanied IPCOT (transportation of dependents, shipment of HHGs, etc.) **is not** authorized until completion of the full unaccompanied tour, plus any extensions.

A4.6.4. For members 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 member elects to the current DEROS. For members 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 member'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 member 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, members 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. Officers volunteer for an IPCOT using the assignment worksheet.

A4.7.3. Airmen. 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 DEROSO RIP. Airmen with an indefinite DEROS may request an IPCOT at any time through use of PC III at either the CSS or MPF.

A4.7.4. The unit commander must certify member's eligibility, including quality control, and recommend approval or disapproval. Recommending disapproval requires specific reasons, and the request is then provided to the MSS/CC for consideration. If the MSS/CC concurs with the disapproval recommendation, the request is returned to the member with no further action taken.

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 with information copy to the MAJCOM. 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 (MPFs 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 MPF 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. Airmen. Airmen may request release from an IPCOT provided they have not entered into it. If the cancellation request is approved, 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. 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 member 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 MPF must advise members 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 Entitlements (see the JFTR, chapter 7, and AFI 36-3003, Military Leave Program).

A4.10.1. Members 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 entitlements be used **prior** to completion of the member's current tour.

A4.10.2. Leave taken in conjunction with IPCOT travel and transportation entitlements is chargeable leave.

A4.11. Involuntary COT (ICOT). Selection of members 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 AFCMOA 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 3.3.** and **Table 3.4.** Once selected for an ICOT, the gaining MAJCOM may not change the end assignment without prior approval of the assignment OPR.

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/DPAPO.

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 lieutenant 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 AFPC Contact Center, HQ AFPC/DPFFCC.. Once a request is complete it will be provided for consideration to HQ AFPC/DPAPO. Large volume requests may be mailed to HQ AFPC/DPFFCC, 550 C Street West, Suite B111, Randolph AFB TX 78150. For colonels (including selectees), requests

are submitted to AFSLMO, Crystal Plaza 6 Suite 500, 2221 S. Clark Street, Arlington VA 22202. Throughout this attachment when HQ AFPC/DPAPO is referred to, substitute AFSLMO if the applicant is a colonel or colonel 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 AFPC Contact Center within 30 calendar days from PCS reassignment notification, nomination to HQ AFPC or MAJCOM, 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 AFPC Contact Center for consideration within 30 calendar days.

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 MPF or the AFPC Contact Center, who in turn notifies HQ AFPC/DPAPO. 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. The overall consideration will be the needs of the Air Force and retraining is not usually considered in this type request; however, every effort will be made to ensure the member is provided an assignment as close to the area of support as possible.

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'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 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 emotional or domiciliary support 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 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/DPAPO. A request cannot be approved or denied at a lower level.

A24.8.2. The applicant submits the request through the AFPC Contact Center 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 (DD Form 2792, plus addendums). 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 Contact Center receives the complete request, to include supporting documentation, from the member, it must be forwarded to HQ AFPC/DPAPO within 1 workday.

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. The commander's recommendation requirement is waived if the situation precludes the member from reasonably obtaining it (request submitted while on leave, TDY, etc.). When applicable, the request must include the reason for omitting the commander's recommendation.

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 MPF 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 MPF or the AFPC Contact Center, who in turn notifies HQ AFPC/DPAPO 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 reported to the MAJCOM 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, the MAJCOM requests reassignment instructions from HQ AFPC/DPAPO.

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 AFPC Contact Center via the vMPF and faxes all required endorsements and supporting documentation to HQ AFPC/DPFFCC. Large volume requests may be mailed to HQ AFPC/DPFFCC, 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 MPF commander, the AFPC Contact Center, or AFPC/DPAPO 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 MPF 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, the AFPC Contact Center must be notified immediately. 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 include in the notification to the AFPC Contact Center information and supporting documentation to show what actions have been taken regarding the reassignment. The AFPC Contact Center provides this information to HQ AFPC/DPAPO 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 MPF when the situation upon which approval was granted ceases to exist. Once notified the MPF deletes AAC 30 and the accompanying deployment availability code.

A24.13. AFPC 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 A7.1 and this attachment.

A24.13.3. Processes and forwards to HQ AFPC/DPAPO complete requests within 1 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/DPAPO and the applicant.

A24.13.5. Using MilPDS updates the AAC and DOA as directed by HQ AFPC/DPAPO.

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. MPF 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 AFPC/DPAPO when the reason for the request ceases to exist before the applicant departs PCS.

A24.15.4. Counsels the applicant on other available options if the approval authority disapproves the request. See paragraph **A24.9.**

A24.15.5. Deletes an AAC or deployment restriction when appropriate. The member must inform the MPF when the circumstances on which a request was approved ceases to exist and the MPF deletes the restriction or AAC.

A24.15.6. When a member is PCS enroute to or from an OS area, or is TDY in the CONUS from OS, the MPF 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 MPF. A member's status remains unchanged (for example, leave) if he or she decides to submit a request. The MPF commander will assist the member in submission of a formal request for humanitarian reassignment or deferment. The MPF 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/DPAPO with information copies to the losing and gaining activity and include:

A24.15.6.1. 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.

A24.15.6.2. A brief summary of the situation and any relevant supporting information.

A24.15.6.3. 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.

A24.15.6.4. 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 (Date)

HQ AFPC/DPAPO

IN TURN

FROM: (Functional Address Symbol)

SUBJ: 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

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 Family Support 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, SSN

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/DPAPO.

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 lieutenant 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 AFPC Contact Center, HQ AFPC/DPFFCC. Once a request is complete it will be provided for consideration to HQ AFPC/DPAPO. Large volume requests may be mailed to HQ AFPC/DPFFCC, 550 C Street West, Suite B111, Randolph AFB TX 78150. For colonels (including selectees), requests are submitted to AFSLMO, Crystal Plaza 6 Suite 500, 2221 S. Clark Street, Arlington VA 22202. Throughout this attachment when HQ AFPC/DPAPO is referred to, substitute AFSLMO if the applicant is a colonel or colonel 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 in accordance with 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 AFPC Contact Center within 30 calendar days from PCS reassignment notification or nomination to HQ AFPC or MAJCOM.

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 MPF immediately. If appropriate, the member must submit his or her formal request to the AFPC Contact Center for consideration within 30 calendar days.

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 MPF or the AFPC Contact Center, who in turn notifies HQ AFPC/DPAPO. 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/DPAPO, 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 AFPC Contact Center 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 nonvolunteer will be required to proceed to the pinpointed assignment.

A25.6.5. If selected for an OS long tour as a nonvolunteer and family member travel is disapproved based on the unavailability of general medical services (see paragraph **A25.2.**), a member may volunteer through the AFPC Contact Center 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 selected as a volunteer for an OS long tour and family member travel is disapproved based on the unavailability of general medical services, (see paragraph **A25.2.**) a member may request cancellation of the assignment through the AFPC Contact Center. Use 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 nonvolunteer for an OS short tour to an area where family members are authorized (for example, Guam, 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 AFPC Contact Center 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/DPAPO 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 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/DPAPO. A request cannot be approved or denied at a lower level.

A25.8.2. Submits the request through the AFPC Contact Center via the vMPF and faxes all required endorsements and supporting documentation to HQ AFPC/DPFFCC. Large volume requests can be mailed to HQ AFPC/DPFFCC, 550 C Street West, Suite B111, Randolph AFB TX 78150.

A25.8.2.1. Once the Contact Center receives the complete request, to include supporting documentation, from the member, it must be forwarded to HQ AFPC/DPAPO within 1 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. The commander's recommendation requirement is waived if the situation precludes the member from obtaining it (request submitted while on leave, TDY, etc.). When applicable, the request must include the reason for omitting the commander's recommendation.

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 an Request is Disapproved. When a request is disapproved, the MPF 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 MPF or the AFPC Contact Center, who in turn notifies HQ AFPC/DPAPO 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.

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/DPAPO. 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/DPAPO. 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 AFPC Contact Center. A TDY restriction request is normally approved only on an initial EFMP request. When a TDY restriction is requested and approved, the AFPC Contact Center will place the member in DAC 44 as directed by HQ AFPC/DPAPO.

A25.11.3. If a member's parent organization is relocated or deactivated before expiration of the assignment restriction, he or she is reported to the MAJCOM 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, the MAJCOM requests reassignment instructions from HQ AFPC/DPAPO.

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 Special Needs Coordinator 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 AFPC Contact Center via the vMPF and faxes all required endorsements and supporting documentation to HQ AFPC/DPFFCC. Large volume requests can be mailed to HQ AFPC/DPFFCC, 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 MPF commander, the AFPC Contact Center, or AFPC/DPAPO 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 MPF 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, the AFPC Contact Center must be notified and provided full facts and circumstances immediately. The AFPC Contact Center provides this information to HQ AFPC/DPAPO who will make the final decision and provide a response by message.

A25.14. AFPC 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/DPAPO complete requests within 1 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/DPAPO and the applicant.

A25.14.5. Using MilPDS updates the AAC and DOA as directed by HQ AFPC/DPAPO.

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. MPF 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 HQ AFPC/DPAPO 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. Updates or deletes ALC "Q" from the MilPDS as directed by HQ AFPC/DPAPO or upon receipt of written confirmation from the base Special Needs Coordinator.

A25.16.6. When members are PCS en route to or from an OS area, or are TDY in the CONUS from OS, the MPF 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 MPF. A member's status remains unchanged (for example, leave) if they decide to submit a request. The MPF commander will assist the member in submission of a formal request for EFMP reassignment or deferment. The MPF 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/DPAPO with information copies to the losing and gaining activity and include:

A25.16.6.1. 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.

A25.16.6.2. A brief summary of the situation and any relevant supporting information.

A25.16.6.3. 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.

A25.16.6.4. 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/DPAPO

IN TURN

FROM: (Functional Address Symbol)

SUBJECT: 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 AFPC Contact Center immediately.

Signature of Applicant

Name, Grade, USAF, SSN

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/DPAPO

IN TURN

FROM: (Functional Address Symbol)

SUBJECT: 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 nonvolunteer

-Based on the denial of family member travel and my selection as the most eligible nonvolunteer, 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

-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, MAJCOM/SG determination, and other supporting documentation which denied family member travel is attached.

Attachment 26

IC 2005-1 TO AFI 36-2110, ASSIGNMENTS

20 APRIL 2005

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2005-1 (**Attachment 26**). This change clarifies utilization standards for rated officers (paragraphs **2.9.1.** and **2.9.1.1.**, and **Figure 2.1.**). Incorporates approved guidance in MPF Memorandum, 00-29, dated 18 Aug 00, Base of Preference (BOP) PCS and in-place BOP (First Term and Career Airman) (**Attachment 2**). Deletes Volunteer Enlisted CONUS Assignment Program (VECAP) due to changes to the BOP Program (**Attachment 13**, paragraph **2.70.**). Clarifies and divides Humanitarian and EFMP reassignments and deferment guidance (deletes **Attachment 7**, adds **Attachment 24** and 25 and changes **Table 1.1.**, **2.1.**, and **2.2.**). Adds guidance on Air Force Academy graduate accessions and members cross-commissioning from other Service Academies (**Attachment 22**, paragraph **A22.2.1.**). Corrects the terminology for USAF Academy tenured faculty (AAC 22) and changed the deferment period from 4 to 3 years (**Table 2.1.**, Rule 16). Changes CMSgt Utilization (AAC 85) to reflect High School Senior Deferment (**Table 2.1.**, rule 64). Adds Korea Assignment Incentive Pay (AAC 65) (**Table 2.1.**, rule 65). Deletes VECAP assignment availability code reference (**Table 2.1.**, note 3). Deletes VECAP and BOP assignment limitation code reference (**Table 2.2.**, note 2). See the last attachment of the publication, IC 2005-1, for the complete IC. A bar (/) indicates revision from the previous edition.

OPR: HQ AFPC/DPAPP (Mr. William B. Ward)

Supersedes: AFI 36-2110, 9 June 2003

Certified by: HQ AFPC/DPA (Col Lee Hall)

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

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
Accompanied Equivalent Tour Length Program (Officers)	**3.2.**			**Figure 3.1.**
Active Duty Service Commitment (ADSC)	**2.28.**			
Adjustment of ODSD/STRD for PCS	**3.5.**	**Table 3.4.**		
Adjustment of ODSD/STRD for TDY	**3.5.**	**Table 3.5.**		
Administrative/Disciplinary Action En Route PCS	**2.40.**			
Adoption	**2.19.**	**Table 2.2.**	**Attachment 7**	
Advance Academic Degree (AAD) Assignment, Officer	**2.43.**			
Aircrew Assignments (Airmen)	**2.58.**, **2.59.**			

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
Air Force Assignment System (AFAS) (Officers Only)	**2.31.**		**Attachment 17**	
Air Travel In Conjunction With PCS/TDY	**2.57.**			
Alaska/Hawaii OS Tour Length	**3.2.**	**Table 3.1.**		
Assignment Action Number (AAN)	**2.56.**			
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)	**2.34.**			
Assignment Exchange (CONUS-to-CONUS)	**2.65.**		**Attachment 10**	
Assignment Limitation Codes	**2.16.**	**Table 2.2.**		
Assignment Notification (PCS)	**2.32.**			**Figure 2.2.**
Assignment of Members Who Were Previously Designated as “Missing”	**2.44.**	**Table 2.2.**		
Assignment OPR, Individual Assignment Actions	**1.1.**	**Table 1.2.**		
Assignment Preference, Airmen	**2.31.**		**Attachment 16**	
Assignment Preferences, Officers	**2.31.**		**Attachment 17**	
Assignment Requests, Authority to Initiate	**1.2.**			
Assignment Selection Date (ASD)	**2.30.**	**Table 2.8.**		
Award/Adjustment of ODSD/STRD for PCS/TDY	**3.5.**	**Table 3.4.**, **Table 3.5.**		
Base of Preference (BOP) Airmen	**2.67.**		**Attachment 2**	
Base Residency (see Time on Station (TOS))	**2.25.**	**Table 2.3.**		
Basic Training Requirement Prior to PCS OS	**2.13.**			
Cancellation of PCS	**2.36.**			
Cancellation of Voluntary OS Tour Extension	**3.8.**			
Career Field Change Request, Officers	**2.45.**			

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
Change of Volunteer Status After PCS Selection	**2.12.**			
Change of Assignment/Assignment Data	**2.34.**, **3.6.3.**			
Citizenship Considerations	**3.13.**			
Command Sponsored Position Listing (CSPL)	**3.2.**			
Command-Sponsorship	**3.6.**		**Attachment 20**	
Competitive Category Transfer (Officers)	**2.45.**			
Consecutive OS Tour (COT) (Including IPCOT)	**3.7.**		**Attachment 4**	
Continuation of OS Tour	**2.48.**			
Continuation of PCS	**2.35.**			
Controlled Duty Assignment (CDA) (Airmen)	**2.42.**			
CONUS Assignment Exchange (CONUS-to-CONUS)	**2.65.**		**Attachment 10**	
CONUS-Isolated Station Assignments	**2.66.**		**Attachment 3**	
CONUS-OS Imbalance Skills (Airmen)	**3.3.**			
Cost Identifier Code for PCS	**2.49.**			
Court-Martial, PCS in Conjunction With	**1.1.**		**Attachment 22**	
Curtailment of OS Tour	**3.8.**	**Table 3.11.**		
Curtailment of OS Tour for Cause	**3.8.**			
DAFSC Change (Officers)	**2.45.**			
Deferment From PCS	**2.15.**	**Table 2.1.**		
Demotion, Assignment of Airmen Subject to Administrative		**2.1.**		
Dependent Care	**2.19.**			
Departure Dates (PDD)	**2.26.**	**Table 2.4.**		
DEROS Management	**3.8.**			
Directed Duty Assignment (DDA) (See CDA for Airmen, or Mandatory Utilization Requirement for Officers)	**2.42.**, **2.61.**			
Dislocation Allowance (DLA)	**2.52.**			
Disqualified Officers and Airmen	**2.41.**			**Figure 2.3.**, **Figure 2.4.**
Distribution of Personnel	**1.3.**			

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
Diversion of Member En Route PCS	2.35.			
Dual Citizenship (Including Non-U.S. Citizens)	3.13.			
Educational Deferments	2.15.	Table 2.1.		
EFMP Assignment/Deferment	2.32.		Attachment 25	
Emergency Leave from OS, PCS in Conjunction With	3.9.			
Enlisted Aircrew Assignments (see Enlisted Noncareer Aviators and Operational Support Flyers)	2.58.			
Enlisted Noncareer Aviators	2.59.			
Entitlements, Manning	1.3.			
Entitlements, PCS	2.6.			
EQUAL and EQUAL Plus (Airmen) Assignment Program	2.31.		Attachment 16	
Equal Opportunity Assignment Policy	2.3.			
Ex-prisoner/Evader, Assignment of	2.44.			
Exceptions (Also see Waivers)	1.5.			
Expanded Permissive PCS	2.65.		Attachment 10	
Extended Long OS Tour Volunteer Program (Airmen)	3.2.			
Extension of OS tour, Quality Reasons	3.10.	Table 3.12.		
Extension of OS tour (Voluntary/ Involuntary)	3.8., 3.10.	Table 3.12., Table 3.9.		
Extension of Stabilized Tour	2.15.			
Family Member Deferment, Hostile Fire or Imminent Danger Area or Aircrew	2.20.		Attachment 6, Attachment 9	
Family Member Medical Clearance	3.6.		Attachment 7, Attachment 20	
Family Members, Assignment to Command or Supervisory Positions	2.20.			
First-term Airman, Assignment of; Definition of	2.14.			
First-term Airman, Two PCS Limitation	2.14.			
Flying Duty, ("X" prefix) (Airmen)	2.59.			

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
Follow-on Assignment	**3.6.**		**Attachment 5**	
Former Enlisted, Assignment Upon Commissioning	**2.22.**			
Former Officer, Assignment Upon Enlistment	**2.23.**			
Forms Prescribed	**4.18.**			
Grade, AFSC, Skill Level Relationship	**2.7.**			
High Year of Tenure (HYT) (Airmen)	**2.60.**			
Home-basing Assignment	**3.6.**		**Attachment 5**	
Hospitalized Member, Assignment From Hospital	**1.1.**		**Attachment 22**	
Hostile Fire Area, Family Member Deferment (Also see Sole Surviving Son/ Daughter)	**2.20.**		**Attachment 6**	
Humanitarian Assignment/Deferment	**2.30.**, **2.32.**		**Attachment 24**	
Imbalance Skill, OS Selection of Airmen with CONUS-OS	**3.3.**			
Imminent Danger Area, Family Member Deferment (Also see Sole Surviving Son/ Daughter)	**2.20.**		**Attachment 6**	
In-place BOP (Airmen)	**2.67.**		**Attachment 2**	
In-place COT (IPCOT)	**3.8.**		**Attachment 4**	
Incentive Program, OS Tour Extension (OTEIP) (Airmen)	**3.8.**		**Attachment 15**	
Indefinite DEROS	**3.8.**			
Information, Release of Personal Assignment	**2.2.**			
International Hold (IH)	**3.10.**	**Table 2.1.**, **Table 3.12.**		
Interval Between Assignments, Washington, DC Area (Officers)	**2.72.**		**Attachment 19**	
Investigation, Airman Required for	**1.1.**	**Table 2.1.**	**Attachment 22**	
Involuntary Consecutive OS Tour (ICOT)	**3.8.**		**Attachment 4**	
Involuntary DOS (Airmen)	**2.29.**			
Join Spouse	**2.31.**		**Attachment 8**	

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
Joint Duty Assignment (JDA) (Officers)	**2.15.**, **2.25.**, **2.26.**, **3.2.**, **3.8.**	**Table 2.4.**		
Junior/Senior Member PCS Considerations	**2.21.**			
Key Billets	**3.2.**			
Letters of Recommendation for Assignment	**2.64.**			
Low-cost PCS	**2.51.**			
MAJCOM Initiated Assignment	**1.2.**			
Mandatory Move (PCS) Definition of			**Attachment 1**	
Mandatory Utilization (Officers) (For Airmen, see CDA)	**2.61.**	**Table 2.10.**		
Manning Assistance, TDY Intercommand	**4.8.**			
Manning Assistance, TDY Intracommand	**4.8.**			
Manpower Authorization Changes	**2.8.**			
Maximum Stabilized Tours	**2.15.**	**2.1.**		Stabilized Tour Guide
Medal of Honor Recipients and Candidates	**3.12.**	**Table 2.2.**		
Medical Limitations and Deferment	**2.17.**, **2.38.**, **2.39.**	**Table 2.1.**, **Table 2.2.**		
Military Couples, Assignment of	**2.31.**		**Attachment 8**	
Minimum Stabilized Tours	**2.15.**	**Table 2.1.**		Stabilized Tour Guide
No-Cost (No Entitlement) PCS	**2.50.**			
Noncareer Officers, Assignment of; Definition of;	**2.14.**		**Attachment 1**	
Non-CONUS Resident, Assignment of; Definition of;	**3.3.**	**Table 3.2.**, **Table 3.3.**	**Attachment 1**	
Non-US Citizen, Assignment of	**3.13.**			
Nonselection for Promotion (Officers)	**2.18.**			
Notification of PCS Selection	**2.32.**			
Notification of PCS Selection, Minimum Notice	**2.33.**			
ODSD/STRD	**3.5.**			
Operational Support Flyers (Enlisted)	**2.59.**			
OPR, Individual Assignment Action		**Table 1.2.**		

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
Orders in Hand Minimum for PCS	**2.33.**			
OS Duty, Vulnerability for	**3.3.**		**Attachment 16**, **Attachment 17**	
OS Duty, Selection for	**3.3.**			
OS Returnee Allocation and Assignment Schedule (Airmen)	**3.8.**		**Attachment 16**	
OS Returnee Counseling (Airmen)	**3.8.**			
OS Returnee Match Priorities		**Table 3.14.**		
OS Tour, Extension of	**3.8.**, **3.10.**	**Table 3.12.**, **Table 3.9.**		
OS Tour Credit	**3.4.**			
OS Tour Election Statement	**3.6.**	**Table 3.7.**, **Table 3.8.**	**Attachment 20**	
OS Tour Extension Incentive Program (OTEIP) (Airmen)	**3.8.**		**Attachment 15**	
Overage	**2.48.**			
PCS, Notification of Selection for	**2.32.**			**Figure 2.2.**
PCS of Member Required for Investigation or Trial	**1.1.**		**Attachment 22**	
PCS Orders, Authority to Issue	**2.55.**			
PCS Orders, Orders in Hand Minimum	**2.33.**			
PCS, Permissive	**2.65.**		**Attachment 10**	
PCS, Promotion and	**2.7.**, **2.48.**			
PCS Request Authority	**1.2.**			
PCS Selection, Primary Factor in	**2.4.**			
PCS While on TDY	**4.6.**			
Peace Corps, Assignment of Former Members	**2.53.**	**Table 2.2.**		
Permissive PCS	**2.65.**		**Attachment 10**	
Personnel Processing Codes (PPCs)	**2.62.**		**Attachment 1**	
PERSTEMPO	**2.5.**			
Physical Limitation	**2.15.**	**Table 2.2.**		
Plug Table (MAJCOM)	**3.7.**			
Port Call Limitations	**2.26.**			

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
PW (Ex-) Assignments	**2.44.**			
Pregnant Civilian Spouse, PCS of Member With	**2.38.**			
Pregnant Military Member, PCS of	**2.39.**			
Privacy Act	**2.2.**			
Projected Departure Date (PDD)	**2.26.**	**Table 2.4.**		
Promotion (Airmen)	**2.7.**, **2.48.**			
Promotion Nonselection (Officers)	**2.18.**			
Promotion (Officers)	**2.7.**, **2.48.**			
Proration of DEROS/OS Tour	**3.11.**	**Table 3.13.**		
Pseudo Position Number (Officer)	**2.46.**			
Quality Control	**2.40.**	**Table 2.1.**		
Rated Officer Utilization Standards	**2.9.**			**Figure 2.1.**
Reclama of Assignment	**2.47.**			
Recommendation for Assignment or Selection Board	**2.64.**			
Release of Personal Information	**2.2.**			
Report not Earlier Than Date (RNETD)	**2.27.**	**Table 2.4.**		
Report not Later Than Date (RNLTD)	**2.27.**	**Table 2.4.**		
Retainability	**2.29.**	**Table 2.5.**, **Table 2.6.**		
Retainability Declination (Airmen) (For Officers, see Seven Day Option)	**2.29.**			
Retainability Declination Statement (Airmen)	**2.29.**			
Retainability Delay (Airmen Only)	**2.29.**	**Table 2.7.**		
Retirement in Lieu of (7-day Option)	**2.37.**	**Table 2.9.**		
Retraining, Assignment/Deferment		**Table 2.1.**		AFI 36-2626
Second DLA/Second PCS, Same Fiscal Year	**2.52.**			
Security Requirements for PCS	**2.4.**, **2.54.**, **3.13.**			
Sensitive Compartmented Information (SCI), PCS and	**2.54.**			
Separation in Lieu of (7-day Option)	**2.37.**	**Table 2.9.**		

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
Seven-day Option (Separation/Retirement in Lieu of PCS) and Second 7-day Option	**2.37.**	**Table 2.9.**		
Short OS Tour, Assignment Selection	**3.5.**	**Table 3.2.**		
Short OS Tour, Definition			**Attachment 1**	
Sole Surviving Son/Daughter Assignment Restriction	**2.20.**		**Attachment 11**	
Soliciting an Assignment	**2.24.**			
Special Experience Identifiers (SEI)	**2.41.**			
Stabilized Tours	**2.15.**	**Table 2.1.**		Stabilized Tour Guide
STRD (Short tour Return Date)	**3.5.2.**		**Attachment 1**	
Student Assignments (Airmen, Non-Prior Service)	**2.68.**		**Attachment 21**	
Surplus	**2.48.**			
SWAP Assignment Program, OS Returnees (Airmen)			**Attachment 18**	
TDY, Adjustment of DEROS Based on	**3.11.**	**Table 3.13.**		
TDY, Adjustment ODSD/STRD Based on	**3.4.**, **3.5.**	**Table 3.5.**		
TDY, Assignment of Airmen to Duty Requiring Frequent	**2.63.**			
TDY Authority, Delegation of	**4.2.**			
TDY En Route PCS	**4.6.**			
TDY Hold Status for Members En Route PCS	**4.17.**			
TDY in Conjunction with PCS	**4.6.**			
TDY Intercommand, Manning Assistance	**4.8.**			
TDY Intracommand, Manning Assistance	**4.7.**			
TDY Restrictions	**4.6.**			
TDY Retainability	**4.6.**			
TDY, Selection Of Personnel for	**4.6.**	**Table 4.1.**, **Table 4.2.**		
Threatened Person Assignments (TPA)	**2.69.**		**Attachment 12**	
TOS (Time on Station) Requirements	**2.25.**	**Table 2.3.**		
Tour Election Statement for OS Assignment	**3.6.**	**Table 3.7.**, **Table 3.8.**	**Attachment 20**	
Tour Length Establish/Change or	**3.2.**			

A	B	C	D	E
Subject (see note)	**Para**	**Table**	**Atch**	**Other**
Training, Determining Attendance Via PCS or TDY	**4.5.**			
Trial, Member Required for	**1.1.**		**Attachment 22**	
Two Unaccompanied Tour Length Requirement for COT	**3.8.**		**Attachment 4**	
Voluntary Stabilized Base Assignment Program (VSBAP)	**2.71.**		**Attachment 14**	
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Volunteer Status, Request for Change of	**2.12.**			
Waivers (Also see Exceptions)	**1.4.**			
Washington, DC Area Total Time Assigned and Interval Between Assignments (Officer)	**2.72.**		**Attachment 19**	

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.

2.70. DELETED.

Table 2.1. Assignment Availability Codes.

RULE	**A**	**B**	**C**	**D**	**E**	**F**
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
1	02	Operation Bootstrap			Approved or enrolled in Bootstrap Education Program according to AFI 36-2306.	Graduation date. See note 2.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
2	05	Application for program leading to a commission		X	Airman 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. Airmen selected for PCS are ineligible for defer-ment.Als o see AFI 36-2013, **Table 1.2.** for application ineligibility criteria. See notes 3 and 4.
3	08	CDA Retainability			Airman declines to reenlist or extend current enlistment to acquire CDA retainability or elects to retire in lieu of attending training or retraining.	Date the member signs AF Form 964 or date of application for retire-ment, until DOS. See notes 3 and 5.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
4	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.)			(1) Airman declines to reenlist or extend current enlistment, to acquire retaina-bility and executes AF Form 964 or, (2) elects retirement in lieu of PCS and executes AF Form 1160 (including when retirement is in lieu of change of end assignment prior to PCS departure.) See paragraph **2.29.**	Date the member signs AF Form 964 or date of application for retirement, until DOS. See note 3.
5	10	Not selected for reenlistment			Airman considered but not selected for reenlistment under the Selective Reenlistment Program (SRP) (AFI 36-2606.)	Enter date of non-selection; duration is until the member separates. See note 3.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
6	12	Article 15	X	X	Member has punishment in excess of 30 days or suspended punishment in excess of 30 days. See paragraph **2.40.**	Effective date of punishment plus period of punishment or sus-pension. See note 3.
7	13	International Hold	X	X	Member placed on hold according to AFI 51-703.	Notes 3, 6, 7, 8 and 10 apply.
8	14	Material Witness			Member identified by SJA as a material witness for a courts-martial, trial in a foreign country (criminal or civil) or certain non-criminal trials in US, state, or federal courts.	Date identified by SJA plus estimated period needed to complete trial pro-ceedings (not to exceed 6 months without HQ AFPC/ DPAPP1 approval). See note 9.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
9	15	Court-Martial, or Civil Court			Member under criminal charges and (or) awaiting trial by military court-martial, or under charges and (or) awaiting trial by a civilian 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 DPAPP1). See note 3.
10	16	Control Roster			Member undergoing special period of observation according to AFI 36-2907.	Date placed on control roster plus period of observation. See note 3.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
11	17	Under Security Forces or OSI Investigation			Includes investigation by the Base Security Forces, Office of Investigations and the OSI (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 of HQ AFPC/DPAPP1. See notes 3 and 8.
12	18	Sponsored Military Medical Training			Officer in sponsored military medical training.	Date entered training until completion of training.
13	19	Referral OPR/EPR		X	Member whose most recent OPR/EPR is referral according to AFI 36-2402/36-2403.	OPR/EPR closeout date plus 6 months. See note 3.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
14	21	Commander-Directed Hold	X		Commander's option to retain an officer to complete actions under AFI 36-3206, AFI 36-2911, 2Lts nonrecom-mended for promotion to 1Lt, and Article 32, UCMJ investigations. HQ AFPC/DPAPP1 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/DPAPP1, except for AFI 36-3206 cases which may not exceed 12 months. See notes 3 and 10.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
15	21	Commander-Directed Hold		X	Airman 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/DPAPP1 must approve, in advance, for any "other" reasons. See paragraph **2.40.**	Date airman officially notified (in writing) of action plus estimated period for completion of action, not to exceed 4 months without prior approval from HQ AFPC/ DPAPP1, 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.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
16	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.
17	24	Applied or Nominated for Assignment or Training School			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 member will move if selected for assignment. See note 3.
18	25	Selected for Special Duty or Formal Training		X	Airman selected for special duty assignment or a formal school and there is not a firm reporting date	ASD plus 6 months. See note 3.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
19	27	Nominated for a Special Duty Assignment or MAJCOM assignment		X	Airman nominated to HQ USAF or MAJCOM controlled assignment.	Date of nomination not to exceed 6 months. A MAJCOM, FOA or DRU must obtain approval from the assignment OPR on an individual basis before authorizing members deferment. See note 3.
20	28	Base of Preference			Approved BOP (see **Attachment 2**).	Compute date according to **Attachment 2**. See note 4.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
21	29	Retrainee			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.
22	30	Humanitarian Reassignment/ Deferment	X		Member reassigned or deferred from reassignment for humanitarian reasons according to **Attachment 24**.	If member reassigned, 12 months from DAS. If deferred at current station, 12 months from date of approval. HQ AFPC may extend. See note 11.

R U L E	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
23	31	Medical Deferment	X	X	Temporary disqualifica-tion for worldwide duty, in-cluding PCS (profile 4T). When the medical defer-ment on results in retention beyond DEROS or DOS, AF Form 422 must be approved by the Medical Treatment Facility Commander (see para-graph **2.17.**).	Date of availability in AF Form 422, *Physical Profile Serial Report*, section IV (not to exceed 12 months from date medical problem incurred), or expiration of medical hold imposed by HQ AFPC/ DPAMM. See notes 7 and 8.
24	32	Join-Spouse Assignment			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.
25	34	EFMP Reassignment or Deferment			Member 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.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
26	36	AFPC Controlled, Force Structure Changes			Member deferred from assignment until DOA, then reassignment (PCA or PCS) is mandatory.	Entry date plus period established by HQ AFPC.
27	37	Medical Evaluation Board (MEB) or Physical Evaluation Board (PEB)			Member deferred from PCS reassignment pending results of MEB or PEB (see paragraph **2.17.**).	Date of availability in AF Form 422 **Physical Profile Serial Report**, not to exceed 12 months from the date of the form, unless otherwise directed by HQ AFPC/ DPAMM. See notes 7 and 8.

RULE	A Code	B Title	C Applies to Officers	D or, Airmen	E Description	F Deferment Period or Effective Date (see note 1).
28	38	Recalled Retiree			Airman is a Regular Air Force 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.
29	39	Operational Continuity, Officer (following PCA w/o PCS only)	X		Officer assigned to a different position on the same base and deferment has been authorized for operational continuity.	As directed by the assign-ment OPR, not to exceed 18 months. See notes 4 and 11.
30	39	Operational Continuity, Airman (following PCA and/or PCS)		X	Airman authorized deferment for operational continuity.	As authorized by the assignment OPR on an individual basis, not to exceed 3 years.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
31	40	Involuntary Consecutive Oversea Tour (ICOT)	X	X	Member 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 the ICOT. See note 11.
32	41	Voluntary Stabilized Base Assignment Program (VSBAP)			Airman has either an approved application to remain at present VSBAP base or is reassigned under VSBAP (see **Attachment 14**).	4 or 5 years from date of approval or DAS (as appropriate) (see attach-ment 14). See notes 4 and 11.
33	42	5 year Stabilized Tour			Airmen assigned to certain units or functions approved for stabilized tour (see para-graph **2.15.**).	Date of assignment to unit or function plus 5 years. See note 4.
34	43	4 year Stabilized Tour				Date of assignment to unit or function plus 4 years. See note 4.

R U L E	A Code	B Title	C Applies to Officers	D or, Airmen	E Description	F Deferment Period or Effective Date (see note 1).
35	44	3 year Stabilized Tour				Date of assignment to unit or function plus 3 years. See note 4.
36	45	2 year Stabilized Tour			Airmen assigned to certain units or functions and HQ AFPC/ DPAPP approves the temporary deferment.	Date of assignment to unit or function plus 2 years.
37					NCOs approved for retraining under FY airmen retraining program and PALACE FIRST.	24 months from the date entered into retraining or date arrived station when PCS is in conjunction with re-training or until upgraded to AFSC com-mensurate with grade, whichever is earlier. See note 12.
38	45	2 Year Stabilized Tour		X	Airmen who complete weapon system training in AFSC 1A13X or 1A23X.	24 months from date airman completes weapon system training.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
39	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 input by HQ AFPC/ DPAPP1. See note 13.
40	47	HQ USAF and related Activities		X	Airmen 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.
41	48	School Assignment	X		School assignments controlled by HQ AFPC.	Entry date plus course length.
42	50	CONUS Maximum Stabilized Tours			Tours for departmental, joint activities, or other authorized organizations in the CONUS.	Date assigned plus number of years authorized. See note 14.
43	50	CONUS Maximum Stabilized Tours		X	Tours controlled by HQ USAF and HQ AFPC.	Date assigned plus number of years authorized.

RULE	A Code	B Title	C Applies to Officers	D or, Airmen	E Description	F Deferment Period or Effective Date (see note 1).
44					Airmen assigned duties in units or activities whose tour is limited to preclude prolonged assignment outside normal duties.	Date of assignment plus duration of deferment.
45	51	CONUS Minimum Stabilized Tours	X		Tours controlled by MAJCOM.	Date assigned plus number of years authorized.
46	51	Operational Deferment		X	Airmen assigned to units or functions whose temporary deferment has been approved on a by-name basis in accordance with para-graph **2.15.**	Date authorized by HQ AFPC/ DPAA.
47	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.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
48	53	CONUS-Isolated Station	X	X	Member assigned to a CONUS-isolated station as shown in **Attachment 3**.	Date assigned plus 15 months for single or un-accompanied members and 24 months for accompanied members.
49	54	HQ AFPC Controlled, Force Structure Changes			Airmen assigned to a deactivating base, weapon system change units, or building unit.	Date of approval by HQ AFPC/ DPAAS plus period of deferment.
50	55	CONUS Minimum Stabilized Tours	X		Tours controlled by HQ USAF and HQ AFPC.	Date assigned plus number of years authorized.
51	56	Secretary of the Air Force Personnel Control List		X	Members 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.
52	57	CONUS Minimum Stabilized Tour, Presidential Support Duties only			Officers assigned to Presidential Support Duties.	Date assigned plus number of years authorized or as deter-mined by the assignment OPR.

R U L E	A Code	B Title	C Applies to Officers	D or, Airmen	E Description	F Deferment Period or Effective Date (see note 1).
53	58	Operational Deferment			Officer considered essential to a specific project or program as shown in paragraph **2.15.**	As directed by HQ AFPC. See note 11.
54	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 deter-mined by the assignment authority. The majority of critical acquisition positions require 3 years but some require 4 years. For officers assigned to oversea locations the oversea tour length takes precedence over the CAP tenure. See note 2.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
55	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 in-crements until AF/ XOOTW advises to remove). See note 11.
56	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.
57	70	HQ USAF or MAJCOM Hold			Basic military trainee identified by 3507 Amn Class Sq who has unique clearance problems that prohibit classification and reassign-ment. AETC or HQ AFPC must approve action.	

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
58	71	Guarantee AFSC Program			Basic military trainee who enlisted under the Guarantee AFSC Program.	
59	72	Waiver of Mandatory Classification Prerequisites			Basic military trainee who applied for a waiver of the mandatory classification prerequisites in either AFMAN 36-2108 or AFCAT 36-2223.	1 day before the normal classification date of the week group that airman is in.
60	73	Basic Military Trainee Recommended for Separa-tion			Basic military trainee recom-mended for separation under AFI 36-3208.	Date of recommenda-ti on plus 6 months.
61	74	HQ AETC-Directed Special Projects (PACE Only)			Basic military trainee recommended for the HQ AETC-directed special project.	Date of BMT graduation plus 6 weeks.

RULE	A	B	C	D	E	F
	Code	**Title**	**Applies to Officers**	**or, Airmen**	**Description**	**Deferment Period or Effective Date (see note 1).**
62	77	OS Tour Extension Incentive Program (OTEIP)		X	Airman who extended OS tour under the OTEIP (see **Attachment 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.
63	81	Pregnancy	X		Deferment of female member diagnosed as pregnant by medical authority (see paragraph **2.39.**)	Date 6 weeks beyond expected date of delivery of child as shown in medical authority's statement.
64	85	High School Senior Assignment Deferment (HSSAD)	X	X	Airmen approved for HSSAD	Date equal to the 1st day of the 2nd month after the eligible child graduates.
65	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.

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 members assigned OS.

3. Member 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, CONUS assignment exchange, expanded permissive, COT, COT follow-on (see paragraph **2.40.3.13.**), and (airmen only) BOP, and VSBAP. A member 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 a member's deferment to expire before the departure date/DEROS.

4. Does not apply to CMSgts. Do not update unless specifically authorized by HQ AFPC/DPAC.

5. If the airman refuses to obtain retainability to fulfill the CDA commitment or ADSC for directed training with a PCS, then the MPF reclamas the assignment.

6. As determined by AFI 51-703, *Foreign Criminal Jurisdiction: Policies and Procedures*.

7. **Do not** involuntarily extend member's DEROS. Retain member in place, but allow DEROS to expire (unless a voluntary DEROS extension is requested and approved).

8. Includes mandatory PCS.

9. Civil Court deferment is only to appear as a 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/DPAPP1 when placing the member 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 MPFs 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/DPAAS must approve all waivers of the date of availability for FY airman retraining program or PALACE FIRST retrainees. Waiver authority for NCOs retraining under FY airman retraining program and subsequently selected for CMSgt is HQ AFPC/DPAC.

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. Airmen receiving OTEIP pay may depart current OS location within the month and year of availability date shown.

Table 2.2. Assignment Limitation Codes.

LINE	A	B	C	D	E
	Code	**Title**	**Description (Applies to both officers and airmen unless indicated otherwise)**	**Effective Date and Duration**	**Limitation on PCS Selection**
1	A	Post Delivery Deferment or Adoption Deferment	Female member with newborn child (post delivery defer-ment); or member of a military couple or single member sponsor (adoption deferment).	Date of child's birth plus 4 months; or date child placed in member's home as part of offi-cial adoption process plus 4 months.	Eligible. Establish RNLTD consistent with expiration of limitation (see note 1). See para-graph **2.39.** for preg-nancy and paragraph **2.19.** for adoption.
2	B	SCI Access Position	Member 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.

LINE	A	B	C	D	E
	Code	**Title**	**Description (Applies to both officers and airmen unless indicated otherwise)**	**Effective Date and Duration**	**Limitation on PCS Selection**
3		Medical Assignment Limitation	Member approved for retention on active duty by the medical or physical evaluation board process.	Date authorized by HQ AFPC/ DPAMM. See paragraph **2.17.**	Eligible. Assignment OPR obtains HQ AFPC/ DPAMM determina-tion on adequacy of medical facilities at gaining location before releasing the assignment.
4	D	Permissive Action Link (PAL) Duties	Previously assigned PAL duties.	Completion of PAL tour plus 2 years.	Ineligible for ntra-comman d assignment or COT assignment to unit level in same theater.
5	E	Congressional Medal of Honor	Member recommended for or awarded Medal of Honor	Date of award or recom-mendation ; indefinite. See paragraph **3.12.**	Not eligible for involun-tary assign-ment to duties requiring participation in combat or assignment to a hostile fire or imminent danger area.

LINE	A	B	C	D	E
	Code	**Title**	**Description (Applies to both officers and airmen unless indicated otherwise)**	**Effective Date and Duration**	**Limitation on PCS Selection**
6	G	Firearms Qualification	Member cannot qualify in use of firearms (see AFI 31-207.	Date of disqualification; indefinite.	Eligible.
7	H	Driver Qualification	Member cannot qualify to drive a government vehicle.	Date of disqualification; indefinite.	Eligible.
8	J	Sole Surviving Son or Daughter	Member is sole surviving son or daughter (see **Attachment 11**).	Date of approved application; indefinite (officers); date of separation (airmen); until member waives (officers or airmen).	Eligible except for assignment to an area designated as a hostile fire area or any other assignment that would subject member to actual combat with an enemy.
9	K	Conscientious Objector	Pending separation as a Conscientious Objector, AFI 36-3204, AFI 36-3207 (officers), and AFI 36-3208 (airmen).	Date of application not to exceed 3 months. HQ AFPC/ DPAPP1 may approve extensions.	Ineligible for assign-ment to combatant duties pending separation.

LINE	A Code	B Title	C Description (Applies to both officers and airmen unless indicated otherwise)	D Effective Date and Duration	E Limitation on PCS Selection
10	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).
11	M	Unauthorized Launch Studies Restrictions	Do not assign member 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.
12	N	Airman Declined to Volunteer, or Not Medically Qualified for Airborne Support Aircrew Duty ("X" Prefix position)	Airman declined to volunteer for assignment to an "X" prefix position (see AFI 11-402, or AFI 36-2214) or, 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 airman declines plus 2 years, or date 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. If airman desires to volunteer for flying duty, remove the limitation.

LINE	A Code	B Title	C Description (Applies to both officers and airmen unless indicated otherwise)	D Effective Date and Duration	E Limitation on PCS Selection
13	O	Airman has Approved Reenlistment Bonus (see note 3)	Airman reenlist and receives a reenlistment bonus.	Date of reenlistment for which bonus was paid plus term of enlist-ment, not to exceed 16 years TAFMS.	Eligible for any assign-ment in the bonus AFSC unless waived by HQ AFPC.
14	P	Defense Courier Service	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.
15	Q	Exceptional Family Member Program (EFMP)	Member 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.
16	R	Peace Corps	Former member of Peace Corps. See paragraph **2.53.**	Date of confirmation; indefinite.	Eligible except for assignment to duties in an intelli-gence capacity in any foreign country in which the member served in the Peace Corps.

LINE	A	B	C	D	E
	Code	**Title**	**Description (Applies to both officers and airmen unless indicated otherwise)**	**Effective Date and Duration**	**Limitation on PCS Selection**
17	S	OSI Duty	Airman not qualified for assignment to OSI duty based on previous OSI determination.	Date of previous OSI determination plus 2 years.	Eligible except for assignment to OSI duty.
18	T	Firearms/ Ammunition Disqualification	Member 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 qualifca-tion.
19	V	Postal Duties	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).

LINE	A	B	C	D	E
	Code	**Title**	**Description (Applies to both officers and airmen unless indicated otherwise)**	**Effective Date and Duration**	**Limitation on PCS Selection**
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. See AFI 36-2026.
22	5	PW or Evader, Southeast Asia (SEA)	Member is former PW or evader in SEA (see paragraph **2.44.**).	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.

LINE	A	B	C	D	E
	Code	**Title**	**Description (Applies to both officers and airmen unless indicated otherwise)**	**Effective Date and Duration**	**Limitation on PCS Selection**
24	7	PW or Evader, other than SEA	Member is former PW, evader, or detainee, other than during WWII, Korea or SEA (see paragraph **2.44.**).	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 retain-ability 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).	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 airman is eligible for PCS to return to CONUS (see notes 2 and 5).

LINE	A Code	B Title	C Description (Applies to both officers and airmen unless indicated otherwise)	D Effective Date and Duration	E Limitation on PCS Selection
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 airman signs the AF From 964 declining to obtain PCS retainability; expiration date is DOS.	Airman is ineligible for PCS selection, except when current OS tour is a short tour and airman has 7 months or more retain-ability after declination, then airman is eligible for PCS to return to CONUS (see notes 2 and 5).

NOTES:

1. For pregnancy, see paragraph **2.39.** and AAC 81, **Table 2.1.** For adoption, see paragraph **2.19.**

2. Airman is not eligible to apply for the following self-initiated assignment programs: join-spouse, base of preference, to or from CONUS-isolated tour, VSBAP, CONUS assignment exchange, expanded permissive, 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. MPFs update ALC "Q" only when instructed to do so by HQ AFPC/DPAPO 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/DPAPO 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 losing MPF will input ALC 8 for approved delays with expiration date of the projected tour

completion date for the full extended tour. The gaining OS MPF 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.

2.9.1. Utilization Standards for Rated Officers. The Aviation Career Improvement Act of 1989 (ACIA), codified as Title 37, U.S.C., Section 301a, imposes utilization standards, commonly referred to as "gates," which require that rated officers 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). Duties that qualify as operational flying duties are identified by aircrew position identifier (API) codes 1, 2, 6, 7 and 8. Aircrew Position Indicator (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 that as many members as possible perform flying duties to meet their 1st and 2nd gates. Not all officers will fulfill the requirements for their 3rd gate. AFI 11-401, *Flight Management,* **Chapter 2**, explains these requirements in detail. Compliance with the following guidance in combination with paragraph **2.45.**, Officer Duty Changes is essential so the careers of rated officers are properly managed and each flyer maintains rated skills while concurrently meeting Air Force requirements in other than flying duties. 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.

Figure 2.1. Sample Memorandum of Acknowledgment.

(Appropriate Letterhead)

MEMORANDUM FOR HQ AFPC/DPAO (date)

FROM: (Functional address symbol)

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

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 MPF before the assignment OPR approves the assignment. Assignment OPRs file the original in the officer's Master Personnel Records Group as a permanent document.

Attachment 2

Base of Preference (BOP) (Airmen 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 in accordance with 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 **2.30.** 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 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 member must request the same locations in the same order (including in-place), or both requests will be disapproved. If one member 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.

A2.2.2.9. 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 MPF 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. Airman. Airmen may not apply for PCS BOP consideration prior to having 8 months TOS. Airmen may apply using **Figure A2.1.** or via AMS Web (if they desire in-place consideration also, then use the (hard-copy) application procedure in paragraph **A2.2.3.2.3.**).

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 in accordance with paragraph **A2.2.3.2.3.**

A2.2.3.1.3.5. MPF. The MPF reviews eligibility of the applicant and updates hard copy applications via MilPDS. For applications updated via AMS Web, the appropriate MilPDS BOP transaction will automatically be produced.

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 MPF 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 MPFs 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. MPF. 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 MPFs 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 **2.30.** 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 MPF 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.** or via AMS web. 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. MPF. 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 MPF 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 MPFs via MilPDS

A2.2.4. Requests <u>With</u> Retraining.

A2.2.4.1. CONUS to CONUS PCS and 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 member'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. MPF.

A2.2.4.1.1.5.1. When retraining requests is 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 **2.47.** 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 MPF 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. Prefer3ences 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 member'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. MPF.

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 **2.47.**

A2.2.4.2.3.6.2. The servicing MPF 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 in accordance with 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.

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 **2.30.** 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.

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 member must request the same locations in the same order (including in-place), or both requests will be disapproved. If one member 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 MPF 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.** or via AMS Web. 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 prefer-

ence, 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 member'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. MPF. The MPF reviews eligibility of the applicant and updates hard copy applications via MilPDS. For applications updated via AMS Web, a BOP transaction request will automatically be produced.

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 MPF updates AAC 28 upon in-processing with an expiration date 24 months from DAS.

A2.3.3.1.8. AFPC. Approves or disapproves in-place BOP request via MILPDS.

Figure A2.1. Sample BOP Application.

(Appropriate Letterhead)

MEMORANDUM FOR UNIT COMMANDER (date)

MPF/(OFFICE SYMBOL)

IN TURN

FROM: (Functional address symbol)

SUBJECT: BOP Application - AFSC

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: MPF/(office symbol)

1. (For in-place only.) 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

Attachment 7

DELETED.

Attachment 13

DELETED.

Attachment 22

PCS OF MEMBERS DIRECTED UNDER AUTHORITY OF ANOTHER PRESCRIBING INSTRUCTION (LIEUTENANT COLONEL AND BELOW AND ALL AIRMEN)

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. Upon release from assignment to the MTF, members 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 members 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 member 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 member is "assigned" using unprojected gain procedures provided in AFCSM 36-699.

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 member 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 entitlements members may accrue may be different for each kind of PCS.

A22.4.4. Because relocation is involved, MPFs assist those agencies directing the PCS and in processing the member for PCS.

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/DPAPO.

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 lieutenant 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 AFPC Contact Center, HQ AFPC/DPFFCC.. Once a request is complete it will be provided for consideration to HQ AFPC/DPAPO. Large volume requests may be mailed to HQ AFPC/DPFFCC, 550 C Street West, Suite B111, Randolph AFB TX 78150. For colonels (including selectees), requests are submitted to AFSLMO, Crystal Plaza 6 Suite 500, 2221 S. Clark Street, Arlington VA 22202. Throughout this attachment when HQ AFPC/DPAPO is referred to, substitute AFSLMO if the applicant is a colonel or colonel 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 AFPC Contact Center within 30 calendar days from PCS reassignment notification, nomination to HQ AFPC or MAJCOM, 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 AFPC Contact Center for consideration within 30 calendar days.

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 MPF or the AFPC Contact Center, who in turn notifies HQ AFPC/DPAPO. 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. The overall consideration will be the needs of the Air Force and retraining is not usually considered in this type request; however, every effort will be made to ensure the member is provided an assignment as close to the area of support as possible.

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'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 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 emotional or domiciliary support 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 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/DPAPO. A request cannot be approved or denied at a lower level.

A24.8.2. The applicant submits the request through the AFPC Contact Center 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 (DD Form 2792, plus addendums). 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 Contact Center receives the complete request, to include supporting documentation, from the member, it must be forwarded to HQ AFPC/DPAPO within 1 workday.

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. The commander's recommendation requirement is waived if the situation precludes the member from reasonably obtaining it (request submitted while on leave, TDY, etc.). When applicable, the request must include the reason for omitting the commander's recommendation.

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 MPF 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 MPF or the

AFPC Contact Center, who in turn notifies HQ AFPC/DPAPO 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 reported to the MAJCOM 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, the MAJCOM requests reassignment instructions from HQ AFPC/DPAPO.

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 AFPC Contact Center via the vMPF and faxes all required endorsements and supporting documentation to HQ AFPC/DPFFCC. Large volume requests may be mailed to HQ AFPC/DPFFCC, 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 MPF commander, the AFPC Contact Center, or AFPC/DPAPO 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 MPF 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, the AFPC Contact Center must be notified immediately. 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 include in the notification to the AFPC Contact Center information and supporting documentation to show what actions have been taken regarding the reassignment. The AFPC Contact Center provides this information to HQ AFPC/DPAPO 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 MPF when the situation upon which approval was granted ceases to exist. Once notified the MPF deletes AAC 30 and the accompanying deployment availability code.

A24.13. AFPC 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 A7.1 and this attachment.

A24.13.3. Processes and forwards to HQ AFPC/DPAPO complete requests within 1 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/DPAPO and the applicant.

A24.13.5. Using MilPDS updates the AAC and DOA as directed by HQ AFPC/DPAPO.

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. MPF 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 AFPC/DPAPO when the reason for the request ceases to exist before the applicant departs PCS.

A24.15.4. Counsels the applicant on other available options if the approval authority disapproves the request. See paragraph **A24.9.**

A24.15.5. Deletes an AAC or deployment restriction when appropriate. The member must inform the MPF when the circumstances on which a request was approved ceases to exist and the MPF deletes the restriction or AAC.

A24.15.6. When a member is PCS enroute to or from an OS area, or is TDY in the CONUS from OS, the MPF 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 MPF. A member's status remains unchanged (for example, leave) if he or she decides to submit a request. The MPF commander will assist the member in submission of a formal request for humanitarian reassignment or deferment. The MPF 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/DPAPO with information copies to the losing and gaining activity and include:

A24.15.6.1. 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.

A24.15.6.2. A brief summary of the situation and any relevant supporting information.

A24.15.6.3. 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.

A24.15.6.4. 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 (Date)

HQ AFPC/DPAPO

IN TURN

FROM: (Functional Address Symbol)

SUBJ: 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

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 Family Support 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, SSN

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/DPAPO.

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 lieutenant 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 AFPC Contact Center, HQ AFPC/DPFFCC. Once a request is complete it will be provided for consideration to HQ AFPC/DPAPO. Large volume requests may be mailed to HQ AFPC/DPFFCC, 550 C Street West, Suite B111, Randolph AFB TX 78150. For colonels (including selectees), requests are submitted to AFSLMO, Crystal Plaza 6 Suite 500, 2221 S. Clark Street, Arlington VA 22202. Throughout this attachment when HQ AFPC/DPAPO is referred to, substitute AFSLMO if the applicant is a colonel or colonel 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 in accordance with 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 AFPC Contact Center within 30 calendar days from PCS reassignment notification or nomination to HQ AFPC or MAJCOM.

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 MPF immediately. If appropriate, the member must submit his or her formal request to the AFPC Contact Center for consideration within 30 calendar days.

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 MPF or the AFPC Contact Center, who in turn notifies HQ AFPC/DPAPO. 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/DPAPO, 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 AFPC Contact Center 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 nonvolunteer will be required to proceed to the pinpointed assignment.

A25.6.5. If selected for an OS long tour as a nonvolunteer and family member travel is disapproved based on the unavailability of general medical services (see paragraph **A25.2.**), a member may volunteer through the AFPC Contact Center 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 selected as a volunteer for an OS long tour and family member travel is disapproved based on the unavailability of general medical services, (see paragraph **A25.2.**) a member may request cancellation of the assignment through the AFPC Contact Center. Use 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 nonvolunteer for an OS short tour to an area where family members are authorized (for example, Guam, 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 AFPC Contact Center 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/DPAPO 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 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/DPAPO. A request cannot be approved or denied at a lower level.

A25.8.2. Submits the request through the AFPC Contact Center via the vMPF and faxes all required endorsements and supporting documentation to HQ AFPC/DPFFCC. Large volume requests can be mailed to HQ AFPC/DPFFCC, 550 C Street West, Suite B111, Randolph AFB TX 78150.

A25.8.2.1. Once the Contact Center receives the complete request, to include supporting documentation, from the member, it must be forwarded to HQ AFPC/DPAPO within 1 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. The commander's recommendation requirement is waived if the situation precludes the member from obtaining it (request submitted while on leave, TDY, etc.). When applicable, the request must include the reason for omitting the commander's recommendation.

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 an Request is Disapproved. When a request is disapproved, the MPF 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 MPF or the AFPC Contact Center, who in turn notifies HQ AFPC/DPAPO 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.

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/DPAPO. 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/DPAPO. 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 AFPC Contact Center. A TDY restriction request is normally approved only on an initial EFMP request. When a TDY restriction is requested and approved, the AFPC Contact Center will place the member in DAC 44 as directed by HQ AFPC/DPAPO.

A25.11.3. If a member's parent organization is relocated or deactivated before expiration of the assignment restriction, he or she is reported to the MAJCOM 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, the MAJCOM requests reassignment instructions from HQ AFPC/DPAPO.

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 Special Needs Coordinator 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 AFPC Contact Center via the vMPF and faxes all required endorsements and supporting documentation to HQ AFPC/DPFFCC. Large volume requests can be mailed to HQ AFPC/DPFFCC, 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 MPF commander, the AFPC Contact Center, or AFPC/DPAPO 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 MPF 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, the AFPC Contact Center must be notified and provided full facts and circumstances immediately. The AFPC Contact Center provides this information to HQ AFPC/DPAPO who will make the final decision and provide a response by message.

A25.14. AFPC 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/DPAPO complete requests within 1 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/DPAPO and the applicant.

A25.14.5. Using MilPDS updates the AAC and DOA as directed by HQ AFPC/DPAPO.

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. MPF 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 HQ AFPC/DPAPO 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. Updates or deletes ALC "Q" from the MilPDS as directed by HQ AFPC/DPAPO or upon receipt of written confirmation from the base Special Needs Coordinator.

A25.16.6. When members are PCS en route to or from an OS area, or are TDY in the CONUS from OS, the MPF 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 MPF. A member's status remains

unchanged (for example, leave) if they decide to submit a request. The MPF commander will assist the member in submission of a formal request for EFMP reassignment or deferment. The MPF 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/DPAPO with information copies to the losing and gaining activity and include:

A25.16.6.1. 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.

A25.16.6.2. A brief summary of the situation and any relevant supporting information.

A25.16.6.3. 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.

A25.16.6.4. 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/DPAPO

IN TURN

FROM: (Functional Address Symbol)

SUBJECT: 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 AFPC Contact Center immediately.

Signature of Applicant

Name, Grade, USAF, SSN

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/DPAPO

IN TURN

FROM: (Functional Address Symbol)

SUBJECT: 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 nonvolunteer

-Based on the denial of family member travel and my selection as the most eligible nonvolunteer, 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

-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, MAJCOM/SG determination, and other supporting documentation which denied family member travel is attached.