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SECRETARY OF THE AIR FORCE

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This instruction implements Air Force Policy Directive (AFPD) 36-21, *Utilization and Classification of Air Force Military Personnel*. This instruction establishes criteria for assignment of military personnel to satisfy operational, rotational, unit and training (ORUT) requirements, including formal education and professional military education/development requirements to include Temporary Duty (TDY) and Permanent Change of Station (PCS). This instruction applies to all members of the Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG) personnel as specified within the chapters and paragraphs. References outside of specified ANG chapters to members of the Air National Guard United States only apply to ANG officers and enlisted members when on extended active duty. This instruction also describes the responsibilities, provides authority, establishes guidance procedures, and identifies applicable Air Force directives for administering the provisions of DoDI 1205.18, *Full Time Support*. Additional underlying guidance can be found under references in **Attachment 1**.

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.

This Air Force Instruction (AFI) may be supplemented at any level; all Major Command (MAJCOM)-level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. Contact AF/A1P, 1040 Air Force Pentagon, Washington DC 20330 via email at **usaf.pentagon.af-a1.mbx.af-a1ppa@mail.mil**. Process proposed supplements to this AFI as outlined in AFI 33-360, *Publications and Forms Management*. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestors commander for non-tiered compliance items. Process supplements that affect any military personnel function as shown in AFI 33-360 with AF/A1P. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code (USC) §8013, *Secretary of the Air Force*, and Executive Order 9397 (SSN), as amended by Executive Order 13478. The applicable Privacy Act System of Records Notices F036 AFPC C, Military Personnel Records Systems, F036 AFPC J, Promotions Document/Records Tracking (PRODART) and F036 AFPC K, Enlisted Promotion Testing Record are available at **http://dpcld.defense.gov/Privacy/SORNs/apply**. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System at **https://www.my.af.mil/gcss-af61a/afrims/afrims/**.

Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*, and route AF Forms 847 from the field through the appropriate functional chain of command.

This instruction has been reviewed by the Per Diem, Travel and Transportation Allowance Committee IAW DoDI 5154.31, Volume 5, *Commercial Travel Management: the Per Diem, Travel and Transportation Allowance Committee (PDTATAC)*, as PDTATAC Case RR17023 (NOTE: Any conflict between this instruction and the Joint Travel Regulations (JTR), is resolved based on the JTR, and not this instruction.)

SUMMARY OF CHANGES

This instruction has been completely rewritten and must be reviewed in its entirety. Most importantly, this AFI now applies to all members of the RegAF, AFR, and ANG. Where it does not apply to all components, the chapter, paragraph and/or attachment will reflect to which component it applies. In cases where it applies to both the ANG and AFR, the term Air Reserve Component (ARC) will be used.

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Part 1

GENERAL POLICIES AND PROCEDURES

Chapter 1

ASSIGNMENT AUTHORITY

1.1. Overview. This instruction implements DoD directives and instructions and contains the Total Force authority, guidance, and procedures, to select personnel and direct their temporary or permanent assignment or reassignment to satisfy national security requirements. This AFI integrates the assignment provisions from both the Active and Reserve Components. It combines the guidance and processes previously found in the rescinded AFIs: AFI 36-2115, *Assignments Within The Reserve Components*, AFI 36-2132, *Full-Time Support (FTS) To The Air Force Reserve*, AFI 36-2132v1, *Air Reserve Technician*, AFI 36-2132v2, *Active Guard / Reserve (AGR) Program*, and ANGI 36-2101, *Assignments Within The Air National Guard (ANG)*. Elements within the rescinded instructions that are tangential to assignments, i.e. Reserve Brigadier General Qualification Board, Full-Time Support Management and Classification of Individual Ready Reserve Sections as part of Ready and Standby Reserve assignments, are included within this AFI revision.

1.1.1. This instruction is broken down into 4 Parts (see **Table 1.1**). **Part 1** includes overall guidance and procedures that applies to all the components (RegAF, AFR and ANG). In cases within the general section where the paragraph only applies to a specific component, the paragraph will reflect the component, i.e. (RegAF only, AFR only, etc). Subsequent Parts of this AFI are component-specific guidance on assignments.

1.2. Assignment Authority. The Air Force (AF) will assign Airmen with the necessary skills to valid manpower requirements in order to meet AF mission objectives. The Department of Defense (DoD) allocates funds, delegates authority and directs policies for TDY assignment and PCS assignment of RegAF, AFR and ANG military personnel. PCS may also be ordered to ensure equitable treatment of Airmen. This instruction must be cited as the assignment authority only for operational (including rotational), training (including formal education and professional military education) and force structure assignments. **(T-1)**. PCS assignment authority cannot be further delegated.

1.3. Roles and Responsibilities. This paragraph describes the overall roles and responsibilities of assignment actions for the Total Force. Additional roles and responsibilities unique to the component and the assignment programs may be included and listed within the respective sections throughout this AFI.

1.3.1. Air Force (RegAF).

1.3.1.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). Serves as an agent of the Secretary and provides guidance, direction and oversight for all matters pertaining to the formulation, review and execution of plans, policies and budgets addressing assignments.

1.3.1.2. Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1). Functional authority and is responsible for policy oversight and advisory services related to the Air Force assignment program.

1.3.1.3. The Chief of Military Force Policy Division (AF/A1PP) provides functional management of the Air Force assignment program and:

1.3.1.3.1. Develops, coordinates and enforces Air Force assignment policy.

1.3.1.3.2. Issues departmental level program guidance to implement Air Force assignment policy.

1.3.1.4. Headquarters Air Force Personnel Center (AFPC), Director, Personnel Programs (AFPC/DP3) and Director, Personnel Operations (AFPC/DP2). Manage the Air Force assignment program by establishing eligibility criteria, and processing requirements. **(T-1).** This includes establishing qualitative standards and guidelines for program implementation and evaluating the quality of assignment decisions. In addition AFPC/DP3 will:

1.3.1.4.1. Interpret and enforce Air Force policy. **(T-1)**

1.3.1.4.2. Provide guidance and implementation instructions to the Military Personnel Flight (MPF). **(T-1)**

1.3.1.4.3. Provide operational oversight for standardization and evaluation of the Air Force assignment program. **(T-1)**

1.3.1.4.4. Review/approve/disapprove exception to policy and waivers for assignment requests. **(T-1)**

1.3.1.4.5. Act as required on behalf of the Commander, Air Force Personnel Center when delegated. **(T-1)**

1.3.1.5. Designated Assignment Authority and OPR for Assignment Actions, (see **Table 1.2**).

1.3.2. Air Force Reserve (AFR).

1.3.2.1. Director of Personnel, Office of Air Force Reserve (AF/REP).

1.3.2.1.1. Functional authority and is responsible for policy oversight and advisory services related to the Air Force Reserve assignment program and:

1.3.2.1.2. Develops, coordinates, and enforces assignment policies.

1.3.2.1.3. Issues program guidance to implement AFR assignment policy.

1.3.2.1.4. Decision authority for all AFR assignment requests that are not addressed within this instruction.

1.3.2.2. Headquarters Air Force Reserve Command (AFRC), Chief, Military Personnel Division (A1K). Office of Primary Responsibility for Assignment of Personnel Assigned to Air Force Reserve. AFRC/A1K coordinates with Air Reserve Personnel Center (ARPC) on Active Guard & Reserve (AGR) career management matters, with the Readiness and with the Headquarters, Individual Reservist (IR) Readiness and Integration Organization (HQ IR RIO) on IR matters. HQ IR RIO and subordinate detachments provide oversight

and assistance to component commanders for retention and career counseling. AFRC/A1K will:

1.3.2.2.1. Interpret AF/A1 policy as it relates to AFR personnel. **(T-2)**

1.3.2.2.2. Provide guidance and implementation instructions to the MPF for unit program. **(T-2)**

1.3.2.2.3. Provide operational oversight for standardization and evaluation of the AFR assignment program. **(T-2)**

1.3.2.3. Air Reserve Personnel Center (ARPC).

1.3.2.3.1. Responsible for the AGR program, IR program and maintaining the IRR.

1.3.2.3.2. Reviews and forwards requests for assignment that are not addressed within this instruction to the appropriate approval authority for consideration.

1.3.2.4. Commander, Headquarters Individual Reservist Readiness and Integration Organization (HQ IR RIO/CC) (IRs only).

1.3.2.4.1. Administers the assignment program for IRs, which is inclusive of the Individual Mobilization Augmentees (IMA) and participating individual ready reservists (PIRR). **(T-2)**

1.3.2.4.2. Responsible for personnel, manpower, and programming issues relating to assigned IRs and PIRR. **(T-2)**

1.3.2.4.3. Ensures requests that are not addressed within this instruction are thoroughly reviewed and considered, and in the best interest of the Air Force. Active Component Commanders forward their approved assignment requests to HQ RIO/ARPC for processing.

1.3.3. National Guard Bureau (NGB).

1.3.3.1. Director, Manpower, Personnel and Services (NGB/A1).

1.3.3.1.1. Has overall responsibility for providing Air National Guard (ANG) policy and guidance.

1.3.3.1.2. Approval authority for ANG assignment waivers and exceptions not authorized in this instruction.

1.3.3.1.3. Responsible for monitoring and managing overall ANG assignment statistics and data.

1.3.3.2. Director, Human Resources (NGB/HR). Maintains overall responsibility for policy oversight and management of the ANG Statutory Tour Program IAW ANGI 36-6, *The Air National Guard Statutory Tour Program Policies and Procedures*.

1.3.3.3. The Adjutant General (TAG). Responsible for implementing, monitoring and enforcing the policies and procedures within his or her state or territory as outlined in this instruction, the Personnel Service Delivery (PSD) Guide, and NGB Guidance Messages as applicable.

1.3.3.4. The State Human Resource Office.

1.3.3.4.1. Responsible for monitoring the assignment of AGR members and military technicians.

1.3.3.5. Military Personnel Management Officer.

1.3.3.5.1. Ensures compliance with this directive across all ANG wings within his or her state/territory. **(T-2)**

1.3.3.5.2. Reviews and forwards requests for assignment that are not addressed within this instruction to the appropriate approval authority for consideration. **(T-2)**

1.3.3.5.3. Coordinates policy guidance and issue resolution as a liaison between NGB/A1 and Wing MPF. Advises wing program managers on issues affecting assignment. **(T-2)**

1.3.3.5.4. Processes assignment appeal cases requiring TAG consideration. **(T-2)**

1.3.3.5.5. Maintains oversight of ANG Wing Assignment Programs. **(T-2)**

1.3.3.5.6. Responsible for coordinating the assignment of members returned to state control upon completion of the ANG Statutory Tour Program.

1.3.3.5.7. Monitors assignments of officers and enlisted personnel, master sergeants and above.

1.3.4. Wing/Group/Unit Commanders.

1.3.4.1. Develop assignment program with MPF to ensure organizations are appropriately staffed to authorized positions based on world-wide averages and unit members are adequately briefed on career impacting assignment issues. **(T-2)**

1.3.4.2. Initiates (as required), reviews and coordinates on all requests for action and recommends approval/disapproval of assignment program actions that are consistent with other qualitative actions.

1.3.4.2.1. Ensure appropriate assignment decisions and requirements are taken. **(T-1)**

1.3.4.2.2. (RegAF Only) Ensure requests that are not addressed within this instruction are thoroughly reviewed and considered, and in the best interest of the Air Force. Commanders forward their approved requests to MPF for processing and tracking. **(T-1)**

1.3.4.3. (ANG Only) Ensure a viable personnel force management plan is in place to meet the needs of the ANG. **(T-3)**

1.3.5. The Force Support Squadron (FSS) / Military Personnel Flight (MPF).

1.3.5.1. Provides unit commanders with guidance and assistance in developing force management plans, ensuring all assignment actions comply with this instruction, and updating all assignment actions in the personnel data system in a timely manner.

1.3.5.2. Acts as principal advisor to commanders and Airmen on all assignment issues. (**T-3)**

1.3.5.3. Provides a structured program in compliance with this AFI. **(T-1)**

1.3.5.4. Coordinates assignment issues with appropriate wing personnel. **(T-1)**

1.3.5.5. Reviews/forwards approved requests for assignment that are not addressed within this instruction to AFPC Assignment (RegAF), ARPC (AFR) or the state Military Personnel Management Office (ANG), as appropriate. **(T-1)**

1.3.5.6. (ARC only) Oversees the wing assignment program. Provides reports to wing leadership (AFR) and state headquarters (ANG) as required. **(T-3)**

1.3.5.7. (ANG only) Operates assignment programs within NGB-directed guidelines. **(T-2)**

1.3.5.8. Utilizes the current Personnel Services Delivery Guide (see **Attachment 1**) that provides procedures for operating the assignment program; and obtains and maintains all applicable Personnel Services Delivery Memorandums relating to implementation and MPF management/responsibilities on various assignment programs. **(T-1)**

1.4. Other Assignment Authority.

1.4.1. [RegAF] The General Officer Management Office (AF/DPG) manages assignments of all Regular AF general officers, including brigadier general selects.

1.4.2. **(AFR)** The Reserve Senior Leader Management Office (AF/REG) manages assignments of all AF reserve general officers and colonels.

1.4.3. **(ANG)** The National Guard Bureau, General Officer Management (NGB-GO) manages assignments of all ANG general officers.

1.4.4. (RegAF) The Colonel Management Office (AF/DPO) manages assignments of all Regular AF colonels, including colonel selects, of any competitive category assignment, except judge advocates (see paragraph 1.3.6).

1.4.5. (RegAF) The Chief Master Sergeant Management Office (AF/DPE) manages assignments for all Regular Chief Master Sergeants (CMSgts), including CMSgt selects.

1.4.6. (RegAF) The Judge Advocate General (AF/JA) manages judge advocate assignments.

Table 1.1. Component-Specific Policies and Procedures

Section	Area of Responsibility
PART 1 (Chapters 1-3)	GENERAL POLICIES AND PROCEDURES (Applies to RegAF, AFR, and ANG)
PART 2 (Chapters 4-7)	REGULAR AIR FORCE AND EXTENDED ACTIVE DUTY
PART 3 (Chapters 8-13)	AIR FORCE RESERVE
PART 4 (Chapters 14-17)	AIR NATIONAL GUARD

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

Section A. Designated Assignment Authority	
Line	Office and Area of Responsibility
1	General Officer Management Office (AF/DPG) General officers, including selectees (except judge advocates) (see note 1)
2	Colonel Management Office (AF/DPO) Colonels, including selectees (except judge advocates) (see note 1)

3	Chiefs' Group (AF/DPE) CMSgts and CMSgt selects (see note 1)
4	The Judge Advocate General (AF/JA) Judge advocates (see notes 1 and 2)
5	Air Force Personnel Center (AFPC) Lt Col and below (including chaplains and medical officers) and SMSgt and below (see note 2)
Section B. Office of Primary Responsibility for Assignments	
Line	Office and Area of Responsibility
6	General Officer Management Office (AF/DPG) General officers, including selectees (except judge advocates) (see note 1)
7	Colonel Management Office (AF/DPO) Colonels, including selectees (except judge advocates) (see note 1)
8	Chiefs' Group (AF/DPE) CMSgts and CMSgt selects (see note 1)
9	Judge Advocate General Professional Development Directorate (AF/JAX) Judge advocates, Lt Col and below (see notes 1 and 2)
10	Air Force Personnel Center Directorate of Personnel Operations (AFPC/DP2) Lt Col and below (except judge advocates) & SMSgt and below
11	Logistics and Support Airmen Career Management Division (AFPC/DP2L)
12	Acquisition Airmen Career Management Branch (AFPC/DP2LA)
13	Logistics and Maintenance Airman Career Management Branch (AFPC/DP2LL)
14	Logistics Airmen Career Management Section (AFPC/DP2LLL)
15	Maintenance Airmen Career Management Section (AFPC/DP2LLM)
16	Support Airmen Career Management Branch (AFPC/DP2LS)
17	Civil Engineer Career Management Section (AFPC/DP2LSE)
18	Mission Support, Services and PA Career Management Section (AFPC/DP2LSP)
19	Security Airmen Career Management Section (AFPC/DP2LSS)
20	Military Accessions Branch (AFPC/DP2LT)
21	Assignment & Workforce Development Support Branch (AFPC/DP2LW)
22	Assignment Support Section (AFPC/DP2LWA)
23	Workforce Development Section (AFPC/DP2LWD)
24	Medical and Chaplain Career Management Division (AFPC/DP2N)
25	Dental, Medical Career Management Medical Deployment, Developmental Branch (AFPC/DP2ND)
26	Chaplain Career Management Branch (AFPC/DP2NH)
27	Nurse Medical Career Management Branch (AFPC/DP2NN)
28	Physician Career Management Branch (AFPC/DP2NP)
29	Biomedical Science and Enlisted Medical Assignments Branch (AFPC/DP2NW)
30	Operations and Special Duty Airmen Career Management Division (AFPC/DP2O)
31	Nonrated Operations Airmen Career Management Branch (AFPC/DP2OA)
32	Nonrated Operations and Command and Control Airmen Career Management Section (AFPC/DP2OAA)
33	Cyber Airmen Career Management Section (AFPC/DP2OAC)
34	Intel Operations Airmen Career Management Section (AFPC/DP2OAI)

35	Rated Operations Airmen Career Management Branch (AFPC/DP2OR)
36	Combat Air Forces Operations Airmen Career Management Section (AFPC/DP2ORC)
37	Mobility Air Forces Operations Airmen Career Management Section (AFPC/DP2ORM)
38	Operations Staff and Special Duty Career Management Branch (AFPC/DP2OS)
39	Operations Staff and Development Career Management Section (AFPC/DP2OSD)
40	Special Duty Career Management Section (AFPC/DP2OSS)
41	Special Programs Assignments Office (AFPC/DP2X) Programs managed for all AFSCs for Lt Col and below & SMSgt and below
42	Air Force Personnel Center Directorate of Personnel Programs (AFPC/DP3) Policy/Procedures for Lt Col and below & SMSgt and below
43	Assignments and AEF Programs Division (AFPC/DP3A)
44	Military Assignments Programs Branch (AFPC/DP3AM)

NOTES:

1. Assignment authorities other than HQ AFPC must obtain appropriate level approval for assignment actions according to DoDI 1315.18. **(T-0)**

2. Per Title 10 USC §806, *Judge Advocates and Legal Officers*, the Judge Advocate General is the designated assignment authority for all judge advocates.

Chapter 2

GENERAL POLICIES AND PROCEDURES

2.1. General Information. There are a number of policies and procedures which apply to assignment actions and programs. When necessary, in the national interests or the best interests of the AF, waivers, exceptions and/or deviations from policies and procedures in this instruction may be authorized by proper authority.

2.2. Equal Opportunity. The Air Force manages and assigns Airmen without regard to color, race, religious preference (except chaplains), national origin, ethnic background, age, marital status (except military couples), spouse's employment, educational or volunteer service activities of a spouse, gender (except as provided for by statute or DoD policy), or sexual orientation. The objective is to ensure fair, equitable and nondiscriminatory treatment of all, based on merit, fitness, capability and potential.

2.3. General Volunteer Status and PCS Eligibility. Airmen will not be assigned to active duty on land outside the US and its territories or possessions until they have completed AF basic training requirements. **(T-1)** In time of war or national emergency declared by Congress or the President, the period of required basic training (to include specialty training immediately following basic training), or its equivalent, is not less than 12 weeks.

2.4. PCS / Permanent Change of Assignment (PCA).

2.4.1. Normally, an Airman is assigned to a unit to fill a manpower position and perform duty at the same location as the unit. As a general assignment rule, Airmen are not permanently assigned (including detailed, attached, etc.) to a location unless an AF unit (or AF element for DoD organizations) has officially been established at that location. Assignment of Airmen overseas (OS) without proper establishment of an AF unit at the location where the Airman will actually perform duty can create severe problems (example: if no Status of Forces Agreement exists, or an existing agreement does not cover an Airman and/or his or her dependents, the member may encounter pay discrepancies when the rate of pay and allowances is different at the actual duty station in relation to the location of the manpower authorization to which the Airman may be assigned, etc.). Assignments contrary to this guidance circumvent the AF manpower, personnel assignment and accountability systems, and can affect an Airman's allowances and pay, and may have other serious consequences.

2.4.2. Other PCSs. Airmen may be ordered or authorized a PCS. Examples: upon accession, separation or retirement, as a patient, a prisoner, or for administrative actions or boards in connection with judicial proceedings, etc. When PCS is for reasons other than those cited in **paragraph 2.4.1**, the PCS authority, funding authorization, policies, and procedures to be followed should be within the instruction which requires the PCS (reference **Attachment 18**). To assist in determining whether or not to request a PCS IAW this instruction or other AF instruction, use this general test: If the reason for the PCS is not for the purpose of an Airman filling a funded vacant manpower authorization and to perform duty in his or her Air Force Specialty (AFS), and selection of the Airman was not based on individual qualifications and the PCS eligibility policies and procedures prescribed in this instruction, then the PCS is not within the authority of this instruction. When a PCS is necessary and no AF instruction authorizes the move, then a request for PCS may be submitted as outlined in **paragraph 4.5**,

Exceptions. In one way or another, the MPF provides support for all PCSs. For information purposes, and OPRs for related queries, reference **Attachment 18**.

2.4.2.1. PCA with PCS. When Airmen physically perform duty at a location which is the same as the organization to which he or she is assigned, and upon reassignment physically perform duty at a new location, then this is a PCA with concurrent PCS.

2.4.2.2. PCA without PCS.

2.4.2.2.1. When an Airman is permanently reassigned from one organization to another organization with no change of permanent duty station, this is a PCA without PCS.

2.4.2.2.2. When an Airman is permanently reassigned from one permanent duty station to another (that is, the duty location [codes] are different) this is normally a PCS, except when both locations are within the corporate limits of the same city or town, then both locations are considered to be within the same permanent duty station for PCS allowance purposes (reference **paragraph 5.41**). In such cases, notwithstanding the change of permanent duty stations, the move is still managed as a PCA without PCS. In other words, the rules for management of PCSs, such as time-on-station and retainability requirements, do not apply if it is a PCS without PCS allowances.

2.4.3. PCS without PCA. There are times when it may be necessary to direct Airmen to physically change stations, but it may not be appropriate to change the unit to which he or she is assigned. Example: an Airman returning from OS for normal retirement may be assigned PCS without PCA to a retirement processing base; the PCS of prisoners to a confinement facility or between confinement facilities; or PCS or TDY related to judicial proceedings. During the time between departure from the overseas area and actual retirement date, the Airman remains assigned for manning, accountability and other purposes, to his or her last unit of assignment overseas.

2.4.3.1. (RegAF Only) 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 Personnel Programs or the Directorate of Personnel Operations 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 Personnel Programs or the Directorate of Personnel Operations are responsible for only operational, rotational, force structure, and training PCSs. Refer to **Attachment 18**.

2.4.3.2. ARC Airmen at a duty location (other than his or her Base of Assignment) in excess of 180 days are assigned PCS without PCA unless approved by SAF/MR, or designated representative.

2.5. Minimum Age for Assignment to a Hostile Fire/Imminent Danger Area. Airmen must be at least 18 years of age to be assigned (PCS or TDY) to a hostile fire or imminent danger area (See **Table 2.2**, Assignment limitation codes). **(T-0)** The DoD Financial Management Regulation (DoD FMR), Volume 7A designates those areas which are hostile fire or imminent danger areas.

2.6. Assignment Limitation Codes (ALC). Assignment limitations, permanent or semi-permanent, are used to alert personnel managers of long term constraints on assignment or utilization of Airmen. They broadly restrict, or limit the selection of Airmen for assignment to or

from certain duties or areas and apply to a duration longer than just to the current duty assignment. Normally, limitations applying only to a current assignment or location are managed by an Assignment Availability Code (AAC), although exceptions to use an assignment limitation code may be made. An assignment limitation code may be permanent or semi-permanent. **Table 2.2** lists the various types of assignment limitations and corresponding system update codes.

2.7. Medical Deferment or Limitation. Worldwide commitments require every Airman to be physically qualified for immediate global reassignment, except as indicated below.

2.7.1. Temporary Medical Deferment. An Airman may be deferred from PCS or TDY when a temporary medical condition (expected to last less than 12 months) prevents worldwide service. When an authorized official at the Medical Treatment Facility (MTF) updates a temporary medical deferment, an automatic interface with the personnel data system processes an assignment availability code 31 (**Table 2.1**) if the date of availability is 30 calendar days or more from the date of the AF Form 469, *Duty Limiting Conditions Report*. For deferments of less than 30 calendar days, do not authorize an assignment availability code 31. The date of availability cannot exceed and cannot be extended beyond 12 months from the date when the underlying defect was deemed, or clearly should have been deemed, disqualifying for worldwide duty. When an Airman is scheduled for a mandatory PCS while temporarily medically deferred from PCS, medical treatment facility officials determine if the Airman should proceed on PCS and can be evaluated and/or treated upon arrival at the next duty station, or whether the Airman should be evaluated and/or treated at the current station. If the medical treatment facility determines the Airman should be evaluated at the current location, the MPF will reclama the assignment (see **paragraph 5.33**) upon written notification. **(T-1)** The assignment OPR will request assistance from HQ AFPC/DP2NP (RegAF) / AFRC/SGP (AFR) / NGB/SGP (ANG), Medical Retention Standards Branch, to determine the appropriate assignment action based on the medical circumstances.

2.7.2. Medical Evaluation Board (MEB) and Physical Evaluation Board (PEB) Deferment. Medical treatment facilities submit an AF Form 469 on Airmen with physical limitations not of a temporary nature, that interfere with worldwide assignability, to indicate a medical evaluation board is being processed. The automatic personnel data system interface updates an assignment availability code 37. If the Airman's personnel record reflects an assignment availability code 31, Temporary Medical Deferment, the assignment availability code is automatically removed and replaced with assignment availability code 37, Medical Evaluation Board or Physical Evaluation Board (see **Table 2.1**). Per AFI 36-3212, *Physical Evaluation for Retention, Retirement and Separations,* an Airman pending a Medical Evaluation Board or Physical Evaluation Board may not be reassigned PCS or TDY (or granted leave outside the local area, separated, or retired) until the medical treatment facility determines the medical disposition.

2.7.2.1. (RegAF) If circumstances arise regarding the assignment status of an Airman pending a medical evaluation board or physical evaluation board, (example: for an Airman serving overseas, it appears the date eligible for return from OS (DEROS) expires before a final determination is made), the MPF will advise the assignment OPR via email and provide complete details. **(T-1)** The MPF will provide an information copy to HQ AFPC/DP2NP and HQ AFPC/DP3AM. **(T-1)** Guidance is provided as appropriate. **NOTE:** An assignment availability code 31 or 37 does not preclude an Airman from separating or retiring, therefore these personnel actions should be monitored by other

means. The DEROS is not involuntarily extended for medical reasons. When appropriate medical authority determines an Airman is not medically cleared for PCS, and assignment availability code 31 or 37 is updated, the Airman is ordered to remain in place and the DEROS is allowed to expire. When Airmen are medically cleared for PCS near or after their DEROS, the MPF advises the assignment office of primary responsibility, with information copy to HQ AFPC/DP2NP and HQ AFPC/DP3AM, of the circumstances and requests assignment disposition.

2.7.2.2. 2.13 (ARC only) Reserve component members cannot be involuntarily retained on orders. However, they may receive Medical Continuation (MEDCON) orders or receive incapacitation pay as specified in AFI 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*.

2.8. Dependent Care. All Airmen must ensure care of their dependents when separated due to TDY or PCS. **(T-1)** Airmen who cannot or will not meet military commitments due to family needs are considered for discharge. **(T-1)**

2.8.1. Military Couples with Dependents and Single Airmen Sponsors. Dependent care plan requirements are prescribed by AFI 36-2908, *Family Care Plans*. When an Airman has a questionable dependent care plan, commanders require the Airman to develop a workable plan. To assist, commanders may consider approving leave for the Airman and, as necessary, direct the Airman to receive counseling on the criteria for humanitarian deferment or reassignment, or hardship discharge depending on the duration and severity of the problem. If the Airman cannot or does not develop an adequate dependent care plan, the commander will process the Airman for discharge in accordance with applicable directives or, if eligible, may be given an opportunity to apply for immediate retirement. **(T-1**)

2.8.2. Airmen Adopting Children.

2.8.2.1. Airmen may be authorized deferment from PCS or TDY after a child is officially placed in the home as part of the official adoption process. A single Airman sponsor or one Airman of a military couple may request up to a 6-month deferment from assignment to an overseas location if concurrent travel is denied (regardless of the tour length), or where the unaccompanied tour length is less than 18 months and the Airman is not permitted to serve the accompanied-by-dependents tour. The intent is to avoid involuntary separation of the Airman and child to facilitate bonding. When a child has been in the Airman's home for some time prior to the official adoption process or a bonding period is not necessary for other reasons, the Airman may decide not to request a 6-month deferment. As necessary, counsel the Airman on humanitarian assignment or deferment options as outlined in **Attachment 16**. This 6-month deferment is separate from any other humanitarian deferment the Airman may be granted in connection with adoption.

2.8.2.2. Airmen who qualify for and desire the 6-month deferment must provide a statement from adoption authorities, endorsed by the unit commander, confirming the date the Airman initiated formal adoption proceedings and the date the child was officially placed in the Airman's home incident to the adoption application. **(T-1)** Commanders may request assistance from the servicing legal office if any question exists on the adequacy of the statement or eligibility of an Airman under this paragraph. Deferments are not approved in advance of placement of a child in the Airman's home as described above.

2.8.2.3. The MPF updates assignment limitation code "S," Adoption Deferment (see **Table 2.2** Assignment Limitation Codes) upon Commander (or designated representative) approval.

2.9. High Year of Tenure (Enlisted Only). Reenlistment or extension of enlistment beyond the limits established in AFI 36-3203, *Service Retirements*, are not authorized except for documented cases of hardship. **(T-1)**

2.10. Assignment of Enlisted Aircrew. Enlisted Airmen who are career aviators are selected and reassigned in their aircrew Air Force Specialty Code (AFSC) only. Career aviators are those AFSCs that require aviation service as a mandatory specialty qualification according to the Air Force Enlisted Classification Directory, AFI 11-401, *Aviation Management*, and AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*. Career aviators are those aircrew Airmen who perform full-time aircrew duties in AFSCs 1AX, or Special Duty Identifier IAW AFI 11-412, *Aircrew Management*. The same requirements apply for IMA members that are in non-flying 1AX assignments.

2.11. Assignment of Rated Personnel. All officers assigned to rated positions must hold the aeronautical rating required for the position to which assigned IAW AFI 11-401. **(T-3)**

2.12. Assignment of Chaplains. Refer to AFI 36-2101, Classifying Military Personnel (Officer and Enlisted), and Air National Guard Instruction (ANGI) 36-2005, Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force, where applicable.

2.13. (ARC Only) Assignment to Senior Master Sergeant and Chief Master Sergeant Positions.

2.13.1. Any member assigned to a senior master sergeant (SMSgt) position must complete the USAF Senior Non-Commissioned Officer Academy (SNCOA) in-residence or by correspondence within 36 months of assignment. Failure to complete the Senior Non-Commissioned Officer Academy requirement will result in the member being removed from that position. **(T-3)**

2.13.2. Any member assigned to a CMSgt position must have already completed the USAF Senior Non-Commissioned Officer Academy in-residence or by correspondence prior to the assignment action. **(T-3)**

2.13.3. (ANG Only) The assignment of a member to a SMSgt or CMSgt position, who is two or more grades below that authorized, must obtain approval from The Adjutant General prior to assignment action. **(T-3)**

2.14. Assignment of Family Members to Command or Supervisory Positions. Care must be given to watch for perceptions of preferential treatment or loss of impartiality, thereby compromising the integrity of the command and supervisory functions. Such assignments can also have a negative impact on mission readiness.

2.14.1. (RegAF Only) Assignment of family members to the same duty location or unit is not prohibited, however, family members will not be assigned where one Airman holds or potentially holds a command or supervisory position over another family member. **(T-1)** Resolve situations at base level, if possible. When both Airmen hold an AFSC requiring placement in the same unit or function, the unit commander working with the assignment OPR initiates action to reassign one Airman to another unit or function on base in an additional

AFSC. If neither Airman possesses an additional AFSC, submit a request for assignment disposition as outlined below. When a question of propriety of assignment in circumstances other than those outlined herein exists, the case may be forwarded for consideration as an exception. Send the case to HQ AFPC/DP3AM and include the following information:

2.14.1.1. Grade, name, and Social Security Number (SSN) (last 4) of Airmen involved.

2.14.1.2. Family relationship.

2.14.1.3. Circumstances that resulted in the command or supervision of one family member by another (for example: marriage, join spouse, humanitarian/Exceptional Family Member Program assignment, school assignment).

2.14.1.4. Efforts to resolve the case at base level.

2.14.1.5. Recommendation of local commander.

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

2.14.2. (AFR Only) Do not create a situation in which one family member holds a command or supervisory position over another family member. Within subordinate levels of an organization, no supervisor will have a family member in the direct chain of command/supervision. There will be no waivers to accommodate any assignment that would result in a possible conflict of command/supervision.

2.14.2.1. Unit Program. If an individual is a Numbered Air Force (NAF) commander or vice commander, no family member will be assigned to that NAF. Likewise, no family member will be assigned to a wing, group, or squadron where a family member is the commander or vice/deputy commander. **(T-2)**

2.14.2.1.1. (AFR Only) When these situations occur, the Career Development Element reassigns one member to another unit or function on base in the same or a higher skill level AFSC, or additional AFSC, if possible. If units are unable to resolve situations, forward request for review through command channels to AFRC/A1KK for final resolution.

2.14.3. (ANG Only) Family members must be separated by at least two levels of supervision within their unit (as defined by their Personnel Accounting Symbol [PAS]). This does not preclude family members from being assigned within a subordinate organization. Example: a state Command Chief Master Sergeant (Command Chief Master Sergeant) with a family member assigned within the state is acceptable because it meets the rule for two levels of supervision between them. **(T-3)**

2.14.3.1. Prior to assignment, the unit commander must conclude there is neither a potential conflict of interest nor the possibility of preferential treatment on the part of either family member. Assignment of family members must meet the following criteria: **(T-3)**

2.14.3.1.1. One family member cannot be in the other's rating chain as first or second level rater/reviewer. Reference AFI 36-2406, *Officer and Enlisted Evaluation Systems*, when establishing rater/reviewer. **(T-3)**

2.14.3.2. Commanders are considered within the first level of supervision for all members within his or her respective unit.

2.14.3.3. Command Chief Master Sergeants and first sergeants are considered within the first level of supervision for all enlisted members within his or her respective unit.

2.14.3.4. A first sergeant at the group level must also meet the requirement of two levels of supervision between the first sergeant and family member. **(T-3)**

2.15. Assignment of Former Members of the Peace Corps. 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 cannot be waived. 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. Reference **Table 2.2** for assignment limitation code.

2.16. Assignment of Airmen Who Were Previously Designated as "Missing" (Including Prisoners of War / Missing In Action). Airmen placed in a "missing" casualty status as the result of hostilities, either armed conflict or terrorist activities, are normally given an assignment limitation upon their return to US control. This limitation applies only to Airmen who subsequent to being declared missing are officially categorized as Missing, Missing in Action, Captured (Prisoner of War), Beleaguered, Besieged, Detained (Hostage), or Interned as defined in AFI 36-3002, *Casualty Services*.

2.16.1. The purpose of this provision is to limit assignment, TDY or PCS to areas where Airmen are not accessible to the same combatants, terrorists, or nations sympathetic with the combatants or terrorists. This limitation is void in the event of general mobilization. Airmen may request the assignment limitation be removed; however, the limitation is not automatically removed based solely on the Airman's request. A request for removal may be disapproved and the assignment limitation continued when the limitation is considered to be in the best interests of the AF, example: based on security considerations. When an Airman submits a request for removal, his or her respective Service will staff the request to determine if removal is appropriate and advise the Airman, and the Airman's commander, of approval or disapproval. **(T-1)**

2.16.1.1. RegAF staffs requests to HQ AFPC/DP3AM.

2.16.1.2. AFR staffs requests to HQ AFRC/A1K.

2.16.1.3. ANG staffs requests to NGB/A1.

2.16.2. (RegAF) HQ AFPC/DP3AM, in conjunction with HQ AFPC/DPFCS and other activities, when necessary, determines when action should be taken or continued in conjunction with this paragraph to limit future assignment. Upon Airman's return to US control, HQ AFPC/ DPFCS provides HQ AFPC/DP3AM a copy of DD Form 1300, *Report of Casualty*. In turn, HQ AFPC/DP3AM will issue a memorandum as a source document, with the DD Form 1300 as an attachment, to the Airman's unit commander and the Airman, directing update of assignment limitation code "7" in the personnel data system. **(T-1)** The memorandum instructs the commander to contact and brief the Airman on the assignment limitation. Unless the

Airman requests, in writing, to HQ AFPC/DP3AM that the limitation be removed and the removal request is approved, then the Airman is restricted from PCS and/or TDY as stated above. Scan the correspondence in the Airman's electronic Automated Records Management System record.

2.17. (ARC only) Assignment of Members of the Retired Reserve. Members of the Retired Reserve who have not reached maximum service may request a unit or IMA assignment. If the unit commander determines that no other options are available, the commander can then have the retiree initiate a request for assignment to the Selective Reserve (SelRes). The member applies by submitting an application, AF Form 1288, *Application for Ready Reserve Assignment*, to the recruiter (AFR/ANG as applicable) who forwards the application through the gaining MPF to the unit commander (unit program), the Readiness and Integration Organization (RIO) Det/CC (IMA program) or to NGB/A1PP via The Adjutant General. The unit commander or RIO Det/CC must then define the unusual or unique circumstances that make this member's service indispensable. The Career Development Element or RIO Det/CC will then forward the application as directed in **paragraph 2.17.2** through the NAF to ARPC/DPAA or NGB/A1PP, for final determination. Requests to assign retired colonels to SelRes line positions must be approved by AF/REG and through RIO Det 5 for AFRC central managers for their IRs. Enlisted members cannot have exceeded their normal High Year Tenure Date; officers cannot have exceeded their Mandatory Separation Date or age restrictions. **NOTE:** Member must hold and be qualified in the AFSC and active duty retirees are required to be scrolled into the reserve component. Members are not eligible for retraining, should be within 5 years of retiring and will be placed initially on a two year contract with periodic reviews for continuation unless the needs of the AFR dictates otherwise. **(T-2)**

2.17.1. Removal Approval Authority. ARPC/DPT is the approval authority for removing a member from the Retired Reserve. See AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, for further guidance. ARPC/DPAA forwards approved AFR and NGB requests to ARPC/DPT for approval to be removed from the Retired Reserve. For ANG, the Recruiting and Retention Superintendent (RRS) submits requests to NGB/A1PP.

2.17.2. Application package consists of the following:

2.17.2.1. AF Form 1288, Application for Ready Reserve Assignment.

2.17.2.2. Copy of members' retirement order.

2.17.2.3. Statement from gaining commander that the member is qualified for the AFSC.

2.17.2.4. Copies of Officer Performance Reports (OPRs)/Enlisted Performance Reports (EPRs) (last three).

2.17.2.5. Copies of other documents relevant to the request, such as an approved overage/overgrade waiver, signed letter by the gaining commander justifying the assignment with manning statistics (ANG), The Adjutant General endorsement (delegated no lower than DS) (ANG).

2.17.2.6. Record of current physical examination (ANG).

2.17.2.7. NGB 22, National Guard Report of Separation and Record of Service (ANG).

2.17.3. Members requesting consideration for Air Reserve Technician (ART) positions must first obtain AFRC/A1 approval for assignment in the Selected Reserve (SelRes) (unit, IMA, or AGR) or in the ANG **(T-3).**

2.18. Exceptional Family Member Program (EFMP)

2.18.1. Exceptional Family Member Program Reassignment/Deferment General Provisions/Guidance.

2.18.1.1. Waivers and exceptions to policy to these provisions require prior approval of HQ AFPC/DP3AM (RegAF), ARPC/DPA (AFR), or NGB/A1PP (ANG).

2.18.1.2. All Airmen 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 OS assignments. As a result, permanent or prolonged deferment from reassignment cannot be considered. If a reassignment or temporary period of deferment is approved, the Airman must thereafter revert to worldwide assignable status.

2.18.1.3. The reassignment or deferment request must be initiated by the Airman concerned. A request initiated/submitted by one person on behalf of another is not accepted. **(T-3)**

2.18.1.4. An Exceptional Family Member Program request is approved on its own merit, and will not be disapproved based solely on the Airman's substandard performance and (or) conduct. Airmen are only delayed from departing PCS when he or she is 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 Airman's job related or personal problems. **(T-3)**

2.18.1.5. For RegAF colonels and below (except those attending initial technical training), requests must be submitted with supporting documentation via the virtual Military Personnel Flight (vMPF). Large volume requests may be mailed to HQ AFPC/DP1TAM, 550 C Street West, Suite B111, Randolph AFB TX 78150. For Cols (including Col selects), and CMSgts (including CMSgt selects) while requests are submitted initially to HQ AFPC, the final approval authority is AF/DPO and AF/DPE, respectively. Requests will be provided to the appropriate OPR for consideration once the required medical or legal review is obtained. Concerning RegAF, when HQ AFPC/DP3AM is referred to, substitute AF/DPO for RegAF colonels or colonel selectees, and AF/DPE for CMSgts and CMSgt selects. For AFR Airmen requests are submitted to ARPC/DPA (Lt Col and below) or AF/REG (Col and above). For ANG Airmen submit requests to NGB/A1PP. **(T-3)**

2.18.2. Terms (For the purpose of Exceptional Family Member Program consideration).

2.18.2.1. Exceptional Family Member: Limited to the Airman's spouse, child, or other person actually residing in the Airman's household who is dependent on the Airman for over half of his or her financial support, and who meets DoDI 1315.19, *Authorizing Special*

Needs Family Members Travel Overseas at Government Expense, criteria for enrollment in the Exceptional Family Member Program.

2.18.2.2. Special Needs Coordinator (SNC): A medical officer assigned to the MTF who is appointed as the SNC by the MTF Commander.

2.18.2.3. Family Member Relocation Clearance Coordinator: A medical technician or civilian assigned to the MTF who is appointed as the Family Member Relocation Clearance Coordinator by the MTF Commander.

2.18.2.4. General Medical Services: Encompasses all types of physiological, psychological, or social conditions of a chronic nature that have been medically diagnosed and that require specialized treatment.

2.18.2.5. 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.

2.18.2.6. 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 early intervention and related services . 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. Early intervention and related services 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.

2.18.2.7. 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 non-availability of structural accessibility requirements at a projected location will not be a limiting factor for assignment purposes. **(T-3)**

2.18.2.8. Courtesy Clearance. A check of available medical services at the gaining location medical treatment facility. Availability does not guarantee access to dependent parents/parents-in-law.

2.18.3. Identifying and Reporting Exceptional Family Member Program Conditions. Enrollment in the Exceptional Family Member Program is mandatory and requires the identification of all family members requiring long term general medical, special educational, early intervention and related services , or modified housing. Airmen with family members who require general medical, special educational, early intervention and related services , or modified housing must contact the Special Needs Coordinator in the medical treatment facility 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, early intervention and related services, 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 Airmen's families. **(T-3)** While dependent parents/parents-in-law are not eligible for Exceptional Family Member Program enrollment, member may request a "courtesy clearance" for CONUS assignment by contacting the Special Needs Coordinator in the MTF. **(T-3)**

2.18.3.1. RegAF Airmen desiring Exceptional Family Member Program deferment must submit their request through vMPF within 30 calendar days from PCS notification or nomination for reassignment. ARC Airmen desiring Exceptional Family Member Program deferment must submit their request to their HQ assignment authority prior to volunteering for an assignment. **(T-3)**

2.18.3.2. Should Exceptional Family Member Program conditions arise after PCS notification or other event notification, the Airman must report them to the Special Needs Coordinator and MPF immediately. If appropriate, the Airman must submit his or her request within 30 calendar days of learning of the condition (or a diagnosis). **(T-3)**

2.18.3.3. If the circumstances of the situation change and the request is still pending, or a reassignment has been approved but the Airman has not departed, the Airman must notify his MPF immediately. An approved Exceptional Family Member Program reassignment is normally canceled if the situation for which granted ceases to exist before the Airman's departure. In this instance the Airman must provide information and supporting documentation to show what actions have been taken regarding the reassignment. The MPF will provide this information to the Total Force Service Center (TFSC), who, in turn, provides it to HQ AFPC/DP2LWA (RegAF), ARPC/DPA (AFR), or NGB/A1PP (ANG) who will make the final decision and provide a response by message. **(T-3)**

2.18.3.4. An Airman must notify the MPF when the Exceptional Family Member Program condition ceases to exist for removal from the program. Once notified the MPF deletes the assignment availability code, assignment limitation code, and deployment availability code. **(T-3)**

2.18.4. Spirit and Intent of the Exceptional Family Member Program . Exceptional Family Member Program actions are designed to help an Airman 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. An Airman may need Exceptional Family Member Program assignment consideration throughout an entire Air Force career.

2.18.4.1. The Exceptional Family Member Program is distinct from the humanitarian program and is based on the personnel (manning) requirements of the Air Force. The two programs are not interchangeable and the Exceptional Family Member Program should not be interpreted as a base of choice program. The intent of the Exceptional Family Member Program assignment guidelines are to use the Airman, 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/DP2LWA (RegAF), ARPC/DPA (AGR only), or NGB/A1PP

(ANG), in coordination with the HQ AFPC Medical Staff, assignment OPR, and base level Special Needs Coordinator , determines a suitable assignment.

2.18.4.2. The Exceptional Family Member Program provides an initial 12-month deferment for a newly diagnosed condition when the Airman'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 Airman's continued presence is absolutely essential to continuing the treatment program. The Exceptional Family Member Program also provides reassignment when an Airman 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 Exceptional Family Member Program or on the Airman's own initiative, the Airman is then considered worldwide assignable.

2.18.4.3. Enrolling a family member in the Exceptional Family Member Program does not negate the Airman's responsibility to serve his or her share of OS duty, or in meeting deployment requirements.

2.18.5. Basic Eligibility Criteria for Exceptional Family Member Program Reassignment/Deferment**.** Airmen may be provided an Exceptional Family Member Program reassignment or deferment if [any] or [all] of the criteria are met:

2.18.5.1. The Airman has a family member with a medical or educational requirement that meets the DoD criteria for enrollment in the Exceptional Family Member Program (assignment limitation code "Q" in the personnel data system).

2.18.5.2. 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.

2.18.5.3. The Airman'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.

2.18.5.4. The Airman was denied family member travel by the gaining medical treatment facility based on processing the AF Form 1466, *Request for Family Member's Medical and Educational Clearance for Travel*, and other documentation. A facility determination inquiry must be completed to the gaining location and a copy of the denial document must accompany the Exceptional Family Member Program request. Deferment is not normally granted for this situation; however, cancellation of assignment may be provided or, if the Airman is in a mandatory PCS move status (reference **Attachment 18**), an alternate assignment provided. **(T-3)**

2.18.6. Assignment Considerations for Airmen with Exceptional Family Members. Requests for Exceptional Family Member Program consideration are submitted in the following circumstances:

2.18.6.1. The Airman was denied family member travel (Airmen projected to PCS Continental United States (CONUS) to CONUS or OS to CONUS) by the gaining medical treatment facility 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 Airman is in a mandatory move status, an alternate assignment provided. **(T-3)**

2.18.6.2. If serving OS accompanied by command sponsored family members, an Airman may request reassignment within the OS theater if an unforeseen medical or educational requirement arises after arrival at the OS base. For an Exceptional Family Member Program reassignment within the same OS theater, the Airman must agree to serve the full prescribed tour length at the gaining location or a tour equal to the combined unaccompanied tour lengths, whichever is greater, prior to being reassigned from the theater. Example: if serving on a 30/18 month OS tour and approval is received for assignment to a 36/24 month OS tour, the Airman 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 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 Airman has been assigned to the current location. **(T-3)**

2.18.6.3. If serving OS accompanied by command sponsored family members, an Airman 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 2.18.6.2** 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 Airman 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 Airman's presence is absolutely essential for treatment, the family member should be returned to the CONUS and the Airman will be required to complete the remainder of the tour established by the original tour election. **(T-3)**

2.18.6.4. If selected for a 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, the Airman may seek release from the assignment. To do this, the Airman must submit the appropriate Virtual Military Personnel Flight (vMPF) (RegAF) Exceptional Family Member Program application within 7 calendar days of receipt of the disapproval of family member travel. ARC Airmen should consult with their HQ assignment authority in this situation. 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, an Airman selected as the most eligible non-volunteer will be required to proceed to the pinpointed assignment. **(T-3)**

2.18.6.5. If selected for an OS long tour as a non-volunteer and family member travel is disapproved based on the unavailability of general medical services (see **paragraph 2.18.2**), an Airman may volunteer through the Total Force Service Center for an unaccompanied short tour in an effort to minimize family separation. Use the appropriate vMPF Exceptional Family Member Program application. ARC Airmen should consult with their Force Support Squadron authority in this situation. 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 Airman's presence is considered essential.

2.18.6.6. If not in a mandatory PCS move status and selected as a volunteer for an OS long tour and family member travel is disapproved for any reason, an Airman may request cancellation of the assignment through his or her assignment Noncommissioned Officer (NCO), or officer assignment team. Supporting documentation would be the denial of family member travel. (If in a mandatory move status, use the appropriate vMPF Exceptional Family Member Program application. 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. ARC Airmen should consult with their HQ assignment authority in this situation. **(T-3)**

2.18.6.7. If selected as a non-volunteer for an OS short tour to an area where family members are authorized, an Airman is required to serve the unaccompanied tour length when family member OS travel is denied, regardless of the reason.

2.18.6.8. If selected for an OS unaccompanied short tour (15 months or less), Airmen may and are encouraged to apply for a home-basing assignment (**Attachment 3**) to effect continuation of the established Exceptional Family Member Program. The request for home-basing should include trailer remarks that state the Airman is applying to effect continuation of an established Exceptional Family Member Program. Those not selected for home-basing assignment may request Exceptional Family Member Program reassignment through the Total Force Service Center (TFSC) to the same location as an OS returnee for continuation of the established Exceptional Family Member Program. Such a request must be submitted no earlier than the 10th month and no later than the 8th month before DEROS. **(T-3)**

2.18.6.9. For Airmen enroute PCS, they may discuss the problem with the nearest MPF Chief, the Total Force Service Center (TFSC), HQ AFPC/DP2LWA (RegAF), ARPC/DPA (AFR), or NGB/A1PP (ANG) personnel to assist in deciding whether or not to submit a request. There is no reimbursement authorized if the Airman decides to travel to the nearest base with an MPF and a Airman's status remains unchanged (example: leave) if they decide to submit a request. The Airman must comply with current reporting instructions if the HQ assignment authority denies suspension of movement; however, a request still can be submitted **(T-3)**.

2.18.7. Reasons Exceptional Family Member Program Requests are Usually Disapproved. HQ AFPC/DP3AM will not usually approve requests for reassignment/deferment under the following circumstances:

2.18.7.1. If the Airman 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 Airman's presence is absolutely essential, the family member should be returned to the CONUS and the Airman must complete the OS tour length prescribed based on his or her status. **(T-3)**

2.18.7.1.1. Reassignment when the Airman initially elects and proceeds on the unaccompanied OS 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.

2.18.7.1.2. Reassignment when the Airman circumvents or disregards the family member clearance process by bringing non-command sponsored family members, at personal expense, to an OS location where the required medical resources do not exist to meet their known needs.

2.18.7.2. 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.

2.18.7.3. Reassignment for the purpose of obtaining extended family support.

2.18.7.4. 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, an Airman 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 he or she is not eligible for coverage under TRICARE (see **paragraph 2.18.7.11**). **(T-3)**

2.18.7.5. 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.

2.18.7.6. The request is based on mental disorders (example: anxieties, compulsions, obsessions, phobias, and motor or sensory manifestations or combinations thereof) resulting from family separation incident to military assignment.

2.18.7.7. 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 Exceptional Family Member Program procedures.

2.18.7.8. 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.

2.18.7.9. 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.

2.18.7.10. Reassignment from the CONUS to OS for the sole purpose of establishing a treatment program.

2.18.7.11. A request for reassignment to a location with a greater capability to provide space available care in a medical treatment facility for an Airman with a dependent parent/parent-in-law when the required care is available within the current assignment locale.

2.18.7.12. A request based on the medical condition of the Airman. Assignment for this reason is initiated by local medical authorities when it is determined the situation warrants such action.

2.18.7.13. Requests for deferment will not be considered for Airmen who have not been selected and notified of reassignment or TDY in excess of 30 days. A deferment request for an officer can be considered based on the Airman's appearance on the Vulnerable Mover List if coordination with the appropriate assignment officer confirms assignment selection is highly likely.

2.18.7.14. Deferment from reassignment when the required resources are available within the projected assignment locale.

2.18.8. Processing Exceptional Family Member Program Requests. Requests must be submitted via vMPF in accordance with Personnel Services Delivery Guide, Voluntary Assignments: Exceptional Family Member Program Reassignment. **(T-3)**.

2.18.8.1. Airmen should attach required documentation based on their reason for request.

2.18.8.2. 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 Airman's absence due to unique family situations (as defined in AFI 36-2908*),* the commander's endorsement must include information about the existence (or lack thereof) of the documented family care plan required by AFI 36-2908. **(T-3)**

2.18.8.3. Requests for reassignment from Airmen 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. **(T-3)**

2.18.8.4. 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. **(T-3)**

2.18.8.5. The local Special Needs Coordinator must review and provide input on all Exceptional Family Member Program requests. Input must address the availability of required resources within the current assignment locale. **(T-3)**

2.18.8.6. The final approval/disapproval authority is HQ AFPC/DP3AM (RegAF), ARPC/DPA (AGR only), or NGB/A1PP (ANG). HQ AFPC/DP3AM (RegAF) may delegate approval/disapproval authority to HQ AFPC/DP2LWA. **(T-3)**.

2.18.9. Available Options When a Request is Disapproved. When a request is disapproved, the MPF must counsel the Airman on the following options: Airmen 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, an Exceptional Family Member Program request must be submitted within 7 calendar days following receipt of the correspondence disapproving the deferment or reassignment request. **(T-3)**

2.18.10. Withdrawing a Request. If an Airman 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 Total Force Service Center, who in turn notifies HQ AFPC/DP2LWA (RegAF), ARPC/DPA (AGR only), or NGB/A1PP (ANG) immediately. Once an Airman has departed on an EFMP reassignment, the request can no longer be withdrawn. **(T-3)** A request to withdraw an approved Exceptional Family Member Program 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 effect on a family member will not be favorably considered unless the situation has significantly changed since initial approval. For this type withdrawal request, input from the SNCO/Chief of Medical Staff is required along with the Airman's request.

2.18.11. Exceptional Family Member Program Assignment/TDY Restrictions. If an Airman is granted a reassignment or deferment under the Exceptional Family Member Program (assignment availability code 34, **Table 2.1**), the Airman will not PCS during deferment period for a maximum of 12 months from his or her Date Arrived Station, or date of approval not to exceed 12 months.

2.18.11.1. TDY restriction does not automatically apply to Exceptional Family Member Program requests unless specifically addressed in approval correspondence from HQ AFPC/DP2LWA (RegAF), ARPC/DPA (AGR only), or NGB/A1PP (ANG). An Airman 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 Airman's presence and the duration of the requirement. This statement must be submitted at the time of the request. A TDY restriction request is normally approved only on an initial Exceptional Family Member Program request. When a TDY restriction is requested and approved, the MPF will place the Airman in deployment availability code 44 as directed by HQ AFPC/DP2LWA (RegAF), ARPC/DPA (AGR only), or NGB/A1PP (ANG). **(T-3)**

2.18.11.2. If an Airman's parent organization is relocated or deactivated before expiration of the assignment restriction, he or she is considered for intra-command reassignment to another organization on the same base. If no authorization for his or her specialty exists on base, or if the base is being deactivated, reassignment instructions will be provided by HQ AFPC/DP2LWA (RegAF), ARPC/DPA (AGR only), or NGB/A1PP (ANG).

2.18.12. AF Form 1466, *Request for Family Member's Medical and Educational Clearance for Travel*. All Airmen who have a family member enrolled in the Exceptional Family Member Program must complete an AF Form 1466 within 30 calendar days of assignment notification

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 or Family Member Relocation Clearance Coordinator at the Airman's current duty location to the Special Needs Coordinator/Family Member Relocation Clearance Coordinator at the projected assignment location to determine if adequate facilities will be available for the Airman's exceptional family members. If family member travel is denied, see **paragraph 2.18.6.1**. **(T-3)**.

2.18.12.1. 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 an Airman 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 non-recommendation for family member travel from the gaining location's Chief of Medical Staff will not result in cancellation of the assignment unless requested by the Airman. However, if the Airman elects to continue with a CONUS assignment in this situation, he or she may not later request Exceptional Family Member Program reassignment based on a lack of services (unless the request is based on a newly identified need).

2.18.12.2. All requests for reassignment or tour curtailment will normally be disapproved when it is determined the Airman caused or contributed to the commission of an AF Form 1466 violation, either by falsifying or omitting information. Unless the Airman's presence is deemed essential, his or her family members should be returned to the CONUS and the Airman will be required to complete the remainder of the OS tour established by the original tour election.

2.18.12.3. The AF Form 1466 investigation results will be provided to the losing and gaining commanders by message for possible disciplinary action against an Airman who caused or contributed to the commission of an AF Form 1466 violation.

2.19. Expedited Transfer

2.19.1. Expedited Transfer General Provisions/Guidance.

2.19.1.1. In accordance with AFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*, expedited transfer provides an Airman who is sexually assaulted and files an unrestricted report, the option to request an expedited transfer with assistance from the Sexual Assault Prevention and Response Office. If an Airman is the victim of stalking or other sexual misconduct (i.e., indecent viewing, visual recording, or broadcasting; forcible pandering; indecent exposure) and files an unrestricted report, the Airman may also request an expedited transfer with assistance from the Victim and Witness Assistance Program in the installation's Legal Office. An expedited transfer request initiated on behalf of another will not be accepted.

2.19.1.2. Waivers and exceptions to policy to these provisions require prior approval of the HQ assignment authority (RegAF: HQ AFPC/DP3AM, ANG: NGB/A1PP, AFR: ARPC/DPA (AGR), HQ RIO (IMA), AFRC/A1K (TR)) **(T-1)**.

2.19.1.3. Airmen who were sexually assaulted and request transfer following threats of bodily harm or death, should be encouraged to immediately report the threat to their commander, law enforcement authorities, Sexual Assault Prevention and Response Coordinator, Victim Advocate or Special Victim's Counsel. The office receiving a request

for transfer based on threats of bodily harm or death should also immediately report the threat to the Airman's commander and law enforcement authorities. Requests to transfer under these circumstances for Regular Air Force will be handled in accordance with **paragraph 5.54**, *Threatened Person Assignment (TPA) Program*.

2.19.1.4. If the sexual assault of a civilian dependent occurred within the family or with an intimate partner, reassignment requests will be under the Humanitarian Assignments program when it is essential in establishing or operating an effective Family Advocacy program according to AFI 40-301, *Family Advocacy Program.* The Family Advocacy Program, consistent with DoDI 6400.01, *Family Advocacy Program (FAP)*, and DoDI 6400.06, *Domestic Abuse Involving DoD Military and Certain Affiliated Personnel*, covers adult military dependent sexual assault victims who are assaulted by a spouse or intimate partner and military dependent sexual assault victims who are 17 years of age and younger. The installation Sexual Assault Prevention and Response Coordinator, Family Advocacy Program and domestic violence intervention and prevention staff shall direct coordination when a sexual assault occurs within a domestic relationship or involves child abuse.

NOTE: The Family Advocacy Program also covers active duty sexual assault victims who were assaulted by a family member or intimate partner, however, this paragraph does not apply to active duty Airmen. Reassignment requests by active duty Airmen who are sexually assaulted by a family member or intimate partner, will be processed as an expedited transfer pursuant to AFI 40-301, paragraph 2.2.9.3.10.

NOTE: While requests for humanitarian consideration must usually be initiated by the Airman, there are some instances involving family advocacy issues where the Airman does not desire assignment or assignment cancellation and there are no quality control factors that would support such action. In these situations, the Airman'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 6.5.9.2** for personnel assigned OS). **(T-3)**

2.19.1.5. Ordinarily only one expedited transfer may be approved for each unrestricted reported incident. Subsequent expedited transfer requests will only be considered when the alleged offender is later assigned to the same duty location as the Airman who filed the unrestricted report of sexual assault, stalking, or other sexual misconduct or when the victim is being retaliated against at the new duty station. **(T-1)**

2.19.2. Expedited transfer for Airmen in Regular Air Force

2.19.2.1. Requests must be submitted via vMPF IAW Personnel Services Delivery Guide, Voluntary Assignments: Humanitarian Reassignment and Deferment Program/Expedited Transfer Application. The sexual assault victim forwards the installation or host Wing Commander's memo (this may be delegated to the installation or host Vice Wing Commander) along with the vMPF expedited transfer application and all documents related to the approved expedited transfer (to include the Exceptional Family Member Program documentation and other applicable PCS documentation) to his or her unit commander who then forwards to the Total Force Service Center (TFSC) at HQ AFPC. The installation or host wing commander (or equivalent) approves or disapproves the victim's request within 72 hours in accordance to AFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*, **paragraph 11.3** *Request Process*. Upon receipt of an installation or host vice

wing Commander's approved expedited transfer from the sexual assault victim's commander through vMPF, the Total Force Service Center will forward to Headquarters Air Force Personnel Center, Humanitarian and Exceptional Family Member Program Assignments Branch, (HQ AFPC/DP2LWA) for execution of reassignment location. **(T-2)** The Total Force Service Center acts as the liaison between HQ AFPC/DP2LWA and the Airman approved for expedited transfer. Airmen are required to meet normal assignment eligibility requirements as defined in this instruction.

2.19.2.2. HQ AFPC/DP2LWA will evaluate the Airman's location preferences listed on the installation or host wing commander's memo and facilitate the reassignment. **(T-2)** If preferences cannot be met based on Air Force requirements, manpower utilization, an exceptional family member's needs, or Airman's retainability per **paragraph 5.28.3**, AFPC/DP2LWA will coordinate with the installation or host wing commander on viable alternatives to prevent negative impact on the Airman's career and an exceptional family member, if applicable. **(T-2)** If the installation or host wing commander or Sexual Assault Prevention and Response Coordinator are aware that the requester has a Special Victims Counsel (SVC), the installation or host wing commander or Sexual Assault Prevention and Response Coordinator will also notify the Special Victims Counsel of the expedited transfer decision and duty assignment location within two duty days of a reassignment decision being made. **(T-3)** If location resolution cannot be obtained, the discussion will be resolved between AF/CVS and AFPC/CC. **(T-1)** For colonels (including selectees), and CMSgts (including CMSgt selects) while requests are submitted initially to HQ AFPC, the final authority in determining reassignment location is AF/DPO and AF/DPE, respectively.

2.19.2.3. Reassignment from CONUS to an OS location, or between/within OS theaters, should not be considered unless it has been documented that family members or other identified support network reside in the overseas area and the requester has expressed a preference for transfer to the OS location. Family members can be defined as mother, father, siblings, and *in loco parentis*. Requests to relocate to locations where family members other than those defined reside will be considered on a case-by-case basis. If a request for assignment is to a dependent-restricted area and the Airman's foreign-born spouse will be traveling to the native country, such information must be included in the expedited transfer request. If reassignment can be facilitated, a request for a Designated Location Move to the native country must be processed per AFI 36-3020, *Family Member Travel*.

2.19.2.4. When an Airman is married to another Airman and desires join spouse consideration, a join spouse intent letter must accompany the Airman's application in order for the military spouse to also be considered for assignment action.

2.19.2.5. An Airman desiring expedited transfer who has a spouse or children enrolled in the Exceptional Family Member Program must include appropriate medical or educational documentation concerning the Exceptional Family Member Program situation with the expedited transfer request (i.e., DD Form 2792, *Exceptional Family Member Medical Summary*, plus addendums, DD Form 2792-1, *Special Education/Early Intervention Summary*, individualized education program (IEP), AF Form 1466, 1466-D, etc.). An expedited transfer reassignment cannot be approved unless the projected assignment location can meet the needs of the exceptional family member in accordance with **paragraph 2.18**. **(T-3)**.

2.19.2.6. An Airman will generally only be delayed from departing PCS when he or she is required to remain for completion of a criminal or disciplinary investigation or action in which he or she is the subject, including investigation and trial by US military or civil authorities or administrative actions under the Uniform Code of Military Justice, or AFI 36-3206, or AFI 36-3208. If an Airman who has been approved for an expedited transfer has also undergone past disciplinary action, but the commander does not deem a separation appropriate, the losing unit commander must formally notify the gaining unit commander, in writing, of any incomplete administrative or disciplinary actions and provide a comprehensive analysis of the Airman's duty related or personal problems related to the administrative or disciplinary action. **(T-3)**

2.19.2.7. If an Airman's parent organization is relocated or deactivated after an Airman is reassigned there due to an expedited transfer request, he or she should be considered for intra-command reassignment to another organization on the same base. If no authorization for his or her specialty exists on base, or if the base is being deactivated, reassignment instructions will be provided by HQ AFPC/DP2LWA.

2.19.2.8. Retraining or crossflow actions will be considered on a case-by-case basis as a last resort, but the goal is timely reassignment actions with minimal disruption to an Airman's career. All retraining actions will be coordinated through AFPC/DP3ST. As a general rule, reassignment into a special duty position is not considered since the selection process is under a nominative process and requires additional training. Additionally, when an Airman requires reclassification prior to ET reassignment, HQ AFPC/DP2LWA will coordinate with AF/A1PT **(T-3)**.

2.19.2.9. If an Airman submits a request for reassignment and the circumstances change prior to a final decision or the Airman's departure on assignment, he or she must immediately inform either the MPF or the Total Force Service Center (TFSC), who in turn notifies HQ AFPC/DP2LWA. A message reply will be provided with final disposition instructions**.** Once an Airman has departed on an expedited transfer reassignment, the request can no longer be withdrawn. **(T-3)**

2.19.3. Expedited transfer for Air Force Reserve and Air National Guard.

2.19.3.1. The sexual assault victim forwards the vice wing commander's (or equivalent) memo (the RegAF vice wing commander for individual reservists), along with the expedited transfer application and all documents related to the expedited transfer (to include the Exceptional Family Member Program and other applicable PCS documentation) to his or her unit commander or RIO Det/CC. **(T-3)** Upon receipt of an expedited transfer request from an Airman who was sexually assaulted in the Line of Duty (LOD), the member's current unit commander will assist in fulfilling the Airman's reassignment request. **(T-3)** Reassignments within the ANG are subject to provisions of CNGBI 1303.01A, *Expedited Transfer, Reassignment, or Removal of National Guard Members Due to an Unrestricted Report of Sexual Assault.* ARC members assigned on temporary active duty orders away from home station who desire expedited transfer will submit their request to the commander of the unit to which they are providing support. **(T-3)**

2.19.3.2. Depending on the type of reassignment requested, in addition to the losing unit commander, other parties involved in the reassignment process may include gaining

commander, recruiter, Wing AGR Program Manager, HQ RIO Det CCs, HQ AFPC, ARPC, Host Aviation Resource Management, Functional Area Manager (FAM)/Career Functional Manager (CFM), Senior Officer and Special Programs Support Branch, The Adjutant General, etc. For Guard General Officers or Colonels assigned to General Officer positions, expedited transfer reassignment location will be determined by the National Guard Bureau (NGB-GO) and for Reserve General Officers or Colonels assigned to General Officer positions, expedited transfer reassignment location will be determined by AF/REG.

2.19.3.3. Unit Commanders, or RIO Det/CC, will assist Airmen electing reassignment with the following options:

2.19.3.3.1. Reassignment of the Airman by USAF to another location if the Airman was sexually assaulted while performing Active Duty Other than for Training. **(T-3)** The Airman may also be returned to the home unit of assignment with the Airman's consent.

2.19.3.3.2. Rescheduling or Excusal from Training. A unit commander may approve rescheduling or excusal from training, allow training with a different unit in the home duty location, or consider allowing temporarily or permanently separate training on different weekends or times (where possible) from the alleged offender if the wing is capable to support and provide training with proper staffing i.e. fulltime AGR or technician assigned within the work center. **(T-3)**

2.19.3.3.3. Reassignment within the Airman's unit. Unit Commander may approve reassignment action. **(T-3)** Assignment outside of an awarded AFSC will require entry into retraining. Excess or overgrade assignment is authorized for up to 24 months. **(T-3)**

2.19.3.3.4. Reassignment within assigned wing. Reassignment of a member between units serviced by the same FSS must have the concurrence of both gaining and losing unit commanders. **(T-3)** Airman's CC contacts the Wing Recruiting office for assistance in locating available positions. Gaining commander initiates reassignment documentation in accordance with FSS requirements. Excess or overgrade assignment is authorized for up to 24 months. **(T-3)**

2.19.3.3.5. Reassignment within Current State (ANG only). Reassignment of a member between units located within the same State must have the concurrence of both gaining and losing unit commanders. Unit Commander will contact the Wing Recruiter for assistance. **(T-3)** Wing Recruiter will locate an available position and coordinate reassignment actions with the gaining Wing's Recruiter. **(T-3)**

2.19.3.3.6. Reassignment to Another State (ANG only). Unit Commander will contact the Wing Recruiting office for assistance. **(T-3)** Wing Recruiter will locate an available position and assist in coordinating reassignment actions between the losing and gaining organizations. **(T-3)** For ANG, State-to-State transfers are subject to the provisions of ANGI 36-2002, *Enlistment and Reenlistment in the Air National Guard and as a Reserve of the Air Force*.

2.19.3.3.7. Reassignment for military technicians and AGRs must be assigned as position incumbents to unit manning document positions compatible with their full-time positions. **(T-3)**

2.19.3.3.7.1. Reassignment for AGR must also be coordinated with the Wing AGR Program Manager **(T-3)**.

2.19.3.3.7.2. Reassignment of Military Technicians should not be attempted without guidance from the Airmen's Wing Civilian Human Relations Office. Military reassignment action may impact the member's civil service status to include involuntary termination.

2.19.3.3.8. National Guard Bureau Statutory Tour Reassignment. Airman assigned to the Air National Guard Bureau Readiness Center serving on a Statutory tour are subject to the provisions of ANGI 36-6. Contact Human Resources (NGB/HR) for assistance with reassignment or voluntary tour curtailment actions.

2.19.4. Expedited Transfer for an Alleged Offender.

2.19.4.1. To enhance protection for the sexual assault victim, potential reassignment of the alleged offender shall be considered by the Vice Wing Commander (or equivalent), balancing interests of the sexual assault victim and the alleged offender. **(T-2)** The Vice Wing Commander (or equivalent) is required to consult with the servicing Staff Judge Advocate (Staff Judge Advocate) and Military Criminal Investigation Organization in making this decision when there is an open investigation. **(T-2)** Reassignment options include a temporary or PCA or PCS to a location determined by Air Force needs and if applicable, the Exceptional Family Member Program requirements of the alleged offender's spouse or children.

2.19.4.2. The Vice Wing Commander (or equivalent) will notify an alleged offender who has been selected for expedited transfer. **(T-2)** The alleged offender will then have an opportunity to submit through his or her unit commander, location preferences for inclusion in the Vice Wing Commander's (or equivalent) memorandum. **(T-3)** The alleged offender will also have the opportunity to submit documentation of family member's enrollment in the Exceptional Family Member Program, as well as any other circumstances relating to the reassignment that he or she desires to bring to the Vice Wing Commander's (or equivalent) consideration. **(T-3)** The alleged offender shall be notified that they have the right to consult with an Area Defense Counsel prior to submitting these matters. **(T-3)**

2.19.4.3. The alleged offender's unit commander will complete the vMPF expedited transfer application on behalf of the alleged offender and will submit it and all documents related to the expedited transfer (to include Vice Wing Commander's (or equivalent) memo of approved Expedited Transfer decision, Exceptional Family Member Program documentation and other applicable PCS documentation) to the Total Force Service Center, for RegAF, or to the appropriate parties involved in the reassignment process, for Air Reserve Component (ARC). (T-3) For RegAF, upon receipt of a Vice Wing Commander's (or equivalent) Expedited Transfer from the alleged offender's commander through vMPF, the Total Force Service Center will forward to HQ AFPC/DP2LWA for execution of reassignment location. **(T-3)** The Total Force Service Center acts as the liaison between HQ AFPC/DP2LWA and the Airman selected for Expedited Transfer. For Air Reserve

Component (ARC), parties involved in the reassignment process will execute reassignment. **(T-3)**

2.19.4.3.1. (RegAF only) HQ AFPC/DP2LWA will evaluate the Airman's location preferences listed on the Vice Wing Commander's (or equivalent) memo and facilitate the reassignment. **(T-2)** If preferences cannot be met based upon Air Force requirements, manpower utilization, or an exceptional family member's needs, AFPC will coordinate with the Vice Wing Commander (or equivalent) on viable alternatives to prevent negative impact on the Airman's career and exceptional family member if applicable. **(T-2)** If the Vice Wing Commander (or equivalent) is aware that the requester has an Area Defense Counsel, they will also notify the Area Defense Counsel. If location resolution cannot be obtained, AFPC/DP2L is the final authority in determining location of reassignment. **(T-3)** When an Airman is married to another Airman and desires join spouse consideration, a join spouse intent letter must accompany the Airman's application in order for the military spouse to also be considered for assignment action. **(T-2)**

2.19.4.5. An alleged offender who has a spouse or children enrolled in the Exceptional Family Member Program shall provide appropriate medical or educational documentation concerning the Exceptional Family Member Program situation upon notification that his or her Vice Wing Commander (or equivalent) has selected them for ET (i.e., DD Form 2792, plus addendums, DD Form 2792-1, IEP, AF Form 1466, 1466D, etc.). An Expedited transfer reassignment cannot be approved unless the projected assignment location can meet the needs of the exceptional family member in accordance with **paragraph 2.18**.

2.19.4.6. Reassignment from a CONUS to OS location, or within/between OS theaters, should not be considered unless it has been documented that family members or other identified support network reside in the OS area and the requester has expressed a preference for transfer to the OS location. Family members can be defined as mother, father, siblings, and *in loco parentis*. Requests to relocate to locations where family members other than those defined reside will be considered on a case-by-case basis. If a request for assignment is to a dependent-restricted area and the Airman's foreign-born spouse will be traveling to the native country, such information must be included in the expedited transfer request. If reassignment can be facilitated, a request for a Designated Location Move to the native country must be processed per AFI 36-3020. **(T-3)**

2.19.4.7. If an Airman's parent organization is relocated or deactivated after an Airman is reassigned there due to an expedited transfer request, he or she should be considered for intra-command reassignment to another organization on the same base. If no authorization for his or her specialty exists on base, or if the base is being deactivated, reassignment instructions will be provided by HQ AFPC/DP2LWA for RegAF.

2.19.4.8. Assignment availability code, assignment limitation code and medical limitation codes must also be addressed prior to reassignment. The goal for transferring the alleged offender is a timely reassignment with minimal disruption to an Airman's career and family. **(T-3)**

Table 2.1. Assignment Availability Codes.

RULE	A	B	C	D	E	F

	Code	Title	Applies to Officers	Applies to Enlisted	Description	Deferment Period or Effective Date (see note 1)
1	02	Air Force Educational Leave of Absence (AFELA) Program	X	X	Approved or enrolled in AFELA Program according to AFI 36-2649, *Voluntary Education Program.*	Graduation date, verified by Education services memorandum. See note 2.
2	05	Application for program leading to a commission		X	Applied for commission through a service academy, preparatory school, Air Force Reserve Officer Training Corps (AFROTC) or Airman Education and Commissioning Program (AECP).	Date of application plus: 9 months - AECP; 12 months - service academy, preparatory school, AFROTC and Officer Training School (OTS). Enlisted selected for PCS are ineligible for deferment. Also see AFI 36-2013, *Officer Training School and Enlisted Commissioning Programs*, Table 1.2 for application ineligibility criteria. See note 3.
3	08	Controlled Duty Assignment Retainability		X	Declines to reenlist or extend current enlistment to acquire Controlled Duty Assignment retainability; or, elects to retire in lieu of attending	Date Airman signs AF Form 964, *PCS, TDY, Deployments, or Training Declination Statement*, or date of application for retirement, until Date Of

					training for Controlled Duty Assignment. See paragraph 5.52.	Separation. See notes 3 and 5.
4	09	Declined or failed to obtain required retainability for PCS, TDY, deployment, or training; or elected retirement in lieu of PCS. See note 3.		X	Airman declines or fails to reenlist or extend current enlistment to acquire retainability and an AF Form 964 is executed; or elects for retirement in lieu of PCS via vMPF (including when retirement is in lieu of change of end assignment prior to PCS departure) See paragraph 5.28.	Date Airman or MPF signs the AF Form 964 or date of application for retirement; duration is until Date of Separation. See note 3.
5	10	Not selected for reenlistment		X	Airman considered but not selected for reenlistment under the Selective Reenlistment Program. See AFI 36-2606, *Reenlistment in the USAF*.	Enter date of non-selection; duration is until Date of Separation. Source document is the AF Form 418, *Selective Reenlistment Program (SRP) Consideration for Airmen in the RegAF/AFR/ANG*. See note 3.
6	12	Article 15	X	X	Airmen who are serving Article 15, UCMJ punishment. See paragraph 5.20.	Effective date of punishment plus period of punishment or suspension. (only update if punishment is in excess of 30 days). Verify

						Airman has Unfavorable Information File (UIF) code "3" in PDS. See note 3.
7	13	International Hold	X	X	Airman placed on hold according to AFI 51-703, *Foreign Criminal Jurisdiction*.	Documentation from Staff Judge Advocate required before update. See notes 3,6,7,8 and 10. (T-1)
8	14	Material Witness	X	X	Airman identified by Staff Judge Advocate as a material witness for a court-martial, trial in a foreign country (criminal or civil) or certain non-criminal trials in US, state or federal courts.	Documentation from Staff Judge Advocate required before update. Date identified by Staff Judge Advocate plus estimated period needed to complete trial proceedings (not to exceed 6 months without HQ AFPC/DP3AM approval). See note 9. (T-1)
9	15	Court-Martial, or Civilian Criminal Court	X	X	Airman under criminal charges and/or awaiting trial by military court-martial; or, under charges and/or awaiting trial by civilian criminal court for an offense for which the maximum punishment for the same or closely related offense under the Manual for	Documentation from Staff Judge Advocate required before update. Date charges preferred plus 6 months (not to exceed 6 months without prior approval from HQ AFPC/DP3AM). See note 3. (T-1)

					Courts-Martial (MCM) is confinement for 1 year or more.	
10	16	Control Roster	X	X	Airman undergoing special period of observation according to AFI 36-2907, *Unfavorable Information File Program*.	Date placed on control roster plus period of observation. Verify Airman has Unfavorable Information File code "2" updated in PDS. See note 3. (T-1)
11	17	Under Security Forces or Office of Special Investigations Investigation	X	X	Includes investigation by the Base Security Forces, or Air Force Office of Special Investigations (excludes normal security clearance investigations conducted according to AFI 31-501, *Personnel Security Program Management*).	Documentation from Security Forces or Office of Special Investigations required before update. Date investigation is directed plus estimated period of completion (not to exceed 6 months without prior approval from HQ AFPC/DP3AM). See notes 3 and 8. (T-1)
12	18	Sponsored Military Medical Training	X		Airman in sponsored military medical training.	Date entered training until completion of training.
13	19	Referral OPR/EPR	X	X	Airman whose most recent performance results in a referral OPR/EPR according to AFI 36-2406.	OPR/EPR closeout date plus 12 months. Source document is the OPR/EPR. See paragraph 5.20.3. for assignment ineligibility

						criteria. See note 3 and 19. (T-1)
14	21	Commander Directed Hold	X		Commander's option to retain an Airman to complete actions under AFI 36-3206, AFI 36-2911, *Desertion and Unauthorized Absence*, 2Lts non-recommended for promotion to 1Lt, and Article 32, Uniform Code of Military Justice (UCMJ) investigations. Requests for other reasons than those listed above, see paragraph 5.20.	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/DP3AM, except for AFI 36-3206 cases which may not exceed 12 months. See notes 3 and 10. (T-1)
15				X	Airman placed on hold for completion of action under AFIs 36-3208, 36-2502, *Airman Promotion/ Demotion Programs*, 36-2911 or Article 32 UCMJ investigation. Requests for other reasons than those listed above, see paragraph 5.20.	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/DP3AM, except for Airmen processed for dual action or lengthy service separation (AFI 36-3208) which may not exceed 12 months. See notes 3 and 10. (T-1)

16	22	Senior Military Faculty	X		Airman holding Tenure Faculty Appointment at the USAF Academy.	For Senior Military Faculty members: Date the appointment is approved, in 3 year increments up to the point of mandatory retirement, or other mutually agreed periods.
17	24	Applied or Nominated for Assignment or Training School	X		Airman applied or nominated for an assignment or training school and the prescribing directive states Airman is ineligible for other assignment actions until released or selected.	Date anticipated entry into class, or date Airman will move if selected for assignment. See note 3.
18	25	Selected for Special Duty Assignment or Formal Training		X	Airman selected for Special Duty Assignment or a formal school and there is not a firm reporting date.	Assignment Selection Date plus 6 months. See note 3.
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, Field Operating Agency (FOA) or Direct Reporting Unit (DRU) must obtain approval from the assignment OPR on an individual basis before authorizing Airman's

						deferment. See note 3. **(T-1)**
20	28	Base of Preference		X	Approved Base of Preference (see Attach 2).	Compute date according to Attach 2. See note 4.
21	29	Retrainee (does not apply to retraining into Special Duty Identifier 8F000/First Sergeant, see assignment availability code 50 and FS)		X	Approved retraining according to AFI 36-2626, *Airman Retraining Program*, or NCOs approved for retraining under Fiscal Year (FY) Airman Retraining programs (may be through On the Job Training or formal training).	24 months from the date entered into retraining, or date completed formal school training, or date arrived station when PCS is in conjunction with retraining, or until upgraded to AFSC commensurate with grade, or retraining into CONUS/OS imbalanced skills; whichever is earlier, but not to exceed 24 months. See notes 4 and 12.
22	30	Humanitarian Reassignment or Deferment	X	X	Airman reassigned or deferred for humanitarian reasons in accordance with Attachment 16.	If Airman reassigned, 12 months from date arrived station. If deferred at current location, 12 months from date of approval. HQ AFPC/DP2LWA may extend, see note 11.
23	31	Medical Deferment	X	X	Temporary disqualification for worldwide duty, including PCS (non-mobility profile).	Date of Availability on AF Form 469, section IV (not to exceed 12 months from date medical

					See paragraph 2.7 and 5.12.	problem incurred), or expiration of medical hold imposed by HQ AFPC/DP2NP; AFRC/SGP for AFR; NGB/SGP for ANG. See notes 7 and 8. (T-1)
24	32	Join-Spouse Assignment	X	X	Military couple assigned jointly in PCS status. See Attachment 8.	Defer both Airmen for 24 months from date arrived station of last arriving Airman. Remove upon update of intent code "H." See note 2.
25	34	Exceptional Family Member Program Reassignment or Deferment	X	X	Airmen reassigned or deferred for Exceptional Family Member Program reasons in accordance with paragraph 2.18.	Date of arrival plus 12 months, or date of approval not to exceed 12 months. See note 11.
26	36	HQ AFPC Controlled, Force Structure Action (Mandatory Move)	X	X	Airman deferred from assignment until Date of Availability, then reassignment (PCA or PCS) is mandatory.	Entry date plus period established by HQ AFPC/DP2LWA. (T-1)
27	37	Medical Evaluation Board or Physical Evaluation Board	X	X	Airman deferred from PCS reassignment pending results of Medical Evaluation Board or Physical Evaluation Board. See paragraph 2.7 and 5.12.	Regardless of date of availability on AF Form 469, no assignment action should be taken until Airman is returned to duty through HQ AFPC/DP2NP

						(RegAF) / AFRC/SGP (AFR) / NGB/SGP (ANG) and code 37 is removed as Airman may be unfit for retention. See note 3. (T-1)
28	38	Recalled Retiree		X	Airman is a Regular AF retiree voluntarily recalled to active duty according to Title 10 USC, 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 plus period of active duty.
29	39	Operational Continuity	X		When assigned to a different position on the same base (following PCA w/o PCS only) for operational continuity; or Following a 365-day extended deployment; or For 365-day extended deployment where a severe mission impact reclama has been approved by the MAJCOM/CD (see Chapter 7).	As directed by the assignment OPR, not to exceed 18 months. See notes 4 and 11. (T-1) For 365-day extended deployment: 24 months from return date. For 365-day extended deployment; Approved Reclama: 6 months from required delivery date.

30				X	Authorized deferment for operational continuity; or following a 365-day extended deployment; or for 365-day extended deployment where a severe mission impact reclama has been approved by the MAJCOM/CD (see Chapter 7).	As directed by the assignment OPR on an individual basis, not to exceed 3 years. (T-1) For 365-day extended deployment: 24 months from return date. For 365-day extended deployment approved reclama: 6 months from required delivery date.
31	40	Involuntary Consecutive Overseas Tour	X	X	Airman directed to serve an Involuntary Consecutive Overseas Tour and is ineligible for involuntary PCS selection for 24 months except mandatory PCSs.	24 months from date arrived station in CONUS after completion of Involuntary Consecutive Overseas Tour. See note 11.
32	41	Voluntary Stabilized Base Assignment Program		X	Airman has either an approved application to remain at present Voluntary Stabilized Base Assignment Program base or is reassigned under Voluntary Stabilized Base Assignment Program (see Attach 11).	4 or 5 years from date of approval or date arrived station (as appropriate – see Attach 11). See notes 4 and 11.

33	42	5-Year Stabilized Tour		X	Airman assigned to certain units or functions approved for stabilized tour (see paragraph 5.11).	Date of assignment to unit or function plus 5 years. See note 4.
34		CONUS Minimum Tours in a Special Duty Identifier		X	To preclude prolonged assignment outside normal duties of AFSC. (see paragraph 5.11.).	Date assigned plus number of years authorized per the Special Category / Stabilized Tour guide or date authorized by HQ AFPC assignment OPR. See note 4. (T-1)
35	43	4-Year Stabilized Tour	X	X	Airman assigned to a minimum tour.	Date of assignment to unit or function plus 4 years. See note 4
36		CONUS Minimum Tours in Special Duty Identifier		X	To preclude prolonged assignment outside normal duties of AFSC. (see paragraph 5.11.).	Date assigned plus number of years authorized per the Special Category/ Stabilized Tour guide or date authorized by HQ AFPC assignment OPR. See note 4. (T-1)
37	44	3-Year Stabilized Tour	X	X	Airman assigned to a minimum tour.	Date of assignment to unit or function plus 3 years. See note 4.
38		CONUS Minimum Tours in a Special Duty Identifier		X	To preclude prolonged assignment outside normal duties of AFSC. (see paragraph 5.11.).	Date assigned plus number of years authorized per the Special Category/ Stabilized Tour guide or date authorized by HQ

						AFPC assignment OPR. See note 4. (T-1)
39	45	2-Year Stabilized Tour		X	Assigned to certain units or functions and HQ AFPC/ DP3AM approves the temporary deferment.	Date of assignment to unit or function plus 2 years or other time period as determined by HQ AFPC/DP3AM. See note 4. (T-1)
40				X	Completes weapon system training in AFSC 1A1X3 or 1A2X3.	24 months from date enlisted Airman completes weapon system training.
41		CONUS Minimum Tours in a Special Duty Identifier		X	To preclude prolonged assignment outside normal duties of AFSC. (see paragraph 5.11.).	Date assigned plus number of years authorized per the Special Category/ Stabilized Tour guide or date authorized by HQ AFPC assignment OPR. See note 4. (T-1)
42	46	Joint duty assignment Position, Maximum Stabilized Tour	X		Assigned to a designated joint duty assignment position (CONUS or OS) (see paragraph 5.56.).	Date determined and updated by HQ AFPC/DP2LWA. See note 13. (T-1)
43	47	HQ USAF and related Activities		X	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.
44	48	School Assignment	X		Assignments controlled by HQ AFPC.	Entry date plus course length.

45	50	CONUS Maximum Stabilized Tours	X	X	Tours controlled by HQ USAF and HQ AFPC.	Date assigned plus number of years authorized per the Special Category guide. (For CONUS Isolated Tour, 24 months for accompanied/15 months for unaccompanied). (T-1)
				X	To preclude prolonged assignment outside normal duties.	
46		First Sergeant (Initial Tour)		X	Assigned as an 8F000 First Sergeant (see paragraph 5.11.).	Date graduated First Sergeant Academy plus 3 years. Updated by HQ AFPC/DP2OSS. See notes 4, 12, and 17. (T-1)
47	51	CONUS Minimum Stabilized Tours	X		Tours controlled by MAJCOM.	Date assigned plus number of years authorized per the Special Category guide. (T-1)
48	51	Operational Deferment		X	Assigned to units or functions whose temporary deferment has been approved on a by-name basis IAW paragraph 5.11.	Date authorized by HQ AFPC assignment OPR. (T-1)
49	52	Voluntary Education Program	X	X	Enrolled in off-duty education program as shown in paragraph 5.11. and AFI 36-2649.	Period authorized by the specific program as shown in paragraph 5.11 and AFI 36-2649. See notes 2 and 4.
50	54	HQ AFPC Controlled Force Structure Actions		X	Airman assigned to a deactivating or activating base/unit, or weapon system change.	Date of approval by HQ AFPC/DP2LWA plus period of deferment. (Reassignment is

						not mandatory.) (T-1)
51	55	CONUS Minimum Stabilized Tours	X		Tours controlled by HQ USAF and HQ AFPC.	Date assigned plus number of years authorized.
52	56	Secretary of the Air Force Personnel Control List	X	X	Airman deferred on an individual basis (by-name) by the Office of the Secretary of the Air Force. List managed by HQ AFPC/DP2X.	As determined and updated by HQ AFPC/DP2X. (T-1)
53	57	CONUS Minimum Stabilized Tour, Presidential Support Duties only	X		Officers assigned to Presidential Support Duties.	Date assigned plus number of years authorized or as determined by the assignment OPR. (T-1)
54	58	Operational Deferment	X		Officer considered essential to a specific project or program as shown in paragraph 5.11.	As directed by the assignment OPR. See note 11. (T-1)
55	59	Critical Acquisition Position Tenure (CAP)	X		Officer is assigned to a critical acquisition position; HQ AFPC/DP2LA reviews all assignments to critical acquisition positions per AFI 63-101.	Date of assignment to unit plus number of years as determined by the assignment authority. The majority of critical acquisition positions require 3 years, but some require 4 years. For officers assigned to OS locations the overseas tour length takes precedence over

						the Critical Acquisition Position tenure. See note 2.
56	65	Assignment Incentive Pay at Overseas Duty Locations	X	X	Airmen awarded monetary incentive.	Date equal to DEROS or date approved as determined by the Assignment Incentive Pay approved programs; the Assignment Incentive Pay Personnel Service Delivery Guide; and the Airman's written agreement. Note 16
57	67	Aviation Service Under Review	X		Continued utilization in aviation service is under review according to AFI 11-402.	Date action initiated plus 3 months; (continued in 3-month increments until AF/A3O-AT advises to remove). See note 11.
58	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 graduation date for bypass. Completion date of Technical Training for Join Spouse.
59	70	HQ AFPC or HQ Air Education and Training Command (AETC) Basic Military Trainee Hold		X	Basic military trainee identified by 737 Training Support Sq who has unique clearance problems that prohibit	Basic Military Training graduation date or date determined by AETC or HQ AFPC OPR (AETC or HQ AFPC must

					classification and reassignment.	approve action). (T-1)
60	71	Guarantee AFSC Program		X	Basic military trainee who enlisted under the Guarantee AFSC Program.	Basic Military Training graduation date.
61	72	Waiver of Mandatory Classification Prerequisites		X	Basic military trainee who applied for a waiver of the mandatory Enlisted Classification Directory prerequisites.	1 day before the normal classification date of the week group the trainee is in.
62	73	Basic Military Trainee Recommended for Separation		X	Basic military trainee recommended for separation under AFI 36-3208.	Date of recommendation plus 6 months.
63	77	OS Tour Extension Incentive Program		X	Enlisted who extended OS tour under the OS Tour Extension Incentive Program (see Attach 12).	Automatic update when DEROS change reason is Y1, Y2 or Y3. Date of Availability is 12 months from DEROS PREV, or 12 months from Date of Availability of prior assignment availability code 77. See note 15. (T-1)
64	81	Pregnancy	X	X	Deferment of female Airman diagnosed as pregnant by medical authority (see paragraph 5.18).	12 weeks beyond expected date of delivery of child as shown in the medical authority's statement.
65	85	High School Senior	X	X	Deferment of assignment during eligible	Date equal to the 1st day of the 2nd month after

		Assignment Deferment			dependent child's senior year in High School (see paragraph 5.11.8.).	eligible child graduates.
66	87	Vulnerable mover list deferment	X		Deferment of placement on the vulnerable mover list.	Date established by assignment OPR not to exceed 1 year
67	AP	Assignment Incentive Pay at CONUS Duty Locations	X	X	Awarded to Airmen selected for difficult-to-fill or less desirable assignments as designated by Secretary of the Air Force.	Date equal to DEROS or date approved as determined by the Assignment Incentive Pay approved programs; the Assignment Incentive Pay Personnel Services Delivery Guide; and the Airman's written agreement. See note 16
68	CS	Critical Skills Retention (CSR) Bonus Reenlistment/ Obligated Service		X	To control assignments for Airmen in 1C2XX and 1T2XX AFSCs that have a Critical Skills Retention bonus to reenlist or extend.	Date of enlistment or extension.
69	ET	365-day Extended deployment	X	X	Airman selected for or currently deployed on a 365-day Extended deployment.	Required Delivery Date plus 365 days.
70	FS	First Sergeant (Second or Consecutive tours)		X	Airman approved for second or consecutive tour beyond the initial 3-year tour coordinated with	Date of approval of second or consecutive tour plus length of approved tour. Updated by HQ

					the 8F000 Career Field Manager, HQ AFPC/DPOSS, and Airman's Primary Air Force Specialty Code (PAFSC) assignment team. (See paragraph 5.11.).	AFPC/DP2OSS. See notes 4, 17, and 18.
71	Vulnerable Mover	Vulnerable Mover List (Final) (See Attachment 9 - Guide on AMS)	X		Officer placed on the Final Vulnerable Mover List list by AFPC assignment OPR.	Date equal to last day of the report no later than date (RNLTD) months during the Air Force Officer Assignment System Cycle. **NOTE:** Effective date of the VML reflected in remarks and will equal the date the Final Vulnerable Mover List is posted on Air Force Officer Assignment System.

NOTES:

1. Use this table in conjunction with **paragraph 5.11**

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

b. An assignment availability code does not preclude a mandatory PCS (see **Attachment 1** for definition of mandatory PCS), unless note 8 is indicated for that code.

2. Do not update for Airmen assigned overseas.

3. Airman is not eligible to apply for the following self-initiated assignment programs until the deferment has expired (see paragraph 5.20.3.13.). An Airman who had an action approved under one of these programs before being placed in a code making them ineligible may retain the previously approved action if expiration of the ineligibility condition is before the departure date/DEROS. An RNLTD cannot be changed for the sole purpose of allowing an Airman's deferment to expire before the departure date/DEROS. (Includes when additional retainability is required due to change in PCS, TDY, or training requirement)

4. Does not apply to CMSgts, Cols and Cols-selects; do not update unless specifically

authorized by AF/DPE or AF/DPO.
5. If the enlisted Airman refuses to obtain retainability to fulfill the Controlled Duty Assignment commitment or Active Duty Service Commitment for directed training with a PCS, then the Total Force Service Center will reclama the assignment.
6. As determined by AFI 51-703.
7. Do not involuntarily extend Airman's DEROS. Retain Airman in place, but allow DEROS to expire (unless a voluntary DEROS extension is requested and approved).
8. Includes mandatory PCS.
9. This provision for civil court is only when an Airman must appear as a material witness on behalf of any party in connection with judicial proceedings to which the United States is a party. **(T-1)**
10. Advise the assignment OPR with information addressee of HQ AFPC/DP3AM when placing the Airman in this code and PCS is mandatory.
11. Requires assignment OPR approval prior to update of this code on an Airman. 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 MPF as authority for update of an assignment availability code.
12. Although every effort is made to ensure completion of the deferment period after retraining, the deferment may end before the scheduled date in order to meet higher priority manning needs. HQ AFPC/DP3AM must approve all waivers of the date of availability for FY Airman retraining programs. HQ AFPC/DP2OS must approve all waivers of the date of availability for First Sergeants. Waiver authority for NCOs retraining under FY enlisted Airman retraining program and subsequently selected for CMSgt is AF/DPE. **(T-1)**
13. Applies only to officers assigned to joint activities who are assigned to formally joint duty assignment 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-joint duty assignment positions.
15. Enlisted Airmen receiving OS tour extension incentive program pay may depart current OS location within the month and year of date of availability shown.
16. See **paragraph 5.57**
17. Review AFI 36-2113, *The First Sergeant*, for additional information and guidance.
18. This code/date is solely used to identify a First Sergeant's second or subsequent tour; this is not a deferment code to stabilize to a specific location.
19. Calculate date of availability by adding 12 months to the close out date of the referral OPR/EPR then update date of availability as the 1st of the month following the 12 months for officers or the 1st of the month following the static close out date (SCOD) for enlisted. Example: Referral EPR for Senior Airman (SrA) closed out on 18 July 2015, date of availability is 1 April 2016 since the static close out date is 31 Mar. The code is removed when an Airman's subsequent OPR/EPR is written that is not a referral report.

Table 2.2. Assignment Limitation Codes

LINE	A	B	C	D	E
	Code	Title	Description (Applies to both officers and	Effective Date and Duration	Limitation on PCS Selection

			enlisted unless indicated otherwise)		
1	A	Post Delivery Deferment	Female Airman with newborn child (post-delivery deferment).	Date of child's birth plus 12 months	Eligible; establish RNLTD consistent with expiration of limitation. See paragraph 5.18. See note 1. **(T-1)**
2	B	Sensitive Compartmental Information (SCI) Access Position	Airman not qualified for assignment requiring SCI access.	Date of disqualification plus 5 years.	Eligible; except to position requiring Sensitive Compartmental Information (SCI) access, or when RNLTD is after expiration of limitation.
3	C	Medical Assignment Limitation	C3 Stratification: Assignment limited to specific installations based on medical need and availability of care.	Date authorized by HQ AFPC/ DP2NP. See paragraph 2.7 and 5.12.	Airman may not PCS outside the limits set by his or her stratification unless waived by the authority specified in AFI 41-210, *Tricare Operations and Patient Administration Functions*. See note 6. **(T-1)**
4	D	Permissive Action Link (PAL) Duties	Previously assigned Permissive Action Link duties.	Completion of Permissive Action Link tour plus 2 years.	Ineligible for intracommand assignment or consecutive overseas tour assignment to unit level in same theater. **(T-1)**
5	E	Congressional Medal of Honor	Airman recommended for or awarded Medal of Honor	Date of award or recommendation; indefinite. See paragraph 6.9.	Not eligible for involuntary assignment to duties requiring participation in combat or assignment to a hostile fire or

					imminent danger area. **(T-1)**
6	G	Department of Energy Sigma 14.	Airmen granted Department of Energy Sigma 14 access.	Date of signature by Department of Energy official on Department of Energy Form 5631.20; indefinitely (see note 9).	Prohibited from being part of a two-person concept team that may afford access to a nuclear weapon. **(T-0)**
7	H	Driver Qualification	Airman cannot qualify to drive a Government vehicle.	Date of disqualification; indefinite.	Eligible.
8	J	Sole Surviving Son or Daughter	Airman is sole surviving son or daughter. See Attachment 5.	Date of approved application; indefinite (officers); date of separation (enlisted); until Airman waives (officers or enlisted).	Eligible; except for assignment to an area designated as a hostile fire area or any other assignment that would subject Airman to actual combat with an enemy. **(T-1)**
9	K	Conscientious Objector	Pending separation as a Conscientious Objector, AFI 36-3204, *Procedures for Applying as a Conscientious Objector*, AFI 36-3207, *Separating Commissioned Officers*, and AFI 36-3208 (enlisted).	Date of application not to exceed 3 months. HQ AFPC/ DP3AM may approve extensions.	Ineligible for assignment to combatant duties pending separation. **(T-1)**
10	L (also see assignment limitation code 8)	First-Term Airman Declined to Obtain PCS Retainability CONUS-to-CONUS, CONUS-to- OS	First-Term Airman selected for assignment declines or 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. **(T-1)**

11	M	Unauthorized Launch Studies Restrictions	Do not assign to missile launch-related positions according to AFI 91-106, *Unauthorized Launch, Threat Mitigation and Launch Action Studies*.	Date of identification; indefinite.	Eligible except for assignment to missile launch-related duty as outlined in AFI 91-106. **(T-1)**
12	N	Enlisted Airman Not Medically Qualified for Airborne Support Aircrew Duty ("X" Prefix psn)	Not medically qualified for such flying status before placement on flying status (but qualified to remain on active duty for duty in AFSC, etc.)	Date enlisted Airman is found not medically qualified through period specified, but not more than 2 years. Repeat as required.	Eligible except for "X" prefix flying duty. **(T-1)**
13	O	Enlisted Airman has Approved Reenlistment Bonus (see note 3)	Reenlists or extends and receives a reenlistment bonus.	Date of reenlistment or date entered qualified extension for which bonus was paid plus term of years bonus is paid.	Eligible for any assignment in the bonus AFSC unless waived by HQ AFPC.
14	P	Defense Courier Service	Enlisted Airman served previous tour in Courier Service and is therefore ineligible for another courier assignment.	Date tour completed; indefinite.	Eligible except for assignment to Defense Courier Service duty. **(T-1)**
15	Q	Exceptional Family Member Program	Airman has a family member with a special need that meets DoD criteria for enrollment in the Exceptional Family Member Program . See paragraph 2.18.	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. (T-1)

16	R	Peace Corps	Former member of Peace Corps. See paragraph 2.15.	Date of confirmation; indefinite.	Eligible except to duties in an intelligence capacity in any foreign country the Airman served in the Peace Corps. (T-1)
17	S	Adoption Deferment	Airman (member of a military couple or single Airman sponsor) adoption deferment	Date child placed in Airman's home as part of official adoption process plus 6 months.	Eligible. Establish RNLTD consistent with expiration of limitation. See paragraph 2.8. See note 1. (T-1)
18	T	Firearms/ Ammunition Disqualification	Airman not qualified to ship, transport, possess, or receive firearms or ammunition.	Date of confirmation; indefinite.	Eligible except for assignment to duties/ locations requiring weapons/ ammunition possession or qualification. (T-1)
19	U	Under Age 18	Enlisted Airmen under the age of 18 are not eligible to PCS to an OS location.	Date graduated from technical training until Airman reaches 18 years of age.	Ineligible to PCS to OS locations, preventing Airman from inadvertently being assigned to a hostile fire/ imminent danger pay zone in accordance with DoD child soldier guidance. (T-1)
20	V	Disqualified for Postal Duties	Enlisted Airman not qualified for assignment to postal duties.	Date of disqualification; Indefinite.	Eligible except for assignment to postal position. (T-1)
21	W	Limited Assignment Status	Airmen retained on active duty by direction of the Disability Evaluation System	Date of determination for an indefinite period of time.	Eligible for PCS, but only in limited cases (contact HQ AFPC/DP3AM). (T-1)
22	X	Medical Assignment Limitation	C1 Stratification: assignable to global DoD fixed installations with intrinsic medical treatment facilities.	Date authorized by MTF/SG, MAJCOM/SG, or HQ AFPC/ DP2NP. See paragraph 2.7 and	Airman may not PCS outside the limits set by his or her stratification unless waived by the authority specified

			Assignable to non-permanent installations or installations without intrinsic medical treatment facility with approval of gaining installation SGP or SGH or MAJCOM equivalent if none at installation	5.12.	in AFI 41-210. See note 7. (T-1)
23	Y	Medical Assignment Limitation	C2 Stratification: Assignable to CONUS installations with intrinsic fixed Medical Treatment Facilities (TRICARE network availability assumed). Assignable to OCONUS installations with approval of gaining MAJCOM/SG (or delegate)	Date authorized by MAJCOM/SG, or HQ AFPC/DP2NP. See paragraph 2.7 and 5.12.	Airman may not PCS outside the limits set by his or her stratification unless waived by the authority specified in AFI 41-210. See note 8. **(T-1)**
24	2	First Term Airman Declined to Obtain Retainability for Training	First Term Airman selected for training declines or refuses to obtain required retainability	Date of separation of first enlistment.	Eligible for assignment for which Airman has retainability or if retainability is waived. See note 2.
25	4	Officers Awaiting PCS Training Program	Lt accessed and assigned to a duty station prior to initial skill training.		Eligible. Updated by HQ AFPC/DP2 assignment team only.

26	5	Prisoner of War, Southeast Asia	Airman is a former Prisoner of War in Southeast Asia. See paragraph 2.16	Date of confirmation; indefinite.	Eligible except for assignment to an area that would subject Airman to capture by the same combatants or by nations sympathetic with his or her former captor. **(T-1)**
27	6	Family Member Restriction (hostile fire area)	Deferred from involuntary assignment to a hostile fire area or imminent danger area. See Attachment 4.	Date of death of family member or date family member is determined disabled; indefinite.	Not eligible for involuntary assignment to a hostile fire area. (T-1)
28	7	Prisoner of War, other than Southeast Asia	Airman is former Prisoner of War, or detainee, other than during WWII, Korea or Southeast Asia. See paragraph 2.16.	Date of confirmation; indefinite.	Eligible except to an area that would subject Airman to capture by the same combatants or by nations sympathetic with his or her former captor. (T-1)
29	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 refuses, 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.	Ineligible for PCS selection, except when current OS tour is a short tour and Airman has 7 months or more retainability after declination, then is eligible for PCS to return to CONUS. See notes 2 and 5. (T-1)
30		First-Term Airman declines, refuses or fails to obtain retainability for PCS	First-Term Airman declines, refuses or fails to obtain retainability for PCS (OS to CONUS or OS to OS). Also see assignment	Date enlisted Airman signs the AF From 964 declining to obtain PCS retainability; expiration date is Date of	

			limitation code L and note 5.	Separation or reenlistment.	

NOTES:

1. For pregnancy, see **paragraph 5.18** and **Table 2.1**, assignment availability code 81. For adoption, see **paragraph 2.8** and **Table 2.2**, assignment limitation code "S."
2. Airman is not eligible to apply for self-initiated assignment programs until the deferment has expired (see paragraph 5.20.3.13.). An Airman who had an action approved under one of these programs before being placed in a code making them ineligible may retain the previously approved action if expiration of the ineligibility condition is before the departure date/DEROS. An RNLTD will not be changed for the sole purpose of allowing an Airman's deferment to expire before the departure date/DEROS. (Includes when additional retainability is required due to change in PCS, TDY, or training requirement).
3. Includes Enlistment Bonus (EB), Broken Service Selective Reenlistment Bonus, or Selective Reenlistment Bonus.
4. MPF update assignment limitation code "Q" only when instructed to do so by HQ AFPC/DP2LWA or upon written confirmation from the base Special Needs Coordinator that an Airman 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/DP2LWA 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 5.28** and **Table 5.5** The Total Force Service Center will input assignment limitation code 8 for approved delays with expiration date of the projected tour completion date for the full extended tour. **(T-1)** The gaining OS Military Personnel Flight will verify the projected tour completion date and correct as necessary. Upon reenlistment, the DEROS automatically changes to reflect completion of the full prescribed extended OS tour length. **(T-1)**
6. Requests to defer PCS reassignment for medical cause will be cause to initiate review in lieu of (RILO) Medical Evaluation Board to determine fitness for continued service when there is evidence that there has been a change in the Airman's medical condition since the last Medical Evaluation Board . If no clinical finding supports a change in the Airman's condition, the Airman will PCS as directed.
7. Generally approved for conditions that are static and found as a result of medical records review and not incident to medical care. Temporary or mild conditions requiring follow-up but clinically quiescent.
8. Generally approved for temporary or mild conditions requiring follow-up but clinically quiescent and managed without frequent visits or unique medication regimens or prescriptions.
9. Contact HQ USAF/A10 for waiver authority.

Chapter 3

TEMPORARY DUTY (TDY) ASSIGNMENT

3.1. Purpose of TDY. In accordance with Title 37 USC §474, *Travel and Transportation Allowances: General*, this instruction authorizes Airmen to be temporarily assigned to perform duty for the following reasons: at a location other than their current permanent duty station in support of requirements for their next PCS assignment, for administrative reasons, and manning assistance.

3.1.1. It prescribes policies, procedures, restrictions, and guidance for selection and effective management of Airmen TDY for these reasons only:

3.1.1.1. TDY (as related to a PCS assignment action) which is not authorized by this instruction or some other AF instruction may be submitted for consideration as an exception according to **paragraph 4.5**. Exceptions are requested and the TDY authorized in advance. Authorization of TDY as an exception does not include funding. The availability of funding may not be the sole basis for authorization of TDY. TDY authorized as an exception is on the basis that TDY serves the best interests of the AF. TDY IAW this instruction, including as an exception, cannot be authorized solely for personal reasons.

3.1.1.2. 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 should be convinced TDY is essential and the results pay back the AF for the cost of the TDY. Further, the cost in terms of unit, Airman, and family turbulence associated with TDY is considered and the TDY deemed essential to satisfy the needs of the AF.

3.1.1.3. Manning assistance TDY 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.

3.1.2. TDY for other reasons, such as, Aerospace Expeditionary Force –contingency deployments, exercises, to appear as a witness, for medical evaluation, permissive travel, and so on, is not authorized under the authority of this instruction. The authority for that type TDY, funding authorization, criteria for selection of Airmen (if applicable), and so on, should be addressed in the instruction which authorizes TDY for those purposes. Permissive Travel is authorized and approved according to the criteria in AFI 36-3003, *Military Leave Program*. Air Expeditionary Force contingency deployment and exercise TDYs are authorized and approved according to the criteria in AFI 10-401, *Air Force Operations Planning and Execution,* AFI 10-403, *Deployment Planning and Execution* and AFI 36-3802, *Personnel Readiness Operations* (formerly AFI 10-215).

3.2. Delegation of Temporary Duty (TDY) Assignment Authority. TDY assignment authority is decentralized for administrative TDY and is hereby delegated to MAJCOMs, or equivalent. As used here, the term equivalent includes the headquarters of Field Operating Agencies (FOA), Direct Reporting Units (DRU), and the headquarters level of those other functions which have been assigned a MAJCOM Identity Code as shown in the USAF Personnel Accounting System (PAS) Directory. A MAJCOM (or equivalent) may further delegate TDY authority down to and

including squadron level. A MAJCOM (or equivalent) may limit TDY authority it delegates. Example: a MAJCOM may limit locally originated TDY to within the CONUS only.

3.3. TDY Allowances. When an Airman is to be assigned for TDY at a location other than his or her permanent duty station (regardless of the distance involved), the assistance of the servicing Financial Services Officer (FSO) should be requested to determine if TDY allowances accrue to an Airman according to the JTR, and what the cost is going to be. When Airmen accrue TDY allowances, that TDY is subject to the restrictions prescribed by the JTR and this instruction. When an Airman is ordered to take an action for which an allowance is authorized by the JTR, that action obligates the AF to pay or reimburse him or her if the Airman makes a claim. When Airmen accrue TDY allowances in conjunction with TDY, the JTR requires TDY orders be issued to record the TDY. TDY orders are issued according to AFI 65-103, *Temporary Duty Orders*. Permissive Travel is authorized and approved according to the criteria in AFI 36-3003.

3.4. When to Request PCS or Authorize TDY. When a MAJCOM (or equivalent) has an operational mission which exists at a specific location for more than 180 consecutive days, then consideration should be given to establishing a permanent AF unit at that location, allocation of manpower authorizations and accomplishment of the mission by assignment of Airmen in PCS status. It is recognized that it's 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 Airmen assignment planning purposes, the 179 day guideline is normally 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 Airman OS in PCS status, a Status of Forces Agreement exists (excluding PCS to Alaska, Hawaii, or a territory or possession of the U.S.), the OS PCS tour length is requested and approved per **Chapter 6**, an AF unit is established with manpower positions authorized, and other personnel support actions essential to permanent assignment of US Airmen are completed. When the prerequisites for PCS of Airmen have been completed, then a MAJCOM (or equivalent) may request the assignment OPR assign Airmen on a PCS basis (see **paragraphs 3.2**, **5.3**, and **6.5**).

3.5. Determining TDY or PCS to Attend a Course of Instruction. The Joint Travel Regulation, par. 032201, establishes that when an Airman is to attend a course (or courses) of instruction of less than 20 calendar weeks, then attendance is in TDY status (use the duration of the course(s) as shown in Air Force Education and Training Course Announcements (ETCA) (**https://etca.randolph.af.mil**) at any one location, or total duration of courses when attending two or more courses at the same location). (*EXCEPTION*: Assign enlisted Airmen graduating from basic training to school in PCS status if assigning them directly to a technical school regardless of the course length.) The length of TDY cannot exceed the number of calendar days from the course reporting date to the final graduation date as shown in the quota allocation, plus all allowable travel time. Conversely, when an Airman attends a course (or courses) at one location and the official length of the course(s) is 20 weeks or more, then the Airman attends in PCS status. When an Airman's attendance status is TDY, but he or she remains at a location for 20 weeks or more (example: if an Airman is ordered to repeat a block of training), the original attendance status of TDY based on the course length is not changed from TDY to PCS. Similarly, when an Airman's attendance status is PCS based on the course length and he or she completes the course (or is eliminated) in less than 20 weeks, the original attendance status of PCS is not changed to TDY. Upon determining attendance is in a TDY status, then see **paragraph 5.31.5** and **3.6**, **Table 3.1**, and **paragraph 6.6**.

3.6. 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 Joint Travel Regulation. Erroneous payments to Airmen (regardless of how the error occurred) are normally recouped as soon as the error is discovered. Further, it is not always possible to correct errors administratively when they involve allowances. Accordingly, commanders at all levels and officials responsible for directing and/or approving TDY should be familiar with and comply with the restrictions established below. Airmen also have a personal responsibility to confirm their allowances through official sources such as their supporting Financial Services Officer.

3.6.1. Restriction on Consecutive Number of Days TDY to Any One Location (Other Than for Training or Operational/Contingency Deployments). Comptroller General Decision, 38 Comptroller General 853 (1959), and Joint Travel Regulation, par. 010206-H, state a TDY assignment at one location may not exceed 180 consecutive days, except when authorized through the secretarial process, see **paragraph 3.6.2** for waiver requests. Airmen authorized to perform a TDY under this provision are authorized per diem entitlements.

3.6.2. Requests for Waivers. The office of the Deputy Assistant Secretary, Force Management Integration, Air Force Principal to Per Diem, Travel and Transportation Allowance Committee (PDTATAC), is the Secretariat level approval authority in matters under the JTR and is the authority for TDYs. For waivers of **paragraph 3.6.1**, the RegAF unit commander will initiate a waiver request and send it to HQ AFPC/DP3AM, for Lt Cols and below and SMSgts and below, to AF/DPO for colonels (including selectees), to AF/DPG for General officers, or to AF/DPE for CMSgts and CMSgt selects for processing to the Air Force Principal to Per Diem, Travel and Transportation Allowance Committee. **(T-1)** For the Air Reserve Component, requests involving Military Personnel Appropriations (MPA) days, use the Manpower Military Personnel Appropriations Man-day Management System (M4S) to process the per diem waiver. **(T-1)** For Air Reserve Component requests involving Reserve Personnel Appropriation days, use the following manual process to submit the per diem waiver. **(T-1)** The manual process includes a letter with justification signed by the unit commander or authorized representative processed through the appropriate chain of command to AF/REPP or NGB/A1PS for processing to SAF/MR. TDYs requiring the Air Force Principal to Per Diem, Travel and Transportation Allowance Committee waiver must be submitted no later than 30 days in advance of the 181st day of duty. **(T-1)** Waivers are considered when mission objectives or unusual circumstances develop requiring an Airman to be TDY for longer than 180 consecutive days. The Airman's home station unit commander or TDY location commander initiates the request, sends to HQ AFPC/DP3AM (or AF/DPO or AF/DPE as appropriate) for processing to the Air Force Principal to Per Diem, Travel and Transportation Allowance Committee . **(T-0)** All TDYs that are projected to exceed 365 consecutive days require MAJCOM/CD or staff equivalent endorsement prior to submission to AFPC/DP3AM. Justification letters will include:

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

3.6.2.2. Justification for the TDY or additional TDY term.

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

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

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

3.6.3. Restrictions on TDY In Conjunction With PCS. Comptroller General Decisions and the Joint Travel Regulation place some special restrictions on TDY of Airmen who have also been selected for PCS. Accordingly, the AF has established a number of personnel management policies as outlined below to avoid TDY which could conflict with restrictions imposed. Requests for TDY enroute PCS must be approved by the assignment OPR and the authority for funding of the TDY verified. **(T-1)**

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

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

3.6.3.2.1. PCS to the Same Location as TDY. An Airman who while at a TDY station receives a PCS authorization/order or information indicating that he or she will be transferred to the TDY station on a *specified future date*, is authorized payment of otherwise proper TDY allowances for the TDY involved and return travel to the old permanent duty station. An Airman who receives a PCS authorization/order while at a TDY station designating that TDY station as the new permanent duty station *effective immediately*, is not authorized per diem beginning on the date he or she receives that authorization/order. An Airman who receives a PCS authorization/order while on TDY, and returns to the old permanent duty station, is paid PCS allowances from the TDY station to the old permanent duty station, and then to the new permanent duty station via any TDY station(s). This includes an Airman who receives a PCS authorization/order while at a TDY station designating it as the new permanent duty station *effective immediately* (see Joint Travel Regulation, par 020315-Q).

3.6.3.2.2. Selected for PCS, then Selected for TDY to the Same Location. When an Airman previously selected for PCS (regardless of the reporting date) is ordered to the same location in a TDY status, then upon arrival TDY allowances terminate and the Airman's status becomes PCS if the duties while TDY are the same as they would have been upon PCS completion. To preclude this from happening inadvertently, as a general rule, an Airman selected for PCS may not be issued TDY orders to the new permanent duty station when duties while TDY are the same as those when PCS is completed. Alternatives include accelerating the Airman's PCS RNLTD or selecting someone else for the TDY. Exceptions may be requested per **paragraph 4.5**.

3.6.3.3. TDY of Airmen Deferred For Humanitarian/Exceptional Family Member Program Reasons. See **Attachments 17** and **paragraph 2.18** for guidance on selection of Airmen for TDY who have approved humanitarian (assignment availability code 30) or Exceptional Family Member Program deferments (assignment availability code 34 or assignment limitation code Q).

3.6.4. TDY Not in Direct Support of a PCS. Normally, only TDY which directly supports a PCS is authorized enroute, regardless of the availability of funding. Authorizing TDY enroute PCS for other reasons such as operational manning assistance, to participate in an exercise, and so on, can create unforeseen problems and hardships on Airmen with regard to pay and allowances, housing, arrangements for dependents, Household Goods shipment and storage, Status of Forces Agreements, and so on. Exceptions can be considered according to **paragraph 4.5**.

3.6.5. Restrictions on Selection of Airmen for TDY and PCS While TDY. This instruction prescribes a framework of restrictions and policies applicable to selection of Airmen for TDY. When more than one Airman assigned is qualified and eligible, this instruction does not specify an order in which to select Airmen 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 Airmen and their families. Commanders may establish additional criteria to ensure TDY selection of Airmen they command is as fair and equitable as possible, all factors considered.

3.6.5.1. Qualifications to Perform TDY. The primary consideration in selecting Airmen for TDY is an Airman'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 Airmen for TDY. To the degree possible, involuntary TDY should be distributed equitably among Airmen similarly qualified.

3.6.5.2. Airmen Who Recently Completed a PCS or Pending PCS, Separation or Retirement. **Table 3.2** establishes a minimum time-on-station for selection for TDY (as prescribed in this chapter), after PCS and before PCS and before separation (including retirement). Normally, Airmen who have recently completed a PCS and those pending PCS or separation/retirement should not be sent TDY or permitted to remain on TDY, when the departure date or completion date is less than the minimums shown in **Table 3.2**. It is recognized that the minimums in **Table 3.2** may not be adequate in all circumstances for all Airmen. However, generally the minimums established provide enough time for most Airmen and most base agencies to take care of essential processing or other requirements. In some instances, essential processing or other actions may need to be completed via a power of attorney, by mail or message, or rescheduled on a priority basis due to Airman's absence on TDY. Authority to waive the established time-on-station minimums is delegated to the unit commander provided waiver does not interfere with the Airman meeting the RNLTD for a projected PCS, or separation/retirement on the scheduled date. Airmen should be given the opportunity to state if a hardship would be created as a result of a waiver and commanders should confirm that all required PCS, separation or retirement actions can be accomplished. Example: an Airman who has no dependents and resides on-base in unaccompanied housing may not require 30 days on station immediately

preceding separation; or, an Airman scheduled to take 30 days leave in conjunction with PCS may agree to reduce the number of days leave in order to remain on TDY for an additional period of time negating the requirement for TDY replacement; or, if necessary, a commander may disapprove delay enroute in conjunction with an Airman's PCS in order to complete the TDY and still comply with the RNLTD for a projected PCS.

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

3.7. TDY Cost Chargeable to Military Personnel (MILPERS) PCS Account. According to AFI 65-601 V1, *Budget Guidance and Procedures,* TDY to be charged to the MILPERS PCS Account is performed enroute PCS (not TDY and return), cannot exceed 15 days (including travel time) and can be authorized only for the reasons listed in **paragraphs 3.7.1** through **3.7.4** (These reasons apply only to Airmen, not family members or civilian DoD employees.) For TDY which meets the criteria in this paragraph, HQ AFPC/DP3AM/DP3DW must review all requests for TDY enroute PCS when the TDY is to be charged to the MILPERS PCS Account. **(T-1)** Requests for TDY for other reasons (such as briefings, debriefing, orientation, etc.) will be funded by the requiring command's Operations and Maintenance (O&M) funds.

3.7.1. Weapons training.

3.7.2. Medical examination.

3.7.3. Obtaining passports (to pick up completed passport only, not for processing passports).

3.7.4. In-processing or out-processing at the host base only when required by host/tenant agreement or Status of Forces Agreement. There are no PCS-related AF military personnel actions which require an Airman to perform TDY enroute.

3.7.5. Requests for waivers or exceptions must be submitted by the MAJCOM (or equivalent) directly to SAF/FMBMM, and include as information addressees the assignment OPR and HQ AFPC/DP3AM/DP3DW.

3.7.6. Authorization for funding of TDY enroute PCS when the TDY is ordered 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 Air Force District of Washington (AFDW)/11WG/FMAP, Joint Base Andrews, MD.

3.8. TDY Orders. Commanders ensure TDY orders are issued as shown in AFI 65-103. Per **paragraph 3.3**, orders are required per the Joint Travel Regulation when Airmen accrue TDY allowances. For personnel accounting purposes, Airmen must provide a copy of the TDY orders to their MPF. **(T-3)** Unless firm departure and reporting dates to the TDY location are directed,

commanders determine these dates. Airmen cannot arrive prior to the date they are needed consistent with availability of transportation. For TDY to training courses, Airmen are normally ordered not to arrive more than 1 day prior to the class start date. When the course ends, the Airman departs per his or her orders or as determined by the school commander.

3.9. TDY to HQ USAF. Airmen may be placed on TDY to HQ USAF agencies after approval is granted by the interested staff office. Approval by the appropriate staff office will provide the name and location of the office to which the Airman is to report. **(T-1)** The address symbol and location is shown in TDY orders.

3.10. Country Clearance for OS TDY. Official TDY visits to locations in foreign countries outside the CONUS are 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 4500.54E, *DoD Foreign Clearance Guide*, shows the clearance requirements and controls on travel outside the CONUS. Airmen who perform TDY read the applicable portions of the guide or be briefed on its content by personnel processing Airmen for TDY.

3.11. Variation in Itinerary. An authorization for variation in itinerary permits the omission of travel to any place stated in the travel order, allows travel to destinations not named in the 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.

3.12. Funding of TDY. The guidelines for funding of manning assistance TDY (not in conjunction with PCS) are contained in AFI 65-601, Volume 1. For funding of TDY for training, see the Air Force Education and Training Course Announcement or the training instructions. For funding of TDY enroute in conjunction with a PCS, see **paragraph 3.7**. For intracommand and inter-command manning assistance TDY, funding is furnished by the requesting MAJCOM.

3.13. TDY "Hold" for Airmen Enroute PCS. Airmen enroute between permanent duty stations may be placed on official TDY (often referred to as TDY "hold") when they are directed for official reasons by the assignment OPR to discontinue travel pending further orders. Commanders or other officials who desire to place Airmen enroute PCS in official TDY status must obtain advance approval from HQ AFPC/DP3AM. **(T-1)** This does not mean that HQ AFPC/DP3AM 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. **(T-1)** Normally, this kind of TDY is intended for use when, based on change in manning requirements, change in required qualifications or similar assignment related reasons, Airmen should neither return to their former permanent duty station nor proceed to the new permanent duty station. In such cases a decision on the Airman's assignment can usually be made by the assignment OPR within several days. When the reason to place an Airman on official TDY enroute PCS is other than assignment related (example: based on a natural disaster, political unrest, or other reasons), TDY is requested and approved as an exception and a funding determination obtained (see **paragraph 3.7**).

3.13.1. When appropriate authority requests an Airman who is enroute PCS not be allowed to continue travel as planned to the new permanent duty station nor should the Airman return to the former permanent duty station, or in other circumstances as an exception, the official or his

or her designated representative must submit a request by the most expeditious means to HQ AFPC/DP3AM for consideration. **(T-1)** The request includes the following:

3.13.1.1. Airman's name, grade, SSN (last 4) and projected Duty Air Force Specialty Code (DAFSC).

3.13.1.2. Previous unit of assignment and location.

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

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

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

3.13.1.6. Location of dependents, status of house hold goods/privately owned vehicle , etc.

3.13.1.7. 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 is going to be made.

3.13.1.8. Grade, name, duty title, organization, Defense Switching Network (DSN), and email address of official initiating the request. When a request is submitted by a point of contact (POC) on behalf of the initiating official, include the above information for both persons.

3.13.2. Upon receipt of a request, HQ AFPC/DP3AM takes 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 contains the specific instructions for amendment of PCS orders, funding instructions and designate what AF installation is responsible for the Airman while TDY. Whenever practical, Airmen placed on TDY are attached for administration purposes to the nearest AF installation.

3.14. Manning Assistance TDY. The intent of manning assistance is to provide short term manpower to AF units or AF positions within Joint units (with additional TDY resources) in the performance of its home base mission. Example: backfilling a critical one-deep position due to incumbent being hospitalized or a unit instituting an AF special project (temporary work-load surge). HQ AFPC/DP3AM is responsible for overall management of the program. Manning assistance TDY cannot be used to assist units when absences are due to administrative TDY, AEF contingency deployment, or exercises. Terminal leave, routine leave or compensatory time scheduled for requested AFSC(s) from the tasking unit during the manning assistance period is not authorized.

3.14.1. Requesting Manning Assistance TDY Support. Manning assistance requests are initiated at the squadron commander level and then routed through the appropriate group commander for validation and recommendation. Requests are be submitted at least 60 days prior to the desired reporting date. Short notice requests require substantial justification, specifically identifying what events occurred that were unforeseen by unit leadership. Manning assistance should not be requested to backfill Air Expeditionary Force contingency deployments as a means to alleviate organizational manning shortfalls. If an organization

foresees local mission impact due to an Air Expeditionary Force contingency tasking, the Air Expeditionary Force reclama process should be exercised before requesting manning assistance. Follow the below steps to request a TDY manning assistance:

3.14.1.1. Squadron commander identifies manning shortfalls within the unit and submits manning request IAW Personnel Services Delivery Guide, Manning Assistance TDY. The request is forwarded to the group commander for validation. The group commander reviews request and considers installation resources before forwarding manning assistance request. Recommend consultation with the Force Support Squadron Commander/Director and/or the MPF Chief. If validated, forwards the request to HQ AFPC/DP3AM Assignment Procedures organizational email in-box EXCEPT Medical requirements (4X) which are submitted to HQ AFPC/DP2ND Workflow organizational email in-box. If the request is not validated, the group commander has disapproval authority and the request is returned with no further action.

3.14.1.2. HQ AFPC manning assistance manager (DP3AM or DP2ND) reviews the request upon receipt to ensure all pertinent information is included. The manning assistant manager will coordinate with unit on any errors or missing information. The complete request is forwarded to the functional assignment manager(s), assignment officer(s), or AF consultant(s) for final validation.

3.14.1.3. The functional assignment manager(s), assignment officer(s), or AF consultant(s) then verifies authorized manning levels/requirements at the requesting and supporting unit(s) for the AFSC requested. The functional assignment manager is highly encouraged to consult with the MAJCOM functional managers to determine which base-level organizations can support the request (taking into consideration Air Expeditionary Force taskings and MAJCOM unique mission requirements). If the request is valid and will be supported, the functional assignment manager(s), assignment officer(s), or AF consultant(s) will identify the base(s) tasked to provide support. **(T-1)**

3.14.1.4. HQ AFPC manning assistance manager will send a tasking message to the tasked base/Airman's squadron commander and group commander, the requesting base squadron commander and group commander with a courtesy copy to the functional assignment manager, tasked Airman (if applicable), and other interested parties. **(T-1)**

3.14.1.5. If the tasked base cannot support the tasking, the group and/or squadron commander will submit a reclama as directed in **paragraph 3.14.2**. **(T-1)** HQ AFPC manning assistance manager consults with the functional assignment manager(s), assignment officer(s), or AF consultant(s) for validation. If the base is relieved of the tasking, another base is tasked (not necessarily within in the same MAJCOM) if there are resources available.

3.14.2. Requesting Release/Reclama from Tasking. Requests for release from tasking are submitted via email to the HQ AFPC manning assistance manager or respective organizational email box within suspense provided on tasking message.

3.14.2.1. Include mission impact statement and reason tasked Airman is not available. Include Airmen not available within the tasked AFSC such as number currently deployed, medically disqualified, etc.

Table 3.1. (RegAF Only) TDY To Attend Courses of Instruction in Conjunction With PCS.

RULE	A If Airman is	B And will	C Then attendance is (see notes 1 through 5)
1	Assigned PCS from CONUS to OS	Attend courses at one location	TDY and return to current base before PCS; or, TDY enroute (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 enroute (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 enroute (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 enroute; 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 enroute (continuously from course to course (see note 7)); or after PCS with TDY (continuously from course to course) and return to new base (see notes 7 and 9).
6		Attend two or more courses and time between courses is 7 or more calendar days plus travel time	TDY and return to current base between courses before PCS (see notes 7 and 9); or, TDY (continuously from course to course) with leave authorized between courses and return to current base before PCS (see note 7); or, after PCS and TDY and return to new base between courses (see notes 7 and 9); or, after PCS with TDY (continuously from course to course) with leave authorized between courses (see notes 7 and 9).
7	Assigned PCS from OS to CONUS (see note 8)	Attend courses at one location	TDY enroute; 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 enroute (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 enroute (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, an Airman alleges attendance creates 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. **(T-1)** The gaining MAJCOM evaluates 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, Airmen will attend in PCS status. **(T-1)** ***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 Airman 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 enroute PCS when Airman has a continuous overseas tour within the same theater and training in the CONUS.
   d. Direct TDY enroute PCS when a Airman has a continuous overseas tour to a different OS theater and training in the CONUS.
   e. Do not direct TDY enroute PCS for Airmen 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 an Airman a personal, financial or dependent hardship. If the Airman requests deviation from the least expensive mode based on hardship, they will submit a request substantiating the details of hardship to the TDY funding authority (example: AETC/FM for AETC related courses) for final approval/disapproval. **(T-2)** Do not approve deviations solely for personal convenience.
5. For Airmen performing TDY enroute, the PCS also begins upon departure from their current station, therefore, Airmen must meet all PCS eligibility requirements, (example: time-on-station, second PCS in same FY, etc.) as of their departure date unless the appropriate authority approves the required waiver (see **paragraph 5.31**). **(T-1)** Determine if minimum time-on-station is met per **paragraph 5.5** and the FY for dislocation allowance (see **paragraph 5.44**) based on the date the Airman departs on PCS.
6. When assigning Airmen OS who attend a course or courses in TDY enroute status <u>do not</u> include in special orders that the Airman is to depart the training location the day after graduation from the last course. The number of days of leave an Airman desires (if any) between course graduation and his or her port reporting date is managed by controlling the departure date from the last training location. Travel arrangements and the Airman's arrival at the port must be

in compliance with his or her port reporting instructions. **(T-1)** Airmen who arrive at the port earlier than his or her directed reporting instructions will be charged with leave and could incur additional expenses while waiting for his or her scheduled transportation. **(T-1)**

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

8. Officers selected to attend missile training with subsequent assignment to a missile unit will proceed directly from Air Education Training Center training to operation readiness training, then to unit of assignment using authorized travel time only. **(T-1)** The Airman must take leave enroute, if desired, before entry into Air Education Training Center training. **(T-1)**

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

Table 3.2. Time-on-Station, PCS, and Date of Separation Minimums for Selecting Airmen for TDY

<table>
<tr><td rowspan="2">RULE</td><td rowspan="2">A</td><td colspan="2">B</td><td colspan="2">C</td><td colspan="2">D</td><td colspan="2">E</td><td colspan="2">F</td><td colspan="2">G</td></tr>
<tr><td colspan="2">If an Airman is (see note 1 and 2)</td><td colspan="2">And has time-on-station of</td><td colspan="2">And TDY return date is (see note 3)</td><td colspan="2">Then, select for the TDY as shown below:</td></tr>
<tr><td></td><td></td><td colspan="2">Equal to or more than</td><td colspan="2">Less than</td><td colspan="2">Equal to or more than 30 calendar days before Date of Separation or PCA</td><td colspan="2">Less than 30 calendar days before Date of Separation or PCS</td><td>Yes</td><td>No</td></tr>
<tr><td>1</td><td rowspan="4">Assigned in the CONUS, or assigned OS on a long tour</td><td colspan="2" rowspan="2">45 calendar days</td><td colspan="2" rowspan="2"></td><td colspan="2">X</td><td colspan="2"></td><td>X</td><td></td></tr>
<tr><td>2</td><td colspan="2"></td><td colspan="2">X</td><td rowspan="3"></td><td rowspan="3">X (see note 4)</td></tr>
<tr><td>3</td><td colspan="2" rowspan="2"></td><td colspan="2" rowspan="2">45 calendar days</td><td colspan="2">X</td><td colspan="2"></td></tr>
<tr><td>4</td><td colspan="2"></td><td colspan="2">X</td></tr>
<tr><td>5</td><td rowspan="4">Assigned OS on a short tour</td><td colspan="2" rowspan="2">15 calendar days</td><td colspan="2" rowspan="2"></td><td colspan="2">X</td><td colspan="2"></td><td>X</td><td></td></tr>
<tr><td>6</td><td colspan="2"></td><td colspan="2">X</td><td rowspan="3"></td><td rowspan="3">X (see note 4)</td></tr>
<tr><td>7</td><td colspan="2" rowspan="2"></td><td colspan="2" rowspan="2">15 calendar days</td><td colspan="2">X</td><td colspan="2"></td></tr>
<tr><td>8</td><td colspan="2"></td><td colspan="2">X</td></tr>
</table>

9	Assigned in the CONUS or OS, and was assigned from an unaccompanied/ dependent-restricted short tour (either receiving or not receiving imminent danger or hostile fire pay), **OR** unaccompanied CONUS-isolated tour	6 months		X		X	
10					X		X (see note 4)
11			6 months	X			
12					X		

NOTES:

1. This table is to be used only for TDYs prescribed in this chapter.
2. Use the more restrictive rule if Airman meets two conditions.
3. When the TDY return date is after the Airmen's Date of Separation or Projected Departure Date (for PCS) and when necessary to fill short notice TDY, commanders can still select the Airman for the TDY providing the TDY orders or amendments reflect the shortened TDY duration and the Airman returns according to the times in this table.
4. Severe problems can occur if an Airman’s Date of Separation expires while TDY. Commanders may waive Date of Separation/PCS (Columns D and E) selection minimums; however, review all other options before committing assigned Airmen to a TDY who are PCSing, retiring, or separating. When waiving minimums, the TDY completion date cannot interfere with out-processing or departure date for PCS, retirement, or separation.

Part 2

REGULAR AIR FORCE AND EXTENDED ACTIVE DUTY

Chapter 4

ASSIGNMENT AUTHORITY

4.1. General Information. There are a number of policies and procedures which apply to assignment actions and programs. 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 4.1. Assignments are influenced by all of these requirements collectively. When necessary, in the national interests or the best interests of the AF, waivers, exceptions and/or deviations from policies and procedures in this instruction may be authorized by proper authority. Example: AF/DPG (for assignment of general officers, including brigadier general selects), AF/DPO (for assignment of colonels, including selects), and AF/DPE (for assignment of CMSgts and CMSgt selects), may request or approve waivers (when authorized), grant exceptions, or deviate from this instruction when necessary.

4.2. Assignment Requests. The Director of Personnel Operations (HQ AFPC/DP2) (or equivalent), in coordination with major commands (MAJCOMs), FOA, and DRU, is authorized to initiate assignments for Airmen currently assigned to MAJCOM/FOA/DRU to fill valid vacant manpower authorizations. This does not preclude certain actions authorized to be initiated below MAJCOM/FOA/DRU level which flow directly to the assignment OPR for approval/disapproval. Below are assignments initiated on behalf of the MAJCOM/FOA/DRU by the assignment OPR:

4.2.1. PCS assignments prescribed by this instruction, intra-command or inter-command, with or without permanent change of assignment (PCA).

4.2.2. Any inter-command PCA (between units of different commands) action prescribed by this instruction (with or without PCS).

4.2.3. (Officers only.) Any intra-command PCA w/o PCS where officer changes senior rater (Example: wing to MAJCOM, MAJCOM to NAF, etc.).

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

4.2.5. Assignment of an officer to an unauthorized position (see **paragraph 5.4**).

4.2.6. Assignment of an officer with the grade Lt Col or below to an authorized colonel position can only be done with advanced approval by AF/DPO (with the exception of judge advocates).

4.2.7. Any change of an officer's duty air force specialty code (DAFSC), excluding:

4.2.7.1. Upgrade to the fully qualified level.

4.2.7.2. Change directed by the assignment OPR.

4.2.7.3. Change resulting from completion of formal education and training courses.

4.2.7.4. Changes as the result of AFSC conversions or AFSC management actions.

4.2.7.5. Requests for utilization or assignment (TDY or PCS) other than IAW with the above paragraphs may be submitted for consideration according to **paragraph 4.5**, Exceptions.

4.2.8. Submit requests containing the information and using the method prescribed by applicable instructions, manuals and/or guidance as follows:

4.2.8.1. For general officers (including brigadier general selects), as instructed by AF/DPG.

4.2.8.2. For colonels (including selects), out of system, at least 90 days before the required report not later than date (RNLTD), as instructed by AF/DPO.

4.2.8.3. For judge advocates, as instructed by AF/JAX.

4.2.8.4. 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.

4.2.8.5. For Airmen with the grade of CMSgt and CMSgt selects, as instructed by AF/DPE.

4.2.8.6. For Airmen with the grade of SMSgt and below, as instructed by HQ AFPC/DP2 and AFPC/DP3.

4.3. Distribution of Personnel. Personnel are distributed to meet the overall needs of the AF as follows:

4.3.1. According to DoDI 1315.18 and this instruction.

4.3.2. As equitably as possible between CONUS MAJCOMs (or equivalent) within a specialty and grade. Additionally, for enlisted Airmen, according to Manning Unit Group, the plug table and the manning priority plan when submitted by the Air Staff functional area OPRs, MAJCOM/A1K (or equivalent) to HQ AFPC/DP0SW. **NOTE:** OS units are not manned over 100 percent.

4.3.2.1. MAJCOM/A1s provide input to the HQ AFPC/DP2 enlisted allocation programs. MAJCOM/A1s have an advisory role and provide oversight to allocations for OS cycles, OS returnee cycles, CONUS mandatory moves, and technical training graduate moves. HQ AFPC/DP2 routes all allocations to the MAJCOM/A1s for validation. MAJCOM/A1s also have an advisory role to assist with manning priorities and changes to manning and allocation plug table. The plug table can be used to insert values for Special Experience Identifier, Personnel Processing Code , 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. MAJCOM/A1Ks closely monitor both tables and submit changes via standard template located in the MAJCOM assignment toolbox.

4.3.3. Career Field Managers and MAJCOM Functional Managers provide information to the Director of Personnel Operations (HQ AFPC/DP2) (or equivalent) regarding functional

issues impacting positions. The Career Field Managers should provide assignment priority listings to help the AFPC FAM determine which fills are completed first based on career field strength and vacancies. However, Career Field Managers and MAJCOM Functional Managers are not responsible for managing assignments in the specialties they manage.

4.3.4. According to Written Memorandum of Agreement for Special Circumstances. A Memorandum of Agreement may be terminated by the designated assignment authority shown in **Table 1.2** when it no longer serves the best interests of the AF.

4.3.5. As determined by the designated assignment authority shown in **Table 1.2**.

4.4. Waivers. 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 require justification submitted as a memorandum (word document) addressed to the AFPC waiver authority and documentation to substantiate the waiver. Also see **paragraph 4.5**, Exceptions, to determine when a request for an exception may be appropriate instead of a request for waiver.

4.4.1. Justification. Justification for a waiver should show how approval is in the best interests of the AF from the standpoint of operational necessity. Waiver requests are not approved based solely on personal desires or for personal reasons but may coincidentally satisfy an Airman's personal desires or needs. Situations which are not based on operational necessity might be considered as an exception, see **paragraph 4.5**. Requests which do not meet the justification criteria for either a waiver or an exception should not be submitted.

4.4.2. 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:

4.4.2.1. An Airman may initiate a waiver request on his or her own behalf only when specifically authorized in a paragraph, table, or attachment. In all other instances, requests by Airmen which require waiver(s) are submitted as an exception according to **paragraph 4.5**.

4.4.2.2. 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 states the minimum level. The intent of the minimum originator level is to limit the number of waivers and restrict requests to those which are operationally essential. It is not the intent to require (or prohibit) an official at the minimum originator level to endorse waiver requests from Airmen. It is the intent for these officials to originate or endorse only those waiver requests essential to accomplish their mission. Regardless of the originating level, all requests should meet the justification criteria for approval.

4.4.3. Commander Actions. All waiver requests are 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 advises the requester of the reasons for disapproval. Commanders may address the impact approval might have on their local mission in their forwarding endorsement. When a unit commander recommends approval or concurs, he or she forwards the request to the Military Personnel Flight for a recommendation and, if necessary, forwarding to the minimum originator level, unless the request is being processed through command channels. Waiver requests not initiated by an Airman indicate whether or not the Airman has been advised and include volunteer status, if determined.

4.4.4. Military Personnel Flight Actions. The Military Personnel Flight assists Airmen and commanders in ensuring that the requirements established by this instruction are met. Military Personnel Flight should advise the Airman, the unit commander or minimum originator level, as appropriate, when a waiver request does not appear to be justified or some other requirement is not met. Submission of a waiver request is not the basis for delay in PCS processing or delay in complying with other actions within the time frames prescribed, except as follows. When the Military Personnel Flight receives a waiver request of an urgent nature which might have a bearing on an Airman's pending PCS, the Military Personnel Flight contacts the appropriate assignment OPR for guidance without delay. Advise Airmen that submission of a waiver request does not change their duty status (example: it does not change them from a leave status to a present for duty or TDY status). Submission of a waiver request is not the basis for failure of an Airman to meet a port call or RNLTD, and does not delay the requirement that he or she make a decision under the 7-day option, or negate any other requirement. In urgent situations, the Military Personnel Flight may send a request to the assignment OPR or other OPRs for consideration/resolution.

4.4.5. Assignment OPR and Approval Authority Actions. The Military Personnel Flight forwards assignment waiver requests to the assignment OPR, unless instructed otherwise. The assignment OPR may approve or disapprove a request when authorized, or make a recommendation and forward the request to the approval authority.

4.5. Exceptions. 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 require detailed justification submitted as a memorandum (word document) addressed to AFPC/DP3AM and documentation to substantiate the exception.

4.5.1. Justification. A request for an exception must be justified:

4.5.1.1. Based upon operational necessity (significant manning degradation, allow sufficient time to out-process due to recent/current deployment, awaiting security or Personnel Reliability Program clearance, or to complete training requirements); or

4.5.1.2. When compliance with a requirement would result in an injustice, a severe inequity, or a personal hardship significantly greater than what other Airmen encounter in similar circumstances (i.e., incurred due to delay of dependent(s) assignment clearance requirements, such as awaiting return of AF Form 1466 from gaining location; delay of No-Fee Passport and/or Visa from the State Department or Consulate, provided the Airman initiated application to the MPF Passport Agent no later than 15 days after initial relocation briefing; or pregnant civilian spouse is unable to travel during third trimester). An

Airman's medical treatment or medical conditions, marital problems, divorce, child custody, civil matters, selling a house, moving children during the school year, and spouses employment are situations incurred by many Airmen therefore a request based on these reasons will not be approved; or

4.5.1.3. When it is shown an exception serves the overall best interests of the AF (Airman is awaiting results of medical tests, Airman is completing rehabilitation from recent surgery, or pregnant Airman is unable to travel during third trimester).

4.5.2. Requester or Originator Level. Unless a paragraph on a subject specifies a minimum level, there is no minimum originator or requester level for a request for exception (including a request which might require waivers). A request for exception may be submitted by an official responsible for a mission (that is, unit or group commander, etc.), or an Airman may submit a request on him or herself. Exception requests from Airmen may be endorsed by senior level officials at their discretion. However, requests from Airmen are still evaluated based on the justification. Disapproval of an Airman's request which has been endorsed by a senior official is not to be construed as disapproval of a request originated by a senior official. All requests cite what exception is requested. Requests initiated by Airmen can only be submitted through their unit commander. (**NOTE:** When an exception request warrants approval but requires a waiver, the assignment authority serves as the minimum originator level and submits a waiver request to the waiver approval authority. Refer to **paragraph 5.5** or **6.5** to ensure compliance with appropriate requestor levels for time-on-station or curtailment waivers.)

4.5.3. Commander Actions. Unit commanders must review requests by Airmen and determine if the required justification exists. **(T-1)** A unit commander, or higher level commander, may disapprove an Airman's request if it is not justified and advises the Airman of the reasons for disapproval. Commanders may address the impact approval may have on their local mission in their forwarding recommendation. When a commander recommends approval, he or she must forward the request to the Military Personnel Flight unless the request is being processed through command channels. **(T-1)** Exception to policy requests submitted by other than the Airman indicate whether or not the Airman has been advised and include volunteer status, if determined.

4.5.4. Military Personnel Flight Actions. The Military Personnel Flight assists Airmen and commanders in ensuring the requirements established by this instruction are met. Military Personnel Flight should advise an Airman, the unit commander, or other requester when a request does not appear to be justified or fails to meet some other requirement. Submission of an exception request cannot 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 Military Personnel Flight receives a request of an urgent nature which might have a bearing on an Airman's pending PCS, the Military Personnel Flight contacts the appropriate assignment OPR for guidance without delay. Advise Airmen that submission of an exception request does not change their duty status (example: it does not change them from a leave status to a present for duty status or TDY status). Submission of an exception request is not the basis for failure of an Airman to meet a port call or RNLTD, and does not delay the requirement that he or she make a decision under the 7-day option, or negate any other requirement.

4.5.5. Assignment OPR and Approval Authority Actions. Requests for exceptions to policy, procedures, or other provisions are addressed to the office shown below for Airmen as indicated. These offices, with input from the assignment OPR when necessary, may disapprove a request, approve it, or make a recommendation for consideration by the appropriate approval level. When the authority to approve a request is within the office shown below, the approved exception is 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 approval authority prepares a request for assignment, curtailment, or other action, and submits it to the appropriate approval level and include the exception approval, or recommendation for approval, from the office listed below.

4.5.5.1. AF/DPG for all general officers, including brigadier general selects.

4.5.5.2. AF/DPO for colonels, including colonel selects, of any competitive category (except judge advocates).

4.5.5.3. AF/DPE for CMSgt, including CMSgt selects.

4.5.5.4. AF/JAX for judge advocates.

4.5.5.5. HQ AFPC/DP3AM for officers in the grade of Lt Col and below and enlisted in the grade of SMSgt and below.

4.6. Permanent Change of Station (PCS) Budget Authority. The Department of Defense (DoD) allocates funds, delegates authority, and directs policies for PCS assignment of AF military personnel. This section lists the offices responsible for establishing PCS requirements and directing the publication of orders and accompanying obligation and disbursement of funds for PCS movements made to satisfy national security requirements. Agencies listed below are responsible for developing and maintaining an annual internal management control plan and annual budget closeout procedures to ensure expenditures remain within budget constraints. Agencies must also develop training programs to ensure personnel are aware of their responsibilities.

4.6.1. The Personnel Budget Review Committee oversees the Active Air Force Military Personnel (MILPERS) appropriation and advises the Air Force Board and the Air Force Council on all issues related to the personnel program, budgeting, and execution. The Personnel Budget Review Committee , as described in AFI 65-601 V3, *The Air Force Budget Corporate Process,* has the following objectives:

4.6.1.1. Ensure that to the extent prescribed by law, directive, and regulation there will be no obligation incurred or expenditures made in excess of the amount made available under the military personnel appropriation.

4.6.1.2. Ensure accurate budget submissions that reflect approved Air Force programs and provide functional managers sufficient military personnel funding required to execute their missions.

4.6.2. The Deputy Assistant Secretary for Budget (SAF/FMB) is responsible for the overall budget management of the military personnel PCS program and chairs the Personnel Budget Review Committee. In accordance with AFI 65-601 V3, the Personnel Budget Review Committee reviews the PCS budget and management plans, evaluates risk mitigation, and assesses the impact of execution strategies on out-year programs and budgets.

4.6.2.1. SAF/FMB military personnel-roles and responsibilities are described in AFI 65-601 V1, AFI 65-601 V2, *Budget Management for Operations*, and AFI 65-601 V3.

4.6.2.2. SAF/FMB delegates PCS budgeting responsibilities to the Military Personnel Appropriation Branch (SAF/FMBOP). SAF/FMBOP has the following duties:

4.6.2.2.1. Develops and implements the PCS obligation plan, provides oversight during budget execution review, and analyzes financial and program accomplishments and projections.

4.6.2.2.2. Maintains funds control by establishing administrative limitations and provides funding authorization letters detailing military personnel PCS budget for AF/A1P, AF/A1M, and AFPC.

4.6.2.2.3. Formulates budget and cost estimates to support PCS movement categories and provides them to AF/A1 and AFPC as their basis for calculating obligation costs.

4.6.2.2.4. Ensures compliance with all legal and regulatory controls regarding the obligation and expenditure of PCS funds.

4.6.3. The Deputy Chief of Staff, Manpower, Personnel, and Services (AF/A1) is responsible for the overall administration of the military personnel PCS program and will sign a Financial Responsibility Letter for the funds provided.

4.6.4. The Directorate of Force Management Policy (AF/A1P) is responsible for policy development and program oversight. AF/A1P is a core member of the Personnel Budget Review Committee and will sign a Financial Responsibility Letter for the funds provided. The Program Element Monitor for PCS funds will sign a Financial Responsibility Letter for the funds provided and will:

4.6.4.1. Plan and program for the entire personnel life cycle (from accession to separation/retirement) by consolidating inputs from AF/A1M and AFPC.

4.6.4.2. Provide data to SAF/FMBOP to support budget/cost estimates.

4.6.4.3. Manage personnel, accession, and separation programs during budget execution.

4.6.4.4. Determine impact of budgetary policies and practices as developed and interpreted by SAF/FMB.

4.6.4.5. Prepare and coordinate responses to the AF Group and AF Board, and answer questions from organizations outside of AF/A1, such as SAF/FM, OSD, and Congress.

4.6.5. The Directorate of Manpower, Organization and Resources (AF/A1M) is responsible for the planning and programming of all accession and separations of Air Force personnel. AF/A1M is a core member of the Personnel Budget Review Committee and will sign a Financial Responsibility letter for the funds provided. In addition, AF/A1M:

4.6.5.1. Plans and programs for the accession and separation movement of Air Force personnel.

4.6.5.2. Interprets mission impacts caused by force reductions or budgetary changes to the PCS program concerning accession and separation movements.

4.6.5.3. Submits end-of-month, end-of-year closeout, and final end-of-year reports of separation/retirement obligations to AF/A1PP and SAF/FMBOP.

4.6.5.4. Manages personnel, accession, and separation programs during budget execution.

4.6.5.5. Determines impact of budgetary policies and practices developed and interpreted by SAF/FM.

4.6.5.6. Analyzes and coordinates on alternative methods of financing having impact on personnel programs before they are presented to the Air Force board structure.

4.6.6. General Officer Management Office (AF/DPG) is responsible for all assignments of general officers (and selects); however, AFPC is responsible for overall financial management of all operational, rotational, unit, and training PCS assignments.

4.6.7. Colonel Management Office (AF/DPO) is responsible for all O-6 assignments (and selects); however, AFPC is responsible for overall financial management of all operational, rotational, unit, and training PCS assignments.

4.6.8. Chief Master Sergeant Management Office (AF/DPE) is responsible for all E-9 assignments (and selects); however, AFPC is responsible for overall financial management of all operational, rotational, unit, and training PCS assignments.

4.6.9. The Judge Advocate General (AF/JA) is responsible for all assignments of judge advocate O-6 and below officers; however, AFPC is responsible for overall financial management of all operational, rotational, unit, and training PCS assignments.

4.6.10. The Air Force Personnel Center (AFPC) is responsible for overall management of all operational, rotational, unit, and training PCS assignments and internally tracks estimated military personnel PCS obligations to ensure moves do not exceed SAF/FMBOP allocated funding constraints. The AFPC:

4.6.10.1. Commander (AFPC/CC) is a core member of the PBRC and will sign a Financial Responsibility Letter for the funds provided for the obligation of operational, rotational, unit, and training movements. **(T-1).**

4.6.10.2. Provides end-of-month, end-of-year closeout, and final end-of-year data on operational, rotational, unit, and training PCS orders (AF Form 899, *Request and Authorization for Permanent Change of Station - Military*) by officer/enlisted and move type to AF/A1PP and SAF/FMBOP and separation/retirement orders (AF Form 100, *Request and Authorization for Separation*) to AF/A1M to ensure the appropriate official obligation of military personnel PCS funds for the movements associated with those assignments.

4.6.10.3. Is responsible for all operational, rotational, unit, and training officer and enlisted assignments in the grade of Lt Col and below and SMSgt and below (excluding judge advocate officers).

4.6.10.3.1. Plans and programs for all operational, rotational, unit, and training PCS movements of Air Force personnel.

4.6.10.3.2. Interprets mission impacts caused by reductions or budgetary impact changes to the PCS program.

4.6.10.3.3. Manages PCS operational, rotational, unit, and training move authorizations during budget execution.

4.6.10.3.4. Creates estimated projections of final obligations periodically through the fiscal year and submits recommendations/requests to SAF/FMBOP for additions to or releases of funding within the execution year.

4.6.10.3.5. Participates in Midyear Review of PCS program conducted by SAF/FMBOP.

4.6.10.4. Manages the Air Force separations program with the exception of planning, programming, and supervising the financial obligation of retirements and separations which is supervised by AF/A1M.

4.6.10.5. Develops and maintains software used by the Orders Processing Application to create and publish operational, rotational, unit, and training PCS orders (AF Form 899) and separation orders (AF Form 100) and to restrict orders publication to only AFPC as deemed necessary by the AFPC/CC.

4.6.10.6. Ensures PCS orders are published with lines of accounting as described in AFMAN 65-604, *Appropriation Symbols and Budget Codes*.

4.6.10.7. Ensures PCS orders are issued to obligate funds against current appropriation in accordance with AFI 65-601 V1.

4.6.11. Base Level FSS prepare and publish orders IAW direction issued by AFPC and instructions associated with assignment guidance and orders preparation. FSSs may publish manual orders when the Orders Processing Application is unavailable and time constraints and circumstances demand orders publication. FSSs must report all manual orders produced by the 15th of each month to AFPC/DP3DW. **(T-1).**

Chapter 5

POLICIES, PROCEDURES AND PROGRAMS

5.1. Primary PCS Selection Factor. The primary factor in selection of an Airman for PCS is the Airman's qualifications to fill a valid manpower requirement and perform productively in the position for which being considered. PCS eligibility factors such as time-on-station and so on, although important, are secondary. When Airmen with the required qualifications are identified, then PCS eligibility criteria and other factors are considered. Volunteer status, assignment preferences, humanitarian or special circumstances may be considered to the extent these factors are consistent with operational manning requirements. PCS is not authorized based solely on the fact an Airman can be used or prefers assignment elsewhere.

5.1.1. Special Experience Identifier (SEI). AFI 36-2101 implements policy and prescribes procedures for SEI establishment and management. The SEI compliments the assignment process and is used in conjunction with the grade, AFSC (or Chief Enlisted Manager code), AFSC prefixes and suffixes, Special Duty Identifier, Reporting Identifier (RI), Personnel Processing Code (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 Airmen to meet unique circumstances, contingency requirements, or other critical needs. Manpower positions are coded with an appropriate SEI to identify positions that require unique experience/qualification.

5.1.1.1. Assignment OPRs must approve requests in advance to match assignments using the SEI because of the potential to subordinate other important assignment considerations. **(T-3)** Further, after selections have been made, the assignment OPR reviews them to ensure the impact in relation to other factors is justified.

5.1.1.2. Requests for exceptions to match by SEI without manpower positions being coded require approval of the HQ AFPC assignment branch chief.

5.1.2. Security Access Requirement. Manpower positions often require Airmen assigned have access to a specified level of classified information. When the urgency to fill a position does not allow selection of an Airman using PCS eligibility criteria and subsequent processing (and/or investigation), selection may be necessary from among Airmen who currently have access or can be granted access immediately. The assignment OPR must approve, in advance, assignment selection based upon an Airman's security status. **(T-3)** Further, after such selections have been made, the assignment OPR reviews them to ensure the impact in relation to other factors is justified.

5.1.3. PCS Costs. Assignments of qualified, eligible Airmen are ordered as economically as possible, when other considerations are not overriding. PCS cost projections are based on the average cost for a particular kind of move and whether the person moving is an officer or enlisted Airman.

5.1.4. Contingency Deployment and Assignment Procedures. The Air Force assignment process is managed to coincide with the AEF battle rhythm to the maximum extent possible. In general, the deployment of AF Airmen in support of a Combatant Commander's requirement takes precedence over an AF assignment. Commanders should make every effort

to schedule voluntary PCS/PCA departure dates, terminal leave dates for retirement, and separation dates, to occur during the 3-month period immediately following the Airman's deployment eligibility period. (**Table 5.9** assists in the decision-making process when an Airman is selected for assignment and the commander is considering them to fill a tasked Unit Tasking Code (UTC) requirement, or he or she is tasked to deploy, or already deployed.)

5.1.4.1. While **Table 5.9** provides commanders a tool to make decisions regarding their Airmen, close attention should be paid to proper deployment processing and Duty Status updates. Commanders must ensure that Airmen are processing through the MPF prior to deployment. (T-1) The duty status of Airmen who deploy (e.g. they have been issued contingency orders by the MPF) is changed in the personnel data system. The MPF is responsible for updating deployment duty status code 20, 21 and 25 (see AFI 36-2134, *Air Force Duty Status Program*). Timely updating of duty status codes ensures the assignment system does not select an Airman for a non-volunteer OS assignment while he or she is deployed.

5.1.4.2. Commanders are encouraged to address officer assignment and deployment conflicts during the Vulnerable Mover List reclama process with the AFPC assignment team. Commanders who need to deconflict assignments and deployments outside the Vulnerable Mover List reclama process, send requests via email to **afpc.dp3am.workflow@us.af.mil**. Commanders will also send all matters regarding enlisted assignments via email to **afpc.dp3am.workflow@us.af.mil**. Requests include Name, SSN (last 4), AFSC (Core ID, Rated Distribution and Training Management, Comp Cat, Specialty Shred), CAFSC, Assigned PAS, Projected Assignment, RNLTD, type of request (cancellation, extension of RNLTD, extension of DEROS, etc.) with proposed dates, justification and AEF Indicator.

5.1.5. Involuntary OS PCS Selection While TDY. While performing TDY under the circumstances described herein, to include AEF contingency deployments, either TDY in the CONUS or OS, Airmen should not normally be selected for involuntary OS PCS. In addition, following these kinds of TDY, Airmen should not normally be selected for involuntary OS PCS selection with an RNLTD less than 120 days after TDY completion date. These provisions apply to Airmen TDY OS and reflected in the personnel data system in duty status code 20, 21 and 25, and Airmen TDY in the CONUS participating in a contingency, rotational or exercise TDY and reflected in the personnel data system in duty status code 20. They do not apply to Airmen selected for a voluntary assignment (CONUS or OS), involuntary CONUS PCS, or TDY for reasons (duty status codes) other than those listed. MPF will reclama PCS selection and/or a reporting date contrary to these provisions (see **paragraph 5.1.4.2** for what to include in the reclama). **(T-1)** When necessary in the best interests of the Air Force, HQ AFPC/DP2 may waive these provisions. Any PCS selection (voluntary or involuntary) while TDY can at times impose a hardship on Airmen. Airmen who are TDY who have a hardship as a result of PCS selection may request a change of RNLTD or assignment cancellation through myPers or vMPF through their commander to the Total Force Service Center (TFSC). The TFSC forwards the request to HQ AFPC/DP3AM. The request includes the specific details of the hardship, date notified of PCS selection, the reason for TDY and duty status code, location (if unclassified), and whether or not the duty status code was updated in the personnel data system at the time of PCS selection. HQ AFPC/DP3AM evaluates the request and takes action as appropriate. Approval of Airman's request is not automatic. HQ AFPC/DP3AM

may approve, disapprove or take action other than that requested by the Airman depending on the circumstances.

5.2. Grade, AFSC and Skill Level Relationship for Assignments.

5.2.1. Officers. Officers are eligible for assignment in any AFSC they possess or are qualified to be awarded. Officers are normally assigned to manpower authorizations associated with their current grade; however, the needs of the AF may require assignment otherwise. Also see **paragraph 5.14** for assignment of officers not selected for promotion. Promotions through the grade of lieutenant colonel may not be the sole basis for PCS. Lieutenant colonels may not be assigned to colonel positions without the advance approval of AF/DPO.

5.2.2. Enlisted. Assignments are ordered by the assignment OPR in **Table 1.2**. Assignment OPR may deviate when in the best interests of the AF.

5.2.2.1. Enlisted Airmen are selected to fill manpower requirement with the following grade/skill combinations:

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

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

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

5.2.2.1.4. SSgt (E-5) and Senior Airman (SrA) for 5-level positions.

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

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

5.2.2.3. Normally, Airmen in the grade of SMSgt and below are selected for assignment in their Control Air Force Specialty Code (CAFSC), except when serving in a special duty identifier (SDI) or reporting identifier (RI). Airmen serving in a SDI/RI are normally selected based on their Primary AFSC (PAFSC).

5.2.2.3.1. Enlisted Airmen in a retraining/reclassification status (incompatible grade and CAFSC skill level) are selected for assignment and allocated against requirements commensurate with their grade, regardless of the skill level of their CAFSC. See **Table 2.1**, assignment availability code 29.

5.2.2.3.2. OS Imbalanced AFSCs (Enlisted only). Enlisted Airmen who have two or more awarded AFSCs, one of which is an imbalanced AFSC, are selected and perform duty OS only in the imbalanced AFSC. This applies to Airmen who attend enroute training for award of the imbalanced AFSC and those who are already qualified (reference the Air Force Enlisted Classification Directory. Annually, AFPC/DP3STR obtains a validated list of OS imbalanced AFSCs from HQ AFPC/DP2 assignment teams and identifies them on the retraining advisory.

5.2.2.4. Enlisted Airmen are selected for assignment in their current grade (not one up or one down, example: a SSgt will be assigned to advertised SSgt assignments). Enlisted Airmen projected for promotion to the next higher grade are considered for assignment

based on their projected grade. Promotion, up to the grade of MSgt, may not be the sole basis for PCS. The needs of the AF may require assignment other than as shown below.

5.2.2.5. Enlisted Airmen selected for promotion with an approved separation or retirement date and choose to accept the promotion IAW AFI 36-2502, remain administratively assigned to their last permanent duty station. If an Airman has departed his or her last permanent duty station to his or her home of record or home of selection when notified of promotion selection, the Airman normally returns to his or her previous permanent duty station. Utilization at his or her previous permanent duty station or a new permanent duty station is determined on a case-by-case basis and the overall best interests of the Air Force. If Airmen incur a hardship by returning to their previous permanent duty station, they submit an exception to policy IAW **paragraph 4.5**.

5.2.2.6. Enlisted re-trainees may be assigned to OS long tour areas on their initial assignment as volunteers; however, they are not normally assigned to short tour areas (as a volunteer or non-volunteer).

5.3. Manpower Authorization Changes. Normally, assignments are not made nor manning entitlements adjusted in response to increases in functional category "A" military manpower authorizations when approved and made effective within the current or two succeeding fiscal quarters. This timeline (a minimum of 6 months) allows the assignment process to react to the increase and provide Airmen acceptable minimum assignment selection notice. A MAJCOM/FOA/DRU (or equivalent) may request fill actions earlier than the above minimums with specific justification. The assignment OPR evaluates and approves/disapproves such requests. Assignment of Airmen incident to decreases in authorizations resulting in a surplus are managed according to guidance in **paragraph 5.45**.

5.4. Position Numbers Bypass Routine. A bypass position number enables MPF to report assignment data such as Aircrew Position Identifier, program element code , functional account code , and so forth, when there is no valid manpower authorization in the unit to which assigned for the officer's DAFSC. When assigned to a valid position, most duty information is automatically updated from the manpower position number. A bypass position number cannot be used to circumvent assignment/utilization policies. Its intended use is to report duty assignment data for an Airman who will fill an approved manpower authorization but the authorization has not yet been updated through the manpower data system, or to record the temporary duty assignment at the same duty station of an Airman.

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

5.4.2. The assignment OPR may use the bypass position number to effect essential duty change actions or to project an assignment when the specific position number has not been determined or the assignment should occur despite the lack of an authorization.

5.4.3. Colonels (including selects) will not be assigned to bypass position numbers without the advance approval of AF/DPO. **(T-1)**

5.4.4. Rated officers assigned a rated duty AFSC and required to perform operational flying duty should be reported in Aircrew Position Indicator 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 Aircrew Position Indicator 3 or 4.

5.5. Time-on-Station Requirements. The purpose of a minimum time-on-station requirement is to enhance operational readiness by stabilizing Airmen at their current location, to reduce PCS costs, and to improve the quality of life of Airmen and their dependents by reducing personal and family turbulence. **Table 5.1** reflects the minimum time-on-station requirements for PCS and certain in-place actions. See **paragraph 5.31** for guidance on Projected Departure Date.

5.5.1. Time-on-station is computed on a month-to-month basis; not on the number of days. Compute time-on-station by adding the required period to the month and year of date arrived station. Example: If date arrived station is any day of the month in Jan 2010 and the time-on-station minimum is 4 years, then an Airman meets time-on-station requirements in Jan 2014. For all PCS moves, the time-on-station requirement is met by the departure date, unless a waiver or an exception has been approved. When an Airman has TDY enroute in conjunction with a PCS, the minimum time-on-station requirement is met prior to departure on TDY. *EXCEPTION*: For officer joint duty assignments, the minimum time-on-station to receive full joint duty assignment tour credit is computed differently than normal time-on-station (joint duty assignment time is computed to the exact day). Example: if date arrived station is 15 Jan 2010 and the time-on-station minimum is 3 years, then officer meets the minimum on 14 Jan 2013.

5.5.2. For CONUS to CONUS PCS, when multiple Airmen meet required assignment qualifications, the Airman with the longest time-on-station should be selected when there are no other overriding considerations. An example of an overriding consideration would be the goal to equitably distribute OS assignments. When an Airman who has the longest time-on-station is also vulnerable for involuntary OS assignment, then OS vulnerability would override the fact the Airman also has the longest time-on-station. When an Airman assigned in the CONUS is in a mandatory move PCS status and is vulnerable for OS PCS selection within 24 months, the OS selection priorities are as shown in **Table 5.2** and **Table 5.3** Also see **paragraphs 2.3** and **5.8**.

5.5.3. Waivers may be requested on a case-by-case basis as prescribed in **paragraph 4.4**. A time-on-station waiver can only 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 ABG/CC at non-AF led joint bases, or equivalent civilian grade.) Requesters can only be serving in the prescribed military rank or civilian grade (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 4.5**. For colonel / colonel selects, time-on-station requirement waivers are managed by AF/DPO.

5.6. Soliciting an Assignment. Airmen should not solicit reassignment, other than via voluntary PCS applications and requests authorized by this instruction or other AF instructions; such as an Airman's assignment preference statement; or response to a request for volunteers for a specific requirement. This does not preclude an Airman's leadership chain from inquiring about his or her assignment status through authorized inquiry channels. Although a status may be provided, an

Airman's relative standing as a volunteer or non-volunteer among others is not given since it changes daily.

5.7. Assignment Recommendations. Requirements for recommendations for assignments or selection boards higher than officer's senior rater or an Airman's wing commander, or ABG/CC at non-AF led Joint Bases, (or equivalent) cannot be established.

5.8. Volunteer Status and PCS Eligibility. Qualified volunteers should be considered for all assignments. Within a group of qualified Airmen, volunteers meeting minimum eligibility criteria for PCS selection are selected ahead of non-volunteers. Volunteers who have not met time-on-station requirements may be considered before qualified non-volunteers who have met time-on-station requirements, but shall require a time-on-station waiver. Example: using the PCS eligibility criterion of time-on-station for a CONUS to CONUS PCS, qualified volunteers who meet the minimum time-on-station requirements are considered first in order of longest time-on-station, then qualified volunteers who do not meet the minimum time-on-station requirements and require a waiver are considered second in order of longest time-on-station, and finally qualified non-volunteers who meet the minimum time-on-station are considered last in order of longest time-on-station. Stated another way, qualified volunteers who do not meet minimum time-on-station requirements may be selected ahead of qualified non-volunteers who meet minimum time-on-station requirements, but shall require a time-on-station waiver.

5.8.1. Distribution of OS duty is as equitable as possible considering both desirable and undesirable locations among Airmen similarly qualified. As an example, if by using only the criteria of grade, AFSC, previous OS duty history, date arrived station, etc., two Airmen might be prioritized on a non-volunteer OS short or long eligibility roster as numbers 18 and 34. However, when some other qualification is mandatory and these Airmen are the first two on the eligibility roster who possess that qualification, then they would be prioritized as 1 and 2. Airmen are considered by the assignment OPR separately for OS short tour locations and long tour locations. (See **Attachment 1** for definition of short and long OS tour). Selection of Airmen for OS is based on the unaccompanied tour length. The OS duty selection date (ODSD) and the short tour return date, along with the number of short tours and other information shown in **Table 5.2** and **Table 5.3** on specific subjects (such as time-on-station, retainability, quality control, etc.) should also be referenced in conjunction with OS PCS selection. Guidance pertains to both volunteers and non-volunteers unless stated otherwise.

5.8.2. Within the OS selection priorities in **Table 5.2** and **Table 5.3** for non-volunteers, ties are broken by arranging eligible members in the order shown in **Table 6.11**, note 2, with the senior non-volunteer selected last. Ties for volunteers are broken using the same criteria and arrangement except the senior volunteer is selected first. Airmen who have not been credited with completion of an OS tour are selected before those who have been credited with completion of an OS tour (whether credit was the result of PCS or TDY).

5.8.3. Airmen will not be assigned to active duty on land outside the US and its territories or possessions until they have completed AF basic training requirements. **(T-1)** In time of war or national emergency declared by Congress or the President, the period of required basic training (to include specialty training immediately following basic training), or its equivalent, is not less than 12 weeks.

5.9. Volunteers Replacing Non-volunteers Selected for PCS. Airmen who volunteer (or desire to volunteer) for a specific assignment are not permitted to replace non-volunteers already selected

for an assignment. If such replacements were permitted, the non-volunteer, in most instances, would be reselected based on original eligibility. Airmen volunteering for an assignment are selected, in turn, when they become the most eligible volunteer.

5.10. Change of Volunteer Status/Request for Assignment Cancellation after PCS Selection. Airmen may change their volunteer status by withdrawing a pending voluntary assignment application in vMPF or myPers. See Personnel Services Delivery Guide, Assignments: Withdrawal of Voluntary Assignment Application or Cancellation of Voluntary Assignment Program. Airmen selected as a volunteer for an assignment may request assignment cancellation as an exception to policy IAW **paragraph 4.5**. The exception to policy must be based on hardship that is greater than that experienced by other Airmen or in the best interest of the Air Force. For Airmen that cannot access vMPF or myPers or were selected as non-volunteers, requests must be submitted in memorandum format and endorsed by the Airman's commander and are sent from the MPF to the appropriate approval authority IAW **paragraph 4.5**. **NOTE:** A request under this paragraph is different than an Airman requesting cancellation of an assignment based on denial of dependent travel due to a lack of general medical services (see **paragraph 2.18**) or other reasons.

5.10.1. The assignment OPR considers the following: justification of hardship or best interest of the Air Force provided by the Airman; commander's recommendation, whether there are other qualified, eligible volunteers from which to select; the amount of lead time to select and notify another Airman to meet the same RNLTD (at least 90 days); training scheduled or completed; and any other variables associated with the particular assignment.

5.10.2. When a request is disapproved, the Airman remains on assignment as a volunteer. The Airman's status is not changed to reflect "non-volunteer." If a PCS cancellation request submitted under this paragraph is disapproved, the Airman cannot request separation or retirement under 7-day option provisions (unless he or she is still within 7 days of official notification).

5.11. Assignment Deferment and Availability. Reasons to defer Airman for PCS reassignment vary. The most common reasons for deferment are identified by assignment availability codes shown in **Table 2.1** An assignment availability code usually applies only to an Airman's current assignment.

5.11.1. Deferments may be based on a specific action applicable to only one Airman (such as placement on the control roster, or operational deferment), or circumstances that apply to all Airmen in a unit (such as assignment to a stabilized tour). Deferment or stabilized tour assignment notwithstanding, all Airmen are subject to temporary or permanent assignment to meet worldwide AF requirements. Generally, when an Airman may be vulnerable for PCS selection during the period of a proposed deferment or stabilized tour, then a request for PCS or deferment should not be approved.

5.11.1.1. To preclude assignment inequities or granting a deferment and subsequently having to waive it, the AF carefully limits both the number of organizations/functions authorized stabilized tour deferments and individual deferments. When a previously granted deferment causes significant assignment inequities, then waiver of the deferment may be considered depending on the reason deferred.

5.11.1.2. When a previously authorized deferment no longer serves the overall best interest of the AF (example: the Airman is required to fill a higher priority manning need or

assignment OS is necessary to ensure equitable distribution of OS assignments), a deferment may be terminated (waived/curtailed) by either HQ AFPC/DP3AM or the assignment OPR in **Table 1.2**. The deferment of a group may be removed or modified by the authority which granted the original deferment.

5.11.1.3. Deferments may be authorized for the following reasons:

5.11.1.3.1. To provide stability in certain organizations or functions when it maintains an equitable assignment system for all Airmen (i.e., stabilized tour, operational continuity).

5.11.1.3.2. To preclude an Airman's PCS while suitability to remain on active duty is evaluated or during a period of observation or rehabilitation (i.e., medical evaluation, Article 15).

5.11.1.3.3. To process or complete an action, recognize a temporary PCS ineligibility condition, or other circumstance of a temporary nature (i.e., medical condition, control roster, commander directed hold).

5.11.1.4. The specific reasons for deferment are addressed in paragraphs elsewhere in this instruction or as ordered per another directive or instruction. Example: medical instructions prescribe which injuries, illnesses, or diseases render an Airman ineligible for PCS or TDY, and the duration of the deferment. Therefore, that medical instruction authorizes temporary deferment for medical conditions. Even though this instruction authorizes waiver of deferment, an assignment OPR may not waive a deferment or assignment availability code for which assignments is not the OPR without coordination with the OPR. Example: waiver of assignment availability code 14, Material Witness, would require coordination with the Staff Judge Advocate which requested the code (or the Staff Judge Advocate might agree to remove the code). Stabilized tour deferments are not normally updated for Airmen serving OS; however, there are some exceptions (Example: officers serving OS in joint activities filling positions designated as joint duty assignments . See **Table 2.1** to confirm which specific codes are updated when serving OS. The following additional guidance applies.

5.11.2. Date of Availability. An Airman is considered available for reassignment on the first day of the "availability" month. Availability for assignment in the personnel data system is managed by month and year. The Date of Availability is computed in different ways depending on the reason for the assignment availability code.

5.11.2.1. For stabilized tours, compute the Date of Availability by adding the stabilized tour period to the date arrived station or date assigned to the tour. Example: an Airman is assigned duty on a three year stabilized tour on 22 June 2007. The Airman's Date of Availability is Jun 2010 and because of the way stabilized tour Date of Availability are computed, the Airman is shown as available on 1 June 2010. However, when selection for PCS is made by computer, computer programming takes into account how stabilized tour Date of Availability are computed and assignment selection is not normally to fill a requirement which requires departure within the availability month. Example: an Airman available in Jun would normally not be selected by the computer for an assignment with an RNLTD earlier than 31 Aug. If the same Airman was selected to fill a requirement with a 10th of the month RNLTD, then the RNLTD for a person with a Jun Date of Availability

would not be earlier than 10 Sep. When assignment selections are done manually, assignment OPRs take into account how stabilized tour Date of Availability are computed and make assignment selections accordingly. EXCEPTION: For officers, the joint duty assignment Date of Availability is computed based on joint duty credit guidelines.

5.11.2.2. For assignment availability codes based on a quality control indicator (**Table 2.1**, assignment availability codes 10 through 21, except 14) establish the Date of Availability as the month following completion of the action. Example: an Airman receives an Article 15 on 22 June 2011 with a six month suspended reduction, or is placed on the control roster 22 June 2011 for a six month observation period. Although the actions expire 21 December 2011, the correct Date of Availability in each case is January 2012. This action ensures a departure date (mo/yr) no earlier than the completion of disciplinary, rehabilitative, or administrative action. As a rule, Airmen are matched to requirements and report no later than dates (RNLTDs) are established so the departure date is not earlier than the first day of the availability month and year. The MPF will reclama an assignment or request a change of RNLTD for assignments not meeting this criteria. **(T-2)** *EXCEPTION*: A reclama is not necessary to change the RNLTD nor is a waiver required when the Airman desires to depart after the actual day punishment, or an observation period, etc., expires and the commander concurs.

5.11.2.3. When multiple assignment availability codes apply to an Airman, the code with the longest period of deferment is entered as the first assignment availability code, the assignment availability code for the next longest deferment is second, and so forth.

5.11.2.4. The MPF is not authorized to update the following assignment availability codes (these assignment availability codes are updated by the assignment OPR only): 36 (enlisted only), 46, 48, 54 and 56.

5.11.2.5. The MPF may place Airmen in the following assignment availability codes when they receive "by-name" deferment authority: 21 (for other reasons as shown in **Table 2.1** and **paragraph 5.20**), 28, 30, 34, 39, 41, 51 (enlisted only), 52, 58, and 85. **NOTE:** MPF may use the assignment action reason for an Airman's PCS, assignment trailer remarks, or other approval (such as a letter/memo, approved application, PCS orders, etc.) as authority for deferment.

5.11.2.6. The MPF may place Airmen in the following assignment availability codes when they receive "by-name" deferment authority, or when the MPF confirms the Airman is authorized deferment as a result of being assigned to an organization, function, position, etc., as shown in the Stabilized Tour Guide (see **paragraph 5.11**): 22, 36 (officers only), 42, 43, 44, 45, 47, 50, 51 (officers only), 55, 57 or 59. **NOTE:** MPF may use the assignment action reason for an Airman's PCS, assignment trailer remarks, or other approval (such as a letter/memo, approved application, PCS orders, etc.) as authority for deferment.

5.11.2.7. The MPF may place Airmen in the following assignment availability codes when this instruction or some other instruction or directive requires or authorizes deferment: 02, 05, 08, 09, 10, 12, 13, 14, 15, 16, 17, 18, 19, 21, 24, 25, 27, 29, 32, 38, 40, 52 (enlisted only), 53, 65, 67, 69, 70, 71, 72, 73, 74, and 77. **NOTE:** MPF may use the assignment action reason for an Airman's PCS, assignment trailer remarks, or other approval (such as a letter/memo, approved application, PCS orders, etc.) as authority for deferment.

5.11.3. Stabilized Tour Assignment, Deferment, Curtailment, Extension, and Completion. The mission or function of some organizations require the AF to manage an Airman's period of assignment more closely than would be realized by normal attrition and time-on-station requirements. A list of activities, organizations, or positions authorized stabilized tours is maintained and continually updated by HQ AFPC/DP3AM in the Stabilized Tour Guide. The Stabilized Tour Guide can be accessed on myPers by inputting Stabilized Tour Guide in the search engine. The guide lists organizations authorized stabilized tours, the length of the tour, AFSCs, and if the tour is designated as a minimum or maximum tour.

5.11.3.1. Stabilized Tour Assignment. A stabilized tour assignment and the accompanying deferment begin on the date an Airman is assigned to the unit or function authorized a stabilized tour. The date of assignment may or may not be the same as the date arrived on station. See **paragraph 5.11** when assignment to a stabilized tour is proposed or requested after an Airman's arrival on station. Training during a stabilized tour, TDY, or other absences from duty do not change the tour completion date. TDY enroute is not part of the tour.

5.11.3.1.1. For management purposes, stabilized tours are divided into two major groups, maximum and minimum tours.

5.11.3.1.1.1. Maximum Tours. A maximum tour identifies the maximum period of time an Airman is assigned to a particular duty and/or organization, unless an extension is approved. The reasons vary why the period of assignment should not exceed the initial deferment period. Example: the duty may be outside the mainstream of an Airman's primary career field and prolonged assignment is undesirable or is a CMSgt assigned to CONUS MAJCOM headquarters and staff elements are authorized three year maximum stabilized tour (assignment availability code 50).

5.11.3.1.1.2. Minimum Tours. A minimum tour identifies the minimum period of time an Airman is assigned to a particular duty and/or organization, but longer assignment is authorized. Extension of a minimum tour deferment is not required. After expiration of the initial deferment, an Airman remains assigned until selected for another assignment. The reasons for a minimum tour vary. Example: to receive pay back for special training (formal or on-the-job), for experience gained or enlisted assigned to CONUS MAJCOM headquarters and staff elements are authorized three year minimum stabilized tours (assignment availability code 44).

5.11.3.2. Stabilized Tour Deferment. Stabilized tour deferment is not authorized for Airmen assigned OS. The stabilized tour deferment may be waived or an activity may be terminated when it no longer serves the overall best interest of the AF. Deferment is not authorized for Airmen assigned to units in excess of 100 percent of manpower authorizations.

5.11.3.2.1. When an Airman is not initially assigned to a stabilized tour upon arrival PCS and subsequent assignment to a stabilized tour at the same location is proposed, the assignment OPR will ensure a specific period of deferment is proposed and the deferment is approved at the same time the assignment is approved. **(T-1)** Airmen who are vulnerable for OS assignment selection are not normally approved for placement in an organizational deferment assignment availability code.

5.11.3.2.2. Airmen arriving PCS for immediate assignment to an activity or function are authorized deferment and if the reason for reassignment carries with it a deferment upon completion of PCS (example: humanitarian reassignment, join spouse assignment, and so on).

5.11.3.3. Stabilized Tour Curtailment. An Airman may submit stabilized tour curtailment requests to the unit commander. If the unit commander recommends approval, it is forwarded to the activity commander for consideration. If supported by the activity commander, the request is sent through the appropriate assignment OPR for consideration. Unit/activity commanders and MAJCOMs have disapproval authority for any curtailment request initiated at a lower level. Airmen may not seek curtailment for the purpose of applying for a specific job. Unit and activity commanders may also request curtailment of stabilized tours (and reassignment) for Airmen assigned to organizations they command. The request should contain the facts and circumstances and specify whether concurrent PCS is requested in conjunction with tour curtailment. A request for PCS should include any necessary waivers of PCS eligibility criteria and originate at the appropriate level. In cases involving quality issues, curtailment and PCS are not effected until appropriate administrative or disciplinary action has been taken (unless an exception to policy is justified). When Airmen are curtailed (for any reason), they are subject to selection for any assignment for which eligible. **NOTE:** Curtailment for cause or not for cause of Airmen assigned to Headquarters Air Force (HAF), the Office of the Secretary of the Air Force (SAF), the Joint Chiefs of Staff (JCS), the Department of Defense (DoD), the Office of the Secretary of Defense (OSD) will process the request under the Return to Service Program per **Attachment 10**.

5.11.3.4. Stabilized Tour Extension (Maximum Tours Only). An Airman may request voluntary extension to a stabilized tour no earlier than 15 months prior to tour completion and not later than an established assignment selection date, with the exception of 8F000/First Sergeants. The period of extension normally does not exceed 12 months. Unit commanders and parent MAJCOMs (or equivalent) have disapproval authority. Commanders of activities subordinate to a MAJCOM determine if their field commanders may submit extension requests directly to the MAJCOM. When approval is recommended, the request is sent to the assignment OPR for consideration. Tour extensions do not apply to minimum tours, with the exception of 8F000/First Sergeants. First Sergeants assigned in the CONUS must complete and submit their Second Tour Election form to HQ AFPC/DP2OSS NLT the 24th month from the First Sergeant Academy graduation date. First Sergeants assigned OS must complete and submit their Second Tour Election form during their DEROS Option election window. The HQ AFPC/DP2OSS 8F000/First Sergeant assignment NCO/ FAM will complete all required assignment availability code updates.

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

5.11.3.5.1. Upon Completion of a Minimum Tour. An Airman remains assigned until selected for voluntary or involuntary reassignment. Reassignment is not justified based on an arbitrary period of time. The local commander or parent MAJCOM should establish procedures to periodically review the status of Airmen who have completed their minimum tour to ensure continued assignment serves the overall best interest of

the AF. Recommendations to reassign an Airman should be fully justified IAW **paragraph 4.5**.

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

5.11.3.5.1.1.1. Enlisted Airmen performing duty in a special duty identifier may be authorized assignment deferment if their special duty identifier and/or unit of assignment is listed in the stabilized tour guide. Normally duty in a special duty identifier does not, in itself, automatically involve deferment from reassignment, although in some instances all authorizations in a particular special duty identifier may be in units authorized stabilized tours. Example: Career Assistance Advisors are special duty identifier 8A100, they will have an assignment availability code of 44, and a tour length of 3 years per the stabilized tour guide.

5.11.3.5.1.1.2. Approximately 12 months before their date of availability, Airmen receive a system generated notification Report on Individual Personnel (RIP) with two options: volunteer for reassignment to return to duty in their PAFSC in conjunction with completion of the stabilized tour or continue serving in the special duty identifier .

5.11.3.5.1.2. Airman Assigned to a MAJCOM Inspector General Travel Team. An Airman 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 there are no authorizations for the Airman's AFSC and he or she is the most eligible for PCS among others assigned to the same unit or base. A request for extension of travel team inspection duty is favorably considered unless there are overriding reasons why extension does not serve the best overall interest of the AF. Airmen are not normally assigned involuntarily to travel team inspection duty within the 3 year period following a previous assignment to such duty. Exceptions are only approved by HQ AFPC/DP3AM.

5.11.3.5.2. Upon Completion of a Maximum Tour. An Airman is considered to be in a mandatory move status (either to another unit on the same station or PCS) and is normally reassigned upon completion of the initial tour, unless extended. A request to extend a maximum tour is submitted as provided in **paragraph 5.11**. Officers are reassigned during the assignment cycle coinciding with their Date of Availability; enlisted Airmen are considered CONUS mandatory movers and compete for reassignment via the Enlisted Quarterly Assignment Listing (EQUAL) process (see **Attachment 13**).

5.11.3.5.2.1. CONUS Mandatory Mover requirements are advertised on the Overseas Returnee/ CONUS Mandatory Mover's (CMM) EQUAL. Exemptions

include Airmen assigned as aircrew Airmen (1AXXX AFSCs) 820th Security Forces Group (3P0X1s only), and those assigned to the USAF Air Demonstration Squadron (Nellis AFB NV). MPF will run a monthly assignment availability code 50 roster 13 months in advance of the projected Date of Availability expiration dates and provide a copy of the Personnel Services Delivery Guide, Assignments: Overseas Returnee/CONUS Mandatory Mover's Counseling Handout to each Airmen. **(T-1)** See **Attachment 13** for program information.

5.11.4. CONUS-Isolated Tour. The purpose is to establish maximum tour (assignment availability code 50) lengths and limit certain assignment combinations which involve a CONUS-isolated station. Cavalier AFS, ND, is currently designated as a CONUS-isolated location. This location is considered to be geographically separated from adequate personal support facilities and services which may cause a significant degree of inconvenience, expense, or hardship to Airmen and their families more so than other CONUS assignments.

5.11.4.1. Stations may be designated as CONUS-isolated when 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 and travel between duty station, residence, and support facilities is determined to be complicated by hazardous weather, marginal roads, or lack of commercial transportation which places the Airman in a greater risk. 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.

5.11.4.2. Maximum tour lengths have been established as 15 months for single and unaccompanied Airmen or 24 months for Airmen accompanied by dependents. Airmen will serve the accompanied tour if they reside with dependents within 50 miles of the duty station. **(T-1)** Distances are computed from the Defense Table of Official Distances located at **https://dtod.sddc.army.mil/default.aspx**, this is the official source for worldwide PCS and TDY distance information. (**NOTE:** If an Airman is assigned to a CONUS-isolated station on a Base of Preference assignment, he or she must serve a 24 month Base of Preference.) **(T-1)** For officers who attend duty related training (example: Perimeter Acquisition Radar Attack Characterizations System (PARCS) IQT course) after arriving at Cavalier AFS; MPF will update assignment availability code 50 upon completion of and return from all related training. **(T-1)** This will ensure Airmen receive optimal operational experience and mission needs are met. **NOTE:** This applies only to Cavalier AFS.

5.11.4.3. The PCS retainability requirements shown in **Table 5.4** apply regardless of whether the Airman serves a 15 month unaccompanied tour or 24 month accompanied tour. Example: an Airman being reassigned CONUS to CONUS requires 24 months retainability for the PCS, even though he or she may choose to serve the 15 month unaccompanied tour. Further, in order to be reassigned upon completion of a 15 or 24 month tour, Airmen must have PCS retainability prescribed by **Table 5.4** for their next assignment. **(T-1)**

5.11.4.4. Airmen are not involuntarily assigned to a CONUS-isolated station from an unaccompanied dependent-restricted OS short tour nor are they diverted to a CONUS-isolated station if they receive one of their choices in the OS returnee match.

5.11.4.5. Airmen assigned to a CONUS-isolated station are not selected for an involuntary unaccompanied dependent-restricted OS short tour.

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

5.11.6. Military Operational Deferment. At times, the continued assignment of a particular Airman may be essential to accomplish a specific mission. In these rare circumstances, a military operational deferment of an Airman may be requested and may be over and above an existing unit or function deferment. Normally, only one operational deferment is granted and the period cannot exceed one year. This period is adequate in most cases to train a replacement or to make arrangements for project or program continuity. A military operational deferment is appropriate only in support of units transitioning to a new or significantly different weapons system or to support special projects generated by high-level tasking where duties and the Airman's qualifications are significantly different from those normally associated with the Airman's career field. A request for operational deferment contains complete details to include cost factors, the mission impact, and why a particular Airman's presence and qualifications are essential to the mission. Requests are submitted to the assignment OPR for consideration (**Table 1.2**). When waiver of deferments becomes necessary, operational deferments (assignment availability code 58 for officers and assignment availability code 51 for enlisted) are among the last to be waived because of the short duration and justification on an individual basis.

5.11.7. Educational Deferment. It is the intent of the AF to support Airmen in achievement of their personal education goals provided they satisfy their primary duties without significant impact on "in-turn" assignments. Therefore, at key times in certain educational programs, Airmen stationed in the CONUS may be authorized an assignment deferment for educational reasons. Like other deferments, education deferments may be waived when they do not serve the overall best interest of the AF. Educational deferments may be requested per AFI 36-2649. The following criteria apply.

5.11.7.1. Officers. An officer enrolled in an off-duty graduate or doctorate degree program may be deferred from PCS for the period necessary to complete the program, not to exceed 12 months. Officers with an assignment selection date are not eligible to apply for deferment, nor is deferment authorized for the purpose of completing an additional degree equal to or lower than is currently held unless it directly applies to the officer's AFSC or AF needs. The deferment period is terminated when studies are discontinued, or when the degree requirements are completed, whichever occurs first. A deferment for the purpose of completing a dissertation thesis or research paper is not authorized. **NOTE:** The assignment OPR will update the assignment availability code 52. **(T-3)**

5.11.7.2. Enlisted. Enlisted Airmen enrolled in a voluntary education program (local off-duty study) may ask for deferment to preclude departure on an assignment before completion of the specific education program. Airmen with an assignment selection date are not eligible to apply for deferment; however, may request an RNLTD change (not to exceed 3 months) to accommodate completion of a course presently enrolled in. Educational deferment is terminated at the end of the specified period, when studies are discontinued, or when degree or academic requirements are completed, whichever occurs first. Eligibility criteria follow:

5.11.7.2.1. Vocational School Program. Enlisted enrolled in programs leading to award of a vocational diploma may be delayed from PCS for a period not to exceed 3 months from the month of PCS notification.

5.11.7.2.2. Associate, Baccalaureate, and Graduate Degree Programs. Enlisted Airmen enrolled in programs leading to award of a degree may be deferred from PCS if they can complete the degree and any required academic residency in 12 months or less. First term Airmen must be obligated for a total of six years active service to apply for a 12 month deferment. **(T-1)** Airmen selected for an assignment may request a change of RNLTD for a period not to exceed 3 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.

5.11.7.3. Officers and Enlisted. Airmen request deferment through the local Education Services Officer. If approved, the Education Services Office sends the deferment request to the MPF for update in the personnel data system. For officers, the MPF updates the personnel data system and awaits decision by the assignment OPR. For enlisted, the MPF approves requests meeting program guidelines and updates the educational deferment assignment availability code 52 in the personnel data system. The MPF must not update an availability code 52 for enlisted Airmen currently serving on an availability code 50 (maximum stabilized tour) without prior approval by the assignment OPR. **(T-1)** Questionable cases should be forwarded to HQ AFPC/DP3AM for resolution. Consecutive education deferments are not permitted nor is a subsequent deferment effective within 12 months of a previously completed program. An Airman is not granted additional deferment time to retake tests or courses failed.

5.11.7.4. Educational Leave of Absence (ELA). Airmen must meet the criteria in AFI 36-2649. **(T-1)** For approved requests, the TDY order is used as the source document for update of availability code 52 and may be input by the MPF upon receipt. The deferment period may not exceed the period of TDY authorized. Airmen with an assignment selection date are ineligible.

5.11.8. High School Seniors Assignment Deferment Program. The High School Senior Assignment Deferment program is intended to decrease turbulence and increase stability for military families with dependent children entering their senior year of high school. This guidance applies to active duty officers (Lt Col and below) and enlisted (SMSgt and below).

5.11.8.1. High School Seniors Assignment Deferment General Information**.**

5.11.8.1.1. High School Senior Assignment Deferment requests are considered on a case-by-case basis with the goal of approving as many requests as possible while

meeting mission needs. Consecutive deferments may be requested. If approved, an Airman is deferred from reassignment while the high school dependent is in his or her senior year.

5.11.8.1.2. Airmen approved for a High School Senior Assignment Deferment are coded in the personnel data system with assignment availability code 85. The date of availability is the first day of the second month after the dependent's high school senior graduation date or Airman's DEROS. Example: if the graduation date is 31 May the date of availability is 1 Jul or the DEROS date. Airmen may request cancellation of an approved deferment through CMS.

5.11.8.1.3. The appropriate HQ AFPC assignment officer or NCO approves High School Senior Assignment Deferment requests. The HQ AFPC assignment division chief disapproves High School Senior Assignment Deferment requests that cannot be supported due to mission needs.

5.11.8.1.4. Both Airmen of a military couple may apply for a High School Senior Assignment Deferment if each meets the eligibility criteria, their join spouse intent code is "A" or "B," and they apply concurrently.

5.11.8.2. Eligibility Criteria.

5.11.8.2.1. Airmen with a dependent child who will begin or is in their senior year in high school. Airmen must provide a memo from the dependent's high school counselor confirming the dependent's current school grade and projected senior year graduation date. **(T-1)** The MPF must verify the dependent child is enrolled in DEERS and residing with the Airman requesting the deferment. **(T-1)**

5.11.8.2.2. Airmen selected for a dependent-restricted short tour or 365-day extended deployment are not eligible to apply for a High School Senior Assignment Deferment. Dependent-restricted includes Korea when not assigned to a key billet position (see paragraph 4.2.11.). Airmen selected for a dependent-restricted tour must proceed on assignment, but may request to return to the same duty station IAW Home-Basing Assignment Program (see **Attachment 3**). **(T-1)**

5.11.8.3. Application Criteria. Airmen submit their High School Senior Assignment Deferment application as outlined in the Personnel Services Delivery Guide, High School Senior Assignment Deferment Online Application. Procedures and responsibilities for the Airman, Commander, MPF, and HQ AFPC are also outlined in the Personnel Services Delivery Guide. Because of differences in the officer and enlisted assignment systems, differing High School Senior Assignment Deferment criteria and timelines are detailed below:

5.11.8.3.1. Officers.

5.11.8.3.1.1. CONUS applicants. May apply for a High School Senior Assignment Deferment before or after being placed on the Vulnerable Movers List (VML). Officers are eligible for the program if they apply NET 1 Oct of the dependent's high school junior year and NLT 1 July between the dependent's high school junior and senior years.

5.11.8.3.1.2. OS applicants. May use the DEROS forecast procedures outlined in

paragraph 6.5, or apply when placed on the initial VML. If applying under the DEROS forecast program, officers must request a DEROS extension, which accommodates the completion of their dependent's high school senior year. **(T-1)**

5.11.8.3.1.3. Eligible officers who have been selected for Intermediate Developmental Education (IDE) /Senior Developmental Education (SDE) who would like to request a deferment under High School Senior Assignment Deferment must follow deferment procedures outlined in the IDE/SDE selection Personnel Services Delivery Memorandum published by HQ AFPC/DP2LWD. **(T-1)**

5.11.8.3.2. Enlisted Airmen.

5.11.8.3.2.1. CONUS applicants. May apply for a High School Senior Assignment Deferment before or after selection for an assignment. If before selection, enlisted Airmen must apply NET 1 Oct of the dependents high school junior year and NLT 1 Jul between the dependent's junior and senior year. If after selection, must apply within 30 calendar days of official assignment notification and are eligible if RNLTD is 1 March or later of the dependent's high school junior year or, the dependent is currently in his or her high school senior year and RNLTD is prior to graduation date. **(T-1)**

5.11.8.3.2.2. Airmen currently serving a CONUS maximum controlled tour are eligible to apply for the program and must use the Completion of Maximum Tour RIP and request High School Senior Assignment Deferment as their extension option IAW the Personnel Services Delivery Guide, Assignments: Overseas Returnee and CONUS Mandatory Mover (CMM) Counseling Handout. **(T-1)**

5.11.8.3.2.3. OS applicants. Must use the DEROS forecast procedures outlined in **paragraph 6.5**. **(T-1)** Airmen must request a DEROS extension, which accommodates the completion of their dependent's high school senior year. **(T-1)**

5.12. Assignment Limitation Code (ALC). Assignment limitations, permanent or semi-permanent, are used to alert personnel managers of long term constraints on assignment or utilization of Airmen. They broadly restrict, or limit the selection of Airmen for assignment to or from certain duties or areas and apply to a duration longer than just to the current duty assignment. Normally, limitations applying only to a current assignment or location are managed by an assignment availability code, although exceptions to use an assignment limitation code may be made. An assignment limitation code may be permanent or semi-permanent. **Table 2.2** lists the various types of assignment limitations and corresponding system update codes. Assignment limitation code waivers require the advance approval of HQ AFPC/DP3AM unless **Table 1.2** lists a specific OPR.

5.12.1. Medical Assignment Limitation Code "C" Stratification. When a PEB determines an Airman to remain on active duty, who may not be fully qualified for worldwide service, the AF carefully manages future assignments. In such cases, HQ AFPC/DP2NP will input and manage assignment limitation code "X" for C1 stratification, "Y" for C2 stratification, or "C" for C3 stratification (see **Table 2.2**) as appropriate for description, effective date and duration, and limitation on PCS selection. **(T-1)** The assignment OPR may select Airmen with medical assignment limitation codes for reassignment to locations permitted by their stratification as specified in AFI 41-210. Assignments outside the designated geographic restrictions require

a waiver. Waiver authority and procedures are also designated in AFI 41-210. If the Airman's medical circumstances preclude the assignment, the assignment OPR selects the next most eligible Airman for the assignment.

5.13. Non-career Officers and First-Term Airmen. There are several assignment provisions which apply *only* to non-career officers and first term Airmen. Unless a paragraph, table, or attachment stipulates special guidance for non-career officers or first term Airmen, the guidance is the same as for career enlisted Airmen.

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

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

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

5.13.3.1. Non-career officers with an established Date of Separation may decline to obtain retainability for a PCS or training Active Duty Service Commitment, without prejudice. **NOTE:** Expiration of an Active Duty Service Commitment is not the same as an established Date of Separation.

5.13.3.2. Non-career officers with an indefinite Date of Separation have indefinite service retainability for any Active Duty Service Commitment-incurring event such as PCS or training. **NOTE:** Expiration of an Active Duty Service Commitment is not the same as an established Date of Separation. A non-career officer who does not desire to participate in an Active Duty Service Commitment-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 5.29**. **(T-1)** However, to provide non-career officers adequate time to acclimate to military service, to avoid forcing them to make a premature career decision, and to the extent operational requirements permit, the following guidance applies. As a non-volunteer, non-career officers with an indefinite Date of Separation may be selected for an Active Duty Service Commitment-incurring event when:

5.13.3.2.1. The Active Duty Service Commitment 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 Active Duty Service Commitment for the OS tour using the unaccompanied tour length. A non-career officer who elects to serve the accompanied OS tour length voluntarily incurs the longer accompanied Active Duty Service Commitment (which may result in becoming a career officer), or

5.13.3.2.2. They are within 12 months of having 4 years TAFCS and have no Active Duty Service Commitment beyond 4 years (Unless a waiver is approved by the assignment authority). Within HQ AFPC, waiver authority is the assignment division

chief. This allows a non-career officer who does not desire an additional Active Duty Service Commitment beyond 4 years to request separation in lieu of an event, or

5.13.3.2.3. They already have an Active Duty Service Commitment beyond 4 years TAFCS. In this instance, career officer procedures apply.

5.14. Officers Not Selected for Promotion.

5.14.1. Lieutenant Colonels Not Selected for Promotion to Colonel. Selection for promotion to colonel is the result of an extremely competitive process. Non-selection for promotion to colonel is normally not a basis for PCS ineligibility. Senior managers should use this highly qualified resource to the best advantage of the AF in positions commensurate with their grade and qualifications. Keep in mind, the mandatory retirement date a lieutenant colonel receives based on grade may preclude consideration for some assignments (lack of the required retainability for PCS and/or retainability to serve the associated Active Duty Service Commitment).

5.14.2. Officers Not Selected for Promotion to Lieutenant Colonel or Major. Non-selection for promotion to lieutenant colonel or major does not, in itself, render an officer ineligible for PCS. However, non-selection for promotion can affect consideration for PCS or other events as explained below.

5.14.2.1. Officers in the grade of major or captain with an established Date of Separation or mandatory retirement date based on non-selection for promotion are ineligible for a PCS if lacking required retainability for the assignment action. Approved waiver/exception to policy action are mandatory for movement when an officer does not meet minimum PCS retainability requirements. See **paragraph 5.28** for additional guidance on retainability.

5.14.2.2. Officers in the grades of major or captain not selected for promotion to the next higher grade may be considered for PCS or other events if they have the minimum retainability (that is, have not had a mandatory Date of Separation or retirement date established and still have an indefinite Date of Separation). However, when it cannot be assured the AF can receive full return in terms of service for PCS funds, education or training costs, etc., (example: in the event of a second non-selection for promotion resulting in establishment of a mandatory Date of Separation or mandatory retirement date), selection should be kept to an absolute minimum. Therefore, non-selection for promotion can affect consideration for PCS or other events based on the resulting limit on retainability or *potentia*l limit on retainability.

5.14.3. Officers Selected For or Enroute to an Event. When an officer is not selected for promotion, the officer's status should be quickly evaluated by the assignment OPR. This includes officers scheduled for an event such as PCS, education or training (that is, officer has a DEROS, is PCSing upon completion of training, etc.); those selected for PCS, education or training (including those who have departed); and those attending such events (example: TDY and return) in conjunction with PCS. The officer's supervisor, losing/gaining commanders, and MPF share the responsibility to assist the assignment OPR or selection authority in identifying officers selected for PCS or other events when non-selected for promotion. The losing commander will reclama (see **paragraph 5.33**) to the assignment OPR/selection authority and request disposition instructions. **(T-1)** The reclama includes: (1) date notified of non-selection, (2) if the officer has departed, (3) if cancellation creates a hardship, the basis for

the hardship and how it is considered to be uncommon to others in similar circumstances, (4) status of shipment of household goods, (5) location of dependents, (6) officer's desires, and (7) any other pertinent details. The assignment OPR/selection authority will review each case and provide assignment disposition to the officer and MPF. **(T-1) NOTE:** Officers completing an OS tour without the minimum PCS retainability for a CONUS assignment may be extended in place depending on their accompanied status, their DEROS, and other factors.

5.14.4. Other Circumstances. Officers selected for PCS, formal education, or training who subsequently have their promotion delayed (includes officers delayed pending removal from a promotion list), and officers found not qualified for promotion to first lieutenant, require reevaluation. The commander must reclama (see **paragraph 5.33**) the selection to the assignment OPR providing all pertinent information. **(T-1)** The assignment OPR will provide assignment disposition by email message. **(T-1)**

5.15. Utilization Standards and Assignment of Rated Officers.

5.15.1. Utilization Standards for Rated Officers. The Aviation Career Improvement Act of 1989 (ACIA), codified as 37 USC §301a, *Incentive Pay: Hazardous Duty*, imposes utilization standards, commonly referred to as "gates," for rated officers. AFI 11-401 explains these requirements in detail. Compliance with the following guidance, in combination with **paragraph 5.48**, Officer Duty Changes, is essential to effective rated officer management. Waivers of the following policies require HQ AFPC/DP2O approval.

5.15.1.1. Graduates of undergraduate flying training are assigned to operational flying duties until they have completed 96 months of flying to the maximum extent possible. Gate credit accumulated during Undergraduate Flying Training counts toward this restriction.

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

5.15.1.3. The typical officer with over 12 years of aviation service requires completion of, or the ability 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 ordered by the assignment OPR according to the established policies in **paragraph 5.11**. To the extent possible, tour curtailments (or waiver of remaining stabilized tour period) are normally directed sufficiently in advance to provide adequate and timely replacement.

5.15.2. Assignment of Rated Officers (Lieutenant Colonels and Below). Rated officers who are not disqualified for aviation service IAW AFI 11-402 are assigned primarily to fill rated requirements.

5.15.2.1. Rated officers may ask for a change to another rated AFSC or non-rated duty as indicated in **paragraph 5.48**. In addition, a commander or MAJCOM may submit requests to resolve manning problems or to provide career development opportunities.

5.15.2.2. Report officers disqualified from aviation service per AFI 11-402, for assignment or other disposition according to **paragraph 5.21**. 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/DP2O according to AFI 36-2101.

5.15.2.3. Report officers eliminated from a flying training course being attended in PCS status or TDY enroute PCS status, and officers eliminated from undergraduate flying according to **paragraph 5.21**.

5.15.3. 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, **Chapter 3** for complete instructions. **(T-1)**

5.15.4. Assignment of Rated Officers to Non Flying Positions. Rated officers who volunteer for a non-flying position (PCS or PCA), and will fail to meet their 1st or 2nd flying gate, when a flying position is available, must complete the mandatory statement of understanding located on myPers. **(T-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 PPC "GTW" in the assignment notification. (**T-3**) **NOTE:** Officers provide the original to HQ AFPC/DP2O, Randolph AFB, TX 78150-6001 through the MPF before the assignment OPR approves the assignment. Assignment OPRs submit the original to the Automated Records Management System for filing in the officer's Electronic Master Personnel Records Group as a permanent document.

5.16. 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.

5.17. First Assignment after Commissioning (From Enlisted Status). Officers commissioned from enlisted status are not reassigned back to the base they departed from for their first assignment. Such an assignment, however, is permitted when the Airman is in a formal student status. Example: if an enlisted Airman stationed at Base A becomes a commissioned officer, he or she will not be assigned back to Base A for his or her 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.

5.18. Pregnant Airmen. An Airman who is medically confirmed as pregnant is not normally reassigned PCS while pregnant, except as provided for below. On receipt of AF Form 469, confirming pregnancy, the Medical Treatment Facility update interfaces with the personnel data system to update assignment availability code 81 according to the instructions in **Table 2.1**, which automatically update assignment limitation code "A" according to **Table 2.2**.

5.18.1. The MPF will reclama assignments as follows **(T-1)**:

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

5.18.1.2. Within the CONUS when the RNLTD is after the sixth month (3rd trimester) of pregnancy and the move is not a mandatory PCS.

5.18.1.3. To a CONUS-isolated station.

5.18.2. Airmen OS will be curtailed due to pregnancy as follows **(T-1)** (also see **Table 6.8**).

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

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

5.18.2.3. The Airman is assigned to a dependent-restricted location (that is, there is no accompanied-by-dependents tour authorized at that location, see the PDTATAC AP-TL-01, Tour Lengths and Tour of duty Outside the Continental United States, **https://www.defensetravel.dod.mil/Docs/AP-TL-01.pdf**.).

5.18.2.4. The Airman is assigned to a location where the unaccompanied tour length is less than 18 months and even though there may be an accompanied tour length authorized at the location, the Airman is not eligible, cannot qualify for, or is not permitted to serve an accompanied tour. The considerations here are family quarters, command sponsorship, and so on, not the availability of medical care.

5.18.3. Pregnant Airmen in a mandatory PCS status will not be reassigned **(T-1)**:

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

5.18.3.2. To any CONUS location during the 24-week closed period (12-weeks before or 12-weeks after expected delivery date).

5.18.4. During the 12-month period after the birth of a child to an Airman, deferment from PCS is authorized (see **Table 2.2**, assignment limitation code "A"). The military mother will be deferred from assignment to a dependent-restricted OS tour or an accompanied OS tour when concurrent travel is denied. The military mother may waive this deferment. Unless the military mother waives the deferment, she is not to depart on PCS to an OS short location where the unaccompanied tour length is less than 18 months unless permission has been granted to serve the accompanied by dependents tour (when an accompanied tour is authorized). Regardless of the tour length of the OS location, concurrent travel must have been granted so the mother and child could travel OS together. **(T-1)** The 12-month post-delivery deferment is not authorized if approval has been granted for the mother and child to travel OS concurrently. The 12-month deferment applies to any TDY

5.18.5. Requests from pregnant Airmen to proceed on PCS other than as permitted above may be submitted as an exception according to **paragraph 4.5**. A medical statement from the attending physician and gaining MTF is included supporting the Airman's request. Justification states if there are any complications, if it is a high-risk pregnancy, if there are any restrictions to travel (factors that make travel non-recommended) and if treatment is available at gaining location.

5.19. Pregnant Civilian Wife. An Airman may request consideration not to be enroute 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 is actually relocating as a result of PCS and the Airman's movement at an alternate time is compatible with AF requirements. The intent, to the degree practical, is to enable the Airman to accompany his wife and relocate her at a time of less difficulty,

hardship, or risk. It is not intended to ensure the Airman's presence at the time of birth. Sometimes it may be necessary for an Airman to be enroute PCS during this 12-week closed period, for example, when PCS involves TDY enroute for training which cannot be rescheduled. When an Airman's presence is medically essential during birth, the Airman may request consideration for humanitarian deferment as outlined in **Attachment 16**.

5.19.1. A request not to be enroute PCS during the 12-week closed period must be submitted by the Airman, in writing, to the assignment OPR through the MPF within 7 calendar days after official assignment notification, or immediately after the date an Airman's wife is diagnosed as pregnant. **(T-1)** Include in the request the action the Airman desires and state where the wife plans on moving from and to. Attach a statement from the attending physician indicating the expected delivery date. Airmen receive consideration for change of PCS as follows: First, an Airman serving OS and accompanied by his wife (regardless of command sponsorship status) may request consideration of a voluntary extension of OS tour as outlined in **paragraph 6.5**. Second, an Airman may request a curtailment when the attending physician recommends curtailment, in writing, based on medical reasons (see **Table 6.7**). Extension or curtailment requests are submitted without delay.

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

5.19.1.2.1. CONUS to CONUS. The Airman should first determine if adjustment of personal travel or leave plans is possible to avoid relocation during the 12-week closed period. However, if adjustment of departure date necessitates a change of RNLTD, the Airman submits the request via myPers or vMPF and provides the estimated date of delivery and the requested RNLTD. The assignment OPR will determine if the assignment remains firm, if the RNLTD is accelerated or delayed, or if some other action is necessary. **(T-1)**

5.19.1.2.2. CONUS to OS. The Airman submits request via myPers or vMPF and provides the estimated date of delivery and the requested RNLTD. The assignment OPR will determine if the assignment remains firm, if the RNLTD is accelerated or delayed, or if some other action is necessary. **(T-1)**

5.19.1.3. Exceptions to the above provisions may be requested according to the criteria in **paragraph 4.5**. Exceptions based on medical reasons contain a statement from the attending physician supporting the Airman's request.

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

5.20.1. It is imperative commanders continuously monitor Airmen selected for reassignment until they depart. If an act or event disqualifies an Airman from reassignment before departure the commander must promptly request cancellation of the assignment to prevent personal hardship on the Airman and detrimental impact on the AF mission. **(T-1)** Commanders should prevent the reassignment of Airmen with known deficiencies and ensure action is initiated to defer selection for assignment until the deficiencies have been corrected.

5.20.2. Although an Airman may be in a mandatory PCS status 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 are considered and completed before an Airman is allowed to depart on PCS. When all appropriate action could not be taken before departure, then the losing unit commander formally notifies the gaining unit commander in writing of the reason(s) why the assignment was not canceled or administrative (including dismissal/discharge), disciplinary, or other action was not taken. This notification is 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.

5.20.3. Assignment Ineligibility Criteria. Use this paragraph in conjunction with **Table 2.1** Usually, exceptions are not considered except for approved humanitarian, EFMP, or expedited transfer assignment or for severe personal hardships that develop as a direct result of a short notice assignment cancellation. Requests for exceptions of quality control standards are forwarded for final decision to HQ AFPC/DP3AM for Lt Cols and below and SMSgts and below; AF/DPO for colonels and colonel selects; and AF/DPE for CMSgt and CMSgt selects.

5.20.3.1. Airmen in the following categories are ineligible for reassignment (to include self-initiated assignment programs, as stated in paragraph 5.20.3.13) and an assignment is canceled if the Date of Availability is after the Projected Departure Date. This applies to all PCS moves, except a mandatory PCS, as indicated. Self-initiated assignments are not mandatory PCS moves. When an Airman assigned OS, who has been selected for a self-initiated assignment, falls in any of the PCS ineligible categories listed in **paragraph 5.20.3**, the assignment is canceled whenever the Date of Availability is after the current DEROS. The Date of Availability is computed per **paragraph 5.11**. RNLTD change cannot be requested nor (Date of Availability) changed to make an Airman eligible. Assignments canceled will not normally be reinstated since the passage of time may have resulted in selection of another Airman for the assignment.

5.20.3.1.1. Assignment availability code 10, enlisted Airmen non-selected for reenlistment, except mandatory PCS.

5.20.3.1.2. Assignment availability code 12, Airmen who are serving Article 15, UCMJ punishment.

5.20.3.1.3. Assignment availability code 15, Airmen pending charges or trial by court-martial or civilian criminal court.

5.20.3.1.4. Assignment availability code 16, Airmen undergoing an observation period on the control roster.

5.20.3.1.5. Assignment availability code 17, Airmen under Air Force Office of Special Investigation or Security Forces investigation (excludes normal security clearance investigations).

5.20.3.1.6. Assignment availability code 19, Airmen whose most recent performance results in a referral OPR/EPR as defined in AFI 36-2406. Airmen are ineligible for reassignment for 12 months following the close out date or until a subsequent report is written that is not a referral report, except for mandatory PCS.

5.20.3.1.7. Assignment availability code 21, Airmen with involuntary separation action initiated or recommended against them; Airmen undergoing Article 32 investigations; pending completion of action for desertion; officers found not qualified for promotion to first lieutenant; and enlisted with an administrative demotion action initiated or planned. The MPF will update assignment availability code 21 once authorized in writing by judge advocates (JA) and/or commander, citing one of these reasons **(T-1)**. If a commander is requesting for other reasons than those listed above, specific justification is sent to HQ AFPC/DP3AM for Lt Cols and below and SMSgts and below; AF/DPO for Cols and Col selects; and AF/DPE for CMSgts and CMSgt selects. HQ AFPC/DP3AM, AF/DPO, or AF/DPE has approval/disapproval authority for these requests and will update assignment availability code 21 if approved. **(T-1)** **NOTE:** Assignment availability code 21 should not be submitted for referral EPR/OPRs, fitness failure, CDC failure, and other actions that are governed by this or other instructions.

5.20.3.1.8. Airmen failing to meet physical fitness standards. Failure to meet physical fitness standards does not, in itself, impact an Airman's assignment or assignment selection. However, commander-directed disciplinary/rehabilitative actions such as control roster, UIF, referral OPR/EPR, etc., due to failure to meet physical fitness standards can preclude assignment or assignment selection. Recommended administrative/personnel actions for failure to meet physical fitness standards are addressed in AFI 36-2905, *Fitness Program*. Additional options not mentioned in AFI 36-2905 may be considered. These options include requesting RNLTD delays as an exception to allow the Airman an opportunity to retest, as well as, requesting Commander-Directed Hold (assignment availability code 21), providing specific justification to HQ AFPC/DP3AM for consideration. If the commander elects to request assignment cancellation due to administrative/personnel actions taken as a result of fitness failure, an assignment quality control review must be accomplished IAW **paragraph 5.20**. **(T-1)** If no commander-directed disciplinary/rehabilitative actions will be taken then the Airman may proceed on the assignment.

5.20.3.1.9. Enlisted Airmen with an approved administrative discharge which has been suspended for a period of probation and rehabilitation (separation ID Code "T," AFI 36-3208).

5.20.3.1.10. Enlisted Airmen not recommended for further upgrade training or removed from training for failure to progress (Training Status Code "T"), AFI 36-2201, *Air Force Training Program.*

5.20.3.1.11. Airmen who are financially irresponsible. Assignment restriction is based on the resultant administrative or disciplinary action and is not initiated as a direct result of this paragraph.

5.20.3.1.12. Airmen are ineligible to apply for any of the following self-initiated assignment programs while in assignment availability code 10, 12, 15, 16, 17, 19, and 21, regardless of Date of Availability.

5.20.4. If at any time during an OS tour an Airman falls in any of the categories listed below, cancellation of an approved self-initiated assignment should also be considered. When the Airman's commander determines it is appropriate to cancel the assignment based on any of

these circumstances, the MPF will request cancellation of the assignment to HQ AFPC/DP3AM with complete specifics, to include the commander's recommendation and comments. **(T-1)**

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

5.20.4.2. The Airman has family problems which could be aggravated by continued OS assignment.

5.20.4.3. 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.

5.20.4.4. There is evidence the Airman or dependents have medical problems to the degree that continued OS assignment is not recommended by medical authorities. The appropriate evidence should be provided by medical officers.

5.20.4.5. There are other factors that, in the opinion of the commander, are or may be detrimental to the AF if the Airman is continued in an OS area.

5.20.5. Involuntary DEROS extensions. Involuntary DEROS extensions are explained in **paragraph 6.6**. An assignment availability code update (other than 13, 31 or 37) does not allow an Airman's DEROS to expire; therefore if the commander elects to hold the Airman beyond the DEROS month, the request must be processed from the commander through the Special Court Martial to the approval authority (WG/CC or higher) to extend the DEROS (see **paragraph 6.6**). **(T-1)** Involuntary DEROS extensions are only approved in 30-day increments, and only up to 120 days total, without prior approval from HQ AFPC/DP3AM. Commanders must submit 30-day, involuntary DEROS extension requests each month, with a new letter from the WG/CC each month, until the pending action is complete or until the unit commander elects to release the Airman. **(T-1)**

5.20.6. Mandatory PCS Assignment and Quality Control Actions. A permanent change of duty station is mandatory for an Airman due to base closure or unit move; completion of or elimination from training; completion of a CONUS maximum stabilized tour; returning to the CONUS from an OS tour; or being surplus on a base/installation. Airmen disqualified to remain at a special duty assignment; relieved from duty for cause; and students are also mandatory movers, however they are not exempt from quality control actions required by **paragraph 5.20**. Those administrative or disciplinary actions which are appropriate are taken and should be completed before an Airman is reassigned. When all appropriate action has not been taken or completed, HQ AFPC/DP3AM must approve the reassignment. **(T-1)**

5.20.7. Requests for Assignment Cancellation or Requests for Quality Reviews. A request from a gaining commander, or MPF 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. Current UIF contents, previous OPRs/EPRs, and past rehabilitative, administrative, or disciplinary actions are not a basis to challenge an assignment nor is the fact an Airman has a current quality control assignment availability code, provided it expires before the departure date. The following steps and procedures apply if a request for assignment cancellation or quality review becomes

necessary. (Ensure an information copy of all correspondence is provided to the losing and gaining commanders, the assignment OPR and HQ AFPC/DP3AM).

5.20.7.1. A request will be sent from the gaining FSS/CC or MPF Chief to the losing FSS/CC or MPF Chief who should review the case with the losing commander to determine if the Airman meets the minimum PCS standards. **(T-1)**

5.20.7.2. If the losing commander agrees that the assignment should be canceled, the losing FSS/CC or MPF Chief requests cancellation from HQ AFPC/DP3AM 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.).

5.20.7.3. If the losing commander confirms the Airman is qualified for the assignment, the losing FSS/CC or MPF Chief advises the gaining FSS/CC or MPF Chief. If the gaining commander still does not agree, then the gaining FSS/CC or MPF Chief elevates the case to HQ AFPC/DP3AM.

5.20.7.4. HQ AFPC/DP3AM will review the case and if assignment cancellation appears appropriate, will cancel the assignment. The final decision as whether or not to cancel the assignment rests with HQ AFPC/DP3AM.

5.20.8. Requests to Return Unqualified Airmen. Airmen who have departed PCS are not returned to the losing unit except in those cases specifically authorized by HQ AFPC/DP3AM. Based on PCS costs and personal hardships which may result, return is normally approved only when the action for which the return is requested cannot be completed at the gaining unit. Requests to return Airmen for the purpose of administering disciplinary actions such as Article 15, letters of reprimand, or control roster are usually not approved. Such actions can be completed at the gaining location. When it is appropriate, the losing commander sends all available information, including correspondence from the gaining commander, to HQ AFPC/DP3AM for a final decision on the return request.

5.20.9. 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 Airmen are retained in the AF and permitted to be reassigned. Decisions to cancel, reassign, or return Airmen are based on the overall best interest of the AF. The intent is to ensure that an Airman's problems are resolved (through rehabilitation, dismissal, or discharge) at the location where they arose. On an individual basis, HQ AFPC/DP3AM for Lt Cols and below and SMSgts and below; AF/DPO for Cols and Col selects; and AF/DPE for CMSgts and CMSgt selects, may direct the cancellation of an assignment, diversion to another base, waiver of PCS disqualifying factors, or the return of an Airman to the losing base when such action is clearly in the best interest of the AF.

5.21. Reporting of Disqualified Officers/Enlisted and Officers Eliminated from Flying or Technical Training.

5.21.1. Disqualified Operations Officers (Rated and Nonrated). Within 5 duty days of a rated officer being disqualified for aviation service according to the process shown in AFI 11-402, the unit commander will notify the assignment OPR via encrypted email. **(T-1)** The notification email to HQ AFPC/DP2OR contains the information required on myPers and the assignment OPR will provide assignment instructions. **(T-1)**

5.21.2. Disqualified Support Officers. Within 5 duty days of support officers being disqualified from performing in their current DAFSC (example: permanently Personnel Reliability Program decertified or medically disqualified) the unit commander will notify the assignment OPR via encrypted email. **(T-1)** The notification email to HQ AFPC/DP2LS contains the information on myPers and the assignment OPR will provide assignment instructions. **(T-1)**

5.21.3. Disqualified Enlisted. Within 5 duty days of the enlisted Airman being disqualified, per AFI 36-2101, the unit commander will notify the assignment OPR via encrypted email. **(T-1)** The notification email includes all pertinent information of the disqualification and if there are administrative or disciplinary actions pending. The assignment OPR will provide assignment instructions. **(T-1)**

5.21.4. Officers Eliminated from Flying Training or Technical Training. When an officer is attending flying training or technical training in PCS status, or TDY enroute PCS status, and is formally eliminated from training, the unit commander will report the elimination to the HQ AFPC/DP2OR assignment OPR for officers attending flying training OR the HQ AFPC/DP2LS assignment OPR for officers attending technical training within 5 duty days of elimination via encrypted email with the information on myPers. **(T-1)** If the training is undergraduate flying training, include HQ AETC/A3RA and AETC/A1KO as addressees.

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

5.22.1. 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 AF/DPO and/or MAJCOM (or equivalent) senior officer manager to express their assignment preferences. While an officer's preferences are considered, there is no guarantee the next assignment or location is to a preference, ultimately the next assignment is determined by the needs of the AF. (**NOTE:** Assignments for judge advocates are managed by AF/JAX.)

5.22.2. Lieutenant colonels and below (excluding judge advocate officers) make their personal assignment preferences known through the use of the Airman Development Plan (ADP). The officer's commander also uses this Airman Development Plan to make recommendations for the officer's next assignment. **Attachment 9** provides essential information to enable officers to understand and participate in the Air Force Officer Assignment System.

5.22.3. CMSgts (including selects) volunteer for assignments advertised on EQUAL-Plus (see **Attachment 10**) by notifying their AF/DPE assignment NCO. Notification can be via telephone, email, data fax, or electronic message. CMSgts must courtesy copy their Command Chief Master Sergeant and senior rater.

5.22.4. SMSgt and below assignments to and from OS (including consecutive overseas tours, see **paragraph 6.5.7**) are made systematically at HQ AFPC. Requirements (assignments which are filled) are identified on either the EQUAL or EQUAL-Plus (see **Attachment 10** and **14**). Use the self-service assignment preference application available through the vMPF to record CONUS or OS assignment preferences. The Enlisted Assignment Preference Personnel Services Delivery Guide located on myPers provides information on updating preferences. If more than one preference is listed, all preferences are considered equally for assignment

purposes. To enhance the chance for selection to a desired location, the EQUAL should be used.

5.22.4.1. The following applies to enlisted volunteers for OS assignment:

5.22.4.1.1. Airmen should not volunteer for OS tours for which they are ineligible to acquire required service retainability (see **paragraph 5.28**).

5.22.4.1.2. Unless a deviation is granted by HQ AFPC/DP2, enlisted Airmen possessing more than one AFSC, one of which is imbalanced, are selected for OS assignment in the imbalanced AFSC.

5.22.4.1.3. Volunteer preferences reflect tour lengths as short, long, or extended long. Volunteers list their tour length preference based on the tour length prescribed for the desired area as shown in the PDTATAC AP-TL-01. Volunteers who desire consideration for any location which is OS should indicate "worldwide" in the first OS country preference.

5.22.4.2. Volunteers are considered for selection as follows:

5.22.4.2.1. 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.

5.22.4.2.2. Volunteers for worldwide OS duty are considered for assignment to any location. (The actual tour length each Airman serves is determined by the tour length preference (short or long), country, duty location, marital or dependency status, grade, and availability of housing).

5.22.4.3. A volunteer is considered for assignment to a country/base of preference only until his or her turn for involuntary OS selection is reached, at which time the enlisted Airman is considered for OS assignment along with other eligible non-volunteers.

5.22.4.4. An enlisted Airman with an assignment availability code in the personnel data system may volunteer for OS at any time. However, the Airman is not selected for an OS assignment with a departure date prior to the expiration of the assignment availability code (see **paragraph 5.11**) unless waived by HQ AFPC/DP3AM.

5.22.4.5. Career enlisted Airmen are not eligible for OS assignment selection if their High Year Tenure precludes them from obtaining retainability to serve the full accompanied tour length or the unaccompanied tour plus 12 months IAW **Table 5.6** Reenlistment or extension of enlistment beyond High Year Tenure for the purpose of obtaining PCS retainability or to serve the accompanied tour length is not authorized.

5.22.4.6. Enlisted Airmen volunteer for Special Duty Assignments via AMS by update of the Special Duty Assignment job number from the EQUAL-Plus ad (see **Attachment 10**). Enlisted Airmen are limited in volunteering for only those Special Duty Assignments which appear as ads on EQUAL-Plus. In addition to this electronic application some Special Duty Assignments also require a hard copy application. The requirement for a hard copy application is reflected in the EQUAL-Plus ad.

5.22.4.7. Each enlisted Airman is individually responsible for the currency and accuracy of his or her assignment preferences in vMPF. When a change in status occurs (example:

marriage, completion of a PCS, and so on), Airmen should update their preferences accordingly. Outdated preferences or no preferences on file is not the basis for release of an enlisted Airman from an assignment for which selected.

5.23. Assignment Selection Date (ASD). Table 5.7. Determining assignment selection date, shows the reasons and specific dates when an assignment selection date is established.

5.23.1. The assignment selection date is used in several ways. It may be:

5.23.1.1. The date an officer or enlisted Airman is selected by name for assignment by the assignment OPR, or

5.23.1.2. The date the assignment process begins in order to reassign an officer or enlisted Airman on a scheduled future date (OS tour completion/DEROS, CONUS Maximum stabilized tour completion/Date of Availability, the date Airman become surplus, and so on), or

5.23.1.3. The date when an officer (only) is identified by the assignment OPR as vulnerable for PCS selection.

5.23.2. When an Airman gets an automatic assignment selection date based on a schedule or an officer (only) gets an assignment selection date based upon vulnerability for PCS selection, that is the Airman's official assignment selection date. For officers, an automated assignment selection date is superseded by a vulnerability assignment selection date. When the assignment OPR approves a change of DEROS, change of date of availability, etc., and an assignment selection date was established, the assignment OPR must review and manually change or cancel the assignment selection date, as appropriate. **(T-1)**

5.23.3. The following is a general example of how an automatic assignment selection date works. For this example, we'll use an enlisted Airman assigned OS; however, the concept is similar for officers.

5.23.3.1. Approximately 9 months in advance, enlisted Airmen with a DEROS in a given month are identified. An assignment selection date is automatically established based on the DEROS (month and year). In this case, establishment of an assignment selection date does not mean the enlisted Airman has been selected for a specific assignment. What it means is, reassignment of an Airman occurs based on a firm future date and the assignment selection date is the date the assignment process (or assignment "cycle") begins. Once the cycle begins, enlisted Airmen are limited in the actions they are allowed to take (such as, extension or curtailment of DEROS, change of CONUS maximum tour completion date, etc.) similar to enlisted Airmen actually selected for PCS.

5.23.3.2. Next, name selections are made to replace enlisted Airmen on their DEROS (or maximum tour completion date, and so on). These selections are from enlisted Airmen assigned in the CONUS or OS (for consecutive OS assignments).

5.23.3.3. 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 assignment selection date.

5.23.4. Airmen may not request an assignment, deferment from reassignment, separation, retirement, or other action which would render them ineligible for assignment on or after establishment of an assignment selection date, except as an exception to policy IAW **paragraph 4.5** and as follows:

5.23.4.1. Officers. Request for retirement or separation under 7-day option provisions per **paragraph 5.29**.

5.23.4.2. Enlisted. Request for retirement under 7-day option provisions per **paragraph 5.29**.

5.23.4.3. Request for reassignment or deferment under humanitarian provisions or the EFMP.

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

5.23.4.5. Request based upon pregnancy per **paragraph 5.18**.

5.23.4.6. Request submitted under sole surviving son or daughter provisions per **Attachment 5**.

5.23.4.7. Request submitted under hostile fire or imminent danger area deferment for family members as authorized in **Attachment 4**.

5.23.4.8. Request based on a family member assigned to Airman's unit per **paragraphs 5.15** and **2.14**.

5.23.4.9. Request based on conscientious objector status per AFI 36-3204.

5.23.4.10. Request from a commander for operational deferment per **paragraph 5.11**.

5.23.4.11. Request as a Medal of Honor recipient or candidate per **paragraph 6.9**.

5.23.4.12. Request based upon equal assignment opportunity provisions per **paragraph 2.2**.

5.23.4.13. Request to be released from voluntary OS PCS selection per **paragraph 5.10**.

5.23.4.14. Request to apply for an EQUAL-Plus advertised job no later than the day before the Overseas Returnee/CMM EQUAL is advertised per **Attachment 10**, **paragraph A10.4.2.5.5**.

5.24. PCS Notification. The AF needs to know as quickly as possible after selection if an Airmen has accepted a PCS or exercised another option. Also see Personnel Services Delivery Guide, Assignment Notification.

5.24.1. Notification Timelines. To allow sufficient time to plan movement of dependents, household goods, and arrange other PCS-related actions, Airmen are normally selected for PCS 120 calendar days before the RNLTD so official notification can be effected at least 90 calendar days before the RNLTD. **Paragraph 5.32** and **Table 5.10** provides guidance in determining the RNLTD. When initial PCS selection, change in assignment location, or change in RNLTD is received with less than 90 calendar days until the RNLTD, MPF and unit notification periods indicated below are reduced to 3 calendar days each. When an Airman is absent from station, the additional procedures shown in **paragraph 5.24.4.2.1** apply.

5.24.2. Official Notification. The MPF, unit commanders, and AF officials authorized to effect notifications ensure local procedures are established and followed so notifications are in strict accordance with this instruction. Airmen may be told or become aware they have been selected for PCS in a variety of ways. However, "official" PCS notification takes place when one of the below notification instruments is initiated:

5.24.3. Notification Instruments. The three instruments used to notify an Airman that they have been selected for reassignment are the Virtual Automated Assignment Notification RIP from vMPF, the Assignment Notification RIP from the personnel data system (or manual assignment notification), or email notification from the Assignment OPR. The prescribed means to transmit notices of assignment selection from the assignment OPR to the Airman and MPF is by the personnel data system, via the virtual automated assignment notification process.

5.24.3.1. Virtual Automated Assignment Notification. The virtual automated assignment notification process replaced the manual Assignment Notification RIP process and unless otherwise stated, is mandatory for Regular Air Force enlisted in all grades (excluding basic trainees and pipeline students), and officers in the grades of lieutenant colonel and below (excluding colonel selects). The Airman accesses the vMPF after receiving an email advising they have been selected for an assignment which records his or her official notification date to equal the date they access the vMPF. Airmen without access to vMPF (assigned to a location without the capability) are exempt from the automated assignment notification procedures and will follow the manual assignment notification procedures outlined in the following paragraphs and in the Personnel Services Delivery Guide.

5.24.3.2. Manual Assignment Notification. The MPF receives the RIP via the personnel data system and sends it to the Airman and the Airman's unit commander. The Airman's unit commander or authorized official notifies the Airman in writing (electronic/digital signature is acceptable) of PCS selection and the Airman acknowledges notification in writing (electronic/digital signature is acceptable). **NOTE:** If an Airman acknowledges notification, regardless of who provides the notification, the Airman's written (electronic/digital signature is acceptable) acknowledgment and election are still valid.

5.24.3.3. Email Assignment Notification. The MPF receives an email from the assignment OPR and sends it to the Airman and the Airman's unit commander. This method is only used in the event of short notice assignment selection with short reporting time (30 days or less). The AFPC assignment team will include the below information, as a minimum, in the email **(T-1)**:

5.24.3.3.1. The gaining location (unit, position number, and duty title are optional); RNLTD; Active Duty Service Commitment (for officers) and retainability required (for enlisted), including Active Duty Service Commitment/retainability for training, if applicable; the minimum required unaccompanied tour length, if the assignment is OS (the accompanied tour length may be provided, but not required) and the AFSC in which selected.

5.24.3.3.2. The signature and date the unit commander or authorized official effected notification; the signature and date the Airman acknowledged notification (date Airman acknowledges notification is the same as the date officially notified in **paragraph 5.24.3.3.1** above).

5.24.3.3.3. A statement directing the Airman to elect one of the two options below by initialing in the blank space (or block) in front of that option. After making an election, but not later than 7 calendar days from the date of official notification, direct the Airman to report to the MPF Career Development Element. Include the guidance in **paragraph 5.24.4.3**.

5.24.3.3.3.1. I accept the PCS (and training, if applicable) and the associated Active Duty Service Commitment.

5.24.3.3.3.2. Statements indicating: I do not desire the PCS and/or training; and/or I do not desire to incur the associated Active Duty Service Commitment; and/or I do not desire to obtain the required retainability. I understand within 7 calendar days of notification, if eligible, I must sign and submit a request to separate (officers only); or a request to retire (officers/enlisted); or I must decline, in writing to obtain additional retainability (enlisted and only those officers who already have an established Date of Separation). I also understand if within 7 calendar days of notification I am ineligible, or I fail to submit a request to separate (officers only) or retire (officers/enlisted), or I do not decline, in writing, to obtain retainability (enlisted only), then I will be considered to have accepted the PCS (and training, if applicable) and the associated Active Duty Service Commitment.

5.24.3.3.3.3. Optional statements may be added by the AFPC assignment OPR; *for example*, asking if the Airman desires counseling on humanitarian assignment/deferment or if the Airman requests a "courtesy clearance" for dependent parents/parent-in-law, or any other circumstances. Be sure to advise the Airman that, even though the or she may desire additional counseling, he or she must still choose one of the above options within 7 calendar days after notification.

5.24.4. Notification Procedures. The MPF, unit commanders, and Airmen will follow notification procedures as outlined in the Personnel Services Delivery Guide.

5.24.4.1. MPF Procedures. Upon receipt of the assignment notification RIP, and no later than the next duty day, the MPF will forward it to the Airman's commander. **(T-1)** The MPF refers the commander to **paragraph 5.20** to help determine the Airman's suitability for the assignment. After forwarding the RIP, the MPF determines the Airman's eligibility for the assignment and complete one of the following actions:

5.24.4.1.2. If any of the conditions in **paragraphs 5.20** exist, or the MPF believes the assignment should be canceled (UIF is substantial and current, etc.), the MPF notifies the Airman's commander of the need to request cancellation of the assignment and the reasons for such action. When the Airman's commander confirms the assignment should be canceled, the MPF will reclama the assignment to the assignment OPR. **(T-1)**

5.24.4.1.3. When the MPF review indicates the Airman appears to meet quality standards, the MPF begins the relocation processing IAW AFI 36-2102, *Base-Level Relocation Procedures*.

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

5.24.4.2. Commander Procedures. The unit commander or authorized official must determine if the Airman is eligible for the assignment within 3 calendar days of receipt of the email from the MPF. **(T-1)** The commander should coordinate with the Airman's immediate supervisor and appropriate base agencies as necessary to confirm assignment eligibility. If there is evidence of substandard performance or conduct (not previously recorded) which would disqualify the Airman for PCS, the commander notifies the MPF via email requesting the assignment be canceled providing the specific reasons and the corrective or disciplinary action that has or will be taken. If this notification is based on data not already part of the UIF, or is based on contemplated action, it is filed in the Airman's PIF until eligibility is restored.

5.24.4.2.1. The fact an Airman is on leave or TDY cannot delay the notification process. The Airman must make a decision to accept the PCS or exercise an authorized alternative within the prescribed timeframe. **(T-1)** When an Airman cannot be notified in writing and is advised by the unit commander by telephone, a second official should witness the call (conference call). A written record of what the Airman was told should be made and both officials should sign the document. They ensure the Airman understands the instructions and provide a contact point at the MPF (grade, name, duty title, telephone number), and instruct the Airman to call to obtain the actions necessary to accept the assignment (example: extension of enlistment), or exercise another option (request separation or retirement). Require the Airman to acknowledge the telephone conversation via email within 48 hours of the call and send the acknowledgment to the MPF. When Airmen are absent from station and are notified of PCS selection, then use the date the Airman acknowledges receipt of notification via vMPF, email or use the date Airman is personally contacted by phone. See **paragraph 5.23** for actions permitted after establishment of an assignment selection date.

5.24.4.3. Airmen Procedures. The 7 calendar day count begins the day after the date an Airman is officially notified via vMPF, or by his or her commander 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 unit suspenses are computed similarly. Example: An Airman acknowledges notification by logging into vMPF at 0700 hours, 13 Aug 2011 (a Saturday) has until the close of business on 22 Aug 2011 (since the 7th calendar day falls on a Saturday they have until Monday). Example: An Airman acknowledges notification by the unit commander at 0930 hours, 15 Aug 2011 (a Monday) has until the close of business on 22 Aug 2011 (7 full calendar days), to accept the assignment or take some other authorized action.

5.24.4.3.1. Airmen take one of the following actions, or contact the MPF within the same 7 calendar day period to request counseling or assistance after acknowledging notification:

5.24.4.3.1.1. Officers and Enlisted. Airmen must sign and date the notification showing their acceptance of the assignment and Active Duty Service Commitment and return the notification to the MPF within 7 calendar days. **(T-1)**

5.24.4.3.1.2. Officers only. Officers who have the required retainability (see **paragraph 5.28**) but who do not want to participate in the event and/or do not want

the associated Active Duty Service Commitment, must submit retirement or separation application through the vMPF within 7 calendar days of notification , if eligible, under 7-day option provisions as outlined in **paragraph 5.29**. **(T-1)**

5.24.4.3.1.3. Enlisted only. Enlisted Airmen who have the required retainability (see **paragraph 5.28**) but want to retire in lieu of the PCS and/or Active Duty Service Commitment, must submit retirement application through the vMPF within 7 calendar days of notification, if eligible, under 7-day option provisions as required in **paragraph 5.29**. **(T-1)** Enlisted Airmen who have the required retainability are not eligible under 7-day option provisions to request separation in lieu of PCS.

5.24.4.3.1.4. Enlisted only. Enlisted Airmen who do not have the required retainability and who do not want the assignment and/or Active Duty Service Commitment, must report, in person, to the MPF within 7 calendar days of notification and sign a formal retainability declination statement when required by **paragraph 5.28**. **(T-1)**

5.24.4.3.1.5. Enlisted only. Enlisted Airmen who do not have the required retainability (see **paragraph 5.28**) and want to accept the assignment and/or Active Duty Service Commitment and wants to obtain retainability must sign and return the notification in person to the MPF within 7 calendar days. **(T-1)** The MPF will suspense enlisted Airmen to obtain retainability at the earliest possible date, but not later than 30 calendar days after the date enlisted Airmen acknowledged selection. **(T-1)** If the Airman fails to obtain the required retainability within 30 calendar days from notification, the MPF will take action according to **paragraph 5.28**. **(T-1)**

5.24.4.3.1.6. Enlisted only. Enlisted Airmen assigned OCONUS who, during their DEROS forecast, elect to maintain their current DEROS and return to the CONUS on an OS returnee assignment and do not have the required retainability (12 months from DEROS month) must obtain it within 30 days of the date of the RIP. **(T-1)** If the Airman declines or refuses to obtain the required retainability within 30 days, the MPF will take action according to **paragraph 5.28**. **(T-1)**

5.24.4.4. Sometimes Airmen want to request or submit some other action for consideration (humanitarian, High School Senior Assignment Deferment, cancellation, deferment, etc.) when notified of selection for an event and wait on a decision of their request before making a binding decision. Such delays are not authorized.

5.24.4.4.1. If an Airman is willing to be bound by the AF's decision of approval or disapproval after due process of any request they submit, then advise the Airman to accept the event and associated Active Duty Service Commitment within 7 calendar days and proceed with submission of the request. If the request is approved, the assignment may be changed or canceled as appropriate.

5.24.4.4.2. However, when an Airman does not desire to accept an event or Active Duty Service Commitment within 7 calendar days, in the event a request he or she submits is disapproved, and instead desires to process his or her request before making a binding decision, the Airman should be advised he or she will not be given another opportunity under 7-day option provisions when advised of disapproval.

5.25. 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 personnel processing code is located on the personnel processing code listing available on myPers. MAJCOMs request establishment of personnel processing codes from HQ AFPC/DP3AM. HQ AFPC/DP3AM reviews to ensure compliance with assignment policies or procedures and approves/disapproves. **(T-1)** MAJCOMs should review their personnel processing codes at least quarterly to ensure the requirements are valid and current.

5.26. Security Access Requirements for PCS. AFI 31-501, *Personnel Security Program Management*, is the prescribing instruction for the AF Personnel Security Program and takes precedence in the event of a conflict with this instruction regarding personnel security access or individual security investigation processing. A PCS may require an Airman to have access to a higher level of classified information. Each PCS selection specifies the level of security access for that assignment. Airmen should have at least 12 months service retainability remaining from the date of assignment to a position requiring sensitive compartmental information access unless they are already SCI access eligible or have a current favorable Special Background Investigation. Normally the investigation requester is the base Security Forces function serving the Airman's current unit, except when assignment instructions or AFI 31-501 stipulate some other activity is the requester.

5.26.1. The personnel data system transaction, assignment trailer remarks, a personnel processing code or email message advises the losing commander, MPF and Airman of the security access requirement for the assignment.

5.26.2. 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 needed. The unit provides the Airman's administrative support. The unit commander and security manager (or other unit official designated by the commander) ensure the Airman reports to the local Security Forces for quality review of security documents (usually within 10 days of PCS notification), and that completed personnel security forms are given to the Security Forces (usually not more than 30 days after PCS notification) or according to locally established procedures.

5.26.3. 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 5.33**) and explain the circumstances. **(T-1)**

5.26.4. The MPF will include security data in the PCS orders. **(T-1)**

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

5.26.5.1. For mandatory PCS moves, or

5.26.5.2. Access required is Top Secret (TS) or lower, or

5.26.5.3. For SCI access, if the assignment OPR authorizes issuance of PCS orders IAW the criteria in **paragraph 5.26.6**.

5.26.6. The MPF must monitor assignments requiring SCI access and obtain the status of SCI eligibility from the MAJCOM Special Security Office. **(T-1)** As soon as determined, but not

later than 90 calendar days before RNLTD, the MAJCOM Special Security Office advises the MPF whether Airman is eligible for SCI access. As an exception, the assignment OPR may approve departure of an Airman without an SCI eligibility determination. The decision to permit an Airman to proceed without an SCI eligibility determination is based on whether or not the Airman can be effectively used within the gaining unit permanently in a manpower position that does not require SCI access. If an SCI eligibility determination cannot be made or an exception approved 90 calendar days prior to RNLTD, the MPF will contact the assignment OPR, with information to the losing unit, to delay the RNLTD, or change the end assignment (with or without change of RNLTD), or cancel the assignment. **(T-1)**

5.26.7. Graduates of technical training schools selected for assignments requiring SCI access may proceed to the new unit upon graduation without a completed investigation if recommended for SCI access by their commander according to AFI 31-501 and when they have a "1" under "S" in the PULHES profile. The Air Force Central Adjudication Facility (AFCAF) is responsible for determining SCI eligibility for all students attending technical training schools.

5.26.8. Airman (Enlisted) Basic Training Graduates. The base personnel processing group does the tasks required by the authorized investigation requester. If the enlisted Airman is deemed acceptable by the 319 TRS, Joint Base San Antonio - Lackland, TX for SCI, then the Airman may be assigned to the appropriate AF Military Training Center.

5.27. Active Duty Service Commitment. The Active Duty Service Commitment serves as a personnel management and control system to help maintain a trained and experienced force. It helps ensure the AF receives a return in terms of active service for training, education, or PCS movement of Airmen. The Active Duty Service Commitment is a key element in personal and career plans. The MPF will advise Airmen when they are selected for an Active Duty Service Commitment incurring event as prescribed in AFI 36-2107, *Active Duty Service Commitments (ADSC)*. **(T-1)** See **paragraph 5.28** on retainability. Accordingly, officers acknowledge or decline Active Duty Service Commitment(s) on AF Form 63, *Active Duty Service Commitment Acknowledgment Statement*, unless otherwise prescribed in AFI 36-2107. The AF Form 63 is required for officer and enlisted Airmen moving CONUS-to-CONUS only if they are or will become eligible for retirement before completing the associated Active Duty Service Commitment. In these cases, the AF Form 63 is not to be used as the official assignment notification but should be signed by the Airman within 7 calendar days of official notification. Enlisted acknowledge Active Duty Service Commitments on AF Form 63, but decline to obtain retainability for an Active Duty Service Commitment on AF Form 964. A DEROS is used to manage service commitments for Airmen stationed OS in much the same way an Active Duty Service Commitment is used to manage CONUS assignments in ensuring the AF receives a return for the cost of a PCS move.

5.27.1. Enlisted Airmen extending or reenlisting under the Enlisted Critical Skills Retention Bonus are obligated to serve in the selective reenlistment bonus skill for the full period of extension or reenlistment. See AFI 36-2606. As such, they have assignment availability code "CS" placed on their records to preclude assignment outside of the critical skill. See **Table 2.1**.

5.28. Retainability. Retainability is obligated active military service. DoDI 1315.18 prescribes minimum retainability requirements for PCS to ensure the AF receives repayment for the costs

associated with PCS, training, or other action; to provide mission continuity at the gaining unit; to provide stability to Airmen and their families after PCS; or to satisfy some other AF requirement. In addition, the AF has established retainability requirements for approval of certain voluntary actions which allow Airmen to remain in place.

5.28.1. Retainability and PCS Allowances. Airmen are not permitted to use PCS allowances without the full prescribed PCS retainability, unless an individual retainability waiver or exception to policy is approved. (**NOTE:** As an exception, first term Airmen retraining in conjunction with Career Airmen Reenlistment Reservation System (CAREERS) attending retraining in a TDY enroute status may depart on PCS and use allowances provided they reenlist prior to departing the training site according to the procedures outlined in **Table 5.5**, Rule 3). MPFs are encouraged to withhold issuance of PCS orders to prevent use of PCS allowances until the Airman satisfies the retainability requirement; other ways are acceptable as long as he or she is effective. Following are some examples of how Airmen may be affected.

5.28.1.1. Officers who request a follow-on PCS agree to the PCS Active Duty Service Commitment when advised of selection for the follow-on PCS; however, the follow-on PCS Active Duty Service Commitment is not normally updated in the personnel data system until an officer arrives at the follow-on location. When officers use any allowances associated with a follow-on PCS, they incur the follow-on PCS Active Duty Service Commitment, regardless of when the Active Duty Service Commitment is actually updated in the personnel data system.

5.28.1.2. Enlisted Airmen who desire to use PCS allowances (example: for a consecutive overseas tour), must have the full required retainability for the consecutive overseas tour and incur the PCS Active Duty Service Commitment at the time they use allowances, regardless of when the Active Duty Service Commitment is actually updated in the personnel data system. **(T-1)**

5.28.1.3. Enlisted Airmen (only) may request a delay in obtaining PCS retainability as authorized in **paragraph 5.28** and **Table 5.5**. However, a delay may be granted only up to the point in time when Airmen desire to use PCS allowances. Airmen may have to choose or compromise between the benefit they accrue from a delay in obtaining retainability and their desire to use PCS allowances for which they require full retainability.

5.28.2. 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). Example: if a RNLTD is any day in Jun 2008 and the retainability requirement is 24 months, then the person requires retainability of at least 1 Jun 2010. For PCS OS to CONUS, add the number of months retainability required to the Airman's DEROS (month and year only). Example: if the Airman's DEROS is any day in Sep 2008 and the retainability required is 12 months, the Airman requires retainability of 1 Sep 2009, or later.

5.28.3. Retainability Requirements. Use this and the following paragraphs in conjunction with **Table 5.4**, which establishes the minimum retainability required for most PCSs and in-place actions, and **Table 5.6**, which establishes the minimum PCS retainability normally required in conjunction with OS assignments.

5.28.3.1. The following paragraphs apply to both officer and enlisted Airmen.

5.28.3.1.1. Some officer and enlisted assignments require longer retainability than the normal PCS minimum. Example: when an officer is assigned to a stabilized tour, the service retainability requirement is equal to the stabilized tour length. Consult the Stabilized Tour Guide (see **paragraph 5.11**) to determine if assignment is to a stabilized tour. In other instances, for both officers and enlisted, assignment instructions or a PPC identifies when a longer retainability requirement applies. Establishment of a minimum retainability requirement longer than normal PCS retainability requires advance approval by HQ AFPC/DP3AM. Airmen who refuse to satisfy the longer retainability requirement may still be assigned if the longer requirement is waived by the AFPC/DP3AM, the assignment OPR, or gaining unit. If the longer requirement is not waived, the Airman may be ordered to proceed on the assignment with the normal PCS minimum or the amount the Airman currently possesses or the assignment is canceled. In these instances, the gaining MPF updates the appropriate assignment availability code to equal the length of the stabilized tour. An AF Form 964 is not required if the Airman refuses to obtain more than the normal PCS minimum.

5.28.3.1.2. The amount of retainability an Airman has or is eligible to obtain after completion of a particular OS tour is, in certain cases, a factor in determining eligibility for OS PCS selection. The particular OS tour length, volunteer status, and the specific reason for an Airman's actual or projected separation or retirement date have a bearing on whether or not the Airman is eligible for OS PCS selection. These considerations are reflected in **Table 5.6**, but may be waived. The intent is to not subject Airmen selected as non-volunteers to involuntary OS tour extension after completion of the prescribed tour when it is known in advance they are ineligible to obtain sufficient retainability for a CONUS assignment. Therefore, officers approaching or who have an established mandatory separation or mandatory retirement date (a date prescribed by law, non-selection for promotion, etc.), and career enlisted Airmen approaching a mandatory High Year Tenure date (age or years of service), are eligible for OS PCS selection within the parameters established in **Table 5.6** which must be verified prior to and upon OS PCS selection.

5.28.3.1.3. Officers and enlisted Airmen who have a separation or retirement date which is not a mandatory date (example: officers who 7-day opted or Airmen who formally declined to obtain PCS retainability and so on) and/or Airmen who are eligible to request withdrawal of their separation or retirement date, are not restricted by guidance in **Table 5.6** from OS PCS selection on the basis of insufficient retainability for CONUS PCS upon tour completion.

5.28.3.1.4. Non-career officers and first term Airmen may not refuse or decline an OS PCS based solely on their non-career officer or first term Airmen status (see **paragraphs 5.13** and **5.28.3.2** for officers and **paragraph 5.28.3.3** for enlisted). The retainability policies and procedures for officers and enlisted have many similarities, but there are significant differences. The differences are addressed below in separate paragraphs for officers and enlisted Airmen.

5.28.3.2. Officers. Upon selection for an event such as PCS which requires an Active Duty Service Commitment (see AFI 36-2107 for Active Duty Service Commitment incurring events), the MPF will determine whether or not officers have or can obtain the

minimum retainability. **(T-1)** For PCS selection, see **Table 5.4** and/or **Table 5.6**, and/or the Active Duty Service Commitment(s) requirement stated in the event or PCS notification. Officers (including non-career officers) who have an indefinite Date of Separation are considered as having indefinite retainability. (See **paragraph 5.14** for officers non-selected for promotion.) When officers have an established Date of Separation or approved retirement date, use that date to compute retainability. **NOTE:** Expiration of an Active Duty Service Commitment is not a Date of Separation. 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 Active Duty Service Commitment in the assignment transaction trailer remarks or in email notification, or may reference the applicable table and rule in AFI 36-2107 for computation of the Active Duty Service Commitment by HQ AFPC. **(T-1)** Officers must be informed of the Active Duty Service Commitment for an event or PCS (see **paragraph 5.24**, PCS Notification). **(T-1)**

5.28.3.2.1. When officers have retainability (either because they have an indefinite Date of Separation, or when they have an established Date of Separation or retirement date which satisfies the minimum retainability) and accept the PCS, event and/or associated Active Duty Service Commitment, then officers acknowledge selection and the MPF advises the assignment OPR of PCS notification (see **paragraph 5.24**, PCS Notification).

5.28.3.2.2. When officers have retainability (either because they have an indefinite Date of Separation, or when they have an established Date of Separation or retirement date which satisfies the minimum retainability) and want to decline the PCS, event and/or associated Active Duty Service Commitment, and:

5.28.3.2.2.1. Have an indefinite Date of Separation. Then the MPF will advise the officer, and ensure that he or she signs and submits a request to establish a Date of Separation or retirement date, if eligible, according to the 7-day option provisions in **paragraph 5.29**. **(T-1)** Officers who have retainability (including non-career officers) cannot simply decline a PCS, an event, and/or the associated Active Duty Service Commitment, 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 5.29** are considered to have accepted the PCS or event and the associated Active Duty Service Commitment. An officer who receives an approved Date of Separation or retirement date under 7-day option provisions may be ordered to PCS or participate in any event for which they have the minimum retainability, or if the minimum retainability is waived, or

5.28.3.2.2.2. Have an established Date of Separation or retirement date which is greater than the retainability required, then they may, if eligible, request an earlier separation date or retirement date. Officers must submit a request for earlier separation or retirement within 7 days of official notification of a PCS or event. **(T-1)** The MPF will submit a reclama to the assignment OPR or event selection authority when an officer requests an earlier separation or retirement date. **(T-1)** 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 Date of Separation or retirement date makes a mandatory PCS or

participates in an event which has an Active Duty Service Commitment, then the Active Duty Service Commitment updates to the officer's records, but he or she is not made to serve any Active Duty Service Commitment which extends beyond his or her established Date of Separation or approved retirement date. These officers would separate or retire on the established Date of Separation or approved retirement date with a portion of an Active Duty Service Commitment unserved.

5.28.3.2.3. When officers do not have retainability and accept the PCS, event, and/or Active Duty Service Commitment but have an established voluntary Date of Separation or voluntary retirement date (not a mandatory or involuntary Date of Separation or retirement date) and do not have the minimum retainability, the Total Force Service Center assists the officer in determining if he or she is eligible to request withdrawal of his or her Date of Separation according to AFI 36-3207, or eligible to request withdrawal of his or her retirement according to AFI 36-3203. **(T-1)**

5.28.3.2.4. When officers do not have retainability and want to decline the PCS, event, and/or associated Active Duty Service Commitment. When officers (career or non-career) have an established Date of Separation or retirement date and do not have the minimum required retainability for PCS or event, and/or do not want the associated Active Duty Service Commitment, they may refuse to obtain additional retainability (without prejudice) and the MPF will reclama the selection. **(T-1)** When an officer with an established Date of Separation or retirement date makes a mandatory PCS or participates in an event which has an Active Duty Service Commitment, then the Active Duty Service Commitment updates to the officer's records, but he or she is not made to serve any Active Duty Service Commitment which extends beyond his or her established Date of Separation or approved retirement date. These officers would separate or retire on the established Date of Separation or approved retirement date with a portion of an Active Duty Service Commitment unserved.

5.28.3.3. Enlisted. There are a number of actions prescribed by this instruction which have a retainability requirement. The MPF will determine if enlisted Airmen do or do not have the prescribed retainability; whether or not enlisted Airmen want to accept the action; their eligibility to obtain additional retainability or decline to obtain retainability; what actions enlisted Airmen take in connection with acceptance or declination; schedule enlisted Airmen for completion of those actions; and follow-up to ensure completion within the timeframe established for a particular action. **(T-1)** Enlisted Airmen who are eligible and desire to reenlist on their Expiration of Term of Service (ETS) cannot be enroute PCS. Enlisted Airmen who want to accept a PCS but want to delay obtaining PCS retainability are processed according to **paragraph 5.28.8**.

5.28.3.3.1. Enlisted Airmen (including first term Airmen) who have retainability cannot refuse a PCS or other action, except:

5.28.3.3.1.1. Enlisted Airmen eligible to request retirement under 7-day option provisions (see **paragraph 5.29**). Enlisted Airmen who request and receive an approved retirement date under 7-day option provisions may still be required to make a PCS, perform TDY, or participate in some other action depending on the amount of retainability they have remaining up to their actual retirement date.

5.28.3.3.1.2. When provisions exist to allow an enlisted Airman who has

retainability to refuse a specific action. Example: an enlisted Airman requests a voluntary extension of OS tour and has the retainability to serve it, but after approval requests the extension be canceled.

5.28.3.3.2. For enlisted Airmen who do not have retainability and want to obtain it, the MPF will determine if they are eligible and assist them with their reenlistment or extension of enlistment according to AFI 36-2606. **(T-1)** Airmen must obtain retainability within the time prescribed for the action. **(T-1)** When Airmen are temporarily ineligible or are eligible but want to delay obtaining retainability, the MPF will determine if the enlisted Airman meets any of the delay conditions outlined in **paragraph 5.28.8** and **Table 5.5**. **(T-1)** When enlisted Airmen need additional retainability, but are ineligible to obtain it and/or when they do not meet the criteria for approval of a delay, then the MPF will reclama the assignment. **(T-1)**

5.28.3.3.3. For enlisted Airmen who do not have the retainability and do not want to obtain it, the MPF will take required actions in **paragraph 5.28.3.3.4** and **paragraph 5.28.6** (if applicable) for career Airmen and **paragraph 5.28.3.3.5** for first term Airmen. **(T-1)**

5.28.3.3.4. Career Enlisted Airmen. When career enlisted Airmen need additional retainability and do not want to obtain it or fail 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 5.29**. **(T-1)**

5.28.3.3.4.1. When an Airman is assigned in the CONUS (only) and has 19 or more years of total active federal military service (TAFMS) and is eligible to request retirement, but instead chooses to decline to obtain retainability, see **paragraph 5.28.6**. Have these Airmen read the portions of AFI 36-2606 and AFI 36-2502 pertaining to ineligibility for reenlistment or extension of enlistment and promotion ineligibility, and sign an AF Form 964 within 7 calendar days of being notified of the need for retainability (for PCS, also see **paragraph 5.24**). **(T-1)**

5.28.3.3.4.2. If a career enlisted Airman declines to extend his or her enlistment or reenlist, the Airman signs the AF Form 964, the MPF representative (who counseled the enlisted Airman) will sign Section III, and send to Automated Records Management System to be filed in the electronic Unit Personnel Records Group (UPRG) IAW AFI 36-2608, *Military Personnel Records System* and Personnel Services Delivery Guide, Automated Records Management System Residual (Loose) Records. **(T-1)**

5.28.3.3.4.3. If a career enlisted Airman refuses to sign the AF Form 964, the MPF representative (who counseled the enlisted Airman) will select the drop down option, “Airman Refused to Sign” on the AF Form 964, Section II, Signature of Airman block, then sign Section III, and send to Automated Records Management System to be filed in the electronic UPRG IAW AFI 36-2608 and Personnel Services Delivery Guide, Automated Records Management System Residual (Loose) Records. **(T-1)**

5.28.3.3.4.4. If a career enlisted Airman does not get the required retainability by the established date (30 days from notification date), the MPF will notify the

Airman and his or her commander via email that an AF Form 964 will be executed to reflect that the Airman failed to obtain retainability in 10 calendar days. **(T-1)** If after the 10 calendar days the Airman did not get the required retainability, the MPF representative (who counseled the enlisted Airman) will select the drop down option, "Airman Refused to Sign" on the AF Form 964, Section II, Signature of Airman block, then sign Section III, and send to Automated Records Management System to be filed in the electronic UPRG IAW AFI 36-2608 and Personnel Services Delivery Guide, Automated Records Management System Residual (Loose) Records. **(T-1)**

5.28.3.3.4.5. A career enlisted Airmen who declines or fails to obtain the minimum prescribed retainability may be ordered to participate in the event when the required retainability is waived or in any event for which they have retainability (from assignment selection to current Date of Separation). If the AFPC assignment team determines a waiver of retainability will be processed, the team will contact the Airman to provide them an opportunity to obtain the retainability. **(T-1)** If the Airman obtains the retainability, the assignment availability code 09 and AF Form 964 will be removed and the Airman will proceed on the assignment. **(T-1)** If the Airman does not obtain the retainability, the assignment availability code 09 and AF Form 964 will remain on file and the Airman will proceed on the assignment. **(T-1)** **NOTE:** Enlisted Airmen who are not eligible to request retirement at the time of PCS notification and who decline to obtain retainability (which renders them ineligible for promotion, reenlistment, or extension of enlistment) may still be permitted to retire if they reach retirement eligibility before the Date of Separation they have as of the date of declination and they are otherwise eligible IAW AFI 36-3203. If not eligible to retire, they separate on their established Date of Separation.

5.28.3.3.4.6. The MPF will update assignment availability code 09 once the AF Form 964 has been completed. **(T-1)** Requests to withdraw a retainability declination are processed IAW **paragraph 5.28.7**. Career enlisted Airmen who are ineligible to obtain retainability because of High Year of Tenure restriction (see AFI 36-3203) are not required to complete an AF Form 964 and are not coded as having declined to obtain retainability. When PCS is a mandatory move, see **paragraph 5.28.5**.

5.28.3.3.5. First Term Airmen. When first term Airmen need additional retainability and do not want to obtain it or fail to obtain it, the MPF will formally record their declination as outlined in this paragraph. **(T-1)** First term Airmen who decline to obtain retainability are required to sign an AF Form 964 (except Section II, paragraph b does not apply to first term Airmen, and Section III, Career Motivation counseling is not required). **(T-1)** This declination does not render the enlisted Airman ineligible for reenlistment or promotion; however it renders them ineligible to apply for any self-initiated assignment programs.

5.28.3.3.5.1. If a first term Airman declines to extend his or her enlistment or reenlist, the Airman signs the AF Form 964, the MPF representative (who counseled the enlisted Airman) will sign Section III, and send to Automated Records Management System to be filed in the electronic UPRG IAW AFI 36-2608

and Personnel Services Delivery Guide, Automated Records Management System Residual (Loose) Records. **(T-1)**

5.28.3.3.5.2. If a first term Airman refuses to sign the AF Form 964, the MPF representative (who counseled the enlisted Airman) will select the drop down option, "Airman Refused to Sign" on the AF Form 964, Section II, Signature of Airman block, then sign Section III, and send to Automated Records Management System to be filed in the electronic UPRG IAW AFI 36-2608 and Personnel Services Delivery Guide, Automated Records Management System Residual (Loose) Records. **(T-1)**

5.28.3.3.5.3. If a first term Airman does not get the required retainability by the established date (30 days from notification date), the MPF will notify the Airman and his or her commander via email that an AF Form 964 will be executed to reflect that the Airman failed to obtain retainability in 10 calendar days. **(T-1)** If after the 10 calendar days the Airman did not obtain the required retainability, the MPF representative (who counseled the enlisted Airman) will select the drop down option, "Airman Refused to Sign" on the AF Form 964, Section II, Signature of Airman block, then sign Section III, and send to Automated Records Management System to be filed in the electronic UPRG IAW AFI 36-2608 and Personnel Services Delivery Guide, Automated Records Management System Residual (Loose) Records. **(T-1)**

5.28.3.3.5.4. The MPF will update assignment limitation code L or 8, as appropriate, (See **Table 2.2**), with a Date of Availability as the Date of Separation prior to reenlistment (expires upon reenlistment only). **(T-1)** See **paragraph 5.28.9** for limitations on withdrawal of declination statement. Airmen with assignment limitation code L or 8 are not authorized to extend their enlistment, they may only reenlist. When PCS is a mandatory move, see **paragraph 5.28.7**.

5.28.4. Retainability Events. 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 5.4** and/or **Table 5.6** **(T-1)** Remember, do not require enlisted Airmen who are restricted from obtaining minimum retainability due to High Year of Tenure (see AFI 36-3203) to formally decline to obtain retainability.

5.28.4.1. 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. **(T-1)** The 30 calendar day suspense is intended to give the MPF flexibility in scheduling the retainability interview, not to allow enlisted Airmen 30 days to decide if they want to obtain retainability or not.

5.28.4.2. PCS CONUS to OS. The MPF will conduct a retainability interview and require enlisted Airmen to obtain retainability no later than 30 calendar days after official PCS notification. **(T-1)** When PCS is OS (either from the CONUS or from OS), enlisted Airmen must have or obtain the retainability for at least the unaccompanied tour length within 30 calendar days of PCS notification. **(T-1)** Having accepted the PCS and obtained retainability for the unaccompanied tour length, then enlisted Airmen who subsequently elect and are approved to serve an accompanied tour, may require additional retainability for the longer accompanied tour length. Do not allow enlisted Airmen to delay obtaining

retainability for the unaccompanied tour while awaiting processing for an accompanied tour. Enlisted Airmen have 15 calendar days after concurrent travel approval to obtain retainability for the accompanied tour length or to formally decline. **NOTE:** See **Attachment 3** for follow-on or home-basing retainability requirements.

5.28.4.3. PCS OS to CONUS. Enlisted Airmen must have retainability required by **Table 5.4** before they are provided an assignment from the OS area. **(T-1)** Enlisted Airmen must have or obtain retainability (including enlisted Airmen who reenlist or extend) or complete their declination within 30 calendar days of the date they sign their DEROS Option RIP (unless a delay is requested and approved to allow for voluntary retirement application [not 7 day option], or reenlistment in a selective reenlistment bonus AFSC according to **Table 5.5**, rules 1 and 7) (see **paragraph 5.28.8**). **T-1)** Enlisted Airmen who do not have the retainability required for an assignment are involuntarily extended at their OS location until their Date of Separation as shown in **paragraph 6.6.1**, **Table 6.9**, and the PDTATAC AP-TL-01. Enlisted Airmen eligible to obtain retainability do not receive an assignment under the retainability exception provisions in **Table 5.4** until declination action has been completed. For enlisted Airmen who decline to obtain retainability follow the procedures in **paragraph 5.28.3.3.3**. Career enlisted Airmen ineligible to obtain retainability because of High Year Tenure restrictions (see AFI 36-3203) are not required to complete AF Form 964 and are not placed in assignment availability code 09, but are provided an assignment when they have retainability as outlined in **Table 5.4**.

5.28.4.4. PCS OS to OS (COT). Enlisted Airmen must have or obtain at least 12 months retainability within 30 calendar days of the date they sign their DEROS Option RIP to receive PCS consideration. **(T-1)** Delay in obtaining these 12 months retainability cannot be granted. Upon selection for a COT, enlisted Airmen must have or obtain the retainability for at least the unaccompanied tour length within 30 calendar days of PCS notification. **T-1)** Having accepted the PCS and obtained retainability for at least the unaccompanied tour length, enlisted Airmen who elect and are approved to serve an accompanied tour, may require additional retainability for the longer accompanied OS tour length. Enlisted Airmen have 15 calendar days after concurrent travel approval to obtain retainability to serve the accompanied tour length, or formally decline per **paragraph 5.28.3.3.3** and serve the unaccompanied tour length. Also see **paragraph 6.5** and **paragraph 6.5.7**.

5.28.4.5. In-Place COT (IPCOT). Enlisted Airmen must have or obtain at least 12 months retainability within 30 calendar days of the date they sign their DEROS Option RIP to receive in-place consecutive overseas tour consideration. **(T-1)** Enlisted Airmen must have or obtain the retainability for at least the unaccompanied tour length within 30 calendar days after being advised of approval of the IPCOT. **(T-1)** Enlisted Airmen who are currently serving an unaccompanied tour who elect to serve an accompanied IPCOT may require additional retainability for the longer accompanied OS tour length and have 15 calendar days after approval of an accompanied tour to obtain retainability to serve the accompanied tour length. Enlisted Airmen who receive an approved IPCOT who refuse to obtain retainability are not required to formally decline. The MPF will request the assignment OPR cancel the IPCOT when enlisted Airmen refuse to obtain retainability. **(T-1)** Airmen must have at least 12 months retainability to be considered for a CONUS PCS. **(T-1)** Airmen's DEROS will be extended to match Date of Separation if Airman

refuses to obtain retainability (within 30 calendar days) to meet the 12 month requirement. **(T-1)** Also see **paragraph 6.5.7**.

5.28.4.6. OS Tour Extension. Enlisted Airmen must obtain retainability required for voluntary extension of an OS tour within 30 calendar days after being advised of approval of their extension request. **(T-1)** Do not require enlisted Airmen who fail to or refuse to obtain retainability to formally decline. The MPF will request the assignment OPR cancel the OS tour extension when enlisted Airmen fail to or refuse to obtain retainability. **(T-1)**

5.28.4.7. Indefinite DEROS. Enlisted Airmen must maintain at least 8 months service retainability in order to keep an indefinite DEROS. **(T-1)** Enlisted Airmen who fail to maintain at least 8 months service retainability will have a DEROS established which equals their Date of Separation. **(T-1)**

5.28.4.8. Other Actions. For other actions which may require retainability (e.g., TDY, training, enlisted Airmen erroneously assigned with less than the minimum retainability, change in OS tour length, etc.), the paragraph, attachment, or instruction which describes the action or program indicates the timeframe within which retainability is obtained and specify action to be taken in the event an enlisted Airman refuses. Enlisted Airmen who refuse to obtain the full prescribed retainability for an action may, in many instances, be ordered to complete the action with the amount of retainability they have. Example: An enlisted Airman is selected for a manning assistance TDY of 120 days in length, but only has 90 days retainability and declines to obtain additional retainability. After the enlisted Airman has formally declined to obtain the additional retainability, they can be ordered to perform TDY with the amount of retainability they do have.

5.28.5. Involuntary Separation of Enlisted Airmen Who Lack PCS Retainability. Enlisted Airmen in a mandatory move PCS status (such as due to a force structure drawdown) are subject to separation Prior to Expiration of Term of Service (PETS) in lieu of PCS when the enlisted Airman is ineligible, refuses, or fails to obtain the prescribed amount of PCS retainability and the enlisted Airman currently possesses less than 12 months service retainability (computed from RNLTD to current Date of Separation). Commanders may establish an earlier separation date (by memorandum to Separations), under the provisions of AFI 36-3208 when the enlisted Airman can no longer be used effectively based on the mission drawdown.

5.28.6. Retainability Declination, Enlisted Airmen With 19 Years TAFMS or More. When CONUS-assigned enlisted Airmen 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 establishes an involuntary Date of Separation for them. Withdrawal of declinations are not considered after an involuntary Date of Separation has been established. This provision is not intended to deny enlisted Airmen retirement. The intent is to preclude enlisted Airmen who were eligible to elect retirement in lieu of PCS, but who declined instead to obtain PCS retainability, from remaining on active duty for a prolonged period of time waiting to retire upon their normal Date of Separation. An involuntary Date of Separation established under this provision is not an approved retirement date and Airmen must still apply for and receive approval to retire. **(T-1)** Failure to request retirement may result in separation upon Date of Separation without benefit of retirement. An involuntary Date of Separation is not established when declination of retainability is other than for PCS, such as TDY, training,

or some other reason. This process does not apply when enlisted Airmen have less than 19 years TAFMS as of PCS notification month and year (see **paragraph 5.28.3.3.4**). When the Airman's normal Date of Separation exceeds the following conditions, an involuntary Date of Separation is established and the Airman's normal Date of Separation is curtailed to either the last day of the 6th month following PCS notification, or the latest date among the following:

5.28.6.1. The last day of the month in which enlisted Airman completes 20 years' TAFMS (but not less than 6 months from PCS notification).

5.28.6.2. The last day of the month in which an Active Duty Service Commitment expires.

5.28.6.3. When assigned to a CONUS maximum tour, the last day of the month of the Date of Availability.

5.28.6.4. When enlisted Airmen are surplus due to base closure, unit deactivation, AFSC overage, or similar circumstances, the Date of Separation is the last day of the month Airmen can be effectively used at their current station. The assignment OPR determines this date considering such factors as whether or not the enlisted Airman is filling a valid manpower authorization, etc.

5.28.6.5. When enlisted Airmen meet the criteria outlined above, the MPF will record declination as outlined in **paragraph 5.28.3.3.4** and update the personnel data system with assignment availability code 09. **(T-1)** Reclama the assignment in the personnel data system using reclama reason code "09" and provide the following remarks, "Enlisted Airman has 19 or more Years' TAFMS and has declined retainability per **paragraph 5.28.6**." Do not to use any other reclama code reason. When reclama cannot be accomplished in the personnel data system, then send reclama by email. The email subject line should read "PCS Retainability Declination, Enlisted Airman, 19 or more Years TAFMS–(Grade, Name, SSN (last 4), AFSC)." Address the email to the assignment OPR with an information copy to HQ AFPC/DP3AM for SMSgt and below. For CMSgts (including selects), address the reclama email to AF/DPE. AF/DPE or AFPC/DP2STM in coordination with AFPC/DP3AM, will determine and update the involuntary Date of Separation, and notify the MPF by email. **(T-1)**

5.28.7. Enlisted Airmen Requests to Withdraw Retainability Declination Statement.

5.28.7.1. Career Enlisted Airmen with More than 19 Years TAFMS. Declinations by career enlisted Airmen described in **paragraph 5.28.6** may not be withdrawn.

5.28.7.2. Career Enlisted Airmen with Less than 19 Years TAFMS. The MPF will send the Airman's request, as an exception to policy per **paragraph 4.5**, which include the unit commander's recommendation, to AFPC/DP3AM for approval/disapproval. **(T-1)** If the request is approved, the Airman is subject to immediate reassignment based on the needs of the Air Force, manning, and/or PCS vulnerability. Requests for withdrawal submitted in conjunction with retraining are processed according to AFI 36-2626.

5.28.7.3. First Term Airmen. Declinations by first term Airmen may not be withdrawn; however, first term Airmen may reenlist without obtaining approval to withdraw their declination statement. After reenlistment only, the record of previous declination by first term Airmen is deleted.

5.28.8. Enlisted Airmen Retainability Delays. The MPF Chief may authorize an extension of the suspense date by which enlisted Airmen obtain additional retainability for the reasons shown in **Table 5.5**, Enlisted Airman PCS Retainability Suspense Delay. The MPF Chief may delegate authority to approve authorized delays to the MPF Superintendent. Pay particular attention to the notes to **Table 5.5** as they contain additional special instructions and limitations for each category of delay. Delay in obtaining retainability is intended as a tool to accommodate enlisted Airmen who have accepted an assignment (within certain limits). Approval of delays should be judiciously applied since they can have a negative impact on a gaining unit if the Airman granted a delay later declines to obtain retainability. Delays cannot expose the government to the risk of PCS allowances being used for which Airmen do not have sufficient retainability. Delay is not authorized for the purpose of allowing enlisted Airmen more time to consider accepting a PCS. Delay for any other reason or period of time requires approval of an exception to policy per **paragraph 4.5**. Any delay is 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.

5.28.9. Retainability Waiver or Exception. A waiver (see **paragraph 4.4**) or an exception (see **paragraph 4.5**) to the minimum required retainability may be requested on a case-by-case basis. Group or blanket waivers or exceptions are not considered. When necessary, assignment OPRs may originate waivers or exceptions in order to direct the PCS of Airmen with less than the normal minimum required retainability. Assignment OPRs must include approved retainability waiver or exception to policy information in the PCS instructions. **(T-1)** Failure to include this approval information in PCS instructions can delay the assignment process (the MPF would reclama selection of Airmen with insufficient retainability). Enlisted Airmen may request a delay in obtaining retainability according to **paragraph 5.28.8**.

5.29. Seven Day Option. Subject to restrictions in AFI 36-3203 and AFI 36-3207, Airmen selected for certain Active Duty Service Commitment-incurring events (PCS, formal education, or TDY) are given 7 calendar days, after receipt of formal assignment selection or notification, to apply for a retirement or separation date via vMPF, provided they meet applicable eligibility criteria. Airmen requesting retirement must submit their retirement eligibility check via vMPF within 7 calendar days and then upon confirmation of eligibility must submit the retirement application via vMPF. **(T-1)** Use the following subparagraphs and **Table 5.8** to determine 7-day option eligibility for officer and enlisted Airmen. The options extended to officers (to request retirement or separation) and for enlisted (to request retirement), in connection with selection for certain Active Duty Service Commitment-incurring 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 enlisted.

5.29.1. Special Provisions and Restrictions. The following applies to both officers and enlisted:

5.29.1.1. Normal separation and retirement criteria apply when a signed request for separation or retirement is dated before an assignment selection date for PCS or selection date for training. When an Airman's request for voluntary separation or retirement was before the assignment selection date for PCS or selection date for training and the Airman does not accept the assignment or training, the MPF will reclama (per **paragraph 5.33**)

and advise the assignment OPR the Airman applied for separation or retirement prior to selection. **(T-1)** However, if the Airman wants to accept the PCS or training, then they must submit a request to withdraw his or her separation or retirement request within 7 calendar days of official notification of selection for PCS or training. **(T-1)** The decision to approve or disapprove the withdrawal request is based upon the best interest of the Air Force.

5.29.1.2. Any request for separation (officers only) or retirement (officers and enlisted) is under 7-day option when a signed request for separation or retirement is the same date or after an assignment selection date for PCS or selection date for training. When an Airman's request for separation or retirement was submitted under normal voluntary provisions, but they had an assignment selection date prior to the date of his or her request, then the reason for his or her separation or retirement request is changed by HQ AFPC retirements or separations office to reflect it as being submitted under 7-day option provisions (7-day option rules apply in determining the separation or retirement date in this case). The fact an Airman was not aware or had not been officially notified of selection does not change the fact they had been selected on or before the date of his or her separation or retirement request.

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

5.29.1.4. Airmen who elect separation or retirement remain eligible for any PCS, TDY, or training for which they have sufficient retainability and may be ordered to participate in the original event, or may be selected for another event for which they have retainability or when the retainability requirement is waived, even though a Date of Separation or retirement date is requested or established under 7-day options provisions. The Active Duty Service Commitment for an event is updated in the personnel data system if they participate, but in some cases, such as when a requested Date of Separation or retirement date is approved and Airmen are ordered to participate in the event anyway, they would separate or retire on the approved date with a portion of the Active Duty Service Commitment not served (Airmen are not made to serve beyond their Date of Separation or retirement date). An Active Duty Service Commitment does not involuntarily extend an established Date of Separation or retirement date.

5.29.1.5. Airmen applying for separation or retirement under 7-day option provisions may not request a separation or retirement date earlier than the minimum dates allowed for normal voluntary separation or retirement requests. Similarly, if the AF seeks to establish a separation or retirement date earlier than the Airman requests, the date is not normally earlier than the minimum authorized by separation or retirement instructions. Airmen selected for PCS, TDY, or training who have an established Date of Separation or retirement date may request an earlier Date of Separation or retirement date under 7-day option provisions, if eligible, but not earlier than the minimum authorized by separation or retirement instructions. Refer to AFI 36-3203 for retirement instructions.

5.29.1.6. Airmen who establish a separation or retirement date under 7-day option provisions who later decide they do not want to separate or retire may request withdrawal of the approved date through separation or retirement channels. HQ AFPC separation or retirement office will route the request to the assignment OPR for consideration. **(T-1)** 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. **(T-1)** See **paragraph 5.29.1.8.2** for guidance on 7-day option subsequent to withdrawal.

5.29.1.6.1. Colonel and Colonel-Selects are not eligible to withdraw their retirement if they retire in-lieu of assignment.

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

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

5.29.1.8.1. The move is in conjunction with an Airman being accessed for entry on active duty or an Airman recalled to active duty.

5.29.1.8.2. An Airman with a Date of Separation or retirement date established per 7-day option provisions who then requests and receives approval to withdraw his or her 7-day option Date of Separation or retirement date, and is subsequently selected for PCS, TDY, or training within 12 months of the date of the withdrawal approval, is not authorized a 7-day option. When selection for a subsequent PCS, TDY, or training is more than 12 months following the date of approval of withdrawal, the Airman may exercise 7-day option provisions, if eligible.

5.29.1.8.3. An Airman has departed on PCS whether or not they have arrived at the new duty station.

5.29.1.8.4. The move is under authority of an instruction other than this one, example: PCS in a patient status, prisoner status, for court martial, for administrative proceedings, etc., (see **Attachment 18**).

5.29.1.8.5. Airmen restored to active duty, or reinstated on active duty following action under the Air Force Board for Correction of Military Records (AFBCMR) process. Airmen reinstated will be assigned to their previous CONUS permanent duty station, the closest CONUS permanent duty station to their current location, or a CONUS permanent duty station determined by AFPC/DP3AM. Airmen will not incur an Active Duty Service Commitment, therefore 7-day options provisions are not authorized.

5.29.1.8.6. Officer declines developmental education assignment prior to arrival at the developmental education duty station.

5.29.2. Special Provisions and Restrictions which applies to officers only:

5.29.2.1. Officers with an indefinite Date of Separation selected for an Active Duty Service Commitment-incurring event (PCS or training), or who have an assignment

selection date, who do not want to participate in the event and/or do not want the associated Active Duty Service Commitment, if eligible as outlined below and in **Table 5.8**, must submit a request for separation IAW AFI 36-3207, or request for retirement IAW AFI 36-3203. **(T-1)** Officers will submit separation requests or retirement eligibility request via vMPF within 7 calendar days of official PCS notification or event notification date. **(T-1)**

5.29.2.2. Officers notified of an assignment selection date 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 assignment selection date and up to 7 calendar days following official notification of selection for PCS. Officers who fail to submit a request to establish a Date of Separation or retirement eligibility request within 7 calendar days via vMPF are considered as having accepted the event and the associated Active Duty Service Commitment.

5.29.2.3. Officers who have an established Date of Separation or retirement date at the time of official PCS notification or event notification, if eligible, may request an earlier Date of Separation or retirement date.

5.29.2.4. Officers who have an established Date of Separation or retirement date based on expiration of an Active Duty Service Commitment and their current Date of Separation or retirement date is greater than the Active Duty Service Commitment they would incur for the event for which selected, have no options under the 7-day option provisions.

5.29.2.5. Officers who have 19 or more years TAFMS as of the event notification date (mo/yr) or establishment of an assignment selection date, may apply for retirement.

5.29.2.6. Officers in the grade of Lt Col and below with less than 19 years TAFMS with no Active Duty Service Commitment or an Active Duty Service Commitment that expires after they reach 20 years TAFMS, but does not take them beyond the Active Duty Service Commitment they would incur for the event for which selected are authorized to request a retirement date, in lieu of an additional Active Duty Service Commitment, which is not later than the date they complete 20 years TAFMS, or their longest Active Duty Service Commitment (if current Active Duty Service Commitment takes them beyond 20 years TAFMS).

5.29.2.7. The date of separation or date of retirement officers are eligible to request under 7-day option provisions varies depending on their grade, whether serving OS or in the CONUS, if they have been notified of establishment of an assignment selection date based on vulnerability for PCS selection and whether or not they have an unserved Active Duty Service Commitment on the requested separation or retirement date. Officers may not request a separation or retirement date which is before the expiration of an Active Duty Service Commitment, except as an exception to policy IAW **paragraph 4.5**. Officers with no Active Duty Service Commitment (and those with an Active Duty Service Commitment which expires before the requested date of separation or retirement) may, depending on the individual circumstances, request a separation or retirement date which is either no later than the first day of the 12th month following their placement on the final vulnerable mover list assignment selection date (mo/yr) or 1st day of the 7th month following official event notification (mo/yr), except:

5.29.2.7.1. Officers with an indefinite Date of Separation selected for PCS, training, an Active Duty Service Commitment-incurring event, and those who have an assignment selection date who are assigned in the CONUS who have an Active Duty Service Commitment greater than that which they would incur for the event which selected are not eligible to execute a 7-day option.

5.29.2.7.2. Officers assigned OS must request a separation date to coincide with their DEROS (mo/yr) or request a retirement date which is the first day of the month following DEROS, if otherwise eligible to separate per AFI 36-3207, or retire per AFI 36-3203. **(T-1)**

5.29.2.7.2.1. 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 (mo/yr), or retire on the first day of the month following DEROS (as extended). **(T-1)** Officers must complete this extension request before establishment of an assignment selection date as shown in **Table 5.7** and **paragraph 5.23**. **(T-1)** Once an assignment selection date 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 4.5**. **(T-1)** This includes requests for curtailment to facilitate retirement prior to the first day of the month following the original DEROS month.

5.29.2.7.2.2. Officers who have an Active Duty Service Commitment beyond their DEROS either request an extension of DEROS as outlined in **paragraph 5.29.2.7.2.1** so their Active Duty Service Commitment is completed as of the requested separation or retirement date, or they may request an exception to policy. Approval of a Date of Separation beyond current DEROS may result in involuntary extension of DEROS to match the established Date of Separation if the officer lacks retainability to receive a CONUS assignment (see **Table 5.4**).

5.29.2.7.2.3. Officers are not required to request separation or retirement within 7 calendar days of being notified of an assignment selection date; however, the rest of the 7-day option provisions apply during the period between establishment of an assignment selection date 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 are submitted as an exception to policy per **paragraph 4.5**. Because officers 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 6.5.5**. **(T-1)** The request to establish a DEROS and the separation or retirement request should be submitted together when the requested DEROS results in an assignment selection date being established.

5.29.2.7.3. Officers serving on a CONUS maximum stabilized tour (assignment availability code 46 and 50), cannot request a separation or retirement date earlier than the minimum authorized in AFI 36-3207, for separation, and AFI 36-3203, for retirement. Upon completion of a CONUS maximum stabilized tour, an assignment selection date is established as shown in **paragraph 5.23** and **Table 5.7**.

5.29.2.7.3.1. Officers are not required to request separation or retirement within 7

calendar days of being notified of establishment of an assignment selection date; however, 7-day option provisions apply during the period between establishment of an assignment selection date and up to 7 calendar days following official notification of end assignment.

5.29.2.7.3.2. After establishment of an assignment selection date, officers are limited with regard to the latest separation or retirement date they may request. If otherwise eligible per AFI 36-3207 and AFI 36-3203, officers may request a separation or retirement date which is no earlier than the first day of the month following completion of their longest Active Duty Service Commitment or no greater than the first day of the month following their date of availability (mo/yr).

5.29.2.7.3.3. Officers who want to separate or retire after present assignment but the date they desire is after their Date of Availability, must request a voluntary extension of stabilized tour to satisfy the requirement to separate upon Date of Availability (month/year), or retire on the first day of the month following Date of Availability (as extended). **(T-1)** This extension must be completed before establishment of an assignment selection date as shown in **Table 5.7** and **paragraph 5.23**. Once an assignment selection date 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 4.5**. **(T-1)**

5.29.2.7.3.4. Officers who have an Active Duty Service Commitment beyond their Date of Availability must either request an extension of Date of Availability as outlined in **paragraph 5.29.2.7.3.3** so their Active Duty Service Commitment is completed as of the requested separation or retirement date, or they may request an exception to policy. **(T-1)** Prior to establishment of an assignment selection date, officers who desire to separate or retire, may request according to AFI 36-3207 or AFI 36-3203.

5.29.2.7.4. Officers currently assigned in the CONUS, when notified of establishment of an assignment selection date according to **paragraph 5.23** and **Table 5.7**, based on vulnerability for PCS selection, are not required to request separation or retirement within 7 calendar days of being notified of an assignment selection date. However, the rest of the 7-day option provisions apply during the period between establishment of an assignment selection date and up to 7 calendar days following official notification of end assignment. After establishment of an assignment selection date, officers are limited with regard to the latest separation or retirement date they may request.

5.29.2.7.4.1. Officers may not request a separation or retirement date which is before the expiration of an Active Duty Service Commitment, except as an exception to policy IAW **paragraph 4.5**.

5.29.2.7.4.2. Officers with no Active Duty Service Commitment (and those with an Active Duty Service Commitment 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 establishment of the assignment selection date (placement on final vulnerable mover list).

5.29.2.7.4.3. Officers who have an Active Duty Service Commitment greater than

the one they would incur for an event for which selected are not eligible to execute a 7-day option. Once an assignment selection date has been established, officers who desire to separate or retire on a date other than the first day of the 12th month following establishment of the assignment selection date must request an exception to policy per **paragraph 4.5**. **(T-1)** Prior to establishment of an assignment selection date, officers who desire to separate or retire, may request separation according to AFI 36-3207, or retirement according to AFI 36-3203.

5.29.2.8. Officers are authorized a second 7-day option period (an additional opportunity in which to request separation or retirement), if eligible, when a change in assignment data results in a greater Active Duty Service Commitment (greater meaning an Active Duty Service Commitment of longer length than originally accepted), or whenever the end assignment changes before the officer departs on PCS. The following are some examples:

Example A: An officer originally accepted a PCS Active Duty Service Commitment of 24 months but then training is added, increasing the length of the Active Duty Service Commitment from 24 months to 30 months, this is a greater Active Duty Service Commitment. In this example this officer would be afforded a second 7-day option period.

Example B: An officer originally accepted an Active Duty Service Commitment for PCS of 24 months but then the RNLTD is delayed by 3 months. Based on **paragraph 5.29.2.8.1** below, this officer would not be afforded an additional 7-day option opportunity because the 24 month Active Duty Service Commitment for PCS was not greater than the original length of the Active Duty Service Commitment. (It is true, however, that the 3 month delay of RNLTD would delay when the 24 month Active Duty Service Commitment would start and when it would be completed.)

Example C: An officer accepted a CONUS to CONUS PCS to Randolph AFB and the associated Active Duty Service Commitment for a PCS. Then the assignment was changed to Washington, D.C. (but the length of the PCS Active Duty Service Commitment 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 Active Duty Service Commitment was the same).

5.29.2.8.1. Normally, a second 7-day option period is not authorized when the event start date or RNLTD is delayed due to unforeseen circumstances and the length of the Active Duty Service Commitment originally accepted (as explained above) is not greater (longer in length). However, such delays, in turn, can cause delay in the Active Duty Service Commitment 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 4.5**. The decision whether or not to approve the second 7-day option request is made on a case-by-case basis.

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

5.29.2.9. An officer signs and submits a separation application or retirement eligibility request under 7-day option provisions via the vMPF. If an exception to policy is being requested, HQ AFPC/DP2STM notifies HQ AFPC/DP3AM and indicate what exception is being requested. For colonels (including selects), HQ AFPC/DP2STM notifies AF/DPO only. AF/DPO will process exception to policy requests. If an exception to policy is also

being requested, that exception is also stated in the notification. Upon receipt of the retirement or separation request, HQ AFPC/DP3AM will coordinate with the assignment OPR and make a recommendation to HQ AFPC/DP2STM. **(T-1)**

5.29.3. Special Provisions and Restrictions which apply to enlisted only:

5.29.3.1. Enlisted serving an enlistment contract may not establish a separation date earlier than the expiration date of their contract (unless authorized under an announced AF Force Management program), however, enlisted Airmen may establish an earlier retirement date, if eligible.

5.29.3.2. Enlisted who elect retirement under 7-day option provisions are ineligible for extension of enlistment or reenlistment, except as authorized per AFI 36-2606 in conjunction with a request for retirement.

5.29.3.3. Enlisted who elect retirement under 7-day option provisions are not eligible for promotion. Enlisted selected for promotion (have a line number) before they submit a retirement application under 7-day option may not withdraw the retirement to accept promotion.

5.29.3.4. Enlisted, aside from 7-day option provisions, who do not have the minimum required retainability for the event or the associated Active Duty Service Commitment may be eligible to decline to obtain retainability as outlined in **paragraph 5.28**.

5.29.3.5. Enlisted who have an Active Duty Service Commitment beyond 6 months and have the retainability must go on the assignment as they are ineligible to decline under 7-day option provisions. If they have an Active Duty Service Commitment beyond 6 months and do not have full retainability, they are ineligible to decline under 7-day option provisions but instead decline retainability as outlined in **paragraph 5.28**.

5.29.3.6. Enlisted fall into four major categories as shown below:

5.29.3.6.1. Enlisted who have retainability and are not eligible to request retirement IAW the criteria in **paragraph 5.29.3.7** and **Table 5.8**, have no options (under 7-day option provisions) which allow them to refuse or decline to participate in an event.

5.29.3.6.2. Enlisted who do not have retainability and are not eligible to request retirement IAW the criteria in paragraph 5.28.3.7. and **Table 5.8**, are not eligible under 7-day option provisions, but can decline to obtain retainability as outlined in **paragraph 5.28**.

5.29.3.6.3. Enlisted who do not have retainability and are eligible to request retirement IAW the criteria in **paragraph 5.29.3.7** and in **Table 5.8** (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 5.28.3.3.4**, and an involuntary Date of Separation established according to **paragraph 5.28.6**. **(T-1)** After establishment of an involuntary Date of Separation, Airmen may elect to retire earlier than the involuntary Date of Separation, if otherwise eligible, but may not retire later than their involuntary Date of Separation. An involuntary Date of Separation is not an approved retirement date. Airmen must still apply for retirement and meet the retirement eligibility requirements as shown in AFI 36-3203. **(T-1)**

5.29.3.6.4. Enlisted who do, or do not, have retainability and are eligible to request retirement IAW the criteria in **paragraph 5.29.3.7** and in **Table 5.8**, within 7 calendar days of official PCS notification (mo/yr) and want to request retirement must submit a retirement eligibility request, if otherwise eligible IAW AFI 36-3203. **(T-1)** Airmen must ask for a retirement date that is within their current enlistment, or current enlistment as extended. **(T-1)** When an Airman's current Date of Separation is before a requested retirement date authorized by 7-day option provisions, enlisted Airmen may submit a request for extension of enlistment along with their retirement request. IAW AFI 36-2606, the period of extension may not be longer than necessary to allow retirement on the requested date authorized by 7-day option provisions as authorized in **paragraph 5.29**.

5.29.3.7. The following additional criteria apply as determined by the location/assignment the Airman is currently serving:

5.29.3.7.1. Enlisted assigned in CONUS. Enlisted who are eligible to retire (20 years TAFMS or more), or who reach retirement eligibility within 6 months following notification, may request a retirement date not later than the 1st day of the 7th month following PCS notification. Do not count the notification month. If eligible, an earlier retirement date may be requested as authorized in AFI 36-3203. As an exception to the latest retirement date permitted above, enlisted who 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 1st day of the month following the month in which retirement eligibility is reached.

The following are some examples:

Example A: Enlisted who has 19 years and 6 months TAFMS, (TAFMSD is Aug 1991), as of PCS notification in Feb 2011 may request a retirement date not later than 1 Sep 2011.

Example B: Enlisted who has 19 years and 3 months TAFMS, (Total Active Federal Military Service Date (TAFMSD) is Nov 1991), as of PCS notification in Feb 2011 may request a retirement date not later than 1 Dec 2011. In this instance, the TAFMSD and retirement eligibility is reached in Nov 2011 and he or she must retire on the 1st day of the month following the month in which retirement eligibility is reached.

Example C: Enlisted with 19 years TAFMS, (TAFMSD is Feb 1991), as of PCS notification in Feb 2010 who reach retirement eligibility in the 12th month following PCS notification, may request a retirement date not later than 1 Mar 2011. In this instance only, since he or she retires on the 1st day of the month following the month in which retirement eligibility is reached, retirement is authorized on the 1st day of the 13th month following PCS notification.

5.29.3.7.2. Enlisted assigned OS. Enlisted must request a retirement date which is the 1st day of the month following DEROS, if otherwise eligible to retire on that date per AFI 36-3203. **(T-1)** Enlisted 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 1st day of the month following DEROS (as extended). **(T-1)** Enlisted must complete this extension during their DEROS Option window and before establishment of an assignment selection date as shown in **Table 5.7** and **paragraph 5.23**. **(T-1)** Once an assignment selection date has been established, enlisted who desire to retire on a date other than the 1st day of the month following DEROS must request an exception to policy per **paragraph 4.5**. **(T-1)**

Enlisted who have an Active Duty Service Commitment beyond their DEROS must either request an extension of DEROS as outlined above so their Active Duty Service Commitment is completed as of the requested separation or retirement date, or they may request an exception to policy (with waiver of Active Duty Service Commitment). **(T-1)** Seven day option provisions apply during the period between establishment of an assignment selection date and up to 7 calendar days following official notification of end assignment. Requests submitted more than 7 calendar days after official notification of end assignment or requests from enlisted who do not meet the eligibility criteria are submitted as an exception to policy per **paragraph 4.5**. Because enlisted retire in conjunction with their DEROS, those who have an indefinite DEROS who want to retire after present assignment must request a specific DEROS be established as outlined in **paragraph 6.5.5**. **(T-1)** The request to establish a DEROS and the retirement request should be submitted together when the requested DEROS results in an assignment selection date being established.

5.29.3.7.3. Enlisted completing a CONUS Maximum Stabilized Tour. Enlisted completing a CONUS maximum stabilized tour (assignment availability code 50) who desire to retire after present assignment and who are otherwise eligible to retire per AFI 36-3203, must request a retirement date which is no later than the 1st day of the month following the maximum tour date of availability. **(T-1)** Retirement eligible enlisted may apply for retirement while serving a maximum tour as long as requested retirement date is on or after the 1st day of the month in which their longest Active Duty Service Commitment is completed. An assignment selection date is established as shown in **Table 5.7** and enlisted are limited, after receiving an assignment selection date, in the retirement date they may request unless they request an exception to policy. Enlisted who are not eligible to retire on the tour completion date, but are 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 1st day of the month following the month in which retirement eligibility is reached. Enlisted reaching retirement eligibility within 12 months after Date of Availability must request an extension of the maximum tour to coincide with requested retirement approximately 12 months prior to current Date of Availability (see **paragraph 5.11.3.5.2.1** and **Attachment 13**). **(T-1)** A request of an extension of Date of Availability to coincide with requested retirement date outside the CONUS Mandatory Mover time-line is processed as an exception to policy IAW **paragraph 4.5**.

5.29.3.8. Second 7-Day Option. Enlisted 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 change of end assignment requires additional retainability and the Airmen is not eligible to request retirement, enlisted who do not have the additional retainability may be eligible to decline to obtain retainability per **paragraph 5.28**. Enlisted who are not eligible to request retirement and have the additional retainability have no options under 7-day option provisions. An additional 7-day option period is not authorized when the change of end assignment or change in assignment data was the result of an enlisted Airman's request for the change. The following are some examples:

Example A: Enlisted was not eligible to retire in-lieu of PCS when originally selected. If the end assignment location changes and since original selection they have become eligible to retire in lieu of PCS, then they may request retirement under 7-day option provisions when notified of the change of end assignment. Whether or not they have retainability for the change is not a factor.

Example B: Enlisted 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 and they do not have the additional retainability required and refuse to obtain it. They could decline to obtain retainability and then a decision would have to be made by the AFPC assignment OPR if the RNLTD should revert back, waive the retainability, or the cancel the assignment.

5.29.3.9. Enlisted applying for retirement under 7-day option provisions via the vMPF self-service applications do not have to complete a declination nor is a reclama of the assignment required. The in-system retirement application (with the reason for retirement as special program ID code "72") serves as the reclama and automatically updates assignment availability code 09. HQ AFPC/DP2STM will separate the exception request and forwarded it to HQ AFPC/DP3AM or AF/DPE for a recommendation on the exception to policy. **(T-1)** 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 Total Force Service Center, the MPF, the Airman, and the assignment OPR.

5.29.3.10. The eventual cancellation of a PCS requirement is not the basis for allowing an Airman to withdraw an action taken under 7-day option provisions or removal of a formal retainability declination statement, provided the requirement was valid at the time the Airman was notified of selection.

5.30. Change in Assignment or Assignment Data. Once an Airman has accepted an assignment, the assignment OPR should exercise caution in approving changes to the original assignment, especially any change after an Airman has departed on PCS (if the Airman has departed, see **paragraph 5.35**). Example: a later RNLTD or change which adds training may require additional retainability and/or greater Active Duty Service Commitment, or a change in gaining OS location may involve a longer OS tour length. When a change is ordered prior to an Airman's departure on PCS, MPF and commanders will use the 3 calendar day notification period, the procedures in **paragraph 5.24**, and the MPF takes the actions shown below **(T-1)**:

5.30.1. Change in gaining location (only). Once PCS orders are issued, a change in the gaining location could create a hardship on the Airman or, if they were a volunteer, they may not want an assignment to a different location. When the projected gaining location is changed, the MPF will authorize the Airman a second 7-day option period (see **paragraph 5.29**). **(T-1)** This may result in Airmen exercising an authorized option for which the Airman was not eligible at the time of initial notification. Example: when originally selected an Airman may not have been eligible to retire in-lieu of PCS, but since then they have become eligible. When notified of the change of gaining location, they may opt at that time to retire in lieu of the change.

5.30.2. Assignment data (other than gaining location) is changed requiring additional retainability or increase in the length of Active Duty Service Commitment. Normally, changes

in assignment data such as change of gaining unit, requirement for a security clearance, or even changes requiring additional retainability (when the Airman already possesses the retainability or already has a greater Active Duty Service Commitment), do not warrant a second 7-day option opportunity. However, when the change requires additional retainability or increase in the length of Active Duty Service Commitment, the MPF will afford the Airman a second 7-day option period (see **paragraph 5.29**) in which to accept or decline the change, if eligible. **(T-1)** Example: enlisted Airman required to extend his or her enlistment or reenlist to satisfy the additional retainability requirement; or officers with an indefinite Date of Separation who will incur a greater Active Duty Service Commitment would require a second 7-day option period. This includes exercising any options the Airman was not eligible for at the time of initial notification.

5.31. Projected Departure Date and Port Call Date. An Airman's Projected Departure Date is determined according to **Table 5.10** and the instructions below. For planning purposes only, the assignment OPR includes in each PCS selection a Projected Departure Date. When the actual Projected Departure Date is determined and approved by the Airman's commander (or designated official), the date is entered into the personnel data system and overrides the original Projected Departure Date. The timing of PCS departure in relation to the RNLTD, a TDY enroute reporting date, training class start date, port reporting date (if applicable) and the amount of travel time authorized or used determines how much leave an Airman is charged in connection with the PCS. When a course of instruction is involved, see **paragraph 5.31.5** and **Table 3.1**. Compliance with the RNLTD, port reporting date, or other reporting dates (whether they are not later than dates or not earlier than dates) is mandatory. Airmen should carefully plan their departure date, travel and leave so they are not charged with unwanted leave or incur unexpected expenses while waiting to report. Airmen reporting contrary to instructions may be allowed to terminate their leave status; however, could be subject to disciplinary action for failure to comply with their reporting instructions.

5.31.1. For CONUS to CONUS PCS. To determine the Projected Departure Date, subtract the number of days leave the commander approves, maximum allowable travel time, and any other period the Airman may be authorized enroute from the RNLTD. When an Airman has TDY enroute, also subtract the number of days TDY. Airmen must meet the minimum time-on-station for PCS before the departure date. **(T-1)** When TDY enroute is involved, then the minimum time-on-station is met before departure on TDY. At the commander's discretion, an Airman may be allowed to depart up to a maximum of 60 days prior to RNLTD, provided the Airman meets the minimum time-on-station for PCS. Airmen are not permitted to depart earlier than 60 days prior to the RNLTD without prior approval of the assignment OPR (except as authorized in **Table 5.10**, rule 7). Approval by the assignment OPR will be in the form of a change to the RNLTD which, in turn, changes the earliest date the Airman can depart. **(T-1)** The change of RNLTD also resets PCS-related suspense flags and assists the MPF in monitoring processing for PCS.

Example: If an RNLTD is 31 Dec 2011 (Julian date of 365) and the Airman requests 30 days leave enroute and is authorized 7 days travel time, then subtract 37 from 365 which equals a Julian date of 328 (or 24 Nov 2011). The Projected Departure Date is 24 Nov 2011.
Commanders may permit Airmen to depart up to 60 days prior to the RNLTD provided on that date the Airman meets the minimum time-on-station for PCS. To compute the maximum earliest departure date authorized without an RNLTD change, subtract 60 from the Julian date of 365 (31

Dec 2011) which is Julian date 305, or 1 Nov 2011. However, in this example, if the Airman had a date arrived station in Dec 2007 then he or she would be restricted to a departure date of not earlier than 1 Dec 2011, the date minimum time-on-station is satisfied.

5.31.2. For CONUS to OS PCS. Use the procedure in **paragraph 5.31.1** to initially determine the departure date and confirm the Airman meets the minimum time-on-station requirement. Airmen are not permitted to depart on PCS without a firm port call. The Airman requests flight reservations (port call) from the Transportation Management Office (TMO) as outlined in AFI 36-2102. A firm port call date can be used (in lieu of the RNLTD) to compute a more accurate departure date. The 60 day maximum window before the RNLTD is normally adequate to accommodate the departure date the Airman desires in relation to the port call date received. Airmen may not request, and TMOs will not schedule, an Airman's port call earlier than the first day of the RNLTD month, unless the Airman has leave in an OS area approved by the commander per AFI 36-3003 and the leave authorization and leave address are included in PCS orders. **(T-1)** Flight reservations ensure the Airman is in place at the OS duty station on or before the RNLTD. Flight reservations where an Airman departs on the RNLTD are acceptable if the scheduled transportation provides for the Airman's arrival at the OS duty station on the RNLTD. The Traffic Management Office may schedule an Airman's port call on any day during the reporting month which meets the RNLTD.

Example: If an RNLTD is 10 Jun 2008 a port call date of 31 May 2008 is not acceptable (earlier than the first day of the RNLTD month) nor reservations departing on 10 Jun and arriving on 11 Jun (Airman would arrive later than required reporting date). If an RNLTD is 30 Jun 2008, the Airman may state a preference for movement during the 10 day window of 21-30 Jun 2008; however, it may not be possible to provide transportation during the preferred period. The Traffic Management Office may provide a port call date such as 12 Jun 2008 to satisfy transportation schedules and reporting date policies.

5.31.3. For PCS OS to CONUS. The Projected Departure Date is within the Airman's DEROS month (unless the DEROS was allowed to expire due to the Airman being on international hold, in confinement, or not being medically qualified for assignment). A departure date prior to the DEROS month requires an approved OS tour curtailment; departure after the DEROS month requires an extension of OS tour, unless the Airman is authorized leave in the OS area and the leave is authorized in PCS orders. With a unit commander's concurrence, MPF may schedule an Airman for departure on any day during the DEROS month to ensure maximum use of transportation. Commanders may retain an Airman at the OS duty station up to the last day of the DEROS month for operational reasons. When PCS is to a course of instruction, see **paragraph 5.31.5**.

5.31.4. For PCS OS to OS. The Projected Departure Date is within the Airman's DEROS month. A departure date prior to the DEROS month requires an approved OS tour curtailment; departure after the DEROS month requires an approved extension of OS tour, unless the Airman is authorized leave in the OS area and the leave is authorized in PCS orders. The port call for PCS travel to the new OS duty station cannot be earlier than the first day of the RNLTD month unless the Airman has leave approved in the OS area, consecutive overseas tour leave in the CONUS, or has approval to defer consecutive overseas tour leave IAW AFI 36-3003. This allows Airmen stationed OS to depart within their DEROS month and report to the new OS location any time prior to the RNLTD without having to request an official change to their RNLTD. To comply with these requirements may require adjustment of departure within their

DEROS month and depends on the amount of leave the Airman desires enroute and other variables. MPFs use **Table 6.4** to establish an Airman's DEROS. MPF may request extension or curtailment of DEROS in such cases directly to the assignment OPR and include the gaining MPF. With the losing unit commander's concurrence, MPF may schedule an Airman for departure on any day during the DEROS month to ensure maximum use of transportation. Commanders may retain Airmen at the current OS duty station up to the last day of the DEROS month for operational reasons. When TDY enroute to a course of instruction is involved, see **paragraph 5.31.5**.

5.31.5. For PCS Involving a Course of Instruction. Also see **paragraph 3.5** and **Table 3.1**. PCS or TDY enroute to courses of instruction may stipulate a "report not earlier than date," or a requirement to "depart not later than one day after graduation." Either of these requirements along with the limitations associated with the Airman's DEROS, port call date, and/or RNLTD can result in a conflict of mandatory reporting requirements or the potential for an Airman having to take unwanted leave. When requirements conflict or it appears an Airman may be forced to take unwanted leave, the MPF reviews **Table 3.1** with special attention to the notes and, when necessary, advise the assignment OPR and include the Airman's desired travel/leave arrangements and any other pertinent information. The assignment OPR reviews the circumstances and makes changes as appropriate.

5.31.6. For PCS involving joint duty assignment for officers. Also see **Table 5.10**. A departure date prior to completion of the full joint duty assignment tour (to the day) is not authorized unless the request is coordinated through the joint organization (Director, J-1 or equivalent) and HQ AFPC/DP2LWA. AF/DPG will coordinate early departure for general officers on O-7 and above joint duty assignment list billets. Failure to coordinate could result in the officer not receiving joint duty credit. If the officer is serving on a 3-year joint duty assignment list billet and early departure necessitates a joint tour length waiver, the losing command/agency will forward an early release memorandum signed by a General Officer or Senior Executive Service (SES) equivalent stating the Projected Departure Date, departure reason, and type of joint duty credit to be awarded. **(T-0)** Assignment actions or expenditure of funds cannot take place until the waiver is approved.

5.32. Report Not Later Than Date (RNLTD)/Report Not Earlier Than Date (RNETD).

5.32.1. RNLTD. The RNLTD is established as outlined in **Table 5.10** and IAW the following additional instructions. Do not deviate from these instructions or **Table 5.10** without specific approval of the assignment OPR or approval of an exception per **paragraph 4.5**.

5.32.1.1. 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 are retained until the end of their DEROS month. A 10th of the month RNLTD is not established arbitrarily as a requirement for all Airmen being assigned to an OS location, unless an exception has been approved by HQ AFPC/DP3AM. See **Table 6.4**, note 3 for computation of DEROS if Airman reports prior to the RNLTD month. An RNLTD earlier than the 10th of the month is not established for PCS OS unless an exception has been approved by HQ AFPC/DP3AM. **NOTE:** An

RNLTD earlier than the 10th of the month for an OS assignment does not allow sufficient flexibility in transportation scheduling and may result in having to schedule Airmen at commercial airline rates when a less costly military contract passenger flight a few days later could have been used.

5.32.1.2. TMOs schedule Airmen so they are in place at their OS duty station by the established RNLTD. See **paragraph 5.31**.

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

5.32.1.4. Changes to RNLTDs impact the losing and gaining unit and may affect the departure of the Airman being replaced. Requesting changes should only be requested when a hardship exists or when in the best interest of the Air Force. See Personnel Services Delivery Guide, RNLTD Change Request for procedures on requesting a change via myPers or vMPF.

5.32.2. RNETD. An RNETD may be ordered and is included by the MPF in PCS orders when it is essential that an Airman not arrive at a TDY or PCS location earlier than the established date. An RNETD may be necessary for a variety of reasons such as quarters may not exist sooner, or unnecessary costs to the government and/or Airman may result when Airmen arrive early. Similar to an RNLTD, Airmen who arrive earlier than the established RNETD are not in compliance with their written orders. Therefore, it is important for Airmen, commanders, and MPFs to carefully manage departure from current station. To avoid unwanted leave and/or personal expense or hardship, Airmen should carefully plan their departure from current station and arrange to meet other personal and dependent requirements consistent with the RNETD. When Airmen indicate compliance with a RNETD constitutes 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. See Personnel Services Delivery Guide, RNETD Change Request for procedures on requesting a change via myPers or vMPF. The MPF will use the reclama procedures shown in **paragraph 5.33** to advise the assignment OPR and request resolution. **(T-1)**

5.33. Reclama of Assignment. A reclama (see **Attachment 1**) of an assignment is a request to the assignment OPR to change or cancel a proposed or ordered action. A reclama may be submitted in-system or out-of-system via encrypted email for actions which are time sensitive or when a paragraph or attachment specifies a reclama email be submitted. Email reclamas will include the following in the subject line: Airman's identification data, the projected assignment shipping AFSC (for officers) and CAFSC (for enlisted), AAN, GPAS, and RNLTD with courtesy copy to the gaining unit. Example: SUBJ: Assignment Reclama: TSgt (4R071) Bowes, Julie R., XXX-XX-1234, AAN: 1234NZ1234, GPAS: RF0DFLBY, RNLTD: 31 Dec 2012.

5.33.1. 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.

5.33.2. 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. Also submit out-of-system reclamas via encrypted email for actions involving:

5.33.2.1. AEF contingency deployments, or

5.33.2.2. Unit or base activation or deactivation, or

5.33.2.3. Weapons systems conversions, or

5.33.2.4. Assignment was a short-notice assignment as shown in **paragraph 5.24**.

5.33.3. Enlisted only. Reclamas are not submitted when Assignment Action Reason (AAR) is E2 or has a "P" series assignment action reason (except P7).

5.33.4. Enlisted Aircrew Airmen. The MPF must reclama if enlisted aircrew Airmen receive less than 120 calendar days advance notification for involuntary assignment to duty that does not require flying status. **(T-1)** Use reclama reason code "AM" with trailer remarks that state: "Aircrew Airman provided less than 120 calendar days notification. Airman notified (date). Projected departure date is (date)." If Airman waives the 120 calendar day notice requirement, then a reclama is not submitted.

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

5.34.1. If an Airman 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 Airman indicates a hardship exists as a result of cancellation, then the MPF will direct the Airman to prepare a written statement without delay containing the details of the hardship. The statement should be expeditiously processed through the unit commander to the MPF. Upon receipt of the statement, the MPF will advise the assignment OPR by email. **(T-1)** As a minimum, the email should contain the Airman's grade, name, SSN (last 4), selected AFSC, AAN, RNLTD, gaining PAS, CONUS and OS assignment preferences, and specifics of the hardship. The assignment OPR will consider reinstatement of original assignment, provide an alternate assignment, or confirm cancellation and provide the reasons Airman remains at the present base **(T-1)**.

5.34.2. If an Airman has departed on PCS, within 48 hours of receipt of the cancellation notice, the MPF will inform the unit commander and effect notification to the enroute Airman at the contact information he or she provided or at his or her leave or TDY address (see **paragraph 5.24**), and direct the Airman to return to his or her previous duty station unless they desire to use leave. **(T-1)** The MPF will request the Airman to provide written acknowledgment within 72 hours and state whether a hardship does or does not exist. **(T-1)** If the Airman indicates a hardship, they must include the details. **(T-1)** The MPF will then advise the assignment OPR by email with the information shown in **paragraph 5.35.1 (T-1)**. If the Airman cannot be

reached, the MPF advises the assignment OPR of the circumstances and additional guidance is provided. As information, when a PCS is canceled while the Airman is enroute, his or her date arrived station does not change and availability for reselection for assignment does not change.

5.35. Diversion of an Airman EnRoute PCS. When a change of projected gaining location is required and the Airman is enroute PCS (and has not arrived at the original gaining location), change of assignment at this time is a "diversion." (Also see **paragraph 5.35.3** and **5.35.4** 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 Airman, unfairly place an Airman at a disadvantage, and result in excessive PCS costs to the government. Before directing a diversion, the assignment OPR should carefully weigh the circumstances and alternatives. (See **paragraph 3.13** for requests to place an Airman in a "TDY Hold" status when a temporary situation dictates an Airman not return to his or her previous permanent duty station, nor proceed to the original gaining location, and a decision is pending regarding a new gaining permanent duty station.) An Airman who is diverted enroute is not afforded a 7-day option period to take action in lieu of PCS since they have already departed on PCS. A diversion might be necessary due to announcement of inactivation or movement of a unit, announcement of weapon system conversion, or unforeseen urgent and essential changes in manning requirements. The assignment OPR makes a determination on a diversion after the following considerations have been made:

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

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

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

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

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

5.35.2.4. Airmen assigned to an unaccompanied dependent-restricted OS short tour are not involuntarily diverted to a CONUS-isolated station if they receive one of their choices in the OS returnee match (see **paragraph 5.11.4**). Airmen assigned to a CONUS-isolated station are not involuntarily diverted to an unaccompanied dependent-restricted OS tour (see **paragraph 5.11.5**)

5.35.3. Upon approval by the assignment OPR to change an Airman's assignment, the losing MPF is advised. If the Airman has departed on PCS, the losing MPF will normally contact the Airman enroute and effect notification. **(T-1)** After the Airman has been notified, the losing MPF will immediately amend the original PCS orders and send copies to the Airman, the original gaining location, and the new gaining location. **(T-1)** When the losing MPF cannot

contact the Airman enroute, then before amending orders, the losing MPF will immediately advise the assignment OPR, the original gaining MPF, and the new MPF of the circumstances. **(T-1)** The assignment OPR then considers the probability that the Airman may arrive at the original PCS location before being advised of the change of assignment. In view of this, the assignment OPR reviews 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 Airman has not yet arrived in the area, direct the original gaining MPF to issue amendments to PCS orders "continuing" the Airman's PCS. **(T-1)** Include the following statement in the amended orders, "This is a continuation of original assignment from [fill in previous permanent duty station] and Airman may be entitled to an additional dislocation allowance as authorized by the JTR." With the assistance of the original gaining unit commander and sponsor, the Airman is immediately informed upon arrival in the area of the change of assignment, given copies of the orders directing continuation of PCS, and ordered to proceed to the new location without delay. If the Airman states continuation change of PCS creates 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 Airman and immediately contact the assignment OPR and request guidance. **(T-1)**

5.35.4. If, after an Airman arrives in the local area of the gaining base, it is decided to request the Airman be assigned elsewhere (whether or not they have signed in), then a new PCS is accomplished. The fact an Airman has not signed in simply means accountability for the Airman has not transferred to the gaining base. For assignment purposes, completion of the travel portion of the PCS before approval of further assignment requires a new PCS. See **paragraph 5.5** for time-on-station waivers and **paragraph 5.44** for waiver of second dislocation allowance in the same fiscal year (FY). Intent to move or not move dependents or not to claim dislocation allowance 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 accomplished.

5.36. PCS Orders. PCS orders are issued IAW AFI 36-2102. The MPF may publish PCS orders only after receipt of written assignment instructions via the personnel data system or email from the assignment OPR directing a PCS or approving a PCS request.

5.37. PCS Orders in Hand Minimums. To allow sufficient time to plan movement of dependents, household goods, and arrange other PCS-related actions, Airmen are normally selected for PCS at least 120 calendar days before the RNLTD so official notification can be effected at least 90 calendar days before the RNLTD. In addition, Airmen normally should have PCS orders in hand at least 60 calendar days before the Projected Departure Date shown in the assignment instructions. However, there are numerous exceptions listed in **paragraph 5.37.1** when it is not practical or necessary to adhere to the minimums or an Airman can anticipate he or she may be reassigned at a certain time (even though they may not know where). There are also times when military requirements dictate less than 90 calendar days' notice and/or when orders cannot be given to the Airman within 60 calendar days of departure. When military requirements preclude meeting these goals, the assignment OPR may waive the minimums and will indicate in the assignment instructions that the minimums are waived. **(T-1)** For PCS movement to or from OS, orders may be issued prior to receipt of flight reservations.

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

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

5.37.1.2. When the Airman is being reassigned from OS.

5.37.1.3. First assignment after basic or initial skill training.

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

5.37.1.5. Assignments which require SCI access.

5.37.1.6. Low-cost PCS.

5.37.1.7. When the Airman voluntarily waives the minimums.

5.37.1.8. When Airman is surplus as outlined in **paragraph 5.45**.

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

5.37.1.10. Upon accession (officers) or enlistment (enlisted) including assignment of former officer upon enlistment.

5.37.1.11. 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 18**).

5.37.1.12. When requirements according to AFI 36-2102, have not been met.

5.37.2. Orders directing an Airman who is TDY or on leave to PCS are not normally published before the Airman's return to current duty station, except:

5.37.2.1. When the orders publishing function confirms the Airman is not incurring a personal financial loss.

5.37.2.2. The Airman's unit or base is being inactivated.

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

5.38. Assignment Action Number (AAN). The assignment action number is used by the assignment OPR to control assignments and for other purposes. Budget managers use the assignment action number for budget purposes to determine the fiscal year (FY) to which a PCS is charged based on the Transfer Effective Date. The Transfer Effective Date is the month and year of the assignment action number and corresponds to the original requirement month. The Transfer Effective Date (and FY to which a PCS is charged) can only be changed by cancellation of the assignment action number and issuance of a new assignment action number. A change in Projected Departure Date or RNLTD does not change the FY to which a PCS is charged. Assignment action numbers are necessary only for those permanent changes of station (PCS) and inter-command permanent changes of assignments (PCA without PCS) prescribed by this instruction. The assignment action number 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. Assignment action numbers are constructed IAW AFMAN 65-604. PCS moves which are not made under the authority of this instruction (see **paragraph 4.6** and **Attachment 18**) do not require an assignment

action number. Note: Orders cut before 1 Oct 2008 should charge dislocation allowance to the FY consistent with the Transfer Effective Date. Orders cut on or after 1 October 2008 should charge all costs to the FY in which the orders were cut.

5.39. PCS Cost Identifier Code. The PCS Cost Identifier Code represents the fund cite shown in AFMAN 65-604. It is used primarily by budget managers for accounting purposes. This code, to which the cost of a PCS is charged, is provided by the assignment OPR in the assignment instructions to the MPF, and is included in PCS orders. If the MPF or base 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. Airmen accrue PCS allowances based on the relationship of the losing and gaining permanent (duty) stations according to the JTR, **Chapter 5**. Assignment OPRs must ensure the PCS Cost Identifier Code provided in assignment instructions is compatible with the allowances an Airman accrues according to the JTR. **(T-0)** Whether or not Airmen accrue PCS allowances per the JTR dictates whether a PCS move is funded or unfunded.

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

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

5.40. No-Cost (No Allowance) Moves. No-cost moves are those where no PCS allowances accrue to Airmen (reassignment between activities at the same permanent duty station NOT a PCS). As a no-cost move, an Airman can be moved between units at the same base, or between bases or addresses when both bases or addresses are within the corporate limits of the same city or town, but are not authorized to move household goods. 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. The Assignment OPR must determine if a move results in PCS allowances accruing to the Airman when a change of duty station is being considered. **(T-1)** The assignment OPR must approve requests from activities authorized to request PCS moves for moves where Airmen accrue PCS allowances or are changing permanent duty stations between two installations within the same corporate city limits must be requested by the MPF or MAJCOM (activity authorized to request PCS moves) (also see **paragraph 5.41** for low-cost moves). **(T-1)**

5.40.1. In some cases it is required to use some of the PCS procedures in managing no-cost moves in order to project manning requirements to reflect correct manning figures (which are used when considering follow-on, home-basing, and Base of Preference assignments). When an Airman changes MAJCOMs, his or her permanent duty station when in close proximity (such as in Joint Base installations [Lackland AFB and Ft Sam Houston]), or for other reasons as directed by the assignment OPR, an AAN and projection of the assignment in the personnel data system is appropriate. In these cases the MPF or MAJCOM requests the no-cost PCS

move. PCS orders assist in recording some no-cost moves, such as those from one base to another. Include this statement in the remarks section when PCS orders are issued: "This is a No-Cost Move IAW AFI 36-2110, **paragraph 5.40**. No PCS allowances authorized. Date Departed Last Duty Station, Date Arrived Station, and Date Eligible for Return from Overseas (DEROS) (for those assigned OS) will not change. Airman (officer or enlisted) WILL NOT incur an additional Active Duty Service Commitment." The PCS Cost Identifier Code is "M," Reassignment Without Fund Allocation.

5.40.2. There may be a requirement for the Airman to vacate government quarters in connection with a no-cost move. Example: if an Airman resides in government quarters at his or her current duty location, but is not authorized to remain in those quarters upon assignment to another location, the move and dislocation allowance are funded with O&M funds using "local move" procedures outlined in the JTR, **Chapter 5**, subsection A5F, when no PCS allowances exist but relocation of residence is required.

5.41. 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 Airman's current residence) and it is determined in advance of approval of the PCS that there is no requirement for the Airman to relocate his or her household in conjunction with the PCS being considered. The fact that an Airman could be moved under low-cost PCS provisions is not the primary consideration in the assignment selection process. An Airman is still considered for PCS based upon qualifications, eligibility for PCS, and assignment selection priorities. One consideration for a low-cost PCS should be if an additional funded PCS is required to backfill. Another consideration is how vulnerable the Airman is for subsequent reassignment (i.e., OS tour history and/or time-on-station) given that the Date Departed Last Duty Station, date arrived station and DEROS do not change as a result of a low-cost PCS. Furthermore, the assignment OPR, in conjunction with the gaining commander, weighs whether or not the Airman is likely to remain in the position long enough to become productive and proficient.

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

5.41.1.1. Before the PCS can be approved, the Airman must complete a low-cost memorandum provided by the assignment OPR certifying he or she is not relocating his or her household as a result of PCS. **(T-1)** The Airman's certification includes the commuting distance and time from current residence to present duty station, and the expected commuting distance and time from current residence to the new duty station. The fact an Airman does not intend to relocate his or her household or does not intend to claim

reimbursement for PCS allowances cannot 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/DP3AM in advance of approval and provide the Airman's memorandum. **(T-1)**

5.41.1.2. IAW the JTR, **Chapter 5**, Airmen making PCS moves accrue allowances for travel, transportation, shipment of household goods, etc. Use of these allowances may be restricted based on the lack of governmental interest in the use of the allowances. In the case of a low-cost move, Airmen voluntarily agree not to use the normal PCS allowances (see **paragraph 5.42**). Mileage and per diem allowances are not authorized if Airman does not relocate his or her household (as is the case with a low-cost move). Household goods transportation and dislocation allowance are not authorized under low-cost move provisions. Airmen, however, are authorized reimbursement, as prescribed in DoDI 1315.18, in connection with transportation of Professional Books, Papers, and Equipment (PBP&E) IAW AFMAN 65-604. If Airman resides in government quarters at his or her current duty location, but is not authorized to remain in those quarters upon assignment to a duty location in proximity, then the requirement to vacate quarters precludes the PCS being affected as low-cost PCS. The following applies:

5.41.1.2.1. Before making any commitments, Airmen should request counseling based on their specific circumstances and Joint Travel Regulation allowances associated with moves between locations in proximity.

5.41.1.2.2. All normal PCS eligibility and selection policies and procedures apply, except there is no minimum time-on-station requirement and no PCS retainability requirement.

5.41.1.2.3. Airmen do not incur a PCS Active Duty Service Commitment.

5.41.1.2.4. Low-cost PCS is considered only for CONUS to CONUS and OS to OS PCS when the duty stations are in proximity as described in **paragraph 5.41**.

5.41.1.2.5. Curtailment of OS tour is not authorized, original tour completion date is retained and Airmen are not authorized COT leave/travel allowances.

5.41.1.2.6. No enroute training or TDY is authorized in conjunction with a low-cost PCS.

5.41.1.2.7. The PCS Cost Identifier Code for a low-cost PCS is "V," Low-cost Move.

5.41.1.2.8. The Airman's Date Departed Last Duty Station/ date arrived station/ DEROS is not changed in conjunction with a low-cost PCS. In the event the Date Departed Last Duty Station/ date arrived station/ DEROS changes in the personnel data system as a result of processing the Airman's PCS travel voucher, then the MPF must restore the previous Date Departed Last Duty Station/ date arrived station. **(T-1)**

5.41.1.2.9. Include this statement in the remarks section of the PCS orders issued: "This is a Low-Cost Move in accordance with **paragraph 5.41**. Date arrived station and Date departed last duty station, and date eligible for return from overseas (DEROS) (for those assigned OS) will not change. Airman (officer or enlisted) WILL NOT incur an Active Duty Service Commitment. Airman has provided a statement certifying he or she agreed not to relocate household goods and is only authorized reimbursement in

connection with transportation of professional books, papers, and equipment in accordance with AFMAN 65-604."

5.41.2. PCS moves originally approved using normal time-on-station, retainability, Active Duty Service Commitment criteria, and so on, which could have been made under low-cost provisions but were not approved in advance as low-cost moves cannot be changed after the fact, nor can PCS orders be amended later to show the PCS was made under low-cost provisions. Example: an Airman selected for PCS who met the minimum time-on-station, had or acquired retainability, accepted the PCS Active Duty Service Commitment, had Date Departed Last Duty Station/ date arrived station/ DEROS changed upon PCS, etc., but who did not relocate his or her household incident to PCS, may not subsequently have that PCS changed (Date Departed Last Duty Station/ date arrived station/ DEROS restored, Active Duty Service Commitment removed, etc.) to reflect the PCS was made under low-cost move provisions. Conversely HQ AFPC/DP3AM must approve changing PCS moves originally approved as low-cost PCSs to fully funded moves. **(T-1)** Administrative relief can be provided only when justification clearly shows that the Airman was miscounseled or that the orders were unclear, incomplete, or invalid. Otherwise, all requests for retroactive amendments are submitted via the Board for Correction of Military Records process.

5.42. PCS Allowances. When an Airman is ordered to make a PCS, the AF may not deny the Airman any travel and transportation allowances associated with the PCS. Airman cannot waive his or her PCS allowances in return for PCS consideration. The government is obligated to pay PCS allowance costs should the Airman claim reimbursement. Airmen are not afforded special assignment consideration on the basis of PCS allowances they may or may not use, other than as authorized in conjunction with an approved program (example: the Home-Basing and Follow-On Assignment Programs, as outlined in **Attachment 3**).

5.43. Air Travel of Airmen. Air transportation is the primary mode of travel for movement of Airmen to, from, and between OS areas. The inability of an Airman to accept this concept is considered incompatible with an AF career (see AFI 48-123, *Medical Examinations and Standards*).

5.44. Second PCS and Second Dislocation Allowance, Same Fiscal Year (FY). This paragraph applies to all Airmen regardless of marital or dependent status and is to be used in conjunction with the JTR, **Chapter 5**, Section A10, which governs the allowance of dislocation allowance. Except as authorized below, only one PCS involving dislocation allowance is authorized in a FY unless the SAF determines the needs of the AF require an additional PCS. Approval for a second PCS (or more) in the same FY and approval of a second dislocation allowance (or more) involves two separate considerations: one is time-on-station; and the other is whether or not the PCS involves a dislocation allowance and requires a Secretarial Process determination. As explained below, depending on the reason for PCS, an Airman may not be entitled to dislocation allowance, or an additional dislocation allowance in the same FY may be excluded from the FY dislocation allowance count. Whether an Airman does not use a dislocation allowance (actual movement of dependents is not a prerequisite to dislocation allowance in the case of Airmen with dependents), or does not intend to claim reimbursement for movement of dependents are not factors in the requirement to obtain a determination through the Secretarial Process. Neither the Airman nor the AF can waive a dislocation allowance. Further, neither a change of end assignment, diversion of an Airman enroute, nor a TDY followed by PCS results in a second dislocation allowance. However, for a continuation of PCS, see **paragraph 5.44.6** which may entitle an Airman to an

additional dislocation allowance. The personnel data system normally shows when an Airman has had a PCS with dislocation allowance in the current FY.

5.44.1. Second PCS in Same FY. **Table 5.1** shows the minimum time-on-station requirements for PCS. Based on time-on-station only, sometimes more than one PCS in the same FY may be permitted, but that in itself does not preclude the need for approval through the Secretarial Process of an additional dislocation allowance, unless there is no dislocation allowance for the PCS reason, or the allowance may be excluded from the FY dislocation allowance count as explained below. When **Table 5.1** shows a time-on-station minimum waiver requirement, in addition to a request for second dislocation allowance, the waiver and second dislocation allowance requests are combined. MPF must ensure time-on-station waiver requests are originated and processed according to **paragraph 5.31** and **paragraph 4.4**. **(T-1)**

5.44.2. Second Dislocation Allowance in Same FY. The date an Airman departs the last permanent duty station, whether TDY enroute, delay enroute, or direct, etc., determines the FY to which the dislocation allowance is charged. Airmen may not waive their dislocation allowance to avoid the requirement for a determination through the Secretarial Process. Requests for determinations through the Secretarial Process (dislocation allowance waiver) are sent to the assignment OPR (see **paragraph 5.31** and **paragraph 4.4**). The assignment OPR then forwards as necessary for additional processing and approval. Time-on-station waivers are approved before the dislocation allowance waiver is requested. If the time-on-station waiver is disapproved, the dislocation allowance waiver is not submitted and the requester is advised. Requests for a dislocation allowance waiver through the Secretarial Process should be submitted 90 calendar days before the Airman's scheduled PCS departure or as quickly as possible thereafter. Requests include:

5.44.2.1. Grade, name, SSN (last 4), and pertinent AFSC information.

5.44.2.2. Proposed unit of assignment (if known).

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

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

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

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

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

5.44.4.1. Upon PCS to the first duty station upon entry on active duty if dependents do not relocate to the new permanent duty station.

5.44.4.2. Upon separation or retirement.

5.44.4.3. For no-cost/no allowance PCS moves as explained in **paragraph 5.40**.

5.44.4.4. When an Airman, with or without dependents, who is not entitled to transportation of dependents at government expense, is assigned to government quarters at the new permanent duty station.

5.44.4.5. Between bases in an OS area where dependents are not authorized, another designated move is not authorized by the Secretary concerned and Airman is assigned to government quarters at the new base.

5.44.5. When the PCS is to, from, or between schools (only of 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 is excluded from dislocation allowance entitlement computations in a fiscal year and a Secretarial determination is not required for more than one PCS.

5.44.6. In very limited circumstances, a continuation of PCS (see **paragraph 5.35.3**.) may result in an additional dislocation allowance; however, the allowance is excluded from second dislocation allowance computation. For reimbursement of an additional dislocation allowance, Airmen must have actually established a household at the original gaining duty station and actually relocate that household again as a result of the continuation of PCS. **(T-0)**

5.45. Overage and Surplus Management. Commanders and MAJCOM A1 staffs should continuously monitor the number of Airmen assigned versus authorized and immediately report Airmen who are projected to become surplus based on 6-month projected manning levels to the assignment OPR with an explanation of the reason for surplus. Commanders and MAJCOM A1 staffs will not wait until Airmen actually become surplus to report them. **(T-1)** Commanders and MAJCOM A1 staffs may request approval to retain surplus Airmen with special qualifications, training, or for other special circumstances, either at the current location (as approved overages) or they may make recommendations for intra-command reassignment. The assignment OPR considers the 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 as appropriate. Assignment OPRs are also responsible to continuously monitor and identify surpluses and should coordinate PCA or PCS actions with the functional assignment manager. Airmen may not declare themselves surplus.

5.45.1. Overage Management. An overage describes a surplus which does not require reassignment action (PCA or PCS) since there are authorizations for the career field at the Airman's location and the manning at that location, as well as overall manning in the career field, allows them to remain.

Example: A MSgt 3P0X1 is selected for promotion to SMSgt. The location the Airman is assigned to has 2 SMSgt 3P0X1 authorizations with 2 SMSgt 3P0X1s assigned making that location 100% manned in SMSgts. Upon selection for promotion the assignment system counts the Airman in his or her promoted grade, therefore this location would then be 150% manned in SMSgts. The overall career field manning is 113%. In this instance, the Airman would not be

reassigned since there are authorizations for his grade and career field.. An overage is authorized when it is impractical or unnecessary to resolve by reassignment when it is the result of intentional action (possible plus up, change in mission, overall career field manning) which has been approved by the AFPC assignment OPR and functional assignment manager.

Example: an OS returnee is a mandatory mover; however, if the CONUS is manned at over 100 percent at all locations, then the reassignment of an Airman to a location as surplus is described as an overage. The term overage is sometimes used in reference to other situations which do not involve a surplus as defined in **Attachment 1**. While no surplus may exist, use of the term refers to a condition of more assigned than authorized.

5.45.2. Surplus Management. A surplus exists when there are Airmen assigned to a location that has zero manpower authorizations in grade and AFSC for officers, or in a career field ladder for enlisted; (in most cases, for enlisted manning purposes, a career field ladder includes manpower authorizations in grades AB through SMSgt in an AFS. However, when the duties in a particular AFSC are significantly different than others within the AFS or in cases where AFSCs merge at certain skill levels, then, with concurrence of the assignment OPR, ladder manning may be based on specific AFSCs); manning at that location will not support the Airman to remain due to manning/requirements at other locations; or he or she has been disqualified for duties. The fact that a condition meets the definition of surplus, in itself, does not mean that PCA or PCS reassignment action is taken to resolve it. The AFPC assignment OPR works with the AFPC functional assignment managers to resolve surplus issues. When authorizations are deleted, commanders and MAJCOM A1 staffs will report the surplus to the assignment OPR. **(T-1)** The assignment OPR will determine whether or not the surplus Airmen can fill another local position. **(T-1)** When local positions do not exist, the assignment OPR determines appropriate disposition. As a general guideline, PCS action is not normally justified when a surplus is projected to be resolved in 6 months or less, such as by attrition.

5.45.3. Per DoD direction, PCS eligibility exceptions based on surplus (example: no waiver of minimum time-on-station required) are authorized for use only when the reason for surplus is one of those listed below. MAJCOMs have a key advisory role and identify and assist with force structure moves. MAJCOM A1 staffs communicate projected force structure actions, develop straw-man manning documents, identify the timing and movement of the Airmen and act as the liaison between the force structure location and HQ AFPC/DP2 assignment OPRs. Reassignment for other reasons which meet the definition of surplus may be considered on a case-by-case or group basis according to **paragraph 4.5**.

5.45.3.1. Unit deactivation, or

5.45.3.2. Base closure or consolidation, or

5.45.3.3. Organization or staffing changes, or

5.45.3.4. Reclassification or loss of AFSC, or

5.45.3.5. Promotion to the grade of colonel, CMSgt, or SMSgt only, or

5.45.3.6. Disqualification for duty without reclassification or loss of AFSC, example: loss of security clearance, SCI access, professional certification, nuclear certification , medical qualification, or relief from duty for cause. An Airman who loses qualification to perform the duties of a particular manpower position may still possess the mandatory qualifications to hold an AFSC. In itself, loss of a qualification does not necessarily result in an Airman

being surplus. Commanders will identify surplus Airmen to the assignment OPR. **(T-1)** Whenever possible, these Airmen are reassigned to positions in their AFSC for which they are still qualified at the same location. However, there are times when all positions at a location require a particular qualification, or assignment to another position at the same location is not practical for some reason. In such cases, assignment requests may be submitted as exceptions with justification IAW **paragraph 4.5**.

5.45.4. In keeping with DoD guidelines, surpluses are managed by duty location. Reassignment to resolve a surplus is considered in the following order:

5.45.4.1. PCA (without PCS) intra-command, then inter-command, for duty in:

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

5.45.4.1.2. For duty in any awarded AFSC.

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

5.45.4.2.1. For Airmen assigned in the CONUS, see **paragraph 5.45.6.3.1**, or

5.45.4.2.2. If currently assigned OS, see **paragraph 5.45.6.3.2**.

5.45.4.3. Exceptions to this order may be requested IAW **paragraph 4.5**. (Example: while one duty location may have a surplus there may be shortages at other duty locations in close proximity. Instead of directing the PCA of Airmen for duty in any awarded AFSC, the best interests of the AF might be served to direct PCS of an Airman in his or her current DAFSC for officers or CAFSC for enlisted.)

5.45.5. 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 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 may or may not be authorized to resolve a surplus. Commanders will submit a surplus request to the assignment OPR. **(T-1)** The assignment OPR works with the functional assignment managers to resolve these issues.

5.45.6. Enlisted. A mismatch exists when the number assigned is greater than the number authorized at a location in various grades and/or skill levels of a career field ladder which does not technically meet the definition of surplus. Therefore, assignment action is not normally necessary to resolve these mismatches. 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 surplus is projected to exist, and other factors 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 may or may not be authorized to resolve a surplus or grade and/or skill level mismatch when there is no surplus. The assignment OPR works with the functional assignment managers to resolve these issues.

5.45.6.1. Enlisted Reclassified/Disqualified: Airmen removed or disqualified from their primary duties may be declared surplus if local manning requirements do not exist in their secondary AFSC. Upon removal, commanders contact the assignment OPR for assistance in placing the Airman into a local position. **NOTE:** Many special duty identifiers (such as MTI, MTL, recruiter, First Sergeant) have specific disqualification/removal processes and procedures which must be utilized.

5.45.6.2. Enlisted Aircrew. The assignment OPRs will monitor enlisted aircrew Airmen surplus to requirements at their current duty station and determine if PCS as indicated above is appropriate. **(T-1)** However, they are not 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 in conjunction with their surplus status. In cases where primary aircrew Airmen cannot be effectively used in their aircrew skill, a Date of Availability is established that is 120 calendar days after the date the Airmen are told of involuntary removal from flying status. Disposition instructions cannot be effective earlier than the Date of Availability.

5.45.6.3. When PCS is necessary to resolve surpluses (or when PCS is requested as an exception to resolve enlisted grade and/or skill level mismatches), the following process is used to identify the order in which Airmen should be reassigned. Note that deletion of an authorization in one squadron resulting in a surplus could result in an Airman elsewhere at the same location (example: at wing level, in another MAJCOM, etc.) actually being the Airman (by-name) who is surplus to that location's total requirements. When authorizations are deleted, commanders contact the assignment OPR for assistance in placing the surplus Airmen into another local position. A PCS may be appropriate, if a local position is not available. It is not necessarily the incumbent of the position which is deleted who is most eligible to be declared surplus to a duty station's total requirements. Airmen who are surplus who have insufficient retainability for PCS, those required to remain at a location for disciplinary action, Airmen assigned OS not recommended for further OS assignment, etc., are reported to the assignment OPR for disposition. Exceptions to the order prescribed below may be requested IAW **paragraph 4.5** on a group or case-by-case basis.

5.45.6.3.1. At a CONUS location, when a surplus exists (or, for enlisted, when PCS is requested as an exception to resolve grade and/or skill level mismatches) the AFPC assignment OPR will arrange all Airmen assigned to a location (without regard to MAJCOM) in a specific grade and AFSC for officers, and grade, and/or skill level and AFSC for enlisted, in order of time-on-station (without regard to assignment availability codes, volunteer status for PCS, organizational level, MAJCOM, etc.) with longest time-on-station being the most eligible. **(T-1)** Airmen do not volunteer to be surplus. Assignment preferences are considered after an Airman has been identified for PCS. The assignment OPR considers commanders' request to retain individual Airmen as exceptions. Airmen vulnerable for OS PCS selection within 24 months are selected on a priority basis for OS assignments as shown in **Table 5.2** and **Table 5.3** Airmen not vulnerable for OS PCS selection, or when no OS requirements exist, are allocated for CONUS assignment according to the guidance in **paragraph 4.3**.

5.45.6.3.2. At an OS location, when a surplus exists (or, for enlisted, when PCS is requested as an exception to resolve grade and/or skill level imbalances) the assignment

OPR will arrange all Airmen assigned to a location (without regard to MAJCOM) in a specific grade and AFSC for officers, and grade, and/or skill level and AFSC for enlisted, as shown below. **(T-1)** Airmen do not volunteer to be surplus. Assignment preferences are considered after an Airman has been identified for PCS according to the following process:

5.45.6.3.2.1. First, sequence Airmen in order of least time remaining from date they become surplus to current DEROS, those with the least number of months remaining to DEROS being most eligible. Compute time remaining to DEROS from date entered current in-place consecutive overseas tour, not total time-on-station for Airmen currently serving in-place consecutive overseas tours. Use time remaining to DEROS as extended, not total time-on-station for Airmen who have approved extensions of OS tour. Airmen who have voluntary extensions of OS tours who have not entered the extension may request cancellation IAW **Table 6.8**, rule 25. Every Airman on this list is offered the opportunity to volunteer for a COT according to the guidelines in **paragraph 6.5.7**. For those Airmen ineligible for a consecutive overseas tour, those who do not volunteer for consecutive overseas tour, or those not selected for a consecutive overseas tour, then proceed with the next step below.

5.45.6.3.2.2. Second, Airmen accompanied by command sponsored dependents (long or short tour) with less than 12 months remaining who are ineligible or do not volunteer for a consecutive overseas tour, and those not selected for a consecutive overseas tour, will be curtailed and reassigned to the CONUS. **(T-1)** Similarly, Airmen serving unaccompanied tours (long or short tour) with less than 7 months remaining who do not receive a consecutive overseas tour will be curtailed and reassigned to the CONUS. **(T-1)** In lieu of a waiver of PCS retainability, enlisted Airmen may also be separated if they lack retainability for a CONUS PCS (see **paragraph 5.28.5**).

5.45.6.3.2.3. Third, re-sequence the remaining Airmen in order of most time remaining to DEROS. These Airmen are considered for intra-theater (not inter-theater) PCS regardless of volunteer status for continuation of OS tour as follows. Continuation of OS tour (that is, PCS to another OS location to serve until their current DEROS or prorated DEROS) is not authorized for Airmen serving a tour of 18 months or more who have less than 12 months remaining to current or prorated DEROS. Further, Airmen accompanied by command sponsored dependents at their current OS location must satisfy all of the eligibility criteria for travel of dependents and be authorized concurrent travel to the continuation location. **(T-1)** Continuation of tour is not directed if concurrent travel cannot be approved. Continuation of OS tour is not authorized for unaccompanied Airmen serving a tour of 15 months or less, if they have less than 7 months remaining to current or prorated DEROS. Any remaining surplus Airmen will be curtailed and reassigned to the CONUS when all intra-theater requirements have been filled. **(T-1)** In lieu of a waiver of PCS retainability, enlisted Airmen may also be separated if they lack retainability for a CONUS PCS (see **paragraph 5.28.5**).

5.46. Enlisted Non-career Aviators and Operational Support Flyers. Authorized Crew Composition-Active Forces. Non-career aviators and operational support flyers may be reassigned

to non-flying duties if it is in the best interest of the AF and if they are told of removal from flying duties at least 120 calendar days in advance. In those cases where assignment instructions are received that do not give 120 day notice of removal from flying status, the unit MPF will reclama the assignment according to **paragraph 5.33**. **(T-1)** The 120 calendar day notice of involuntary removal from flying status can be waived by the Airman to accept the assignment. **NOTE:** IAW AFI 11-402, enlisted Airmen must volunteer to enter training that qualifies them to perform in-flight duties as aircrew Airmen (career and non-career) or operational support flyers. Unless permanently disqualified under the provisions of AFI 11-402, enlisted Airmen who complete initial training remain available for flying duties and may be ordered to perform such duties at any time.

5.46.1. Aircrew Evaluation Board (AEB). The convening authority will ensure HQ AFPC/DP2OR is advised when an Aircrew Evaluation Board is to be convened on an enlisted Airman who has been selected for PCS. **(T-1)** HQ AFPC/DP2OR will determine disposition of the Airman and direct appropriate action when an enlisted Airman is TDY (either TDY enroute PCS, or TDY and return with PCS afterwards). **(T-1)**

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

5.46.3. 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 on receipt of an assignment levy with the prefix "X" on the projected CAFSC, when required by a personnel processing code, example: personnel processing code "9JB," or a nomination to flying duty. **(T-1)** Schedule only enlisted Airmen who are volunteers for flying duty unless otherwise ordered.

5.46.4. When an enlisted Airman is not medically qualified for flying duty per AF Form 469 (or other correspondence from medical authorities such as AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*), the MPF will reclama the assignment or request release from nomination and place the enlisted Airman in assignment limitation code "N" per **Table 2.2**. **(T-1)** The assignment limitation code may be repeated if, after expiration, the enlisted Airman is again selected and again found not medically qualified. If the specific medical condition requires update of another assignment action code or assignment limitation code that limits assignment selection, then update of assignment limitation code "N" is not required.

5.47. Officer Mandatory Utilization Requirement. A mandatory utilization requirement 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 5.11**. A mandatory utilization requirement is separate from an Active Duty Service Commitment or the requirement to be assigned to a manpower position which requires an Advance Academic Degree (see **paragraph 5.49**). An officer may begin to satisfy an Active Duty Service Commitment 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/DP2 will ensure the MPF servicing their functions are advised to include the mandatory utilization requirement in PCS orders; certificate of completion; or other similar source documents. **(T-1)** The assignment OPR and unit

commanders are responsible for ensuring an officer's utilization complies with mandatory utilization requirements. Exception requests to assign officers out of their mandatory utilization specialty (locally or in conjunction with PCS) are submitted in advance of the requested assignment through the unit commander. Unit commanders may disapprove exception requests or recommend approval and forward to the assignment OPR. Exception requests may be submitted requesting to defer utilization or release the officer from the utilization requirement. Requests should 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/DP3AM which may approve or forward as necessary for approval/disapproval to the AF OPR which established the mandatory utilization requirement. HQ AFPC/DP2 is the exception authority for the mandatory utilization requirement in conjunction with Air Force Institute of Technology-sponsored Advance Academic Degree assignments. The requester is advised of approval or disapproval. The following education or training does not require approval of an exception of an existing mandatory utilization requirement for application or selection:

5.47.1. Professional military education.

5.47.2. Air Force Institute of Technology education.

5.47.3. Undergraduate flying training.

5.48. Officer Duty Changes (Lieutenant Colonel and below). Duty changes are centrally managed by the assignment OPR via the DAFSC change request process. All levels of command, all supervisors, and all Airmen 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.

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

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

5.48.1.2. Approval of a duty change in itself does not guarantee an officer continues permanently to serve in the new duty or for a specified period of time. Commanders may request deferment (assignment availability code 39) not to exceed 12 months for officers who receive an approved duty change from one utilization field to another based on operational needs.

5.48.1.3. Only career officers may request a change of duty to a different utilization field. Officers with a Date of Separation within 90 days of the date of a request and those with an assignment selection date are not eligible to request a duty change. Airmen may request a change of utilization field by submitting a duty (DAFSC) change request if they believe the change results 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.

5.48.1.4. 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 enroute PCS status, see **paragraph 5.21**.

5.48.1.5. 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 4.5**. Normally, PCS of officers in conjunction with such assignments are not approved. (**NOTE:** Change of an Airman's DAFSC to match the DAFSC of a manpower authorization or change of the manpower authorization DAFSC to match an officer does not resolve the competitive category mismatch.) To change competitive categories officers may submit a request for competitive category transfer per AFI 36-2005, *Officer Accessions*.

5.48.2. 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:

5.48.2.1. From one utilization field to another (example: from AFSC 11XX to 36XX).

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

5.48.2.3. Involving waiver of the specialty eligibility requirements. Officers must meet the specialty eligibility requirements shown in the Air Force Officer Classification Directory, unless a waiver of the requirements has been requested and approved. **(T-1)** The assignment OPR must be advised of any approved waivers when a duty change is requested. **(T-1)** Approval of a waiver of the specialty eligibility requirements does not necessarily mean the duty change being requested is approved.

5.48.2.4. When it is proposed a rated officer attend a command-sponsored formal training course. Send proposed changes in advance to HQ AFPC/DP2O by email for approval.

5.48.2.5. DAFSC change resulting from classification actions per AFI 36-2101.

5.48.3. Assignment OPR approval is <u>not</u> required for the following duty changes:

5.48.3.1. Normal upgrade of the DAFSC to the fully qualified level.

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

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

5.48.4. Duty change (DAFSC) requests are submitted to the MPF on AF Form 2096, *Classification/On-the-Job-Training Action* or via in-system requests. Requests from officers must include "Self-initiated" in Section V and include the unit commander's recommendation in Section VI. **(T-1)** Using data from the AF Form 2096, the MPF updates the personnel data system. Include the following in the remarks section (abbreviate to the degree the request is understandable). If necessary, submit out of system.

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

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

5.48.4.3. Indicate if operational deferment is also requested.

5.49. Advance Academic Degree Assignment (Officers). This paragraph contains additional guidance associated with DoD Instruction 1322.10, *Policy on Graduate Education for Military Officers*. 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 Advance Academic Degree position). **(T-1)** It is the intent that officers be assigned to an Advance Academic Degree position initially following graduation. When, for operational reasons, immediate assignment upon graduation to an Advance Academic Degree position is not possible, the officer may delay fulfilling the 3 year Advance Academic Degree assignment requirement until the second assignment after graduation. Assignment OPRs and commanders are responsible for ensuring proper utilization and assignment of officers who receive Advance Academic Degrees. Therefore, during the 3 year period following graduation, or in instances where a delay to an Advance Academic Degree assignment has been granted, any change in duty position of the officer requires the advance approval of the functional assignment team. Additionally, HQ AFPC/DP2LWD must coordinate on assignments of officers awarded an Air Force Institute of Technology-sponsored Advance Academic Degree. **(T-1)** When assignment to an Advance Academic Degree position is not possible as the second assignment following graduation, then consideration may be given to permanently waive the requirement to serve 3 years in an Advance Academic Degree position and is at the discretion of the respective HQ AFPC Officer Assignment Division Chief after consultation with Air University Registrar Office (AU/CFR). However this should be done only as a last resort. The requirement to serve 3 years in an Advance Academic Degree position is in addition to an Active Duty Service Commitment requirement (see AFI 36-2107, **Table 1.1**), or mandatory utilization requirement (see **paragraph 5.47**). Example: an officer graduates from a Master's degree program sponsored by Air Force Institute of Technology but because of vulnerability for an OS involuntary short tour assignment, the officer is not assigned immediately upon graduation to an Advance Academic Degree position. The officer must be granted relief to delay assignment to an Advance Academic Degree position until the officer completes the OS tour. **(T-1)** Upon return from OS, a requirement still exists to assign the officer to an Advance Academic Degree position for 3 years (even though a portion of the Active Duty Service Commitment for the master's degree has been served). When upon return from OS, for operational reasons the officer still cannot be assigned to an Advance Academic Degree position, then the officer must again be granted relief from fulfilling the Advance Academic Degree requirement. **(T-1)** As stated above, at this time consideration should be given to permanently waiving the requirement to be assigned to an Advance Academic Degree position.

5.49.1. HQ AFPC/DP2 is responsible for the management of PhDs and master's degree candidates in Advance Academic Degree training programs. Execution of the process is delegated to each functional assignment team, while oversight is provided by HQ AFPC/DP3AM. Oversight consists of adherence to **paragraph 5.49**, applicable timelines and assignment procedures. Officers self-nominate through their functional assignment team, which in turn, prepares nominations for review during one of their functional community's Development Team meetings. Once selected, HQ AFPC/DP2LWD matches officers to requirements at specific colleges/universities and processes assignment actions to the Advance Academic Degree program. HQ AFPC/DP2LWD updates assignment availability code 48 (See **Table 2.1**) in the personnel data system. Each functional assignment team, in

coordination with HQ AFPC/DP2LWD, will process the subsequent assignment upon graduation from school. **(T-1)**

5.49.2. When, due to operational requirements, an officer cannot fill an Advance Academic Degree position after graduation, or at any subsequent time if the initial immediate requirement is waived, the assignment OPR will coordinate through Air University Registrar Office (AU/CFR) for the Advance Academic Degree payback delay or permanent waiver. **(T-1)**

5.49.3. Assignment OPRs give priority assignment consideration to officers who have obtained Advance Academic Degrees through fully-funded programs when filling Advance Academic Degree positions; however, officers possessing Advance Academic Degrees earned by other means are also used to fill Advance Academic Degree requirements whenever possible.

5.49.4. If the pool of available and qualified officers for a given academic cycle is such that not all Air Force Educational Requirement Board Advance Academic Degree requirements can be filled, the Advance Academic Degree program requirement, and thus the follow-on position, can be changed by the functional assignment team, if approved by Air University Registrar Office (AU/CFR).

5.49.5. If the subsequent Advance Academic Degree position for an Air Force Educational Requirement Board Advance Academic Degree requirement is such that it cannot be supported due to operational and /or force development requirements, the subsequent Advance Academic Degree position may be substituted with another valid Advance Academic Degree position by the functional assignment team, if approved by Air University Registrar Office (AU/CFR).

5.50. Nonrated Line (NRL) Officer Crossflow Program. AFI 36-2626, implements the Nonrated Line Officer Crossflow program. The Nonrated Line Officer Crossflow Panel is selected by AFPC/DP2. The Panel competitively select volunteers and non-volunteers from career fields with overages for crossflow/retraining into shortage AFSCs. While the Panel considers the career development of nonrated line officers, it is not the function as a Development Team. AFPC/DP2 will **(T-1)**:

5.50.1. Develop announcement message, application guidelines and Panel instructions; select Crossflow Panel members; convene the Panel; announce timeline; and notify officers of their eligibility.

5.50.2. Provide briefing slides to FSS/CCs prior to the application deadline to explain the purpose and process. The goal is to communicate AF needs at the strategic level and afford officers opportunities to consider options.

5.50.3. Prepare results package for HQ AFPC/CC approval, with courtesy copy to HQ USAF/A1P. When immediate crossflow actions are necessary, HQ AFPC/DP2, in coordination with HQ USAF/A1P, is the approval authority and does not require a Crossflow Panel.

5.51. Extended Deployment Assignment Consideration/Extended Deployment Home Station (CONUS only) Assignment Deferment. This program is designed to allow all Airmen (enlisted and officer) who qualify to request an extended deployment assignment or an in-place 24 month assignment deferment after serving an extended deployment (contingency or 365-day Extended Deployment) tour of duty for the required number of days for award of short tour credit

IAW **Table 6.6**, Rule 2, 5, or 6. See **Attachment 7** and Personnel Services Delivery Guide, Assignments: Extended Deployment Assignment Consideration/ Extended Deployment Home Station Assignment Deferment Program for Deployed Airmen.

5.52. Controlled Duty Assignment (Airmen). The Controlled Duty Assignment is a tool to ensure effective utilization of trained Airmen 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 weapon system in which training is received. The Controlled Duty Assignment is in addition to the Active Duty Service Commitment for training. The Active Duty Service Commitment obligates the Airman to serve on active duty for a specified period while the Controlled Duty Assignment controls the duty assignment.

5.52.1. Airmen with Controlled Duty Assignment 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 Controlled Duty Assignment AFSC and Major Weapon System for aircrews before completing the Controlled Duty Assignment for which obligated. The Controlled Duty Assignments for training normally are provided by a training allocation (TNGALC) RIP. In those cases where the Controlled Duty Assignment is not included with notification, the MPF will immediately contact the selection authority to obtain the Controlled Duty Assignment data.

5.52.2. Airmen who decline to obtain service retainability to fulfill Controlled Duty Assignment requirements are processed according to **paragraph 5.28.3.3.4** for career Airmen or **paragraph 5.28.3.3.5** for first term Airmen. The MPF will update assignment availability code 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 Controlled Duty Assignment retainability may be waived.

5.52.3. Waivers of Controlled Duty Assignment may be considered on a case-by-case basis to permit an Airman with insufficient Controlled Duty Assignment retainability to attend training. Controlled Duty Assignment waiver must be approved by the appropriate assignment OPR.

5.52.4. Normally the responsible technical training center will update the personnel data system with the Controlled Duty Assignment reason and expiration date.

5.53. Relieved Commanders. The assignment authority will track any officer on "G" series orders who is removed for cause (fired, rotated early, forced retirement, etc.) due to UCMJ violations, impropriety, investigations of impropriety, lost faith, etc. and report to AF/A1P quarterly.

5.53.1. The commander taking action must report the following information via an official memorandum to AFPC/DP3AM as the assignment authority as quickly as possible:

5.53.1.1. Specific reason the Airman was relieved from command. If there was any sexual misconduct, it must be reported in this notice.

5.53.1.2. Immediate and short-term plan for relieved commander. Include the officer's interim assignment and the short-term plan; such as reassignment off the installation because local utilization is not possible, a local move (provide unit, DAFSC, duty title), or that the relieved commander’s retirement request be expedited.

5.53.1.3. Investigation and Uniform Code of Military Justice (UCMJ) status: Is the officer under investigation for misconduct and/or subject to prosecution under the UCMJ.

5.53.1.4. If a referral OPR will/will not be accomplished.

5.53.1.5. Interim commander's name and rank and if he/she is on G-Series orders.

5.53.1.6. Requested command assumption date for the replacement commander. (Additional justification: i.e., "This allows approximately 2 months and 2 exercises prior to the Operational Readiness Inspection re-look.").

5.53.2. For relieved commanders in the grade of colonel and colonel select, the commanders taking action must notify the assignment authority (AF/DPO) with required documentation, as directed.

5.53.3. The commander notifies the FSS or MPF Commander so appropriate personnel updates can be made (Duty Title, DAFSC, Position Number) and an AF Form 2096 is prepared to reflect PCA action to the temporary position until assignment disposition is received.

5.53.3.1. The MPF will complete all personnel data system updates (removal of C prefix, DAFSC, duty title) based on the temporary PCA action reflected on the AF Form 2096.

5.54. Threatened Person Assignment (TPA)

5.54.1. General Information. This assignment rapidly removes the Airman and dependents from a life threatening situation. An Airman or dependents must have received threats of bodily harm or death made against them and be of such severity that military and civilian authorities are unable to provide for the family's continued safety. **(T-1)** Per DoDI 1315.18, the local Air Force Office of Special Investigations and judge advocate offices must verify the threats and circumstances before a request can be submitted. **(T-1)**

5.54.1.2. Threatened Person Assignment is not an MPF, unit commander, or Airman-initiated assignment request. The decision to request a Threatened Person Assignment rests with the installation commander or the ABG/CC at non-AF led joint bases.

5.54.1.3. The installation commander or ABG/CC at non-AF led joint bases:

5.54.1.3.1. Convenes a meeting with the Air Force Office of Special Investigations representative, FSS/CC or MPF Chief, Security Forces Commander, the Staff Judge Advocate, the Airman’s immediate commander, and other agencies as related to the situation to assess the case and determine appropriate action.

5.54.1.3.2. Decides whether to move the Airman immediately to ensure personal safety by sending the Airman TDY or moving them onto the installation, until the threat is resolved. Do not use permissive travel.

5.54.1.3.3. Does not request PCS until all other means of providing safety are exhausted.

5.54.1.3.4. Decides if reassignment is necessary and if so, prepares a memorandum with the specific facts, circumstances, and information required in **paragraph 5.54.2**. The memorandum is sent to HQ AFPC/DP3AM through the FSS/CC or MPF Chief using encrypted email for assignment determination.

5.54.2. Information Required for Threatened Person Assignment Requests. A memorandum of request, endorsed by the installation commander or ABG/CC at non-AF led joint bases, includes the following information:

5.54.2.1. Name, grade, SSN (last 4), AFSC, and unit of assignment.

5.54.2.2. Detailed explanation of facts and circumstances of confirmed threats warranting assignment as verified by Air Force Office of Special Investigations. Include Air Force Office of Special Investigations, SF, local enforcement agency reports, etc., as attachments to the memorandum. If confirmed threats are being made by a spouse or an ex-spouse and there are children from the marriage, include custody and visitation information and decision by the court which granted the divorce. If the Airman has custody of a child and the spouse or ex-spouse (parent) has a court order (example: visitation rights), consult with local Staff Judge Advocate to determine whether request can be granted under AFI 51-301, *Civil Litigation*.

5.54.2.3. Information relative to actions taken to safeguard the Airman and dependents (Airman and dependents were moved onto the installation, Airman was sent TDY, person making the threat is banned from the installation, etc.).

5.54.2.4. (For Airmen stationed OS) Recommendation of the local Staff Judge Advocate, who determines whether local (host country) authorities and the American Embassy or other US Military authorities object to the Airman's reassignment.

5.54.2.5. Details regarding jurisdiction over the offense and if the Airman is required to provide testimony, if appropriate.

5.54.2.6. Synopsis of pending administrative or disciplinary action, if appropriate.

5.54.2.7. Any factors that could disqualify or restrict Airman from performing duty in the AFSC or other awarded AFSCs, or being Personnel Reliability Program certified.

5.54.2.8. Military spouse's name and SSN (last 4), if appropriate.

5.54.2.9. Airman's assignment preferences in CONUS. Because assignments to OS locations require significantly longer processing time (medical clearance, concurrent travel, passport/visa, etc.) *normally*, only CONUS locations are considered.

5.54.3. HQ AFPC/DP3AM Actions.

5.54.3.1. Upon receipt of request, evaluates content and approves or disapproves the reassignment request.

5.54.3.2. When approved, determines final assignment, updates assignment information in the personnel data system, and notifies requesting FSS/CC or MPF Chief. **(T-1)**

5.54.3.3. When disapproved, notifies requesting FSS/CC or MPF Chief. **(T-1)**

5.54.4. Losing Installation Actions.

5.54.4.1. The FSS/CC or MPF Chief forwards the memorandum signed by the installation commander or ABG/CC at non-AF led joint bases to HQ AFPC/DP3AM using encrypted email. **(T-1)**

5.54.4.2. At a minimum the Unit Commander, Air Force Office Special Investigation (AFOSI), and Judge Advocate (JA) contacts the gaining Unit Commander, AFOSI, and JA to advise of his or her inbound TPA Airman. It is highly recommended the WG/CC notify the gaining WG/CC and WG/CCC for enlisted TPA Airmen.

5.55. Officers Desiring to Recore: AFPC will hold a crossflow board at a minimum once a year to select officers in overage AFSCs for crossflow into shortage AFSCs. This applies to Mission Support and Non-Rated Operations Officers only. Officers must satisfy (at minimum) the educational and medical requirements for the AFSC in which they desire to crossflow. Additionally, the officer must have (via email or memorandum), a statement from their current AFSC assignment functional stating they agree to release the officer for crossflow consideration. Officers must have at least three years time-in-service to be considered. The crossflow board will be the only avenue by which officers may recore (crossflow) voluntarily into a new AFSC. This helps ensure fairness, equity, and balanced AFSC manning. AFPC/DP2OSS will announce the application procedures and board timelines via 8106 message.

5.56. Joint Qualification System (JQS). Statutory changes in the John Warner National Defense Authorization Act (NDAA) for FY 2007 (NDAA 07) directed the Secretary of Defense (SecDef) to establish different levels of joint qualification, as well as, criteria for qualification at each level. The new Joint Qualification System meets this direction by acknowledging joint experiences and establishing two paths for joint credit. The standard path for an officer to acquire joint credit points toward Joint Qualified Officer status is the standard-joint duty assignment path. Joint credit points are based on validated joint experiences captured when assigned to a standard-joint duty assignment position. Joint credit points are accrued based on time served in a joint duty assignment list position in accordance with SecDef's time in position rules.

5.56.1. Non-joint duty assignment list positions or venues through which an officer demonstrates attainment of knowledge, skills, and abilities in "joint matters" are considered experienced-based joint duty assignments. Experienced-based joint duty assignment credit is accrued via a self-nomination process that an officer must complete after they leave the position. **(T-1)** Experienced-based joint duty assignment credit takes into account the intensity of where an officer works in the joint environment. Effective 1 October 2010, all active duty experience-based joint duty assignment requests must be submitted in the Joint Qualification System within one year of completion. (Refer to AFI 36-2135, Joint Officer Management, or the Joint Officer Management (JOM) Personnel Services Delivery Guide located on the myPers website for joint assignment credit, rules and procedures).

5.56.2. Standard-Joint Duty Assignment joint credit is still the primary means of achieving joint experience and joint duty credit points. HQ AFPC/DP3AM executes policy and guidance, as established by JCS/J1, and AF/A1PP on joint officer matters. This office is the liaison between the officer assignment teams, Joint Chiefs of Staff J1 offices, the Air Staff, and the Office of the Secretary of Defense. The functional assignment officers are responsible for ensuring quality force standards are applied when nominating officers to be assigned to standard-joint duty assignments on the joint duty assignment list. Only officers possessing demonstrated qualities of high personal and professional competence are assigned to a designated standard-joint duty assignment position. Selection for standard-joint duty assignments will be determined by qualifications the officer possesses to perform the required duty. Only joint qualified officers will be assigned to critical joint duty assignment positions, unless waived by OSD. **(T-0)**

5.56.3. The tour of duty for officers assigned to standard-joint duty assignment positions, as designated by SecDef, for general officers is two years and three years for all other officers. Officers are eligible to receive full Joint Tour credit after two years (24 months), if approved for an early release by their Joint Organization and HQ AFPC/DP3AM, unless otherwise specified by Department of Defense policy.

5.56.4. Overseas Tours. Officers are expected to serve the full OSD prescribed tour length. Officers who serve a 24-month unaccompanied-by-dependents tour length are also eligible to receive full Joint Tour credit.

5.56.5. Early departure from a standard-joint duty assignment position by an officer may be authorized when an officer is selected for a command assignment, career milestone assignment or professional military education. Officers selected for Command assignments (defined as boarded squadron or group command level, not including deputy positions) and officers selected for Intermediate or Senior Developmental Education who need to be released early can be submitted for bulk waivers. All other early release requests to include releases for a career milestone assignment from a designated standard-joint duty assignment position are requested on a case-by-case basis and need to be fully justified, coordinated with the joint organization, the functional assignment team and HQ AFPC/DP3AM. ***NOTE:*** Early release waivers for any officer serving less than 22 months will only be eligible to receive accrued joint credit and must follow procedures outlined in the Joint Officer Management Personnel Services Delivery Guide. **(T-0)**

5.56.6. National Defense University Procedures. AFPC develops procedures to ensure that, for the Active Component (AC), more than 50 percent of those officers be assigned to a standard-joint duty assignment as their immediate assignment following graduation from National Defense University JPME Phase II-awarding schools. One half of the officers subject to that requirement for each school, may be assigned to a standard-joint duty assignment as their second assignment following graduation. For officers graduating from the Joint Advanced Warfighting School (JAWS), 100% must be out-placed to Joint Staff designated planner positions. Specific positions are approved by the Joint Staff/J7 on an annual basis. All JQOs must be assigned to a standard-joint duty assignment as their next duty assignment following graduation unless waived on a case-by-case basis by DUSD (MPP). **(T-1)**

5.56.7. Accrued Joint Duty Credit. Officers may combine awarded accrued joint credit, not previously used, to accumulate a full tour of duty to a current joint duty assignment list tour in order to achieve enough time for award of a full tour.

5.57. Assignment Incentive Pay. Assignment Incentive Pay is a temporary compensation tool to provide an additional monetary incentive to encourage Airmen to volunteer for select difficult-to-fill or less desirable assignments, locations, or units designated by, and under the conditions of the service specified by the Secretary of the Air Force or approved by Deputy Assistance Secretary of Defense for Military Personnel Policy, DASD in accordance with AFI 36-3017, *Assignment Incentive and Special Duty Assignment Pay*.

5.57.1. Assignment Incentive Pay is awarded to service members (Active or Reserve Component) who enter into a written agreement volunteering to be assigned against positions approved for Assignment Incentive Pay and who meet specified Assignment Incentive Pay program eligibility criteria as outlined in the Personnel Services Delivery Guide.

5.57.2. For additional guidance and information including application procedures, update procedures, and responsibilities, refer to AFI 36-3017 and applicable Personnel Services Delivery Guide, Assignments in myPers for each Secretary of the Air Force approved Assignment Incentive Pay programs.

Table 5.1. Time-on-Station Requirements.

RULE	A	B	C	D	E	F	G
	If the reason for PCS is (See note 1)	And is a Career Officer or Career Enlisted Airman (See note 2)	Or Airman is a Non-career officer or First-Term Airman (See note 2)	Then the minimum time-on-station (in months) for the PCS type shown below is:			
				CONUS -to- CONUS	CONUS -to- OS	OS -to- CONUS	OS -to- OS
1	Operational (See note 3)	X		48	N/A	N/A	Completion of OS Tour
2			X	48 – First Term Airman 36 – LTs			
3	Rotational (See note 4)	X		N/A	24	Completion of OS Tour	
4			X		12		
5	Career Enlisted Airman Base of Preference (in-place or PCS)	X		48	N/A	N/A	N/A
6	first term Airman (in-place or PCS Base of Preference in conjunction with reenlistment and CAREERS retraining)		X	12	N/A	N/A	N/A
7	first term Airman (in-place Base of Preference only in conjunction with reenlistment)		X	No Minimum	N/A	N/A	N/A
8	Join Spouse	X	X	12	12	Completion of OS Tour	Completion of OS Tour
9	Humanitarian/ Exceptional Family Member (EFMP)	X	X	No Minimum	Humi-No Minimum; EFMP-N/A	No Minimum	No Minimum

10	To or From training, retraining or (officers only) education	X	X	No Minimum	N/A	N/A	N/A
11	PCS solely for training or educational purposes (DE, Air Force Institute of Technology, ACSC, etc.)	X	X	24	24	N/A	N/A
12	Surplus (as limited in note 5)	X	X	No Minimum	N/A	N/A	N/A
13	Voluntary Stabilized Base Assignment Program (Enlisted Airmen only)	X	X	48	N/A	N/A	N/A
14	Voluntary Stabilized Base Assignment Program – In-place (Enlisted Airmen only)	X	X	No Minimum	N/A	N/A	N/A
15	From CONUS-Isolated Station	X	X	See note 6	See note 6	N/A	N/A
16	Threatened Person Assignment	X	X	No Minimum	No Minimum	No Minimum	No Minimum
17	A direct result of a major weapons change (example: F-15 to F-22)	X	X	No Minimum	N/A	N/A	N/A
18	Under authority of a DoD directive, statute, or stabilized tour that prescribes a different period	X	X	As specified	As specified	As specified	As specified
19	Disqualified for continued duty as limited in note 7	X	X	No Minimum	N/A	No Minimum	No Minimum

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

NOTES:

1. Use this table in conjunction with **paragraph 5.5** Do not use this as a stand-alone table.
2. See **Attachment 1** for definition of non-career officer and first term Airmen. The minimum time-on-station for a non-career officer or first term Airman is based on the specific reason for PCS shown in Column A, and not on the fact an Airman is a non-career officer or first term Airman.
3. Operational PCS is defined as moves between permanent duty stations that are not within the same corporate city limit; are within the same OS country but do not cross the border of a country in which currently assigned; **or** move is not to/from a school which is 20 weeks or longer in duration. DOES NOT include base closure or force structure related moves.

Examples:

CONUS to CONUS move: Randolph AFB to Hill AFB

OS to OS (within same country) move: Osan AB, Korea to Kunsan AB, Korea; and Elmendorf AFB, Alaska to Eielson AFB, Alaska

4. Rotational PCS is defined as moves between permanent duty stations CONUS to OS and OS to CONUS, or move is not within the same OS country and does cross the border of the country in which assigned to another OS country. DOES NOT include base closure or force structure related moves.

Examples:

CONUS to OS move: Keesler AFB to Andersen AFB, Guam; and Scott AFB to Canada
OS to CONUS move: Ramstein AB, Germany to Columbus AFB
OS to OS move: Aviano AB, Italy to Ramstein AB, Germany; and Osan AB, Korea to Incirlik AB, Turkey
5. May be used only when the reason for surplus is one of those reasons listed in **paragraph 5.45** If an Airman is surplus for a reason other than those listed, then an exception must be requested according to **paragraph 4.5** (to include a waiver of time-on-station). Also see Rule 19. **(T-1)**
6. Airmen accompanied by dependents require 24 months time-on-station before PCS. Single or unaccompanied Airmen require 15 months time-on-station before PCS. Airmen are assigned to a maximum tour and upon expiration of assignment action code 50, they will PCS.
7. Applies only to Airmen disqualified for duty due to loss of AFSC, security clearance or access to sensitive compartmental information, 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 Airmen may serve pending requalification.

Table 5.2. Priority for OS Short Tour Selection.

PRIORITY	A	B	C
	If Airmen are (see note 1)	And assigned to a duty location	Then, select for short tours in order of (see note 2) (Airmen with an established DEROS will be selected ahead of Airmen with an indefinite DEROS)
1	In-place consecutive overseas tour volunteers	OS	Short tour returnees by greatest number of previous OS tours.
2	Consecutive overseas tour volunteers		Short tour returnees by greatest number of previous OS short tours.
3			Long tour returnees by greatest number of previous OS tours.
4	CONUS mandatory mover (CMM) volunteers	In CONUS	Date arrived station.
5	CONUS mandatory mover non-volunteers	In CONUS and are vulnerable for involuntary OS PCS selection as of their Date of Availability	No previous OS tours, by overseas duty selection date, by date arrived station.
6			Fewest previous OS short tours, by short tour return date, by date arrived station.
7	Volunteers	In CONUS	Date arrived station.

8	Non-volunteers	In CONUS	No previous OS tours, by overseas duty selection date, by date arrived station.
9			No previous OS short tours, by overseas duty selection date, by date arrived station.
10			Fewest previous OS short tours, by short tour return date, by date arrived station.

NOTES:

1. Use this table in conjunction with **paragraphs 2.3** and **5.8**.
2. To break a tie within a priority group, use the guidance in **paragraphs 2.3** and **5.8** and **Table 6.11**, note 2.

Table 5.3. Priority for OS Long Tour Selection.

PRIORITY	A	B	C
	If Airmen are (see note 1)	And assigned to a duty location	Then, select for long tours in order of (see note 2) (Airmen with an established DEROS will be selected ahead of Airmen with an indefinite DEROS)
1	In-place consecutive overseas tour volunteers for extended tour (see note 3)	OS (Airmen with an established DEROS will be prioritized before Airmen with an indefinite DEROS within each of the OS priorities)	Unaccompanied short tour returnees by greatest number of previous short tours; long tour returnees and accompanied Airmen (regardless of tour length) by greatest number of previous short tours.
2	In-place consecutive overseas tour 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.
3	Consecutive overseas tour volunteers for extended tour (see note 3)		
4	Consecutive overseas tour volunteers for standard tour		
5	CONUS mandatory mover volunteers for extended tour (see note 3)	In CONUS	Date arrived station.
6	CONUS mandatory mover volunteers for standard tour		

7	CONUS mandatory mover non-volunteers	In CONUS, vulnerable for involuntary OS PCS selection as of their Date of Availability	No previous OS tours, by overseas duty selection date ; one or more previous OS tours, by overseas duty selection date ; by date arrived station.
8	Volunteers for extended tour (see note 3)	In CONUS	Date arrived station.
9	Volunteers for standard tour		
10	Non-volunteers	In CONUS	No previous OS tours, by overseas duty selection date , by date arrived station; one or more previous OS tours, by overseas duty selection date , by date arrived station.

NOTES:

1. Use this table in conjunction with **paragraphs 2.3** and **5.8**.
2. To break a tie within a priority group, use the guidance in **paragraphs 2.3**, **5.8** and **Table 6.11**, note 2.
3. Extended long tour priorities apply to enlisted only.
4. For additional guidance on match priority within short tour returnees category, use the guidance in **Table 6.11**, note 2.

Table 5.4. 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 Airman is ineligible to obtain retainability, declines to obtain retainability, or exercises 7-day option	As directed by the assignment OPR.
2	CONUS to CONUS (including in-place actions for enlisted)	Rule 3,4,or 5 does not apply	24 months.
3		AFSC is changing as a result of change of DAFSC (officer) or retraining (first term Airman)	12 months.
4		Is approved in advance as a low-cost PCS	Not applicable.
5		Is a humanitarian PCS or expedited transfer; upon completion of hospitalization in PCS status, or upon release from confinement	24 months. (see note 7)
6	CONUS to OS		

7	OS to OS (including in-place consecutive OS tour	Is not approved in advance as a low-cost PCS	The unaccompanied tour length (see PDTATAC AP-TL-01) and meet the separation and retirement date minimums.
8		Is approved in advance as a low-cost PCS	Not applicable
9	OS to CONUS	Is a Voluntary Stabilized Base Assignment Program (enlisted only)	24 months
10		An accompanied tour is authorized according to the PDTATAC AP-TL-01, regardless if serving an accompanied or unaccompanied tour. See Rule 11 if serving an unaccompanied tour at a location managed by a Command Sponsored Position List	12 months (see note 3)
11		Or An accompanied tour is not authorized according to PDTATAC AP-TL-01, or if serving an unaccompanied tour at a location managed by a Command Sponsored Position List	12 months (see notes 4, 5, and 6)
12	To a stabilized tour		For officers, the length of the stabilized tour; for enlisted, the normal PCS retainability unless the assignment OPR specifies a longer period.

NOTES:

1. Use this table in conjunction with **paragraphs 5.28** When PCS is to an OS location, see **Table 5.6**
2. Certain assignments require service retainability greater than the minimum. When applicable, assignment OPRs state the retainability required in assignment remarks, additional assignment instructions, or a PPC.
3. When the Airman is ineligible to obtain 12 months retainability (example: an officer has an established Date of Separation or retirement date, an Airmen is High Year Tenure restricted, or is ineligible due to quality control or some other reason) or declines to obtain the retainability (example: an enlisted Airman signs an AF Form 964, or an officer elects to 7-day opt), the DEROS is extended to equal the Date of Separation/retirement date. Normally this involuntary OS tour extension is accomplished automatically by the personnel data system.
4. When an Airman is ineligible or declines to obtain 12 months retainability (see note 3 above), and has less than 7 months from DEROS to Date of Separation/retirement date, the DEROS is extended to equal Date of Separation/retirement date. When an Airman, who is ineligible or declines to obtain 12 months retainability, has at least 7 months from DEROS to Date of Separation, assignment OPRs provide an assignment (as an exception to the requirement that Airmen have 12 months service retainability).

5. An Airman eligible to obtain 12 months retainability must do so. **(T-1)** Airmen may not extend or agree to obligated service just long enough to qualify for the 7 month retainability exception in note 4. Example: An officer with an indefinite Date of Separation will incur a 12 month Active Duty Service Commitment upon PCS. He/she may not agree to incur only a 7 month PCS Active Duty Service Commitment. An enlisted Airman eligible to extend to meet the full 12 month retainability requirement must do so. **(T-1)** He/she cannot extend just enough to be eligible for the 7 month exception.
6. An Airman who cannot obtain the full 12 months retainability, but can obtain at least 7 (or more) months retainability, must obtain the maximum retainability for which he or she is eligible before they can receive an assignment under the 7 month retainability exception. **(T-1)** Example: An enlisted Airman with 5 months service retainability from DEROS to Date of Separation who is eligible to extend for only an additional 5 months (his or her maximum allowable), must extend the full 5 months (total 10 months retainability), or decline in writing. The enlisted Airman will not be permitted to extend just 2 months to be eligible for PCS under the 7 month retainability exception.
7. Minimum retainability requirement is 6 months. However, the expectation that Airmen obtain maximum authorized per High Year Tenure up to 24 months retainability, if otherwise eligible, remains. If due to short notice assignment, and retainability cannot be obtained at losing location, the Airmen will be required to obtain retainability at gaining location within 30 days from date arrived station. There is no minimum retainability required for Airmen being reassigned as a patient or prisoner.

Table 5.5. Enlisted Airman Retainability Suspense Delay.

RULE	A	B
	If an enlisted Airman requests a delay in obtaining retainability and the reason is:	Then, the MPF Chief or designated authority 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	Not later than the 25th day of the 7th month before DEROS for enlisted Airman assigned OS who will not serve an in-place consecutive overseas tour, or not later than 15 calendar days before enlisted Airman departs on PCS or enters an in-place consecutive overseas tour, or the last day of selective reenlistment bonus eligibility, whichever is earlier (see note 4).
2	For quality control reasons (see note 5)	Not later than 15 calendar days after the enlisted Airman becomes eligible for PCS but not later than 60 days prior to the Projected Departure Date, or the effective date of an in-place consecutive overseas tour, whichever is earlier.
3	For a first-term Airman with CAREERS retraining	The date of award of the 3-skill level (see note 6).

4	The enlisted Airman is on TDY or leave	Not later than 15 calendar days after return to his or her permanent duty station (for TDY of more than 60 days, forward documents and require the Airman to obtain retainability at the TDY location).
5	For an extended long OS tour (first-term Airman only)	Allow retainability for a portion of the extended tour (only) to be obtained after arrival OS (see note 7).
6	Sell leave in conjunction with reenlistment (career enlisted Airmen only)	90 days before expiration of term of service but not later than 120 calendar days before RNLTD or effective date of in-place consecutive overseas tour, 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 7th 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 5.28.8**
2. Do not grant a delay:

a. Beyond the date an enlisted Airman desires to use allowances;

b. For enlisted Airmen permanently ineligible to obtain full retainability;

c. For circumstances not shown above (example: Airmen who are High Year Tenure restricted, etc.).

3. Enlisted Airmen assigned OS must have or obtain at least 12 months retainability within 30 days of receipt of their DEROS Option and Forecast Notification RIP. **(T-1)** Delays to this requirement are not considered unless rule 1 or 7 applies (see notes 4 and 8). A delay may be granted in obtaining full consecutive overseas tour or in-place consecutive overseas tour retainability only for one of the reasons shown in the table.
4. A delay may be granted to reduce selective reenlistment bonus 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 selective reenlistment bonus AFSC and the enlisted Airman desires to reenlist in the selective reenlistment bonus AFSC for PCS retainability. Example: An Airman is assigned to Randolph AFB and is selected for reassignment to Osan AB and has an approved Follow On assignment to Hickam AFB. The Airman has the 12 months retainability. This amount satisfies the requirement for Osan but he needs 36 months retainability for Hickam. The Airman has a selective reenlistment bonus. The Airman can request a delay up to 15 days before departing Randolph but must have the 36 months retainability before departing or the Follow On will be canceled.
5. A delay for quality control reasons can only be granted if the enlisted Airman already had an assignment prior to the quality control conditions.
6. Enlisted Airmen assigned OS must have or obtain at least 12 months retainability within 30 days of receipt of their DEROS Option and Forecast Notification RIP. **(T-1)** Delays to this requirement are not considered. Enlisted Airmen must extend their enlistment the maximum IAW AFI 36-2606 if they either cannot reenlist in their present AFSC or desire to reenlist in their

retraining AFSC (which is a selective reenlistment bonus skill). **(T-1)** For reenlistment at an enroute TDY training site, the losing unit commander must obtain concurrence of the TDY unit commander to reenlist the enlisted Airman at the training site (last training site when there are more than one). **(T-1)** Do not permit departure from the last training site without the full prescribed PCS retainability. If an enlisted Airman does not reenlist upon completion of a training course, hold the enlisted Airman at the training site and notify the assignment OPR responsible for the training into AFSC, HQ AFPC/DP3AM, and the losing MPF within 3 calendar days after course completion and provide a report of the circumstances. Disposition instructions are 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 Career Job Reservation (CJR), a delay to obtain retainability for a portion of the Extended Long Overseas Tour length. At the time of initial PCS notification, he or she must extend the maximum IAW AFI 36-2606 and, having extended, then have at least the required service retainability to serve the minimum prescribed DoD standard tour length (see the JTR Appendix Q). **(T-0)** The AF Form 899, which orders 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. Example: a first term Airman selected as an extended long tour volunteer for reassignment to Ramstein, Germany, who elects the accompanied tour, is required to serve a total of 48 months. Even though the PDTATAC AP-TL-01 reflects a tour length of 36 months for an accompanied tour to Germany, the correct entry for block 11 on the AF Form 899 is “48” (JTR tour length of 36 plus the 12 months as an ELT volunteer). In addition, item 12, (Extended long tour volunteer) will reflect an “X” to indicate the Airman volunteered for, was selected for, and will serve the ELT (assignment action reason is “AO, extended tour volunteer”). 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 5.28**" Upon approval of the delay, the losing MPF updates assignment limitation code "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 Date of Separation is updated as a result of reenlistment, the DEROS automatically changes to reflect the full prescribed extended tour length. 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). See AFI 36-2102 and the Orders Processing Application Personnel Services Delivery Guide for further guidance in accomplishing the AF Form 899.

8. Airman’s request for voluntary retirement should be submitted within 30 days of DEROS forecast. The MPF does not need to report delays approved under this rule as they do not purge until the Airman is within 8 months of current DEROS. Once an Airman has an assignment selection date any retirement request is submitted under 7-day option rules.

Table 5.6. Separation and Retirement Date Minimums for OS PCS Selection.

RULE	A	B	C	D	E
	If the Airman is	And the OS tour is	And the status is volunteer	Or the status is	Then, the Airman is eligible for selection if the (see notes 1 and 2)

				non-volunteer	
1	An officer	Short dependent-restricted (when the officer *is not* being assigned to a Command Sponsored Position)		X	*Mandatory* Date of Separation or *mandatory* retirement date is the projected DEROS plus 7 months or more.
2			X		*Mandatory* Date of Separation 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 Command Sponsored Position)		X	*Mandatory* Date of Separation or *mandatory* retirement date is not less than projected DEROS for the accompanied tour length plus 12 months or more.
4		Standard long			
5	A career enlisted Airman	Short dependent-restricted (when the enlisted Airman *is not* being assigned to a Command Sponsored Position)	X	X	High Year Tenure is equal to projected DEROS, or High Year Tenure 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 Command Sponsored Position)			High Year Tenure is equal to or greater than projected DEROS for the accompanied tour (24/12 tours), or the unaccompanied tour plus 12 months (24/15 tours), or more (see note 5).
7		Standard long			High Year Tenure is equal to or greater than projected DEROS for the accompanied tour (see note 6).
8		Extended long		N/A	
9	A first-term enlisted	Short dependent-restricted (when the Airman *is not*		X	Initial expiration of term of service is equal to projected DEROS, or initial ETS must

	Airman (see note 7)	being assigned to a Command Sponsored Position)			be 7 or more months after projected DEROS (see notes 8 and 9).
10			X		Maximum obtainable Date of Separation (extension of initial enlistment of up to 48 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 Command Sponsored Position)		X	Initial expiration of term of service is equal or greater than projected DEROS for the unaccompanied tour length (see note 8).
12			X		Maximum obtainable Date of Separation (extension of initial enlistment up to 48 months) is equal or greater than projected DEROS for the unaccompanied tour length plus 12 months.
13		Standard long		X	Initial expiration of term of service is equal or greater than projected DEROS for the unaccompanied tour length (see note 8).
14			X		Maximum obtainable Date of Separation (extension of initial enlistment of up to 48 months) is equal or greater than the accompanied tour length. (see note 10).
15		Extended long	X	N/A	

NOTES:

1. Use this table in conjunction with **paragraph 5.28** and **Table 5.4**
2. Assignment OPRs will obtain waivers of this requirement from HQ AFPC/DP2 for Lt Cols and below and SMSgts and below; AF/DPO for Cols and selects, and AF/DPE for CMSgts and CMSgt selects. **(T-1)**
3. For officers, as an exception, select a volunteer if he or she provides a written statement indicating understanding that their DEROS is involuntarily extended to match their mandatory Date of Separation or mandatory retirement date. In this case, the or she separates or retires upon completion of the involuntarily extended OS tour.
4. Career enlisted Airmen, regardless of volunteer status, are ineligible for PCS selection if upon completion of an unaccompanied short tour, they are subject to involuntary DEROS extension due to High Year Tenure restriction. HQ AFPC/DP2 is the waiver authority for PCS selection.
5. Career enlisted Airmen, regardless of volunteer status, marital status or whether or not the enlisted Airman has dependents, must have or be eligible to obtain retainability indicated to be

eligible for selection. **(T-1)** HQ AFPC/DP2 is the waiver authority. The intent of a retainability requirement beyond completion of the unaccompanied OS tour length is: either to ensure the enlisted Airman can obtain the required retainability to receive a CONUS PCS after an unaccompanied OS tour and preclude involuntary extension of an unaccompanied tour due to lack of PCS retainability, or to ensure adequate retainability to allow election of an accompanied tour. The retainability requirement beyond tour completion is not intended to preclude an involuntary DEROS extension due to lack of PCS retainability for enlisted Airmen who are serving an accompanied tour. The accompanied tour length is not always 12 months more than the unaccompanied tour (e.g. 24/15 month tours), so eligibility for selection uses the accompanied tour length for 24/12 tours, OR the unaccompanied tour length plus 12 months for 24/15 tours. 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 enlisted Airmen, regardless of volunteer status, marital status or whether or not the enlisted Airman has dependents, must have or be eligible to obtain retainability indicated to be eligible for selection. **(T-1)** HQ AFPC/DP2 is the waiver authority.

7. Consider a first-term Airman with an approved career job reservation as a career enlisted Airman for retainability for OS PCS selection.

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

9. HQ AFPC/DP2 must approve selection for PCS of an enlisted Airman when, upon completion of an unaccompanied OS short tour the enlisted Airman would have less than 7 months PCS retainability. **(T-1)**

10. Airmen must be able to obtain retainability, regardless of marital status or whether or not Airmen have dependents, to allow Airmen to elect the accompanied tour length or to request command sponsorship if they acquire dependents. **(T-1)** Also see **Table 5.5**, Rule 5.

Table 5.7. Determining Assignment Selection Date (ASD).

RULE	A	B	C	D	E
	When an Airman is (see note 1)	And is an officer	Or, is enlisted	Then, the assignment selection date is (see note 2)	And the date is
1	Selected for PCS by the assignment OPR and a prior assignment selection date has not been established per rules 2, 3 or 4	X	X (see note 3)	Established by the assignment OPR (see note 4)	When Airman is selected to fill a specific requirement (see note 5).
2	Scheduled to complete an OS tour or CONUS maximum stabilized tour			Automatic (see note 4)	The last day of the 10th calendar month before the

					DEROS or maximum tour availability month (see note 5).
3			X		The 25th day of the 8th month before the DEROS or maximum tour availability month
4	Vulnerable for PCS selection	X		Established by the assignment OPR (see note 4)	Approximately 8 to 10 months prior to projected PCS selection (see note 5).
5	Identified by the MAJCOM or lower level	X		The date a name was applied to the requirement	Approved by the assignment OPR, or the assignment OPR may specify a different date.
6	Nominated for possible reassignment	X	X	The date a name was applied to the requirement	Approved by the assignment OPR, or the assignment OPR may specify a different date
7	Selected for a training or education course	X	X		As determined by the event selection authority.
8	Assigned to a unit which is moving or deactivating; a base which is closing; or unit/base undergoing other realignment action			Established by the assignment OPR	As directed by HQ US AF or as authorized by HQ AFPC/DP3AM (officers) or HQ AFPC/DP2LWA (enlisted).

9	Reported as available for reassignment			Established by the MAJCOM	Approved by the assignment OPR, or the assignment OPR may specify a different date.

NOTES:

1. Use this table in conjunction with **paragraphs 5.29** and **5.23**. Besides PCS selection by the assignment OPR, this rule includes selection by the selection authority for training (whether or not listed in the Air Education and Training Course Announcement (ETCA) located at (**http://etca.randolph.af.mil**)) or an education course, whether the Airman attends training or education course in PCS or TDY status (including TDY on the same base).
2. AF/DPG (for general officers, including brigadier general selects), AF/DPO (for colonels, including colonel selects), AF/DPE (for CMSgts and CMSgt selects) or HQ AFPC/DP3AM (for Lt Col and below and SMSgt and below) may authorize the use of an assignment selection date other than as shown (example: a permanent change of assignment (PCA) on the same station).
3. For enlisted Airmen retraining, the assignment selection date is the date of the letter from HQ AFPC which approves or directs retraining.
4. When the assignment selection date is based on a schedule (officers and enlisted) or vulnerability for PCS selection (officers only), that is an official assignment selection date for his or her next assignment. As of the assignment selection date and thereafter, 7-day option provisions apply to the date of separation or retirement an Airman can request as described in **paragraph 5.29**, however, Airmen are not required to apply for separation or retirement within 7 days of being notified of the establishment of an assignment selection date. The 7 day suspense requirement applies later when the Airman is officially notified of actual PCS selection with end location, RNLTD, and so on. When the assignment selection date is established based on a schedule or vulnerability for PCS selection, then the assignment selection date which appears in an assignment transaction received through the personnel data system is the date the assignment OPR updated the personnel data system with the end assignment information. An automatic assignment selection date is not established for an officer or enlisted Airman based on scheduled completion of a CONUS minimum stabilized tour.
5. For officers, the assignment selection date is the date an officer is selected by name by the assignment OPR; OR the assignment selection date 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 an Airman becomes 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 5.29** begins when officially notified of selection with end assignment location and counseled on the Active Duty Service Commitment incurred.
7. Enlisted Airmen nominated do not have to exercise the 7-day option or decline to obtain service retainability until the assignment OPR determines them to be a firm selectee and they are officially notified of selection. After final selection of nominees, the assignment selection date of nominees not selected are canceled.

Table 5.8. Seven-Day Option Separation and Retirement Dates for CONUS Based Airmen

RULE	A	B	C	D	E	F
	If the Airman is (see note 1 and 2)	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	And is serving in the CONUS, (see note 1)
1	An officer who has been officially notified of selection for PCS, or training, **or**, who has an assignment selection date but has not been notified of actual PCS selection	Colonel, including colonel select	X		No Active Duty Service Commitment, **or**, an Active Duty Service Commitment that expires within 3 months after the event notification date (mo/yr)	Request a retirement date which is not later than the 1st day of the 4th month after the event notification date (mo/yr), however, the actual retirement date approved will be based on the needs of the AF. (See note 3)
2				X		Request a separation date which is not later than the 1st day of the 4th 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 Active Duty Service Commitment that expires more than 3 months after the event notification date (mo/yr)	Is not eligible to request retirement or separation under 7-day option provisions. See para 4.5. for exceptions
4	An officer who has an assignment selection date (based on placement	Lt Col or below	X (See note 4)		No Active Duty Service Commitment, **or**, an Active Duty Service Commitment	Request a retirement date which is not later than the 1st day of the 12th month after assignment selection date establishment (mo/yr), however, the

	on the final VML) but has not been officially notified of actual PCS selection				that expires within 12 months after the assignment selection date (mo/yr)	actual retirement date approved will be based on the needs of the AF.
5	An officer officially notified of selection for PCS or training		X (See note 5)		No Active Duty Service Commitment, **or**, an Active Duty Service Commitment that expires within 6 months after the event notification date (mo/yr), **or**, has an Active Duty Service Commitment that does not exceed the Active Duty Service Commitment he or she would incur for the event for which selected	Request a retirement date which is not later than the 1st day of the 7th month after event notification date (mo/yr) (refer to paragraph 5.29), **or**, the 1st day of the month after completion of 20 years TAFMS or Active Duty Service Commitment, whichever is latest. The actual retirement date approved will be based on the needs of the AF.
6	An officer officially notified of selection for PCS or training	Lt Col or below	X (See note 6)		An existing Active Duty Service Commitment that expires after the Active Duty Service Commitment that will be incurred from event for which selected	is not eligible to request retirement or separation under 7-day option provisions.

7	An officer who has an assignment selection date (based on placement on the final VML) but has not been officially notified of actual PCS selection	Lt Col or below		X (See note 7)	No Active Duty Service Commitment, **or** an Active Duty Service Commitment that expires within 12 months after the ASD	Request a separation date which is not later the 1st day of the 12th month after assignment selection date establishment, however, the actual separation date approved will be based on the needs of the AF.
8	An officer officially notified of selection for PCS or training	Lt Col or below		X (See note 8)	No Active Duty Service Commitment, **or** an Active Duty Service Commitment that expires within 6 months after the event notification date (mo/yr), **or**, has an Active Duty Service Commitment that does not exceed the Active Duty Service Commitment he or she would incur for the event for which selected and the Active Duty Service Commitment he or she would incur for the event for which selected will not take them over	Request a separation date which is not later than the 1st day of the 7th month after event notification date (mo/yr) (refer to paragraph 5.29.), or the day after completion of the current Active Duty Service Commitment, whichever is latest. The actual separation date approved will be based on the needs of the AF.

					20 years TAFMSD	
9	An officer officially notified of selection for PCS or training	Lt Col or below		X (See note 9)	No Active Duty Service Commitment, **or** an Active Duty Service Commitment that will expire before he or she reaches 20 years TAFMS and the Active Duty Service Commitment he or she would incur for the event for which selected extends beyond the date they reach 20 years TAFMS	Request a retirement date which is no later than the 1st day of the month after the month he or she completes 20 years TAFMS.
10	An officer officially notified of selection for PCS or training	Lt Col or below	X (See note 10)	X (See note 11)	No Active Duty Service Commitment, **or** an Active Duty Service Commitment that will expire after he or she reaches 20 years TAFMS, but will not take him or her beyond the Active Duty Service Commitment he or she would incur for event for which selected	Request a retirement date which is not later than the date he or she completes 20 years TAFMS, **or** his or her longest Active Duty Service Commitment (if current Active Duty Service Commitment takes him or her beyond 20 years TAFMS).
11	Enlisted officially	CMSgt or below	X		The required retainability and	Request a retirement date which is not later

	notified of selection for PCS, TDY, or training, **or** who has an assignment selection date but has not been notified of actual PCS selection		(See note 12)		no Active Duty Service Commitment, **or** an Active Duty Service Commitment that expires within 6 months after the event notification date (mo/yr)	than the 1st day of the 7th month after the event notification date (mo/yr) if he or she reaches 20 years TAFMS on or before the 1st day of the 7th month in current enlistment.
12			X (See note 13)		Insufficient retainability and refuses to obtain it and no Active Duty Service Commitment, **or** an Active Duty Service Commitment that expires within 6 months after the event notification date (mo/yr)	Request a retirement date which is not later than the 1st day of the 7th month after the event notification date (mo/yr) if he or she reaches 20 years TAFMS on or before the 1st day of the 7th month in current enlistment, or current enlistment as extended as outlined in paragraphs 5.29.3.6.4 and 5.29.3.7; **or** may decline to obtain PCS retainability as outlined in paragraph 5.28.
13	Enlisted officially notified of selection for PCS, TDY, or training, **or** who has an assignment selection date but has not been notified of	CMSgt or below		X (See note 14)	Insufficient retainability and refuses to obtain it	Is not eligible to request retirement under 7-day option provisions, but may decline to obtain retainability as outlined in paragraph 5.29.
14			X (See note 15)		The required retainability and an Active Duty Service Commitment that expires more than 6	Is not eligible to request retirement under 7-day option provisions.

	actual PCS selection				months after the event notification date (mo/yr)	
15				X (See note 16)	The required retainability and no Active Duty Service Commitment, **or** an Active Duty Service Commitment that expires more than 6 months after the event notification date (mo/yr)	

NOTES:

1. Use this table in conjunction with **paragraph 5.29** DO NOT use this table alone to determine eligibility or effective dates. DO NOT use this table when Airmen are serving OS or on a CONUS maximum stabilized tour, instead use **paragraphs 5.29.2.7.2**, or **5.29.2.7.3** (for officers) or **paragraphs 5.29.3.6.2** or **5.29.3.6.3** (for enlisted). Also see **paragraph 5.28** and AFI 36-3203 for officer and enlisted Airmen retirements, and AFI 36-3207 for officer separations.
2. Establishment of an assignment selection date is addressed in **paragraph 5.23** and **Table 5.7** During the time between establishment of an assignment selection date and notification of actual PCS selection (with an end location, etc.), if an Airman requests separation or retirement, the request must be according to 7-day option provisions. **(T-1)**
3. If a colonel or colonel select has 19 years TAFMS or more and will not reach 20 years TAFMS as of the 1st day of the 4th month following event notification (mo/yr) the officer may request a retirement date through AF/DPO for the first day of the month upon completion of 20 years TAFMS. **(T-1)**
4. The following is an example to clarify Rule 4:

Member: Lt Col Schuler
Assignment selection date: 10 Nov 2010 (placement on final Vulnerable Mover List)
TAFMSD: 26 Feb 1991 (19 years, 9 months as of assignment selection date)
Current Active Duty Service Commitment: 11 Mar 2011 (expires within 12 months after the assignment selection date)
Lt Col Schuler may request a retirement date which is no later than 1 Nov 2011 (1st day of the 12th month after assignment selection date establishment) but no earlier than 1 Apr 2011 (1st day of the month following completion of an existing Active Duty Service Commitment)

5. The following is an example to clarify Rule 5:

Member: Maj Lewis
Assignment selection date: 1 Mar 2010
Assignment Notification Date: 4 Mar 2010
TAFMSD: 28 Dec 1987 (over 20 years as of assignment notification date)

Current Active Duty Service Commitment: N/A
Incurring Active Duty Service Commitment: 24 months from 31 Aug 2010 RNLTD
New Active Duty Service Commitment: 31 Aug 2012
Maj Lewis may request a retirement date which is no later than 1 Oct 2010 (1st day of the 7th month after event notification date) but no earlier than 1 Jul 2010 (minimum 120 days)
6. The following is an example to clarify Rule 6:
Member: Lt Col Hunter
Assignment selection date: 1 Mar 2011
Assignment Notification Date: 6 Mar 2011
TAFMSD: 26 Feb 1991 (19 years, 9 months as of assignment notification date)
Current Active Duty Service Commitment: 11 Mar 2014 (expires beyond the incurring Active Duty Service Commitment for PCS)
Incurring Active Duty Service Commitment: 24 months from 30 Apr 2011 RNLTD
New Active Duty Service Commitment: 30 Apr 2013
Lt Col Hunter is ineligible for retirement under the 7-day option
7. The following is an example to clarify Rule 7:
Member: Capt Thomas
Assignment selection date: 10 Nov 2010 (placement on final VML)
TAFMSD : 9 Aug 2004 (6 years, 3 months as of assignment selection date)
Current Active Duty Service Commitment: 12 Aug 2011 (expires within 12 months after the assignment selection date)
Incurring Active Duty Service Commitment: 24 months from 20 Jun 2011 RNLTD
New Active Duty Service Commitment: 20 Jun 2013
Capt Thomas may request a separation date which is no later than 1 Nov 2011 (1st day of the 12th month after assignment selection date establishment) but no earlier than 13 Aug 2011 (day after completion of the current Active Duty Service Commitment)
8. The following is an example to clarify Rule 8:
Member: Capt Galluci
Assignment selection date: 10 Feb 2011
Assignment Notification Date: 14 Feb 2011
TAFMSD: 17 Dec 2003 (7 years, 2 month as of assignment notification date)
Current Active Duty Service Commitment: 1 Jan 2013
Incurring Active Duty Service Commitment: 24 months from 10 Jul 2011 RNLTD
New Active Duty Service Commitment: 10 Jul 2013
Capt Galluci may only request a separation date of 2 Jan 2013 (date following completion of the current Active Duty Service Commitment)
9. The following is an example to clarify Rule 9:
Member: Maj Houston
Assignment selection date: 3 Mar 2010
Assignment Notification Date: 4 Mar 2010 (to Hawaii)
TAFMSD: 15 Oct 1992 (18 years, 5 months TAFMS as of assignment notification date)
Current Active Duty Service Commitment: 30 Sep 2011 (won't take her beyond 20 yrs TAFMS or beyond the incurring Active Duty Service Commitment for PCS)
Incurring Active Duty Service Commitment: 36 months from 31 Aug 2011 RNLTD
New Active Duty Service Commitment: 31 Aug 2014

Maj Houston may only request a retirement date of 1 Nov 2012 (1st day of the month following completion of 20 years TAFMS).
10. The following is an example to clarify Rule 10:
Member: Lt Col Floyd
Assignment selection date: 15 Mar 2010
Assignment Notification Date: 18 Mar 2010
TAFMSD: 20 Jun 1991 (19 years, 3 months as of assignment notification date)
Current Active Duty Service Commitment: 30 Nov 2011 (takes her beyond 20 yrs TAFMS but not beyond the incurring Active Duty Service Commitment for PCS)
Incurring Active Duty Service Commitment: 24 Months from 1 Jun 2010 RNLTD
New Active Duty Service Commitment: 1 Jun 2012
Lt Col Floyd may only request a retirement date of 1 Dec 2011 (1st day of the month following completion of current Active Duty Service Commitment that takes her beyond 20 years TAFMS).
11. The following is an example to clarify Rule 10
Member: Lt Col Bowes
Assignment selection date: 15 Mar 2010
Assignment Notification Date: 18 Mar 2010
TAFMSD: 20 Sep 1991 (18 years, 6 months as of notification date)
Current Active Duty Service Commitment: N/A
Incurring Active Duty Service Commitment: 24 Months from 1 Jun 2010 RNLTD
New Active Duty Service Commitment: 1 Jun 2012
Lt Col Bowes may only request a retirement date of 1 Oct 2011 (1st day of the month following completion of 20 yrs TAFMS).
12. The following is an example to clarify Rule 11 when Airman is assigned in the CONUS, who is over 19 years TAFMS or more, has an Active Duty Service Commitment expiring within 6 months, does have full retainability, and can retire on the 1st day of the 7th month following event notification.
Member: MSgt Escobar
Assignment selection date: 15 Sep 2016
Assignment Notification Date: 16 Sep 2016
TAFMSD: 2 Jan 1997 (19 years, 8 months as of notification date)
Date of Separation: 31 Dec 2018 (24 months retainability from 15 Dec 2016 RNLTD)
ETS: 31 Dec 2018 (24 months retainability from 15 Dec 2016 RNLTD)
Current Active Duty Service Commitment: 18 Jan 2017 (expires 4 months after event notification date)
MSgt Escobar may request a retirement date of 1 Feb 2017 (earliest date/completion of Active Duty Service Commitment) or 1 Apr 2017 (latest date/1st day of the 7th month after notification).
13. The following is an example to clarify Rule 12 when Airman is assigned in the CONUS, who has 19 years TAFMS or more, has an Active Duty Service Commitment expiring within 6 months, does not have full retainability and is requesting to retire in lieu of, will not complete an AF Form 964, but may retire on a date as extended as outlined in **paragraph 5.29.3.6.4** and **5.29.3.7**.
Member: MSgt Culley
Assignment selection date: 15 Sep 2016
Assignment Notification Date: 16 Sep 2016

TAFMSD: 5 Sep 1997 (19 years as of notification date)
Date of Separation: 12 Jul 2017 (6 months retainability from 15 Jan 2017 RNLTD)
ETS: 12 Jul 2017 (6 months retainability from 15 Jan 2017 RNLTD)
Current Active Duty Service Commitment: 18 Feb 2017 (expires 5 months after event notification date)
MSgt Culley may request a retirement date of 1 Oct 2017 ONLY; which is the 1st day of the month following the month he reaches retirement eligibility; however is required to request for extension of enlistment with his retirement application and will not complete an AF Form 964.
14. The following is an example to clarify Rule 13 when Airman is assigned in the CONUS, does not have full retainability and refuses to obtain it, and are not eligible to request retirement.
Member: MSgt Miller
Assignment selection date: 15 Sep 2016
Assignment Notification Date: 16 Sep 2016
TAFMSD: 24 Oct 1998 (17 years, 11 months as of notification date)
Date of Separation: 14 May 2017 (5 months retainability from 31 Dec 2016 RNLTD)
ETS: 14 May 2017 (5 months retainability from 31 Dec 2016 RNLTD)
MSgt Miller is not retirement eligible and is ineligible to 7-day opt, he does not have full retainability and refuses to obtain it, then he must decline retainability on an AF Form 964, as outlined in **paragraph 5.28**
15. The following is an example to clarify Rule 14 when Airman is assigned in the CONUS, does have full retainability, has an Active Duty Service Commitment beyond 6 months, and is not eligible to request retirement.
Member: CMSgt Alejandro
Assignment selection date: 15 Sep 2016
Assignment Notification Date: 16 Sep 2016
TAFMSD: 2 May 1997 (19 years, 4 months as of notification date)
Date of Separation: 31 Dec 2018 (24 months retainability from 15 Dec 2016 RNLTD)
ETS: 31 Dec 2018 (24 months retainability from 15 Dec 2016 RNLTD)
Current Active Duty Service Commitment: 18 May 2017 (more than 6 months)
CMSgt Alejandro has an Active Duty Service Commitment beyond 6 months and has the retainability for the assignment, therefore she is ineligible for retirement under the 7-day option program and must go on assignment. Declination is not an option.
16. The following is an example to clarify Rule 14 when Airman is assigned in the CONUS, does have full retainability, does not have an Active Duty Service Commitment, and are not retirement eligible.
Member: SMSgt Haines
Assignment selection date: 15 Sep 2016
Assignment Notification Date: 16 Sep 2016
TAFMSD: 2 Nov 1999 (16 years, 10 months as of notification date)
Date of Separation: 31 Dec 2018 (24 months retainability from 15 Dec 2016 RNLTD)
ETS: 31 Dec 2018 (24 months retainability from 15 Dec 2016 RNLTD)
SMSgt Haines has no Active Duty Service Commitment and has the retainability for the assignment, and is not retirement eligible; therefore she is ineligible for retirement under the 7-day option program and must go on assignment. Declination is not an option.

Table 5.9. De-Conflicting PCS Assignment and AEF Contingency Deployment Selection.

RULE	A	B	C	D
	If the AEF contingency deployment vulnerability window & PCS assignment RNLTD overlap and assignment selection was: (see notes 1 and 4)	And the Airman is a volunteer for the assignment	And the Airman is a non-volunteer for the assignment	Then the commander in priority order will:
1	Prior to AEF contingency deployment selection	X	X	1. Select another Airman to deploy. 2. If no other Airmen are available, request an RNLTD extension with justification. (see notes 2 and 4)
2	After AEF contingency deployment selection and <u>is within</u> 60 days of departure for the AEF contingency deployment or required associated training (see note 4)	X	X	1. Request an RNLTD extension (see note 2). 2. Request assignment cancellation (see note 3).
3	After AEF contingency deployment selection, and <u>has more</u> than 60 days till departure for the AEF contingency deployment or required associated training (see note 4)	X		1. Select another Airman to deploy. 2. Request an RNLTD extension with justification (see notes 2 and 4). 3. Request assignment cancellation (see note 3).
4			X	Reselect for AEF contingency deployment as non-volunteer PCS selection remains firm.
5	After AEF contingency deployment departure (see note 4)	X		1. Request an RNLTD extension (see note 5). 2. Request assignment cancellation (see note 3).
6			X	1. Request an RNLTD extension. 2. Request assignment cancellation.

NOTES: (The mission ultimately dictates if a RNLTD adjustment or assignment cancellation is most appropriate. The gaining CC, losing CC, HQ AFPC/DP2, work closely together to determine what action is in the best interest of the Air Force and the Airman.)

1. Placement in an AEF contingency deployment vulnerability window (i.e. association) is not

the same as being identified to actually deploy. Being identified to deploy is defined as being tasked (selected by name) and/or training for the deployment has already started.
2. Requests are forwarded to HQ AFPC/DP3AM as an exception to policy and are considered on a case-by-case basis. Commander must justify why the Airman cannot be replaced on deployment. In case of short notice assignment, a later RNLTD may be appropriate. **(T-1)**
3. Upon CC request, HQ AFPC/DP2 assignment teams will cancel the PCS regardless of the Airman's volunteer status.
4. Updating the proper duty status code (20, 21 or 25), AEF Indicator, and accurately reporting departure dates in the personnel data system, prevents the assignment system from selecting Airmen for OS assignments with a RNLTD within the deployment period plus 30-days upon return.
5. The CC must request a RNLTD extension as the only option if the Airman was a volunteer for the assignment. **(T-1)** Returning the Airman from deployment is not an option unless the deployed CC, Command Chief Master Sergeant, MAJCOM/A1R, HQ AFPC/DP2, and HQ AFPC/DP3AM agree it is in the best interest of the Air Force.

Table 5.10. Determining Projected Departure Date and RNLTD.

RULE	A	B	C
	If PCS is	Then the Projected Departure Date is determined IAW paragraph 5.31 and	And the RNLTD is determined IAW paragraph 5.32 and is
1	CONUS to OS	The commander and Airman	The last day of the requirement month, or as directed by the assignment OPR.
2	Consecutive overseas tour	The commander and Airman and departure must be within the DEROS month	
3	OS to CONUS		The DEROS plus 45 calendar days, or as directed by the assignment OPR.
4	CONUS to CONUS (unless rule 5, 6, or 7 applies)	The commander and Airman	The last day of the requirement month, or as directed by the assignment OPR.
5	From training or education (does not apply to non-prior service (NPS) enlisted pipeline students, refer to Attachment 17 to determine Projected Departure Date and RNLTD)	The commander and the graduation date (see note)	45 calendar days after the graduation date (see note).
6	To training or education	The commander and Airman, and if current assignment is OS, departure must be within DEROS month	1 day before the class starting date, or as required by the Air Force Education and Training Course Announcements.

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 joint duty assignment tour (officer only)	Departure before expiration of assignment availability code 46 is not authorized except per paragraph 5.11.	

NOTE: When the PCS is OS, the Airman's port call may be earlier than the RNLTD month as determined by the actual departure date, and leave and travel time authorized. This will preclude a requirement to request a change to the RNLTD and Airman to not use more leave than desired. Under such circumstances, reporting OS prior to the RNLTD month does not result in a Category 1 PCS Processing Discrepancy.

Table 5.11. 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/DP2.
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/DP2O.
5	Completes formal or special technical training	Equal to Active Duty Service Commitment incurred under AFI 36-2107 but not exceed 4 years, effective the day after completion of training (see	The AFS for which the officer trained.

		note 3)	
6	Graduates from the Air Force Institute of Technology education program (including Airmen Education and Commissioning Program~~,~~ 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 Extended Active Duty date	The same as held while assigned to Air Force Institute of Technology, and the assignment OPR will assign the Airman to an Advance Academic Degree position per paragraph 5.49. (does not apply to Airmen Education and Commissioning Program).
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 5.47** The mandatory utilization requirements apply whether or not the personnel data system 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 6

OVERSEA (OS) DUTY

6.1. OS General Information. Mission sensitivities, coupled with the OS environment, require assignment of Airmen whose qualifications, performance, and conduct meet established AF standards. This chapter supplements the general policies and procedures prescribed elsewhere in this instruction and contains guidance applicable to OS tour lengths, management of Airmen while assigned OS, and actions in conjunction with OS tour completion. Airmen will not be assigned to active duty on land outside the US and its territories or possessions until they have completed AF basic training requirements. In time of war or national emergency declared by Congress or the President, the period of required basic training (to include specialty training immediately following basic training), or its equivalent, shall not be less than 12 weeks. Airmen must be at least 18 years of age to be assigned to a hostile fire or imminent danger area (See **Table 2.2**). The DoD Financial Management Regulation (DoD FMR), Volume 7A designates those areas which are hostile fire or imminent danger areas.

6.2. OS Tour Lengths. OS tour lengths prescribed by DoD are normally based on quality of life conditions with long tour locations usually comparing favorably to U.S. standards. Normally all Airmen assigned to a location serve the prescribed tour length, regardless of the military Service in which they serve. However, there are exceptions and most of these are shown below or are listed by location in the PDTATAC AP-TL-01. Also, OS tour lengths Airmen serve can be affected by choices Airmen are authorized to make as outlined in **paragraph 6.11**. Airmen performing duty at a permanent duty station which has a different tour length than that of their parent organization or a different tour length than the location of the manpower authorization to which assigned (see **paragraph 1.2** and **2.4** for additional guidance), will serve the tour length applicable to their permanent duty station. **(T-1)** Per Congressional guidance, the standard tour length for Airmen stationed outside the CONUS is 36 months accompanied and 24 months unaccompanied (except for Alaska and Hawaii), unless the AF provides conclusive evidence to the DoD that tours at specific locations should be shorter because of the lack of support facilities. The tour length (for assignment planning purposes) is 36 months accompanied and 24 months unaccompanied if the PDTATAC AP-TL-01 does not specify a tour length for a location. Accompanied by dependent tours and command sponsorship of dependents are permitted only when government family quarters or government approved family quarters and support facilities are available to the Airman. When a tour length of less than 36/24 is requested, before selection of Airmen for PCS, the Assignment OPR must obtain tour length approval from DoD according to **paragraph 6.2.1** below, or by SAF when the guidance in **paragraph 6.2.3** applies. **(T-0)**

6.2.1. 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 6.2.3**. Requests to establish a tour length or change to the DoD prescribed tour lengths reflected in the PDTATAC AP-TL-01, 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. DoDI 1315.18 contains specific site survey data and other information required as justification for the requested tour length. Tour lengths based on factors other than quality of life conditions are requested as an exception according to **paragraph 6.2.2** and approved by DoD.

6.2.1.1. Whenever possible, the effective date of a change of OS tour length should be far enough in advance (approximately 12 months or more) that the fewest number of Airmen projected for assignment are affected, or a sufficient amount of time exists to cancel Airmen selected for PCS and reselect, if appropriate, without undue hardship to Airmen or waste of PCS funds. This is very important when the OS PCS selection criteria changes from long to short, or vice versa. Because of commitments to follow-on assignments, etc., it may not be possible in all cases to preclude any impact on Airmen who are projected for assignment. Similarly, whenever possible, a tour length change should exclude those Airmen currently assigned unless it is clearly appropriate to include them. Establishing a tour length change effective date which affects Airmen already selected for assignment or currently assigned can create turmoil, hardship, stress on families and Airmen, and generate additional PCS costs.

6.2.1.2. When an OS tour length change requires an immediate or near-term effective date affecting Airmen projected with an assignment or currently assigned, specific guidance is provided when the tour length change is announced.

6.2.2. Tour Length Exceptions. In some instances tour lengths are specified by DoD based on duty to be performed or category of Airmen 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 identifies 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 Airmen, or the tour length for AF Airmen is an exception), such tours are not prorated (also see **paragraph 6.8**). Requests for tour length exceptions (those which are not based on quality of life conditions at a location, such as, for Professional Military Education (PME), formal education, in conjunction with training, a school, scholarship, fellowship or grant, and so on) may be submitted per **paragraph 4.5** for consideration and approval by the appropriate level. Adequate time should be allowed to permit the exception request to be submitted to DoD for consideration. When it is known that the duration of an assignment is less than the normal prescribed tour length for an OS location, then either a request for OS tour length exception is requested and approved in advance, or curtailment of the tour length prescribed for the location is requested and approved as an exception per **paragraph 4.5**. Documentation on approved OS tour length exceptions, including some circumstances not listed in this instruction, is maintained by HQ AFPC/DP3AM.

6.2.3. "AF Only" Tour Lengths. The SAF may establish the tour length for a location or country not listed in the PDTATAC AP-TL-01 provided only AF Airmen (fewer than 25) are assigned and it does not involve introducing command-sponsored dependents into an area where dependents currently are not authorized. The documentation required in support of these requests is the same as that to establish or change a tour length as explained in **paragraph 6.2.1**, but does not require DoD approval.

6.2.4. Alaska and Hawaii Tour Lengths. Assignment to a major military installation in Alaska and Hawaii is, in many respects, similar to duty within the CONUS (customs, laws, language, etc.). However, some aspects are similar to duty OS, that is, geographically separated from the CONUS, Airmen receive OS allowances, and so on. For these reasons, personnel management for most locations in Alaska and Hawaii is a combination of both CONUS and OS policies and procedures. Unless the PDTATAC AP-TL-01 indicates otherwise, both the

accompanied and unaccompanied minimum tour lengths are 36 months. Airmen who desire to remain assigned beyond completion of the minimum tour may opt to keep their automatic indefinite DEROS (see **paragraph 6.5.5.1.1**), request extension of tour, or an IPCOT.

6.2.5. Officer joint duty assignment (JDA) OS Tour Length. See **paragraph 5.56**. To receive credit for completion of a JDA tour, the period of time an officer must serve OS may differ from the normal DoD prescribed tour length (tour length published on joint duty assignment listing). **(T-0)** A joint duty assignment tour is not subject to tour proration.

6.2.6. Air Liaison Officer and Air Mobility Liaison Officer Duty Tour Length.

6.2.6.1. Officers assigned from the CONUS to OS for Air Liaison Officer/Air Mobility Liaison Officer duty must serve a minimum of 24 months, accompanied or unaccompanied, at the Air Liaison Officer/Air Mobility Liaison Officer location. **(T-1)** Upon completion of the 24 month Air Liaison Officer/Air Mobility Liaison Officer tour, officers may be reassigned on a consecutive overseas tour to serve the full prescribed tour at the gaining location, for which they receive COT leave travel allowances, or they may be reassigned to the CONUS. An Air Liaison Officer/Air Mobility Liaison Officer tour is not subject to proration.

6.2.6.2. Officers reassigned intra-theater to serve an Air Liaison Officer/Air Mobility Liaison Officer 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 Air Liaison Officer/Air Mobility Liaison Officer location. **(T-1)** Consecutive overseas tour leave travel allowances are not authorized as this move is a continuation of OS tour. An Air Liaison Officer/Air Mobility Liaison Officer tour is not subject to proration.

6.2.7. Contract Tours. Airmen assigned to locations where the tour length is specified by government-to-government contract will serve the specified contract tour. **(T-0)** 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 cannot be prorated.

6.2.8. 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 household goods, etc., at government expense is contingent upon the officer meeting all other allowance criteria except the normal accompanied long tour retainability requirement.

6.2.9. Defense Attaché Tour Lengths. The Director, Defense Intelligence Agency (DIA), determines the tour lengths and whether the tours will be accompanied or unaccompanied for Airmen assigned to the Defense Attaché System. Assignment instructions stipulate the tour length to be served. Attaché tours are not subject to proration.

6.2.10. Command Sponsored Position List Tour Lengths. A command sponsored position is a position established as such because of a direct supporting role to the warfighter or life support, mission essential to maintain the armistice and/or support the warfighter. These positions require duties where continuity is essential to mission effectiveness and a list of positions is maintained by the installation. At locations where election of the accompanied by dependents tour is restricted by a command sponsored position, a limited number of Airmen

selected to serve what is otherwise a dependent-restricted unaccompanied tour may be given the opportunity to elect an accompanied by dependents tour and receive command sponsorship of dependents. The criteria used to determine who may be authorized to elect an accompanied tour may vary. Not all Airmen are eligible to serve an accompanied tour in those locations where such tours are authorized. Eligibility is contingent upon the Airman's actual duty assignment. Airmen identified to fill or offered a command sponsored position, but who elect instead to serve the unaccompanied tour length, are not required to serve the accompanied tour length and are considered to be serving a dependent-restricted unaccompanied tour.

6.2.11. Key Billet Tour Length. Certain manpower positions may be formally designated and approved as "key billets" in OS units or activities where the presence of the Airman is of such unusual responsibility that continued presence for at least 24 months is determined to be absolutely essential to the mission of the activity of the unit or to the US presence in that area. The key billet designation applies only to those OS locations where the accompanied tour is at least 24 months. Airmen filling key billets, whether accompanied or unaccompanied, will serve a 24 month tour. **(T-0)** Key billet tours are not subject to proration.

6.2.11.1. Since it is mandatory that Airmen filling approved key billets serve the 24 month tour, requests for key billet designations must be submitted, in writing, by the requester through the unified commander (USPACOM, USCENTCOM, USCINCLANT, etc. when joint positions are involved), or for Service-specific positions through the parent MAJCOM to the approval authority with an information copy to HQ AF/A1PPA and HQ AFPC/DP3AM. **(T-1)** The approval authority, as reflected in DoDI 1315.18, is as follows:

6.2.11.1.1. The Joint Chiefs of Staff for the Joint Staff and other activities under its cognizance.

6.2.11.1.2. The Principal Under Secretary of Defense (Personnel & Readiness) for joint staffs and activities under OSD cognizance.

6.2.11.1.3. The Secretary concerned, when subparagraphs 6.2.11.1.1. or 6.2.11.1.2. do not apply.

6.2.11.2. Key billet requests include:

6.2.11.2.1. Specific duty location, MAJCOM, AFSC, grade, duty title, and position number.

6.2.11.2.2. Position description and justification for a 24 month tour based on the unusual responsibility and need for continuity in the position.

6.2.11.2.3. Statement that government-furnished quarters are available for the Airman and that concurrent travel of dependents is authorized.

6.2.11.2.4. Statement that key billet is at a location where command sponsorship of family members is authorized.

6.2.11.3. Once the approval authority makes a decision, the requester, AF/A1PPA, and HQ AFPC/ DP3AM is notified. The approval authority and HQ AFPC/DP3AM will maintain a master listing of all approved AF key billets. **(T-1)** When a position no longer requires key billet designation or the designated position changes, the original requesting activity will notify HQ AFPC/DP3AM, in writing, so the master list can be kept current. **(T-1)**

6.2.12. Designated Location Move Tour Length. Airmen selected for assignment to a dependent-restricted location who request and receive approval for a Designated Location Move according to AFI 36-3020 serve an unaccompanied tour of 24 months when the OS country where the Airman will serve is the same as the native country of his or her civilian spouse (see **Table 6.1**). **(T-1)** Airmen do not receive short tour credit. A Designated Location Move tour is not subject to proration. For award of ODSD based on a 24 month unaccompanied Designated Location Move tour refer to **Table 6.5**.

6.2.13. (Enlisted Only) Extended Long OS Tour (ELT) Length. The AF extended long OS tour length is the prescribed long accompanied or unaccompanied tour shown in the PDTATAC AP-TL-01, plus 12 additional months. This voluntary program affords enlisted Airmen special assignment selection consideration ahead of volunteers for the DoD prescribed OS tour length according to the priorities shown in **Table 5.3**. Example: an enlisted Airman with dependents who volunteers and is selected as an extended long tour volunteer for a location with a 36 month accompanied and 24 month unaccompanied tour length would be required to serve 48 months accompanied or 36 months unaccompanied. **NOTE:** This program does not apply to short tour locations, that is, the PDTATAC AP-TL-01 lists the tour lengths as NA/12, 24/12, or 24/15. Enlisted Airmen who are selected for an extended long tour , 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). **(T-1)** Allowing such action would result in enlisted Airmen receiving special assignment selection priority without serving the longer tour. First term Airmen who have extended their enlistment the maximum IAW AFI 36-2606 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 5.28** and **Table 5.5**, Rule 5 and note 7. See **paragraph 6.2.13.3** and **Attachment 8** for ELT requirements in conjunction with join spouse assignment.

6.2.13.1. The AF Form 899 which directs reassignment of Airmen selected under this program must reflect that the Airman was selected for and will serve as an extended long tour volunteer. Example: an Airman selected as an extended long tour volunteer for reassignment to Ramstein, Germany, who elects the accompanied tour, is required to serve a total of 48 months. Even though the PDTATAC AP-TL-01, reflects a tour length of 36 months for an accompanied tour to Germany, the correct entry for block 11 on the AF Form 899 is "48" (JTR tour length of 36 plus the 12 months as an extended long tour volunteer). In addition, item 12, (Extended long tour volunteer) will reflect an "X" to indicate the Airman volunteered for, was selected for, and will serve the extended long tour (assignment action reason is "AO, extended tour volunteer"). Finally, item 24 (Remarks) of the AF Form 899 will reflect the correct Active Duty Service Commitment of "48" months (tour length plus 12) and the statement, "Airman has obtained the full 48 months retainability for the standard accompanied extended long tour ." Retainability must be obtained before authentication of orders. 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). See AFI 36-2102 and the Orders Processing Application Personnel Services Delivery Guide for further guidance in accomplishing the AF Form 899.

6.2.13.2. An enlisted Airman serving an extended OS tour is not usually reassigned involuntarily from the country for which initially selected. When involuntary reassignment to another country is necessary, the tour length is prorated on request of the enlisted Airman according to **Table 6.10**, rule 1, and **paragraph 6.8**. On PCS notification the enlisted Airman is required to sign a statement indicating whether or not he or she desires DEROS proration. **(T-1)** When an enlisted Airman desires DEROS proration and the prorated DEROS would result in the Airman serving less than 12 months at the gaining location, the MPF will reclama the assignment. **(T-1)** The enlisted Airman is not allowed to depart until a response to the reclama is received. **(T-1)**

6.2.13.3. When one Airman of an enlisted military couple is selected as an extended tour volunteer, the joining spouse (regardless of the assignment action reason shown in the assignment) will also serve the extended long tour (see **paragraph 6.2.13** and **Attachment 8**, **paragraph A8.8.3**) unless waived by HQ AFPC/DP3AM. Waivers to less than the prescribed accompanied standard tour length are not authorized. **(T-3)**

6.2.14. (Officers Only) Accompanied Equivalent Tour Length Program. The officer accompanied equivalent tour length program affords a single 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:

6.2.14.1. During the initial relocation briefing, the MPF will counsel single officers with no dependents of the option to choose an accompanied equivalent tour length when an accompanied tour is authorized by the PDTATAC AP-TL-01. **(T-1)** 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. The officer sends an email to his or her MPF Assignment Counselor, Subject: (FOUO)–Officer Accompanied Equivalent Tour Length Volunteer Statement with the following information: "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 this location. I understand as a result of this volunteer statement I am obligated to serve the prescribed unaccompanied tour length of [# of months] PLUS an additional [# of months], which makes the total OS tour length I agree to serve equal to the prescribed accompanied tour length shown in the PDTATAC AP-TL-01. I understand and agree that my Active Duty Service Commitment 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." The MPF uses this email to record an officer's choice and is the source document for the entry in the Remarks section of the PCS orders as required below. The email is filed in the Airman's relocation folder.

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

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

6.2.14.4. DEROS extension requests for officers serving the accompanied equivalent tour length may still be requested as outlined in **paragraph 6.5.6**.

6.2.14.5. Any request to change back to the unaccompanied tour length after departure on the OS PCS are processed as a DEROS curtailment as provided in **paragraph 6.5.8**.

6.2.15. Lask, Poland Tour Length. Airmen assigned to Lask, Poland, serve a 12-month unaccompanied, dependent-restricted tour (NA/12) to support the aviation detachment at this OS location. This location will not be referenced in the PDTATAC AP-TL-01, since it is an "AF Only" tour, per **paragraph 6.2.3**, as authorized and approved by Secretary of the Air Force.

6.3. Credit for OS Service. Credit is given for OS service performed in any of the Armed Forces of the U.S. within the guidelines below. OS duty begins on the date of departure from the CONUS, for assignment purposes, unless an Airman has leave approved in an OS area. Credit for OS service begins on Airman's date of arrival at the new OS station for an Airman with approved leave in an OS area prior to reporting to a new OS duty station. Credit for OS service ends on the date of arrival at the CONUS port of entry, unless an Airman has leave approved in an OS area after completion of an OS tour. When an Airman has leave approved in an OS area after completion of an OS tour, then credit for OS service ends upon departure from the current OS duty station. As explained below, "award" of an OS service date means to give the Airman a new date equal to the completion date of the last TDY performed in a cumulative TDY period which qualifies for award of a new date. Example: an Airman who has never served OS has a TAFMSD and ODSD of 10 Sep 2000. Upon completion of an OS TDY, that qualifies for credit of a completed short tour per **Table 6.6**, on 25 Oct 2009; the Airman would be awarded a new ODSD of 25 Oct 2009 and awarded short tour credit. An "adjustment" of an OS service date is adding the number of days an Airman was in TDY status to a previously awarded date. Example: an Airman serving in the CONUS last returned from PCS OS on 25 Sep 2003 (ODSD is 25 Sep 2003) and he or she performs 5 days TDY OS from 1 Feb 2005 through 5 Feb 2005. Upon completion of the OS TDY the Airman's ODSD would be adjusted by 5 days to 30 Sep 2003.

6.3.1. In cases where the OS tour completion dates are earlier than the TAFMSD, the ODSD and short tour return date (see **paragraph 6.4.1.2** and **6.4.2.2**) are updated to match the TAFMSD (the ODSD and short tour return date cannot be before an Airman's TAFMSD).

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

6.3.3. AF Airmen performing duty with the Navy (such as officer Navy exchange tours) when assigned to AF units in the CONUS (which are collocated with Navy facilities) and who are deployed to sea are considered to be performing CONUS to OS TDY and are credited for TDY according to the rules in **Table 6.6**. Airmen assigned OS and are performing duty with the Navy are assigned PCS to land-based AF units OS (which are collocated with Navy facilities).

These Airmen when deployed to sea are considered performing OS to OS TDY and are credited for TDY according to the rules in **Table 6.6**.

6.3.4. Update of OS Service.

6.3.4.1. OS Credit for PCS. The ODSD, short tour return date, and number of short tours, if applicable, are automatically updated in the personnel data system when the Airman completes or is curtailed from an OS tour. The appropriate tour credit automatically updates once the Airman in-processes at the new location and the MPF gains the Airman to file. Tours starting prior to Jan 2000 that are missing from Airman's record cannot be updated by the MPF, however tours starting after Jan 2000 that are missing can be updated by the MPF. Submit a correction request IAW **paragraph 6.3.4.3** for missing tours that started prior to Jan 2000. **Table 6.5** provides the rules for award or adjustment of the ODSD and/or short tour return date based on PCS.

6.3.4.2. OS Credit for TDY. The ODSD, short tour return date, and number of short tours, if applicable, is automatically updated in PDS when an Airman completes 2 or more consecutive days TDY in an OS location. This day-for-day credit is automatic when travel vouchers are filed. The interface between the AF Military Personnel Data System and the Defense Finance Accounting Service (DFAS) makes it possible for Airmen to receive automatic OS TDY credit for his or her OS service. **NOTE:** Airmen who perform OS TDYs and who file their travel voucher through other than Air Force FSO (i.e., Army, Navy) must provide a copy of their paid travel voucher to their 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). **(T-1)** MPF must ensure that all data fields are updated, using information from the travel voucher, to document the TDY. **(T-1)** The 43F data documents the date the travel voucher was processed by FSO. **Table 6.6** provides the rules for award or adjustment of the ODSD and/or short tour return date based on TDY.

6.3.4.3. Errors discovered by the Airman or MPF on OS dates (ODSD, short tour return date, 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/DP3AM. **(T-1)** 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. **(T-1)** Requests for corrections 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 short tour return date, and what the ODSD and short tour return date should be based on the information provided. If the dates for the TDY tour award overlaps with another OS TDY accumulation award, the Airman decides what type of tour they want to receive credit for IAW **Table 6.6**. Airmen cannot receive dual credit for overlapping TDY tours. Tours correction requests are sent via CMS to HQ AFPC/DP3AM IAW Personnel Services Delivery Guide, OS Credit for PCS and TDY.

6.3.5. Credit for OS service prior to the date of this publication cannot be corrected or otherwise changed by the MPF because policies, definitions, tour lengths, and so on are subject to change over time. Send unusual cases, such as those based on prior service or service in another branch of the US Armed Forces, via CMS to HQ AFPC/DP3AM (to AF/DPG for generals and general selects, AF/DPO for colonel and colonel selectees, and AF/DPE for

CMSgts and CMSgt selects) for review and final decision. All requests for OS duty credit for prior service in the US Armed Forces include the documentation listed in **paragraph 6.3.4.3**. It is the Airman's responsibility to provide the documentation. Do not send cases to HQ AFPC/DP3AM for review without the appropriate documentation to make a decision. In the case of prior service in which an Airman claims service at sea, include special orders assigning the Airman to and from the ship, copies of the ship's logs for the period of time sea service claimed, reports of separation verifying the Airman's prior service, and any other documentation that substantiates the Airman's request. In addition, see **paragraph 6.3.4** for the guidance on AF Airmen who perform sea duty.

6.4. Overseas Duty Selection Date (ODSD) and Short Tour Return Date. The ODSD and short tour return date are awarded and adjusted according to **Tables 6.5** and **6.6**, and the following guidelines below. HQ AFPC/DP3AM may authorize award or adjustment of ODSD/short tour return date as an exception to the guidance in this instruction. A source document validated by HQ AFPC/DP3AM or this instruction authorizes such credit.

6.4.1. ODSD. The ODSD is used along with other factors to place Airmen in the proper sequence for selection for an OS tour (long or short) as shown below and in **Tables 5.2** and **5.3** For selection for an OS short tour, the ODSD is used as shown below and in **Table 5.2**. The ODSD is the most recent of the following:

6.4.1.1. Non-prior service Airmen are awarded an initial ODSD equal to their TAFMSD; or

6.4.1.2. For prior service Airmen who have completed a prior OS tour, the ODSD is either the TAFMSD or date Airmen completed the OS tour, whichever is most recent. If the stop date of a prior service OS long tour is before the adjusted TAFMSD then the OS tour information may be input in the personnel data system under the OS tour history area for historical purposes, but this data does not adjust the ODSD. The ODSD remains the same as the adjusted TAFMSD if more recent; or

6.4.1.3. The ODSD is the date an Airman arrives in the CONUS after completing a long or short OS tour; or

6.4.1.4. The date which is 1 day before arrival at a new permanent duty station on a consecutive overseas tour when there is no travel through the CONUS; or

6.4.1.5. On completion of the current tour for an in-place consecutive overseas tour (see **paragraph 6.5.7**); or

6.4.1.6. The date of return from the last TDY when a new ODSD is awarded (see **Table 6.6**); or

6.4.1.7. The total number of days served on an OS TDY(s) which are added day-for-day to the ODSD upon completion of the TDY (only TDYs of two or more consecutive days are creditable for TDY performed after 5 Jan 1995).

6.4.2. Short Tour Return Date and Number of Short Tours Completed. The short tour return date and number of short tours completed are used in combination with the ODSD and other factors to place Airmen in the proper sequence for selection for OS short tours as shown in **Table 5.2**. The short tour return date is the most recent of the following:

6.4.2.1. Non-prior service Airmen are awarded an initial short tour return date equal to their TAFMSD; or

6.4.2.2. For prior service Airmen who have completed a prior OS short tour, the short tour return date is either the TAFMSD or date Airman completed the OS short tour, whichever is most recent. If the stop date of a prior service OS short tour is before the adjusted TAFMSD, then the OS tour information may be input in the personnel data system under the OS tour history area for historical purposes, but this data does not adjust the short tour return date. However, it is credited to the short tour counter. The short tour return date remains the same as the adjusted TAFMSD if more recent; or

6.4.2.3. The short tour return date is the date the Airman arrives in the CONUS after completing a short OS tour; or

6.4.2.4. 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

6.4.2.5. On completion of the current tour when it is a short tour for an IPCOT (see **paragraph 6.5.7**); or

6.4.2.6. The date of return from the last TDY when a new short tour return date is awarded (see **Table 6.6**); or

6.4.2.7. The total number of days served on an OS TDY(s) which are added day-for-day to the short tour return date upon completion (only TDYs or two or more consecutive days are creditable for TDY performed after 5 Jan 1995).

6.5. 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 is coordinated with the joint organization (Director, J-1, or equivalent) and HQ AFPC/DP2LWA. See Personnel Services Delivery Guide, DEROS Management for procedural guidance.

6.5.1. Initial DEROS Establishment and Computation. The tour length for the initial DEROS is established according to **Table 6.4**, an Airman's tour election, remarks in PCS orders, the Assignment Action Reason or instructions from the assignment OPR. The DEROS is computed by adding the OS tour length (in months) to the date departed CONUS (or date arrived station when applicable). Example: an Airman with an RNLTD of 30 Jun 2008 who departs the CONUS on 20 Jun 2008 to serve a 36 month tour would have a DEROS of 20 Jun 2011. An Airman with an RNLTD of 10 Sep 2008 who departs the CONUS on 1 Sep 2008 to serve a 12 month tour would have a DEROS of 1 Sep 2009. An Airman with an RNLTD of 10 Feb 2008 who departs the CONUS on 31 Jan 2008 and arrives on 1 Feb 2008 to serve a 12 month tour would have a DEROS of 1 Feb 2009 (this Airman should not have departed the CONUS prior to the DEROS month according to **Table 6.4** and **paragraphs 5.31** and **5.32**. No other method is used to compute the DEROS except when Airman is authorized to report prior to his or her RNLTD month. In those instances DEROS is computed by adding the OS tour length to the RNLTD month. The DEROS is updated per the Personnel Services Delivery Guide. The DEROS for general officers (and 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 6.4**, or based on assignment instructions from the assignment OPR. HQ AFPC does not change the DEROS of general officers (or selectees) once initially established. Send DEROS change requests out of system to AF/DPG for approval and reentry into the personnel data system. For all Airmen, when PCS orders show the Airman elected the accompanied tour, the initial DEROS is based on the accompanied tour length, whether or not the Airman arrives with dependents. If the Airman desires to change his or her tour election after arrival at the OS duty station, see **Table 6.3** and/or **paragraph 6.11**.

6.5.2. Adjustment of DEROS. An adjustment of DEROS is a change (extension, curtailment, proration, tour election change, etc.) after initial award. **Table 6.4** describes those events which necessitate adjustment of DEROS.

6.5.3. DEROS Election Option or Forecast Notification. All enlisted Airmen assigned OS and all officers assigned to Korea only will receive a DEROS Election Option or Forecast Notification which reflects several DEROS Options. **(T-1)** Officers indicate their DEROS elections at the time they are placed on the VML for all OS locations other than Korea. The DEROS Election Option is automated through the vMPF at short tour locations (for officers [Korea only] and enlisted) and for enlisted Airmen (only) who are eligible to make an OS Tour Extension Incentive Program (OTEIP) election (see **Attachment 12**) at long tour locations. The DEROS Forecast Notification is automated through the vMPF at all other locations (that is enlisted at long tour locations, except for Airmen eligible to make an OTEIP election). The automation of the DEROS election Option and Forecast Notification, its purpose, and DEROS options are explained below.

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

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

6.5.3.3. Both the DEROS Election Option and Forecast Notification require an Airman to elect one of the DEROS management options listed in **paragraphs 6.5.5**. Depending on which option the Airman elects, additional actions may be required, such as obtaining the required retainability.

6.5.3.3.1. Airmen who are notified of a DEROS Election Option must review it, initial next to their preference, sign the RIP, and have their supervisor and commander sign it. **(T-1)** Airmen must return the RIP to the MPF NLT 30 calendar days from date it was produced. **(T-1)**

6.5.3.3.2. Airmen who are notified of a DEROS Forecast Notification must review their options and elect a DEROS option. **(T-1)** The Airman must submit the RIP to the MPF with the elected DEROS option NLT 30 calendar days from the date it was produced. **(T-1)** The MPF will update the DEROS option. **(T-1)** This update automatically flows the request to the commander for coordination. Once the commander coordinates, it automatically flows to the MPF. The MPF forwards to HQ AFPC. HQ AFPC is the final approval authority for all DEROS option requests.

6.5.4. OS Returnee Counseling Program. All Airmen assigned OS must be advised of the specific options available to them. **(T-1)** To accomplish this, the MPF must give enlisted the Personnel Services Delivery Guide, Assignments: Overseas Returnee/CMM Counseling Handout and must give officers the Air Force Officer Assignment System Guide. **(T-1)** The MPF is responsible for providing up-to-date handouts to each Airman at the same time in which they receive his or her DEROS Election Option or Forecast Notification RIP. Airmen are responsible for reading the contents of the Personnel Services Delivery Guide or Air Force Officer Assignment System Guide and ensuring they understand all their DEROS options or seek assistance from their MPF. See **Attachments 9** and **14** for program information. The minimum OS returnee counseling requirements are satisfied when the MPF provides the Airman a copy of the Personnel Services Delivery Guide or Air Force Officer Assignment System Guide and confirms the Airman's acknowledgement of receipt. An Airman's receipt of the handout or guide is the primary proof that counseling has been provided. The MPF is encouraged to conduct face-to-face OS returnee counseling briefings either individually or by group to supplement the information in the guide. MPF arranges individual counseling upon request.

6.5.5. DEROS Options. Most DEROS options are intended to increase the stability of the Airman and family, save PCS costs by deferring or eliminating the move of the Airman and his or her replacement, and provide continuity to the unit of assignment. Each DEROS Option is reviewed on its individual merits and a recommendation for approval or disapproval is based on a combination of factors. These factors include eligibility, duty performance, conduct, adaptability, medical suitability, the impact of continued OS duty on the Airman and family, and opportunities for continued local career progression. A recommendation for disapproval may not be based solely on the passage of time.

6.5.5.1. Indefinite DEROS. Airmen who desire to remain at the OS duty location beyond their minimum prescribed tour length may elect the indefinite DEROS option. The commander may recommend approval or disapprove the Indefinite DEROS request as long as it is consistent with DoD and AF policy. Commanders and Airmen must comply with procedures outlined in **paragraph 6.5.3.3** to request an Indefinite DEROS. **(T-1)**

6.5.5.1.1. For Alaska or Hawaii, Airmen assigned to a long tour location have their DEROS automatically changed to indefinite at the time their DEROS Election Option or DEROS Forecast is automated in the vMPF. Airmen's options are: confirming and accepting the indefinite DEROS with their commander's concurrence; requesting reinstatement of the original DEROS; or electing any other option available as referenced through the vMPF.

6.5.5.1.2. Enlisted Airmen with an indefinite DEROS who have OS preferences reflected in the personnel data system receive continuous consideration for consecutive overseas tour selection.

6.5.5.1.3. Enlisted Airmen with an indefinite DEROS must maintain at least 8 months service retainability to maintain the indefinite DEROS and receive continuous consecutive overseas tour consideration. **(T-1)** Once an enlisted Airman is within 8 months of Date of Separation, he or she is no longer considered for a consecutive overseas tour and his or her DEROS is automatically established to match his or her Date of Separation. This, in turn, causes the enlisted Airman to be identified for

separation. Enlisted Airmen must obtain and maintain sufficient service retainability to avoid establishment of an involuntary DEROS as outlined in **paragraph 5.28** and **Table 6.9**. **(T-1)**

6.5.5.1.4. Eligible enlisted Airmen who want to participate in the Overseas Tour Extension Incentive Program cannot also elect an indefinite DEROS, and vice versa. Participation in the Overseas Tour Extension Incentive Program requires enlisted Airmen to make an entitlement election and agree to a specific period (12 month extension), and the period requires a specific start and stop date.

6.5.5.1.5. To establish a DEROS from an indefinite DEROS, Airmen request a DEROS through the vMPF, self-service actions. The requested DEROS cannot be more than 15 months, nor less than 12 months from the date of request. To allow for systematic rotation the unit commander or the assignment OPR may approve an alternate DEROS that is not more than 15 months or less than 9 months from the date selected via the vMPF. Officers with an indefinite Date of Separation 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. **(T-1)** Enlisted Airmen who desire to retire should request establishment of a DEROS to coincide with their retirement application. Enlisted Airmen who desire to separate automatically have a DEROS established when they get within 8 months of Date of Separation.

6.5.5.1.6. An Airman's unit commander can request a DEROS be established from an indefinite DEROS for the reasons listed in **paragraph 6.5.5**, 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.

6.5.5.2. Airmen within 60 days of DEROS. When an Airman is within 60 days of the first day of the DEROS month (OS returnees are considered mandatory movers) and has not received an assignment, the MPF sends an email message to the assignment OPR. The assignment OPR determines assignment and updates the personnel data system. The assignment OPR will notify the MPF via return email. **(T-1)** The email message from the MPF includes:

6.5.5.2.1. Grade, name, SSN (last 4), CAFSC.

6.5.5.2.2. DEROS, SEIs, CONUS and OS preferences.

6.5.5.2.3. All assignment availability codes and assignment limitation codes with date of availability/expiration date, if applicable.

6.5.5.2.4. Date of separation. Include statement to show whether Airman extended or reenlisted, and date of action.

6.5.5.2.5. If there are any personnel actions, assignment actions, or requests for assignment pending that could conflict with the short-notice assignment. If so, state the kind of action and the status. If none, so state.

6.5.5.2.6. If Airman previously declined retainability for an assignment, was declination statement signed, and date signed? Was the Airman a career Airman or a first-term Airman when declination was signed?

6.5.5.2.7. CMSgts. OS selections and returnee assignment match processes for CMSgts are managed by AF/DPE.

6.5.6. Voluntary DEROS Extension. Airmen may request a DEROS extension not to exceed the standard accompanied tour length at the current location in a single increment. Upon deciding how long to extend, Airmen should consider if he or she is eligible to obtain at least 12 months retainability after the requested DEROS in order to be eligible for a CONUS PCS. Also, enlisted Airmen in a selective reenlistment bonus AFSC requesting a DEROS extension should be counseled in regards to the effect on their Selective Reenlistment Bonus due to retainability requirements for the DEROS extension. Selective reenlistment bonus eligible Airmen should consider requesting a retainability suspense delay as outlined in **Table 5.5**. All other enlisted Airmen must obtain the appropriate retainability as outlined in **paragraph 5.28**. **(T-1)** To request a voluntary DEROS extension, Airmen must comply with procedures as outlined in **paragraph 6.5.6.6**. **(T-1)** Enlisted Airmen serving in short tour areas who extend their OS tour for a period of 6 or more months and those in long tour areas who extend for a period of 12 months are given higher assignment priority within their returnee match group as outlined in **Table 6.11**. This is done to encourage enlisted Airmen to request voluntary OS DEROS extension during their DEROS Option window.

6.5.6.1. Approval/Disapproval Authority. Unit commanders may recommend approval or disapprove extension requests as outlined in **Table 6.7**. Approval recommendations are forwarded to the assignment OPR. Assignment OPRs approve or disapprove extension requests submitted for consideration.

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

6.5.6.3. Enlisted Airmen eligible for the Overseas Tour Extension Incentive Program must apply using their DEROS Election Option and ensure their extension request is directly processed and submitted/updated. **(T-1)** An Overseas Tour Extension Incentive Program extension is different than other voluntary DEROS extensions. Refer to **Attachment 12** for further Overseas Tour Extension Incentive Program guidance.

6.5.6.4. DEROS extensions for Airmen 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**.

6.5.6.5. Airmen ineligible to obtain CONUS PCS service retainability computed IAW **Table 5.4** (example: enlisted Airmen who decline to obtain retainability) have their DEROS involuntarily extended to match their Date of Separation (see **Table 6.9**).

6.5.6.6. A DEROS extension request submitted later than 30 days from the day the DEROS Election Option or DEROS Forecast Notification is produced is submitted and considered as an exception to **paragraph 6.5.3.3.1**. This type of request requires full justification and may be disapproved by the commander. When the unit commander recommends approval, the request is forwarded to the assignment OPR for a final decision.

6.5.6.7. Airmen surplus to current unit authorizations may request a DEROS extension and may be approved if they can be utilized within another MAJCOM at the same location. The MPF forwards this type request, along with recommendations of both commanders concerned, to the assignment OPR for a final determination. If approved, appropriate PCA instructions and DEROS change are flowed via the personnel data system.

6.5.6.8. Airmen may request cancellation of any part of an approved voluntary DEROS extension provided:

6.5.6.8.1. The new DEROS does not place an enlisted Airman within the OS allocation cycle as outlined in **Attachment 13**, or an officer does not have an assignment selection date according to **Table 5.7**.

6.5.6.8.2. Airmen have or obtain the full minimum service retainability for a CONUS assignment as outlined in **Table 5.4**.

6.5.6.8.3. Airmen who have voluntarily extended their OS tour are not involuntarily reassigned during the period of extension to any other location without the approval of HQ AFPC/DP3AM. If reassignment is mandatory, these Airmen are reported to the appropriate assignment OPR as available for CONUS assignment.

6.5.6.8.4. OS DEROS extension is viewed as a commitment to the Airman. Requests for cancellation of all or part of a DEROS extension by the Airman's commander is an exception to procedures and requires full justification to the 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.

6.5.7. Consecutive OS Tour , In-Place Consecutive OS Tour, and Involuntary Consecutive OS Tour (ICOT).

6.5.7.1. Consecutive Overseas Tour. The objective of the voluntary consecutive overseas tour program is twofold: conserve PCS funds by encouraging eligible Airmen to serve consecutive OS tours and reduce PCS turbulence. Since OS returnees require rotation from OS, a move from the CONUS to the OS location is eliminated when an OS returnee fills another OS requirement. Consecutive overseas tours are authorized for any combination of OS assignments (short to long, long to long, etc.).

6.5.7.1.1. General Information. All PCS assignments between OS duty stations are accomplished as consecutive overseas tours except when an Airman is reassigned on a continuation of tour due to being surplus (**paragraph 5.45**). Do not use the abbreviation COT in reference to a continuation of tour.

6.5.7.1.1.1. Airmen reassigned on a consecutive overseas tour must serve the full prescribed tour at their current location and serve the full prescribed tour at the gaining location. **(T-1)** Exceptions involving curtailment of current OS tour and reassignment on a consecutive overseas tour may be requested according to **paragraph 4.5** and are considered on a case-by-case basis.

6.5.7.1.1.2. The Airman's overseas duty selection date and short tour return date (if applicable) are updated after completion of the original tour, plus any approved DEROS extension.

6.5.7.1.1.3. For consecutive overseas tours, no priority travel of dependents or guarantee of government quarters is given over Airmen being assigned from the CONUS.

6.5.7.1.2. Consecutive Overseas Tour Consideration. To receive consideration for a consecutive overseas tour, Airmen must be eligible for PCS to include having at least 12 months PCS retainability from current DEROS, and meet consecutive overseas tour eligibility requirements. **(T-1)** See **paragraph 5.28**, **Table 5.4** and **Table 5.6** for further information concerning retainability requirements and separation and retirement date minimums for OS PCS selection. Officers (except judge advocates) volunteer for a consecutive overseas tour using the Airman Development Plan. Enlisted Airmen volunteer for a consecutive overseas tour by updating OS preferences in vMPF as advertised during their OS EQUAL Cycle.

6.5.7.1.3. Consecutive Overseas Tour Selection Priorities/Procedures and Retainability Requirements. Consecutive overseas tour volunteers receive assignment consideration according to the priorities in **Table 5.2** and **Table 5.3**.

6.5.7.1.3.1. Enlisted volunteers for consecutive overseas tours receive consideration for requirements (reporting) during their DEROS month plus the following 2 months (example: a consecutive overseas tour volunteer with a June DEROS receive consideration for requirements with reporting during June, July, or August). Airmen with an indefinite DEROS receive continuous consideration for consecutive overseas tours provided their DEROS remains indefinite, they maintain OS preferences in the personnel data system, they remain eligible for PCS, and they are not within 8 months of their Date of Separation. Once an Airman is within 8 months of his or her Date of Separation, the DEROS is automatically established to equal the Date of Separation and consecutive overseas tour consideration stops.

6.5.7.1.3.2. Airmen with an indefinite DEROS selected for a consecutive overseas tour will not depart before completing the full current tour, plus any previously approved DEROS extensions. **(T-1)**

6.5.7.1.3.3. Airmen are considered for consecutive overseas tours in their CAFSC; however may request consideration in an additionally awarded AFSC through the MPF to the assignment OPR. Such a request is submitted prior to assignment selection date and the needs of the AF determine if selection is approved in an additional AFSC. Airmen possessing an OS imbalance AFSC normally are considered only in that AFSC. However, if a consecutive overseas tour cannot be approved in the imbalance AFSC, Airmen may be considered in an additional AFSC. The assignment OPR has final approval/disapproval authority.

6.5.7.1.3.4. Airmen notified of consecutive overseas tour approval have 30 calendar days from notification in which to take one of the following actions as outlined in **paragraph 5.28**: 1) obtain the full required retainability for the elected OS tour (AF Form 965, *Overseas Tour Election Statement*); 2) decline in writing (AF Form 964) to obtain the additional consecutive overseas tour retainability; or 3) request a delay in obtaining the retainability from the MPF Chief IAW **Table 5.5**.

6.5.7.1.4. Release From/Cancellation of an Approved Consecutive Overseas Tour. The requirement to request Concurrent Travel still exists when a consecutive overseas tour assignment is to an OS location where Concurrent Travel is not automatic. If for some reason Concurrent Travel cannot be approved for a consecutive overseas tour from one accompanied long tour to another, the MPF reclamas the assignment upon receiving the denial of Concurrent Travel. Airmen may submit a request for release from a consecutive overseas tour based on a change of volunteer status IAW **paragraph 5.10** for best interest of the Air Force or hardship reasons only (this does not delay the requirement for enlisted Airmen to obtain consecutive overseas tour retainability). The MPF submits the reclama request via the Case Management System. Requests are considered on a case-by-case basis.

6.5.7.1.5. Consecutive Overseas Tour Allowances. Airmen who serve a consecutive overseas tour, and in certain circumstances their command sponsored dependents, may be entitled to consecutive overseas tour travel and transportation allowances as provided in the JTR, par.5069. In no instance can these allowances be used prior to completion of the Airman's current tour. Leave taken in conjunction with consecutive overseas tour travel and transportation allowance is chargeable leave IAW AFI 36-3003.

6.5.7.2. In-Place Consecutive Overseas Tour. The objective of the in-place consecutive overseas tour program is the same as for consecutive overseas tour.

6.5.7.2.1. General Information. The in-place consecutive overseas tour length shall be equal to or greater than the tour length currently being served. Example: an Airman serving a 36 month accompanied tour may not serve a 24 month (unaccompanied) in-place consecutive overseas tour. An in-place consecutive overseas tour is a new tour, not an extension. The date arrived station does not change because there is no change in duty station. (*EXCEPTIONS*: An Airman serving an accompanied tour who has a change in dependent status and is no longer accompanied by dependents may request an unaccompanied in-place consecutive overseas tour. In addition, enlisted Airmen may request a standard tour length in-place consecutive overseas tour if currently serving the extended long tour and single officers with no dependents may request a standard unaccompanied tour length in-place consecutive overseas tour if serving the accompanied equivalent tour length).

6.5.7.2.1.1. Airmen serving the unaccompanied tour at a location where an accompanied tour is authorized may serve an accompanied in-place consecutive overseas tour, if desired, provided they have, or are able to obtain, retainability to serve the full accompanied tour (plus, for enlisted, 12 additional months if selected as an extended long tour volunteer). Airmen should understand that this change of tour is effective on completion of the current unaccompanied tour, and any previously approved DEROS extension. The use of allowances associated with the accompanied in-place consecutive overseas tour (transportation of dependents, shipment of household goods, etc.) is not authorized until completion of the full unaccompanied tour, plus any extensions.

6.5.7.2.1.2. For Airmen with an established DEROS, the in-place consecutive overseas tour is effective on completion of the current tour, and any previously

approved DEROS extension. The in-place consecutive overseas tour DEROS is computed by adding the full length of the tour the Airman elects to the current DEROS. For Airmen with an indefinite DEROS, the in-place consecutive overseas tour DEROS is effective upon completion of either the initial full prescribed tour, plus any previously approved DEROS extensions, or upon approval by the assignment OPR if the original tour, plus extensions, has been completed.

6.5.7.2.1.3. The Airman's overseas duty selection date and short tour return date (if applicable) are updated after completion of the original tour, plus any approved DEROS extension. date arrived station does not change.

6.5.7.2.1.4. For in-place consecutive overseas tours, no priority travel of dependents or guarantee of government quarters is given over Airmen being assigned from the CONUS.

6.5.7.2.1.5. In-place consecutive overseas tour approval is based on manning by location, not unit, so the possibility exists that the Airman may be reassigned to another unit or command at the same OS location.

6.5.7.2.2. In-place Consecutive Overseas Tour Consideration. To receive consideration for an IPCOT, Airmen must be eligible for PCS to include having at least 12 months PCS retainability from current DEROS, and meet IPCOT eligibility requirements. **(T-1)** Airmen that do not have at least 12 months PCS retainability from current DEROS must obtain retainability within 30 days of requesting in-place consecutive overseas tour consideration on their DEROS option RIP. Example: An Airman who receives his or her DEROS Option RIP on 1 June 2012 and has 9 months PCS retainability from current DEROS must extend for 3 months by 1 July 2012 in order to be considered for an in-place consecutive overseas tour.

6.5.7.2.2.1. Officers (except judge advocates) volunteer for an in-place consecutive overseas tour using the Vulnerable Mover List reclama process through their commander. Enlisted Airmen with an established DEROS, or those assigned to long tour locations in Alaska and Hawaii, request an in-place consecutive overseas tour at the time of DEROS forecasting by using the DEROS Option RIP. Airmen with an indefinite DEROS may request an in-place consecutive overseas tour at any time through their MPF.

6.5.7.2.2.2. The unit commander must certify Airman's eligibility, including quality control, and recommend approval or disapproval on the DEROS Option RIP. **(T-1)** The unit commander has disapproval authority, however; approval authority is the AFPC assignment officer/NCO.

6.5.7.2.3. In-place Consecutive Overseas Tour Selection Priorities/Procedures and Retainability Requirements. An Airman's in-place consecutive overseas tour preference is considered ahead of all consecutive overseas tour preferences.

6.5.7.2.3.1. Airmen are considered for an in-place consecutive overseas tour in their CAFSC; however may request consideration in an additionally awarded AFSC through the MPF to the assignment OPR. Such a request is submitted prior to assignment selection date and the needs of the AF determine if selection is approved in an additional AFSC. Airmen possessing an OS imbalance AFSC normally are

considered only in that AFSC. However, if an in-place consecutive overseas tour cannot be approved in the imbalance AFSC, Airmen may be considered in an additional AFSC. The assignment OPR has final approval/disapproval authority.

6.5.7.2.3.2. Airmen notified of in-place consecutive overseas tour approval have 30 calendar days from notification in which to take one of the following actions as outlined in **paragraph 5.28**: 1) obtain the full required retainability; 2) decline to obtain the additional in-place consecutive overseas tour retainability; or 3) request a delay in obtaining the retainability from the MPF Chief IAW **Table 5.5**. MPF only needs to reclama the in-place consecutive overseas tour, do not have the Airman complete an AF Form 964.

6.5.7.2.4. Release From, Cancellation of, or Curtailment of an Approved in-place consecutive overseas tour. While every effort is made to honor the full length of an approved in-place consecutive overseas tour, the MPF should advise Airmen that curtailment and reassignment prior to the IPCOT DEROS may become necessary due to loss of authorizations, base or unit closure, promotion, and so on.

6.5.7.2.4.1. In limited situations, officers may request an exception IAW **paragraph 4.5**, and if a replacement is available who can meet the same reporting date, an in-place consecutive overseas tour may be canceled by the assignment OPR provided the officer has not entered into the in-place consecutive overseas tour.

6.5.7.2.4.2. Enlisted Airmen may request release from an in-place consecutive overseas tour provided they have not entered into it. The new DEROS is established as either the original DEROS or 10 months from the date of cancellation, whichever is greater, unless manning supports an earlier DEROS if the cancellation request is approved. An Airman must complete at least the initial full prescribed tour, plus any previously approved DEROS extension. **(T-1)** If an Airman fails to obtain the required retainability for the in-place consecutive overseas tour within 30 calendar days from approval notification, reclama the assignment but do not have the Airman complete a PCS declination statement (AF Form 964).

6.5.7.2.5. In-place Consecutive Overseas Tour Allowances. Airmen who serve an in-place consecutive overseas tour, and in certain circumstances their command sponsored dependents, may be entitled to travel and transportation allowances as provided in the JTR, par.5150. In no instance can these allowances be used prior to completion of the Airman's current tour. Leave taken in conjunction with in-place consecutive overseas tour travel and transportation allowance is chargeable leave IAW AFI 36-3003.

6.5.7.3. Involuntary consecutive overseas tour selection of Airmen may be directed by the AFPC assignment OPR, with advance approval of HQ AFPC/DP3AM, for Lt Col and below and SMSgt and below when necessary to satisfy OS requirements. ICOTs are only used after less objectionable alternatives have been exhausted. Selection for ICOT is accomplished according to the selection order prescribed in **Table 5.2** and **Table 5.3**. Selection for colonels, including selectees, is done by AF/DPO; by AF/DPE for CMSgts and CMSgt selects, and AF/JAX for judge advocates.

6.5.8. Curtailment of OS Tour. To offset the costs associated with OS assignments, provide operational continuity, and reduce the frequency of PCS, Airmen serve the full prescribed tour length for which they are assigned. Reassignment of Airmen that involve PCS earlier than the DEROS month is a curtailment, except when the Airman requests cancellation of all or part of a previously approved voluntary DEROS extension (see **paragraph 6.5.6.8** and PDTATAC AP-TL-01). This includes an in-place consecutive overseas tour, which 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.

6.5.8.1. 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. Requests for curtailment must be endorsed by the Airman's unit commander. **Table 6.8** lists those reasons for which curtailment of an OS tour may be considered, who originates requests, and who is the approval authority.

6.5.8.2. A curtailment request for a reason other than those listed in **Table 6.8** is an exception and is processed IAW **paragraph 4.5** with full justification. Exception curtailment can only originate from a general officer or colonel in a wing commander position, or ABG/CC at non-AF led Joint bases, or equivalent. In addition, curtailment exception requests should clearly show that the Airman is experiencing an unusual situation in comparison to other Airmen in similar circumstances, or that the Airman is being adversely affected more severely than other Airmen in similar circumstances, and that the desire to be curtailed does not stem from factors over which the Airman had (or should have had) reasonable control or which they caused by his or her own actions. Requests for curtailment as an exception based solely on personal reasons are not considered.

6.5.8.3. Airman-initiated exception requests for OS tour curtailment may be disapproved at any level (unit/group commander, installation commander or ABG/CC at non-AF led Joint bases, or assignment OPR). If denied locally, the request is returned to the Airman with the rationale for disapproval. HQ AFPC/DP3AM is the approval authority for curtailment exception requests or forwards to the appropriate level as necessary.

6.5.8.4. Changes to DEROS for authorized reasons such as proration or an Airman's request to cancel part of voluntary DEROS extension do not constitute a curtailment of OS tour (for enlisted Airmen serving an extended long OS tour, cancellation only applies to a DEROS extension over and above the full extended tour). However, the adjusted DEROS cannot be within the enlisted Airman's OS or Overseas Returnee allocation cycle as outlined in **Attachment 13**, and for officers the adjusted DEROS cannot result in the officer receiving an assignment selection date which is past, unless an exception is requested and approved by the assignment OPR (see **Table 5.7**, for the assignment selection date schedule).

6.5.8.5. In limited circumstances, Airmen may be curtailed and reassigned on consecutive overseas tours without having completed the full tour lengths at both the losing and gaining locations. Such curtailment/reassignment requests are exceptions and can only be originated by a general or flag officer (except for humanitarian/EFMP/expedited transfer requests and Force Structure/ Base Realignment and Closure actions). Reassignment can only be within the same theater. Further, only those exceptions that result in the Airman

serving at least the equivalent of two unaccompanied tours can be considered for approval by HQ AFPC/CC. A request that an Airman serve less than the equivalent of two unaccompanied tours can only be authorized by the SAF. Computation of the equivalent of two unaccompanied tours is as follows: If an Airman is assigned from a 36/24 month tour area within the same theater to a 36/24 month tour area, the Airman cannot serve less than 48 months total between the two locations before being reassigned from the theater. Refer to **paragraph 6.5.7** for further information on consecutive overseas tour assignments.

6.5.8.6. Terminal leave taken before the DEROS does not result in tour curtailment or accelerated replacement action. Ordinary leave taken before DEROS begins and ends in the local area; therefore, it may not be taken as a means of accelerating the departure before DEROS.

6.5.9. Curtailment of OS Tour or Restriction from OS Duty for Cause. If an Airman and/or his or her dependents are involved in a serious incident in the host country which has resulted, or could result, in significant adverse publicity to the United States, prompt, positive action is to be taken. However, curtailment and reassignment is not to be used in lieu of appropriate administrative or disciplinary action, and should be used only as a last resort.

6.5.9.1. In most situations misconduct on the part of dependents, in itself, is not an appropriate reason to curtail and reassign the Airman. Normally, early return of dependents due to misconduct is processed under AFI 36-3020 and the JTR, par. 5096, without curtailment of the Airman. The exception is when the severity of the incident(s) is such that senior installation leadership believes curtailment and reassignment of the Airman is justified due to the strong likelihood of adverse publicity to the United States that can only be prevented by removal of the Airman and family from the OS area.

6.5.9.2. Where there is evidence of spousal or child abuse or neglect, involuntary curtailment and reassignment may be requested if an effective family advocacy program cannot be established locally, or the family's needs exceed local capabilities. In addition, these are sensitive issues which could lead to criminal, administrative, or other actions that may cause embarrassment or adverse publicity to the United States government. If senior installation leadership believes an Airman should be reassigned and the Airman does not choose to apply for reassignment under humanitarian provisions, (see **Attachment 16**), then the commander may request curtailment and reassignment of the Airman under this provision. The commander must comply with AFI 40-301 and the following paragraphs. **(T-1)**

6.5.9.3. Requesting Curtailment for Cause. When curtailment for cause is necessary, the request can only originate or be endorsed by the installation commander or ABG/CC at non-AF led Joint bases. Requests are processed through the host OS MAJCOM judge advocate for recommendation to HQ AFPC/DP3AM, 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/JAO, 1420 Air Force Pentagon, Washington DC 20330-1420. All requests include:

6.5.9.3.1. Airman’s name, grade, SSN (last 4), CAFSC (enlisted) or DAFSC (officers), DEROS, and unit.

6.5.9.3.2. Full facts and circumstances warranting curtailment and reassignment or other restriction.

6.5.9.3.3. Details on involvement of host country to include what, if any, adverse publicity has occurred.

6.5.9.3.4. Details regarding jurisdiction over the offense, if appropriate.

6.5.9.3.5. Administrative or disciplinary action taken or pending against the Airman, or why these actions were not deemed appropriate.

6.5.9.3.6. Installation judge advocate 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.

6.5.9.3.7. The number of dependents and whether or not they are command sponsored.

6.5.9.3.8. Reasons why curtailment and reassignment within the theater would not be a better solution than reassignment to the CONUS.

6.5.9.3.9. CONUS assignment preferences.

6.5.9.3.10. Recommendation whether or not Airman should be restricted from a return assignment to the same OS area. Indicate whether this restriction should be temporary or permanent.

6.5.10. If the curtailment and reassignment request is based on dependent misconduct include the following in addition to the above required information:

6.5.10.1. Actions taken by the Airman to correct the problem and reasons why the Airman cannot, or chooses not to, solve the problem.

6.5.10.2. Actions taken by the commander to solve the problem to include administrative or disciplinary actions taken against the Airman when it is within his or her capability to solve the problem. **NOTE:** While the Airman cannot be held directly responsible for the misconduct of his or her dependents, lack of action or refusal by the Airman without justifiable hardship, humanitarian, or medical reasons, to influence the dependents to return, presumptively indicates an attitude that is incompatible with the maintenance of good order and discipline. Commanders should take appropriate administrative or disciplinary action before requesting curtailment of the Airman.

6.5.11. Requests to Restrict Future OS Assignments Without Curtailment. On occasion while assigned OS, Airmen or their dependents may establish an unfavorable record of misconduct (that is, on or off base incidents, black-marketing, and so forth) which may indicate they should be restricted from specific future OS assignments. Although there may be insufficient justification to warrant a curtailment for cause, an intervening length of time in the CONUS may be appropriate before the Airman is allowed to return to a specific OS base, country, or area. If the installation commander or ABG/CC at non-AF led Joint bases, determines that a restriction would be in the best interests of the AF, process the request before the departure of the Airman from the OS area. Requests, including installation judge advocate recommendation, are processed through the host OS MAJCOM /JA to HQ AFPC/DP3AM and include the information listed in **paragraph 6.5.9.3**.

6.6. Involuntary DEROS Extension. Involuntarily extension of an Airman's OS tour beyond the DEROS month is authorized only for those reasons shown in **Table 6.9** and IAW this paragraph. Also refer to **paragraph 6.6.6** for situations where the Airman is retained OS beyond DEROS with no involuntary DEROS extension (and the DEROS is allowed to expire).

6.6.1. Insufficient Retainability for CONUS Assignment. Airmen are not returned to the CONUS with less than the minimum service retainability as provided in **paragraph 5.28** and **Table 5.4**. Airmen who do not have the required retainability are given the opportunity to obtain it (except officers with a mandatory Date of Separation or retirement date and enlisted Airmen not eligible due to quality reasons or High Year Tenure) as part of the OS returnee counseling requirements or DEROS option election. Airmen who do not have or are ineligible to obtain the required retainability have their DEROS automatically extended involuntarily to match their Date of Separation (see **Table 6.9**). Airmen who have had their DEROS involuntarily extended to match their Date of Separation because of insufficient retainability for PCS do not have their original DEROS reinstated solely as the result of acquiring retainability after the established cutoff. The DEROS change selection (vMPF) is used as the source document for involuntary OS tour extension.

6.6.2. Involuntary Extension of OS Tour for Cause. DoD and, in turn, the AF permit involuntary extension of Airmen in the OS area for limited specific reasons. This paragraph provides the losing commander the opportunity to involuntarily extend Airmen in order to take appropriate action to rehabilitate, discipline, or separate those Airmen, who by their actions or performance, have demonstrated they are unwilling or unable to meet minimum AF standards. Involuntary extension is a function of command and the decision to extend rests solely with the losing commander. Airmen may be involuntarily extended as indicated below, in increments of 30 days, not to exceed a total of 120 days. For reasons not specifically listed below, or when the reason in combination with an Airman's accompanied/unaccompanied status is other than shown, or for periods longer than 120 days, an involuntary extension request must be submitted to, and approved in advance by, HQ AFPC/DP3AM. **(T-1)** Requests submitted to HQ AFPC/DP3AM may require further processing to DoD for approval as exceptions.

6.6.2.1. 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 are based on one of the specific reasons authorized or approval of the extension received as an exception. Unit commanders 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 Convening Authority (or HQ AFPC/CC) may approve a unit commander's request for involuntary DEROS extension of an Airman serving any OS tour (accompanied or unaccompanied, short or long), for the following reasons. (Approval authority may not be delegated). When the Special Court Martial Convening Authority approves an involuntary extension, the MPF must take personnel data system update action as prescribed in **paragraph 6.6.4**. **(T-1) NOTE:** Airmen serving an unaccompanied short tour can be involuntarily extended for only the following reasons.

6.6.2.1.1. Air Force Office of Special Investigations or Security Forces investigation (assignment action code 17).

6.6.2.1.2. Court Martial or civil charges preferred (assignment action code 15).

6.6.2.1.3. Key and essential (material witness) at courts-martial (assignment action code 14).

6.6.2.1.4. Completion of Article 15 action (assignment action code 12). Does not include suspended punishment period.

6.6.2.1.5. Completion of Administrative Discharge Actions and/or Article 32 investigations (assignment availability code 21).

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

6.6.3. In addition to the reasons listed above, a unit commander may request, and the commander exercising Special Court Martial Convening Authority (or HQ AFPC/CC) may approve, involuntary DEROS extension of an Airman 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 personnel data system update action as prescribed in **paragraph 6.6.4**. **(T-1)**

6.6.3.1. Enlisted Airmen non-selected for reenlistment (assignment availability code 10, authorized only in conjunction with rehabilitative, administrative, or disciplinary action also being taken).

6.6.3.2. Control Roster (assignment availability code 16).

6.6.3.3. Enlisted only. Administrative Demotion (assignment availability code 21).

6.6.3.5. Failure to meet Fitness Standards only authorized if rehabilitative, administrative, or disciplinary action is also being taken.

6.6.3.6. Mandatory retraining action (authorized only if reporting identifier 9A100, 9A200, or 9A300 applies).

6.6.4. Involuntary extension requires a change in DEROS. If an Airman is involuntarily extended, the servicing MPF updates the personnel data system to reflect the appropriate assignment availability code from **Table 2.1**, and assignment limitation code from **Table 2.2**, and then updates the DEROS according to Air Force Communication System Manual (AFCSM) 36-699, Volume 1, *Military Personnel Flight (MPF) Management and Military Personnel Data System (MilPDS) User Guide* and the Personnel Services Delivery Guide, DEROS Management. Local updates to involuntarily extend the DEROS are accomplished prior to the current DEROS date reflected in the personnel data system. If the personnel data system action to involuntarily extend the DEROS is taken after the DEROS date on file, the update rejects. In these situations, an email request to the assignment OPR, with an information copy to HQ AFPC/DP3AM, is necessary. The email includes full facts and circumstances, to include date action was approved by Special Court Martial Convening Authority. Assignments on file are not normally changed or canceled unless the Airman is pending assignment on a consecutive overseas tour, 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 is adjusted by the assignment OPR as necessary.

6.6.5. Involuntary extension of OS Tour for Operational Requirements, Training, Education, Unit Deactivation, or Base Closure. Involuntary extension of an OS tour may be requested for

up to 180 days by an Airman's commander or ordered by HQ AFPC/CC, for only the following reasons: to meet immediate and critical operational needs (example: to meet contingency requirements of such urgency that STOP-LOSS has been implemented); to attend training or education when class start date does not reasonably coincide with the Airman's tour completion date; when the Airman is currently assigned to a unit being deactivated; or due to base closure. Requests are initiated at least 90 days prior to the current DEROS and contain justification for the action requested including alternatives considered and why the alternatives are unsatisfactory. Include all pertinent information on Airman's status (selected for assignment or pending separation/retirement; status of dependents; household goods, etc.). Involuntary extension of DEROS does not extend a Date of Separation or retirement date. Requests initiated by commanders are submitted to the assignment OPR for final decision by HQ AFPC/CC. Voluntary extension should be solicited before involuntary extension.

6.6.6. Retention OS Without Involuntary DEROS Extension. For the following reasons, Airmen who are retained in place as ineligible, not qualified, or prohibited from departing on PCS, do not require involuntary DEROS extension. The current DEROS is allowed to expire, unless the Airman voluntarily extends his or her DEROS according to **paragraph 6.5.6**.

6.6.6.1. Airman is not medically cleared for PCS (assignment availability code 31 or 37), or has no awarded AFSC due to disqualification action (RI 9A000, 9A100, 9A200, 9A300, 9A400, and 9A500 for enlisted and Report Identifier (RI) 96U0 for officers).

6.6.6.2. Airman has been placed on International Hold (assignment availability code 13).

6.6.6.3. Airman is serving a confinement sentence OS as a result of court-martial, or civil court action (duty status code 04, 05, 16, 17, 56, and 59), or desertion (duty status code 06).

6.7. Emergency Leave, Airmen Assigned OS. The criteria for granting emergency leave are in AFI 36-3003. An Airman granted emergency leave must return OS to complete his or her OS tour unless the Airman requests and is granted a curtailment according to **Table 6.8**. **(T-1)** Unit commanders carefully assess their manning requirements when considering these curtailment requests. Curtailment approval is with the understanding that TDY manning assistance or accelerated replacement is not provided. If the immediate commander concurs with the request, he or she may approve the curtailment if, upon completion of emergency leave, the Airman has 60 calendar days or less remaining to DEROS. Notify the assignment OPR once curtailment is approved. If the requested curtailment is more than 60 days, then the request is processed as an exception IAW **paragraph 4.5**.

6.7.1. If an Airman is granted emergency leave after the Airman has received his or her CONUS assignment based on the original DEROS, that assignment usually remains firm. The MPF advises the assignment OPR, via the Change Management System, of the Airman’s departure date from the OS area on leave, number of days leave the commander approved, date to which the OS tour is being curtailed by the commander, and the Airman’s leave address and phone number. If a second PCS dislocation allowance in the same fiscal year occurs, refer to **paragraph 5.44**.

6.7.2. When an Airman is granted emergency leave during the OS returnee assignment cycle, but before receipt of a CONUS assignment, and curtailment of OS tour is requested, the MPF advises the assignment OPR, via the Change Management System, and provides, DAFSC

(Officers) or CAFSC (Enlisted), and additional AFSCs; Date Departed CONUS; Date Departed on Emergency Leave; Current DEROS; Updated Assignment Preferences, if possible; Reason for Emergency Leave; Leave Address and Phone Number; and whether this is the second PCS during the current fiscal year.

6.7.2.1. Upon receipt in the Change Management System, the assignment OPR processes the curtailment request and, if approved, provides the CONUS assignment information in the Change Management System to the gaining and losing MPF. The losing MPF will notify Airman at his or her leave address. **(T-1)** At the same time, the assignment OPR updates the DEROS and projects the assignment in the personnel data system. The losing MPF issues orders unless the assignment OPR authorizes another MPF to issue orders. Copies of the orders are forwarded to the Airman at the leave address and the gaining MPF.

6.7.2.2. If the Airman has a Date of Separation or an approved retirement date within 60 calendar days of the date departing on emergency leave, he or she is given the opportunity to choose early separation or retirement. Before the Airman leaves the OS area, the MPF gets a signed statement of the Airman's desires. If separation is requested and the commander concurs, the HQ AFPC Total Force Service Center issues orders assigning the Airman PCS without PCA to the MPF nearest the emergency leave address for accountability while Airman is accomplishing separation processing. These orders include the remarks: "Emergency leave OS returnee with insufficient retainability for PCS." If curtailment is approved and adjustment of an approved retirement or separation date is needed, ensure compliance with AFI 36-3203, AFI 36-3208, or AFI 36-3207.

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

6.8. Tour Proration Based on PCS or Tour Length Change. OS tour proration recognizes OS service at one location in proportion to OS service at another location with a different tour length. Proration in conjunction with PCS is an AF policy, except DoD may authorize or direct proration in some instances in conjunction with a change of OS tour length affecting Airmen currently assigned. When proration is authorized (and not prohibited, see **paragraph 6.2**), an Airman's current OS tour (DEROS) could either be lengthened or shortened depending on the circumstances. Proration may be based on when reassigned PCS to another OS location with a different tour length before completing the full prescribed OS tour at the initial location; when a tour length is changed at the Airman's duty station during a Airman's OS tour; or as determined by HQ AFPC/DP3AM. Proration may be suspended or an individual request disapproved when approval does not serve the best interests of the AF. Enlisted Airmen serving an overseas tour extension incentive program extension (assignment availability code 77) are not eligible for tour proration. When an Airman is reassigned to an OS location with a different tour length than the one currently being served, or a tour length is changed and the implementation date affects Airmen currently assigned, then the OS tour is not normally prorated (longer or shorter) unless the individual assignment instructions or tour length implementation guidance affords the Airman options or prohibits proration. Example: implementation guidance for a change of current tour from a shorter to longer tour may contain the option for Airmen currently assigned to retain the current (shorter) tour or voluntarily serve the longer tour, or it may require serving the longer tour as mandatory, or may stipulate proration from the shorter to the longer tour. Usually, a tour length change effective date is far enough in advance to allow Airmen already assigned, or enroute, to serve the existing tour length.

Airmen who are to serve the new tour length are selected for PCS based on their eligibility for the new tour length. Proration of DEROS to less than 6 months remaining is not authorized when a tour length change occurs and the Airman is remaining in place, unless an exception is granted by HQ AFPC/DP3AM. This allows adequate time for all action related to PCS to occur in a timely manner. When tour length changes due to PCS, the Airman cannot 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 6.10**.

6.9. Medal of Honor Recipients and Candidates. Airmen who are recipients, or who have been recommended for award of the Medal of Honor by their group or higher command cannot be assigned to duty OS in a hostile fire or imminent danger area without the Airman's consent. On receipt of the directive awarding, or correspondence recommending award of the Medal of Honor to an Airman, the MPF advises the assignment OPR via the Case Management System for assignment disposition. Include the Airman's assignment preferences. The assignment OPR immediately issues instructions reassigning the Airman, or takes action to cancel a projected assignment to a designated hostile fire or imminent danger area as shown in the DoD Financial Management Regulation, Volume 7A. Recipients of the Medal of Honor have assignment limitation code "E" entered in the personnel data system. An Airman may request waiver of this assignment restriction via the Case Management System request to HQ AFPC/DP3AM. File approved waivers in ARMs until separation or retirement.

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

6.10.1. Security Access for Non-US Citizens. In general, an Airman who is a non-US citizen is ineligible to be granted security access. Accordingly, these Airmen may not be selected for assignment to any position in the CONUS or OS requiring security access.

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

6.10.2.1. Officers. All commissioned officers must be US citizens. **(T-0)** However, for OS assignment of officers who hold dual citizenship or if their dependents are non-US citizens, then comply with **paragraph 6.10.3.1**.

6.10.2.2. Enlisted. Non-US citizens with a TAFMSD of 1 Nov 82 or later are not assigned OS (except to Alaska and Hawaii). In addition to the considerations in **paragraph 6.10.3**, not assigning non-US citizens OS allows these enlisted Airmen the opportunity to obtain US naturalization which is mandatory for reenlistment eligibility. Further, a non-US citizen may not be eligible for entry into a third country because of agreements between the Airman's native country and the third country. Notwithstanding **paragraph 6.10.3** and the concern for reenlistment eligibility, should assignment OS be deemed essential, regardless of TAFMSD, then comply with **paragraph 6.10.3**. Also, before authorizing any non-US citizen or his or her dependents to proceed OS, the provisions of DoD Regulation 1000.21-R, *DoD Passport and Passport Agent Services*, are to be met.

6.10.2.3. To preserve the best interest of the AF and to protect its Airmen and their dependents, Airmen may request release from assignment to a foreign country of which they are citizens or are former citizens, or to a country where their dependents are citizens or former citizens. The request is submitted to the MPF after official notification of assignment and the MPF will immediately reclama the assignment. **(T-1)** The decision to cancel an assignment under these circumstances is made by the assignment OPR and be

based on various factors (volunteer status, sufficient time to select replacement, and so on). When a request based on dependents is disapproved, the Airman may be required to remain on assignment to serve the unaccompanied tour depending on the individual circumstances.

6.10.3. OS Assignment of Persons Holding Dual Citizenship. Citizenship is the relationship between a person and a country under which the person owes allegiance and is entitled to protection by the country. The laws of each nation determine who are its citizens. Differences in the citizenship and nationality laws of the nations of the world can result in dual citizenship; that is, two or more nations claiming the same person as its citizen. Dual citizenship most frequently occurs when a person changes his or her citizenship by naturalization or is born in one country of parents who are citizens of another country. Persons possessing dual citizenship may have legal obligations to both countries and persons who are non-US citizens may have legal obligations to their native country, including the obligation to pay foreign income taxes, serve in a foreign military service, liability for import taxes on household goods or privately owned vehicles, they might be restricted from departure by emigration laws, and so on. In most cases, enforcement of these obligations is attempted only if the Airman 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 Airman may also be a US citizen under US law and be serving in the US Armed Forces. The Airman and the assignment OPRs should be aware of those circumstances, especially when humanitarian assignment is being requested.

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

6.10.3.1.1. Name, grade, SSN (last 4), and AFSC.

6.10.3.1.2. Gaining unit, assignment action number, and RNLTD.

6.10.3.1.3. Country of citizenship.

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

6.10.3.1.5. Date and point of entry into the US.

6.10.3.1.6. Alien dependents of Airman and relationship.

6.10.3.1.7. Record of any courts-martial.

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

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

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

6.10.4. Assignment OPR Actions. On receipt of a request via CMS, the assignment OPR consults with the AFPC Staff Judge Advocate to determine whether any legal or community relations problems exist that could make the assignment objectionable. In particular, whether the Airman (or dependents) would be subject to the draft laws of the country, restricted from departure by immigration laws, or if factors exist that would present a high risk to continued AF service. The assignment OPR will approve or disapprove the request. When assignment of an Airman is disapproved, the assignment OPR immediately reassesses the selection using justification for assignment disqualification. When the denial is based on an Airman's dependents, the Airman may remain on the assignment to serve the unaccompanied tour.

6.11. OS Tour Election, Command Sponsorship, Individually Sponsored Dependents, Acquired Dependents, and Dependents OS.

6.11.1. OS Tour Election. An Airman with dependents must elect to serve an OS tour either accompanied by dependents or unaccompanied when he or she has accepted a PCS to an OS location where an accompanied tour is authorized (as shown in the PDTATAC AP-TL-01), and election of such a tour is not restricted (example: by grade or by a Command Sponsored Position List). **(T-1)**

6.11.1.1. The Airman accomplishes this election by completing and signing AF Form 965. A copy of the form is scanned and sent to ARMs and filed in the assignment relocation folder. The purpose of the form is to record the Airman's choice of OS tour and his or her understanding of the entitlements associated with his or her choice.

6.11.1.1.1. Choosing an accompanied tour requires the Airman serve the usually longer accompanied tour length which, in turn, affects the amount of service retainability and/or Active Duty Service Commitment associated with his or her election. Airmen must obtain any additional service retainability or accept the associated Active Duty Service Commitment upon signing the AF Form 965 when: approval of Concurrent Travel is automatic, when command sponsorship (and change of tour election to an accompanied tour) is being requested after arrival OS, or within 15 calendar days of the reply to an advance application for Concurrent Travel. **(T-1)** Airmen must not be permitted to receive or use any of the allowances associated with travel of dependents (or command sponsorship) without the full prescribed retainability. **(T-1)** Airmen are not authorized to depart their losing base without the full prescribed retainability.

6.11.1.1.2. Airmen who have dependents must be briefed 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. **(T-1)** Airmen undecided or uncertain whether or not they want to be accompanied by dependents should be advised to elect the accompanied tour. Airmen can change their tour from accompanied to unaccompanied before departure on PCS or after arrival OS as shown below, and may request cancellation of an extension of enlistment, or Active

Duty Service Commitment accepted for the purpose of serving an accompanied tour as authorized in the prescribing instruction for these actions.

6.11.1.2. Completion of a tour election is not required for Airmen who do not have dependents, or when there is no accompanied tour length authorized at the OS location (see the PDTATAC AP-TL-01), or when there is an accompanied tour length authorized at the location but the Airman is restricted from electing the accompanied tour (example: when election of the accompanied tour is restricted by a command sponsored position, by grade, etc.).

6.11.1.3. Travel of dependents at government expense may be authorized concurrently with the Airman's PCS travel when "automatic" Concurrent Travel is authorized. **NOTE:** If dependents delay Concurrent Travel for personal reasons, they may travel later to the OS location under authority of the initial PCS order, (valid until subsequent PCS orders are published) provided Airman has 12 months remaining at the OS location upon arrival of dependents to the OS location and have a valid approval of family member travel (AF Form 1466, completed not more than 6 months from date dependents will travel).

6.11.1.4. When Concurrent Travel of dependents is not automatic, the losing MPF will send an advance application requesting Concurrent Travel to the gaining MPF. **(T-1)** The MPF briefs the Airman upon receipt of approval/disapproval to make a tour election. The Airman must not sign the AF Form 965 until a reply to the advance application is received. **(T-1)** This advance request and reply does not take the place of the AF Form 1466, which requires processing before OS travel of dependents is authorized. The AF Form 1466 is used to advise the gaining MTF of any medical or educational problems the dependents have so a determination can be made if proper medical care or school needs are available. Gaining MTFs reply to advance applications as soon as possible to ensure Airmen have the needed information to make a tour election. If the dependents are not cleared for travel, the MPF will counsel the Airman on options outlined in **Attachment 16** and **paragraph 2.18**. **(T-1)** If travel of dependents OS is approved but travel is not authorized concurrent with the Airman's PCS travel, then the reply to the advance application indicates the length of delay for dependent travel. (This type of delay is when travel is delayed by a military authority, not for personal reasons or for delays in processing dependent relocation actions, i.e., passports, AF Form 1466, etc.). The length of delay is either:

6.11.1.4.1. Less than 20 weeks, in which case the Airman is entitled to move dependents at government expense only to the OS location. When it is determined at what time dependents are actually authorized to travel, Airman and/or dependents can arrange transportation with the local Traffic Management Office utilizing orders, or

6.11.1.4.2. Twenty weeks or more, in which case the Airman is entitled to move dependents at government expense to a designated place while waiting authorization to move to the OS location. When it is determined at what time dependents are actually authorized to travel, the gaining MPF amends the original PCS orders stating that travel of dependents is authorized. **(T-1)** The Airman must have 12 months remaining on his or her DEROS at the time of the arrival of dependents to the OS location. The MPF must ensure the AF Form 1466 is current (within 6 months from approval date and dependents Projected Departure Date for the OS location). **(T-1)** If the dependents

moved to a designated place awaiting further travel, they may move again at government expense to the OS location.

6.11.1.5. Change of Tour Election Before departure on PCS. An Airman who had dependents but initially elected an unaccompanied tour and wants to change his or her OS tour election to the accompanied tour, is afforded the opportunity to change or make an election prior to departure. This also applies to an Airman who acquires dependents before departure on PCS. See **Table 6.2** for approval authority. An Airman who delays notifying the MPF of a change in status or when the change occurs too close to Airman's PCS departure to complete routine dependent OS relocation processing actions (obtaining shots, passport/visa processing, 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 Airman after his or her arrival OS and only after dependent OS relocation processing has been completed. The AF Form 899 PCS order will not be annotated with delayed dependent travel in these instances. An Airman may request a change to his or her Projected Departure Date /RNLTD to await medical clearance and Concurrent Travel approval; however requests based solely on the receipt of a passport/visa may not be supported. **NOTE:** If an Airman is considering moving dependents at personal expense (including to the OS area), he or she should be counseled by the FSO to determine if, per the JTR, he or she is entitled to reimbursement for expenses before issuance of written orders authorizing movement of dependents at government expense.

6.11.1.6. Change of Tour Election After departure on PCS, but before arrival OS. If a change occurs affecting an Airman's previous tour election or requiring the Airman make an election (example: the Airman gets married to a civilian spouse), the Airman must contact the nearest MPF to initiate the acquired dependent's clearance for OS travel. **(T-1)** The MPF will assist Airmen who are enroute PCS as follows: complete a tour election change, request approval from the OS duty station for travel of dependents (unless Concurrent Travel is automatic), process dependents for OS travel (obtaining shots, dependent medical clearance, passport/visa processing, etc.), obtain additional service retainability or additional Active Duty Service Commitment, if necessary, and other actions required for an OS assignment normally completed at the losing base prior to departure. **(T-1)** Airmen who marry another military member (with or without dependents) and the military couple wants to be assigned to the same location, do not wait until arrival at their next duty station (see **Attachment 8**). An Airman may request a change to his or her Projected Departure Date /RNLTD to await medical clearance and Concurrent Travel approval, however requests based solely on the receipt of a passport/visa may not be supported. **NOTE:** If an Airman is considering moving dependents at personal expense (including to the OS area), he or she should be counseled by the FSO to determine if, per the JTR, he or she is entitled to reimbursement for expenses before issuance of written orders authorizing the movement of dependents at government expense.

6.11.1.7. Change of Tour Election After arrival OS. A request for change of tour election from accompanied to unaccompanied is approved according to the guidelines in **Table 6.3**. Normally the MPF can approve a request when dependents and/or household goods have not joined the Airman in the OS area at government expense. A request for change of tour election from unaccompanied to accompanied for the purpose of securing command

sponsorship is included as a part of a Airman's request for command sponsorship as shown in **paragraph 6.11.2**.

6.11.2. Command Sponsorship. Command sponsorship is approval of the OS installation commander, ABG/CC at non-AF led joint bases, or designated representative for dependents to reside with the Airman at the OS duty station. See **Attachment 1** and the JTR, Appendix A, for definitions of dependents. Provided they meet the eligibility criteria, Airmen are given every opportunity to be granted command sponsorship. While an Airman is not entitled by statute to command sponsorship or to serve an accompanied tour, there are statutory entitlements associated with approval of command sponsorship. Normally, for an Airman who has dependents at the time of initial PCS notification and who elects the accompanied tour, approval of command sponsorship entitles an Airman to receive OS station allowances at the "with dependents" rate, shipment of household goods 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 household goods to the OS duty station at government expense (example: acquired dependents), or when dependents travel to the OS duty station at the Airman's personal expense, then command sponsorship (with concurrent tour status change) is requested and approved according to **paragraph 6.11.2.4**.

6.11.2.1. An OS installation commander, ABG/CC at non-AF led joint bases, or designated representative evaluates requests from eligible Airmen and approves command sponsorship.

6.11.2.1.1. Command sponsorship is approved when the Airman satisfies all of the following eligibility criteria:

6.11.2.1.1.1. The Airman is projected to be assigned (or is currently assigned) to a duty location where an accompanied by dependents tour is authorized (see the PDTATAC AP-TL-01), election of the accompanied tour is not restricted (such as by a command sponsored position, by grade, etc.), and the Airman has completed an AF Form 965 electing to serve the accompanied tour (may be either a change to a previous election or an initial election). *EXCEPTION:* Airmen assigned to Alaska, Hawaii, the Commonwealth of Puerto Rico, or a territory or possession of the United States, who marry a civilian spouse or adopt a person who is a bona fide resident of the state, commonwealth, territory, or possession of the United States, are authorized station allowances as Airmen "with dependents" upon effective date of the marriage or adoption. 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 is paid at government expense incident to PCS upon Airmen completing at least the unaccompanied OS tour length. This also applies to an employee of the United States stationed in the respective area. These allowances apply whether or not the Airman elects to serve the accompanied tour length.

6.11.2.1.1.2. 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 6.11.4.3**.

6.11.2.1.1.3. Adequate dependent support can be provided by local facilities if

travel of dependents at government expense is involved. When an Airman has dependents (prior to the effective date of PCS orders as defined in the JTR, Appendix A) and requests travel at government expense to the OS duty station, an AF Form 1466 and all supporting documentation must be processed according to AFI 40-701, *Medical Support to Family Member Relocation and Exceptional Family Member Program (EFMP)*. **(T-1)**

Example: MSgt Hammond is single when issued orders on 12 Jan 2013. Her RNLTD is 30 April 2013. She gets married on 14 Feb 2013. Her dependent spouse is authorized government funded travel since he became her dependent prior to the effective date of PCS orders (provided all other requirements are met).

6.11.2.1.1.3.1. When travel of dependents at government expense is not requested (example: travel was at the Airman's expense), or the Airman is not entitled to travel of dependents at government expense (example: dependents were acquired after Airman's arrival OS, or were not initially medically cleared for travel but traveled at Airman's expense), then an AF Form 1466 for the purpose of approving travel of dependents at government expense is not a prerequisite for approval of command sponsorship.

6.11.2.1.1.3.2. For command sponsorship requests, not involving travel of dependents at government expense (acquired dependents or those that were not initially medically cleared for travel but traveled at Airman's expense), include the AF Form 4380, *Special Needs Screener*, and a statement of support/clearance from the local medical and education activity. The purpose of the statement of support/clearance is to enable local officials to identify a dependent with special educational needs to include related services incident to an individualized education program, or early intervention services incident to an individualized family service plan.

6.11.2.1.1.3.3. Identification of dependents who qualify under the EFMP ensures the Airman receives counseling on the availability or lack of availability of facilities and permits EFMP consideration in conjunction with his or her next assignment. Similarly, the statement of support/clearance is to enable local medical officials to identify dependents who may have special medical needs which cannot be treated locally. Identification of dependents with medical problems which cannot be treated locally allows medical officials to recommend to the installation commander or the ABG/CC at non-AF led joint bases to deny command sponsorship and counsel Airmen in advance of independently sponsoring dependents on what they can anticipate in the event of a medical emergency. Installation commanders or the ABG/CC at non-AF led joint bases use the information and recommendations received to form the basis for approving or disapproving an Airman's request. (**NOTE:** Command sponsorship can only be denied by the installation commander or the ABG/CC at non-AF led joint bases when special medical needs cannot be accommodated at the OS location as determined by the medical authorities.) If the installation commander or the ABG/CC at non-AF led joint bases does not want to grant command sponsorship for reasons other than inability to accommodate special needs, he/she must forward to the appropriate authority (see **paragraph**

6.11.2.3) **(T-1)**

6.11.2.1.1.4. The Airman possesses or is eligible to obtain the required service retainability and serve the Active Duty Service Commitment associated with the accompanied tour length. Airmen who are ineligible to obtain retainability are ineligible for command sponsorship. It is not considered denial of command sponsorship when an Airman cannot satisfy the retainability requirements for approval of command sponsorship. This includes Airmen that are not permitted to extend their tour to the equivalent of the accompanied tour length due to critical impact of the Air Force mission.

6.11.2.1.2. The MPF forwards the approval memorandum to Automated Records Management System to be included in the Airman's Master Personnel Record IAW AFI 36-2608.

6.11.2.2. After arrival OS, approval of a Airman's request for command sponsorship normally results in an adjustment of DEROS as shown in **Table 6.4**. 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. However, the tour change request can be denied by the HQ AFPC assignment OPR for critical impact of Air Force mission. Airmen serving an unaccompanied extended long tour who request and receive command sponsorship must serve the accompanied tour plus 12 months. **(T-1)** The intent is to maintain equity and fairness for the selection priority of those who volunteered and were selected for an extended long tour over those that volunteered for a standard tour.) Example: a single Airman serving a 36-month unaccompanied extended long tour at Ramstein AB, Germany would have to serve a total of 48 months (36-month accompanied tour plus 12 months) if command sponsorship was approved.

6.11.2.3. Revoking or denying command sponsorship to an Airman who meets all of the eligibility requirements may only be authorized by the SAF (this does not include denial due to lack of special medical services, see **paragraph 6.11.2.1.1.3**). Command sponsorship may not be disapproved due to quality control problems of either the Airman or dependents or based on the criteria normally considered for OS tour extension requests. (EXCEPTION: Command sponsorship may be disapproved if an Airman is unable, due to critical impact of AF mission, to extend his or her tour to serve at least the accompanied tour length required to grant command sponsorship.) A request to revoke or deny command sponsorship is originated by the installation commander or the ABG/CC at non-AF led joint bases with information copy to the MPF. Requests contain a complete description of the situation and address why approval of command sponsorship would not be in the best interests of the AF, the Airman, and/or dependents. Requests are forwarded to HQ AFPC/DP3AM. HQ AFPC/DP3AM will make a recommendation and forward to AF/A1, who makes a recommendation and forwards to SAF for a final decision. **(T-1)**

6.11.2.4. Airmen serving OS on an unaccompanied tour must request and receive approval of command sponsorship. **(T-1)** Approval of command sponsorship is also approval of an accompanied tour election. An Airman's request must be submitted to the installation commander, ABG/CC at non-AF led joint bases, or designated representative and includes: **(T-1)**

6.11.2.4.1. Reason for request and justification.

6.11.2.4.2. Date departed last duty station and date departed CONUS.

6.11.2.4.3. If applicable, address to which dependents and household goods were moved incident to Airman's PCS to current location.

6.11.2.4.4. Name of civilian spouse and name, age, sex, and relationship of all dependents for whom command sponsorship is requested.

6.11.2.4.5. Location of dependents and household goods at the present time, and whether dependents and/or household goods were shipped to present location at government expense or Airman's expense.

6.11.2.4.6. If applicable, place to which the government last paid for movement of dependents and/or HHG if other than as shown in **paragraph 6.11.2.4.3** or **6.11.2.4.4**, and include why movement from that place to current location was made.

6.11.2.4.7. Copy of PCS orders directing PCS to current OS duty station including all amendments.

6.11.2.4.8. If applicable, the waiting period for move of dependents to the OS area. Attach a copy of the reply to the Airman's advance application for Concurrent Travel.

6.11.2.4.9. If applicable, copy of previous AF Forms 965 executed and a signed copy of AF Form 965 with new election.

6.11.2.4.10. Copy of any previous AF Forms 1466 (approved or disapproved) executed in connection with PCS to current location, if applicable. Requests which do not include an AF Form 1466 or AF Form 4380 with medical statement of availability of services preclude the installation commander, ABG/CC at non-AF led joint bases, or designated representative from making a determination on the Airman's request.

6.11.2.5. The MPF forwards the approval memorandum to Automated Records Management System to be included in the Airman's Master Personnel Record IAW AFI 36-2608.

6.11.2.6. When an Airman, who has dependents who were dependents as of the effective date of PCS orders, requests command sponsorship (and changes tour status from unaccompanied to accompanied) and as outlined in **Table 6.3** has used the government transportation allowance for his or her family and/or HHG, then the Airman must submit a request through the installation commander, ABG/CC at non-AF led joint bases, or designated representative with the information required by **paragraph 6.11.2.4** to HQ AFPC/DP3AM. **(T-1)** HQ AFPC/DP3AM will approve or disapprove, or it may be necessary to process the request to a higher level. **(T-1)** The intent is to grant a change of tour only in cases where it is proven that the main reason the Airman chose the unaccompanied tour and/or moved either dependents or HHG at government expense, was due to official AF actions. The Airman must show that an official AF action caused the use of transportation allowances and, had it not been for the AF's action, it would clearly have been the Airman's intent to have dependents accompany him or her at the OS duty station. **(T-1)** Official AF actions are written directions from AF officials responsible to issue such directions as part of their official duty that caused an Airman to use his or her transportation allowances.

6.11.2.7. If one spouse of a military couple separates or retires from an OS station and remains in the vicinity of the duty station of the spouse who is serving the accompanied tour length, the separating or retiring spouse may be command sponsored effective the day following the last day of active duty. If the 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. **(T-1)** An AF Form 1466 or statement of support/clearance is needed to ensure adequate dependent medical support can be provided by local facilities.

6.11.2.8. 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. Example: a command sponsored dependent marries an Airman who is serving an unaccompanied tour. The new sponsor does not have to serve an accompanied tour in order for the dependent to receive travel at government expense upon completion of the new sponsor's tour.

6.11.2.9. Children born to command-sponsored dependent spouses are command-sponsored at birth. Children born to command-sponsored dependents that are not the spouse of the Airman (example: grandchildren) are not eligible for command sponsorship, unless they become legal dependents through separate action.

6.11.2.10. An Airman who was accompanied at the current duty station by command sponsored dependents and returns dependents early at government expense and is later joined by those same dependents at the Airman’s expense, may again have the dependents command sponsored provided the sponsor (Airman) does not have an assignment selection date 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.

6.11.2.11. An Airman who early returns command sponsored dependents as a result of divorce may have newly acquired dependents command sponsored. It is not necessary for the Airman to obtain additional theater retainability. Command sponsorship carries over to the new spouse and/or dependents (as long as he or she is medically cleared); however, government funded travel to the OS location is not authorized as there are no travel and transportation allowances for acquired dependents since they were not dependents on the effective date of orders to the OS duty station.

6.11.2.12. The effective date of approval of command sponsorship is the date signed by the installation commander, ABG/CC at non-AF led Joint bases, or designated representative; or 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. (Except for children born to command sponsored spouses, IAW **paragraph 6.11.2.9**, or when one Airman of a military couple separates or retires IAW **paragraph 6.11.2.7**).

6.11.2.13. Airmen with dependents, who were dependents as of the effective date of PCS orders, who initially elect an unaccompanied tour and later want to bring their dependents to the OS location, must apply for command sponsorship IAW 6.11.2.4 above. **(T-1)** These requests are sent to HQ AFPC/DP3AM for approval/disapproval. Airmen must serve the accompanied tour length for that location and have 12 months left on the tour after arrival of dependents or approval date of command-sponsorship, whichever is later. **(T-1)** This time is to off-set the cost to the government to move the family to the OS location.

6.11.2.14. Airmen who do not have dependents as of the effective date of PCS orders and later acquire dependents and wish to have them command-sponsored are not authorized government travel and transportation allowances (includes household goods shipment) to the OS location. However, the dependents are authorized travel and transportation allowances (including household goods) on their subsequent PCS, if they are command sponsored. The Airman must agree to serve the prescribed accompanied tour length and have the required service retainability. **(T-1)** If the Airman is already serving the equivalent of the accompanied tour, command sponsorship shall be effective as stated in 6.11.2.1. Airmen must still submit the command-sponsorship request IAW **paragraph 6.11.2.4** above. **(T-1)** (**NOTE:** Airmen initially serving an unaccompanied tour who elect and have entered an overseas tour extension incentive program extension, and subsequently acquire dependents and apply for command sponsorship, keep their overseas tour extension incentive program entitlement. However, Airmen initially serving an unaccompanied tour who elect but have NOT entered an overseas tour extension incentive program extension at the time of acquiring dependents and applying for command sponsorship have their overseas tour extension incentive program canceled (see A12.6.3) but still have to extend to fulfill the requirement to serve the equivalent of the accompanied tour length for approval of command sponsorship.)

6.11.3. Individually Sponsored Dependents and Acquired Dependents. An individually sponsored dependent (sometimes referred to as non-command sponsored dependent) is one who either was not entitled to travel to a Airman's OS duty station at government expense, or who may have been entitled to travel at government expense but travels to the OS duty station without approval of the OS installation commander or the ABG/CC at non-AF led Joint bases. An acquired dependent is one who became a dependent after the start of a Airman's current OS tour (such as by marriage, adoption, etc.). See the JTR, Appendix A, for definition of acquired dependents. This term does not include persons dependent upon the Airman before the start of Airman's current OS tour. The tour status of Airmen with individually sponsored dependents or acquired dependents is not automatically changed from unaccompanied to accompanied, nor are dependents automatically granted command sponsorship. When an Airman wants command sponsorship of individually sponsored or acquired dependents, he or she must submit a request IAW **paragraph 6.11.2** and receive approval. **(T-1)**

6.11.3.1. A change of tour election or command sponsorship is not required when dependents are vacationing or visiting OS in a tourist status.

6.11.3.2. See **paragraph 6.11.2.1.1** for Airmen assigned to Alaska, Hawaii, the Commonwealth of Puerto Rico, or a territory or possession of the United States, who marry a civilian spouse or adopt a person who is a bona fide resident of the state, commonwealth, territory, or possession of the United States.

6.11.4. Dependents OS. Military dependents are citizens of the United States or foreign nation in theirr own right, so the AF is limited in what it may prohibit or direct with regard to dependent travel.

6.11.4.1. 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, both the dependents and the Airman should understand that the dependents may not be protected by existing Status of Forces Agreements, may require entry/exit

VISA and may not permit the dependent to remain for the entire length of the Airman's tour.

6.11.4.2. Any dependent residing OS may be requested by an installation 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.

6.11.4.3. 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 effect the presence of dependents may have on mission accomplishment, operational readiness, or combat capability. Normally, dependent travel at government expense is not authorized to any OS location where one or more of the above factors is significantly unfavorable.

6.11.4.4. All dependents in an OS area are furnished medical care. Medical care is based on dependency status, not on command sponsorship; however, 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.

Table 6.1. Determining Type of OS Tour.

RULE	A	B
	If the Airman is to serve, or is serving, a tour of duty OS, and is	Then the Airman serves the (see note 2)
1	Accompanied upon arrival by dependents transported at government expense or joined after arrival by dependents transported at government expense (see note 1)	Accompanied tour length shown in the PDTATAC AP-TL-01.
2	Married while OS, acquires dependents, or joined by individually sponsored dependents, and command-sponsorship is approved (see note 1)	
3	Married (prior to PCS departure) to a member of the Armed Forces assigned to the same or an adjacent base where an accompanied tour is authorized	
4	Married (after arrival OS) to a member of the Armed Forces assigned to the same or an adjacent base (see note 3)	Unaccompanied tour length shown in the PDTATAC AP-TL-01.
5	Married while OS, or joined by individually sponsored dependents, and command-sponsorship of dependents is not requested or Airman is ineligible to receive approval of command-sponsorship	
6	Married or unmarried, and unaccompanied	Unaccompanied tour length shown in the PDTATAC AP-TL-01 (see note 4).

7	Married and assigned to a dependent-restricted location and a Designated Location Move is approved to the native country of the Airman's foreign-born civilian spouse, which is different from the country where the Airman is serving	Unaccompanied tour length shown in the PDTATAC AP-TL-01.
8	Married and assigned to a dependent-restricted location and a Designated Location Move is approved to the native country of the Airman's foreign-born civilian spouse which is the same country in which the Airman 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: Use this table in conjunction with **paragraphs 6.2** and **6.11**.

1. Includes Airmen 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 Airman of an enlisted military couple is selected as an extended long tour volunteer, both must serve the accompanied tour plus 12 months. **(T-0)**
3. If Airmen have or acquire dependents and desire government paid travel or dependents, shipment of household goods, etc., upon PCS, then the Airman claiming the dependents must request command sponsorship and serve the accompanied tour length. **(T-1)**
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 6.2.14**
5. Do not give short tour credit to Airmen for Designated Location Move approved on or after 1 November 1985.
6. See **paragraph 6.2.12** and **Table 6.6**, note 2.

Table 6.2. Tour Election Changes Prior to Departing Losing Base.

RULE	A	B	C
	If the Airman has (see note)	And submits a request to change his or her OS tour status to	Then the MPF
1	Not relocated dependents or HHG at government expense	Accompanied	Approves the request.
2		Unaccompanied	
3	Relocated dependents or household goods 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 or ABG/CC at non-AF led Joint bases.
4		Unaccompanied	Approves, provided dependents and (or) household goods were not relocated OS.

NOTE*:* Use this table in conjunction with **paragraph 6.2** and **paragraph 6.11**

Table 6.3. Tour Election Changes After Arrival OS.

RULE	A	B	C	D
	If the Airman (see note)	And submits a request to change his or her OS tour status to accompanied	Or submits a request to change his or her OS tour status to unaccompanied	Then the installation commander, ABG/CC at non-AF led Joint bases, or designated representative
1	Has not relocated dependents or household goods at government expense	X	X	Approves, unless rule 6 or 7 applies.
2	Relocated dependents or HHG at government expense to a designated location and the anticipated delay for moving dependents OS was 20 weeks or more based on disapproved concurrent travel request	X	X	
3	Relocated dependents or household goods 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/DP3AM for decision.
4			X	Approves.
5	Originally elected the accompanied tour and household goods were shipped OS at government expense but dependents never joined OS		X	Sends the request to HQ AFPC/DP3AM for decision.
6	Is eligible for change under rule 1 or 3, but current DEROS is in the OS cycle (Attachment 13, paragraph A13.5., allocations column for enlisted or officer has an assignment selection date according to Table 5.7).	X		Sends request for DEROS adjustment to assignment OPR for decision.
7	Is assigned to a position on the Osan AB Korea Command-Sponsored	X		Sends request to HQ AFPC/ DP3AM for decision.

	Position Listing			

NOTE: Use this table in conjunction with **paragraphs 6.2** and **6.11**.

Table 6.4. Award and Adjustment of DEROS.

RULE	A If the Airman	B Then (see notes 1 and 2)	C And the MPF must
1	Is assigned CONUS to OS, or on a consecutive overseas tour with travel through the CONUS	Add the OS tour length to the last date departed CONUS (see note 3)	Award the DEROS unless rule 2 or 3 applies.
2	Is assigned CONUS to OS and takes leave enroute in any OS area; is assigned on a consecutive overseas tour without travel through the CONUS; or is assigned on a consecutive overseas tour with travel through the CONUS but takes leave enroute 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 Airman to obtain retainability or decline, and when the Airman declines or is ineligible	Determine Date of Separation	Award a DEROS that coincides with Date of Separation and counsel the Airman of action required by rule 4.
4	Is awarded a DEROS under rule 3 and for any reason the Airman later obtains additional retainability		Adjust the DEROS to reflect completion of the full OS tour or adjust DEROS to equal the new Date of Separation if less than the full OS tour completion date.
5	Requests extension, curtailment, or proration of DEROS according to Tables 6.7, 6.8, or 6.10.		Adjust the DEROS when authorized or submit a request for DEROS change per Tables 6.7, 6.8, or 6.10.

6	Has his or her DEROS involuntarily extended according to Table 6.9. (also see paragraph 6.6.)		Adjust the DEROS when authorized or submit a request for DEROS change when required by Table 6.7., 6.8., or 6.9.
7	Has an approved separation or retirement date before DEROS month	Confirm date of separation or retirement date	Adjust the DEROS.
8	Has tour election change approved after arriving OS	Convert the tour to appropriate tour length	
9	Is married to a member of the Armed Forces and assigned to the same or adjacent base	Determine type tour to be served per Table 6.1 and Attachment 8.	Award or adjust DEROS of AF Airman or both Airmen 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 6.10.)	On request by the Airman, adjust the DEROS according to Table 6.10.

NOTES:

1. Use this table in conjunction with **paragraphs 6.3**, **6.4**, and **6.5**, and **Table 6.2**
2. Airmen serving the extended long tour serve the standard tour length plus 12 months.
3. If the Airman reports to the gaining OS duty location before the RNLTD month, the DEROS is awarded by adding the OS tour length to the RNLTD month (this includes Non-prior service students PCSing from training or education per **Table 5.10**, rule 5 and Non-prior service students PCSing from training or education per **Attachment 17**). If the Airman departs the CONUS on the last day of the month prior to the RNLTD month and reports on the first day of the RNLTD month then the DEROS will be awarded by adding the OS tour length to the RNLTD month. This note does not apply if the Airman departs an OS duty location and reports to the gaining OS duty location before the RNLTD month, who has leave approved in the OS area, consecutive overseas tour leave in the CONUS, or has approval to defer his or her consecutive overseas tour leave IAW AFI 36-3003 (also see **paragraphs 5.31** and **5.32**). This note includes Airmen who travel to Alaska via the Alaskan Marine Highway System.
4. Aircrew Airmen (accompanied or unaccompanied) serve a 36-month tour plus the length of in-country training if assignment is to the NATO AWACS E-3A Component as follows: Officers in AFSC 11SX, 12RX, and 13BX and enlisted in AFSCs 1A1X1, 1A3X0, 1A4X0, 1A5X0, 1A5X2 and 1A5X3.**Table 6.5** Award or Adjustment of ODSD and Short Tour Return Date Based on PCS.

Table 6.5. Award or Adjustment of ODSD and Short Tour Return Date Based on PCS.

RULE	A	B	C
	Airman was assigned PCS OS and	Then credit with	And (see note 1)
1	Completed a tour of 18 months or more, accompanied or unaccompanied, and rules 2, 20, or 21 do not apply	A long tour	Award new ODSD (see notes 4 and 7).

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 short tour return date (see notes 4, 5 and 7).
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 short tour return date (see notes 4 and 7).
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 short tour return date (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 short tour return date.
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 overseas duty selection date and short tour return date by adding the number of days served to the existing overseas duty selection date and short tour return date.
9	Was curtailed before completing 181 days of a less than 18-month tour		Adjust overseas duty selection date and short tour return date by adding the number of days served to the existing overseas duty selection date and short tour return date.
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 overseas duty selection date and (when appropriate) short tour return date by adding the number of days served to the existing overseas duty selection date and (when appropriate) short tour return date.
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 overseas duty selection date and short tour return date (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	A short tour	Award new overseas duty selection date and short tour return date (see notes 2 and 4).
13	Filled a position on a Command Sponsored Position List, or is married to an Airman filling a position on the Command Sponsored Position List and served at least 365 days of an accompanied tour		
14	Served in Iran on or after 1 Jan 79 and was evacuated before completing the prescribed tour, or was held as a hostage		
15	Served in Pakistan on or after 9 Nov 79 and was evacuated before completing the prescribed tour		
16	Served at Adak, 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, (date arrived station between 1 Mar 96 and 31 Dec 2005), accompanied or unaccompanied, and served at least 365 days.		
21	Completed a 24-month unaccompanied Designated Location Move tour in same country as native country of Airman's civilian spouse (see Table 6.1).	A long tour	Award new overseas duty selection date.
22	Was awarded or recommended for the award of the Medal of Honor	A short tour	Award new overseas duty selection date and short tour return date.
23	Was designated as missing, and subsequently officially categorized as captured (Prisoner of War), Missing In Action, beleaguered, besieged, detained		

	(hostage), or interned as defined in AFI 36-3002 (see note 6)		

NOTES:

1. Use this table in conjunction with **paragraph 6.3** Award or adjustment of an Overseas Duty Selection Date or short tour return date does not change an Airman's date arrived station.
2. Give credit for additional short tours when the Airman extends for at least the accompanied tour length (also give credit if later curtailed after serving at least 365 days of the extension). Airmen serving a 24-month tour in a key billet or in a Command Sponsored Position List position in a short tour area receive one short tour credit. If they extend their tour for 24 months they receive an additional short tour credit (includes if curtailed after serving at least 365 days of the tour extension).
3. Give credit for additional short tours when Airman extends for at least the unaccompanied tour length and also give credit if later curtailed after serving at least 181 days of the extension.
4. Award new dates for Airmen with in-place consecutive overseas tours upon completion of tour which precedes the in-place consecutive overseas tour.
5. Credit Airmen in country as of 1 December 1989 and those departing the CONUS or arriving on a consecutive overseas tour after 1 December 1989 with a short tour upon completion of the prescribed tour.
6. Airmen who are officially categorized via DD Form 1300 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.
7. OS service in connection with a study program under a fellowship, scholarship, or grant is not creditable for award or adjustment of an Overseas Duty Selection Date or Short Tour Return Date.

Table 6.6. Award or Adjustment of ODSD and Short Tour Return Date for TDY.

RULE	A	B	C
	If Airman performed TDY (see note 1)	And served (see note 2)	Then (see note 3, 4 and 5)
1	From CONUS to OS, including sea duty with the US Navy	2 days or more (see note 6)	Adjust current overseas duty selection date and short tour return date by adding number of days served.
2		300 days or more in a consecutive 18 month period	Give Airman credit for a completed short tour and award a new overseas duty selection date and short tour return date to equal date of return from last TDY.
		548 days in a consecutive 3 year period	
3		365 days or more in a consecutive 3 year period	give Airman credit for a completed long tour and award a new overseas duty selection date to equal date of return from last TDY.
4	From a OS long tour location to any other OS location,	2 days or more (see note 6)	Adjust current short tour return date by adding number of days served.

5	including sea duty with the US Navy, on or after 1 Jul 72	300 days or more in a consecutive 18 month period	Give Airman credit for a completed short tour and award a new short tour return date 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, arriving prior to 1 Jul 11	179 consecutive days or more	Give Airman credit for a completed short tour and award new overseas duty selection date and short tour return date as of date of return to CONUS (see note 7).
8	At a Ground-Based Radar site in South America (Plan Identification Number (PID) F117T), arriving prior to 1 Jul 11	172 consecutive days or more on site	Give Airman credit for a completed short tour and award new overseas duty selection date and short tour return date to equal date of return from TDY (see note 7).
9	And as a result was awarded or recommended for award of the Medal of Honor	Any amount	Give Airman credit for a completed short tour and award new overseas duty selection date and short tour return date equal to date of award/recommendation.
10	And as a result was designated as missing, and subsequently officially categorized as captured, Missing In Action, beleaguered, besieged, detained (hostage), or interned as defined in AFI 36-3002 (see note 8)	Any amount	Give Airman credit for a completed short tour and award new overseas duty selection date and short tour return date to equal date released/returned to US control (see note 8).
11	In the Area of Responsibility (see note 9), arriving between 1 Aug 90 and 10 Jun 91, in support of Operation Desert Shield/Storm	181 consecutive days or more (see note 10)	Give Airman credit for a completed short tour and award new overseas duty selection date and short tour return date to equal date of return from TDY (see note 7).
12	At Moron AB, Spain, in direct support of Operation Desert Storm arriving between 1 Aug 90 and 10 Jun 91		
13	At Diego Garcia as a crew member is support of Operation Desert Storm arriving between 1 Aug 90 and 10 Jun 91		

14	At Al Kharj, Saudi Arabia or Thumrait, Oman (PID F089T) between 1 Dec 91 and 1 Apr 95	168 consecutive days or more on site	Give Airman credit for a completed short tour and award new overseas duty selection date and short tour return date to equal date of return from TDY (see note 7).
15	in support of Coronet Drake or Coronet Aspen (PID F079T) arriving prior to 16 May 95		
16	Deployed to a hostile fire/imminent danger pay zone arriving between 11 Sep 01 through 30 Jun 11	181 consecutive days or more (see note 10)	Give Airman credit for a completed short tour and award new overseas duty selection date and short tour return date to equal date of return from TDY (see note 11).

NOTES:

1. Use this table in conjunction with **paragraphs 6.3** and **6.4**.
2. Time creditable as OS duty for TDY begins the day of departure from the CONUS port excluding all leave, hospitalization, and other non-mission periods (i.e. confinement, prisoner, Absent without Leave periods).
3. Adjustment or award of the overseas duty selection date or short tour return date does not change an Airman's date arrived station.
4. The number of days served in TDY status to qualify for award of a new overseas duty selection date /short tour return date is not the same as an Airman in PCS status whose OS tour is curtailed (see **Table 6.5**).
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 Airmen needed to serve a cumulative total or 90 or more days in a consecutive 3 year period to earn an adjustment to the overseas duty selection date /short tour return date.
7. Use country code "ZT" with a tour length of number of days served for the personnel data system update.
8. Airmen who are officially categorized via DD Form 1300 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/DP3AM correspondence as the source document. Countries comprising the Area of Responsibility 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 Area of Responsibility and end with the day of departure from the Area of Responsibility.
11. OS tour length is updated to 12 months provided Airman meets minimum award criteria. Those Airmen previously awarded short tour credit under the temporary 181-day guidelines keep their short tour credit. Airmen arriving in the Area of Responsibility prior to 1 Jul 11 and serving at least 181 days in a hostile fire or imminent danger pay area receive short tour credit under the previous criteria. Those arriving in the Area of Responsibility on or after 1 Jul 11 do not receive short tour credit under the 181-day guidelines.

Table 6.7. Voluntary Extension of OS Tour.

RULE	A	B	C
	If the reason for extension is (see notes 1 and 2)	Then the maximum period of extension is (not to exceed mandatory Date of Separation/High Year Tenure)	And process the request as follows:
1	Airman's request	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 have disapproval authority. When the commander recommends approval, the MPF sends to the assignment OPR. Assignment OPR approves or disapproves and advises the MPF.
2	Airman's request for DEROS to coincide with Date of Separation or desired retirement date		
3	Airman's request due to pregnancy of civilian spouse and the recommendation of attending physician	60 calendar days or less	Installation commander (may be delegated to the Group or Squadron Commander) or ABG/CC at non-AF led Joint bases may approve (see note 3).
4		More than 60 calendar days	See paragraph 4.5. (see note 3).
5	Airman's request, female Airman is pregnant and the attending physician recommends	60 calendar days of less	Installation commander (may be delegated to the Group or Squadron Commander) or ABG/CC at non-AF led Joint bases may approve (see note 3).
6		More than 60 calendar days	See paragraph 4.5 (see note 3).

NOTES:

1. Use this table in conjunction with **paragraph 6.5.6** Commanders may not disapprove a voluntary extension request based solely on a Airmen'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 an Airman's request for change of OS tour status from unaccompanied to accompanied. Approval of command sponsorship and change of OS tour status requires the Airman to serve the accompanied tour length. Therefore, the DEROS change action is an adjustment of DEROS as shown in **Table 6.4** (not a voluntary extension action), also see **paragraph 6.11**
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 or ABG/CC at non-AF led Joint bases 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 or ABG/CC at non-AF led Joint bases may approve up to a 60 calendar day extension of tour for both Airmen as long as the new DEROS of both Airmen is within the same month. The commander must notify the MPF immediately so they can make the necessary changes to DEROS and other adjusted suspense. **(T-1)**

Table 6.8. Curtailment of OS Tours.

RULE	A If request originator is and reason for curtailment of an OS tour is (see note 1)	B And period is more than 60 calendar days	C Or period is less than 60 calendar days`	D Then the authority shown below may approve the curtailment
1	Commander's request to permit systematic rotation (see note 2)		X	Assignment OPR
2		X		HQ AFPC/CC
3	Commander's request for Airmen selected for school, special duty assignment, approved separation, and so on, and requires reporting earlier than original DEROS		X	Assignment OPR
4		X		HQ AFPC/CC
5	Commander's request when in the best interests of the Air Force (such as dormitory or housing renovation)		X	Assignment OPR
6		X		HQ AFPC/CC
7	Curtailment of DEROS extended/approved under Table 6.7	X	X	See Table 6.7, column C.
8	Airman's or medical authority's request due to pregnancy of Airman or civilian spouse and medical authority recommends return before DEROS		X	Installation commander (may be delegated to the Group or Squadron Commander) or ABG/CC at non-AF led Joint bases (see note 3)
9		X		Assignment OPR
10	Airman's request upon medical evacuation of dependents to CONUS		X	
11		X		HQ AFPC/CC
12	Unmarried pregnant Airman desires to place the child for adoption		X	Assignment OPR
13		X		HQ AFPC/CC
14	Commander's request when Airman returns to CONUS on emergency leave, and on completion of leave will have (number of days shown) remaining before DEROS		X	Unit commander (see note 4)
15		X		HQ AFPC/CC
16	Airman's request to accompany a military spouse with an earlier DEROS who cannot extend due to manning or operational necessity (see note 5)		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 Airmen sentenced to a dishonorable or bad conduct discharge, or when General Court Martial Convening Authority (GCMCA) directs Airmen to take involuntary excess leave (see note 6)	X	X	HQ AFPC/DP3AM
21	Commander's request for Airmen surplus due to unit deactivation, base closure or consolidation, authorization deletion, reclassification, or other action resulting in loss of Airman's AFSC (see note 7)			Assignment OPR
22	Commander's request for Airmen or dependents involved in unfavorable military or civilian incident in host community			HQ AFPC/CC or AF/JA for Judge Advocates
23	Airman's request to accompany a military spouse reassigned on a humanitarian or EFMP assignment		X	Assignment OPR
24		X		HQ AFPC/CC
25	Airman's request to cancel all or part of an approved voluntary OS tour extension	X	X	Assignment OPR (see note 8)
26	Threatened Person Assignment	X (see note 9)	X (see note 8)	HQ AFPC/DP3AM

NOTES:

1. Use this table in conjunction with **paragraph 6.5** Requests for curtailment must be endorsed by the Airman's unit commander.
2. Systematic rotation is only for the purpose of spreading the rotation dates for Airmen possessing like skills over a greater period of time to ensure continuity of operation.

3. Travel restriction date is six weeks prior to Estimated Delivery Date. 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 or ABG/CC at non-AF led Joint bases may only approve curtailment of the pregnant Airman. Submit a request to curtail the spouse, depending on period of curtailment. Enlisted Airmen who have extension to OS tour approved under the OTEIP are not eligible for curtailment (except for pregnant Airmen at dependent-restricted locations). These Airmen may

extend their DEROS beyond the travel restriction date or request early return of civilian spouse. IAW AFI 44-102, pregnant Airmen assigned to isolated or remote areas without appropriate obstetrical care will have their assignment curtailed by the 24th week of pregnancy or earlier. If local medical personnel are not capable of managing the early complications of pregnancy or the pregnancy is complicated, the Airman's assignment shall be immediately curtailed. The commander must immediately notify the MPF so they can make the necessary changes to DEROS and other suspenses. **(T-1)**

4. See **paragraph 6.7**

5. When manning will not support extending the military spouse with the earlier DEROS in his or her AFSC or when the military spouse was curtailed due to operational necessity such as force closure action within the unit assigned. This rule does not apply when a change of DEROS was the result of an Airman's request for the change such as cancellation of all or partial voluntary extensions of an OS tour.

6. Request for CONUS assignment is sent via CMS to the HQ AFPC OPR responsible for Airman's AFSC (see **Table 1.2**) with information copy to AFLSA/JAJM, Bolling AFB DC. Request includes date confinement ends and home of record.

7. See **paragraph 5.45** Curtailment as a result of surplus based on promotion permitted only when the promotion is to the grade of CMSgt or Colonel.

8. The assignment OPR may approve cancellation (provided it is not an overseas tour extension incentive program extension) if the new DEROS does not place the enlisted Airman in the OS or Overseas Returnee cycle (see **Attachment 13 paragraph A13.5** allocations column) and for officers, the new DEROS cannot result in an assignment selection date which is past (see **Table 5.7**, rule 3 for assignment selection date schedule). This does not apply to an enlisted Airman serving an extended long tour unless cancellation requested is to an extension of the ELT. Requests involving overseas tour extension incentive program extensions are submitted to HQ AFPC/DP3AM as exceptions according to **paragraph 4.5**

9. As requested by installation commander or ABG/CC at non-AF led Joint bases.

Table 6.9. 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 Date of Separation)	and
1	Airman does not have required retainability for CONUS PCS	Airman's Date of Separation	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 6.6.
3	To attend training or education and the class start date does not reasonably coincide with current DEROS	180 days	Submit requests a shown in paragraph 6.6. HQ AFPC/CC is the approval authority.
4	To meet immediate and critical operational needs		
5	When assigned to a unit being deactivated or due to base closure		

NOTES:
1. Use this table in conjunction with **paragraph 6.6**
2. Airmen placed on International Hold (assignment action code 13), **Table 2.1**, Airmen not medically qualified for PCS (assignment action code 31 and 37), and Airmen serving a confinement period as a result of court-martial or civil court action (duty status code 04, 05, 16, 17, 56, 59) do not have DEROS involuntarily extended. Allow the DEROS to expire even though the Airman remains assigned OS.
3. Action to involuntarily extend an Airman OS for quality reasons meets the requirements outlined in **paragraph 6.6** Extend the Airman's DEROS in 30 day increments only.

Table 6.10. OS Tour Proration.

RULE	A	B
	If proration is for : (see note 1)	Then follow the steps below to determine new DEROS
1	PCS to an OS location with a different prescribed tour length (PDTATAC AP-TL-01), **or** when the tour length changes at the current location	Step 1. Months on Current Tour (see note 2) 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 3) + Months remaining to be served on new tour = New DEROS

NOTES:
1. Use this table in conjunction with **paragraph 6.8**
2. For one day or more service in a month, count the whole month.
3. Use date arrived station for PCS, or effective date of tour length change as new tour start date.
4. The following example is provided to illustrate how a tour would be prorated when the tour length changes at an Airman's current location. MSgt Smith is currently serving a 24 month tour. Her date arrived station was 8 March 2010. Her current DEROS is 8 March 2012. The tour length changed from a 24 month tour to a 36 month tour effective 3 June 2011. Below is the calculation to determine MSgt Smith's new DEROS:

Step 1. $\frac{16}{1}$ x $\frac{36}{24}$ = $\frac{576}{24}$ = 24 (equivalent months)

Step 2. 36 - 24 = 12 (months remaining to serve on new tour)

Step 3. 3 June 2011 + 12 months = 3 June 2012 (new DEROS)

Table 6.11. Assignment Priority Groups For Airmen Completing OS or CONUS Stabilized Tours (Assignment Availability Code 50).

G	A	B	C

ROUPING	If an Airman is serving an (See note 1)	And is credited with the number of short tours shown (excluding current tour) (see note 2)	Then the match priority (considering current tour) is
1	Unaccompanied and the unaccompanied tour length is 17 months or less and dependents are restricted or limited (per PDTATAC AP-TL-01)	8 or more	1
		7	2
		6	3
		5	4
		4	5
		3	6
		2	7
		1	8
		0	9
2	Unaccompanied and the unaccompanied tour length is 17 months or less and dependents are not restricted or limited (per PDTATAC AP-TL-01)	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) (per PDTATAC AP-TL-01)	8 or more	19
		7	20
		6	21
		5	22
		4	23
		3	24
		2	25
		1	26
		0	27
4	Stabilized Tour and is a CONUS Mandatory Mover (See note 3)	N/A	28

NOTES:

1. Use this table for enlisted Airmen and in conjunction with **Attachment 13**, **paragraph A13.3** and the Overseas Returnee/CMM Personnel Services Delivery Guide. 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.
2. Each returnee is aligned within his or her grouping and within each grade and AFSC, and further grouped by number of short tours previously served (this does not include the current tour). Airmen possessing the most number of short tours receive higher priority. When the number of short tours is equal for two or more returnees, higher priority within each group is

given to Airmen who voluntarily extended their tour for a period of 6 or more months in a short tour area or 12 months in a long tour area (overseas tour extension incentive program, extension of tour). Higher priority is not given when an extension was for the purpose of command sponsoring dependents (because this is a change in tour election and not an extension). Additionally, each month extended beyond the 6 or 12 month minimum raises the Airman's priority. In the event of a tie within a priority group, Airmen are matched in the following order:
Grade (highest grade takes precedence) Example: a SSgt will receive higher priority over a SSgt selectee.
Date of Rank (DOR) (earliest date takes precedence);
Total Active Federal Commissioned Service Date (TAFCSD) (Officers only, when applicable per note 1) (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). Example: if the SSN is 123-45-6789 as a normal number it would be 123,456,789, and reversed it would 987,654,321.
3. CONUS Mandatory Movers are aligned into the fourth priority group after Overseas Returnees within each grade and AFSC, and further grouped by Date Arrived Station, DOR, TAFMSD, then DOB.
4. The following example is provided to illustrate how Airmen are prioritized:
Overseas Returnee/CMM Cycle for 3D0X2 SSgt's with a DEROS/Date of Availability equal to May, Jun, or Jul 2011. There are 7 Airmen identified with a DEROS/Date of Availability during this cycle, therefore there will be 7 locations advertised on EQUAL. The following are the SSgts competing in the cycle:
4a. SrA (SSgt select) Romer, DOR: 16 Sep 2009, assigned to Hickam AFB, Hawaii, serving a 36 month accompanied tour, DEROS: 2 May 2011, Number of Completed Short Tours: 0, TAFMSD: 2 Oct 2007, Date of Birth: 22 Dec 1986, SSN: 111-22-5678.
4b. SSgt Knight, DOR: 1 Aug 2009, assigned to Ramstein AB, Germany, originally served a 24 month unaccompanied tour, elected an IPCOT to serve an additional 24 month unaccompanied tour, then extended 12 months during her DEROS Option window, DEROS: 1 Jul 2011, Number of Completed Short Tours: 1, TAFMSD: 24 Jan 2006, Date of Birth: 14 Apr 1987, SSN: 111-22-4567.
4c. SSgt Izawa, DOR: 1 Aug 2005, assigned to Petersen AFB, CO, serving a stabilized tour, Date of Availability: 1 Jul 2011, date arrived station: 28 May 2006, TAFMSD: 25 Jul 2001, DOB: 8 Jun 1983.
4d. SrA (SSgt select) Tongson, DOR: 1 Aug 2009, assigned to Kunsan AB, Korea, serving a 12 month unaccompanied tour: DEROS 9 Jun 2011, Number of Completed Short Tours: 0, TAFMSD: 23 Sep 2007, Date of Birth: 12 Mar 1987, SSN: 111-22-1234.
4e. SSgt Koenig, DOR: 1 Sep 2008, assigned to Yokota AB, Japan, originally served a 24 month unaccompanied tour and then extended 12 months for the purpose of command sponsorship, DEROS: 9 May 2011, Number of Completed Short Tours: 1, TAFMSD: 12 Oct 2000, Date of Birth: 6 Sep 1978, SSN: 111-22-3456.
4f. SSgt Kirkpatrick, DOR: 1 Jan 2006, assigned to Bolling AFB, D.C., serving a stabilized tour, Date of Availability: 1 May 2011, date arrived station: 28 May 2006, TAFMSD: 14 Aug 2001, DOB: 11 Feb 1982.

4g. SSgt Hammond, DOR: 1 Sep 2003, assigned to Incirlik AB, Turkey, serving a 15 month unaccompanied tour, DEROS: 3 Jun 2011, Number of Completed Short Tours: 1, TAFMSD: 20 Feb 1998, Date of Birth: 10 Dec 1976, SSN: 111-22-2345.
4h. The following will be the assignment selection priority for the SSgts:
#1: SrA Tongson (only Airman in Group 1 returning)
#2: SSgt Hammond (only Airman in Group 2 returning)
#3: SSgt Knight (Group 3, 1 short tour, voluntarily extended his 24 month in-place consecutive overseas tour for 12 months which places him before SSgt Echo).
#4: SSgt Koenig (Group 3, 1 short tour, extended 12 months but was for command sponsorship which places her after SSgt Bravo)
#5: SrA Romer (Group 3, 0 short tours and no extensions)
#6: SSgt Kirkpatrick (Group 4, date arrived station is before SSgt Charlie)
#7: SSgt Izawa (Group 4, date arrived station is after SSgt Foxtrot)

Chapter 7

365-DAY EXTENDED DEPLOYMENTS

7.1. General Information. The following information applies to O-5/E-8 positions and below. HQ AFPC/DP2 has the lead in advertising, identifying and notifying Airmen for OCONUS 365-day extended deployments. AF/DPO has the lead in advertising, identifying and notifying for colonels and colonel-selects. Certain key positions in the Area of Responsibility are required to be filled by Airmen serving on 365-day tours. Each requirement is a CSAF approved, high priority, mandatory fill position; therefore all Airmen should be prepared to depart home station at a moment's notice.

7.2. Eligibility. Airmen not already selected for an assignment or do not have an assignment selection date, provided they meet the following criteria:

7.2.1. Airmen currently serving in the CONUS with a minimum of 12 months time-on-station from Required Delivery Date. Includes Airmen serving on any stabilized tour (minimum or maximum), to include, but not limited to assignment availability code 32, 39, 41, 42, 43, 44, 45, 47, 50, 51, 55, and 87 (see **Table 2.1**). Airmen currently serving a CONUS maximum stabilized tour and categorized as a CONUS Mandatory Mover (CMM) (assignment availability code 50), may only volunteer if their assignment availability code 50 expiration date is equal to the Required Delivery Date or is within 2 months after the assignment availability code expiration date. (Example: If assignment action code 50 expiration date equals June 2011, Airman is eligible for 365-day extended deployment with Required Delivery Dates of June, July, and August 2011.)

7.2.2. Enlisted Airmen currently serving OS with an established DEROS equal to or within 2 months after the required delivery date. (Example: If DEROS equals June 2011, Airman is eligible for 365-day extended deployment with Required Delivery Dates of June, July, and August 2011). Airmen with an indefinite DEROS may volunteer if original tour completion date is on or after the Required Delivery Date.

7.2.3. Enlisted Airmen must have or be eligible to obtain 13 months retainability from Required Delivery Date. **(T-1)**

7.3. Ineligibility. Airmen not meeting the eligibility criteria in **paragraph 7.2**, may volunteer as an exception to policy, with commander concurrence and are only selected if there are no other volunteers. Airmen are required to forward their commander's concurrence to the HQ AFPC/DP2 assignment team at the time they volunteer. Airmen are not considered if the commander's concurrence is not on file at the time of selection.

7.4. Application Procedures. HQ AFPC/DP2 will solicit volunteers for all OCONUS 365-day extended deployment requirements before selecting non-volunteers. Enlisted positions will be advertised on EQUAL Plus for a minimum of 10 days and no more than 30 days. **(T-1)** Officers should contact their appropriate HQ AFPC assignment team, or visit AEF Online on myPers. Procedures and responsibilities for the Airman, Commander, MPF, Installation Personnel Readiness (IPR), and HQ AFPC are outlined in the Personnel Services Delivery Guide, Assignments: 365-Day Extended Deployments.

7.4.1. Airmen are encouraged to volunteer for any 365-day extended deployment for which they are eligible and qualified. Eligible Airmen are not required to coordinate or obtain

commander approval to volunteer for a 365-day extended deployment, unless required IAW **paragraph 7.3**. Commanders will not establish policies, supplementing this instruction, that direct prior approval for volunteering. Once an Airman is selected by HQ AFPC, commander coordination is required on the official notification tasking memorandum. **(T-1)**

7.4.2. Withdrawal of Volunteer Statement. Airmen may request to withdraw their volunteer statement prior to the close-out date of the advertisement. To withdraw a volunteer statement, an Airman must contact his or her HQ AFPC assignment via email or delete the volunteer request on EQUAL Plus (enlisted) prior to the close out of the ad. **(T-1)** Requests to withdraw volunteer statements after selection are submitted IAW **paragraph 5.10**. If a cancellation request is submitted under this paragraph and subsequently disapproved, an Airman is not eligible to request separation or retirement if the 3-day option window has expired. See **paragraph 7.8** and **Table 7.2**.

7.5. Selection Procedures. Airmen volunteering for a 365-day extended deployment are selected based on eligibility and qualifications. If there are no volunteers, selections are based on most eligible and qualified non-volunteers.

7.5.1. Selection of Enlisted Eligible Volunteers (E-8 and below). Once the EQUAL Plus ad closes, the appropriate HQ AFPC assignment team determines which volunteers meet eligibility and qualification requirements IAW **paragraph 7.2**, then prioritizes all eligible volunteers as follows:

7.5.1.1. CMM volunteers by date arrived station (prioritized longest to shortest time-on-station). Upon selection, Airman's assignment availability code 50 is extended 13 months from Required Delivery Date to accommodate the 365-day extended deployment and out-processing actions upon return.

7.5.1.2. CONUS volunteers with a minimum of 12 months time-on-station by date arrived station (prioritized longest to shortest time-on-station).

7.5.1.3. OS volunteers only when their DEROS is equal to or 2 months following the Required Delivery Date (prioritized IAW **Table 5.2**, Priority for OS Short Tour Selection, Priority 2 for Airmen at short tour locations and Priority 3 for Airmen at long tour locations). Upon selection, Airman's DEROS is extended 13 months from Required Delivery Date to accommodate the 365-day extended deployment and out-processing actions upon return.

7.5.1.4. OS volunteers with an indefinite DEROS only if they have completed their original tour by the Required Delivery Date (prioritized IAW **Table 5.2**, Priority for OS Short Tour Selection, Priority 2 for Airmen at short tour locations and Priority 3 for Airmen at long tour locations). Upon selection, Airman's DEROS is extended 13 months from Required Delivery Date to accommodate the 365-day extended deployment and out-processing actions upon return.

7.5.1.5. CONUS volunteers who do not meet time-on-station eligibility by date arrived station and have commander concurrence (prioritized longest to shortest time-on-station) and whose volunteer statement has been accepted as an exception to policy.

7.5.2. Officer Selection of Eligible Volunteers. AF/DPO (Cols and Col-selects) or the appropriate HQ AFPC assignment team (Lt Cols and below) determines which volunteers meet eligibility and qualification requirements IAW **paragraph 7.2**.

7.5.3. Selection of Non-Volunteers. A non-volunteer is selected if there were no volunteers or qualified volunteers per **paragraph 7.2.1** through **7.2.3**. Established short tour selection rules as outlined in **paragraph 2.3** and **5.8**, and **Table 5.2**, Priority 8, 9, and 10 are used. Airmen OS at long tour locations may be used to fill a 365-day extended deployment. Airmen must have 30 days left on their current tour (before DEROS) to be selected as a non-volunteer (to allow reconstitution and out-processing time following the 365-day extended deployment). **(T-1)**

7.5.3.1. Enlisted. Enlisted Airmen who are High Year Tenure restricted and otherwise not eligible for 3-day option (as prescribed in **Table 7.2**), may only be selected as a non-volunteer if they have at least 7 months retainability following the expected return date. Vulnerability dates used to select enlisted Airmen for short tour requirements are also used in non-volunteer selections for 365-day extended deployments.

7.5.3.2. Officers. Officers not selected for promotion that have a mandatory Date of Separation established and are otherwise not eligible for 3-day option (see **Table 7.2**) are not eligible for selection as a non-volunteer unless they have at least 7 months retainability following the expected return date. Officers may contact their HQ AFPC/DP2 assignment team for information on potential vulnerability for non-volunteer selection.

7.5.4. Selection of Airmen assigned to joint organizations. Regardless of volunteer status, releasability of all Airman assigned to joint organizations is subject to the concurrence of the respective J1 or personnel division chief. Requests for availability are coordinated with the J1/personnel division staff prior to official notification.

7.5.5. Selection of Airmen assigned as students. Airmen who are assigned to a student PASCODE (Air Force Institute of Technology, AFIP, Intermediate Development Education, Senior Developmental Education, etc.) must PCS to a valid position at their next permanent duty station assignment prior to departing on 365-day extended deployment and must return to that same assignment for a tour of duty following their 365-day extended deployment. **(T-1)**

7.5.6. Airmen selected for a 365-day extended deployment receive an assignment availability code "ET" (Extended Deployment) in the personnel data system. The expiration date is Airman's expected return date. The assignment availability code is deleted if Airman is released from the requirement.

7.6. Notifications. A minimum of 120 days notification is provided to Airmen for 365-day extended deployments, whenever possible. Advertisements are announced well in advance in an effort to reduce the number of Airmen selected with less than 120 days notification. However, there are occasions, when notification is short-notice. For instance, when an Airman is released from a tasking at the last minute, the replacement gets very short notification. Additionally, new missions may drive less notification time. Installation Personnel Readiness offices receive notification of 365-day extended deployments via Deliberate and Crisis Action Planning and Execution Segments and email, and notify the Airman and his or her commander.

7.7. 365-day Extended Deployment and AEF Contingency Deployment Deconfliction. AF/DPO has the lead for extended deployments for colonels/colonel-selects. A

365-day extended deployment takes priority over an AEF contingency deployment if Airman receives official selection/tasking prior to AEF contingency deployment notification. A 365-day extended deployment selection/tasking is defined as when the notification tasking memorandum is sent to the Installation Personnel Readiness office or the 365-day extended deployment is in Deliberate and Crisis Action Planning and Execution Segments, whichever is earlier. The Airman is no longer eligible for selection for an AEF contingency deployment unless released from the 365-day extended deployment by the applicable HQ AFPC/DP2 Division Chief. If an Airman is formally selected for an AEF contingency deployment and is within 60 days of departure for the AEF contingency deployment/required associated training or has already attended required training, the AEF contingency deployment takes priority. Use this paragraph in conjunction with **Table 7.1**.

7.8. Declinations. 365-day extended deployments do not have an associated Active Duty Service Commitment; however, there is a commitment (to include prior training preparation time plus 365-day extended deployment duration) associated with the selection for 365-day extended deployments. Therefore, Airmen may be eligible to decline that commitment under 3-day option procedures. The time allotted for declining the 365-day extended deployment to separate or retire is 3 days, hence "3-day option."

7.8.1. Airmen selected for a 365-day extended deployment and want to decline should refer to **Table 7.2** to determine 3-day option eligibility. Airmen who do not have the retainability and do not meet the criteria to 3-day opt should refer to **paragraph 5.28** for retainability declination information. Those who elect to decline retainability or initiate a 3-day option, will be processed for separation/retirement. **(T-1)** While reclamas for 3-day option/retainability declination requires Wing CC/equivalent or ABG/CC at non-AF led joint bases approval in the Reclama Processing Tool, this action is for 365-day extended deployment processing purposes only. The Wing CC/equivalent or ABG/CC at non-AF led joint bases does not have approval/disapproval authority for 3-day opt/retainability declination. The approval button in the Reclama Processing Tool represents Wing CC/equivalent or ABG/CC at non-AF led joint bases acknowledgement of the Airman's decision and keeps the notification/ acknowledgement moving through the system.

7.8.2. Airmen must obtain retainability within 30 days of notification and acceptance of the 365-day extended deployment. **(T-1)** If the Airman does not possess and refuses to obtain the required retainability, or if the Airman is eligible under 3-day option provisions, the MPF counsels the Airman IAW **paragraph 5.28**, **Table 7.2**, and Personnel Services Delivery Guide, Assignments: 365-Day Extended Deployments. **(T-1)**

7.8.2.1. Enlisted Airmen who are not retirement eligible and are declining retainability must complete an AF Form 964. **(T-1)**

7.8.2.2. Reclamas are processed using the Reclama Processing Tool IAW AFI 10-401 and must be initiated by the unit commander or equivalent. **(T-1)**

7.8.2.2.1. Reclama actions are only to occur after the Airman has completed his or her portion of the notification memorandum and are not justification for an Airman to delay his or her statement of intent to accept/decline the deployment. Reclama reasons may be for:

7.8.2.2.1.1. Severe Mission Impact. SMI reclamas are only approved by the

MAJCOM/CD or equivalent. Airmen with an approved reclama for severe mission impact receive an assignment availability code 39. (Operational Continuity). Assignment availability code 39 is a 6-month deferment from the Required Delivery Date (IAW **Table 2.1**, Rule 29 and 30). Airmen are exempt from selection for AEF contingency deployments, 365-day extended deployments, and PCSs for the duration of the deferment period. This allows sufficient time for units to prepare for an Airman's potential departure once the assignment availability code expires. Extensions to the deferment period are not permitted.

7.8.2.2.1.2. Medical. Airmen selected (volunteer or non-volunteer)with an assignment availability code 31 or 37 and assignment limitation code "C," "X," or "Y" in the Military Personnel Data System require a medical exception IAW AFI 41-210. A Reclama Processing Tool action must be submitted by the commander when a medical exception is disapproved. **(T-1)** Airmen with an assignment availability code 31 or 37 that expires prior to First Movement date of the tasking are eligible to be selected.

7.8.2.2.1.3. Three day option and/or retainability declination.

7.8.2.2.1.4. Other. Reason(s) other than those in **paragraphs 7.8.2.2.1.1** through **7.8.2.2.1.3**, when the commander deems serious enough to prevent the Airman from deploying.

7.8.2.2.2. Deployment availability codes in and of themselves may not be the sole justification for a reclama, i.e. a deployment availability code 64 (Operational Deferment) or 65 (Commander's Option) do not disqualify an Airman from 365-day extended deployment selection; however the underlying reasons for the deployment availability code 64/65 may form the basis for an "Other" or SMI reclama.

7.8.2.2.3. The approval/disapproval authority for unsourcing a 365-day extended deployment in Deliberate and Crisis Action Planning and Execution Segments due to reclama reasons is the Director of Personnel Operations (AFPC/DP2).

7.9. Extended Deployment Assignment Consideration and Extended Deployment Home Station (CONUS only) Assignment Deferment. Eligibility is reviewed after completion of the 365-day extended deployment and processing of the travel voucher. Airmen request consideration IAW **Attachment 7**.

7.10. Short Tour Credit. Award of short tour credit is IAW **Table 6.6**, Rules 2, 5, or 6. Eligibility is reviewed after completion of the 365-day extended deployment and processing of the travel voucher.

7.11. Joint Duty Assignment (JDA) Credit. There are no 365-day extended deployment joint duty assignment billets. All temporary joint duty assignment positions were eliminated effective 1 Jan 2009. Officers with questions regarding qualifications for award of joint credit need to apply for experience joint duty assignment credit (see **para 5.56**)

7.12. Post Deployment Stand-Down Period. Commanders will grant Airmen post-deployment stand-down time upon return from the 365-day extended deployment. **(T-1)** This affords Airmen time to reconstitute, unless otherwise established by home station MAJCOM guidance. Airmen

must adhere to MAJCOM guidance and remain at the permanent duty station during reconstitution time. **(T-2)**

7.13. Post Deployment Deferment Period. Airmen are exempt from 365-day extended deployment selection if first movement will occur inside their one-to-one dwell. If an Airman recently returned from an AEF contingency they cannot begin training for another deployment until they have served an equal number of days since leaving the Area of Responsibility as spent deployed in the Area of Responsibility, i.e., 1:1 SecDef Boots on Ground: dwell policy. Eligibility is calculated from the date leaving the Area of Responsibility to the latest arrival date of the next deployment. Airmen are only selected for a 365-day Extended Deployment before deferment period expires when valid mission reasons exits. HQ AFPC/DP2 is the approval authority.

7.14. Training. Many 365-day extended deployments require additional TDYs for associated/required training. TDYs can range from 1 week to 6 months, are usually enroute, and are in addition to the 365-day extended deployment. Installation Personnel Readiness offices process any associated training IAW AFI 10-403.

7.15. Voluntary Extensions. Airmen are expected to complete the entire duration of the 365-day extended deployment. Airmen may voluntarily extend the length of the 365-day extended deployment, but only with approval from the applicable Component Command/A1, HQ AFPC/DP2LWA and Airman's losing/gaining commander. No additional financial incentives are offered by the Air Force for Airmen extending in the Area of Responsibility.

7.16. Functional Elements. Refer to the appropriate AFIs for all other functional actions required in management of 365-day extended deployments (Personnel Readiness Functions: AFI 36-3802 and AFI 10-403. Career Enhancement Functions: AFI 36-2502, AFI 36-2501, *Officer Promotions and Selective Continuation*, AFI 36-2406, AFI 36-2803, *The Air Force Awards and Decorations Program*, and AFI 36-2905).

Table 7.1. De-Conflicting 365-day Extended Deployment and AEF Contingency Deployment.

Rule	A	B	C	D	E
	Airman tasked for 365-day Extended Deployment (Note 1)	Airman is tasked for AEF contingency deployment (name in Deliberate and Crisis Action Planning and Execution Segments)	Is AEF contingency deployment within 60 days? (Notes 2 & 3)	Then 365-day Extended Deployment takes precedence	Then AEF contingency deployment takes precedence
1	Yes	No (Note 4)	N/A	Yes	N/A
2	Yes	Yes	No	Yes	No
			Yes	No	Yes
3	No	Yes	Yes	No	Yes

			No	Yes	No

NOTES: Use this table in conjunction with **paragraph 7.7**

1. Airmen are considered "tasked" based on the date of the formal notification memo sent to the Installation Personnel Readiness Office or the date name was input into Deliberate and Crisis Action Planning and Execution Segments, whichever is earlier.
2. If an Airman is tasked with a 365-day extended deployment after being tasked for an AEF contingency deployment, the 365-day extended deployment takes precedence unless the Required Delivery Date is less than 60 days.
3. If an Airman is tasked for an AEF contingency deployment after the 365-day extended deployment has been tasked, the 365-day extended deployment takes precedence regardless of AEF contingency deployment/365-day extended deployment Required Delivery Date.
4. Airmen tasked for a 365-day extended deployment are not eligible for selection for an AEF contingency deployment regardless of the 365-day extended deployment Required Delivery Date.

Table 7.2. 365-day Extended Deployment Declination / 3-Day Option.

RULE	A If the Airman is	B And is a	C And has 19 or more yrs TAFMS as of event notification date (mo/yr) or as of the required delivery date (mo/yr)	D Or does not have 19 yrs TAFMS as of the event notification date (mo/yr) or as of the required delivery date (mo/yr)	E And has	F Then, if serving in the CONUS, (if serving OS, or on a CONUS maximum stabilized tour, see note)
1	An officer officially notified of selection for a 365-day extended deployment	Col and/or Col-select	X		No Active Duty Service Commitment	Officers may request a retirement date which is not later than the first day of the fourth month following TDY notification date (mo/yr), however the actual retirement date approved will be based on the needs of the AF.
					An Active Duty Service Commitment that expires on or before completion of 365-day required delivery date commitment and associated training plus 30 days	
2	An officer officially notified of selection for a 365-	Col and/or Col-select		X	No Active Duty Service Commitment	Officers may request a separation date which is not later than the first day of the fourth month following TDY notification date (mo/yr), however the actual Separation date

	day required delivery date				an Active Duty Service Commitment that expires on or before completion of 365-day required delivery date commitment and associated training plus 30 days	approved will be based on the needs of the AF.
3	An officer officially notified of selection for a 365-day extended deployment	Lt Col or below	X		No Active Duty Service Commitment	Airmen may request a retirement date which is not later than the first day of the 7th month following 365-day extended deployment notification date (mo/yr), **OR,** the first day of the month upon completion of 20 years TAFMS
					An Active Duty Service Commitment that expires on or before completion of 365-day extended deployment commitment and associated training plus 30 days	Airmen may request a retirement date which is not later than the first day of the 7th month following 365-day extended deployment notification date (mo/yr), **OR**, the first day of the month upon completion of 20 years TAFMS, **OR**, the first day of the month after completion of Active Duty Service Commitment, whichever is later.
4	An officer officially notified of selection			X	No Active Duty Service Commitment	Airmen may request a separation date which is not later than the first day of the 7th month following 365-day extended deployment notification

	for a 365-day extended deployment				An Active Duty Service Commitment that expires on or before completion of 365-day extended deployment commitment and associated training plus 30 days	A separation date which is not later than the day they complete their existing Active Duty Service Commitment.
5	An officer officially notified of selection for a 365-day extended deployment	Lt Col or below	X	X	An Active Duty Service Commitment that expires beyond completion of 365-day extended deployment commitment and associated training plus 30 days	Airmen are not eligible to request retirement or separation under 3-day option provisions.
6	An enlisted Airman officially notified of selection for a 365-day extended	CMSgt or below	X		The required retainability and no Active Duty Service Commitment	Airmen may request a retirement date which is not later than the first day of the 7th month following 365-day extended deployment notification date (mo/yr), **OR,** the first day of the month upon completion of 20 years TAFMS

	deployment				The required retainability and an Active Duty Service Commitment that expires on or before completion of 365-day extended deployment commitment and associated training plus 30 days	A retirement date which is not later than the first day of the 7th month following 365-day extended deployment notification date (mo/yr), **OR**, the first day of the month upon completion of 20 years TAFMS, **OR**, the first day of the month after completion of Active Duty Service Commitment, whichever is later.
7	An enlisted Airman officially notified of selection for a 365-day extended deployment	CMSgt or below	X		Insufficient retainability and refuses to obtain it, and no Active Duty Service Commitment, OR, an Active Duty Service Commitment that expires on or before completion of 365-day extended deployment commitment and associated training plus 30 days	Airmen may request a retirement date which is not later than the first day of the 7th month following 365-day extended deployment notification date (mo/yr), **OR**, the first day of the month upon completion of 20 years TAFMS, **OR**, the first day of the month after completion of Active Duty Service Commitment, whichever is later.

8	An enlisted Airman officially notified of selection for a 365-day extended deployment	CMSgt or below	X		Insufficient retainability and refuses to obtain it and no Active Duty Service Commitment, OR An Active Duty Service Commitment that expires within 6 months after the 365-day extended deployment notification date (mo/yr)	Airmen may request a retirement date which is not later than the first day of the 7th month following 365-day extended deployment notification date (mo/yr) OR request a retirement date the first day of the month after reaching 20 yrs TAFMS, whichever is later OR decline to obtain retainability as outlined in paragraph 5.29.
9				X	The required retainability	Airmen are not eligible to request retirement or separation under 3-day opt provisions
					Insufficient retainability and refuses to obtain it	Airmen are not eligible to request retirement or separation under 3-day opt provisions, but may decline to obtain retainability as outlined in paragraph 5.29.

NOTE: Use this table in conjunction with **paragraph 7.8** DO NOT use this table alone to determine eligibility or effective dates. Do not use column F for separation or retirement dates Airmen may request if he or she is serving OS or on a CONUS maximum stabilized tour as they must request a retirement or separation date which is the first day of the month following DEROS or Date of Availability, if otherwise eligible to retire or separate on that date per AFI 36-3203 for officer and enlisted Airmen retirements and AFI 36-3207 for officer separations. **(T-1)**

Part 3

AIR FORCE RESERVE

Chapter 8

SELECTED RESERVE ASSIGNMENTS THROUGH THE GRADE OF COLONEL

Section 8A—Overall Policies and Responsibilities for Ready Reserve Assignments.

8.1. Assignments and Reassignments Within the Ready Reserve. The AFR, unlike active duty, does not have a centralized assignment system to manage Lt Cols and below except for its full-time support staff. AFRC/A1 manages assignments/reassignments for ARTs and ARPC/DPA manages AGRs. For the part time force, assignments are driven by availability and member qualifications.

8.1.1. Member Qualifications. Members must qualify for positions by grade and AFSC or meet the retraining requirements for the AFSC of the position for which he or she is applying. (T-2) Any personnel selected to fill E-8/E-9 authorizations are required to have completed the SNCOA (in-residence or by correspondence) prior to assignment to the higher graded position. This guidance is to be implemented without exception. Any enlisted member of the AFR currently holding the grades of E-6, E-7 or E-8 will not be placed into or against positions graded as E-8 and E-9 without prior successful completion of a Community College of the Air Force degree. Any E-8 or E-9 in a valid position commensurate with his or her current grade prior to the date of this publication is not required to have completed a Community College of the Air Force degree and is deemed to have met requirements to retain his or her current position. However, these members are highly encouraged to complete their Community College of the Air Force degree enabling them to be promoted to E-9 and compete for higher leadership position.

8.1.2. HQ IR RIO/CC and Recruiters.

8.1.2.1. HQ IR RIO/CC is responsible for personnel, manpower, and programming issues relating to assigned IR. (T-2) However, AF/REG (Senior Officer and Specials Programs Support Branch) provides centralized administrative management for IMAs assigned to Air Force Elements except Joint Chiefs of Staff and Office of the Secretary of Defense. (T-2)

8.1.2.2. HQ IR RIO/CC must:

8.1.2.2.1. Actively support the recruitment of qualified members without regard to race, sex, creed, or ethnicity. (T-0)

8.1.2.2.2. Process assignment requests (AF Form 1288, *Application for Ready Reserve Assignment*) in a timely fashion to prevent excessive processing times for applicants applying/affiliating from other service components.

8.1.2.2.3. Review his or her decisions from a quality force standpoint. Reassignments due to deactivation, relocation, or manpower authorization changes of unit and IR positions may be voluntary or involuntary, in an appropriate AFSC or with retraining. (T-2)

8.1.2.2.4. Make every effort to reassign qualified overage members to a vacant position. (T-2)

8.1.2.2.5. Reassign members to the non-participating individual ready reserve or stand-by reserve managed by ARPC if they cannot locate a vacant position per **Chapter 11** of this volume.

8.1.2.2.6. Consider TAFMS, the applicant's place of residence, future plans, and possible conflicts with civilian occupation before approving an assignment or reassignment to attract fully qualified willing members to service opportunities across the AFR. (T-2)

8.1.2.3. Air Force Reserve Recruiters. Recruiters may recruit to projected vacancies 12 months in advance in grades of lieutenant colonel and below (see **Table 8.2**). Reserve recruiters are responsible for qualifying and processing applicants to include the initiation of necessary assignment waivers and physical requirements, as well as all non-pay members requesting a position in the Selected Reserve (SelRes) or the individual professional education and stipend programs. This includes:

8.1.2.3.1. Assignments from the ANG to the AFR SelRes, (T-2) or:

8.1.2.3.2. Assignments from a non-pay AFR program to the participating SelRes, (T-2) or:

8.1.2.3.3. Assignments from a non-participating AFR status to the participating SelRes, (T-2) or:

8.1.2.3.4. Members separating from AD for an AFR SelRes assignment (PALACE FRONT, PALACE CHASE, etc.) with the exception of members in the AGR full-time support program, (T-2) or:

8.1.2.3.5. Prior service enlistments and accessions to a points-only program outside the CONUS. (T-2)

8.1.3. Officer Promotions/Assignments. Members promoted to grades above major are required to serve satisfactorily in the SelRes or Individual Ready Reserve (See Title 10 USC §101, *Definitions*) in that grade for a period of not less than 3 consecutive years in order to retire at that higher grade, unless:

8.1.3.1. If the member has served satisfactorily a minimum of 6 months in the grade of lieutenant colonel or above and is involuntarily separated for maximum age or length of service, he or she may retire at that higher grade or be reassigned to the Inactive Status List Reserve Section. Requirements for satisfactory participation are found in AFI 36-2254v1, *Reserve Personnel Participation*. (T-2)

8.1.3.2. An officer in a points only program is removed from the program for failure to earn the number of required points for a satisfactory year. A one-time, 1-year approved waiver to accommodate unforeseen or uncontrollable circumstances may allow for an additional year to qualify for retirement at the higher grade. RIO Det/CCs have the authority to grant waivers for IR members. (T-2)

8.1.4. Active Duty Sanctuary. Active Duty sanctuary is a means to protect ARC members who attain 18 but less than 20 years of TAFMS while serving on AD (other than for training).

Unless they have waived the right, these members may invoke sanctuary and must be retained on AD until 20 years TAFMS unless voluntarily separated, medically disqualified for continued service, administratively discharged, or separated or discharged for cause. Additional information and guidelines regarding both active duty and reserve sanctuary can be found in AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*. Additional guidelines can also be found in AFI 36-3206, AFI 36-3208, AFI 36-3209 and AFI 36-2254v1. (T-2)

8.1.5. Special Screening of the Ready Reserve. (T-2)

8.1.5.1. The SAF may direct a special screening of the Ready Reserve:

8.1.5.1.1. When the Ready Reserve has more members than required to meet mobilization needs.

8.1.5.1.2. To make sure that members are within the maximum service or age limits, and they meet standards for active force assignments.

8.1.5.2. The screening process determines if members:

8.1.5.2.1. Stay in the Ready Reserve.

8.1.5.2.2. Transfer to Retired Reserve if he or she is eligible.

8.1.5.2.3. Transfer to Standby Reserve or;

8.1.5.2.4. Are discharged.

8.2. Assignment and Waiver Authorities.

8.2.1. Unit Program. In peacetime AFRC manages unit assignments according to wartime mission needs. Coordinate unit waivers not specifically addressed in this chapter through the servicing Career Development Element to the appropriate NAF/A1 and on to AFRC/A1K or AF/REG (for colonels) for final processing. Commanders coordinate on waiver and at any level may non-concur. File completed waivers until the waiver's expiration date.

8.2.2. IR waivers. RIO Det/CCs, or their designated representatives must coordinate waivers for lieutenant colonels and below to HQ IR RIO/CC. Approved waivers must be forwarded to AFPC/DPSID to be filed in the members' Automated Records Management System record. Waivers for colonels require AFRC/CV approval to be coordinated by AF/REG. (T-2)

8.2.3. If member is being placed in an E8 or E9 position, the member must have completed his or her Community College of the Air Force degree prior to placement into position. If the current incumbent was grandfathered into position without a Community College of the Air Force, they may remain in their current position; however they cannot be placed into another E8 or E9 position without having a Community College of the Air Force degree. (T-2)

8.3. Relocation (Unit Program). AFR unit personnel who relocate. This guidance applies to unit personnel who move their residence from one unit's commuting area to another unit's commuting area. It applies to officers (lieutenant colonel and below) and enlisted members (SMSgt and below) and seeks to prevent the loss of valuable personnel because of relocation. The gaining NAF, Regional Support Group (RSG), wing, or detached group commander has approval authority to accommodate the assignment of a relocating member, depending on the organization. The following rules apply: (T-2)

8.3.1. Personnel relocating within their prior commuting area or asking to change assignments within their prior commuting area are ineligible.

8.3.2. Aircrew members must be reassigned to the same weapons system and not exceed C1 status requirements.

8.3.3. Do not assign personnel who impact the command or supervisory structure unless the gaining commander agrees.

8.3.4. Relocation overages are not overgraded.

8.3.5. An enlisted member may accept a voluntary demotion (not below the grade of staff sergeant) to qualify for a position.

8.3.6. Use unit manning document overage code 7 if no valid position is available with the unit manning document expiration date equaling the members Military Service Obligation (MSO) or 2 years from the Effective Date of Change of Strength Accountability, whichever is greater. Any requests for revalidation will be reviewed on a case-by-case basis. Commanders may utilize this overage provision to place members transitioning from AGR (Headquarters or Unit) tours, ART positions or the Retired Reserve. Approvals will be updated in 2-year increments. See **Table 8.3**.

8.3.7. The losing commander recommends the member and certifies on AF Form 1288 that the member meets all quality force standards.

8.3.8. The losing commander must advise the gaining commander via the AF Form 1288 if the member has an assignment limitation code "C" (Medical Deferral). See **paragraph 8.9**.

8.3.9. The losing Career Development Element files a copy of the commander's certification in the member's relocation folder. Keep members in their present assignment if the losing commander disapproves the reassignment and initiates appropriate discharge action or reassigns to ARPC.

8.3.10. The losing Career Development Element sends the assignment application and the commander's certification to the gaining Career Development Element for processing.

8.3.11. The gaining Career Development Element:

8.3.11.1. Processes the assignment application for gain within 10-working days after receiving it, provided there are no requirements for interviews or waivers, and advise the losing Career Development Element what the gaining commander decided, if required.

8.3.11.2. Ensures all mandatory information is provided in the second endorsement to include reporting official.

8.3.11.3. Projects the assignment in the military personnel data system.

8.3.11.4. Maintains copies of the assignment order as well as the overage statement in the member's electronic record or in his or her local files.

8.4. Assignment Branch (ARPC/DPAA) is responsible for:

8.4.1. Processing assignment orders on personnel who are reassigned to:

8.4.1.1. IMA positions and the participating Individual Ready Reserve program.

8.4.1.2. ANG and AFR units from the IRR, participating individual ready reservists or any other points-only status.

8.4.2. Coordinating with MAJCOM and FOAs in cases involving:

8.4.2.1. AFSC determination.

8.4.2.2. Reclassification.

8.4.2.3. Retraining.

8.4.2.4. Predetermined special category assignments.

8.4.2.5. Assigning individuals to AFR units at the request of AFRC/A1 or an AFR MPF.

8.5. IR Assignments. Validation of IMA Requirements. All IMA requirements are validated in accordance with (IAW) AFI 38-204, *Programming AF Manpower*. Fill IR positions based on active force war-time manpower needs. Normally, attach IMAs to RegAF or AFR units for inactive duty for training (IDT). For additional information on IR participation, reference AFI 36-2254v1.

8.6. Assignment Priorities.

8.6.1. Volunteers for positions in the SelRes. Process volunteers for SelRes positions according to these priorities (T-2):

8.6.1.1. Priority 1--Members of the SelRes who want to re-enlist.

8.6.1.2. Priority 2--Members without positions because of unit inactivation, relocation, or manpower authorization changes.

8.6.1.3. Priority 3--Members of the SelRes who desire transfer to another SelRes assignment.

8.6.1.4. Priority 4--Members applying under the PALACE CHASE program and members involuntarily separated from RegAF because of force reductions.

8.6.1.5. Priority 5--Members of the IRR to include medical stipend graduates.

8.6.1.6. Priority 6--Other prior service individuals, to include PALACE FRONT.

8.6.1.7. Priority 7--Non-prior service individuals.

8.6.2. Do not reassign an obligor to make room for a volunteer.

8.7. Overgrades and Overages

8.7.1. Leveling Requirements. Make every effort to fill vacant positions with qualified officers and enlisted personnel in the grade authorized. Make internal realignments to reduce or eliminate overgrade or overage situations before making assignments. Strongly encourage overgrade/overage incumbents to retrain to eliminate overgrade/overage conditions. When manning situations develop that allow for elimination of overgrade/overage, the commanders (unit program) or RIO Det/CCs (IR program) are expected to initiate necessary personnel actions to eliminate the overgrade and/or overage. Senior raters should keep in mind that approval of overgrade and overage conditions for officers and enlisted will impact future promotion quotas. (T-2)

8.7.2. Overgrade Approvals. (Officers in Colonel positions and Colonels). (T-3)

8.7.2.1. Unit Program. The NAF, RSG, wing, or detached group commander, via the Career Development Element, sends waivers for AFR unit assigned officers in colonel positions and colonels, through channels to AF/REG for AFRC/CV consideration.

8.7.2.2. IR Program. HQ IR RIO will send IR colonel waivers to AF/REG for AFRC/CV consideration. For centrally managed career fields (JA, SG, Chaplains) forward assignments and waivers to appropriate recommendation authority (JA- The Judge Advocate General, SG-Career Manager, Chaplains- Career Manager).

8.7.3. Overgrade Approvals (Lieutenant Colonels and below). (T-3)

8.7.3.1. For the unit program, the appropriate commander will approve overgrade waivers only when considered to be in the best interest of the AFR and leveling action cannot be accomplished. Unit commanders will submit requests for overgrade waivers to the wing or RSG commander for approval. Waivers requiring AFRC/CV approval may be forwarded via TMT through command channels through AFRC/A1K workflow box.

8.7.3.2. For the IR program, RIO Det/CCs will process overgrade waivers as per **Table 8.3**.

8.7.4. Overgrade Waiver Requests.

8.7.4.1. As a minimum, overgrade waiver requests must contain the following information: (T-3)

8.7.4.1.1. Member's grade, name, and SSN (last 4).

8.7.4.1.2. Whether this is a one or two grades overgrade waiver condition.

8.7.4.1.3. Previous position number and authorized grade (If unknown or not applicable, so state. Not applicable if the member is reassigned from ARPC or another base).

8.7.4.1.4. Position number/authorized grade.

8.7.4.1.5. Member's DAFSC; PASCODE; date overgrade condition originated.

8.7.4.1.6. Current overgrade expiration date, if applicable.

8.7.4.1.7. Desired expiration date.

8.7.4.1.8. Explanation of how the overgrade condition occurred.

8.7.4.1.9. Authorization change number for manpower changes.

8.7.4.1.10. Justification to warrant the overgrade waiver.

8.7.4.2. The approval document must contain the following statement; "This overgrade is approved as being in the best interest of the Air Force Reserve, after consideration of the guidance provided by this instruction, and AFI 36-2502 (enlisted only). Overgrade code (code) with expiration date of (date) is approved." (T-3)

8.7.4.3. The Career Development Element will notify the TR unit commander and the RIO Det/CC will notify the IR supervisor of overgrade waiver approval. The Career Development Element (TR) and ARPC/DPA (IR) will continue the assignment processing on approved waivers. (T-3) **NOTE:** Overgrade/overage code M will be updated for unit requests pending approval.

8.7.5. Approval Provisions. **Table 8.3** lists overgrade situations and approval authorities. These additional provisions apply to approval authorities. (T-2)

8.7.5.1. Approve only the two-grade overgrade waivers resulting from a manpower change the NAF, wing, RSG, group, or unit did not initiate.

8.7.5.2. Do not delegate the overgrade approval authority within the unit program.

8.7.6. Voluntary Demotion (Enlisted only). Voluntary demotion may be needed for a member to qualify for a position. However, demotion below the grade of staff sergeant is not authorized. (T-2)

8.7.7. Denied Waivers or Removals.

8.7.7.1. Denied waivers or removals by the appropriate assignment or waiver authority must be in writing. (T-2)

8.7.7.2. The Airmen may accept voluntary demotion (see **paragraph 8.7.6**) or be assigned to another position, if waiver was denied or removed, in order to qualify for assignment.

8.7.7.3. If the Airmen is being reassigned to ARPC, they will have an effective date of change of strength accountability of no later than 180 calendar days from the date the waiver was denied or removed.

8.7.8. Waiver Expiration or Withdrawal. The appropriate Career Development Element (Unit Program) notifies unit commanders 240 calendar days before an overgrade waiver expires. ARPC/DPAAA (IR Program) notifies the RIO Det/CC 90 calendar days before an overgrade waiver expires. (T-2)

8.7.8.1. The unit commander or RIO Det/CC has 60 calendar days to send a revalidation; otherwise, the appropriate Career Development Element or ARPC/DPA assigns the member to:

8.7.8.1.1. A position consistent with the member's grade and AFSC (using the appropriate manning document within member's current assigned unit).

8.7.8.1.2. ARPC in a non-participating status no later than the waiver's expiration date.

8.7.8.2. If a unit commander or RIO Det/CC withdraws an overgrade waiver, the Career Development Element will notify the Personnel Relocation Element (unit) or the RIO Det/CC will notify ARPC/DPA (IMAs). The Personnel Relocation Element or ARPC/DPA will ensure the member is reassigned IAW **Table 11.3**, Rule 16, to ARPC in a non-participating status. The member will be reassigned with an effective date of change of strength accountability of no later than 180 calendar days from the date the overgrade waiver was withdrawn. (T-3)

8.7.8.3. The unit commander or RIO Det/CC provides written notification to the member about changes in overgrade status. (T-3)

8.7.9. Promotions to Colonel.

8.7.9.1. A member promoted to the rank of colonel and not assigned against a colonel position may voluntarily delay the promotion as outlined in AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, **chapter 8**. If the member does not voluntarily delay the promotion, the officer is placed

in overage code M and projected for reassignment to the IRR, with an effective date of change of strength accountability established as Promotion Effective Date plus 6 months.

8.7.9.2. If a vacant position is not located, allow the officer's assignment to the IRR to take effect. Reassign the member to the IRR in a surplus status (see **Table 11.3**, Rules 14 and 15). This also applies to a colonel who has been replaced or a colonel is no longer qualified for position due to manpower change of position, or position is deleted, per **paragraph 8.7.14**.

8.7.10. Enlisted Promotions: Stripes for Exceptional Performers (STEP) I. An enlisted member promoted under STEP I program authorizes promotion to the grade of TSgt (unit members, IMAs, and IR) for members who meet the criteria in AFI 36-2502. (T-2)

8.7.11. STEP II Program. An enlisted member promoted under STEP II does not need the overgrade waiver as described in **paragraphs 8.7.1** through **8.7.4** The STEP II promotion order is the source document for the waiver. Once the STEP II promotion has consummated overgrade code L is updated by the Career Development Element (Unit Program) or ARPC/DPAA (IR Program). (T-2)

8.7.11.1. STEP II members:

8.7.11.1.1. May be considered for normal overgrade assignment when STEP II overgrade is lost due to transfer to another manpower position or their position is downgraded or deleted.

8.7.11.1.2. May be two grades overgrade only as authorized IAW **paragraph 8.7.5.1** of this AFI.

8.7.11.2. MPFs and HQ IR RIO Force Management Section are required to keep copies of the authorization change number , unit manning document change, or associated documentation to reflect the manpower change to the affected position as backup to the STEP II promotion order.

8.7.11.3. Voluntary moves by the member to another position of equal or lower grade is not authorized for the STEP II overgrade continuance.

8.7.11.4. If the STEP II individual is moved to a position equal to or greater than the STEP II grade, remove the STEP II overgrade code L.

8.7.12. Professional Military Education (PME) Requirements. Enlisted members must meet PME requirements for their grade as prescribed in AFI 36-2301, *Developmental Education*; any AFR member selected to fill SMSgt/CMSgt authorizations must complete SNCOA and it must be updated into the current personnel system prior to assignment to the higher graded position. Members must sign a statement of understanding acknowledging the PME requirements outlined in AFI 36-2502. If PME requirements are not met, commanders or RIO Det/CCs will: (T-2)

8.7.12.1. Reassign members as directed in, **Chapter 11**. **Table 11.3**, Rule 5

8.7.12.2. Realign the individual to a lower graded position in his or her organization, or

8.7.12.3. Initiate a manpower request to realign the position with a lower graded position on the organization manning document as prescribed in AFI 38-204.

8.7.13. Overages for Lt Col and Below. Assignment of a reserve member to an occupied position is an overage. An overage and overgrade situation cannot exist on an individual at the same time. Members assigned as overages are not eligible for unit/position vacancy promotions if the number of assigned in the members' AFSC exceeds the number authorized in the next higher grade. Only assign an overage if no other valid position is available. NAF, RSG, wing, or detached group commander, or RIO Det/CC assign overages IAW **Table 8.3** on a case-by-case basis. This includes training capability/readiness enhancement overages. All approved unit-manning policies must be on file in the servicing Career Development Element. The Chief, Career Development may finalize assignments authorized by the Wing/Unit Manning Plan. An AFRC programming plan guides the disposition of overages in the unit program. In the absence of a programming plan, keep overages in their present assignment for up to 2 years from the date the position is deleted, unless identified in the applicable manning guidance. Any request for continuance of overage will be processed as exceptions to policy and if approved will be coded as overage code 4. (T-2)

8.7.13.1. Processing Overages. See **Table 8.3** for guidance on the use of various overage codes, unless overage condition is addressed in the manning guidance. Overage code dates begin on the effective date of change of strength accountability, duty effective date, or date member is assigned to the position. The appropriate commander or RIO Det/CC approving an overage assignment includes this statement in the remarks section of AF Form 1288: "Member is approved as an overage with an expiration date of (date)." The appropriate commander or RIO Det/CC may withdraw this waiver at any time. In the unit program, overgrade/overage code M will be updated for requests pending approval. (T-2)

8.7.13.1.1. Advise the member in writing of the overage status by the commander or RIO Det/CC with the information in **Attachment 19**. For personnel in the unit program, file a copy of the overage approval and the members' acknowledgement in the members' personnel record or in the MPF Career Development Element files. For personnel in the IMA program, the detachments must maintain a copy of the overage approval and the members' acknowledgement for the duration of the overage. (T-2)

8.7.13.1.2. In the unit program, revalidation of overages based upon the wing manning plan or manning guidance does not require a new overage letter. The Career Development Element will update all overages using the previous overage memo and manning plan as a source document. Both the commander and the member will acknowledge overage continuation by endorsing the previous overage memo. In the IMA program, the member must sign an amended or new overage document. ARPC/DPA will update the over-manning overage code 4 and expiration date to the end of the current fiscal year (FY) (30 September). (T-2)

8.7.13.1.3. Requests for exception to policy should be submitted electronically to streamline the process. Ensure all required information is provided within the request to include: member's name, grade, SSN (last 4), DAFSC, position number, PAS code, date overage condition originated, desired expiration date, explanation of how condition occurred, and justification to warrant approval of request. Each request will be reviewed on a case-by-case basis. (T-2)

8.7.13.1.3.1. Requests in the unit program should be forwarded by the servicing Career Development Element, with Wing/NAF CC recommendation, through the

proper command channels to HQ AFRC/A1KK for AFRC/CV approval/disapproval. Statistical data should be provided to support the request. If a request is approved, the servicing Career Development Element will be notified through command channels and update overage code 4. The headquarters approved overage code will be updated by HQ AFRC/A1KK. (T-2)

8.7.13.1.3.2. Requests in the IMA program should be forwarded by Det/CC to the overage approval authority for approval/disapproval. Statistical data should be provided to support the request. If a request is approved, ARPC/DPA will notify the program manager and update the appropriate overage code. The Det/CC need not forward packages where either the requestor or Det/CC are the approval authority. (T-2)

8.7.14. By-Pass Authorizations (PSEUDO 8). Any requests for by-pass positions are an exception to policy and are to be temporary in nature to generate a "holding" place for members whose funded manpower authorizations (positions) have been deleted from the unit manning document, one deep officer overage authorizations, efficient facilities initiatives/force reduction force structure announcements (**paragraph 8.7.15**), medical shortfall AFSCs (8.7.17) or Professional Military Education.

8.7.14.1. One Deep Officer Overage Authorization. The appropriate commanders are authorized to assign officers as overages in squadron/flights that have only one officer authorization. The primary purpose of this authorization is to allow these overages to be groomed/trained to assume leadership positions. (T-2) Approval authority is the Wing Commander (or equivalent).

8.7.14.2. Positions pertaining to Undergraduate Flight Training and other such requirements for members attending schools are approved by the Commander (or equivalent).

8.7.14.3. For the IMA program, assignments to a by-pass position number (PSEUDO 8) should be limited to a new or realigned position pending manpower update. A copy of the manpower change request must be submitted with the assignment action to justify placing an IMA in a by-pass position number with an overage code 3 and expiration date 6 months from the effective date of change of strength accountability. (T-2)

8.7.14.4. By-Pass positions pertaining to overage of a SMSgt and above are considered exception to policy and must be forwarded to AFRC/A1KK TMT workflow for AFRC/CV approval.

8.7.14.5. AFRC/A1KK uses overage code 4 with an expiration date of 2 years from date of approval after notification by the Career Development.

8.7.15. Efficient Facilities Initiatives (formerly Base Realignment and Closure)/Force Reduction Force Structure Announcements, Overages (two grade overgrade). (T-2)

8.7.15.1. Enlisted. Commanders are allowed to assign displaced enlisted personnel to other organizations for up to 2 years when there are no valid vacant positions as overage code 8. Displaced enlisted members will not count against promotion opportunities of incumbents for up to 2 years from the date assigned. Qualified members will be assigned to a valid vacant position at the earliest opportunity.

8.7.15.2. Officer. Commanders are allowed to assign displaced officers to other organizations for up to 2 years when there are no valid vacant positions. However, promotion relief is not possible due to Reserve Officer Personnel Management Act. Officers will be tracked as or overgrade code T after overage code 4.

8.7.15.3. No Assignment Opportunities for Officer/Enlisted. In the unit program, for individuals whose position and AFSC have been deleted from the wing and there are no other placement opportunities within the command, the following provisions apply: commanders are authorized to assign enlisted personnel overage code 8 and officers (Lt Col & below) overage code 4 and overgrade code T, for up to 2 years from the date the individual's position was deleted, either through an efficient facilities initiatives, force reduction, or force structure announcements. Commanders have the authority to withdraw the overage code or overgrade at any time after determining the member has exhausted priority placement opportunities. Once the overage code is withdrawn the member is reassigned to the IRR, or retired if eligible. EFI/force reduction enlisted overages do not affect promotion opportunities for incumbent members, however, officer overages do. For those IMAs whose position and AFSC have been deleted or realigned and there are no other placement opportunities within the Air Force Reserve, the following provisions apply: RIO Det/CCs may assign individuals as overage code 8 for up to 2 years from the date the individual's position was deleted either through force reductions or manpower realignments. Members must sign an overage document, which is maintained by the detachment. These personnel will be updated with a by-pass (pseudo 8) position number. RIO Det/CCs have the authority to withdraw the overage code at any time after determining the member has exhausted placement opportunities. Once the overage code is withdrawn, the member may be reassigned to ARPC. Members assigned as force reduction overages are not eligible for unit vacancy promotion.

8.7.15.4. Commanders, supervisors and RIO Det/CCs are required to employ all means possible to give Reserve members the opportunity to continue to be part of the AFR team. Greater emphasis must be put on assignment to positions in other than primary AFSCs (2AFSC, 3AFSC), authorized overages/overgrades, and retraining. In some instances the commander may need to consider exceptions to standard policies to accommodate retention. Commanders must retain all displaced personnel via priority placement guidelines to assign displaced members in any awarded AFSC, authorized overage/overgrade, and retraining.

8.7.15.4.1. For those IMAs whose position and AFSC have been deleted or realigned and there are no other placement opportunities within the AFR, the following provisions apply: RIO Det/CC's may assign individuals as overage code 8 for up to 2 years from the date the individual's position was deleted either through force reductions or manpower realignments. Members must sign an overage document, which is maintained by the program manager. These personnel will be updated with a by-pass (pseudo 8) position number. RIO Det/CC's have the authority to withdraw the overage code at any time after determining the member has exhausted placement opportunities. Once the overage code is withdrawn, the member may be reassigned to ARPC. Members assigned as force reduction overages are not eligible for unit vacancy promotion.

8.7.16. Anticipated Losses. When an individual is a projected loss (retirement, separation, reassignment, relocation, etc.) an overage can be established against his or her position not to exceed 1 year prior to the effective loss date, i.e. retirement effective date, ETS expiration date, or the anticipated relocation date. In such cases, the overage code applies to the member projected as a loss. (T-2)

8.7.17. Medical squadron commanders may over-man (Lt Col and below) to fulfill mission requirements. Use of the by-pass routine is authorized. Overage wartime medical and dental shortfall AFSC officers should be coded in Military Personnel Data System. Authorized AFSCs will be IAW Air Force Reserve Military Manning Policy and Strength Requirements. (T-2)

8.7.17.1. Aircrew Position Indicator Code 5 is only assigned to authorized 48X3 positions or those AFSCs for which a 48X3 is an authorized substitution IAW the UTC mission capabilities statement. IAW WPM, Annex F, Wartime plans/UTC physician AFSCs (44X3) may be offset to 48G3 as requested to allow attendance at the Flight Medicine course and award of 48G1/3 AFSC as a secondary AFSC. This will allow the incumbent to be trained and become fully qualified as a 48G3, but will not be put on Aircrew Position Indicator-5 status (aircrew) nor draw flight pay. These individuals are permitted to fly on a non-interference basis. All flying duties performed will be a duty status. In such cases, AFRC Form 106, *Manpower Change Request*, action is required because the authorized AFSCs in the Manpower Data System will not change. (T-2)

8.7.17.2. Once an AFSC has been removed from the wartime shortfall list, any request to continue a member as an overage beyond the 2-year point period must be processed as an exception to policy. The AFRC/SG functional representative will review requests for continuance. (T-2)

8.8. AFSC Criteria.

8.8.1. Before accepting a member for an assignment, gaining unit commanders and RIO Det/CCs must consider (T-3):

8.8.1.1. Assignment of a member to a position in the same or similar career field.

8.8.1.2. Assignment in an additional AFSC.

8.8.1.3. Classification actions that AFI 36-2101 authorizes.

8.8.1.4. Qualifications a member gains from civilian schooling or employment.

8.8.1.5. Assignment for retraining in a new Air Force specialty when possible.

8.8.1.6. Personal interviews are only conducted for the career fields listed below. These positions should be reflected in the Reserve Management Vacancy System as code M, multiple applicants. To ensure timely processing, a 30 calendar day timeline from receipt of application has been established for the interview and approval/disapproval process. (T-3) It is incumbent upon the hiring authority to meet this 30 calendar day suspense. Air Force Reserve Command Recruiting Service is authorized to effect the accession if no determination is made by the hiring authority after the 31st calendar day after AF Form 1288 has been submitted to the hiring authority.

8.8.1.6.1. In the unit program, interviews are to be conducted for Aircrew Operations (1AXXX); all X prefix AFSCs (Aircrew); Safety (1S0X1); Survival, Evasion, Resistance, and Escape Operations (1T0X1); Command and Control (1C3X1); Communications-Computer Systems Operations (3C0X1); Explosive Ordinance Disposal (3E8X1); Education and Training (3S2X1) (unless member previously held the AFSC); Chapel Management (5R0X1) (regardless of grade); Paralegal (5J0X1); Family Readiness Technicians (8C000) (SSgt and above); all AFSCs requiring a Top Secret security clearance eligibility; all members applying for Airlift Control Flight and Functional Check Flight unit positions; and all senior NCO and commissioned officers. Other interviews are not currently authorized.

8.8.1.6.2. In the IMA program, interviews are to be conducted for all positions in the chapel, legal, and medical career fields regardless of grade; all HQ AF and Air Force Office of Special Investigations positions regardless of grade; and all AFSCs requiring a Top Secret, or above, security clearance. For all other E-7 or O-4 and above positions, interviews may be requested by the hiring official but if no decision is rendered within 30 days, Recruiting Service is authorized to effect the accession if no determination is made by the hiring authority after the 31st calendar day after AF Form 1288 has been submitted to the hiring authority. Other interviews are not currently authorized.

8.8.1.7. In the unit program, substitutable AFSCs based on current Mission Capabilities Statement.

8.8.2. Assignment of Only Fully-Qualified Persons to IMA Positions. The RIO Det/CC or central manager should consider exceptions on a case-by-case basis. Members with approved IMA assignments without required AFSC qualifications must adhere to mandatory school attendance requirements. RIO Det/CCs must immediately program formal training attendance with ARPC/DPAT IAW AFI 36-2254v1, and AFI 36-2201. (T-2)

8.8.3. Apprentice Skill Levels for ARTs. Immediately classify all new retrainee or enlisted ARTs not possessing the required AFSC, at the entry level, if they satisfy the minimum Office of Personnel Management (OPM) standards. (T-2)

8.8.3.1. The supervisor conducts an initial evaluation within 60 days of the date of hire, using the current career field education and training plan and the Air Force Enlisted Classification Directory.

8.8.3.2. AFRC functional managers must sanction awarding the 3-skill level if, after completion of the initial evaluation, the supervisor determines the member does meet mandatory requirements, but warrants the award of the 3-skill level based on exceptional qualification. Waiver requests will be submitted through channels to AFRC/A1KK IAW AFI 36-2101. Disapproval by the AFRC functional manager will require the ART to remain at the entry level AFSC until satisfactory completion of technical school. (T-2)

8.9. Changes in a Member's Medical Profile.

8.9.1. There are primarily two factors that determine the necessity for update of duty status codes and deployment availability codes. The first factor for update is whether or not the member is qualified for worldwide duty. The second factor is whether or not the member will be allowed to participate. There may also be a requirement to update an assignment limitation code to C status for members who have been determined to not be medically qualified for

worldwide duty but fit for continued military duty. This must be based upon a fitness determination by the appropriate authority for unit assigned members or by AFRC/SGO for IR members. For any reassignment of these members with the selected reserve, the losing commander must advise the gaining commander of the member's assignment limitation code C status. (T-2)

8.9.2. Processing of AF Form 422, *Notification of Air Force Member's Qualification Status*. The Career Development Element (unit program) will receive the AF Form 422 from the servicing reserve medical unit or AFRC/SGO for IR and will be responsible for updating Military Personnel Data System. The Career Development Element will also be responsible for ensuring all other work centers are provided the AF Form 422 for their required coordination and update. It is the responsibility of each MPF/CC to determine which sections will be required to update the Military Personnel Data System with the following items: (T-2)

8.9.2.1. If the member is not qualified for worldwide duty and there are no allowances for participation in the remarks of the AF Form 422.

8.9.2.2. Duty status code 14.

8.9.2.3. Duty Status Effective Date – date form is prepared.

8.9.2.4. Duty Status Expiration Date – date as indicated in remarks, cannot equal 888888. Duty status expiration date will not exceed 1 year.

8.9.3. As directed by the MPF/CC, the appropriate work center must update the deployment availability code to indicate Deferred Pregnancy or Medical Deferment. (T-3)

8.9.3.1. The deployment availability code expiration date will be updated as directed on the AF Form 422.

8.9.3.2. If the member is not worldwide qualified and there are participatory allowances stated in the remark section of the AF Form 422, there will only be a requirement to update the appropriate deployment availability code and expiration date as listed in paragraph 8.9.2.1.4. When members are placed in assignment limitation code status C by AFRC/SGO for both the unit and IR programs, the assignment limitation code must be updated to status C with an expiration date as indicated on the AF Form 422.

8.9.4. Pregnancy. Pregnant members in the non-participating IRR, the Standby Reserve or on AD with a remaining military service obligation may ask for an assignment to the Participating Ready Reserve. The servicing recruiter must obtain a document from the member's healthcare provider which states that the member's pregnancy is uncomplicated and allows for an assignment. (T-2)

8.9.4.1. The recruiter provides the gaining Career Development Element or RIO Det/CC the AF Form 1288 and the physician's statement. Once the Career Development Element or RIO Det/CC completes the second endorsement on the AF Form 1288, both documents will be forwarded to AFRC/A1KK or ARPC/DPA for update of the required gain action. (T-2) If the gaining activity choses to forward the application for additional review the AF Form 1288 must be returned within the same timeframe.

8.9.4.2. Participating pregnant members who do not ask for reassignment keep their present status. However, to prevent the members' mobilization, the MPF or AFRC/SGO updates Military Personnel Data System using assignment availability code 81 with a date

of availability at least 12 weeks after the expected delivery date as determined by the appropriate military physician. (T-2)

8.9.4.3. When reassigning pregnant members to the Standby Reserve, use guidelines in **Chapter 10**.

8.9.5. Human Immunodeficiency Virus. Members who test Human Immunodeficiency Virus positive may stay in a position that does not require overseas deployment. To do so, the member must prove to be clinically well IAW AFI 48-123. Reassign members testing Human Immunodeficiency Virus positive to the Standby Reserve, active section, only if the Ready Reserve cannot effectively employ them. These reassignments are defined in **paragraph 10.2**. (T-2)

8.9.6. Reentering the Ready Reserve. The member must contact a reserve recruiter to re-enter the Ready Reserve following reassignment to Standby or Retired Reserve for "medical disqualification" or "unfit for military duty" determination. The reserve recruiter will obtain a copy of the member's report of medical examination and a statement of the reasons for the physical disqualification. (T-2)

8.9.6.1. The reserve recruiter will process a member for assignment to a unit or IMA position if AFRC/SGO finds that the medical condition is no longer disqualifying, and the individual is otherwise eligible for Ready Reserve. However, members with assignment limitation code status C (medical deferral) require review and approval by AFRC/SGO prior to assignment. Recruiters will work with the servicing reserve medical unit to provide medical documentation required for processing through AFRC/SGO for final approval/disapproval. If the assignment limitation code status C remains on the member's file, the recruiter must advise the gaining commander and the gaining Career Development Element of the member's medical restrictions. The member may only be assigned to a Non-Mobility position. (T-2)

8.9.6.2. The gaining commander will need to provide comments on the AF Form 1288 stating that he/she is aware of member's medical restrictions resulting in assignment limitation code status C and agrees to assign the member to a Non-Mobility position. The gaining MPF ensures the update of the deployment availability code 41, as well as, assignment limitation code "C." ARPC/DPA coordinates with AFRC/SGO on assignment limitation code "C" and notifies the gaining RIO Det/CC. (T-2)

8.9.6.3. ARPC/DPA may assign a member who was assigned to the Retired Reserve because of medical disqualification, if the individual is otherwise eligible for Ready Reserve assignment and AFRC/SGO determines that the individual is medically qualified.

Section 8B—Assignments for Specific Kinds of Positions

8.10. Rated Assignments.

8.10.1. Rated Officer Assignment.

8.10.1.1. Assign only rated officers to rated positions. (T-2)

8.10.1.2. Do not assign a rated officer to be a chaplain or judge advocate unless the member requests voluntary disqualification from aviation service. On approval of request

by HQ AF/ HC or HQ AF/JA, ARPC/DPA appoints the member to the Chaplain Corps or the Judge Advocate General's Corps.

8.10.1.3. Assign members chosen for Undergraduate Pilot Training or undergraduate navigator training to vacant positions if at all possible. If unable to do so, overages are permitted for up to 6 years from the member's total federal commissioned service date (TFCSD). Unit manning document overage Code 6 applies. If an overage Undergraduate Pilot Training/Undergraduate Navigator Training candidate has over 6 years TFCSD, the servicing MPF contacts AFRC/A1KK for Military Personnel Data System update procedures.

8.10.2. For lieutenant colonel and below authorizations with an Aircrew Position Indicator 3 or 4, the Career Development Element or RIO Det/CC coordinates assignment actions with the squadron commander or operations officer. For IMAs, detachments coordinate all aircrew position actions with RIO Host Aviation Resource Management, Flight Management, prior to vetting to ARPC/DPA to ensure that any member that has held or holds the 11XX, 12XX, 13BXX, and 48XX AFSCs qualifies for the requested assignment. This action is required for colonels and below per AFI 11-402.

8.10.2.1. For lieutenant colonel and below authorizations with Aircrew Position Indicator 0, the Career Development Element or HQ RIO:

8.10.2.1.1. Verifies officer's eligibility for new AFSC IAW Officer Classification Directory.

8.10.2.1.2. Works in concert with the gaining and losing commander to confirm the assignment to the new position.

8.10.3. Reassign members disqualified for aviation service the day after disqualification. Members medically disqualified for aviation service may fill rated positions that do not require flying certification or duties.

8.10.4. Commanders initiate involuntary reassignment action IAW **paragraph 10.5** and **Table 11.3**, Rule 8 for members disqualified from aviation service if no suitable position is available. The RIO Det/CC assigns IR members to ARPC within 180 days of disqualification.

8.10.5. Enlisted Aircrew Assignments. Unit Program enlisted aircrew personnel must meet the medical standards IAW AFI 48-123 and have a current class III flying physical. Individuals attending a formal school must also comply with special medical requirements listed in Education and Training Course Announcement. For IMAs, detachments coordinate with RIO Host Aviation Resource Management, Flight Management, prior to vetting to ARPC/DPA to ensure that any member that has held or holds the 1AXXX any X & J-prefixed AFSC, qualifies for the requested assignment and that the appropriate disqualification action is accomplished, if necessary per AFI 11-402.

8.11. Professional Specialty Assignments (Chaplain, Legal, and Medical).

8.11.1. AFRC Career Field Managers (CFM) (SG, HC, JA). CFMs will evaluate individuals once a year for possible reassignment to another position. CFMs will review and approve all applications for professional specialties to their IR programs.

8.11.2. Unit Assignments. Commanders recommend approval for chaplain, legal, and medical professional specialty assignments for lieutenant colonel and below. They: (T-2)

8.11.2.1. Coordinate with AFRC/HC before approving a chaplain assignment.

8.11.2.2. Must receive approval from AFRC/JA before approving a JAG assignment including an assignment to fill a colonel position. Must also receive approval from HQ AFRC/JA to fill a paralegal position IAW AFI 51-802, *Management of the Judge Advocate General's Corps Reserve*.

8.11.2.3. Send requests for professional specialty assignments to fill colonel positions through command channels to AF/REG for AFRC/CV consideration. (T-2)

8.11.3. Medical Services Officer Career Area. Applicants for medical services must have the AFSC of the position. If no qualified candidates are available, unit commanders or RIO Det/CCs send requests for waivers through channels to AFRC/SG. Send waivers for officers in colonel positions or colonel assignments through command channels to AF/REG for AFRC/CV consideration. (T-2)

8.11.4. Flight Surgeon.

8.11.4.1. AFRC/SG, or the AF/SG certifies the required medical examinations.

8.11.4.2. Applicants for flight surgeon positions must qualify medically for flying duties IAW AFI 48-123. (T-2)

8.11.4.3. Applicants for the Aerospace Medicine, Primary Course (B3OBY48G1-000) must have completed all medical requirements and have a physical exam medically certified for FC II duties prior to submitting a request for course attendance 120 days before the course start date.

8.11.4.4. An applicant may already be rated as a flight surgeon, pending aeronautical revalidation or re-qualification and medical qualification.

8.11.4.5. Reassign medical officers who do not meet medical requirements to a position for which they qualify or to ARPC (non-participating status).

8.11.4.6. Unit commanders or AFRC/SG for IMAs may offer their assigned physicians in clinical patient care specialties an opportunity to use an aeronautical rating as an aerospace medicine physician, AFSC 48GX (Flight Surgeon). The following provisions apply:

8.11.4.6.1. The applicant must agree in writing to start the Aerospace Medicine, Primary Course (B3OBY48G1-000) within 1 year of assignment.

8.11.4.6.2. The applicant must apply for and complete the 7-week Aerospace Medicine, Primary Course (B3OBY48G1-000). This course may be attended in increments; however, course completion is required within 3 years of appointment/assignment.

8.11.4.7. Upon course completion, physicians able to satisfy the flying and ground training to maintain "active flying status" will be designated a DAFSC of 48R1 and awarded 2AFSC or 3AFSC as 48R1. Concurrently, the medical unit commander should submit a Manpower Change Request unfunding the wartime required physician position. This should establish a position with AFSC 48R3 and Aircrew Position Indicator-5. This will entitle the physician to aircrew incentive pay IAW AFI 11-401.

8.11.4.8. Physicians completing the course but unable to meet active requirements (i.e., civilian practice limits Reserve participation) will be placed in inactive flying status. He or she is nonetheless authorized to fly and log time without aircrew incentive pay on a noninterference basis with unit training and flying schedules (AFI 11-401). Inactive flyers must fly in a duty status to include MPA, Reserve Personnel Appropriation, or IDT. Physicians in this category should not change their DAFSC but may be awarded 2AFSC or 3AFSC as 48R1. Aircrew Position Indicator-5 codes are not applicable.

8.11.4.9. Commanders reassign officers who fail to complete this course to a position for which they qualify or to ARPC in a non-participating status.

8.11.5. Nurses. Do not assign to the Reserve, or attach as a member of the IRR, a nurse who does not actively practice nursing. This requirement is in addition to those in AFI 36-2254v1. (T-2)

8.11.5.1. Actively practice in nursing is defined as a nurse who is employed or working voluntarily in a position that requires a registered nurse. The minimum requirement for actively practice nursing is 180 hours per calendar year. Documented verification of actively practice nursing can be obtained from one of the following:

8.11.5.1.1. Employer.

8.11.5.1.2. If self-employed and affiliated with a hospital or other institution, that institution can verify.

8.11.5.1.3. If self-employed without affiliation, verification can be determined by another colleague or by Form 1040, US Individual Income Tax Return, with all information blacked out except for name, SSN (last 4) and occupation.

8.11.5.2. The requirement for 180 hours of actively practice in nursing a year can also be met by: (T-2)

8.11.5.2.1. Military Personnel Appropriation-funded AD tours that relieve critical AD personnel shortages at a medical treatment facility.

8.11.5.2.2. Military Personnel Appropriation-funded AD tours for any operational aeromedical evacuation (AE) mission.

8.11.5.2.3. Military Personnel Appropriation-funded AD tours that support specific AD medical operations.

8.11.5.2.4. Points only volunteer nursing in AD Medical Treatment Facility.

8.11.5.2.5. Studying full time for a degree in nursing as defined by the educational institution.

8.11.5.3. For assignment to IR positions within RIO/Det 5, a nurse must be employed full-time (at least 32 hours a week) in a critical skill as defined by AF/SG or AF/REM. (T-2)

8.11.5.4. For unit assigned nurses:

8.11.5.4.1. The unit commander or approving officer verifies employment.

8.11.5.4.2. The unit chief nurse notifies the unit commander of noncompliance.

8.11.5.4.3. The unit commander advises the officer, in writing 90 calendar days before reassignment and sends an information copy to AFRC/SGN.

8.11.5.5. For IR nurses:

8.11.5.5.1. Unit of attachment verifies employment.

8.11.5.5.2. AFRC/SG monitors the program and notifies the individual that noncompliance resulted in reassignment.

8.11.5.6. Commanders must make sure applicants (flight nurses) for positions in Aeromedical Evacuation units meet the following requirements:

8.11.5.6.1. Meets AFI 48-123 medical requirements.

8.11.5.6.2. Obtains a flying Class III medical examination within 90 calendar days of effective date of assignment.

8.11.5.6.3. Obtains Medical certification from AFRC/SG.

8.11.5.6.4. Completes all medical requirements and have a physical exam medically certified for FC II duties prior to submitting a request for course attendance 120 days before course start date.

8.11.5.6.5. Agrees in writing to attend Course OLY46F1 within 1 year after assignment/ appointment.

8.11.5.6.6. Completion of the Flight Nurse Course is necessary for a Chief Nurse in AE units.

8.11.5.6.7. Commanders may keep medically disqualified flight nurses in non-flying positions for which they qualify or reassign them to ARPC in a non-participating status.

8.11.6. Legal Career Area. See AFI 51-802 for guidance on eligibility and processing requirements for assignment to any Judge Advocate or paralegal position. Contact AFRC/ JA for assistance. (T-2)

8.12. AFR CMSgt Assignments.

8.12.1. When filling CMSgt positions, all vacancies shall be screened by a panel before the hiring official makes selection. (T-2)

8.12.1.1. This panel, at a minimum, shall consist of the following: hiring official, Command Chief or a CMSgt designee, and an external stakeholder (may be within the same organization, however at a minimum, they must be in different directorate/group/squadron).

8.12.1.2. All CMSgt vacancies (excluding those outline in AFI 36-2109) will be advertised through the established processes for each category outlined on myPers, ensuring every Airman has visibility and equal opportunity to compete for these positions.

8.12.2. AFRC/CC will establish Command Chief Master Sergeant positions at each NAF and at each AFRC Wing. (T-2)

8.12.2.1. AFRC/CCC will coordinate with owning/gaining senior raters as vacancies open. See AFI 36-2109, *Chief Master Sergeant of the Air Force, Senior Enlisted Leadership Management and Air Force Association Enlisted Council*, for guidance on eligibility.

8.12.2.2. Do not reassign an individual into/from a Command Chief Master Sergeant position who is within 6 months of his or her High Year Tenure Date or age 60.

8.12.3. Overage Assignment of Former Command Chief Master Sergeants.

8.12.3.1. Assignment of a former Command Chief Master Sergeant to a CMSgt position (other than a Command Chief Master Sergeant position) as an overage:

8.12.3.1.1. Is authorized regardless whether the member completes a full tour of duty as a Command Chief Master Sergeant. If less than a full tour has been completed in a Command Chief Master Sergeant position, retention as an overage will be permitted for up to 4 years from the date removed from the Command Chief Master Sergeant position, unless removed for cause.

8.12.3.1.2. May be for only one former Command Chief Master Sergeant at a time within a wing.

8.12.3.1.3. Is exempt from other wing or group non-commissioned officer promotion accountability.

8.12.3.1.4. May be placed in any Chief Enlisted Manager position if the member meets the prerequisites of the AFSC or retraining qualifications.

8.12.3.1.5. Will normally exist for a maximum of 4 years. Military Personnel Data System will be updated in 2-year increments. If an extension is requested beyond the allotted 4-year point it will fall under the FY manning guidance in effect at the time. NAF/wing commanders who elect to extend the overage beyond the normal 4-year period must submit an exception to policy to AFRC/A1KK for approval.

8.12.3.2. Priority placement fills vacancies first and keeps overages only if no other positions are available. If there are no positions available and the NAF/Wing commander elects not to retain the individual as an overage, they must assign the member to ARPC in a non-participating status after he or she completes his or her Command Chief Master Sergeant tour, provided there is sufficient cause.

8.12.3.3. A NAF/wing commander who approves a former Command Chief Master Sergeant as an overage includes this statement in the assignment source document: "Member approved as an overage per AFI 36-2110, *Total Force Assignments*. Overage waiver expires___, wing commander may withdraw this waiver at any time."

8.12.3.4. Send AFRC/A1KK a copy of the assignment source document for Military Personnel Data System updating of the overage code or expiration date. Unit manning document overage code 4 applies in all cases.

8.12.3.5. Assignment of a former Command Chief Master Sergeant against a by-pass position number as an overage for a maximum of 4 years will be authorized if no positions are available.

8.12.3.6. If an extension is requested beyond the allotted 4 year point it will fall under the FY manning plan in affect at that time. All exceptions to policy will be forwarded to AFRC/A1 for approval.

8.12.3.7. Overages against the Command Chief Master Sergeant position are not authorized under any circumstances.

8.13. Overseas Assignments.

8.13.1. Approval for Overseas Assignments. RIO Det/CCs may approve assignments for individuals both inside and outside the CONUS regardless of where the individual resides. RIO Det/CCs must recommend approval to RIO/CC for IRs living overseas who wish to be assigned outside the theater in which they reside. Training requirements are explained in AFI 36-2254v1. Follow AFI 36-2017, *Personnel Admissions Liaison Officer*, guidelines for Air Force Admission Liaison Officer assignments and AFI 52-101, *Planning and Organizing*, guidelines for AF Chaplain assignments overseas.

8.13.2. MAJCOMs and units overseas may let members participate for points only if IMA positions in the proper AFSCs are not available. Some of these individuals may be eligible for MPA tours. Line personnel (other than JA) in this category may request assignment to the Ready Reinforcement Personnel Section through RIO/CC. JA, SG, and HC personnel request assignment through their appropriate central manager/career field manager.

8.13.3. In some situations, strictly enforcing these policies would not benefit the United States Air Force. ARPC/DPA, RIO Det/CCs and AFRC central managers have waiver authority for departing from these procedures. In all cases, the parent MAJCOM or Air Staff agency must agree with waiver requests.

8.13.4. Prospective applicants must contact the nearest AFR recruiter for assistance in processing their application for an IR position.

8.14. AFR Unit Commander Assignments. The grade of an officer appointed as an AFR unit commander must equal or exceed the grades of all unit officers. A unit is a group with its own PAS. RSG, wing and detached group commanders appoint all unit commanders in the grade of lieutenant colonel and below who are not assigned against colonel authorizations. The Career Development Element produces the appointment order for distribution. (T-3)

8.15. ART Assignments. Assign ARTs to the corresponding military and civilian position. The Career Development Element coordinates on locally established method for documentation (memo/letter, etc.), and notifies the losing Career Development Element for completion of AF Form 1288 by the member and the losing commander. (T-2) **NOTE:** AF Form 1288 is not required for ART officer management directed assignments. The AFRC/CV message is approval authority.

8.15.1. Unit commanders may submit a waiver request on lieutenant colonels and below to the RSG, detachment group, and wing or group commander to assign an ART to a TR position, or a TR to the part B of the ART position. Waivers may not exceed 180 days. Both TR to ART part B and ART to TR assignments are approved only to relieve temporary, adverse manning situations and are not intended to be permanent in nature. Forward any extensions beyond 180 days through command channels for approval by AFRC/A1KK. Forward waiver requests on colonels or officers in colonel positions through command channels to AF/REG for AFRC/CV consideration. Waiver packages must include:

8.15.1.1. Justification to warrant the temporary assignment. Include name, grade, SSN (last 4), position numbers (both Part A and Part B).

8.15.1.2. Information to explain if the position has been vacant; how long the position has been unfilled, and what has been done to rectify the problem in lieu of this action. Unit manning document overage code 1 applies in all approved cases.

8.15.2. RSG, Detachment Group, and wing or group commanders may revoke a waiver at any time for officers in the grade of lieutenant colonel and below not assigned to a colonel position. Members will acknowledge that they received revocation of the waiver, in writing, and that the member will vacate the position immediately (30 days or less) if an ART fills the position.

8.15.3. The appropriate Career Development Element files a copy of the waiver and acknowledgment in the member's electronic record or local files.

Section 8C—Assignments for Individual Circumstances.

8.16. Individuals in Key Positions. (T-2)

8.16.1. Designated Key Positions. DoDD 1200.7 *Screening the Ready Reserve*, provides guidance on the processing of key employees in both the Federal and non-Federal sector. AFI 36-507, *Mobilization of the Civilian Work Force*, provides additional guidance for Air Force employees. Key positions are those that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal agency or office to function effectively.

8.16.1.1. Those designated by name are:

8.16.1.1.1. The Vice President of the United States or any official specified in the order of presidential succession.

8.16.1.1.2. Members of Congress and heads of Federal agencies appointed by the President with the consent of the Senate (does not include persons appointed to a Federal agency as a member of a board or commission).

8.16.1.1.3. The Federal judiciary and other Federal positions determined by Federal agency heads, or their designees, to be key positions, require a case-by-case determination and designation.

8.16.1.2. Individuals serving as a civilian employee who occupies a position that is designated as a key position. That individual shall be designated as a key employee and considered to be ineligible to serve in the Ready Reserve. Once an individual who has received Special Separation Bonus /Variable Separation Incentive changes civilian status to a position not designated as a key position, transfer them back to the Ready Reserve to fulfill the military service commitment incurred based on receipt of Special Separation Bonus /Variable Separation Incentive, or release from the Air Force.

8.16.2. Employers: (T-2)

8.16.2.1. Determine key employee status.

8.16.2.2. Inform ARPC/DPAM (for AFR members) that a member is a key employee.

8.16.3. ARPC reviews military mobilization manpower needs. ARPC/DPAR sends letters it receives from members' employers, to the members' MPF or RIO Det/CC to determine the

military mobilization manpower needs and decide whether a conflict exists which requires negotiation. (T-2)

8.16.3.1. Upon determination of manpower needs and no conflict exists, ARPC/DPAR instructs the personnel relocation element/RIO Det/CC to notify the member of pending transfer to the standby reserve.

8.16.3.2. Transfer the member to the Standby Reserve as stated below, where they will remain for the period in which they will fill a key position. The member may apply for an assignment to the Non-Affiliated Reserve Section (NARS)-ND, of the Active Standby Reserve, and if accepted, continue to earn retirement points. This also applies to appointed or elected officials who want to earn points for retirement. The Personnel Relocation Element/RIO Det/CC reassigns members to the Non-Affiliated Reserve Section /ND within 30 calendar days from the date of members' application.

8.16.4. If the member does not apply to the Non-Affiliated Reserve Section /ND within 45 calendar days after being named, the orders publishing agency assigns the member to (T-2):

8.16.4.1. The Non-Affiliated Reserve Section /NB if the member has a military service obligation with assignment action reason assignment action reason RJ (key employees).

8.16.4.2. The Inactive Status List Reserve Section if the member has no military service obligation with assignment action reason RJ (key employees).

8.16.5. Negotiation of designated key employee status:

8.16.5.1. Seeks to resolve conflicting civilian and mobilization manpower needs.

8.16.5.2. May not begin without the member's written acknowledgment.

8.16.5.3. Takes place between the member's commander and the civilian agency or employer.

8.16.6. Resolution: If negotiations do not result in a solution, the commander documents the case and sends it through channels to AF/REP. AF/REP sends the case to SAF/MR for arbitration with the civilian agency or employer. If SAF/MR does not negotiate a mutually acceptable solution with the civilian agency or employer, SAF/MR sends the case to Deputy Secretary of Defense for final arbitration per DoDD 1200.7. (T-0)

8.16.7. Designated key employees (except for those positions designated by-name in paragraph 1.16.3.) who want to stay in their current Reserve assignments may petition their commanders to: (T-2)

8.16.7.1. Help resolve the matter with their employers.

8.16.7.2. Document their continued participation based on military needs.

8.16.8. After making a removal determination in response to a petition for such action, the commanders must promptly notify the reservist and employer. (T-2)

8.16.9. All action must take place within 30 calendar days after the Air Force receives notice that an individual is a key employee. (T-2)

8.16.10. If negotiation between the commander and the employer does not resolve the matter of the employee's petition, then the commander sends the case through the resolution channels (see **paragraph 8.16.6**) (T-2)

8.17. AFR Key, Command and Joint Assignments (AFR Officers).

8.17.1. Key, Command and Joint assignments offer career broadening and developmental experiences as an element of Total Force Development. Citizen Airmen may apply for Key, Command and Joint assignments via AF/REG's senior leader SharePoint for O-6 positions and ARPC's assignments website for O-5 positions.

8.17.2. Only O-5 and O-6 authorized positions may be included on the Key, Command and Joint manpower document and will be managed by AFRC/A1K and the appropriate Career Field Manager (CFM).

8.17.3. CFMs in coordination with appropriate senior leaders in each career field determine "key" positions within their portfolio which would provide the experiences necessary to develop Citizen Airmen and equip them with the right capabilities to potentially become TF senior leaders.

8.17.3.1. Command positions referenced on the Key, Command and Joint list are all O-6 commander positions determined by organization manpower requirements. CFMs, in coordination with appropriate senior leaders, may identify O-5 squadron commander billets as key and staff recommendations via the established process for key position approval by AFRC/CV and /or AF/RE-D. Joint duty assignment list positions are determined by the joint staff and are considered key experiences for development.

8.17.3.2. Eligible candidates for Key, Command and Joint positions include individuals listed on Reserve Development Team (DT) Key Personnel Lists (KPL), High Potential Officer (HPO) rosters, sitting O-6 commanders, Reserve Command Screening Board , and Reserve Brigadier General Qualification Board selects.

8.17.4. Each CFM in coordination with career field senior leaders, must review his or her career field Key, Command and Joint list bi-annually to determine if changes are needed.

8.17.5. Assignments into Key, Command and Joint positions will have a 3-year tour length to ensure consistent rotational movement.

8.18. AFR Key and Strategic Assignments (AFR Enlisted).

8.18.1. Key and strategic assignments offer career broadening and developmental experiences as an element of Total Force Development (TFD) and are managed by AF/REG in coordination with AFRC/CC on behalf of CAFR. All Key and Strategic AGR position are announced via the ARPC AGR assignments website, while IMA and TR positions via the Reserve Management Vacancy System. Airmen may apply for Key and Strategic assignments via the Reserve Management Vacancy System.

8.18.2. Assignments into Key and Strategic positions will have a 3-year tour length to ensure consistent rotational movement.

8.19. Assignments for Officers Selected to Attend PME In-Residence. (**NOTE:** This does not apply to AGRs, see **Chapter 12** for Full-Time Support Active Guard Reserve (AGR) Program.

8.19.1. Overage. For lieutenant colonels and below, the unit commander, RIO/CC, or RIO Det/CC may assign an overage to a position while the incumbent is in PME. The commander or RIO Det/CC writes to the temporary replacement about the assignment's temporary nature and the lack of guaranteed continued participation. File a copy of the commander or RIO Det/CCs letter in the member's electronic record; local Career Development Element (Unit Program) and RIO Det (IMA) have respective filing responsibility. (T-2)

8.19.1.1. Assign overage code 0 to the overage and code 4 to the student. The overage expiration date equals the PME graduation date plus 60 days. Individuals may not be reassigned while attending PME but may be projected for reassignment effective after graduation. While member is attending PME, the Career Development Element (Unit Program) or RIO Det (IMA) will update individual's duty title to reflect "Student (AWC, NWC, etc.)."

8.19.1.2. Graduation. After PME graduation, allow members to resume their previous position. However, make every effort to place the individual in a position where they will utilize his or her newly gained skills. As part of Force Development, ARPC/DPA heads a student outplacement working group designed to facilitate this process for PME students.

8.20. Assignment of Twice Deferred Officers. (T-2)

8.20.1. Twice Deferred Officers. Officers applying for a position in the SelRes, separating from AD or those coming out of the IRR, may request unit or IMA assignment through an Air Force Reserve recruiter. The servicing recruiter will gather the required documentation and submit for quality force review.

8.20.2. Required documentation includes:

8.20.2.1. AF Form 1288 to include any derogatory information.

8.20.2.2. Recommendation memo(s) from losing commander(s) – if available.

8.20.2.3. Copies of member's OPRs (at least last five – if not available, losing commander's memo is required).

8.20.2.4. Statement from member concerning payback of severance upon retirement.

8.20.2.5. Gaining wing commander's (for TRs) or RIO CC's (for IMAs) endorsement on the AF 1288 annotating quality force review of twice deferred officers.

8.20.2.6. Medical officers require credentials (the document that constitute evidence of appropriate education, training, licensure, experience, and expertise of a healthcare provider).

8.21. Assignment of RegAF Retired Members to IMA, Reserve Units, or ART positions. The Secretary of the Air Force has delegated approval/disapproval authority to AF/RE to assign retired AD members to Selected Reserve positions, per Title 10 USC §10145, *Ready Reserve: Placement In*, based on indispensability. This also applies to retired Reserve members, to include those under age 60, however, member's effective retirement must not exceed 5 years from date of application.

8.21.1. Before requesting retirees, priority should be given to recruitment of personnel not in a retired status. Commanders and RIO Det/CCs will ensure that assigned Airmen who are available for training are used to the fullest extent possible before requesting the assignment of retired personnel. Before requesting a retiree to fill a position, document proof that all other

avenues to fill the position have been exhausted and provide supporting documentation to highlight efforts taken to fill the position. All officers must be submitted to the President for appointment (scrolled) and Colonels must subsequently be forwarded for Senate Confirmation. Airmen currently on AD will not be encouraged to retire to apply for assignment to a Selected Reserve position. Therefore, they may not apply before their retirement effective date. Members will be restricted to 2-year contracts with an annual review thereafter to determine continued service based on AFR needs.

8.21.1.1. Interested members must first identify a unit who's exhausted all other avenues to fill a valid requirement. Members requesting consideration for ART positions must first obtain AF/RE approval for assignment in the Selected Reserve (unit, IMA, or AGR). If the unit commander agrees to use a retiree to fill the position, then the member can apply by submitting an application as identified in **paragraph 8.21.1.2** and **8.21.1.3** through the servicing Reserve Recruiter. Members approved for assignment will serve at the discretion of the AFR and may be curtailed at any point based on the needs of the AFR. Members requiring Reserve appointments may be processed IAW AFI 36-2005. Applications may be disapproved at any level in the chain of command and there is no appeal once disapproved.

8.21.1.2. For the unit program, once the wing commander has endorsed the AF Form 1288 it is returned to the Career Development for forwarding along with the other required documentation to the NAF then to ARPC/DPAA (AF/REG for O-6s or O-6 positions). AF/REG will coordinate the package through AFRC/CV. (T-2)

8.21.1.3. For IMAs, the package is submitted through the recruiters to the Det/CC through ARPC/DPAAA to ARPC/CC on to AF/REP for routing to AF/RE for final approval/ disapproval. The Det/CCs should coordinate with AF/REG on applications for assignments to line IMA colonel positions. Members approved for assignment will serve at the discretion of the AFR and may be curtailed at any point based on the needs of the AFR. Members requiring Reserve appointments may be processed IAW AFI 36-2005. Assigning retired members to ART positions is typically not allowed however, if the needs of the AFR dictates the use of retirees are an option to fill an ART vacancy, the members must first obtain AF/RE approval for assignment in the Selected Reserve (unit, IMA, or AGR) before being assigned to the ART position. Applications may be disapproved at any level in the chain of command and there is no appeal once disapproved.

8.21.1.4. Retirees must be current in the required AFSC and/or skill level or can become current in time to meet the critical need. They must also be assigned to valid funded vacant positions and overgrades are limited to one grade and code as overgrade code P (counts towards promotions). Overages for retirees will be reviewed on a case-by-case basis and will not exceed authorized manning levels by AFSC within the Air Force Reserve based upon annual guidance review. If the retiree is assigned as an overage, limit overages to Lt Cols/SMSgt and below and update overage code R.

NOTE: These overages will not be eligible for promotion consideration for a period of 2 years from date of assignment. However, promotion selection does not entitle a member to be continued under this program but will be driven based on the needs of the AFR. Members who are selected for promotion and must move to a higher graded position to pin on, will be required to submit a new indispensability package to ensure the position meets the same requirements i.e.,

unable to be filled by any other means. Members may not be assigned as both an overage and overgrade. Overage personnel are not eligible for position or unit vacancy promotion. Commanders and Det/CCs must make every effort to level overage and overgrade personnel.

8.21.2. Applicants:

8.21.2.1. Must not be within 1 year from their High Year Tenure Date (enlisted) or Mandatory Separation Date (officers). For enlisted members wishing to request High Year Tenure Date extensions, waivers must be requested in conjunction with the request for assignment. Officers will be reappointed by the president and confirmed by the Senate and execute an original Reserve Oath of Office IAW AFI 36-2005.

8.21.2.2. Members should be fully qualified for the AFSC, however, in some circumstances retraining may be approved where short technical school requirements exist. Technical school duration should be based on members' retainability. Commanders at all levels may approve/disapprove requests for retraining. Members must have 3 years retainability from date of graduation from technical school.

8.21.3. Applications must include at a minimum:

8.21.3.1. AF Form 1288. Requires assignment blocking information in second endorsement.

8.21.3.2. Copy of member's retirement order, or an approved retirement in Military Personnel Data System.

8.21.3.3. Statement from the recruiter stating member is qualified for the AFSC, unless retraining is requested.

8.21.3.4. Statement of VA disability, if applicable, with concurrence from the reserve medical unit that member is physically qualified. Members who are accessed and are later found to be disabled pursuant to the above will be reassigned back to their Retired status.

8.21.3.5. Copies of EPRs/OPRs (last three).

8.21.3.6. Copies of other documents relevant to the request, such as an approved overage/overgrade waiver if applicable.

8.21.3.7. Copy of DD Form 214, Certificate of Release or Discharge from Active Duty.

8.21.3.8. Supporting documentation on how long the positions has been vacant, when/how many times the position was advertised, reason for not hiring any applicants, manning and any other data/documents to support the request.

8.22. Assignment of Members for Unsatisfactory Participation. (T-2)

8.22.1. General Discharge from a Reserve Component: Unsatisfactory participation may result in administrative discharge IAW AFI 36-3209, or an involuntary transfer to the IRR or Standby Reserve as set out in **Chapter 11**. In some cases members processed for administrative discharge will still be transferred to the non-participating IRR because they have a remaining statutory MSO. These members will serve out their remaining MSO in the non-participating IRR, unless otherwise transferred or discharged.

8.22.1.1. Former members with no current military assignment who have been discharged for unsatisfactory participation, may be accessed into the Air Force Reserve upon receiving

a waiver. AFRC/A1 has the waiver authority to allow for the accession of these members, either by enlistment or through the commissioning process. This waiver authority only applies to members discharged due to unsatisfactory participation. Recruiters will process waiver requests (see **paragraph 8.21.2**) through the gaining Career Development (unit program) to AFRC/A1KK for A1 approval/disapproval or directly to AFRC/A1 (IMA or participating Individual Ready Reserve applicants) for approval/disapproval.

8.22.2. For members currently assigned to a non-participating status due to unsatisfactory participation waiver package, contents is as follows:

8.22.2.1. AF Form 1288, (with gaining commander or RIO Det/CC comments stating he or she is aware of member's General Discharge due to non-participation). Requires assignment information in the second endorsement.

8.22.2.2. Copy of member's NGB Form 22, *Report of Separation and Record of Service* (former ANG only).

8.22.2.3. Discharge order.

8.22.2.4. Single Unit Retrieval Format (SURF)

8.22.2.5. Last three EPRs.

8.22.2.6. A detailed statement from the individual as to the circumstances surrounding the incidents leading to the discharge.

8.22.2.7. Any other supporting documentation or recommendations.

8.22.3. When a waiver is approved/disapproved for the unit program, ARPC/DPAA will provide the decision in writing to the gaining Career Development Element.

8.22.4. When a waiver is approved/disapproved for the IR program, AFRC/A1 will provide the decision in writing to the gaining RIO Det/CC.

8.22.5. Notwithstanding **paragraph 8.21.2**, members previously involuntarily reassigned to non-participating status due to unsatisfactory participation are eligible to return to the unit or IMA program (excluding IR program), within 1 year of reassignment to non-participating status. The AF Form 1288 will be forwarded by the recruiter through the Career Development Element to the gaining commander for approval or through the detachment to the RIO Det/CC for approval if IMA/participating Individual Ready Reservist. If the commander or the RIO Det/CC approves the assignment, he/she will endorse with the following statement: "I am aware of this member's prior involuntary reassignment for failure to meet participation requirements. I have reviewed the circumstances surrounding the member's unsatisfactory participation and concur with the assignment." The Career Development Element or the RIO Det will ensure all assignment information is included on the AF Form 1288. The Career Development Element or RIO Det will forward the completed AF Form 1288 to AFRC/A1KK or ARPC/DPA for update of the required action.

8.23. Assignment of Members Involuntarily Reassigned for Failure to Meet the Requirements of the Air Force Fitness Program. Members previously involuntarily reassigned to non-participating status based on unsatisfactory progress in the Air Force Fitness Program are eligible to return to the unit or IR program, if they meet fitness standards. The recruiter, through the Career Development Element will forward the AF Form 1288 to the gaining commander or

RIO Det/CC for approval. The results for each of the components of the "Fit to Fight" test failed must be included with the AF Form 1288. If the commander or RIO Det/CC approves the assignment, he/she will endorse with the following statement: "I am aware of this member's prior reassignment for failure to meet the requirements of the Air Force Fitness Program and I have verified that he/she is currently within the Air Force "Fit to Fight" standards and concur with the assignment." The Career Development Element or RIO Det/CCs will ensure all assignment information is included on the AF Form 1288. The Career Development Element or RIO Det/CC will forward the completed AF Form 1288 to AFRC/A1KK (unit program) or ARPC/DPA (IMA/IR program) for update of the required gain action. (T-2)

Section 8D—Assignment Processing.

8.24. AF Form 1288.

8.24.1. The AF Form 1288 is not required for assignments to colonel positions. In addition, the AF Form 1288 is not required for management directed assignments for ART officers.

8.24.2. The AF Form 1288 is used to obtain reassignment approval from:

8.24.2.1. The losing and gaining RIO Det/CC or designated representative.

8.24.2.2. The losing and gaining unit commander (if required).

8.24.2.3. The gaining Career Development Element.

8.24.3. The first endorsement includes the following:

8.24.3.1. The losing commander, RIO Det/CC, or recruiter is required to make mandatory comments in the first endorsement of the AF Form 1288 advising the gaining commander, Career Development Element (Unit Program assignments), or ARPC/DPA (IR assignments) of any negative or questionable information, to include:

8.24.3.1.1. Fitness Program status.

8.24.3.1.2. All UIF actions within the last 2 (enlisted) or 5 (officers) years (see **paragraph 8.24.6**).

8.24.3.1.3. Unexcused absences.

8.24.3.1.4. Assignment limitation code "C" (**paragraph 8.9.1**).

8.24.3.1.5. Referral EPR/OPR action within the last 2 (enlisted) or 5 (officers) years.

8.24.3.1.6. Any other information which may have an impact on assignment consideration.

8.24.3.2. The second endorsement includes the following:

8.24.3.2.1. The gaining RIO Det/CC is required to make mandatory comments in the second endorsement for IR assignments to include the member's duty title and the reporting official's name and SSN (last 4).

8.24.3.2.2. For the unit program, the gaining Career Development Element completes the second endorsement for unit assignments, however this information will not be completed until all local waivers, documentation, and endorsements are obtained. The AFRC/CV message is approval authority for ART officer assignments.

8.24.4. Recruiters will forward the AF Form 1288 to the Career Development who will process and return the AF Form 1288 within 10 calendar days of receipt indicating approval/disapproval. If disapproval is indicated, remarks are mandatory (provided there are no requirements for interviews or waivers). If the AF Form 1288 is not returned by the 11th calendar day, Recruiting Service is authorized to effect the accession. If an interview is permitted, the second endorsement of the AF Form 1288 will be completed and returned to the Recruiter within 30 calendar days.

8.24.5. Disqualifying Factors. The gaining commander or RIO Det/CC may cancel or deny the assignments if disqualifying factors are identified, after the assignment has been processed or approved. Apply discretion when making these decisions.

8.24.6. UIF. Applicants requesting assignment to the Ready Reserve or Non-Affiliated Reserve Section must certify that they have or have not received a UIF within the last 2 (enlisted) or 5 (officers) years. See AFI 36-2907. This certification will be accomplished using the AF Form 1288. The gaining reserve MPF or RIO Det/CC will request a copy of the UIF or AF Form 1137, *Unfavorable Information File Summary*, from the applicant's current commander (or ARPC/DPAMR if assigned to the IRR) prior to approval of the assignment, and forward all documentation in relation to the UIF along with the AF Form 1288 for assignment consideration. HQ ARPC/CC will be final approval authority for assignment/accession action for personnel with a UIF within the last 2 (enlisted) or 5 (officers) years into the Ready Reserve or Non-Affiliated Reserve Section. In addition, the last 5 EPR/OPRs must accompany the assignment/accession request for all personnel with a UIF within the last 2 (enlisted) or 5 (officers) years.

8.25. Voluntary Assignments. See **Chapter 9** for specific instructions for assignments to general officer positions. (T-2)

8.25.1. Fully Qualified Members. When fully qualified members request a specific assignment, not restricted by **Table 8.2**, assign or reassign them to the Ready Reserve. If a decision to approve or disapprove an assignment on the AF Form 1288 is not made as required, Recruiting Service is authorized to effect the accession.

8.25.1.1. A fully qualified IR Airman must have a 5-skill level or higher AFSC than the assignment AFSC. A fully qualified IR officer must have a company grade level or higher AFSC than the assignment AFSC or have completed a formal training course with an entry-level AFSC.

8.25.1.2. Assign fully qualified IRs without MAJCOM review to positions that are not in special categories, do not require interviews (TSgt/Capt and below), waivers, or are not centrally managed.

8.25.1.3. Coordinate IR officers or air crew assignments solely on the basis of military and civilian skills or retraining potential with the gaining MAJCOM.

8.25.1.4. RIO Det/CCs have 30-calendar days to approve or disapprove the assignment action for those positions that meet the interview criteria. If decision to approve or disapprove assignment on the AF Form 1288 is not made as required, Recruiting Service is authorized to effect the accession.

8.25.1.5. AFRC/RS approves recruiting of non-prior-service personnel except for specific centrally managed IMA programs when no prior-service personnel are available.

8.25.1.6. Have losing commanders (unit program) or RIO Det/CCs (IR program) review the members' qualifications from a quality force viewpoint. Losing commanders (unit program) or RIO Det/CCs (IR program) are required to include in the first endorsement of the AF Form 1288 mandatory comments stating any negative or questionable information, to include UIF actions within the last 2 (enlisted) or 5 (officers) years.

8.26. Accession Assignment Actions.

8.26.1. Recruiter. With the exception of judge advocates, colonels and general officers, individuals not currently drawing Air Force Reserve pay who desire to enter a pay status in the Air Force Reserve must work with a recruiter for accession processing. (T-2)

8.26.2. During accession processing, an Air Force Reserve recruiter may determine an individual currently in Military Personnel Data System (ANG or non-participating IRR) to be disqualified for a position in the SelRes. The recruiter will immediately inform ARPC/RSOO upon this determination. ARPC/RSOO will forward this information to ARPC/DPAR within 24 hours. ARPC/DPAR will update the individual assigned to ARPC in a non-participating status in the personnel data system with assignment availability code TD (indefinite). This action precludes a disqualified individual from entering the SelRes by going elsewhere for accession. Request for waivers for disqualifying conditions will be considered on a case-by-case basis and routed through AFRC/A1KK for unit and ARPC/RSOO for IMA/participating Individual Ready Reservists.

8.27. IR Applications. (T-2)

8.27.1. Applications are limited to the following:

8.27.1.1. AF Form 1288, military and civilian resumes, AFFMS-II report, and the last three OPRs/EPRs for Reserve Management Vacancy System identified interview positions only.

8.27.1.2. The losing Det/CC makes recommendations and quality control comments on the reverse side of AF Form 1288.

8.27.2. Process AF Form 1288:

8.27.2.1. Through the losing commander (for unit) or RIO Det/CC (for IRs) to the gaining unit/ RIO Det/CC.

8.27.2.2. Directly to the gaining organization through RIO Det/CC for Air Force Intelligence Agency, Air Force Office of Special Investigations, and AFR units.

8.27.2.3. Through RIO Det/CC responsible for IRs assigned to the Selective Service System to ARPC/DPAA.

8.27.3. Recruiters have accession authority upon receipt of an approved AF Form 1288 from the program manager/commander, or following respective timelines.

8.28. AFRC CFM Applications. Send applications directly to the POC for the central manager concerned: (T-2)

8.28.1. AFRC/SG for medical assignments.

8.28.2. AFRC/HC for chaplain/chaplain assistant assignments.

8.28.3. AFRC/JA for judge advocate/paralegal assignments.

8.28.4. HQ/RIO for Ready Reinforcement Personnel Section assignment.

8.29. AF Form 4007*, Request and Authorization of Reassignment Orders*. This form is used in the absence of a Military Personnel Data System automated assignment order. Completion of this form is self-explanatory, with the exception of the remarks section. When using this form to accomplish a short notice gain, the following statement must be noted in the remarks section: "This confirms the verbal order of the commander on (date). Circumstances precluded publication of written orders in advance. Gaining Personnel Career Development Element will input the required gain action. Records and orders will be forwarded to gaining Career Development Element/ Manpower and Personnel Flight (FSMPD) (Unit Program) or ARPC/DPA (IMAs). Assignment action must be coordinated by the MPFs and ARPC/DPAA." (T-2)

8.30. Reserve Management Vacancy System (RMVS). The Reserve Management Vacancy System is an on-line interactive retrieval and job reservation system utilized to efficiently manage, as well as recruit for, all funded unit and IMA positions. This is applicable for all lieutenant colonel and below positions. Ensuring all requirements, vacancies and authorized overages are identified in the Reserve Management Vacancy System will allow Reserve recruiters to facilitate meeting the Air Force Reserve's funded allocation. (T-2)

8.30.1. Requirements (codes A, C, M, B) must be input in the Reserve Management Vacancy System within 30 days of change in status. E-5 and below positions may be moved by ARPC/DPA to codes C status following the 30-day point. Additionally, identifying specific position requirements in the Reserve Management Vacancy System "remarks" will ensure that recruiters are recruiting qualified applicants for each program, i.e. "13SX position requires missile ops experience versus space ops." **NOTE:** (IMA program): During the semiannual IMA Program Reviews (IPRs), each command's FY vacancies, code 3 (unadvertised), are used to determine numbers for possible manpower reallocation projects or initiatives.

8.31. Identified Key, Command, Joint Duty Assignment List [JDAL] positions. Key, Command and Joint positions will be managed by the command and the appropriate CFM. Each CFM must review his or her career field Key, Command and Joint list annually to determine if changes are required. Along with the CFM, senior leaders in each career field determine the "key" positions within their career field which would provide the experiences necessary to develop Citizen Airmen and equip them with the right capabilities to potentially become strategic senior leaders within the AFR. Squadron command positions may be identified as "key." The command billets referenced in Key, Command and Joint positions refers to command at the O-6 Group CC level and above. Joint duty assignment list positions are determined by the joint staff and are considered key experiences for development. Eligible candidates for Key, Command and Joint positions include individuals listed on DT HPO rosters, sitting commanders, Reserve Command Screening Board , and Reserve Brigadier General Qualification Board selects. (T-2)

8.31.1. Assignments into Key, Command and Joint positions will have established tour lengths and focused rotational turnover for the identified Key, Command and Joint positions. This turnover ensures required breadth in conjunction with the depth reservists obtain within their core AFS. The combination of depth and breadth in education, training and experience

will ensure the AFR has Citizen Airmen ready to take leadership roles at the strategic/enterprise levels in the AFR, AF or DoD.

Table 8.1. Assignment and Waiver Authorities.

RULE	A	B
	If the member is to fill an AFR position	Assignments and waivers are approved by
1	Wing Commander position (colonel authorization)	AF/REG routed to AFRC/CV
2	Detached Wing Commander Position	AF/REG routed to AFRC/CV
3	Line IR colonel position	AF/REG routed to AFRC/CV for approval with the RIO Det/CC coordinating on IR assignments
4	Non-Line IR colonel position	AF/REG routed to AFRC/CV for approval with the RIO Det/CC coordinating on IR assignments
5	Unit program lieutenant colonels and below position	AFRC/A1 or CV (depending upon waiver condition)
6	Unit program colonel position	AF/REG routed to AFRC/CV for approval
7	Officers other than colonels in unit colonel positions	AF/REG routed to AFRC/CV
8	IR program lieutenant colonel and below positions	RIO Det/CC or ARPC/DPA (depending on waiver condition)
9	Command position (lieutenant colonel and below)	NAF/ RSG/Wing Commanders
10	Unit assignments not requiring waivers	Unit/Wing/Group/RSG Commanders

Table 8.2. Assignment Restrictions. (T-2)

RULE	A	
	If a member	then do not assign the member to
1	Is in the Standby Reserve and has met all service requirements for Reserve retired pay except for age and has 1 year or less before reaching maximum age or length of service	The Ready Reserve

2	Is an officer in the Standby Reserve who cannot reach 18-20 satisfactory years for retirement before reaching maximum age or length of service	The Ready Reserve (see Note 1)
3	Is in the Ready Reinforcement Personnel Section or the Non-obligated Non-participating Ready Personnel Section and has met all requirements for Reserve retired pay except for age and will reach maximum age or length of service within a year	Any other section of the Ready Reserve
4	Is an officer released from AD under AFI 36-3207, Secretarial directive, or under sentence to dismissal	The Ready Reserve
5	Is a dual-status member (Reserve commissioned officer serving on AD as an enlisted member)	The Ready Reserve
6	Is an officer who has been assigned a second time to Inactive Status List Reserve Section	The Ready Reserve without a waiver AFRC/A1 (unit) or HQ RIO/CC (IR) (see Note 2)
7	Is an IR officer or enlisted member in the medical services	The Ready Reinforcement Personnel Section, Air Liaison Officer, or Civil Air Patrol (CAP) Category E programs (see Note 3)
8	Is assigned to the Inactive Status List Reserve Section and has met all requirements for Reserve retired pay except is not age 60	The Ready Reserve without a waiver. AFRC/A1 (unit), HQ RIO/CC (IR), AF/REG (line 0-6 IMAs), (see Note 2)
9	Does not meet medical standards for worldwide military duty	The Ready Reserve
10	Is enrolled in the college scholarship or advanced ROTC program of any Armed Force, or is an AFROTC appointee	The Ready Reserve other than Obligated Reserve Section (ORS)/RC.
11	Awaits Extended Active Duty orders, has been granted a delay from entry on Extended Active	The Ready Reserve other than ORS/RC.

12	Is a medical corps officer, an officer in the Legal Intern Program , or other direct appointee with an AD service commitment and an AFR commission	The Ready Reserve other than ORS/RC.
13	Is enlisted and has less than 3 months (2 years for ARTs) left in the current enlistment or MSO	The Ready Reserve, other than ORS-RA, unless the member elects discharge to immediately re-enlist upon assignment to a unit. (see Note 3)
14	Is an officer twice deferred promotion to the Reserve grade of captain, major, or lieutenant colonel	The SelRes or participating Individual Ready Reserve with a commission. Officers with past enlisted service may enlist if otherwise qualified.
15	Is in the Retired Reserve (receiving pay or Reserve Transition Assistance Program payments)	The SelRes unless the SAF makes a special finding that the members service is indispensable (see paragraph 8.21.)
16	Is in the Retired Reserve (not receiving pay)	The Ready Reserve except as paragraph 8.21.
17	Is retired from AD under Title 10 USC §8914, *Twenty to Thirty Years: Enlisted Members*	The Ready Reserve except as paragraph 8.21.
18	Is a twice-deferred regular officer applying for a reserve commission and requesting a concurrent assignment to a AFR paid position	An AFR position unless AFRC/A1 approves the assignment. (see Notes 4 and 5) (see paragraph 8.20.1.)
19	Has less than 24 months AD, including AD for training and has a statutory participation requirement or an MSO	A Ready Reserve position other than category A or B, or Ready Reinforcement Personnel Section, or ORS/RA
20	Is an employee of the DoD (Non-ART)	A Ready Reserve position with the same mobilization assignment as the civilian employee position they fill, IAW DoDD 1200.7. Those Ready Reservists shall be reassigned or transferred, as applicable. Reserve component military technicians (dual status), as members of Reserve units, are excluded from this provision.
21	Receives a General Discharge from the National Guard or any other services Reserve component	The Ready Reserve without a waiver (see paragraph 8.22.)

22	Has been involuntarily reassigned to a non-participating status due to unsatisfactory fitness program	The Ready Reserve without a waiver (see paragraph 8.23.)
23	Has been reassigned to a non-participating status due to unsatisfactory participation	The Ready Reserve without a waiver (see paragraph 8.22.)
24	Is currently assigned to IRR with an assignment limitation code C,G,K,N, or T	An AFR unit position without AFRC/A1 approval or to an IR position without HQ RIO/CC approval
25	Is currently assigned to the IRR or separating from AD holding a training status code "T," withdrawal of AFSC	An AFR unit position without AFRC/A1 approval or to an IR position without HQ RIO/CC approval
26	Is currently assigned to the IRR or separating from AD with an assignment availability code of 12, 13, 15, 16, 17, 19, 20	An AFR unit position without AFRC/A1 approval or to an IR position without HQ RIO/CC approval
27	Is currently assigned to the IRR or separating from AD holding an assignment action reason of Q1, QB, QC, QD, QG, QH, R4, RA, RC, RG, RI, RJ, RK, RP, RR, RT, or RZ	An AFR unit position without AFRC/A1 or SAF approval or to an IR position without HQ RIO/CC approval

NOTES:

1. Have the officer state in writing acknowledging he or she will not be able to complete 20 satisfactory years for retirement purposes prior to reaching the Mandatory Separation Date and submit with AF Form 1288. Assign Medical Service officers, who volunteer, to the Ready Reserve if they have at least 2 years of retainability. Officer will submit the following statement with the AF Form 1288: "I understand that I will not be able to complete 20 satisfactory years for retirement purposes prior to reaching my mandatory separation date."
2. AFRC/SG, HC, and JA have waiver authority for centrally managed programs.
3. AFR MPF or ARPC/DPA may approve assignment of such personnel provided they immediately reenlist. Coordinate to accomplish assignment of members within 20 calendar days of their ETS. If a member does not reenlist before ETS, the gaining MPF is responsible for discharging the member.
4. See AFI 36-2005, for guidance on twice deferred regular officers applying for a Reserve commission.
5. An officer who received severance, separation, or readjustment pay when released from AD or discharged from any uniformed service (Variable Separation Incentive/Special Separation Bonus recipients sign a separate statement of understanding for those programs) must sign an acknowledgment of understanding of obligation to repay (**Attachment 20**). This note only pertains to those officers who are being assigned to the Ready Reserve and require a waiver and the statement of understanding to repay. **Chapter 11**, Non-Obligated Non-Participating Ready Personnel Section, is for those officers with a Reserve commitment and no Ready Reserve assignment.

Table 8.3. Grade Considerations/Unit Manning Document Codes.

RULE	A	B	C1	C2	D	E
	If members grade is	And auth. grade is	Then approval authority for Unit Program is (see paragraph 8.7.)	Then approval authority for IR Program is (see paragraph 8.7.)	Unit manning document codes	With expiration date of (see note 1)
1	Colonel	Lt Col	AFRC/CV	AFRC/CV	P	2 years
2	Lt Col	Colonel	AFRC/CV	AFRC /CV	V	2 years
		Major	RSG, Det, GP, and Wing Commander	RIO Det/CC	P (see note 2)	2 years (see note 1)
		Captain	RSG, Det, GP, and Wing Commander	RIO/CC	T(see note 3)	(see note 1)
		1st Lt	not authorized	not authorized	N/A	N/A
3	Major	Lt Col	RSG, Det, GP, and Wing Commander	RIO Det/CC	N/A	N/A
		Captain	RSG, Det, GP, and Wing Commander	RIO Det/CC	P (see notes 1 and 2)	2 years
		1st Lt.	AFRC/CV	RIO Det/CC	T (see note 3)	(See note 1)
4	Captain	Lt Col	RSG, Det, GP, and Wing Commander	RIO Det/CC	V	Indefinite
		Major	RSG, Det, GP, and Wing Commander	RIO Det/CC	N/A	N/A
		1st Lt	RSG, Det, GP, and Wing Commander	RIO Det/CC	N/A	N/A
5	1st Lt or 2d Lt	Lt Col	RSG, Det, GP, and Wing Commander	RIO/CC	V	Indefinite
		Major	RSG, Det, GP, and Wing Commander	RIO Det/CC	N/A	N/A

		Captain	RSG, Det, GP, and Wing Commander	RIO Det/CC	N/A	N/A
6	CMSgt	SMSgt	RSG, Wing/Group Commander	RIO Det/CC	P	2 years
		MSgt	RSG, Wing/Group Commander	RIO Det/CC	T (see note 3)	2 years
		TSgt an d below	not authorized	not authorized	N/A	N/A
7	SMSgt	CMSgt (see note 3)	RSG, Wing/Group Commander	RIO Det/CC	N/A	N/A
		MSgt (see note 3)	RSG, Wing/Group Commander	RIO Det/CC	P	2 years
		TSgt	RSG, Wing/Group Commander	RIO Det/CC	T (see note 3)	2 years
		SSgt or below	Not authorized	Not authorized	N/A	N/A
8	MSgt	CMSgt (see note 3)	RSG, Wing/Group Commander	RIO Det/CC	V	Indefinite
		SMSgt (see note 3)	RSG, Wing/Group Commander	RIO Det/CC	N/A	N/A
		TSgt	RSG, Wing/Group Commander	RIO Det/CC	P	2 years
		SSgt	RSG, Wing/Group Commander	RIO Det/CC	T (see note 3)	2 years
		SRA or below	not authorized	not authorized	N/A	N/A
9	TSgt	CMSgt or SMSgt (see note 3)	Unit Commander	RIO Det/CC	V	Indefinite
		MSgt (see note 3)	RSG, Det, Group, and Wing Commander	RIO Det/CC	N/A	N/A

		SSgt	Unit Commander	RIO Det/CC	N/A	N/A
		SRA	RSG, Wing/Group Commander	RIO Det/CC	T (see note 3)	2 years
10	SSgt and below	CMSgt, SMSgt, or MSgt	Unit Commander	RIO Det/CC	V	Indefinite
		TSgt or below	Unit Commander	RIO Det/CC	N/A	N/A

NOTES:

1. Overgrade expiration dates may not exceed 2 years from date the condition began or 2 years from current expiration date for revalidated waivers except as specified in Column E. In the unit program for Lt Colonel and Major where two grades overgrade conditions exist, AFRC/CV is the approval authority and will determine the expiration date. Forward all waiver requests through command channels to AFRC/A1K or AF/REG for colonels for staffing to AFRC/CV for approval/disapproval. Waivers may be processed via TMT provided all required information is provided. Any requirements for exception to policy must include all required information as outlined in **paragraph 8.7.4** If there are questions concerning processing requirements contact AFRC/A1K for further processing instructions. Within the IR program HQ RIO/CC is the approval authority.

2. Every effort must be made to assign Lt Cols and Majs to valid authorizations.

Line Officers: First-time single overgrade waivers may be approved by the RSG, detached group commander (unit program) or RIO Det/CC (IR program) not to exceed 2 years. The RSG, NAF, Wing, detached group commander or RIO Det/CC may revalidate this waiver for an additional 1 year based on critical mission needs. AFRC/CV (unit program) or RIO/CC (IR program) approval is required for fourth year waivers based on critical mission needs. All waivers requiring AFRC/CV approval must be processed as listed in note 1.

Non-Line Officers: Non-line officers may be initially placed in code P for 2 years if approved by the wing commander. The wing commander may revalidate this waiver in 2-year increments. The appropriate central manager (HC, JA, and SG) will approve IMAs.

ART Line Officers: ART line officers who have not attained civil service retirement eligibility for an immediate annuity, require biannual waivers approved by their wing commander until they are placed in a non-overgrade status, or attain retirement eligibility. Retention of an ART in an overgrade status beyond his or her civil service retirement date requires an approved waiver by AFRC/ CV the first year and AF/RE for subsequent years. All waivers requiring AFRC/CV approval must be processed as listed in note 1.

3. Two grades overgrade. Two grades overgrade is only authorized IAW **paragraph 8.7** and Military Personnel Data System code T applies. Members may be initially placed in code T for 2 years if approved by the wing commander. All reevaluations for enlisted personnel for

additional time must be approved by the appropriate commander in 2 year increments. Additionally, any requirement to place Lt. Colonels or Majors against positions causing two grades or more overgrade condition requires AFRC/CV or ARPC/DPA approval. All waivers requiring AFRC/CV or ARPC/DPA approval must be processed as listed in note 1
4. If member is in the grades of E-6, E-7 or E-8 and being placed in a higher graded E-8 or E-9 position the member must have completed his or her Community College of the Air Force degree and all requirements prior to placement in an E-8 or E-9 position. If the current incumbent as of this AFI date is in the current grade of E-8 and in a valid E-8 position or current grade of E-9 and in a valid E--9 position, but does not have his or her Community College of the Air Force completed he or she can remain in his or her current grade but E-7s and E-8s cannot be placed into a higher graded billet without having Community College of the Air Force completion prior to placement into the higher graded position. E-7s selected to fill CMSgt/SMSgt authorizations must complete Senior Non-Commissioned Officer Academy prior to assignment to the higher graded position. The movement of E-8 or E-9 members without a Community College of the Air Force degree requires a waiver, approval authority is AFRC/CV.

Table 8.4. Overage Codes.

RULE	A	B	C	D	E
	If Reason For Overage Is	Use Overage Code	Grade	Update Authority	Expiration Date
1	Training capability enhancement	0	AB-MSgt, 2d Lt-Maj	MPF ARPC/ DPA	2 years from date of input (see note 1)
2	PME overage	0	2d Lt-Lt Col	MPF ARPC/ DPA	60 days from date of graduation (see paragraph 8.17.1.1.)
3	ART in non-ART and non-ART in ART	1	Lt Col and below	MPF	180 days (see paragraph 8.15.1.)
4	Anticipated loss within 12 months	2	Col and below	MPF ARPC/ DPA	1 year from date of input (see notes 1 and 4) (see paragraph 8.7.16.)
5	Readiness enhancement	3	AB-MSgt; 2d Lt-Lt Col	MPF ARPC/ DPA	2 years from date of input (see note 5)
6	HQ approved or PME student	4	All grades	AFRC ARPC/ DPA	60 days from date of graduation (see note 6) (see paragraphs 8.7.13. and 8.17.1.1.)

7	Specialized Undergraduate Pilot Training/Joint Undergraduate Navigator Training trainee	6	2d Lt-Capt	MPF ARPC/ DPA	Not to exceed 6 years from TFCSD
8	Residence relocation, members transferred from AGR, ART, and Retired Reserve	7	AB-SMSgt; 2d Lt-Lt Col	MPF ARPC/ DPA	Not to exceed MSO or 2 years from effective date of change of strength accountability, whichever is greater (see note 2)
9	Efficient facilities initiatives/force reductions	8	Lt Col and below	MPF ARPC/ DPA	(See note 3)
10	Former Command Chief Master Sergeants	4	CMSgt	ARPC/DPA	(See paragraph 8.12.3.1.)
11	AFROTC graduates	4	2d Lt	ARPC/DPA	6 years to be updated at 2 year increments
12	Retired AD accessions	R	SSgt-SMSgt Capt-Lt Col	ARPC/DPA	2 years (see note 7) (see paragraph 8.21.1.)
13	Request pending approval	M	Lt Col and below	MPF	6 months from date initiated (see paragraph 8.7.14.1.)
14	Col not in Col position projected to ARPC	M	Col	MPF AFRC, AF/REG ARPC/DPA	6 months from Promotion Effective Date or date became overage (see paragraph 8.7.9.)

NOTES:

1. Overage code will be updated on the incumbent who is leaving the position. When used for training mission enhancement reasons, this code is used for Unit Training Assembly (UTA) induced workload overages as well as units with physical exam responsibilities.
2. Commanders may utilize this overage provision to place members transitioning from AGR (Headquarters or Unit) tours, ART positions, or the Retired Reserve. It applies to officers (Lt Col and below) and enlisted members (SMSgt and below) and seeks to prevent the loss of valuable personnel because of relocation. The gaining NAF, RSG, wing, detached group commander or RIO Det/CC has approval authority. Personnel relocating within a commuting area or asking to change assignments within a commuting area are ineligible with the exception

of AGR and ART personnel. During this period overages will not count towards promotion opportunities. Overage periods are not to exceed the member's MSO or 2 years from effective date of change of strength accountability, whichever is greater. Additional information is located in **paragraph 8.3**

3. Once the overage code is withdrawn the member is reassigned to ARPC, or retired, if eligible. Efficient facilities initiatives/force reduction enlisted overages do not affect promotion opportunities for incumbent members, however, officer overages do. Officers will be tracked as overage code 4.

4. Approval of colonel actions will be routed through AF/REG and approved by AFRC/CV (unit) or (line IMAs). The appropriate central manager (HC, JA, SG) will approve his or her colonel actions. Rated positions may be included in this authority against anticipated losses as long as the overage can be eliminated within a single 2-year increment.

5. This code is used during the period to attain/maintain C rating/wartime shortfall. HQ RIO Det/CCs who have reached their FY funded allocation may assign an individual as an overage.

6. For the IR program, the code 4 will also be used to identify individuals that are hired when a command has executed its FY DP authorization. This restricts these over-manning overages to Maj/MSgt and below. Commands who wish to pursue an exception to this grade restriction must submit justification to RIO/CC (see paragraph 8.7.13.1.4.).

7. Retirees approved in an overage position will be identified as an overage code R with an expiration date of 2 years from date of assignment. Requests for extension of the 2-year overage period will be reviewed and processed as an exception to policy. Within the IMA program, all retirees will be identified as an overage code R regardless of overage status and this overage condition will not exceed a total of 4 years from original date of assignment.

Chapter 9

SELECTED RESERVE GENERAL OFFICER ASSIGNMENTS

9.1. Assignment Approval.

9.1.1. The Deputy Chief of Staff for Manpower, Personnel and Services, AF/A1, approves the assignment of all reserve general officers and colonels to general officer positions.

9.1.2. Chief of the Air Force Reserve (AF/RE). Before final approval, AF/RE consults with the gaining and losing organizations and recommends officers for assignments.

9.1.3. AF/RE approves waivers for AFRC and Mobilization Assistant (MA) general officers and AFRC and IMA colonel assignments to general officer positions.

9.2. The Reserve Brigadier General Qualification Board.

9.2.1. Convening a Board. The Chief of Air Force Reserve convenes a board yearly to identify reserve colonels who have the potential to be assigned to reserve general officer positions. Only colonels selected by the Reserve Brigadier General Qualification Board are eligible for a reserve general officer position and subsequently to meet a reserve general officer vacancy promotion board.

9.2.1.1. The Reserve Brigadier General Qualification Board is composed of at least:

9.2.1.1.1. Six general officers.

9.2.1.1.2. Minimum of three general officers not on Extended Active Duty.

9.2.1.2. The Chief of the Air Force Reserve issues a memorandum (serving as the board's charge) to each board member.

9.2.1.3. The SAF is the approval authority for the board's report, which lists reserve colonels best and fully qualified to serve in reserve general officer positions. Each approved list is only valid until the next public release announcement.

9.2.1.4. AF/REG notifies the MAJCOMs of their selectees.

9.2.2. Criteria. All reserve colonels who meet these criteria are eligible for Reserve Brigadier General Qualification Board consideration:

9.2.2.1. Projected to have 3 years' time in grade at the time of the next reserve Brigadier General (BG) promotion board.

9.2.2.2. Must be less than 55 years of age when the next reserve BG Promotion Board meets.

9.2.2.3. Mandatory Separation Date no earlier than 90 days after the date of the next reserve BG promotion board.

9.2.2.4. Be in a Selected Reserve position but not recalled from a retired status or on Extended Active Duty IAW AFI 36-2008 and assigned to an Active Component position.

9.2.2.5. Have completed Senior Developmental Education not later than 90 days before the board meets. Contact the Force Development Office for an inclusive list of applicable

SDEs. **NOTE:** Completion of a 1 or 2 week orientation or a similar short course does not satisfy this requirement.

9.2.2.6. Accrue at least 50 retirement points during the last 2 Retention/ Retirement years.

9.2.2.7. Must not be currently assigned to or previously assigned out of a general officer position.

9.2.2.8. AF/RE is the waiver authority for all above criteria.

9.2.3. AF/REG sends each eligible officer a letter electronically approximately 180 days prior to the board convening date. An officer can decline consideration by completing and sending an enclosed response card via e-mail **USAF.PENTAGON.AF-RE.MBX.RBGQB-REG@MAIL.MIL** no later than 60 days before the board meets.

9.2.4. Upon notification of eligibility, AGR officers are required to sign a statement of understanding acknowledging he or she is a volunteer for reassignment out of the AGR program if selected by the Reserve Brigadier General Qualification Board and placed into a general officer position.

9.2.5. AF Form 3559, *General Officer Qualification Recommendation,* is mandatory and must be prepared for all eligible colonels meeting the board. The AF 3559 is used for one board only and removed from the individual's selection folder after the board adjourns. AF/REG keeps a copy of all AF Form 3559s until no longer required for post-board inquiries and then destroys them. Although not a promotion document, the 3559 is similar to AF Form 709, *Promotion Recommendation*. The 3559 covers the member's entire career and highlights significant performances and accomplishments and is used to assist Reserve Brigadier General Qualification Board members in determining those best and fully qualified to serve in general officer positions.

9.2.5.1. Agencies with colonel positions are responsible for checking the Air Force Promotions System to verify board eligible. Be advised that Promotion Recommendation In-Board Support Management (PRISM) is updated daily and that current additions or deletions can be determined by checking PRISM regularly.

9.2.5.2. An AF Form 3559 will be prepared no earlier than 90 days and no later than 60 days before the board meets. The first general officer or civilian equivalent with a Senior Rater ID in the rating chain completes the form. For centrally managed individuals assigned to ARPC, the first general officer or civilian equivalent with a senior rater id at the unit of attachment completes the AF Form 3559. The organization the individual is assigned to as of the accounting date is responsible for preparing the AF Form 3559. The accounting date is established by AF/REG and published in the Reserve Brigadier General Qualification Board convening notice.

9.2.5.3. A completed AF Form 3559 contains:

9.2.5.3.1. Sections I, II, III; Ratee Identification Data, Unit Mission Description, and Job Description. Enter the same information as on AF Form 707, *Officer Performance Report.*

9.2.5.3.2. Section IV, Qualification Recommendation. The first general officer or civilian equivalent in the rating chain may seek advice and information from current and past supervisors and commanders. Comments are required for a "Definitely

Qualified" recommendation, and should be commensurate with the rank order provided in Section V. Comments must substantiate, amplify and explain the "Definitely Qualified" recommendation. Comments are not required for other recommendations..

9.2.5.3.3. Section V, Group Size. Rank officers by competitive category. For officers who rated “Definitely Qualified,” show the officer's rank order among the number of “Definitely Qualified” officer ratings out of the total number of eligible officers in the management level and competitive category. EXAMPLE: for an officer, who ranks second of the six “Definitely Qualified” ratings awarded in a competitive category with 25 total eligible officers, write 2/6/25. For officer ratings of “Qualified” or “Not Qualified This Board,” leave this section blank or “NA” may be entered. If an officer is given a “Definitely Qualified” ranking, only AF Form 3559 marked with a 3-digit number will be accepted.

9.2.5.3.4. Section VI, Date of Rank. The service member’s date of rank

9.2.5.3.5. Section VII, Board ID. The Board ID will be identified in the Reserve Brigadier General Qualification Board announcement message published by AF/REG.

9.2.5.3.6. Section VIII, Competitive Category. Use a 1-letter code:

9.2.5.3.6.1. Line of the Air Force--A

9.2.5.3.6.2. Judge Advocate--J

9.2.5.3.6.3. Chaplains--C

9.2.5.3.6.4. Dental Corps--D

9.2.5.3.6.5. Medical Corps--M

9.2.5.3.6.6. Nurse Corps--N

9.2.5.3.6.7. Medical Service Corps--S

9.2.5.3.6.8. Biomedical Sciences Corps--W

9.2.5.3.7. Section IX, Overall Recommendation. The first general officer or civilian equivalent in the rating chain marks one of the three recommendations. This recommendation does not carry over to future boards.

9.2.5.3.7.1. Definitely Qualified: The officer has demonstrated potential for immediate assignment to a general officer positions.

9.2.5.3.7.2. Qualified: The officer makes valuable contributions to the mission and has potential for assignment to a general officer position.

9.2.5.3.7.3. Not Qualified This Board: Do not recommend the officer for a general officer position at this time.

9.2.5.3.8. Section X, Senior Rater / Head of Management Recommendation. The first general officer or civilian equivalent in the rating chain must complete this section for all reservists.

9.2.5.4. Send the completed AF Forms 3559 to AF/REG, via email to **USAF.PENTAGON.AF-RE.MBX.RBGQB-REG@MAIL.MIL**, no later than 45 days

before the board meets. Each organization is responsible for providing a copy of the completed AF Form 3559 to its eligible officers.

9.3. Initial Assignment to a General Officer Position.

9.3.1. Eligibility. Only colonels selected by the Reserve Brigadier General Qualification Board are eligible for a reserve general officer position.

9.3.2. Reporting Official. The Reporting Official is the official (usually the ratee's immediate supervisor) designated by management. Upon assignment to a general officer position the reporting official will:

9.3.2.1. Closely monitor each newly assigned officer for 120 days after the reporting date.

9.3.2.2. Encourage the officer to maximize his or her annual tour and initial active duty training (IADT) participation during the 120 day period.

9.3.2.3. Prepare an Air Force directed AF Form 707 at the end of 120 days of assignment in new position. Include a mandatory statement in Section VI recommending the officer continues in, or be reassigned out of the general officer position.

9.4. Reassignment Out of a General Officer Position. Individuals in the grades of Brigadier General and Major General must serve satisfactorily in the SelRes in that grade for a period of not less than 3 years in order to retire in grade (Title 10 USC §1370, *Commissioned Officers: General Rule; Exceptions*). (T-0)

9.4.1. Reserve General Officer Cadre. Age, experience, and time in grade should balance the reserve general officer cadre. The flow of officers through the general officer grades should be relatively constant. When reassigning general officers to the Standby Reserve, the Chief of the Air Force Reserve will consult with the senior rater and consider the following specific criteria: time-in-grade, promotion eligibility, particular skill qualifications, the best interest of the Air Force, any misconduct or inefficiency, ineligibility for promotion, and failure to report information relating to fitness for promotion to include arrests, convictions other than minor traffic offenses, and misconduct.

9.4.2. Approval of Reassignment. AF/A1 approves the reassignment of all Reserve general officers and colonels in general officer positions.

9.4.3. Instructions for Reassignment. Reassign general officers, in grade, to Inactive Status List Reserve Section of the Standby Reserve, within 30 days after they leave their position, per Title 10 USC, §14314(a), *Army and Air Force Commissioned Officers: Generals Ceasing to Occupy Positions*, and §12771, *Reserve Officers: Grade on Transfer to Retired Reserve*, or if they become a key employee. Officers who qualify may request transfer, in grade, to the Retired Reserve IAW AFI 36-3209, or may be appointed in the Reserve grade held before appointment to a general officer grade.

Table 9.1. Distribution of OPRs for General Officers.

RULE	A	B	C
	If the ratee is an	And the document to be filed is	Send report to the following office of record:

1	IR	Original	AF/REG
		Copy	AF/REG; MAJCOM
2	Unit Reservist	Original	AF/REG
		Copy	AF/REG; MAJCOM; Servicing MPF
3	AGR	Original	AF/REG
		Copy	AF/REG; MAJCOM; Servicing MPF

Chapter 10

SELECTED RESERVE, REASSIGNMENTS AND TEMPORARY RELEASES

10.1. Propriety of Assignments. Involuntary reassignment from the Ready Reserve, including ANG, for cause, is generally inappropriate. Use involuntary reassignment only as a last resort. Initiate involuntary reassignment for cause or derogatory reasons only after all appropriate disciplinary and/or administrative actions have been taken and documented. Consider exceptions to these policies on a case-by-case basis. AFRC/A1 (for unit program), HQ RIO/CC (for IR program), and Air National Guard Readiness Center NGB/A1 (for ANG members), must consider the best interests of the Air Force before granting waivers to any of these policies. In some cases, granting waivers will allow individuals to fall under other reserve programs, such as sanctuary. See AFI 36-2131 and AFI 36-2612, *United States Air Force Reserve (AFR) Reenlistment and Retention Program*, and AFI 36-3209 before allowing an individual to remain in a current assignment if discharge or reassignment is more appropriate. Process all waiver requests through the appropriate channels. In this part of this AFI, members of both ARC units will be referred to as "unit members." (T-2)

10.1.1. Denial of Reassignment Requests. Commanders must deny "voluntary" requests for reassignment to ARPC resource pools (IRR, Standby Reserve, or Retired Reserve) when discharge is more appropriate.

10.1.1.1. Keep these members in their unit or IR position during investigation.

10.1.1.2. If the investigation and/or information verifies an offense or disqualifying condition exists, initiate action to discharge IAW AFI 36-3209 by initiating the involuntary reassignment to ARPC for purposes of discharge (see **paragraph 10.5** and **Table 11.3**, Rule 9) or involuntarily reassign member to ARPC for another reason specified in **Table 11.3**, if discharge action is deemed inappropriate.

10.1.1.3. Debrief members with access to SCI.

10.1.2. Unexcused Absences (Unit Program). Commanders reassign or discharge members who have 9 or more unexcused absences from scheduled training periods within a 12-month period. Discharge members determined by the commander to have no further potential for useful service if mobilized. Members eligible for retirement may request retirement in lieu of involuntary reassignment or discharge. See **paragraph 10.5** and **Table 11.3** for involuntary reassignment procedures and AFI 36-3209 for discharge procedures. PALACE CHASE obligated members are processed IAW AFI 36-3205, *Applying for PALACE CHASE and PALACE FRONT Programs*.

10.1.3. Unsatisfactory Participants. Unit commanders may only keep unsatisfactory participants if the manning guidance permits. Commanders or RIO Det/CCs provide MPF or ARPC/DPAPP with a written statement that the member is needed to achieve the unit's mobilization mission. Include the commander's or RIO Det/CC's justification letter in the documentation filed in the member's electronic record. The letter must explain why the member failed to meet participation requirements.

10.1.4. Failure to Meet Fitness Standards. IRs maintaining an unsatisfactory fitness level after a second 90-day period are referred to the commander of the unit of assignment or attachment for appropriate action per AFI 36-2905 (see **Table 11.3**, Rule 4).

10.1.5. Officers through the grade of major twice deferred for promotion.

10.1.5.1. These officers cannot be involuntarily transferred from an active status if he or she is eligible for reserve or AD sanctuary, except for cause or physical disqualification (see **paragraph 8.1.3**). They may also be retained in the SelRes if he or she is to be considered for continuation; however, they may not be retained beyond the dates stated in this AFI. Guidelines for continuation are found in AFI 36-2504.

10.1.5.2. RPC/DPT discharges or reassigns twice-deferred first lieutenants and captains, who are not retained in the SelRes or who are not selected for continuation. Discharge or reassignment must take place no later than the first day of the seventh month after the month in which the President approves the report of the board that considered the officer for the second time.

10.1.5.3. ARPC/DPT discharges or reassigns twice-deferred majors, who are not retained in the SelRes or who are not selected for continuation. Discharge or reassignment must take place no later than the first day of the month after the month in which the officer completes 20 years of commissioned service or the first day of the seventh month after the month in which the President signs the list, if the officer has already reached 20 years of commissioned service. He or she is reassigned to:

10.1.5.3.1. The Non-Affiliated Reserve Section-NA, if the SAF determines that the officer has skills, which may be required to meet the mobilization needs of the Air Force.

10.1.5.3.2. The Non-Affiliated Reserve Section-NC, if the member is eligible for sanctuary and elects not to be retained in the SelRes.

10.1.5.3.3. The Retired Reserve if he or she is eligible.

10.1.5.3.4. Twice deferred officers that are not transferred to the Non-Affiliated Reserve Section or the Retired Reserve, or not considered or selected for continuation, will be discharged.

10.2. Reassignment for Medical Reasons. To operate efficiently the Air Force must protect the health and safety of its military personnel.

10.2.1. IRs with expired Reserve Component Physical Health Assessment requirements will be restricted from participation (except for the purpose of obtaining their current exam). Members with any expired Individual Medical Readiness requirements IAW AFI 48-123 are subject to involuntary reassignment to a non-participating status, (see **Table 11.3**, Rule 7). (T-2)

10.2.2. Expired Individual Medical Readiness Requirements. Unit Reservist should be involuntarily discharged if they have any expired Individual Medical Readiness requirements, IAW AFI 36-3209. However, if the commander, for good cause, declines to initiate involuntary discharge, can initiate involuntary reassignment action IAW **paragraph 10.5** and **Table 11.3**, Rule 7 if a member fails to complete the Individual Medical Readiness requirements or provide documentation as required or directed.

10.3. Responsibilities for Medical Reassignment from the Ready to the Standby Reserve. (T-2)

10.3.1. MPF commanders or RIO Det/CCs personally review all reassignments and send case files through command channels via secure/properly marked communications

10.3.2. Each reviewing official ensures the confidentiality of the case file.

10.3.3. The appropriate MPF section updates assignment limitation code "C" and deployment availability code 41 for members in Ready Reserve and in the active section of Standby Reserve.

10.3.4. The unit commander coordinates these assignments with the medical unit commander or Human Immunodeficiency Virus designated physician (Human Immunodeficiency Virus cases only) at the medical unit responsible for providing medical support to the wing. The RIO Det/CC coordinates IMA/IR assignments with AFRC/SG.

10.3.5. The unit commander (if member is in a unit program) or RIO Det/CC (if member is in an IMA/IR program) pursues involuntary reassignment action in compliance with **paragraph 10.5** and **Table 11.3** Rule 7. The memorandum recommending involuntary reassignment to ARPC (**Attachment 21**) must also state "no non-mobility positions are available."

10.3.6. (Human Immunodeficiency Virus only) The medical facility memorandum should include all correspondence telling the unit commander or RIO Det/CC of Human Immunodeficiency Virus test results and letters advising the member to contact the medical facility for counseling. If the member does not acknowledge receiving the medical facility letter, provide a copy of the certified mail receipt.

10.3.7. Return disapproved requests from any level to the unit commander or RIO Det/CC for further action.

10.3.8. The unit commander/RIO Det/CC sends the case file through the local Staff Judge Advocate, wing, or RSG, servicing MPF, and NAF (officers only) to AFRC/A1L for unit personnel and AFRC/SG for IMA/IR personnel.

10.3.8.1. Case files include:

10.3.8.1.1. The member's grade, name, and SSN (last 4).

10.3.8.1.2. Statement that no non-mobility positions are available.

10.3.8.1.3. Commander's or RIO Det/CC's memorandum notifying the member of initiation of involuntary reassignment (**Attachment 21**)

10.3.8.1.4. Member's memorandum acknowledging notification of initiation of involuntary reassignment (**Attachment 22**) or evidence of notification attempts in compliance with **paragraph 10.5**.

10.3.8.1.5. Member's rebuttal, if provided.

10.3.8.1.6. Commander's/RIO Det/CC's memorandum to the approval authority recommending involuntary reassignment (**Attachment 26**).

10.3.8.1.7. AF Form 422.

10.3.8.1.8. All medical facility correspondence.

10.3.8.1.9. (Human Immunodeficiency Virus cases only) Copy of Human Immunodeficiency Virus-positive test results.

10.3.8.1.10. Any letters of counseling.

10.3.8.1.11. Any other pertinent documentation.

10.3.8.2. AFRC/A1 (unit) or AFRC/SG (IMAs/IR) sends final disposition instructions to the members unit or RIO Det/CC. If AF Form 422 is in the unit participation folder, excused absence requests are not needed.

10.3.9. Human Immunodeficiency Virus.

10.3.9.1. Reassign members testing Human Immunodeficiency Virus positive to the Standby Reserve, active section, only if the Ready Reserve cannot effectively employ them.

10.3.9.2. AFRC/A1 (for unit members) or the RIO Det/CC (for IR members) makes this determination on a case-by-case basis.

10.3.9.3. AFRC/A1L (for unit) or ARPC/DPA (for IMA/IR) updates the assignment in the personnel data system.

10.3.9.4. The losing MPF (unit program) or RIO Det/CC (IR program) tells the member of the new assignment and publishes orders with the following statement: "Do not reassign member to the unit program without AFRC/A1 approval." For the IR program, the RIO Det/CC will inform the member of the assignment and ARPC/DPAA will publish the orders with the following statement "Do not reassign member to the IR program with AFRC/A1 approval." Process assignment requests quickly to ensure the member's due process.

10.3.9.5. Members assigned to Standby Reserve may apply for non-mobility positions if:

10.3.9.5.1. A requirement exists.

10.3.9.5.2. He or she is otherwise qualified.

10.3.9.5.3. AFRC/SG medically certifies them for unit or IMA/IR affiliation.

10.3.9.6. Direct individuals wishing to join the AFR to the nearest reserve recruiter for processing.

10.4. PALACE CHASE. Do not reassign a PALACE CHASE obligated member from the Selected Reserve to ARPC without approval from AFPC/DP2STM. See AFI 36-3205 for processing procedures. (T-2)

10.5. Involuntary Reassignments to ARPC. The unit commander (if member is in a unit program) or RIO/CC (if member is in an IMA/IR program) will determine whether the member meets all position, unit, or individual program requirements by examining and evaluating any information received that indicates a member should be considered for involuntary reassignment. (T-2)

10.5.1. Notification of Initiation of Involuntary Reassignment. If the commander or RIO Det/CC determines grounds exist to warrant initiation of involuntary reassignment action, a Memorandum Of Notification of initiation of involuntary reassignment action is sent to the member (**Attachment 21**). The Memorandum of Notification must include:

10.5.1.1. A description of all reasons for such action, to include identification of the applicable narrative reasons listed in **Table 11.3**.

10.5.1.2. A statement that if the involuntary reassignment is approved, it will result in the member's involuntary reassignment to the IRR or Standby Reserve, whichever is applicable.

10.5.1.3. Copies of all supporting documents. See **paragraph 10.5.6** for handling instructions for certain types of information.

10.5.1.4. An explanation of the member's right to consult with appointed military legal counsel at no cost or consult with civilian counsel of his or her choice, but at his or her own expense.

10.5.1.5. A statement of the member's right to submit statements or documents to be considered in the disposition of the case.

10.5.1.6. A statement that within 24 hours after receipt of the Memorandum of Notification the member must execute and return the memorandum for acknowledging receipt of the Memorandum of Notification (**Attachment 22**).

10.5.1.7. A statement that failure to acknowledge receipt of the Memorandum of Notification or to respond within 15 calendar days after receipt of the Memorandum of Notification will constitute a waiver of rights, with the result that the case will be processed based on the information available, and without further notice to the member.

10.5.1.8. For ARTs. A statement advising member of removal from his or her ART position if approved for involuntary reassignment.

10.5.1.9. For members eligible to transfer to Retired Reserve. A statement of member's right to apply for transfer to Retired Reserve in lieu of involuntary reassignment.

10.5.2. Delivery of the Memorandum of Notification. When feasible, the Memorandum of Notification should be personally delivered to the member. The delivering official obtains a written acknowledgment of receipt of the Memorandum of Notification (**Attachment 22**). If the member refuses to acknowledge receipt, the delivery official makes an annotation to that effect on the receipt, including date and approximate time of actual delivery of the Memorandum of Notification. The receipt is placed in the case file.

10.5.2.1. When personal delivery is not feasible, the Memorandum of Notification is sent by certified mail, return receipt requested, to the member's last known address. The Memorandum of Notification is also sent by first class mail when attempts to deliver the Memorandum of Notification by certified mail are unsuccessful (**Attachment 23**). An equivalent form of notice may be used if such service by US mail is not available for delivery to an address outside the US.

10.5.2.2. If the postal service returns the Memorandum of Notification without indicating a more current address, file the returned envelope in the case file and request verification of last permanent mailing address from the postmaster (**Attachment 24**). If an address correction is received from the postmaster or if a returned envelope discloses a more current address, update the record and send the Memorandum of Notification to the member at that address as set forth in **paragraph 10.5.2.1**. The Affidavit of Service by Mail (**Attachment**

25) is completed and filed in the case file when attempts to deliver the Memorandum of Notification by certified and first class mail are unsuccessful.

10.5.3. Processing the Case File to the Approval Authority. The member is notified of involuntary reassignment action IAW **paragraphs 10.5.1** through **10.5.2.2**. Members are provided the opportunity to consult with legal counsel and submit statements or documents on their behalf. The unit commander (Unit Program) or RIO Det/CC (IR Program) reviews statements or documents if submitted by the member or counsel to determine whether or not to continue involuntary reassignment action. If the unit commander (Unit Program) or RIO Det/CC (IR program) elects to continue involuntary reassignment action, the commander or RIO Det/CC recommends involuntary reassignment to the approval authority (**Attachment 26**). The case file is processed through the servicing Staff Judge Advocate and appropriate chain of command to the approval authority listed in **Table 11.3**.

10.5.3.1. Legal Review. The servicing Staff Judge Advocate reviews the case for legal sufficiency and provides finding and recommendations to the approval authority.

10.5.3.2. Approval Authority. The approval authority reviews the case ensuring it properly substantiates all facts and determines appropriate action.

10.5.3.2.1. If involuntary reassignment is warranted, approve the case and notify the member.

10.5.3.2.2. When involuntary reassignment is not warranted, notify the member and close the case.

10.5.3.2.3. If administrative discharge is warranted, process IAW AFI 36-3209.

10.5.4. Processing Time Goals. Once involuntary reassignment action has been initiated, it is usually in the best interest of both the member and the Air Force Reserve to process the cases as expeditiously as possible. Commanders should monitor the effectiveness of involuntary reassignment programs under their control to ensure cases are processed without undue delay.

10.5.5. When reassigning an IMA or participating Individual Ready Reservist for cause:

10.5.5.1. The RIO Det/CC, not to be delegated to a lower level of authority, sends the reassignment request to ARPC/DPA along with the completed case file.

10.5.5.2. ARPC/DPA informs ARPC OPRs and the Reserve Accounting and Finance Office of reassignment action to the Non-Affiliated Reserve Section-(NA or NB) for discharge action. Case file is forwarded to ARPC/ DPT to begin tracking the case for separation.

10.5.6. Reports Requiring Special Handling:

10.5.6.1. Handle reports furnished through the Air Force Office of Special Investigations channels according to instructions in AFI 71-101 V1, *Criminal Investigations,* AFI 71-101 V2, *Protective Service Matters,* and AFI 71-101 V4, *Counterintelligence.*

10.5.6.2. Comply with the procedures in AFI 41-210, in handling or releasing reports of medical examinations and physical or psychiatric evaluation.

10.5.6.3. Hold Defense Security Service reports that contain unfavorable information in the member's special security file as required by AFI 31-501.

10.5.6.4. Refer to AFI 31-501 for guidance on protecting and safeguarding classified information that may become part of discharge proceedings.

10.5.6.5. Handle reports furnished through the Inspector General channels according to the instructions in AFI 90-301, *Inspector General Complaints Resolution*.

10.6. Voluntary Reassignments Within or from the Ready Reserve. Members request reassignment by AF Form 1288 or a personal letter to the unit commander (unit program) or RIO Det/CC (IR programs). The wing commander or equivalent (unit program), or RIO Det/CC (IR programs) is the approval authority for voluntary requests for reassignment from the unit, IR program. Any commander in the chain of command (unit program) or the RIO Det/CC (IR programs) can disapprove a request for reassignment and must notify the member with the reasons for disapproving the request. (T-3)

10.6.1. Approved requests for voluntary reassignment from the unit or IMA program must have an effective date of change of strength accountability not earlier than 6 months from the date requests are approved. (**NOTE:** Does not apply to the participating Individual Ready Reserve program.) The 6-month projected effective date of change of strength accountability requirement does not apply to the following transfers:

10.6.1.1. Transfers to any AD component.

10.6.1.2. Transfers to any AGR or Extended Active Duty tour.

10.6.1.3. Transfers within the unit program.

10.6.1.4. Transfers from the unit program to the IMA program.

10.6.1.5. Transfers within the IMA program.

10.6.1.6. Transfers from the IMA program to the unit program.

10.6.1.7. Transfers to the IRR based on elapsed ETS with remaining MSO.

10.6.2. Waiver of 6 Month Effective Date of Change of Strength Accountability Requirement. The wing commander or equivalent (unit program) or ARPC/DPR (IMA program), if delegated the authority, can waive the 6 month projected effective date of change of strength accountability requirement.

10.6.3. Line IMA Colonel Reassignments. AF/REG must coordinate on any line IMA colonel reassignment. A line IMA colonel with less than 1 year of satisfactory service in a position requesting voluntary reassignment to a new position will require written justification from the current RIO Det/CC and approval by AF/REG. EXCEPTION: Position has been transferred or downgraded. (T-2)

10.7. Temporary Release from Participating in Reserve Training. Unit commanders or HQ RIO/CC may grant a one-time release from Reserve training to non-prior service Airmen who have completed IADT and have an unexpired MSO. The release may be as long as 30 months if reserve training conflicts with a temporary non-military delay, religious missionary obligation, or the member serves in the Peace Corps. (see **Table 11.2**, Rule 20). (T-3)

10.7.1. Reenlistment. Members must reenlist for the total time of the temporary release plus the time left on their MSO.

10.7.2. Release Request. Members must ask their unit commander or RIO Det/CC for release. The application must include certification by the member's employer, sponsor, or recognized religious denomination that the obligation is valid and essential to the individual's career development. If the basis of the request is to pursue higher education, the application must include a statement from the school about the type of degree and graduation date.

10.7.3. Approval or Denial. Unit commanders or RIO Det/CCs inform the servicing MPF (unit program) or ARPC/ DPA (IR program) whether they approve or deny the request.

10.7.3.1. The MPF (unit program) or ARPC/DPTSC (IR program) reenlists applicants per AFI 36-2612. Discharge does not end the MSO.

10.7.4. Statement of Understanding. Before reenlistment, the member signs a Statement of Under- standing and Agreement, showing the same enlistment period as the DD Form 4, *Enlistment/Reenlistment Document-Armed Forces of the United States*.

10.7.4.1. Permanently attach this statement to the DD Form 4.

10.7.4.2. The MPF sends the DD Form 4, orders, and the member's field record group to AFPC/DPSIR within 5 days after reenlistment, and the health records group to Department of Veterans Affairs, Record Management Center, 4800 Goodfellow, Bldg. 3, 2nd Floor, St Louis MO 63120.

10.7.4.3. Reassign members according to **Table 11.2** Rule 20.

10.7.5. End of Temporary Release. When the temporary obligation ends, members:

10.7.5.1. Immediately notify ARPC/DPTSC and report their addresses.

10.7.5.2. Are subject to the same assignment, training, and rules as all other non-prior service obligated members.

Chapter 11

IRR AND STANDBY ASSIGNMENTS

11.1. Military Service Obligation (MSO). The MSO is a statutory service requirement and the basis for which a member may be involuntarily ordered to AD. The MSO starts when an individual first attains military status. (T-2)

11.1.1. End of MSO. Discharge or complete severance from military status ends the MSO. Discharge immediately followed by enlistment, re-enlistment, appointment, or re-appointment to the Armed Forces does not end the MSO. Additional service after such discharge is counted towards completing the MSO.

11.1.2. Void Enlistment or Appointment. A person whose enlistment or appointment is void because of minority (underage) does not get an MSO. Service deemed honorable by the SAF under a voided minority enlistment earns credit toward completing a MSO later, but does not change the terms of later enlistment.

11.1.3. Time Served Prior to Commissioning. Prior to commissioning, time served as a service academy cadet or midshipman, in an AFROTC financial assistance program, or in AFROTC advanced training, counts towards the MSO of members concurrently in a reserve component. However, once commissioned, the member's 8-year MSO is restarted. EXCEPTION: An officer appointed from AFROTC advance training (non-scholarship) shall have an MSO of 8 years from date of appointment minus any prior enlisted service before entering into AFROTC advance training.

11.2. Individuals Reassigned to the IRR and Standby Reserve. Reassign members released from AD and the Ready Reserve (including ANG members) to the IRR or the Standby Reserve per **Table 11.2** or **11.3**. Participation and training are allowed only under the guidelines of AFI 36-2254v1. (T-2)

11.3. Classification of IRR Sections. Members of the IRR are divided into several training categories. These categories are grouped into 4 IRR sections: the Obligated Reserve Section, the Ready Reinforcement Personnel Section, the Non-obligated Non-participation Ready Personnel Section, and Special Professional Education and Stipend Programs. (T-2)

11.3.1. Obligated Reserve Section. This section includes two categories:

11.3.1.1. Obligated Reserve Section-RA is for members who have a remaining MSO. Qualified Obligated Reserve Section-RA members may volunteer for participating Ready Reserve positions.

11.3.1.1.1. Members who request transfers because of pregnancy or personal reasons, such as job or school conflicts, IRR bonus recipients, and PALACE CHASE members are assigned to the Obligated Reserve Section-RA until their MSO ends.

11.3.1.1.2. Assign individuals to the Non-Obligated Non-Participating Ready Personnel Section when they complete their MSO, or while they await reassignment to a participating program, or ETS. Eligible PALACE CHASE members may be involuntarily reassigned to participating positions per Expeditionary Manpower Management.

11.3.1.2. Obligated Reserve Section-RC is for members with Extended Active Duty commitments. The Obligated Reserve Section-RC includes officers who are:

11.3.1.2.1. Graduates of professional training programs on approved educational delays.

11.3.1.2.1.1. Physicians released from AD for specialty training.

11.3.1.2.1.2. Appointed to any chaplain, judge advocate, or health services program and awaiting Extended Active Duty orders.

11.3.1.2.1.3. AFROTC graduates on approved educational delays awaiting Extended Active Duty orders.

11.3.1.2.1.4. Graduates of the Health Professions Scholarship Program awaiting Extended Active Duty orders.

11.3.1.2.2. Enlisted members assigned to the Obligated Reserve Section-RC are:

11.3.1.2.2.1. In the college scholarship program or the professional officer course of the AFROTC per AFI 36-2011, *Air Force Reserve Officer Training Corps*, and Military Personnel Data System shows they belong to a specific AFROTC detachment and school.

11.3.1.2.2.2. Enlisted to attend the United States Air Force Academy per AFI 36-3504, *Disenrollment of United States Air Force Academy Cadets*.

11.3.1.3. Reassign officers assigned to the Obligated Reserve Section who complete their MSO to the Non-Obligated Non-Participating Ready Personnel Section, unless they:

11.3.1.3.1. Qualify for, volunteer for, or accept assignment to another Ready Reserve position.

11.3.1.3.2. Meet the criteria for assignment to the Standby Reserve, or

11.3.1.3.3. Resign their commission.

11.3.2. Ready Reinforcement Personnel Section-MT. The Ready Reinforcement Personnel Section-MT is an IRR section made up of line members, including reserve component and prior service individuals who applied for SelRes positions and found no vacancies or when other assignment options are not available or acceptable. Access individuals with no current air component status to the OCONUS Ready Reinforcement Personnel Section only. Individuals promoted to grades above major who lose their SelRes position may serve their remaining obligation (3 years after the promotion effective date) in the Ready Reinforcement Personnel Section. Members seeking colonel positions must notify AF/REG. Individuals who lose their unit or IMA positions through no fault of their own also qualify for an Ready Reinforcement Personnel Section assignment, if RIO Det/CC determines member is eligible. Personnel entering the Ready Reinforcement Personnel Section must have an approved training attachment. Upon receipt of the application, ARPC/ DPA will notify the RIO Det/CC of initial designation of attachment. Non-line members may be accepted in similar centrally managed points only programs. For changes to a training attachment after the initial assignment, the member must follow the provisions in AFI 36-2633, *The Air Force Reserve Pre-trained Individual Program--Management and Utilization*, and ARPC/DPAA must be notified of any change in attachment.

11.3.2.1. Members may stay in the Ready Reinforcement Personnel Section for only 3 years. Once assigned and attached, members must earn a minimum of 35 non-paid points per year, 16 of which must be Inactive Duty Training / Active Duty for Training (see AFI 36-2254v1 for participation requirements). ARPC/DPAA may extend the 3 year maximum upon a favorable recommendation from the unit of attachment and/or RIO Det/CC. Assign individuals who have reached the maximum time in the Ready Reinforcement Personnel Section with no retention waiver to the Non-Obligated Non-Participating Ready Personnel Section or Obligated Reserve Section, as appropriate. Officers promoted to grades above major are eligible for retirement and are mandatorily reassigned to a non-participating status after completion of 3 satisfactory years.

11.3.2.2. Do not reassign to the Ready Reinforcement Personnel Section members whose performance is substandard, or who have unsatisfactory participation. Consider Ready Reinforcement Personnel Section assignments for individuals in the Inactive Status List Reserve Section for the first time, on a case-by-case basis. Do not consider individuals twice assigned to Inactive Status List Reserve Section for Ready Reinforcement Personnel Section assignments.

11.3.2.3. Members assigned to the Ready Reinforcement Personnel Section who refuse a SelRes assignment must send written justification to ARPC/DPAA. ARPC/DPAA requests reassignment of the member to the Non-Obligated Non-Participating Ready Personnel Section or Obligated Reserve Section, as appropriate, if justification is insufficient.

11.3.2.4. For personnel living overseas, assignment depends on host-country Status of Forces Agreement that permit military training including:

11.3.2.4.1. Air Force Institute for Advanced Distributed Learning.

11.3.2.4.2. Training attachment.

11.3.2.4.3. Other military training courses.

11.3.3. The Non-Obligated Non-Participating Ready Personnel Section-RD is made up of officers and enlisted personnel without a MSO who qualify for duty worldwide, are mobilization filler resources and is defined in AFI 36-2633.

11.3.3.1. Assign officers to the Non-Obligated Non-Participating Ready Personnel Section when:

11.3.3.1.1. They complete their MSO while in the Obligated Reserve Section and do not apply for and obtain participating Reserve assignments.

11.3.3.1.2. Strength adjustments or non-selection for indefinite Reserve status occur.

11.3.3.1.3. They do not meet requirements of participating Reserve assignments.

11.3.3.1.4. They receive waivers after release from Extended Active Duty per AFI 36-3207 and are in transition.

11.3.3.1.5. They refuse a SelRes assignment while in the Ready Reinforcement Personnel Section without sufficient justification or complete 3 years in the Ready Reinforcement Personnel Section without transferring to a participating program or getting an extension.

11.3.3.1.6. They request reassignment from a SelRes assignment because of pregnancy or personal reasons, such as job or school conflict, and they expect to return to the SelRes.

11.3.3.1.7. They are twice passed over for promotion and received separation pay as an officer on active duty.

11.3.3.1.8. They are regular commissioned officers who received a separation pay entitlement.

11.3.3.2. Assign enlisted members to the Non-Obligated Non-Participating Ready Personnel Section when:

11.3.3.2.1. They do not meet requirements of participating Reserve assignments per AFI 36-2254 v1, *Reserve Personnel Participation.*

11.3.3.2.2. They receive IRR bonuses and have no MSO.

11.3.3.2.3. Reassignment to non-participating status occurs for any reason that does not require reassignment to Standby Reserve.

11.3.3.2.4. Member fails to enroll in the appropriate PME within 6 months after being assigned to a higher graded position.

11.3.3.2.5. Member fails to complete PME within the time limits prescribed by Air Force Institute for Advanced Distributed Learning.

11.3.3.3. Discharge officers from the Non-Obligated Non-Participating Ready Personnel Section if they do not get a participating assignment after 2 years (Sep Pay recipients after 3 years) unless they are eligible for a reserve retirement. Members eligible for a reserve retirement are reassigned if they fail to participate for 1 year. A one-time waiver of this requirement may be made by the SAF. Enlisted members are discharged upon ETS.

11.3.4. Special Professional Education and Stipend Program are members with an MSO, a portion of which will be an active duty service commitment (ADSC) that must be served before any Reserve obligation can be repaid. (T-0) Refer to AFI 41-110, *Medical Healthcare Professions Scholarship Programs*, for program eligibility criteria, application and participation process.

11.4. Classification of Standby Reserve Sections. NARS and the Inactive Status List Reserve Section make up the Standby Reserve. **Table 11.1** explains how to make assignments to the Standby Reserve. Standby Reserve members may apply for reassignment to participating Ready Reserve status or be assigned to the Obligated Reserve Section or Non-Obligated Non-Participating Ready Personnel Section when the reason for assignment to the Standby Reserve no longer exists. **(T-2)**

11.4.1. NARS is the active Standby Reserve and includes four categories: NARS-NA, NARS-NB, NARS-NC, and NARS-ND.

11.4.1.1. NARS-NA members have no MSO, and:

11.4.1.1.1. Have a hardship (personal/community).

11.4.1.1.2. Are twice deferred officers, not in sanctuary, or

11.4.1.1.3. Are pending discharge for cause.

11.4.1.2. NARS-NB members with an MSO and:

11.4.1.2.1. Meet the same criteria as NARS-NA sub-paragraphs under 11.4.1.1.

11.4.1.2.2. Are Key Employees.

11.4.1.2.3. Have Non-Military Delays/Religious Obligations.

11.4.1.2.4. May have requested assignment to the Standby Reserve. When they complete their MSO, individuals are assigned to the Inactive Status List Reserve Section to await reassignment to a participating program or ETS.

11.4.1.3. Non-Affiliated Reserve Section-NC members:

11.4.1.3.1. Are eligible for Reserve sanctuary.

11.4.1.3.2. Have 18 satisfactory years for retirement and may stay up to 3 years after their transfer from active status.

11.4.1.3.3. Have 19 satisfactory years for retirement and may stay up to 2 years after their transfer from active status. **NOTE**: Do not keep members in NARS-NC, who have 20 satisfactory years for paid retirement. Individuals may participate only for non-pay points through Air Force Institute for Advanced Distributed Learning courses or training attachments.

11.4.1.4. The Non-Affiliated Reserve Section-ND includes reservists with or without an MSO who:

11.4.1.4.1. Are key employees, or appointed or elected officials.

11.4.1.4.2. Have requested assignment to continue participation. **NOTE**: These reservists must participate for non-pay points through training attachments or be reassigned.

11.4.2. The Inactive Status List Reserve Section-RB.

11.4.2.1. The Inactive Status List Reserve Section-RB, the Inactive Standby Reserve, consists of:

11.4.2.1.1. Members without an MSO who live or work in foreign countries where the Status of Forces Agreement prohibits Ready Reservists.

11.4.2.1.2. Dual Status officers.

11.4.2.1.3. Members who accepted separation pay from AD after 3 years in the Non-Obligated Non-Participating Ready Personnel Section.

11.4.2.1.4. Members who have 20 satisfactory years for paid Reserve retirement but did not meet AFI 36-2254 v1 participation requirements. Do not reassign these members to a participating assignment without a waiver.

11.4.2.1.5. Members who are on the Active Duty List, twice passed over for promotion and receive separation pay.

11.4.2.2. Reserve officers generally remain assigned to the Inactive Status List Reserve Section for 3 years after which time they should be discharged. The following is the criteria used for screening:

11.4.2.2.1. 3 years in the Inactive Status List Reserve Section.

11.4.2.2.2. An officer's AFSC on the Wartime Critical Military Skills List with the date assigned to the MPF (DT-ASG-MPF) plus 7 years or effective date of change of strength accountability to Inactive Status Reserve Section (ISLRS) plus 3 years (whichever is latest).

11.4.2.2.3. The Mandatory Separation Date has expired.

11.4.2.3. Give officers who do not qualify for retention in the Inactive Status List Reserve Section the following options:

11.4.2.3.1. Apply for transfer to the Retired Reserve if eligible. See AFI 36-3209.

11.4.2.3.2. Take a participating Ready Reserve assignment, if eligible.

11.4.2.3.3. Resign their commission.

Table 11.1. Military Service Obligation.

RULE	A	B	C
	If the member initially became a member of an Armed Force	And is a	Then the MSO is
1	On or after 10 August 1955 in a Reserve component upon completing an officer training program and serving 3 to 6 months Active Duty for Training in lieu of 2 or more years Extended Active Duty	Male officer (before his 26th birthday)	8 years.
2	On or after 1 February 1978 in a Reserve component after completing an officer training program and serving 3 to 6 months Active Duty for Training instead of 2 or more years Extended Active Duty	Female officer (before her 26th birthday)	8 years.
3	Between 10 August 1955 and 10 November 1979 EXCEPTIONS: those members covered in block 1	Male, officer or enlisted (before his 26th birthday)	6 years.

4	Between 1 February 1978 and 10 November 1979 EXCEPTIONS: those members covered in block 2	Female, officer or enlisted (before her 26th birthday)	6 years.
5	On or after 11 November 1979 and through 31 May 1984 EXCEPTIONS: those members covered in blocks 1 and 2 (see Note).	Male or female, officer or enlisted, regardless of age	6 years.
6	On or after 1 June 1984	Male or female, officer or enlisted, regardless of age	8 years.

NOTE: Between 1 October 1979 and 31 May 1984, if an enlisted member entered through the Delayed Enlistment Program, MSO began upon entry on AD.

Table 11.2. Reassignments to the Ready Reserve and Standby Reserve. (Use Rule 1 if the reason for reassignment is not precisely defined in another rule).

RULE	A	B	C	D	E	F	G
	If the reason for reassignment is	And member is obligated, assign to Reserve Section	And member is non-obligated, assign to Reserve Section	Use AAR	And award assignment availability code and date	Approval authority unit	Approval authority for IR program
1	Volunteer for reassignment to ARPC	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	RU		Wing CC or equivalent	RIO Det/CC
2	Military skills not utilized	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	3K		Wing CC or equivalent	RIO Det/CC

3	Lack of skill training (hands on training)	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	SL		Wing CC or equivalent	RIO Det/CC
4	Conflict within unit	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	SM		Wing CC or equivalent	RIO Det/CC
5	Promotion stagnation	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	SN		Wing CC or equivalent	RIO Det/CC
6	Lack of recognition or awards	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	SO		Wing CC or equivalent	RIO Det/CC
7	Excessive outside demands for continued participation	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	SP		Wing CC or equivalent	RIO Det/CC

8	Quality of life in the AF Reserve was not what I expected	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	SQ		Wing CC or equivalent	RIO Det/CC
9	Misled about AFSC responsibilities/duties	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	Specialized Training		Wing CC or equivalent	RIO Det/CC
10	Excessive mission demands	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	SU		Wing CC or equivalent	RIO Det/CC
11	Excessive ancillary training	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	SV		Wing CC or equivalent	RIO Det/CC
12	Career dissatisfaction	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	SW		Wing CC or equivalent	RIO Det/CC

13	Lack of civilian employer support	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	SX		Wing CC or equivalent	RIO Det/CC
14	Conflict with civilian school	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	QI		Wing CC or equivalent	RIO Det/CC
15	Conflict with civilian employment	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	QJ		Wing CC or equivalent	RIO Det/CC
16	Conflict with family	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	QK		Wing CC or equivalent	RIO Det/CC
17	Civilian airline industry	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	QL		Wing CC or equivalent	RIO Det/CC

18	Personal or community hardship (see Note 1)	Non-Affiliated Reserve Section-NB	Non-Affiliated Reserve Section-NA	R6-personal R9-community	SP (24 months)	Wing CC or equivalent	RIO Det/CC (IRR)
19	Ministry studies	Non-Affiliated Reserve Section-NB	Non-Affiliated Reserve Section-NA	RN	SS (1 year)	Wing CC or equivalent	RIO Det/CC (IRR)
20	Temporary nonmilitary delay, religious obligation, or Peace Corps (enlisted only)	Non-Affiliated Reserve Section-NB	Non-Affiliated Reserve Section-NA	RX	SG (30 months)	Wing CC or equivalent	RIO Det/CC (IRR)
21	Change of residence	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	R5		Wing CC or equivalent	RIO Det/CC
22	Pregnant member requests reassignment	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	R4	81 (determined by delivery date)	Wing CC or equivalent	RIO Det/CC
23	Sanctuary member not retained in SelRes assignment		Non-Affiliated Reserve Section-NC	RR		ARPC/DPTTS	ARPC/DPTTS

24	Member has 20 satisfactory years of service for paid Reserve retirement but requested reassignment		Inactive Status List Reserve Section-RB	SE	SQ (indefinite)	Wing CC or equivalent	RIO Det/CC
25	Elected or appointed official (see paragraph 8.16.1.)	NB or ND Non-Affiliated Reserve Section	RB Inactive Status List Reserve Section-RB Or Non-Affiliated Reserve Section-ND	RI	SN (indefinite)	Wing CC or equivalent	RIO Det/CC
26	Key employee (see paragraph 8.16.)	NB or ND Non-Affiliated Reserve Section	RB Inactive Status List Reserve Section-RB Or Non-Affiliated Reserve Section-ND	RJ	SM (indefinite)	Wing CC or equivalent	RIO Det/CC
27	Twice deferred for Reserve promotion awaiting discharge	Non-Affiliated Reserve Section-NB	Non-Affiliated Reserve Section-NA	RG	SE (indefinite)	ARPC/DPTTS	ARPC/DPTTS

28	Refused SelRes assignment or completed 3 years in Ready Reinforcement Personnel Section without transferring to the SelRes or getting a waiver	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	RC		NA	ARPC/DPA
29	Reassignment within			RO	ARPC use only	NA	ARPC use only
30	ETS expired, member has remaining MSO or Air Reserve commitment	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	SJ		Wing CC or equivalent	RIO Det/CC
31a	General officer moved out of general officer billet (see paragraph 9.4.3.)		Inactive Status List Reserve Section-RB	RE		AF/RE	AF/RE
31b	Colonel moved out of general officer billet (see paragraph 9.4.3.)		Non-Obligated Non-Participating Ready Personnel Section-RD	RE		AF/RE	AF/RE
32	Member completed MSO and if enlisted, has a current contractual agreement (for example IRR Bonus Program) or Air Reserve Commitment		Non-Obligated Non-Participating Ready Personnel Section-RD	RY		Wing/CC or equivalent	RIO Det/CC

NOTE:

1. Member sends documentary evidence from at least two impartial sources that member's family or community would suffer hardships greater than those reservists called to Extended Active Duty experience. On approval (if eligible and they apply), member transfers to the Standby Reserve, Retired Reserve, or is discharged.

Table 11.3. Involuntary Reassignments to ARPC

RULE	A	B	C	D	E	F	G
	If the reason for reassignment is	And member is obligated, assign to Reserve Section	And member is non-obligated, assign to Reserve Section	Use assignment action reason	And award availability code and date	Approval authority unit	Approval authority IMA/IR
1	Failure to report	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	Q1		Wing/CC	RIO Det/CC
2	Failure to obtain unit of attachment agreement	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	R3		NA	RIO Det/CC
3	Failure to meet Air Force Standards	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	RK	SQ (indefinite)	AFRC/A1	RIO Det/CC

4	Unsatisfactory fitness program	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	SA	SQ (indefinite) (see Note 1)	Wing/CC	RIO Det/CC (see Note 3)
5	Failure to acquire appropriate skill level/ refuses mandatory tech schools, refuses or fails to complete required PME	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	SB	SQ (indefinite)	Wing/CC	RIO Det/CC
6	Failure to meet military conduct standards	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	SC	SQ (indefinite) (see Note 1)	AFRC/A1	RIO Det/CC (see Note 1)
7	Failure to comply with requirement for Reserve Component Physical Health Assessment or Individual Medical Readiness requirements	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	RZ	PE (indefinite)	Wing/CC or equivalent	AFRC/SG

8	Disqualified for aviation service	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	SD	SQ (indefinite)	Wing/CC or equivalent	AFRC/SG
9	IMA in process for or under consideration for discharge for negative or security reason	Non-Affiliated Reserve Section-NB	Non-Affiliated Reserve Section-NA	SI	RB (6 months)	NA	ARPC/DPA
10	Member has 20 satisfactory years of service for paid retirement and fails to earn points needed for retention		Inactive Status List Reserve Section- RB	RT	SF	Wing commander or equivalent	RIO Det/CC ARPC/ DPAPP ARPC/ DPAR (IRR)
11	Family care not satisfied	Non-Affiliated Reserve Section-NB	Non-Affiliated Reserve Section-NA	RP		AFRC/A1	RIO Det/CC
12	Unsatisfactory participant	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	RA	R3	Wing/CC or equivalent	RIO Det/CC

13	loss of or failure to obtain security clearance	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	SF	(see Note 1)	Wing/CC or equivalent	RIO Det/CC (see Note 1)
14	Member has been promoted above the grade of major and loses SelRes position (see Note 2)	MT or MX (see paragraphs 11.3.2.)	MT or MX (see paragraphs 11.3.2.)	RU	TB	Wing CC or equivalent	RIO Det/CC
15	Unit deactivated, relocated, or manpower authorization changed and member declines/fails to accept reassignment or retraining to a SelRes position and forfeits Reserve Transition Assistance Program benefits.	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	RE		Wing/CC or equivalent	RIO Det/CC
16	Member is surplus to requirements (overage) (see Note 2) (paragraph 8.7.8.2.)	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	RF		Wing/CC or equivalent	RIO Det/CC

17	Reservist not immediately available (whereabouts unknown), missing person (not Missing In Action)	Obligated Reserve Section-RA	Non-Obligated Non-Participating Ready Personnel Section-RD	RL	SD (indefinite)	Wing/CC or equivalent	RIO Det/CC
18	Member being processed for medical reason including Human Immunodeficiency Virus test	Non-Affiliated Reserve Section- NB	Non-Affiliated Reserve Section-NA	SH	RC (6 months)	AFRC/A1	AFRC/SG

NOTES:
1. See **paragraph 10.1** for propriety of assignments to ARPC and **paragraph 10.5** for involuntary reassignment procedures. Use only when discharge is deemed inappropriate.
2. Use when overage/overgrade waiver is withdrawn or not renewed and member is surplus to manning requirements.
3. See AFI 36-2905.

Chapter 12

MANAGEMENT OF THE FULL-TIME SUPPORT PROGRAM

12.1. Full-Time Support Purpose. Assigns responsibilities, provides guidance, and establishes procedures for developing and managing the Full-Time Support program to the AFR.

12.1.1. The AFR will maintain a cadre of Full-Time Support personnel consisting of RegAF personnel, AGR personnel, ARTs (dual-status), and other Federal civilian employees.

12.1.2. The Full-Time Support personnel are responsible for preparation and administration of policies and regulations to organize, administer, recruit, instruct, train or support the AFR IAW Title 10 USC §10211, *Authorized Strengths: Reserve Officers on Active Duty or on Full-time national Guard Duty for Administration of the Reserves or the National Guard*, §10216, *Military Technicians (dual status)*, §12310, *Reserves: for Organizing, Administering, etc., Reserve Components*, DoDI 1205.18, HAF MD 1-42, *Chief of Air Force Reserve* (CAFR), and AFMD11, *Air Force Reserve Command* (AFRC).

12.2. Full-Time Support General Information. There are a number of policies and procedures which apply to Full-Time Support personnel management. Exceptions and/or deviations from policies and procedures must be properly coordinated and may only be authorized by the Chief of Air Force Reserve, the deputy to the Chief of Air Force Reserve, the Commander of Air Force Reserve Command, or the Vice-Commander of Air Force Reserve Command. (T-2)

12.3. Functional Responsibilities.

12.3.1. The Chief of Air Force Reserve:

12.3.1.1. Manages an Full-Time Support program and structure which supports mission requirements and provides the applicable allocation and mix of Full-Time Support personnel to achieve readiness and meet deployment requirements.

12.3.1.2. Ensures all Full-Time Support positions that do not require military Full-Time Support personnel are filled by Federal civilians.

12.3.1.3. Conducts an annual review of the utilization of Full-Time Support members and accomplishes the reporting requirements established in 10 USC §8038(f), *Office of Air Force Reserve: Appointment of Chief*, **(T-0)**.

12.3.1.4. Ensures the skill requirements of the civilian and military positions of ARTs are compatible, and ensures that AGR members are assigned to validated Reserve positions that are compatible with their military grade and skill codes.

12.3.1.5. Ensures Full-Time Support personnel are provided career opportunities, applicable to the category of employment, for promotion, career progression, retention, education, and professional development consistent with this Instruction and strength limitations.

12.3.2. Plans, Programs and Requirements Directorate (AF/REX):

12.3.2.1. Manages the manpower and programming of Full-Time Support end-strength and ensures authorizations and requirements across all organizations are updated in the Manpower Programming and Execution System (MPES).

12.3.2.2. Ensures processing of new Full-Time Support requirements for validation, approval, and funding. Supports gaining organizations in the development and documentation of new Full-Time Support requirements.

12.3.2.3. Provides controlled grade allocations for each FY IAW congressional mandates.

12.3.2.4. Programs all Full-Time Support end-strength changes in the AF Future Years Defense Program.

12.3.2.5. Provides AFR manpower validation (new and existing), oversight, and execution to ensure Full-Time Support authorizations meet and sustain AFR force requirements.

12.3.3. Office of the Air Force Reserve Directorate of Personnel (AF/REP):

12.3.3.1. Develops AFR personnel policies to provide the strategic guidance to the execution of Full-Time Support programs.

12.3.3.2. Coordinates with AFRC/A1 to provide personnel expertise on the interpretation of AFR personnel policies.

12.3.4. Headquarters Air Force Reserve Command Directorate of Manpower, Personnel and Services (AFRC/A1):

12.3.4.1. Provides personnel expertise and support in integrating AFR personnel policies into the Full-Time Support program.

12.3.4.2. Facilitates personnel actions impacting Full-Time Support personnel and distribution of all A1 guidance and released to AFRC Manpower and Personnel Flights .

12.3.5. Headquarters Air Force Reserve Command Civilian Personnel Division (AFRC/A1C) provides oversight of civilian personnel policies, rules and regulations for the ART workforce

12.3.6. Headquarters Air Force Reserve Command Manpower, Organization and Resources Division (AFRC/A1M) provides AFRC manpower validation (new and existing), oversight, and execution of HQ AFRC and all AFRC DRUs/Primary Subordinate Units / FOAs.

12.3.7. Manpower and Personnel Flights and Commander's Support Staff:

12.3.7.1. Provides personnel service to assigned Full-Time Support personnel.

12.3.7.2. Maintains and provides necessary administrative management of all personnel source documents and disposition.

12.3.8. Commander or Equivalent (Equivalents = Directors of staff organizations):

12.3.8.1. Commanders, or equivalents, are responsible for, but not limited to: coordination on curtailment actions; recommendation for promotion, demotion and continuation; initiation of involuntary curtailments (see **Attachment 28**), Management Directed Reassignments and manpower actions.

12.3.9. Members are responsible for maintaining a current security clearance; acquiring and/or maintaining the skill level commensurate with assigned grade and AFSC for military and/or civilian; and completing Professional Military Education/Development (PME/D) commensurate with grade.

12.4. Determining the status requirement of Full-Time Support positions. (See **Attachment 33**) (T-2)

12.4.1. Military Essential and Inherently Governmental: Military essential positions directly contribute to the prosecution of war (combat or direct combat support), are military by law, or are military by custom or tradition. Full-Time Support positions determined to be military essential shall be AGRs, ARTs or AC personnel. Inherently governmental positions are those that are so intimately related to the public interest as to mandate performance by government personnel. These activities require the exercise of discretion in applying government authority, the use of value judgment in making decisions on behalf of the government, or obligation of funds/entitlements. Full-Time Support positions determined not to be military essential shall generally be civilian if the work is inherently governmental and contractor if not inherently governmental, in accordance with AF policy and guidance on using contractor personnel. Military essential and inherently governmental activities are defined in AFI 38-203, *Commercial Activities Program* and Office of the Management and Budget (OMB) Circular No. A-76, *Performance of Commercial Activities,* dated 29 May 03.

12.4.1.1. RegAF: Military Full-Time Support shall be RegAF where RegAF expertise is required. RegAF positions provide advice, liaison, management, administration, training, and support to the Reserve. There is a ceiling and floor on RegAF end-strength so additional positions cannot be created.

12.4.1.2. DoDI 1205.18, implements specific statutes concerning Federal Civilians, Military Technicians (dual status) and AGRs. These statutes provide specific limitations and permissions concerning the duties of ARTs and AGRs. ARTs also have the additional primary duty of maintenance and repair of supplies or equipment issued to the Selected Reserve or the armed forces. However, a significant array of additional duties may be performed so long as they do not interfere with performance of primary duties. Planning and validation of ART or AGR positions requires consultation with Title 10 USC §10216, §10211, §12310, as applicable. Title 5 USC §§2101 to 11001.

12.4.1.2.1. ART/AGR Additional Duties: A non-inclusive list of ART and AGR additional duties includes the following:

12.4.1.2.1.1. Supporting operations or missions assigned in whole or in part to their unit.

12.4.1.2.1.2. Supporting operations or missions performed or to be performed by a unit composed of elements from more than one component of the technician's armed force; or a joint forces unit that includes one or more units of the technician's component; or a member of the technician's component whose reserve component assignment is in a position in an element of the joint forces unit.

12.4.1.2.1.3. Instructing or training in the United States or the Commonwealth of Puerto Rico or possessions of the United States of active-duty members of the armed forces.

12.4.1.2.2. If a military Full-Time Support position is outside the United States, or its territories, it will in most cases be filled by an AGR. Status of Forces Agreements should be reviewed to determine if an ART is allowed. Consult with the servicing Staff Judge Advocate when determining whether it is appropriate to fill an overseas position with an ART.

12.4.1.2.3. Many Full-Time Support positions entail duties that could be undertaken by either an AGR or an ART. The appropriate status for the Full-Time Support will be determined by conducting a Business Case Analysis to review the requirements of the position. (See **Attachment 34**)

12.4.1.3. ARTs are by definition Federal civilian employees who are required to maintain membership in the Selected Reserve as a condition of employment. Therefore, reference to an ART is normally a reference to a federal civilian employee in his or her civilian status. ARTs in their military status are treated as any other Traditional Reservist.

12.4.1.3.1. ARTs shall be exempt from any requirement for reductions in DoD civilian personnel and shall be reduced only as a direct result of military force structure reductions. (Reference: DoDI 1205.18).

12.4.1.3.2. Unit Membership Requirement for ARTs. ARTs are required as a condition of employment to maintain membership in the unit of the Selected Reserve by which employed; or a unit of the Selected Reserve that the ART is employed to support.

12.4.1.3.2.1. Exceptions:

12.4.1.3.2.1.1. ARTs who are employed in an area other than the AFR unit program; however the number of these positions is limited by law.

12.4.1.3.2.1.2. ARTs can be discretionarily continued in their civilian position for a period up to 12 months following the loss of membership in the Selected Reserve if it is determined that the loss of membership was not due to the failure of that individual to meet military standards.

12.4.1.3.3. An ART may be retained until no later than 30 days after becoming eligible for an unreduced annuity and becoming 60 years of age, if Selected Reserve membership is lost as the result of a combat-related disability (as defined in Title 10 USC §1413a, *Combat-Related Special Compensation*). Civil Service Retirement System or Federal Employee Retirement System are inconsequential to being retained, currently Federal Employee Retirement System is 1 year for non-dual status technician.

12.4.1.3.4. Deferral of Mandatory Separation. ARTs who continue to meet the requirements for dual status are permitted to continue to serve beyond a mandatory removal date for officers, and any applicable maximum years of service limitation, until the military technician (dual status) reaches age 60 and attains eligibility for an unreduced annuity (as defined in Title 10 USC §10218(c), *Army and Air Force Reserve technicians: conditions for retention; mandatory retirement under civil service laws*).

12.4.1.4. AGRs. AGRs are members of the Selected Reserve that are ordered to extended active duty at the seat of government (or office that exercises its authority to govern), and at headquarters responsible for reserve affairs (Title 10 USC §10211 for officers, Title 10 USC §12310 for enlisted) or elsewhere within the Air Force (Title 10 USC §12310) to serve as advisors on AFR policy and guidance, or otherwise support the AFR.

12.4.1.4.1. While serving as an AGR, a member continues to be eligible for promotion as a reservist, if otherwise qualified.

12.4.1.4.2. Training. An AGR may be provided training consistent with training provided to other members on active duty, as the Secretary of the Air Force sees fit.

12.4.1.4.3. Military Full-Time Support responsible for the recruitment of personnel for the AFR having a SDI of 83R (officer) or 8R (enlisted) are required to be AGRs.

12.4.1.4.4. An AGR serves as an additional member of any staff with which he or she is serving, subject to the limitations imposed by law.

12.4.1.4.5. AFR Full-Time Support Medical, JAG and Chaplain. Judge advocates, chaplains, medical officers, dental officers, veterinary officers, medical service officers, nurses and biomedical science officers providing full-time support shall be AGR officers.

12.4.1.4.6. All AGR personnel shall be counted against authorized Selected Reserve end-strengths as authorized by the Congress each year and against congressional authorizations for the grades of E-8, E-9, O-4, O-5, and O-6.

12.4.2. Centralized administrative and operational headquarters and support functions shall use Full-Time Support personnel consistent with Reserve readiness requirements, DoD manpower determination requirements, applicable laws, and fiscal and manpower constraints to ensure efficient and cost-effective manning levels while maximizing unit readiness.

12.4.3. Supervisory authority for Full-Time Support members shall correspond to military operational lines of authority unless otherwise specified.

12.5. Exceptions to Status Determinations. Utilizing a Full-Time Support status other than directed above requires approval of AF/RE through the Career Management Board. The requestor shall prepare a business case analysis to justify exceptions. Justification shall include the mission impact of not utilizing the directed status. (T-1)

12.5.1. Business cases shall be submitted to AF/REXX for any positions in RE or above the MAJCOM and to AFRC/A1M for positions within AFRC and its subordinate units. More details on developing a business case analysis while utilizing the Full-Time Support decision tree are located at **Attachment 34**. An AGR, versus an ART, may be required if a position requires a significant amount of time in a work week in military status for any of the following:

12.5.1.1. Law of Armed Conflict (Operational Law).

12.5.1.2. Active Component Command (Command and Doctrine).

12.5.1.3. Uniform Code of Military Justice Authority (Military Justice).

12.5.1.4. Office of Personnel Management (OPM) Work Law (Labor Law).

12.5.1.5. Combatant Command (COCOM) requirements. **NOTE:** These compelling reasons do not automatically require AGR status but require a legal and/or personnel office review and opinion on a case-by-case basis that will be part of the business case analysis.

12.6. Special Categories of Full-Time Support Personnel.

12.6.1. Liaison Officers (LNOs). The AFR Liaison Officers are Subject Matter Experts (SMEs) and the day-to-day link between AFR functionals and SMEs and the AC organization for the purpose of facilitating SME communications between both organizations. Liaison Officers work in organizations at the tactical or transactional levels. See **Attachment 29** for

communication roles and **Attachment 34** on conducting a business case analysis to determine appropriate Full-Time Support status for the position. (T-2)

12.6.1.1. Liaison Officers are assigned to and rated by an AFR organization, but seated within an AC organization. If deemed appropriate by both organizations, the rating chain may also follow guidance provided in AFI 36-2406 regarding different AF components.

12.6.1.2. Roles and Responsibilities of Liaison Officers include acting as a communication conduit between AFR SMEs and Functional and the AC organization; educating AC organization on functional specific reserve capabilities, concerns, and equities; advising SMEs and Functionals on highlights and subject matter interest items from AC organization; ensuring reach back to the AFR.

12.6.1.3. AFR and the AC organization will have a Memorandum of Agreement (see **Attachments 30** and **31**) outlining how an LNO fits into the organization where he or she is working while still being connected to the AFR. Liaison Officers may provide support, as needed, to Mobilization Assistants MAs assigned to their AC organization.

12.6.1.4. If agreed to by both organizations involved, Liaison Officers may be utilized at OSD, Joint Staff, HAF, SAF, MAJCOMs, COCOMs, NAFs, FOAs, DRUs, schools and other agencies when deemed appropriate and approved by RE or AFRC.

12.6.1.5. Geographically separated Liaison Officers will fall into an operating location structure as outlined in **Attachment 32**.

12.6.2. Reserve Advisors. The Reserve Advisor is the focal point for communication and collaboration between AFR leadership, functional, and SMEs and the AC organization for the purpose of facilitating corporate communication for both organizations. Reserve Advisors work in organizations that have strategic vision or impact on the AFR. See **Attachment 34** on BCAs to determine appropriate Full-Time Support status for the position. (T-2)

12.6.2.1. Reserve Advisors are assigned to and rated by the AC organizations where they are working.

12.6.2.2. Roles and responsibilities of Reserve Advisors include being a communication conduit between AFR and AC leadership, AFR and AC functionals and SMEs; educating AC organization on Reserve capabilities, needs, and equities; advising AFR on initiatives, highlights and special interest items from AC organization; and ensuring reach back to AFR.

12.6.2.3. If the requirement for an Reserve Advisor is agreed to by both AFR and AC, Reserve Advisors may be utilized at OSD, Joint Staff, HAF, SAF, MAJCOMs, COCOMs, NAFs, FOAs, DRUs, schools and other agencies when deemed appropriate and approved by RE.

12.7. Managing Full-Time Support personnel.

12.7.1. Full-Time Support programs, applicable to the category of personnel concerned, shall provide the opportunity for promotion, career progression, retention, education, and professional development, consistent with DoD military and civilian personnel policies. (T-2)

12.7.2. Career programs should be structured to provide for both the civilian and military career needs of Full-Time Support personnel, as applicable. (T-2)

12.7.3. Senior Leadership Development. The AFR deliberately manages Key, Command and Joint and Key Strategic positions. (T-2)

12.7.3.1. Deliberately Managed: Members agree to allow the Command to manage their career based on the needs of the AFR with vectors provided by the Development Team (DT) and mentor/senior leader's/commander's support. If identified on a Key Personnel Listing, these members are given priority consideration for Key, Command and Joint positions. They are also given priority consideration for core and developmental positions, if not on Key Personnel Listing, and DE follow-on assignments. Members agree to education, training, and experiential opportunities based on the needs of the AFR.

12.7.3.1.1. Assumptions. Member may receive a management-directed assignment. If member declines management-directed assignment it may result in member no longer being deliberately managed.

12.7.3.1.2. Key, Command and Joint, Key Strategic and Term AGR Positions: Members who accept tours for Key, Command and Joint, or Key Strategic (O-5 and below) positions will have orders approved for a term of 3 years, unless otherwise specified. AGRs in these positions will not meet an AGR Review Board unless they receive an approved extension to their order which takes them to 4 to 5 years of continuous service in the AGR program.

12.7.3.1.3. Promotion. Being deliberately managed does not imply promotion.

12.7.3.1.4. Voluntarily Assigned: Officers manage their career through their Officer Development Plan and vectors provided by the DT and mentors, senior leader and commanders. Enlisted members manage their career through their Enlisted Development Plan and subsequent vectors provided by their leadership/mentor and DT.

12.7.4. Senior Developmental Education and Legislative Fellowships. Follow-on assignments for individuals selected for DE or Fellowships should be considered, and if possible identified before an individual is selected for DE or a fellowship if the follow on assignment must be full-time. The assignment must be to a valid position on the unit manning document. (T-2)

12.8. The AGR Program. This section identifies the responsibilities for the AGR program and establishes procedures for administering the program, identifies applicable Air Force directives supporting it, specifies eligibility and selection criteria and provides career management direction. It also provides guidance for developing and managing a career program for AFR AGR personnel. The AGR program shall be administered as a career program that may lead to an AD retirement after attaining the required years of active federal military service IAW DoDI 1205.18. (T-0)

12.8.1. Assignment and Requirement Guidance. AGRs are AFR members voluntarily ordered to active duty to participate in preparing and administering policies and regulations as well as assist in organizing, administering, recruiting, instructing, training and support to the AFR as governed by 10 USC §10211, §12301(d) and §12310. Agencies of assignment will submit requests IAW AFI 38-201, *Management of Manpower Requirements and Authorizations*, AGR Requirements, to establish or change positions, including number, grade, AFSC and organizational placement through their appropriate organizational manpower channels.

12.9. AGR Assignment Eligibility Requirements. An individual must meet all appropriate medical standards as set out in AFI 48-123, AFI 36-2005, AFI 36-2101. Applicants should meet the entry-level AFSC qualification criteria as outlined in Air Force Officer Classification Directory and Air Force Enlisted Classification Directory, for the duty AFSC compatible with the position. (T-2)

12.9.1. Grade, AFSC and Skill Level Relationship for AGR Assignments. Exceptions to policy will be approved by AF/REP, ARPC/DPAA or AF/REG with coordination/concurrence from the Career Field Manager.

12.9.1.1. Enlisted personnel must possess the advertised AFSC and be equal to or no less than one grade and skill level below the advertised position as shown in **Table 8.1**.

12.9.1.2. Officer personnel will possess the AFSC and be equal to or not less than one grade below the authorized grade of the advertised position.

12.9.2. Retraining. The intent of the AGR program is to assess fully qualified individuals. Retraining will be considered on a case-by-case basis as the mission dictates pending AFRC FAM concurrence. Failure to complete retraining IAW applicable regulatory guidance is grounds for removal from the AGR program.

12.9.2.1. Members approved for retraining may incur an AFR service commitment IAW Air Force Reserve Command Instruction (AFRCI) 36-2102, *Air Force Reserve Service Commitment Date Program* upon completion of training.

12.9.2.2. Members who are retrained subsequent to an AGR assignment must complete an AF Form 3920, *Request for Reservist Voluntary Training*, prior to assignment to a position and before orders can be published. AFI 36-2101, provides additional guidance on AFSC classification issues for all AF personnel.

12.9.3. Voluntary Enlisted Demotion. IAW AFI 36-2502, an enlisted member may accept a voluntary grade demotion (not below the grade of Staff Sergeant) to qualify for a position with an authorized grade below what they currently hold. Acceptance of demotion must be in writing and included in the assignment application package.

12.9.4. Retainability for an AGR Assignment. Enlisted personnel must obtain sufficient retainability to fulfill an AGR assignment.

12.9.5. Fitness Standards. Applicants must meet current AF fitness standards IAW AFI 36-2905.

12.9.6. Security Clearance. Assigned organizations and individual AGRs are responsible for maintaining current security clearances. As a minimum, a secret clearance, or the ability to obtain a secret clearance, is required for entry into the AGR program.

12.9.6.1. AGRs who are selected for a follow-on AGR assignment must have a current security clearance or have initiated a periodic reinvestigation prior to receiving new AGR assignment order.

12.9.6.2. If an applicant is accepted for a position requiring a TS security clearance, but does not hold a clearance at the TS level, the member must initiate a security clearance update once they have been gained to the position requiring the higher level security clearance.

12.9.7. Medical Requirements. Applicants selected for an initial AGR assignment must meet the medical standards as outlined in AFI 48-123, prior to assignment..

12.9.7.1. Applicants with exceptional family members should follow the guidance outlined in **Chapter 2**. Applicants with dependents requiring EFMP services must contact the EFMP coordinator at the losing location for coordination at the gaining location.

12.9.7.2. The appropriate reserve medical unit or AFRC/SGO in the absence of a gaining reserve medical unit, will certify medical evaluations for active military or prior service applicants applying for initial AGR positions as long as no disqualifying medical conditions are present. The Chief, Aerospace Medicine of the supporting reserve medical unit or AFRC/SGO will certify the appropriate medical documentation. If applicable, a memorandum from the gaining commander or equivalent is required stating his or her willingness to accept an individual's physical restrictions.

12.9.7.3. AFRC/SG is the certification/waiver authority for all applicants with no service affiliation, disqualifying medical conditions, or current/previous assignment limitation code C status. All requests for waivers shall be included with the submitted package.

12.9.7.4. Applicants who are selected for an AGR assignment and are currently assigned to the Individual Ready Reserve (IRR) will process through their local AFR recruiter. The applicant shall be cleared by the reserve medical unit or Military Entrance Processing Station prior to AGR assignment start date.

12.9.8. Funding and Accountability. The number of funded AGRs assigned should not exceed the Congressional end-strength and grade authorization ceilings. The AFR Reserve Personnel Appropriations funds all AGR assignments. Pay and allowances are chargeable to applicable budget projects under Reserve Personnel Appropriation according to AFMAN 65-604. Do not include incumbents of these assignments in the chargeable end-strength of the RegAF.

12.10. Functional Responsibilities for AGR Assignment.

12.10.1. Chief of Air Force Reserve (AF/RE): (T-2)

12.10.1.1. Approves and provides overall resources and guidance for AGR program.

12.10.1.2. Manages the AGR program, its structure, and assists in the organization, administration, recruitment, instruction, training and support of the AFR.

12.10.1.3. Ensures AGRs are provided career opportunities for promotion, career progression, retention, education and professional development consistent with assigned missions, strength limitations and policies.

12.10.2. Deputy Chief, Air Force Reserve (RED):

12.10.2.1. As appropriate, acts on behalf of Chief of Air Force Reserve on AGR issues.

12.10.2.2. Provides management oversight of National Capital Region NCR) AGR authorizations.

12.10.2.3. Provides AGR strategic guidance, policy and oversight to AF/REX and AF/REP.

12.10.2.4. Coordinates with AF/REX, AF/REP, ARPC/DPAA, and AF/REG (for Key Strategic/Key, Command and Joint and Senior Officers) on National Capital Region AGR

personnel actions, to include assignments, reassignments, personnel program waivers and other personnel actions as required.

12.10.2.5. Co-chairs the AGR Review Board.

12.10.3. Vice Commander Air Force Reserve Command (AFRC/CV): (T-2)

12.10.3.1. Provides operational guidance, policy and oversight of AGR Management (ARPC/DPAA).

12.10.3.2. Provides management oversight of HQ AFRC and Unit AGR authorizations.

12.10.3.3. Coordinates with ARPC/DPAA for lieutenant colonel and below and AF/REG for colonel concerning AFRC and Unit AGR personnel actions, to include assignments, reassignments, personnel program waivers and other personnel actions as required.

12.10.3.4. Co-Chairman of the AGR Review Board.

12.10.4. Plans, Programs and Requirements Directorate (AF/REX): (T-2)

12.10.4.1. Manages the manpower and programming of AGR end-strength and ensures AGR authorizations and requirements external to AFRC are updated in the MPES. Provides oversight, executes, and validates new and existing AGR positions external to AFRC.

12.10.4.2. Provides file management of AGR position descriptions (PD) and requirements outside of AFRC.

12.10.4.3. Provides ARPC/DPAA and AF/REG an accurate AGR unit manning document that reflects approved funded and unfunded AGR positions.

12.10.4.4. Provides ARPC/DPAA and AF/REG notification when validated AGR requirements change or become newly funded or unfunded so applicable personnel actions can be initiated.

12.10.4.5. Provides ARPC/DPAA and AF/REG controlled grade allocations IAW Congressional mandates.

12.10.4.6. Programs all AFR AGR end-strength changes in the AF Future Years Defense Program.

12.10.4.7. Ensures HQ AGR requirements are revalidated as required to meet and to sustain AFR force requirements.

12.10.5. Director of Personnel (AF/REP): (T-2)

12.10.5.1. Develops policy and guidance on AGR personnel matters and provides senior leadership with long-term strategies in the management of AGR resources.

12.10.5.2. Monitors and reports AGR end-strength.

12.10.6. Air Force Reserve Command Directorate of Manpower, Personnel and Services (AFRC/A1): (T-2)

12.10.6.1. Provides personnel expertise and support in integrating AFR personnel policies into the AGR program.

12.10.6.2. Provides assistance to ARPC/DPAA and AF/REG regarding personnel actions impacting HQ AFRC and unit assigned AGRs

12.10.7. AGR Management by ARPC/DPAA and AF/REG: (T-2)

12.10.7.1. As directed by the Chief of Air Force Reserve, ARPC/DPAA for lieutenant colonels and below, and AF/REG for colonels acts as lead agent and provides overall personnel and program management of the AGR program IAW DoDI 1205.18.

12.10.7.2. Executes policy and guidance on AGR personnel matters and provides senior leadership with feedback on the management of AGR resources.

12.10.7.3. Provides guidance and instruction to NAF, commanders, supervisors and AGRs on matters related to career management, force development, assignments, promotions, demotions, reassignments, sustainment, career status and other personnel issues affecting the management of AGR resources.

12.10.7.4. Conducts AGR Review Board to effectively provide career management of AGRs.

12.10.7.5. Coordinates on all AGR promotions within the controlled grades of E-8 (SMSgt), E-9 (CMSgt), O-4 (Maj), O-5 (Lt Col), and O-6 (Col) IAW 10 USC §12011 and §12012.

12.10.7.6. Processes Military Personnel Data System assignment actions and CMS actions on HQ level AGRs. Provides necessary assistance to Air Force Reserve Command Recruiting Service (AFRC/RS), Manpower and Personnel Flight) and Commander's Support Staff on Military Personnel Data System assignment actions and Case Management System actions.

12.10.7.7. Publishes orders for AGRs assigned at the HQ level (except AFRC/RS).

12.10.7.8. Ensures AGRs are assigned to validated positions compatible with their military grade, skill levels and specialties.

12.10.8. Air Force Reserve Command Manpower, Organization and Resources Division (AFRC/A1M): (T-2)

12.10.8.1. Provides AFRC manpower validation (new and existing), oversight and execution for HQ AFRC and all AFRC DRUs/Primary Subordinate Units/FOAs.

12.10.8.2. Provides review and validation of AGR PDs within AFRC.

12.10.8.3. Provides ARPC/DPAA and AF/REG an accurate AGR unit manning document that reflects approved funded and unfunded AGR positions.

12.10.9. Air Force Reserve Command Recruiting Service (AFRCRS): (T-2)

12.10.9.1. Provides management oversight of AFRCRS AGRs.

12.10.9.2. Coordinates with ARPC/DPAA on AFRCRS personnel actions, to include assignments, reassignments, personnel program waivers and other personnel actions as required.

12.10.9.3. Serves as primary OPR on all 8R000 and 83R0 personnel actions to include Military Personnel Data System updates, assignments/orders (copies are forwarded to

ARPC/DPAA), time-on-station waivers (25 mos or higher), tour curtailments, promotions, 106 actions and other personnel/manpower actions as required to include CMS actions.

12.10.10. AFRC Numbered Air Forces (NAF): (T-2)

12.10.10.1. Provides operational and management oversight of assigned Unit AGRs.

12.10.10.2. Provides guidance and instruction to unit commanders, supervisors and assigned AGRs on matters related to assignments, promotions, reassignments, career status and other personnel issues affecting the management of Unit AGR resources.

12.10.10.3. Coordinates with ARPC/DPAA on Unit AGR management actions as required.

12.10.11. Wing Commanders. Wing Commanders and/or assigned designee have overall authority to manage and assign AGR assets. If this authority has been delegated, a letter must be on file with ARPC/DPAA. (T-3)

12.10.12. Commander or Equivalent (Commander Equivalent see **Attachment 1**):

12.10.12.1. Commanders are responsible for, but not limited to: coordination on curtailment actions; recommendation for promotion, demotion and continuation; initiation of involuntary curtailments, Management Directed Reassignments and manpower actions.

12.10.12.2. Wing or equivalent commanders (see definition), authority to be delegated no lower than group commander, will be the hiring authority for unit AGR positions of Lt Col and below. If this authority is delegated, a letter must be on file with ARPC/DPAA or AF/REG

12.10.13. Manpower and Personnel Flights and Commander's Support Staff:

12.10.13.1. Provides assigned unit AGR personnel support for AGR personnel programs and forwards copies of specific actions to ARPC/DPAA.

12.10.13.2. Updates and maintains personnel transactions in Military Personnel Data System, CMS and other personnel systems on assigned unit AGR personnel.

12.10.13.3. Maintains and provides necessary administrative management of all personnel source documents and disposition scheduled to Personnel Records Display Application.

12.10.14. Member Responsibilities: Individuals are responsible for maintaining a current security clearance; acquiring and/or maintaining the skill level commensurate with assigned grade and AFSC; completing DE commensurate with grade; Individual Medical Readiness; coordinating with servicing Manpower and Personnel Flights and Commander's Support Staff, ARPC/DPAA or AF/REG (for colonel assignments) on all AGR related matters. (T-3)

12.11. AGR Application Procedures. Information regarding AGR application procedures may be found on Air Force personnel websites, i.e. myPers.

12.12. AGR Assignment Program. Assignments in the AGR program are managed through an assignment eligibility process that aligns under operational (required assignment fill actions) and Management Directed Reassignment fill actions. All assignment actions are guided by selecting the best-qualified individual to support AFR mission requirements, while additionally supporting AGR career management and force development protocols. **(T-2)**

12.13. AGR Vacancies.

12.13.1. AGR vacancies will be posted on Air Force personnel websites. Following the closing date of the announcement, ARPC/DPAA (AF/REG for colonel positions) will screen and forward qualified applicants to the selecting official. (T-2)

12.13.2. If none of the applicants meet the needs or qualifications as set out by the hiring authority, the vacancy may be advertised again.

12.13.3. Key, Command, and Joint; Key/Strategic and Term AGR Positions (see **paragraph 12.7.3.1.2**):

12.13.4. Management Directed Reassignment. Senior leadership within the respective organizational programs that have AGRs assigned can select qualified AGRs for Management Directed Reassignments in the grades Lt Col and below for positions which are not considered Key, Command, and Joint, or Key/Strategic. Senior leadership within the organization will leverage the Management Directed Reassignment program to effectively integrate personnel force development goals, operational requirements, and career management objectives that sustain and support AFR requirements. (T-2)

12.13.4.1. Management Directed Reassignments which cross organizational command chains or would result in a promotion, and Management Directed Reassignments in the grade of Col and CMSgt are not permitted. Requests for exception to policy are reviewed on a case-by-case basis and require MAJCOM FAM concurrence, AFRC/CV or AF/RE(D) approval. Exceptions are permitted for officers who have been selected by a promotion board and have not yet pinned on or currently occupying a higher graded position.

12.13.4.2. AGRs should serve at least 24 months in their present position to be considered for a Management Directed Reassignment. Reassignment actions, for Management Directed Reassignments with less than 24 months in current assignment, will be considered on a case-by-case basis. Additionally, ARPC/DPAA will review other personnel program policies to ensure an appropriate reassignment selection criterion is satisfied.

12.13.4.3. AFRC/DPA will be notified via official memorandum, initiated by the Wing Commander or equivalent, of all Management Directed Reassignment actions. AFRC/DPAA concurrence of Management Directed Reassignment action is required prior to actual movement of AGR personnel. For all Management Directed Reassignment actions which will result in a PCS assignment based on mission needs, concurrence from member is required in writing, however declination could result in member being separated from the AGR program.

12.13.4.4. ARPC/DPAA will publish Management Directed Reassignment orders for all HQ assigned AGRs. AFR/ Manpower and Personnel Flight s will publish Management Directed Reassignment orders for all unit assigned AGRs. AFRCRS/ Manpower and Personnel Flight will publish orders for personnel assigned to recruiting service.

12.14. Assignment Type, Length and Extension. ARPC/DPAA (AF/REG for colonel positions) and the assignment approval authorities manage assignment lengths and extensions. Issues impacting assignment decisions are determined by career status, assignment location, developmental education, force development, time-on-station, and other AGR program considerations. Less than 30 months time-on-station requires ARPC/DPAA approval for

lieutenant colonels and below (AF/REG for colonels) and less than 24 months time-on-station requires AFRC/CV approval. **(T-2)**

12.14.1. Initial Assignment. Initial assignment tour length is for 3 years, however certain assignments may be shorter in length. Extension(s) to the initial AGR tour may be granted by authorized approval authority (See **Table 12.4**). The probationary period begins when the member starts the initial AGR assignment and continues until the member is granted career status by meeting an AGR Review Board (between the 4th and 5th year in the program or prior to17 years of active service) and has obtained six years cumulative total active federal military service (TAFMS) in AGR status. These members can apply for and be competitively selected for a follow-on assignment but will not exceed 5 years total AGR service until approved to do so by the aforementioned AGR Review Board process.

12.14.2. Joint Assignments. Assignments to the Joint Staff will comply with Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 1340.01A, *Assignment of Officers (0-6 and Below) And Enlisted Personnel to the Joint Staff*. For career management purposes, joint assignments will be term limited with initial AGR assignment established for a 3-year period. AGRs in joint assignments on their initial AGR assignment will not meet an AGR Review Board for consideration of career status.

12.14.3. Assignment to a Temporary Position. Temporary AGR positions may be created based on special mission requirements or as directed. AGRs assigned to these positions are term limited and will not meet an AGR Review Board for consideration of career status. Upon completion of the temporary assignment, non-career AGRs may be released from the AGR program or apply for another AGR position.

12.14.4. OCONUS Assignments. OCONUS assignments are an initial maximum of 3 years. An option for a 1 year extension (not to exceed assignment to the OCONUS for more than 4 years total) is at the commander's discretion. Requests for OCONUS 1 year extensions with commanders signed concurrence will be submitted to ARPC/DPAA or AF/REG as applicable, and routed to AFRC/CV. **(T-2)** AFRC/CV is the approval authority for all OCONUS extension requests. Provisions of this AFI as it pertains to local nationals applies on a case-by-case basis.

12.14.5. Recruiter Assignments. All reserve personnel regardless of status are encouraged to pursue career-broadening assignments within the AFRCRS. Personnel selected for a recruiting position shall attend and successfully complete all required recruiter training while still assigned to their current position and status. (T-2)

12.14.6. Assignment Extensions. Assignment extensions will be dependent upon operational requirements, career management, funding requirements and AGR program requirements. See **Table 12.3** for extension approval authority and **Table 12.4** for detailed tour extension information **(T-2)**

12.14.6.1. ARPC/DPA has the authority to extend an AGR for administrative needs as long as it does not exceed five months for O-5s and below (AF/REG for O-6s) and member is not placed into career status or sanctuary.

12.14.7. Key, Command and Joint, Key Strategic AGR Positions: Members who accept tours for Key, Command, Joint (O-5 and below), or Key Strategic (E-8/E-9) will have orders approved for a term of 3 years, unless otherwise specified. AGRs in these positions will not

meet an AGR Review Board unless they receive an approved extension to their order which takes them to 4 to 5 years of continuous service in the AGR program.

12.15. Deployment of AGRs. AGRs are ordered to duty under the authority of Title 10 USC §12301(d) which authorizes the Secretary of Defense , with the consent of the member, to call a member of the Reserve to active duty. Title 10 USC §10211 establishes Headquarter officer AGRs and places them at the seat of government (or office that exercises its authority to govern), and at headquarters responsible for reserve affairs, to participate in preparing and administering the policies and regulations affecting those reserve components. Title 10 USC §12310 allows all other AGRs to perform Active Guard and Reserve duty organizing, administering, recruiting, instructing, or training the reserve components. This duty could be at a headquarters or at the unit level. Regardless of the role of an AGR, the law severely limits AGR deployments that are not in direct support of reserve missions. The congressional intent in this law is clear and specifically drives the following AGR deployment guidance. See AFI 10-401, AFRC Supplement 1, *Air Force Operation Planning and Execution,* for AGR deployments.

12.15.1. Under no circumstances will a Headquarters AGR be involuntarily tasked to fulfill an active duty deployment requirement. Voluntary AGR deployments will be considered on a case-by-case basis when it is in the best interests of the AFR, provides a significant career development opportunity for the AGR, and meets the requirements in the paragraph above.

12.16. Use of AGR Resources. AGRs must be assigned to validated unit manning document positions compatible with their military grade and AFSC. AGR overgrades are not allowed and overages are not permitted unless approved by AF/RE(D) and/or AFRC/CV.

12.16.1. New or changes to AGR requirements. AFI 38-201, will be utilized for establishment/changes to AGR positions. ARPC/DPAA will be notified during initiation process. Once positions are established or changed, the appropriate hiring authority may take recruiting actions only when approved by ARPC/DPAA or AF/REG and authorized by AFRC/CV. New accessions should not be authorized prior to new positions being funded, validated, and placed on the appropriate unit manning document. **(T-2)**

12.16.2. Determining correct Title 10 Authority. All AGRs are placed on active duty under Title 10 authority based on a combination of rank and location.

12.16.2.1. All enlisted personnel perform AGR duty under 10 USC §12310.

12.16.2.2. Officer personnel perform AGR duty under 10 USC §10211 and are assigned to one of the following:

12.16.2.2.1. Units designated as “HQ AF Reserve,” “HQ USAF Direct Support Element,” “Force Generation,” “US Air Force,” “AFRC Recruiting,” “AF Review Board Agency,” “Air Reserve Personnel Center,” “AF Element Joint Chief of Staff MCA,” “Office Secretary of Defense,” or

12.16.2.2.2. AFRC units generally designated as “Air Force,” or

12.16.2.2.3. Units designated as “IMA Readiness Management” or “Individual Reservist Readiness and Integration” and the unit is not a detachment or operating location.

12.16.2.3. All other AGR officers perform duty under 10 USC §12310.

12.17. AGR Controlled Grades. AGRs are managed within the congressionally mandated end-strength authorizations for senior master sergeant, chief master sergeant, major, lieutenant colonel, and colonel. Assignment or promotion to these controlled grades cannot exceed the annually established military duty end-strength or grade ceilings. Reserve Manpower and Personnel Flight s, AFRC/A1K and AFRCRS must obtain control grade ceiling clearance from ARPC/DPAA prior to requesting promotion authorization from the promotion authority. **(T-2)**

12.18. AGR Career Program. An AGR has career status upon being accepted into the career AGR program. An AGR is accepted into the career program (1) when accepted by an AGR review board or (2) when the AGR reaches sanctuary or (3) exceeds the 6-year probationary period (cumulative) as an AGR. The career program provides an AGR with career opportunities for promotion, career progression, retention, education and professional development. This program may lead to a military retirement after attaining the required years of federal service. Career AGRs may have the ability to serve to their High Year Tenure, Mandatory Separation Date, age 60 date or 20-year TAFMS date, whichever occurs first. Retention in the AGR program depends upon adhering to force utilization standards. Career AGRs will adhere to existing policy and guidance impacting AGR programs and will accept PCS, training, developmental education, and force development opportunities.

12.18.1. When career status is granted for officers, the Date of Separation will be extended to the 20-year TAFMS date, Mandatory Separation Date, or age 60, whichever comes first. Career status does not guarantee completion of 20-years TAFMS, or reaching Mandatory Separation Date, or continuing to age 60.

12.18.2. When career status is granted for enlisted members, continuation is (for reenlistment purposes) up to the 20-year TAFMS date, High Year Tenure date, or age 60 whichever comes first. Members must obtain the necessary retainability to support continuation. With their commander's approval, enlisted AGRs who are granted continuation as a result of the AGR Review Board are authorized to reenlist or extend to support the retainability requirement as directed by the AGR Review Board regardless of current ETS. Career AGRs serving in a term limited assignment will have their AGR orders limited to 3-year increments or less. Career status does not guarantee completion of 20-years TAFMS, or reaching High Year Tenure, or continuing to age 60

12.19. AGR Tour Expiration. Individuals who are not granted career status during the probationary period may be separated on their Date of Separation. All AGRs, regardless of their career status, are entitled to separate on their Date of Separation with applicable entitlements. Individuals that are not granted career status and projected to separate may re-apply for their current position pending approval from AFRC/CV or AF/RE-D. **(T-2)**

12.20. Release from AGR Assignment: Voluntary Curtailment.

12.20.1. AGRs may request early release from their AGR tour based on position realignment, personal hardship, retirement or other valid reasons. AGRs must submit a curtailment request through their chain of command to the appropriate approval authority as shown in **Table 9.1** and must be received by ARPC/DPAA or AF/REG (for colonels) at least 120 days prior to and no more than 365 days before requested Date of Separation.

12.20.2. AGRs must submit curtailment package using the AGR curtailment worksheet with written justification to include any applicable waivers. An application for reserve assignment

must be provided at the time curtailment is requested if member is remaining in the selected reserve.

12.20.2.1. The supervisor and commander or commander equivalent must approve curtailment packages and route IAW **Table 12.5** prior to forwarding to ARPC/DPAA or AF/REG.

12.20.2.2. Curtailment requests for the purpose of retirement must be received by ARPC/DPAA (AF/REG for colonel positions) no later than 60 days prior to the requested permissive TDY/terminal leave start date but not less than 120 days before retirement date to allow for processing. Exceptions to the 60/120-day guidelines will require substantial justification and will be considered on a case-by-case basis and must be approved by ARPC/DPA or AF/REG as appropriate.

12.20.2.3. Tour curtailments that require an Aviator Continuation Pay or Aviation Bonus waiver require AF/RE approval. Reserve Service Commitment (RSC) waivers require AFRC/CV approval. Time-on-station waivers for less than 24 months require approval from the first general officer in the HQ directing assignments; time-on-station waivers less than 36 months require approval from the first 0-6 in the HQ directing assignments IAW DoDI 1315.18.

12.20.2.4. For those individuals who request release or curtailment via the AGR Review Board, the AGR Review Board decision will be binding. Decisions to reverse curtailment, separation and retirement requests will be based on the needs of the AFR and will be considered by AFRC/CV.

12.20.2.5. AGRs who have an approved tour curtailment or retirement application and who later request to withdraw the curtailment or retirement action, must have approval from the original approval authority for the curtailment or retirement action. Senior leadership must consider the status of backfill or other force management actions before approving withdrawal of a curtailment or retirement request. When a backfill action has been completed, the owning organization must ensure placement actions into a valid vacant position within their respective organization are possible. Senior leadership should not approve withdrawal requests if a valid vacancy does not exist within their organization.

12.21. Involuntary Curtailment. Commanders considering involuntary curtailment should use all quality force tools available i.e. referral OPRs/EPRs, Letter of Reprimands, Article 15 etc. prior to initiating an involuntary curtailment. Depending on the nature of the involuntary curtailment, commanders should consider discharge in lieu of involuntary curtailment. **(T-2)** Commanders should initiate a preliminary inquiry with ARPC/DPAA (AF/REG for colonels) to determine if an involuntary curtailment is appropriate. The commander will notify the member, in writing, of the proposed action.

12.21.1. Member's actions. After acknowledging receipt, the member may submit a rebuttal within 15 calendar days of notification. The rebuttal, along with any supporting documentation, must be submitted with the commander's recommendation to the appropriate approval authority (see **Table 12.6**). A commander's recommendation should be submitted through the appropriate chain of command (Squadron, Wing, NAF, AFRC, as applicable), with a legal review, to ARPC/DPAA (AF/REG for colonel). ARPC/DPAA (AF/REG for colonel)

will notify the member of an approved curtailment and the member's appeal rights. If member is eligible for Active Duty Sanctuary, refer to AFI 36-2131.

12.21.2. Involuntary Curtailment Appeal. An approved curtailment may be appealed to the involuntary curtailment appeal authority. Curtailment action will continue while pending appeal. If a written request for appeal is not filed, appellate rights will be waived.

12.21.3. Documentation. Appeal memorandums, along with any supporting documentation, shall be submitted directly to ARPC/DPAA (AF/REG for colonel) for staffing to the appeal authority.

12.21.4. Notification. ARPC/DPAA (AF/REG for colonel) will notify the member of the appeal outcome and notify the member's chain of command of any further processing requirements.

12.22. Involuntary Release. Mission realignments, Total Force initiatives, Base Realignment and Closure, or other force management actions may require involuntary release of an AGR prior to the tour end-date or Date of Separation. ARPC/DPAA (AF/REG for colonel) will manage the involuntary release process and members will be notified of all actions and requirements associated with this release. If member is eligible for Sanctuary (retirement), refer to AFI 36-2131. Members may be eligible for separation pay based on length of service. See AFI 36-3207 and AFI 36-3208. **(T-2)**

12.22.1. Involuntary Discharge. Commanders may initiate involuntary discharge actions for officer and enlisted personnel IAW AFI 36-3206 and AFI 36-3208.

12.23. Mandatory Separation Date. Officers must be separated before or upon reaching their maximum years of service (IAW Title 10 USC, §14515, *Discharge or retirement for age*, and AFI 36-3207), unless they have entered Sanctuary. **(T-2)**

12.23.1. For officers that have entered Sanctuary, ARPC/DPAA (AF/REG for colonel) will notify ARPC/DPTTS of Mandatory Separation Date extension requirements and will also adjust the Date of Separation when notified by ARPC that the Mandatory Separation Date extension is approved. The member's Mandatory Separation Date will be updated to the first day of the month after the month in which he or she reaches active duty retirement eligibility (20 years TAFMS), but not later than age 62.

12.24. High Year Tenure. Existing AFR High Year Tenure will apply to enlisted personnel unless they have entered sanctuary IAW AFI 36-2612. ARPC/DPAA will adjust the High Year Tenure date for enlisted AGRs who are in sanctuary when reaching their High Year Tenure date. The High Year Tenure date will be adjusted until the first day of the month after the month in which they reach active duty retirement eligibility (20 years TAFMS), but not later than age 60. Waivers beyond High Year Tenure for members not in active duty sanctuary are based on the needs of the AFR. **(T-2)**

12.25. AGR Reduction in Force or Requirement Change. ARPC/DPAA (AF/REG for colonel) administers and manages placement programs for AGRs in the event of force reductions, requirements and/or mission change. ARPC/DPAA (AF/REG for colonel), in coordination with AFRC/CV will assign displaced AGRs to available vacancies, at the same grade (officers only) and AFSC for which they qualify, and in the timeliest manner possible. AGRs who are involuntarily separated are authorized separation entitlements IAW with the JTR. **(T-2)**

12.25.1. Career AGRs. Placement for career AGRs may take precedence over non-career AGRs. Individual preferences will be considered to the maximum extent possible in keeping with command mission requirements and availability of vacancies. However, the requirement to support the AFR mission is paramount in the placement action.

12.25.2. Non-Career AGRs. Placement and future utilization of non-career AGRs will be dependent on the needs of the AFR. ARPC/DPAA (AF/REG for colonel) will review and consider all necessary actions to effectively utilize impacted non-career AGRs.

12.26. Retirements – Active Duty. Individuals may apply for an active duty retirement 1 year prior to completion of at least 20 years of TAFMS. Application for retirement must be submitted no earlier than 12 months and not later than 4 months prior to the effective date of retirement. If the member's Date of Separation is later than the requested retirement date, AGRs must apply for and receive approval for curtailment of their AGR tour prior to submitting application for retirement. Members requesting an active duty retirement must serve the required TIG in an active duty status to be eligible for active duty retirement in highest grade held. AGR TIG waivers must be submitted through member's chain of command to AF/REP. AFPC will process all HQ AGR retirements upon final TIG waiver approval by AF/RE. **(T-2)**

12.26.1. HQ AGRs. Members will apply for retirement via the virtual MPF (vMPF). AFPC will issue retirement orders and process actions to DFAS. Member and member's supervisor will notify ARPC/DPAA and/or AF/REG of application for retirement within 15 days of application.

12.26.2. Unit AGRs. Members will apply for retirement via the virtual Personnel Center (vPC) Dashboard on the myPers website. ARPC will issue retirement orders and process actions to DFAS. Member and member's supervisor will notify ARPC/DPAA and/or AF/REG of application for retirement within 15 days of application.

12.26.3. Officer AGRs with prior enlisted service must have at least 10 years of active duty service as a commissioned officer to retire at the commissioned grade IAW AFI 36-3203, **Chapter 2**.

12.27. Retirements – Reserve. AGRs may apply for a reserve retirement upon completion of 20 satisfactory years total federal military service. Application for reserve retirement is submitted via the vPC Dashboard on the myPers website. If the member's Date of Separation is later than the requested retirement date, AGRs must apply for and receive approval for curtailment of their AGR tour prior to submitting application for retirement. ARPC will issue retirement orders and process actions to DFAS. Member and member's supervisor will notify ARPC/DPAA and/or AF/REG of application for retirement within 15 days of application. **(T-2)**

12.28. Uniformed Services Employment and Reemployment Rights Act . Employees who are away from their full-time civilian employment (to include ARTs) to enter into the AGR program or other military active duty have restoration rights according to the provisions identified in the Uniformed Services Employment and Reemployment Rights Act of 1994, 38 USC § 4301 - 4335. (See **Attachment 27**). **(T-2)**

12.28.1. The Secretary of the Air Force shall determine those periods of active duty designated as a critical mission or critical requirement that could be exempt from the Uniformed Services Employment and Reemployment Rights Act 5-year cumulative service limit. Voluntary AGR tours do not qualify for this exemption.

12.28.2. Orders to active duty or orders retaining members on active duty must specify the secretarial authority for those orders.

12.29. Promotions. While serving in AGR status, existing AFR promotion policies with the exceptions listed below will apply to both officer and enlisted personnel. The grades of senior master sergeant, chief master sergeant, major, lieutenant colonel and colonel are congressionally controlled. Promotion to these controlled grades cannot exceed the annually established military duty end-strength or grade ceilings. **(T-2)**

12.29.1. Officer AGRs selected for promotion must be the sole occupant of a higher-grade unit manning document position prior to assuming the new grade while serving in AGR status. By law, officers not occupying a higher-grade position, or constrained by controlled grade limitation may not assume the new grade.

12.29.1.1. Under these circumstances the promotion is considered involuntarily delayed IAW Title 10 USC §14311, *Delay of Promotion: Involuntary*. If the controlled grade limitation is lifted, or the officer obtains a position equal to the higher grade, the officer may assume the higher grade.

12.29.1.2. Promotions for officers will automatically be delayed until the member occupies a higher grade position or the member leaves the AGR program (AFI 36-2504). Reserve unit Manpower and Personnel Flight s and AFRC/A1K must coordinate officer promotion eligibility and grade ceiling clearance with ARPC/DPAA (AF/REG for colonel) prior to requesting promotion authorization from ARPC. An AGR promotion letter requesting accelerated promotion will be accomplished on an officer selected for promotion to the next higher grade and being reassigned to an AGR position of the next higher grade. The letter will be accomplished by the gaining commander or director requesting a promotion effective date to coincide with the date of assignment to the AGR position. The officer's reassignment and promotion dates will be the same.

12.29.1.3. Officers promoted to Lt Col or Colonel who have career status will have orders extended to meet 3-year TIG requirement to receive an active duty retirement at the promoted grade. If member is in the probationary period, he/she will meet an AGR Review Board for determination of extension.

12.29.2. Enlisted AGRs must be fully qualified and may not be promoted above the grade of their unit manning document position. Enlisted AGRs may be promoted effective the 1st day of month provided they are eligible and selected. AGRs are not eligible for the STEP 1 program.

12.29.2.1. Process enlisted promotions IAW AFI 36-2502. Promotions to SMSgt and CMSgt for all enlisted AGRs must be coordinated with ARPC/DPAA for grade ceiling clearance prior to processing promotion. Enlisted members may not be promoted more than once while in retraining status without obtaining the appropriate skill level. SMSgts occupying CMSgt positions will not be promoted before completing Chief Orientation Course.

12.29.2.2. AGRs will incur a 24-month RSC for promotion to MSgt, SMSgt and CMSgt IAW AFRCI 36-2102. Individuals will attain the 24-month retainability prior to the promotion effective date.

12.30. Reenlistments/Extensions. As directed by the AGR Review Board or ARPC/DPAA, assigned Manpower and Personnel Flight s are authorized to reenlist or extend the member to obtain the required retainability regardless of current ETS. AGRs must submit completed reenlistment or extension paperwork to ARPC/DPAA. **(T-2)**

12.31. Training and Developmental Education. AGRs are afforded the opportunity to enhance their military knowledge and career progression IAW AFI 36-2201. Units will fund training and Developmental Education which is not centrally funded through ARPC/DPAA, AFRC/A1K, AF/REG or AFRC/A1R (except SDE and IDE approved courses). **(T-2)**

12.31.1. Skills Training. Individuals must continue to progress in training IAW AFI 36-2201 to a skill level compatible with their unit manning document position. If a member fails to successfully progress in upgrade training, the individual could be reassigned to a qualifying vacant unit manning document position, involuntarily demoted IAW AFI 36-2502 (see **paragraph 9.4.3**), or removed from the AGR program.

12.31.2. Formal Training. Formal training courses listed in the Education and Training Course Announcements (ETCA) will be requested when the need for training is mission essential. Training requests will be submitted through the assigned organizational training monitor using SF 182, *Authorization, Agreement, and Certification of Training.*

12.31.3. Training Waivers. AGRs will use the training waiver procedures currently prescribed by AFI 36-2201, **Chapter 4** and AFI 36-2254 Volumes 1,2,3 *Reserve Personnel Participation, Reserve Personnel Training, and Reserve Personnel Telecommuting/Advanced Distributed Learning (ADL) Guidelines* respectively.

12.31.4. Developmental Education. AGRs are afforded the same opportunities for DE as other members of the AFR. AGRs may apply for in-residence participation or elect completion through distance learning. AGRs may incur an AFR service commitment IAW AFRCI 36-2102 upon completion of training. Members selected for fellowships incur an active duty service commitment IAW DoDI 1322.06, *Fellowships, Scholarships, Training with Industry (TWI), and Grants for DoD Personnel.*

12.31.5. Retainability. AGRs will meet appropriate retainability requirements according to the ETCA.

12.32. Standards of Conduct. DoDD 5500.7-R, *Joint Ethics Regulation (JER)* and AFI 51-902, *Political Activities by Members of the US Air Force,* are applicable to AGRs. Personnel must be briefed annually on these regulations. **(T-2)**

12.33. Outside Employment. All AGRs must ensure off-duty employment complies with DoDD 5500.7-R. **(T-2)**

12.34. Uniform Code of Military Justice (UCMJ). All AGRs fall under the jurisdiction of the UCMJ. **(T-2)**

12.35. AGR Review Board . The AGR Review Board, established by the Chief of Air Force Reserve, provides AF/RE, AFRC and ARPC staffs, AFRCRS, NAF, Wing or Group, RSG and unit Commanders, supervisors and individual AGRs an opportunity to participate in retention decisions affecting assigned AGR personnel. AF/RE may appoint members to serve on the AGR Review Board in addition to membership listed below. (T-2)

12.35.1. Co-Chairman, Vice Commander, Air Force Reserve Command.

12.35.2. Co-Chairman, Deputy to the Chief of Air Force Reserve.

12.35.3. Directorate of Personnel, AF/REP.

12.35.4. Numbered Air Force Commander or designated representative (4AF, 10AF, and 22AF).

12.35.5. Commander, Air Reserve Personnel Center.

12.35.6. Director of Manpower, Personnel and Services, Air Force Reserve Command.

12.35.7. Commander, Air Force Reserve Command Recruiting Service.

12.35.8. Commander, RIO.

12.35.9. AFRC Command Chief

12.35.10. Board Advisor: Chief, AGR Management Office. Non-voting member.

12.35.11. Board Advisor: Chief, Senior Leader Management Division. Non-voting member.

12.35.12. Board Recorder: Designated ARPC/DPAA Staff member. Non-voting member.

12.36. AGR Review Board Process. The AGR Review Board reviews AGRs for continuation in the AGR program to include entry into the AGR career program and retention beyond 20 years TAFMS. **(T-2)**

12.36.1. Schedule. AGR Review Boards are normally scheduled in March and September of each calendar year. The AGR Review Board will review all probationary AGRs between the 4th and 5th year of cumulative AGR service, who have 10 to 15 months prior to their Date of Separation. For planning purposes, AGRs with a Date of Separation of 1 January through 30 June will meet the March AGR Review Board, and AGRs with a Date of Separation of 1 July through 31 December will meet the September AGR Review Board.

12.36.2. AGR Review Board Pre-Board Process. ARPC/DPAA will identify AGRs to be reviewed 10-15 months prior to their Date of Separation. At least three months prior to the scheduled AGR Review Board individuals will receive an AGR Review Board Worksheet, AGR Personnel Brief and AGR Review Board Fact Sheet. Individuals must complete and return the endorsed AGR Review Board Worksheet through their appropriate chain of command to reach ARPC/DPAA by the assigned suspense date.

12.36.3. AGR Review Board Worksheet Non-Concurrence. Written documentation shall be provided to the board for consideration anytime there is non-concurrence in the reviewing chain.

12.37. AGR Review Board Decision Criteria. AGR Review Board decisions are based on the needs of the AFR. The AGR Review Board considers the individual's request and leadership recommendations. Leadership should consider the individual's total background using the whole person concept. This may include training, work experience, performance reports, awards and decorations, and developmental education. Each individual's service history is reviewed to determine the individual's ability to attain 20 years TAFMS and to determine if the member's participation in the career program will meet the needs of the AFR. Continuation is dependent on continued performance, career progression, the needs of the AFR and career field requirements. **(T-2)**

12.37.1. AGRs who are granted career status will not meet another AGR Review Board until 10-15 months prior to the 20-year TAFMS date, at which time the AGR Review Board will make a decision on continuation beyond 20 years TAFMS. AGR assignment lengths that continue an individual beyond 20 years TAFMS will be determined by the AGR Review Board , not to exceed 2 years from member's current date of separation.

12.37.2. AGRs granted continuation for less than one year, will be separated on their extended Date of Separation unless they apply and are selected to serve in another AGR position.

12.38. AGR Review Board Post-Board Process. ARPC/DPAA captures minutes of the AGR Review Board proceedings and documents board decisions. Memorandums of notification will be prepared and forwarded to each member and his or her leadership indicating the AGR Review Board decision. Normally, notifications will be provided to each individual within 45 days following the AGR Review Board . Assignments are then updated based on AGR Review Board results. **(T-2)**

12.39. AGR Review Board Appeal Process. The final appeal authority for an AGR Review Board decision is AF/RE. An AGR member may appeal an AGR Review Board decision by forwarding his or her request with supporting documentation to ARPC/DPAA for staffing. **(T-2)**

12.39.1. Appeals must be signed and forwarded to the member's supervisor within 60 days of the date on the AGR Review Board decision memorandum.

12.39.2. Unit AGRs must have their NAF/CC endorsement, NCR AGRs must have AF/RE(D) endorsement, and HQ AFRC AGRs must have AFRC/CV endorsement.

12.39.3. Non-concurrence at any level must still be routed to ARPC/DPAA (AF/REG for colonel) for AF/RE decision.

12.40. Out-of-Cycle AGR Review Board. An out-of-cycle AGR Review Board may be requested by a member with the concurrence of his or her wing commander or equivalent if a retention decision is required outside the normal AGR Review Board process. Out-of-cycle approvals are rare and must be properly justified on why the member should not meet his or her regularly scheduled AGR Review Board. Out-of-cycle requests are not appropriate for members who would not normally meet an AGR Review Board **(T-2)**

12.41. Processing Procedures. An out-of-cycle AGR Review Board request should be forwarded to ARPC/DPAA (AF/REG for colonels) for staffing. ARPC/DPAA (AF/REG for colonels) will staff to AFRC/CV and AF RE(D) for decision. A notification memorandum will be prepared and forwarded to the member and leadership indicating the out-of-cycle AGR Review Board decision. If the request is denied, the normal appeal process will apply.

12.42. Permanent Change of Station (PCS) Entitlements. AGRs and their authorized dependents are entitled to PCS benefits provided by law IAW the JTR, **Chapter 5**, and DoD Instructions. For pay and travel entitlements contact the servicing Financial Management Office (FMO). **(T-2)**

12.43. Aviator Continuation Pay or Aviation Bonus Program. AGRs who may be eligible shall review current guidance on the Air Force myPers website. (T-2)

12.44. Enlisted Bonuses, Medical Officer Special Pay, Special Duty Assignment Pay.

12.44.1. Enlisted AGRs are not entitled to bonus incentives IAW AFI 36-2638, *Air Force Reserve Enlisted Incentives*.

12.44.2. Medical officer AGRs are entitled to special pay IAW Title 37, USC §302, *Special Pay: Medical Officers of the Armed Forces*, and DoDI 7000.14-R, *Department of Defense Financial Management Regulations (FMRs)*, Volume 7A, **Chapter 5**. Contact ARPC Medical Incentives Branch for information and application process.

12.44.3. Other officer AGRs may be entitled to special pay IAW AFI 36-3017.

12.45. Clothing Allowance. The Air Force provides certain clothing allowances to officers and enlisted members. Eligibility and amounts are found in the DoD FMR, Volume 7A, Chapter 29, and AFI 36-3014, *Clothing Allowances for Air Force Personnel*, and are paid to the member. **(T-2)**

12.46. The Provisions of the Military Retirement Reform Act of 1986 (REDUX)/Career Status Bonus (CSB). The REDUX/CSB retirement system applies to those who entered Service on or after August 1, 1986, and who elect to receive Career Status Bonus at their 15th year of service. AFRC/A1RR will identify eligible members and notify the servicing Manpower and Personnel Flight to obtain a Career Status Bonus election. **(T-2)**

12.46.1. General Eligibility Criteria. A member of a uniformed service is eligible to make a REDUX/ Career Status Bonus election only if the member meets all of the following criteria:

12.46.1.1. Is serving on active duty.

12.46.1.2. Became a member of a Uniformed Service on or after August 1, 1986.

12.46.1.3. Meets quality standards and is recommended by the commander.

12.46.1.4. Is granted career status by an AGR Review Board and has completed 15 years of active duty in the Uniformed Services and is eligible and selected to continue on active duty until completion of 20 years of TAFMS.

12.46.1.5. Executes a written agreement to remain on continuous active duty until completion of 20 years of TAFMS.

12.46.2. AGRs who have not been granted career status may request an out-of-cycle AGR Review Board from ARPC/DPAA for consideration of career status pending application for REDUX.

12.47. Education Services. AGRs may be eligible for education benefits under the active duty Montgomery GI Bill program as a veteran or service member, if the member entered active duty for the first time after June 30, 1985, and served continuously for 3 years. (Montgomery GI Bill-Active Duty Educational Assistance Program, Chapter 30 of 38 USC, please refer to VA Pamphlet 22-90-2, revised 2005). Post 9-11 GI Bill may also be an option if an individual meets the requirements. Contact AFRC/A1K for details. **(T-2)**

12.48. Tuition Assistance (TA). AGRs are eligible to receive college TA through their Regular Air Force Education Services Office (ESO). AGRs are not eligible for AFR TA while on active duty status. Reserve servicing Manpower and Personnel Flight /DPMT may coordinate a Memorandum of Agreement with the servicing ESO location to establish AGR TA requirements. **(T-2)**

Table 12.1. Authorized Grades, Skill Level and Rank Requirements.

Authorized Position Grade	Skill Level Requirement	Rank Requirement
CMSgt (E-9) (See Note 1)	9-skill level	CMSgt/SMSgt
SMSgt (E-8) (See Note 1)	7 or 9-skill level	SMSgt/ MSgt
MSgt (E-7) (See Note 1)	5 or 7- skill level	MSgt/TSgt
TSgt (E-6) (See Note 1)	5 or 7-skill level	TSgt/SSgt
SSgt (E-5)	3 or 5- skill level	SSgt/SrA

NOTES:

1. Any personnel selected to fill SMSgt/CMSgt authorizations are required to have completed the SNCOA (in-residence or by correspondence) prior to assignment and successful completion of a Community College of the Air Force degree. Reference 8.1.1.

Table 12.2. AGR Deployment Approval Authority.

Rule	A	B
	If AGR assignment is:	Deployment Approval Authority is: (Note 1)
1	HQ organization (other than AFRC)	Organization commander or equivalent (Note 2)
2	AFRC	Organization commander or equivalent (Note 3)
3	ARPC	ARPC/CC (Note 3)
4	AFRCRS	AFRCRS/CC (Note 3)
5	AFR Unit	Wing commander or equivalent (Note 3, 4)

NOTES:

1. The member will provide ARPC/DPAA with a copy of the appropriate coordination and contingency order.
2. AF/RE(D) is the approval authority for tours greater than 120 days.
3. AFRC/CV is the approval authority for tours greater than 120 days.
4. Wing commanders may delegate approval authority to Group commander or equivalent.

Table 12.3. AGR Assignment Actions/Tour Extensions.

Assignment Action	Tour Extension	No Tour Extension	Notes
Management Directed Reassignment without PCS		X	
Management Directed Reassignment with PCS	X		1, 4
Competitive Assignment for Current, Non-Career AGRs	X		2, 4
3-year Competitive Assignment for Career AGRs with more than 17 years TAFMS	X		3, 4

NOTES:

1. Extend member no more than 3 years from projected RNLTD.
2. Extend member maximum 3 years from the member's RNLTD. Do not extend member beyond 5 years in the AGR program. Member must meet an AGR Review Board to be granted Career Status.
3. Extend member 3 years from the member's projected RNLTD.
4. Extension may not go beyond member's High Year Tenure, Mandatory Separation Date, or 60th birthday.

5. APRC/DPAA has authority to extend AGR tours up to 5 months for administrative purposes.

Table 12.4. AGR Initial and Follow-On Tour Extension Approval Authority

If the member is a/an	Up to 1 year	Up to 2 year
Unit AGR	WG/CC or Equivalent	NAF/CC
AFRC AGR	Director or Equivalent	AFRC/CV
ARPC /RIO AGR	ARPC/CC or RIO/CC	AFRC/CV
AFRCRS AGR	AFRCRS/CC	AFRC/CV
All other HQ AGR	Director or Equivalent	AF/RE(D)
0-6	AF/RE(D) or AFRC/CV	AF/RE(D) or AFRC/CV

Table 12.5. Voluntary Tour Curtailment Approval Authorities (See Notes 1, 2 and 3).

	A	B
RULE	If AGR assignment is with:	Curtailment Approval Authority is:
1	HQ Organization (other than AFRC)	Director or equivalent and AF/RE(D)
2	HQ AFRC	Director or equivalent and AFRC/CV
3	AFR Unit	WG/CC (note 3)
4	AFR Unit (Sq. reporting through an RSG)	RSG/CC
5	ARPC	ARPC/CC
6	AFRCRS	AFRCRS/CC

NOTES:

1. Tour curtailments that require an Active Duty Service Commitment Aviation Continuation Pay waiver will be approved by AF/RE(D).
2. Tour curtailments that require a RSC waiver will be approved by AFRC/CV
3. Tour curtailments that require a time-on-station waiver will be approved by IAW DoDI 1315.18.
4. Wing CC may not delegate this authority below Group CC.

Table 12.6. AGR Involuntary Curtailment Approval and Appeal Authority (Notes 1, 2).

	A	B	C
Rule	AGR is assigned to:	Curtailment approval authority is:	Curtailment appeal authority is:
1	Unit or NAF	NAF/CC	AFRC/CC
	AFRC or ARPC	AFRC/CV	AFRC/CC
	other Headquarters organization	AF/RE(D)	AF/RE

NOTES:

1. All curtailment packages will be coordinated through ARPC/DPAA (AF/REG for colonel) prior to forwarding to the curtailment approval authority.
2. ARPC/DPAA will receive a copy of all approved curtailment letters.

3. If a member is involuntarily curtailed and is under a bonus contract (Aviation Continuation Pay, Medical bonus, etc.), the bonus contract will be terminated on the Date of Separation established by the involuntary curtailment. Repayment of any unearned portion of the bonus will be determined by DFAS.

Chapter 13

MANAGEMENT OF THE ART PROGRAM

13.1. ART Purpose. The ART workforce provides stable, continuous, full-time management, administration, and training of the Selected Reserve and oversees their transition from a peacetime force to wartime or national emergency situations to ensure mobilization readiness is maintained. In addition to training Reservists, ARTs provide continuity within the Reserve unit of assignment, and support to the COCOMs.

13.2. Functional Responsibilities.

13.2.1. Chief of Air Force Reserve:

13.2.1.1. Approves and provides overall resources and guidance for the ART program.

13.2.1.2. Manages the ART program, its structure, and assists in the organization, administration, recruitment, instruction, training and support of the AFR.

13.2.1.3. Ensures ARTs are provided career opportunities for promotion, career progression, retention, education and professional development consistent with assigned missions, strength limitations and policies.

13.2.1.4. Provides operational guidance, policy and oversight of senior ART management through the Senior Leader Management Division (AF/REG).

13.2.2. Plans, Programs and Requirements Directorate (AF/REX): Programs ART end-strength and ensures ART authorizations and requirements across all organizations are updated in the MPES. Provides AFRC manpower validation of new positions (existing positions validated by AFRC/A1M), oversight, and execution.

13.2.3. Directorate of Personnel (AF/REP): Report manpower end-strengths, coordinate on policies and advocates on issues affecting the ART program and review and verify requests for ARTs external to AFRC.

13.2.4. Commander, Air Force Reserve Command: Provides operational guidance, policy and oversight of ART management through the Civilian Personnel Division (AFRC/A1C).

13.2.5. AFRC/A1: Provides personnel expertise and support in integrating AFR personnel policies into the ART program. (T-2)

13.2.5.1. AFRC/A1C:

13.2.5.1.1. Provides guidance and instructions to individual ART personnel, supervisors, commanders, and personnel managers pertaining to assignments, promotions, reassignment and management of ART personnel in the ART career program.

13.2.5.1.2. Reviews consistency of the ART program vacancy announcement and hiring procedures to ensure the ART program is in step with processes for other Reserve work force categories.

13.2.5.1.3. Administers the centralized classification program for ART positions in accordance with AFRCI 36-501, *Position Management and Classification Program.*

13.2.5.1.4. Oversees the administration of the ART program using AF, DoD, and OPM policy and guidance applicable to all civil service employees.

13.2.5.1.5. Central point of contact on all ART matters. Responsible for managing the day-to-day administration of the overall ART program. Provides career management to the ART force.

13.2.5.2. Air Force Reserve Special Examining Unit. The Special Examining Unit operates under the support of the OPM. The Special Examining Unit conducts examinations for competitive appointments to ART positions located nationwide. (T-2)

13.2.5.3. AFRC/A1M validates requirements and manages ARTs on the unit manning document; executes ART end-strength on the unit manning document and ensures ART authorizations and requirements across AFRC organizations are updated in the MPES; provides AFRC manpower validation of new and existing positions. (T-2)

13.2.6. AFRC Numbered Air Forces.

13.2.6.1. Provides operational and management oversight of assigned unit ARTs.

13.2.6.2. Coordinates with AFRC/A1C on unit ART management actions as required.

13.2.7. Air Reserve Personnel Center (ARPC) provides a range of support to ARTs with regard to policy implementation, computer records, entitlements, mobilization, and master records. (T-2)

13.2.8. Air Force Personnel Center (AFPC). Vacancies are filled through AFPC when management requests candidates with special appointing authorities such as Veterans Recruitment Appointment, Veterans Employment Opportunity Act, reinstatement, or would like to consider promotion/internal (current federal civilian) candidates.

13.2.9. Manpower and Personnel Flights and servicing Civilian Personnel Sections (CPSs).

13.2.9.1. Provide accession, utilization, termination, retirement, promotion and disciplinary services for assigned ART personnel.

13.2.9.2. Update and maintain personnel systems on assigned unit ART personnel.

13.2.9.3. Maintain and provide necessary administrative management of all personnel source documents and disposition scheduled to Personnel Records Display Application.

13.2.10. Member Responsibilities. (T-3)

13.2.10.1. Individuals are responsible for maintaining a current security clearance; acquiring and/or maintaining the skill level commensurate with assigned grade and AFSC; completing DE commensurate with grade.

13.2.10.2. Individuals must maintain active Reserve membership within the applicable Reserve unit or position of assignment (does not apply to those above the unit level such as HQ or Air Staff).

13.3. Filling ART Positions.

13.3.1. Special Examining Unit and the ART Officer Career Management Program (AOCMP). HQ AFRC/A1C, Civilian Personnel and Personnel Plans, manages the Special Examining Unit and the AOCMP. All ART positions are administered in accordance with

provisions and guidance of AFRC, HQ AF, DoD, and OPM. Refer to AFPD 36-6, *Civilian Career Field Management*, AFI 36-601, *Air Force Civilian Career Program Management*, AFMAN 36-606, *Civilian Career Field Management and Development*, AFRCI 36-111, *Air Reserve Technician (ART) Officer Career Management Program*, and FPM 930-71, Recruitment of Air Reserve Technicians Through Competitive Examination (ART Agreement) for specific information concerning servicing responsibilities for ART officer positions. (T-2)

13.3.2. HQ AFRC/A1CS (Career Management, Staffing, and Affirmative Employment):

13.3.2.1. Fills all ART officer positions.

13.3.2.2. At management's request, announces vacancies on USAJOBS to recruit internal and external candidates. Requests certificate of external eligible from the ART Special Examining Unit. Prepares and issues certificates of qualified candidates.

13.3.2.3. Manages the Relocation Services (RS) Program for the AFR. Employees eligible for DoD National Relocation Program (DNRP), JTR par. 5924, and who are selected for GS-13 and above positions through the AOCMP, will submit an application for relocation services. New appointees are not eligible for the RS program.

13.3.2.4. Manages Mobility Agreement Information (ART Officers only): AFRC- wide program which prescribes geographic mobility as a condition of employment. It applies to all ART officer positions at all grade levels and to all ART organizations and Civilian Personnel Sections servicing ART organizations.

13.3.2.5. Executes Management Directed Reassignment (ART Officers Only): Executes the reassignment of current AFRC employees who are qualified, have the same civilian grade as the vacancy, and whose management directs their reassignment to the vacancy. Such reassignment may be involuntary (i.e., employee has not agreed to the assignment) and is authorized under the mobility agreement.

13.3.3. The servicing Manpower and Personnel Flight verifies in writing the employee or applicant meets all military requirements for the ART position. The recruiter (for all applicants not currently in the Selected Reserve) or servicing Manpower and Personnel Flight (for applicants currently in the Selected Reserve) verifies in writing the employee or applicant meets all military requirements for the ART position. (T-2)

13.3.4. The servicing Civilian Personnel Sections:

13.3.4.1. Receives Reserve Personnel Appropriation from unit, accomplishes any necessary base level Reserve Personnel Appropriation edits, clears local priorities, and routes as appropriate.

13.3.4.2. Ensures all required or appropriate remarks on actions pertaining to ART employees are included on the Standard Form (SF) 50, *Notification of Personnel Action*.

13.3.4.3. Promptly submits fill actions to AFPC on all vacancies in order to maintain high staffing levels of ART positions in each unit, as required.

13.3.4.4. Establishes civilian employment plans for the unit, as needed.

13.3.4.5. Takes appropriate action, (e.g., reassignment, change-to-lower grade, medical retirement, termination, etc.) when an ART fails to meet the medical requirements of the

civilian position or loses active membership in the Reserve unit of assignment for reasons considered to be within the member's control.

13.4. Reduction in Force (RIF). The servicing Civilian Personnel Sections:

13.4.1. Ensures an employee meets the military requirements (such as AFSC, physical) prior to offering an ART position under RIF.

13.4.2. Puts similar ART and non-ART positions in separate competitive levels. (T-2)

13.5. Restoration Rights for Combat Related Injuries. The servicing Civilian Personnel Sections extends restoration rights after a military tour of duty under 5 CFR Part 353, *Restoration To Duty From Military Service or Compensable Injury*, only to those members still eligible for Reserve assignment to the ART position vacated prior to entering on active duty or to an equivalent ART position for which qualified.

13.6. Position Management and Classification.

13.6.1. HQ AFRC/A1CC (Position Management and Classification) will:

13.6.1.1. Administer a centralized classification program for ART positions.

13.6.1.2. Classify ART positions in accordance with classification standards/guides.

13.6.1.3. Maintain the ART PD/Standardized Position Description Library along with master ART PD or Standardized Position Description files.

13.6.1.4. Provide ART civilian position information for input in the unit manning document.

13.6.1.5. Audit selected ART positions as needed when conducting occupational studies and/or applying new standards.

13.6.2. HQ AFRC/A1M, Manpower and Organization, will assign military designations and ranks to ART positions. OPM does not review these designations.

13.6.3. The servicing Civilian Personnel Sections and/or Air Force Manpower Agency (AFMA):

13.6.3.1. Processes minor changes or modifications to ART position descriptions which do not impact the title, series, grade, pay plan, nature, purpose of the position, or career progression.

13.6.3.2. Establishes positions in Defense Civilian Personnel Data System, ensuring data include unit manning document line numbers for ART positions.

13.7. Labor-Management Relations ((HQ AFRC/A1CE). Labor-Management Relations is concerned with preventing and resolving problems involving workplace disputes, which arise out of or affect work situations. (T-2)

13.7.1. Oversees the administration of the Labor-Management Relations program for ARTs using the same AF, DoD, and OPM policy and guidance applicable to all civil service employees.

13.7.2. Ensures the host civilian personnel flight/section provides reserve management officials contract negotiator training and forward any agreement to AFRC/A1CE for legal review.

13.7.3. Processes grievances and appeals affecting ART employees and requiring involvement of the AFRC Commander, Vice Commander, or as otherwise determined necessary by the headquarters.

13.7.4. Provides representation as necessary in third party proceedings involving ART employees or issues.

13.7.5. Reviews those aspects of the agreement that primarily affect ART employees.

13.8. Employee-Management Relations (HQ AFRC/A1CE). Employee Management Relations refers to the rules and policies which govern and organize employment, how these are established and implemented, and how they affect the needs and interests of employees and employers. (T-2)

13.8.1. Oversees the administration of the Employee Management Relations program for ARTs using the same AF, DoD, and OPM policy and guidance applicable to all civil service employees.

13.8.2. Review disciplinary and adverse actions on ART employees for procedural correctness, legal sufficiency, and appropriateness on merit.

13.8.3. Process appeals affecting ART employees and requiring involvement of the AFRC Commander, Vice Commander, or Assistant Vice Commander, or as otherwise determined necessary by the headquarters.

13.8.4. Provide representation as necessary in third party proceedings involving ART employees or issues.

13.9. Conduct, Discipline, Appeals, and Grievances. The servicing Civilian Personnel Sections:

13.9.1. Forwards requests to the appropriate NAF, wing, or group to conduct required performance appraisals on ART wing, group, or squadron commanders, and senior ARTs as appropriate.

13.9.2. Provides an advance copy of proposed notices of adverse action, replies, and decision letters on ART employees to AFRC/A1CE before taking action.

13.9.3. Refers grievances of ARTs under AFI 36-706, *Administrative Grievance System*, involving ART rules, guidelines, and/or procedures through AFRC channels.

13.9.4. Coordinates grievances filed under negotiated grievance procedures involving ART rules, guidelines, and procedures with AFRC/A1CE.

13.9.5. Furnishes one copy of each appeal or grievance from an ART employee to include the examiner's report and arbitration or appeal decision to AFRC/A1CE.

13.9.6. Develops and provides local guidance on matters that pertain to the administration of the ART Program.

13.9.7. Reviews disciplinary and adverse actions on ART employees for procedural correctness and appropriateness on merit.

13.9.8. Ensures local review and coordination to include local legal review is accomplished for disciplinary and adverse actions on ART employees.

13.10. Employee and Career Development (HQ AFRC/AIKE). Employee and Career Development oversees the employee and career development program for ARTs. (T-2)

13.10.1. For formal schools, servicing Civilian Personnel Sections are responsible for submitting appropriate request to AFRC/A1KE for final processing and allocation of training quotas.

13.10.2. ARTs, regardless of method of training, either resident/non-resident, must meet military grade requirements to apply for PME. Refer to AFI 36-2254v2. ARTs will attend schools and training courses in civilian status, except as otherwise noted in referenced AFI.

13.11. Defense Civilian Personnel Data System. AFRC command authorizations have unique coding requirements for Defense Civilian Personnel Data System input such as 0M. Refer to assigned ART ID data element List of Values to select correct ART code definition within employee assignment applications. (T-2)

13.12. Benefits and Entitlements. ARTs receive benefits both as Air Force civilian employees and as Air Force Reservists. (T-2)

13.12.1. Relocation Services. The Air Force Relocation Services program (for the sale of an employee's residence) is available to qualified employees in the ART Officer Career Program.

13.12.2. Priority Placement: HQ AFRC/A1CSA is the DoD Priority Placement Program Registering Activity for ART officers who involuntary lose Reserve status. This includes Mandatory Separation Date, as well as medical disqualification for Reserve assignment as long as the employee still meets the medical requirements of the civilian position.

13.12.3. Retirements. ARTs receive service creditable for Air Force civilian retirement. When performing military duty an individual, who is an ART in civilian life, receives retirement points which serve as creditable service towards military retirement. Federal employees can receive civilian retirement service credit for active duty service that is terminated under honorable conditions. Creditable military service includes but is not limited to: extended periods of active duty service as documented on a DD Form 214 and Reserve service as documented on AF Form 1613, *Statement of Service*, and active duty Reserve service during periods of Leave Without Pay in Uniformed Service.

13.13. Time and Attendance. Time and attendance are dependent upon the duty status of the ART. See AFRCI36-803.

13.13.1. Flight Duty in Civilian Status. Reference AFI 11-401. **(T-2)**

13.14. Officer Mandatory Separation Date program and Enlisted High Year Tenure Program. See AFRCI 36-114. (T-2)

13.15. Uniformed Services Employment and Reemployment Act. Employees who are away from their full-time civilian employment (to include ARTs) to enter into the AGR program or other military active duty have restoration rights according to the provisions identified in the Uniformed Services Employment and Reemployment Rights Act of 1994, Title 38, USC §4301 - §4335. (See **Attachment 27**). (T-2)

13.16. Deployment of ARTs. Deployment guidance is found in AFI 10-401 AFRC Supplement 1, *Air Force Operations Planning and Execution*. (T-2).

Part 4

AIR NATIONAL GUARD

Chapter 14

AIR NATIONAL GUARD ASSIGNMENT AUTHORITY

14.1. Authority. This instruction is the assignment authority only for operational, training (including formal education and professional military education) and force structure assignments of ANG members. Assignments must be part of a comprehensive personnel force management plan.

14.2. Purpose and Responsibilities. The primary purpose of the Air National Guard (ANG) assignment system is to assign ANG members to enhance unit effectiveness and meet the personnel resource needs of each ANG unit while maintaining a healthy force structure and ensuring legal trust.

14.2.1. The National Guard Bureau (NGB), ANG, Directorate of Manpower, Personnel and Services (NGB/A1), has overall responsibility for providing policy and guidance for the assignment of ANG members.

14.2.1.1. NGB/A1 is the approval authority for assignment waivers and exceptions not authorized in this instruction.

14.2.1.2. NGB/A1 is responsible for monitoring and managing overall assignment statistics and data.

14.2.2. The Adjutant General is responsible for implementing, monitoring and enforcing the policies and procedures within his or her state as outlined in this instruction.

14.2.3. Unit commanders will ensure their personnel are assigned to authorized positions within their unit, that they are adequately briefed on career impacting assignment issues, and that a viable personnel force management plan is in place to meet the needs of the ANG. (T-3)

14.2.4. The FSS is responsible for providing unit commanders with guidance and assistance in developing force management plans, ensuring all assignment actions comply with this instruction, and updating all assignment actions in the personnel data system in a timely manner.

14.2.5. The State Human Resource Office (State HRO) is responsible for monitoring the assignment of Active Guard Reserve (AGR) members and military technicians.

14.2.6. The Military Personnel Management Office is responsible for coordinating the assignment of members returned to state upon completion of their ANG Statutory Tour and for monitoring assignments of officers and enlisted personnel, master sergeants and above.

14.2.7. The National Guard Bureau Human Resource office (NGB/HR) is responsible for coordinating the assignment of members entering and/or continuing the ANG Statutory Tour Program IAW ANGI 36-6.

14.2.8. The Military Personnel Flight provides assignment guidance assistance to commanders, establishes local procedures for units to submit requests, and enters approved requests into the personnel data system.

Chapter 15

ANG ASSIGNMENT INSTRUCTIONS AND PROGRAMS

15.1. General Instruction. All ANG members will be awarded an Air Force Specialty Code (AFSC), Specialty Duty Identifier (SDI) or Reporting Identifier (RI) and assigned against a valid unit manpower document authorization. (T-3)

15.1.1. Assignments will be consistent with enlistment, appointment, promotion, demotion, retention, and separation procedures outlined in applicable United States Air Force and ANG directives.

15.1.2. For entry into an AFSC, SDI or Reporting Identifier , Airmen must meet entrance requirements in the Air Force Officer Classification Directory, or Air Force Enlisted Classification Directory. (T-2)

15.2. Unit manning document assignment.

15.2.1. Commanders ensure personnel are assigned to an authorized unit manning document position commensurate with the individual's AFSC, skill level, and grade.

15.2.2. The MPF establishes local procedures for assignment submissions, enters valid assignments into the personnel data system, returns incompatible assignment requests to the requestor, and provides necessary assistance.

15.2.3. Resource Identifier Code (RIC). Airmen are assigned to authorized unit manning document -positions based on RICs.

15.2.3.1. ANG Officers – Drill, Resource Identifier Code (RIC): 0028

15.2.3.2. ANG Officers – AGR Resource Identifier Code (RIC): 0034

15.2.3.3. ANG Officers – Student Resource Identifier Code (RIC): 0036

15.2.3.4. ANG Enlisted – Student Resource Identifier Code (RIC): 0127

15.2.3.5. ANG Enlisted – Drill Resource Identifier Code (RIC): 0128

15.2.3.6. ANG Enlisted – AGR Resource Identifier Code (RIC): 0148

15.2.3.7. ANG Civilian Technicians Resource Identifier Code (RIC): 0170

15.2.4. RIC changes must be requested through NGB/A1M, and finalized prior to assignment of Airmen. (T-3)

15.2.5. Technician Personnel. MPF/HRO will ensure the member's Tech-ID and Active Duty Codes are updated correctly in the personnel data system. (T-3)

15.2.6. Force Management Plan. Assignments must be made in conjunction with state and unit personnel force management plans. (T-3)

15.2.7. Excess/Overgrade Assignment. Except where noted in this instruction, excess/overgrade assignments are not authorized.

15.3. Special Category Assignments.

15.3.1. Assignment to Student Flight.

15.3.1.1. All members assigned to a Student Flight Personnel Accounting Symbol (PAS) Code, are considered part of a unit's total inventory strength for recruiting and effective manning purposes, but not considered part of a unit's mission strength. Members assigned to the Student Flight are counted when determining whether or not a vacancy, a projected vacancy, or a unit manning document growth vacancy exists in a unit, but not considered when determining overall mission readiness. Student Flight personnel are projected gains to a unit, therefore these positions should not be considered for recruitment.

15.3.1.2. The training pipeline consists of the following categories of personnel who must be assigned to the Student Flight.

15.3.1.2.1. Non-Prior Service personnel awaiting Initial Active Duty for Training or who were enlisted for the purpose of processing for an appointment as an ANG officer. (T-3)

15.3.1.2.2. Non-prior service personnel attending Initial Active Duty for Training, to include Basic Military Training/technical school, flight-screening program, officer commissioning program, leading to the award of a 3-skill level AFSC. (T-3)

15.3.1.2.3. Second and first lieutenants involved in initial flying training activities, including Undergraduate Pilot Training, Undergraduate Navigator Training, and Air Battle Manager survival training, initial mission aircraft training either at a Flying Training Unit or home station, and home station checkout for mission qualification following Flying Training Unit training. (T-3)

15.3.1.3. Only under extreme circumstances, to include school availability, should PS personnel be assigned to the student flight for a period greater than 12 months. Members unable or unwilling to attend technical training should be separated IAW AFI 36-3209.

15.3.1.4. AGR regardless of training status, will not be assigned to the Student Flight. (T-3)

15.3.1.5. Prior Service (PS) enlistees with an awarded AFSC (3-skill level or higher) based upon their prior service, but who are retraining into another career field with the ANG, must be assigned to the unit manning document and a duty position within which retraining is being completed. (T-3)

15.3.1.6. Grades and quantities for each type of the Reporting Identifier requirements are reflected on the Student Flight unit manning document. There is no limit to the number, nor to the grade of officers or enlisted personnel that may be assigned to a single Student Flight authorization. Unit manning document excess/overgrade codes will not be entered into the personnel data system for members assigned to the Student Flight. (T-3)

15.3.1.7. The appropriate training reporting identifiers must be updated as the member progresses from awaiting training through completion of required training IAW AFI 36-2101. (T-3)

15.3.1.8. Assignment of Student Flight Personnel upon Completion of Training. Upon completion of formal training, a member will be assigned to the unit and the unit manning document position for which they were originally recruited. Personnel who lack a security clearance will be retained in the Student Flight when such clearance is identified in the Air

Force Officer Classification Directory/Air Force Enlisted Classification Directory as being required for 3-skill level upgrade. (T-3)

15.3.2. Assignment of Full-Time Personnel. Assign military technician personnel to a military unit manning document position compatible with their full-time duties and responsibilities.

15.3.3. Assignment of Active Guard/Reserve. Accession to AGR status will be made in accordance with ANGI 36-101, *The Active Guard/Reserve (AGR) Program*. AGRs will be assigned as the sole incumbent on the unit manning document. (T-3)

15.3.4. Assignment of First Sergeants. Effective 1 January 2012, AGRs are not authorized assignment against a first sergeant position unless there is a valid full-time requirement for a first sergeant on the manning document. For those AGR members who were assigned against the first sergeant RIC 128 prior to 1 January 2012, once they vacate the position, it will no longer be filled by an AGR. Military technicians may be assigned to the first sergeant position only once in their career, and this term will be no less than three years from the date of assignment and no more than six years from date of graduation from the USAF First Sergeant Academy (FSA) (AFI 36-2113, **Chapter 7**). (T-3)

15.3.4.1. Military technicians must obtain an exception to policy, prior to assignment to a first sergeant 8F000 position. Exception to policies must be approved by The Adjutant General and state HRO and then forwarded to the ANG First Sergeant Functional Manager for final coordination. (T-3)

15.3.4.2. Waivers to vacate an 8F000 position prior to three years from the date of First Sergeant Academy graduation must be processed through the ANG First Sergeant Functional Manager for concurrence. (T-3)

15.3.4.3. Upon completion of their first sergeant assignment, military technicians and those AGRs who were previously authorized assignment must be reassigned to a unit manning document position with a compatible AFSC that will support the individual's current grade. (T-3)

15.3.4.4. Maximum Assignment Period for First Sergeants. ANG members may serve a maximum of six years assigned to an 8F000 Duty AFSC in their career. Only under extreme circumstances may the ANG First Sergeant Functional Manager approve extending a member’s maximum term beyond six years. (T-3)

15.3.4.4.1. The State Command Chief Master Sergeant may request a waiver for overgrade reassignment. Requests must include a complete justification and a favorable Adjutant General endorsement. NGB/A1P and the ANG First Sergeant Functional Manager retain approval authority. Approved waivers will not exceed 24 months from the date of assignment or ETS, whichever is earlier. (T-3)

15.3.5. Assignment of State/Wing Command Chief Master Sergeant.

15.3.5.1. Airmen selected for assignment to a Command Chief Master Sergeant Position (Reporting Identifier 9E000) must meet the entry requirements as listed in the Air Force Enlisted Classification Directory. (T-3)

15.3.5.1.1. Assignment is open only to U.S. nationals, not non-U.S. citizens.

15.3.5.1.2. Selectees must meet the minimum Physical Requirement: P3, U3, L3, H3, E3, S3 (refer to AF Form 422). (T-2)

15.3.5.2. Assignment requests will be submitted to the NGB Senior Enlistment Management Office (SELMO) for review prior to assignment. SELMO will review assignment eligibility and complete actions IAW ANGI 36-2109, *The ANG Command Chief Master Sergeant Program.* (T-3)

15.3.5.3. Upon assignment to a Command Chief Master Sergeant position, the Airman's awarded AFSC, CAFSC and DAFSC must be changed to reflect 9E000, Command Chief Master Sergeant. Command Chief Master Sergeants are not permitted to perform duty outside of the 9E000 reporting identifier. (T-3)

15.3.5.4. Command Chief Master Sergeant positions are not funded to support AGR selection. The state Adjutant General may approve a local exception to unfund an existing AGR position and reallocate the funding to the Command Chief Master Sergeant authorization. For assistance with funding exceptions, contact NGB/A1M.

15.3.5.5. Upon assignment to a Command Chief Master Sergeant position, Airmen will no longer occupy their previous position. Future reassignment to formerly held positions will be subject to availability. (T-3)

15.3.6. Assignment of Group Superintendent

15.3.6.1. Airmen selected for assignment to a Group Superintendent Position (Reporting Identifier 9G100) must meet the entry requirements as listed in the Air Force Enlisted Classification Directory. (T-3)

15.3.6.2. Assignment is open only to U.S. nationals, not non-U.S. citizens.

15.3.6.3. Selectees must meet the minimum Physical Requirement: P3, U3, L3, H3, E3, S3 (refer to AF Form 422). (T-2)

15.3.6.4. Drill Status Guardsmen (DSG), Military technicians, and/or AGR personnel are authorized to occupy this position.

15.3.6.4.1. The Adjutant General may approve a local exception to the AFSC compatibility criteria to allow a full-time military technician to serve as a Group Superintendent.

15.3.6.4.2. Prior to assignment as a Group Superintendent, military technician and AGR personnel must serve at least 12 months in a specialty that is compatible with their full-time unit manning document position (i.e., immediately prior to appointment as a Group Superintendent). This condition is not waiverable.

15.3.7. Assignment of Members with Physical Limitations. A member with physical limitations is identified and promptly referred to a medical facility for evaluation IAW AFI 36-3212 and AFI 48-123.

15.3.7.1. Medical Deferment. A member may be deferred from worldwide assignment availability when a physical defect prevents worldwide service.

15.3.7.2. The Wing Medical Group (MDG) issues temporary medical deferment via AF Form 469 and transmits data to Military Personnel Data System through Physical Health Assessment and Individual Medical Readiness.

15.3.7.2.1. AF Form 469, Duty Limiting Condition Codes:

15.3.7.2.1.1. Code 31: Illness or injury will be resolved within 31-365 days.

15.3.7.2.1.2. Code 37: Pending Medical Evaluation/Physical Evaluation Board. This signifies stop movement to MPF pending the MEB/PEB result.

15.3.7.2.1.3. Code 81: Pregnancy.

15.3.7.3. FSS validates the appropriate DEPLOYMENT STATUS PHYS code in the personnel data system and ensures the date of availability is equal to the expiration date shown on the AF Form 469. Thirty calendar days (30) before the deployment availability expiration date, FSS verifies the date of availability with the medical facility. The date of availability is extended or canceled based on issuance of a new AF Form 469. Deferments must not extend beyond 12 months from the date when the underlying defect was deemed, without the member's entry into the Disability Evaluation System IAW AFI 36-3212. (T-3)

15.3.7.4. Members with a condition that is not expected to be resolved within 12 months from date of discovery are immediately referred to Disability Evaluation System IAW AFI 36-3212.

15.3.7.5. Movement of ANG Personnel. Air transportation is the primary mode of travel for the movement of all ANG military personnel. Promptly refer all members who cannot travel by air to a medical facility for evaluation under AFI 48-123.

15.3.7.6. Assignment of personnel who are found "Fit for Duty" by Disability Evaluation System and subsequently determined non-mobility qualified. Continue assignment in their current duty position and enter the appropriate assignment limitation code into the personnel data system. **NOTE:** Commanders may reassign into non-deployable positions provided a vacancy exists.

15.3.7.6.1. Assignment limitation codes . The following assignment limitation codes are entered into Military Personnel Data System to identify personnel with medical deployment limitations:

15.3.7.6.1.1. Assignment Limitation Code 1: Deployable/Assignable to Global DoD locations with fixed MTF.

15.3.7.6.1.2. Assignment Limitation Code 2: Deployable/Assignable to CONUS with fixed MTF, OCONUS installations w/ approval of gaining Major Command (MAJCOM).

15.3.7.6.1.3. Assignment Limitation Code 3: Non-Deployable/Assignment limited to specific installations medical need and availability of care (requires NGB/SG waiver to deploy).

15.3.8. Assignment of Personnel in Retraining Status. Personnel in retraining status will be assigned to a projected unit manning document vacancy or unit manning document growth position in the retraining AFSC, SDI or RI. (T-3)

15.3.8.1. If the retraining status is a result of an enlisted member's voluntary action, and the position is not commensurate with the member's current grade, a demotion will be initiated to be effective with the date of transfer as outlined in AFI 36-2502. (T-3)

15.3.8.2. Personnel in retraining status who become overgrade as a result of an NGB directed unit realignment, reorganization, or unit manning document change may be retained in grade only under the provisions outlined in **Chapter 17**.

15.3.9. Assignment to State Headquarters. Officers being considered for appointment to positions of Adjutant General (AG) or Assistant AG must be appointed IAW ANGI 36-2501, *Federal Recognition of General Officer Appointment and Promotion in the Air National Guard of the United States and as a Reserve of the Air Force,* or ANGI 36-2005, as appropriate. All other assignment actions will be in accordance with this instruction. (T-3)

15.3.10. Assignment of Air Force Reserve Individual Mobilization Augmentees (IMAs) and Category "E" Reservists. AF Reserve (AFRES) IMAs and Category "E" reservists may be attached to ANG units for training with the approval of The Adjutant General. Such attachment does not require these individuals to be reported in the unit's end-strength. (T-3)

15.3.11. Assignment of General Officers and Colonels Assigned to General Officer Positions. NGB-General Officer (GO) Actions (NGB-GO) is the office of primary responsibility for all general officer actions. The reassignment of a federally recognized general officer, or colonel, or the assignment of any officer, regardless of grade, to a general officer position, should not be finalized until prior coordination with NGB-GO is completed and The Adjutant General reviews and approves the action. (T-3)

15.3.11.1. General officer personnel reassignments will not take place when positions have a grade authorization below that of the member. (T-3)

15.3.11.2. An officer in an Adjutant General Corps (AGC) position must be re-appointed under ANGI 36-2501 before he or she can be assigned to a line position. NGB-GO will review the assignment status of general officers and colonels to general officer positions. An officer who vacates a tenure of office position to revert to a line position will be appointed at the highest grade previously held as a line officer. (T-3)

15.3.11.3. The ANG Special Assistant Program, managed by NGB-GO, includes positions graded colonel and above. The program includes ANG officers selected to represent the ANG at MAJCOM and Air Staff levels and ANG officers selected to represent all Reserve Components at Combatant Command and Joint Staff levels.

15.3.11.4. General officers may only be assigned to flying positions authorized by the Chief of Staff of the Air Force.

15.3.11.5. Prerequisites and procedures for federal recognition in general officer grades are set forth in ANGI 36-2501.

15.3.12. Assignment of Additional Physicians.

15.3.12.1. If a unit identifies a prospective physician recruit for whom a vacancy does not exist, the commander may assign the individual as excess to any existing physician position other than a medical facility commander position upon approval of the appointment application by NGB/A1. (T-3)

15.3.12.1.1. The unit manning document excess code specified in **Chapter 17** will be used to identify the excess assignment. (T-3)

15.3.12.1.2. Applicants will be assigned as an excess to an existing Health Services Administrator position, AFSC 41A1. This excess assignment will be used for persons appointed under the program even if the existing Health Services Administrator position is vacant. (T-3)

15.3.12.2. Excess flight surgeons will be limited to the number the commander of the wing/group has determined can be supported with sufficient proficiency flights to maintain currency. If flying support capability changes after this determination, excess flight surgeons that cannot maintain currency must be reassigned to non-flying physician positions. Flight surgeon requirements are outlined in AFI 11-202, Volume 1, *Aircrew Training*. No exceptions will be considered.

15.3.12.3. The unit manning document excess code specified in **Chapter 17** will be used to identify the excess assignment of physicians. The excess assignment is authorized for 48 months or until the individual is reappointed as a Medical Corps officer, whichever is less. (T-3)

15.3.12.4. If a unit identifies an individual qualified for appointment under the Early Commissioning Program for Physicians, upon approval of the appointment application by NGB/A1, the applicant will be assigned as an excess to an existing Health Services Administrator position, AFSC 41A1. This excess assignment will be used for persons appointed under the program even if the existing Health Services Administrator position is vacant. (T-3)

15.3.13. Assignment to Excess or Overgrade Positions. Refer to **Chapter 17**.

15.3.14. Assignment of Lieutenant Colonel Inspector General (IG). The Special Duty Identifier (SDI) 87G0 is assigned to the wing headquarters command section. Assignment to this position is restricted to traditional members only, because of the potential conflict of interest between full-time positions and the independence of the IG. Waivers to assign full-time members to this position will not be approved.

15.3.15. Assignment Under the Lieutenant Colonel Augmentation Program (LCAP). The Lieutenant Colonel Augmentation Program is used to free promotion opportunities for officers selected for mandatory promotion to lieutenant colonel, and to retain those same officers, who are overgrade, beyond current expiration dates.

15.3.15.1. States are authorized to augment a number of unit manning document O-4 positions commensurate with 3.5% of total officer authorizations in that state. Rounding will be to the nearest number; as an example, a state authorized 152 officers will be permitted five augmentations (5.32 rounded to 5).

15.3.15.2. States may use this grade augmentation authority to retain existing overgrade lieutenant colonels beyond current expiration date or to promote officers mandatorily selected for promotion to that grade. There is no limitation of this program to specific specialties or promotion categories.

15.3.15.3. ANG officers promoted or retained under this authority must be the sole occupant of a unit manning document position in the grade of major (O-4) and must be identified to the NGB, Officer Programs Section (NGB/A1PO). (T-1)

15.3.15.4. The expiration date will not exceed 6 years from the Reserve Officer Promotion Management Act promotion effective date or Mandatory Separation Date, whichever is earliest. Officers promoted under this authority will be promoted on their normal Reserve Officer Personnel Management Act promotion effective date. (T-1)

15.3.15.5. Each State Headquarters must submit a request for input of the overgrade to NGB/A1PO. An endorsement to the promotion recommendation and overgrade request must clearly state the following: The Adjutant General approval under authority of this paragraph, grade, name, social security number, DAFSC, and length of overgrade period authorized by The Adjutant General . (T-1)

15.3.15.6. NGB/A1PO will update the overgrade code (4) in the personnel data system. The overgrade expiration date will not exceed six years from the Reserve Officer Personnel Management Act promotion effective date or Mandatory Separation Date, whichever is earliest. (T-1)

15.3.15.7. Lieutenant Colonel Augmentation Program promotions will not be counted against the authorized versus assigned when determining if a position vacancy exists. (T-1)

15.3.15.8. The Adjutant General has full authority to specify utilization of the augmented positions while adhering to the established limitations of this program and instruction. The Lieutenant Colonel Augmentation Program is intended to provide total overgrade management of augmented lieutenant colonel authorizations.

15.3.15.9. Lieutenant Colonel Augmentation Program will not exceed overall lieutenant colonel grade authorizations, and it will not exceed statutory limitations on overall officer grade strength. (T-1)

15.3.15.10. NGB/A1PO will monitor state utilization for effectiveness and ensure proper utilization. (T-1)

15.3.16. Assignment of Non-Rated Vice Wing Commander. The NGB has the authority to assign non-rated ANG colonels to vice wing commander positions. Each case is reviewed and the needs of the service weighed accordingly. Assignment requests are to be submitted through NGB/A1PP for approval by Commander, Air National Guard Readiness Center (ANGRC/CC). (T-1)

15.3.16.1. When submitting requests to NGB/A1PP, the following must be included:

15.3.16.1.1. Wing Commander memorandum justifying needs and special skills of member. Justification should include why member is best suited to serve in this position over current eligible rated officers. (T-3)

15.3.16.1.2. An endorsement from The Adjutant General (or delegated representative not lower than the Director of Staff – Air). (T-1)

15.3.16.1.3. Unit manning document rating data to ensure the correct Aircrew Position Indicator codes are accurately updated. (T-1)

15.3.16.2. The full-time position description, since its revision in 2000, will remain the same and will include the previously approved AFSC identified as compatible (Operations, Maintenance, or Mission Support Group Commander). (T-1)

15.3.16.3. All grade inversion restrictions established by the Air Force or NGB-J1-TN still apply.

15.3.17. Assignment of Non-Weapon System Qualified Wing Commander. NGB has the authority to approve assignment of an officer to a wing commander position who is not, or could not be, qualified in the weapon systems for that wing.

15.3.17.1. When submitting requests to NGB/A1PP, the following must be included:

15.3.17.1.1. Wing Commander memorandum justifying needs and special skills of member. (T-3)

15.3.17.1.2. An endorsement from The Adjutant General (or delegated representative not lower than the Director of Staff – Air). (T-3)

15.3.17.1.3. Endorsement from NGB/A3 stating that they will approve the assignment. (T-3)

15.3.17.2. All grade inversion restrictions established by the Air Force or NGB-J1-TN still apply.

15.3.18. Assignment Resulting From Unit Manning Document Change or Unit Manning Document Growth. A unit manning document may change through the addition and/or deletion of positions. Major changes to unit manning documents are identified to the states and units as soon as possible: normally one year before the conversion or activation date.

15.3.18.1. Notification of unit manning document changes will be provided by written correspondence from NGB Manpower (NGB/A1M) and will be followed by modification of the affected units' unit manning document. (T-1)

15.3.18.2. Personnel will not be recruited or reassigned to positions being deleted from the unit manning document in the 12 months prior to the through date. (T-1) The date the position is to be deleted will be shown in the authorization through date column.

15.3.18.3. The date a new position is to be added will be shown in the authorization effective date column. Individuals may be recruited/selected for assignment or reassignment to these new positions as long as there is a current unit manning document position with the same AFSC available. (T-1)

15.3.18.3.1. Non-prior service individuals enlisted or appointed against projected unit manning document growth positions will be initially assigned to the Student Flight. Upon completion of required training, members will be assigned to the unit manning document growth position, if it is available. If the EFF date of the new position has not consummated, the member will be assigned to a current unit manning document position within the same AFSC. If another member already occupies this position, the Non-prior service individual is authorized to be placed in an excess status, in accordance with **Chapter 17**. (T-1)

15.3.18.3.2. PS personnel will be assigned to the unit manning document growth position unless a Student Flight assignment is required. If the EFF date of the new

position has not consummated, the member may be assigned to a current unit manning document position within the same AFSC. If another member already occupies this position, the PS individual is authorized to be placed in an excess status, in accordance with **Chapter 17**. (T-1)

15.3.19. Statutory Tour Assignment. NGB Human Resources (NGB/HR) will provide an active duty listing of members on an ANG Statutory Tour to each state annually for inclusion in state force management plans. The Adjutant Generals should maintain regular contact with these individuals while they are on active duty to determine if they plan to return to the state ANG at the end of their active duty tours. The Adjutant Generals should include ANG Statutory Tour members in the state force management plans. (T-1)

15.4. Grade Manning Levels for Enlisted Personnel. Maintaining Strength and Grade Manning. States and units should manage personnel force management programs with the objective of achieving and maintaining strength and grade manning at 100 percent of that authorized on the unit manning document. Recognizing that grade manning levels may need to be exceeded to accommodate deserving Airmen promotions and retention of overgrade members with valuable skill requirements, an additional percentage is authorized to effectively manage a personnel force management program. However, it will not be used as a goal for enlisted promotion actions. (T-3)

15.4.2. States may not exceed 100 percent manning in the grades of SMSgt and CMSgt. NGB/A1 may authorize temporarily overages due to unit realignment, reorganization, or unit manning document change. Promotions to SMSgt and CMSgt will be accomplished under the unit vacancy promotion program as outlined in AFI 36-2502 and will not exceed 100 percent. Stripes for Exceptional Promotion Program promotions do not count against a state's 100 percent manning. (T-1)

15.4.3. Specific Manning Levels. States should not exceed the manning levels specified for each grade listed below. Reassignment of personnel, to include cross training, should be encouraged to resolve overgrade assignments. Promotions to these grades may be accomplished under either the Unit Vacancy Promotion Program or ANG Stripes for Exceptional Performers Promotions Program (TSgt – MSgt) (STEP I) as outlined in AFI 36-2502.

15.4.3.1. Master Sergeant - 120 percent

15.4.3.2. Technical Sergeant - 125 percent

15.4.3.3. Staff Sergeant and below - no restrictions

15.5. Retention of Members Released from ANG Statutory Tour, Title 10 United States Code (USC). Upon completion of an ANG Statutory Tour, individuals may be assigned as excess or overgrade to an existing position for 24 months with The Adjutant General approval (colonels and below). This applies to traditional guardsman and AGRs outside of their 5-year restoration period only. AGRs who remain within their 5-year restoration period will be managed IAW ANGI 36-101. Technicians will be managed IAW any applicable Uniformed Services Employment and Reemployment Rights Act requirements. (See **Attachment 27**). (T-3)

Chapter 16

ANG REASSIGNMENT PROCEDURES

16.1. Reassignment of Personnel Serviced by the Force Support Squadron or Between Units Located in the Same State. Reassignment of a member between units serviced by the same FSS or between units located in the same state must have the concurrence of both gaining and losing unit commanders or be directed by higher authority. This action will normally be initiated by the gaining unit IAW instructions contained in AFCSM 36-699, Volume 1. (T-3)

16.1.1. A voluntary change of assignment to a unit manning document -position which has a lower grade authorization than that currently held by an enlisted member will result in demotion of the member to the lower unit manning document grade. Members will not be retained in an overgrade condition. (T-3)

16.1.2. Only in mission unique situations, if approved by NGB/A1P, may enlisted members in grades TSgt through CMSgt be reassigned to a unit manning document position that will cause an excess condition for reasons not outlined elsewhere in this instruction. Such assignments will last no longer than 12 months. (T-1)

16.1.3. Enlisted members who have received an incentive who elect to retrain into another AFSC may be subject to recoupment IAW Air National Guard Recruiting and Retention Programs/Policies.

16.1.4. Only in mission unique situations, as approved by NGB/A1P, will officers in grades of colonel and below be reassigned to a unit manning document position that will cause an excess or overgrade condition for reasons not outlined elsewhere in this instruction. Such assignments will last no longer than 12 months. (T-1)

16.1.5. ANG members will not be reassigned from a lower graded unit manning document position to a higher graded unit manning document position for the purpose of promotion, with the intention of returning the member back to his or her previously held position which will cause the member to become overgrade or excess. (T-3)

16.1.6. The FSS will monitor reassignment actions within their serviced units to ensure that excess and overgrade situations do not occur as a result of reassignments, except as authorized by this instruction. Unit commanders will exercise due care in making reassignments, giving primary consideration to mission needs and ANG requirements. (T-3)

16.2. Reassignment of Airmen Subject to Demotion. An Airman who is demoted under failure to maintain standards or is recommended for demotion but whose demotion is not yet approved, may be reassigned to another organization at his or her request. Requests for reassignments are granted by the demotion authority with the concurrence of the gaining commander, and are denied only by the next higher commander in the chain of command or The Adjutant General if a determination is made that the reassignment would not be in the best interest of the ANG.

16.3. Retention of Persons Employed by Foreign Governments. With the approval of the Secretary of the Air Force, an individual may remain in a Reserve status while employed by a foreign government or by a firm controlled in whole or in part by a foreign government. Requests for such approval should be addressed to the Secretary of the Air Force and sent through the individual's chain of command to NGB/A1. The request should include the name of the country,

the title of the position, and a brief description of the duties to be performed. A member so employed who fails to get approval for the employment is subject to discharge under AFI 36-3209.

16.4. Command Chief Master Sergeant Tour Completion. Upon completion of their Command Chief Master Sergeant term, DSG and military technicians must be reassigned to a compatible unit manning document position commensurate with their grade. Commanders must exercise sound force management practices to ensure reassignment complies with all provisions outlined in this instruction. Only in mission unique situations and in the best interest of the ANG, where this requirement cannot be met, The Adjutant General may allow Drill Status Guardsmen personnel to be reassigned in an overgrade status. Reassignment in overgrade status will be to positions with an authorized grade of SMSgt only. Reassignment in an excess status will be permitted for Drill Status Guardsmen only. (T-3)

Chapter 17

OVERGRADE AND EXCESS ASSIGNMENT

17.1. Assignment as Overgrade or Excess. If a member is assigned to a unit manning document position that is already occupied, he or she will be considered excess to the incumbent, except in situations identified in **Table 17.2**. If a member possesses a grade higher than the unit manning document –authorized grade, the incumbent is considered to be assigned as overgrade. ***EXCEPTION:*** this is not applicable to the ANG Statutory Tour program. (T-3)

17.1.1. Any time a member of the ANG is placed in an excess or overgrade status, to include initial enlistment or appointment, the member will be counseled by his or her commander as to the reason why the condition occurred, the overgrade or excess code, effective date, expiration date and what could happen as a result of this assignment. (T-3)

17.1.2. Unit commanders must exercise due care in making assignment/reassignment decisions, giving primary considerations to mission need and ANG requirements. If a commander places a member in an excess or overgrade condition, he or she is tasked with having the member sign NGB Form 36-11, *Statement of Understanding*. This form identifies the assignment condition and outlines what could take place prior to or upon reaching the expiration date. (T-3)

17.1.2.1. During the counseling, the member will be briefed on the following possible actions:

17.1.2.1.1. Reassignment to a valid position within the same AFSC. (T-3)

17.1.2.1.2. Retraining to another vacant position commensurate with the member's grade. (T-3)

17.1.2.1.3. Voluntary demotion (if overgrade) to the authorized grade of the current position IAW AFI 36-2502 (for enlisted members only). (T-3)

17.1.2.1.4. Separation from the ANG IAW AFI 36-3209. (T-3)

17.1.2.2. A copy of the signed NGB Form 36-11 will be provided to the servicing FSS. The commander and member must sign the form. If a member refuses to sign the form the commander will write "Member Refused to Sign" in the member's signature block. (T-3)

17.1.2.3. The servicing FSS will maintain the original NGB Form 36-11 until the overgrade or excess condition is resolved through reassignment, demotion, or separation of the excess/overgrade member. (Do not forward the form to ARPC for Automated Records Management System inclusion). (T-3)

17.1.3. The FSS must monitor all actions within their serviced units to ensure that excess and overgrade situations do not occur as a result of assignment/reassignments except as authorized by this instruction and to ensure all overgrade/excess conditions are resolved in a timely manner. (T-3)

17.1.3.1. Each FSS is charged with coding each excess or overgrade condition properly within the personnel data system.

17.1.3.2. The FSS will produce and provide a listing at least quarterly to each commander identifying those currently assigned excess or overgrade and those whose condition will expire within 12 months. (T-3)

17.1.3.3. Commanders will render force management decisions to resolve excess or overgrade assignments/reassignments and return the listing to the FSS with a viable plan for resolution. (T-3)

17.1.4. Retraining of personnel may be required to resolve excess or overgrade conditions.

17.1.5. No officer regardless of grade may be placed in an excess status against a general officer authorization without prior coordination and approval by NGB-GO.

17.1.6. Overgrade status is not authorized in the general officer grades.

17.1.7. No officer regardless of grade may be placed in an excess status against a colonel officer authorization. Only under mission unique situations and in the best interest of the ANG will this be authorized by NGB/A1. If approved, the excess condition will not to exceed 12 months IAW **paragraph 16.1.4** of this instruction. (T-3)

17.1.8. Senior officer (colonel and above) personnel reassignments will not take place to positions which have a grade authorization below that of the member. Only under mission unique situations and in the best interest of the ANG will this be considered by NGB/A1P for colonel assignments in overgrade status. (T-3)

17.1.9. No officer regardless of grade may be placed in an excess status against a commander position. Only under mission unique situations and in the best interest of the ANG will this be authorized by NGB/A1P. (T-3)

17.1.10. The assignment of an ANG member in dual status (excess and overgrade) is not authorized. Only under mission unique situations and in the best interest of the ANG will this be authorized by NGB/A1P. (T-3)

17.1.11. Any member assigned in an excess or overgrade status must be reassigned to the first available position commensurate with his or her grade and for which he or she is qualified.(T-3)

17.1.12. No member regardless of his or her grade will be reassigned as an excess or overgrade to create a vacancy to permit the promotion of another member. (T-3)

17.1.13. No member may be retained in an overgrade status if the member is assigned to a unit manning document position with an authorized grade two or more grades below that of the member. In unusual circumstances where no other assignment is possible and the member's continued service is essential to mission accomplishment, The Adjutant General may approve waivers of this provision; however, no waiver request for enlisted members serving in this situation in the grades of SMSgt or CMSgt, or officer in the grades of Col or above, will be approved.

17.1.14. Officers in excess or overgrade status must be counted in determining if a vacancy exists. All officers must be assigned to positions commensurate with their grade and DAFSC prior to promoting any other officer via position vacancy. Officers assigned to or retained in excess or overgrade status in the following situations will not count in determining if a vacancy exists:

17.1.14.1. A military technician promoted via a mandatory board prior to attaining eligibility for an immediate civil service annuity. Such cases will be excluded only when the member is retained in a unit manning document position that is no less than one grade below his or her current grade.

17.1.14.2. Overgrade officers promoted via the mandatory promotion system with 18 but less than 20 satisfactory years of service or who have less than three years of promotion service credit in their current grade. Upon completion of the satisfactory years of service or time in grade, such officers will be retained, released or assigned IAW AFI 36-3209.

17.1.14.3. Other categories as may be announced by NGB/A1 to manage the officer force within the ANG. Promotion category exceptions will be published in implementing instructions.

17.2. Excess due to NGB Directed Realignment.

17.2.1. A DSG, who is in an excess status due to NGB-directed unit realignment, reorganization, or unit manning document change may be retained as excess under one of the following conditions:

17.2.1.1. Members with a military service obligation (MSO) will be retained until completion of MSO or until ETS/Mandatory Separation Date, whichever is earliest. (T-3)

17.2.1.2. Members without an MSO will be retained for 24 months from the effective date of the unit manning document change or until ETS/Mandatory Separation Date, whichever is earliest. (T-3)

17.2.1.3. Military technicians and AGRs must be assigned as sole position incumbents to unit manning document positions upon NGB-directed unit realignment, reorganization, or unit manning document change. (T-3)

17.2.1.4. When an individual is assigned as an obligor and no unit manning document vacancy, projected vacancy, or unit manning document growth position is available, the obligated member will be assigned as excess to an authorized position in the AFSC and grade for which the member is qualified until completion of his or her Military Service Obligation. When the obligated member is an Incentive Program participant and is assigned as an excess, the member must be processed in accordance with Air National Guard Recruiting and Retention programs and policies. (T-3)

17.2.2. Commanders may authorize recruitment of replacements for Drill Status Guardsmen up to 24 months prior to the separation or retirement of assigned members under the following conditions:

17.2.2.1. The original incumbent will become excess immediately upon the assignment of the replacement. (T-3)

17.2.2.2. The length of the excess condition will be established by the commander and will not exceed 24 months. (T-3)

17.2.2.3. Promotions of the assigned replacement to the grades of SMSgt or CMSgt are authorized provided the member meets all other criteria for promotion IAW AFI 36-2502. The promotion will not cause the state to exceed authorized grade ceilings as identified in AFI 36-2502, **Attachment 2**. (T-3)

17.2.3. Members may be assigned in excess based on unit manning document growth as referenced in **paragraph 15.3.18**. The length of the excess condition will not exceed the EFF date of the unit manning document growth position. (T-3)

17.2.4. If a member has completed at least 18 years but less than 19 years of satisfactory service for retirement, the length of the excess condition will not exceed his or her completion of 20 years satisfactory service for retirement, third anniversary of established date of separation, or age 62, whichever is earlier. (T-3)

17.2.4.1. If a member has completed at least 19 years but less than 20 years of satisfactory service for retirement, the length of the excess condition will not exceed his or her completion of 20 years satisfactory service for retirement, second anniversary of established date of separation, or age 62, whichever is earlier. (T-3)

17.2.5. Exceptions to the objective of maintaining manning at 100 percent of unit manning document authorizations, and ANGI 36-2005, and AFI 36-2002 are permitted as follows:

17.2.5.1. Undergraduate Flying Training. Individuals may be recruited to fill Undergraduate Flying Training line numbers. A rated vacancy must exist at the time a member is reassigned from the Student Flight. Multiple rated members cannot be assigned to one unit manning document position and share allotted flying hours. (T-3)

17.2.5.2. Individuals recruited against AFSCs 41XX, 44XX, 45XX, or 48XX authorizations under the Early Commissioning Program for Physicians IAW **paragraph 15.3.12**. NGB/A1 will announce selected AFSCs that units may fill to higher levels based upon service needs. Announcements will be made each Fiscal Year through the Recruiting and Retention Initiatives. Changes to the initiatives may be made by NGB/A1 at any time based on the needs of the ANG. Approved excess periods will be defined in the Recruiting and Retention Initiatives and will begin upon the date of enlistment into the ANG. (T-3)

17.2.5.3. States will not exceed the grade manning levels for enlisted personnel as outlined in **Chapter 15**.(T-3)

17.2.6. Excess Assignments Approved at NGB Level.

17.2.6.1. NGB Approved Initial Excess Assignment. For excess assignments requiring NGB approval as outlined in this instruction, the unit commander will submit a request using the template found in **Figure 17.1**, Excess or Overgrade Assignment Requests. The request must include a definitive plan for resolving the condition within 24 months, how the excess condition occurred, and why the extension is in the best interest of the ANG. The request must be routed through the FSS, State Headquarters, The Adjutant General (this may be delegated down no further than the Director of Staff), and forwarded to NGB/A1P. Disapproval to the assignment request may be made at any level. (T-1)

17.2.6.2. NGB Approved Excess Assignment Extension. If, after all factors have been reviewed and a request for extension of an initial assignment to excess condition is considered in the best interest of the ANG, the unit commander will submit a request for extension using the template found in **Figure 17.1**, Excess or Overgrade Assignment Requests. The request must include a definitive plan for resolving the condition within 24 months, how the excess condition occurred, and why the extension is in the best interest of the ANG. The request must be routed through the FSS, State Headquarters, The Adjutant

General (this may be delegated down no further than the Director of Staff), and forwarded to NGB/A1PP. Disapproval of the assignment request may be made at any level. (T-1)

17.3. Retention in an Overgrade Status. Members may be retained in an overgrade status under the following conditions. **NOTE:** All expiration dates are the maximum allowed, but commanders may establish lesser dates as necessary to meet mission objectives.

17.3.1. Drill Status Guardsmen and AGR enlisted personnel and officers below the grade of colonel, who become overgrade as a result of NGB-directed realignment, reorganization, or unit manning document change may be retained for 24 months or 20 years of satisfactory service (or TAFMS for AGRs), whichever occurs first.

17.3.2. Military technician enlisted personnel and officers below the grade of colonel, who become overgrade as a result of NGB-directed realignment, reorganization, or unit manning document change may be retained as follows:

17.3.2.1. If retiring under the Civil Service Retirement System (CSRS), the member may be retained until his or her 55th birthday or otherwise eligible for an immediate, unreduced retirement annuity whichever occurs first. Human Resource Office coordination is required.

17.3.2.2. If retiring under the Federal Employee Retirement System, the member may be retained until his or her 57th birthday or otherwise eligible for an immediate, full retirement annuity whichever occurs first. HRO coordination is required.

17.3.3. When an officer receives a mandatory promotion as defined by AFI 36-2504, and there is no vacant position for a reassignment in the new grade, The Adjutant General may permit retention of the individual as an overgrade IAW the following:

17.3.3.1. A Drill Status Guardsman may be retained until the member completes 20 years plus 90 days satisfactory service, is qualified for retired pay, and has three years' time in grade (TIG) or reaches Mandatory Separation Date, whichever is earliest.

17.3.3.2. A military technician member may be retained until age 55 for Civil Service Retirement System, or until age 57 for Federal Employee Retirement System.

17.3.3.3. An AGR member may be retained until the completion of 20 years of TAFMS and has three years time-in-grade (TIG) or reaches Mandatory Separation Date, whichever is earliest.

17.3.4. A member who becomes overgrade as a result of promotion under STEP I will be retained until ETS or 24 months from the promotion effective date, whichever is earliest. (T-3)

17.3.5. When a unit manning document position is required for the assignment of a military technician or AGR, the incumbent Drill Status Guardsman may be reassigned as an overgrade. The period of the overgrade condition for enlisted members will be the date of assignment plus 24 months or until the member reaches 20 years satisfactory service, whichever is earliest. For officers, the period of overgrade condition will be the date of assignment plus 24 months unless the officer has an unfulfilled Military Service Obligation . If the officer has an unfulfilled Military Service Obligation , the expiration is the date the Military Service Obligation will be completed or 24 months, whichever is less. (T-3)

17.3.6. A member approved under the Lieutenant Colonel Augmentation Program, in accordance with **paragraph 15.3.15**, may be retained for a period not to exceed six years from the promotion effective date or until he or she reaches Mandatory Separation Date, whichever is earliest.

17.3.7. A member promoted under STEP II may be retained in an overgrade status for three years from the promotion effective date IAW AFI 36-2502. Under no circumstances will an extension to this expiration date be considered.

17.3.8. The Adjutant General may permit individuals who were previously assigned to Command Chief Master Sergeant positions to retain their grade for 24 months or ETS, whichever is earliest.

17.3.9. If a member has completed at least 18 years but less than 19 years of satisfactory service for retirement, the length of the overgrade condition will not exceed his or her completion of 20 years satisfactory service for retirement, third anniversary of established date of separation, or age 62, whichever is earlier. (T-3)

17.3.9.1. If a member has completed at least 19 years but less than 20 years of satisfactory service for retirement, the length of the overgrade condition will not exceed his or her completion of 20 years satisfactory service for retirement, second anniversary of established date of separation, or age 62, whichever is earlier. (T-3)

17.3.9.2. Retention of AGRs in active duty sanctuary is outlined in ANGI 36-101.

17.3.10. Overgrade assignments are approved at NGB level.

17.3.10.1. NGB Approved Initial Overgrade Assignment. For overgrade assignments requiring NGB approval, unit commanders will submit a request using the template found in **Figure 17.1**. The request must include a definitive plan for resolving the condition within 24 months, how the excess condition occurred, and why the extension is in the best interest of the ANG. The request must be routed through the FSS, State Headquarters, The Adjutant General (this may be delegated down no further than the Director of Staff), and forwarded to NGB/A1PP. Disapproval of the assignment request may be made at any level. (T-1)

17.3.10.2. NGB Approved Overgrade Assignment Extension. If, after all factors have been reviewed and a request for extension of an initial assignment to overgrade condition is considered in the best interest of the ANG, the unit commander will submit a request for extension using the template found in **Figure 17.1**. The request must include a definitive plan for resolving the condition within 24 months, how the excess condition occurred, and why the extension is in the best interest of the ANG. The request must be routed through the FSS, State Headquarters, The Adjutant General (this may be delegated down no further than the Director of Staff), and forwarded to NGB/A1PP. Disapproval of the assignment request may be made at any level. (T-1)

Table 17.1. Overgrade/Excess Approval Authority

Reason	Rank	Approval Authority
Overgrade	TSgt - CMSgt	Unit Commander. **NOTE:** Two or more grade differential requires The Adjutant General approval. (Note 1)
Overgrade	Officer (all ranks)	NGB/A1PP
Overgrade and Excess	Officer or Enlisted (all ranks)	Not authorized (See Mission Unique Situation)
Overgrade due to Lieutenant Colonel Augmentation Program	Lt Col	NGB/A1PO
Overgrade Commander Assignment	All ranks	NGB/A1P
Overgrade completion of Stat Tour	All ranks	Unit Commander (Note 1)
Overgrade due to mandatory promotion	Officer (all ranks)	The Adjutant General
Excess	TSgt-CMSgt	The Adjutant General
Excess	Colonel	NGB/A1P
Excess	Officer (Lt Col and below)	NGB/A1PP
Excess completion of Stat Tour	All ranks	Unit Commander (Note 1)
Excess or Overgrade	General officer	NGB-GO
Mission Unique Situation	All Ranks	NGB/A1PP

NOTE:

1. Cannot be updated locally for members with > 20 years of service. Submit NGB Form 36-11 via CMS to NGB/A1PP for personnel data system update.

Table 17.2. Excess Codes for Officer and Enlisted

Rule	Status	Reason	Code
1	Drill Status Guardsman (Officer or Enlisted)	NGB-directed unit realignment, reorganization, or unit manning document change and the member has less than 18 years of satisfactory service for retirement	C
2	Drill Status Guardsman (Officer or Enlisted)	A military technician or AGR was assigned to unit manning document position occupied by Drill Status Guardsman to accommodate compatible assignment with unit manning document position	C
3	Drill Status Guardsman (Officer or Enlisted)	The member was assigned as an obligor and no unit manning document vacancy, projected vacancy, or unit manning document growth position exists	C
4	Drill Status Guardsman (Officer or Enlisted)	Member was enlisted or appointed in excess status in an AFSC authorized manning above 100 percent	C
5	Drill Status Guardsman Enlisted	The member is a projected loss and a replacement has been recruited or assigned	K
6	Drill Status Guardsman Officer	The member is a projected loss and a replacement has been recruited or assigned	C
7	Drill Status Guardsman (Officer or Enlisted)	Enlisted, appointed, or reassigned for a unit manning document growth position which has not been added to the unit manning document	C
8	Drill Status Guardsman (Officer or Enlisted)	Any reason and the member has completed 18 but less than 20 years of satisfactory service	C
9	Drill Status Guardsman, Military Technician, or AGR	Any reason approved by NGB/A1	3

Table 17.3. Overgrade Codes for Officer and Enlisted

	If the member's status is:	And the reason for the overgrade condition is:	Code is:	See **Note:**
1.	Drill Status Guardsman (Officer and Enlisted Only)	NGB directed unit realignment, reorganization, unit manning document change	P	1
2.	Military Technician (Officer and Enlisted)		H	1
3.	AGR (Officer and Enlisted)		L	
4.	Drill Status Guardsman (Officer Only)	The member received a mandatory promotion	P	
5.	Military Technician (Officer Only)		H	1
6.	AGR (Officer Only)		L	1
7.	Drill Status Guardsman, Military Technician, or AGR Enlisted Only)	The member was promoted under the STEP I	D	1
8.	Drill Status Guardsman (Officer or Enlisted)	The member became overgrade as a result of reassignment to support the compatible assignment of a military technician or AGR member	P	
9.	Military Technician (Officer or Enlisted)		H	1
10.	AGR (Officer or Enlisted)		L	1
11	Drill Status Guardsman, Military Technician, or AGR (Officer Only)	Lieutenant Colonel Augmentation Program	4	1, 2
12.	Drill Status Guardsman (Enlisted Only)	STEP II	5	2
13.	Drill Status Guardsman (Enlisted Only)	The member's immediate past assignment was a Command Chief Master Sergeant and retention of grade was authorized by The Adjutant General upon reassignment	P	
14.	Drill Status Guardsman (Officer or Enlisted)	Any reason and the member has completed 18 but less than 20 years of satisfactory service (for Drill Status Guardsmen and military technicians) or TAFMS (for AGRs)	P	
15.	Military Technician (Officer or Enlisted)	Any reason and the member has completed 18 but less than 20 years of satisfactory service (for Drill Status Guardsmen and military technicians) or TAFMS (for AGRs)	H	1
16.	AGR (Officer or Enlisted)	Any reason and the member has completed 18 but less than 20 years of satisfactory service (for Drill Status Guardsmen and military technicians) or TAFMS (for AGRs)	L	1

17.	Drill Status Guardsman, Military Technician, AGR (Officer or Enlisted)	Any reason approved by NGB/A1	3	1, 2

NOTES:

1. Military Technician and AGR assignments must be coordinated through the Human Resource Office.
2. This code can only be updated by NGB/A1PP.

Figure 17.1. Excess or Overgrade Assignment Requests

UNIT LETTERHEAD

DATE

MEMORANDUM FOR (HEADQUARTERS NAME and OFFICE SYMBOL)
ATTENTION: COMMANDER (next echelon of command)

FROM: (complete office symbol and address)

SUBJECT: Request for Assignment of _____ in
(Rank, Name, SSN)
_____ Status.
(Excess/Overgrade)

1. Request authority to retain above member in (excess)/(overgrade) status. The following information is provided:
   a. Current unit manning in AFSC _____ / _____ PAS Code _____
   (Authorized / Assigned)
   b. Current unit manning is _____ / _____ in member's current grade.
   (Authorized / Assigned)
   c. Overall unit manning is _____ / _____
   (Authorized / Assigned)
   d. Authorized Position Grade: _____
   f. Tech ID: _____
   g. Service computation date (Technicians only) _____
   h. Satisfactory Service _____ / _____ / _____
   (Years / Months / Days)
   i. Requested (excess)/ (overgrade) condition expiration date _____
   j. Provide background information: What caused the excess/ overgrade condition to occur
   k. Justification: Provide information you believe will completely justify approval of your request (i.e. mission impact).
   l. What is your plan to rectify the excess/ overgrade situation (i.e., retirement, ETS, non-selection, etc.)?
2. Point of contact is: _____.
(Name, Grade, Office Symbol and DSN of POC)

_____
(COMMANDER'S SIGNATURE)
(COMMANDER'S SIGNATURE BLOCK)

DANIEL R. SITTERLY, SES, SAF/MR
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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Title 5 USC §11001: Enhanced Personnel Security Programs

Title 10 USC §101: Definitions

Title 10 USC §688: Retired Members: Authority to order to Active Duty

Title 10 USC §806: Judge Advocates and Legal Officers

Title 10 USC §1370: Commissioned Officers: General Rule; Exceptions

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AF Form 1466, *Request for Family Member's Medical and Educational Clearance for Travel*, 16 August 2017

AF Form 1613, *Statement of Service*, 9 May 2012

AF Form 2096, *Classification/On-the-Job Training Action*, 3 October 2017

AF Form 3920, *Request for Reservist Voluntary Retraining*, 1 December 1997

AF Form 4380, *Air Force Special Needs Screener*, 06 August 2015

AFRC Form 106, *Manpower Change Request*, 10 May 2017

DD Form 4, *Enlistment/Reenlistment Document-Armed Forces of the United States*, October 2007

DD Form 214, *Certificate of Release or Discharge from Active Duty*, 1 August 2009

DD Form 1300, *Report of Casualty*, 1 February 2011

DD Form 2792, *Family Member Medical Summary*, 1 August 2014

DD Form 2792-1, *Special Education/Early Intervention Summary*, August 2014

NGB Form 22, *Report of Separation and Record of Service*, 20 April 2012

Form 1040, US Individual Income Tax Return

Abbreviations and Acronyms

AAC—Assignment Availability Code

AAN—Assignment Action Number

AAR—Assignment Action Reason

ADL—Advanced Distance Learning

ADSC—Active Duty Service Commitment

ADT—Active Duty for Training

AE—Aeromedical Evacuation

AEF—Aerospace Expeditionary Force

AFCSM—Air Force Communication Systems Manual

AFECD—Air Force Enlisted Classification Directory

AFDW—Air Force District of Washington

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOCD—Air Force Officer Classification Directory

AFOSI—Air Force Office of Special Investigations

AFR—Air Force Reserve

AFRCRS—Air Force Reserve Command Recruiting Service

AFRIMS—Air Force Records Information Management System

AFROTC—Air Force Reserve Officer Training Corps

AFS—Air Force Specialty

AFSC—Air Force Specialty Code

AGC—Adjutant General Corps

AGR—Active Guard Reserve

ALC—Assignment Limitation Code

ANG—Air National Guard

ANGUS—Air National Guard of the United States

AOCMP—ART Officer Career Management Program

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

ARMS—Automated Records Management System

ART—Air Reserve Technician

ASD—Assignment Selection Date

CAREERS—Career Airman Reenlistment Reservation System

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

CJR—Career Job Reservation

CMSGT—Chief Master Sergeant

COCOM—Combatant Command

CONUS—Continental United States

COT—Consecutive OS Tour

CSB—Career Status Bonus

CSRS—Civil Service Retirement System

DAFSC—Duty Air Force Specialty Code

DEROS—Date eligible for return from OS

DFAS—Defense Finance and Accounting System

DOD—Department of Defense

DoDD—DoD Directive

DoDI—Department of Defense Instruction

DRU—Direct Reporting Unit

DSG—Drill Status Guardsman

DSN—Defense Switching Network

EFMP—Exceptional Family Member Program

EPR—Enlisted Performance Report

EPP—Exceptional Promotion Program

EQUAL—Enlisted Quarterly Assignment Listing

ETCA—Education and Training Course Announcements

ETS—Expiration of Term of Service

FAM—Functional Area Manager

FMO—Financial Management Office

FOA—Field Operating Agency

FSO—Finance Services Office

FSS—Force Support Squadron

FY—Fiscal Year

GSU—Geographically Separated Units

HAF—Headquarters Air Force

HIV—Human Immune-deficiency Virus

HQ AFPC—Headquarters Air Force Personnel Center

HQ AFRC—Headquarters Air Force Reserve Command

HRO—Human Resources Office

IADT—Initial Active Duty for Training

IAW—In Accordance With

IDE—Intermediate Development Education

IDT—Inactive Duty Training

IMA—Individual Mobilization Augmentees

IPCOT—In-Place Consecutive OS Tour

IPR—Installation Personnel Readiness

IR—Individual Reservist (includes Individual Mobilization Augmented (IMA)

IRR—Individual Ready Reserve

ISLRS—Inactive Status Reserve Section

JA—Judge Advocate

JCS—Joint Chiefs of Staff

JTR—Joint Travel Regulation

LCAP—Lieutenant Colonel Augmentation Program

LNO—Liaison Officer

MA—Mobilization Assistant

MAJCOM—Major Command

MEB—Medical Evaluation Board

MPA—military personnel appropriation

MPS—Military Personnel Flight

MPES—Manpower Programming and Execution System

MSO—Military Service Obligation

MTF—Medical Treatment Facility

MyPERS—My Personnel Services

NAF—Numbered Air Force

NARS—Non-Affiliated Reserve Section

NCO—Noncommissioned Officer

NCR—National Capital Region

NDAA—National Defense Authorization Act

NGB—National Guard Bureau

NPS—Non-prior service

O&M—Operation and Maintenance

OCONUS—Outside CONUS

ODSD—OS Duty Selection Date

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

ORS—Obligated Reserve Section

OS—Oversea(s); outside CONUS

OSD—Office of the Secretary of Defense

OTEIP—OS Tour Extension Incentive Program

PAFSC—Primary Air Force Specialty Code

PAS—Personnel Accounting Symbol

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

PD—Position Description

PDS—Personnel Data System or Permanent Duty Station

PDTATAC—Per Diem, Travel and Transportation Allowance Committee

PID—Plan Identification Number

PIRR—Participating Individual Ready

PME—Professional Military Education

POC—Point of Contact

PPC—Personnel Processing Code

PRISM—Promotion Recommendation In-Board Support Management

PS—Prior Service

RBGQB—Reserve Brigadier General Qualification Board

REDUX—Provisions of the Military Retirement Reform Act of 1986

RI—Reporting Identifier

RIC—Resource Identifier Code

RIF—Reduction in Force

RIO—Readiness and Integration Organization

RIP—Report on Individual Personnel

RMVS—Reserve Management Vacancy System

RN—Registered Nurse

RNETD—Report Not Earlier Than Date

RNLTD—Report Not Later Than Date

RSC—Reserve Service Commitment

RSG—Regional Support Group

SCI—Sensitive Compartmented Information

SDE—Senior Developmental Education

SDI—Special Duty Identifier

SEI—Special Experience Identifier

SelRes—Selected Reserve

SES—Special Educational Services/Senior Executive Service

SG—Surgeon General

SME—Subject Matter Expert

SNCOA—Senior Non-Commissioned Officer Academy

SRA—Senior Airman

SSN—Social Security Number

STEP—Stripes for Exceptional Performers

SURF—Single Unit Retrieval Format

TA—Tuition Assistance

TAFMS—Total Active Federal Military Service

TAFMSD—Total Active Federal Military Service Date

TAG—The Adjutant General

TDY—Temporary Duty

TFCSD—Total Federal Commissioned Service Date

TIG—Time in Grade

TMO—Traffic Management Office(r)

TPA—Threatened Person Assignment

TR—Traditional Reserve

TS—Top Secret

UCMJ—Uniform Code of Military Justice

UIF—Unfavorable Information File

UPRG—Unit Personnel Records Group

UMD—Unit Manpower Document

USAFA—United States Air Force Academy

USC—United States Code

UTC—Unit Tasking Code

vMPF—Virtual Military Personnel Flight

vPC—Virtual Personnel Center

VSBAP—Voluntary Stabilized Base Assignment Program

Terms

Accompanied Tour—Any tour of overseas duty served with command-sponsored dependents. Also see DoDI 1315.18, Enclosure 2.

Active Guard and Reserve (AGR)—Members of a Reserve component on active duty under 10 USC §12301(d) to perform duties as described in 10 USC §101, 10211, and 12310. The Secretary of the Air Force may order a member of the Air Force Reserve to active duty at any time, or retain him/her on active duty, with the consent of that member, to perform Active Guard and Reserve duty organizing, administering, recruiting, instructing, or training the reserve components.

Air Force Specialty (AFS)—A group of positions requiring common qualifications. Each AFS has a title and a code.

Air Force Specialty Code (AFSC)—A combination of numbers and letters used to identify an AFS. Officer AFSCs consist of four characters/digits. Airmen AFSCs consist of five characters/digits. When more specific identification of position requirements and individual qualifications is needed, alpha prefixes and suffixes are used with the numerical codes.

Airman or Airmen—A member or members of the US Air Force, both officer and enlisted

Air Reserve Technician (ART, Dual Status)—A Federal civilian employee who is employed under Title 5 § 3101 and is required as a condition of that employment to maintain membership in the Selected Reserve of the Air Force Reserve; and is assigned to a civilian position as a technician in the organizing, administering, instructing, or training of the Selected Reserve or in the maintenance and repair of supplies or equipment issued to the Selected Reserve or the armed forces.

Air Reserve Technician Officer Career Management Program—A career management program which provides standards and guidelines to enhance the intellectual and professional growth of ART officers in both their civilian and military careers to ensure highly qualified ART officers are available to assume positions of increased responsibility and scope throughout the Air Force Reserve.

Air Force Reserve Special Examining Unit—A special unit operated by the Air Force Reserve to which the Office of Personnel Management (OPM) has delegated authority to conduct examinations and referrals for ART positions under OPM rules and regulations

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

Assigned—An Airman counted as part of a unit's assigned strength.

Assignment—The permanent change of an Airman's duty station from one location to another. Also refers to duties performed. (Used alternately with the term "reassignment.")

Assignment Action Number (AAN)—A sequential numbering system used to distinguish one operational, rotational, unit, or training assignment action from another. It stays the same even if there are changes in the movement month.

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

Assignment Selection Date (ASD)—The date an Airman is selected by name for assignment by the assignment OPR; or the date the assignment process begins to reassign an Airman on a scheduled future date (upon DEROS, tour completion date from a CONUS maximum stabilized tour, the date an Airman becomes surplus, etc); or the date an officer (only) is identified by the assignment OPR as vulnerable for PCS selection. (See paragraph 5.23. and Table 5.7)

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

Authorization—A funded and validated manpower requirement.

Authorized Grade—The grade that appears on a manpower document for a particular unit manning document position. Normally, the authorized grade is the highest grade that can be held by the incumbent of the position.

Basic Military Training—Training provided to non-prior service Airmen to effect an orderly transition from civilian to military life.

Cancellation of Permanent Change of Station (PCS)—Revoking or rescinding assignment instructions.

Career Airman (Enlisted)—An enlisted Airman serving on his or her second or subsequent enlistment.

Career Job Reservation (CJR)—An enlisted Airman's reenlistment quota.

Career Officer—For assignment purposes, officers serving in the grades of captain and above and who have 4 or more years of commissioned active service on or before the official notification date, or nomination for assignment, education or training. All other officers are non-career officers.

Command/Commander—An inherent military status by which a member is designated as being responsible for his or her subordinates or functions. In this AFI, unless otherwise specified, 'Commander' refers to the immediate commander of the Airman concerned and includes officially appointed squadron section commanders.

Commander Equivalent—Directors of Directorates and Directors of Staff at HAF, MAJCOM, and NAFs.

Concurrent Travel—Authorized move of dependents at government expense to an overseas area at the same time as sponsor.

Consecutive Overseas Tour (COT)—For assignment purposes, a new overseas tour that starts after completing a previous overseas tour without an intervening assignment within the continental United States. Also see JTR, Appendix A and DoDI 1315.18, Enclosure 4.

Continental United States (CONUS)—The 48 contiguous States and the District of Columbia and, for assignment purposes, the adjacent territorial waters. Also see JTR, Appendix A and DoDI 1315.18, Glossary.

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 Airman and his or her 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 overseas 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.

Date of Availability—The day, month, and year after which an Airman is available for assignment. For assignment purposes, usually only the month and year are used to determine availability.

Deferment—A personnel management tool used to preclude or delay assignment selection of an Airman or group of Airmen when in the best interest of the Air Force. See Table 2.1. for assignment availability codes for the deferment reasons and periods. When an Airman has an assignment availability code he or she is ineligible for reassignment until his or her date of availability except for a mandatory PCS or when the assignment OPR waives the deferment.

Denied Dependent Travel (For EFMP Only)—If there is no General Medical Services, the overseas medical commander will deny dependent travel to the projected assignment location.

Department of the Air Force—The executive body 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 JTR, Appendix A: Definitions & Acronyms.

Dependent, Acquired—A dependent acquired through marriage, adoption or other action during an Airman's current tour of duty. Does not include persons dependent or children born of a marriage that existed before the beginning of a current tour. Military couples shall not be considered dependents of each other. Also see the JTR, Appendix A: Definitions & Acronyms.

Dependent, Command Sponsored—See the JTR, Appendix A: Definitions & Acronyms.

Dependent, Individually Sponsored—A dependent not entitled to travel to or from an OCONUS location at government expense, or who enters the command without endorsement of the appropriate overseas commander. Also see JTR, Appendix A: Definitions & Acronyms.

Dependent, Non-command Sponsored—See the JTR, Appendix A: Definitions & Acronyms.

Dependent-Restricted Tour—An overseas tour that does not authorize an accompanied by dependents tour. Also see the JTR, Appendix A and DoDI 1315.18, Glossary.

Directed Duty Assignment (DDA)—Enlisted basic trainees or technical training eliminees assigned directly to their first permanent duty station for on-the-job training.

Diversion—A change of end assignment location that occurs after an Airman signs out from the losing base and before arrival at the gaining base upon completion of his or her PCS travel.

Drill Status Guardsman (DSG)—A unit member who participates in unit training assemblies, traditionally one weekend per month and a two-week annual training period. Member's status can be verified through member's servicing personnel office. Also known as Traditional Guardsman.

Dual Qualified—An Airman possessing two or more awarded Air Force specialties, reporting identifiers, or special duty identifiers.

Duty Station—The place where an Airman performs military duty. Also see the JTR, Appendix A.

Dual Status—An individual simultaneously assigned to a position number in excess and overgrade status.

Effective Manning—The utilization of personnel in a position most needed. Computed as: number assigned minus the number in excess divided by the number authorized.

Enlisted Quarterly Assignment Listing (EQUAL)—Assignment OPRs advertise enlisted requirements to and from overseas 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 locations, special duty assignments, short notice assignments, and CMSgt requirements.

Entitlement—As used in manning considerations, an alternate form of requirement.

Exception—A request involving guidance, procedures, or other actions 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.

Excess—More than one individual assigned to the same position number.

Excess Code—Alpha or numeric code used in the PDS to designate an individual who is excess to his or her unit manning document position. Table 17.2. lists excess codes for officer and enlisted personnel.

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 Overseas Tour—A voluntary tour length equal to the standard long tour plus 12 additional months. This tour length applies to enlisted Airmen only.

Family/Extended Family Member—A family relationship to another military member, including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister- in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

Family Member—See JTR, Appendix A.

Federal Civilian Employees—Personnel hired under 5 USC §3101 to provide administration, training, maintenance, and recruiting support to the Service components. The term civilian employee, for the purposes of AFR, means all appointive positions in AFR (5 USC 105). It does not refer to private contractors hired by the agencies.

First-Term Airman—An enlisted Airman serving on first enlistment (period of enlistment of 4 or more years) to include extensions of the first enlistment, and has less than 24 months prior active service. Also see DoDI 1315.18, Glossary.

Force Management Plan—A tool used to assist State Headquarters and Force Support Squadron personnel in force management of assigned members. This plan, at a minimum, should consider such items for each unit as overall manning, skill level of assigned members versus skill levels required, grade manning, specialty manning, mandatory separation dates, retirements, good years for retirement of members, experience of assigned personnel versus that needed, unit manning document changes, desired full-time versus drill status mix, desired PS versus Non-prior service personnel mix, etc. Such analysis should lead to a program for the management of the personnel force that provides the optimum career progression and promotion opportunity while keeping personnel in excess and overgrade status to a minimum.

Forecast—The prediction of future manning requirements based on known factors and previously established trends.

Full Time Support—Members of the Reserve component assigned to organize, administer, instruct, recruit and train; maintain supplies, equipment and aircraft; and perform other functions required on a daily basis in the execution of operational missions and readiness preparation as authorized in Title 5 and Title 10. Collectively, Full Time Support personnel consist of five categories that are AGR, MTs, ARTs, AC personnel and civilian employees.

General Medical Services—Encompasses specialized treatment of all types of physiological, psychological, or social conditions of a chronic nature as diagnosed by competent medical authority.

Headquarters Active Guard and Reserve—AGRs at the seat of government (or office that exercises its authority to govern), and at headquarters responsible for reserve affairs, to participate in preparing and administering the policies and regulations affecting those reserve components

High Year of Tenure—A year point at which the Air Force determines an enlisted Airman is ineligible for reenlistment and extension of enlistment due to grade and length of service. See AFI 36-3203.

Humanitarian Deferment—A temporary delay of PCS or TDY for humanitarian reasons.

Humanitarian Program—Program established to assist Airmen in resolving severe short-term problems involving a family member. The spirit and intent of the program is to place an Airman at the closest location where the problem exists. The Airman must be effectively used in his or her duty (officer) or control (enlisted) AFSC. The Comptroller General ruled that the Air Force must not make moves at government expense based solely on humanitarian reasons. As a result, there must be a valid vacant Air Force authorization at the gaining base. See Attachment 16.

Humanitarian Reassignment—A permanent change of duty station to satisfy an Air Force requirement wherein an Airman receives consideration because of severe personal problems as outlined in Attachment 16.

Imbalanced Skill or Specialty—Enlisted specialty in which overseas requirements are disproportionately large in comparison with continental United States requirements. Refer to AFI 36-2626.

Immediate Family—See Dependent. Also see DoDI 1315.18, Glossary.

Incentive—The money or equivalent authorized for enlisted Airmen who enlist or reenlist, and officers who sign a commitment to serve in certain selected AFSCs and, or for specified periods of obligated service.

Incumbent—An Airman currently assigned to an authorized position.

In-Place Consecutive Overseas Tour (IPCOT)—For assignment purposes, a new overseas tour that starts after completing a previous overseas tour without an intervening assignment within the CONUS and without a change of PDS. For assignment purposes, an Airman will be considered to have entered the IPCOT on the first day of duty on the new tour (IPCOT effective date). Also see JTR, Appendix A and DoDI 1315.18, Enclosure 4.

Intercommand—Between units of different MAJCOMs.

Intracommand—Between units within the same MAJCOM.

IPCOT Leave and Travel Allowances—See the JTR, DoDI 1315.18, Enclosure 4, Chapter 5, and AFI 36-3003.

Join Military Couple Assignment—Assignments made expressly for allowing military couples, who are both active duty Service members in any of the Armed Forces of the United States, to establish a joint household.

Joint Duty Assignment—An assignment to a designated position in a multi-Service, joint or multinational command or activity that involves the integrated employment or support of the land, sea, air forces of at least two of the three Military Departments. Such involvement includes, but is not limited to, matters relating to national military strategy, joint doctrine and policy, strategic planning, contingency planning, and command and control of combat operations under a unified or specified command.

Joint Duty Assignment Listing—Approved listing of all billets designated as a joint duty assignment. In order to receive joint duty credit, an officer must be filling a joint duty assignment list billet. Billets are coded as either JC (requires fill by a Joint Qualified Officer) or JD (normal joint duty assignment).

Joint Qualified Officer Nominee—An officer who completes a program of Joint Professional Military Education (JPME), or an officer who has a critical occupational specialty tour. The Military Department concerned designates the officer as a Joint Qualified Officer.

Joint Qualified Officer—An officer on the active duty list who has completed both phases of Joint Professional Military Education, been awarded full joint tour credit, and been designated by the Secretary of Defense as a joint qualified officer (joint qualified officers may fill a critical joint duty assignment billets).

Key Billet (Reg AF)—For assignment purposes, an overseas 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 overseas duty stations where the accompanied tour length is 24 months. Unaccompanied Airmen also serve 24 months. Government furnished family housing must be available and concurrent travel must be authorized. Also see JTR, Appendix A and DoDI 1315.18, Glossary.

Key Command and Joint / Key and Strategic (AFR)—AFRC Career Field Managers (CFM) and MAJCOM Functional Managers (MFM) will identify developmental positions designated as key billets, and the associated skills requirement within their AFSC/Special Duty. Qualifications will be identified for key positions, and will be publicized to ensure that all Airmen have an opportunity to develop skills and experience necessary to compete for these positions.

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.

Low-Cost PCS—As prescribed in DoDI 1315.18, moves where both duty stations are in proximity, but not in the same corporate city limits. Airman's Date Arrived Station and Date Departed Last Duty Station do not change.

Mandatory PCS—A permanent change of duty station of an Airman due to base closure, completion of or elimination from training, completion of a CONUS maximum stabilized tour, an overseas tour, unit move, or being surplus on base/installation.

Mandatory Utilization—The requirement to assign an Airman to a designated AFS utilization field for a specified period.

Manning Unit Group—Units grouped by type for manning purposes and statistical analysis.

Manpower and Personnel Flight—Provides the installation with Manpower and Organization services and Personnel support for military and appropriated and non- appropriated fund civilians.

Maximum Tours—Tours where the intended initial deferment is the maximum period of time an Airman is to serve in that duty or organization, unless the assignment OPR approves an extension. The reasons vary why the period of assignment should not exceed the initial deferment period. For example, the duty may be outside the mainstream of a Airman's primary career field and prolonged assignment is undesirable.

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

Military Couple—Members married to each other.

Military Technicians (Dual Status)—Air Reserve Technician and accepted Civil Service employees who are members of the AFR or ANG (Title 32 USC §709) unit hired as technicians.

Minimum Tours—Tours where the Airman should serve at least the initially prescribed tour length. However, the Airman may serve a longer assignment. Airmen remain assigned until selected for another assignment after expiration of the initial deferment. A minimum tour may be necessary to receive pay back for special training (formal or on-the-job) or for experience gained.

Mission Support Duty—All non-aeronautically rated AFSCs except 10CX, 13BX, and 13SX.

No-Cost Move/No allowance payable—A move in which no allowances are authorized to the Airman. This is a reassignment between activities at the same PDS (not a PCS) or to a new duty station within the corporate limits of the same city or town. If required to vacate Government Quarters use the local move procedures in the JTR and local O&M funds. Do not use an AAN, unless you use the PCS ID Code "M." Do not use PCS orders unless you include the statement that the Airman has no authorized PCS allowances. Airman's Date Arrived Station and Date Departed Last Duty Station do not change.

Nominated—The result of using the assignment selection process to identify the most eligible, qualified Airman to fill a specific requirement, and submitting the Airman's record for consideration to the activity authorized to accept or decline the Airman for assignment.

Non-Air Force Activities—Office of the Secretary of Defense, organizations of the Joint Chiefs of Staff, Department of State, White House staff and aides, National Guard Bureau, miscellaneous boards and committees, and so forth, with which Airmen are performing duty.

Non-Career Officer—See career officer.

Non-foreign OCONUS Area—The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for JTR purposes).

Non-volunteer—An Airman for whom there is no record of agreement to an assignment through either omission or intent.

Obligors—Airmen have an MSO and a temporary deferral from recall to mobilization because of key employee status, dual status (Reserve Officer/RegAF Enlisted), or nonmilitary delays/religious obligations. Training is NOT authorized and Airmen are not eligible to take correspondence courses for point credit.

Overgrade—A personnel assignment condition where an individual's grade is greater than the authorized grade indicated for the unit manning document position to which assigned.

Overgrade Code—Alpha or numeric code used in the PDS to designate an individual whose grade exceeds that of the unit manning document position to which he or she is assigned. Table 8.3. lists overgrade codes for officer and enlisted personnel.

OCONUS—All locations, including Alaska and Hawaii, outside of the continental United States (CONUS) (48 contiguous states and Washington, DC). Also see JTR, Appendix A and DoDI 1315.18, Glossary.

Operational PCS—A move between PDS's that are outside the same corporate city limit, but does not cross the border of the country in which currently assigned or move is not to/from a school which is 20 weeks or longer in duration. Does not include base closure or force structure related moves.

Other Government Offices—Offices of the Federal Government other than the DoD, with which Airmen are performing duty. Also includes Non-DoD Services–Coast Guard (DHS), NOAA (Commerce) and Public Health Service (HHS) Commissioned Officer Corps.

Overseas Duty Selection Date (ODSD)—Date used to place Airmen in the proper sequence for selection for long overseas tours and for short overseas tours for Airmen not credited with an overseas tour. MPF initially establish this date as the Airman's TAFMSD or as determined by HQ AFPC/DP3AM. MPF determine and update the ODSD as shown in Tables 6.5 and 6.6, or as specified by HQ AFPC/DP3AM for approved exceptions.

Overseas—All locations, including Alaska and Hawaii, outside of the continental United States (CONUS) (48 contiguous states and Washington, DC). Also see JTR, Appendix A and DoDI 1315.18, Glossary.

Overseas Duty—Any duty performed as an Airman of the United States Armed Forces outside the CONUS. For the purpose of overseas tour credit, non-CONUS residents who complete overseas tours in their home state or territory prior to 1 May 1985 do not receive overseas tour credit. Time creditable as overseas 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 overseas area before arrival at the permanent duty station or after DEROS. Also see DoDI 1315.18, Glossary.

Overseas Long Tour Credit—A long tour is one that authorizes (both) an accompanied tour and the unaccompanied tour is 18 months or more; or, when HQ AFPC/DP3AM authorizes credit.

Overseas Short Tour Credit—A short tour is one that does not authorize an accompanied tour; or both the accompanied tour is 24 months and the unaccompanied tour is less than 18 months.

Overseas Tour Extension Incentive Program (OTEIP)—Special incentives in certain AFSCs for enlisted Airmen who extend their tour of duty at designated overseas locations. HQ AFPC/DP3AM publishes information on this program. (See DoDI 1315.18.)

Overseas Vulnerability—The relative standing of an Airman among his or her peers for overseas PCS selection in comparison to projected personnel requirements in a particular period of time (usually the next 24 months).

Permanent Change of Assignment (PCA)—The permanent change of assignment of an Airman from one unit to another (with or without concurrent change of permanent duty station). Also see the JTR, Appendix A.

Permanent Change of Station (PCS)—In general, movement of an Airman to a different duty location for permanent duty, regardless of distance (with or without concurrent change in unit of assignment) under competent orders that do not specify the duty as temporary, do not provide for further assignment to a new permanent duty station, or do not direct return to the old permanent duty station. Also see the JTR, Chapter 5 and Appendix A.

Permanent Change of Station (PCS) Allowance—Describes conditions under which the United States government provides reimbursement for expenses incident to a permanent change of station. Consult the JTR to determine government-paid travel of dependents, movement of household goods, and other payments associated with reassignment of Airmen.

Permanent Change of Station (PCS) Associated Training—Training received before, during, or after travel from one permanent duty station to another. Airmen may accomplish training after the PCS only if directed in the assignment instructions.

Permanent Change of Station (PCS) Notification—The Airman accesses the vMPF after receiving an email advising they have been selected for an assignment, or commanders and officials authorized to effect notification notify Airmen by requiring them to sign the PCS notification report on individual personnel (RIP) notification message or notification memorandum acknowledging assignment selection. When an Airman is TDY or on leave, notification is the date the Airman receives the notice.

Permanent Duty Station (PDS)—See the JTR, Chapter 5 and Appendix A.

Permissive Travel—An administrative absence under DoDI 1327.6, *Leave and Liberty Procedures*, for which funded TDY is not proper.

Personnel Accounting Symbol (PAS)—A data chain composed of FSS number, gaining major command identification, and PAS number.

Personnel Data System (PDS)—A collective term encompassing the total vertical computerized personnel data system. It does not refer to a specific subsystem. The system provides capability for equitable, responsive, uniformly administered and cost effective management, and administration of active duty military, Air National Guard, Air Force Reserve, retired, and civilian personnel.

Personnel Processing Codes (PPCs)—Codes included in assignment instructions which refer to PCS-related requirements.

Pinpointed Assignment—An alternate location identified to support the EFMP by the overseas MAJCOM/SG or, for a CONUS assignment, HQ AFPC/DP2LWA, as having the capability of providing the required services.

Pipeline—The strength accounting status of those members of the ANG assigned to a Student Flight who are not qualified for mobilization and, or operational assignment because of training not yet completed.

Plug Table—A computer program that adds coded requirements and instructions to an assignment allocation.

Position Incumbent—The ANG member who is the official occupant of a unit manning document position. Although circumstances (e.g., NGB-directed unit realignment, reorganization, unit manning document change) may require more than one person to be assigned to the same unit manning document position, only one individual can be the position incumbent. All others will be coded excess.

Prescribed Tour Length—An established length of time an Airman will perform specific duty, or specific period of time an Airman will remain assigned to a specific location or unit.

Priority Manning—Providing for the personnel resource needs of one Air Force organization at the expense of other organizations.

Programmed Available—An Airman who is available for assignment on a scheduled basis such as Overseas Returnee, completion of maximum stabilized tours, or school graduates.

Projected Known Loss/Projected Vacancy—A vacancy being created by an individual who has submitted a letter of intent to separate from the ANG or who receives a mandatory separation and whose loss will create a unit manning document vacancy as defined herein. Military technicians

or AGRs with a projected ETS or tour completion date will not be considered as projected known losses solely on the basis of their ETS or Date of Separation.

Projected Unit Manning Document Growth—These are new requirements (unit manning document positions) that have been validated and have been added to the unit manning document with an effective date in the future pending funds availability. The future effective date is reflected by fiscal quarter (e.g., 02/3); however, units may begin recruiting for these future requirements in that FY.

Realignment, Reorganization, or Unit Manning Document Change—To rearrange or regroup the component elements and, or functions of a unit or establishment. The result may or may not be a change in the capability of the unit or establishment. Such actions must be at the direction or approval of NGB/A1M.

Reassignment or Reassign—Permanent change of duty station (PCS) or permanent change of assignment (PCA) from one unit to another.

Relocation Services Program—A program designed to minimize the financial impact of permanent change of station (PCS) moves, make transition from the former duty station to the new duty station easier for the employee and the Air Force, and to provide an alternative to current direct reimbursement of PCS expenses.

Reclama—A request to duly constituted authority to reconsider its decision or its proposed action.

Requirement (Enlisted)—A shortage that exists at a unit or location when the 7th month projected manning level in the AFSC ladder, skill level, and grade under consideration is below the world-wide level, or 100 percent, whichever is lower. When the ladder manning is adequate only because of overmanning at the 3 or 5-skill level, you may identify requirements at the 7 or 9-skill level.

Requirement (Officer)—An actual or projected vacancy of a funded manpower authorization.

Resource—Airmen who possess a required skill and who are available for assignment to meet manning requirements.

Retainability—Obligated military service. Time remaining on an overseas tour (including any extensions).

Retirement Eligible—For assignment purposes, refers to an Airman who completes 19 or more years TAFMS (and the other retirement eligibility criteria outlined in AFI 36-3203).

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

Returnee—An Airman returned from a tour of overseas duty (does not include an Airman on temporary duty).

Rotational PCS—A move CONUS to overseas, overseas to CONUS, or does cross the border of the country in which assigned to another overseas country. Does not include base closure or force structure related moves.

Second-Term Airman (Enlisted)—See Career Airmen.

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

Secretarial Process—Action by the Per Diem Committee Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) an administrative and/or procedural directive issued under the JTR. Also see JTR, Appendix A.

Self—Initiated Assignment Programs — The following assignments are self-initiated by an Airman and are not considered a mandatory PCS: Base of Preference, Consecutive Overseas Tour, CONUS-Isolated Station, Extended Deployment, Follow-On (FO), Home-basing (HB), In-place Consecutive Overseas Tour, Join Spouse, or Voluntary Stabilized Base Assignment Program (VSBAP).

Seven Day Option—An opportunity/option for eligible career Airmen to separate or retire in lieu of operational or rotational PCS, formal education, a training course (regardless if it involves a PCS) or TDY (Enlisted only) except when the event OPR allows declination (with or without prejudice).

Short Tour Return Date—Date used to place Airmen in the proper sequence for selection for short OS tours. MPF initially establishes this date as the Airman's TAFMSD or as determined by HQ AFPC/DP3AM upon request. MPF determines and updates the short tour return date as shown in Tables 6.5 and 6.6, or as specified by HQ AFPC/DP3AM for approved exceptions.

Single Member—An Airman who has no dependents in his or her household and is not married.

Single Member Parent—An Airman who has one or more dependent children, but does not have a spouse.

Skill Level—The level of qualification within an awarded enlisted AFS, shown by the fourth character of an enlisted AFSC.

Sole Surviving Son or Daughter—See Attachment 5.

Southeast Asia—North and South Vietnam, Thailand (except Bangkok and Don Muang Airport because they were not authorized hostile fire pay areas), Laos, and Cambodia.

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

Special Experience Identifiers (SEI)—A three-character code that identifies special experience and training not otherwise identified in the personnel data system. For assignment purposes, SEIs are used as shown in paragraph 5.1.

Special Needs Coordinator (SNC)—A medical officer assigned to the medical treatment facility (MTF) who is appointed as the SNC by the MTF Commander.

Special Requirement—An actual or projected vacancy of an authorized position with special qualifications not identified by an AFSC specialty. The qualifications possessed by an Airman or required for a specific job identified by an Air Force specialty code.

Stabilized Tour—An Air Force duty assignment with a prescribed amount of time.

State—The individual states, Guam, Puerto Rico, the United States Virgin Islands, and District of Columbia wherein ANG units are established.

Student Flight—A separate federally recognized ANG flight established for the purpose of administratively segregating those ANG members in the training pipeline from operationally ready ANG members.

Surplus—When there are Airmen assigned to a location that has zero manpower authorizations in a career field (example: SMSgt and below in 3S0X1). A surplus does require assignment action– either there are no authorizations for the career field, manning at that location will not support them to remain due to manning/requirements at other locations, or they have been disqualified for duties. An overage does not require assignment action since there are authorizations for the career field and the manning at that location, as well as overall manning in the career field, allows them to remain. An overage or surplus situation may be impractical or unnecessary to resolve by reassignment when it is the result of intentional action (possible plus up, change in mission, career field manned at 133%) which has been approved by the assignment OPR and functional assignment manager.

Temporary Duty (TDY)—For assignment purposes, non-contingency duty performed at a location other than an Airman's permanent duty station. Also see JTR, Appendix A and DoDI 1315.18, Glossary.

Theater Retainability—The period of time remaining on an Airman's overseas tour. Theater Retainability must take into account any proration authorized when reassignment is within theater when a different tour length is proposed.

Transaction—Any computer action/process used to create/change Airman's personnel data.

Transfer Effective Date—The Transfer Effective Date is the month and year of an AAN and is based on the original requirement month. Transfer Effective Date can only be changed by canceling the AAN and issuing a new AAN.

Unit Manpower Document (UMD)—A document containing all authorized wartime and pre or post mobilization manpower positions and personnel assigned to those positions for an ANG unit.

Unit Manning Document Vacancy—An actual unit manning document position that is neither occupied after all assignments are made IAW this instruction nor projected to be occupied by a student flight member. Each ANG unit and authorization is considered separately in this regard. Excesses in other AFSCs or units are not counted in determining vacancies.

Unaccompanied Overseas Tour—A tour of overseas duty served without command sponsored dependents when dependents are authorized at that location. Also see the JTR, Appendix A and DoDI 1315.18, Enclosure 2.

Unit—A separate and distinct functional organization. In most cases, a unit is defined in manpower and personnel data systems by a PAS code. However, operating locations and detachments, which have their own PAS codes are not separate units, but are integral parts of their parent unit. Combat Readiness Training Centers (CRTC) will be treated as units

Unprogrammed Available—An Airman who is available for reassignment on an unprojected basis such as Airman called or recalled to active duty, training eliminees, Airman declared surplus to requirements of assignment and those returning from patient status.

Vacancy (Enlisted)—A shortage that exists at a unit or location when 7th month projected manning in the AFSC skill level under consideration is less than 100 percent and one or more manpower document authorizations exist in that grade.

Volunteer—An Airman who formally states the desire to accept a defined assignment.

Vulnerability—The relative standing of an Airman among his or her contemporaries for assignment selection.

Washington, DC Area—Officially titled National Capitol Region (NCR). (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

(REGAF ENLISTED ONLY) BASE OF PREFERENCE PROGRAM

A2.1. Purpose. The Base of Preference program is intended for enlisted Regular Air Force (RegAF) Airmen on active duty in the grades of SMSgt and below for those that have met the program eligibility requirements and when manning at current and gaining location will support reassignment action. It consists of two separate programs; the first-term Airman Base of Preference program and the career Airman Base of Preference program. The first term Airman Base of Preference program is a reenlistment incentive under the Career Airmen Reenlistment Reservation System programs (see AFI 36-2606). The career Airman Base of Preference program provides a voluntary assignment option to those who have met time-on-station requirements.

A2.2. First Term Airman Program.

A2.2.1. General Information. First term Airmen may request CONUS to CONUS PCS Base of Preference; or overseas to CONUS PCS Base of Preference; or an In-Place Base of Preference to remain at their current CONUS location in conjunction with reenlistment and retraining (see AFI 36-2626). First term Airmen in the CONUS may apply for a CONUS to CONUS Base of Preference and an In-Place Base of Preference at the same time. CONUS to overseas, overseas to overseas, or in-place Base of Preference at overseas locations are not authorized since these assignments are made IAW EQUAL overseas and Overseas Returnee cycles and during the DEROS Forecast cycle. Preferences are considered in the exact order listed. Manning at current location is not a factor; however manning at requested location must remain below the CONUS average upon arrival.

A2.2.2. Eligibility Criteria and Restrictions. The following general eligibility criteria and restrictions apply to all first term Airman Base of Preferences. Additional eligibility criteria and restrictions may apply to a specific Base of Preference option as shown in **paragraphs A2.2.3** and **A2.2.4**.

A2.2.2.1. An Airman may not apply for CONUS to CONUS Base of Preference consideration prior to having 8 months time-on-station and at least 12 months time-on-station as of the Projected Departure Date. An Airman applies for overseas to CONUS Base of Preference during his or her DEROS Forecast cycle. There is no time-on-station minimum to apply for in-place Base of Preference.

A2.2.2.2. Airman has a category of enlistment of "1"; and never applied for a first term Airman Base of Preference.

A2.2.2.3. Airman is selected under the Selective Reenlistment Program and has an approved CJR.

A2.2.2.4. Airman has not been selected for PCS nor has an assignment selection date.

A2.2.2.5. Airman is not in assignment availability code 05, 08, 10, 12, 13, 15, 16, 17, 19, 21, 25, 27, or 37 as listed in **Table 2.1** or assignment limitation code 02, or 08 as listed in **Table 2.2**.

A2.2.2.6. Airman submits his or her application prior to reenlistment. Requests submitted before reenlistment are processed even if the Airman reenlists before the Base of Preference determination is made.

A2.2.2.7. Consecutive Base of Preferences in any combination are not authorized. There must be an intervening PCS. **(T-1)** Example: a first term Airman who receives an in-place Base of Preference cannot then receive a career Airman PCS Base of Preference immediately following.

EXCEPTION: If one Airman of a military couple receives a Base of Preference (assignment action reason A1 or A2) and the spouse is moved as join spouse (assignment action reason A4), then upon eligibility at the next permanent duty station, the Airman who PCS'd under join spouse (assignment action reason A4) may apply for a Base of Preference, in his or her own right and it would not constitute a consecutive Base of Preference.

A2.2.3. First Term Airmen Requests Without Retraining.

A2.2.3.1. CONUS to CONUS PCS (only). May be considered regardless of overseas vulnerability or stabilized tour status and Airman with a CONUS/overseas imbalanced AFSC may apply. If disapproved this constitutes use of the first term Airman Base of Preference option, Airmen may apply for a Career Airman Base of Preference when he or she is eligible.

A2.2.3.2. Overseas to CONUS PCS. PCS is upon completion of overseas tour (DEROS). If disapproved this constitutes use of the first term Airman Base of Preference option, Airmen may apply for a Career Airman Base of Preference when he or she is eligible.

A2.2.3.3. In-Place (CONUS only). Airmen list only their current base as the requested Base of Preference location. May be considered regardless of overseas vulnerability or stabilized tour status and Airmen with a CONUS/overseas imbalanced AFSC may apply. If disapproved this constitutes use of the first term Airman Base of Preference option, Airmen may apply for a Career Airman Base of Preference when they are eligible.

A2.2.4. First Term Airman Requests With Retraining.

A2.2.4.1. CONUS to CONUS PCS; or In-Place; or overseas to CONUS PCS.

A2.2.4.1.1. Airmen request Base of Preference consideration at the same time they apply for a CJR and retraining as outlined in AFI 36-2606 and AFI 36-2626. Base of Preference consideration is in the AFSC into which being retrained. When a Base of Preference is not desired, Airmen enter the following in the Base of Preference selection of the retraining application: "I have been briefed on Base of Preference 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 Base of Preference."

A2.2.4.1.2. PCS is upon completion of overseas tour. DEROS may be extended or curtailed depending on retraining class start date.

A2.2.4.1.3. The action on a Airman's request will vary depending on preferences stated and whether retraining is accomplished by TDY or PCS. Example: if the retraining is to a PCS course, then the Base of Preference consideration would be for the first assignment after training is completed. If a Base of Preference cannot be approved, then assignment is based on the needs of the Air Force.

A2.2.4.1.4. When retraining requests are approved, Airmen must reenlist (not extend) to obtain the required retainability to accept the retraining action as outlined in AFI 36-2626, Table 3.3. and described below **(T-1)**:

A2.2.4.1.4.1. The amount of retraining 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 he or she is permitted to depart from the training location, regardless whether training is attended in PCS or TDY enroute status. **(T-1)** If an Airman attending training in PCS status refuses to reenlist, then the MPF will reclama the retraining PCS assignment per **paragraph 5.33**. **(T-1)** When an Airman is attending in TDY enroute status, a delay in obtaining retainability for PCS until award of the 3-skill level is authorized as outlined in **Table 5.5**, rule 3 and note 6.

A2.2.4.1.4.2. The amount of retraining retainability normally satisfies the requirement for overseas to CONUS PCS retainability when course attendance is TDY enroute. If an Airman is to attend a PCS training course they must reenlist upon completion of the course and prior to departure on PCS. **(T-1)** If the Airman refuses to reenlist, the MPF will not permit the Airman to depart the training location and comply with the instructions in **Table 5.5**, note 6. **(T-1)**

A2.2.4.1.5. If the retraining request is disapproved then the Base of Preference request is not considered and does not constitute use of the first term Airman Base of Preference option. Airmen may request any of the Base of Preference options for which they remain eligible.

A2.3. Career Airman Program.

A2.3.1. General Information. Career Airmen may request a CONUS to CONUS Base of Preference to PCS; or an In-Place Base of Preference to remain at their current CONUS location, or both. CONUS to overseas, overseas to overseas, overseas to CONUS, or in-place Base of Preference at overseas locations are not authorized since these assignments are made IAW EQUAL overseas and Overseas Returnee cycles and during the DEROS Forecast cycle. Preferences are considered in the exact order listed. Manning at current location must remain above the CONUS average after departure and manning at gaining location must remain below the CONUS average upon arrival.

A2.3.2. Eligibility Criteria and Restrictions. Airmen must be eligible for PCS without waivers. **(T-1)** The following general eligibility criteria and restrictions apply to all Career Airmen Base of Preferences.

A2.3.2.1. Airman has at least 41 months time-on-station (3 years, 5 months) at the time of application and at least 4 years time-on-station before PCS departure. There is no time-on-station minimum to apply for in-place Base of Preference. *EXCEPTION:* If currently serving on a maximum stabilized tour of at least 4 years, can apply no earlier than 12 months (36 months time-on-station) and no later than 9 months (39 months time-on-station) before completing the stabilized tour.

A2.3.2.2. Airman has a category of enlistment code of “2” or “4” and has been selected under the Selective Reenlistment Program.

A2.3.2.3. Airman has not been selected for PCS nor has an assignment selection date.

A2.3.2.4. Airman is not in assignment availability code 05, 08, 09, 10, 12, 13, 15, 16, 17, 19, 21, 25, 27, 31, or 37 as listed in **Table 2.1**.

A2.3.2.5. Airman has not been authorized Consecutive Base of Preferences in any combination.

A2.3.2.6. Airman has or is eligible to obtain the required retainability.

A2.3.2.7. Airman is not an overseas volunteer nor has any other voluntary applications pending. This does not include Humanitarian or EFMP assignment applications.

A2.3.2.8. Airmen vulnerable for overseas PCS selection may apply; however, overseas vulnerability is a factor in approval or disapproval.

A2.3.2.9. Airmen may ask for a Base of Preference in an awarded AFSC other than CAFSC; however, approval is based on the needs of the Air Force. A request for this consideration should specifically be stated in the remarks of the in-system personnel data system request. **NOTE:** If an Airman returns to his or her previously awarded AFSC the Base of Preference is canceled and the assignment availability code 28 is removed from PDS. Example: A MSgt First Sergeant (8F000) receives an In-Place Base of Preference in June 2010 and then returns to her previously awarded AFSC (3P071) following her 3 year First Sergeant duty in February 2011. The Base of Preference does not transfer over to the 3P071 AFSC.

A2.4. Military Couples. One or both Airmen of a military couple may request Base of Preference consideration in their own right when Base of Preference eligible; however, they both must be PCS eligible and have join spouse intent code "A" or "B." **(T-1)** If only one Airman is submitting then manning must support a join spouse assignment in order for the Base of Preference to be approved. **(T-1)** A military couple could be comprised of two first term Airmen, one first term Airman and one Career Airman, or two Career Airmen.

A2.4.1. The join spouse intent code is a major factor when considering the Base of Preference request from an Airman. If the intent code is "A" or "B" and only one Airman of the couple is submitting a Base of Preference application, then the spouse will automatically be considered for join spouse assignment in conjunction with his or her spouse's Base of Preference request. If manning supports and the request is approved, the Base of Preference eligible Airman will receive a Base of Preference assignment (assignment action reason A1 [first term Airman Base of Preference] or A2 [Career Airman Base of Preference]) and his or her spouse will receive a join spouse assignment (assignment action reason A4 [join spouse]). If manning does not support the Base of Preference or join spouse assignment, the Base of Preference request is disapproved.

EXAMPLE: If one Airman of a military couple is currently serving a CONUS maximum tour (assignment action code 50) and meets the eligibility criteria to apply, then they submit their Base of Preference request during their eligibility window and their spouse (who does not meet Base of Preference eligibility criteria) is considered for a join spouse assignment.

A2.4.2. When both Airman are eligible for Base of Preference consideration and submit simultaneous Base of Preference applications the assignment preferences must match in the same order. **(T-1)** When both applications are approved, then both Airmen are moved under the Base of Preference program (AAR A1 or A2).

A2.4.3. When one Airman of a military couple requests a Base of Preference and the join spouse intent code is "H" the request will be considered for only that Airman. **(T-1)** Refer to **Attachment 8**, **paragraph A8.3.10** and **A8.5.2** for information on how join spouse intent code "H" will affect future join spouse assignment consideration.

A2.5. Application Procedures/Responsibilities. Airmen submit their Base of Preference application through myPers. Procedures and responsibilities for the Airman, Commander, MPF, and HQ AFPC are outlined in the PSD Guide, Voluntary Assignments: Base of Preference.

A2.6. Approval/Disapproval Guidance: HQ AFPC/DP2 assignment NCO will approve or disapprove requests via PDS and update the assignment (for PCS Base of Preference approvals) IAW the Active Duty Enlisted Voluntary Assignment Application Schedule located on myPers. **(T-1)**

A2.6.1. If Airman's request is approved, the MPF will ensure the Airman obtains 24 months service retainability within 30 days of approval notification. **(T-1)** Airmen may only request a delay in obtaining retainability as authorized in **paragraph 5.28** and **Table 5.5**.

A2.6.2. When an in-place Base of Preference is approved, the assignment availability code 28 is automatically updated with an expiration date 24 months from date of approval. For PCS Base of Preference, the gaining MPF updates an assignment availability code 28 upon in-processing with an expiration date 24 months from date arrived station. A voluntary request by an Airman to terminate the 2-year Base of Preference deferment is submitted through the servicing MPF to the assignment OPR for consideration. If approved, the Airman cannot request a subsequent Base of Preference deferment while assigned to that location.

A2.6.3. When an Airman's request is disapproved, the Airman may resubmit 6 months from the date of disapproval. There is no limit on the number of times an Airman may apply, provided he or she is eligible.

A2.7. Withdrawal/Cancellation Guidance:

A2.7.1. Withdrawal or cancellation of an approved Base of Preference (PCS or in-place) due to Airman declining retainability, failing to obtain retainability, or when requested by the Airman constitutes usage of Base of Preference. No further Base of Preference consideration is given. Voluntary withdrawal of a Base of Preference application (PCS or in-place) prior to final decision by HQ AFPC does not constitute usage of Base of Preference.

Attachment 3

(REGAF ONLY) HOME-BASING (HB) AND FOLLOW-ON (FO) ASSIGNMENT PROGRAMS

A3.1. Purpose of the Home-Basing (HB) and Follow-On (FO) Program. The HB and FO Assignment programs were established to reduce PCS costs and increase family stability. A HB assignment may only be requested if assigned at a CONUS, Alaska, or Hawaii location. A FO assignment may only be requested to a CONUS location or overseas long tour location (FO to short tour locations are not authorized). The HB and FO program goals are met when Airmen meet the criteria and agree to the conditions and limitations outlined in this attachment in exchange for advance assignment consideration.

A3.2. HB/FO Program Criteria. To be eligible for the HB or FO program, officers in the grade of Lt Col or below and enlisted in the grade of SMSgt or below **must (T-1)**:

A3.2.1. Have been selected for or elected to serve the overseas unaccompanied short tour length of 15 months or less, ***and***

A3.2.1.1. *(For HB only)* If assigned in the CONUS, Alaska, or Hawaii, then can only request for HB consideration back to the location currently assigned, ***or***

A3.2.1.2. *(For FO only)* If assigned in the CONUS, Alaska, or Hawaii, then can request for FO consideration to any CONUS location, Alaska, Hawaii, or any foreign overseas long tour location, ***or***

A3.2.1.3. *(For FO only)* If assigned at a foreign overseas location, then can **only** request FO consideration to any CONUS location, Alaska or Hawaii, ***and***

A3.2.1.3.1. Airmen who are assigned at a foreign overseas location and are requesting a FO to a foreign overseas location do not meet the criteria of the program. Airman requesting FO consideration outside the criteria of the program, must apply as an exception to policy in accordance with **paragraph A3.7** with full justification of why they should be considered outside the parameters of the program. **(T-1)**

A3.2.2. Have or be eligible to obtain the PCS retainability for the overseas unaccompanied short tour and HB or FO assignment required by **Table 5.4** and separation and retirement date minimums for overseas PCS selection required by **Table 5.6**. For requests for overseas locations in Alaska or Hawaii, Airmen must be able to obtain 36 months retainability in order to serve the full prescribed overseas tour. **(T-1)** Retainability for an approved HB assignments is obtained during normal overseas DEROS Option Window (within 30 days after DEROS Option notification/election), while retainability for approved FO assignments must be obtained within 30 calendar days of approval notification, **and**

A3.2.3. Not be enroute to their first permanent duty station, **and**

A3.2.4. Not apply for a Designated Location Move.

A3.3. HB/FO Restrictions/Limitations. In exchange for advance assignment consideration, Airmen participating in the HB/FO program must agree not to use their allowances to relocate their dependents and/or HHG to a place other than the FO location; or relocate their dependents to a designated place, such as Designated Location Move; or ship and/or store house hold goods

(HHG) at government expense. **(T-1)** Any claim against the government for the relocation of dependents, or shipment of HHG to other than the FO location, or for storage of HHG results in cancellation of the HB/FO assignment (see **paragraph 5.42**).

A3.3.1. Airmen who want to participate in the HB/FO program must agree to the restrictions and limitations of the program **(T-1)** *EXCEPT:*

A3.3.1.1. When the Airman is single, a single Airman parent, or is part of a military couple who serves concurrent and separate unaccompanied short tours, and is assigned in the CONUS, Alaska or Hawaii; these Airmen may store (not ship) household goods locally at government expense by the most cost effective means (as determined by servicing TMO) and still retain their HB/FO assignment without requesting an exception *(Airmen not assigned in the CONUS or Alaska or Hawaii submits their request as an exception)*. However, any relocation of dependents to a designated location is done at personal expense.

A3.3.1.2. Airmen denied continued occupancy of government-owned or controlled quarters may move their dependents and household goods off base (out of government quarters) only within the same city, town, or metropolitan area as prescribed by the JTR, and still retain their HB/FO assignment without requesting an exception.

A3.3.1.3. When required to reside off-base at the overseas unaccompanied short tour location, Airmen may ship household goods to the overseas unaccompanied short tour location, if otherwise eligible as determined by TMO, and also receive single rate dislocation allowance to assist them with establishing a household. When household goods shipment is authorized, or they receive single rate dislocation allowance, Airmen may retain the HB/FO assignment without requesting an exception. The losing MPF verifies the requirement to live off-base via myPers (overseas furnishings and quarters availability listing).

A3.3.2. *(For FO only)* Airmen may not ship household goods to the FO location at government expense when they, or their dependents (if the Airman has dependents) do not intend to establish a household within the FO vicinity (daily commuting distance from FO base and household) since storage of household goods at government expense is not allowed under the FO program. By not establishing a household, storage of the household goods will be required, but is not authorized under the FO program. Doing so will result in cancellation of the FO assignment.

A3.4. HB/FO Application Procedures. Airmen receive counseling on the HB or FO program during the initial PCS relocation briefing, on line or by their MPF, when selected for a dependent-restricted overseas tour and those who elect to serve a 15 month or less unaccompanied overseas tour length. Airmen apply for HB and/or FO by using the self-service application on vMPF and per the procedures in Personnel Services Delivery Guide, Voluntary Assignments: HB/FO Assignment Program. Airmen should read the information very carefully as it thoroughly explains conditions and restrictions of the HB/FO assignment program and to which they must agree. **(T-1)** (**NOTE:** Airmen without access to the vMPF use the memorandum template in the Personnel Service Delivery Guide. After all signatures and final action has been taken, the MPF sends the application to HQ AFPC for filing in ARMs according to AFI 36-2608, **Attachment 2**.)

A3.4.1. Airmen must either apply or decline to apply for a HB and/or FO assignment no later than 150 calendar days prior to their RNLTD. **(T-1)** Example: An Airman who is selected for reassignment on 8 Nov 2012 with an RNLTD of 31 Aug 2013 must make an election NLT 4 Apr 2013.

A3.4.1.1. If assignment notification is less than 150 days prior to the RNLTD, Airmen must make an election within 15 calendar days of assignment notification. **(T-1)** An Airman unable to submit an application within 15 calendar days from assignment notification 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.

A3.4.2. If the Airman declines participation in the HB/FO program, the MPF will enter the HB/FO declination statement from OPA in item 24 of the Airman's PCS orders. **(T-1)**

A3.4.3. HQ AFPC considers HB/FO assignments once a month, approximately 120 calendar days prior to RNLTD. The MPF Career Development Element should suspense all HB/FO requests to ensure a reply is received from HQ AFPC. If a final decision on a HB/FO request has not been received within 75 calendar days of the Airman's RNLTD, the MPF should immediately contact the assignment OPR via CMS.

A3.4.4. Airmen receive HB/FO consideration only once so it is in their best interest that they provide the maximum number of choices in priority sequence. If an Airman requests both HB and FO consideration on his or her application, the HB location takes priority over a FO location and is considered first. Airmen may apply for up to 8 CONUS locations (either bases, states, or locales) and up to 8 overseas locations (bases or countries). If both CONUS and overseas locations are indicated, overseas preferences will be considered first (when HB is not requested). For Airmen military couples, see **paragraph A3.6**.

A3.5. HB/FO Allowances. The MPF advises Airmen that a HB/FO application cannot be used to deny an Airman PCS allowances. **(T-1)** The application is a voluntary agreement by the Airman not to use PCS allowances in exchange for advance assignment consideration. If, after approval of a HB/FO assignment, the Airman uses a PCS allowance he or she originally agreed not to use, that allowance cannot be denied; however AFPC will cancel the HB/FO assignment. **(T-1)**

A3.5.1. Some Airmen have personal requirements which may preclude them from entering into an agreement not to use PCS allowances. If participating in the HB/FO program would cause a financial or personal hardship, Airmen are encouraged to use their PCS allowances and not participate in this program. Exceptions to allow Airmen to use their allowances (other than for relocation to the FO location) and receive HB/FO consideration are not considered. Such exceptions to HB/FO criteria would give a few Airmen an unfair advantage over others who abide by HB/FO criteria. In addition, HB/FO consideration for assignments also reduces the available assignments to other overseas short tour returnees.

A3.6. Military Couples. When an Airman is married to another military Airman (or sister service member) and serves a dependent-restricted tour or elects to serve the unaccompanied overseas tour of 15 months or less, that Airman is considered for a return (join spouse) assignment to the location of the spouse, unless join spouse intent code "H" (join spouse not desired) is reflected in the PDS or the Airman requests FO consideration as outlined below:

A3.6.1. If no requirement exists at the spouse's location, the returning Airman's FO preferences are considered for both Airmen at that time. A requirement must exist for both Airmen. **(T-1)**

A3.6.2. When both Airmen 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.

A3.6.3. *(Enlisted Only)* Airmen selected for an overseas assignment, including when a requirement exists at their current base upon completion of their unaccompanied overseas 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 has 4 years time-on-station or more as of the DEROS (month/year) of the Airman returning from overseas. The CONUS spouse's join spouse intent code reflects "A" or "B" and the PDS application update contains in the remarks section: "CONUS Follow-On Join Spouse Request-4 Years time-on-station."

A3.6.4. *(Enlisted Only)* Airmen selected for an overseas assignment, including when a requirement exists at their current location upon completion of their unaccompanied overseas short tour, may request follow-on and join spouse assignment consideration to an overseas location. The CONUS spouse's join spouse intent code reflects "A" or "B" and the PDS application update contain in the remarks section: "Overseas Follow-On and Join Spouse Request."

A3.7. FO Exception to Policy (ETP). Airmen currently serving at a foreign overseas location, (example: Ramstein AB, GE or Kadena AB, JA) and are requesting a FO to a foreign overseas location are not eligible for FO consideration, however they may request consideration as an exception to policy ONLY. Those that may request FO consideration as an exception to policy are those Airmen whose civilian spouse is a citizen of the country they are requesting as the FO location; is a DoD civilian or contractor that has Status of Forces Agreement entitlements in his or her own right; or they are single, do not have dependents, and do not require storage of household goods. The following are some examples:

Example 1: MSgt Leathers is currently assigned to Ramstein AB, GE, and is married to a Japanese national. He is selected for an assignment to Kunsan AB, ROK, and wants to apply for FO consideration to Kadena AB, JA. He is eligible to request for FO as an exception to policy and if approved, will move his dependents under the Dependent Travel to Designated Place, Follow-On (DTDP FO) program IAW AFI 36-3020.

Example 2: SSgt Alejandro is currently assigned to Ramstein AB, GE, and is married to DoD civilian currently employed at Ramstein AB, GE, and has Status of Forces Agreement entitlements in his own rights. She is selected for an assignment to Izmir AS, TU, and wants to apply for FO consideration back to Ramstein AB, GE. She is eligible to request for FO as an exception to policy because her DoD civilian spouse is authorized to remain behind based on his Status of Forces Agreement entitlements.

Example 3: TSgt Lewis is currently assigned to Aviano AB, IT, and is single and has no dependents. She is selected for an assignment to Osan AB, ROK. She will not require storage of household goods since she lives in the dormitory and TMO has informed her that she will be able to ship all her household goods to Osan based on her weight entitlement. She wants to apply for

FO consideration to Ramstein AB, GE. She is eligible to request for FO as an exception to policy since she will not utilize storage.

Example 4: Capt Tongson is currently assigned to Aviano AB, IT, and is married to a Korean national. He is selected for an assignment to Incirlik AB, TU, and has elected to serve the unaccompanied tour length of 15 months, and wants to apply for FO consideration back to Aviano AB, IT. He is not eligible to request for FO as an exception to policy since his civilian spouse is not a citizen of Italy. Capt Tongson would only be eligible to request FO consideration for a CONUS location, Alaska or Hawaii.

A3.7.1. One of the main reasons such assignments are not permitted on a routine basis is that Status of Forces Agreements seldom cover dependents once the Airman departs the overseas country on PCS. Similarly, Status of Forces Agreement seldom cover dependents that arrive in a foreign country in advance of the Airman's arrival in PCS status. Example: Japan strictly limits dependents residing without the military sponsor. Also, these dependents cannot retain command sponsorship and the Airman can only receive the overseas station allowances upon special approval of a request according to the procedures in AFI 36-3020. As a point of interest, although the dependent may be eligible to remain at the current location or travel to the FO location, the dependent(s) will not be command sponsored and military housing may not be available. For these and related reasons, Airmen and dependents should acknowledge these circumstances and demonstrate the capability to cope before submitting a request for an exception.

A3.7.2. Requests for an exception to policy FO is completed by the Airman in vMPF under the HB/FO application or by memorandum in the PSD Guide, if vMPF is not available. The exception to policy will be sent via CMS by the MPF to the assignment OPR who will coordinate the request with HQ AFPC/DP3AM for approval/disapproval. **(T-1)** The following information must be included in the request:

A3.7.2.1. FO preferences. (T-1)

A3.7.2.2. Is Airman single? Is Airman married to a civilian spouse?

A3.7.2.3. Does Airman have dependents? (T-1)

A3.7.2.4. If married to a civilian spouse, or single with dependents, where is/are the dependent(s) located? (T-1)

A3.7.2.5. If married, is civilian spouse a foreign born citizen? If so, what country does the civilian spouse hold citizenship? (T-1)

A3.7.2.6. If married, is civilian spouse a U.S. government employee with housing and Status of Forces Agreement entitlements in his or her own right? (T-1)

A3.7.2.7. If married to a civilian spouse, or single with dependents, will Airman request a Dependents Remaining Overseas (DRO) or Dependent Travel to Designated Place (FO) (DTDP/FO) application? The Airman should be counseled IAW AFI 36-3020, and be provided the appropriate benefit entitlement fact sheet for overseas PCS for noncommand-sponsored dependents found on myPers. A DRO or DTDP/FO application is not mandatory for Airmen to apply; however, Airmen should be advised of all available options. (T-1)

A3.7.2.8. If the Airman is not requesting a DRO or DTDP/FO, where will the dependent(s) reside? (T-1)

A3.7.2.9. In addition, submit any other pertinent information that supports the basis for the exception to policy request. (T-1)

A3.8. Approved HB Assignment for Alaska or Hawaii. Airmen with an approved HB assignment to Alaska or Hawaii who desire to have dependents remain in the overseas area must submit a DRO application IAW AFI 36-3020. **(T-1)**

A3.9. Approved FO Assignment to any Overseas Location. Airmen with an approved FO assignment to any overseas location who desire to have dependents remain in the overseas area or relocate to the FO assignment location must submit a DRO or DTDP/FO application IAW AFI 36-3020. **(T-1)** All dependents must be medically cleared for government funded travel prior to the Airman's departure to the unaccompanied short tour location. **(T-1)** In addition, Airmen who desire to relocate dependents and/or ship household goods to an overseas FO location must be counseled in detail by the MPF and TMO on how the Status of Forces Agreement may impact unaccompanied dependents and household goods in the overseas area. **(T-1)**

A3.10. Notification of Approval or Disapproval of HB/FO Applications. Upon receipt of the HQ AFPC decision, the MPF enters the appropriate HB/FO statement from OPA in item 24 of the Airman's PCS orders. The MPF will send the application to be filed in Automated Records Management System IAW AFI 36-2608, **Attachment 2**. **(T-1)**

A3.11. PCS Orders. The MPF will not release PCS orders without a final decision on a HB/FO application from the AFPC assignment OPR. **(T-1)** PCS orders reflect the appropriate HB/FO information according to AFI 36-2102, **Attachment 6**. The proper assignment remark ensures the FSO and TMO take actions consistent with the Airman's HB/FO agreement or advises the MPF to cancel if the Airman uses PCS allowances.

A3.12. Voluntary Cancellation of a HB/FO Assignment. Withdrawal or cancellation of an approved HB/FO due to Airman declining retainability, failing to obtain retainability, or when requested by the Airman constitutes usage of HB/FO. No further HB/FO consideration will be given. A HB/FO assignment is considered to be voluntarily canceled by the Airman when:

A3.12.1. An Airman applies for a three month or longer extension of his or her overseas tour. The MPF updates the extension request and in the transaction remarks indicates the Airman has a HB/FO assignment which must be canceled to accept the extension. **(T-1)** If the extension request is disapproved, the HB/FO assignment remains firm. A request for tour extensions of 2 months or less indicates in the transaction remarks the Airman has a HB/FO assignment which requires an adjustment to the RNLTD per **paragraph 5.32**. Also, Airmen who extend their short overseas tour may require additional retainability for the HB/FO assignment and MPF must verify retainability per **paragraph 5.28**. **(T-1)**

A3.12.2. An Airman applies for and receives approval of a request for Humanitarian or EFMP assignment.

A3.12.3. *(For HB only)* An Airman who requests for voluntary cancellation of HB assignment is submitted IAW **paragraph 5.10**, not later than 150 days prior to Airman's DEROS. Requests submitted within the 150 day time frame require humanitarian or hardship reason(s).

A3.13. Involuntary Cancellation of a HB/FO Assignment. Unlike a "normal" assignment from overseas, a HB/FO assignment is made 14 to 18 months before the reporting date. Although the intent is that once a HB/FO assignment is provided it remains firm, the Airman's qualifications and AF requirements remain the primary determinants. When canceling a HB/FO assignment becomes unavoidable (due to base closure, unit deactivation, High Year Tenure adjustments, curtailment prior to meeting short tour credit criteria IAW **Table 6.5**, etc.) the Airman is given priority consideration for other assignment preferences. In addition, there are other circumstances when involuntary cancellation of a HB/FO assignment may also be appropriate. When circumstances arise which may warrant involuntary cancellation of a HB/FO assignment, the MPF must immediately notify HQ AFPC/DP3AM and the assignment OPR via CMS, with an information copy to both the losing and gaining MPF. **(T-1)** An assignment made under the HB/FO program will be involuntarily canceled by AFPC when:

A3.13.1. *(For HB)* An Airman relocates dependents and/or ships or stores household goods at government expense (for reasons other than being denied continued occupancy of government owned or controlled quarters), or (T-1)

A3.13.2. *(For FO)* An Airman relocates dependents and/or ships household goods to a location other than the FO at government expense, receives dislocation allowance for movement of dependents to a location other than the FO, or ships or stores household goods at government expense (for reasons other than being denied continued occupancy of government owned or controlled quarters), or (T-1)

A3.13.3. An Airman fails to comply with any of the provisions agreed to in the "Home-Basing and/or Follow-on Assignment Application." (T-1)

Attachment 4

HOSTILE FIRE AND IMMINENT DANGER AREA REASSIGNMENT OR DEFERMENT

A4.1. Purpose. There are two separate assignment provisions addressed below.

A4.1.1. 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 incident to duty in a currently designated hostile fire or imminent danger area.

A4.1.2. The other provision applies to assignment of Airmen hospitalized because of hostile fire action.

A4.2. General Provisions for Immediate Family Members.

A4.2.1. Airmen must be at least 18 years of age to serve in a hostile fire or imminent danger area.

A4.2.2. Hostile fire and imminent danger areas are designated by geographical area with a beginning date and a termination date in the DoD Pay and Entitlements Manual.

A4.2.3. Assignment to duty in a designated hostile fire or imminent danger area is shared as equitably as practical by all similarly qualified Airmen, except as indicated herein or in **Attachment 5**, Sole Surviving Son or Daughter and **Attachment 6**, Aircrew Family Member Assignment. Assignment of military couples, including assignment at the same time, to the same or different hostile fire or imminent danger areas is not precluded.

A4.2.4. Assignment includes TDY or PCS.

A4.2.5. Only the Airman may initiate a request for deferment or reassignment. A request may not be initiated by someone on behalf of an Airman.

A4.2.6. When a military member is killed or dies, is in a captured or missing status or has been determined by the Veterans Administration (VA) or a military Service to be 100 percent physically or mentally disabled as a result of an act committed by an individual, group, or country hostile to the United States or in direct support of operations against such a hostile force while serving in a currently designated hostile fire or imminent danger area, other members of the same immediate family (as defined below) will be exempt, upon request, from serving in the same or any currently designated hostile fire or imminent danger area, or if he or she is already serving in such an area, they will be reassigned from that area. The intent is when a family has suffered a casualty incident to service in a currently designated hostile fire or imminent danger area, to not expose the remaining immediate family members to further casualties in the same or any other currently designated hostile fire or imminent danger area. However, when an area in which a family member became a casualty ceases to be designated as a hostile fire or imminent danger area, then members of that family may again be assigned to that location. It is not a requirement for the member who was a casualty to be living or to still be on active duty, as long as the area in which the member became a casualty is still currently designated.

A4.2.7. For this provision, an Airman’s immediate family members are:

A4.2.7.1. Parents. This includes stepparents, parents by adoption, and those who stood in the place of a parent for at least 5 years immediately preceding the initial entry on active duty of the member who died, is missing or captured, or 100 percent disabled.

A4.2.7.2. Brothers and Sisters. This includes stepbrothers and stepsisters, brothers or sisters by adoption, or half-brothers or half-sisters in the household at the time the member who died, is missing or captured, or 100 percent disabled initially entered active duty.

A4.2.7.3. Spouse.

A4.2.7.4. Natural child.

A4.2.7.5. Legally adopted child.

A4.2.7.6. Stepchild, if the child was a member of the household at the time the member or former member died, was missing or captured, or was determined to be 100 percent disabled.

A4.2.7.7. An illegitimate child to whose support a male member or former member has been ordered judicially to contribute, or of whom he has been decreed judicially to be the father, or of whom he has acknowledged in writing under oath that he is the father.

A4.2.7.8. A person for whom the Airman stood in place of a parent for at least 5 years immediately preceding the date on which the member or former member died, was missing or captured, or determined to be 100 percent disabled.

A4.3. Application Procedures/Responsibilities. Applications should be submitted using the PSD Guide: Hostile Fire and Imminent Danger Area Reassignment or Deferment, located on myPers, within 15 calendar days of notification of selection for PCS or TDY, or as soon after becoming eligible as practical. Airmen will submit requests to their unit commander **(T-3)**.

A4.4. Exceptions. MPF may submit exception to policy requests they recommend be approved to HQ assignment authority. The HQ assignment authority may disapprove requests for exception or submit those which merit approval through channels to DoD for final approval/disapproval.

A4.5. General Provisions for Airmen Hospitalized. Airmen who have been hospitalized for 30 or more calendar days because of a specific hostile fire action resulting from combat service will not be returned to the hostile fire area during the same tour in which they were wounded. Airmen reassigned under this provision will be eligible for subsequent hostile fire tours. Airmen may return voluntarily to a hostile fire area earlier if he or she is medically qualified. This provision does not apply to Airmen hospitalized for injury, accident, or illness not attributable to hostile fire action. Self-inflicted wounds and other non-combat causes are specifically excluded.

Attachment 5

(REGAF ONLY) SOLE SURVIVING SON OR DAUGHTER ASSIGNMENT RESTRICTION

A5.1. Purpose. The sole surviving son or daughter assignment restriction restricts an eligible Airman from duties involving combat with the enemy and precludes assignment (including both PCS and TDY) to any overseas 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 overseas area where combat conditions are nonexistent.

A5.2. Definition/Eligibility Criteria.

A5.2.1. A sole surviving son or daughter is an Airman who is the only surviving son or daughter in a family where the father, or mother, or one or more sons or one or more daughters, served in the U.S. Armed Forces, and as a direct result of the hazards of duty in the Service, the father, or mother, or one or more sons or daughters:

A5.2.1.1. Was killed, or

A5.2.1.2. Died as a result of wounds, accident or disease, or

A5.2.1.3. Is in a captured or missing-in-action status, or

A5.2.1.4. 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.

A5.2.2. 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]).

A5.2.3. An Airman who is an only child (only son or only daughter), in itself, does not qualify an Airman for the sole surviving son or daughter assignment restriction.

A5.2.4. The parent through whom an Airman seeks to qualify does not need to be living, but the Airman must meet the criteria of sole surviving son or daughter, natural or adopted, of that parent.

A5.2.5. Requests may be submitted on behalf of an Airman by his or her parent or spouse. In this case the Airman can waive the parental/spousal request before further processing. If waived, return the documentation to the Airman and file a copy of the waiver in the Airman's electronic Automated Records Management System record. No further processing is required.

A5.3. Situations which do meet the criteria to qualify as a sole surviving son or daughter:

A5.3.1. The only son and only daughter of a mother or father who meets the criteria in **paragraph A5.2**, both qualify as a sole surviving son and a sole surviving daughter.

A5.3.2. There are 3 children in a family; two boys and a girl. One of the boys meets the criteria in **paragraph A5.2,** therefore, the two remaining children (one boy and one girl) both qualify as a sole surviving son and a sole surviving daughter.

A5.3.3. An Airman is an only child and one parent is also on active duty. While on approved leave, the active duty parent is killed while a passenger in the crash of a U.S. civilian commercial passenger aircraft. The parent's death is determined by the Air Force to be in the line of duty (see **paragraph A5.2.5**). Since the criteria in **paragraph A5.2** 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.

A5.4. Situations which do not meet the criteria of sole surviving son or daughter:

A5.4.1. 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.

A5.4.2. 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 A5.2** is not met.

A5.4.3. There are 3 children in a family, two sons and a daughter. One son and the daughter are Airmen. The son who is not in the AF is killed in a car accident. Neither the remaining son nor the remaining daughter qualify as a sole surviving son or daughter since the criteria in **paragraph A5.2** is not met.

A5.5. Application Procedures. Applications should be submitted as outlined in the PSD Guide: Sole Surviving Son or Daughter Assignment Restriction.

Attachment 6

(REGAF ONLY) AIRCREW FAMILY MEMBER ASSIGNMENT (REGAF ONLY)

A6.1. 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. For this program, an Airman's immediate family is defined as his or her:

A6.1.1. 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.

A6.1.2. 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.

A6.1.3. Spouse.

A6.1.4. Natural child.

A6.1.5. Legally adopted child.

A6.1.6. 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.

A6.1.7. 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.

A6.1.8. Other 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.

A6.2. 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.

A6.3. Application Procedures. Applications should be submitted using the PSD Guide: Aircrew Family Member Assignments, located on myPers.

Attachment 7

(REGAF ONLY) EXTENDED DEPLOYMENT ASSIGNMENT CONSIDERATION AND EXTENDED DEPLOYMENT HOME STATION (CONUS ONLY) ASSIGNMENT DEFERMENT PROGRAM

A7.1. Purpose. The Extended Deployment assignment consideration and Extended Deployment home station (CONUS only) assignment deferment program is designed to allow all Airmen (Lt Col and below and SMSgt and below) to request one-time consideration for an assignment or an in-place 24 month assignment deferment once they become eligible following the completion of an Extended Deployment (365-day Extended Deployment or contingency deployment). The program recognizes a commitment to our Airmen who have served an uncharacteristic Extended Deployment in service to the United States of America.

A7.2. Eligibility Criteria.

A7.2.1. Airman must have served on the Extended Deployment (365-day Extended Deployment or contingency deployment) tour of duty for the required number of days for award of short tour credit IAW **Table 6.6**, Rule 2, 5, or 6. **(T-1)** The paid travel voucher for the Extended Deployment is the only source document used to validate the Extended Deployment. Time creditable as overseas duty begins the day of departure from the CONUS port excluding all leave performed outside the Extended Deployment area, hospitalization, and other non-mission periods.

A7.2.2. CONUS based Airmen must have a minimum of 36 months time-on-station as of Projected Departure Date if assignment consideration is to another CONUS location or 24 months time-on-station as of Projected Departure Date if assignment consideration is to an overseas location. **(T-1)**

A7.2.3. Overseas based Airmen must complete their current prescribed overseas tour prior to departure. **(T-1)** If approved, the AFPC assignment OPR will update the RNLTD to be 45 days after DEROS. **(T-1)** Airmen approved for an assignment to another overseas area (COT or IPCOT) may receive COT/IPCOT entitlements as eligible under the provisions of the COT/IPCOT program outlined in **paragraph 6.5.7**.

A7.2.4. Airmen must be PCS eligible and have no quality force factors that would otherwise make them ineligible (*assignment only*). **(T-1)**

A7.2.5. Join Spouse consideration, if applicable, should be processed IAW **Attachment 8** (*assignment only*).

A7.2.6. Airmen must have sufficient retainability to serve the associated PCS Active Duty Service Commitment (*assignment only*). **(T-1)** Airmen must obtain retainability within 30 days of assignment notification or the assignment OPR will cancel the assignment IAW **paragraph 5.28**. **(T-1)**

A7.2.7. Participation in the program does not affect eligibility to participate in the First Term Airman or Career Airman Base of Preference program at a later date provided eligibility criteria is met.

A7.3. Application Timelines.

A7.3.1. If an Airman has 24 months (if requesting overseas assignment consideration) or 36 months (if requesting CONUS assignment consideration) or more time-on-station as of return from the ED, he or she must apply no later than 60 days upon return from the ED. **(T-1)**

A7.3.2. If an Airman has less than 24 months (if requesting overseas assignment consideration) or 36 months (if requesting CONUS assignment consideration) time-on-station as of return from the Extended Deployment, he or she must apply no later than 60 days upon obtaining 24 or 36 month time-on-station. **(T-1)**

A7.4. Application Procedures. Airmen must apply upon return from their Extended Deployment (or upon eligibility) within the application timelines stated in **paragraph A7.3** and per PSD Guide–Extended Deployment Assignment Consideration and Extended Deployment Home Station (CONUS only) Assignment Deferment Program located on myPers. **(T-1)**

A7.5. Approval/Disapproval. Career field manning at Airmen's preference locations, Airmen's overseas vulnerability, and needs of the Air Force are the deciding factor to approve or disapprove.

A7.5.1. Airmen electing consideration for a 24-month home station (CONUS only) assignment deferment. If approved, the HQ AFPC assignment team will update assignment availability code 39 with an expiration date of 24 months after the Extended Deployment return date. **(T-1)** If disapproved, the HQ AFPC assignment team will notify the MPF of the disapproval. **(T-1)** The MPF notifies the Airman of the disapproval.

A7.5.2. Airmen electing consideration for an assignment. If approved, the HQ AFPC assignment team will update the assignment in the personnel data system with an RNLTD no less than 120 days from the date of approval to allow sufficient time for outprocessing actions. **(T-1)**

A7.5.3. Once an assignment **or** 24-month assignment deferment has been approved or disapproved, this constitutes the Airman exercising his or her option under this program and reconsideration is not authorized. Airman may request cancellation of his or her assignment or deferment IAW **paragraph 5.10**.

Attachment 8

(REGAF ONLY) ASSIGNMENT OF MILITARY COUPLES – JOIN SPOUSE ASSIGNMENT PROGRAM

A8.1. General Guidance. Assignment authorities will attempt to facilitate the assignment of dual-career military married couples to the same geographic area. Each Airman of a military couple is serving in his or her own right. This means military couples fulfill the obligations inherent to all Airmen and they are considered for assignments to fill valid manning requirements and 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 an assignment where they can maintain a joint residence. The assignment of military couples is also referred as a join spouse assignment. Military couples 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 can always be assigned to the same location or join spouse assignment is guaranteed. Military couples, like Airmen with a civilian spouse, should expect periods of separation during their careers. When a join spouse assignment is not in the best interests of the AF, then, regardless of the provisions in this attachment, join spouse assignment is not made.

A8.2. Who Is Eligible for Join Spouse Assignment Consideration. Airmen are eligible for join spouse assignment consideration if:

A8.2.1. The Airman is on extended active duty with the AF and his or her spouse is also on extended active duty with the AF or one of the other US military services (includes members of the U.S. Coast Guard, but excludes military services of foreign countries) and the Airman and his or her spouse are not ineligible for consideration for any of the reasons in **paragraph A8.3**., and

A8.2.2. The Airman meets all PCS eligibility requirements established in this instruction (such as time-on-station, retainability, quality control, etc.) and

A8.2.3. The Airman has join spouse intent code “A” or “B” and

A8.2.4. The Airman and his or her spouse are not scheduled for reassignment, separation, retirement, or release from active duty within 12 months from the date the Airman is projected to join the spouse at his or her location.

A8.2.5. Join spouse assignments are permitted along with assignment programs in this instruction if the provisions above and the criteria for each assignment program are met.

A8.3. Who Is Not Eligible for Join Spouse Assignment Consideration. Airmen are not eligible for join spouse assignment:

A8.3.1. If the Airman’s spouse is an Airman of Air Reserve Components (ARC) (see JTR Appendix 1) or another Reserve or Guard component whether or not he or she is serving on extended active duty.

A8.3.2. If the Airman’s spouse is an Airman in the ARC who is on active duty for training, or on active duty to fill a specific manpower authorization or position at a predetermined location for a specified period of time. In other words, if the spouse is not subject to the PCS criteria

outlined in this instruction, then the Airman is ineligible for join spouse assignment consideration.

A8.3.3. If the Airman's spouse is a non-military employee of the US Government (example: Civil Service).

A8.3.4. If the Airman does not meet all PCS eligibility criteria established in this instruction (such as time-on-station, retainability, quality control, etc.).

A8.3.5. When join spouse intent code is "H." When one Airman is selected for assignment with intent code "H," a join spouse assignment is not provided. Also, a join spouse assignment request to that location at a later time is not authorized. Join spouse assignment is not considered until the subsequent PCS of the Airman or his or her spouse, provided join spouse intent code is "A" or "B." However, the Airman may receive an assignment to his or her spouse's location if the Airman is eligible under some other assignment program.

A8.3.5.1. Changing join spouse intent code to "H" after selection for join spouse assignment does not result in automatic cancellation of the assignment. Normal reclama procedures apply and the decision to cancel the join spouse assignment is made by the assignment OPR based on the best interests of the AF. An Airman who requests and has a join spouse assignment canceled as provided in this paragraph does so with the understanding he or she created the family separation. A join spouse assignment to that same location at a later time is not authorized. Join spouse assignment is not considered until the subsequent PCS of the Airman or his or her spouse, provided join spouse intent code is "A" or "B." However, the Airman may receive an assignment to his or her spouse's location if the Airman is eligible under some other assignment program. Assignment availability code 32 is deleted when either updates intent code "H."

A8.3.6. If the Airman or his or her spouse are projected for reassignment, separation, retirement, or release from active duty within 12 months from the date the Airman is projected to join the spouse at his or her location.

A8.3.7. To overseas locations where there is no government-approved accompanied housing or where election of an accompanied tour is not an option for either Airman. **NOTE:** In the event both Airmen should receive assignments (regardless of how it occurred) to the same or adjacent dependent-restricted locations, the MPF will reclama the assignment of the Airman selected last (includes when the marriage takes place after assignment selection). **(T-1)**

A8.3.8. To locations not considered in proximity for join spouse assignment purposes as described in **paragraph A8.7.2**. Other options such as retraining (Enlisted, see AFI 36-2626) or DAFSC changes (officers, see **paragraph 5.48**) are considered first as explained in **paragraph A8.7.1**.

A8.3.9. Based on intended or planned marriages.

A8.3.10. If the Airman's spouse is attending a training course and has less than 12 months remaining until graduation (or has less than 12 months remaining upon the Airman's arrival).

A8.3.11. If the Airman's spouse is a member of the military service of a foreign country.

A8.4. Documenting Marriages of Military Couples. The MPF must verify the marriage from the marriage certificate and update PDS and DEERS as prescribed in PSD Guide: Join Spouse Assignment Program. **(T-1)** Airmen may update their join spouse intent code via the vMPF once

the MPF has made the appropriate updates in PDS. Military couples must report any change in marital or military status (divorce, legal separation, death of the spouse, or separation or retirement of the spouse) to the MPF so join spouse assignment information and assignment availability code 32 (if applicable) is deleted from the personnel data system. **(T-1)**

A8.5. How Military Couples Receive Join Spouse Assignment Consideration. The characteristics of the enlisted and officer assignment systems affect 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. Example: the majority of enlisted assignments to overseas 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 exists for the spouse's AFSC does not differ in either system.

A8.5.1. Both Airmen are Officers. Officers indicate they desire join spouse consideration on their ADP, have either join spouse intent code "A" or "B" updated in PDS, and ensure their assignment preferences match. They should maintain periodic contact with their respective assignment officers and ensure their join spouse intent code remains current. Judge advocates indicate their join spouse consideration on their Personal Data Information (PDI).

A8.5.2. Both Airmen are Enlisted. When currently assigned to the same location (provided neither has been selected for PCS), an accurate join spouse intent code (updated through vMPF) provides continuous join spouse assignment consideration unless coded otherwise (see **paragraph A8.6.1** for those situations requiring an application). It is the couple's responsibility to let it be known in advance they desire join spouse assignment consideration by updating their intent code in vMPF. Improper or failure to update the intent code jeopardizes join spouse assignment opportunities. Join spouse assignment desires indicated via the vMPF take priority over any other individual assignment preferences listed in PDS (i.e., If an Airman's intent code is "B," the main consideration is to try and keep the couple together, not necessarily at a base of choice). While location preferences are considered, the join spouse intent code takes priority.

A8.5.3. One Airman is an Officer and one Airman is Enlisted. Military couples consisting of an officer and enlisted Airman receive assignment consideration primarily based on the officer's utilization.

A8.5.4. The update of join spouse intent codes in the vMPF allows Airmen to indicate the extent of join spouse assignment consideration desired by use of one of the following join spouse intent codes:

A8.5.4.1. *Code "A"* Desire join spouse to CONUS or any overseas tour (including concurrent dependent-restricted short tours). The Airman and his or her spouse will be considered for join spouse assignment to locations in the CONUS, at overseas accompanied locations, overseas unaccompanied short tour locations, and overseas dependent-restricted locations. By updating intent code "A," the military couple has stated that they want to be considered for concurrent unaccompanied short tour locations and dependent-restricted short tours. Both join spouse intent codes reflect "A" and both update dependent-restricted

or unaccompanied short tour preferences. If one Airman of the military couple is selected for reassignment to a dependent-restricted or unaccompanied short tour location, the other Airman of the military couple are considered for a concurrent, but separate reassignment to a dependent-restricted or unaccompanied short tour location. If one Airman of the military couple cannot be supported for a concurrent but separate dependent-restricted or unaccompanied short tour location then neither Airmen will be selected as a volunteer.

A8.5.4.2. *Code "B"* Desire join spouse to CONUS or any accompanied overseas tour (including non-concurrent dependent-restricted short tours). The Airman and his or her spouse will be considered for join spouse assignment to locations in the CONUS and at overseas accompanied locations and only one Airman of the military couple will be selected for a dependent-restricted short tour or unaccompanied short tour. Stated another way, one Airman of the military couple serves the dependent-restricted or unaccompanied short tour while the other Airman of the military couple remains at his or her current location. By updating intent code "B," the military couple has stated they do not desire to be selected for concurrent dependent-restricted or unaccompanied short tours. Both join spouse intent codes will reflect "B" and update of tour preferences are as follows:

A8.5.4.2.1. If only one Airman of a military couple desires to be considered to serve a dependent-restricted or unaccompanied short tour while the other Airman of the military couple remains at his or her current location, then both join spouse intent codes reflect "B" but only one updates his or her dependent-restricted or unaccompanied short tour preferences. The Airman that remains at his or her current location does not have a dependent-restricted or unaccompanied short tour preference updated.

A8.5.4.2.2. If each Airman of a military couple desires to be considered to serve a dependent-restricted or unaccompanied short tour while the other Airman of the military couple remains at his or her current location, then both join spouse intent codes reflect "B" and both update dependent-restricted or unaccompanied short tour preferences. However, only one Airman is selected since his or her intent code is "B."

A8.5.4.3. *Code "H"* Join spouse assignment not desired. Airmen should use caution when updating their intent code to "H." This should only be updated when a military couple is filing for divorce and they no longer desire to be considered for join spouse assignments. Additionally, Airmen may change their intent code to "H" when their spouse has an approved retirement or separation date on file and the spouse is scheduled for release from active duty within 12 months. Code "H" indicates to the assignment OPR that the military couple no longer meets the criteria of join spouse assignment consideration per **paragraph A8.3.6**, and assignment availability code 32 is deleted when intent code "H" is updated for either Airman.

A8.5.5. When an Airman is selected as the most eligible non-volunteer for an overseas assignment (where an accompanied tour is authorized) **or** as the most eligible non-volunteer for a CONUS to CONUS assignment, and his or her join spouse intent code indicates join spouse assignment is desired (codes "A" or "B"), then the spouse is provided an assignment to the same or adjacent location if eligible for PCS and a vacancy exists. If a join spouse assignment is not possible, narrative remarks in the assignment transaction are included for the Airman originally selected giving the reasons why a join spouse assignment cannot be approved so the Airmen can be counseled accordingly.

A8.5.6. In order to be eligibile for selection for an overseas assignment as a volunteer, with join spouse intent code "A" or "B," requirements for both Airmen need to be advertised on the EQUAL for the same or adjacent locations **or** if either Airman is selected as the most eligible volunteer, the spouse receives join spouse consideration based on manning over the next six-month period from the RNLTD of the selected Airman. Approval is based on vacancies versus requirements and both RNLTDs match. Because PDS only checks for requirements within the cycle, the HQ AFPC assignment NCO must coordinate with the spouse's assignment NCO to determine if a vacancy exists to support a join spouse assignment. **(T-1)**

A8.5.7. While the EQUAL is used by join spouse couples volunteering for overseas assignments, it is not used for Overseas Returnees. Requirements advertised on the EQUAL are for single Airmen, Airmen with civilian spouses, and military couples Airmen with intent code "H" returnees only. Return join spouse assignments are hand-matched because of the many variables involved, such as unique grade and AFSC combinations. It is important Airmen keep his or her 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).

A8.5.8. If an Airman is in the CONUS and the spouse is returning from overseas, 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 is considered for join spouse assignment to the Overseas Returnee's projected CONUS location. Enlisted military couples who desire CONUS or overseas assignment consideration in conjunction with the overseas follow-on program, see **paragraph A3.6.4**.

A8.5.9. When an Airman is serving in a CONUS stabilized tour and his or her spouse is selected for reassignment, the following options apply:

A8.5.9.1. If the spouse is selected as the most eligible non-volunteer for an overseas assignment to an accompanied tour location or for a CONUS assignment, the Airman may request release from the stabilized tour for join spouse assignment. If approved, reporting date depends whether or not a replacement is necessary, reporting date of replacement, etc. If disapproved, the Airman selected as the most eligible non-volunteer will proceed on the assignment.

A8.5.9.2. If the spouse is selected as the most eligible non-volunteer for an overseas assignment to a dependent-restricted location, then join spouse assignment is not authorized. The spouse may request a home-basing assignment to return to the Airman's stabilized tour location.

A8.5.10. When Airmen marry while both are technical training students they should apply for join spouse assignment as soon as possible to receive consideration for assignment together upon graduation. If necessary, both Airmen are retained at the training center pending final join spouse decision by the assignment OPR. When one Airman 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.

A8.5.11. When one Airman of an enlisted military couple serves an unaccompanied overseas short tour and upon completion of the overseas tour a join spouse assignment is desired to a location other than the spouse's current location, assignment consideration in conjunction with the assignment follow-on program to a location other than the spouse's current location may be requested in limited circumstances as outlined in **paragraph A3.6**.

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 (judge advocates update their PDI to reflect the join spouse request). Updating the join spouse intent code in vMPF (after the MPF updates the marriage in PDS and DEERS) provides join spouse assignment consideration for enlisted Airman as provided in **paragraph A8.6.2**. Some situations require Airmen to submit a letter application (see Join Spouse Assignments Program PSD Guide) in order to receive join spouse assignment consideration.

A8.6.1. Application Procedures. A letter application must be submitted for the following reasons to receive join spouse assignment consideration **(T-1)**:

A8.6.1.1. Each time the Airman of an interservice military couple desires join spouse assignment consideration. Also, when the interservice spouse is notified of assignment and the Airman desires join spouse assignment. In addition, a statement from the interservice spouse indicating concurrence for join spouse assignment must accompany each application, **(T-1)** or

A8.6.1.2. When Airmen marry while assigned to separate locations. Provided both meet PCS eligibility criteria, either Airman may apply. Regardless of who applies, military requirements dictate which Airman is reassigned, or

A8.6.1.3. When the marriage occurs after the assignment selection of one or both Airmen, or

A8.6.1.4. When Airmen marry while enroute to assignments at different locations. Airmen should understand they cannot delay join spouse assignment application until arrival at their respective locations. Airmen who marry enroute report to the nearest AF installation and submit an application immediately after marriage. The MPF will contact the assignment OPR by telephone to initiate the enroute join spouse request, then send an email with documentation to request join spouse assignment consideration. **(T-1)** No reimbursement for any travel in conjunction with such application is authorized and status is leave (delay enroute) while the application is pending. A change in port call and/or RNLTD may be appropriate. When an Airman arrives in the local area of assignment, whether or not "signed in," for assignment purposes the PCS is complete and time-on-station requirements and other PCS eligibility criteria must be met before a subsequent move to join spouse, **(T-1)** or

A8.6.1.5. When military spouse information is incorrect in the PDS, or

A8.6.1.6. When vMPF is not available.

A8.6.2. Upon marriage and if the spouse is assigned to a separate location, the Airman contacts the MPF for help in applying for join spouse assignment. The servicing MPF makes sure that:

A8.6.2.1. The Airman meets all PCS eligibility criteria and understands all assignment conditions.

A8.6.2.2. The Airman is counseled on his or her allowance of dependent travel, shipment of household goods, and any other information related to the PCS.

A8.6.2.3. The Airmen does not have a pending application for any self-initiated assignment programs.

A8.6.2.4. The Airman provides a statement from the spouse indicating join spouse assignment is desired which must accompany the Airman's application in an interservice marriage.

A8.6.3. In those situations for enlisted couples where the join spouse intent code is properly updated but simultaneous assignments did not flow, the MPF should ensure Airman is fully aware of join spouse eligibility requirements, and that, if eligible, spouse should immediately submit a request for join spouse assignment.

A8.6.3.1. The MPF checks eligibility, suspenses a copy of the application, and transmits the request through PDS to the assignment OPR (refer to the PSD Guide for update procedures).

A8.6.3.2. The assignment OPR makes the assignment decision and establishes the RNLTD based on manning requirements. Approval is transmitted to the MPF via PDS.

A8.7. Approval Guidelines. Join spouse assignments are usually approved when the eligibility criteria are met by both Airmen and assignment is consistent with the needs of the AF (based primarily on grade and AFSC). Officer join spouse assignments can be more difficult because of variable qualification factors. Sometimes approval may not be possible, due to limitations and restrictions involved in each case. Some situations inherently limit join spouse assignment possibilities, such as when the spouse is in another US military service, is assigned to school for training, special duty assignment, at a location where the spouse's AFSC is not authorized, on a stabilized tour, etc.

A8.7.1. If the assignment OPR is unable to assign the military couple together based on their current AFSCs, an Airman may request utilization in a previously awarded AFSC or 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 of request depends on AF requirements. However, retraining or a DAFSC change request while in technical training, or within 12 months following graduation, for the sole purpose of join spouse assignment is not authorized. **NOTE:** Enlisted Airmen may request, as an exception, an AFSC change during technical training when join spouse assignment opportunities are extremely limited or nonexistent because of incompatible AFSCs between the couple. These requests may be considered based on the relative need in both AFSCs when the training capability exists at the current location, training already received for the requested AFSC, and no interruption in training occurs.

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 between duty locations). Overseas 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/DP3AM determines which overseas locations are within close proximity to support a join spouse assignment.

A8.7.3. Involuntary separation of military couples, for Lt Col and below and SMSgt and below assignments, outside the parameters authorized in **Attachment 8**, **paragraph A8.3**, will require approval by the AFPC/CC. This authority will not be further delegated. **(T-2)**

A8.8. Miscellaneous Instructions.

A8.8.1. If the Airmen have dependents, when assignment is to an overseas location where an accompanied tour is authorized, follow the dependent travel request procedures according to AFI 36-3020. 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 Airman of the couple may be requested, but couples should be advised to make arrangements for the care of their dependents in the event both 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. **(T-1)** Refusal or inability to arrange care for dependents may result in disciplinary action and (or) involuntary separation (see AFI 36-2908).

A8.8.3. Military couples selected for reassignment (or assigned) to the same or adjacent location are each deferred for 24 months (see **Table 2.1**). When assigned where an accompanied tour is authorized (OS), each must serve the accompanied tour length (plus 12 months for enlisted couples if either was selected as an extended tour volunteer) regardless of the AAR which applied to either assignment. **(T-1)** When assignment is to the same or adjacent location and the couple are to reside jointly, ensure Block 14 is completed on both Airmen's PCS orders to document the join spouse assignment, regardless of the AAR. This ensures proper household goods weight allowance and correct tour length when assignment is overseas. When marriage occurs after both are assigned overseas at the same or adjacent 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 PDS.

A8.8.5. If assigned overseas on a join spouse assignment and the DEROS month does not match, the Airman with the earlier DEROS must extend his or her DEROS if he or she desires to be reassigned at the same time. **(T-1)** Failing to match DEROS months reduces the chance for join spouse assignment upon completion of the overseas tour. Curtailment of the later arriving Airman's DEROS for the purpose of reassignment at the same time is not authorized.

A8.9. Assignment Restrictions. Military 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 Airman. The MPF places both Airmen in assignment availability code 32 according to **Table 2.1** Any later availability date for other reasons for either Airman remains in effect. If married while serving at the same location, the MPF will

not update assignment availability code 32. **(T-1)** When Airmen are being assigned PCS to separate locations in proximity and will establish a joint household, the losing MPF contacts the gaining MPF at both spouse's location to verify location of assignment and coordinate whether or not update of assignment availability code 32 is appropriate. **(T-1)** Assignment availability code 32 is not updated on couples assigned in excess of 50 miles apart unless specifically authorized by HQ AFPC/DP3AM as an exception IAW **paragraph 4.5**.

Attachment 9

(REGAF ONLY) AIR FORCE OFFICER ASSIGNMENT SYSTEM (OFFICERS - LT COL AND BELOW)

A9.1. Purpose. The primary goal of the Air Force Officer Assignment System is to assign the right officer to the right position at the right time to meet AF mission requirements. Other considerations include an officer's professional development, DT Vectors (when available), commander's recommendations and Airman's personal preferences. Assignment of judge advocates do not fall under the purview of Air Force Officer Assignment System.

A9.2. How Air Force Officer Assignment System Works. HQ AFPC Officer Assignment Teams are comprised of officers who usually hold the same AFSC as the one they're managing. Having intel officers work intel 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 Air Force Officer Assignment System is managed through the Assignment Management System (AMS) and by use of the Airman Development Plan (ADP). The components of AMS are discussed in the following paragraphs.

A9.3. Personnel Requirements Display (PRD). The PRD provides officers a planning tool by displaying assignment opportunities around the world. It is available through the AMS web page and consists of two parts, the authorizations listing and the requirements listing.

A9.3.1. 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 positions available throughout the AF. Officers may use this listing to aid in long term career planning. This listing is updated monthly to reflect the latest authorization changes.

A9.3.2. Requirements Listing. This lists projected requirements which HQ AFPC will work to fill during the current Air Force Officer Assignment System cycle, and is available to help officers who are eligible for reassignment. <u>It is important to remember that not all requirements will be listed, and 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. Remember this portion of the PRD is only a projection of the vacancies/positions that will be worked for the current assignment cycle, and will only be visible during the established visibility windows defined by the Air Force Officer Assignment System timeline located on myPers.

A9.4. The Airman Development Plan (ADP). The ADP is the primary mechanism for an officer to communicate career desires to the commander, senior rater, assignment officer, and developmental team (DT). The Airmen Development Plan (ADP) is a web-based application containing the Development Plan and other tools to support Force Development. When an officer completes a Development Plan for command selection or developmental education, the document can only be submitted to HQ AFPC by the senior rater.

A9.4.1. When to Submit a Development Plan. Officers should update their ADP annually. It is very important to have a current ADP as an officer reaches developmental milestones such as selection to major or lieutenant colonel, completion of Intermediate Developmental Education (IDE), Senior Developmental Education (SDE), Command, or any time his or her

record will be reviewed by his or her respective DT. Otherwise, Assignment Officers and DTs will not have an officer's most current input when trying to balance Air Force and career field requirements with the officer's desires.

A9.4.2. Types of Development Plans to be Completed. The officer has the option of selecting from different purposes for completing a Development Plan. The officer may complete a Development Plan for assignment consideration, vectoring, command selection (if eligible) and/or career broadening consideration. Once the officer selects one or more purposes, the document will be formatted to guide the officer through the completion of each applicable section of the Development Plan. The Assignment Preference section will allow the officer to communicate his or her desires for the next 1 to 3 years. The Development Preference section permits the officer to define his or her career plans for the next 3 to 5 years and the next 5 to 10 years. The Leadership Opportunities section allows the officer to communicate his or her desire to be considered for command, and should only be completed if the officer is eligible. The Squadron Command eligibility criteria can be found on myPers. The Career Broadening section allows the officer to volunteer for career broadening duties outside of his or her primary AFSC when available. The Developmental Education section allows the officer to apply for IDE or SDE, when he or she is eligible. Remember, the Development Plan is not designed to create the officer's next assignment. It is a tool that will be utilized to meet the development needs of each officer and Air Force requirements.

A9.5. Officer Departmental Special Duty Assignments. The Air Force is tasked to fill high-level and highly sensitive officer departmental positions within the CONUS and overseas. Depending on the special duty activity, requirements fall into two categories; select and assign or nominate and assign. For select and assign requirements, the AFPC officer assignment team will identify the best qualified officer that meets mandatory requirements and processes assignment. For nominate and assign positions, the AFPC officer assignment team will identify the best qualified officer that meets mandatory requirements and nominate the officer to the special duty activity for acceptability. Examples of officer special duties are: Interservice and International Military Personnel Exchange Program (MPEP), Attaché, STARNOM/CAPNOM, Regional Affairs Specialist (RAS)/Political Affairs Specialist (PAS), White House/Presidential Support, United States Air Force Academy Instructor Duty, AFROTC Instructor Duty, Air University Instructor Duty, Recruiting Service, Special Experience Exchange Duty (SPEED), Operational Exchange (OPEX) Program.

A9.5.1. Nomination Process. Departmental agencies/organizations will receive one nomination per requirement to review and determine acceptability. However, STARNOM positions working directly for the POTUS or VPOTUS will receive two nominations per requirement. Nomination packages are not accomplished for select and assign positions; however are required for nominative positions. The basic nomination package will contain: nomination memo/email, commander's recommendation, SURF, and Airman's last four officer performance reports (OPRs). Nomination package requirements can vary depending on needs of the special duty activity and the AFPC officer assignment team. If the special duty activity determines the officer is not qualified they must provide, in writing, specific rationale for unsuitability. The AFPC officer assignment team will review rationale to determine officer's release. If justified, officer will be removed from nomination and an alternate officer will be nominated; if officers are available. If no officers are available that

meet the mandatory qualifications, requirement will be placed into the next Air Force Officer Assignment System assignment cycle for fill action.

A9.5.2. Advertisement. Air Force Officer Assignment System uses the assignment management system (AMS), memorandums, PA releases and ROBOT emails to advertise officer departmental special duty assignments. Normally, unless requirement is short notice, the majority of officer special duties are advertised on AMS during one of the three officer assignment cycles (spring, summer and fall). Similar to EQUAL-Plus, requirements advertise the special qualifications an officer needs to be eligible for selection, the available locations, reporting instructions, and POCs for additional information.

A9.5.3. How to Apply. Interested officers may volunteer by updating their ADP. If the special duty is advertised by other means, the memorandum, PA release, or email will provide specific instructions how to apply with appropriate POCs and suspense dates. Officers should always update their ADP to reflect their desires regardless how officer special duty was advertised.

A9.5.4. The Air Force Officer Assignment System guide, located on myPers under AMS, provides in-depth details on the officer assignment system/process from start to finish.

Attachment 10

(REGAF ONLY) SPECIAL DUTY ASSIGNMENT – EQUAL-PLUS (ENLISTED ONLY)

A10.1. Special Duty Assignments. 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.

A10.1.1. Some agencies, MAJCOMs, organizations, departments, and activities have Special Duty Assignments and are authorized to advertise Special Duty Assignment requirements on the assignment management system (AMS) or EQUAL-Plus, and some may be authorized to receive applications from Airmen. Assignment instructions are provided upon approval of PCS by the assignment OPR. For other Special Duty Assignments, a formal routing application process is neither feasible nor necessary. Because of the large number of Special Duty Assignments, 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, the Airman and Family Readiness Center, from base OPRs for a subject, and so on, to assist them in deciding whether or not to volunteer. Airmen volunteering for a specific Special Duty Assignment are considered only for the type of special duty and locations requested unless contacted and they expand or change their preferences or type of duty, or they are selected as a non-volunteer. In addition to the minimum eligibility criteria listed in **paragraph A10.4**, additional eligibility criteria for specific duties are listed in the Air Force Enlisted Classification Directory, Special Category Guide, Stabilized Tour Guide and EQUAL-Plus advertisement, as applicable. Waivers to eligibility criteria in the EQUAL-Plus advertisement, to volunteer for Special Duty Assignment consideration, or actual PCS, may be requested from the controlling command or activity for Special Duty Assignments or the assignment OPR. After selection for PCS, there may be other factors which could render an Airman ineligible or unqualified for PCS.

A10.1.2. Designation as a Special Duty Assignment, in itself, does NOT:

A10.1.2.1. Increase the manning priority of an activity (that is, its entitlement to personnel resources), or

A10.1.2.2. Authorize a stabilized tour, or

A10.1.2.3. 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 Special Duty Assignments may have some similarities in manning procedures, each special manning procedure is individually justified and approved as essential. Designation as a Special Duty Assignment does not result in automatic implementation of a standard set of special manning procedures.

A10.1.3. As with any PCS, an Airman's qualifications to perform the required duty is the primary consideration. Most Special Duty Assignment requirements are filled by eligible

volunteers and volunteers are preferred by most Special Duty Assignments. 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 law or other directive requires a volunteer). Assignment of qualified non-volunteers is sometimes necessary to avoid unfilled requirements in a Special Duty Assignment.

A10.1.4. Some MAJCOMs and organizations are authorized to initiate assignment requests on Airmen who have been nominated or applied for Special Duty Assignments (example: AETC for Instructors); such requests require assignment OPR approval of PCS (example: those requirements that an application is required). For other activities, the assignment OPR both identifies and selects Airmen for PCS to the Special Duty Assignment.

A10.1.5. Management of stabilized tours is prescribed by **paragraph 5.11** and the stabilized tour guide that can be found in the myPers website.

A10.1.6. 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 Special Duty Assignment. Departmental and joint activities work with the assignment OPR to write requisitions for publication on EQUAL-Plus. Requisitions show the identification data of the incumbent and the reason for requisition, such as increase in authorization, incumbent selected for reassignment, etc.

A10.1.6.1. For minimum tour activities authorized Special Duty Assignment manning, requisitions are submitted only when the incumbent is a known loss such as when selected for PCS, approved retirement, etc.

A10.1.6.2. For maximum tour activities, requisitions are submitted with the forecast loss of the incumbent. Requisitions for replacement personnel for CONUS activities or those overseas 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).

A10.1.7. Whenever an Airman is relieved from a Special Duty Assignment for cause, **paragraph 5.12** applies to the curtailment of the stabilized tour, and **paragraph 5.21**, 5.45, and A10.8 may also apply.

A10.1.8. Whenever an Airman is relieved of duty for cause or not for cause who are assigned or attached to HAF, the Office of the Secretary of the Air Force (SAF), the Joint Chiefs of Staff (JCS), the Department of Defense (DoD), or the Office of the Secretary of Defense (OSD), a request is processed under the Return to Service (RTS) program per **paragraph A10.8**. **NOTE:** While this attachment indicates it applies to enlisted only, the RTS and FORM program applies to both officer and enlisted Airmen.

A10.1.9. A Special Duty Assignment may require longer service retainability than required for a non-Special Duty Assignment PCS. If an Airman declines, he or she remains eligible for any PCS for which he or she possesses sufficient retainability, and may still be assigned to the Special Duty Assignment if the longer service retainability requirement is appropriately waived (see **paragraph 5.28**).

A10.2. EQUAL-Plus. EQUAL-Plus supplements EQUAL. It advertises requirements for Special Duty Assignments, joint assignments, departmental assignments, short notice overseas assignments, and all CMSgt assignments. The listing is updated weekly and is available on the AMS. EQUAL-Plus advertises upcoming requirements, special qualifications an Airman needs to be eligible for selection, the available locations, reporting instructions, minimum/maximum tour information, and POCs for additional information. Airmen volunteer by clicking the volunteer button in the advertisement. In addition, some Special Duty Assignments also require a hard copy application. CMSgts volunteer for assignment via email to their AF/DPE assignment NCO.

A10.3. Requesting EQUAL-Plus Advertisement.

A10.3.1. The Special Duty Assignment unit or organization requests to advertise a unique requirement through EQUAL-Plus by forwarding the request (with justification) to the AFPC FAM NLT 9 months before the RNLTD. The FAM reviews and validates the request. If the request is approved, it is advertised on EQUAL-Plus. If the request is disapproved, it is returned to the originator with disapproval reason. If the requirement falls under HQ AETC, HQ AIA, or Joint Staff, the request is sent to the MAJCOM/A1, HAF/A1, of JS/J1 for review and validation. If validated, the MAJCOM/A1/J1 sends the request to the FAM.

A10.3.2. Units or organizations with authorizations requiring recurring advertising through EQUAL-Plus not already approved, should submit their fully justified requests to the MAJCOM Functional Manager of their servicing MAJCOM. After review and validation with the MAJCOM/A1, the request is sent to the AFPC FAM for review and validation. Since requests of this nature usually necessitate a manning change, the AFPC FAM must forward to HQ AFPC/DP3AM for further processing and final approval/disapproval.

A10.4. Applying for a Special Duty Assignment. Waivers to the following general criteria to permit an Airman to volunteer for a Special Duty Assignment are not considered. If it becomes necessary to consider Airmen for an assignment who do not meet the general minimum criteria, HQ AFPC/DP3AM (or the special duty activity when authorized by HQ AFPC/DP3AM), stipulates the criterion which does not have to be met and solicits volunteers or identifies non-volunteers for possible assignment or actual PCS. An Airman who does not meet the normal minimum general criteria to volunteer for Special Duty Assignment consideration, but does meet the modified criteria outlined in a solicitation message or EQUAL-Plus ad may volunteer at that time, or could be selected as a non-volunteer when necessary.

A10.4.1. Airmen are <u>not eligible</u> to be selected for a Special Duty Assignment if they:

A10.4.1.1. Have any other self-initiated assignment programs request pending or approved. Airmen in the CONUS may volunteer for normal overseas assignment and volunteer for a Special Duty Assignment at the same time via updating their preferences through the vMPF.

A10.4.1.2. Have an active UIF, are on the Control Roster, or other assignment quality control reasons in paragraph 5.20.3.13.

A10.4.1.3. Are not recommended by their commander. The commander's unfavorable recommendation indicates the Airman's past performance and other factors clearly show he or she cannot be expected to perform the duties of the Special Duty Assignment.

A10.4.1.4. Are requesting consideration for a HQ AFPC, MAJCOM or organization-controlled Special Duty Assignment, and do not have an overall rating of at least 3 or V on their last five EPRs. There can be no unfavorable comments regarding the Airman's personal qualities or conduct, working relations, job knowledge, personal appearance, or duty performance within the EPRs.

A10.4.1.5. Are pipeline trainees (except the Security Forces 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.

A10.4.2. The following additional prerequisites also apply:

A10.4.2.1. If Airmen currently have an assignment availability code listed in **Table 2.1**, then the Date of Availability for reassignment cannot be more than 12 months from the date of application.

A10.4.2.2. Airmen must possess a skill level commensurate with their grade. **(T-1)**

A10.4.2.3. Airmen who possess a CONUS/overseas imbalanced AFSC are considered for an Overseas Special Duty Assignment in only the imbalanced AFSC.

A10.4.2.4. Airmen applying for duty in a Special Duty Identifier (SDI) must be qualified for entry or award of the SDI according to the Air Force Enlisted Classification Directory or AF Officer Classification Directory or the prescribing directive for the SDI. **(T-1)**

A10.4.2.5. There is no minimum time-on-station required to apply for consideration for a Special Duty Assignment. However, selection for Special Duty Assignment is dependent on meeting required assignment eligibility criteria as specified in **Chapter 4**. When volunteering for a Special Duty Assignment, Airmen must update their application through AMS and submit a formal application, if required. **(T-1)** The EQUAL-Plus advertisement, Special Category Guide, and Specialized Tour Guide, lists any unique application requirements. Only one special duty application may be submitted for consideration at a time. Airmen may submit applications for consideration for Special Duty Assignment as follows:

A10.4.2.5.1. Airmen assigned overseas with an established DEROS can apply for EQUAL-Plus ads if their DEROS coincides with the reporting date of the Special Duty Assignment. Requests to curtail the DEROS to make an Airman eligible is not authorized.

A10.4.2.5.2. Airmen assigned overseas 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 is established which is consistent with the RNLTD of the Special Duty Assignment but not prior to what the DEROS is based on the original tour.

A10.4.2.5.3. Airmen serving a CONUS stabilized tour may apply for EQUAL-Plus ads if their Date of Availability coincides with the reporting date of the Special Duty Assignment. Requests to curtail the Date of Availability to make an Airman eligible is not authorized.

A10.4.2.5.4. Airmen who desire to apply for a HQ AFPC-controlled Special Duty Assignment must meet the minimum eligibility criteria listed in **paragraph A10.4**, and any additional eligibility criteria listed in the Air Force Enlisted Classification Directory, Special Category Guide, Stabilized Tour Guide, and EQUAL-Plus advertisement. **(T-1)** When an application for Special Duty Assignment requires only an update in AMS (no hard copy application/documentation needed), the Airman's volunteer status remains valid until either selected for the Special Duty Assignment or volunteer status is changed.

A10.4.2.5.5. Airmen assigned overseas or serving a CONUS maximum stabilized tour who have entered their Overseas Returnee/CMM Cycle and have an assignment selection date, may apply for an EQUAL-Plus advertised job no later than the day before the Overseas Returnee/CMM EQUAL is advertised.

A10.5. Application Requirements for MAJCOM or Organization-Controlled Special Duty Assignments. The following is required in addition to volunteering via AMS:

A10.5.1. The Airman provides any documentation required by the EQUAL-Plus advertisement. If the Airman is married to another military member, include the spouse's identification data (grade, name, SSN (last 4), CAFSC, organization, location, branch of service) and any information which should be considered in conjunction with the application for the Special Duty Assignment.

A10.5.2. The application contains the specific job number reflected in the EQUAL-Plus advertisement.

A10.5.3. When photographs are submitted as part of the application process, write the name and SSN (last 4) of the Airman on the reverse of the photograph with a permanent marker.

A10.5.4. When a controlling activity receives an application, they either initiate the assignment request if a requirement exists, or return the application if the Airman is unqualified (to include why the Airman is unqualified). Applications for professional military education (PME) instructor, recruiter, or AETC instructor may be considered for 12 months.

A10.5.5. The controlling activity verifies the current status of the Airman 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.

A10.6. Selection Priority for Overseas Locations. The selection priority for EQUAL-Plus jobs advertised for requirements at overseas locations is:

A10.6.1. First: Local overseas volunteers with at least 12 months left on DEROS and are able to extend an additional 12 months. (*Local is defined as currently stationed at the same duty location of EQUAL-Plus location.*)

A10.6.2. Second: Short tour Overseas Returnee/ COT volunteers with an established DEROS (Intra-theater volunteers then inter-theater volunteers)

A10.6.3. Third: Long tour Overseas Returnee/COT volunteers with an established DEROS (Intra-theater volunteers then inter-theater volunteers)

A10.6.4. Fourth: Short tour Overseas Returnee/COT volunteers with an indefinite DEROS (Intra-theater volunteers then inter-theater volunteers)

A10.6.5. Fifth: Long tour Overseas Returnee/COT volunteers with an indefinite DEROS (Intra-theater volunteers then inter-theater volunteers)

A10.6.6. Sixth: CMM volunteers prioritized by Date of Availability then date arrived station.

A10.6.7. Seventh: All other CONUS volunteers prioritized by date arrived station.

A10.6.8. Eighth: CONUS Airmen who have an assignment preference updated for the base/location of the EQUAL-Plus location prioritized by date arrived station.

A10.6.9. Ninth: CMM nonvolunteers prioritized by Date of Availability then date arrived station.

A10.6.10. Tenth: CONUS nonvolunteers prioritized by date arrived station.

A10.7. Selection Priority for CONUS locations. The selection priority for EQUAL-Plus jobs advertised for requirements at CONUS locations is:

A10.7.1. First: Overseas short tour returnee volunteers with an established DEROS.

A10.7.2. Second: Overseas long tour returnee volunteers with an established DEROS.

A10.7.3. Third: Overseas short tour returnee volunteers with an indefinite DEROS and will complete the prescribed overseas tour by the departure date.

A10.7.4. Fourth: Overseas long tour returnee volunteers with an indefinite DEROS and will complete the prescribed overseas tour by the departure date.

A10.7.5. Fifth: CMM volunteers prioritized by Date of Availability then date arrived station.

A10.7.6. Sixth: CONUS local volunteers prioritized by least time-on-station. A local volunteer is an Airman who is currently stationed at the same duty location of EQUAL-Plus ad location, who is not overseas vulnerable, and understands the reassignment will be a No Cost PCA move; or is an Airman currently stationed in close proximity to the EQUAL-Plus ad location, who is not overseas vulnerable, and agrees to low-cost PCS. **NOTE:** Local volunteers require 12 months time-on-station as of departure date to be considered..

A10.7.7. Seventh: All other CONUS volunteers prioritized by date arrived station.

A10.7.8. Eighth: CONUS Airmen who have an assignment preference updated for the base/location of the EQUAL-Plus location prioritized by date arrived station.

A10.7.9. Ninth: CMM nonvolunteers prioritized by Date of Availability then date arrived station.

A10.7.10. Tenth: CONUS nonvolunteers prioritized by date arrived station.

A10.8. Developmental Special Duty Assignments. The Air Force has identified 10 Special Duty Identifiers (SDIs) as enlisted developmental special duty positions due to their unique leadership roles and the Airman's responsibility to mentor and develop Airmen. To ensure the right Airmen are selected and assigned to these positions, a nomination process was implemented by the AF Chief of Staff and CMSgt of the AF. The process gives commanders, through their respective MAJCOM, the authority to nominate their Airmen and deliberately influence a developmental career path.

A10.8.1. Airmen perform duties in an SDI on a semi-permanent or permanent duty basis. These duties are unrelated to any specific career field and do not provide a normal career progression pattern. Performance in an SDI developmental special duty position can range from two to four years.

A10.8.2. The SDIs identified for developmental special duty are positions that produce and develop the world's greatest Airmen through oversight and leadership of multiple Airmen; ensure the well-being of Airmen and their families; and represent the enlisted corps and AF on a national stage involving supervision and mentorship of subordinates and peers.

A10.8.2.1. The developmental special duty SDIs are: 8A100, Career Assistance Advisor (CAA); 8B000, Military Training Instructor (MTI); 8B100, Military Training Leader (MTL); 8B200, Academy Military Training NCO (AMT); 8C000, Airman and Family Readiness Center (A&FRC) Readiness Noncommissioned Officer (RNCO); 8H000, Airman Dorm Leader (ADL); 8F000, First Sergeant; 8G000, Honor Guard; 8R000, Recruiter; and 8T000, Professional Military Education (PME) Instructor.

A10.8.3. Eligibility Criteria. Commanders must ensure Airmen are PCS eligible and meet the minimum eligibility criteria for the nominated developmental special duty position(s) as listed in the Air Force Enlisted Classification Directory, Special Category Guide, and Stabilized Tour Guide. (T-1)

A10.8.4. Nomination Cycles. Nomination cycles occur bi-annually in March and September. During each cycle, HQ AFPC/DP2OS releases instructions in a PSD Memorandum to the MAJCOM/A1s. The intent of the nominative process is for commanders to identify and nominate Airmen who have displayed the leadership skills capable to succeed in a developmental special duty position. Nominations should not be based solely on an Airman's desire to fill a particular developmental special duty . Airmen are not selected for positions outside commanders' nomination.

A10.8.5. Assignment Selection. Airmen must be nominated by their commander and respective MAJCOM and meet ALL eligibility criteria for selection. HQ AFPC/DP2OS validates eligibility of MAJCOM nominations prior to placing them on assignment. Airmen selected and hired for CONUS developmental special duty locations have an assignment availability code 50 updated in MilPDS for the developmental special duty tour length specified in the Stabilized Tour Guide.

A10.9. Return to Service and Interim Member Transfer (FORM) Programs. The return to service program is for the permanent reassignment and the FORM program is for the interim (temporary) reassignment of Airmen relieved of duty, for cause or not for cause, who are assigned or attached to HAF, the Office of the Secretary of the Air Force (SAF), the JCS, the DoD, the OSD, and to those whose organization is not subordinate to an Air Force MAJCOM and who are not administratively assigned to an installation with an Air Force commander authorized to exercise general or special court-martial convening authority.

A10.9.1. The Air Force Personnel Center, Directorate for Personnel Programs, Military Assignments Program Branch (AFPC/DP3AM), is the Air Force OPR for return to service and FORM programs.

A10.9.2. The AFDW, A1 Directorate (AFDW/A1) is designated as the National Capitol Region (NCR) OPR on all matters relating to the return to service and FORM programs.

AFDW/A1 is responsible for generating AFDW policy and procedures governing the return to service and FORM programs, which includes supplements to this publication and forms. AFDW/A1 coordinates with HQ AFPC/DP3AM regarding placement of Airmen, either on a temporary or permanent basis, within the context of the program.

A10.9.3. Airmen eligible to PCS (do not have disciplinary or medical processing actions pending) are reassigned under the return to service program to an Air Force unit in the CONUS (based on the manning needs of the Air Force at the time the Airman is relieved). RNLTDs are established as 60 days from the date the member is relieved of duty. The 60 days provides ample time for the Airman to complete all out-processing actions and report to the designated base since he or she is no longer performing duties based on being relieved.

A10.9.4. Airmen not eligible to PCS (have disciplinary or medical processing actions pending) are reassigned under the FORM program to the Air Force District of Washington (AFDW) as an interim measure in order to facilitate certain medical, administrative or disciplinary actions. Upon completion of the disciplinary or medical processing action the Airman is reassigned under the return to service program, if not separated from service.

Attachment 11

(REGAF ONLY) VOLUNTARY STABILIZED BASE ASSIGNMENT PROGRAM (VSBAP) (ENLISTED ONLY)

A11.1. Purpose. This program provides enlisted Airmen a stabilized tour in exchange for volunteering for an assignment to a historically hard to fill location. The current locations used for VSBAP are Cannon AFB, NM, Grand Forks AFB, ND, Minot AFB, ND, 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 AFS (or Fort MacArthur) will serve a 4-year stabilized tour. **(T-1)**

A11.2. VSBAP Eligibility. Airmen must meet the below criteria to apply **(T-1)**:

A11.2.1. Have at least 3 years, 5 months time-on-station to apply and at least 4 years time-on-station before PCS departure if assigned in the CONUS (see **paragraph A11.3.3** if currently serving on a CONUS stabilized tour), and

A11.2.2. Not have an assignment selection date, and

A11.2.3. Not be in assignment availability code 05, 08, 09, 10, 12, 13, 15, 16, 17, 19, 21, 25, or 27 as listed in **Table 2.1** Not be in assignment limitation code "L" or "8" as listed in **Table 2.2**, and

A11.2.4. Not have any quality control factors as listed in **paragraph 5.20**, and

A11.2.5. Not be an overseas volunteer or have any other voluntary assignment application pending, and

A11.2.6. Have or be able to obtain at least 24 months retainability within 30 days of receipt of approved applications.

A11.3. Application Procedures/Limitations:

A11.3.1. Airmen apply for VSBAP by filling out the application on the vMPF through the self-service applications.

A11.3.2. Airmen assigned overseas may apply for VSBAP at the time of DEROS forecast. Airmen assigned to a CONUS maximum stabilized tour may apply for VSBAP at the time of completing their Maximum Tour RIP.

A11.3.3. Airmen serving on a CONUS stabilized tour may apply no earlier than 7 months before Date of Availability. The Date of Availability is the expiration date of the assignment availability code associated with the stabilized tour. If the VSBAP application is approved, departure date is after the stabilized tour Date of Availability.

A11.3.4. Airmen assigned to a VSBAP location (but not serving on a VSBAP) may apply for an in-place VSBAP. There is no time-on-station minimum to apply. The deferment is effective upon approval of the application.

A11.3.5. 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 3 years, 5 months at 4 year locations or 4 years, 5 months at 5 year locations of the current VSBAP assignment.

A11.3.6. Career enlisted Airmen serving on a VSBAP may apply for an in-place Base of Preference 7 months before the end of their VSBAP provided they meet all eligibility criteria as outlined in **Attachment 2**. The Date of Availability for an in-place Base of Preference is 2 years from the completion date of the VSBAP or from the date of approval (whichever is later). **NOTE:** A second VSBAP following an in-place Base of Preference is not authorized.

A11.3.7. Applications which cannot be immediately approved are continually considered for 6 months or until request is withdrawn by the Airman or he or she becomes ineligible through such action as selection for a PCS other than the VSBAP.

A11.3.8. Exceptions may be considered for an assignment in an awarded AFSC (other than CAFSC) only when worldwide and local manning supports.

A11.3.9. Airmen who have their VSBAP application approved 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 Career Airmen Reenlistment Reservation System who will attend a formal training course of over 20 weeks duration, or those who cannot be used at their present base in the Career Airmen Reenlistment Reservation System retraining AFSC.

A11.4. Canceling/Curtailing an Approved VSBAP. An Airman may request cancellation of an approved VSBAP assignment or curtailment of the 4-year or 5-year tour after completing 3 or 4 years on the VSBAP assignment. Requests for cancellation should be fully justified, endorsed by the commander, and forwarded through the MPF to the assignment OPR.

Attachment 12

(REGAF ONLY) OVERSEAS TOUR EXTENSION INCENTIVE PROGRAM (OTEIP) (ENLISTED ONLY)

A12.1. Purpose. To save PCS funds by providing specific incentives, as authorized by Congress and the SAF, to enlisted Airmen in certain skills who extend their overseas tour for 12 months.

A12.2. Who is Eligible. Airmen must meet the below criteria **(T-1):**

A12.2.1. Be serving in either:

A12.2.1.1. A CAFSC designated by the SAF that is:

A12.2.1.1.1. All five positions of DAFSC [skill level/suffix-specific] match all five positions of the CAFSC [skill level/suffix-specific] on the OTEIP listing and

A12.2.1.1.2. Airmen with prefixes to designated AFSCs are eligible; however only those suffixes indicated are eligible [if an AFSC is indicated only with a suffix then Airmen possessing the AFSC without that particular suffix are not eligible), or

A12.2.1.2. Be serving at a short tour location (tour lengths of NA/12, 24/12, 24/15) where all AFSCs are eligible, and

A12.2.2. Extend their overseas tour for a period of 12 months (no more, no less), and

A12.2.3. Have or be eligible to obtain the required PCS retainability.

A12.3. Who is Not Eligible.

A12.3.1. Officers.

A12.3.2. Airmen who cannot obtain the required retainability.

A12.3.3. Airmen at long tour locations who do not hold a specific CAFSC designated by the SAF, or skill level, or suffix do not match designated CAFSC.

A12.3.4. Airmen who extend their DEROS for a period other than 12 months.

A12.3.5. Airmen whose DEROS is involuntarily extended (during the involuntary extension period only).

A12.3.6. 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). **(T-1)**

A12.3.7. 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. **(T-1)** Example: an Airman serving a 24 month unaccompanied tour who marries a civilian spouse and receives approval of command sponsorship or receives a join spouse assignment is obligated to serve the accompanied tour length. The Airman would not be eligible for OTEIP for the period of time necessary to support the accompanied tour length.

A12.4. OTEIP Incentives/Restrictions.

A12.4.1. Eligible Airmen may elect one of the following incentive options:

A12.4.1.1. Y1 option: special pay of $2,000 lump sum.

A12.4.1.2. Y2 option: 30 days nonchargeable leave.

A12.4.1.3. Y3 option: 15 days nonchargeable leave and government funded round trip transportation from the overseas location to the nearest CONUS port (travel provided for the Airman only).

A12.4.2. 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 A12.6**.

A12.4.3. Airmen electing either leave option (Y2 or Y3) must take the OTEIP leave incentive within 6 months after entering the OTEIP extension. Refer to AFI 36-3003 for additional guidance on leave, transportation incentives, exceptions and expiration time frame. **(T-1)**

A12.4.4. Once an OTEIP incentive has been approved, any request to change to a different incentive requires full justification, to include commander's recommendation. The same is true if an election other than OTEIP was made, and the request is to change to OTEIP. Submit these type of requests and attach the original DEROS RIP by email to HQ AFPC/DP3AM with an information copy to the assignment OPR.

A12.5. Application Procedures.

A12.5.1. Airmen who are OTEIP eligible apply for OTEIP at the time of DEROS forecasting by using the DEROS RIP. This RIP automatically reflects the OTEIP incentive options. **NOTE:** MPF should not request DEROS RIPs for OTEIP eligible Airmen out-of-cycle (manually). Manually requested DEROS RIPs do not pass the same PDS edits and do not reflect the OTEIP options. The Airman and the Commander must sign the DEROS RIP and forward it to the MPF within 30 days from the day it was produced. **(T-1)** The MPF must update and process OTEIP requests through PDS. **(T-1)**

A12.5.2. Commanders and the assignment OPR evaluate each extension request and have disapproval authority when such action is warranted (quality control, projected authorization changes, projected over manning by grade and skill, etc.).

A12.6. Cancellation/Recoupment of OTEIP Incentives. 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:

A12.6.1. Recoupment of the unearned part of the incentive pay is taken based on a monthly amount of $166.66, but the DEROS remains firm unless adjusted by HQ AFPC/DP3AM. Example: an Airman serving an OTEIP extension until November 2011 has his AFSC withdrawn for cause in May 2011. In this case, the DEROS will remain November 2011 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/DP3AM via CMS, of the OTEIP AFSC withdrawal action, so recoupment action can be initiated through DFAS. **(T-1)**

A12.6.2. Nonchargeable leave and/or transportation incentives used are charged to the Airman. DEROS remains firm unless adjusted by HQ AFPC/DP3AM.

A12.6.3. 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), are not usually charged for used leave and transportation costs. Airmen who elected the monetary incentive have the unearned portion recouped per paragraph A12.6.1.1. In all cases, the DEROS remains firm unless adjusted by HQ AFPC/DP3AM. **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 ordered by the commander must first be approved by HQ AFPC/DP3AM. **(T-1)**

A12.6.4. Incentive benefits are not 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.

A12.7. Mandatory PCS. When Airmen are in a mandatory PCS, the following apply:

A12.7.1. When an Airman has entered the 12 month OTEIP extension and is curtailed due to mission requirements or humanitarian reasons (mandatory PCS), any incentives already received/used are not normally recouped; however, all unused incentives terminate upon departure from the current station. HQ AFPC/DP3AM is the final approval authority for determining if the Airman has to repay the government for any unearned incentives.

A12.7.2. When an Airman with an approved OTEIP extension has not entered his or her extension and due to force structure changes, or other mission reasons, the OTEIP extension can no longer be supported, the extension reverts 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.

A12.7.3. 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 are submitted by the Airman to the MPF, to AFPC/DP3AM via CMS. 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. **(T-1)** 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 are submitted through the MPF to HQ AFPC/DP3AM for a final decision. Requests include specific start and stop dates which clearly show the Airman can complete the required 12 month extension period.

A12.8. Command Sponsorship. Airmen initially serving an unaccompanied tour who elect and have entered an OTEIP extension and subsequently acquire dependents and apply for command sponsorship keep their OTEIP entitlement. However, Airmen initially serving an unaccompanied tour who elect and have NOT entered an OTEIP at the time of acquiring dependents and applying for command sponsorship, the OTEIP is canceled (see **paragraph 6.11.2.13**) but are still required to extend to fulfil the requirement to serve the equivalent of the accompanied tour length for approval of command sponsorship.

A12.9. 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 or mission changes that prevent completion of the extension. Requests for cancellation after entry is processed and approved by HQ AFPC/DP3AM 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 is completed as outlined in paragraphs A12.6.1.1. and A12.6.1.2.

Attachment 13

(REGAF ONLY) ENLISTED QUARTERLY ASSIGNMENTS LISTING (EQUAL) AND CONUS MANDATORY MOVER (CMM)

A13.1. What is the EQUAL? The EQUAL listing advertises those enlisted (SMSgt and below) requirements (assignments) HQ AFPC intends to make to and from overseas. It shows what is available by AFSC, grade, and location, and allows Airmen the opportunity to align preferences to actual AF needs. Airmen can review the EQUAL on the AMS web page.

A13.2. When the EQUAL is not used. The EQUAL is not used to advertise special duty, joint/departmental, short notice overseas requirements, CONUS to CONUS moves, CMSgt requirements, or aircrew assignment that involve either training or military couples returning from overseas who desire join spouse assignment. The EQUAL-Plus is used in these instances.

A13.3. How the EQUAL works. Assignments to and from overseas are worked in three month cycles as shown in **paragraphs A13.5** and **A13.6**. 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 overseas and CONUS Mandatory Movers (CMM). CMM are those Airmen with a maximum stabilized tour deferment (assignment availability code 50) whose codes are expiring and are considered "mandatory movers."

A13.3.1. The CONUS to overseas cycle is the first step in the assignment process. Generally, overseas requirements (the number of positions to be filled) are determined based on the number of Airmen currently overseas who have a DEROS falling within a given cycle who are returning to the CONUS. HQ AFPC/DP2 uses this information to identify and advertise overseas requirements on the EQUAL, allow Airmen to volunteer for, and finally, select Airmen for overseas assignments.

A13.3.2. Once the overseas assignments have been matched to Airmen, HQ AFPC/DP2 then works to identify those CONUS locations where manning requirements exist. There is one CONUS requirement identified for each Overseas Returnee and CMM. These requirements are then advertised on the Overseas Returnee/CMM EQUAL. Airmen prioritize and update preferences based on the advertised requirements.

A13.3.3. The requirements are matched to the OS returnee or CMM Airmen according to the selection priority listed in **Table 5.11**. This first step is to match enlisted Airmen with awarded SEIs against allocations with SEI requirements, while satisfying the enlisted Airmen's preferences. The second step is an attempt to match SEI requirements while ignoring preferences. The third step is an attempt to match preferences. If neither an SEI match nor a preference match can be made, Airmen are matched to CONUS assignments based on AFSC, grade, and skill level.

A13.4. How to Use the EQUAL.

A13.4.1. Review the OS EQUAL to see what OS assignments are being filled. Using that information, Airmen 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 selection as a volunteer to just that base. Example: if the EQUAL lists a requirement in an Airman's AFSC and grade at both Ramstein AB and Spangdahlem AB, he or she can volunteer for both by listing each separately or by just listing Germany as an OS preference.

However, if he or she lists only Ramstein AB as a preference and not Germany, HQ AFPC/DP2 does not consider him or her 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, selections are made according to the priorities listed in **Table 3.2** and **Table 5.9**.

A13.4.2. OS returnees and CMM should use the Overseas Returnee/CMM EQUAL to align their CONUS assignment preferences to those locations listed (military couples see **paragraph A13.7**) It's understood that the requirements advertised may not be true "personal assignment preferences," as the EQUAL only reflects those assignments which are being matched. However, ignoring or failing to prioritize the advertised requirements means Airmen receive the remaining assignment after all those who aligned and provided preferences from the EQUAL are matched (regardless of an Airman's return priority). Overseas Returnees and CONUS Mandatory Movers (CMM) must read the Overseas Returnee/CMM Counseling Handout PSD Guide during their DEROS option window or tour completion decision window. The MPF forwards the PSD Guide along with their DEROS Option RIP or Tour Completion RIP to each Airman IAW with the PSD Guide. The PSD guide serves as the initial assignment counseling for enlisted Airmen (SMSgt and below) and provides options, specified timelines and the repercussions for failure to act on certain personnel actions. The minimum assignment counseling requirements are satisfied when the MPF provides the Airman a copy of the Overseas Returnee/CMM counseling handout. If additional counseling is not requested, and the Airman has initialed the portion of his or her RIP indicating they have read and understood the Overseas Returnee/CMM counseling handout and the options available, then it is assumed they will comply with the specified timelines and required personnel actions. **Receipt of the handout constitutes formal assignment counseling.**

A13.5. OS Cycle Schedule (for OS Requirements)

Reporting Months	Allocations	Advertising	Match Cycle
Oct/Nov/Dec	Jan	Feb	Mar
Jan/Feb/Mar	Apr	May	Jun
Apr/May/Jun	Jul	Aug	Sep
Jul/Aug/Sep	Oct	Nov	Dec

A13.6. Overseas Returnee/CMM Cycle Schedule (for CONUS Requirements)

DEROS Months	Allocations	Advertising	Match Cycle
Aug/Sep/Oct	Mar	Apr	May
Nov/Dec/Jan	Jun	Jul	Aug
Feb/Mar/Apr	Sep	Oct	Nov
May/Jun/Jul	Dec	Jan	Feb

A13.7. Military Couples, Join Spouse, and EQUAL. (Also refer to **paragraph 2.14** and **Attachment 8**)

A13.7.1. Military couples who desire to be assigned together OS (join spouse intent codes "A" or "B") where an accompanied tour is authorized use the OS EQUAL to volunteer for OS assignments. Military couples will be provided a join spouse assignment based on a requirement existing for both Airmen. If either Airman is selected as the most eligible volunteer, the spouse receives join spouse consideration based on manning over the next six-

month period from the RNLTD of the selected Airman. Approval is based on requirements versus vacancies. Upon approval, and provided the join spouse meets all other PCS criteria, the join spouse assignment is updated with the same RNLTD as the selected Airman.

A13.7.2. Military couples who desire to be assigned together in the CONUS (with intent codes "A" or "B") who are OS returnees or CMM do not use the Overseas Returnee/CMM EQUAL as CONUS requirements for military couples are not advertised. Because of the unique grade and AFSC make up of military couples, these assignments are hand-matched. Military couples should maintain matching and current CONUS preferences which are considered during their assignment match. Preferences along with current Air Force needs are used to determine join spouse assignment approval.

A13.7.3. Military couples who do not desire to be assigned together, **or** when an Airman of the military couple has an approved retirement or separation (with intent code "H"), may participate in the Overseas Returnee/CMM EQUAL cycle, provided his or her intent code of "H" was in PDS prior to their assignment selection date. If either Airman changes his or her join spouse intent code to "H," a join spouse assignment is not considered. If selected for an assignment and the Airman's intent code is "H" and later desires a join spouse assignment, the Airman cannot have a join spouse move to that location at a later time unless he or she is eligible under some other assignment program.

Attachment 14

(REGAF ONLY) TOTAL TIME IN AREA ASSIGNMENT (OFFICERS ONLY)

NOTE: This program has been temporarily suspended until further notice.

A14.1. Total Time-In-Area Assignment (Officers Only). The total time an officer is assigned to the same CONUS locale can have both positive and negative impact on the officer and the Air Force. There is no arbitrary maximum period of time an officer may be assigned to duty stations within a locale. This guidance is to ensure the overall best interests of the Air Force are served when an officer is being considered for:

A14.1.1. PCS between duty stations within a locale, including PCA without PCS (No Cost Move or a Low Cost PCS), or

A14.1.2. PCS to return to a locale in less than 2 years after PCS of short duration outside a locale, such as after an unaccompanied OS short tour, PCS after completion of professional military education (PME), PCS to attend formal education, and so on.

A14.2. Total More Than Four Years. When PCS is proposed as outlined in **paragraphs A14.1.1** or **A14.1.2** above, and an officer's total time assigned to a locale is projected to be more than 4 years, then the PCS must be approved by AF/DPG for generals and AF/DPO colonels (including selectees), HQ USAF/JAX for judge advocates, and HQ AFPC/DP2 for officers in the grade of Lt Col and below.

A14.3. Computing Time. In computing total time assigned within a locale, use 24 months as the projected time-on-station at the new location, or the projected stabilized tour length or deferment, if applicable, whichever is longer. Example: if an officer will have 3 years time-on-station at the time of PCS departure, then approval of 5 years total time assigned is required. If an officer will have 3 years time-on-station at the time of PCS departure and the assignment is to a 3 year stabilized tour, then approval of 6 years total time assigned is required.

A14.4. Coordination. In addition, coordination of the losing/gaining unit commanders at the two duty stations within the locale is required prior to approval of a PCS meeting the criteria in **paragraph A14.1.1** or **A14.1.2** above. **(T-1) NOTE:** Local instructions may require approval higher than the losing and gaining unit commander level. Example: a request to PCS to the USAF Academy from another base within the Colorado Springs area may require concurrence of the Commandant of the USAF Academy.

A14.5. Locale Definition. For purposes of this assignment instruction only, a locale is:

A14.5.1. Separate cities, towns, or installations (to include detachments, operating locations) adjacent or close to each other, between which the commuting public travels during normal business hours on a daily basis; or a group of stations specified by the assignment authority.

A14.5.2. The following locales include the stations specified (and operating locations or detachments which may be adjacent or close by):

A14.5.2.1. San Antonio: Brooks City Base, Joint Base-San Antonio Lackland, Joint Base-San Antonio Randolph, Joint Base-San Antonio Fort Sam Houston, Joint Base-San Antonio Camp Bullis.

A14.5.2.2. Colorado Springs: Peterson AFB, Schriever AFB, Cheyenne Mt., Buckley Field, USAF Academy.

A14.6. Washington, DC Area. For PCS between duty stations within the Washington, DC area, see **Attachment 15**.

Attachment 15

(REGAF ONLY) WASHINGTON, DC AREA TOTAL TIME ASSIGNED MANAGEMENT (OFFICERS ONLY)

NOTE*:* This program has been temporarily suspended until further notice.

A15.1. Washington, DC Area Total Time Assigned Management. Assignments of officers to, from, and within the Washington, DC area 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, accommodate individual officer professional development. It is recognized there are times when an extension of present assignment or consecutive assignments within 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 is carefully managed according to the guidance herein and in the following paragraphs with approval level of extensions and reassignments as shown in **Table A15.1** and **Table A15.2**. Further, a 2-year intervening minimum period is mandatory between assignments in the Washington, DC area as explained in **paragraph A15.9** and **Table A15.3**.

A15.2. 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):

A15.2.1. Washington, DC;

A15.2.2. 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

A15.2.3. In Maryland, the counties of Prince George's and Montgomery.

A15.3. 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 A15.9**.

A15.4. Time Assigned as a Student. Time assigned within the Washington, DC area as a student (Air Force Institute of Technology, PME, formal training course) does not count towards total time assigned. 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 needed. See **Table A15.2**.

A15.5. 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 instruction. Similarly, consecutive operational assignments within the area are not within the purview of this instruction. 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.

A15.6. 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 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. **(T-1)** 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 **Table A15.1** to determine the approval level for extension of total time assigned.

A15.7. Stabilized Tour Extension. Stabilized tours are designated as either maximum or minimum tours (see **Attachment 1**).

A15.7.1. 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.

A15.7.2. Maximum tours require either mandatory reassignment upon tour expiration or approval of a tour extension and 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. **(T-1)**

A15.8. 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 date arrived station 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. **(T-1)** 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 **Table A15.2**.

A15.9. 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 Airman 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. **(T-1)** The approval level required for return assignment with less than 2 years is shown in **Table A15.3**.

A15.10. Judge Advocates. 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.

Table A15.1. 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/DP2 (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, an organization under the operational control of a MAJCOM, or an organization authorized a minimum stabilized tour but the officer's minimum stabilized tour assignment availability code has expired, do not require an extension provided they remain assigned to their current organization and remain in place.
2. When assignment is to a DoD activity, the extension also requires approved IAW the DoD activity extension approval requirements. If the assignment officer disapproves the extension request, it is not processed to the DoD approval authority.
3. For disapproval, HQ AFPC/DP2 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/DP2:

a. Recommends approval then the extension is 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/MRM must approve.

b. Recommends disapproval of the extension, the requester may accept the disapproval or forward along with HQ AFPC/DP2 recommendation to the approval authority (same as shown in note 4.1 above), with an information copy of the forwarding memo to HQ AFPC/DP2. If the approval authority approves the request, HQ AFPC/DP2 may elevate the disagreement to AF/CVA for Air Staff, or SAF/MR for the Secretariat, for resolution.

Table A15.2. Officer Wash DC Area Total Time Assigned Consecutive Assignment Approval Authority.

R	A	B	C

RULE	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/DP2
4	Stabilized tour to operational	Up to 4 years	The assignment officer
5		More than 4 years	HQ AFPC/DP2
6	Stabilized tour to stabilized tour	Up to 4 years	The assignment officer
7		More than 4 years	HQ AFPC/DP2
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		More than 4 years	HQ AFPC/DP2

NOTES*:*

1. An operational assignment is defined as an assignment to a unit under the operational control of a MAJCOM and no stabilized tour is authorized for the organization or the Airman's position. If the current organization or Airman's current position is authorized a stabilized tour or projected organization or projected position is authorized a stabilized tour, then use the appropriate stabilized tour rule.
2. Time assigned within the Washington, DC area as a student (Air Force Institute of Technology, PME, formal training course) does not count towards the total time assigned.

Table A15.3. Officer Washington DC Area Assignment Interval Approval Authority

RULE	A	B	C	D
	If an officer was assigned to the Wash, DC area	**An interval of**	**Is required before return assignment to the Washington, DC area for**	**Unless an interval of less than 2 years is approved by**
1	With duty on the Joint Staff, JCS	2 years	Duty on the Joint Staff, JCS	HQ AFPC/DP2 first; then SecDef
2	On a Secretariat or Air Staff tour		A Secretariat or Air Staff tour	HQ AFPC/DP2 first; then SAF/MR
3	On a stabilized tour other than rules 1 or 2		A stabilized tour other than rules 1 or 2	HQ AFPC/DP2
4	To an operational assignment	None	An operational tour	The assignment officer

Attachment 16

(REGAF ONLY) HUMANITARIAN REASSIGNMENT AND DEFERMENT

A16.1. Humanitarian Reassignment/Deferment General Provisions/Guidance.

A16.1.1. Waivers to these provisions require prior approval of HQ assignment authority of AFPC/DP3AM.

A16.1.2. The Comptroller General has ruled that the move of Air Force Airmen 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.

A16.1.3. A request for humanitarian reassignment or deferment is considered based on individual merit taking into account the human factors involved, the Airman'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.

A16.1.4. A request for humanitarian reassignment may warrant giving assignment preference to the Airman based on the facts presented. The fact that the move would increase the morale and effectiveness of the Airman may be considered in authorizing PCS in these circumstances, but assignment on this fact alone is not authorized.

A16.1.5. The reassignment or deferment request must be initiated by the Airman concerned. A request initiated/submitted by one person on behalf of another is not accepted **(T-3)**, except for cases noted in **paragraph A16.7.6** and **A16.7.7.2**.

A16.1.6. Emergency or ordinary leave is to be used first as a means of easing family hardships or problems before applying for humanitarian reassignment.

A16.1.7. All Airmen 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 OS assignments. Therefore, permanent or prolonged deferment from reassignment cannot be considered. If a reassignment or temporary period of deferment is approved, the Airman must thereafter revert to worldwide assignable status.

A16.1.8. A humanitarian request is approved on its own merit, and will not be disapproved based solely on the Airman's substandard performance and (or) conduct. Airmen will only be delayed from departing PCS when he or she is 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, or AFI 36-3208. 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 Airman's job related or personal problems **(T-3)**.

A16.1.9. A humanitarian reassignment or deferment is normally a one-time action to solve a problem within a reasonable period of time.

A16.1.10. For RegAF colonels and below and CMSgt's and below (except those attending initial technical training), requests must be submitted via the virtual MPF (vMPF) with

supporting documentation to the Total Force Service Center-San Antonio (TFSC), HQ AFPC/DP1TAM. Once a request is complete it will be provided for consideration to HQ AFPC/DP2LWA. Large volume requests may be mailed to HQ AFPC/DP1TAM, 550 C Street West, Suite B111, Joint Base San Antonio-Randolph, TX 78150. For colonels (including selectees), and chiefs (including selectees) while requests are submitted initially to HQ AFPC, the final approval authority is AF/DPO and AF/DPE, respectively. Requests will be provided to the appropriate OPR for consideration once the required medical or legal review is obtained. Throughout this attachment when HQ AFPC/DP3AM is referred to, substitute AF/DPO if the applicant is a colonel or colonel selectee, and AF/DPE if the applicant is a chief or chief selectee. For Reserve Airmen submit requests to ARPC/DPA and for ANG Airmen submit requests to NGB/A1PP.

A16.2. Terms (For the purpose of humanitarian consideration).

A16.2.1. 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 Airman or spouse) are not within the definition of family member, requests involving the terminal illness of a sibling may be forwarded for consideration as an exception to policy.

A16.2.2. Person *in Loco Parentis*: Refers to one who exercised parental rights, duties, and responsibilities and, in fact, raised an Airman 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 Airman's or spouse's 21st birthday, or before the Airman's entry on active duty, whichever is earlier. The relationship must have been such that the Airman 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 *in 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 resided in the same home (unless the parent was mentally incompetent).

A16.2.2.1. A request based on *in 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 Airman or his or her spouse. In addition, submit copies of any documents that may have been created at the time *in loco parentis* status was established relating to the custody, control, care, and management of the Airman or spouse (court documents, tax returns, report cards signed by the *in loco parentis* "parent," etc.)

A16.3. Identifying and Reporting Humanitarian Conditions.

A16.3.1. An Airman desiring humanitarian deferment must submit his or her request through vMPF within 30 calendar days from PCS notification, nomination for reassignment, or selection for TDY in excess of 30 calendar days **(T-3)**.

A16.3.2. Should humanitarian conditions arise after PCS notification or other event notification, but before departure, the Airman must submit his or her request to the TFSC for consideration within 30 calendar days of learning of the condition (or a diagnosis) **(T-3)**.

A16.3.3. If the circumstances of the situation change and the request is still pending, or a reassignment has been approved but the Airman has not departed, the Airman must notify his

or her MPF. An approved humanitarian reassignment is normally canceled if the situation for which granted ceases to exist before the Airman's departure. In this instance, the Airman can request for the assignment not to be canceled, but must provide supporting documentation to show what outprocessing actions have been taken and the hardship they would incur if canceled. The MPF will provide this information to the TFSC, who, in turn, provides it to the HQ AFPC/ DP2LWA who will make the final decision and provide a response by email message **(T-3)**.

A16.3.4. Airman must notify the MPF when the humanitarian condition ceases to exist for removal from the program. Once notified the MPF deletes the assignment availability code and deployment availability code.

A16.4. Spirit and Intent of the Humanitarian Program. The Humanitarian Program was established to assist Airmen in resolving severe short-term problems involving a family member. Airmen must be effectively utilized in their duty (officer) or control (enlisted) AFSC. When a request involves reassignment, it will normally be to the closest location to where the family member concerned resides so the Airman 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, utilization in a special duty position is not considered due to the lack of training capability.

A16.5. Basic Eligibility Criteria for Humanitarian Reassignment/Deferment. The following basic criteria must be met before a request can be approved.

A16.5.1. A vacancy must exist at the new duty station if a PCS is involved and the Airman must meet service retainability requirements for PCS.

A16.5.2. The Airman must be experiencing a problem involving a family member (as defined in **paragraphs A16.2.1** and **A16.2.2**) that is more severe than usually encountered by other Airmen with a similar problem.

A16.5.3. The Airman's presence must be absolutely essential to alleviate the problem.

A16.5.4. The problem can be resolved within a reasonable period of time (normally 12 months).

A16.6. Assignment Considerations for Airmen with Humanitarian Conditions.

A16.6.1. An Airman 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. Example: if an Airman is serving on a 30/18-month OS tour and receives approval for reassignment to a 36/24-month OS tour, the Airman 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 Airman has been assigned to the current location.

A16.6.2. For Airmen enroute PCS or TDY, he or she may discuss the problem with the nearest MPF Chief, the TFSC, HQ AFPC/DP2LWA, or his or her HQ assignment authority to assist

in deciding whether or not to submit a request. There is no reimbursement authorized if the Airman decides to travel to the nearest base with an MPF and the Airman's status remains unchanged (example: leave) if he or she decides to submit a request. The Airman must comply with current reporting instructions if the HQ assignment authority denies suspension of movement; however, a request still can be submitted.

A16.6.3. If a request for assignment is to a dependent-restricted area and the Airman'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 to the native country must be processed per AFI 36-3020.

A16.7. 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:

A16.7.1. The recent death (within 12 months) of the Airman'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 Airman'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.

A16.7.2. The Airman has a serious financial problem not the result of overextension of personal military income (such as loss of primary home of residence where the Airman or spouse and children currently reside, or loss of possessions through fire, theft, or natural disaster), and the Airman 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.

A16.7.3. The Airman is serving an unaccompanied OS tour and his or her spouse abandons his or her children. It must be shown it is not possible for the children to join the Airman at the OS location when an accompanied tour is authorized and that the Airman's presence is necessary.

A16.7.4. The terminal illness of a family member (as defined in **paragraph A16.2.1** and **A16.2.2**) 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 Airman's presence is considered essential regardless of the availability of other family members to assist.

A16.7.5. An authorized state or local agency places a child in the Airman'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.

A16.7.6. Reassignment or deferment is essential in establishing or operating an effective family advocacy program according to AFI 40-301. Documentation from the base Family Advocacy Officer is required.

NOTE: While requests for humanitarian consideration must be initiated by the Airman, there

are some instances involving family advocacy issues where the Airman does not desire assignment or assignment cancellation and there are no quality control factors that would support such action. In these situations, the Airman'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 6.5.9.2** for Airmen assigned OS).

A16.7.7. Reassignment requests due to an Airman's spouse or child who was sexually assaulted will be considered for approval by HQ AFPC/DP2LWA when **paragraph A16.7.7.2** does not apply. The request for reassignment must be fully substantiated by the appropriate medical authority that remaining in the area where the incident occurred would be detrimental to the welfare of the family member.

A16.7.7.1. Airmen may request a specific base for reassignment following a sexual assault incident involving the spouse or child; however, manning must fully support the Airman's desired location. The primary consideration is to relocate the Airman's family away from where the incident occurred. Retraining may be considered for this type of request on a case-by-case basis.

A16.7.7.2. If the sexual assault occurred within the family or with an intimate partner, reassignment requests will be under the Humanitarian Assignments program when it is essential in establishing or operating an effective Family Advocacy program according to AFI 40-301. The Family Advocacy Program (FAP), consistent with DoDI 6400.06, covers adult military dependent sexual assault victims who are assaulted by a spouse or intimate partner and military dependent sexual assault victims who are 17 years of age and younger. The installation Sexual Assault Prevention and Response Coordinator, FAP and domestic violence intervention and prevention staff shall direct coordination when a sexual assault occurs within a domestic relationship or involves child abuse.

NOTE: While requests for humanitarian consideration must usually be initiated by the Airman, there are some instances involving family advocacy issues where the Airman does not desire assignment or assignment cancellation and there are no quality control factors that would support such action. In these situations, the Airman'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 6.5.9.2** for personnel assigned OS) **(T-3)**.

A16.8. 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:

A16.8.1. A desire to provide physical, emotional, or other support to help with the activities of daily living to a parent or parent-in-law due to age, non-terminal or chronic illness or disability, or recent death in the family.

A16.8.2. Problems associated with child care arrangements, or a single parent's desire to make or facilitate either short or long term child care arrangements.

A16.8.3. 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.

A16.8.4. Normal pregnancy, threatened miscarriage, breech birth, Cesarean section, or RH incompatibility.

A16.8.5. The existence of a housing shortage or home ownership problems.

A16.8.6. A financial problem, to include bankruptcy, resulting from over-extension of military income.

A16.8.7. A financial or management problem related to off-duty employment, the spouse's employment, private business activities, or to settle an estate.

A16.8.8. Passport or visa problems involving newly acquired family members.

A16.8.9. Threatened separation, divorce action, or the desire to pursue child custody.

A16.8.10. 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.

A16.8.11. For the purpose of seeking or providing family support except as outlined in **paragraphs A16.7.1** or **A16.7.7.1**.

A16.8.12. A consecutive PCS or deferment based on continuation of the same circumstances (does not include a request to extend a current deferment--see **paragraph A16.12**).

A16.8.13. A request based on the medical condition of the Airman. (Assignment for this reason is initiated by local medical authorities when it is determined the situation warrants such action.)

A16.8.14. Requests for deferment will not be considered for Airmen who have not been selected and notified of reassignment or TDY in excess of 30 days. A deferment request for an officer can be considered based on the Airman's appearance on the Vulnerable Mover List (VML) if coordination with the assignment OPR confirms assignment selection is highly likely.

A16.9. Processing Humanitarian Requests. Requests must be submitted via vMPF IAW PSD Guide-Voluntary Assignments: Humanitarian Reassignment and Deferment Program Reassignment that are located on MyPers **(T-3)**.

A16.9.1. An Airman desiring humanitarian reassignment who also has a spouse or child(ren) enrolled in the EFMP must include appropriate medical or educational documentation concerning the EFMP situation with the humanitarian request (i.e., DD Form 2792, plus addendums, DD Form 2792-1, IEP, etc.). A humanitarian reassignment cannot be approved unless the projected assignment location can meet the needs of the exceptional family member.

A16.9.2. When an Airman is married to another Airman and desires join spouse consideration, a join spouse intent letter must accompany the Airman's application in order for the military spouse to also be considered for assignment action.

A16.9.3. The final approval/disapproval authority is HQ AFPC/DP3AM. A request cannot be approved or denied at a lower level.

A16.10. Available Options When a Request is Disapproved. When a request is disapproved the MPF must counsel the Airman on the following options: Airman 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 **(T-3)**.

A16.11. Withdrawing a Request. If an Airman 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 TFSC, who in turn notifies HQ AFPC/DP2LWA immediately. Once an Airman has departed on a humanitarian reassignment, the request can no longer be withdrawn **(T-3)**.

A16.12. Humanitarian Assignment/TDY Restrictions. The TDY assignment authority will not select an Airman for TDY exceeding 30 calendar days while in humanitarian deferment (assignment availability code 30). If provided a humanitarian reassignment, Airmen will not be reassigned PCS for at least 12 months from date arrived station. A deferment will initially restrict Airmen 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 Airman'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 **(T-3)**.

A16.12.1. Requests for such extensions must substantiate that:

A16.12.1.1. Every possible effort has been made to overcome the problem.

A16.12.1.2. The condition warranting assignment/TDY restriction still exists.

A16.12.1.3. The problem can be resolved within the extended period of assignment/TDY restriction.

A16.12.2. If an Airman's parent organization is relocated or deactivated before expiration of the assignment restriction, he or she is considered for intra-command reassignment to another organization on the same base. If no authorization for his or her specialty exists on base, or if the base is being deactivated, reassignment instructions will be provided by HQ AFPC/DP2LWA.

Attachment 17

(REGAF ONLY) ASSIGNMENT OF NON-PRIOR SERVICE PIPELINE STUDENTS (ENLISTED ONLY)

A17.1. HQ AFPC/DP2LW Technical Training Graduates (TTG) Assignments Section Processing and Procedures Responsibilities.

A17.1.1. Distributes available TTGs to the MAJCOMs on an equal basis by matching TTGs to their end assignment and providing instructions to the Total Force Service Center (TFSC) through either the PDS or by email. Projected Departure Date and RNLTD are based upon graduation date plus 30 days for CONUS assignments and graduation date plus 45 days for OS assignments.

A17.1.1.1. An Airman's port call may be earlier than the RNLTD month as determined by the actual departure date, and leave and travel time authorized. This will preclude a requirement to request a change to the RNLTD and Airman to not use more leave than desired. Under such circumstances, reporting OS prior to the RNLTD month will not result in a Category 1 PCS Processing Discrepancy.

A17.1.1.2. Assignment selection criteria for CONUS and OS volunteers. Airmen who are volunteers for CONUS or OS locations as recorded on their assignment preferences in vMPF are matched to OS short/dependent-restricted OS requirements first, then standard accompanied OS requirements second, then CONUS requirements and arranged in order of grade (highest grade takes precedence), DOR (earliest date takes precedence), TAFMSD (earliest date takes precedence), date of birth (DOB) (earliest date takes precedence) and then, if necessary, in reverse SSN order (use all 9 digits and lowest number takes precedence). 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.

A17.1.1.3. Assignment selection criteria for CONUS and OS non-volunteers. Airmen, whose assignment preferences could not be approved due to not matching requirements and Airmen whose assignment preferences in vMPF were blank, are matched to OS short/dependent-restricted OS requirements first, then standard accompanied OS requirements second, then CONUS requirements and arranged in order of grade (lowest grade takes precedence), DOR (latest date takes precedence), TAFMSD (latest date takes precedence), date of birth (DOB) (latest date takes precedence) and then, if necessary, in reverse SSN order (use all 9 digits and highest number takes precedence). 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.

A17.2. Organizational Responsibilities.

A17.2.1. The TRW schedule students for wing-controlled follow-on training immediately upon entry into the basic course at the training wing.

A17.2.2. The 319th Training Squadron at Lackland AFB will report Basic Military Training students classification no later than the end of the fourth week of training. **(T-2)** Immediately after classification, they will schedule and update in the Military Personnel Data System. **(T-2)** Training Wing (TRW) registrars will report the students entry into operational training

school, a change in technical training schedule, or completion of technical school to 2 AF, Det 1. **(T-2)**

A17.2.3. 2 AF, Det 1 reports any changes to course identification number to HQ AFPC/DP2LWA by email as soon as possible after the class has been activated.

A17.3. TRW MPF Student Assignment Section.

A17.3.1. The MPF will notify the student, through the unit commander, of the assignment within 5 duty days after receipt. **(T-1)** The MPF will also establish a relocation folder and notify the training squadron of all required assignment actions for the assignment, according to AFI 36-2102. **(T-2)**

A17.3.2. PCS orders should be accomplished and forwarded to the Airman as soon as possible after receipt of the assignment if no special processing requirements exist (i.e., Personnel Reliability Program/ SCI requirements, medical/dental clearances, AF Form 1466, AF Form 965, etc.).

A17.3.3. PCS orders for assignments with special requirements or Personnel Processing Codes (PPC), such as those stated above, are 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. **(T-3)** The process for requirements to be completed and orders processed for the student should be completed within 15 duty days.

A17.4. Student SWAP Program. This voluntary program was established to afford non-prior service student Airmen who are assigned in a PCS status at a TRW or Geographically Separated Units (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 Non-prior service students (AB through A1C). **NOTE:** If a TTG has an approved follow-on assignment he/she is ineligible to swap, unless extenuating circumstances apply.

A17.4.1. Eligibility Criteria. Airmen must meet the below criteria to apply**(T-1)**:

A17.4.1.1. Not have been notified of pending elimination from training or reclassified into the AFSC that he or she is swapping for.

A17.4.1.2. Be projected graduates of the same course.

A17.4.1.3. Meet or be able to satisfy all special requirements and PPC requirements before graduation.

A17.4.1.4. 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).

A17.4.1.5. Have a class graduation date within 30 calendar days of each other.

A17.4.1.6. Not have an assignment as a result of a SWAP [AAR 2-digit reason code: SS (Student SWAP)]. **NOTE:** Only one approved swap is permitted.

A17.4.1.7. 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).

A17.4.1.8. 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.

A17.4.1.9. Not have a UIF or have administrative action pending which results in the establishment of a UIF, if the assignment is to an OS area.

A17.5. Grade Criteria. AB through A1C may swap assignments with each other. (There are no grade restrictions for Non-prior service students).

A17.6. SWAP Procedures:

A17.6.1. Airmen must submit their SWAP request to the MPF student assignment section NLT 5 workdays after the student is notified of his or her assignment. **(T-1)**

A17.6.2. The MPF reports SWAP requests by email within 3 duty days to AFPC/DP2LWA for processing. The MPF ensures all pertinent information is contained in the reporting of SWAPs. The following format is used: NAME/SSN (last 4)/OLD GPAS/NEW GPAS/AAN/ AFSC/GRAD DT/REMARKey Strategic.

A17.6.3. A change of either assignment after a SWAP has been approved does not cancel the SWAP action (i.e., if either Airman's assignment was changed the other would continue to the swapped assignment). The Assignment action reason (SS) will remain.

A17.6.4. Within 3 duty days, AFPC/DP2LWA will process the request for a SWAP and either approve and update the PDS, or contact the MPF/GSU notifying them of disapproval. **(T-1)**

A17.6.5. 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 NLT 60 days prior to Projected Departure Date regardless of their training location. These Airmen must be reported to AFPC/DP2LWA in the same manner described above by the MPF servicing the training location. **(T-1)** (**NOTE:** Both MPFs will maintain a copy of the SWAP request of each Airman and the MPF servicing the Airman whose last name occurs first in alphabetical order will submit the requests to the assignment OPR.) **(T-3)**

A17.6.6. The Airmen involved must concur with the SWAP assignments in writing. **(T-1)**

A17.7. Follow-on (FO) Assignment Program.

A17.7.1. TRW's refer to **Attachment 3**, 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. **(T-1)**

A17.7.2. TRW's will allow Airmen 3 duty days to complete their application or decline participation in writing. **(T-3)**

A17.7.3. Airmen may apply for up to 16 preferences (8 CONUS and 8 OS, which can reflect specific bases, states, regions, locales, or countries).

A17.7.4. Method of submitting requests from the technical training wing to HQ AFPC varies based on the Airman's Projected Departure Date. Airmen with a Projected Departure Date of more than 150 days from the assignment selection date have their requests updated by the TRW via PDS, utilizing the remarks area to identify requested state or region/locale areas, if desired. The transaction generates an in-system request to the appropriate assignment OPR approximately 120 days prior to the Airman's Projected Departure Date. In-system approval or disapproval from the assignment OPR takes place through PDS within 10 duty days after receipt. Airmen with a Projected Departure Date within 150 days from assignment selection date should have their preferences forwarded to the assignment OPR by email. The assignment OPR will process these requests within 5 duty days and, if necessary, advise the TRW of disapproval through return email. **(T-1)**

A17.7.5. Airmen must receive approval or disapproval prior to departure and those with approved FO assignments have the pertinent information reflected in their PCS orders. **(T-1)**

A17.8. Deferment of Non-prior service Students. Basic Military Training Students. The following deferments or conditions prohibit the personnel data system from automatically classifying and matching Basic Military Training student assignments.

A17.8.1. Medical/Dental Hold. Deferred with assignment availability code 31, **Table 2.1** and Date of Availability as set by the Medical/Dental Facility.

A17.8.2. Recommended for Separation. Defer with assignment availability code 73 with Date of Availability 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.

A17.8.3. HQ USAF or MAJCOM Hold. Airmen identified by the Airman Classification Squadron as having unique needs which has a bearing on their assignment. On approval from 2 AF, Det 1, the Airman is placed in assignment availability code 70 with a Date of Availability equal to his or her graduation date from Basic Military Training. If not resolved by that date, the Airman Classification Squadron Commander will place a statement on the DD Form 4, waiving the problem. **(T-1)** The Date of Availability can never exceed the Basic Military Training graduation date.

A17.8.4. Airman Classification Squadron Assessment Branch. Airmen identified for special processing by the assessment branch will be placed in assignment availability code 25 with a Date of Availability 1 workday before classification of the week group. **(T-1)** A later Date of Availability may be input manually.

A17.8.5. Enlisted Under the Guarantee AFSC Program. Airmen are placed in assignment availability code 71 with a Date of Availability equal to Basic Military Training graduation date.

A17.8.6. Join Spouse Applicants. Airmen are placed in assignment availability code 69 with a Date of Availability equal to Basic Military Training graduation date. The Airman Classification Squadron will ensure a join spouse requirement is considered during classification so that compatible AFSCs are selected. **(T-1)**

A17.8.7. Other. Airmen in a duty status code other than present for duty (code 00) are not considered for classification or reassignment.

A17.9. Delaying a PCS Move for a Non-prior service Student. PCS moves for Non-prior service students may not be delayed except:

A17.9.1. When a humanitarian or Exceptional Family Member Program assignment request is pending.

A17.9.2. When a join spouse application is pending.

A17.9.3. 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 5.18** and **5.19**).

A17.9.4. When the student is under consideration for a selectively manned or special-duty assignment.

A17.9.5. When pending completion of additional assignment processing actions required by a PPC or awaiting approval to proceed on assignment.

A17.9.6. When pending a response to an application for concurrent travel.

A17.9.7. When the student is placed on Commander Directed Hold (assignment availability code 21) or Under Air Force Office of Special Investigations/Security Forces Investigation (assignment availability code 17). Commanders will validate the need to retain a student for further observation or contemplated administrative action. **(T-2)** Once validated, the commander must immediately initiate a request to place the Airman on hold. **(T-2)** The commander's request includes: grade, name, SSN (last 4), CAFSC, student status (projected graduation date, date eliminated, and so forth), applicable assignment availability code from **Table 2.1** (if different than assignment availability code 21), rationale for action, and Date of Availability. The request is hand-carried or electronically transmitted/faxed to the MPF student assignment section to prevent student departure. If the commander determines the Airman 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 completed 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.

A17.9.7.1. MPF must establish procedures to make sure action is taken to prevent departure of an Airman upon receipt of a commander's request. **(T-2)** In addition, commanders will set up procedures to ensure the hold request is provided to the MPF student assignment section. **(T-2)**

A17.9.7.2. When circumstances which required the Airman to be delayed cease to exist and the Airman is qualified for reassignment, the commander takes immediate action to release the Airman, in writing. This notification is provided to the MPF student assignment section.

A17.10. Assignment of Military Couples Involving TTGs. (See **Attachment 8** for complete guidance on the join spouse assignment program).

A17.10.1. In those situations where the student was married to another military member prior to Basic Military Training and intent code was updated via vMPF, no further action is needed to affect join spouse consideration. However, when the marriage occurs at the training location or after graduation, the following applies:

A17.10.2. Airmen must update join spouse intent code and submit a "hard-copy" join spouse application (see Join Spouse PSD Guide) to request join spouse assignment consideration as soon as possible after the date of marriage. **(T-1)**

A17.10.2.1. The MPF verifies the Airman's eligibility, update PDS, suspenses a copy of the application, and notifies AFPC/DP2LWA via email (info spouse's MPF, if applicable). Notification should include the following information on each Airman:

A17.10.2.1.1. Name (Last, First, Middle Initial).

A17.10.2.1.2. Grade.

A17.10.2.1.3. SSN (last 4).

A17.10.2.1.4. CAFSC.

A17.10.2.1.5. Graduation Date.

A17.10.2.1.6. Current unit of assignment.

A17.10.2.1.7. Requested assignment location.

A17.10.2.1.8. Date of marriage and join spouse intent code.

A17.10.2.1.9. The following mandatory statement: "The marriage certificate has been verified and join spouse application is on file in the MPF."

A17.10.2.1.10. If one spouse is a member of another branch of the Armed Forces, written confirmation from that member confirming join spouse is desired must be submitted with the join spouse application. **(T-1)** Include the spouse's rank, name, SSN (last 4), AFSC or MOS, job title, current duty location, and the name, rank, and DSN of spouse's assignment clerk.

A17.10.3. HQ AFPC/DP2LWA provides the MPF the final decision via email. The MPF uses this authority to reassign students. Students must not depart until the MPF receives the final decision from the assignment OPR. **(T-1)** PDS notification confirming approval (PTI 517) follows depending on proximity of graduation date (**NOTE:** Do not delay processing pending PDS confirmation).

A17.10.4. Students indicating they are marrying enroute PCS must be counseled not to delay applying for join spouse assignment until arrival at the new duty location. **(T-1)** 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 remain in leave status (delay enroute) while the application is pending. **(T-1)**

A17.10.5. Airmen will not be retrained for the sole purpose of making a join spouse assignment for 12 months after graduation from technical training. **(T-1)** However, with approval of 2 AF, Det 1, they may be transferred to another course before school entry or if the training already received is applicable to the new course.

A17.11. Student Quality Control Procedures.

A17.11.1. 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. **(T-1)**

A17.11.2. All administrative or judicial actions, initiated or contemplated, are completed before the Airman is reassigned.

A17.11.3. Non-prior service student assignments are mandatory PCS moves, but only to CONUS locations.

A17.11.4. The losing commander notifies the gaining commander, in writing, when a student is recommended for assignment and administrative action has been established. Include an explanation of the Airmen's situation and the specific actions taken. If further action is desirable, but impractical, the specific reason for precluding further action is fully explained.

A17.11.5. Airmen (including graduates, eliminees, and unqualified students) will not be assigned to or allowed to leave for any OS or CONUS location when placed on assignment availability code 10 through 21, excluding 14, where a quality-control-oriented personnel processing code applies, without the approval of HQ AFPC/DP3AM.

A17.12. Security Clearance and Access to Classified Information.

A17.12.1. Only those TTGs requiring a security clearance for award of an AFSC should be placed in involuntary hold status. MPFs must ensure that SCI nomination packages are forwarded to the Defense Investigative Service (DIS) by the local Security Forces Investigative Office. **(T-2)**

A17.12.2. MPF will establish procedures to ensure security clearance requests for investigation are initiated no later than 3 duty days after receipt of the assignment notification. **(T-2)** All initial clearance processing is completed no later than 30 days after receipt or the graduation date, whichever is sooner.

A17.13. Return of Graduated Students Enroute PCS.

A17.13.1. Commanders have the ultimate responsibility of ensuring only quality Airmen are retained in the AF and permitted to be reassigned. When an Airman 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 should serve the overall best interests of the AF. Due to the PCS cost and personal hardship that may result, an Airman who has departed on PCS will only be directed to return to the previous duty station upon approval of HQ AFPC/DP3AM after it is determined the action for which return is requested cannot be completed at the gaining unit. **(T-1)** Requests to return an Airman for the purpose of administering disciplinary actions (Article 15, Letter of Reprimand, or Control Roster) are normally disapproved. The gaining commander can administer these actions. Airmen may, however, be returned for involuntary separation, court-martial, completion of an Office of Special Investigations investigation, etc. It is the decision of HQ AFPC/DP3AM to cancel an Airman's assignment that actually causes the Airman's return to the previous duty station.

A17.13.2. A commander considering requesting the return of an Airman who has departed PCS but who has not arrived at the gaining location must complete the actions described below:

A17.13.2.1. Contact the local Staff Judge Advocate to determine the legal sufficiency and determine if return is necessary. If determined to be legally sufficient, contact the MPF Chief who provides HQ AFPC/DP3AM the specifics of the case for their approval/disapproval. These actions are normally completed on the same day of the request.

A17.13.2.2. If return is approved, the commander notifies the Airman 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 Airman a specific RNLTD for his or her return. **(T-1)** If the Airman lacks funds for the return trip, advise him or her to report to the nearest FSO with original PCS orders to obtain necessary funds and/or commercial tickets for the return travel.

A17.13.3. Airmen returning must in-process through the MPF. **(T-1)** If involuntary separation or commander hold (assignment availability code 21) is being initiated, the Airman must be notified in writing of the action and its ramifications prior to implementation. **(T-1)**

A17.13.4. Upon Airman's return, the MPF will gain the Airman back to file. **(T-1)** The original orders are rescinded with a statement in the remarks that the Airman was ordered to return to the losing base (CONUS base) from his or her leave address (state location) by the commander. The MPF will ensure the FSO receives a copy of the rescission orders. **(T-1)**

A17.14. Disposition of First Time Technical Training Eliminees.

A17.14.1. Non-prior service students who eliminate from their training course will be evaluated for retention in the Air Force. **(T-1)** 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:

A17.14.1.1. The MPF sends an email to 2 AF, Det 1 with an information copy to HQ AFPC/DP2LWA (AETC/SGPS with information copy to HQ AFPC/DP2LWA 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. Email includes the following:

A17.14.1.1.1. Grade, name, SSN (last 4), AFSC, physical profile (PULHESX - Physical condition, upper extremity, lower extremity, hearing-ears, vision-eyes, neuropsychiatric-stability, physical work capacity), 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).

A17.14.1.1.2. Course from which eliminated. Include the course length, start date, and date of final elimination action. For unqualified students, indicate only the AFSC for which Airman is unqualified.

A17.14.1.1.3. Reasons for elimination as stated in the counseling records. For unqualified students, indicate the reasons for disqualification.

A17.14.1.1.4. Up to 6 AFSC preferences for which the Airman qualifies. If applicable, include a summary of the Airman's experience or interests that may assist in reclassification.

A17.14.1.1.5. If further technical training is not recommended, give specific rationale why administrative separation action was not taken.

A17.14.1.1.6. A complete account of all actions contained in the Airman's UIF, if applicable.

A17.14.1.1.7. Any other facts, recommendations, or information that can assist in determining a disposition that is in the best interest of the AF. Comments should include whether the Airman is Personnel Reliability Program certifiable, Airman's attitude and motivation, along with any other pertinent factors. Also, include commander's recommendation.

A17.14.2. If reentry into another technical training course is decided, 2 AF advises the MPF and HQ AFPC/DP2LWA of the reclassification AFSC and course data. HQ AFPC/DP2LWA will update the PAFSC/CAFSC and the MPF will update the DAFSC to the new AFSC using PDS. **(T-1)**

A17.14.3. To ensure prompt disposition, 2 AF and HQ AFPC/DP2LWA will complete their required actions after receipt of eliminee or unqualified student reports. **(T-1)** Each level of review must complete its action within 3 duty days after receipt. **(T-1)**

A17.14.4. Commanders should 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.

A17.15. Technical Training Graduate Force Gain Procedures. The purpose is to alleviate the excessive TDY funding being expended due to student course completion problems at the Technical Training Center (TTC).

A17.15.1. TTC identifies and documents a valid extended delay in training with an estimated completion date and Personnel Accounting Symbol (PAS) for the student and forwards via email to 2 AF, Det 1 organizational email address (**2af.det1dxa@us.af.mil**) on the global address listing (GAL). Valid documentation may pertain to medical hold, security clearance delays, punitive actions, etc. Delays in training, because the Airman missed his or her class seat and has to wait a couple weeks for the next class is not considered valid. However, if there are extenuating circumstances, HQ AFPC/DP2LWA will consider them on a case-by-case basis.

A17.15.2. 2 AF, Det 1 will evaluate the TTC documentation. If they concur, the request will be sent to HQ AFPC/DP2LWA via email (address: **AFPC.DP2LWATTG@randolph.af.mil**) with courtesy copy to AETC/FMAT requesting the Airman be PCS'd to the TTC as an exception to policy.

A17.15.3. HQ AFPC/DP2LWA will coordinate the exception to policy with HQ AFPC/DP3AM.

A17.15.4. After approval or disapproval by HQ AFPC/DP3AM, HQ AFPC/DP2LWA will notify 2 AF, Det 1. If approved, HQ AFPC/DP2LWA will load the assignment to the gaining TTC. This assignment action will consummate the TDY status once the Airman is gained to the TTC file. If disapproved, HQ AFPC/DP2LWA will notify 2 AF, Det 1 and provide final assignment action instructions.

Attachment 18

PCS OF AIRMEN DIRECTED UNDER AUTHORITY OF ANOTHER PRESCRIBING INSTRUCTION (LIEUTENANT COLONEL AND BELOW AND ALL ENLISTED)

A18.1. 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 HQ AFPC which are made under the authority of another prescribing instruction. As a reminder, with the exception of patient assignments, assignment OPRs within HQ AFPC are responsible for only operational, rotational, force structure, and training PCSs.

A18.2. PCS in Conjunction With Other Actions. The following PCSs, with the exception of some patient assignments, are directed by OPRs outside HQ AFPC. The OPR for the action concerned is the OPR for the PCS and is the PCS Authority.

A18.2.1. Accession PCSs (except for medical officers which is HQ AFPC/DP2NP). OPR is HQ AFPC/DP2LT. With the exception of those designated at the discretion of the Secretary and Chief of Staff, assignments of all USAF Academy graduate accessions or Airmen cross-commissioning from other Service Academies are assigned at or below the wing level.

A18.2.2. PCS in conjunction with separation and retirement (includes for processing of administrative separation/discharge). OPR is HQ AFPC/DP2ST.

A18.2.3. PCS of patients to a medical treatment facility (MTF) or between MTFs. OPR can be either the gaining MTF Commander or HQ AFPC/DP2NP, Medical Retention Standards Branch, IAW AFI 41-210. Upon release from assignment to the MTF, Airmen are reported to HQ AFPC/DP2NP who, in turn, request the assignment OPR direct reassignment as appropriate.

A18.2.4. PCS of prisoners to a confinement facility (including from OS to a CONUS facility) or between confinement facilities. OPR is AFSFC, Air Force Security Forces Center, Lackland AFB, Texas.

A18.2.5. PCS of Airmen to locations near their HOR who are placed in appellate leave status incident to court-martial conviction. OPR is AFSFC, Air Force Security Forces Center, Lackland AFB, Texas.

A18.2.6. 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.

A18.3. How PCSs Differ. The PCSs listed in **paragraph A18.2** (frequently referred to as assignments) differ from those authorized by this instruction in the following major ways:

A18.3.1. The selection process (qualifications, ODSD/short tour return date, date arrived station, time-on-station, retainability, and so on) prescribed in this instruction to determine which Airman is selected for PCS does not apply.

A18.3.2. The purpose of the PCS is not to fill a valid manpower authorization at the gaining location and/or not to have the Airman perform duty in his or her AFSC.

A18.3.3. The PCSs may or may not be projected in the PDS and do not use an operational, rotational, or training AAN. The Airman is "assigned" using unprojected gain procedures or as ordered by the OPR.

A18.3.4. 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.

A18.3.5. It is incorrect to cite AFI 36-2110 as the "authority" for the PCS.

A18.3.6. 7-day option procedures do not apply.

A18.4. Similarities of the PCSs. Similarities do exist between the PCSs listed in **paragraph A18.2** and those authorized by this instruction and directed by the assignment OPRs shown in Table 1. They include:

A18.4.1. The Airman may change unit of assignment and/or make a permanent change of station.

A18.4.2. Most of the moves involve an order directing the PCS.

A18.4.3. The PCS allowances Airmen may accrue may be different for each kind of PCS.

A18.4.4. Because relocation is involved, MPFs assist those agencies directing the PCS and in processing the Airman for PCS.

Attachment 19

(ARC ONLY) SAMPLE STATEMENT OF UNDERSTANDING (OVERAGE STATUS)

A19.1. Purpose. The following is an example of the information provided within a statement of understanding advising the member in writing of the overage status by the commander or RIO Det/CC:

PRIVACY ACT STATEMENT;

AUTHORITY: Title 10 USC, Section 275 and Executive Order 9397.

PRINCIPLE PURPOSES: Request for Ready Reserve assignment must contain current personnel information to complete processing. Use of the member's social security number is necessary to make positive identification of the individual and his or her records.

ROUTINE USE: This information may be disclosed, upon request, to Federal, State and local agencies for law enforcement purposes or in pursuit of their official duties and to the Department of Justice for litigation.

DISCLOSURE IS VOLUNTARY: An individual who chooses not to submit necessary documentation will not be eligible for Ready Reserve assignment.

Member's Name _____ Member's SSN ____ Member's Grade __

Current Overage (yes) ____ (no) __ Current Position Number _

Current Expiration date ___, date overage originated ___

1. I acknowledge that I am being assigned in an overage status to position number _____, with an authorized grade of _____, in AFSC _____ with an expiration date of _____. While assigned as an overage, I understand the following conditions apply:

a. My overage status may be withdrawn at any time by the unit commander or Individual Mobilization Augmentee Program Manager, and I must either be assigned to ARPC within 180 days or by the expiration date of my current overage waiver, whichever comes first.

b. During this overage period, I will make every effort to locate a vacant position for which I am qualified.

c. There have been no promises or guarantees given allowing me to be retained indefinitely in an overage status.

d. For TSgts Only: I cannot fill a SSgt or below position unless I accept a voluntary demotion to SSgt

e. For SSgts and TSgts: I am ineligible for promotion consideration.

f. For Captains: If I am selected for promotion to Major, I will vacate this position as an overage within 180 days from the effective date of rank or by the expiration date of my current overage waiver, whichever comes first.

g. EFI/Force Reduction Overages: Once declared surplus, I will be assigned to ARPC or retired.

2. I have been provided a copy of this statement of understanding for my personal file.

(Signature of Member) (Date)

1st Ind, Date

IAW the Air Force Reserve Manning Guidance this overage is approved. Overage code "___" applies with an expiration date not to exceed _____
(Date)

_____ _____
(Employment Chief or RIO Detachment/ (Date)
CC Signature and Signature Block)

Attachment 20

(AFR ONLY) ACKNOWLEDGEMENT OF UNDERSTANDING OF OBLIGATION TO REPAY SEPARATION/SEVERENCE PAY IN THE EVENT OF QUALIFICATION FOR RETIRED OR RETAINER PAY UNDER TITLES 10 OR 14 OF THE USC

A20.1. Purpose. The following is an example of the information provided within an acknowledgement of understanding advising a member who received severance, separation, or readjustment pay when released from AD or discharged from any uniformed service (Variable Separation Incentive/Special Separation Bonus recipients sign a separate statement of understanding for those programs) his or her obligation to repay.

PRIVACY ACT STATEMENT;

AUTHORITY: Title 10 USC, Section 275 and Executive Order 9397.

PRINCIPLE PURPOSES: Request for Ready Reserve assignment must contain current personnel information to complete processing. Use of the member's social security number is necessary to make positive identification of the individual and his or her records.

ROUTINE USE: This information may be disclosed, upon request, to Federal, State and local agencies for law enforcement purposes or in pursuit of their official duties and to the Department of Justice for litigation.

DISCLOSURE IS VOLUNTARY: An individual who chooses not to submit necessary documentation will not be eligible for Ready Reserve assignment.

I, _____, _____
(Grade, Last Name, First, MI) (SSN)

Hereby acknowledge that I have been informed of and understand the requirement contained in Title 10 USC §1174a, that if in the future I become qualified to receive military retired or retainer pay under either Titles 10 or 14 of the USC, I am required to repay all of the separation/ severance pay I previously received upon my discharge from active duty. I further acknowledge that I have been informed and understand that the manner of repayment prescribed by Title 10 USC §1174a that there shall be deducted from each payment of retired or retainer pay so much of that pay as is based on the service for which I received separation/severance pay.

I further have been advised and understand that there presently is no authority in law permitting any office or employee of the United States to waive or alter this requirement for recoupment of separation/severance pay.

_____, _____
(Signature) (Date)

Attachment 21

(ARC ONLY) FORMAT FOR MEMORANDUM OF NOTIFICATION OF INITIATION OF INVOLUNTARY REASSIGNMENT ACTION

A21.1. Purpose. The following is an example of a memorandum from the Commander or RIO Det/CC notifying the member of initiation of involuntary reassignment.

MEMORANDUM FOR (member's rank, name, and address)

FROM: (Unit Commander or RIO Detachment/CC)

SUBJECT: Notification of Initiation of Involuntary Reassignment to the Non-Participating Individual Ready Reserve or the Standby Reserve (List appropriate Reserve Section)

1. I am recommending you for involuntary reassignment to the (list the appropriate reserve section, i.e., non-participating IRR or the Standby Reserve) IAW AFI 36-2110, *Assignments*, **Table 11.3**, Rule (list applicable rule), and narrative reason. The specific reason for this recommendation is based on (specific reason). (Any reason listed must be substantiated by supporting documentation. Give specifics of the act(s) or conditions on which the recommendation is based.) Documents supporting this involuntary reassignment action are provided at **Attachment 1**.

2. If approved, this action will result in your involuntary reassignment to the (list the appropriate Reserve Section of the IRR or the Standby Reserve) and may impact your ability to obtain future assignments. In the interim, you are denied taking part in pay or point gaining activities, i.e., unit training assemblies, annual tour, man days, etc., pending the approval authority's decision on your involuntary reassignment (denial of pay and points is optional).

3. Within 24 hours after you receive this memorandum, you must complete and return the attached acknowledgment of receipt (**Attachment 2**).

4. You are entitled to submit statements or documents which you desire to be considered in the disposition of your case. These statements or documents must be submitted to this office within 15 calendar days after you receive this memorandum.

5. You should note that failure to acknowledge receipt of this memorandum or failure to submit statements or documents within 15 calendar days after receipt of this memorandum constitutes a waiver of your right to rebut this proposed involuntary reassignment and will result in your case being processed based on the information available.

6. You may consult with military legal counsel who is qualified under Article 27(b)(1) of the Uniform Code of Military Justice (UCMJ) at no cost to you. An Area Defense Counsel is available to represent you in connection with this action. You may contact the Area Defense Counsel closest to you, or you may contact the Area Defense Counsel at Robins Air Force Base, GA, at 478-926-5852 or DSN 468-5852 for assistance. You may also consult with civilian counsel of your choice, but at your own expense.

7. (Use this statement only if the member is an ART.) Approval of this recommendation will result in your loss of active membership in your Reserve unit of assignment. This constitutes a failure on your part to maintain a "condition of employment" for your ART position and, as such will result in your removal from your ART position.

8. (Use this statement only if the member is eligible for transfer to Retired Reserve.) Our records indicate you are eligible for transfer to the Retired Reserve. If you wish to apply for transfer to the Retired Reserve in lieu of involuntary reassignment, complete and return the attached AF Form 131, *Application for Transfer to the Retired Reserve*, (**Attachment 3**) to this office, within 15 calendar days after you receive this memorandum. You should note that failure to return this application to this office within 15 days from the date of receipt of this memorandum will constitute a waiver of this option. If you are reassigned to (list the appropriate Reserve Section of the IRR or the Standby Reserve) in lieu of transfer to the Retired Reserve, you will not be eligible for transfer to the Retired Reserve, allowed to reenter the Air Force Reserve for the purpose of transfer to the Retired Reserve, and will only be entitled to retired pay and medical care at age 60.

9. A return envelope (**Attachment 4**) is provided for your convenience.

_____

(Unit Commander (if member is in a unit program) Signature Block) or
(Det/CC (if member is in an IMA or IR program) Signature Block)

4 Attachments:

1. Supporting Documentation

2. Acknowledgment of Receipt

3. AF Form 131 (if eligible for transfer to the Retired Reserve)

4. Return Envelope(s)

Attachment 22

(ARC ONLY) FORMAT FOR ACKNOWLEDGMENT OF NOTIFICATION OF INITIATION OF INVOLUNTARY REASSIGNMENT ACTION

A22.1. Purpose: The following is an example of a memorandum from the member acknowledging the notification of initiation of involuntary reassignment.

MEMORANDUM FOR (unit commander's/RIO Detachment/CC's organization, office symbol, and address)

FROM: (member's rank, name and address)

SUBJECT: Acknowledgment of Notification of Initiation of Involuntary Reassignment Action

1. I hereby acknowledge receipt of and understanding of your memorandum dated _____ notifying me that action has been initiated for my involuntary reassignment. I understand that if I do not respond within 15 calendar days after receipt of notification of initiation of involuntary reassignment action, involuntary reassignment action will continue on the basis of available information.

2. I do/do not desire to submit rebuttal statements or documents for consideration. Rebuttal statements or documents are/are not attached.

_____ _____

(Signature) (Date)

Attachment 23

(ARC ONLY) FORMAT FOR SENDING MEMORANDUM OF NOTIFICATION BY FIRST CLASS MAIL

A23.1. Purpose: The following is an example of a memorandum for the member when personal delivery is not feasible. The Memorandum of Notification is sent by first class mail when attempts to deliver the Memorandum of Notification by certified mail are unsuccessful.

MEMORANDUM FOR (member’s rank, name, and mailing address)

FROM: (commander's organization, office symbol, and address)

SUBJECT: Notification of Initiation of Involuntary Reassignment Action

1. The attached letter of notification of initiation of involuntary reassignment action was previously mailed to you by certified mail. Since we were unable to verify your receipt of the letter of notification sent by certified mail, we have sent it to you by first class mail.

2. We have established (specify date that is 21 days from date of this letter) as the suspense date for your reply. Your failure to reply by (specify date that is 21 days from date of this letter) will constitute a waiver of rights.

_____
(Commander's or designated representative's signature)

_____
(Printed name and rank)

Attachment:

Letter of Notification of Initiation of Involuntary Reassignment Action w/Attachments

Attachment 24

(ARC ONLY) FORMAT FOR REQUEST FOR ADDRESS INFORMATION

A24.1. Purpose: The following is an example of a request to the postmaster verifying the last permanent mailing address if the postal service returns the Memorandum of Notification without indicating a more current address.

TO: POSTMASTER (City, State, Zip Code of last known address)

ADDRESS INFORMATION REQUEST

Please furnish this agency with the new address, if available, for the following individual or verify whether or not the address given below is one at which mail for this individual is currently being delivered. If the following address is a post office box, please furnish the street address as recorded on the box holder's application FORM.

Member’s name and mailing address

I certify that the address information for this individual is required for the performance of this agency's official duties.

_____
(Requester's Signature)

FOR POST OFFICE USE ONLY

( ) MAIL IS DELIVERED TO ADDRESS GIVEN NEW ADDRESS
( ) NOT KNOWN AT ADDRESS GIVEN _____
( ) MOVED. LEFT NO FORWARDING ADDRESS _____
( ) NO SUCH ADDRESS _____
( ) OTHER (SPECIFY): BOXHOLDER ST ADDRESS

_____
(Requester's organization, office symbol, and mailing address)

Postmark/Date Stamp

_____
Administrative Support Manual 352.492

Exhibit 352.44b

Attachment 25

(ARC ONLY) FORMAT FOR SWORN AFFIDAVIT OF SERVICE BY MAIL

A25.1. Purpose: The following is the format for the Affidavit of Service by Mail when attempts to deliver the Memorandum of Notification by certified and first class mail are unsuccessful.

State of (specify)

County of (specify)

(Name, rank, SSN of dispatcher), being duly sworn deposes and says:

1. That (he/she) is a (member) (employee) of the (AF) (AFR) (Department of Defense) (other) at (specify AF base).

2. That on the ____ day of _____, 20__, in the performance of my official duties, mailed the original letter of notification of initiation of involuntary reassignment action, a true copy of which is attached hereto, via certified mail, return receipt requested, and by first-class mail, to (member's rank, name, and SSN) at (address, street, city, ZIP) that being the last known address given to the custodian of the electronic record as the one at which official mail would be received or forwarded to the member by depositing the same in an official depository of the United States Postal Service at (base or city and state) in a securely wrapped and sealed United States postage and fees paid envelope addressed to the member at said address. Certified mail was returned as (i.e., unclaimed, undeliverable, address not known). Therefore, on the ____ day of _____, I mailed the original Memorandum of Notification, via first class mail, to the member at (address, street, city, ZIP).

_____
(Signature of dispatcher)

Sworn to and subscribed to before me this __ day of _____, 20 ___.

_____
(Signature of State Notary Public or of Person Authorized to Perform Notaries IAW Title 10 USC §1044a)

NOTE: Swear to the affidavit before a Notary public or before a person authorized IAW Title 10 USC §1044a.

Attachment 26

(ARC ONLY) FORMAT FOR RECOMMENDATION TO APPROVAL AUTHORITY FOR INVOLUNTARY REASSIGNMENT

A26.1. Purpose: The following is an example of a memorandum from the Commander or RIO Det/CC to the approval authority if he or she elects to continue involuntary reassignment action.

MEMORANDUM FOR (Unit Program) Servicing Staff Judge Advocate Office
MPF/DPMSA RELOCATIONS
Wing Commander or Equivalent
AFRC/A1 (if auth is AFRC/A1)
IN TURN

MEMORANDUM FOR (IMA or IR program) Servicing Staff Judge Advocate Office
HQ ARPC/DPA
IN TURN

FROM: Unit Commander (if member is in a unit program) Det/CCs (if member is in an IMA or IR program)

SUBJECT: Recommendation for Involuntary Reassignment, (Member's rank, full name and SSN)

1. I recommend (member's rank, full name and SSN) be involuntarily reassigned to the Individual Ready Reserve (or Standby Reserve if purpose of transfer is for discharge IAW AFI 36-2110, **Table 11.3**, Rule 9) (list specific rule). The reason for this recommendation is contained in the memorandum notifying the member of my recommendation (**Attachment 1**).

2. Military personnel information:

a. Date and term of current enlistment.
b. Unit and PAS code of assignment.
c. Date assigned to unit.
d. Current grade and effective date.
e. Demotions (if any), reasons, and dates.
f. Record of disciplinary action (if any). Include action under Article 15, UCMJ, or state military code listing specific offenses.
g. Overall ratings and close-out date on member's performance reports. Attach copies of performance reports.
h. Favorable communications, citations, or awards (if any).
i. Derogatory data, UIFs, other than action by court-martial or under Article 15, UCMJ or state military code (attach documentation).
j. (Use only if member was previously served with discharge notification action or if transferring for reason other than **Table 11.3**, Rule 9). Administrative discharge has been considered/ requested. (If discharge was requested, furnish date submitted, reason recommended for

discharge, final disposition, level of disapproval and a copy of disapproval. If administrative discharge was not requested, specify why discharge was not considered appropriate).
k. Member is/is not an Air Reserve Technician (ART)

_____
(Unit Commander/ Det/CC Signature Block)

5 Attachments:

1. Notification to Member
2. Supporting Documentation (see note)
3. Member's Rebuttal Statements/Documents (if submitted)
4. Performance Reports
5. Other Documentation

NOTE:
Include a copy of Article(s) 15, Letter(s) of Counseling, Letter(s) of Reprimand, or any other documentation pertinent to the case. Also include notification documents set forth in **paragraphs 10.5.2** through **10.5.2.2**.

Attachment 27

(ARC ONLY) THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT AND EMPLOYERS SUPPORT OF GUARD AND RESERVE LEGAL PROTECTION.

A27.1. Employees who are away from their full-time civilian employment (to include ARTs) to enter into the AGR program or other military active duty have restoration rights as described in this Attachment

A27.2. The employment and reemployment rights of uniformed service members are provided by the Uniformed Services Employment and Reemployment Rights Act of 1994 (Title 38 USC, Chapter 43, Section 4301-4333, Public Law 103-353). The Uniformed Services Employment and Reemployment Rights Act:

A27.3. Entitles non-career uniformed service members to a leave of absence from their civilian employment for the period necessary to perform military service, for up to 5 cumulative years of service. Some specific types of duty are exempt from the 5-year limit. The exceptions can be grouped in three broad categories: obligated service, required training/retraining, and duty performed in crisis or emergency situations.

A27.4. Provides the right to continued company health insurance, pension credits, and other employment benefits for qualifying periods of military service.

A27.5. Entitles non-career uniformed service members returning from military service to prompt restoration/ reemployment with seniority status, and rate of pay as if continually employed, and

A27.6. Enables non-career uniformed service members to seek relief, through the Veterans' Employment and Training Service, US Department of Labor, if a conflict cannot be worked out. (**www.dol.gov/dol/vets**)

A27.7. Members' Responsibilities. Members are responsible to:

A27.7.1. Advise their civilian employers of their military affiliation, training requirements, projected assignments, and provide advanced notification to employers when entering an active duty status.

A27.7.2. Advise commanders and military supervisor about changes that affect their availability, such as, civilian employment, dependent status, or physical qualifications.

A27.8. Key Contacts. All organizations that utilize Guard and Reserve forces need to promote and publicize the rights, protections, and responsibilities under the Uniformed Services Employment and Reemployment Rights Act. Military organizations should publicize the designated Uniformed Services Employment and Reemployment Rights Act point of contact so members will know where assistance can be solicited at the local level. Organizational key contacts as well as members can best obtain detailed information on the Uniformed Services Employment and Reemployment Rights Act through the National Committee for Employer Support of the Guard and Reserve.

A27.9. National Committee for Employer Support of the Guard and Reserve provides employers, military points of contact and uniformed service members with information necessary to maintain good relations between employers and service member employees. National Committee for

Employer Support of the Guard and Reserve also offers informal mediation services that are available to either employers or uniformed service members who are experiencing problems because of military duties. National Committee for Employer Support of teh Guard and Reserve can be reached at (800) 336-4590, or **www.ncesgr.org** or email at **ncesgr@osd.pentagon.mil**.

Attachment 28

(AFR ONLY) UNIT AGR INVOLUNTARY CURTAILMENT LETTER EXAMPLE

A28.1. Purpose: The following is an example of the information provided in a memorandum regarding an AGR tour curtailment letter.

MEMORANDUM FOR Capt XXX X. XXXXX
WING/CC
NAF/CC

FROM: 123 FSS/CC Address
City State Zip

SUBJECT: Involuntary AGR Tour Curtailment

1. I recommend that Capt XXX X. XXXXX, 123-45-6789, be involuntarily curtailed from his/her AGR tour under the provisions of AFI 36-2110, **Part 2**. The basis for my recommendation is…

2. The specific actions that led to my decision are as follows:

3. Acknowledge receipt and understanding of this notification and return this notification, with any statements and/or supporting documents within 7 calendar days from the date of this letter.

_____

(COMMANDER SIGNATURE)

Attachments:
1.
2.
3.

cc:
ARPC/DPAA

1st Ind, Capt XXX X. XXXXX, Involuntary AGR Tour Curtailment DATE
MEMORANDUM FOR 123 FSS/CC
I understand and acknowledge receipt of this memorandum and that I have seven days from its date to submit a statement on my behalf. I intend / do not intend to submit a statement.

_____

_____

(MEMBER SIGNATURE)

(Date)

2nd Ind, WING/CC DATE

MEMORANDUM FOR NAF/CC

Recommend approval / disapproval.

_____

(WING COMMANDER SIGNATURE)

3rd Ind, NAF/CC DATE

MEMORANDUM FOR ARPC/DPAA

The involuntary AGR tour curtailment action on Capt XXX X. XXXXX is approved / disapproved.

_____

(NAF COMMANDER SIGNATURE)

Attachment 29

COMMUNICATION ROLES FOR RESERVE ADVISORS (RAS) AND LIAISON OFFICERS (LNOS)

A29.1. The Reserve Advisor and AFR Liaison Officers are the focal point for communication and the day-to-day linkage between AFR leadership, functional, and SMEs and the AC organization for the purpose of facilitating corporate communication for both organizations. This attachment provides the communication roles and the respective collaboration he or she provides.

A29.2. The only difference between Reserve Advisors and Liaison Officers is the rating chain. Reserve Advisors are rated by their active component organization and Liaison Officers are rated through the Reserve organization to which they are attached. These positions are intended to facilitate communication between the components.

Table A29.1. Communication Roles for Reserve Advisors and Liaison Officers

Communication Roles	Provided to AFR	Provided to Active Component
Day-to-day link	Entry point/POC for relevant topics, taskers, etc.	
Maintain Knowledge on AFR: Priorities, Policy, Guidance	Facilitate staff to staff interaction with subject matter experts	
Collaboration	Deliberate facilitation of staff-to-staff interaction	
Communication	Info/Data/Updates on Active Component's: Functional Information Subject Matter Interest Items Highlights New programs	Info/Data/Updates on AFR: Capabilities Concerns Equities
Reach back to AFR for positions and/or decisions	Facilitate staff to staff interaction with subject matter experts	
AFR positions and/or decisions should come from CAFR, AFRC/CC, MAJCOM Functionals/SMEs		

Attachment 30

MEMORANDUM OF AGREEMENT FOR LIAISON OFFICERS AT AIR STAFF

A30.1. The following is an example of the information provided within a memorandum of agreement between the Active and Reserve Component on how an LNO fits into the organization and the roles and responsibilities of the participating parties:

1. PURPOSE: The purpose of this agreement is to establish a basic working relationship between AF/(Appropriate RE Directorate here) personnel and AF/(Appropriate HAF Organization here). This Memorandum of Agreement provides guidance and documentation of both parties agreement to roles and responsibilities. Actions and agreements herein apply only to the participating parties and are not intended to supersede existing regulations or agreements. Use of AGRs under this agreement is in compliance with 10 USC §10211.

2. AUTHORITY: AFI 36-2110, *Assignments*, and other directives, as required.

3. SCOPE: This agreement addresses (number) positions at (list office(s) where AFR members will serve). These AFR members will perform primary duties of: (Short description of each type of position along with a statement about how the position benefits the AFR such as: "Incumbent will provide expertise in Reserve capabilities and facilitate effective Reserve force employment decisions).

4. CHAIN OF COMMAND AND ORGANIZATIONAL STRUCTURES

a. The Director of (RE Directorate), AF/(RE Directorate), will retain administrative control over AF/(RE Directorate) personnel working within AF/(HAF Organization). In this case administrative control refers to administration and support, control of AFRC provided resources and equipment, personnel management, readiness, mobilization, demobilization, discipline, and other administrative matters pertaining to the management of these positions.

b. AF/(HAF Organization) will exercise day-to-day operational direction and authority over the detailed individuals and, usually, local direction and control of activities necessary to accomplish missions or tasks assigned. In other words, (HAF Organization here) will provide day-to-day oversight of activities to the incumbents. AF/(HAF Organization) agrees to provide appropriate workspace, computer, network access, and access to other office equipment and supplies.

5. ADMINISTRATIVE SUPPORT (Note 1)

a. The (identify how many positions are part of this agreement) funded Active Guard and Reserve (AGR) authorizations/positions supporting this initiative will be retained in AF/RE. The incumbents will be assigned to AF/(specific RE division) and attached to AF/(HAF Organization). (Identify where these individuals will be seated on a daily basis and who these individuals are by name). (RE Directorate) reserves the right, as owners of the authorizations, to reassign the incumbents as needed.

b. TDY funding for the incumbent will be provided by the organization for which the TDY is requested and supports.

c. (In this section provide details on who will rate each individual to include his or her senior raters, raters and senior raters will be within the AFRC chain of command).

6. UCMJ authority will remain with the Air Force District of Washington.

7. PERIODIC REVIEW BY DESIGNATED OFFICIALS: AF/(RE Directorate) and AF/(HAF Organization) will provide periodic progress reviews of the activities associated with this Memorandum of Agreement and shall conduct a comprehensive review at the six-month point to determine status pursuant to this Memorandum of Agreement.

Signature block for Director of RE Directorate maintaining ADCON	Signature block for Director of HAF Organization

Note 1: If deemed appropriate by both organizations, the rating chain may also follow guidance provided in AFI 36-2406, *Officer/Enlisted Evaluation Systems*, regarding different AF components.

Attachment 31

MEMORANDUM OF AGREEMENT FOR LIAISON OFFICERS AT MAJCOMS

A31.1. The following is an example of the information provided within a memorandum of agreement between the Active and Reserve Component on how an LNO fits into the organization and the roles and responsibilities of the participating parties:

1. PURPOSE: The purpose of this agreement is to establish a basic working relationship between AFRC/(Appropriate AFRC Organization here) personnel and (Other MAJCOM/Appropriate MAJCOM Organization here). This Memorandum of Agreement provides guidance and documentation of both parties agreement to roles and responsibilities. Actions and agreements herein apply only to the participating parties and are not intended to supersede existing regulations or agreements. Use of AGRs under this agreement is in compliance with 10 USC §12310.

2. AUTHORITY: AFI 36-2110, *Assignments*, and other directives, as required.

3. SCOPE: This agreement addresses (number) positions at (list office(s) where AFRC members will serve). These AFRC members will perform primary duties of: (Short description of each type of position along with a statement about how the position(s) benefits AFRC such as: "Incumbent will provide expertise in Reserve capabilities and facilitate effective Reserve force employment decisions.)

4. CHAIN OF COMMAND AND ORGANIZATIONAL STRUCTURES

a. The AFRC/(Appropriate AFRC Organization here), will retain administrative control over AFRC/(Appropriate AFRC Organization) personnel working within (Other MAJCOM/Appropriate MAJCOM Organization here). In this case administrative control refers to administration and support, control of AFRC provided resources and equipment, personnel management, readiness, mobilization, demobilization, discipline, and other administrative matters pertaining to the management of these positions.

b. (Other MAJCOM/Appropriate MAJCOM Organization here) will exercise day-to-day operational direction and authority over the detailed individuals and, usually, local direction and control of activities necessary to accomplish missions or tasks assigned. In other words, (Other MAJCOM/Appropriate MAJCOM Organization here) will provide day-to-day oversight of activities to the incumbents. (Other MAJCOM/Appropriate MAJCOM Organization here) agrees to provide appropriate workspace, computer, network access, and access to other office equipment and supplies.

5. ADMINISTRATIVE SUPPORT (Note 1)

a. The (identify how many positions are part of this agreement) funded Active Guard and Reserve (AGR) authorizations/positions supporting this initiative will be retained in AFRC/(Appropriate AFRC Organization here). The incumbent(s) will be assigned to AFRC/(Appropriate AFRC Organization here) and attached to (Other MAJCOM/Appropriate

MAJCOM Organization here). (Identify where these individuals will be seated on a daily basis and who these individuals are by name). (AFRC Organization) reserves the right, as owners of the authorizations, to reassign the incumbents as needed.

b. TDY funding for the incumbent will be provided by the organization for which the TDY is requested and supports.

c. (In this section provide details on who will rate each individual to include his or her senior raters, raters and senior raters will be within the AFRC chain of command.).

6. UCMJ authority will be concurrent, (state appropriate organization within AFRC or Other MAJCOM) will have primary responsibility and consult with the (the organization not primary) commander when contemplating UCMJ action.

7. PERIODIC REVIEW BY DESIGNATED OFFICIALS: AFRC/(AFRC Organization) and (Other MAJCOM/Appropriate MAJCOM Organization here) will provide periodic progress reviews of the activities associated with this Memorandum of Agreement and shall conduct a comprehensive review at the six-month point to determine status pursuant to this Memorandum of Agreement.

Signature block for Director of AFRC Organization maintaining ADCON	Signature block for Director of Other MAJCOM Organization

Note 1: If deemed appropriate by both organizations, the rating chain may also follow guidance provided in AFI 36-2406, *Officer/Enlisted Evaluation Systems*, regarding different AF components.

Attachment 32

GEOGRAPHICALLY SEPARATED LIAISON OFFICERS (GSLNOS)

A32.1. Geographically Separated Liaison Officers will fall into an operating location structure as outlined within this attachment

A32.2. Responsibility by organization is identified below.

A32.3. Create a checklist for in-processing Geographically Separated liaison Officers.

A32.3.1. AFRC: Develop Memorandum of Agreement to reflect the agreement between the two organizations.

A32.3.2. Servicing Manpower and Personnel Flight will manually input the AFRC rater ID into Military Personnel Data System.

A32.4. Create Operating Location codes: The Operating Location will be based on where the Liaison Officer is physically located. For example if AFRC/A3 wants to have an Liaison Officer at AMC/A3, then the Operating Location will be at AMC.

A32.5. The Operating Location and the PAS Code are linked. PAS Code is 8 digits: First two digits ID the base/servicing Manpower and Personnel Flight. Second two digits ID the MAJCOM. Last four digits ID the unit. Operating Location is required because the individual should be linked back to AFRC.

A32.6. Liaison Officers' raters will be at AFRC. The servicing Manpower and Personnel Flight will be at the location where the Liaison Officer is physically located.

A32.7. Senior rater will be the first General Officer in the AFRC chain of command. This automatically updates based on PAS code, so would need to be manually updated to reflect, especially in Air Force Promotions System if the person is eligible for promotion. Use Memorandum of Agreement to document this. AFRC Rater is manually input into Military Personnel Data System when Liaison Officers in-processes to organization. Military Personnel Data System automatically updates based on PAS code. If deemed appropriate by both organizations, the rating chain may also follow guidance provided in AFI 36-2406 regarding different AF components. Geographically separated Liaison Officers are AGRs and therefore checklist applicable to AGRs only.

Table A32.1. Determine status of Full-Time Support positions as identified by Law or Policy

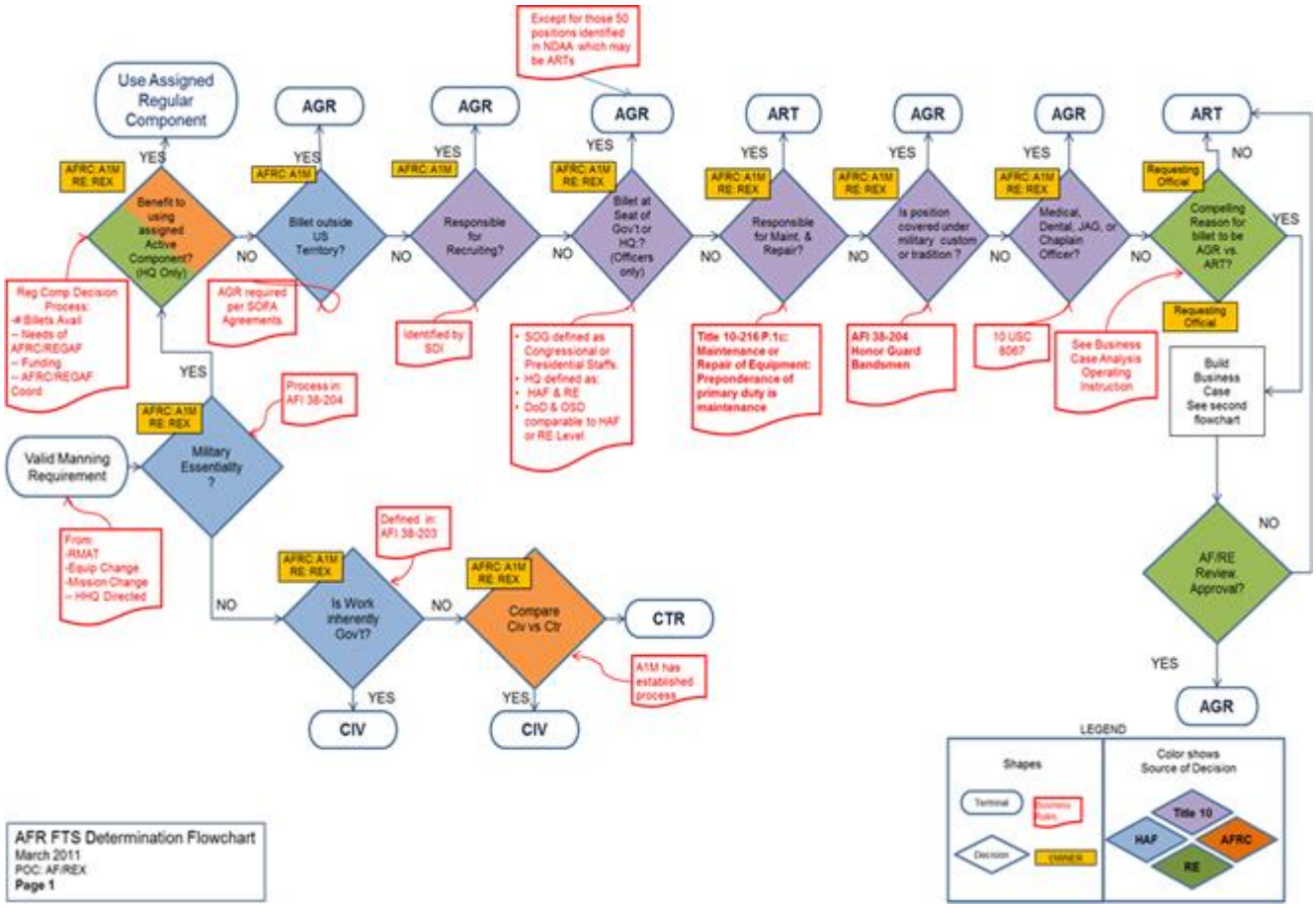
Air Force Reserve Command	Active Component Unit
Create Operating Location Is the Rater Build Memorandum of Agreement(s)	Is the servicing Manpower and Personnel Flight Manually inputs AFRC rater into Military Personnel Data System at in-processing

Attachment 33

DETERMINE STATUS OF FULL-TIME SUPPORT POSITIONS

A33.1. Table A33.1 is used to assist in the determination of Full-Time Support positions as identified by Law or Policy

Table A33.1. Full-Time Support position determination flowchart



Attachment 34

FULL-TIME SUPPORT DECISION TREE

A34.1. Utilizing a status other than directed by law or policy (see **Attachment 33**) requires approval of AFRC/CC or AF/RE through the Corporate Structure process. The requestor shall prepare a business case analysis to justify exceptions, reference **paragraph 12.5.1**. The Full-Time Support decision tree below is used to assist in preparing the business case analysis.

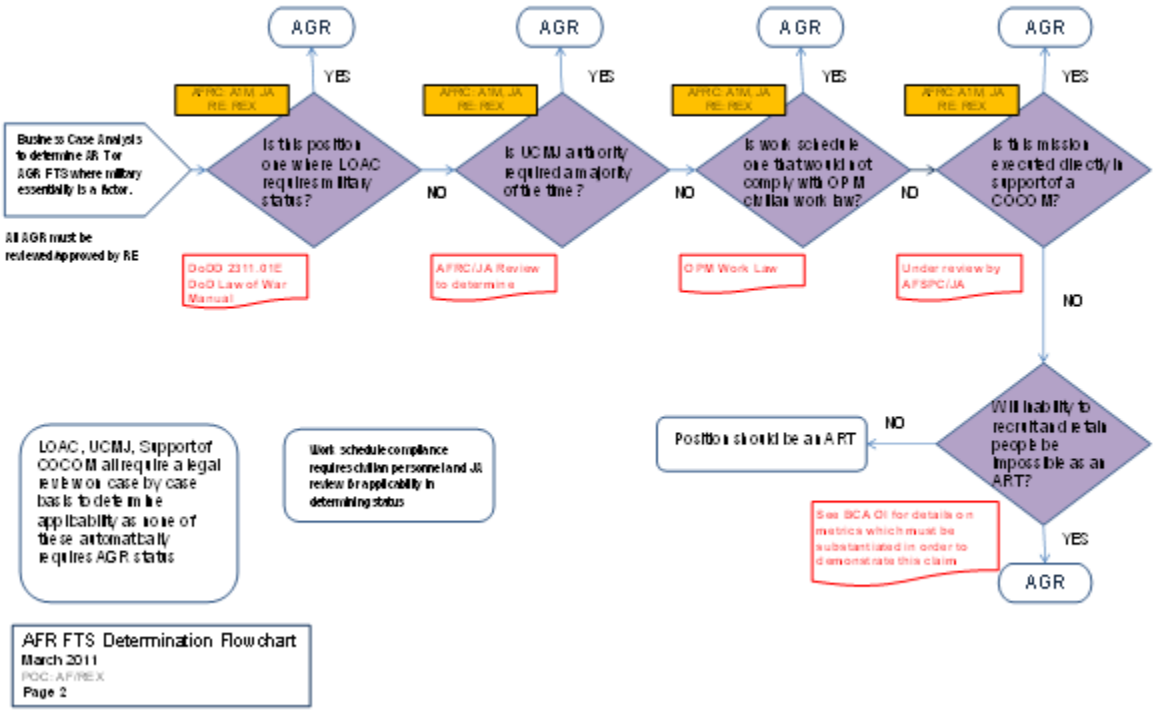



Table A34.1. Full-Time Support Decision Tree