

# FOLLOW-ON/HOME BASING INSTRUCTIONS

1

**POC: OUTBOUND ASSIGNMENTS**  
**552-8080 OPT 2**

# AFI 36-2110 para A5.10.4



**THE MPS WILL **NOT** RELEASE PCS ORDERS WITHOUT A FINAL HQ AFPC DECISION ON A FOLLOW ON/HOME BASE APPLICATION. PCS ORDERS MUST REFLECT THE APPROPRIATE FOLLOW ON/HOME BASE INFORMATION ON ITEM 24 OF THE PCS ORDER.**



Secure Log Out

Message Center

**Suspenses (0)**  
 0 new suspenses  
 0 overdue suspenses

Navigation

SSG Veronica Jackson  
 The following areas of the vMPF are available to you:

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Most Popular Applications

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AIR EXPEDITIONARY FORCE (AEF) INFORMATION		
AEF INDICATOR	AEF DESCRIPTION/ROTATION PERIOD	DATE ASSIGNED TO THIS AEF
C2	TEMPO BAND C2: MAY 12 - SEP 12	08 MAR 2010



vMPF Introduction

Welcome to the Virtual Military Personnel Flight (vMPF). The capabilities scheduled for release during Personnel Service Delivery, Phase 1 are current day-to-day base-level processes that have been redesigned to move from the military personnel section towards more web-based transactions. To the left, under "New Self Service Applications" you will have the capability to initiate self-service applications. For Commander Support Staff, the same availability for new Accessions, Disqualifications, Duty out of CAFSC and Duty Status, Confinements, AWOL, Deserter will only be accessible by the "CSS Actions" located to the center left.

From this page you can access any of the various online personnel applications applicable to you. The links on this page will allow navigation to the application of your choosing.

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

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System Announcements

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Helpful Links

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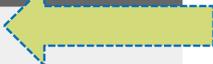


Secure Log Out

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Welcome, SSG Veronica Jackson. You are in the Virtual Military Personnel Flight, or the vMPPF. You can find many service modules in this site you used to have to accomplish at your military personnel section. To navigate this site, you can either follow the links provided on the page, or you can use the Site Contents pull-down menu located in the top-right corner of this page. Clicking the Sitemap link in the navigation bar above will provide you with a complete list of all applications available to you at this time.

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# AIR FORCE PERSONNEL CENTER

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## Introduction

Welcome to the Home-Basing/Follow-On Assignments module. This module is intended for active duty Air Force enlisted personnel and officers in the grades of lieutenant colonel and below, excluding colonel selects. The governing Air Force Instruction for this program is [AFI 36-2110](#), *Assignments*, Attachment 5, Home-Basing (HB) and Follow-On (FO) Assignment Programs.

The goals of the programs are to reduce permanent change of station (PCS) costs and increase family stability. In the case of the Home-Basing program these goals are met by providing members who meet program criteria and who agree to certain conditions an assignment back to the same Continental United States (CONUS) location or long tour location in Alaska or Hawaii from which he or she departs. In the case of the Follow-On program these goals are met by providing members who qualify and agree to certain conditions advance assignment consideration to a preferred CONUS location or overseas (OS) long tour location.

Select the "Eligibility" link on the left to review the eligibility criteria and restrictions/limitations for the Home-Basing and Follow-On assignment programs

Select the "Home-Basing/Follow-On Entitlements and Restrictions Fact Sheet" link to access information on entitlements and restrictions associated with the programs. Before you will be allowed to submit a Home-Basing and/or Follow-On assignment application, you will be required to confirm that you have read, understand, and complied with the contents of this fact sheet.

To complete an application select the "Application" link on the left. Normally, HQ AFPC reviews your submitted application within 120 days of your projected departure date and updates their decision in the military personnel data system (MIPDS). Once AFPC updates MIPDS your Military Personnel Element (MPE) will produce a Report of Individual Personnel (RIP) to notify you of the approval/disapproval.

[Print This Page](#)

If you require assistance or do not understand the available options, please contact the Total Force Service Center - San Antonio at DSN 665-5000 or toll-free 1-800-525-0102 or you may submit a question via "Ask a Question" at the following link: [Total Force Service Center - San Antonio Question Page](#)

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## Home-Basing/Follow-On Assignment Application

### Member Information

Grade:	Name:	SSAN:
<input type="text" value="SRA"/>	<input type="text" value="PIGG, RAYMOND LEE"/>	<input type="text" value="609-24-4243"/>
Join Spouse Intent:	Unit:	Base:
<input type="text"/>	<input type="text" value="3 AIRCRAFT MAINT SQ FFJ0X0"/>	<input type="text" value="JB ELMENDORF-RICH IAP"/>

### Directions:

To apply for a Home-Basing assignment go to [Section 1](#)

To apply for a Follow-On assignment go to [Section 2](#)

To apply for both a Home-Basing and Follow-On assignment go to [Section 3](#)

If you do not desire to participate in the Home-Basing or Follow-On Assignment programs complete [Section 8](#) ; and then select the "Submit" link.

**Note, you must submit your application no later than 150 calendar days prior to departure.**

Click on the Section that applies

For Follow On Assignment Only Click on Section 2

If you require assistance or do not understand the available options, please contact the Total Force Service Center - San Antonio at DSN 665-5000 or toll-free 1-800-525-0102 or you may submit a question via "Ask a Question" at the following link: [Total Force Service Center - San Antonio Question Page](#)

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## Home-Basing/Follow-On Assignment Application (Step 1 of 6)

### Section 2: Follow-On Assignment Only:

- I am applying for a Follow-On assignment only. Please read each statement below and check the box provided to acknowledge your agreement and understanding.
- I may **not** move my dependents at government expense except to the follow-on location, but I may move them to any desired location at personal expense.
- I may **not** claim Dislocation Allowance (DLA) unless I'm moving my dependents to the follow-on location.
- I may **not** ship household goods (HHG) at government expense to other than the follow-on location (and only if I or my agent will accept delivery of my HHG upon their arrival at the follow-on location), but I may ship HHG to any desired location at personal expense.
- I may **not** store HHG in non-temporary storage at government expense, but I may store them at personal expense during my unaccompanied overseas (OS) short tour assignment. Exception, you can store HHG at government expense by the most cost effective means (as determined by the local TMO) if you are single, a single parent, or part of a military couple who will serve a concurrent but separate unaccompanied short tour.
- I may ship my privately owned vehicle at government expense to the OS location if otherwise eligible.
- I am aware that my follow-on assignment is subject to cancellation due to unavoidable changes in Air Force requirements (i.e., base closure, change in mission or weapons system, etc.) or individual qualifications (i.e., loss of AFSC, promotion, etc.).
- If I take any action contrary to the above agreements without prior HQ AFPC/DPAPPP approval of a request for exception, my follow-on assignment will be canceled.

Proceed to [Section 4](#) if you are currently serving overseas in an accompanied tour area, if not go to [Section 5](#).

Check all the blocks, then click on Section 4

If you require assistance or do not understand the available options, please contact the Total Force Service Center - San Antonio at DSN 665-5000 or toll-free 1-800-541-102 or you may submit a question via "Ask a Question" at the following link: [Total Force Service Center - San Antonio Question Page](#)

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## Home-Basing/Follow-On Assignment Application (Step 2 of 6)

### Section 4:

Complete this section if you are currently serving overseas (OS) in an accompanied tour area and you desire, as an exception to policy, home-basing or follow-on assignment consideration to an OS accompanied tour area other than Alaska or Hawaii. To request an exception to policy, please complete the steps below, as required.

**Step 1.** Are you Married or Single? (Check One)

MARRIED (Proceed to step 2)       SINGLE (Go to Step 4)

**Step 2.** Is your spouse a foreign born citizen?

YES       NO

If you checked YES, what country does your spouse hold citizenship?

**Step 3.** Is your spouse a U.S. government employee with housing and Status of Forces Agreements (SOFA) entitlements in his or her own right?

Answer Questions appropriately

Step 3. Do you have a dependent who is a government employee, mariner and state or local government (SGLI) entitlements in his or her own right?

- YES
- NO

Step 4. Including your spouse, if any, do you have any dependents? (Check One)

- YES (Proceed to Step 5)
- NO [\(Go to Section 5\)](#)

Step 5. Where are your dependents currently located? Please enter in the box below the address where dependent(s) are physically residing.

240 Characters remaining

Step 6. Please read the statements below and check the appropriate box. (Check One)

If my home-basing or follow-on assignment is approved:

- I will submit a [Dependents Remaining Overseas](#) (DRO) request.
- I will request that my dependent(s) be allowed to travel to the follow-on OS location.
- I will relocate my dependent(s) to the address listed below. This is the address where my dependent(s) will reside while I'm on my short tour.

If mark **NO** Click on Section 5 and got to slide 8

Answer Questions appropriately

**Step 6.** Please read the statements below and check the appropriate box. (Check One)

If my home-basing or follow-on assignment is approved:

- I will submit a [Dependents Remaining Overseas](#) (DRO) request.
- I will request that my dependent(s) be allowed to travel to the follow-on OS location.
- I will relocate my dependent(s) to the address listed below. This is the address where my dependent(s) will reside while I'm on my short tour.

120 Characters remaining

**Step 7.** Provide any additional comments you believe will support your request for an exception to policy.

4000 Characters remaining

Save Cancel Back Next

Answer Questions appropriately

Then Click Next



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## Home-Basing/Follow-On Assignment Application (Step 3 of 6)

Save Cancel  
Back

### Section 5:

Assignment Preferences. You must complete this section if you are applying for a Home-Basing assignment, a Follow-On assignment or both a Home-Basing and Follow-On assignment. You may choose up to 8 different Continental United States (CONUS) and 8 overseas preferences. If both CONUS and OS preferences are indicated, OS preferences will be considered first. If you are applying for Home-Basing, **only**, enter your current base in the first CONUS or OS preference, as appropriate, leaving the remaining preferences blank. If you are applying for a Follow-On assignment **only**, do **not** include your current base as a choice. However, if you are applying for both Home-Basing and Follow-On assignments make sure you **include** your current base as one of your choices. Since you will only receive follow-on consideration once, it is in your best interest to provide the maximum number of choices in priority sequence. To select a CONUS and/or overseas preference, click the arrow on the appropriate drop-down menu below, select the preference you want from the list and then click the "Add" button. To delete a preference, click the "Delete" link beside the entry you want to delete.

ALABAMA Add AFGHANISTAN AFGAN 3 - SHORT Add

CONUS Preference	Delete	OVERSEAS Preference	Voluntary Status	Delete

Proceed to [Section 6](#) if your spouse is active duty Air Force, if not go to [Section 7](#)

**STEP 1** Click on Drop Down Box and choose preferences for CONUS and/or OS

**STEP 2** Click ADD Button

If you require assistance or do not understand the available options, please contact the Total Force Service Center - San Antonio at DSN 665-5000 or toll-free 1-800-525-0102 or you may submit a question via "Ask a Question" at the following link: [Total Force Service Center - San Antonio Question Page](#)

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## Home-Basing/Follow-On Assignment Application (Step 3 of 6)

### Section 5:

Assignment Preferences. You must complete this section if you are applying for a Home-Basing assignment, a Follow-On assignment or both a Home-Basing and Follow-On assignment. You may choose up to 8 different Continental United States (CONUS) and 8 overseas preferences. If both CONUS and OS preferences are indicated, OS preferences will be considered first. If you are applying for Home-Basing, **only**, enter your current base in the first CONUS or OS preference, as appropriate, leaving the remaining preferences blank. If you are applying for a Follow-On assignment **only**, do **not** include your current base as a choice. However, if you are applying for both Home-Basing and Follow-On assignments make sure you **include** your current base as one of your choices. Since you will only receive follow-on consideration once, it is in your best interest to provide the maximum number of choices in priority sequence. To select a CONUS and/or overseas preference, click the arrow on the appropriate drop-down menu below, select the preference you want from the list and then click the "Add" button. To delete a preference, click the "Delete" link beside the entry you want to delete.

ALABAMA  AVIANO ITALY  1 - LONG

OVERSEAS Preference	Voluntary Status	Delete
HICKAM HI	1 - LONG	<a href="#">Delete</a>
AVIANO ITALY	1 - LONG	<a href="#">Delete</a>

**NOTE:** This is what you see after clicking "ADD"

**STEP 3** Click on the Section that applies

Proceed to [Section 6](#) if your spouse is active duty Air Force, if not go to [Section 7](#)

If you require assistance or do not understand the available options, please contact the Total Force Service Center - San Antonio at DSN 665-5000 or toll-free 1-800-525-0102 or you may submit a question via "Ask a Question" at the following link: [Total Force Service Center - San Antonio Question Page](#)

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## Home-Basing/Follow-On Assignment Application (Step 5 of 6)

Save Cancel  
Back Next

### Section 7: Home Basing/Follow-On Entitlements and Restrictions Fact Sheet:

Please read the statement below and check the box provided to acknowledge your agreement and understanding. Select "Next" to continue.

I have read and understand the Home-Basing/Follow-On [Entitlements and Restrictions Fact Sheet](#)

**Read The Fact Sheet, by clicking on the link and then check the box. Once checked, click on "Next"**

If you require assistance or do not understand the available options, please contact the Total Force Service Center - San Antonio at DSN 665-5000 or toll-free 1-800-525-0102 or you may submit a question via "Ask a Question" at the following link: [Total Force Service Center - San Antonio Question Page](#)

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## Home-Basing/Follow-On Assignment Application (Step 6 of 6)

### Section 8:

Complete your application by attaching any support documentation, if necessary, and then select the "Submit" link.

Browse and find the file to attach, then Click "Add Attachment"

Attachments to be sent:

Check here if you are faxing supporting documents to Total Force Service Center - San Antonio. Fax number is DSN 665-7816, or commercial 210-565-7816. When you submit this request you will be provided a control number; please ensure you annotate that control number in the upper right corner of each faxed document. Note, the preferred method for you to submit supporting documents is to upload your electronic documents via the Add Attachment link. The use of fax instead of electronic documents may increase the processing time of your request.

There are usually no supporting docs, so therefore just click Finish.

If you require assistance or do not understand the available options, please contact the Total Force Service Center - San Antonio at DSN 665-5000 or toll-free 1-800-525-0102 or you may submit a question via "Ask a Question" at the following link: [Total Force Service Center - San Antonio Question Page](#)

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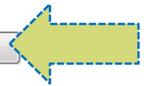


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## Home-Basing/Follow-On Application

Your application has NOT been submitted. Please make sure you provided all required information and documents. If you need to make changes to your application, click the "Edit My HomeBase Application" link located at the left side of this window. To submit, please click the "Submit Application" button below.

[Print This Page](#) [Submit Application](#)



### Application Information

<b>Current Status:</b> Saved	<b>Last Updated:</b> 8/15/2011 5:02:36 PM	<b>Control Number:</b> 0
<b>Applicant Name:</b> PIGG, RAYMOND LEE	<b>Grade:</b> SRA	<b>SSAN:</b> 609244243
<b>Proj Grade:</b> 	<b>Join Spouse Intent:</b> 	<b>Base:</b> JB ELMENDORF-RICH
<b>Unit:</b> 3 AIRCRAFT MAINT SQ FFJ0X0		

### Follow-On Assignment Only:

- I am applying for a Follow-On assignment only.
- I may not move my dependents at government expense except to the follow-on location, but I may move them to any desired location at personal expense.
- I may not claim Dislocation Allowance (DLA) unless I'm moving my dependents to the follow-on location.
- I may not ship household goods (HHG) at government expense to other than the follow-on location (and only if I or my agent will accept delivery of my HHG upon their arrival at the follow-on location), but I may ship HHG to any desired location at personal expense.
- I may not store HHG in non-temporary storage at government expense, but I may store them at personal expense during my unaccompanied overseas (OS) short tour assignment. Exception, you can store HHG at government expense by the most cost effective means (as determined by the local TMO) if you are single, a single parent, or part of a military couple who will serve a concurrent but separate unaccompanied short tour.
- I may ship my privately owned vehicle at government expense to the OS location if otherwise eligible.

This is a REVIEW of your application it has NOT been submitted until you CLICK on the SUBMIT Application Button



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SRA, PIGG, RAYMOND LEE,

Your Home Basing/Follow-On application failed to update in the system of record, Military Personnel Data System (MilPDS). Your application has been forwarded to HQ AFPC Enlisted Assignments for manual processing. Your assignment team will normally begin processing your application within 120 days of your projected departure date. You will receive notification of approval or disapproval once a final determination has been made.

Do not inquire on the status of your application until you are within 60 days of your projected departure date.

[Print This Page](#)

**Once if you have submitted the request you will receive the above remark or one that it states it was not successful. If not successful please let your assignment Tech know and send them a print screen of the message. Either way print this page for your records.**

If you require assistance or do not understand the available options, please contact the Total Force Service Center - San Antonio at DSN 665-5000 or toll-free 1-800-525-0102 or you may submit a question via "Ask a Question" at the following link: [Total Force Service Center - San Antonio Question Page](#)

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