



## OVERSEAS RETURNEE (OSR) AND CONUS MANDATORY MOVER (CMM) COUNSELING HANDOUT

*This PSD Guide supersedes AFI 36-2110, Figure A16.1. and Figure A16.2., dated 22 Sep 09; PSDM 09-31, dated 12 May 09 and PSD Guide Overseas Returnee Counseling Handout, dated 22 Jul 09.*

### **INTRODUCTION**

The Overseas Returnee (OSR) and CONUS Mandatory Mover (CMM) Counseling Handout within this Personnel Services Delivery (PSD) Guide serves as the initial assignment counseling for enlisted Airmen (SMSgt and below) and provides guidance and information on assignment options, specified timelines and the repercussions for failure to act on certain personnel actions. The minimum assignment counseling requirements are satisfied when the MPS provides the Airman a copy of this handout. If additional counseling is not requested, it is assumed Airmen understand the information outlined in the handout. **Receipt of this handout constitutes formal assignment counseling.** All portions of this handout apply to enlisted personnel. Section A contains specific information for OSR Airmen, Section B contains specific information for CMM Airmen, and Section C contains information that applies to both OSR and CMM Airmen.

**OPR:** AFPC Assignment Programs and Procedures Section (AFPC/DPAPPP). Also see Section D. for all Action Offices.

**REFERENCES:** [AFI 36-2110](#), *Assignments*; [AFI 36-2626](#), *Airman Retraining Program*; AFI 36-3003, *Military Leave Program*; the Leave Program PSD Guide; the [Joint Federal Travel Regulation \(JFTR\), Volume 1](#), Paragraph U7305; AFI 36-2107, *Active Duty Service Commitments*; Active Duty Service Commitments PSD Guide, and the Retraining Program PSD Guide.

**TARGET AUDIENCE:** Active Duty Senior Master Sergeant and below.  
(Direct questions concerning Colonels, Colonel selects, Judge Advocates, Chief Master Sergeants and Chief Master Sergeant selects to the appropriate action office listed in Section D.)

**EXCEPTIONS:** Airmen assigned as aircrew personnel (1AXXX AFSCs) 820th Security Forces Group (3POX1 only), and Airmen assigned to the USAF Air Demonstration Squadron (Nellis AFB, NV) are excluded and do not participate in the OSR/CMM EQUAL process.

### **PROGRAM OBJECTIVES**

To inform Airmen assigned overseas of their Date Eligible to Return from Overseas (DEROS) options or enlisted Airmen assigned to CONUS maximum stabilized tours (as designated by Assignment Availability Code (AAC) "50") of their Date of Availability (DOA) options and applicable timelines and repercussions if mandatory actions are not adhered to within a specified period of time.

**GENERAL INFORMATION:**

Assignments are matched eight times a year, with four cycles each departing and returning from overseas (OS) and Continental United States (CONUS). The CONUS to OS cycle is the first step in the assignment process. OS requirements (the number of positions to be filled) are determined based on the authorized manning levels at each location number. The Air Force Personnel Center (AFPC) uses this information to identify and advertise overseas requirements on the enlisted quarterly assignment listing (EQUAL), allowing Airmen to volunteer for the assignment and selecting Airmen for OS assignments. Once the OS assignments are matched to Airmen, AFPC identifies CONUS locations where manning requirements exist. One CONUS requirement is identified for each OS returnee and CMM. These requirements are advertised on the OSR/CMM EQUAL. Overseas returnees and CMMs use the OSR/CMM EQUAL to align their CONUS assignment preferences to locations advertised. The requirements advertised may not be exact personal assignment preferences, however EQUAL reflects available assignments. Failing to prioritize the advertised requirements means an Airman will receive the remaining assignment after all Airmen who aligned and provided preferences from the EQUAL are matched (regardless of the Airman's return priority). OS returnees and CMMs are matched according to the selection priority listed in AFI 36-2110, Table 3.13.

**SECTION A. OVERSEAS RETURNEES (OSR) GUIDANCE**

The following guidance is provided for Airmen returning from overseas to the CONUS.

**A1. DATE ELIGIBLE TO RETURN FROM OVERSEAS (DEROS) FORECAST SYSTEM OPTIONS**

The DEROS Forecast System is the beginning of the assignment process while assigned overseas. During this time, Airmen have several options to consider and must act upon these options within a specified period of time. If an Airman elects to depart upon their DEROS, a chain reaction occurs. Airmen are projected to depart the overseas location and their current position is advertised for a replacement (if entitled to replacement). DEROS options are intended to increase the stability of the unit, Airman, family (if accompanied), and save Permanent Change of Station (PCS) dollars.

**A2. DEROS FORECAST OPTIONS**

The DEROS Election Option or Forecast Notification Report of Individual Personnel (RIPs) reflects the Airman's current DEROS and their overseas tour options. The unit commander's endorsement is required on the RIP when electing to extend in the overseas area (including in-place consecutive overseas tours (IPCOTs) and the RIP must be returned to the Military Personnel Section (MPS), Career Development Element, (Functional Category: Assignments) within 30 calendar days from the date the RIP was produced. Both the commander and AFPC have disapproval authority for DEROS extension requests. However, if the commander recommends approval, AFPC Assignment office of primary responsibility (OPR) has final approval authority.

The DEROS Election Option RIP (DEROSO) is produced for Airmen stationed at short-tour locations and Overseas Tour Extension Incentive Program (OTEIP)-eligible Airmen stationed at long-tour locations (see Section A3., paragraph d.).

Review the DEROSO carefully, initial next to the preference, sign the RIP and obtain the supervisor and commander's endorsement as required. The RIP must be returned to the MPS, Career Development Assignment Function, within 30 calendar days from the date the RIP was produced.

The DEROS Forecast Notification RIP (DEROSF) is produced for Airmen stationed at long-tour locations, with the exception of those who are OTEIP eligible.

Review the DEROSF carefully, select an option, and proceed to the MPS for assistance. The MPS will update the DEROS election in Military Personnel Data System (MilPDS). The DEROS election is electronically transmitted to AFPC for decision.

Airmen are responsible for ensuring they have the required retainability by the established suspense.

**NOTE:** Read the retainability guidance for further clarification or contact the MPS for assistance. Also, refer to AFI 36-2110, paragraph 2.29. and Tables 2.5. and 2.6. Airmen must have at least 12 or more months retainability after the new DEROS to be eligible to PCS to another location. For Airmen on a 12 month unaccompanied tour, see Section A3., paragraph f., Exception).

### A3. DEROS ELECTIONS

**a. Automatic Indefinite DEROS.** This option only applies to Airmen currently assigned to Alaska and Hawaii long-tour areas. Upon receipt of an automatic indefinite DEROS RIP (DEROS is equal to 3 Aug 3888), Airmen have the following options:

- 1) Confirm and accept the indefinite DEROS with the commander's concurrence
- 2) Request reinstatement of the original DEROS
- 3) Elect another option reflected on the RIP.

**b. Indefinite DEROS Election.** Airmen with an indefinite DEROS have the continuous opportunity to apply for a Consecutive Overseas Tour (COT) or EQUAL-Plus Special Duty Assignment (SDA). Airmen electing an indefinite DEROS to maximize assignment opportunities are not eligible to depart until they first serve their original tour length. COT volunteers not selected for an overseas assignment are continually considered during the following cycles. A DEROS is established consistent with the RNLTD for COT volunteers selected for a COT or SDA. Airmen with an indefinite DEROS are not considered to be in a mandatory move status, whereas Airmen with an established DEROS are considered to be in a mandatory move status. Airmen with an established DEROS are selected for a COT before Airmen with an indefinite DEROS. Airmen currently serving with an indefinite DEROS who desire to establish a DEROS must request a DEROS no more than 15 months or less than 12 months from the date of the request.

Airmen who request to establish a DEROS must possess or obtain 12 months service retainability no later than 30 calendar days from the date of the request. To allow for a systematic rotation, the unit commander or assignment OPR may request and/or approve an alternate DEROS that is not more than 15 months or less than 9 months from the date the DEROSO RIP was produced.

**NOTE: Retainability Requirements:** Airmen must maintain at least 8 months service retainability at all times in order to retain an indefinite DEROS. Airmen who do not maintain the required 8 months retainability will have a DEROS established that matches their date of separation (DOS).

**c. Voluntary DEROS Extension.** Airmen may request a DEROS extension of 1 to 35 months (not to exceed the standard accompanied tour length). The DEROS extension affords the Airmen the opportunity to extend their DEROS to accommodate personal needs, such as projected leave, retirement, moving during the school summer break or matching their DEROS to a military spouse's DEROS (see Section A7). There are no monetary or travel incentives for extension under this option; the only incentive is to project for personal planning. Manning is the key consideration in approval/disapproval.

Airmen extending their DEROS and later elect to cancel all or part of the extension must submit a request to cancel the extension. Airmen may request cancellation provided the new DEROS does not place the Airmen within the current overseas allocation cycle (which is different from the OS returnee cycle). Approval of the cancellation is based on the Airmen having the minimum 12 months retainability for a CONUS PCS. The EQUAL OS allocation cycle can be found at Attachment 1.

**NOTE: Retainability Requirements:** Airmen must possess or obtain the required retainability within 30 calendar days from notification of the DEROS extension approval (DOS must equal the new DEROS) or cancellation of the DEROS extension will occur.

**d. Overseas Tour Extension Incentive Program (OTEIP). (Enlisted only)** OTEIP provides special incentives to Airmen in short-tour and certain critically manned career fields in long-tour locations who extend their tour exactly 12 months. The incentive options are listed on the DEROSO or DEROSF RIP for those eligible for OTEIP. Additionally, OTEIP eligible AFSCs are located in MPFM 07-30, *OTEIP Procedures and Revised OTEIP AFSC Listing*. This list is revalidated and updated approximately every 2 years. OTEIP extensions are skill-level and CAFSC prefix/suffix specific, and allow the Airmen to request one of the following incentives:

**Y1 option** - Special pay of \$2,000 lump sum bonus. Airmen receive the incentive approximately 30-45 days after entering the 12-month OTEIP extension.

**Y2 option** - 30 days non-chargeable leave. Airmen must take the 30 consecutive days of leave within 6 months after the date they enter the extension or lose the OTEIP leave. Commanders may authorize an exception to defer the leave prior to the end of the 12-month extension for Airmen who cannot take the 30 consecutive days of leave within the 6 months due to mission requirements. Airmen must request and obtain approval of the deferment before the first 6 months is complete. The MPS, Force

Management Operations Element, will provide an AF Form 988, **Leave Request/Authorization**, authorizing the leave. This non-chargeable leave will not appear on the Airman's Leave and Earnings Statement (LES). Procedures and additional guidance on OTEIP leave options are located in AFI 36-3003, *Military Leave Program* and the JFTR, Volume 1, Paragraph U7305.

**Y3 option** - 15 days non-chargeable leave and round trip transportation. Travel is authorized for enlisted Airmen only (regardless whether or not dependents are command sponsored) from the overseas location to the nearest CONUS port. Airmen must take 15 consecutive days of non-chargeable leave and travel incentive within 6 months after the effective date of the extension or lose the OTEIP leave. Commanders may authorize an exception to defer the leave prior to the end of the 12-month extension for Airmen who cannot take the 15 consecutive days of leave and travel within the 6 months due to mission requirements. Airmen must request and obtain approval of the deferment before the first 6 months is complete. The MPS will provide a DD Form 1610, **Request and Authorization for TDY Travel of DOD Personnel**, for travel and leave purposes. Again, the non-chargeable leave will not appear on the Airman's LES; refer to AFI 36-3003 and the JFTR, Volume 1, Paragraph U72305 for procedures and additional guidance.

If electing to participate in OTEIP, initial next to the requested option, and obtain the unit commanders recommendation. The MPS must update and process the OTEIP request within 30 calendar days from the date the RIP was produced, or the DEROS Forecast System suspense date identified in Attachment 1, whichever is sooner. After applying for one of the incentives, Airmen cannot change the incentive option without full justification, commander's recommendation, and approval from AFPC Assignment Programs and Procedures Section (AFPC/DPAPP). Once Airmen enter the OTEIP extension, they are obligated to serve the entire 12 months and are not authorized to change the incentive or request partial cancellation of the extension. Airmen who have approved OTEIP extensions are not normally eligible for curtailment, except for pregnant Airmen at dependent-restricted locations. Other requests for cancellation of OTEIP extensions after entry are normally disapproved unless extreme circumstances warrant the curtailment. These circumstances include Humanitarian, Exceptional Family Member Program (EFMP) conditions, or mission changes that prevent completion of the extension. Unused or non-receipt of the incentive is not justification to warrant cancellation of an OTEIP extension.

**NOTE: Retainability Requirements:** Airmen must possess or obtain the required retainability within 30 calendar days from notification of the DEROS extension approval (DOS must be equal to or greater than new DEROS). If Airmen fail to obtain or are ineligible to obtain the required retainability, the OTEIP extension is canceled. A signed declination statement is required.

**e. In-Place Consecutive Overseas Tour (IPCOT).** An IPCOT allows Airmen to serve a new tour (not necessarily in the same unit or command) at the present duty station. Airmen must complete their current tour and any extensions before entering the IPCOT. The IPCOT tour length must be equal to or greater than the current tour length. The following exceptions may apply:

(1) Airmen serving an accompanied tour, who have had a change in dependent status, and are no longer accompanied by dependents; may request an unaccompanied IPCOT.

- (2) Airmen currently serving an extended long tour may request a standard tour length IPCOT.

Airmen currently serving on an indefinite DEROS may request an IPCOT. The effective date of the IPCOT will be upon completion of the original tour, any previous DEROS extensions, or the date the AFPC approved the request, whichever is later.

Airmen with an approved IPCOT are authorized a travel entitlement. Airmen are authorized round-trip transportation to their home of record (or to any place not to exceed the cost to the home of record). Dependents are authorized the same entitlement, provided they are command sponsored on both tours. The transportation entitlement must be completed prior to the end of the new tour or the IPCOT entitlement is lost. Commanders may authorize an exception to defer the transportation entitlement for no more than one year if IPCOT travel entitlement is not completed before completing the new tour due to contingency operations. After departure from the overseas location from which the deferred entitlement could not be taken, Airmen may still be entitled to travel from the “new” permanent duty station (PDS) to an authorized location. In this case, the cost limitation for travel from this “new” PDS and return is the cost from the PDS from which deferred travel could not be taken to the home of record and return. The MPS, Force Management Operations Element, will provide the DD Form 1610, **Request and Authorization for TDY Travel of DOD Personnel**. Refer to AFI 36-3003, and the JFTR, Volume 1, Paragraph U7200 for procedures and additional guidance. Ordinary leave taken along with the IPCOT transportation entitlement is chargeable leave.

Airmen desiring to cancel their IPCOT must request cancellation prior to entering the IPCOT. Upon entering the IPCOT it is considered a new tour and any change to the DEROS requires a curtailment of overseas tour. If the request is for reasons other than listed in AFI 36-2110, *Assignments*, Table 3.10, “Curtailment of Overseas Tours,” it must be processed as an exception to policy through AFPC/DPAPP in accordance with paragraph 1.5. Unused IPCOT travel is not justification to warrant DEROS curtailment.

Upon completion of the initial tour, plus any DEROS extensions on that tour, Airmen are authorized to receive award of overseas tour credit for PCS. This tour credit authorizes adjustment to the Short Tour Return Date (STRD) and/or the Overseas Duty Selection Date (ODSD) as appropriate. These dates are vital for ensuring proper sequence for selection for an overseas tour for future assignments. Upon entering the IPCOT, contact the MPS, Force Management Operations, to request update of the overseas long or short tour in accordance with AFI 36-2110, Table 3.3, “Award or Adjustment of ODSD and STRD Based on PCS” and to update overseas tour (short or long) ribbon.

**NOTE: Retainability Requirements:** Airmen must possess or obtain the required retainability within 30 calendar days from notification of the IPCOT approval (DOS must at least be equal to new DEROS). The minimum retainability required to return to the CONUS is 12 months, while an IPCOT can be considerably greater (12, 24, 36, or 48 months). As a result, IPCOT Selective Reenlistment Bonus (SRB) recipients may have their service retainability delayed on a case-by-case basis by the MPS Chief. Delays are considered for the reasons outlined in AFI 36-2110, Table 2.7. The MPS will request cancellation of an IPCOT for Airmen who fail to obtain the

required retainability within 30 calendar days of receipt of approval. Airmen are not required to sign a declination statement for refusing retainability if they have not entered the IPCOT.

**f. Maintain Current DEROS.** Airmen electing to maintain their current DEROS indicate their desire to depart upon completion of their current tour to include previous extensions. Airmen electing to maintain their current DEROS do not require commander endorsement on the DEROS election RIP.

**NOTE: Retainability Requirements:** Airmen returning to the CONUS must possess or obtain 12 months retainability no later than the 25th day of the 8th month prior to their DEROS. (See Attachment 1 for suspense dates)

**EXCEPTION:** A CONUS assignment will be provided as an exception to Airmen who have between 7 and 11 months retainability, are serving an unaccompanied, dependent restricted tour, are ineligible to obtain the necessary retainability, or have officially declined to obtain additional retainability in writing (AF Form 964, **PCS, TDY, Deployments, or Training Declination Statement**). It is important to remember that this is an exception intended to avoid prolonged involuntary extension of Airmen serving an unaccompanied dependent-restricted tour. Airmen eligible to obtain the retainability must do so.

**g. First-Term Airman (FTA) CONUS Base of Preference (BOP).** This program is available to first-term Airmen who are selected for reenlistment and have an approved Career Job Reservation (CJR). Airmen desiring BOP consideration must elect to maintain their current DEROS and obtain 12 months PCS retainability. Airmen must immediately apply for the BOP by submitting Attachment 2 to the MPS. Airmen may request up to 8 CONUS bases in order of preference, and must meet all qualifications as outlined in AFI 36-2110. Preferences are considered in the order listed. DO NOT use regions or states as preferences.

If the request is approved, Airmen are required to reenlist within 30 calendar days after notification unless a delay is authorized for the reasons outlined in AFI 36-2110, Table 2.7. A FTA who does not have a CJR during their forecast window may desire to extend their DEROS to be eligible for a BOP later. If the BOP request is disapproved, Airmen are notified and selected for a CONUS assignment under the normal overseas returnee process using EQUAL. AFI 36-2110, Attachment 2, "Base of Preference (BOP)," contains additional information.

**h. Consecutive Overseas Tour (COT).** While COT consideration is not a DEROS election option, Airmen must update their COT preferences to be considered for a COT assignment. Airmen must update their assignment preferences via the vMPF; preferences must be on file by the suspense date listed on the Overseas EQUAL cover webpage in Assignment Management System (AMS), via Air Force Personnel Support (AFPERS): <https://www.afpc.randolph.af.mil/afpcsecure>.

Airmen, unless applying for special duty assignments, may only volunteer for COT requirements within their CAFSC and grade (or projected grade) with reporting during their DEROS month and the following two months.

**EXAMPLE:** If an Airman's DEROS is April, they are considered for requirements reporting in April, May, or June. Airmen have a higher priority with an established DEROS than Airmen with an indefinite DEROS. Airmen not selected for a COT assignment are selected for a CONUS assignment under the normal OS Returnee process in EQUAL.

Airmen selected for a COT are authorized a COT travel entitlement. This authorizes the transportation from the current duty station to the home of record (or any place not to exceed the cost to their home of record), en route to the next duty station. Dependents are also authorized the same entitlement, provided they are command sponsored at both locations. Transportation entitlement must be taken en route to the new duty station, unless deferred by the commander, and authorized on the PCS orders. If deferred, and Airmen travel through the CONUS between tours, Airmen are authorized ordinary leave of no more than 10 days without using the COT travel entitlement. *Airmen who use more than 10 days leave en route are considered to have used the COT travel entitlement.*

If COT travel entitlement deferment is authorized on PCS orders, the transportation entitlement must be completed prior to the end of the new tour or the Airmen will lose their COT entitlement. If deferred travel is not taken due to contingency operations, the commander may authorize an exception for an additional deferment of the transportation entitlement for no more than one year after the contingency operation duty ends. After departure from the overseas location from which the deferred entitlement could not be taken, Airmen are still entitled to travel from the "new" PDS to an authorized location. In this case, the cost limitation for travel from this "new" PDS and return is the cost from the PDS from which deferred travel could not be taken to the home of record and return. The MPS, Force Management Operations Element will provide the DD Form 1610, **Request and Authorization for TDY Travel of DOD Personnel**. Refer to AFI 36-3003, and the JFTR, Volume 1, Paragraph U7200 for procedures and additional guidance. Ordinary leave taken along with the COT transportation entitlement is chargeable leave.

**i. Korea Assignment Incentive Pay (KAIP).** The purpose of the KAIP program is to increase volunteers for extended service in Korea and promote unit and personal stability for Airmen while reducing PCS costs. Airmen meeting this criteria agree to certain conditions and receive \$300.00 monthly incentive pay. Airmen selected for reassignment to Korea have 3 opportunities to apply for KAIP:

- (1) Prior to departure to Korea - Serve a 24/36 month unaccompanied or 36 month accompanied tour.
- (2) Upon arrival in Korea before DEROS forecast window/initial VML - Serve a 12/24 month DEROS extension.
- (3) After arrival in Korea and during DEROS forecast window/initial VML - Serve a subsequent 24 or 36 month unaccompanied tour or a 36 month accompanied tour.

**j. High School Seniors Assignment Deferment (HSSAD).** The intent of the HSSAD program is to decrease PCS turbulence and increase stability of military families with dependent children entering their senior year of high school. Airmen stationed overseas may apply for a DEROS extension to accommodate the completion of their dependent's high school senior year. Airmen

can apply for HSSAD during their DEROS Forecast Cycle utilizing the DEROSO RIP. See AFI 36-2110 processing.

#### **A4. ASSIGNMENT SELECTION DATE (ASD) AND ENLISTED QUARTERLY ASSIGNMENT LISTING (EQUAL)**

**a. Assignment Selection Date (ASD).** While stationed overseas, the ASD is automatically adjusted based on a suspense window for the MAJCOM/AFPC to allocate requirements by AFSC and grade. ASDs are automatically established as of the 25th day of the 8th month prior to the Airman's DEROS.

**EXAMPLE:** An Airman with a June 2010 DEROS will have a 25 November 2009 ASD established.

The ASD enters Airmen in the overseas returnee assignment cycle and renders them available for assignment selection unless they already have an assignment. Therefore, once an Airman enters the assignment cycle; they cannot request a DEROS extension or IPCOT unless the request is based on humanitarian/EFMP reasons or unique mission requirements. All exceptions must be processed through the commander, MPS, and AFPC/DPAPPP in accordance with AFI 36-2110, paragraph 1.5. Commanders and AFPC have disapproval authority on these requests. Only AFPC/DPAPPP has approval authority.

**b. Enlisted Quarterly Assignment Listing (EQUAL).** The EQUAL listing is used to advertise available overseas and CONUS requirements. This listing reflects available requirements by AFSC and grade, at particular locations. The EQUAL OSR cycle provides only available CONUS assignments; therefore, Airmen should align their CONUS preferences accordingly. Volunteers for COTs should refer to Section A4, paragraph h, for additional information. Access the EQUAL listing in AMS via AFPERS: <https://www.afpc.randolph.af.mil/afpcsecure>. Update assignment preferences through the vMPF. If the Airman has any questions or concerns they should contact the MPS for assistance. If TDY, on leave, or unable to access the web during the advertising cycle, contact the nearest MPS or Personnel Support for Contingency Operations (PERSCO) team to review the listing. If changing assignment preferences, contact AFPERS at <http://ask.afpc.randolph.af.mil/> or commercial 210-565-5000, or DSN 665-5000. Also, call toll free by using a toll-free AT&T direct access number from the country you are in, then 800-525-0102, option 1. AT&T direct access numbers can be obtained from [http://www.business.att.com/bt/dial\\_guide.jsp](http://www.business.att.com/bt/dial_guide.jsp) to update assignment preferences.

**c. Returnee Assignment Priority.** Before CONUS assignments are assigned; overseas returnees are aligned into three groups within each grade and AFSC, and further grouped by number of short tours and extensions. This grouping determines the assignment selection priority:

- (1) Group one (highest priority) - Airmen returning from overseas tours of 17 months or less where dependents are restricted.
- (2) Group two - Airmen returning from overseas tours of 17 months or less where dependents are authorized, but the Airman served unaccompanied.
- (3) Group three (lowest priority) - Airmen returning from overseas tours of 18 months or more, regardless of accompanied status.

Each returnee is aligned within these three groupings based on the 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 extended at least six months in a short tour area or 12 months in a long tour area. Additionally, each month extended beyond the 6 or 12 month minimum raises the priority. If ties still exist within a group, they are categorized by Date of Rank and Total Active Federal Military Service Date. After the grouping is complete, the assignment selection process begins.

## A5. JOIN SPOUSE ASSIGNMENT

An Airman married to another Airman or military-married-to-military (mil-to-mil) who would like to be considered for a join spouse assignment upon completion of their overseas tour, must ensure their AF IMT 1048, **Military Spouse Information**, and assignment preferences are current. Airmen must have the same assignment preferences and join spouse intent code:

- “A” – Desire join spouse to CONUS or any OS tour
- “B” – Desire join spouse to CONUS or any accompanied OS tour
- “H” – Join spouse assignment not desired.

It is in the Airman’s best interest to review AFI 36-2110, Attachment 8, “Assignment of Military Couples”, to ensure full understanding of the program. Further information and application procedures can be obtained via the vMPF web site, or by contacting the MPS, Customer Service Element, for verification of the current intent code.

If the spouse is in the CONUS, initial join spouse consideration is to return the Airman to their spouse’s CONUS location. If there is no requirement at the spouse’s CONUS location and the CONUS spouse meets PCS eligibility criteria, then they will be considered for join spouse assignment based on their assignment preferences.

If the spouse belongs to another military service, matching assignment location may pose an added challenge. AFPC will coordinate with the Airman, their spouse, and the spouse’s service personnel office to consider a join spouse assignment.

There are no guarantees join spouse assignments are possible each time, but AFPC assignment teams will work hard to assist mil-to-mil couples fulfill their obligations as service members, while minimizing time away from their spouses. It is important to remember that in order for a join spouse assignment to be approved; there must be a valid requirement for each Airman to be assigned to at the location selected.

**a. Deros Extension to Match Spouse.** If both Airmen are assigned overseas to the same location and do not have the same Deros month; the Airman with the earlier Deros should

extend their DEROS to match the later DEROS. Curtailment of the last arriving Airman's DEROS for the purpose of reassignment at the same time is not authorized.

**b. BOP.** Military couples who are FTA are eligible to participate in the BOP program as discussed in Section A4., paragraph g., and AFI 36-2110, Attachment 2. Each Airman must be eligible for a BOP "in his/her own right." Airmen apply for a BOP by completing the letter at Attachment 2.

**c. OS EQUAL.** Military couples may use the overseas EQUAL listing to apply for consecutive overseas assignment (COT), regardless of advertised requirement for the spouse on the same EQUAL cycle. If either Airman is selected as the most eligible volunteer, the other will receive joint spouse consideration based on projected manning over the next six-month period from the RNLTD of the selected Airman (approval is based on requirements vs. vacancies). Upon approval and provided the joint spouse meets all other PCS eligibility criteria, the assignment will be updated with the same RNLTD as the selected most eligible Airman.

**d. OSR/CMM EQUAL.** Military couples who desire to be assigned together (intent code "A" or "B") will not use the OSR/CMM EQUAL listing for reassignment to the CONUS. Because of the many variables involved, such as unique grade and AFSC combinations, returning joint spouse assignments are hand-selected. It is important that assignment preferences match and are updated based on personal preferences to bases that can support both of them in their grade and AFSC. Preferences along with current Air Force needs are used to determine a joint spouse assignment approval. Requirements advertised on the EQUAL are for single Airmen, Airmen married to non-military members, and mil-to-mil Airmen with an intent code of "H" only.

**e. Joint Spouse Assignment Not Desired.** If either Airman changes their intent code to "H," a joint spouse assignment will not be considered for either Airman. Intent code should only be changed to "H" if the mil-to-mil couple no longer desires to be assigned to the same location due to separation or divorce **OR** if one of the Airmen will separate or retire prior to, or in conjunction with, their DEROS. If, after selection for an assignment, (with intent code "H"), the Airman changes their intent code to "A" or "B" (for joint spouse desired), a joint spouse assignment will not be considered until a subsequent PCS.

## A6. SERVICE RETAINABILITY REQUIREMENTS

Service retainability is the amount of obligated active service the Airmen must possess or be able to obtain before they can compete for personnel actions such as an assignment or to accept a DEROS extension. Minimum retainability requirements for PCS are computed by adding twelve months to the DEROS (month/year). A DOS within the 12th month after DEROS meets the minimum retainability requirement for PCS.

**EXAMPLE:** A DEROS of 28 July 2011 requires a 1 July 2012 or later DOS to meet minimum retainability requirements.

**a. Official Notification.** This handout is the official notification of PCS and DEROS extension service retainability requirements. Airmen must obtain the required retainability and

understand the implications if required retainability is not obtained within established timelines. Airmen are responsible for acquiring the necessary service retainability to maintain the DEROS and receive an assignment. Refer to AFI 36-2110, *Assignments*, paragraph 2.29, and Tables 2.5 and 2.6, as well as AFI 36-2107, *Active Duty Service Commitments* or contact the MPS for questions regarding retainability.

**b. Retainability Options for PCS.** Within 30 calendar days of receiving a DEROS Election or DEROS Forecast RIP, complete one of the following actions:

- (1) Possess or obtain the required 12 months service retainability to be considered and receive PCS consideration.
- (2) Decline retainability in writing by completing an AF Form 964, **PCS, TDY, Deployments or Training Declination Statement**. *NOTE:* Airmen who are ineligible to obtain PCS retainability because of High Year of Tenure (HYT) or quality factors, are not required to decline retainability.
- (3) Apply for retirement to coincide with the DEROS, if retirement eligible.

**c. Retainability Requirement for DEROS Extension.** Airmen must possess or obtain the required retainability within 30 calendar days from notification of a DEROS extension approval. The DOS must equal the approved DEROS extension.

**d. Retainability Timeline and Automatic Actions.** The MPS will accomplish an AF Form 964 on the Airman's behalf on those Airmen who are eligible to obtain retainability, but have not done so by the 25th day of the 8th month prior to their DEROS (See Attachment 1 for suspense dates). Completion of an AF Form 964 for second term or career airmen renders Airmen ineligible for promotion and reenlistment. The MPS will scan and send the AF Form 964 to ARMS for filing in the Airmen's master personnel records.

**IMPORTANT NOTE:** DEROS will be involuntarily extended to match the DOS for Airmen who fail to obtain the required retainability in the established timeframe. If the DEROS is involuntarily extended to match the DOS because of insufficient retainability, the original DEROS will not be reinstated based solely on the fact the Airmen acquired retainability after the established suspense dates.

**e. Retainability Exceptions for Unaccompanied, Dependent-Restricted Tours.** If an Airman is ineligible to obtain the necessary retainability, or has officially declined retainability in writing using an AF Form 964, and has between 7 and 11 months retainability, a CONUS assignment is provided as an exception. It is important to remember that this is an exception intended to avoid prolonged involuntary extension of Airmen serving an unaccompanied dependent-restricted tour because they were ineligible to obtain 12 months retainability from an overseas to CONUS PCS. If eligible to obtain the retainability, they must do so.

## **SECTION B. CONUS MANDATORY MOVER (CMM) GUIDANCE (SMSGT AND BELOW)**

The following guidance is provided for Airmen assigned to CONUS maximum stabilized tours (designated by AAC “50”) serving a maximum tour and will move on their date of availability (DOA).

### **B1. CMM FORECAST PROCESS**

Airmen completing a maximum tour are considered to be in a mandatory move status to either another unit at their current location or a permanent change of station (PCS) move, and are reassigned upon completion of the initial tour, unless extended. Airmen are considered CMM and compete for reassignment through the EQUAL process.

The MPS produces a monthly Assignment Availability Code (AAC) 50 roster to identify Airmen who are 13 months out from their projected DOA and provides a copy of this PSD Guide to each Airman.

CMM Airmen must secure an extension to their DOA no later than the first day of the 7th month before the tour completion month, be selected for a voluntary assignment (e.g. base of preference (BOP), Overseas EQUAL cycle, EQUAL Plus), be selected as the most eligible non-volunteer (OS EQUAL Cycle, EQUAL Plus), based on selection priority in AFI 36-2110, Table 3.1. “Priority for OS Short Tour Selection” and Table 3.2. “Priority for OS Long Tour Selection”, or have an approved separation or retirement date. Airmen not selected for an assignment prior to this time will enter the assignment selection process and are matched to a voluntary or involuntary assignment in the appropriate OSR/CMM EQUAL cycle. All Airmen serving in a Special Duty Identifier (SDI) (8XXXX or 9XXXX) receive a CMM assignment in their previous AFSC.

### **B2. COMPLETION OF MAXIMUM TOUR RIP**

Airmen receive a completion of maximum tour report of individual personnel (RIP) approximately 12 months prior to their current DOA. Airmen should review the RIP carefully, consider all options, sign and forward the RIP through their chain of command. The RIP must be returned to the MPS, Personnel Relocation Element, no later than 30 calendar days following the date of the RIP. Failure to receive a RIP/Notification does not remove Airmen from assignment consideration.

### **B3. CMM OPTIONS/ELECTIONS**

**a. Voluntary DOA Extension.** Airmen may request a voluntary DOA tour extension of 1 to 12 months. This is the Airman’s opportunity to extend their DOA to accommodate personal needs such as education or school break for children. Extensions require commander’s approval and

must be processed by the MPS within 30 calendar days from the date of the RIP or notification by the unit. The Major Command (MAJCOM)/Field Operating Agency (FOA)/Direct Reporting Unit (DRU) has disapproval authority for DOA change requests. If the MAJCOM/FOA/DRU recommends approval, the request is sent to AFPC for final determination.

**b. Maintain Current DOA.** Airmen electing to maintain the current DOA indicate their desire to depart upon completion of their current tour and will be allocated into the OSR/CMM cycle coinciding with their DOA.

**c. Overseas Tour Volunteer Upon DOA.** While an overseas tour is not a DOA election option, Airmen may be considered for an overseas assignment by updating their overseas preferences. The preference update must be on file by the suspense date listed on the overseas EQUAL cover page.

Airmen may only volunteer for EQUAL overseas requirements in their AFSC and grade (or projected grade) with a report no later than date (RNLTD) during their DOA month, or the following two months thereafter.

**EXAMPLE:** If an Airman's DOA is August, they are only considered for requirements with a RNLTD of August, September or October. CMMs have a higher priority for overseas assignments than other CONUS volunteers; however, if CMMs are not selected for an overseas assignment, they are matched for a CONUS assignment under the normal OSR/CMM process using EQUAL. Selection priority can be found in AFI 36-2110, Table 3.1. "Priority for OS Short Tour Selection" and Table 3.2. "Priority for OS Long Tour Selection".

**d. First-Term Airman (FTA) BOP.** The FTA BOP program is available to FTA selected for reenlistment with an approved Career Job Reservation (CJR). Airmen may apply for a BOP by submitting [Attachment 3](#), to the MPS. Airmen may request up to eight CONUS bases in order of preference, and must meet all qualifications as outlined in AFI 36-2110. Preferences are considered in the order listed; do not use regions or states as preferences. If the request is approved, Airmen are required to reenlist within 30 calendar days after notification unless a delay is authorized for the reasons listed in AFI 36-2110, Table 2.7. If the request is disapproved, Airman are notified and matched for a CONUS assignment under the normal OSR/CMM process using EQUAL.

**e. Career Airman BOP.** The career Airmen BOP option is available to career Airmen serving on their second or subsequent enlistment. CMM Airmen serving a maximum stabilized tour for at least 4 years or have at least 4 years time-on-station are eligible to apply no earlier than 12 months and no later than 9 months prior to completing the stabilized tour. Airmen may apply for a BOP by utilizing the letter at [Attachment 3](#) and request up to eight CONUS bases in order of preference, and must meet all qualifications as outlined in AFI 36-2110. Airmen selected for PCS or have an assignment selection date are not eligible for a BOP. Airmen must not be an overseas volunteer or have any other voluntary assignment applications pending.

**f. High School Seniors Assignment Deferment (HSSAD).** The intent of the HSSAD program is to decrease PCS turbulence and increase stability of military families with dependent children

entering their senior year of high school. Airmen on maximum tours may apply for a tour extension to accommodate the completion of their dependent's high school senior year. Airmen can apply for HSSAD upon receipt of the Completion of Maximum Tour RIP.

#### **B4. ASSIGNMENT SELECTION DATE (ASD) AND ENLISTED QUARTERLY ASSIGNMENT LISTING (EQUAL)**

**a. Assignment Selection Date (ASD).** The ASD is the date the assignment OPR decides the Airman is officially selected for an assignment. It is not required for Airmen to have an assignment on file to possess an ASD. This is a suspense window for AFPC to allocate requirements by AFSC and grade. An Airman's ASD is automatically established as the first day of the allocation month for their DOA.

**EXAMPLE:** An Airman with a DOA of December will have an ASD established as 1 June. Refer to [Attachment 1](#) of this guide. The ASD enters the Airman in the OSR/CMM assignment cycle and renders the Airman available for an assignment match unless they already have an assignment. Once the Airman enters the assignment cycle, they cannot apply for a BOP, Voluntary Stabilized Base Assignment Program (VSBAP), or any other voluntary assignment.

**EXCEPTION:** Extensions to the Airman's DOA are only considered if the request is based on a humanitarian/EFMP reason, or unique mission requirements. Any exceptions must be processed through the commander, MPS, MAJCOM/FOA/DRU and AFPC/DPAA. The Airman's commander, MAJCOM/FOA/DRU and AFPC have disapproval authority on these requests, and only AFPC has approval authority.

**b. Enlisted Quarterly Assignment Listing (EQUAL).** The EQUAL listing is used to advertise available overseas and CONUS requirements. This listing reflects available requirements by AFSC and grade, at particular locations. The EQUAL Overseas Returnee (OSR) and CONUS Mandatory Mover (CMM) cycle provides only available CONUS assignments; therefore, Airmen should align their CONUS preferences accordingly. Access the EQUAL listing in AMS via the AFPERS: <https://www.afpc.randolph.af.mil/afpcsecure>. Update assignment preferences through the vMPF by the deadline advertised on EQUAL. If the Airman has any questions or concerns they should contact the MPS for assistance. If TDY, on leave, or do not have web access during the advertising cycle, contact the nearest MPS or Personnel Support for Contingency Operations (PERSCO) team to review the listing. If changing assignment preferences, contact the AFPERS at <http://ask.afpc.randolph.af.mil/> or commercial 210-565-5000, or DSN 665-5000. Also, call toll free by using a toll-free AT&T direct access number from the country you are in, then 800-525-0102, option 1. AT&T direct access numbers can be obtained from [http://www.business.att.com/bt/dial\\_guide.jsp](http://www.business.att.com/bt/dial_guide.jsp) to update assignment preferences.

**c. CMM Assignment Priority.** Before CONUS assignments are assigned, CMMs are aligned into the fourth priority group after OS returnees within each grade and AFSC, and further grouped by Date Arrived Station (DAS), Date of Rank (DOR), Total Active Federal Military Service Date (TAFMSD), then Date of Birth (DOB).

**NOTE:** Airmen selected for promotion are considered in projected grade.

**B5. JOIN SPOUSE ASSIGNMENT**

An Airman married to another Airman or military-married-to-military (mil-to-mil) who would like to be considered for a join spouse assignment upon completion of their tour, must ensure their AF IMT 1048, **Military Spouse Information**, and assignment preferences are current. Airmen must have the same assignment preferences and join spouse intent code:

- “A” – Desire join spouse to CONUS or any OS tour
- “B” – Desire join spouse to CONUS or any accompanied OS tour
- “H” – Join spouse assignment not desired.

It is in the Airman’s best interest to review AFI 36-2110, Attachment 8, *Assignment of Military Couples*, to ensure a full understanding of the program. Further information and application procedures can be obtained via the vMPF web site, or by contacting the MPS, Customer Service Element, for verification of the current intent code.

If the spouse is at a different CONUS location, initial join spouse consideration is to assign the Airman to their spouse’s CONUS location. If there is no requirement at the spouse’s CONUS location and the CONUS spouse meets PCS eligibility criteria, then they will be considered for join spouse assignment based on their assignment preferences.

If the spouse belongs to another military service, matching assignment location may pose an added challenge. AFPC will coordinate with the Airman, their spouse, and the spouse’s service personnel office to consider a join spouse assignment.

There are no guarantees join spouse assignments are possible each time, but AFPC assignment teams will work hard to assist mil-to-mil couples fulfill their obligations as service members, while minimizing time away from their spouses. It is important to remember that in order for a join spouse assignment to be approved; there must be a valid requirement for each Airman to be assigned to at the location selected.

- a. DOA Extension to Match Spouse.** If the mil-to-mil couple are both CMMs and do not have the same DOA month, the spouse with the earlier DOA may request an extension if they desire to be reassigned at the same time. Curtailment of the later Airman's DOA for the purpose of reassignment at the same time is not authorized.
- b. BOP.** Military couples are eligible to participate in the BOP program as discussed in Section B3., paragraph d. and e., and AFI 36-2110, Attachment 2. Each Airman must be eligible for a BOP “in his/her own right.” Airmen apply for a BOP by completing the letter at [Attachment 3](#).
- c. OS EQUAL.** Military couples may use the overseas EQUAL listing to apply for an overseas assignment. Join spouse couples volunteering to be stationed overseas together with a join spouse intent code of “A” or “B”, are 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 Airman meets all other PCS criteria, the assignment will be updated with the same RNLTD as the selected most eligible Airman.

**d. OSR/CMM EQUAL.** Military couples who desire to be assigned together (intent code “A” or “B”) will not use the OSR/CMM EQUAL listing for reassignment from their maximum tour. Because of the many variables involved, such as unique grade and AFSC combinations, CMM join spouse assignments are hand-selected. It is important that assignment preferences match and are updated based on personal preferences to bases that can support both of them in their grade and AFSC. Preferences along with current Air Force needs are used to determine a join spouse assignment approval. Requirements advertised on the EQUAL are for single Airmen, Airmen married to non-military members, and mil-to-mil Airmen with an intent code of "H" only.

**e. Join spouse assignment not desired.** If either Airman changes their intent code to “H,” a join spouse assignment will not be considered for either Airman. Intent code should only be changed to “H” if the mil-to-mil couple no longer desires to be assigned to the same location due to separation or divorce OR if one of the Airmen will separate or retire prior to, or in conjunction with, their DEROS. If, after selection for an assignment, (with intent code “H”), the Airman changes their intent code to “A” or “B” (for join spouse desired), a join spouse assignment will not be considered until a subsequent PCS.

## **B6. SERVICE RETAINABILITY REQUIREMENTS**

Service retainability is the amount of obligated active service an Airman must obtain before they can PCS. Within 30 calendar days of receiving an assignment notification RIP the Airman must:

- a. Obtain the required service retainability to PCS.
- b. Decline retainability in writing by completing an [AF Form 964](#), **PCS, TDY, Deployments, or Training Declination Statement**. *NOTE:* If an Airman is ineligible to obtain PCS retainability because of High Year of Tenure (HYT) or quality factors, they do not have to decline retainability. However, the Airman is in a mandatory move status, and a decision will be made to determine utilization and whether an assignment is required even if a PCS declination is executed.
- c. Apply for retirement to coincide with DOA, if eligible.

## SECTION C. OSR AND CMM GUIDANCE

The following guidance is provided for Airmen returning from overseas to the CONUS and Airmen assigned to CONUS maximum stabilized tours (designated by AAC “50”) serving a maximum tour and will move on their date of availability (DOA).

### C1. SPECIAL DUTY ASSIGNMENT CONSIDERATION (EQUAL-PLUS)

The EQUAL-Plus listing contains requirements by grade and AFSC for special duty assignments, Joint/Departmental assignments, Indeterminate TDY (ITDY), chief master sergeant assignments, short notice requirements, and those assignments requiring special experience. The EQUAL-Plus Listing is updated daily and may be accessed in the AMS via the AFPC Secure Applications on AFPERS.

Airmen can volunteer for an EQUAL-Plus advertised job prior to their ASD if the RNLTD is during their DEROS or DOA month or the following two months.

**EXAMPLE:** If the DEROS or DOA is Aug, Airmen will only be considered for requirements with an RNLTD of Aug, Sep, or Oct. Airmen will compete with all other eligible volunteers and are selected per AFI 36-2110, paragraph A16.8.1. Selection Priority to Overseas Locations and A16.8.2. Selection Priority to CONUS Locations.

**EXCEPTION:** Airmen can apply for an EQUAL-Plus advertised job after their ASD, as an exception, no later than the day before the OSR/CMM EQUAL is advertised; however they will **only** be considered if there are **no** other **eligible** volunteers.

Airmen can volunteer for only one special duty at a time. EQUAL-Plus assignments are matched one to ten days after the volunteer-by date has expired. Eligibility requirements are listed in AFI 36-2110 and specific qualifications are shown in the advertisement or the Special Duty Catalog (SPECAT) Assignment Guide located on the AFPC Secure Applications on AFPERS and searching on SPECAT or by clicking this hyperlink: [SPECAT](#) .

DEROS extensions may be considered, but curtailment requests are not considered. Those with an indefinite DEROS may apply for an EQUAL-Plus advertisement, provided the advertised RNLTD is after completion of the initial tour/DEROS. If selected for a special duty, the DEROS will be established to meet the RNLTD.

### C2. HUMANITARIAN OR EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) ASSIGNMENTS

**a. Humanitarian.** The intent of the Humanitarian Program is to assist Airmen in resolving severe short-term problems involving family members. Airmen with a family member requiring assistance, and the Airman’s presence is deemed essential, may qualify for immediate reassignment to assist in alleviating the situation. Each humanitarian reassignment request is evaluated on a case by case basis.

**b. EFMP.** The intent of the EFMP is to assist Airmen who have a family member with special medical or educational needs that meet Department of Defense (DoD) enrollment criteria. Airmen with an immediate family member with special needs may qualify for immediate reassignment, assignment deferment, or receive special consideration for the next assignment. These problems are usually permanent or long term (medical or educational), and the family may require continued assistance and assignment consideration throughout an entire Air Force career.

If a humanitarian or EFMP situation exists, submit applications through AFPERS via the virtual Military Personnel Flight (vMPF). Ensure a full understanding of these programs by reviewing AFI 36-2110, Attachment 24, "Humanitarian Reassignment and Deferment" and Attachment 25, "Exceptional Family Member Program."

### C3. SEPARATION AND RETIREMENT PROCESSING

**a. Separation:** Airmen with the intention of separating after completion of their current tour should visit the MPS, Career Development Element for counseling upon receipt of the DEROSO/DEROSF or CMM Stabilized Tour RIP. If HYT restricted, it is especially important to receive counseling in a timely manner.

**b. Retirement:** Airmen with the intention of retiring after completion of their current tour should visit AFPERS at <http://ask.afpc.randolph.af.mil/> or contact AFPERS for counseling upon receipt of their DEROSO/ DEROSF or CMM Stabilized Tour RIP. Contact the AFPERS at commercial 210-565-5000, or DSN 665-5000. Toll free by using a toll-free AT&T direct access number from the country you are in, then 800-525-0102, option 1. AT&T direct access numbers can be obtained from [http://www.business.att.com/bt/dial\\_guide.jsp](http://www.business.att.com/bt/dial_guide.jsp). Airmen may request a retirement effective date of the 1st day of the month following the DEROS or DOA, but may not apply for retirement more than 12 months before the requested retirement date.

Airmen desiring to apply for retirement from the overseas area after their DEROS forecast window must apply for both retirement and any applicable DEROS change through the vMPF. The requested retirement date must be effective the 1st day of the month following the requested DEROS date.

Airmen who are retirement eligible but do not apply for voluntary retirement and do not have sufficient retainability for CONUS PCS, are involuntarily extended in the overseas area. Their DEROS will match their DOS and actions as outlined in Section A8 apply. To return to an earlier DEROS requires a curtailment of overseas tour and must be processed as an exception to policy to AFPC/DPAPPP, in accordance with AFI 36-2110, paragraph 1.5., with strong justification. Airmen who are HYT restricted and cannot obtain CONUS PCS retainability should request counseling through the MPS, Career Development Element.

## SECTION D. ACTION OFFICES

### **MPS ACTION OFFICE**

The Career Development Element, Functional Category: Assignments, is the primary action office for this handout and guidance outlined in AFI 36-2110, Assignments. The MPS is responsible for providing a copy of the handout to Airman upon receipt of the DEROS Election Option (DEROSO) or Forecast Notification (DEROSF) RIP.

### **AIR FORCE PERSONNEL CENTER (AFPC) ACTION OFFICE**

The OPR for this PSD Guide is AFPC/DPAPPP, Assignment Programs and Procedures Section. The MPS Career Development Element, Assignments, should contact DPAPPP at DSN 665-3815, Commercial: (210) 565-3815, or E-mail: [afpc.dpapp@randolph.af.mil](mailto:afpc.dpapp@randolph.af.mil) for questions or clarification of programs contained in this guide and AFI 36-2110. This PSD Guide, as well as other PSDMs referenced throughout, may be accessed on AFPERS.

### **AIR FORCE SENIOR LEADERSHIP**

Direct questions for colonels, including selectees to AF/DPO, DSN: 664-5039, commercial: (703) 604-5039, E-mail: [af.dpo@pentagon.af.mil](mailto:af.dpo@pentagon.af.mil). Direct questions for chief master sergeants, including selectees to AF/DPE, DSN 664-8153, commercial: 703-604-8153, E-mail: [org.afdpe@pentagon.af.mil](mailto:org.afdpe@pentagon.af.mil)

### **PROFESSIONAL DEVELOPMENT DIVISION**

Direct questions for all judge advocates to AF/JAX, DSN: 224-3021, commercial: (703) 697-221, E-mail [afjax.workflow@pentagon.af.mil](mailto:afjax.workflow@pentagon.af.mil)

**ATTACHMENT 1  
ENLISTED DEROS FORECAST CYCLE**

| <i>SHORT TOUR</i> |           |
|-------------------|-----------|
| DEROS             | SUSPENSE* |
| JAN/FEB/MAR       | 31 MAY    |
| APR/MAY/JUN       | 31 AUG    |
| JUL/AUG/SEP       | 30 NOV    |
| OCT/NOV/DEC       | 28 FEB    |

| <i>LONG TOUR</i> |           |
|------------------|-----------|
| DEROS            | SUSPENSE* |
| JAN/FEB/MAR      | 28 FEB    |
| APR/MAY/JUN      | 31MAY     |
| JUL/AUG/SEP      | 31AUG     |
| OCT/NOV/DEC      | 30 NOV    |

**\*EXCEPTIONS TO SUSPENSE:** Humanitarian/EFMP and unique mission requirements

**ENLISTED QUARTERLY ASSIGNMENT LISTING  
SCHEDULE**

| <b>Overseas Returnee Allocation Cycle Schedule</b> |             |             |           |
|--|-------------|-------------|-----------|
| DEROS Months                                       | Allocations | Advertising | Selection |
| AUG/SEP/OCT  | MAR         | APR         | MAY       |
| NOV/DEC/JAN  | JUN         | JUL         | AUG       |
| FEB/MAR/APR  | SEP         | OCT         | NOV       |
| MAY/JUN/JUL  | DEC         | JAN         | FEB       |

| <b>Overseas Allocation Cycle Schedule</b> |             |             |           |
|---|-------------|-------------|-----------|
| RNLTD Months                              | Allocations | Advertising | Selection |
| OCT/NOV/DEC<br>(AUG/SEP)                  | JAN         | FEB         | MAR       |
| JAN/FEB/MAR<br>(NOV/DEC)                  | APR         | MAY         | JUN       |
| APR/MAY/JUN<br>(FEB/MAR)                  | JUL         | AUG         | SEP       |
| JUL/AUG/SEP<br>(MAY/JUN)                  | OCT         | NOV         | DEC       |

**NOTE:** ( ) are backfill months

**\*EXCEPTIONS TO SUSPENSE:** Humanitarian/EFMP and unique mission requirements

**ENLISTED RETAINABILITY SUSPENSES AND  
ASSIGNMENT SELECTION DATES**

| DEROS | RETAINABILITY | ASD    | DEROS | RETAINABILITY | ASD    |
|-------|---------------|--------|-------|---------------|--------|
| JAN   | 25 MAY        | 25 JUN | JUL   | 25 NOV        | 25 DEC |
| FEB   | 25 JUN        | 25 JUL | AUG   | 25 DEC        | 25 JAN |
| MAR   | 25 JUL        | 25 AUG | SEP   | 25 JAN        | 25 FEB |
| APR   | 25 AUG        | 25 SEP | OCT   | 25 FEB        | 25 MAR |
| MAY   | 25 SEP        | 25 OCT | NOV   | 25 MAR        | 25 APR |
| JUN   | 25 OCT        | 25 NOV | DEC   | 25 APR        | 25 MAY |

**ATTACHMENT 2**  
**OSR FIRST TERM AIRMAN BOP APPLICATION**

MEMORANDUM FOR MPS ASSIGNMENTS

(Date)

FROM: Grade/Name/Last Four of SSAN/DEROS/Unit/Duty Phone

SUBJECT: FOUO – Overseas Returnee First-Term Airman (FTA) Base of Preference (BOP) Application

1. I have read and understand the eligibility criteria in AFI 36-2110 and request I be considered for a BOP assignment to one of the bases listed below. The bases listed below were not my last assignment. If it was my last assignment, I was not assigned there under any BOP provision.

Note: Use CONUS bases only (no regions or states) when indicating a preference.

- 1. \_\_\_\_\_ 5. \_\_\_\_\_
- 2. \_\_\_\_\_ 6. \_\_\_\_\_
- 3. \_\_\_\_\_ 7. \_\_\_\_\_
- 4. \_\_\_\_\_ 8. \_\_\_\_\_

2. Airmen married to another military member only: I have been counseled on BOP and join spouse assignment criteria. I understand if I request a BOP, I will first be considered for assignment to my spouse’s location unless join spouse assignment is not desired (intent code H). If I receive an approved PCS BOP, then join spouse assignment to the BOP location for my spouse is not authorized. If I proceed on a PCS BOP I understand I am responsible for the family separation created. I understand we may each request a BOP in our own right to the same location, if we are both eligible. However, I understand that manning at the requested locations must support both my spouse and me in order for the assignments to be approved.

3. I understand I will be required to reenlist within 30 calendar days of approval. I also understand that voluntary cancellation of this request on my behalf or refusal to obtain the necessary retainability constitutes use of my BOP option.

(Signature of applicant)  
(Typed name, grade, USAF, SSN)

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

**ATTACHMENT 3**  
**CMM BASE OF PREFERENCE APPLICATION**

MEMORANDUM FOR MPS ASSIGNMENTS

(Date)

FROM: Grade/Name/Last Four of SSAN/DOA/Unit/Duty Phone

SUBJECT: FOUO - CONUS Mandatory Mover Base of Preference (BOP) Application

1. I have read and understand the eligibility criteria in AFI 36-2110 and request I be considered for a BOP assignment to one of the bases listed below. The bases listed below were not my last assignment. If it was my last assignment, I was not assigned there under any BOP provision.

Note: Use CONUS bases only (no regions or states) when indicating a preference.

- 1. \_\_\_\_\_ 5. \_\_\_\_\_
- 2. \_\_\_\_\_ 6. \_\_\_\_\_
- 3. \_\_\_\_\_ 7. \_\_\_\_\_
- 4. \_\_\_\_\_ 8. \_\_\_\_\_

2. Airmen married to another military member only: I have been counseled on BOP and join spouse assignment criteria. I understand if I request a BOP, I will first be considered for assignment to my spouse’s location unless join spouse assignment is not desired (intent code H). If I receive an approved PCS BOP, then join spouse assignment to the BOP location for my spouse is not authorized. If I proceed on a PCS BOP I understand I am responsible for the family separation created. I understand we may each request a BOP in our own right to the same location, if we are both eligible. However, I understand that manning at the requested locations must support both my spouse and me in order for the assignments to be approved. If my spouse is not BOP eligible, I understand I will receive assignment consideration under normal CMM policy.

3. FTA only: I understand I am required to reenlist within 30 calendar days of approval. I also understand voluntary cancellation of this request on my behalf, or refusal to obtain the necessary retainability constitutes use of my BOP option.

(Signature of applicant)  
(Typed name, grade, USAF, SSN)

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