



VOLUNTARY ASSIGNMENTS BASE OF PREFERENCE (BOP)

INTRODUCTION

The Base of Preference (BOP) program is intended for enlisted Regular Air Force (RegAF) Airmen on active duty in the grades of Senior Master Sergeant and below. It consists of two separate programs; the first-term Airman (FTA) BOP program and the career Airman BOP program. The FTA BOP program provides a reenlistment incentive under the Career Airmen Reenlistment Reservation System (CAREERS). The career Airman BOP program, (Airmen on their second or subsequent enlistment) provides an incentive to continue their Air Force career. Airmen can apply for consideration for in-place BOP, permanent change of station (PCS) BOP, or both in-place and PCS BOP. Airmen must use AFI 36-2110, Attachment 2, along with this guide when considering participation in the BOP program.

OPR: Enlisted Assignments (AFPC/DPAA)

REFERENCES: [AFI 36-2110](#), *Assignments*, [AFI 36-2626](#), *Airman Retraining Program*

TARGET AUDIENCE: AF Regular Active Duty (RegAF)

GENERAL ELIGIBILITY INFORMATION:

1. An Airman must have or obtain 24 months retainability within 30 days of receiving the BOP approval notification. A FTA must reenlist within 30 days of BOP approval.
2. Consecutive BOPs in any combination are not authorized.
3. A Continental United States (CONUS) to overseas, overseas to overseas, and overseas to CONUS BOPs (except for FTA), are not authorized.
4. The Air Force Personnel Center (AFPC) Enlisted Assignment Team is the approval/disapproval authority.
5. Once an Airman has volunteered for a BOP, they cannot volunteer for another voluntary assignment program until the current BOP application has been approved or was disapproved by AFPC/DPAA, or the Airman withdraws the BOP application.
6. Once submitted, a BOP application cannot be changed. If an Airman desires to change their BOP preference order or location and the application is still pending, they must use the “withdraw/cancel voluntary assignment application” option in vMPF to request cancellation. The Airman may then submit a new BOP application with updated preferences.
7. A voluntary request by an Airman to terminate the 2-year BOP deferment must be submitted through the servicing MPS to the assignment OPR for consideration.
8. A voluntary request for cancellation of an approved BOP by the Airman must be submitted per AFI 36-2110, paragraph 1.5.
9. Cancellation of an approved BOP (PCS or in-place) due to Airman declining or failing to secure retainability constitutes use of the BOP option, and no further BOP consideration will be given. Voluntary cancellation of an approved BOP (PCS or in-place) by the Airman constitutes use of the BOP option and no further BOP consideration will be given.

SECTION A.
BOP CONSIDERATIONS AND RESTRICTIONS FOR:
FTA BOP Program
Career Airmen BOP Program
Military Married to Military

Basic eligibility is different for each type of BOP and for FTA and career Airmen. If further assistance is required after reading this guide or AFI 36-2110, Attachment 2, contact the myPers - Total Force Service Center (myPers - TFSC) at 1-800-525-0102.

FTA BOP PROGRAM

1. Must have a category of enlistment of "1"; first-term Airman, and never previously applied for a FTA BOP.
2. Must be selected under the Selective Reenlistment Program (SRP), and have an approved CJR. If the BOP is approved, Airman must reenlist within 30 days of approval.
3. Cannot be selected for a PCS, have an assignment selection date (ASD), or have another voluntary assignment application pending.
4. Cannot have an Assignment Availability Code (AAC) of:
 - AAC 05 – Applied for Commission
 - AAC 10 – Denied Reenlistment
 - AAC 12 – Action Under Article 15 UCMJ
 - AAC 13 – International Hold
 - AAC 15 – Military/Civil Court Action
 - AAC 16 – On Control Roster
 - AAC 17 – Pending SP/AFOSI Investigation
 - AAC 19 – Referral EPR
 - AAC 21 – Commander Hold Option
 - AAC 25 – Enlisted Person Selected for Special Duty
 - AAC 27 – Nominated to HQ USAF/MAJCOM for Selective Assignment
 - AAC 31 – Medical Deferment
 - AAC 37 – Medical and/or Physical Evaluation Board (MEB/PEB)
5. Cannot have an Assignment Limitation Code (ALC) of:
 - ALC L – FIRST-TERM AIRMEN Declined to Obtain PCS Retainability
 - ALC 2 – FIRST-TERM AIRMEN Declined to Obtain Retainability for Training
 - ALC 8 – FIRST-TERM AIRMEN with Insufficient Retainability to Complete Overseas Tour
6. In conjunction with a reenlistment, a FTA may request a PCS BOP or a BOP to remain in-place. A FTA may also request a BOP in conjunction with reenlistment and retraining. Review AFI 36-2626.
7. Airmen may request CONUS to CONUS PCS, or PCS from overseas (OS) to the CONUS. Airmen stationed in the CONUS may request a BOP to remain in-place or apply for a PCS BOP and an in-place BOP at the same time.
8. A FTA is not authorized a PCS BOP from CONUS to OS, or OS to OS, since these assignments are made in accordance with OS PCS selection priorities. An in-place First-Term

Airmen BOP is not authorized for Airmen assigned OS, since these Airmen have other options to remain at their current OS location consistent with their eligibility.

9. A FTA may also request a BOP in conjunction with the CAREERS retraining program via the vMPF Retraining Application.

10. Consecutive BOPs in any combination are not authorized. There must be an intervening PCS. **EXAMPLE:** a FTA who receives an in-place BOP cannot then receive a career Airman PCS BOP immediately following; or if one Airman of a military married to military couple receives a BOP, the next assignment for either Airman cannot be a BOP regardless of the non-BOP spouse's assignment reason.

11. BOP combinations other than those listed are not authorized. **EXAMPLE:** An Airman may not request a consecutive OS tour (COT) as a BOP.

12. For a PCS BOP, a FTA must have 8 months time on station (TOS) and have a minimum of 12 Months TOS as of the PCS departure date.

13. If serving overseas, a FTA may request consideration for a BOP (overseas to CONUS only) after receiving the DEROS Election Option Report on Individual Person (RIP) or Forecast Notification RIP.

CAREER AIRMEN BOP PROGRAM (IN-PLACE and PCS BOP)

1. Must have a minimum of 41 months TOS (3 years, 5 months) at the time of application and a minimum of 4 years TOS before PCS departure. **EXCEPTION:** If currently serving on a minimum stabilized tour of at least 4 years (AAC 43), Airmen can apply no earlier than 7 months before completing the stabilized tour.

2. If serving on a maximum stabilized tour (AAC 50) of at least 4 years, the Airman may apply no earlier than 12 months (36 months TOS) and no later than 9 months (39 months TOS) before completing the stabilized tour.

3. Must have a category of enlistment code of "2 – Second term Airmen" or "4 – Career Airman" and be selected under the SRP.

4. Cannot be selected for a permanent change of station (PCS) or have an assignment selection date (ASD).

5. Must be stationed in the CONUS, and can only select CONUS bases.

6. Cannot have an assignment availability code (AAC) of:

AAC 05 – Applied for commission

AAC 08 – Declined to Acquire Retainability for Controlled Duty Assignment (CDA)

AAC 09 – Declined to Extend/Reenlist for Retainability for PCS/Training

AAC 10 – Denied Reenlistment

AAC 12 – Action under Article 15 UCMJ

AAC 13 – International Hold

AAC 15 – Military/Civil Court Action

AAC 16 – On Control Roster

AAC 17 – Pending SP/AFOSI Investigation

AAC 19 – Referral EPR

AAC 21 – Commander Hold Option

AAC 25 – Enlisted Person Selected for Special Duty

AAC 27 – Nominated to HQ USAF/MAJCOM for Selective Assignment

AAC 31 – Medical Deferment

AAC 37 – Medical and/or Physical Evaluation Board (MEB/PEB)

7. Consecutive BOPs in any combination are not authorized. There must be an intervening PCS.

EXAMPLE: a FTA who receives an in-place BOP cannot then receive a career Airman PCS BOP immediately following; or if one Airman of a military married to military couple receives a BOP, the next assignment for either Airman cannot be a BOP regardless of the non-BOP spouse's assignment reason.

8. There are no limits on the number of BOP applications Career Airmen can submit. However, if the request is disapproved and the Airman remains eligible, the Airman may resubmit an application 6 months from the date of disapproval.

MILITARY MARRIED TO MILITARY

1. One or both Airmen of a military couple may request BOP consideration in their own right, if eligible, however they both must be PCS eligible and manning must also support a join spouse assignment to be approved. The join spouse intent code is a major factor when considering the BOP request from an Airman. If the intent code is "A" or "B" then both Airmen must request the same location(s) in the same order (including in-place), or the request(s) will be disapproved. If approved, the BOP eligible Airman will receive a BOP assignment whereas the spouse's assignment will be for join spouse. When one Airman of a military couple requests a BOP and the intent code is "H" the request will be considered without regard to spouse preferences. Refer to AFI 36-2110, Attachment 8, paragraph A8.3.10 and A8.5.2 for information on how intent code "H" may affect future join spouse assignment consideration.

2. To apply for a BOP on-line the military spouse must be an enlisted Airman.

3. Approval of an in-place BOP may not result in deferment for the spouse.

SECTION B. RESPONSIBILITIES

AIRMAN:

1. Access the vMPF and request a BOP by:
 - a. Selecting the “Apply for Base of Preference” link.
 - b. vMPF automatically performs a “preliminary” check of eligibility. If ineligible, the system displays a notification with an ineligibility explanation. If eligible, the BOP application is displayed for additional completion.
 - Career Airmen currently serving on at least a 4-year maximum stabilized tour (AAC 50) who meet the criteria receive an on-screen ineligibility notification. For these Airmen, they will submit their application using email by clicking the “[Contact Us](#)” link. This generates a pop-up email on the screen. The subject of the email must reflect, “Career Airman BOP Maximum Tour Exception Application.” Airmen may list up to 8 CONUS bases (do not use regions or states) in order of preference. Preferences are considered in the exact order listed. If the current base is listed (in-place BOP) as a preference, the Airman must obtain their commander’s concurrence. Use a separate email between you and your commander; upload the email as an attached document to the email to send to the myPers - TFSC. (This eliminates the requirement for a hard copy application and MPS review/update to MilPDS.)
 - c. Select the type of BOP consideration desired: PCS, In-Place, or both PCS and In-Place.
 - d. Select preferences/locations. **NOTE:** If applying for an In-Place BOP only, select current base of assignment as the only preference. If applying for a PCS BOP, select up to 8 CONUS bases (do not use regions or states) in order of preference. Do not list current installation. If applying for both, In-Place and PCS BOP, select up to 8 CONUS bases (do not use regions or states) in order of preference, and include the current installation as one of the choices.
 - e. Select the “withdraw/cancel voluntary assignment application” option in vMPF if requesting to change or cancel a pending application after submission. The vMPF displays an on-screen notification that the BOP application has been withdrawn.
2. Meet all time-on-station (TOS) requirements and be able to obtain any required PCS retainability.
3. Allow up to six weeks application processing time.
4. If assistance is required with the available BOP options, contact the MPS or the myPers - TFSC at 1-800-525-0102.

MILITARY PERSONNEL SECTION (MPS):

1. Assist Airmen with accessing the myPers website or vMPF and answer general questions when necessary.
2. Ensure the FTA reenlists within 30 days of approval.
3. Assist the career Airman in obtaining the required retainability for an approved BOP within 30 days of approval.
4. Assist Airmen who request for BOP (PCS or in-place) cancellation.

5. Notify AFPC/DPAA for assignment cancellation when Airmen do not obtain retainability within 30 days of approval.

myPers - TOTAL FORCE SERVICE CENTER (myPers - TFSC):

1. Assist Airmen with determining eligibility requirements and application updates.
2. Forward email generated requests from Airmen on maximum tours to the appropriate AFPC/DPAA Assignment NCO for approval/disapproval.

AFPC ASSIGNMENT POLICY AND PROCEDURES BRANCH (AFPC/DPAA):

1. Process the BOP application and notify Airmen of approval/disapproval.
2. Cancel the BOP when Airmen do not obtain retainability within 30 days of approval.