



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

INTRODUCTION

The Overseas Returnee (OSR) and CONUS Mandatory Mover (CMM) Counseling Handout Personnel Services Delivery (PSD) Guide serves as the initial assignment counseling for enlisted Airmen in the ranks of AB through SMSgt. It provides guidance and information on assignment options, specified timelines and the repercussions if mandatory actions are not adhered to within the specified period of time. Its purpose is 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. 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 Airmen. 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 Travel Regulation (JTR), Volume 1; AFI 36-2107, *Active Duty Service Commitments*; Active Duty Service Commitments PSD Guide, and the Retraining Program PSD Guide.

TARGET AUDIENCE: RegAF Senior Master Sergeant and below. Exceptions: Airmen assigned as aircrew personnel (1AXXX AFSCs) and 820th Security Forces Group (3P0X1 only) are excluded and do not participate in the OSR/CMM EQUAL process. (Direct questions concerning Chief Master Sergeants and Chief Master Sergeant selects to the appropriate action office listed in Section D.)

REVISIONS:

Date of Revision(s)	Revision(s)
17 Jul 15	Adds procedural guidance from AFI 36-2110, paragraphs 2.29.6.3.1. and 2.29.6.3.2. Deletes AFI 36-2110, Figure A16.2 CMM BOP Application Supersedes PSDM 09-31, dated 12 May 09; PSD Guide Overseas Returnee Counseling Handout, dated 22 Jul 09; PSD Guide Overseas Returnee (OSR) and CONUS Mandatory Mover (CMM) Counseling Handout, dated 15 Oct 10; and PSD Guide OSR and CMM Counseling Handout, dated 23 Feb 11.

GENERAL INFORMATION:

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

Enlisted assignments are matched eight times a year, with four cycles each departing and returning from overseas (OS) and Continental United States (CONUS). The 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. The Air Force Personnel Center (AFPC) Enlisted Assignment Division 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.

The OSR/CMM cycle is the second step in the assignment process. This process begins when Airmen make their DEROS election which notifies AFPC they will return to the CONUS upon their DEROS. 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 the Airman's personal assignment preferences; however EQUAL reflects available assignments that will be filled. 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, Assignments, Table 3.13 and Figure A16.1.

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. See Attachment 1, Enlisted OSR RRDESO & RRDESF Notification Cycle Dates and Suspenses. 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, Assignments no later than (NLT) 30 calendar days from the date the RIP was produced. Both the commander and AFPC

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

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 (RRDESO) is produced 10 months prior to DEROS 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 RRDESO 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, NLT 30 calendar days from the date the RIP was produced.

The DEROS Forecast Notification RIP (RRDEF) is produced 13 to 15 months prior to DEROS for Airmen stationed at long-tour locations, with the exception of those who are OTEIP eligible.

Review the RRDEF carefully, select an option, and return it to the MPS NLT 30 calendar days from the date the RIP was produced. 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 NLT 30 calendar days from the date the RIP was produced.

NOTE: Read the retainability guidance in Section A6 within this PSD 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

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

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

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 date of the request.

Airmen who request to establish a DEROS must possess or obtain 12 months service retainability NLT 30 calendar days from the date of the RIP. 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 RRDESO 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). Read the retainability guidance in Section A6 within this PSD for further clarification or contact the MPS for assistance.

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 or the current 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 NLT 30 calendar days from notification of the DEROS extension approval (DOS must equal the new DEROS) or cancellation of the DEROS extension will occur. Read the retainability guidance in Section A6 within this PSD for further clarification or contact the MPS for assistance.

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 RRDESO or RRDESF RIP for those eligible for OTEIP. Additionally, OTEIP eligible AFSCs are located in PSDM 12-60, *OTEIP Procedures and Revised OTEIP CAFSC 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

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

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 JTR, Volume 1.

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 JTR, Volume 1 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 NLT 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/DPAPPP).

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 NLT 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. Read the retainability guidance in Section A6 within this PSD for further clarification or contact the MPS for assistance.

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

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

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 JTR, Volume 1 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 PSD Guide Overseas Credit for PCS and TDY to update overseas tour (short or long) ribbon.

NOTE: Retainability Requirements: Airmen must possess or obtain the required retainability NLT 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

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

Reenlistment Bonus (SRB) recipients may have their service retainability delayed on a case-by-case basis by the MPS Commander. 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 NLT 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. Read the retainability guidance in Section A6 within this PSD for further clarification or contact the MPS for assistance. If the IPCOT is disapproved, the Airman must obtain 12 months retainability to return to the CONUS, otherwise an AF Form 964 must be completed.

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. RIP must be returned to the MPS NLT 30 calendar days from the date of the RIP.

NOTE: Retainability Requirements: Airmen returning to the CONUS must possess or obtain 12 months retainability NLT 30 calendar days from the date of the RIP. (See Attachment 1 for suspense dates) Read the retainability guidance in Section A6 within this PSD for further clarification or contact the MPS for assistance.

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. Eligible Airmen must immediately apply via the self-service action in vMPF for the BOP. If the Airman experiences issues with the web application, copy the error and contact the local MPS. The MPS will submit a CMS case and attach the web application error and the hard copy application from Attachment 2. 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 NLT 30 calendar days after notification of approval 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.

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

h. Consecutive Overseas Tour (COT). To receive consideration for a COT, Airmen must be eligible for PCS to include having at least 12 months PCS retainability from current DEROS, and meet COT eligibility requirements IAW AFI 36-2110, Attachment 4. 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 AFPC Enlisted Assignment Overseas EQUAL webpage.

Airmen, volunteer for COT requirements in their CAFSC and current grade (or projected grade if they possess a line number) with reporting during their DEROS month and the following two months.

EXAMPLE: A SSgt, 3D052, must volunteer for requirements advertised on AMS for SSgt 3DOX2's only. (Not one up or one down). If this SSgt has a line number for promotion to TSgt then he/she must volunteer for requirements advertised on AMS for TSgt 3DOX2's only.

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 JTR, Volume 1 for procedures and additional guidance. Ordinary leave taken along with the COT transportation entitlement is chargeable leave.

i. Korea Assignment Incentive Pay (KAIP). The KAIP program was discontinued by the Office of the Secretary of Defense (P&R) on 1 October 2014.

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

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 must apply for HSSAD during their DEROS Forecast Cycle utilizing the RRDESO RIP. See AFI 36-2110, Attachment 7 for more information on this program.

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

a. Assignment Selection Date (ASD). While stationed overseas, the ASD is automatically established based on a suspense window for the MAJCOM/AFPC to allocate requirements by AFSC and grade. ASDs are automatically established as the 25th day of the 8th month prior to DEROS as shown in Attachment 1.

EXAMPLE: An Airman with a June 2017 DEROS will have a 25 October 2016 ASD established IAW AFI 36-2110, Table 2.8, Rule 3.

The ASD enters Airmen in the OSR assignment cycle and renders them allocated to the CONUS. Therefore, once an Airman enters the assignment cycle (has an ASD); 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/CMM cycle provides available CONUS assignments only; therefore, Airmen should align their CONUS preferences accordingly. Volunteers for COTs should refer to Section A4, paragraph h, for additional information. Airmen can access the EQUAL cycle listing in AMS via the AFPC Secure website: <https://www.afpc.randolph.af.mil/afpcsecure> and update assignment preferences through the vMPF by the deadline advertised on EQUAL. If Airmen have 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 the AFPC Total Force Service Center through the AFPC website at <http://ask.afpc.randolph.af.mil/> or commercial 210-565-0102, or DSN 665-0102. 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 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 previously served (this does not include the current tour) and extensions. Airmen

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

possessing the most number of short tours receive higher priority. 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.

When the number of short tours is equal for two or more returnees, higher priority within each group is given to Airmen who voluntarily extended their tour for a period of 6 or more months in a short tour area or 12 months in a long tour area (per JTR, Appendix Q). Additionally, each month extended beyond the 6 or 12 month minimum raises the priority. In the event of a tie within a priority group, Airmen will be matched in the following order: Grade, Date of Rank, TAFMSD, date of birth, then reverse Social Security Number order (per AFI 36-2110, Table 3.13.) 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 assignment preferences are current in vMPF. Mil-to-mil Airmen must have the same assignment preferences, in the same order, 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. Verification of current intent code, program information and application procedures can be obtained via the vMPF web site, or by contacting the MPS, Customer Service Element.

If the spouse is in the CONUS, initial join spouse consideration is to return the overseas 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 make attempts to 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 Airmen, 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 both Airmen at the location.

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

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 both FTA, or one is a FTA, are eligible to participate in the BOP program as discussed in Section A3., paragraph g., and AFI 36-2110, Attachment 2. Only one Airman of a mil-to-mil couple needs to be eligible for a BOP. However, both Airmen must have the same join spouse intent code ("A" or "B") and request the same location(s), in the same order, or the request will be disapproved. Airmen apply via the self-service action in vMPF for the BOP. If the Airman experiences issues with the web application, copy the error and contact the local MPS. The MPS will submit a CMS case and attach the web application error and the hard copy application from Attachment 2. If the BOP is approved, the requesting Airman will receive the BOP assignment and the military spouse will receive the join spouse assignment.

c. OS EQUAL. Each Airman of a mil-to-mil couple use the overseas EQUAL listing applicable to their CAFSC and current grade (or projected grade) to apply for consecutive overseas assignment (COT), regardless of advertised requirements for the spouse on the same EQUAL cycle. This is the only time mil-to-mil preferences do not need to match since each will volunteer for locations listed on their EQUAL listing. If either Airman is the most eligible volunteer (in their own right) and the mil spouse can be supported at that location, based on projected manning over the next six-month period from the RNLTD, they will receive a join spouse assignment with the same RNLTD as the mil spouse selected, provided they meet all other PCS eligibility criteria (approval is based on requirements vs. vacancies).

EXAMPLE: A SSgt, 3D052, is married to a TSgt, 3S071, who has a line number to MSgt. The SSgt must volunteer for requirements advertised on AMS for SSgt 3D0X2's only. (Not one up or one down). The TSgt must volunteer for requirements advertised on AMS for MSgt 3S0X1's only. Assignment preferences do not have to match since each mil-to-mil couple will be considered in their own right. During the match cycle, the TSgt is identified by the AFPC Assignment NCO (ANCO) as the most eligible volunteer for Ramstein. The ANCO will coordinate with the 3D0X2 ANCO to determine if manning will support a join spouse assignment as of the advertised RNLTD plus 6 months. If the 3D0X2 manning will support then the assignments will be approved. If manning does not support then the TSgt will not be selected for Ramstein. This coordination process can occur several times during the assignment match if either Airman is identified as the most eligible volunteer.

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.

d. OSR/CMM EQUAL. Requirements advertised on the EQUAL are for single Airmen, Airmen married to non-military spouses, and mil-to-mil Airmen with an intent code of "H" only. Military couples who desire to be assigned together (intent code "A" or "B") will not use the OSR/CMM EQUAL for reassignment to the CONUS. Because of the many variables involved,

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

such as unique grade and AFSC combinations, returning join spouse assignments are hand-selected. Mil-to-mil couples update their assignment preferences in vMPF during their OSR/CMM EQUAL cycle based on personal preferences to bases that can support both of them in their grade and CAFSC. Locations must match and be in the same order. Preferences along with current Air Force needs are used to determine join spouse assignments for mil-to-mil couples returning from overseas.

e. Join Spouse Assignment Not Desired. If either Airman of a mil-to-mil couple 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.

A6. SERVICE RETAINABILITY REQUIREMENTS

Service retainability is the amount of obligated active service 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, accompanied by the RRDESO or RRDESF, 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 obtaining 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. No later than 30 calendar days of receiving a RRDESO or RRDESF 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 NLT 30 calendar days from the notification date of the approved DEROS extension. The DOS must be equal to or greater than the approved DEROS extension.

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

d. Retainability Timeline and Automatic Actions. When Airmen fail to obtain retainability by the established suspense dates at Attachment 1, the MPS will accomplish an AF Form 964, **PCS, TDY, Deployments or Training Declination Statement**, (as shown below) on the Airman's behalf NLT the 15th of the month following the Election and Retainability Suspense Month.

Career Enlisted Airman Actions. IAW AFI 36-2110, paragraph 2.29.6.3.1., when a career enlisted Airman does not get the required retainability by the established date, an AF Form 964 is completed. The MPS counselor (who counseled the enlisted Airman), selects the drop down in Section II, Statement, Signature of Airman and selects, "Airman has been briefed and Failed to Obtain Retainability by the Suspense Date" then signs the form. The MPS updates AAC "09" IAW AFI 36-2110, Table 2.1. This declination renders Airmen ineligible for promotion (to include loss of line number), reenlistment (including extension of enlistment), and most self-initiated PCS actions. The MPS will scan and send the AF Form 964 to ARMS for filing in the Airmen's master personnel records.

NOTE: Refer to AFI 36-2110, paragraph 2.29.6.3.1. and 2.29.6.6. for retainability declination for enlisted Airmen with 19 years TAFMS or more.

FTA Actions. IAW AFI 36-2110, paragraph 2.29.6.3.2., when a FTA does not get the required retainability by the established date, an AF Form 964 is completed. The MPS counselor (who counseled the enlisted Airman), selects the drop down in Section II, Statement, Signature of Airman and selects, "Airman has been briefed and Failed to Obtain Retainability by the Suspense Date" then signs the form. This declination does not render the enlisted Airman ineligible for reenlistment or promotion; however it renders them ineligible to apply for any self-initiated PCS actions. The MPS updates ALC "L" or "8" IAW AFI 36-2110, Table 2.2. as appropriate.

Career Enlisted Airmen and FTA IMPORTANT NOTE: Airmen who do not obtain the required retainability by the established suspense will have their DEROS involuntarily extended to match their DOS and will be removed from the OSR cycle. 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.

Enlisted Airmen who decline to obtain the minimum prescribed retainability may be directed by the AFPC assignment OPR to participate in the event when the required retainability is waived or in any event for which they have retainability, (from assignment selection to current DOS).

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 for an overseas to CONUS PCS. If eligible to obtain the retainability, they must do so.

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

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

The following guidance is provided for Airmen assigned to CONUS maximum stabilized tours (unit of assignment is listed in the Stabilized Tour Guide) (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. MPS Career Development Element, Assignments Section, should establish processes with the MPS Personnel Systems Management Section to ensure this roster is produced on the 1st of every month.

CMM Airmen must secure an extension to their DOA NLT the first day of the 10th 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) and returning to their CAFSC 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, NLT 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 DOA extension of 1 to 12 months. This DOA extension affords the Airmen the opportunity to extend their DOA to accommodate personal needs, such as projected leave, retirement, moving during the school summer break or matching their DOA to a military spouse’s DOA (see Section B5). Extensions require

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

commander's approval and must be processed by the MPS NLT 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 AFPC Enlisted Assignment Overseas EQUAL webpage. If not selected, then Airman will receive an assignment in the OSR/CMM cycle.

Airmen may only volunteer for EQUAL overseas requirements in their CAFSC and current grade (or projected grade if they possess a line number) with a RNLTD during their DOA month and the following two months.

EXAMPLE: A SSgt, 3D052, must volunteer for requirements advertised on AMS for SSgt 3D0X2's only. (Not one up or one down). If this SSgt has a line number for promotion to TSgt then he/she must volunteer for requirements advertised on AMS for TSgt 3D0X2's only.

EXAMPLE: If an Airman's DOA is April, they are considered for requirements reporting in April, May, or June. 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 via the self-service action in vMPF for the BOP. If the Airman experiences issues with the web application, copy the error and contact the local MPS. The MPS will submit a CMS case and attach the web application error and the hard copy application from Attachment 2. Airmen may request up to eight CONUS bases in order of preference, and must meet all qualifications as outlined in AFI 36-2110, Attachment 2. 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 NLT 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. Note: Airmen may request an In-place BOP to remain in their same AFSC and current unit. If currently performing a special duty and returning to their CAFSC, then may request an In-place BOP to PCA to another unit on the same base and/or in a different AFSC (for example; currently performing 8H000 duties and requests an IPBOP as a 3P0X1).

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

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 serving a maximum stabilized tour of less than 4 years is not eligible to request a BOP and an exception is not authorized.) Airmen apply via the self-service action in vMPF for the BOP. If the Airman experiences issues with the web application, copy the error and contact the local MPS. The MPS will submit a CMS case and attach the web application error and the hard copy application from Attachment 3. Airman may request up to eight CONUS bases in order of preference, and must meet all qualifications as outlined in AFI 36-2110, Attachment 2. 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. Note: Airmen may request an In-place BOP to remain in their same AFSC and current unit. If currently performing a special duty and returning to their CAFSC, then may request an In-place BOP to PCA to another unit on the same base and/or in a different AFSC (for example; currently performing 8H000 duties and requests an IPBOP as a 3P0X1).

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. See AFI 36-2110, Attachment 7 for more information on this program.

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

a. Assignment Selection Date (ASD). The ASD is automatically established based on a suspense window for the MAJCOM/AFPC to allocate requirements by AFSC and grade. ASDs are automatically established as the 25th day of the 8th month prior to DEROS as shown in Attachment 1.

EXAMPLE: An Airman with a DOA of December 2017 will have an ASD established as 25 Apr 2017. Refer to [Attachment 1](#) of this guide.

The ASD enters Airmen in the OSR/CMM assignment cycle and renders them allocated to a location in the CONUS. Therefore, once an Airman enters the assignment cycle (has an ASD; they cannot request a DOA extension, 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/DPAPPP IAW AFI 36-2110, paragraph 1.5. The Airman's commander, MAJCOM/FOA/DRU and AFPC/DPAA have disapproval authority on these requests. Only AFPC/DPAPPP has approval authority.

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

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/CMM cycle provides only available CONUS assignments; therefore, Airmen should align their CONUS preferences accordingly. Access the EQUAL cycle listing in AMS via the AFPC Secure website: <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 TFSC for assistance. If TDY, on leave, or do not have web access during the advertising cycle, contact the nearest MPS or PERSCO team to review the listing. If changing assignment preferences, contact the TFSC through the AFPC website at <http://ask.afpc.randolph.af.mil/> or commercial 210-565-01020, or DSN 665-0102. 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 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, AFSC, and by Date of Availability (DOA) (ie; all with an AAC 50 of Aug, Sep, and Oct), and further grouped by, Date of Rank (DOR), Total Active Federal Military Service Date (TAFMSD), then Date of Birth (DOB). **NOTE:** Airmen selected for promotion are considered in the 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 assignment preferences are current in vMPF. Mil-to-mil Airmen must have the same assignment preferences, in the same order, 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. Verification of current intent code, program information and application procedures can be obtained via the vMPF web site, or by contacting the MPS, Customer Service Element.

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 make attempts to coordinate with the Airman, their spouse, and the spouse’s service personnel office to consider a join spouse assignment.

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

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 Airmen, 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 both Airman at the location.

a. DOA Extension to Match Spouse. If both Airmen are assigned as CMMs and do not have the same DOA month, the Airman with the earlier DOA should extend their DOA to match the later DOA 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. Only one Airman of a mil-to-mil couple needs to be eligible for a BOP. However, both Airmen must have the same join spouse intent code (“A” or “B”) and request the same location(s), in the same order, or the request will be disapproved. Airmen apply via the self-service action in vMPF for the BOP. If the Airman experiences issues with the web application, copy the error and contact the local MPS. The MPS will submit a CMS case and attach the web application error and the hard copy application from Attachment 3. If the BOP is approved, the requesting Airman will receive the BOP assignment and the military spouse will received the join spouse assignment.

c. OS EQUAL. Each Airman of a mil-to-mil couple use the overseas EQUAL listing applicable to their CAFSC and current grade (or projected grade) to apply for consecutive overseas assignment (COT), regardless of advertised requirements for the spouse on the same EQUAL cycle. This is the only time mil-to-mil preferences do not need to match since each will volunteer for locations listed on their EQUAL listing. If either Airman is the most eligible volunteer (in their own right) and the mil spouse can be supported at that location based on projected manning over the next six-month period from the RNLTD, they will receive a join spouse assignment with the same RNLTD as the mil spouse selected, provided they meet all other PCS eligibility criteria (approval is based on requirements vs. vacancies).

EXAMPLE: A SSgt, 3D052, is married to a TSgt, 3S071, who has a line number to MSgt. The SSgt must volunteer for requirements advertised on AMS for SSgt 3D0X2's only. (Not one up or one down). The TSgt must volunteer for requirements advertised on AMS for MSgt 3S0X1's only. Assignment preferences do not have to match since each mil-to-mil couple will be considered in their own right. During the match cycle, the TSgt is identified by the AFPC Assignment NCO (ANCO) as the most eligible volunteer for Ramstein. The ANCO will coordinate with the 3D0X2 ANCO to determine if manning will support a join spouse assignment as of the advertised RNLTD plus 6 months. If the 3D0X2 manning will support then the assignments will be approved. If manning does not support then the TSgt will not be selected for Ramstein. This coordination process can occur several times during the assignment match if either Airman is identified as the most eligible volunteer.

EXAMPLE: If an Airman's DOA is April, they are considered for requirements reporting in April, May, or June. CMMs have a higher priority than other CONUS volunteers. Airmen not selected for an overseas assignment are selected for a CONUS assignment during their OSR/CMM EQUAL cycle.

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

d. OSR/CMM EQUAL. Requirements advertised on the EQUAL are for single Airmen, Airmen married to non-military spouses, and mil-to-mil airmen with an intent code of “H” only. 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. Mil-to-mil couples update their assignment preferences in vMPF during their OSR/CMM EQUAL cycle based on personal preferences to bases that can support both of them in their grade and AFSC. Locations must match and be in the same order. Preferences along with current Air Force needs are used to determine join spouse assignments for mil-to-mil couples in a mandatory move status.

e. Join Spouse Assignment Not Desired. If either Airman of a mil-to-mil couple 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 DOA. 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 Airmen must possess or be able to obtain before they can compete for personnel actions such as an assignment. Minimum retainability requirements for PCS are computed by adding the required retainability based on the type of assignment the Airman is selected for.

a. Official Notification. This handout, accompanied by the Completion of Maximum Tour RIP, is the official notification of PCS and DOA extension service retainability requirements.

b. Retainability Options for PCS. No later than 30 calendar days of receiving the assignment notification RIP the Airman must complete one of the following actions:

- 1) Obtain the required service retainability to PCS.
- 2) 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.
- 3) Apply for retirement to coincide with DOA, if eligible.

c. Retainability Timeline and Automatic Actions. When Airmen fail to obtain retainability by the established suspense dates at Attachment 1, the MPS will accomplish an AF Form 964, **PCS, TDY, Deployments or Training Declination Statement**, (as shown below) on the Airman’s behalf IAW AFI 36-2110, paragraph 2.29.6.3.1. (for career Airmen) and 2.29.6.3.2. (for FTA).

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

Career Enlisted Airman Actions. IAW AFI 36-2110, paragraph 2.29.6.3.1., when a career enlisted Airman does not get the required retainability by the established date, an AF Form 964 is completed. The MPS counselor (who counseled the enlisted Airman), selects the drop down in Section II, Statement, Signature of Airman and selects, “Airman has been briefed and Failed to Obtain Retainability by the Suspense Date” then signs the form. The MPS updates AAC “09” IAW AFI 36-2110, Table 2.1. This declination renders Airmen ineligible for promotion (to include loss of line number), reenlistment (including extension of enlistment), and most self-initiated PCS actions. The MPS will scan and send the AF Form 964 to ARMS for filing in the Airmen’s master personnel records.

NOTE: Refer to AFI 36-2110, paragraph 2.29.6.3.1. and 2.29.6.6. for retainability declination for enlisted Airmen with 19 years TAFMS or more.

FTA Actions. IAW AFI 36-2110, paragraph 2.29.6.3.2., when a FTA does not get the required retainability by the established date, an AF Form 964 is completed. The MPS counselor (who counseled the enlisted Airman), selects the drop down in Section II, Statement, Signature of Airman and selects, “Airman has been briefed and Failed to Obtain Retainability by the Suspense Date” then signs the form. This declination does not render the enlisted Airman ineligible for reenlistment or promotion; however it renders them ineligible to apply for any self-initiated PCS actions. The MPS updates ALC “L” or “8” IAW AFI 36-2110, Table 2.2 as appropriate.

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

Enlisted Airmen who decline to obtain the minimum prescribed retainability may be directed to participate in the event when the required retainability is waived or in any event for which they have retainability, (from assignment selection to current DOS).

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 (unit of assignment is listed in the Stabilized Tour Guide) (designated by AAC “50”) serving a maximum tour and will move on their date of availability (DOA).

CI. SPECIAL DUTY ASSIGNMENT CONSIDERATION (EQUAL-PLUS)

The EQUAL-Plus listing contains requirements by grade and AFSC for special duty assignments, Joint/Departmental assignments, 365-Day Extended Deployment (ED), 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 the AFPC website or by clicking this hyperlink: [AFPC website](#).

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. 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.

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: OSR and CMM 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, Attachment 16 and specific qualifications are shown in the advertisement or the Special Duty Catalog (SPECAT) Assignment Guide located on the AFPC Secure Applications on the AFPC website and searching on SPECAT or by clicking this hyperlink: [SPECAT](#) .

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

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

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 the Total Force Service Center via the virtual Military Personnel Flight (vMPF) on the AFPC website or by clicking [AFPC website](#) which will take you to the website. 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 RRDESO/RRDESF 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 the AFPC website at <http://ask.afpc.randolph.af.mil/> or contact the Total Force Service Center for counseling upon receipt of their RRDESO/ RRDESF or CMM Stabilized Tour RIP. Contact the Total Force Service Center at commercial 210-565-0102, or DSN 665-0102. 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. 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 A6 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 justification that the reason is not the same as what other Airmen encounter (for example; requesting for the purpose of securing civilian employment). Airmen who are HYT restricted and cannot obtain CONUS PCS retainability should request counseling through the MPS, Career Development Element.

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

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. Airmen should contact their MPS for questions or clarification of program contain in this guide and AFI 36-2110. The MPS is responsible for providing a copy of this handout to Airman upon receipt of the DEROS Election Option (RRDESO) or Forecast Notification (RRDESF) RIP and assisting Airmen with questions. If the MPS needs assistance with the Airmen's question they will contact AFPC/DPAPPP to resolve the issue for the Airman.

HQ 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 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 the MyPers or by clicking this hyperlink: [AFPC website](#).

AIR FORCE SENIOR LEADERSHIP

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

**ATTACHMENT 1
ENLISTED OSR RRDESO & RRDEF
NOTIFICATION CYCLE DATES AND SUSPENSES**

SHORT TOUR LOCATIONS

DEROS	NOTIFICATION MONTH (See Note 1)	ELECTION & RETAINABILITY SUSPENSE DATE (See Note 2)	MPS INITIATES AF FORM 964 (See Note 3)	ASSIGNMENT SELECTION DATE (See Note 4)
JAN	MAR	APR	15 MAY	25 MAY
FEB	APR	MAY	15 JUN	25 JUN
MAR	MAY	JUN	15 JUL	25 JUL
APR	JUN	JUL	15 AUG	25 AUG
MAY	JUL	AUG	15 SEP	25 SEP
JUN	AUG	SEP	15 OCT	25 OCT
JUL	SEP	OCT	15 NOV	25 NOV
AUG	OCT	NOV	15 DEC	25 DEC
SEP	NOV	DEC	15 JAN	25 JAN
OCT	DEC	JAN	15 FEB	25 FEB
NOV	JAN	FEB	15 MAR	25 MAR
DEC	FEB	MAR	15 APR	25 APR

- Note 1:** 10 Months prior to DEROS (RIP produces and is sent to Airman)
- Note 2:** 30 Days from Date RIP was produced (If RIP produced on 3 Mar, then suspense is 3 Apr)
- Note 3:** 15 Calendar Days from Election & Retainability Suspense Month, MPS completes AF Form 964 if Airman fail to obtain retainability by the suspense date
- Note 4:** Date Airmen are frozen in the assignment cycle (25th day of the 8th month prior to DEROS).

ATTACHMENT 1 (Continued)
ENLISTED OSR RRDESO & RRDEF
NOTIFICATION CYCLE DATES AND SUSPENSES

LONG TOUR LOCATIONS

DEROS	NOTIFICATION MONTH (See Note 1)	ELECTION & RETAINABILITY SUSPENSE DATE (See Note 2)	MPS INITIATES AF FORM 964 (See Note 3)	ASSIGNMENT SELECTION DATE (See Note 4)
JAN	DEC	JAN	15 JAN	25 MAY
FEB	JAN	FEB	15 FEB	25 JUN
MAR	FEB	MAR	15 MAR	25 JUL
APR	MAR	APR	15 APR	25 AUG
MAY	APR	MAY	15 MAY	25 SEP
JUN	MAY	JUN	15 JUN	25 OCT
JUL	JUN	JUL	15 JUL	25 NOV
AUG	JUL	AUG	15 AUG	25 DEC
SEP	AUG	SEP	15 SEP	25 JAN
OCT	SEP	OCT	15 OCT	25 FEB
NOV	OCT	NOV	15 NOV	25 MAR
DEC	NOV	DEC	15 DEC	25 APR

Note 1: 13 - 15 Months prior to DEROS (RIP produces and is sent to Airman)

Note 2: 30 Days from Date RIP was produced (If RIP produced on 3 Mar, then suspense is 3 Apr)

Note 3: 15 Calendar Days from Election & Retainability Suspense Month, MPS completes AF Form 964 if Airman fails to obtain retainability by the suspense date

Note 4: Date Airmen are frozen in the assignment cycle (25th day of the 8th month prior to DEROS).

ATTACHMENT 1 (Continued)
ENLISTED CMM
NOTIFICATION CYCLE DATES AND SUSPENSES

CONUS MANDATORY MOVER (CMM) AAC 50

DOA	MPS RUNS AAC 50 ROSTER (See Note 1)	NOTIFICATION MONTH (See Note 2)	ELECTION SUSPENSE DATE (See Note 3)	ASSIGNMENT SELECTION DATE (See Note 4)
JAN	1 DEC	1 JAN	30 JAN	25 MAY
FEB	1 JAN	1 FEB	30 FEB	25 JUN
MAR	1 FEB	1 MAR	30 MAR	25 JUL
APR	1 MAR	1 APR	30 APR	25 AUG
MAY	1 APR	1 MAY	30 MAY	25 SEP
JUN	1 MAY	1 JUN	30 JUN	25 OCT
JUL	1 JUN	1 JUL	30 JUL	25 NOV
AUG	1 JUL	1 AUG	30 AUG	25 DEC
SEP	1 AUG	1 SEP	30 SEP	25 JAN
OCT	1 SEP	1 OCT	30 OCT	25 FEB
NOV	1 OCT	1 NOV	30 NOV	25 MAR
DEC	1 NOV	1 DEC	30 DEC	25 APR

Note 1: 1st day of the 13th month prior to DOA, MPS runs monthly AAC 50 roster.

Note 2: MPS sends CMM RIP and OSR/CMM Handout to Airmen

Note 3: Date Airmen **must** make election to: voluntary extend DOA; maintain current DOA; apply for a FTA BOP; apply for a career Airman BOP; request HSSAD deferment; elect to separate or retire upon DOA.

Note 4: Date Airmen are frozen for the assignment cycle.

ATTACHMENT 1 (Continued)
ENLISTED QUARTERLY ASSIGNMENT LISTING
SCHEDULE

OSR/CMM ALLOCATION CYCLE SCHEDULE			
DEROS/DOA Months	Allocations	AFPC Advertises on EQUAL	Announcement
AUG/SEP/OCT	MAR	APR	MAY
NOV/DEC/JAN	JUN	JUL	AUG
FEB/MAR/APR	SEP	OCT	NOV
MAY/JUN/JUL	DEC	JAN	FEB

OVERSEAS ALLOCATION CYCLE SCHEDULE			
RNLTD Months	Allocations	AFPC Advertises on EQUAL	Announcement
OCT/NOV/DEC (AUG/SEP)	JAN	FEB	MAR
JAN/FEB/MAR (NOV/DEC)	APR	MAY	JUN
APR/MAY/JUN (FEB/MAR)	JUL	AUG	SEP
JUL/AUG/SEP (MAY/JUN)	OCT	NOV	DEC

NOTE: () are backfill months (utilized when Airmen previously selected were removed from the assignment)

EXCEPTIONS TO SUSPENSES: Humanitarian/EFMP and unique mission requirements

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

ATTACHMENT 2
OSR FIRST TERM AIRMAN BOP APPLICATION
(To be used only when vMPF is not available)

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 this PSD Guide and AFI 36-2110, Attachment 2, 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 Airman must be briefed and include the following statement: I have been counseled on the BOP program and joint spouse assignment criteria. I understand we may each request a BOP in our own right to the same location. However, I understand that manning at the requested locations must support both my spouse and me in order for the assignments to be approved. I understand if I receive an approved PCS BOP, and my intent code is H, then joint 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.

3. I understand I will be required to reenlist NLT 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.

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.

ATTACHMENT 3
CMM BASE OF PREFERENCE APPLICATION
(To be used only when vMPF is not available)

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 this PSD Guide and AFI 36-2110, Attachment 2, 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 Airman must be briefed and include the following statement: I have been counseled on the BOP program and join spouse assignment criteria. I understand we may each request a BOP in our own right to the same location. However, I understand that manning at the requested locations must support both my spouse and me in order for the assignments to be approved. I understand if I receive an approved PCS BOP, and my intent code is H, 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.

3. FTA only: I understand I am required to reenlist NLT 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.

Please send feedback to afpc.dpapp@us.af.mil. We appreciate your input.