



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE PERSONNEL CENTER  
RANDOLPH AIR FORCE BASE TEXAS

17 Sep 08  
PSDM: 08-47

MEMORANDUM FOR ALL MILITARY PERSONNEL FLIGHTS/SECTIONS (MPF/MPS),  
FINANCIAL SERVICE OFFICES (FSO) AND TRANSPORTATION MANAGEMENT  
OFFICES (TMO)

FROM: HQ AFPC/DPA  
550 C Street West Suite 28  
Randolph AFB TX 78150-4730

SUBJECT: Extended Deployments -- this PSDM supersedes MPFM 07-15, dated 20 Feb 07  
(Career Development Element; Functional Category: Assignments)

This PSDM has been substantially revised and must be completely reviewed—**THE POLICY  
GUIDANCE IN THIS PSDM IS EFFECTIVE 1 OCTOBER 2008.**

**MPF/MPS ACTION OFFICES:** The MPF/MPS Commander and Superintendent are the primary action offices for this program. MPF/MPS CC or Superintendent must disseminate this PSDM to FSOs, TMOs and all squadron commanders immediately upon receipt.

**FSO:** FSO is responsible for validating the use of the appropriate funding for this program.

**TMO:** TMO is responsible for counseling on shipment and storage of household goods (HHG).

**PROGRAM OBJECTIVES**

In early 2005, the Air Force Chief of Staff directed certain key positions in the AOR be filled by Airmen serving on indefinite extended deployments, typically lasting about 365 days. In support of the global war on terrorism, the Air Force accepted new roles and implemented Extended Deployments. In September 2005, the CSAF stated, "we are a nation at war...no matter how long the road, we must never lose our focus on winning this fight." Accordingly, the program has expanded from 200 requirements in 2005 to well over 1500 in 2008.

Current requirements include almost every major career field and offer opportunities for officers and enlisted to fill positions open to any AFSC. The Air Force needs commander support to fill these war-time positions with volunteers. Since each tasking is a high priority, must fill position, short notice requirements cannot be eliminated altogether. When a member falls out at the last minute, then the next individual selected may get very short notice. Therefore, all Airmen should ensure their overseas history (short tour return date and overseas duty selection date) is accurate and must be prepared to deploy at a moment's notice.

The Extended Deployment Office, HQ AFPC/DPWSJ, is the lead Action Office for this program and can be reached DSN 665-4273/Comm (210) 565-4273 or by Email: (officers) [dpw.off.deployment@randolph.af.mil](mailto:dpw.off.deployment@randolph.af.mil); (enlisted) [extended.deploy@randolph.af.mil](mailto:extended.deploy@randolph.af.mil)  
Direct questions regarding General Officers to AF/DPG, DSN 227-1181; Colonels to AF/DPO, DSN 664-8173; CMSgts to AF/DPE, DSN 665-8153.  
This PSDM is in ten parts and has 1 attachment.

ATTACHMENT:

1. Reclama Processing Tool Procedures

//SIGNED//  
DIRECTOR OF ASSIGNMENTS

## **PART I - GENERAL INFORMATION:**

The following information applies to O-5/E-8 positions and below. AFPC has the lead in identifying individuals for extended deployments. A minimum of 120 days notice prior to first movement (training) is allocated to source all new 365 Day deployment requirements, whenever possible. However, there are occasions that notification will be reduced. For instance, when it is determined that an Airman cannot fill a requirement at the last minute, the replacement will receive the short notice tasking. Also, new missions may require deployments with less notice, but every effort will be made to maximize the notification timeline to at least 120 days prior to first movement. AFPC will advertise for volunteers, well in advance, in an effort to reduce the number of short notice taskings. Requirements may be viewed on AFPC's website at: <https://aef.afpc.randolph.af.mil/365.aspx> look for "365 Extended Deployments," under "Quick Links" then select "Open 365 day requirements" to access the spreadsheet.

## **PART II - SELECTION PROCEDURES:**

1. Airmen must have a minimum of 12 months time on station (from date of first training or Required Delivery Date (RDD), whichever is earlier) or be in a must-move position (i.e. graduating from in-residence PME)) to be eligible for extended deployment selection. Selections for Extended Deployments will be based on most eligible and qualified volunteers first. If none are available, selections will be based on most eligible and qualified non-volunteer IAW with procedures described in paragraph 6. Airmen serving on any stabilized tour, to include assignment availability codes (AAC) codes 32, 39, 42, 43, 44, 45, 47, 50, 55, 85, 87 are still eligible to be selected as either a volunteer or non-volunteer provided they meet other eligibility criteria. Reclamas will be processed via the Reclama Process Tool (RPT) IAW Part III, Para 2.b. and Attachment 1 and AFI 10-401 Chapter 10.
2. Releasability of all Airmen assigned to joint organizations is subject to the concurrence of the respective J1 or Personnel division chief. Requests for availability will be coordinated with the J1/Personnel division staff prior to official notification (Part III.)
3. Airmen currently serving in an overseas short tour location may volunteer for an extended deployment; however, are only considered for selection if they will PCS to a CONUS location prior to RDD or date of first training. AFPC will coordinate selection with the gaining commander for Airmen selected in this situation.
4. Volunteers: AFPC will initially solicit volunteers for all positions. Volunteers with less than 12 months time on station (TOS) as of first training date or RDD (whichever is earlier) may be considered for extended deployment, as an exception to policy, with commander concurrence and the understanding they may not be eligible for an advanced assignment. Enlisted positions will be advertised using EQUAL Plus Advertisement in AMS. Ads will normally be posted on EQUAL Plus for 10 days. Officers should contact their appropriate AFPC Assignment Team for

information on available requirements and to volunteer, or go to the AFPC 365 Day Extended Deployments website: <https://aef.afpc.randolph.af.mil/365.aspx>

a. Although prior approval/coordination with leadership is not required to volunteer for an EQUAL Plus advertisement, we encourage members to notify their leadership if volunteering for an Extended Deployment. Once a member is selected by AFPC, commander *coordination* is required on the notification letter.

b. Airmen who volunteer may request to withdraw their volunteer statement prior to the advertisement close out date. To withdraw a volunteer statement, the Airmen must contact AFPC/DPWSJ (extended.deploy@randolph.af.mil) or appropriate officer assignment team, via e-mail or delete the volunteer request on EQUAL Plus in AMS (enlisted) prior to the close out of the ad. Requests to withdraw volunteer statements after selection will be considered on a case-by-case basis IAW AFI 36-2110, *Assignments*, Para 2.12. If a cancellation request is submitted under this paragraph and subsequently disapproved, a member is not eligible to request separation or retirement under 3-day option provisions, unless they are still within 3 calendar days of official notification. See Part III Para 3.

c. For Enlisted (E-8 and below): Once the EQUAL Plus Ad expires, AFPC will validate all volunteers to ensure they are eligible for selection and meet all qualifications identified in the requirement. Volunteers are prioritized based on PCS status and potential mission impact as follows:

(1) Long Overseas Returnees/COT Volunteers

(a) Overseas Returnee/COT Volunteers may apply for Equal-Plus Ad if the RDD in the Ad matches their DEROS or is within 2 months after their DEROS expires (Ex: If DEROS equals Jun 07, member is eligible for Jun-Aug 07 deployment requirements.) Note: AFPC will extend a member's DEROS 13 months from RDD to accommodate the extended deployment and out-processing actions upon return.

(b) Indefinite DEROS Personnel--Airmen with an indefinite DEROS who will have completed their original tour by RDD.

(2) CONUS Mandatory Movers (CMM): CMMs may apply for Equal-Plus Ad if the RDD in the Ad matches their Date Of Availability (DOA) or the RDD is within 2 months after their DOA expires (See example as 3c(1)(a) above.) CMMs volunteering for an extended deployment with a DOA extending beyond the RDD will be prioritized within category 3, CONUS volunteers.

(3) CONUS Volunteers: Date Arrived Station (DAS) will be the deciding factor IAW AFI 36-2110, Table 2.3. "Time on Station (TOS) Requirements" (Note: Airmen are prioritized longest to shortest time on station and must have at least 12 months time on station to be considered)

(4) Overseas volunteers with a DEROS extending beyond the RDD: Airmen assigned to an overseas long tour with a DEROS extending beyond the RDD are prioritized last

among volunteer categories. Note: This category also includes Airmen with an Indefinite DEROS who will not complete their original tour as of the RDD.

5. Post Deployment Deferment Period: Airmen are exempt from extended deployment selection for 6 months following return from an AEF deployment or 12 months following return from an Extended Deployment. Eligibility is calculated from the return date to the date of first training or RDD (at time of selection), whichever is earlier. Approval authority to deploy Airmen before their deferment period expires will be for valid mission reasons only and will be approved by the AFPC Director of Assignments.

6. Non Volunteers (Members will be selected based on their projected grade.)

a. For enlisted: If there are not enough volunteers identified for an advertisement, AFPC will use established short tour selection rules IAW AFI 36-2110, Para 3.3 and Table 3.2 (priority for OS short tour selection) to select the most eligible non volunteer. Members must meet all PCS eligibility criteria to include quality control, time on station, and retainability. In addition to the categories listed in Table 3.2, Airman serving overseas long tours may be used as a resource to fill these taskings. Airman must have sufficient DEROS time to be selected as a non-volunteer, (i.e. 30-days upon return from deployment to out-process their respective unit). Airman who are HYT restricted and otherwise are not 3 day option eligible (as prescribed by Table 1, 365-Day Deployment Declination/3-day Option), may only be selected as a non-volunteer if they have at least 7 months retainability following the expected deployment return date. Vulnerability dates used to select individuals for short tour requirements will also be used in non-volunteer selections for an Extended Deployment and can be found on AMS.

b. For officers: If there are not enough volunteers, AFPC will use modified short tour selection rules. Non Volunteers are prioritized based on number of short tours, short tour return date (STRD) and overseas duty selection date (ODSD). Officers serving overseas long tours may be used as a resource to fill these taskings. Officers must have sufficient DEROS time to be selected as a non-volunteer (i.e. 30-days upon return from deployment to out-process their respective unit). Officers not selected for promotion and have a mandatory DOS established and otherwise are not 3 day option eligible (as prescribed by Table 1, 365-Day Deployment Declination/3-day Option) are not eligible for selection as a non-volunteer unless they have at least 7 months retainability following the expected deployment return date.

c. For information on potential vulnerability for non-vol selection, please contact your assignment team. Also, you can review the information provided on the link: "[How do I determine if I am vulnerable to be selected as a non-volunteer for a 365-day extended deployment?](https://aef.afpc.randolph.af.mil/365.aspx)" on the AFPC 365-day Extended Deployment website at: <https://aef.afpc.randolph.af.mil/365.aspx>

7. AEF Cycle: If the member selected (whether volunteer or non-volunteer) for an Extended Deployment is officially tasked for a 120/179 day AEF deployment, the Extended Deployment will take precedence, unless the member is within 60 days of departure for the AEF deployment/required associated training or have already attended any required training.

8. Any AFSC Requirements: Both enlisted and officers may be selected (as volunteers or non-volunteers) to perform duties outside of their Control AFSC (Enlisted)/Duty AFSC (Officers).

### **PART III - NOTIFICATIONS**

1. Once selections are made, AFPC will

a. Officially notify the member's servicing MPF/MPS, Personnel Readiness Function (PRF) via DCAPES and e-mail containing official notification letter, stating the location, duty title, training (if required) and RDD of the tasking. The PRF will provide official notification to the unit commander by forwarding the notification letter within 24 hours. The commander notifies the member of selection for an Extended Deployment upon receipt of the notification letter. Notifications must be made immediately upon receipt (within 24 hours) of the tasking memo. Airmen on leave/TDY must be contacted immediately (within 24 hours.)

b. Update AAC ET "Extended Deployment" with an expiration date of the member's expected return date.

2. Airmen have a maximum of 3 calendar days to either accept or decline the Extended Deployment. The 3 calendar day count begins the day after the date a member is officially notified and ends at the close of MPF/MPS business hours on the third calendar day following official notification. If the third calendar day is a weekend or holiday, the official notification period is extended to the first duty day thereafter. If member signs the notification stating his/her intent to accept the deployment, they can then provide preferences for advance assignment or elect the 24 month deferment. If member elect to decline and is eligible (see paragraph 4) they will be processed for separation/retirement.

a. Medical Pre-Assessment will be required for members attending Combat Skills Training (CST). The medical pre-assessment will accompany the tasking notification as identified in the DCAPES line remarks. Airmen must complete the pre-assessment and include a copy with their signed notification letter.

b. The commander must recommend or non-recommend/reclama the member after the member has completed his/her portion of the form. If the commander elects to non-recommend the member he/she must initiate a reclama IAW AFI 10-401 Chapter 10. **NOTE:** Reclama Processing Tool (RPT) Procedures (Attachment 1) are used as a reference to determine the appropriate reclama procedures for a 365-day tasking. Once the commander has made recommendation on the notification letter, a completed copy of the signed notification letter must be scanned/emailed or faxed back to AFPC. Submission of a reclama is not justification for an Airman to delay their statement of intent to accept/decline the deployment.

3. Pending final determinations on a members' Advanced Assignment (AA) or Deferment and Return to Home Station, dependents are entitled to certain travel entitlements IAW the Joint Federal Travel Regulation (JFTR) Para U4755 (See Part VIII). Once final assignment determinations have been made and loaded into MilPDS, Indeterminate Temporary Duty (ITDY) dependent entitlements cease. Questions on JFTR dependent entitlements should be referred to the Base Transportation Management Office (TMO) or base Financial Services Office (FSO).

4. Declinations: Airmen selected for an Extended Deployment should refer to Table 1, 365-Day Deployment Declination/3-day Option, to determine 3-day opt eligibility. Airmen who do not have the retainability and do not meet the criteria to 3-day opt should refer to AFI 36-2110, Assignments, Para 2.29 for retainability declination information. Those who elect to decline or 3-day opt, will be processed for separation/retirement under the current policy. **NOTE:** Although reclaims for 3 day opt/Retainability Declination requires Wing CC/equivalent approval (in RPT), this action is for informational purposes only. The Wing CC/equivalent does not have disapproval authority for 3 day opt/Retainability Declination. The approval button in RPT represents Wing CC/equivalent acknowledgment in these cases (reference Attachment 1).

5. **365-Day Extended Deployments do not have an associated ADSC;** however, there is a 365 day commitment (to include prior training preparation time) associated with the selection for extended deployments. Therefore, Airmen are eligible to decline that commitment in keeping with the intent of the 3-day option procedures.

a. Commander's Responsibilities: The commander must ensure Airmen are counseled on all aspects of declining retainability for the Extended Deployment (loss of promotion line number, re-enlistment ineligibility, promotion ineligibility, etc.). The commander must then fax the Official Notification Memo to AFPC with a copy of the AF Form 964, *PCS, TDY or Training Declination*, statement. In addition the Commander must ensure that a reclama is initiated and Wing CC approved in a timely manner.

b. Member's Responsibilities: If the Airmen does not possess and refuses to obtain the required retainability for the Extended Deployment, they must complete the Official Notification Memo and mark "DECLINE". The member must apply for eligibility of 3-Day Opt through the Retirements or Separations application on the vMPF, available through the AFPC webpage. AFPC Retirements and Separations Division will determine eligibility for 3 Day Opt. If retirement eligible, the member will complete and submit the online Retirement Application via the vMPF. An Airman is officially released from the deployment tasker upon separation/retirement approval. If the member does not intend to decline, the member must obtain retainability within 30 days of notification. Note for enlisted Airmen: If not retirement eligible and declining retainability, the member will complete an AF Form 964. Airmen who are applying for 3 day option online must attach a copy of the official deployment notification letter to their application.

c. MPF/MPS Responsibilities: The MPF/MPS should counsel Airmen declining to obtain retainability on declination procedures IAW AFI 36-2110, Para 2.29. The MPF/MPS will update AAC 09 (Assignment Limitation Code (ALC) L for first term Airmen) on enlisted Airmen who officially decline retainability.

d. AFPC/DPW Responsibilities: AFPC/DPW will coordinate with AFPC/DPSO Retirements and Separations Division to ensure all appropriate actions are completed (Retirement Date, DOS, Record Status, etc).

6. AFPC/DPWJ will load selected member's information and tasking information into DCAPES. MAJCOMs are no longer required to complete verification of 365 Day taskings in DCAPES. DCAPES will be updated by AFPC with the selected member's information.

Although there will no longer be a required MAJCOM action, MAJCOMs will retain tasking visibility through DCAPEs.

#### 7. Advance assignment consideration/Deferment and Return to Home Station

a. Airmen may elect to return to home station and have a subsequent 24-month assignment deferment following a 365-day extended deployment. If approved, AFPC will update AAC “39” to expire 24 months after projected return date for enlisted personnel. For officers the request for an assignment deferment should be worked through your AFPC assignment team.

b. Airmen may elect an advanced assignment upon completion of their 365-day extended deployment, but must have at least 24 months time on station as of projected RDD to be eligible and must have at least 36 months TOS before PCS departure. If approved, AFPC will load the assignment information in MilPDS. In order to allow time for reconstitution and out-processing, RNLTDs should not be established earlier than 60 days from projected return. Airmen electing an overseas Advance Assignment and desire to send their dependents in advance, MPF/MPS will ensure the sponsor applies for dependent travel IAW AFI 36-3020, *Family Member Travel*, and MPFM 7-19, 14 Mar 07, Attachment 4. This must be done prior to any movement of dependents.

c. Airmen may only make one election for either an Advanced Assignment and/or 2 year PCS deferment. Once the election is submitted, it constitutes the Airman’s preference and will not be reconsidered at a later date. If the Airman desires a change, the only option available is to request cancellation of such action, return to home station and enter the next assignment cycle for which they are eligible.

d. Airmen must serve the required number of days to receive short tour credit to ensure preservation of the advance assignment entitlement (see Part V.)

8. Students: Airmen selected for an Extended Deployment who are assigned to a Student PASCODE (AFIT, AFIP, IDE, SDE, etc) must be PCS’d to a valid position at their next permanent duty station assignment and must PCS to that assignment prior to deploying on their Extended Deployment. The Airman must return to that same assignment for a tour of duty following their deployment. *For example*, an Air War College student is selected for a position in Iraq and will be given a subsequent assignment to fill a position on the HQ AMC staff. Airman must depart Maxwell, sign into the gaining unit at Scott AFB, and out-process for deployment through Scott AFB. Upon completion of the TDY, they return to Scott for a tour on the staff. This is not waivable due to the significant impact of assigning Senior Raters (evaluations, promotions, Developmental Education, command, etc).

**Table 1: 365-Day Deployment Declination/3-Day Option**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
	<b>If the member is</b>	<b>and is a</b>	<b>And has 19 yrs TAFMS or more as of event notification date (mo/yr)</b>	<b>Or does not have 19 yrs TAFMS or more as of the event notification date (mo/yr)</b>	<b>and has</b>	<b>Then, (if serving OS, see Note 2 ) if serving in the CONUS, the</b>
<b>1</b>	An officer officially notified of selection for 365 day TDY	Lieutenant Colonel or below	<b>X</b>		No ADSC, or an ADSC that expires within 12 months after the event notification date (mo/yr)	Officer may request a retirement date which is not later than the first day of the 12 <sup>th</sup> month after event notification date (mo/yr) OR the first day of the month upon completion of 20 years TAFMS
<b>2</b>				<b>X</b>	No ADSC, or an ADSC that expires on or before completion of 365 Day commitment plus 30 days	Officer may apply for separation which is not later than the first day of the 12 <sup>th</sup> month following TDY notification or the day they complete their existing ADSC, whichever is later.
<b>3</b>	An airman officially notified of selection for 365 day TDY	Chief Master Sergeant or below	<b>X</b>		No ADSC, or an ADSC that expires within 6 months after the event notification date (mo/yr)	Enlisted Airman may request a retirement date which is not later than the first day of the 7th month after the event notification date (mo/yr) OR the first day of the month upon completion of 20 years TAFMS (Note 1)

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
	<b>If the member is</b>	<b>and is a</b>	<b>And has 19 yrs TAFMS or more as of event notification date (mo/yr)</b>	<b>Or does not have 19 yrs TAFMS or more as of the event notification date (mo/yr)</b>	<b>and has</b>	<b>Then, (if serving OS, see Note 2 ) if serving in the CONUS, the</b>
<b>4</b>	An airman officially notified of selection for 365 day TDY	Chief Master Sergeant or below	<b>X</b>		The required retainability and no ADSC, or an ADSC that expires within 6 months after the even notification date (mo/yr)	airman may request a retirement date which is not later than the first day of the 7th month after the event notification date (mo/ yr) OR Must request a retirement date the first day of the month after reaching 20 yrs TAFMS, (Note 1)
<b>5</b>					insufficient retainability and refuses to obtain it and no ADSC, or an ADSC that expires within 6 months after the event notification date (mo/yr)	airman may request a retirement date which is not later than the first day of the seventh month after the event notification date (mo/ yr) OR Must request a retirement date the first day of the month after reaching 20 yrs TAFMS, (Note 1)  or may decline to obtain retainability as outlined in this PSDM & AFI 36-2110 Paragraph 2.29
<b>6</b>				<b>X</b>		The required retainability
					Insufficient retainability and refuses to obtain it	Enlisted Airmen are not eligible to request retirement or separation under 3-day option provisions, but may decline to obtain retainability as outlined in this PSDM & AFI 36-2110 paragraph 2.29

**Notes:**

1. Airmen with 19 years TAFMS as of event notification (mo/yr) who will reach retirement eligibility in the 12<sup>th</sup> month following TDY notification then retirement is authorized on the first day of the 13<sup>th</sup> month following Extended Deployment notification.
2. Assigned OS. Airman must request a retirement date which is the first day of the month following DEROS, if otherwise eligible to retire on that date per AFI 36-3203.

## **PART IV - DEPLOYMENT INFORMATION:**

1. Training: Many of these extended deployments require additional pre-deployment training. These TDYs can range from one week to several months -- usually they are en-route and are in addition to the Extended Deployment. For en-route training, Airmen will deploy from the training location and should not expect to return to home-station before deploying. Airmen are not authorized POVs at en-route TDY/training locations. Airmen and PRFs must follow all Line Remarks to include required equipment/supplies before departing for en-route training.
2. Each Airman must complete all local pre-deployment requirements prior to departing for training (i.e. medical clearance, weapons qualification, LOAC, etc.). The Base PRF will verify that all local training is completed prior to the Airman departing for training/deployment.
3. Medical Profiles: Members who are placed on medical profile precluding participation in the event, must initiate a reclama IAW Attachment 1 and AFI 10-401 Chapter 10.
4. Deployment of Airmen on ALC "C": Airmen selected for a 365 day Extended Deployment (volunteer or non-volunteer) must report to their local Military Treatment Facility within 3 duty days of formal notification to process a medical exception IAW AFI 41-210 (*Patient Administration Functions*), Para 10.8.3.1. Airmen will not delay further deployment out-processing, pending final decision on their exception request. If the medical decision is that the deployed MTF cannot support the member's medical condition, then AFPC will select the next most eligible member.
5. Voluntary Extensions: Airmen are expected to complete 365 days in the AOR. Members may voluntarily extend past 365 days, but only with approval from all extended deployment action offices (AFCENT/A1, AFPC and losing/gaining commander). No additional financial incentives are currently being offered by the AF for Airmen extending in the AOR.

## **PART V – SHORT TOUR CREDIT/JOINT CREDIT/AEF & CONTINGENCY EXEMPTIONS:**

1. Short Tour Credit: Per Table 3.5, Rules 2 and 5, and AFPC/DPA 8106 message dated 071400Z MAY 2008, Award of PCS Short Tour Credit for TDY, approval is granted to award PCS short tour credit after completion of the extended deployment and processing of the travel voucher. Questions pertaining to the awarding of joint credit should be addressed to AFPC/DPAPPO.
2. Joint Duty Assignment (JDA) Credit: There are two types of joint credit; Experienced-based (E-JDA) and Standard (S-JDA) joint credit.
  - a. For S-JDA credit, if the officer is deployed to a temporary USCENTCOM JDAL billet, USCENTCOM/CCJ1 is responsible for tracking and notifying AFPC/DPAPPO (Joint Officer Management) when officers arrive and depart the AOR. AFPC will update the officer's joint clock accordingly with the joint start date (Date of arrival into the AOR), Joint Duty Assignment Management Information System (JDAMIS) Number, and stop the joint clock (Date of departure from the AOR). Joint Credit will be awarded based on the time served in the AOR; no automatic credit will be awarded for serving less than 10 months; cumulative credit will be awarded for

serving 10, 11 or 12 months. Full JDA Credit may be awarded for serving the full tour of 12 months (365 days) and will be considered on a case-by-case basis if supported by the officer's Service, and approved by the SecDef for a waiver. **NOTE:** All temporary S-JDA billets will be deleted from the JDAL on 1 January 2009. Officers who arrive in a temporary JDAL billet on or before 31 Dec 08 will be grandfathered and receive S-JDA credit. Officers arriving after 1 January 2009 will need to follow the below instructions for E-JDA credit.

b. If not deployed to a temporary JDAL billet, the officer can apply for E-JDA credit upon return to home station. Eligibility criteria can be viewed on the E-JDA self-nomination web page at

[http://ask.afpc.randolph.af.mil/main\\_content.asp?prods1=1&prods2=244&prods3=248&p\\_faqid=6040](http://ask.afpc.randolph.af.mil/main_content.asp?prods1=1&prods2=244&prods3=248&p_faqid=6040). Officers must follow the instructions on that web page in order to self-nominate for the credit. Please note that joint credit obtained from Experience-based (E-JDA) self-nominations will not reflect on SURFs, OPBs or OSBs. This information (points) will be tracked by JCS J1/JMD and once an Airman receives at least 36 points and completes a JPME II course, he/she will be submitted for designation as a Joint Qualified Officer (JQO). After JQO designation, "Fully Qualified JQO/JSO" will then reflect on member's SURF. (Effective October 1, 2009 [if not sooner passed into law] will reflect on OPBs and OSBs.) E-mail questions to [afpc.jtfc@randolph.af.mil](mailto:afpc.jtfc@randolph.af.mil).

3. AEF & Contingency Exemption: Airmen are exempt from any AEF and other contingency deployments for 12 months from date of return from an Extended Deployment.

4. Post-Deployment Stand-Down Program: To allow Airmen time to reconstitute, commanders should grant Airmen post-deployment stand-down time upon return from the extended deployment unless otherwise established by home station MAJCOM policy. Airmen must adhere to their MAJCOM policy.

## **PART VI - PERSONNEL READINESS FUNCTION (PRF) / INSTALLATION PERSONNEL READINESS (IPR) PROCEDURES:**

1. Tasking: Once AFPC/DPA has identified the deploying Airmen, AFPC/DPWS will source the requirement in DCAPEs. AFPC/DPWS will input the SSAN into the ULN in DCAPEs and populate the Project Code field to show pre-verification, which will change the Tasking Status Code to "D." This will provide the base "visibility" of the requirement and allow the Installation Deployment Officer IDO to review the tasking for the base. The tasking indicator is then changed to "P" indicating that the requirement is ready for the eligibility check of the Airman in DCAPEs by the PRF/IPR. Requirements will generally reflect an ETL of 365 days which does not include training. All selections for Extended Deployments are made prior to the base receiving the requirement.

2. Personnel Readiness Function (PRF) / Installation Personnel Readiness (IPR) Responsibilities: ULNs will contain Line Remarks with supplemental processing guidance; please use the AEF Online web site (<https://aef.afpc.randolph.af.mil/default.aspx>) for the most current line remark table. In addition, PRFs / IPRs must follow standard processing actions contained in component reporting instructions. Use the AEF Online web site to view (AFRIT) reporting instructions. The PRF/IPR is responsible to ensure all line remarks are followed and that deploying Airmen are provided with appropriate reporting instructions. The PRF/IPR will verify with the UDM that all

local training is completed and Airmen depart with all required equipment and supplies. PRFs/IPRs should continue to check DCAPES (DMR Change Log) daily, as training dates frequently change, resulting in a member moving earlier than first planned.

3. Pre-deployment Training: Pre-deployment training will be identified in the Intermediate Location (ILOC) field of DCAPES (contact the Base IDO if there are questions on an ILOC) or in a separate line remark identifying training. PRFs/IPRs must coordinate with UDMs to ensure member meets all pre-deployment actions prior to departing for training. Follow standard AOR reporting instructions for all preparations, out-processing and travel.

**Note:** Training may be scheduled months prior to RDD. When receiving a new tasking, review all line remarks to include the ILOC for pre-deployment training dates to ensure adequate time for pre-deployment processing.

4. PRF/IPR Update Actions: PRFs/IPRs must ensure an eligibility check is run in DCAPES against the updated SSAN (input by AFPC/DPW) and ensure the tasking information (i.e., notification date, PDD) is updated within five **duty** days of receipt of tasking.

**Note:** Data Pattern Traffic (DPT) will still be received by the PERSCO teams until implementation of DCAPES v4.1.0.3 (projected for late CY08).

5. Contingency Exercise and Deployment (CED) Orders: Funding for Extended Deployment is funded by the PCS budget. CED orders use the fiscal year (FY) fund cite in effect upon the Airman's departure, i.e., 30 Sep 08 departure use FY 08, 1 Oct 08 departure use FY09. The last digit of the FY is used in place of \$ below:

a. For officers use the following fund cite: 57\$3500 32\$ 5736.0\* (Insert M, J) 525725  
CIC: 4 5 \$48 0070 525725.

b. For enlisted use the following fund cite: 57\$3500 32\$ 5836.0\* (Insert M, J) 525725  
CIC: 4 5 \$48 0070 525725.

c. The TDY length of the CED order will read "999". The order itinerary will reflect: FROM: PDS location, TO: TDY location, RETURN TO: Leave Blank. Orders will also include the following in remarks: "DEPLOYMENT LENGTH IS INDETERMINATE." Per SAF/MRM Memorandum dated 11 Apr 05, dependent travel and transportation allowances (including household goods) are approved for Airmen selected for Extended Deployments. Orders issuing officials may approve dependent travel to those locations outlined under JFTR U4605-B. Extended Deployment CED orders must be published before issuing dependent travel orders since the Extended Deployment drives dependent travel and transportation allowances. Once final assignment determinations have been made and loaded into MilPDS, Indeterminate Temporary Duty (ITDY) dependent entitlements cease.

6. Training fund cites: The fund cite quoted in this PSDM cannot be used for training en-route or any pre-deployment training requiring orders. Contact the base Finance Office for questions concerning training fund cites.

a. Training out-and-back: If pre-deployment training is not en-route and there are 10 days or more from the end of training class date to the availability to Load Date (ALD), Airmen will travel on AF 1610(s) and will return to home station after training. In this situation, the Airman will be issued two sets of orders. The first set of orders will be furnished by the Airman's unit utilizing DD Fm 1610. DD Fm 1610 will be used reflecting the appropriate training fund cite (unit funds reimbursed with appropriate ESP code). The second set of orders will be the CED orders (travel starting at the Permanent Duty Station (PDS) then on to the ITDY and "pending further orders.") For multiple training locations: If there are 10 days or more between class graduation and the next class start date the member will return to home station.

b. Training en-route: If training is en-route to AOR, the Airman will travel on Contingency/Exercise/Deployment (CED) Orders to the pre-deployment training site. Since the Airman will not be returning to PDS, then the CED order will contain two fund cites (one fund cite referencing the ITDY and the other fund cite referencing the TDY en-route.) The TDY en-route must be reflected in the CED order with a separate line of accounting (unit funds reimbursed with appropriate ESP code.) En-route is defined as 10 calendar days from end of the training class date to the first available movement date. Airmen will proceed to their Point of Embarkation (POE) as reflected in DCAPEs/TPFDD, upon end of pre-deployment training.

7. Provide a copy of CED orders for all extended deployments to the MPF/MPS Evaluations and Promotions sections to monitor projected evaluations and promotions.

## **PART VII – CAREER DEVELOPMENT/FORCE MANAGEMENT PROCEDURES**

**Evaluations: (AFPC/DPSID, DSN 665-2433)**

**Officer Promotions: (AFPC/DPSOO, DSN 665-2483)**

**Enlisted Promotions: (AFPC/DPSOE, DSN 665-2362)**

NOTE: These instructions apply only to those Airmen who are actually selected to fill an official Extended Deployment requirement. Do not use these instructions for Airmen filling other requirements, even though they may be extended to, or beyond 365-days.

### **1. HOME-STATION RATING CHAIN RESPONSIBILITIES:**

a. Prior To Departure: The home station CSS or MPF/MPS will generate a change of rating official (CRO) OPR/EPR (if at least 120 days supervision) or an annual OPR/EPR (if at least 60 days supervision and one year has already passed since last report) with effective close out date one day prior to projected departure from home-station.

b. Upon Arrival in the AOR: The home-station CSS or MPF/MPS will update MilPDS to reflect Airman's deployed duty title and DAFSC effective the date the Airman arrives in the AOR. They will also update the deployed rater if rater was unknown prior to departure. All updates should be completed as soon as possible but no later than 30 days after member arrives in the AOR.

(1) Duty Title format: All Extended Deployment personnel duty titles will be standardized to reflect the Extended Deployment "duty title/country" assigned. If space allows

include the unit assigned. For example, “Commander, 442 ECS/Iraq” or “Comm Mentor, GSU/Afghanistan.”

(2) When updating the DAFSC, use the required AFSC and skill level of the deployment tasking if different from the Airman’s current DAFSC skill level. If the DAFSC skill-level rejects (i.e. Airman is assigned to a 5-skill level position number but filling a 7-level deployment requirement), reassign the Airman to a position number that matches the skill level of the deployment and then update the DAFSC. If no positions exist in the unit, change the job AFSC to the deployed AFSC and skill level and save the record (do not assign to a position number), then update the DAFSC.

(3) When determining deployed rating chain, the rater should typically be the person who directly supervises the Airman’s day to day activities. The unit that owns the ULN (and will typically have tactical control (TACON)) will determine the rating chain. Raters may be in any United States or foreign military service or a civilian in a supervisory position and must be in a grade equal to or higher than the ratee. Refer to AFI 36-2406, Officer and Enlisted Evaluation Systems for specific rater guidelines. In joint environments, an Air Force unit will be designated to have Administrative Control (ADCON) responsibilities. ADCON responsibilities, per AFDD-2, include personnel management. With regard to evaluations and decorations, this involves managing both programs and ensuring evaluations are accomplished on Airmen on extended deployments. ADCON responsibility does not necessarily extend to writing the evaluations on those attached to the Air Force unit for ADCON purposes.

c. Upon Return from the AOR:

(1) The home station CSS or MPF/MPS will change the Airman’s rater, DAFSC, and duty title in MilPDS to reflect home-station (post-deployment) information.

(2) The home station senior rater/commander will continue to complete the commander’s review/reviewer’s (senior rater) portion of all evaluations, including those completed by the deployed rating chain.

d. Senior Rater Responsibilities: The senior rater matched to the ratee’s home station PASCODE must perform senior rater duties. Home-station senior raters will prepare a Promotion Recommendation Form (PRF) for promotion-eligible officers (officers will be on the home station senior rater’s master eligibility list and will meet respective management level review).

e. Interrogators Training Report: Officer and enlisted members who attend the Interrogator training program will receive a training report upon graduation from the course. The 314 TRS/CC will sign all training reports. These training reports (officer and enlisted) will be updated in MilPDS. The start date will be based off of the previous evaluation close-out date and the end date will be based upon the graduation date. There are no MilPDS codes for enlisted training report updates. Use the chart below to update any enlisted TRs you receive for processing:

<b>MilPDS Data Element</b>	<b>Input</b>
Type	EPR
Status	CLOS
Reason	A (Annual)
Rating	N
Start Date	Date following the close out of last report
Close Date	Date ratee completed training

f. Home station and deployed commander will ensure a direct line of communication to the deployed rating chain is established to preclude evaluations not being completed at the deployed location. This is very important, as a majority of Airmen on extended deployments may have individuals from other services in their rating chain. The commander's direct involvement in this area is critical and will preclude any problems.

2. **PERSCO TEAM RESPONSIBILITIES:** The owning PERSCO Team will be responsible for tracking the evaluations on all deployed personnel filling Extended Deployment TDY billets.

3. **DEPLOYED RATING CHAIN RESPONSIBILITIES:**

a. **Updates:** Ensure the home station has updated MilPDS to reflect the Airman's DAFSC, duty title and deployed rater.

b. **Feedback:** Perform initial and mid-term feedback IAW Chapter 2 of AFI 36-2406, *Officer and Enlisted Evaluation Systems*.

c. **Evaluations:** The deployed rater (and additional raters) will render an evaluation (Officer: OPR, AF Form 707) or (Enlisted: EPR, AF Form 910/911) versus a LOE (AF Form 77), under the following circumstances:

(1) Upon completion of the extended deployment.

(2) The Airman is assigned to a legitimate Extended Deployment requirement.

(3) There has been at least 120 days of supervision.

(4) If the Airman is an officer filling a commander's billet. In this case, an OPR versus the mandatory deployed commander LOE will be required.

(5) If the deployed rater changes after 120 days of supervision, a change of rating official (CRO) evaluation must be completed. (Note: Multiple reports may result and are authorized under these circumstances.)

(6) If ratee is returned early or the deployed rater changes prior to completing 120 days supervision, an optional LOE is highly recommended.

d. Evaluation Form: Complete the “Organization, Command, Location and Component” block using home station information (with duty at). The DAFSC, duty title and unit mission description should reflect the “with duty at” (deployed) unit.

e. Complete the evaluation through additional rater’s comments/signature.

f. Provide recommended comments for the reviewer (senior rater.)

g. Forward the evaluation to the home station rating chain for completion (parts VI of AF Form 707; parts VII, VIII, IX, and XI of AF Form 911; or part VIII of AF Form 910).

h. Two General Officers in rating chain: Currently AFI 36-2406, Para 3.1.3., and Table 3.1., Line 18, prohibits multiple general officers from serving as evaluators on performance reports. However, those deployed on an Extended Deployment have been granted an exception to policy, but only one general officer in the AOR may sign the report. (042019Z JAN 06).

(1) Deployed General Officer Raters: Report will qualify as a single evaluator and no additional rater will be required. Complete rater block and forward report to the home station senior rater. Enter the following statement:

(a) Block V, AF FM 707: “Rater is also the Additional Rater.”

(b) Block VI, AF FM 910 & 911: “This Section Not Used.”

(2) Deployed General Officer Additional Raters:

(a) Provide recommended comments for the reviewer (senior rater) when applicable.

(b) Complete the additional rater block and forward to the home-station senior rater/unit commander.

(3) Home-station Rating Chain: Completes (parts VI of AF Form 707, parts VII, VIII, IX, and XI of AF Form 911; or part VIII of AF Form 910) as applicable. Additionally, if one of the following situations apply, the applicable statement must be included in the feedback comments section of the report:

(a) Reports signed by a Deployed General Officer and the Home Station Senior Rater is a General; enter the following statement in the feedback comment section in Block V on the AF Form 911 and Block IV on the AF Form 707: “Two general officer’s authorized IAW policy message dated 042019Z Jan 06.”

(b) Reports Signed by a Deployed Officer who out ranks the Home Station Senior Rater, enter the following statement in the feedback comment section in Block V on the AF Form 911 and Block IV on the AF Form 707: “Final evaluator’s (or reviewer’s) rank may be lower than the rater/additional rater IAW policy message dated 0420194Z Jan 06.”

#### 4. Completing AF Forms 707, 910 and 911:

##### **a. AF Form 707 (Officers):**

Section I: 1–3: Self explanatory

4: Deployed DAFSC (must be updated in MilPDS)

5: Self explanatory

6: Home station PASCODE

7: Home station “with duty at . . . “

8 – 9: Self explanatory

Section II: Deployed Unit Mission Description/Duty Title approved by the applicable Air Component A1. (For example: the CENTAF/A1). PERSCO Teams should work with their servicing A1 to ensure they have the approved Unit Mission Description for their location

Sections III, IV & V: Deployed Information

Section VI: Home Station

##### **b. AF Forms 910 & 911 (Enlisted):**

Sections I, 1-3: Self explanatory

4: Deployed DAFSC

5: Home station “with duty at . . .”

6-7: Home station PAS/SRID

8-10: Self explanatory

Section: II: Deployed Information

#### 5. PROMOTION RECOMMENDATION FORMS (PRF) (AFPC/DPSIDEB, DSN 665-2697)

a. Senior Rater Responsibilities: Home-station senior raters will prepare a PRF for promotion-eligible officers (officers will be on the home station senior rater’s master eligibility list and will meet respective management level review).

b. PRF: AFI 36-2406, *Officer and Enlisted Evaluations System* (Terms section) states: “PRF Accounting Date: The date that determines the senior rater responsible for PRF preparation. The home station senior rater of the unit the eligible officer is assigned on this date is the senior rater for the promotion cycle.” Follow the procedures in AFI 36-2406, Table 8.1 when accomplishing the AF IMT 709 and the following:

(1) DAFSC: Use the DAFSC the ratee is assigned to at the deployed location.

(2) Organization, Command, Location: Use the home-station organization, with duty at (For example: 341<sup>st</sup> Space Wing (AFSPC), Malmstrom AFB, MT with duty at 447 AEG, Baghdad International Airport (USCENTAF), Iraq).

(3) PAS Code: Use the home-station PAS Code.

(4) Mission Description: Use the deployed unit mission description approved by the applicable Air Component A1. (For example: the CENTAF/A1). Home-stations can obtain the deployed mission description from the ratee's deployed PERSCO team. PERSCO Teams should work with their servicing A1 to ensure they have the approved Unit Mission Description for their location.

(5) Duty Title and Key Duties, Tasks, Responsibilities: Use deployed location.

c. Home-stations can obtain the deployed data from the ratee's servicing PERSCO team. PERSCO Teams should work with their servicing A1 to ensure they have the approved Unit Mission Description for their location.

d. Officer Selection Brief (OSB): Only completed deployments are reflected in the deployment history of the OSB. The duty title and DAFSC will indicate to the Promotion Boards of the officer's deployed status if the extended deployment has not yet been completed.

6. WEIGHTED AIRMAN PROMOTION SYSTEM (WAPS) TESTING (AFPC/DPSOE, DSN 665-2362): Effective with the 08E6/7 testing cycle (1 Feb - 31 Mar 08) WAPS testing in the AOR was terminated to ensure similar enlisted promotion testing policies/procedures are provided to permanent party and deployed Airmen serving at the same location.

a. Knowing promotion testing eligibility and testing requirements remains an Airman's responsibility. For assistance in determining promotion eligibility and testing requirements the Airman must contact their military personnel flight or military personnel element, once selected for extended deployment. This requirement should be placed on the MPF/MPS out-processing checklist.

b. If eligible and Airman is present for any portion of the test cycle, they must test prior to extended deployment departure.

c. Airmen may voluntarily request to test early if test booklets are available

d. If eligible and the Airman cannot test prior to departure, they will need to test as soon as possible upon return (NLT 60 days after return from deployment).

e. For Airmen filling a deployment tasking outside of their CAFSC, HQ AFPC/DPAPJ will award/update the appropriate PAFSC, CAFSC, DAFSC, Duty Title and promotion category within 30 days after the training start date. The effective date of the changes will be the first day of any required en-route training or the date required in place if no training is required. Individuals will automatically be considered SKT exempt for the appropriate testing cycle and considered for promotion in the 00XXX AFSC. Airmen deployed on 365 ITDYs in their CAFSC are authorized to request Sills Knowledge Test exemption if they believe their situation warrants. Request must be submitted while at the deployed location. All requests will be worked on a case by case basis between AFPC/DPSOE and the deployed EMSG/CC/CCC.

g. Airmen who will miss two testing cycles while assigned to the above locations (6 a.) may request an exception to policy to test when testing capability exists. Request should be routed to AFPC/DPSOE who will in turn contact the appropriate test control officer, if approved; to coordinate testing.

(1) Airmen competing for SMSgt and CMSgt will be considered/boarded in their CAFSC regardless of their DAFSC.

(2) Testing requirements for Airmen who deploy to perform duties outside of their CAFSC on or before the appropriate Promotion Eligibility Cut-off Date (PECD) will be automatically considered SKT exempt and considered in promotion AFSC 00XXX. The SKT exemption and promotion AFSC 00XXX does not apply to Airmen serving in a Special Duty Identifier (8XXXX) or Reporting Identifier (9XXXX) as these folks compete for promotion in their respective Special Duty Identifier.

h. When an Airman is deployed and misses the testing cycle, the Airman's test scores upon return will be applied retroactively to any/all missed cycles using the post deployment test scores. For example, if someone was eligible for consideration and missed testing during one (or two) cycle(s), his/her test upon return would take the current test available at the time of return (members do not and cannot take any expired test) and scores would be applied via supplemental process to any missed promotion cycles for which the member was eligible for and not considered. If selected for previous cycles, the Airman would receive a retroactive date of rank and back pay, etc.

## 7. AWARDS AND DECORATIONS: (AFPC/DPSIDR, DSN 665-2516)

a. Reference AFI 36-2803, *The Air Force Awards and Decorations Program*

b. The following is a list of awards/decorations authorized for wear after completing an Extended Deployment to the AOR.

(1) Short Tour Ribbon—Awarded to Air Force active duty, Reserve and Guard personnel credited with completion of an Air Force overseas tour.

(2) Air Force Expeditionary Service Ribbon (AFESR)—Awarded to Air Force active duty, Reserve, and Guard personnel who complete an AEF contingency deployment after October 1, 1999.

(a) To qualify for the AFESR Airmen must have deployed for 45 consecutive days or 90 non-consecutive days.

(b) Authorizing a gold border to be worn on the AFESR to represent participation in combat operations (engaged in conducting or supporting combat operations in a designated combat zone).

(c) Permanent party Airmen assigned to Air Expeditionary Task Force (AETF) units may qualify to receive the AFESR by meeting the 45 consecutive day requirement and qualify for the gold border if they meet the combat operation criteria.

(d) Airman is authorized to wear a device for each additional tour. For permanent party Airmen assigned to an AETF who meet eligibility criteria for the AFESR, a device would only be authorized upon being selected for deployment to another AEF/AETF from home station."

(3) Global War on Terrorism Expeditionary Medal (GWOT-E)--Awarded to Air Force active duty, reserve and guard personnel who deployed on or after 11 Sep 01 for service in Operations Enduring Freedom (OEF) or Iraqi Freedom (OIF).

(a) Serving for 30 consecutive days or 60 non consecutive days.

(b) No device will be worn for additional tours.

(4) Iraqi Campaign Medal (ICM) or Afghanistan Campaign Medal (ACM)--On 29 November 2004, the President signed Executive Order 13363, establishing the ICM and ACM. Members cannot wear both the ICM/ACM and the GWOT-E for the same deployment. Fact sheets for the ACM, ICM and GWOT-E can be found using the links below:

- <http://www.afpc.randolph.af.mil/library/factsheets/factsheet.asp?id=7810>
- <http://www.afpc.randolph.af.mil/library/factsheets/factsheet.asp?id=7811>
- <http://www.afpc.randolph.af.mil/library/factsheets/factsheet.asp?id=7812>

(5) Decoration for Achievement—if nominated by deployed rating chain and approved by approval authority.

(6) Unit Awards (GUC, MUA, AFOUA) — Airmen attached to a deployed AF unit and that unit wins one of these awards. Airmen are eligible to wear award if assigned/attached for at least 1 day of the award period.

c. All decoration recommendation submissions for the AOR go through USCENTAF for approval. Decorations are processed in three different areas dependent on the type:

(1) AFAM, AFCM, sustained AAM and sustained AM are currently taking 60-90 days to be returned after arrival at UDPU.

(2) JSAM, JSCM must be in a joint billet and currently taking 90-120 days to be returned completed after arrival at UDPU.

(3) All "V" submissions, single event AM, and MSM and above received at UDPU until approximately 30 days prior to the USCENTAF board and will be returned completed from 60-120 days after the USCENTAF board adjourns

8. FITNESS TESTING: (AFPC/DPSIMC, DSN 665-2591): If an Airman is due to test prior to projected departure date, he or she will complete that assessment prior to deployment. If the Airman is due for a fitness assessment during the deployment and the deployed commander has determined conditions at the deployed location exist to conduct fitness assessments, the Airman will test when due while at the deployed location (AFI 10-248, Para 1.14.4). If the deployed

commander has determined conditions at the deployed location do not support conducting fitness assessments, the commander may grant a “deployment exemption” which will extend from the deployment end date plus the 42 day acclimatization period.

9. ENLISTED PROFESSIONAL MILITARY EDUCATION (EPME): (AFPC/DPSIT, DSN 665-4213): Commanders of Airmen already selected for promotion and have not attended EPME should consider completion of the required school as a priority prior to the extended deployment of Airmen. When this is not possible waiver of PME for promotion may be considered in order to avoid placing Airmen in promotion withhold while deployed. When determining whether a waiver will be requested commanders should consider the roles and responsibilities that NCOs assume when integrated into deployed units as leaders of small groups of junior military members. A commander's direct involvement in validating this requirement will help in setting Airmen up for success and EPME schools will give highest priority to deploying personnel who are in must-train status. For additional guidance please reference AFPC/DPP message released by AFPC/DPP DTG 281837Z Aug 06, *Updated Enlisted Professional Military Education (EPME) Waiver Policy for Promotion* (available under the 8106 Messages link on AFPC Extended Deployment Website)

10. RETRAINING: (AFPC/DPSOAR, DSN665-2130): Airmen with approved retraining or those who have been identified as vulnerable under the annual NCORP are not deployable. Airmen who are deployed and have a retraining seat or subsequently are approved for retraining must be returned to home station 30 days prior to class start date in order to attend training as scheduled. For additional information see 041828Z SEP 07, *Deployment Vulnerability and Formal School Attendance*. Retraining information can be found at the following link: <http://ask.afpc.randolph.af.mil/Retraining/?prods3=2931>

11. GOVERNMENT TRAVEL CARD (GTC) PROGRAM: (HOME STATION COMMANDER’S SUPPORT STAFF (CSS): Government Travel Card (GTC): DODFMR Vol 9, Ch 3 and AF GTC Guidelines specify that Airmen should be assigned under the unit in which they are administratively assigned (i.e. EPR/OPR reporting chain).

a. In accordance with this policy, home-station command chain maintains responsibility for deployed Airman’s GTC. Due to length of the deployments and additional training home-station units should make every effort to ensure delinquencies and debts to the GTC are properly adjudicated between the Airman and the GTC agency before, during and after the extended deployment.

b. Airmen should ensure they pay all charges to their GTC. Payment should be accomplished via split disbursement on their travel voucher. After completing en-route training, a member must file an accrual voucher with their home station after arriving in the AOR. An Airman must elect split disbursement for all charges to the GTC. Shaw AFB will only settle vouchers for R&R/TDYs originating in the AOR.

## **PART VIII – DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES AND SHIPMENT AND STORAGE OF HOUSEHOLD GOODS FOR INDETERMINATE DEPLOYMENT**

1. The following is a summarization of the Joint Federal Travel Regulation (JFTR) paragraphs which authorize allowances for indeterminate deployments. For additional guidance, please reference message released by HQ USAF/A1D, DTG 301218Z May 06, *Indeterminate TDY Entitlements* (available under the 8106 Messages link on AFPC Extended Deployment Website), or contact your local base finance office.

a. Allowances for indeterminate deployments are outlined in Joint Federal Travel Regulations, Vol. 1, Chapter 4, Part G (dependent transportation) and in JFTR, par. U4755 (HHG).

b. Indeterminate deployment applies when an Airman's deployment order does not provide for return to the PDS and the deployment is more than 20 weeks at one location, or the order does not specify or imply any limit to the period of absence from the PDS.

c. HQ USAF authorizes movements of individuals on indeterminate deployment location (AFI 65-601V1, Paragraph 12.5.15.3).

d. Costs are charged to the MILPERS appropriation (AFI 65-601V1, 12.5.15.3.)

e. When indeterminate deployment is approved, an Airman is authorized limited dependent transportation allowances per JFTR, Par U4605. (Note: there will be no dependent travel to deployment locations in combat zone tax exempt locations)

(1) PDS and indeterminate deployment location are both in CONUS or both OCONUS: Dependent transportation authorized to a location not to exceed the cost from the PDS to the indeterminate deployment location.

(2) PDS is CONUS and indeterminate deployment location station is OCONUS: Service Secretarial Process may authorize dependent transportation to indeterminate deployment location or CONUS location (with no cost-construction limit); however, the 12-month rule applies.

(3) PDS is OCONUS and indeterminate deployment location station is CONUS: Service Secretarial process may authorize dependent transportation to the indeterminate deployment location or another location, not to exceed the cost from the PDS to the indeterminate deployment location.

## 2. Dependent Travel and Transportation Rules for Indeterminate Deployments

Rule	If PDS is	and indeterminate deployment location is	Then
1	CONUS	CONUS	Dependent transportation is authorized to any location not to exceed (NTE) the entitlement from the PDS to the indeterminate deployment location (Note 1)

2	OCONUS	OCONUS	Dependent transportation is authorized to any location NTE the entitlement from the PDS to the indeterminate deployment location
3	CONUS	OCONUS	Dependent transportation may be authorized to 1. OCONUS indeterminate deployment location (Note 2); 2. CONUS Location, or as determined by the Secretarial Process 3. Non-foreign OCONUS location if the location is the member's HOR, place last entered active duty (PLEAD), or legal residence before entering active duty or the spouse's legal residence at the time of marriage (Note 3)
4	OCONUS	CONUS	Secretarial Process may authorize dependent transportation to the indeterminate deployment location (Note 1)

Note 1. Currently no requirement exists for indeterminate deployments to location in the CONUS

Note 2. There will be no dependent travel to deployment locations in combat zone tax exempt locations)

Note 3. A non-foreign OCONUS location is defined as the states of Alaska and Hawaii, the Commonwealth of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

3. The MPF prepares an AF Form 937, Request and Authorization for Dependent(s) Travel. AFI 65-103 covers detailed instructions for preparing the AF Form 937. Listed below are unique items associated with Dependent Travel Orders. Questions regarding preparation of dependent travel orders should be directed to the local Financial Services Office who in turn should contact MAJCOM for assistance.

Item 1 - List the names of legal dependents for whom transportation is being authorized. Do not list individuals who do not qualify as dependents for transportation purposes.

Item 2 - Self-explanatory

Item 3 - Self explanatory

Item 4 - Enter address where dependents are located.

Item 5 - Leave blank

Item 6 - Self explanatory

Item 7 - Not applicable, leave blank

Item 8 - Location to which travel is authorize.

Item 9 - Cite the special order assigning the sponsor to the current station.

Item 10 - The following fund cites have been approved for dependent travel resulting from the Airman being selected for ITDY. Questions regarding applicable fund cites should be directed to your comptroller for assistance.

A. Officers: 57\$3500 32\$ 5736.0\* 525725 (SEE C FOR EXPLANATION OF \$ AND \*).

B. Enlisted: 57\$3500 32\$ 5836.0\* 525725 (SEE C FOR EXPLANATION OF \$ AND \*).

C. Replace the \$ with the last digit of the fiscal year (i.e. for FY 08 you will use “8” in place of the \$ and for FY 09 you would use “9”. The following codes have been approved for dependent travel and should be replaced for the \* in the fund cite. Dependent travel orders should contain all applicable alpha codes:

.0L Family Member Travel – Driving POV independently of military member

.0R Per Diem- Spouse driving POV independently of member

.0D Family Member Travel-Not included in Subproject L

.0K Dependents not included in subproject R

.0H HHG shipment cost (other than ITGBL)

.0I ITGBL Household goods

.0T Mobile Home Payment

.0G Adjustment to mobile home payment

.0Y MALT HHG

.0F Dislocation allowance payment with family member

.0C Port Handling

.0N Non temporary storage

.0V Global POV

CIC Code is only required for OCONUS travel – Contact your FSO for assistance.  
45\* 48 0036 525725

TAC Code: The following TAC code have been approved and will be required if a POV is stored at government expense:

1. Officers - F\$7I (See Note)

2. Enlisted - F\$8I (See Note)

Note: Replace the \$ with the last digit of the fiscal year (i.e. for FY 08 you will use “8” in place of the \$ and for FY 09 you would use “9”).

Item 11a - Indicate on or about date of departure. Items 11b-11d are not applicable.

Item 12 - Self explanatory

Item 13 - This item is for information for which space is not provided elsewhere. Block should include ITDY order number and date.

Item 14 - Self explanatory

Item 15 - Enter Airman’s unit order approving official. This will be the same individuals who are authorized to approve TDY orders.

Item 16 - Cite JFTR U4605 for dependent travel resulting from members ITDY.

Item 17 - Enter unit issuing the AF Form 937

Item 18 - Enter applicable order number

Item 19 - Self-explanatory.

Item 20 - Leave blank

Item 21 - Prescribe locally

Item 22 - Leave blank

4. Movement of HHG is authorized IAW JFTR, paragraphs U4755 and U4770-C and D to the location where dependent transportation is authorized.

5. Shipment of TDY unaccompanied baggage is not authorized.

6. OCONUS POV shipments are not authorized.

7. Dislocation Allowance is payable

8. Temporary Lodging Expense (TLE – in CONUS), Temporary Lodging Allowance (TLA – OCONUS), and POV shipments are not payable/authorized for dependents move during indeterminate TDY.

9. If Airman is assigned OCONUS and dependents are sent to the CONUS, COLA for Airman's dependents stops the day after the dependents depart the OCONUS area.

10. Allowances upon completion of indeterminate TDY.

a. If the Airman returns to the PDS, dependents moved at government expense to the TDY station, CONUS location, or OCONUS location is authorized transportation back to the PDS (TLE, TLA, DLA, per diem, and OCONUS POV shipment are not payable).

b. If return travel is to an OCONUS PDS, the Airman must have at least 12 months remaining to receive return dependent transportation.

c. If Airman receives PCS orders while at the TDY station, dependents are authorized permanent change of station travel (per diem) and transportation allowances from the place to which transported at government expense to the new PDS NTE the constructed cost from the TDY station to the new PDS.

d. TLE or TLA is only payable at new PDS.

e. DLA and POV shipment (if old PDS is CONUS and new PDS is OCONUS) authorized in conjunction with PCS orders.

f. Airman is authorized PCS allowances from TDY station to the old PDS and then to the new PDS. There is no authority to pay allowances for Airman's travel to a location where dependents were transported incident to the indeterminate TDY.

## **PART IX - LEAVE PROGRAM:**

1. The AF follows CENTCOM guidance regarding the theatre Rest and Recuperation (R&R) policy. Airmen are authorized up to 15 days of R&R which is chargeable leave. R&R is encouraged when mission allows as determined by deployed unit commanders. The chargeable leave starts the day after the Airman arrives at the leave destination airport and ends the day before the Airman reports back to the CONUS APOD (Dallas/Fort Worth, Atlanta)

2. Airmen are eligible after serving 60 days in the AOR and must initiate leave before the end of their tenth month. The travel is provided to the Airman to the airport nearest the leave address and is fully funded by the government through the approved government travel office.

3. Per paragraph U7300A of the JFTR, R&R leave may not be combined with TDY travel. As such, an exception to policy must be requested to the Office of the Secretary of Defense, via USCENTCOM, on a case by case basis. For approved Airmen on an ITDY who take R&R leave or other TDYs outside the AOR, the deployed unit is responsible to issue the DD Form 1610s utilizing local funding. Airmen will complete travel vouchers with assistance from their deployed finance personnel. Shaw AFB will settle these vouchers and send an information copy to the Airman's home station. Upon return/completion from their ITDY, the Airman will include

these R&R or other TDY orders and paid information on the final travel settlement. Home station will ensure they do not pay per diem for time periods Shaw AFB has already paid.

## **PART X – REFERENCES AND QUESTIONS & ANSWERS**

Messages referenced in the above guidance are available on the AFPC 365-Day Extended Deployment website. For any additional information and questions on how to volunteer, specific AFSC vulnerability and current requirements, please refer to the AFPC Extended Deployment website: [http://ask.afpc.randolph.af.mil/main\\_content.asp?prods1=1&prods2=14&prods3=2498&p\\_faqid=6843](http://ask.afpc.randolph.af.mil/main_content.asp?prods1=1&prods2=14&prods3=2498&p_faqid=6843) Or go to: <http://ask.afpc.randolph.af.mil/> under Military Quick Links: select “365 Extended Deployments”. If you are unable to find the additional information, then email AFPC/DPW, 365-Day Extended Deployment Office, (officers) [dpw.off.deployment@randolph.af.mil](mailto:dpw.off.deployment@randolph.af.mil); (enlisted) [extended.deploy@randolph.af.mil](mailto:extended.deploy@randolph.af.mil) or call DSN 665-4273 or Comm (210) 565-4273

## *Attachment 1*

### **IMPLEMENTATION OF 365-DAY RECLAMA PROCESS USING THE RECLAMA PROCESSING TOOL (RPT)**

**1. General Provisions:** This guidance applies to all personnel approved to initiate 365-Day ETL Reclamas via the RPT on the SIPRNet.

**2. Purpose:** Initiating reclamas for 365-Day taskings. A new menu has been added to the RPT template which will allow approved user to initiate a reclama by choosing one of four menu items and applying the appropriate dates. All previous RPT functionality remains unchanged from previous versions.

**3. Requirements:** User must already have an approved “Role” for RPT via AEF Online (SIPR) for their unit, wing or MAJCOM.

#### **4. Process:**

- a. Initiate a reclama from the *Initiate* screen.
- b. Choose *365-Day ETL Reclama* from the three available options.
- c. From the *365-Day ETL Reclama Menu* choose 1 of 4 choices available then add appropriate dates as indicated below:

##### **Choice #1 – Airman Elected 3-Day Option (if eligible)**

- (Shortfall Condition 3 will be auto-chosen, requires Wing CC/equivalent approval/acknowledgment)
- Date CC Notified Airman
- Date Airman Elected 3-Day Option

##### **Choice #2 – Airman Declined Retainability (enlisted only)**

- (Shortfall Condition 3 will be auto-chosen, requires Wing CC/equivalent approval/acknowledgment)
- Date CC Notified Airman
- Date Airman Declined Retainability

##### **Choice #3 – Airman DAV Coded with Deployment Prohibiting Medical Profile**

- (Shortfall Condition 3 will be auto-chosen, requires Wing CC/equivalent approval/acknowledgment)
- Date CC Notified Airman

##### **Choice #4 – Wing Mission Degradation**

- (Shortfall Condition 5 will be auto-chosen, requires Wing CC/equivalent approval/acknowledgment and MAJCOM/CV/equivalent approval)
- Date CC Notified Airman

- d. Continue processing reclama as per normal RPT operations.