



HIGH SCHOOL SENIOR ASSIGNMENT DEFERMENT (HSSAD) ONLINE APPLICATION

INTRODUCTION

The High School Senior Assignment Deferment (HSSAD) Program is intended to decrease turbulence and increase stability for military families with dependent children entering their senior year of high school. Only enlisted (SMSgt and below) and officers (Lt Col and below) personnel stationed in the Continental United States (CONUS) may submit their request for a HSSAD using the online application available on the virtual Military Personnel Flight (vMPF).

OPR: AFPC/DPAPPP (Assignment Programs and Procedures Section)

REFERENCES: [AFI 36-2110](#), *Assignments*

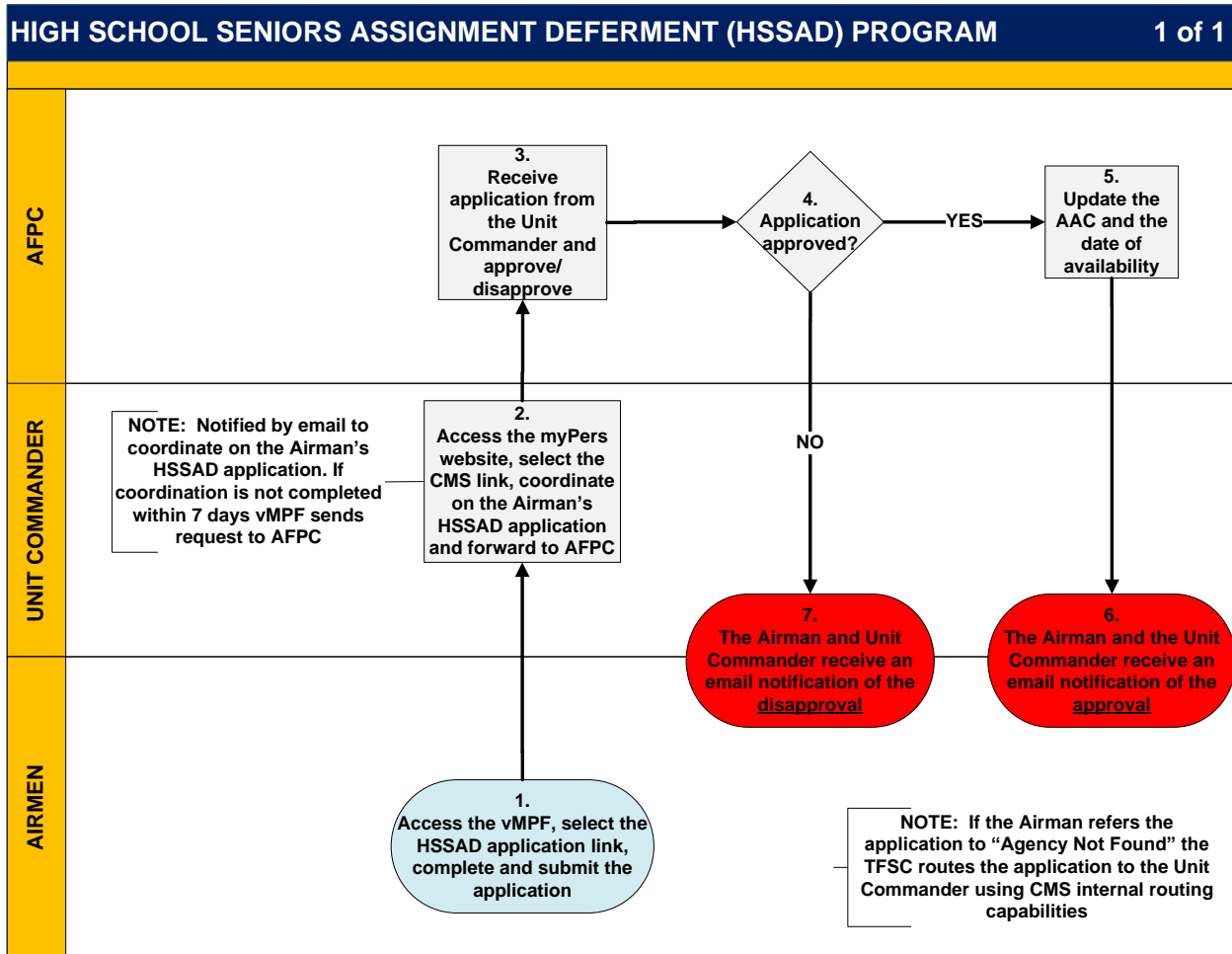
TARGET AUDIENCE: Regular Active Duty Air Force (RegAF)

GENERAL INFORMATION:

1. Only Airmen stationed in the Continental United States (CONUS) may submit their request for a HSSAD using the online application available on the vMPF. For additional eligibility and documentation requirements See [Section A](#) for enlisted and [Section B](#) for officers.
2. Enlisted Airmen assigned overseas must apply for a HSSAD during their Date Eligible to Return from Overseas (DEROS) Forecast Option window using the DEROS Forecast Option Notification or DEROS Option Report on Individual Personnel (RIP), see AFI 36-2110, paragraph 3.8.3. Officers indicate their DEROS elections at the time they are placed on the Vulnerable Movers List (VML). Requests for HSSAD after DEROS forecast window must be processed as an exception to policy.
3. Requests for a HSSAD are considered on a case-by-case basis with the goal of approving requests while meeting mission needs. Consecutive deferments may be requested. If approved, an Airman is deferred from reassignment while the high school dependent is in their senior year of high school.
4. If approved for a HSSAD an Airman's status is updated in MilPDS with Assignment Availability Code (AAC) 85. The availability date is the first day of the second month after the dependent's high school senior graduation date or the Airman's Date Eligible to Return from Overseas (DEROS). **EXAMPLE:** If the student's graduation date is 31 May and the availability date is 1 Jul or the DEROS date.
5. The appropriate AFPC assignment officer or NCO approves HSSAD requests. The AFPC assignment division chief disapproves HSSAD requests that cannot be supported due to mission needs.

6. Both Airmen of a military couple may apply for a HSSAD if each meets the eligibility criteria, their join-spouse intent code is “A” (Desire join spouse to CONUS or any OS tour), or “B” (Desire join spouse to CONUS or any accompanied OS tour) and they apply concurrently.

7. For assistance with the vMPF HSSAD application, contact the Total Force Service Center (TFSC) at: <https://mypers.af.mil/>.



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STEP	ACTION OWNER	NARRATIVE
1	Airman	<p>Access, Complete, and Submit. Access the vMPF, select the High School Senior Assignment Deferment link, complete the application, and forward to the Unit Commander for their review and coordination. Submit supporting documents: (memorandum from the student’s high school counselor confirming the student’s current school grade and projected senior year graduation date, and a DD Form 1172) to AFPC by scanning and attaching to the request and upload using the “Add Attachment” link. If unable to scan and attach submit the documents by fax to: <u>Enlisted applications:</u> DSN 665-2772 or Commercial 210-565-2772. <u>Officer applications:</u> DSN 665-4323 or commercial 210-565-4323. When the request is submitted, a control number is provided, ensure the control number is annotated in the upper right corner of each faxed document. NOTE: The use of fax instead of electronic documents may increase the processing time of your request.</p>
2	Unit Commander	<p>Access, Coordinate and Submit. Receive an automatic email notification to coordinate on the Airman’s HSSAD application.</p> <ol style="list-style-type: none"> a) Access the my Personnel Services (myPers) website at: https://mypers.af.mil by using your Common Access Card (CAC) or a User ID and Password b) Click the secure apps link (located at the top right hand of the screen). c) Select the “CMS” button to enter the Case Management System. d) Access the application to coordinate and make a recommendation on the Airman’s request. e) Forward the application to AFPC. <p>NOTE: Comments are mandatory for disapproval recommendations. NOTE: If the application is not coordinated within 7 days, the vMPF forwards the request to AFPC for action.</p>
3	AFPC Assignment Team	<p>Receive and Decide. Receive the application from the Unit Commander and approve/disapprove the member’s request. NOTE: Comments are mandatory if the request is disapproved.</p>
4	AFPC Assignment Team	<p>Request Approved? If YES GO TO STEP 5&6, If NO GO TO STEP 7.</p>
5 & 6	AFPC Assignment Team	<p>Approved Request. Update MilPDS with the appropriate AAC and AAC expiration date. Submit the case to notify the Airman</p>

		and commander of the decision. The Unit Commander and the Airman receive an email notification of the approval.
7	AFPC Assignment Team	Disapproved Request. Case is closed in the vMPF, the Airman and Unit Commander receive an email notification of the disapproval.

SECTION A.
Eligibility Criteria and Documentation for Enlisted
(SMSgt and Below)

Eligibility Criteria:

1. Airmen assigned overseas apply for a HSSAD during their Date Eligible to Return from Overseas (DEROS) Forecast Option window using the DEROS Forecast Option Notification or DEROS Option Report on Individual Personnel (RIP).
2. Airmen assigned in the CONUS apply for a HSSAD using the online application available on the virtual Military Personnel Flight (vMPF).
3. Airmen are eligible if they have an assignment on file and their Report Not Later Than Date (RNLTD) is 1 March or later of the dependent’s high school junior year, or the dependent is currently in their high school senior year and the military Airman’s RNLTD is prior to the student’s graduation date.
4. Airmen must apply no later than (NLT) 30 days from the Assignment Notification Date.
5. Airmen currently serving a maximum controlled tour are eligible to apply for the program but must submit their application NLT 8 months prior to the expiration of the AAC 50. Request must be submitted via email to appropriate assignment team as current system edits preclude individuals from being able to apply in vMPF.
6. The dependent child must be enrolled in DEERS and residing with the sponsor requesting the deferment.
7. Airmen selected as the most eligible non-volunteer for a dependent restricted short tour are ineligible to apply for a HSSAD.

Required Documentation:

Provide a memorandum from the dependent’s high school counselor confirming the dependent’s current school grade and projected senior year graduation date, (see [Attachment 1](#)) and a DD Form 1172, **Application for Uniformed Services Identification Card – DEERS Enrollment**. Scan and attach these supporting documents to the vMPF HSSAD request and upload using the “Add Attachment” link.

SECTION B.
Eligibility Criteria and Documentation for Officers
(Lt Col and Below)

Eligibility Criteria:

1. Officers cannot be on the VML and use the vMPF application.
2. CONUS and overseas officer applicants on the VML must apply during their VML Reclama window. Officers listed on the VML must request a HSSAD through their commander. The commander must process the HSSAD through the Air Force Assignment System (AFAS) and generate a reclama.
3. The dependent child must be enrolled in DEERS and residing with the sponsor requesting the deferment.
4. Apply for A HSSAD no earlier than (NET) 1 Oct of the dependent's high school junior year and no later than (NLT) 1 July between the dependent's high school junior and senior years.

Required Documentation: Provide a memorandum from the dependent's high school counselor confirming the dependent's current school grade and projected senior year graduation date, (see [Attachment 1](#)) and a DD Form 1172, **Application for Uniformed Services Identification Card – DEERS Enrollment**. Scan and attach these supporting documents to the vMPF HSSAD request and upload using the "Add Attachment" link.

RESPONSIBILITIES

AIRMAN

1. Read the eligibility criteria for submitting a HSSAD request via the vMPF.
2. Access the vMPF and apply for the HSSAD program using the online application.
3. Submit a memorandum from the student's high school counselor confirming the student's current school grade and projected senior year graduation date, and a DD Form 1172 by scanning and attaching to the request and uploading using the "Add Attachment" link.
4. Receive an email notification if the application request is approved or disapproved.

UNIT COMMANDER

1. Receive an automatic email notification to coordinate on the Airman member's HSSAD application.
2. Access the Air Force Personnel Services – myPers website to coordinate and make a recommendation on the Airman's request.
3. Forward the application to AFPC.
4. Receive an email notification if the application request is approved or disapproved.

AFPC ASSIGNMENT TEAMS

1. Receive the HSSAD application from the Unit Commander and approve/disapprove the Airman's request.
2. For approved requests, update AAC 85 with an expiration date of the first day of the second month after the dependent's projected graduation date or DEROS.
3. Submit the application to notify the Airman and commander of the approval or disapproval decision.

AFPC/DPAPPP

OPR for the HSSAD program.

ATTACHMENT 1
SAMPLE FORMAT HIGH SCHOOL COUNSELOR
MEMORANDUM

(Date)

MEMORANDUM FOR AFPC ASSIGNMENT OPR

FROM: (SCHOOL NAME) HIGH SCHOOL COUNSELOR

SUBJECT: High School Senior Assignment Deferment (HSSAD) Verification

1. I verify (dependent student's name, SSN) is currently a (junior/senior) at (name of school) High School in (city, state, country). Projected senior year graduation date is (date).
2. Please contact me for any questions regarding this student's status. I can be reached at (phone/email).

High School Counselor's Signature