



VOLUNTARY ASSIGNMENTS

HOME-BASING/FOLLOW-ON ASSIGNMENT PROGRAM

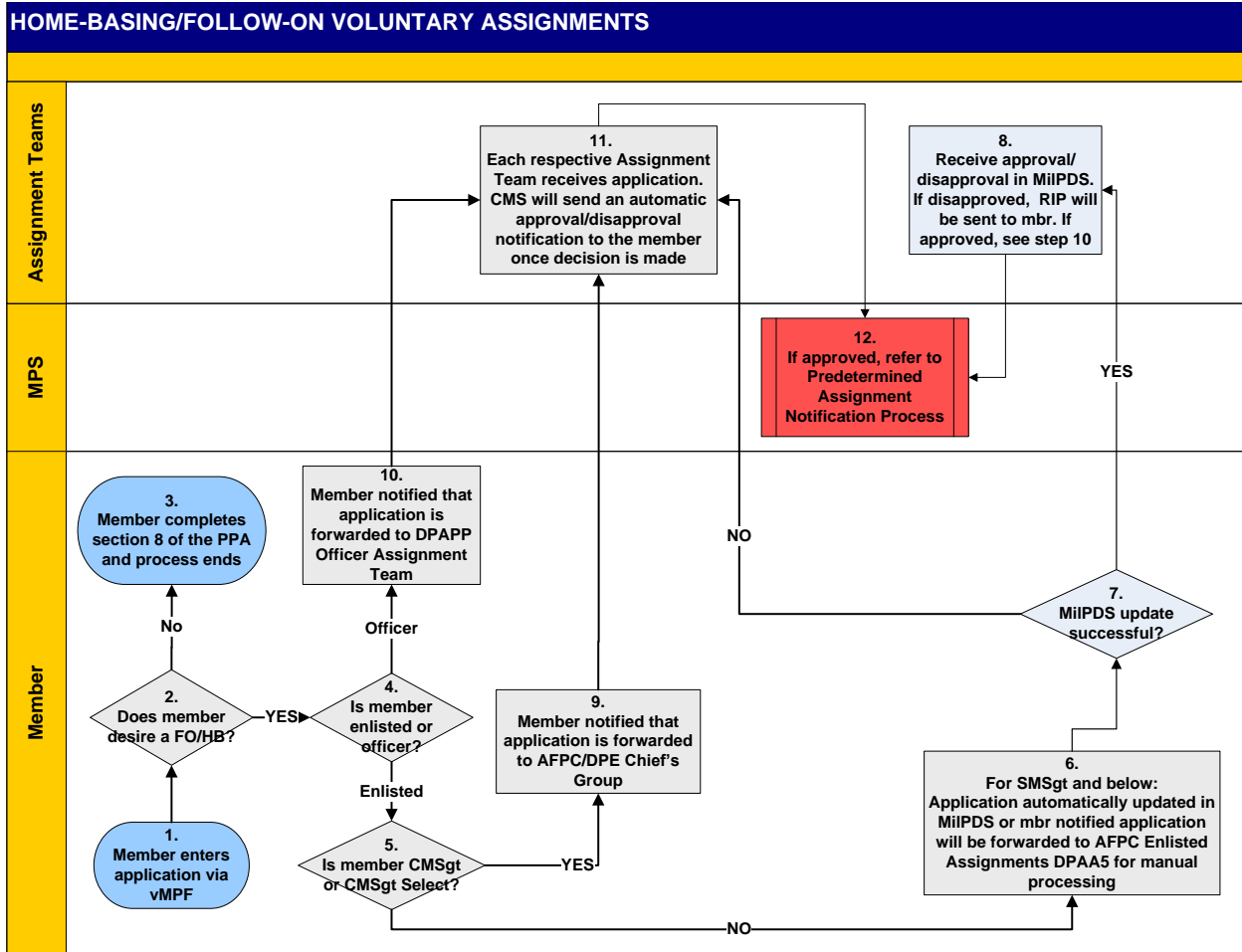
INTRODUCTION

The Home-Basing/Follow-On (HB/FO) Assignment program was established to reduce Permanent Change of Station (PCS) costs and increase family stability. The Home-Basing program goals are met by providing members who meet program criteria and who agree to certain conditions an assignment back to the same Continental United States (CONUS) location or long tour location in Alaska or Hawaii from which the member departs. Similarly, the Follow-On program ensures these goals are met by providing members who qualify and agree to certain conditions advance assignment consideration to a preferred CONUS location or overseas (OS) long tour location. (Refer to [General Information](#) for additional information)

OPR: HQ AFPC/DPSSMF (Future Operations)

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

TARGET AUDIENCE: Regular Active Duty Enlisted and Officer (Lt Col and below)



HOME-BASING/FOLLOW-ON VOLUNTARY ASSIGNMENTS		
STEP	ACTION OWNER	NARRATIVE
1	Member	<i>Member submits HB/FO application via vMPF.</i> Applications must be submitted no later than 150 calendar days prior to departure. NOTE: vMPF automatically verifies basic eligibility criteria. If member does not meet minimum eligibility, an on-screen notification will be visible to member.
2	Member	<i>Does member desire a HB/FO Assignment?</i> Member will elect if a Home-Basing (Section 1), Follow-On (Section 2), or both (Section 3) are desired for consideration.
3	Member	HB/FO not desired. If member declines to apply under this voluntary reassignment program, complete Section 8 of the PPA and the process will end. Member will not have another opportunity to apply for a HB/FO assignment.
4	Member	<i>Is member Enlisted or Officer?</i> If member is an officer, proceed to STEP 10 . If member is enlisted, proceed to STEP 5 .
5	Member	<i>Is member a CMSgt/CMSgt Select?</i> If member is a CMSgt, proceed to STEP 9 . If member is in the grade of SMSgt or below, proceed to

STEP 6.		
6	Member	On-screen notification. Once member (SMSgt and below) has elected participation in the HB/FO program, an on-screen notification will be provided and the application is automatically updated in MilPDS or forwarded to HQ AFPC/DPAA5, Enlisted Assignments via CMS for manual processing if update is rejected.
7	Member	MilPDS Updated? Was the update successful in MilPDS? If updated in MilPDS, proceed to STEP 8 . If the update was unsuccessful, proceed to STEP 11 .
8	Assignment Teams	Notification. The MPS will receive approval/disapproval and notify member of AFPC's final decision. If approved, see pre-defined Assignment Notification process.
9	Member	On-screen notification. Once member has elected participation in the HB/FO program, an on-screen notification will be provided and the application is automatically forwarded to HQ AFPC/DPE, Chief's Group
10	Member	On-screen notification. Once member has elected participation in the HB/FO program, an on-screen notification will be provided and the application is automatically forwarded to HQ AFPC/DPAPP, for distribution to the Officer Assignment team.
11	Assignment Teams	Review applications. Review each application and update an approval or disapproval via CMS. An automatic notification will be sent to the member once a decision is made.
12	MPS	Notification. Receive approval/disapproval and notify each member of AFPC's decision. If approved, see pre-defined Assignment Notification process.

RESPONSIBILITIES:

Member

1. Initiate request for HB/FO Program via vMPF.
2. Submit application no later than 150 days prior to Projected Departure Date (PDD).
3. Read each section of the PPA to provide acknowledgement and understanding of each agreement.
4. Contact the MPS for withdrawal/cancellation procedures if requesting cancellation after submission of an application.
5. Contact the MPS if unclear on entitlements and for related questions.
6. If serving in an overseas area, the member must complete Section 4 of the PPA before completing the assignment preferences in Section 5.

Military Personnel Section (MPS)

1. Do not release PCS orders without a final HQ AFPC decision on an application. Remarks on the order should ensure Finance and the Transportation Office take actions consistent with the member's HB/FO agreement. If entitlements are not consistent with the agreement, then advise the AFPC to cancel the assignment.

2. Notify members of approvals/disapprovals if application was not submitted in vMPF.

AF Assignments Teams

Review application and send approval or disapproval notification to the MPS and member via CMS.

GENERAL INFORMATION:

By electing to participate in the **Home-Basing** program, members must agree **not** to use any PCS entitlements to relocate dependents, claim Dislocation Allowance (DLA), and ship and/or store HHGs at **government expense**. By electing to participate in the **Follow-On program**, a member must agree **not** to use any PCS entitlements to relocate dependents, claim DLA, and ship HHGs (except to the Follow-on location), or store HHGs at **government expense**. Since the HB/FO programs exist to reduce PCS costs and increase family stability, every effort will be made to provide members with an advance assignment (consistent with the best interests of the AF) in exchange for their agreement not to use their PCS entitlements. Members may take any of the actions concerning movement of dependents/HHGs at personal expense without risking cancellation of an approved HB/FO assignment. (**EXCEPTION:** Single members, single member parents, and members of a military couple who will serve concurrent but separate unaccompanied short tours may store household goods at government expense by the most cost effective means [as determined by the transportation office]).

HB/FO assignments are subject to cancellation due to unavoidable changes in Air Force requirements (i.e., base closure, change in mission or weapons system, etc.) or individual qualifications (i.e., loss of AFSC, promotion, etc.)

If you receive an approved Follow-On assignment, a member may move their dependents and HHGs to the Follow-On location at **government expense**, as well as claim DLA for this move. However, if the member moves dependents to a location other than the Follow-On location, a member must do so and store all HHGs at their **own expense**, and not claim DLA as explained above. Relocating dependents at a member's own expense to a location other than the Follow-On may be cost prohibitive. If the member feels this will cause them a financial or personal hardship, they are encouraged to use their entitlements rather than participate in the Follow-On program.

Basic Eligibility Criteria:

1. Have been selected for or elected to serve the OS unaccompanied short tour of 15 months or less, and not currently serving an OS tour (unless at a long tour location in Alaska or Hawaii) (see AFI 36-2110, paragraph A5.3.3.)
2. Have or be eligible to obtain the PCS retainability for the Home-basing assignment required by Table 2.5. Retainability for approved Home-Basing assignments is obtained during normal OS returnee counseling. (**NOTE:** As an exception for only a CONUS Home-Basing assignment, members may apply provided they can obtain at least 7 months retainability upon completion of the OS tour (see Table 2.5., notes 5 and 6). For Home-Basing requests for long tour locations in

Alaska or Hawaii members must be able to obtain 36 months retainability in order to serve the full prescribed OS tour.)

3. Not en route to their first permanent duty station.
4. Not apply for a Designated Location Move (DLM).
5. Submit their application no later than 150 days prior to departure date or notification of IPCOT approval.

Military Couples

When a member is married to another military member and will serve an unaccompanied OS tour of 15 months or less, the member is considered for a return (join spouse) assignment to the location of the spouse, unless join spouse intent code "H" (join spouse not desired) is reflected in MilPDS or the member requests Follow-on consideration as outlined in paragraph A5.10.2.

Entitlements

The application is a voluntary agreement by the member not to use PCS entitlements in exchange for advance assignment consideration. After approval, if the member uses a PCS entitlement he or she originally agreed not to use, that entitlement cannot be denied; however the HB/FO assignment may be cancelled.

1. An assignment is considered to be **voluntarily cancelled** by the member when:
 - A member applies for a four month or longer extension of their OS tour. The MPS updates the extension request and in the transaction remarks indicates the member has a HB/FO assignment which must be cancelled to accept the extension. If the extension request is disapproved, the HB/FO assignment remains firm. A request for tour extensions of 3 month or less must indicate in the transaction remarks that the member has a HB/FO assignment which requires an adjustment to the RNLTD per paragraph 2.27. Also, members who extend their short OS tour may require additional retainability for the HB/FO assignment--verification of retainability is required.
 - A member applies for and receives approval of a request for Humanitarian or EFMP assignment.
 - For airmen, requests for voluntary cancellation of HB/FO assignment should be submitted not later than 150 days prior to member's DEROS. Requests submitted within the 150-day timeframe should include the humanitarian or hardship reason(s).
2. An assignment made under the HB/FO program may be **involuntarily cancelled** when:
 - A member relocates dependents and/or ships or stores HHGs at government expense (for reasons other than being denied continued occupancy of government owned or controlled quarters), *or*
 - A member fails to comply with any of the provisions agreed to in the "HB/FO Assignment Application."
 - Approved Home-Basing Assignment for any OS Long Tour Location. Members with approved OS Home-Basing assignments who desire to have dependents remain in the OS area must comply with the requirements outlined in AFI 36-3020, *Family Member Travel*.

- Members received Home-Basing consideration only once. If requesting both HB and FO, consideration will be given to the HB request first and will take priority over a Follow-On request.

MilPDS NAVIGATION :

There is no manual update required for this application. The system automatically updates application in MilPDS.

OUTPUT PRODUCTS:

Email notification sent to MPS and member notifying them of the decision. If approved, an assignment notification will be generated by MilPDS.