



**VOLUNTARY ASSIGNMENTS  
HUMANITARIAN REASSIGNMENT AND DEFERMENT  
PROGRAM**

**INTRODUCTION**

The Humanitarian Reassignment and Deferment program assists Airmen in resolving severe short-term problems involving a family member. Family members are limited to spouse, child, father, mother, father-in-law, mother-in-law, stepparent, person in loco parentis, or other persons actually residing in the household who are dependent for over half of their financial support. See [General Information](#) for additional information. The spirit and intent of the program is to place Airmen at the closest location where the humanitarian condition exists. The Comptroller General ruled the Air Force will not move Airmen at government expense based solely on humanitarian reasons. Officers must be effectively utilized in their Duty Air Force Specialty Code (DAFSC) and enlisted Airmen in their Control Air Force Specialty Code (CAFSC). Therefore, a valid vacant Air Force authorization must exist at the gaining location.

**OPR:** Humanitarian/Exceptional Family Member Program (EFMP) Assignments Branch (AFPC/DPAPH)

**REFERENCES:** [AFI 36-2110](#) *Assignments, Attachment 24 and Attachment 26*

**TARGET AUDIENCE:** Air Force Regular Active Duty (RegAF) Officer and Enlisted Airmen only

Date of Revisions	Revisions
20 March 2014	Added attachment 26 to references.
	Under Responsibilities for myPers - TFSC, item #3, changed next duty day to within 48 hours.

**GENERAL INFORMATION**

1. **Definition of Family Member** - Limited to spouse, child, father, mother, father-in-law, mother-in-law, stepparent, person in loco parentis, or other persons actually residing in the household who are dependent for over half of their financial support. While siblings (brothers and sisters of the Airman or spouse) are not within the definition of family member requests involving the terminal illness of a sibling may be forwarded for consideration as an exception to policy.

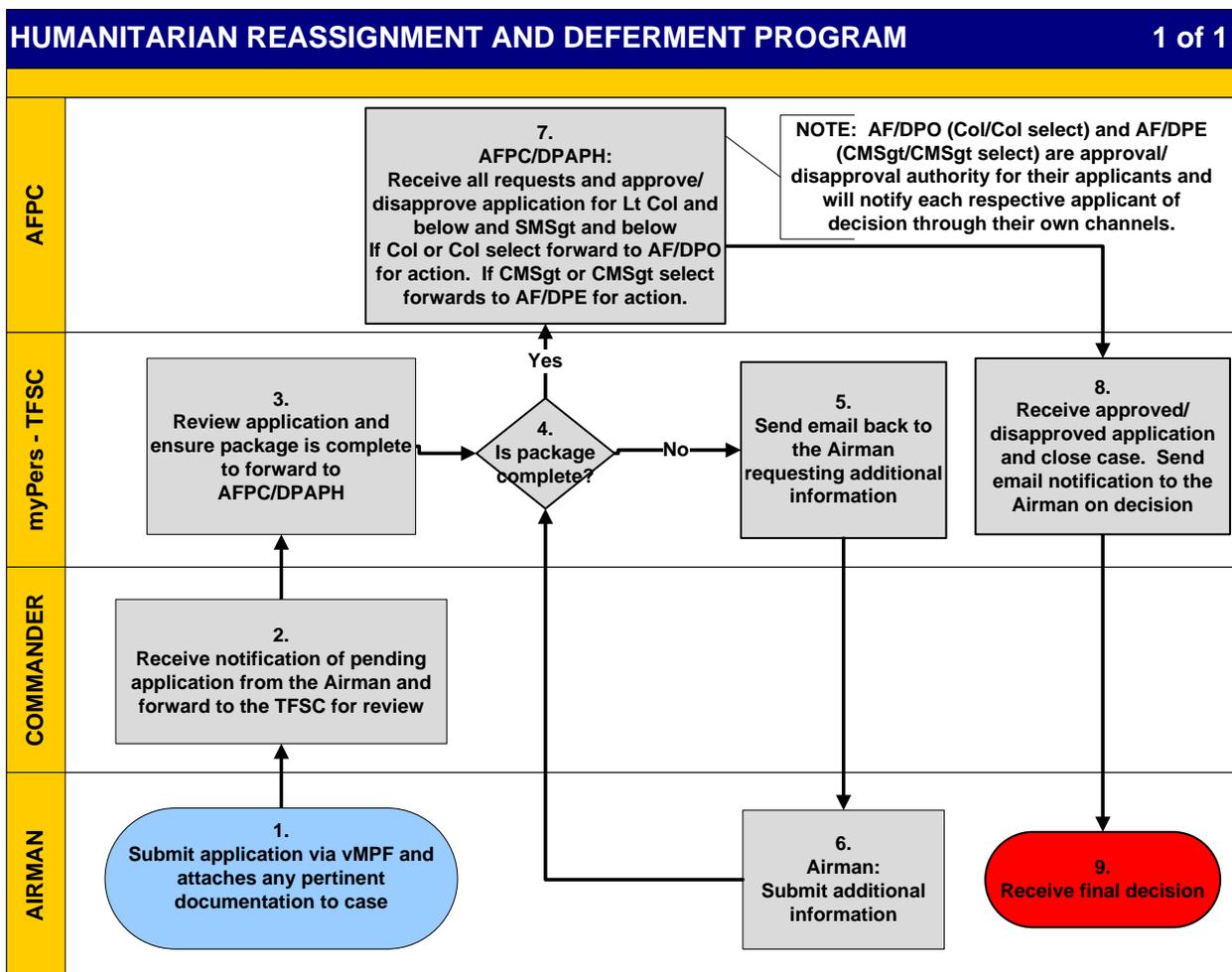
2. **Definition of Person in “Loco Parentis** - In accordance with AFI 36-2110, Attachment 24, A person in loco parentis refers to one who exercised parental rights, duties, and responsibilities and, in fact, raised an Airman or spouse for a minimum of 5 years in place of a mother or father because of death of the parent, or in the parent’s continued absence from the home before the Airman’s or spouse’s 21st birthday, or before the Airman’s entry on active duty, whichever is

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earlier. The relationship must have been such that the Airman or spouse looked upon the person as a parent, not merely as a temporary guardian. The mere presence of a person in the home for a number of years, during which time they exercised a degree of custodial, but not parental responsibility, does not constitute loco parentis. Also, in order for the child to have been in the care and control of one acting in place of the parent, the parent cannot have also resided in the same home (unless the parent was mentally incompetent).

A request based on loco parentis status must include affidavits from all parties (to include other family members, neighbors, clergy, or family friends) involved stating the details of the custody, control, care, and management of the Airman or his or her spouse. In addition, submit copies of any documents that may have been created at the time loco parentis status was established relating to the custody, control, care, and management of the Airman or spouse (court documents, tax returns, report cards signed by the loco parentis “parent,” etc.).

3. Basic Eligibility Criteria for Humanitarian Reassignment/Deferment is located in AFI 36-2110 Attachment 24. **NOTE:** This process does not apply to basic trainees and technical training graduates (TTGs). Applications for these Airmen are processed through their Military Personnel Section (MPS).



HUMANITARIAN REASSIGNMENT AND DEFERMENT		
STEP	ACTION OWNER	NARRATIVE
<b>1</b>	Airman	<b>Submit Humanitarian Reassignment or Deferment.</b> Access vMPF to submit the request, and attach supporting documents for review. Supporting documents may be submitted as attached files through the vMPF. This is the preferred submission method; however, support documents may be faxed to the myPers - TFSC at DSN: 665-6222. Only fax documents as a last resort. <b>NOTE:</b> Deployed Airmen must obtain their deployed commander's endorsement and attach it electronically before forwarding it to the myPers - TFSC, or fax it to the myPers - TFSC. A request will not be considered without the deployed commander's endorsement.
<b>2</b>	Commander	<b>Receive notification.</b> Receive notification of pending application. Commander is required to forward application to myPers - TFSC within 7 calendar days of receiving it. On the 8 <sup>th</sup> day, if the commander has not taken action the system automatically sends the application to the myPers - TFSC.
<b>3</b>	myPers - Total Force Service Center (TFSC)	<b>Reviews application for content.</b> Review application and ensure the package is complete with required supporting documents within the next duty day.
<b>4</b>	myPers - TFSC	<b>Is package complete?</b> After verifying the package is complete, forward to AFPC/DPAPH for approval/disapproval. If package is not complete, see <b>STEP 5</b> .
<b>5</b>	myPers - TFSC	<b>Send email requesting additional information.</b> If package is missing any supporting documents, notify the Airman by email and request additional information. If the Airman does not respond within 30 days, send a second email informing the Airman that 30 days have lapsed; if no additional information is received by the 45 <sup>th</sup> day, close the case.
<b>6</b>	Airman	<b>Provide additional information.</b> Submit any additional information that further supports the request. Forward the request back to the myPers - TFSC for further consideration. Repeat <b>STEP 4</b> .
<b>7</b>	AFPC/DPAPH	<b>Approval/Disapproval.</b> Review package for approval/disapproval action. <b>NOTE:</b> Approval authority for Lt Col and below and SMSgt and below. Send all approval/disapprovals via email back to the myPers - TFSC. Colonel/Colonel selects and CMSgt/CMSgt selects packages are forwarded to AF/DPO and AF/DPE respectively for final approval/disapproval. Each office is the approval/disapproval authority for their Airmen and notifies their customers of a decision. Each office must notify the myPers - TFSC using email on approved reassignments.

8	myPers - TFSC	<b>Notify Airman of decision.</b> Upon receipt of the approval/disapproval notification, email the Airman with decision and courtesy copy (cc) the commander via email. If the application is disapproved the case will be closed at this point. If the application is approved, include additional requirements in the email for the Airman to obtain orders. Do not close approval cases until the orders have been processed.
9	Airman	<b>Receives approval/disapproval</b> Receive final decision. If application is approved, begin the predefined Relocation process.

## RESPONSIBILITIES:

### AIRMAN

1. Initiate request for Humanitarian or Deferment Reassignment via vMPF.
2. Submit the request for review, scan and attach supporting documents to substantiate the request in the vMPF. This is the preferred submission method; however, support documents may be faxed to the myPers - TFSC at DSN: 665-6222. **NOTE:** faxing documents delays processing of time-sensitive applications.
3. Contact the MPS for withdrawal/cancellation procedures if requesting cancellation after submission of an application. **NOTE:** AFI 36-2110, Attachment 24 .6 describes conditions that usually warrant approval and Attachment 24.7 provides reasons that usually warrant disapproval.
4. If deployed, Airmen must obtain their deployed commander's endorsement of the application and attach it electronically before forwarding it to the myPers - TFSC, or fax it to the myPers - TFSC. A request will not be considered without the deployed commander's endorsement.

### COMMANDER

1. Recommend approval/disapproval of the humanitarian request and include additional information that may assist AFPC in making a just decision. All disapproval recommendations must be fully justified.
2. Do not select Airmen with an Assignment Availability Code (AAC) of "30" assigned or deferred for humanitarian reasons for TDY in excess of 30 calendar days.
3. Ensure appropriate officials e.g., medical, legal, OSI, etc., are aware of the Airman's probable approval and immediate departure on a Permanent Change of Station (PCS) when the criteria for immediate reassignment are met.
4. Access AFPC Secure Main Menu and select the "CMS" button to enter the Case Management System (CMS) and review the application. Include endorsement or additional comments by using the "HR Review" button. Use the "Refer" button to forward applications to the myPers - TFSC using CMS for review and consideration.

**NOTE:** Based on the urgency and sensitivity of the request, applications must be reviewed in a timely manner and coordination must be completed no later than 7 calendar days after receiving the application.

**myPers - TFSC**

1. Verify application and support documentation to ensure completion.
2. Contact the Airman to ensure missing required documentation is provided, and establish a 30 calendar day suspense. If the applicant does not respond to the request for additional information/documentation within the 30-day period, an additional 15 calendar days will be provided. If a response is not received within 45 days, notify the applicant and close the case.
3. Process and forward completed requests to AFPC/DPAPH within 48 hours after receipt from the Airman. Reasons for exceeding this standard must be provided in the forwarding correspondence.

**AFPC/DPAPH**

1. Receive, prepare, and forward any associated medical and legal documentation that supports the request to AF/DPE for CMSgt/CMSgt selects and to AF/DPO for Col/Col selects for their review.
2. Review package for disapproval action and provide disapproval reason to Airman via email.
3. Send all approval/disapprovals to the myPers - TFSC using email. **NOTE:** AFPC/DPAPH is the approval authority for Lt Col and below, and SMSgt and below requests.

**MilPDS NAVIGATION**

The AAC is updated automatically once the assignment OPR enters an assignment in the system for an approved request. If the request is an approved deferment, the MPS will update the AAC manually in MilPDS. The following navigational procedures apply:

**Active Duty MPS:** Select Relocations and Employment, Personnel Relocations, Outbound Assignments, and Assignment Actions. Click the Open button or double-click each selection. The Assignment Information Folder will appear.

**MilPDS UPDATE PROCEDURES**

1. Press the F11 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl +F11 function key to execute the query. The Assignment Information Folder will populate with the Airman's current information.
2. Click the Person Extra Info button. The Person Extra Information (MPS)
3. Click to the left of Assignment Availability. Move the cursor down and click in the Details field being updated. The Extra Person Information window will appear update required fields by typing the information or click the drop down menu for the List of Values (LOV) button and select the appropriate value from the list.
  - a. {Date Actioned} - DD-MMM-YYYY (Automatic update of current date)
  - b. {Availability Code} - LOV is available
  - c. {Availability Date} - DD-MMM-YYYY
  - d. {Availability Status} - LOV is available
  - e. {Change} - LOV is available
  - f. {Change Status} - LOV is available
  - g. {Requested Availability Date} - DD-MMM-YYYY
  - h. {Remarks} (4) - Type the information

4. Click the OK button. The Person Extra Information, Person Assignment Info, Person ASG Extra Info or AFR Assignment Actions window will populate with the new information.

**Deleting an AAC:**

1. Place the cursor in the Details field being deleted.
2. Click the Red X button located on the toolbar.
3. The AAC information is erased from the selected Details field.
4. Save the update by clicking the Save button.
5. Close the window or application by clicking the “X” located in the top right corner of each window.

**OUTPUT PRODUCTS:** Email notification sent to the Airman and unit notifying them of the decision. If approved an assignment RIP and an email is generated by MilPDS.

**ATTACHMENT 1**  
**REQUEST FOR MEDICAL DATA FOR HUMANITARIAN**  
**REASSIGNMENT**

(Appropriate Letterhead)

Dear Doctor \_\_\_\_\_,

(Date)

I would appreciate, as soon as possible, a medical statement in support of my request for humanitarian reassignment or deferment based on my (wife's, son's, daughter's, etc.) medical condition.

Air Force physicians at the headquarters will review this medical statement and it will be the basis for the medical recommendation. Please cover in your statement at least the following in professional terminology:

- a. Diagnosis.
- b. Brief history of illness, including when initially diagnosed.
- c. Status of present condition with description of degree of disability.
- d. Prognosis. (Resolution of the medical problem by some means within 12 to 18 months is a key factor.) Fully substantiate and support the prognosis of terminal illness (within 2 years) by clinical data.
- e. Therapy, current and contemplated.
- f. If applicable, confirm the hospital or institution can accept the patient.
- g. Your evaluation of the affect of the presence or absence of the applicant on the medical problem. If you desire you can seal sensitive information in a separate envelope marked "Sensitive Medical Data--For Medical Personnel Only."

Thank you for your assistance.

Sincerely,

(Signature of Applicant)  
Typed Name, Grade, USAF

This memorandum contains FOR OFFICIAL USE ONLY (FOUO) information, which must be protected under the Privacy Act and AFI 33-332.