



**VOLUNTARY ASSIGNMENTS**

**JOIN SPOUSE ASSIGNMENTS PROGRAM**

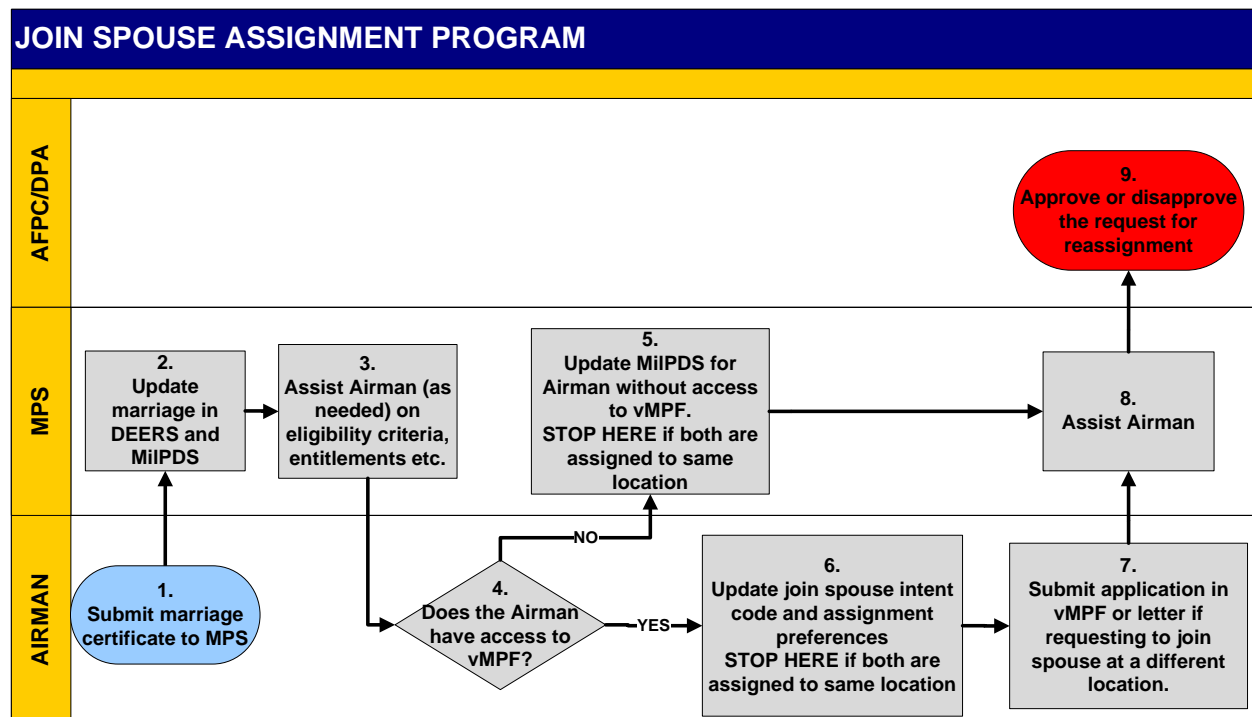
**INTRODUCTION**

The join spouse assignment program allows military couples the opportunity to be stationed near each other and maintain a joint residence provided the Airman: 1) fills a valid manning requirement, 2) performs duties within their specialty, and 3) is permanent change of station (PCS) eligible. Military couples must share responsibility for reducing family separation; they must not assume they will always be assigned together. Military couples, like Airmen with a civilian spouse, should expect periods of separation during their careers. If an assignment is not in the best interest of the Air Force, it will not be authorized regardless of the join spouse provision.

**OPR:** AFPC Assignment Procedures (AFPC/DPAPP)

**REFERENCES:** [AFI 36-2110](#), *Assignments*; [AFI 36-2908](#), *Family Care Plans*

**TARGET AUDIENCE:** Active Duty



JOIN SPOUSE ASSIGNMENT PROGRAM		
STEP	ACTION OWNER	NARRATIVE
<b>1</b>	Airman	<b>Marriage Certificate.</b> Present marriage certificate immediately upon marriage to the Military Personnel Section (MPS) Customer Service (or closest MPS if marriage occurs away from duty location).
<b>2</b>	Military Personnel Section (MPS)	<b>Verify and Update.</b> Verify marriage from the original marriage certificate and update Military Personnel Data System (MilPDS) and Defense Enrollment Eligibility Reporting System (DEERS).
<b>3</b>	MPS	<b>Assist.</b> Assist military couple (as needed) on eligibility criteria, entitlements, application, etc.
<b>4</b>	Airman	<b>vMPF Access?</b> If yes, <b>GO TO STEP 6.</b> If no, <b>GO TO STEP 5.</b>
<b>5</b>	MPS	<b>Update.</b> Update join spouse intent code and assignment preferences in MilPDS for Airmen who do not have access to the vMPF. <b>STOP HERE</b> , if military couple is assigned to the same location. If not assigned to the same location, <b>GO TO STEP 7.</b>
<b>6</b>	Airman	<b>Update.</b> Update join spouse intent code and assignment preferences using vMPF. <b>STOP HERE</b> , if military couple is assigned to the same location. If not assigned to the same location, <b>GO TO STEP 7.</b>
<b>7</b>	Airman	<b>Submit Application.</b> Submit the application using vMPF or letter application at <a href="#">Attachment 1</a> as directed by AFI 36-2110, paragraph A8.6, if requesting to join spouse at a different location.
<b>8</b>	MPS	<b>Assist.</b> Assist Airmen with the vMPF navigation or letter application as appropriate.
<b>9</b>	Directorate of Assignments AFPC/DPA	<b>Decision.</b> Approve or disapprove the request for reassignment.

**GENERAL INFORMATION**

1. Married military couples are required to present their marriage certificate to their MPS Customer Service Element to update marital status in MilPDS and DEERS. Military couples update their join spouse intent code and assignment preferences in vMPF. This must be accomplished as soon as possible following the marriage of two military members (including an Airman’s marriage to an Air Force Reserve or Air National Guard member even though subsequent join spouse assignments may not be authorized). The MPS will assist Airmen in navigating the vMPF to update their join spouse intent codes and assignment preferences. When an Airman does not have access to the vMPF, the MPS will update the join spouse intent codes and assignment preferences in MilPDS. Information captured in MilPDS identifies Airmen as part of a military couple and can be used by commanders in identifying personnel required to document dependent care arrangements according to [AFI 36-2908](#), *Family Care Plans*.

Please send feedback to [AFPC/DPTKI Documentation & Training Workflow](#). We appreciate your input.

The MPS must verify the marriage from the marriage certificate. The MPS updates the required join spouse information in MilPDS and advises the Airman to update their join spouse intent code in vMPF. Airman must report any change in marital or military status to the MPS and join spouse assignment information (intent code and AAC 32, if applicable) is deleted from MilPDS upon divorce, legal separation, death of the spouse, or separation or retirement of the spouse.

2. Officers must follow Air Force Assignment System (AFAS) procedures to request join spouse consideration. Enlisted Airmen must follow vMPF procedures to request join spouse consideration. Some situations require Airmen to submit a letter application to receive join spouse assignment consideration (see [Attachment 1](#)). Letters are required in the following situations:

a. **Each time an Airman of an inter-service military couple desires join spouse assignment consideration.** Once the spouse receives notification of an assignment and the Airman desires a join spouse assignment, the Airman must submit an application. In addition, a statement from the inter-service spouse indicating concurrence for join spouse assignment must accompany each application or:

b. **When Airmen marry while assigned to separate locations.** Provided both meet PCS eligibility criteria, either Airman may apply. Regardless of who applies, military requirements dictate which Airman is reassigned or:

c. **When the marriage occurs after the assignment selection of one or both Airmen.** Airmen who marry while en route to assignments at different locations must understand they cannot delay join spouse assignment application until arrival at their respective locations. Airmen who marry en route must report to the nearest Air Force installation MPS Customer Service Element and submit their application immediately after the marriage. The MPS contacts the AFPC assignment office of primary responsibility (OPR) by the most expedient means to request a join spouse assignment consideration. No reimbursement for any travel in conjunction with such application is authorized and status is leave (delay en route) while the application is pending. A change in port call and/or report no later than date may be appropriate. When an Airman arrives in the local area of assignment, whether or not they have “signed in,” for assignment purposes, the PCS is complete and the time on station (TOS) requirements and other PCS eligibility criteria must be met before a subsequent move to join spouse or:

d. **When military spouse information is incorrect in MilPDS.**

#### **ELIGIBILITY CRITERIA:**

1. Extended active duty (EAD) with the Air Force; spouse on extended active duty with the Air Force or one of the US military services (NOT military services of foreign countries) and the Airman or the spouse are not ineligible based on any of the reasons in [AFI 36-2110, Assignment](#), paragraph A8.3.
2. The Airman must meet all PCS eligibility requirements (TOS, retainability, quality control,

etc).

3. The Airman has a join spouse intent code “A” or “B” updated in MilPDS.
4. The Airman or the spouse is not scheduled for relocation (reassignment, separation, retirement, or release from active duty) within 12 months from the date the couples will join.

**INELIGIBILITY CRITERIA:**

1. The spouse is a member of any United States Reserve or Air National Guard component but is NOT serving on EAD.
2. The spouse is serving as a member of any United States Reserve or Air National Guard component but is not subject to the PCS criteria outlined in [AFI 36-2110](#).
3. The spouse is non-military employee of the United States Government (*EXAMPLE:* Civil service).
4. The Airman does not meet all PCS eligibility criteria (TOS, retainability, quality control, etc).
5. When join spouse intent code is “H”.
6. If the Airman or the spouse is scheduled for reassignment, separation, retirement, or release from EAD within 12 months from date the couples will join.
7. Relocation to overseas locations where there are no government-approved accompanied housing or where election of accompanied tour is not an option for either member.
8. Relocation to locations not considered in proximity or clustered for join spouse assignment purposes as described in [AFI 36-2110](#), paragraph A8.7.2.
9. Based on the Airman’s intended/planned marriages.
10. The Airman’s spouse is attending a training course and has less than 12 months remaining until graduation (or the Airman will have 12 months remaining upon arrival).
11. The Airman’s spouse is a member of the military service of a foreign country.

<b>JOIN SPOUSE INTENT CODES</b>	
<b>A</b>	Desires join spouse to Continental United States (CONUS) or <u>any</u> overseas (OS) tour. See Note 1.
<b>B</b>	Desires join spouse to CONUS or <u>any accompanied</u> OS tour. See Note 2.
<b>H</b>	Join spouse assignment not desired. See Note 3.

**NOTE 1:** Join spouse assignment will be considered to locations in the CONUS and all OS locations (including dependent restricted short tours). You and your spouse will be considered for join spouse assignment to locations in the CONUS, at OS accompanied locations, and OS unaccompanied/dependent restricted locations. By having intent code "A," if your spouse is selected for reassignment to a dependent restricted location, you will be considered for a concurrent, but separate, reassignment to a dependent restricted or unaccompanied short tour location. If one Airman of the military couple cannot be supported for a concurrent but separate dependent restricted short tour then neither Airmen will be selected as a volunteer. **NOTE:** Join spouse assignment to the same dependent restricted short tour location is prohibited, unless one Airman of the military couple has been approved for/or will serve in a command sponsored position and/or a key billet (see AFI 36-2110, paragraph 3.2.10).

**NOTE 2:** Join spouse assignment will be considered to locations in the CONUS and at OS accompanied locations and only one Airman of the military couple will be considered for a dependent restricted short tour. By having intent code “B”, the military couple has stated they do not want to be considered for concurrent dependent restricted short tours. See AFI 36-2110, Attachment 5, paragraph A8.5.4.2. for additional information concerning intent code “B”.

**NOTE 3:** Airmen must use caution when updating their intent code to “H”. This should only be updated when military couples are filing for divorce and they no longer desire to be considered for join spouse assignments.

### **RESPONSIBILITIES:**

#### **AIRMAN:**

1. Contact the MPS for assistance in applying for join spouse assignment.
2. Review AFI 36-2110, Attachment 8, regarding the join spouse assignment program.
3. Update join spouse intent codes and assignment preferences in vMPF.
4. Contact the MPS Customer Service Element for assistance in applying for join spouse assignment using the vMPF or by submitting a letter application. Review [Attachment 1](#).

#### **MILITARY PERSONNEL SECTION (MPS):**

1. Verify marriage from original marriage certificate.
2. Update MilPDS and DEERS.
3. Assist Airmen in navigating vMPF on how to update their join spouse intent codes and assignment preferences. If Airmen do not have access to vMPF, update MilPDS.
4. Ensure Airmen meet all PCS eligibility criteria and understand all assignment conditions.
5. Ensure Airmen are counseled on their entitlements to dependent travel, shipment of household goods and any other information related to the PCS.
6. Ensure Airmen do not have a pending application for any self-initiated voluntary assignment program (Base of Preference (BOP), Voluntary Stabilized Base Assignment Program (VSBAP), Home-Basing/Follow-On (HB/FO), In-place Consecutive Overseas Tour (IPCOT), Continental United States (CONUS) Isolated Station, etc).

#### **AIR FORCE PERSONNEL CENTER - DIRECTORATE OF ASSIGNMENTS (AFPC/DPA):**

1. Consider all join spouse requests received using MilPDS or letter application.
2. Notify MPS or Airmen of approval or disapproval.

#### **MILPDS NAVIGATION FOR MPS:**

##### **Voluntary Reassignment Application**

1. Input Voluntary Reassignment Program = Join Spouse Asg Program
2. Input Request Date = Current date

Please send feedback to [AFPC/DPTKI Documentation & Training Workflow](#). We appreciate your input.

3. Input Status = Base level can only update Pending. HQ AFPC updates all others.
4. Click the OK button
5. Save update by clicking the save button
6. Enter the Airman's CONUS preferences (LOV is available)
7. Select OK
8. Save the request by clicking the save button

### **MILPDS NAVIGATION FOR AFPC/DPA:**

1. Select Assignment Applications and click the Open button. The Assignments Folder will appear.
2. Press the F11 function key to enter the query mode.
3. 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 Folder will populate with the Airman's current information.
4. Click the Assignment App button. The Extra Assignment Information window will appear.
5. Click to the left of Assignment Application. Move the cursor down and click in the Details line being updated. The Further Assignment Information window will appear update all required fields listed below:
  - a. Voluntary Reassignment Program – LOV is available
  - b. Request Date – DD-MMM-YYYY
  - c. Status – LOV is available
  - d. Date Actioned – DD-MMM-YYYY
  - e. Disapproval Reason – LOV is available
  - f. Swapping With - Type the information
  - g. EQUAL Plus Job # - Type the information
6. Type the information or click the List of Values (LOV) button and select the appropriate value from the list.
7. Click the OK button. The Extra Assignment Information window will populate with the new information. **NOTE:** If the disapproval reason is "X", tab down to the Remarks field and type in the explanatory remarks. If the reason is other than "X", Remarks are optional. Click the OK button. Withdrawal: The disapproval reason is automatically updated to "X" and remarks are required.
8. Save the update by clicking the Save button.
9. Close the window or application by clicking the "X" located in the upper right corner of each window.

**OUTPUT PRODUCT(S):** TR remark produced at MPS.

**ATTACHMENT 1  
JOIN SPOUSE ASSIGNMENT LETTER APPLICATION**

MEMORANDUM FOR (UNIT COMMANDER)

(Date)

FROM: (Squadron/Office Symbol of Airman)

SUBJ: FOUO - Join Spouse Assignment Request

1. I request join spouse assignment according to AFI 36-2110, Attachment 8. The following information is provided:

	SELF	SPOUSE
NAME:		
GRADE:		
SSN (last 4):		
DAFSC (Officer) CAFSC (Enlisted)		
Current/Projected Location:		
Date of Marriage:		

2. I request \_\_\_\_\_ as the RNLTD:

3. I certify that I have been advised of my dependent travel allowance(s), unaccompanied baggage, and household goods shipment and advised of the PCS retainability requirements for this assignment and will obtain it, if required, upon notification of approval of my request.

4. (For CONUS to OS and COT applicants only) I understand that I will be required to serve the prescribed accompanied tour for the desired area (Enlisted only - plus 12 months if my spouse is serving an extended long tour).

5. My spouse's assignment is to a dependent-restricted location. I desire concurrent assignment to: (1) a dependent-restricted location; or, (2) a short tour assignment where I may elect to serve an accompanied tour if I have dependents.

(SIGNATURE OF AIRMAN)  
(Typed Name, Grade, USAF)

Attachment

Letter of Concurrence of Interservice Military Spouse (required for interservice marriages)

1st Ind (Unit Commander)

TO: MPS/DPMAR

- 1. Recommend (approval) (disapproval).
- 2. Airman (does) (does not) meet quality control reasons as outlined in AFI 36-2110. Specific justification why assignment should be approved required if Airman does not meet standards.
- 3. Additional Comments:

(SIGNATURE OF COMMANDER)  
 (Typed Name, Grade, USAF)

2nd Ind (MPS/DPMAR)

TO: HQ AFPC/DPA Assignment OPR

- 1. The applicant or applicant's spouse is projected for assignment as follows: (If PCS to school, include course number, class start and graduation dates)

Base:  
 Unit:  
 GPAS:  
 AAN:  
 RNLTD:

- 2. I have confirmed marriage took place on \_\_\_\_\_. (Initial applications only)
- 3. Marital status, military spouse status and join spouse intent code of \_\_\_\_\_ was changed in PDS on \_\_\_\_\_(if applicable).
- 4. The applicant (or applicant's spouse) is pregnant. Airman desires PCS as an exception to policy and request was submitted per paragraph 1.5. on (date).
- 5. The applicant satisfies all eligibility criteria except: \_\_\_\_\_. Action to render applicant eligible for assignment (has) (has not) been initiated as follows:  
 \_\_\_\_\_.

(SIGNATURE OF MPS REP)  
 (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.