

01 Nov 15  
Version 1

# Overseas Tour Extension Incentive Program (OTEIP) Procedures and Revised OTEIP Control Air Force Specialty Code (CAFSC) Listing

## Personnel Services Delivery Guide (PSDG)

The purpose of this PSDG is to assist Regular Air Force (RegAF), servicing Commander Support Staff (CSS), Military Personnel Section (MPS) and Force Support Squadron (FSS) in understanding the the procedures for the "Overseas Tour Extension Incentive Program."



# Overseas Tour Extension Incentive Program (OTEIP)

## Section A: Introduction

### Revision History:

Version	Date	Revision Description
1	01 Nov 15	Updated the Active Duty (AD) Personnel Services Delivery Guide (PSDG) on Overseas Tour Extension Incentive Program procedures and revised the OTEIP Control Air Force Specialty Code (CAFSC) Listing.

### 1. INTRODUCTION:

- a. This PSDG is a single document containing procedural instructions/information on the “OTEIP” process. This guide is intended for individual use by the ‘**Target Audience**’ identified below.
- b. The OTEIP is designed to provide incentives to enlisted Airmen in specific CAFSCs at overseas long tour locations and to all enlisted Airmen at overseas short tour locations, who extend their overseas tour for exactly 12 months. These voluntary extensions provide stability and help decrease PCS costs.
- c. The Secretary of the Air Force (SecAF) has approved a new OTEIP AFSC eligibility list for long tour locations. The revised OTEIP list will be effective for personnel with a Date eligible for Return from Overseas (DEROS) forecast 1 Jan 2016 and later (system-generated DEROS forecast RIP dated 1 Jan 2016 and later). All enlisted AFSCs at short tour locations remain eligible for OTEIP.

### 2. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

- Air Force Personnel Center, Programs and Procedures Branch (AFPC/DP3AM)

### 3. TARGET AUDIENCE:

- Regular Air Force (RegAF) Airmen

### 4. REFERENCES/RELATED PROCESSES:

- [AFI 36-2110](#), *Assignments*
- [AFI 36-3003](#), *Military Leave Program*
- [Assignments Military Personnel Data System \(MilPDS\) Update PSD Guide](#)

1. Additional myPers articles are available on the myPers website. To search the myPers knowledge base, type in ‘**Program Name**’ or ‘**Acronym**’ into the ‘**Search by Keyword**’ tool, and click the ‘**Search**’ button.

2. Each Airman can provide feedback on articles provided in myPers. For recommendations on improvement, or more information, contact us by clicking the link below in the ‘**Footer**.’

## Section B: Responsibilities

### **HQ AFPC/DP3AM:**

- Oversees OTEIP and provides guidance to the MPS on program policies and changes
- When necessary, request payment from DFAS for Airmen who elect the monetary OTEIP incentive
- Approve/disapprove exception to policy (ETP) and out-of-cycle (OOC) requests

### **MPS Chief:**

- Ensure the Career Development and Force Management Elements are trained on the contents of this PSDG
- Ensure OTEIP extensions are valid and updated in compliance with AFI 36-2110, Attachment 15, and the Assignments Military Personnel Data System (MilPDS) Update PSD Guide

### **MPS Career Development and Force Management Element:**

Update and process OTEIP requests in MilPDS

### **MPS Career Development Element:**

- Provide Airmen their DEROS Election Option (DEROSO) RIP and Overseas Returnee Counseling Handout
- The MPS at long tour locations are also responsible for verifying the OTEIP AFSC List [Attachment 1](#) when Airmen apply for a DEROS extension to ensure eligibility requirements are met for OTEIP participation, and are responsible for processing the Y2 or Y3 leave and travel entitlements IAW AFI 36-3003, *Military Leave Program*, Paragraph 14.7.

## Section C: OTEIP Eligibility and OTEIP Incentives

1. To be eligible for OTEIP, Airmen must be serving at a long tour location **NOTE:** All tour types are eligible: accompanied, unaccompanied, or extended tour, in a CAFSC (specific skill level) designated by the SecAF [Attachment 1](#), or serving at a short tour location where all AFSCs are eligible.

- a. Must extend the overseas tour voluntarily for a period of exactly 12 months.
- b. Must have or be eligible to obtain the required PCS retainability.

2. OTEIP Incentives:

- a. Y1 – Special pay of \$2,000 lump sum.
- b. Y2 – 30 days non-chargeable leave.
- c. Y3 – 15 days non-chargeable leave and government funded round trip transportation for the member only from the OS location to the nearest CONUS port.

**NOTE:**

1. OTEIP incentives cannot be used until the Airman actually enters the extension. **EXAMPLE:** SSgt Doe was approved for an OTEIP extension from 10 Dec 2015 to 10 Dec 2016 with DEROS reason Y2. SSgt Doe is not entitled to use his 30 days non-chargeable leave until 10 Dec 2015.

2. Airmen may anticipate OTEIP payment within 3 to 4 weeks after entering the extension. If payment has not been received within 45 days of the Airman entering the extension, the MPS must submit a status check to HQ AFPC/DP3AM at: <mailto:afpc.dpapp@us.af.mil>. HQ APFC/DP3AM will request payment from DFAS for Airmen whose payment is not provided automatically.

## Section D: MilPDS Updating Procedures

**NAVIGATION:** Select Personnel Relocations, click the Open button, select Outbound Assignments, click the Open Button, select Assignment Actions, and click the Open Button.

### **UPDATE PROCEDURES:**

1. Press the F11 function key to enter the query mode. Tab to the National Identifier field. Type the members SSN (000-00-000) in the field. Press Control F11 function key to execute the query.
2. Click the Assignment button; the Assignment Information window will populate.
3. Click the Extra Information button.
4. Click to the left of DEROS change Request.
5. Move the cursor down and click in the first available Details field; the Further Assignment Information window will populate.
6. In the Further Assignment Information window update the following:

**CREATION DATE:** DD-MM-YYYY (current date will automatically populate).

**REQUESTED DEROS:** DD-MM-YYYY (from DEROS Election Option RIP; must be exactly 12 months extension).

**REQUESTED REASON CODE:** either Y1, Y2, or Y3 (as annotated on the DEROS Election Option RIP).

**REQUESTED STATUS:** P (pending).

**DATE ACTIONED:** DD-MM-YYYY (current date will automatically populate).

**DEROS EXTENDED BY DAYS:** leave blank.

**REMARKS:** enter any remarks that may assist in the approval process.

Click the OK button.

Save the update by clicking the Save button.

### **NOTE:**

1. These OTEIP extension requests may only be updated and processed through MilPDS.
2. The MPS should not request OTEIP DEROSO RIPs for eligible personnel out-of-cycle. Manually requested RIPs do not pass the same MilPDS edits, and will not reflect the OTEIP options.

## Section E: OTEIP Curtailment/Cancellation/Change Requests

1. Any member who volunteers for and receives an OTEIP extension is expected to complete the 12 month DEROS extension. Airmen with an approved OTEIP extension are not eligible for curtailment except for the following reasons:
  - a. Pregnant members at dependent restricted locations.
  - b. Humanitarian or EFMP conditions.
  - c. Mission directed changes that prevent completion of the extension.
  
2. Requests for cancellation after entering an OTEIP extension must be processed as an exception to policy, and must indicate what incentive benefits have been used or received. Non use or receipt of an incentive is not justification in itself to warrant cancellation of an extension. HQ AFPC/DP3AM is the final decision level.
  
3. Once an OTEIP incentive has been approved, any request to change to a different incentive must be sent to HQ AFPC/DP3AM and requires full justification, to include unit commander's recommendation.
  
4. Airmen initially serving an unaccompanied tour who elect and have entered an OTEIP extension and subsequently acquire dependents and apply for command sponsorship will keep their OTEIP entitlement. However, Airmen initially serving an unaccompanied tour who elect and have NOT entered an OTEIP extension at the time of acquiring dependents and applying for command sponsorship will have their OTEIP cancelled (see AFI 36-2110, Attachment 20, A20.2.13), but will still have to extend to fulfill the requirement to serve the equivalent of the accompanied tour length for approval of command sponsorship.

## Attachment 1

### Eligible OTEIP CAFSCs for Airmen Serving at Overseas Long Tour Locations with a DEROS Forecast of 01 January 2016 and Later

**\*\* Indicates a new addition since the last OTEIP validation**

**All prefixes to these AFSCs are eligible. Only suffixes indicated are eligible. If an AFSC is indicated only with a suffix, members possessing the AFSC without that particular suffix are not eligible.**

1C071 Host Aviation Resource Manager	2A353L Aircraft Maintenance **
1C171 Air Traffic Control	2A353M Aircraft Maintenance **
1C271 Combat Control	2G071 Logistics Plans
1C571 Command and Control **	2G091 Logistics Plans
1C771 Airfield Management	3E931 Emergency Management
1P091 Aircrew Flight Equipment **	3E951 Emergency Management
1S071 Safety	3E971 Emergency Management
1S091 Safety	3E991 Emergency Management
1T251 Pararescue	3P051A Military Working Dog Handler
1T271 Pararescue	4C051 Mental Health Service **
1T291 Pararescue	4C071 Mental Health Service
2A373 Aircraft Maintenance **	

## Attachment 2

### AFSCs Removed From OTEIP Eligibility during This Validation Effective for Those Who DEROS Forecast 1 January 2016 and Later

1C191 Air Traffic Control	2W091 Munitions Systems
1C491 Tactical Air Control Party	3N032 Broadcast Journalist
1C751 Airfield Management	3N052 Broadcast Journalist
1C791 Airfield Management	3N072 Broadcast Journalist
1S051 Safety	4H031 Cardiopulmonary Laboratory
2A551 Aerospace Maintenance	4H071 Cardiopulmonary Laboratory