



VOLUNTARY ASSIGNMENTS

WITHDRAWAL OF VOLUNTARY ASSIGNMENT APPLICATION OR CANCELLATION OF VOLUNTARY ASSIGNMENT PROGRAM

INTRODUCTION

The withdraw/cancel application provides the capability for active duty Air Force members, all enlisted and officers in the grades of colonel and below, to withdraw a pending voluntary assignment application or request cancellation of an approved voluntary assignment. Colonel and colonel selects may only use the withdraw application and/or request cancellation of a Humanitarian or Exceptional Family Member program (EFMP) application and/or assignment.

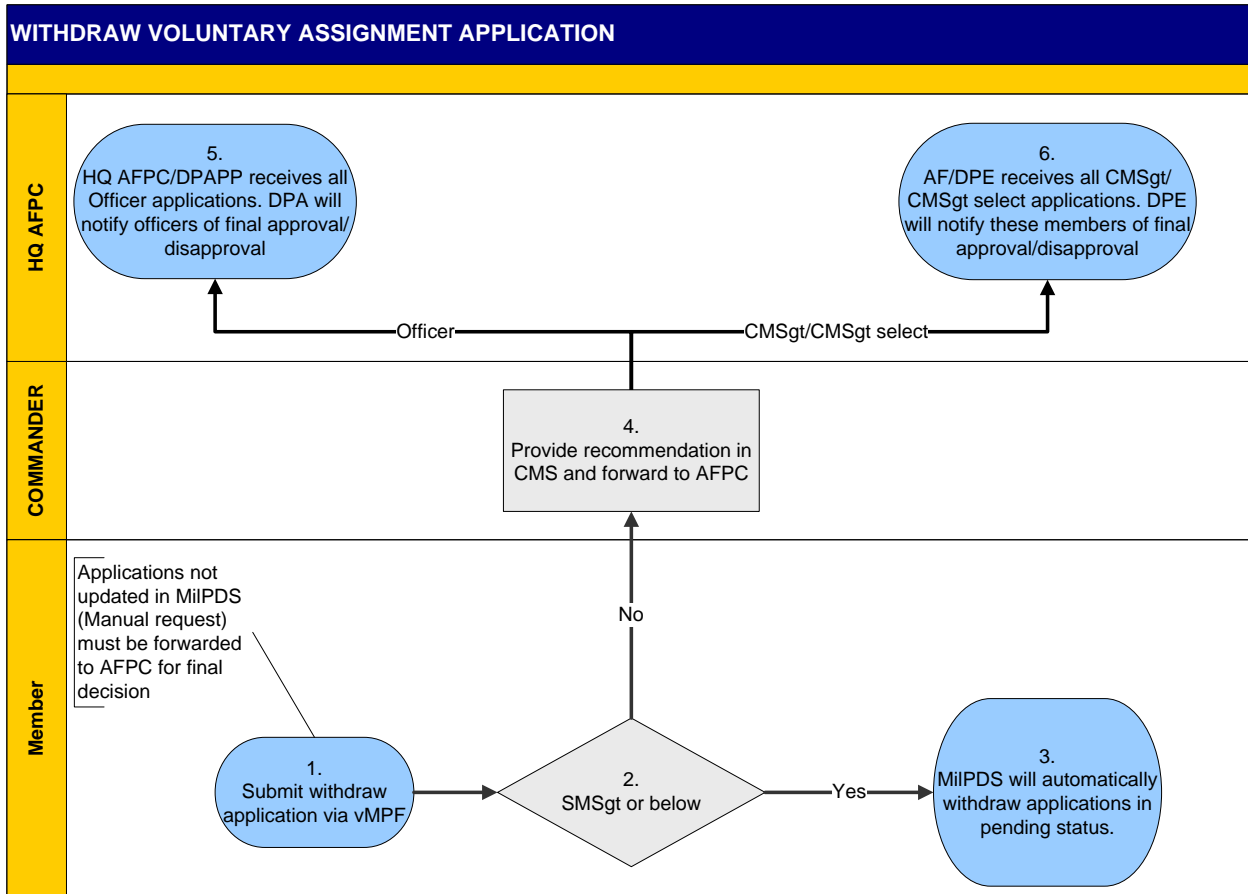
OPR: HQ AFPC/DPSSFM (Future Operations)

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

TARGET AUDIENCE: AF Regular Active Duty (Colonel and below)

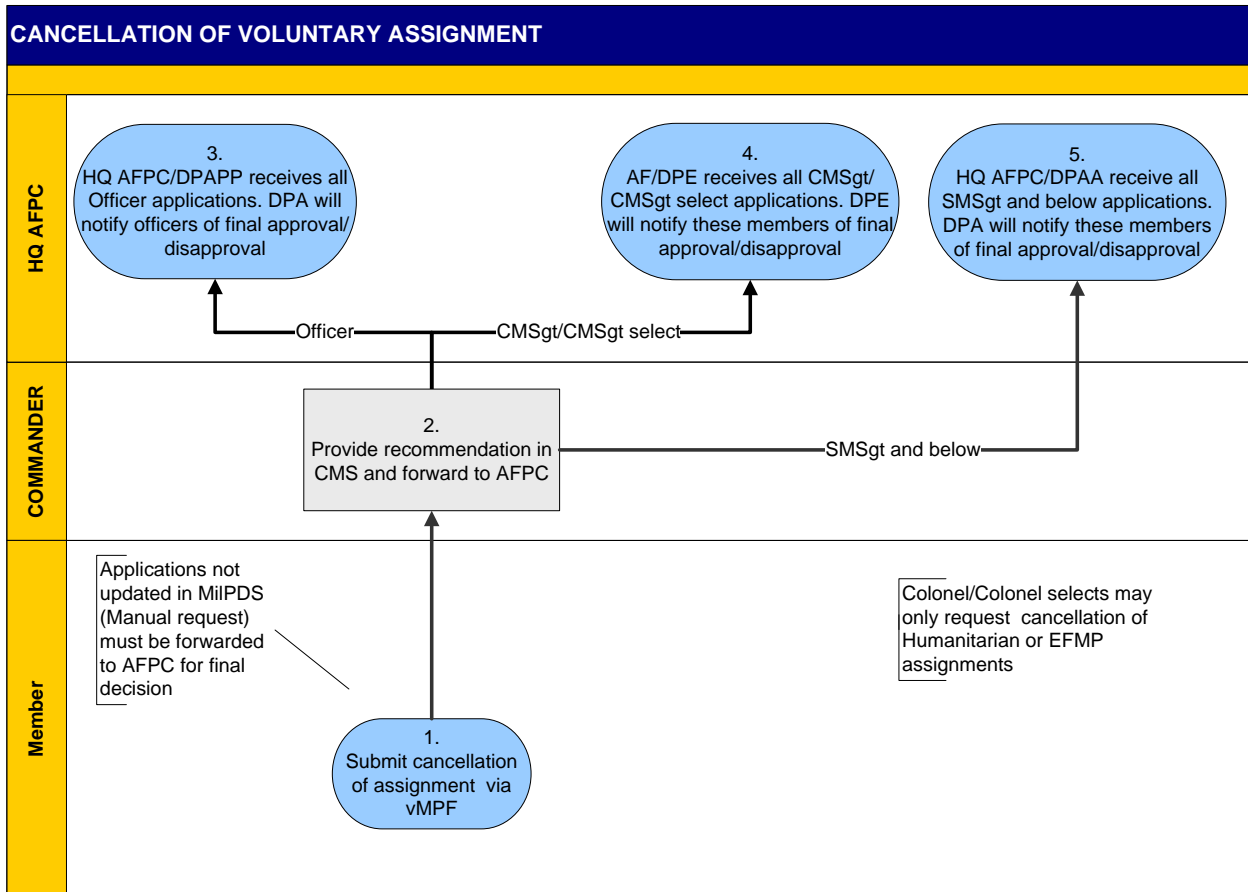
GENERAL INFORMATION:

1. If eligible, members may submit the withdrawal application or cancellation of an assignment via virtual Military Personnel Flight (vMPF)
2. In certain circumstances, the unit commander will receive the application via Case Management System (CMS) and forward the application to the appropriate assignment authority for decision action.



WITHDRAW VOLUNTARY ASSIGNMENT APPLICATION PROGRAM		
STEP	ACTION OWNER	NARRATIVE
1	Member	<p>Submit Withdraw application via vMPF. Access AFPC Secure, select Self-Service Actions, Assignments, and “Withdraw/Cancel Voluntary Assignment Application/Assignment” button. The system will automatically perform an internal eligibility check. If ineligible, the system will display a notification with explanation.</p> <p>NOTE: Applications not updated in MilPDS, such as exception to policy assignments and manual applications, must be forwarded to AFPC/DPAPP for officers, AF/DPE for CMSgt/CMSgt selects, and AFPC/DPAA for SMSgts and below for approval/disapproval.</p> <p>EXCEPTION: Members requesting to withdraw Humanitarian, Exceptional Family Member Program (EFMP) or CONUS Assignment Exchange applications will complete and submit a withdrawal application to AFPC for approval/disapproval. AFPC is the approval authority for all applications for CMSgt, CMSgt selects and officers of all grades.</p>

2	Member	Is the member a SMSgt or below? If yes, GO TO STEP 3 , If no, GO TO STEP 4 .
3	Member	MilPDS Processes Withdraw Application. Once member submits withdrawal in vMPF, MilPDS will automatically update and withdraw the application.
4	Commander	Recommendation. Provide recommendation in Case Management System (CMS) and forward to AFPC.
5	APFC/DPAPP	Approval/Disapproval. Final approval/disapproval authority for all officer withdrawal applications. Process application and close case. Officers will be notified of approval or disapproval. NOTE: Colonel/Colonel select may only apply to withdraw Humanitarian and EFMP applications.
6	AF/DPE	Approval/Disapproval. Final approval/disapproval authority for all CMSgt/CMSgt select withdrawal applications. Process application and close case. Member will be notified of approval or disapproval.



CANCELLATION OF VOLUNTARY ASSIGNMENT PROGRAM		
STEP	ACTION OWNER	NARRATIVE
1	Member	<p><i>Submit Cancel assignment via vMPF.</i> Select “<i>Withdraw/Cancel Voluntary Assignment Application/Assignment</i>” button via vMPF, MilPDS will automatically check eligibility. If ineligible, MilPDS will display a notification with explanation.</p> <p><i>NOTE:</i> Applications not updated in MilPDS, such as exception to policy assignments and manual applications, must be forwarded to AFPC/DPAPP for officers, AF/DPE for CMSgt/CMSgt select, and AFPC/DPAA for SMSgt and below for approval/disapproval.</p> <p><i>NOTE:</i> Colonel and Colonel selects may only request cancellation of humanitarian or EFMP assignments</p>
2	Commander	<p><i>Recommendation.</i> Provide recommendation in CMS and forward to AFPC.</p>
3	AFPC/DPAPP	<p><i>Approval/Disapproval.</i> Final approval/disapproval authority for all officer cancellation applications. Process application and close case. Officers will be notified of approval or disapproval.</p>
4	AF/DPE	<p><i>Approval/Disapproval.</i> Final approval/disapproval authority for all CMSgt/CMSgt select cancellation applications. Process application and close case. Member will be notified of approval or disapproval.</p>
5	AFPC/DPAA	<p><i>Approval/Disapproval.</i> Final approval/disapproval authority for all SMSgt and below cancellation applications. Process application and close case. Member will be notified of approval or disapproval.</p>

RESPONSIBILITIES

MEMBER:

- Access vMPF on the AFPC secure website and initiate the request for withdrawal of a pending voluntary assignment application or cancellation of an approved voluntary assignment.
- If applicable, receive an on-screen approval notification to withdraw an application in pending status. *NOTE:* Colonel and Colonel selects may only request cancellation of humanitarian or EFMP assignments.

MILITARY PERSONNEL SECTION (MPS):

- Assist members with accessing vMPF and answering general questions when necessary.

COMMANDER:

- Provide recommendation in Case Management System (CMS) and forward to AFPC.

HQ AIR FORCE PERSONNEL CENTER (AFPC):

- Officer requests are directed to HQ AFPC/DPAPP. For colonels, including selectees, DPAPP will provide the request to the Colonel's Group (AF/DPO) who will take final action and notify the applicant. For Lt Colonels and below, the appropriate DPA OPR is responsible to process officer applications and notify the member of final approval/disapproval.
- AFPC/DPAPO will review all Humanitarian and Exceptional Family Member Program withdraw/cancel cases.
- CMSgt/CMSgt selects applications are directed to AF/DPE for processing and notifying the member of final approval/disapproval.
- SMSgt and below cancellation requests are directed to HQ AFPC/DPAA5. DPAA5 will process approved assignments. **NOTE:** MilPDS will automatically update and approve request to withdraw an application for SMSgt and below if previously updated.

MilPDS NAVIGATION:

No real MilPDS navigation. For SMSgt and below: MilPDS will automatically update the withdrawal of the voluntary assignment cancellation.

OUTPUT PRODUCTS:

Email notification will be sent to the member and unit notifying each of the decision. Member will receive notification of approval of assignment cancellation requests via notification RIP.