

**BY ORDER OF THE COMMANDER
59TH MEDICAL WING**

AIR FORCE INSTRUCTION 36-2110



59TH MEDICAL WING SUPPLEMENT

4 FEBRUARY 2015

Personnel

ASSIGNMENTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 59 MDSS/CC
(Lt Col William Fecke)

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This supplement implements and extends the guidance of AFI 36-2110, *Assignments*, 22 September 2009, is supplemented as follows: The purpose of this supplement is to establish policy and procedures unique for 59th Medical Wing. This instruction applies to all personnel assigned, attached, or on contract to the 59th Medical Wing. This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

SUMMARY OF CHANGES

Changed format form integrated supplement to standalone supplement.

MICHAEL GLASS, Colonel, USAF, MSC
Administrator, 59th Medical Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2110, *Assignments*, 22 September 2009

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

JBSA—Joint Base San Antonio

Attachment 26**59TH MEDICAL WING NO-COST MOVES**

A26.1. Per AFI 36-2110, paragraph 2.49: No-cost moves are where an Airman can be moved between units at the same base, or between bases when they are within the corporate limits of the same city, but are not authorized to move household goods. PCS allowances will not be authorized. The date departed last duty station and date arrived station will not change and the Airman will not incur an ADSC. Joint Base San Antonio (JBSA)-Lackland and JBSA-Fort Sam Houston are within the same city limits.

A26.2. The No-Cost move emails (see Figure A26.1) and Individual Personnel Action Change Worksheets will be used by squadron, group and wing leadership to coordinate no-cost and internal PCA movement of Airmen between JBSA-Lackland and JBSA-Fort Sam Houston. JBSA-Randolph is excluded from no-cost moves for the 59th Medical Wing.

A26.2.1. A move between JBSA-Lackland or JBSA-Ft Sam Houston and JBSA-Randolph is a low-cost PCS as these locations are not within the same city limits. Low-cost moves are similar but includes a written statement to the assignment OPR certifying he or she will not relocate his or her household goods as a result of PCS as described in AFI 36-2110, paragraph 2.50.1.1. Special note: There may be a requirement for the Airman to vacate government quarters in connection with a no-cost move. The move and dislocation allowances are funded with O&M funds using "local move" procedures outlined in the Joint Travel Regulation when no PCS allowances exist but relocation of residence is required.

A26.3. Processing No-Cost Moves.

A26.3.1. When it is determined an Airman needs to move between JBSA-Lackland and JBSA-Ft Sam Houston or vice versa coordination will be accomplished between Squadron superintendents and/or AFSC group functional managers (for enlisted) and between Squadron commanders and/or Senior Core Representatives (for officers).

A26.3.2. Coordination will then go through the administrators to be forwarded to the 59th MDW Personnel Center via email. This email needs to have the losing and gaining PAS code, AFSC and justification for the move (i.e. mission requirement, professional development).

A26.3.3. The 59 MDW Personnel Center will formally request the no-cost move for enlisted through the Case Management System and for officers through the appropriate Assignment Officer at AFPC.

A26.3.4. Once approved, AFPC will load the assignment and Airman will receive notification via automated assignment notification to their AF email for life address.

A26.3.5. Once Airman completes in/out processing, the IPAC will be accomplished by the squadron superintendent or designated appointee to be validated through the administrators and then through manpower.

A26.3.6. Manpower will validate appropriate information and forward to the 59 MDW Personnel Center for update.

A26.3.7. Internal moves within prospective bases (units within 59th JBSA-Lackland or within 959th JBSA-Ft Sam Houston) will follow similar procedures without coordination outside of the 59th or 959th respectively.

A26.3.8. Rater supervisory changes will not be accomplished on the Individual Personnel Action Change Worksheets, but will follow AF guidelines and utilize the Base Level Services Delivery Model system for submission.

Figure A26.1. Example No-Cost Move Email.

When sending emails with PA/PII information ensure each addressee has a valid need to know. FOUO must be the first item in the subject line followed by the subject. The PA statement will be the first item in the text box. The email is digitally signed and encrypted.

EXAMPLE NO-COST MOVE EMAIL TEMPLATE

SUBJECT: (FOUO) No-Cost Move – Maj (46XX) Doe, John D.

This e-mail contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties. Further distribution is prohibited without the approval of the author of this message unless the recipient has a need to know in the performance of official duties. If you have received this message in error, please notify the sender and delete all copies of this message.

(Insert space here)

59th MDOG leadership has approved this action. Request AFPC process this No-Cost Move. If anyone in the "cc block" does not concur with this action, please provide input by COB 9.

959th MDG SGA Team: Assignment is directed per your guidance below. Please ensure your leadership team supports as directed.

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1. Request No-Cost Move IAW AFI 36-2110, 2.49 for Maj Doe, John D.

AFSC: 46XX

Office Symbol: SGIW

Position Number: 012345600J

SUPERVISOR: Maj Doe, John

RNLTD: 30 Dec 2013

FROM: JBSA-Lackland to JBSA-Fort Sam Houston

2. Personnel Actions:

Current (Losing) PASCODE: LA0JPYG

Projected (Gaining) PASCODE: LA0JFTHL

3. No-Cost Move required to distribute manpower due to recent force structure reorganization.

4. All necessary coordination has been accomplished for the move.

Please process the above request and let me know if you have any question, comments, or require additional information.

//signed//

JOHN DOE, GS-XX, DAFC

59 MDOG, Sr. Administrator

DSN: 555-4567

COMMERCIAL: 210-123-4567

WILFORD HALL AMBULATORY SURGICAL CENTER

JBSA-LACKLAND, TX 78236