



**DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND**

AETCGM2016-36-01

15 April 2016

MEMORANDUM FOR DISTRIBUTION

FROM: AETC/CC  
1 F Street, Suite 1  
JBSA Randolph TX 78150-4324

SUBJECT: AETC Guidance Memorandum for Assignments

RELEASABILITY: There are no releasability restrictions on this publication.

1. By Order of the Commander, Air Education and Training Command, this AETC Guidance Memorandum (AETCGM) immediately implements changes to AFI 36-2110, Assignments (dated 22 September 2009). This supersedes AETCGM2014-36-04 dated 19 Feb 2014. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications the information herein prevails, in accordance with AFI 33-360, Publications and Forms Management.
2. The Assignment Availability Code (AAC) code 50 controlled tour policy applies to AETC enlisted recruiters, educators and instructors (SMSgt & below). A 4-year AAC 50 controlled tour applies to all J and T prefix, 8B1XX, 8B2XX, 8RXXX, and 8TXXX personnel. As an exception, 8B000, Military Training Instructors will serve a 3-year 6-month AAC 50 tour. Enlisted aircrew instructors and other non-instructor educators and recruiter support personnel are exempt from this policy. Any consideration for an individual to stay up to a 5th year must be approved by the wing commander and processed through AETC/A1, with final approval residing with the AFPC assignment OPR. Any extension past the 5th year must be endorsed by the wing and NAF commanders, processed through AETC/A1 and approved by AETC/CV, with final approval residing with the AFPC assignment OPR.
3. Any consideration to curtail the Code 50 tour length for enlisted members under this policy must be approved by the wing commander and processed through AETC/A1 with final approval residing with AFPC. Note: all assignment action requests i.e., curtailments, T-prefix removals, etc., must be processed through AETC/A1.
4. For rated officers below the rank of O-5, tour length performing flight instruction will remain unchanged at 3 years plus training (AAC 50). This also applies to First Assignment Instructor Pilots. In addition, T prefix officer instructors and educators with an 81TX or 82AX AFSC will be coded with a 3-year tour from their date arrived station.

5. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).
6. This memorandum becomes void after one year has elapsed from the date of this memorandum, upon publication of an Interim Change or rewrite of the affected publication, whichever is earlier.
7. If you have any questions, please contact AETC/A1KA at DSN 487-7716.

DARRYL L. ROBERSON  
Lieutenant General, USAF  
Commander

DISTRIBUTION:  
(Listed on next page)

DISTRIBUTION:  
AETC HQ Directors/Chiefs of Special Staff

AU/CC  
55 LeMay Plaza South, Suite 120  
Maxwell AFB AL 36112-6335

2 AF/CC  
721 Hangar Road, Suite 102  
Keesler AFB MS 39534-2804

AFRS/CC  
550 D Street West, Suite 1  
JBSA Randolph TX 78150-4527

12 FTW/CC  
1 Washington Circle, Suite 1  
JBSA Randolph TX 78150-4559

14 FTW/CC  
555 7th Street, Suite 205  
Columbus AFB MS 39710-1000

17 TRW/CC  
351 Kearney Blvd, Suite 220

Goodfellow AFB TX 76908-4122  
33 FW/CC  
1007 Nomad Way, Bldg 1315  
Eglin AFB FL 32542-6018

37 TRW/CC  
1701 Kenly Avenue, Suite 201  
JBSA Lackland TX 78236-5103

42 ABW/CC  
50 LeMay Plaza South  
Maxwell AFB AL 36112-6334

47 FTW/CC  
561 Liberty Drive, Suite 1  
Laughlin AFB TX 78843-5230

56 FW/CC  
14185 West Falcon Street  
Luke AFB AZ 85309-1629

58 SOW/CC  
4249 Hercules Way SE  
Kirtland AFB NM 87117-5861

59 MDW/CC  
2200 Bergquist Drive, Suite 1  
JBSA Lackland TX 78236-9908

71 FTW/CC  
246 Brown Parkway, Suite 224  
Vance AFB OK 73705-5015

80 FTW/CC  
1911 J Avenue, Suite 1  
Sheppard AFB TX 76311-2051

81 TRW/CC  
720 Chappie James Avenue, Suite 204  
Keesler AFB MS 39534-2604

82 TRW/CC  
419 G Avenue, Suite 1  
Sheppard AFB TX 76311-2941

97 AMW/CC  
100 Inez Blvd, Suite 1

Altus AFB OK 73523-5047

149 FW/CC  
107 Hensley Street, Suite 1  
JBSA Lackland TX 78236-0103

150 WG/CC  
2251 Air Guard Road SE  
Kirtland AFB NM 87117-5875

162 FW/CC  
1650 East Perimeter Way  
Tucson AZ 85706-6052

173 FW/CC  
211 Arnold Avenue, Suite 11  
Klamath Falls OR 97603-2111

189 AW/CC  
112 CMSgt Williams Drive, Suite 103  
Little Rock AFB AR 72099-4802

314 AW/CC  
318 CMSgt Williams Drive, Suite 113  
Little Rock AFB AR 72099-4976

306 FTG/CC  
9206 Airfield Drive, Suite 1  
USAF Academy CO 80840-2060

336 TRG/CC  
1015 West Survival Loop, Suite 200  
Fairchild AFB WA 99011-8648

340 FTG/CC  
375 J. Street West, Suite 1  
JBSA Randolph TX 78150-4532

381 TRG/CC  
1472 Nevada Avenue, Suite 112  
Vandenberg AFB CA 93437-5327

502 ABW/CC  
2080 Wilson Way  
JBSA Fort Sam Houston TX 78234-7680

944 FW/CC  
14708 West Sabre Street  
Luke AFB AZ 85309-1722