

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-3020**

**22 OCTOBER 2009**



**Personnel**

**FAMILY MEMBER TRAVEL**

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This instruction implements Air Force Policy Directives (AFPD) 24-1, *Personnel Movement*, and 36-30, *Military Entitlements*. It furnishes guidance on the conditions for travel of Air Force personnel and their family members and is used in conjunction with portions of the following: DoD Instruction 1315.18, *Procedures for Military Personnel Assignments*, and DoD Regulation 4515.13-R, *Air Transportation Eligibility*. It is also used in coordination with Air Force Instruction (AFI) 24-101, *Passenger Movement*, and outlines the functions of the installation commander, mission support group commander and force support squadron commander as they relate to family member travel entitlements. It applies to all officers and enlisted personnel on extended active duty (EAD), but does not apply to members of the Air Force Reserve or Air National Guard and does not apply to Reserve or Guard members brought on active duty to fill a specific Air Force Reserve or Air National Guard manpower authorization at a predetermined location for a specified period of time. This instruction clarifies procedures for the following programs or processes relating to dependent travel provisions described in the Joint Federal Travel Regulation, Volume 1 (JFTR): Advance and Delayed Travel of Dependents to or from an OCONUS PDS, Dependent Travel to a Designated Place (DTDP), Designated Location Move (DLM), Early Return of Dependents (ERD), Concurrent Travel (CCTVL) of Command Sponsored Dependents, and Student Travel Allowances.

The Privacy Act of 1974 applies. The authority to collect and maintain the data prescribed in this Air Force Instruction (AFI) is Title 10, United States Code (U.S.C.), Section 8013, Secretary of the Air Force; as implemented by Air Force Instruction 36-2608, and E.O. 9397 (SSN). System of Records Notice Numbers, F036 AF PC C, *Military Personnel Records System*, F036 AF PC Q, *Personnel Data System (PDS)*, and T7333, *Travel Payment System* apply. Ensure that

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**SUMMARY OF CHANGES**

**This document is substantially revised and must be completely reviewed.** This instruction incorporates MPFM 07-19, Transfer and Clarification of MAJCOM/A1 Command Assignments Programs which transferred MAJCOM A1 assignment responsibilities to HQ AFPC/DPAPP and clarified existing Dependents Remaining Overseas (DRO) program. Deletes Table 1, Early Return of Dependents From Outside CONUS, Table 2, Publishing Dependent Travel, Table 3, DLM and DRO Requests, Table 4, Table 5, Processing AF Form 1466, and Table 6, Dependent Travel Incident To Court-Martial. It includes processing instruction and samples of applications to request family member travel allowances (Dependent(s) Travel to a Designated Place, Dependent Location Move and Dependent(s) Remaining Overseas not included in the previous publication of this instruction [paragraphs 2.1, 2.2 and 2.3]). Adds procedural guidance on Early Return of Dependent(s) (ERD), (paragraph 2.4), Dependent Student Travel (paragraph 2.5), Concurrent travel (CCTVL) (paragraph 2.6), Command Sponsored Position List (CSPL), (paragraph 2.7) and Key Billet (paragraph 2.7).

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## Chapter 1

### PROGRAM RESPONSIBILITIES

**1.1. Headquarters Air Force Personnel Center (HQ AFPC).** The Assignments Procedures and Programs Branch (HQ AFPC/DPAPP) is responsible for the management oversight of all programs and processes addressed in this instruction. HQ AFPC/DPAPP processes applications for member's requesting variations in their dependent(s) travel as prescribed in the JFTR, Volume 1 and this instruction. Direct questions to HQ AFPC/DPAPP, Assignment Procedures, DSN 312-665-3815, Commercial: (210) 565-3815. Email: afpc.dpapp@randolph.af.mil

**1.2. Major Commands (MAJCOM).** HQ AFPC/DPAPP will coordinate with MAJCOMs as needed regarding Status of Forces Agreements (SOFA), available Individual Logistical Support (ILS) as described in the benefits/entitlements fact sheets and any other command specific, country unique requirements.

**1.3. MAJCOM Staff Judge Advocates (SJA).** Review and coordinate, when appropriate, on requests for early return to dependents from the overseas area in advance of the member's departure. Review and update, when applicable, ILS fact sheets of host countries.

**1.4. Installation Commanders.** Act on requests for early return of command sponsored dependents from the overseas area (authority may be delegated to the Support Group Commander).

**1.5. Commanders, Mission Support Group.** Review, coordinate, and act on (if delegated approval authority), requests for early return of dependents from the overseas area in advance of the member's departure and concurrent travel requests.

**1.6. Commander, Force Support Squadron (FSS).** Oversees the Concurrent Travel (CCTVL) process for the overseas installation. Responsible for coordinating with base agencies to ensure housing and other facilities are available when command sponsored dependents are authorized to accompany the Airman to their overseas tour (automatic CCTVL). Determines when automatic CCTVL should be suspended based on lack of support facilities. When CCTVL is not automatic, the FSS Commander may delegate CCTVL approval or disapproval authority to the Military Personnel Flight/Element (MPF/S) Chief or Superintendent.

**1.7. Unit Commanders.** Interview Foreign-born spouses when an Airman is requesting to relocate dependents to a Designated Location (DLM) while serving a dependent-restricted tour and make an assessment on spouse's capability to cope without sponsor. The Commander makes a recommendation based on assessment for each DLM request prior to submitting it to AFPC/DPAPP for a final decision.

**1.8. Military Personnel Element (MPF/MPS) Chiefs/Superintendents.** Make recommendation concerning base facility support, indorse dependent travel requests, and forward to appropriate approval authority at HQ AFPC/DPAPP. Determines when automatic CCTVL should be suspended based on lack of support facilities. Approval authority for dependent student travel, processes those approved cases IAW paragraph 2.5.4.2.

**1.9. MPF/S Career Development Element (Assignments).** Is the base-level action POC and will provide guidance and administrative support to assigned personnel.

1.9.1. Counsels Airmen, or their dependents when Airmen are not available, on dependent travel programs, determines the desired transportation mode, and processes requests for transportation to traffic management offices in accordance with AFI 36-2102, *Base-Level Relocation Procedures*, who perform actual mode, route, and carrier selection.

1.9.2. Processes DROs and Dependent Travel to a Designated Place (to the follow-on location) applications to HQ AFPC/DPAPP. Directs Airmen to vMPF to access application for DLMs (travel of foreign-born spouses to their native countries). Processes advance and delayed travel requests to HQ AFPC/DPAPP and BAH waiver applications to AF/A1PA.

1.9.3. Processes/Approves Dependent Travel to a Designated Place (non-foreign OCONUS) applications.

1.9.4. Counsels Airmen, or their dependents when Airmen are not available, using AF Form 1466, *Request for Family Member's Medical and Educational Clearance for Travel* and AF Form 4380, *Special Needs Screener processing requirements IAW AFI 36-2102, Base Level Relocation Procedures*, and AFI 40-701, *Special Needs Identification and Assignment Coordination*, Chapter 2.

1.9.5. Obtain and review Family Member Travel request application for completeness. Forward to MPF/S Chief for recommendation and indorsement.

1.9.6. Determine whether concurrent travel is approved (when not automatic) to permit the dependents to travel with the member to the overseas PDS.

1.9.7. Approval authority for requests for use of more than two Privately Owned Conveyances (POC) in conjunction with a permanent change of station (See JFTR, Volume 1, paragraph U5015). AFI 65-114, *Travel-Policy and Procedures for Financial Services Offices and Finance Offices-Reserve Component*, Chapter 5 provides routine approval reasons.

1.9.8. Publish dependent travel orders for Early Return of Dependents (ERD) and Dependent Students Transportation when approved, IAW AFI 65-103, *Temporary Duty Orders*.

## Chapter 2

### PROGRAM ELEMENTS

#### 2.1. Dependent Travel to a Designated Place (DTDP).

2.1.1. General Provisions. This program applies to an Airman selected to serve a short, dependent restricted overseas tour or an Airman electing to serve an unaccompanied overseas tour and does or does NOT have an approved overseas follow-on assignment (See JFTR, Volume 1, paragraph U5222). The following are the specific provisions for each process:

2.1.1.1. Dependent Travel to a Designated Place *with* an approved overseas Follow-on Assignment: This program applies to an Airman *with* an approved overseas follow-on assignment. The program allows an Airman to apply to relocate their dependents to OCONUS or non-foreign OCONUS location (the Airman's follow-on location) while the Airman is serving the dependent restricted or unaccompanied tour. See paragraph 2.1.2.

2.1.1.2. Dependent Travel to a Designated Place *without* a Follow-on Assignment:

This program applies to an Airman *without* an approved follow-on assignment. The program allows an Airman to apply to relocate their dependents to a non-foreign OCONUS location (Alaska, Hawaii, Commonwealth of Puerto Rico and the Northern Mariana Islands, Guam, and US territories and possessions) while the Airman is serving a short, dependent restricted overseas or unaccompanied overseas tour.

2.1.1.2.1. IAW the JFTR, Volume 1, U5222, Airmen can relocate dependents to a non-foreign OCONUS location if that location was the Airman's place of legal residence before entering active duty, or Airman's spouse's place of legal residence at time of marriage. In addition, if an Airman was called to active duty from a non-foreign OCONUS location or it is the Airman's home of record, they may relocate dependents to that place.

2.1.1.2.2. Requests to relocate dependents to a non-foreign OCONUS location do not require approval from AFPC. This is basic authorization according to the JFTR, Volume I, as it serves the same intent of moving dependents to a designated place in the CONUS.

2.1.1.2.3. Airmen requesting to relocate dependents to a non-foreign OCONUS location based on rationale provided in paragraph 2.1.1.2.1 must provide proof of conditions (enlistment contract, marriage license, etc). Once proof has been provided to the MPF/S, the appropriate statement may be annotated on orders depicting dependents residence IAW AFI 36-2102, *Base-Level Relocation Procedures*, Attachment 6.

2.1.2. Purpose. Dependent Travel to a Designated Place applications are used to request government funded travel to a specified location (follow-on assignment location) while the Airman serves the short dependent restricted or unaccompanied tour and has a follow-on to an OCONUS location. **For Example:** An Airman has an assignment to Osan AFB, Korea with an approved Follow-on assignment to Ramstein AB, Germany and the Airman requests to relocate command sponsored dependents to the Follow-on location. **Note:** Airman

electing to relocate their dependents to a location other than where they are eligible (as listed above) must obtain approval through the Secretarial Process.

2.1.3. Requirements. An Airman submitting a Dependent Travel to a Designated Place application must have the following:

2.1.3.1. The retainability to serve the accompanied tour length at the follow-on location.

2.1.3.2. A memorandum signed by the Airman with the following information:

Dependents names and birthdates (children's birthdates required only), Overseas travel destination, and reason for request

*Note: Although it is not mandatory, it is helpful to know whether or not a dependent(s) is a dual citizen of another overseas country. This is beneficial because it helps in determining what kind of support dependents can receive while the Airman is serving the dependent-restricted tour or unaccompanied tour. For example, an Airman assigned to Beale AFB, CA has an assignment to Korea with a follow-on to Germany and elects to move the dependents (dual German/American citizenship) to Germany while serving in Korea. Because there is limited logistical support for dependents due to the Airman not being assigned to Germany, knowing the dependents have dual citizenship informs the approval authority that if support cannot be granted on base, they can obtain it from the host government. Airmen must keep in mind that although dependents may be authorized to relocate to a designated place, dependents are not considered "command sponsored" until such time they are joined by the Airman and therefore, in most cases, are not afforded protection under SOFA provisions of the host nation. They are subject to the laws of the host nation.*

2.1.3.3. A signed benefits/entitlements fact sheet applicable to the country where dependents will relocate and reside. Benefits/Entitlement fact sheets are located at the AFPC web page: [http://ask.afpc.randolph.af.mil/main\\_content.asp?prods1=99&prods2=327&prods3=331&prods4=1246&prods5=1251&p\\_faqid=8195](http://ask.afpc.randolph.af.mil/main_content.asp?prods1=99&prods2=327&prods3=331&prods4=1246&prods5=1251&p_faqid=8195) (search for benefits/entitlements fact sheet). The signed entitlements fact sheet constitutes understanding of the limited logistical support offered to dependents in the overseas theater.

2.1.3.4. Approved AF Form 1466 (Request for Family Member's Medical and Educational Clearance for Travel).

2.1.3.5. A PCS order (with follow-on information) must be submitted for those applications to relocate dependents to the follow-on location.

2.1.3.6. Completed AF Form 965 (Tour Election Statement) for the follow-on assignment

2.1.4. Process.

2.1.4.1. Airman completes the application and provides it to the unit commander for review and a recommendation.

2.1.4.2. Unit commander reviews the application and provides a recommendation for approval or disapproval.

2.1.4.3. MPF/S, Career Development element forwards the completed application via e-mail to AFPC.DPAPP@Randolph.AF.MIL or FAX to HQ AFPC/DPAPP. FAX DSN: 312-665-4323.

**Figure 2.1. Sample Dependent Travel to a Designated Place.**

MEMORANDUM FOR UNIT COMMANDER

MPF/S Career Development Element

FROM: UNIT/OFFICE SYMBOL (SSgt Larry L. Jones, Duty Phone)  
ADDRESS

SUBJECT: Request for Dependent Travel to the Designated Place Overseas in Conjunction with Follow-On Assignment - SSgt Larry L. Jones, 123-45-6789

*This memorandum (E-Mail) contains FOR OFFICIAL USE ONLY information which must be protected under the Privacy Act and AFI 33-332.*

I am being reassigned from (unit/base) to a (an) (dependent restricted or unaccompanied tour at (unit/base) reporting no later than (date). I have an approved Follow-on accompanied tour assignment to (unit/base) reporting no later than (date). (**Note:** If no follow-on, do not include the previous sentence.)

I request permission to relocate my dependent(s) listed below to (city, state, country) as a designated location under the provisions of AFI 36-2110, *Assignments*, and the Joint Federal Travel Regulation (JFTR), Volume 1, paragraphs U5222C4c and U5222D1c.

NAME	RELATIONSHIP	DATE OF BIRTH (Children Only)
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The justification for my request is:

I have received the attached fact sheet describing the entitlements and benefits available to my dependents if my application is approved. I acknowledge that I understand these entitlements as verified by my signature.

My dependent(s) has received favorable medical and education clearance (AF Form 1466, Request for Family Member's Medical and Educational Clearance for Travel, and DD Form 2792-1, Exceptional Family Member Special Education/Early Intervention Summary).

I have, or can obtain, the retainability to serve both my unaccompanied/dependent-restricted and subsequent accompanied tour.

I understand if this application is approved, my dependent(s) will not be command sponsored until my arrival at the Follow-on PDS.

SIGNATURE BLOCK

Attachment(s):

1. Entitlements/Benefits Fact Sheet
2. AF Form 1466 and DD Form 2792-1
3. Retainability Documentation (if applicable)
4. PCS orders to Follow-on location (if applicable)

## 2.2. Designated Location Move (DLM).

2.2.1. **General Provisions.** This program applies to Airmen with a foreign-born spouse. The program allows an Airman with a foreign-born spouse (spouse/dependents must be command sponsored if currently residing overseas with sponsor serving an accompanied tour) to apply for government funded travel to the spouse's native country (designated place) (See JFTR, Volume 1, paragraph U5222-D1d[2]). (**Note:** If the DLM request is approved and the Airman relocates their dependents to the same country as that in which he or she will serve, then the Airman's tour length will be extended by 12 months. The Airman will **NOT** receive short tour credit upon completion of the overseas tour).

2.2.2. Purpose. DLM applications are submitted to request government funded transportation of foreign born dependents to the spouse's native country when the Airman has been selected for a short, dependent restricted tour. The DLM application must clearly demonstrate the foreign born spouse is unable to cope in the CONUS or OCONUS area during the Airman's absence due to language barriers, no driver's license, etc. The following are DLM examples:

2.2.2.1. An Airman has been selected to serve a dependent restricted tour at Osan, AB Korea and has a Korean spouse. The spouse has been in the U.S. less than 3 years, cannot understand English enough to pay bills and conduct day to day business without the help of the military sponsor. The Commander interviewed the Airman and spouse and assessed that the spouse will have difficulties coping. The Airman applied for and received an approved DLM to Korea. The Airman's tour length will be 24 months and the DEROS will be updated accordingly. The Airman does NOT receive short tour credit. **Or**

2.2.2.2. An Airman has been selected to serve a dependent restricted tour at Osan, AB Korea, has a foreign born spouse from the Philippines. The spouse has been in the U.S. less than 3 years, cannot understand English enough to pay bills and conduct day to day business without the help of the military sponsor. The Commander interviewed the Airman and spouse and assessed that the spouse will have difficulties coping. The Airman applied for and received an approved DLM to the Philippines. The dependents relocate to the Philippines at government expense while the Airman serves the 12 month dependent restricted tour in Korea. The Airmen receives short tour credit upon completion of the overseas tour.

2.2.3. Requirements: An Airman submitting a DLM application must have the following:

**Note:** The DLM application is a "self-service" application offered through the vMPF. For those individuals not able to access vMPF, follow the format in Figure 2.2.

2.2.3.1. A *signed* benefits/entitlements fact sheet applicable to the country where dependents will relocate and reside: [http://ask.afpc.randolph.af.mil/main\\_content.asp?prods1=99&prods2=327&prods3=331&prods4=1246&prods5=1251&p\\_faqid=8195](http://ask.afpc.randolph.af.mil/main_content.asp?prods1=99&prods2=327&prods3=331&prods4=1246&prods5=1251&p_faqid=8195) (search for

benefits/entitlements fact sheet). The signed entitlements fact sheet constitutes understanding of the limited logistical support offered to dependents in the overseas theater.

2.2.3.2. A copy of the approved and most current AF Form 1466, *Request for Family Member's Medical and Educational Clearance for Travel*, if any dependents are enrolled in the Exceptional Family Member Program (EFMP).

2.2.3.3. Spouse's birth certificate or family census register.

2.2.3.4. Marriage certificate.

2.2.3.5. Resident Alien card.

2.2.3.6. A statement indicating whether or not the dependents reside in on-base housing, and if so, whether they will be permitted to continue to remain in on-base housing.

2.2.4. Process.

2.2.4.1. The Airman completes the DLM application via the self service application on vMPF. It is then automatically routed to the commander who takes the following actions:

2.2.4.2. Reviews the DLM application, interview the Airman and the spouse and write an assessment of the spouse's ability to cope during the Airman's absence. Also, the commander will provide a recommendation of approval or disapproval. Once actions are complete, this application is automatically sent to AFPC/DPAPP for consideration.

**Figure 2.2. Sample Designated Location Move (If vMPF Cannot Be Accessed).**

MEMORANDUM FOR UNIT COMMANDER

MPF/S Career Development Element

IN TURN

FROM: UNIT/OFFICE SYMBOL (SSGT JOHN H. JONES, DSN NUMBER)

SUBJECT: Request for Designated Location Move in Coordination with Dependent Restricted Tour - SSgt John H. Jones, 123-45-6789.

*This memorandum (E-Mail) contains FOR OFFICIAL USE ONLY information which must be protected under the Privacy Act and AFI 33-332.*

1. I am being reassigned to a dependent-restricted tour at (unit, base) reporting no later than . My spouse is foreign born and not yet able to cope on his/her own in the CONUS/OCONUS during my absence. I request that my spouse (and accompanying dependents, if applicable) be authorized to travel to (city and country) as a designated location of residence as an exception to assignment policy in accordance with DOD Instruction 1315.18, Procedures for Military Personnel Assignments.

NAME	RELATIONSHIP	DATE OF BIRTH (Children Only)
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2. The following information is submitted in support of this request:

a. Place of spouse's birth (attach copy of birth certificate or English translation portion of

- family census register). If unavailable, explain.
- b. Date and place of marriage (attach copy of marriage certificate).
  - c. Date the spouse entered the United States, including Alaska, Hawaii, Guam, and territories, and citizenship status (attach evidence such as a copy of resident alien card, signed passport and visas, and naturalization certificate). If spouse entered the United States before the current marriage, give specifics.
  - d. I have/have not previously received a DLM (if have, give details).
  - e. My spouse's ability to understand, speak, read, and write English is (limited, poor, fair, good or excellent) and explain.
  - f. I do/do not reside in base quarters (if do, attach statement from housing office indicating whether or not the spouse/family would be permitted to remain in base quarters during your overseas tour).
  - g. My spouse has/has not been employed during our marriage (if has, give complete details).
  - h. My spouse does/does not have family members in the United States (if does, give details).
  - i. My spouse does/does not have a driver's license or learner's permit to drive (if does not, explain).
  - j. If I relocate my spouse/dependents near my other family relatives, they can/cannot provide assistance and basic support during my absence (if cannot, give reasons).
3. Describe the actions you have previously taken to assist your spouse in adapting to the American culture and customs, to ensure your spouse will be self-sufficient during your absence due to military requirements. Describe the availability of friends or neighbors, base and community support groups to help during your absence.
4. I have, or can obtain, the retainability to serve the prescribed tour length of \_\_\_\_\_ (24 months if dependent travel is to the same country as member's assignment, 12 months if dependent travel is to a different country than the member's assignment).
5. My dependent(s) has received favorable medical and education clearance (AF Form 1466, Request for Family Member's Medical and Educational Clearance for Travel, and DD Form 2792-1, Exceptional Family Member Special Education/Early Intervention Summary).
6. I understand if this application is approved, my dependent(s) are not command sponsored, and I do not receive short-tour credit if travel to the same country as my dependent-restricted tour.
7. I have read and understand the attached fact sheet describing the benefits and privileges my dependent(s) will be authorized if my application is approved.

**SIGNATURE BLOCK**

Attachment(s)

**Figure 2.3. Sample Commander's Letter of Recommendation.**

MEMORANDUM FOR MPF/S Career Development
FROM: 21 CES/CC
SUBJECT: Designated Location Move (DLM) - SSgt Jones, 123-45-6789
I have reviewed the information provided in the attached DLM application, and conducted a personal interview with the Airman and spouse. Based on that interview, my assessment of the spouse's ability to function on her own is as follows: (include past actions the unit and Airman have taken to ensure the Airman has met family care responsibilities).
I recommend approval/disapproval and give reasons why dependent travel is or is not in the best interest of the Air Force.
SIGNATURE BLOCK
Attachment(s)

### **2.3. Advance and Delayed Dependent Travel (includes Dependents Remaining Overseas (DRO), after departure of Airman).**

#### **2.3.1. Delayed Dependent Travel**

**2.3.1.1. General Provisions.** This program applies to Airmen currently assigned overseas. The program allows an Airman to request that their command sponsored dependents remain overseas for a specific length of time after the Airman out-processes and departs the overseas duty station.

**2.3.1.2. Purpose.** Dependents residing in a host nation with their military sponsor are afforded certain privileges set forth by the Status of Forces Agreement (SOFA) between the host nation and the U.S. When the military member departs and leaves dependents in the host nation, some SOFAs do not allow for continued privileges, such as tax-free fuel, continued enrollment in DODDS, etc. A DRO addresses limitations of continued support and provides for continuation of COLA/ OHA/BAH (See JFTR, Volume 1, paragraph U10412) for the dependent location, unless member is assigned family quarters at new PDS, when command sponsored dependents remain at the current overseas location. A DRO application is submitted after an Airman is selected for an assignment and prior to his or her departure from the overseas duty station. The following are DRO examples:

2.3.1.2.1. An Airman has a dependent restricted assignment to Korea and requests his/her dependents remain in Alaska while serving the overseas dependent restricted tour

**or**

2.3.1.2.2. An Airman has been selected for ACSC and elects to leave his/her dependents in Germany pending subsequent PCS from school

**or**

2.3.1.2.3. An Airman stationed at Elmendorf AFB, AK, has an assignment to Altus AFB with a 60 day TDY enroute at Little Rock AFB, AR and requests dependents remain at Elmendorf while attending training at Little Rock AFB, AR.

2.3.1.3. Requirements. An Airman submitting a DRO application must have the following:

**Note:** Requirements are also listed in the vMPF.

2.3.1.3.1. A DRO application may be obtained through the vMPF (Self-Service Actions – Assignments – Dependents Remaining Overseas Application). For those Airmen not able to access the vMPF, follow the format in Figure 2.4.

2.3.1.3.2. A *signed* benefits/entitlements fact sheet applicable to the country where dependents will remain after the Airman departs. Benefits/Entitlement fact sheets are located at the AFPC web page: <http://ask.afpc.randolph.af.mil/main/content.asp?prods1=99&prods2=327&prods3=331&prods4=1246&prods5=1251&pfaqid=8195> (search for benefits/entitlements fact sheet). The signed entitlements fact sheet constitutes understanding of the limited logistical support offered to dependents in the overseas theater during the Airman's absence.

2.3.1.3.3. A copy of the PCS order for the projected Permanent Duty Station (PDS).

2.3.1.3.4. A statement specifying which allowances the Airman currently receives for dependents (OHA, COLA, BAH) and those which they are requesting to receive for a specified period of time should the DRO be approved.

2.3.1.3.5. A statement indicating where the dependents resides; on or off base.

2.3.1.3.6. A copy of the most current AF Form 1466, *Request for Family Member's Medical and Educational Clearance for Travel*, if any dependents are enrolled in the Exceptional Family Member Program (EFMP). **Note:** The AF Form 1466 is not required if dependents are remaining at the old PDS for the duration of the Airman's overseas dependent restricted tour. However, an AF Form 4380, *Special Needs Screener*, is required

2.3.1.4. Process.

2.3.1.4.1. Airman completes the DRO application.

2.3.1.4.2. Squadron Commander reviews, endorses and provides a recommendation. The application is then forwarded to the MPF/S Chief or Superintendent.

2.3.1.4.3. The MPF/S Chief or Superintendent verifies that the Airman has all the required documentation, endorses the application and considers the impact on support facilities if dependents remain overseas.

2.3.1.4.4. The MPF/S, Career Development element forwards the completed application via e-mail to AFPC.DPAPP@Randolph.AF.MIL or FAX to HQ AFPC/DPAPP., FAX DSN: 312-665-4323.

**Figure 2.4. Sample Delayed Dependent Travel/Dependents Remain Overseas.**

MEMORANDUM FOR UNIT COMMANDER  
 MPF/S Career Development Element  
 IN TURN

FROM: UNIT/OFFICE SYMBOL (SSGT JOHN H. JONES, DSN NUMBER)

SUBJECT: Dependents Remaining Overseas (DRO)/Delayed Dependent Travel - SSgt Jones,  
 123-45-6789

*This memorandum (E-Mail) contains FOR OFFICIAL USE ONLY information which must be protected under the Privacy Act and AFI 33-332.*

I am being reassigned from an accompanied tour at (unit/base) to a dependent-restricted/unaccompanied/other tour at (unit, base) reporting no later than (date). My DEROS is (date) and my projected departure date is (date).

I request permission to leave my command sponsored dependent(s), listed below, at my old permanent duty station and to receive allowances in accordance with JFTR, Volume 1, paragraph U5222 or U10412. I am currently receiving (specify which [BAH/OHA and COLA]). I am requesting to receive (specify which [BAH/OHA and COLA]). I understand that if I receive the BAH/OHA for (current duty station), that I am not entitled to receive allowances for my gaining location until termination of the approved DRO. My dependents will be residing (specify either on or off base).

NAME	RELATIONSHIP	DATE OF BIRTH (Children Only)
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My dependents accompanied me to my current duty station on Special Order (order number, date of order).

I understand that continuation of station allowances is authorized only when the delayed departure of dependents is necessary for reasons beyond my or my dependent's control and not for personal convenience. The reason is (insert rationale).

Requested duration of dependents stay is (period of time). Requested termination date of stay is (date).

If assignment is overseas to a location where an accompanied tour is authorized, explain why you chose the unaccompanied tour length.

I have reviewed and signed the attached benefits/entitlements fact sheet indicating the logistical support that will be provided to my dependents after my departure. I further understand that dependent(s) that remain in the overseas area without their sponsor are not considered command sponsored and are not eligible for funded emergency leave travel.

This is a true and correct statement concerning dependent information. I make this statement

with full knowledge that the penalty for willfully making a false official statement is a maximum of 5 years imprisonment, \$10,000 fine or both (Title 18 U.S.C.1001 and Article 107 UCMJ).

#### SIGNATURE BLOCK

Attachment(s):

1. Signed Benefits/Entitlements Fact Sheet
2. AF Form 1466 (if EFMP coded)

1<sup>st</sup> Ind, (unit/CC)

MEMORANDUM FOR (MPF/S Chief or Superintendent)

I do/do not recommend approval of this request.

#### Unit Commander's Signature Block

##### 2.3.2. Advance Travel of Dependents.

2.3.2.1. **General Provisions.** When a PCS order has been issued, the Airman's dependent(s) may perform PCS travel ahead of the Airman. (Includes advance travel of dependents when Airman has been selected for an advanced assignment after completion of a 365-Day Extended TDY).

2.3.2.2. **Purpose.** Dependents listed on orders are authorized travel and transportation allowances to the new PDS in advance of the Airman; however, the Airman does not receive station allowances for the dependent's location at the new PDS unless he/she processes and receives a subsequent approval of a BAH waiver (See JFTR, Volume 1, paragraph U10412).

2.3.2.3. **Requirements.** An Airman submitting an advance travel of dependents application must have the following:

2.3.2.3.1. A memorandum requesting advanced travel of dependents (see figure 2.5).

2.3.2.3.2. A *signed* benefits/entitlements fact sheet applicable to the country the Airman is projected to send the dependents. Benefits/Entitlement fact sheets are located at the AFPC web page: [http://ask.afpc.randolph.af.mil/main\\_content.asp?prods1=99&prods2=327&prods3=331&prods4=1246&prods5=1251&p\\_faqid=8195](http://ask.afpc.randolph.af.mil/main_content.asp?prods1=99&prods2=327&prods3=331&prods4=1246&prods5=1251&p_faqid=8195) (search for benefits/entitlements fact sheet). The signed entitlements fact sheet constitutes understanding of the limited logistical support offered to dependents in the overseas theater during the Airman's absence.

2.3.2.3.3. A copy of the most current AF Form 1466, *Request for Family Member's Medical and Educational Clearance for Travel*, if any dependents are enrolled in the

Exceptional Family Member Program (EFMP) and an AF Form 4380, *Special Needs Screener*.

2.3.2.3.4. AF Form 965, *Oversea Tour Election Statement*.

2.3.2.3.5. BAH waiver request (see figure 2.6).

2.3.2.4. Process. Dependents desiring to relocate to the OCONUS location prior to arrival of military sponsor must process a Dependent Travel in Advance of Airman Request to AFPC/DPAPPP (see Figure 2.5). In order to receive station allowances for dependent's location, a BAH waiver must also be included in the request. See paragraphs 2.3.2.2, 2.3.3 and Figure 2.6 (See JFTR, Volume 1, paragraph U9220). AFPC/DPAPPP is the approval/disapproval authority for advanced dependent travel. Approval takes into consideration SOFA status of dependent(s), and logistical support available.

2.3.2.4.1. The Airman completes the advance travel memorandum (figure 2.5) and obtains completed required documents.

2.3.2.4.2. The Squadron Commander reviews, endorses and provides a recommendation. The application is then forwarded to the MPF/S Commander.

2.3.2.4.3. The MPF/S Chief or Superintendent verifies that the Airman has all the required documentation, endorses the application.

2.3.2.4.4. The MPF/S Career Development element forwards the completed application via e-mail to the gaining MPS for approval/disapproval.

2.3.2.4.5. A BAH waiver request is submitted by the MPF/S to AF/A1PA by faxing to DSN 312-664-4004.

**Figure 2.5. Sample Advance Dependent Travel Overseas Ahead of Sponsor.**

MEMORANDUM FOR       UNIT COMMANDER  
                                   MPF/S Force Management Element  
                                   HQ AFPC/DPAPP  
                                   IN TURN

FROM: UNIT/OFFICE SYMBOL (SSGT JOHN H. JONES, DSN NUMBER)

SUBJECT: Request for Dependent Travel Ahead of Sponsor - SSgt John H. Jones, 123-45-6789

*This memorandum (E-Mail) contains FOR OFFICIAL USE ONLY information which must be protected under the Privacy Act and AFI 33-332.*

1. I am being reassigned from (unit/base) to (unit/base) reporting no later than \_\_\_\_\_. I have elected to serve the accompanied tour and concurrent travel of my dependent(s) has been approved.
2. I request permission to move my dependent(s) listed below to the vicinity (see the Joint Federal Travel Regulations (JFTR), Volume 1, paragraph U3500B for definition of "vicinity" or local area) of my new permanent duty station in advance of my arrival.

NAME	RELATIONSHIP	DATE OF BIRTH (Children Only)
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3. The justification for my request is:
4. The desired arrival date of my dependents in the overseas area is:
5. I understand my dependent(s) are not command-sponsored until I arrive, they must have received a favorable medical and educational relocation clearance (AF Form 1466, Request for Family Member Medical and Education Clearance for Travel and DD Form 2792-1, Exception Family Member Special Education/Early Intervention Summary), and their passports (visas, if required) before they can depart.
6. I understand that I will/will not be authorized to station allowances on behalf of my dependent(s) until I arrive unless I request and receive approval from AF/A1PA. (Contact the local FSO for pay and allowances).
7. I have received the attached fact sheet explaining the benefits and privileges to individually sponsored dependents under the Status of Forces Agreement (if applicable), and information on duty and import taxes imposed on personal property. I understand these entitlements.

SIGNATURE BLOCK

Attachment(s)

1. Benefits/Entitlements Fact Sheet
2. AF Form 1466, Request for Family Member Medical and Education Clearance for Travel

3. DD Form 2792-1, Exceptional Family Member Special Educational/Early Intervention Summary
4. AF Form 965, Oversea Tour Election Statement
5. BAH Waiver Request

**Figure 2.6. Sample BAH Waiver Request.**

MEMORANDUM FOR MPF/S Career Development Element

FROM: UNIT/OFFICE SYMBOL (SSGT JOHN H. JONES, DSN NUMBER)

SUBJECT: BAH Waiver Request for Professional Military Education (PME), Technical Training, Career Education or Miscellaneous Reasons - SSgt John H. Jones, 123-45-6789

*This memorandum (E-Mail) contains FOR OFFICIAL USE ONLY information which must be protected under the Privacy Act and AFI 33-332.*

I, (rank, first name, last name, SSAN) request BAH policy waiver to receive BAH at the with dependent rate based on (dependents location, previous duty station, or current duty station [whichever is applicable]). I agree to use only limited PCS allowances to include without dependent rate dislocation allowance (DLA), temporary lodging expense/allowance (TLE/TLA), and per diem. I further agree that my shipping allowance is limited to the unaccompanied baggage weight allowance to include my professional books, papers, and equipment. My projected departure date to (new PDS) is (date).

SIGNATURE BLOCK

2.3.3. The Secretary of the Air Force has authorized a BAH waiver process for Airmen PCSing for 12 or fewer months to professional military education, technical training and career education. An Airman may request to receive station allowances based on dependent's location, old PDS or new PDS, whichever is more equitable to the Airman. The Airman agrees to limited PCS allowances to include only personal/professional shipment equivalent to unaccompanied baggage and without-dependent rate dislocation allowance (DLA), temporary lodging allowance/expense (TLA/TLE), and per diem.

**2.4. Early Return of Dependents (ERD).**

2.4.1. General Provisions. Command sponsored dependents residing with the Airman in an OCONUS PDS may be relocated at government expense prior to completion of the Airman's prescribed overseas tour.

2.4.2. Purpose. Authorized locations are to a designated place in the United States, a non-foreign overseas area, or if the dependent is foreign-born, to a designated place in the dependent's native country. Relocating an Airman's dependent(s) early does not have a bearing on the requirement that the Airman complete the prescribed accompanied tour length. The circumstances when such transportation may be authorized are listed in the JFTR, Volume 1, U5900.

2.4.3. **Requirements.** An Airman submitting an ERD from Outside of CONUS due to Personal Situations must have the following:

2.4.3.1. A memorandum signed by the Airman with the following information:

2.4.3.2. Dependents names and birthdates (children's birthdates required only), travel destination, and reason for request.

2.4.4. Process.

2.4.4.1. The Airman completes the application and provides it to the unit commander for review and a recommendation.

2.4.4.2. The unit commander reviews the application and provides a recommendation for approval or disapproval.

2.4.4.3. Recommendations from religious, mental health, financial management, family counseling, and/or legal agencies are provided, if applicable.

2.4.4.4. The MPF/S Career Development element reviews the request for completeness and forwards it to the Installation Commander (authority may be delegated to Support Group Commander or Air Base Group Commander provided such commander is in the grade of Lt Col or higher) for approval/disapproval.

2.4.4.5. The unit commander (or MPS) publishes dependent travel orders upon approval.

**Figure 2.7. Sample Return of Dependents From Outside of CONUS Due to Personal Situations.**

MEMORANDUM FOR UNIT COMMANDER

UNIT/SG (Exceptional Family Member Program Office)  
 JA/DPC/DEH/HC (as appropriate)  
 MPF/S Career Development Element  
 Installation Commander (authority may be delegated to  
 Support Group Commander, or Air Base Group Commander  
 provided such commander is in the grade of Lt Col or higher)  
 IN TURN

FROM: UNIT/OFFICE SYMBOL (SSGT JOHN H. JONES, DSN NUMBER)

SUBJECT: Request for Early Return of Command-Sponsored Dependents - SSgt John H. Jones, 123-45-6789

*This memorandum (E-Mail) contains FOR OFFICIAL USE ONLY information which must be protected under the Privacy Act and AFI 33-332.*

1. I request travel and transportation approval to relocate my (command-sponsored) or (designated location move) dependents from (location A) to (location B).

NAME	RELATIONSHIP	DATE OF BIRTH (Children Only)
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2. The justification for my request is:

3. The justification for the destination of my dependents is:

4. My date arrived station is \_\_\_\_\_. My DEROS is \_\_\_\_\_, and I have/have not been notified of a forthcoming assignment.

5. I do/do not wish to ship household goods in the amount of \_\_\_\_\_ pounds to the location where my dependent(s) will reside.

6. I do/do not wish to ship a personally owned vehicle (POV) to the location where my dependent(s) will reside.

7. I have read and understand the provisions of Joint Federal Travel Regulations (JFTR), Volume 1, paragraph U5900. I have read AFI 36-2906, *Personal Financial Responsibility*, and AFI 36-2908, *Family Care Plans*, and have made appropriate arrangements to comply with Air Force policy.

SIGNATURE BLOCK

Attachment(s)  
(if applicable)

## 2.5. Dependent Student Travel.

2.5.1. General Provisions. Command sponsored dependents residing with an Airman, who is permanently stationed in an OCONUS PDS, may be authorized student travel and transportation allowances.

2.5.2. Purpose. Student travel applications request approval for Dependent Student Travel authorization as prescribed in JFTR, Volume 1, paragraph U5243.

2.5.3. Requirements.

2.5.3.1. A memorandum signed by the Airman certifying dependent student status.

2.5.3.2. AF Form 1045, *Request and Authorization for Student Dependent Travel*.

2.5.3.3. College/university registrar office letter indicating current enrollment status.

2.5.4. Process.

2.5.4.1. Member submits required documents to their MPF/S, Career Development element.

2.5.4.2. MPF/S, Career Development element reviews documents for completeness and finalizes (approves/disapproves) AF Form 1045. (MPF/S Chiefs/Superintendents may delegate this to the Career Development elements staff.) Upon approval, publishes dependent travel orders (see AFI 65-103).

### Figure 2.8. Sample Student Travel.

MEMORANDUM FOR HQ PACAF/CCQ

FROM HQ PACAF/A1

SUBJECT: Certification of Dependent Student Status

Request you process travel orders on my command-sponsored dependent (name, son/daughter). The following information is true:

1. My son/daughter is under 23 years of age and is/will be attending a school in the U.S. for the purpose of obtaining a college education.
2. That he/she is/will be enrolled as a student at the undergraduate level or a full-time student at the graduate level at an accredited college, university, and technical or business school that offers courses leading to an undergraduate or graduate degree.
3. I understand that this entitlement is provided only once per fiscal year.

---

(Airman's Signature)

Attachment

Letter of enrollment status from school registrar

## 2.6. Concurrent Travel (CCTVL).

2.6.1. General Provisions. CCTVL is the authorization of the overseas gaining installation commander to have dependents travel concurrently with Airman. (CCTVL is also appropriate for CONUS locations that do not have adequate support facilities to accommodate families due to natural disasters/special circumstances [*Example*: Keesler AFB, MS in the aftermath of Hurricane Katrina]). (See JFTR, Volume 1, U5222-N1 and U5222-N5.)

2.6.2. **Purpose.** CCTVL identifies that installation support facilities can support dependents upon arrival. A list of “automatic” CCTVL locations can be located on the AFPC home page: (MPF-PDS Support-MPF/CSS Support-Search on “concurrent travel”). When CCTVL is automatic, dependent travel and transportation allowances are authorized for the duration of the time the PCS order is in effect (until a subsequent PCS order is received). This means that dependents are authorized to travel independently of the Airman as long as they are listed as dependents on the PCS order and Airman is serving the “accompanied by dependents” tour length. However, to ship HHG, the Airman must have at least 12 months remaining on current tour. (See JFTR, Volume 1, paragraphs U5203D, U5222C2, U5330H, and U5350.)

2.6.3. Requirements. If CCTVL is not automatic the losing MPF/S Career Development element must request CCTVL through the gaining MPF/S Force Management element, utilizing procedures outlined in the PSD Handbook (formerly AFCSM 36-699, Volume 1).

2.6.4. Process.

2.6.4.1. The losing MPF/S Career Development element submits the request on behalf of the Airman through MILPDS or e-mail.

2.6.4.2. The gaining MPF/S Force Management element receives the request and forwards it to the FSS CC or (MPF/S CC/Superintendent/Force Management staff if delegated).

2.6.4.3. The gaining MPF/S Force Management element informs the losing MPF/S Career Development element if CCTVL is approved or disapproved. If CCTVL is denied, a time frame should be given when dependent support facilities will be available and the dependents can travel.

## 2.7. Command Sponsored Position List and Key Billet Concurrent Travel.

2.7.1. General Provisions.

2.7.1.1. Command Sponsored Position List (CSPL). The command sponsorship program provides a systematic method for enhancing mission effectiveness in critical positions that require continuity and stability. Under this program, military command sponsored positions are authorized only in those areas that have not been designated as dependent-restricted by DODD 1315.7.

2.7.1.2. Key Billet. Key Billets are overseas positions of unusual responsibility, designated as such to provide an extended tour for continuity by the Secretary of Defense for joint staff and activities under his cognizance; the Secretary of the Military Department concerned; or the Joint Chiefs of Staff for joint staffs and activities under their control and as identified in the JCS/MOP 172. (See AFI 36-2110, *Assignments*).

These positions require the incumbent to serve 24 months regardless of accompanied status. Because of the tour length, Airmen are authorized to be accompanied by dependents. However, concurrent travel is not automatic.

2.7.2. Purpose. Procedures for requesting consideration to occupy a CSPL with concurrent travel or concurrent travel requests for Airmen filling key billets.

2.7.3. Requirements. Airman wishing to fill a CSPL must send a request to the gaining MPF/S Force Management element as described below.

2.7.4. Process.

2.7.4.1. Losing MPF/S Career Development element will send an email to gaining MPF/S Force Management element. CSPL and concurrent travel requests must have the following:

2.7.4.1.1. Grade.

2.7.4.1.2. Name.

2.7.4.1.3. SSAN.

2.7.4.1.4. GPAS.

2.7.4.1.5. DAFSC.

2.7.4.1.6. RNLTD.

2.7.4.1.7. Marital status.

2.7.4.1.8. Age and gender of children.

2.7.4.2. The gaining MPF/S Force Management element, ensures a vacant/projected vacant (90 day max overlap) CSPL billet exists and coordinates the CSPL and concurrent travel requests with gaining commander, housing, and local applicable agencies.

2.7.4.3. The gaining MPF/S Force Management element replies to the losing MPF/S Career Development element, as to whether CSPL and concurrent travel is granted or denied. Please allow 4-6 weeks response time from gaining MPF/S Force Management element.

2.7.4.4. If member's CSPL/Concurrent travel is approved the losing MPF/S Career Development element ensures:

2.7.4.4.1. Member obtains retainability for a 24-month tour within time constraints outlined in AFI 36-2110.

2.7.4.4.2. Overseas Tour Election Statement (AF Form 965) is completed.

2.7.4.4.3. The request for family member's medical and education clearance for travel (AF Form 1466) is accomplished (as soon as possible). EFMP issues are extremely important—please ensure all EFMP concerns are addressed. *Do not publish PCS orders until these actions are completed.*

## 2.8. Prescribed Forms.

No forms are prescribed by this publication.

**2.9. Adopted Forms.**

AF Form 847, *Recommendation for Change of Publication*

AF Form 937, *Request and Authorization for Dependent Travel*

AF Form 965, *Overseas (OS) Tour Election Statement*

AF Form 1466, *Request for Family Member's Medical and Education Clearance for Travel*

AF Form 4380, *Special Needs Screener*

DD Form 2792-1, *Exceptional Family Member Special Education/Early Intervention Summary.*

RICHARD Y. NEWTON, Lt General, USAF  
DCS, Manpower and Personnel

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

DOD Instruction 1315.18, *Procedures for Military Personnel Assignments*, 12 Jan 2005

DOD Instruction 1315.19, *Authorizing Special Needs Family Members Travel Overseas at Government Expense*, 20 Dec 2005

DOD Regulation 4515.13R, *Air Transportation Eligibility*, 1 Nov 1994; Change 1, 20 Oct 1995; Change 2, 18 Nov 1996; Change 3, 9 Apr 1998

Title 37, United States Code, Chapter 7

Joint Federal Travel Regulations, Volume 1 (JFTR)

AFI 24-101, *Passenger Movement*, 27 Oct 2004

AFI 33-364, *Records Disposition Procedures & Responsibilities*, 22 Dec 2006

AFI 36-2102, *Base Level Relocation Procedures*, 18 Sep 2006

AFI 36-2110, *Assignments*, 20 Apr 2005

AFI 36-2906, *Personal Financial Responsibility*, 1 Jan 1998

AFI 36-2908, *Family Care Plans*, 1 Oct 2000

AFI 40-301, *Family Advocacy*, 19 Jan 2005

AFI 40-701, *Special Needs Identification and Assignment Coordination*, 8 Aug 2008

AFI 65-103, *Temporary Duty Orders*, 5 Aug 2005

AFI 65-114, *Travel-Policy and Procedures for Financial Services Offices and Finance Offices-Reserve Component*, 26 Aug 2005

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFPD 24-1, *Personnel Movement*, 1 Sep 1995

AFPD 36-30, *Military Entitlements*, 2 Aug 1993

AFRIMS RDS, <https://www.my.af.mil/gcss-af61a/afrims/afrims/>

*Abbreviations and Acronyms*

**AFI**— Air Force Instruction

**AFPC**— Air Force Personnel Center

**BAH**— Basic Allowance for Housing

**CCTVL**— Concurrent Travel of Military Dependents

**COLA**— Cost of Living Allowance

**CONUS**— Continental United States

**COT**— Consecutive OS Tour

**CSPL**— Command Sponsored Position Listing  
**DLM**— Designated Location Move  
**DoD**— Department of Defense  
**DTDP**— Dependent Travel to Designated Place  
**EFMP**— Exceptional Family Member Program  
**FSO**— Financial Services Office  
**HHG**— Household Goods  
**JA**— Judge Advocate  
**JFTR**— Joint Federal Travel Regulations, Volume 1  
**MAJCOM**— Major Command  
**MPF/S**— Military Personnel Flight/Section  
**MTF**— Medical Treatment Facility  
**OCONUS**— Outside CONUS  
**OHA**— Overseas Housing Allowance  
**OPR**— Office of Primary Responsibility  
**OS**— Overseas; outside CONUS  
**PCS**— Permanent Change of Station  
**PDS**— Personnel Data System, Permanent Duty Station  
**POC**— See JFTR, Volume 1, Appendix A  
**POV**— See JFTR, Volume 1, Appendix A  
**TMO**— Traffic Management Office  
**UCMJ**— Uniform Code of Military Justice  
**USAF**— United States Air Force  
**U.S.C.**— United States Code (law)

### *Terms*

**Accompanied**— Any tour of OS duty served with command sponsored dependents.

**Acquired Dependent**— A dependent acquired through marriage, adoption or other action during the course of the current tour of assigned duty. **NOTE:** Does not include persons dependent or children born of marriage that existed before the beginning of a current tour.

**Allowances**— Pay or reimbursement to Airmen for expenses incident to a permanent change of station. Consult the JFTR, Volume 1 to determine allowances to government-paid travel of dependents, movement of household goods, and other payments associated with reassignment of Airmen.

**Assigned**— An Airman counted as part of a unit's strength.

**Assignment**— The permanent change of a person's duty station from one location to another. Also refers to duties performed. (Used alternately with the term "reassignment")

**Authorization**— A funded and validated manpower requirement.

**Authorized**— The giving of permission before the act.

**Command Sponsored Dependent**— A dependent residing with a member at an OCONUS location at which an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS. The member is authorized to receive station allowances (COLA and TLA) at the with-dependents rate on behalf of command-sponsored dependent(s) as a result of the dependents' residence in the vicinity of the member's PDS. Command sponsorship is not required to receive OHA at the with-dependent rate.

**Concurrent Travel**— Authorized move of dependents at government expense to an OS area at the same time as Airmen (sponsor).

**Continental United States**— The 48 contiguous states and the District of Columbia and , for assignment purposes, the adjacent territorial waters.

**Delayed Dependent Travel**— Travel of dependents after the departure of an Airman (military sponsor).

**Denied Dependent Travel**— If there are no general medical services, the OS installation commander must deny dependent travel to the projected assignment location.

**Department of the Air Force**— The executive part of the Department of the Air Force at the seat of government and all field headquarters, forces, Reserve components, installations, activities and functions under the control or supervision of the Secretary of the Air Force.

**Dependent**— See JFTR, Volume 1, Appendix A.

**Dependent Restricted Tour**— An OS tour where the JFTR, Volume 1, Appendix Q does not authorize an accompanied tour.

**Designated Place**— See JFTR, Volume 1, Appendix A.

**Effective Date of PCS Orders**— The date the member is required to begin travel from one of the following: (1) the old PDS, (2) the home or place from which called (or ordered) to active duty, (3) the last TDY station, or (4) the designated place, whichever applies, in order to arrive at the new PDS on the date authorized by the mode of transportation authorized/used. (See the JFTR, Volume 1, Appendix A, under "EFFECTIVE DATE OF PCS ORDERS" for examples).

**Entitlement**— Describes conditions under which the United States government provides services or support.

**Exceptional Family Member (EFM)**— Limited to spouse, child or other person actually residing in the household who is dependent for over half of their financial support, and entitled to receive general medical, medically related, or special educational services according to 10, U.S.C., 3013, 5013 and 8013, DoD Instructions and other instructions or directives.

**Exceptional Family Member Program (EFMP)**— A program designed to ensure dependents of Airmen receive the special medical or educational care they require at the current or projected duty location. The spirit and intent of the EFMP is to assign Airman based on current or

projected manning requirements, at locations where the required services are available. You may receive services by the military medical system or through civilian resources using TRICARE.

**Executive Part of the Department of the Air Force**— The Office of the Secretary of the Air Force and the Air Staff consisting of; Office of the Chief of Staff; Office of the Vice Chief of Staff; Deputy Chiefs of Staff; other members of the Air Force assigned or detailed; and the Department of the Air Force civilians assigned or detailed.

**Family Member**— see **Dependent**

**Immediate Family**— See **Dependent**

**Individual Sponsored Dependents**— A dependent not entitled to travel to an OS command at government expense, or who enters the command without endorsement of the appropriate OS commander.

**Medical or Educational Treatment Program**— A program designed to provide special medical or educational care to a military dependent. The military health care system, TRICARE, or a combination of both can provide these services.

**Noncommand Sponsored Dependents**— Dependents residing with the Airman at the overseas PDS, where the accompanied-by-dependents tour may or may not be authorized, and who are not authorized/approved to reside with the Airman at an OCONUS location.

**Non-Foreign OCONUS Area**— The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam and U.S. territories and possessions.

**Overseas**— All locations, including Alaska and Hawaii, outside the contiguous states and Washington DC.

**Proceed Time**— A period of time during which a member is authorized to delay in the execution of travel orders (see AFI 36-2102, *Base-Level Relocation Procedures*, Attachment 6).

**PCS Notification**— The notification of an assignment by commanders and officials authorized to effect notification by requiring Airman to sign the PCS notification report acknowledging assignment selection. **NOTE:** When an Airman is TDY or on leave, notification is the date the Airman receives the notice.

**Permanent Change of Duty Station (PCS)**— In general, movement of an Airman to a different duty location for permanent duty, regardless of distance (with or without concurrent change in unit of assignment) under competent orders that do not specify the duty as temporary, do not provide for further assignment to a new permanent duty station, or do not direct return to the old permanent duty station.

**Retainability**— Obligated military service. Time remaining on an OS tour (including any extensions)

**Secretarial Determination**— Decision made by the Secretary of the Military Service on a matter not clearly authorized by a DoD directive.

**Secretariat or SECAF and Assistant Secretaries**— Includes the Secretary and the Assistant Secretaries of the Air Force.

**Short Overseas Tour**— For the purpose of the OS tour credit, a short tour is one in which the JFTR, Volume 1, Appendix Q does not authorize an accompanied tour; or both the accompanied tour is 24 months and the unaccompanied tour is less than 18 months; or when HQ AFPC/DPAPP authorizes credit.

**Special Needs Coordinator (SNC)**— Individual designated in writing by the MTF/CC, the SNC is the medical officer or officer-equivalent responsible for implementation of Special Needs Identification and Assignment Coordination (SNIAC) at the base level.

**Unaccompanied OS Tour**— A tour of OS duty served without command sponsored dependents.