

Attachment 5

HOME-BASING (HB) AND FOLLOW-ON (FO) ASSIGNMENT PROGRAMS

A5.1. Purpose of the HB Program (see paragraph A5.6. for the FO program). The purpose of the HB program is to reduce PCS costs and increase family stability. It does so by providing members who meet program criteria and agree to certain conditions an assignment back to the same CONUS location or long tour location in Alaska or Hawaii from which he or she departs.

A5.2. HB Program Criteria. To be eligible for the HB program, officers must be in the grade of Lt Col or below and airmen in any grade must meet the program criteria in this paragraph and agree to the conditions outlined in paragraph A5.3. and in Figure A5.1. To apply for a HB assignment, members must:

A5.2.1. Have been selected for or elected to serve the OS unaccompanied short tour of 15 months or less, and

A5.2.2. Not be currently serving an OS tour (unless at a long tour location in Alaska or Hawaii) (see paragraph A5.3.3.), and

A5.2.3. Have or be eligible to obtain the PCS retainability for the HB assignment required by Table 2.5. Retainability for approved HB assignments is obtained during normal OS returnee counseling. (**NOTE:** As an exception for only a CONUS HB assignment, members may apply provided they can obtain at least 7 months retainability upon completion of the OS tour (see Table 2.5., notes 5 and 6). For HB requests for long tour locations in Alaska or Hawaii members must be able to obtain 36 months retainability in order to serve the full prescribed OS tour.), and

A5.2.4. Not be en route to their first permanent duty station, and

A5.2.5. Not apply for a Designated Location Move (DLM), and

A5.2.6. Submit their HB application within 15 days of the initial PCS relocation briefing (or notification of IPCOT approval). A member unable to meet the 15 day suspense due to mission reasons or emergency leave **only** may apply immediately upon return with justification and commander's concurrence. Late requests based on reasons other than these are not accepted.

A5.3. HB Restrictions/Limitations.

A5.3.1. In exchange for advance assignment consideration, members participating in the HB program must agree not to use their entitlements to relocate their dependents to a designated place, claim DLA, or ship and/or store HHGs at government expense. Any claim against the government for the relocation of dependents, shipment or storage of HHGs, or for DLA will result in cancellation of the HB assignment. However, participating in the HB program does not prohibit the member from taking any of these actions at his or her own expense if so desired. Members who want to participate in the HB program must agree to these criteria **EXCEPT:**

A5.3.1.1. When the member is single, a single member parent, or is part of a military couple who will serve concurrent and separate unaccompanied short tours. These members may store HHGs at government expense by the most cost effective means (as determined by local TMO). However, any relocation of dependents to a designated location must be done at personal expense and DLA must not be claimed.

A5.3.1.2. Members denied continued occupancy of government-owned or controlled quarters may move their dependents and HHGs off base (out of government quarters) only within the same city, town, or metropolitan area as prescribed by the JFTR and still retain their HB assignment without requesting an exception.

A5.3.2. When required to reside off-base, members may ship HHGs to the unaccompanied short tour location if otherwise eligible as determined by TMO. When HHGs shipment is authorized, the member may retain the HB assignment without a waiver. The losing MPF verifies the requirement to live off-base through the ZEUS file 09YCOV4/JFTR/JFTR_TBL, or by contacting HQ AFPC/DPSFM.

A5.3.3. In some instances, members currently serving an accompanied OS tour other than in Alaska or Hawaii may request a HB assignment at an accompanied OS tour as an exception to policy (for example, when the member's spouse is foreign born and the requested HB location is the spouse's home country, for single members with no dependents and no HHGs which would require storage (since storage facilities are not available at OS locations), etc.). One of the main reasons such assignments are not permitted routinely is that Status of Forces Agreements (SOFAs) seldom cover dependents once the member departs the OS country on PCS. Also, these dependents cannot retain command sponsorship and the member can only receive the OS station allowances upon special approval of a request according to the procedures in AFI 36-3020, *Family Member Travel*. For these and related reasons, members must demonstrate the capability to cope before submitting a request for an exception to their MPF for processing to HQ AFPC/DPAPP1 and the assignment OPR.

A5.4. HB Application Procedures.

A5.4.1. The MPF counsels all members selected for a dependent restricted OS tour and those who elect to serve a 15 month or less unaccompanied OS tour on the HB program during the initial PCS relocation briefing. These members must either apply or decline to apply for a HB assignment no later than 15 days after their initial relocation interview. This allows HQ AFPC sufficient time to process the request and make an early determination on the application, and allows the member time to make plans accordingly. It also allows the MPF enough time to publish and release PCS orders. Members apply for a HB by using the application in [Figure A5.1](#). Members must read this application closely as it thoroughly explains their entitlements and what they agree to in return for a HB assignment.

A5.4.2. The MPF Personnel Relocations Element submits HB applications via the PDS using PTI 550 procedures according to AFCSM 36-699 on members with a PDD 90 or more days in the future. If a member is within 90 days of the projected departure date (PDD), HB choices are submitted by message to the appropriate assignment OPR. MPFs suspense all HB requests to ensure a reply is received from HQ AFPC. If a final decision on a HB request has not been received within 75 days of the member's PDD, the MPF should immediately contact the assignment OPR.

A5.4.3. Members receive HB consideration only once, and a HB application takes priority over a FO application and is considered first.

A5.4.4. Based on the possible mission impact, Wing Commanders review HB applications submitted by senior NCOs. This review requirement may be delegated to Group level, but the Wing Commander must sign a recommendation to disapprove a HB assignment application or request. A disapproval recommendation must be fully justified and the senior NCO allowed to submit a statement on his or her behalf. The complete application is then forwarded to the parent MAJCOM. The MAJ-

COM/DP will make a recommendation and forward the complete application to HQ AFPC/DPAPP1 for a final determination.

A5.5. HB General Information.

A5.5.1. Entitlements. **The MPF must advise members that a HB application cannot be used to deny a member PCS entitlements.** The application is a voluntary agreement by the member not to use PCS entitlements in exchange for advance assignment consideration. If, after approval of a HB assignment, the member must use a PCS entitlement he or she originally agreed not to use, that entitlement cannot be denied; however the HB assignment may be canceled.

A5.5.1.1. Some members have personal requirements which may preclude them from entering into an agreement not to use PCS entitlements. If participating in the HB program would cause a financial or personal hardship, members are encouraged to use their PCS entitlements and not participate in this program. Exceptions to allow members to use their entitlements and receive advance assignment consideration will not be considered. Such exceptions to HB criteria would give a few members an unfair advantage over others who abide by HB criteria. In addition, advance consideration for assignments also reduces the available assignments to other OS short tour returnees.

A5.5.2. Military Couples. When a member is married to another military member and will serve an unaccompanied OS tour of 15 months or less, the member is considered for a return (join spouse) assignment to the location of the spouse, unless join spouse intent code "H" (join spouse not desired) is reflected in the PDS or the member requests FO consideration as outlined in paragraph [A5.10.2](#).

A5.5.3. Approved HB Assignment for any OS Long Tour Location. Members with approved OS HB assignments who desire to have dependents remain in the OS area must comply with the requirements outlined in AFI 36-3020, *Family Member Travel*.

A5.5.4. PCS Orders. The MPF **will not** release PCS orders without a final HQ AFPC decision on a HB application. PCS orders must reflect the appropriate HB information according to AFI 36-2102, *Base-Level Relocation Procedures*, [Attachment 5](#), or per paragraph [A5.5.5](#). In addition, the proper assignment remark must be included in item 24 of the PCS order to ensure the FSO and TMO take actions consistent with the member's HB agreement or advise the MPF to cancel.

A5.5.5. Notification of Approval or Disapproval of HB Applications. When the MPF receives the HQ AFPC decision on a HB application, it produces three copies of the approval/disapproval notification. Give one copy to the member, file one copy in the UPRG (see AFI 36-2608, *Military Personnel Records System*, [Attachment 2](#)), and place one copy in the relocation folder. If the member declines participation in the HB/FO program file the "Home-Basing and/or Follow-on Program Assignment Application" in the UPRG and include the following statement in item 24 of the member's PCS orders: "I do not desire to apply for a HB/FO assignment and understand I will not have another opportunity to apply at a later time."

A5.5.6. Voluntary Cancellation of a HB Assignment. A HB assignment is considered to be voluntarily canceled by the member when:

A5.5.6.1. A member applies for a four month or longer extension of their OS tour. The MPF updates the extension request and in the transaction remarks indicates the member has a HB assignment which must be canceled to accept the extension. If the extension request is disapproved, the HB assignment remains firm. A request for tour extensions of 3 month or less must

indicate in the transaction remarks the member has a HB assignment which requires an adjustment to the RNLTD per paragraph 2.27. Also, members who extend their short OS tour may require additional retainability for the HB assignment--verification of retainability is required.

A5.5.6.2. A member applies for and receives approval of a request for Humanitarian or EFMP assignment.

A5.5.6.3. For airmen, requests for voluntary cancellation of HB assignment should be submitted not later than 150 days prior to member's DEROS. Requests submitted within the 150 day time frame should include the humanitarian or hardship reason(s).

A5.5.7. Involuntary Cancellation of a HB Assignment. Unlike a "normal" return assignment from OS, a HB assignment is made 14 to 18 months before the reporting date. Although the intent is that once a HB assignment is provided it remain firm, individual qualifications and AF requirements must remain the primary determinants. When canceling a HB assignment becomes unavoidable (due to base closure, unit deactivation, etc.) the member is given priority consideration for other assignment preferences. In addition, there are other circumstances when involuntary cancellation of a HB assignment may also be appropriate. When circumstances arise which may warrant involuntary cancellation of a HB assignment, the MPF must immediately notify HQ AFPC/DPAPP1 and the assignment OPR by message, with an information copy to the losing and gaining MAJCOM. An assignment made under the HB program may be involuntarily canceled when:

A5.5.7.1. A member relocates dependents and/or ships or stores HHGs at government expense (for reasons other than being denied continued occupancy of government owned or controlled quarters), or

A5.5.7.2. A member fails to comply with any of the provisions agreed to in the "Home-Basing and/or Follow-on Assignment Application."

A5.6. Purpose of the FO Program. The purpose of the FO program is to reduce PCS costs and increase family stability. It does so by providing members who meet program criteria and agree to certain conditions advance assignment consideration. Members may request consideration for assignment to a preferred CONUS location, or an OS long tour location subject to the limitations below.

A5.6.1. If currently serving an accompanied OS tour and not currently assigned in Alaska or Hawaii, then members may request OS FO consideration for long tour locations in Alaska or Hawaii ONLY.

A5.6.2. If currently serving an accompanied OS tour and not currently assigned in Alaska or Hawaii, then members may request OS FO consideration for long tour locations other than Alaska or Hawaii ONLY as an exception to policy as shown in paragraph A5.8.4.

A5.7. FO Program Criteria. To be eligible for the FO program, members must meet the program criteria in this paragraph and agree to the conditions outlined in paragraph A5.8. and in Figure A5.1. To apply for a FO assignment, members must:

A5.7.1. Have been selected for or elected to serve the OS unaccompanied short tour of 15 months or less (includes IPCOTs and COTs), and

A5.7.2. Have or be eligible to obtain the FO PCS retainability required by Table 2.5. for the kind of FO PCS. Retainability for an approved FO assignment must be obtained within 30 days of approval notification, and

A5.7.3. Not be en route to their first permanent duty station as an accession, and

A5.7.4. Not apply for a Designated Location Move (DLM), and

A5.7.5. Submit their FO application within 15 days of the initial PCS relocation briefing (or notification of IPCOT/COT approval). A member unable to meet the 15 day suspense due to mission reasons or emergency leave **only** may apply immediately upon return with justification and commander's concurrence. Late requests based on reasons other than these are not accepted.

A5.8. FO Restrictions/Limitations.

A5.8.1. In exchange for advance assignment consideration, members participating in the FO program must agree not to use their entitlements to relocate their dependents and HHGs to a place other than the FO location, claim DLA (for a move to other than the FO location), or store HHGs at government expense. Any claim against the government for the relocation of dependents or shipment of HHGs to other than the FO location, for storage of HHGs, or for DLA will result in cancellation of the FO assignment. However, participating in the FO program does not prohibit the member from taking any of these actions at his or her own expense if so desired. All members wanting to participate in the FO program must agree to these criteria **EXCEPT:**

A5.8.1.1. When the member is single, a single member parent, or is part of a military couple who will serve concurrent but separate unaccompanied short tours. These members may store HHGs at government expense by the most cost effective means (as determined by local TMO). However, any relocation of dependents to a designated location (other than the FO location) must be done at personal expense and DLA must not be claimed.

A5.8.1.2. Members denied continued occupancy of government-owned or controlled quarters may move their dependents and HHGs off base (out of government quarters) only within the same city, town, or metropolitan area as prescribed by the JFTR and still retain their FO assignment without requesting an exception.

A5.8.2. Since storage of HHGs at government expense is not allowed under the FO program, members should not ship HHGs to the FO location at government expense when they do not intend to establish a household within the FO vicinity (daily commuting distance from FO base and household). By not establishing a household, storage of the HHGs will be required, but is not authorized under the FO program. Doing so may result in cancellation of the FO assignment.

A5.8.3. Members may ship HHGs to the unaccompanied short tour location as shown in AFI 24-502 when required to reside off-base and when otherwise eligible as determined by TMO. When HHGs shipment is authorized, the member may retain the FO assignment without a waiver. The losing MPF verifies the requirement to live off-base through the ZEUS file 09YCOV4/JFTR/JFTR_TBL, or by contacting HQ AFPC/DPSFM.

A5.8.4. Members currently serving an accompanied OS tour other than in Alaska or Hawaii may request a FO assignment to an accompanied OS tour (other than Alaska or Hawaii) as an exception to policy. For example, when the member's spouse is foreign born and the requested FO location is the spouse's home country. One of the main reasons such assignments are not permitted on a routine basis is Status of Forces Agreements (SOFA) seldom cover dependents once the member departs a foreign country on PCS. Similarly, SOFAs seldom cover dependents who arrive in a foreign country in advance of the member's arrival in PCS status. Also, these dependents cannot obtain or retain command sponsorship, and the member can only receive the OS station allowances upon special approval

of a request according to procedures in AFI 36-3020, *Family Member Travel*. For these and related reasons, members must acknowledge these circumstances and provide convincing evidence of their ability to cope in their request for an exception. The MPF will forward the request to HQ AFPC/DPAPP1 for further consideration. Approval may require contact with the losing and/or gaining OS MAJCOM and, in turn, the countries involved to verify on a case-by-case basis the circumstances dependents might face.

A5.9. FO Application Procedures.

A5.9.1. The MPF counsels all members selected for a dependent restricted OS tour and those who elect to serve a 15 month or less unaccompanied OS tour on the FO program during the initial PCS relocation briefing. These members must either apply or decline to apply for a FO assignment no later than 15 days after their initial relocation interview. This allows HQ AFPC sufficient time to process the request and make an early determination on the application, and allows the member time to make plans accordingly. It also allows the MPF enough time to publish and release PCS orders. Members apply for a FO by using the application in [Figure A5.1](#). Members must read this application closely as it thoroughly explains their entitlements and what they agree to in return for a FO assignment.

A5.9.2. The MPF Personnel Relocations Element submits FO applications via the PDS using PTI 550 procedures according to AFCSM 36-699 on members with a PDD 90 or more days in the future. If a member is within 90 days of the PDD, FO choices are submitted by message to the appropriate assignment OPR. MPFs suspense all FO requests to ensure a reply is received from HQ AFPC. If a final decision on a FO request has not been received within 75 days of the member's PDD, the MPF should immediately contact the assignment OPR.

A5.9.3. Members receive FO consideration only once so it is in their best interest that they provide the maximum number of choices in priority sequence. Members may apply for up to 8 CONUS locations (either bases, states, or locales) and up to 8 OS locations (bases or countries), which the MPF updates in the PTI 550 "AMU Remarks." If both CONUS and OS locations are indicated, OS preferences will be considered first. Remember that if a member applies for both HB and FO, the HB request is considered first. For members of military couples, see paragraph [A5.10.2](#) below.

A5.10. FO General Information.

A5.10.1. Entitlements. **The MPF must advise members that a FO application cannot be used to deny a member PCS entitlements.** The application is a voluntary agreement by the member not to use PCS entitlements in exchange for advance assignment consideration. If, after approval of a FO assignment, the member must use a PCS entitlement he or she originally agreed not to use, that entitlement cannot be denied; however the FO assignment may be canceled.

A5.10.1.1. Some members have personal requirements which may preclude them from entering into an agreement not to use PCS entitlements. If participating in the FO program would cause a financial or personal hardship, members are encouraged to use their PCS entitlements and not participate in this program. Exceptions to allow members to use their entitlements (other than for relocation to the FO location) and receive advance assignment consideration will not be considered. Such exceptions to FO criteria would give a few members an unfair advantage over others who abide by FO criteria. In addition, advance consideration for assignments also reduces the available assignments to other OS short tour returnees.

A5.10.2. Military Couples. When one member of a military couple is selected to serve a dependent restricted tour or elects to serve the unaccompanied OS tour of 15 months or less, that member is considered for a return (join spouse) assignment to the location of the spouse, unless join spouse intent code "H" (join spouse not desired) is reflected in the PDS or one of the following applies:

A5.10.2.1. If no requirement exists at the spouse's location, the returning member's FO preferences will be considered for both members at that time. A requirement must exist for both members.

A5.10.2.2. When both members of a military couple (with join spouse intent codes "A" or "B") are selected to serve concurrent but separate unaccompanied short tours of 15 months or less they may apply for FO assignments provided they each list the same preferences in the same order on their respective FO applications.

A5.10.2.3. (Airmen Only). Members selected for an OS assignment, including when a requirement exists at their current base upon completion of their unaccompanied OS short tour, may request follow-on consideration and join spouse assignment to another CONUS location if the spouse who remains at the current CONUS base will have 6 years TOS or more as of the DEROS (month/year) of the member returning from OS. The CONUS spouse's join spouse intent code must be "A" or "B" and the PTI 550 application must contain in the Remarks section: "Follow-On and Join Spouse Request-6 Years TOS."

A5.10.2.4. (Airmen Only). Members selected for an OS assignment, including when a requirement exists at their current location upon completion of their unaccompanied OS short tour, may request follow-on and join spouse assignment consideration to an OS location. The CONUS spouse's join spouse intent code must be "A" or "B" and the PTI 550 application must contain in the Remarks section: "Follow-On and OS Join Spouse Request."

A5.10.3. Approved FO Assignment to any OS Location. Members with approved OS FO assignments who elect to have dependents remain in the OS area or relocate to the FO assignment location must comply with the requirements outlined in AFI 36-3020, *Family Member Travel*. All dependents must be medically cleared for government funded travel prior to the member's departure to the unaccompanied short tour location. In addition, members who desire to relocate dependents and/or ship HHGs to an OS FO location must be counseled in detail by the MPF and TMO on how the SOFA may impact unaccompanied dependents and HHGs in the OS area.

A5.10.4. PCS Orders. The MPF **will not** release PCS orders without a final HQ AFPC decision on a FO application. PCS orders must reflect the appropriate FO information according to AFI 36-2102, *Base-Level Relocation Procedures*, attachment 5, or per paragraph **A5.10.5**. In addition, the proper assignment remark must be included in item 24 of the PCS order to ensure the FSO and TMO take actions consistent with the FO agreement or advise the MPF to cancel.

A5.10.5. Notification of Approval or Disapproval of FO Applications. When the MPF receives the HQ AFPC decision on a FO application, it produces three copies of the approval/disapproval notification. Give one copy to the member, file one copy in the UPRG (see AFI 36-2608, *Military Personnel Records System*, **Attachment 2**), and place one copy in the relocation folder. If the member declines participation in the FO program file the "Home-Basing and/or Follow-on Program Assignment Application" in the UPRG and include the following statement in item 24 of the member's PCS orders: "I do not desire to apply for a HB/FO assignment and understand I will not have another opportunity to apply at a later time."

A5.10.6. Voluntary Cancellation of a FO Assignment. A FO assignment is considered to be voluntarily canceled by the member when:

A5.10.6.1. A member applies for a four month or longer extension of their OS tour. The MPF updates the extension request and in the transaction remarks indicates the member has a FO assignment which must be canceled to accept the extension. If the extension request is disapproved, the FO assignment remains firm. A request for tour extensions of 3 months or less must indicate in the transaction remarks the member has a FO assignment which requires an adjustment to the RNLTD per paragraph 2.27. Also, members who extend their short OS tour may require additional retainability for the FO assignment--verification of retainability is required per paragraph 2.29.

A5.10.6.2. A member applies for and receives approval of a request for Humanitarian or EFMP assignment.

A5.10.7. Involuntary Cancellation of a FO Assignment. Unlike a "normal" assignment from OS, a FO assignment is made 14 to 18 months before the reporting date. Although the intent is that once a FO assignment is provided it remain firm, individual qualifications and AF requirements must remain the primary determinants. When canceling a FO assignment becomes unavoidable (due to base closure, unit deactivation, etc.) the member is given priority consideration for other assignment preferences. In addition, there are other circumstances when involuntary cancellation of a FO assignment may also be appropriate. When circumstances arise which may warrant involuntary cancellation of a FO assignment, the MPF must immediately notify HQ AFPC/DPAPP1 and the assignment OPR by message, with an information copy to the losing and gaining MAJCOM. An assignment made under the FO program may be involuntarily canceled when:

A5.10.7.1. A member relocates dependents and/or ships HHGs to a location other than the FO at government expense, receives DLA for movement of dependents to a location other than the FO, or stores HHGs at government expense (for reasons other than being denied continued occupancy of government owned or controlled quarters), or

A5.10.7.2. A member fails to comply with any of the provisions agreed to in the "Home-Basing and/or Follow-on Assignment Application."

Figure A5.1. Sample Application for HB and FO Assignments Program.**(Appropriate Letterhead)**

MEMORANDUM FOR MSS/ (OFFICE SYMBOL)

(date)

FROM: (Name and functional address symbol)

SUBJECT: Home-Basing and/or Follow-on Assignment Application

1. I (grade, name, SSN, AFSC), have an assignment to (location, country) where the unaccompanied tour is 15 months or less and I have elected to serve the unaccompanied tour length at that location.
2. I am applying for a (home-basing only; follow-on only; both home-basing and follow-on) assignment to (list up to eight CONUS bases, regions, locales, states, and/or eight overseas bases and/or countries in priority sequence). I understand if I request both home-basing and follow-on assignment consideration I will be considered first for home-basing.
3. I understand that based on my unaccompanied short tour assignment, I have an entitlement to move my dependents and household goods (HHGs) at government expense; however, as a consideration of receiving a home-basing or follow-on assignment, I agree not to use these entitlements except as outlined below.
4. I am aware that this is the only application I can submit for home-basing and/or follow-on assignment consideration and **I must return the application within 15 days of my initial PCS relocation interview or notification of IPCOT/COT approval. For short notice assignments, the application must be returned within 3 days of initial relocation interview.**
5. **(For Home-Basing Only)** If my request for home-basing assignment is approved I understand and agree that I may:
 - a. **not** move my dependents at government expense, but I may move them at personal expense, and
 - b. **not** ship HHGs at government expense, but I may ship HHGs at personal expense, and
 - c. **not** store HHGs in nontemporary storage at government expense (**NOTE: See paragraph 7d below for an exception for single members, single member parents, and military couples.**), but I may store them at personal expense during my unaccompanied OS short tour assignment, and
 - d. ship my privately owned vehicle at government expense to the OS location if otherwise eligible.
6. **(For Follow-On Only)** If my request for follow-on assignment is approved I understand and agree that I may:
 - a. **not** move my dependents at government expense except to the follow-on location, but I may move them to any desired location at personal expense, and
 - b. **not** claim Dislocation Allowance (DLA) unless I'm moving my dependents to the follow-on location.

- c. **not** ship HHGs at government expense to other than the follow-on location (and only if I or my agent will accept delivery of my HHGs upon their arrival at the follow-on location), but I may ship HHGs to any desired location at personal expense, and
- d. **not** store HHGs in nontemporary storage at government expense (**NOTE: See paragraph 7d for an exception for single members, single member parents, and military couples.**), but I may store them at personal expense during my unaccompanied OS short tour assignment, and
- e. ship my privately owned vehicle at government expense to the OS location if otherwise eligible.

7. (For Both Home-Basing and Follow-on) I understand that:

- a. if denied continued occupancy of government-owned or controlled quarters my dependents and HHGs may be moved at government expense **only** within the same city, town, or metropolitan area as prescribed by the JFTR, paragraph U5355-C.
- b. if I take any action contrary to the above agreements without **prior** HQ AFPC/DPAPP1 approval of a request for exception my home-basing or follow-on assignment will be canceled.
- c. my home-basing or follow-on assignment is subject to cancellation due to unavoidable changes in Air Force requirements (i.e., base closure, change in mission or weapons system, etc.) or individual qualifications (i.e., loss of AFSC, promotion, etc.)
- d. as an exception, if I am a single member, a single member parent, or part of a military couple who will serve a concurrent but separate unaccompanied short tour, I **can** store HHGs at government expense by the most cost effective means (as determined by the local TMO).

8. (For AF join spouse couples.) I have been counseled on the rules concerning home-basing and follow-on assignments and join spouse eligibility (**Attachment 8**). I understand that since only one of us will be serving an unaccompanied OS short tour, the first consideration will be a return assignment to my spouse's location unless join spouse intent code is "H." I further understand that if no requirement exists at my spouse's location, my follow-on preferences will be considered and my spouse may, if otherwise eligible, apply for join spouse assignment to my follow-on location.

(Use the following when both members of an AF couple will serve concurrent but separate OS short tours.) I understand I am eligible for a follow-on assignment and confirm my preferences are the same, and are listed in the same order as my spouse's. I understand that if I request different locations from my spouse I am considered to be voluntarily creating family separation and a subsequent join spouse assignment or change of assignment (once selected for a follow-on) to join spouse is not authorized.

Attachment

Follow-on/Home-basing Entitlement Fact Sheet

(Signature of applicant)

(date)

(Signature of MPF official)

(date)

(For those who do not desire to apply) I have read AFI 36-2110, *Assignments*, **Attachment 5**, and have been briefed on both the home-basing and follow-on assignment programs. I **do not** desire to apply for either program and I understand I will not have another opportunity to apply at a later time.

(Signature of member)

(date)

(Grade, Name, SSN)

(Signature of MPF official)

(date)

(Grade, Name, Title)

NOTE: After member signs, file a copy in the UPRG according to AFI 36-2608, attachment 2.

(Following is required for disapproved requests)

HQ AFPC disapproval of the member's request for home-basing or follow-on assignment arrived on (date). Member was notified on (date).

(Signature of MPF official)

(date)

(Grade, Name, Title)

Figure A5.2. HB/FO Entitlement Fact Sheet.**HB/FO Entitlement Fact Sheet**

You have recently been selected for a dependent restricted tour or have elected to serve an unaccompanied short tour of 15 months or less. Because of your PCS selection, you are authorized certain entitlements associated with the PCS. According to the *Joint Federal Travel Regulations*, **all members** selected for a dependent restricted tour or an unaccompanied short tour are authorized to relocate their dependents, claim Dislocation Allowance (DLA), and ship and/or store HHGs to any place in the CONUS as designated by the member. Members may also relocate dependents, and ship and/or store HHGs if the designated location is in Alaska, Hawaii, Puerto Rico, or any territory or possession of the United States. However, since these locations are considered OS by AF definition, members must apply for dependent travel in accordance with AFI 36-3020, *Family Member Travel*. As a note of interest, dependents must be medically cleared for OS travel prior to your departure to the unaccompanied short tour location. Applications for dependent travel must be processed through your MPF to the appropriate MAJCOM for approval/disapproval.

Because of the type of OS tour you will serve, you are eligible to apply for a HB assignment, a FO assignment, or both. If you apply for a HB assignment you are asking to be reassigned back to your current base. If you apply for a FO assignment, you are asking for an advance assignment to a desired location (either in the CONUS or OS) prior to your departure to the short tour location. If you apply for both types of assignment, HB consideration takes priority and will be considered first.

By electing to participate in the HB program you must agree **not** to use your PCS entitlements to relocate dependents, claim DLA, and ship and/or store HHGs at **government expense**. By electing to participate in the FO program, you must agree **not** to use your PCS entitlements to relocate dependents, claim DLA, and ship HHGs (except to the FO location), or store HHGs at **government expense**. Since the HB and FO programs exist to reduce PCS costs and increase family stability, every effort will be made to provide you with an advance assignment (consistent with the best interests of the AF) in exchange for your agreement not to use your PCS entitlements. Members may take any of the actions concerning movement of dependents/HHGs at personal expense without risking cancellation of an approved HB or FO assignment. (**EXCEPTION:** Single members, single member parents, and members of a military couple who will serve concurrent but separate unaccompanied short tours may store HHGs at government expense by the most cost effective means [as determined by local TMO]).

Figure A5.1. in AFI 36-2110, *Assignments*, "Home-Basing and/or Follow-on Assignment Application," clearly outlines your agreement with the AF. Make sure you read the application carefully **and understand your agreement with the AF**. If you don't understand something, ask your MPF for clarification.

If you receive an approved FO assignment you may move your dependents and HHGs to the FO location at **government expense**, as well as claim DLA for this move. However, if you move your dependents to a location other than the FO location you must do so and store all HHGs at your **own expense**, and not claim DLA as explained above. We realize relocating your dependents at your own expense to a location other than the FO may be cost prohibitive. If you feel this will cause you a financial or personal hardship we encourage you to use your entitlements as outlined in the first paragraph rather than participate in the FO program.

If you do move your dependents and HHGs to a location other than the FO at your own expense while you serve the unaccompanied OS short tour, you may still be authorized some reimbursement upon your return. The amount will depend on the location where you relocated your dependents in relation to the FO location. According to the *JFTR*, reimbursement for travel and transportation allowances will not exceed the amount you were authorized from the old CONUS PDS to the new PDS. However, the amount of reimbursement you receive may be less if the dependent's actual physical location is closer to the FO location than it would have been from the old CONUS PDS. The following scenarios should help clarify this limitation.

- **SCENARIO 1:** Provides an example of when a member is eligible for reimbursement equaling but not exceeding the amount from the old CONUS PDS to the new PDS.

You are currently stationed at Randolph AFB, TX with an assignment to Korea and a FO assignment to McGuire AFB, NJ. While you serve your OS short tour you've decided to relocate your dependents and HHGs at your **own expense** to Mom and Dad's home town of Seattle, WA. You depart for Korea. You return twelve months later and go to Seattle to pick up your family. You now relocate your family from Seattle to McGuire AFB. Even though the distance from Seattle to McGuire AFB is greater than that from Randolph AFB to McGuire AFB, you are only eligible for reimbursement for the amount creditable for the distance from Randolph AFB (old PDS) to McGuire AFB (new PDS).

- **SCENARIO 2:** Provides an example of when a member's reimbursement will be less than that from the old CONUS PDS.

You are currently stationed at Randolph AFB, TX with an assignment to Korea and a FO assignment to McGuire AFB, NJ. While you serve your OS short tour you've decided to relocate your dependents and HHGs at your **own expense** to Mom and Dad's home town in Pennsylvania. You depart for Korea. You return twelve months later and go to Pennsylvania to pick up your family. You now relocate your family from Pennsylvania to McGuire AFB. Based on these circumstances, the government will reimburse you only for the actual dependent travel from Pennsylvania to McGuire AFB. You cannot claim reimbursement for the travel done at personal expense from Randolph AFB to Pennsylvania.

Please keep in mind these scenarios only illustrate two different situations involving the movement of dependents and HHGs at personal expense, and the reimbursement you may be authorized when you complete your FO assignment travel. If neither scenario fits your situation, contact the MPF Personnel Relocations Element for additional counseling prior to applying for a HB or FO assignment. It is essential you understand all entitlements associated with this program.