



DEPARTMENT OF THE AIR FORCE  
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OFFICE OF THE ASSISTANT SECRETARY

AFI36-2110\_AFGM2021-01

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MEMORANDUM FOR DISTRIBUTION C  
MAJCOMs/FOAs/DRUs

FROM: SAF/MR  
1040 Air Force Pentagon  
Washington, DC 20330-1040

SUBJECT: Air Force Guidance Memorandum to Air Force Instruction 36-2110, *Total Force Assignments*

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum immediately implements changes to Air Force Instruction (AFI) 36-2110, *Total Force Assignments*. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails in accordance with Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*.

In collaboration with the Chief of the Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for military assignments. This publication may be supplemented at any level; all MAJCOM-level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. All reference to Air Force or Airman also applies to members of the Space Force; all Headquarters Air Force roles and responsibilities also apply to the equivalent Headquarters Space Force office; and Space Force Field Commands should refer all policy and procedure questions to the equivalent Headquarters Space Force office; for example where it states AF/A1, the Field Command contacts SF/S1.

The authorities to waive wing/unit-level requirements in this publication are identified with a Tier (T-0, T-1, T-2, T-3) number following the compliance statement. See DAFI 33-360 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestors' commander for non-tiered compliance items.

This Memorandum becomes void after one-year has elapsed from the date of this Memorandum, or upon publication of an interim change, or rewrite of AFI 36-2110, whichever is earlier. Changes outlined in this Air Force Guidance Memorandum apply only to the Regular Air Force and Air Force Reserve.

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Principal Deputy Assistant Secretary  
(Manpower and Reserve Affairs)

Attachment:  
Guidance Changes to AFI 36-2110

### **AFI36-2110\_AFGM2021-01**

**(Add)** 6.2.16. (RegAF Only) Accompanied Tour Lengths for Unaccompanied First Permanent Assignment Airmen in Certain Overseas Locations. Unaccompanied Airmen (enlisted and officers) on their first permanent duty assignment will serve the accompanied tour length (36-months) at the below locations. **(T-2)**. This policy does not apply to retrainees, crossflows, and prior service members who receive a commission. **Note:** This policy is not intended to limit statutorily granted assignment authority over officer assignments, where applicable (i.e. The Judge Advocate General who holds statutory authority over judge advocate officer assignments).

**(Add)** 6.2.16.1. USAFE: Mildenhall (United Kingdom (UK)), Lakenheath (UK), Alconbury (UK), Croughton Air Base (UK), London (UK), Menwith Hill (UK), Fairford (UK), Welford (UK), Molesworth (UK), Aviano (Italy); Stavenger (Norway); Ramstein (Germany), Kaiserslautern (Germany), Sembach (Germany), Vogelweh (Germany), Landstuhl (Germany), Kapaun (Germany), Einsiedlerhof (Germany), and Spangdahlem (Germany). **(T-2)**.

**(Add)** 6.2.16.2. PACAF: Kadena (Japan), Misawa (Japan), and Yokota (Japan). **(T-2)**.

**(Add)** 6.2.16.3. During the initial assignment briefing, Orders Officials will counsel Airmen (enlisted and officer) departing to their first permanent assignment that they will be serving the accompanied tour length of 36-months and that there is no longer a 24 month option. **(T-2)**.

**(Add)** 6.2.14.4. Include in the member's PCS/EAD orders-that the total number of months to be served is 36-months and include the following statement in the Remarks area, "Airman will serve the accompanied equivalent tour length and their corresponding DEROS will be updated upon in-processing at gaining location." **(T-2)**.

**(Add)** 6.2.14.5. DEROS extension requests for members serving the accompanied equivalent tour length may still be requested as outlined in **paragraph 6.5.6**.

**(Replace)** 8.8.1.6.1. In the unit program, personal interviews to fill non-rated officer positions, Lieutenant Colonel and below, and enlisted positions are no longer authorized, with the exception of command, key, E-9 and Joint positions. **(T-2)**. Case-by-case exceptions for rare or unique circumstances require formal AFRC RS/CC coordination and NAF/CC approval. **(T-2)**. "Blanket waivers" are not authorized. This does not apply to 726th Operations Group, 379th Space Range Squadron, 26th Space Aggressor Squadron, 7th Space Operations Squadron, and 14th Test Squadron or centrally managed programs.

**(Add)** 8.8.1.6.1.1. AFSC fully qualified, prior service aircrew candidates will be accepted, and therefore exempted from interviews. **(T-2)**. Interviews for retrainees and non-prior service aircrew positions (1A, 1U, 11X, 12X, 13X and 18X) are optional but not required.

**(Add)** 8.8.1.6.1.2. The execution of this change will require interview and selection no later than the Monday following the unit's monthly Unit Training Assembly. **(T-2)**.

**(Add)** 8.8.1.6.1.3. Only wing commanders will have the authority to deny selection and placement of fully qualified, prior service aircrew candidates as well as retrainee and non-prior

service aircrew candidates (all ranks) with justification to the local recruiting flight chief for quarterly reporting back to the Chief Air Force Reserve. **(T-2)**.

**(Replace)** 8.8.1.6.2. In the IMA program, accession and assignment authorities are authorized to directly place Airmen (Lieutenant Colonel and below) that are fully qualified in their core AFSC into vacant IMA positions. **(T-2)**.

**(Add)** 8.8.1.6.2.1. This applies to all MAJCOMs and hiring officials with AFR members assigned to their units.

**(Add)** 8.8.1.6.2.2. This direction also applies to Joint Staff and Joint Duty Assignment List (JDAL) positions, however, assignment authorities will forward the names and records of IMAs intended for placement into joint billets to the Joint Staff J1, in accordance with CJCSI 1340.01A. **(T-0)**.

**(Add)** 8.8.1.6.2.3. This direction does not apply to centrally managed programs, Colonel or Chief Master Sergeant positions.

**(Add)** 8.8.1.6.2.4. The Director of Personnel, Office of Air Force Reserve (AF/REP) is the approval authority for any exceptions.

**(Replace)** 8.24.4. Hiring officials have 10 calendar days from application receipt for noninterview positions and 30 calendar days for interview positions to approve or disapprove qualified applicants. **(T-2)**.

**(Add)** 8.24.4.1. Should the hiring authority exceed these timeframes, the Recruiting Flight Chief will work with the servicing FSS or RIO Detachment to validate that all qualifications are met, and will then affect the accession. **(T-2)**.

**(Add)** 8.24.4.2. These timelines do not apply to E-9 positions which are governed by AFR CMSgt hiring policy (**paragraph 2.13**). **(T-2)**.

#### **(Add) Attachment 1**

##### In Abbreviations and Acronyms:

CCCA -- Court-Ordered Child Custody Assignment

CCCD -- Court-Ordered Child Custody Deferment

AF/A1—The Deputy Chief of Staff for Manpower, Personnel, and Services

AF/RE— Chief of the Air Force Reserve

CCCA—Court-Ordered Child Custody Assignment

CCCD—Court-Ordered Child Custody Deferment

DAFI—Department of the Air Force Instruction

HSB—Human Resource Management Strategic Board

NGB/CF—Director of the Air National Guard (NGB/CF)

UK—United Kingdom

USSF—United States Space Force

AF/JAX – The Judge Advocate General Professional Development Directorate

In References:

AFI 36-7110, *Diversity & Inclusion*, 19 February 2019

In Adopted Forms:

DD Form 1172-2, *Application for Identification Card/DEERS Enrollment*, 1 December 2007

In Terms:

Join Spouse—Assignment program allows military couples the opportunity to be stationed near each other and maintain a joint residence provided the Airman: 1) fills a valid manning requirement, 2) performs duties within their specialty, and 3) is permanent change of station (PCS) eligible.

**(NEW) Attachment 9 - DIVERSE SLATES FOR KEY DEVELOPMENTAL POSITIONS**

**(NEW) A9.1. Purpose.** Key military developmental positions such as Executive Officer, Aide de Camp, Military Assistant, Senior Enlisted Advisor, Career Field Manager, and Commander's Action Group Chief are used to develop and prepare military personnel for future senior leadership roles. Qualified Airmen and Space Professionals considered for these key positions are identified on slates, or candidate pools. The purpose of diverse slates is to enable candidate pools that better reflect the demographic diversity of the Air and Space Forces.

**(NEW) A9.2. Diverse Slate Requirement.** Hiring officials will develop and consider slates comprised of at least one underrepresented diverse candidate based on gender, race and/or ethnicity (see AFI 36-7110, *Diversity & Inclusion*). **(T-1)**. This requirement does not mandate any specific hiring selection decisions. This policy applies to Total Force hiring processes where a formal slate for respective key developmental positions is currently used. For those key military developmental positions that do not require a formal slate of candidates, hiring officials should begin developing and selecting from a slate in accordance with this guidance.

**(NEW) A9.3. STARNOM/CAPNOM.** The Air Force Personnel Center (AFPC) will ensure slates for STARNOM/CAPNOM requirements consist of at least one underrepresented diverse candidate based on gender, race and/or ethnicity. **(T-1)**.

**(NEW) A9.4. Reporting Requirements.** Designated organizations will report outcomes and progress, including metrics, at least annually to the Deputy Chief of Staff, Manpower, Personnel & Services (AF/A1) and the Deputy Chief of Space Operations, Personnel and Logistics (S1/4), respectively. **(T-1)**.

**(NEW) A9.4.1.** Data will include:

**(NEW) A9.4.1.1.** Race, ethnicity, gender information of the developed candidate slate. **(T-1)**.

**(NEW) A9.4.1.2.** Race, ethnicity, gender of the selected hire. **(T-1)**.

**(NEW) A9.4.2.** In the event, a developed slate does not consist of at least one diverse candidate, hiring officials will continue to fill the position requirement and report why a diverse slate was not

attained. **(T-1)**. The reporting outcomes will be briefed at the Air Force Executive Diversity & Inclusion Council and/or other senior leader forums. **(T-1)**.

**(NEW) A9.5. Designated Developmental Positions.** At a minimum, hiring officials will track and report on the following developmental positions at the designated level:

A9.5.1. Executive Officer [97E coded] (HAF, HQ United States Space Force (USSF), MAJCOM, Field Command, FOA, and NAF). **(T-1)**.

A9.5.2. Executive Officer (Wing, Garrison/Delta Commander Level). **(T-1)**.

A9.5.3. Aide-de-Camp (HAF, HQ USSF, MAJCOM, and Field Command). **(T-1)**.

A9.5.4. Senior Enlisted Leader (HAF and HQ USSF). **(T-1)**.

A9.5.5. Career Field Manager (Officer/Enlisted). **(T-1)**.

A9.5.6. Commander's Action Group Chief (HAF, MAJCOM and Field Command). **(T-1)**.

A9.5.7. STARNOM/CAPNOM [Officer/Enlisted] (AFPC). **(T-1)**.

**(Add) Attachment 35**

**(Add) (REGAF ONLY) COURT-ORDERED CHILD CUSTODY ASSIGNMENT (CCCA) OR DEFERMENT (CCCD) CONSIDERATION PROGRAM**

**(Add) A35.1. General Guidance.** Assignment authorities will attempt to facilitate the assignment or deferment of Airmen with a court-ordered child custody decree to the geographic location of the children. **(T-2)**. The geographic location is the region that allows an Airman to co-parent within a reasonable traveling distance. Airmen are still required to fulfill the obligations inherent to all Airmen and they are considered for assignments to fill valid manning requirements and perform duties which require the skills in which they are trained subject to PCS eligibility. Provided the criteria are met, Airmen may be considered for an assignment where they can reside close to their children. Airmen should not make decisions on future service, career development, or family planning based on the assumption they can always be assigned to the location where their children reside. All Airmen should expect periods of separation during their careers. When a court-ordered child custody assignment or deferment is not in the best interest of the AF, then, regardless of the provisions in this attachment, the assignment is not made.

**(Add) A35.2.** The following are eligible for CCCA or CCCD Consideration.

**(Add) A35.2.1. General Information.** Airmen may request CONUS to CONUS PCS; or OS to CONUS PCS; or an In-Place deferment to remain at their current CONUS location. Preferences are considered in the exact order listed. Manning at current location must remain above the CONUS average after departure and manning at gaining location must remain below the CONUS average upon arrival. **(T-2)**. Airmen must meet all PCS eligibility requirements without waivers. **(T-2)**.

**(Add)** A35.2.2. Airmen requesting a CONUS to OS, OS to OS, or in-place deferment at OS location, see paragraph A35.4.5 for guidance.

**(Add)** A35.2.3. Eligibility Criteria for CCCA. The following general eligibility criteria apply to all Airmen.

**(Add)** A35.2.3.1. CONUS to CONUS CCCA: Airman must have 41 months time-on-station prior to applying for CONUS to CONUS assignment consideration and may not PCS until having at least 48 months time-on-station as of the Projected Departure Date. **(T-2)**.

**(Add)** A35.2.3.2. OS to CONUS CCCA: An Airman can apply for OS to CONUS CCCA during the Airman's DEROS forecast cycle.

**(Add)** A35.2.3.3. (Enlisted Only) Enlisted Airman has not been selected for PCS; and the Airman does not have an assignment selection date. **(T-2)**. See **paragraph 5.23** and **Table 5.7** to determine assignment selection dates.

**(Add)** A35.2.3.4. (Officer Only) Officer has not been selected for PCS but does have an assignment selection date as placed on the final VML. **(T-2)**. See **paragraph 5.23** and **Table 5.7** to determine assignment selection dates.

**(Add)** A35.2.3.5. Airman is not in assignment availability code 05, 08, 09, 10, 12, 13, 15, 16, 17, 19, 21, 25, 27, 31, or 37 as listed in **Table 2.1** or assignment limitation code 02, 08, or L as listed in **Table 2.2**. **(T-2)**.

**(Add)** A35.2.3.6. Airman has, or is eligible to obtain, the required retainability. **(T-2)**.

**(Add)** A35.2.3.7. Airman is not an OS volunteer; and the Airman does not have any other voluntary applications pending. **(T-2)**. This does not include Humanitarian, EFMP, or Expedited Transfer assignment applications.

**(Add)** A35.2.3.8. Airmen vulnerable for OS PCS selection may apply; however, OS vulnerability is a factor in approval or disapproval.

**(Add)** A35.2.3.9. Airmen may ask for assignment in an awarded AFSC other than CAFSC; however, approval is based on the needs of the Air Force. A request for this consideration should specifically be stated in the remarks of the on-line application request.

**(Add)** A35.2.4. Eligibility Criteria for CCCD. The following general eligibility criteria apply to all Airmen.

**(Add)** A35.2.4.1. OS to CONUS CCCD: There is no time-on-station minimum to apply for in-place deferment. Exception: If currently serving on a maximum stabilized tour of at least 4 years, can apply no earlier than 12 months (36 months time-on-station) and no later than 9 months (39 months time-on-station) before completing the stabilized tour.

**(Add)** A35.2.4.2. (Enlisted Only) Enlisted Airman has not been selected for PCS; and the Airman does not have an assignment selection date. **(T-2)**. See **paragraph 5.23 and Table 5.7** to determine assignment selection dates.

**(Add)** A35.2.4.3. (Officer Only) Officer has not been selected for PCS but does have an assignment selection date as placed on the final VML. **(T-2)**. See **paragraph 5.23 and Table 5.7** to determine assignment selection dates.

**(Add)** A35.2.4.4. Airman has, or is eligible to obtain, the required retainability. **(T-2)**.

**(Add)** A35.2.4.5. Airman is not an OS volunteer; and the Airman does not have any other voluntary applications pending. **(T-2)**. This does not include Humanitarian, EFMP, or ET assignment applications.

**(Add)** A35.2.4.6. Airmen vulnerable for OS PCS selection may apply; however, OS vulnerability is a factor in approval or disapproval.

**(Add)** A35.2.4.7. Airmen has submitted child custody documentation to AFPC/DP3AM and have Assignment Availability Code (AAC) "CC" with an indefinite expiration date updated in MilPDS. **(T-2)**. (Note: Airmen with an approved CCCA/CCCD the expiration is set to 12months from approval. Once the 12 months have passed, the expiration date will again be set to indefinite.) **(T-2)**.

**(Add)** A35.3. Unmarried Dual Military Co-Parents. One or both Airmen who are unmarried dual military co-parents may request assignment consideration in their own right when eligible; however, they both must be PCS eligible and have join spouse intent code "A" or "B." **(T-1)**. If only one Airman is submitting then manning must support a join spouse assignment in order for the assignment to be approved. **(T-1)**.

**(Add)** A35.3.1. The join spouse intent code is a factor when considering the request (this system is used to accommodate unmarried dual military co-parents). If the intent code is "A" or "B" and only one Airman of the pair is submitting a CCCA/CCCD application, then the co-parent will automatically be considered for join spouse assignment or deferment in conjunction with the Airman's co-parent's CCCA/CCCD request. **(T-2)**. If manning supports and the request is approved, the eligible Airman will receive a CCCA assignment (assignment action reason CC) and the Airman's co-parent will receive a join spouse assignment (assignment action reason A4 [join spouse]). **(T-2)**. If manning does not support the CCCA or join spouse assignment, the CCCA request will be disapproved. **(T-2)**.

**(Add)** A35.3.2. Airmen can only request reassignment for themselves. If a request is disapproved, it would be incumbent upon the other military parent to apply in their own right.

**(Add)** A35.3.3. If one Airman of a military couple is currently serving a CONUS maximum tour (assignment availability code 50) and meets the eligibility criteria to apply, then they submit their CCCA/CCCD request during their eligibility window and their spouse (who does not meet CCCA/CCCD eligibility criteria) is considered for a join spouse assignment or deferment. **(T-2)**.



(Add) A35.3.4. When both Airmen are eligible for CCCA consideration and submit simultaneous applications, the assignment preferences must match in the same order. (T-1). When both applications are approved, then both Airmen are moved under the CCCA program (AAR CC).

(Add) A35.3.5. When one Airman of a military couple requests a CCCA/CCCD and the join spouse intent code is “H” the request will be considered for only that Airman. (T-1). Refer to **Attachment 8, paragraph A8.3.10** and **A8.5.2** for information on how join spouse intent code “H” will affect future join spouse assignment consideration.

(Add) A35.4. The Following Are Not Eligible for CCCA or CCCD Consideration.

(Add) A35.4.1. Airmen who are not a named party on a court-ordered child custody decree for joint or physical custody of their biological or adopted child.

(Add) A35.4.2. Airmen whose youngest child, subject to the custody order, will be age 17 or older at the time of the application.

(Add) A35.4.3. (Enlisted Only) CCCA/CCCD requests will not be considered for an Enlisted Airman who has not been selected for PCS; and the Airman does not have an assignment selection date. (T-2). See **paragraph 5.23** and **Table 5.7** to determine assignment selection dates.

(Add) A35.4.4. (Officer Only) Officer has not been selected for PCS but does have an assignment selection date as placed on the final VML. See **paragraph 5.23** and **Table 5.7** to determine assignment selection dates.

(Add) A35.4.5. Airmen requesting a CONUS to OS, OS to OS, or in-place deferment at OS locations will not be considered for CCCA/CCCD; these assignments are made in accordance with Air Force Officer Assignment System (officers) or EQUAL (enlisted) OS cycles and during the DEROS forecast cycle. (T-2). **Note:** Airmen with an extreme personal hardship whose child(ren) reside in an OS location may submit via the humanitarian reassignment process as an exception to policy to **paragraph A16.8.9**.

(Add) A35.4.6. Consecutive CCCA or CCCD in any combination are not authorized. There must be an intervening PCS. (T-2).

(Add) A35.4.7. Airmen who do not have AAC “CC.”

(Add) A35.5. Documentation Required for Update of AAC “CC” for CCCA or CCCD.

(Add) A35.5.1. Birth certificate naming the Airman as the biological or adopted parent or adoption decree. (T-2).

(Add) A35.5.2. Divorce decree (if applicable). (T-2).

**(Add)** A35.5.3. Most current court-ordered child custody decree where Airman is a named party. **(T-2)**.

**(Add)** A35.5.4. A memo signed by the Airman and the other party to the custody order stating there is nothing precluding reassignment to or near the children's location (restraining order, domestic violence) with final recommendation by the Airman's Commander. **(T-2)**.

**(Add)** A35.5.5. DD Form 1172, Application for Identification Card/DEERS Enrollment. **(T-2)**.

**(Add)** A35.6. Application Procedures/Responsibilities. Airmen submit their CCCA/CCCD application through myPers. Procedures and responsibilities for the Airman, commander, MPF, and HQ AFPC are outlined in the PSD Guide, Voluntary Assignments: CCCA/CCCD. Judge Advocates (51J) submit CCCA/CCCD requests through WEB PDI, along with other assignment preferences or requests.

**(Add)** A35.7. Approval/Disapproval Guidance: HQ AFPC/DP3AM is the final approval or disapproval authority for a CCCA/CCCD request and update of AAC "CC." AFPC/DP3AM will coordinate with the AFPC/DP2 assignment teams to determine if manning supports the request. Judge Advocates (51J) are centrally managed by the Judge Advocate General Professional Development Directorate (AF/JAX). AF/JAX, acting on behalf of The Air Force Judge Advocate General, is the final approval or disapproval authority for a 51J member's CCCA/CCCD request. AF/JAX will update approved assignment requests and make assignment notifications in accordance with standard practice. AFPC/DP3AM will update approved assignment requests via PDS and close the application. Airmen will receive assignment notification through their commander in accordance with paragraph 5.24. AFPC/DP3AM will update approved 12-month assignment deferment via PDS with assignment availability code CC and close the application. **(T-1)**.

**(Add)** A35.7.1. If Airman's request is approved, the MPF will ensure the enlisted Airman obtains the required service retainability in accordance with paragraph 5.28 and Table 5.4 within 30 days of assignment notification. **(T-1)**. Airmen may only request a delay in obtaining retainability as authorized **in paragraph 5.28 and Table 5.5. (T-1)**. The MPF notifies AFPC/DP3AM for assignment cancellation when Airmen have not obtained the retainability within 30 days.

**(Add)** A35.7.2. When an Airman's request is disapproved, the Airman may resubmit 6 months from the date of disapproval. There is no limit on the number of times an Airman may apply, provided he or she is eligible.

**(Add)** A35.8. Withdrawal/Cancellation Guidance: Withdrawal or cancellation of an approved CCCA/CCCD (PCS or in-place) due to Airman declining retainability, failing to obtain retainability, or when requested by the Airman constitutes usage of CCCA/CCCD. No further consideration is given. Voluntary withdrawal of an application (PCS or in-place) prior to final decision by HQ AFPC does not constitute usage of CCCA/CCCD.