



# Department of Defense **INSTRUCTION**

**NUMBER** 1315.18

October 28, 2015

Incorporating Change 3, Effective June 24, 2019

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USD(P&R)

**SUBJECT:** Procedures for Military Personnel Assignments

**References:** See Enclosure 1

1. PURPOSE. This instruction:

a. Reissues DoD Instruction (DoDI) 1315.18 (Reference (a)) in accordance with the authority in DoD Directive 5124.02 (Reference (b)) to establish policy, assign responsibilities, and provide procedures for the assignment and reassignment of Service members.

b. Provides permanent change of station (PCS) policies and procedures to be used by the Military Services in maintaining an equitable assignment system for enhancing career attractiveness and professional development, sustaining an assignment base for overseas tours of duty, achieving stability for tour completions, developing tour lengths consistent with maintaining a high degree of combat capability and readiness, and achieving PCS stability.

c. Provides standardized overseas tour lengths for Service members stationed outside the continental United States (OCONUS) and requires an assessment of force protection and anti-terrorism considerations in accordance with DoDI 2000.12 (Reference (c)) for establishment of new, or changes to current, overseas tour lengths.

d. Incorporates and cancels DoD Directive 1315.07 (Reference (d)).

2. APPLICABILITY

a. This instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the DoD (referred to collectively in this instruction as the "DoD Components").

b. This instruction does not apply to Service members detailed to non-DoD activities covered by DoDI 1000.17 (Reference (e)).

c. The procedures in this instruction do not apply to general or flag officers (GO/FOs), whose accompanied and unaccompanied tour lengths are generally two years, with the exception of those procedures pertaining to:

(1) Assignment of major defense acquisition program managers, as defined in section 6 of Enclosure 3.

(2) Overseas duty and dependent travel, as outlined in Enclosures 4 and 5, respectively.

(3) Assignment to OSD, the Office of the CJCS and the Joint Staff, Combatant Commands, Defense Agencies, and DoD Field Activities, as outlined in Enclosure 6.

3. POLICY. It is DoD policy that:

a. Assignments will be made for all Service members without regard to their color, race, religious preference, ethnic background, national origin, age, marital status, sexual orientation, or gender, consistent with requirements for physical capabilities. This applies equally to both PCS and temporary duty (TDY) assignment actions. This policy does not apply to unit moves. Exceptions to this policy include:

(1) The religious preference of chaplains.

(2) Marital status for military couples.

(3) Marital status when the Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)), with the concurrence of the General Counsel of the Department of Defense, determines on a case-by-case basis and for reasons of national security that marital status is an essential assignment qualification for particular military billets or positions.

(4) Gender in cases approved by the Secretary of Defense. This authority will not be delegated.

(5) Cases where status of forces agreement (SOFA) protections are not extended to same sex spouses.

b. Military personnel assignment decisions will not be influenced by the employment, school enrollment, volunteer activities, or health of a Service member's family member, with the following exceptions:

(1) When necessary to relieve the personal hardship of a Service member or family member because a family member needs access to specialized medical treatment or educational services covered in DoDI 1315.19 (Reference (f)) and DoDI 1342.12 (Reference (g)).

(2) When otherwise required by law in instances in which a prohibited conflict of interest may exist between the official duties of a Service member and the employment of a family member.

c. Service members who are or who become registered sex offenders will not be assigned to a foreign country.

d. Service members who make an Unrestricted Report of being sexually assaulted may request an expedited transfer as authorized in DoDI 6495.02 (Reference (h)) and in accordance with section 673 of Title 10, United States Code (Reference (i)). Sexual assault against adults includes rape and sexual assault in violation of Article 120 of the Uniform Code of Military Justice (see section 920 of Reference (i)), forcible sodomy in violation of Article 125 of the Uniform Code of Military Justice (see section 925 of Reference (i)), and attempts to commit those offenses. Service members accused of committing a sexual assault may be transferred in accordance with Reference (h) instead of the Service member who requests an expedited transfer.


4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. **Cleared for public release.** This instruction is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

7. SUMMARY OF CHANGE 3. This change incorporates DoDI 1340.26 as Reference (ae) and updates references to Section 314 of Title 37, Reference (n) to reflect the fact it has been superseded by Section 352 of Title 37, Reference (n).

8. EFFECTIVE DATE. This instruction is effective October 28, 2015.



Brad Carson  
Acting Under Secretary of Defense  
for Personnel and Readiness

Enclosures

1. References
2. Responsibilities
3. Procedures
4. Overseas Duty
5. Dependent Travel
6. Assignment to the Office of the Secretary of Defense, the Office of the Chairman of the Joint Chiefs of Staff, Combatant Commands, Defense Agencies, and DoD Field Activities
7. Guidelines for Determining Tour-Length Combinations
8. Tour Length Data Sheet

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ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 1315.18, "Procedures for Military Personnel Assignments," January 12, 2005 (hereby cancelled)
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R)), June 23, 2008
- (c) DoD Instruction 2000.12, "DoD Antiterrorism (AT) Program," March 1, 2012, as amended
- (d) DoD Directive 1315.07, "Military Personnel Assignments," January 12, 2005 (hereby cancelled)
- (e) DoD Instruction 1000.17, "Detail of DoD Personnel to Duty Outside the Department of Defense," October 30, 2013
- (f) DoD Instruction 1315.19, "The Exceptional Family Member Program (EFMP)," April 19, 2017
- (g) DoD Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015
- (h) DoD Instruction 6495.02, "Sexual Assault Prevention and Response (SAPR) Program Procedures," March 28, 2013, as amended
- (i) Title 10, United States Code
- (j) Defense Intelligence Agency Directive 1350.100, "Duration of Tours at Defense Attaché Stations," June 27, 2017
- (k) DoD Directive 5205.75, "DoD Operations at U. S. Embassies," December 4, 2013, as amended
- (l) DoD Instruction 5132.13, "Staffing of Security Cooperation Organizations (SCOs) and the Selection and Training of Security Cooperation Personnel," January 9, 2009, as amended
- (m) Joint Travel Regulations, current edition
- (n) Title 37, United States Code
- (o) Office of the Chief of Naval Operations Instruction 1300.15A, "Navy Military Personnel Assignment Policy," December 29, 2006
- (p) DoD Instruction 5000.66, "Defense Acquisition Workforce Education, Training, Experience, and Career Development Program," July 27, 2017, as amended
- (q) Memorandum of Agreement between the U.S. Department of State and the U.S. Marine Corps, May 5, 2011
- (r) DoD Instruction 1327.06, "Leave and Liberty Policy and Procedures," June 16, 2009, as amended
- (s) DoD 7000.14-R, Volume 7A, "DoD Financial Management Regulation," date varies by volume
- (t) DoD Instruction 1300.06, "Conscientious Objectors," July 12, 2017
- (u) DoD Instruction 1315.15, "Separation Policies for Survivorship," May 19, 2017
- (v) DoD Instruction 1332.14, "Enlisted Administrative Separations," January 27, 2014, as amended
- (w) DoD Instruction 1332.30, "Commissioned Officer Administrative Separations," May 11, 2018, as amended
- (x) DoD Instruction 1330.09, "Armed Services Exchange Policy," December 7, 2005
- (y) DoD Instruction 1330.17, "DoD Commissary Program," June 18, 2014, as amended



- (z) DoD Instruction 5525.09, "Compliance with Court Orders by Service Members and DoD Civilian Employees, and Their Family Members Outside the United States," April 23, 2019
- (aa) DoD Instruction 1320.14, "Commissioned Officer Promotion Program Procedures," December 11, 2013, as amended
- (ab) DoD Instruction 1215.06, "Uniform Reserve, Training, and Retirement Categories for the Reserve Components," March 11, 2014, as amended
- (ac) DoD Instruction 5525.20, "Registered Sex Offender (RSO) Management in DoD," November 14, 2016, as amended
- (ad) DoD Instruction 1342.22, "Military Family Readiness," July 3, 2012, as amended
- (ae) DoD Instruction 1340.26, "Assignment and Special Duty Pays," September 25, 2017, as amended

ENCLOSURE 2

RESPONSIBILITIES

1. ASD(M&RA). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the ASD(M&RA) develops and oversees policies and procedures for:
  - a. Career life cycle management of military personnel, including assignments.
  - b. Assigning Service members to designated hostile-fire and imminent-danger areas.
  - c. Assigning sole surviving sons and daughters and assigning or reassigning Service members from the same immediate family.
  - d. Assigning Service members to the OSD, the Office of the CJCS and the Joint Staff, the Defense Agencies, and DoD Field Activities.
  - e. The transportation of military dependents at U.S. Government expense.
  
2. DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS). Under the authority, direction, and control of the Deputy Chief Management Officer of the Department of Defense through the Director of Administration, and in addition to the responsibilities in section 5 of this enclosure, the Director, WHS assigns, reassigns, and releases Service members to and from the OSD, Defense Agencies, and DoD Field Activities.
  
3. DIRECTOR, DEFENSE INTELLIGENCE AGENCY (DIA). Under the authority, direction, and control of the Under Secretary of Defense for Intelligence, and in addition to the responsibilities in section 5 of this enclosure, the Director, DIA:
  - a. Establishes tour lengths for Service members assigned to the Defense Attaché Service, authorizes tour length exceptions on a case-by-case basis, determines whether or not accompanied tours are authorized, and publishes a current list of these tour lengths in DIA Directive 1350.100 (Reference (j)).
  - b. Coordinates with the Director, Defense Security Cooperation Agency (DSCA), on selection and assignment actions for Senior Defense Official/Defense Attachés (SDO/DATTs) as outlined in DoD Directive 5205.75 (Reference (k)) and DoDI 5132.13 (Reference (l)) and with the Combatant Commanders on tour lengths.

4. DIRECTOR, DSCA. Under the authority, direction, and control of the Under Secretary of Defense for Policy, and in addition to the responsibilities in section 5 of this enclosure, the Director, DSCA:

a. Coordinates on requests to establish or change tour lengths for Service members assigned to Security Cooperation Organizations (SCOs), in coordination with the respective Combatant Commanders.

b. Coordinates with the Director, DIA, on selection and assignment actions for SDO/DATTs as outlined in References (k) and (l) and with the Combatant Commanders on tour lengths.

c. Ensures that approved tour lengths are published in Appendix Q of the Joint Travel Regulations (Reference (m)).

5. DoD COMPONENT HEADS. The DoD Component heads ensure that the policies and procedures in this instruction are implemented within their Component.

6. SECRETARIES OF THE MILITARY DEPARTMENTS. In addition to the responsibilities in section 5 of this enclosure, the Secretaries of the Military Departments:

a. Establish procedures within their respective Military Departments to monitor and measure PCS turbulence. Although there are no specific formats required, the Secretaries of the Military Departments maintain data on the number of military personnel assignment policy exceptions that have been approved and historical data that enables the Military Services and the DoD to determine the effectiveness of assignment policies and the cost-effectiveness of statutory entitlements.

b. Nominate and assign qualified Service members (e.g., those who meet security, education, and experience requirements reflected on personnel requisitions and clear command's sex-related incident screening) to OSD, the Joint Staff, the Defense Agencies, and DoD Field Activities within the prescribed suspense dates.

c. Notify the CJCS and get ASD(M&RA) tour length approval as prescribed in Enclosure 4 of this instruction before allowing Service members to report for duty at a new overseas assignment location.

7. SECRETARY OF THE NAVY. In addition to the responsibilities in sections 5 and 6 of this enclosure, the Secretary of the Navy establishes sea duty assignment tour lengths and tour lengths for dependent-restricted duty assignments with deployment-related units of the Marine Corps operating forces.

8. CJCS. In addition to the responsibilities in section 5 of this enclosure, the CJCS:
  - a. Assigns, reassigns, and releases Service members to and from the Joint Staff.
  - b. Coordinates Military Department or Combatant Command requests to establish or change overseas tour lengths with the Military Services.
  - c. Recommends to the ASD(M&RA) for approval appropriate tour lengths and restrictions on accompanied tours as required by Reference (c).

ENCLOSURE 3

PROCEDURES

1. ASSIGNMENT SELECTION PROCEDURES

a. PCS reassignment of a Service member is authorized only for national security or for ensuring equitable treatment of Service members. Unless specifically authorized by this instruction, no Military Department will deny any of the transportation allowances or entitlements associated with a PCS movement of a Service member from one duty station to another.

b. The primary considerations in reassigning a Service member will be the Service member's current qualifications and the ability to fill a valid requirement. Other criteria, such as availability, volunteer status, and time-on-station (TOS), will be secondary. When Service members with the required qualifications are identified, then the secondary criteria and other factors will be considered.

c. When there is a need for a Service member to fill a requirement in the continental United States (CONUS) and more than one Service member meets the assignment qualifications, the Service member with the longest TOS will be considered. In all PCS moves, the TOS requirement should be met by the departure month, unless a TOS waiver is approved. Waivers, when required, will be granted before the Service member's departure.

d. Qualified volunteers should be considered for all assignments. Volunteers who have not met TOS requirements may be considered before qualified non-volunteers who have met TOS requirements, but such a qualified volunteer requires a TOS waiver.

e. Service members will be permitted to complete prescribed tours of duty and, when possible, will be allowed to voluntarily extend an assignment beyond the prescribed tour based on needs of the Military Service.

f. Through the pay grade of O-5 for officers and E-7 for enlisted Service members, promotion will not be the only reason for PCS reassignment before tour completion.

g. Sequential training assignments will be consolidated geographically to the greatest extent possible.

h. Unless otherwise required by statute, PCS moves in the CONUS will not be required solely because of the passage of a stipulated time period. This does not preclude reassignment after less than a stipulated time period for such reasons as career progression, professional development, fresh expertise, job stress, or personal hardship.

i. Within a designated occupational specialty and grade, the Military Services will ensure an equitable distribution of overseas duty assignments, considering both desirable and undesirable

locations. Every effort will be made to minimize the periods of forced family separation and the adverse effects of overseas military service that may be encountered by Service members and their dependents.

j. Service members determined to be excess at one location for any of the following reasons will be reassigned, in a reasonable length of time, elsewhere on the same installation or to the nearest installation in need of their skills:

- (1) Unit inactivation or deactivation.
- (2) Base realignment and closure.
- (3) Organization or staffing changes.
- (4) Reclassification or other actions changing the occupational specialty or skill designator of a Service member.
- (5) Disqualification for duty as a result of loss of security clearance, professional certification, nuclear certification, or medical qualification to perform, or relief from duty for cause.

k. PCS costs will be given reasonable consideration when selecting a Service member for an assignment. When other considerations are not overriding, each assignment will be made with the least expenditure of PCS funds. In addition, the Military Services will consider both cost and suitability for dependents living overseas when developing overseas assignment procedures.

l. In the interest of efficient administration, the Military Services may reassign Service members in the period beginning 60 days before the end of the Service member's prescribed overseas tour. At that point, the member is considered to have completed the prescribed tour length.

m. To the maximum extent practicable within operational and other military requirements, PCS moves for members who have school-age (i.e., kindergarten -12th grade) dependents should occur at times that avoid disruption of the dependents' school year and minimize educational costs.

n. When practicable within operational and other military requirements, a PCS move for a Service member who is in the process of adopting an unrelated child under 18 years of age should occur at a time that allows for completion of the adoption or avoids disruption of the proceedings.

o. It is not necessary to adjust the original tour completion date of members reassigned on low-cost moves. Low-cost moves are not, in effect, curtailments of tours and do not require the TOS waivers that are required for other moves. Service members reassigned under the low-cost move provisions outlined in this paragraph are not given new tours; therefore, they are not authorized consecutive overseas tour (COT) leave travel.

p. Reserve Component Service members ordered to active duty for training for a period of 140 days or more or active duty for other than training for a period greater than 180 days at one location should be authorized PCS travel and transportation allowances. However, the Secretary of the Military Department concerned may authorize TDY allowances beyond these limits in accordance with the Reference (m).

## 2. DISLOCATION ALLOWANCE

a. Service members are authorized a dislocation allowance when they relocate their household as a result of a PCS move, including when orders are cancelled, revoked, or modified, except as provided by section 477 of Title 37, United States Code (Reference (n)) or this instruction.

b. Only one PCS move involving a dislocation allowance is authorized during a fiscal year unless the Secretary concerned determines that the Service member requires more than one PCS move during the current fiscal year. Authority for such determinations rests solely with the Secretary concerned and may be delegated no lower than the Service headquarters-level directors of officer assignments and enlisted assignments. The prohibition on payment of more than one dislocation allowance payment each fiscal year does not apply to:

(1) Service members ordered to units undergoing a change of homeport for commissioning and outfitting.

(2) A change of homeport for overhaul.

(3) A change of permanent duty station (PDS) for shore activities undergoing base realignment and closure or shore units undergoing a change in ultimate PDS.

(4) Service members ordered to, from, or between courses of instruction conducted, controlled, or managed by one or more of the Military Services.

c. Specific regulations for dislocation allowance are prescribed in Reference (m).

3. CONUS TOS REQUIREMENTS. TOS requirements are established to enhance operational readiness by stabilizing members in CONUS units, reduce PCS costs, and improve quality of life by reducing personal and family turbulence. When all other factors are equal, TOS will be a primary consideration in selecting Service members for reassignment. TOS will be computed from the month of arrival through the month of departure, inclusive.

a. The minimum TOS requirement for all assignments within or from the CONUS is 36 months. The Secretary of the Military Department concerned may waive TOS requirements on a limited case-by-case basis for assignments other than those indicated in paragraphs 3b(1) through 3b(24) of this enclosure and provided it is determined that the Service member is the most

qualified member available. The Secretary of the Military Department concerned approves TOS waivers, unless otherwise delegated in accordance with this instruction. The Secretary of the Military Department concerned may delegate approval authority for a TOS waiver to no lower than an O-6 commissioned officer or general schedule (GS) grade 15 DoD civilian employee.

(1) TOS waiver authority for Service members who have or will have less than 3, but more than 2, years of TOS may be delegated no lower than the Service headquarters-level directors of officer and enlisted assignments.

(2) For assignments from or between tours of duty at sea or dependent-restricted tours with deployment-designated Marine Corps operating forces, the Secretary of the Navy may delegate TOS waiver authority in the same way as for overseas assignments as outlined in Office of the Chief of Naval Operations Instruction 1300.15 (Reference (o)).

(3) Authority to curtail overseas tours of Service members assigned overseas is found in section 10 of Enclosure 4 of this instruction.

b. Notwithstanding the limitations outlined in paragraph 3a of this enclosure, if not prohibited elsewhere in this instruction, the Military Services, under certain circumstances, may reassign Service members before completing the minimum TOS requirements. The authorized exceptions to minimum TOS at a CONUS assignment are:

(1) A Service member reassigned to an overseas or sea tour.

(2) A Service member with a sea-intensive skill who is assigned from shore duty to sea duty. The Service member is required to complete a minimum of 2 years of TOS.

(3) A newly accessed Service member reassigned to a different duty station for initial skill training or who is being separated.

(4) A Service member reassigned to a different duty station for training or educational purposes.

(5) A move resulting from a major weapon system change or unit conversion (e.g., a change from one type of aircraft to another or infantry to mechanized infantry). This exception does not cover moves associated with replacing a Service member selected for a new weapon system or unit.

(6) A Service member permitted the option to retrain into a new specialty at another location in conjunction with reenlistment. The Service member requires only 1-year minimum TOS.

(7) A Service member permitted the option to select another location in conjunction with an established program to keep military couples together. In this case, the minimum TOS is only 1 year.



(8) A Service member assigned to OSD, the Office of the CJCS or Joint Staff, a Defense Agency, or a DoD Field Activity where the tenure is limited by statute or policy in this instruction to less than 36 months.

(9) A Service member reassigned under the Exceptional Family Member Program or for humanitarian reasons.

(10) A Service member reassigned to a different duty station in preparation for a unit deployment or move or rendered excess as a result of such a deployment or move.

(11) A first-term Service member, who is considered for reassignment and meets the move limitation requirements outlined in section 5 of this enclosure.

(12) A Service member in a professional skill, such as a doctor or lawyer, serving in an assignment designated by the Secretary of the Military Department concerned in order to:

- (a) Validate his or her professional credentials; or
- (b) Develop expertise in selected specialized skills before being assigned to independent duty without supervision.

(13) A Service member disqualified for duty as a result of loss of security clearance or professional, medical, or nuclear qualification or certification. The Military Service must determine that no vacant position exists within the limits of the same geographic location in which the Service member may serve, pending re-qualification or re-certification.

(14) A Service member reassigned as a prisoner, including an assignment to and from confinement or reassignment for the purpose of standing trial.

(15) A Service member reassigned from patient status.

(16) A Service member reassigned in order to accomplish PCS travel before a medical travel restriction for pregnancy (normally 36 weeks or more gestation) being imposed on the member or the member's spouse. This also includes reassignment for the purpose of receiving adequate medical care, including the reassignment of a female Service member from an unaccompanied tour because of the lack of adequate obstetric care.

(17) A Service member involved in an incident that may cause serious adverse publicity or embarrassment for the U.S. Government; that may jeopardize the mission, or that indicates the member is a potential defector.

(18) A Service member who is or who has dependents who are threatened with bodily harm or death and the circumstances are such that military and civilian authorities are unable to provide for their continued safety. The appropriate investigative agency (such as the Air Force Office of Special Investigations, Army Criminal Investigation Command, or Naval Criminal Investigative Service) and a local judge advocate will verify the threats and circumstances.

(19) A Service member who makes an Unrestricted Report of being sexually assaulted and who is granted expedited transfer as authorized in Reference (h) in accordance with section 673 of Reference (i), or a Service member who is an alleged offender of a sexual assault whom the Military Service-designated approving authority selects for expedited transfer. Sexual assault against adults includes rape and sexual assault in violation of Article 120 of the Uniform Code of Military Justice, forcible sodomy in violation of Article 125 of the Uniform Code of Military Justice (see sections 920 and 925 of Reference (i)), and attempts to commit those offenses.

(20) A Service member completing or being eliminated from a training or education program.

(21) A Service member reassigned under a low-cost move.

(22) A Service member granted a waiver of the requirement to complete a full joint duty assignment tour by the Director, Officer and Enlisted Personnel Management, under the Deputy Assistant Secretary of Defense for Military Personnel Policy.

(23) A Service member rendered as excess as prescribed in paragraph 1j of this enclosure.

(24) A Reserve Component Service member, other than an Active Guard and Reserve Service member, ordered to active duty other than training.

4. RETAINABILITY REQUIREMENTS. Service members may not depart the CONUS or other departure ports unless they have the service retainability required to complete the assignment. The Secretary of the Military Department concerned may waive the restrictions outlined in this section on a case-by-case basis, or on a group basis when a unit move, unit inactivation or deactivation, base closure, or surplus personnel are involved. Waiver authority is delegated in the same manner as prescribed for TOS requirements in paragraph 3a of this enclosure.

a. CONUS-to-CONUS Moves. Two years retainability is required after arrival at the gaining installation for CONUS-to-CONUS moves, except Service members who are assigned from shore duty to sea duty or sea duty to sea duty or who change occupational specialty or skill designator as a result of retraining must have a minimum of 1 year of service retainability.

b. CONUS to Overseas and Overseas to Overseas Moves. Except as authorized in this instruction, Service members may not depart the CONUS or other departure ports unless they have the retainability required for the prescribed tour, whether it is accompanied length or unaccompanied length.

c. Overseas to CONUS Moves. Twelve months retainability is required for overseas to CONUS moves except as indicated in this paragraph. Service members stationed overseas who,

on their scheduled return to the CONUS, have 1 to 12 months retainability before their date of separation may receive an early separation from military service. The separation must be in conjunction with an approved early-release program authorized by the Secretary of the Military Department concerned based on a determination by the Military Service concerned that the Service member is surplus to its requirements. To better employ Service members with limited retainability, the Military Services are authorized to extend, involuntarily, a Service member's overseas tour under these conditions:

(1) Service members within 11 months of separating who are stationed at a duty station where an accompanied tour is authorized may be kept at that duty station until their scheduled date of separation.

(2) Service members within 6 months of separating who are stationed at a duty station where there is a dependent-restricted tour may be kept at that duty station until their scheduled date of separation.

d. Exceptional Moves. Service members reassigned CONUS-to-CONUS or overseas-to-CONUS should have a minimum of 6 months service retainability at the gaining installation if their reassignment is a result of:

(1) The Exceptional Family Member Program (for humanitarian reasons (see paragraph 3b(9) of this enclosure)).

(2) Release from prisoner status (see paragraph 3b(14) of this enclosure).

(3) Patient status (see paragraph 3b(15) of this enclosure) when the Service member cannot effectively be used at or in the vicinity of the installation.

(4) Service members returning from operational contingencies overseas (e.g., operations in hostile environments).

## 5. LIMITATION ON NUMBER OF FIRST-TERM SERVICE MEMBER MOVES

a. Pursuant to section 671 of Reference (i), Service members will not be assigned to active duty on land outside the United States, its territories, or possessions until they have completed the basic training requirements of their Military Service. In time of war or a national emergency declared by Congress or the President, the period of required basic training or its equivalent must not be less than 12 weeks, except as specified in section 671 of Reference (i).

b. First-term enlisted Service members serving initial enlistments of 3 years or less will be given no more than one PCS assignment following basic and initial skills training and before their expiration of term of service, unless required to serve in a dependent-restricted overseas tour. In that case, no more than two PCS assignments will be given.

c. First-term enlisted Service members serving initial enlistments of more than 3 years, but no more than 4 years, will be given only one CONUS PCS assignment following basic and initial skills training and before their expiration of term of service, unless required to serve an overseas assignment. In that case, no more than two PCS assignments will be given.

d. First-term enlisted Service members serving initial enlistments of more than 4 years, but no more than 5 years, will be given no more than two PCS assignments following basic and initial skills training and before their expiration of term of service.

e. First-term enlisted Service members serving initial enlistments of more than 5 years will be given no more than two PCS assignments following basic and initial skills training and before their expiration of term of service, unless required to serve an overseas assignment. In that case, no more than three PCS assignments will be given.

f. The Secretary of the Military Department concerned may waive the criteria in paragraphs 5b through 5e of this enclosure for first term Service members. Waiver authority may be delegated no lower than the O-6 or GS-15 level official who directs enlisted assignments at the headquarters for the Military Service concerned.

g. The following reassignments are not subject to the limitations outlined in paragraphs 5b through 5e of this enclosure:

(1) Service members reassigned to a different duty station to or from training based on the needs of their Military Service.

(2) Military couple assignments.

(3) Service members reassigned under the Exceptional Family Member Program or for humanitarian reasons.

(4) Service members disqualified for duty as a result of loss of security clearance, professional certification, nuclear certification, or medical qualification.

(5) Service members reassigned to or from patient or prisoner status.

(6) Service members rendered excess in accordance with paragraph 1j of this enclosure.

(7) Service members considered for transfer as authorized in Reference (h).

6. CRITICAL ACQUISITION POSITIONS. Assignments of officers to critical acquisition positions, defined in section 1733 of Reference (i), will be made in accordance with section 1734 of Reference (i), as implemented by DoDI 5000.66 (Reference (p)).

7. LIMITATION ON FORMER MEMBERS OF THE PEACE CORPS

a. Service members who are former Peace Corps members must not be assigned to permanent duty or TDY in the military intelligence field for a 4-year period following Peace Corps service.

b. A Service member who later acquires an intelligence specialty must not be assigned intelligence duties in any foreign country in which said Service member previously served as a Peace Corps member. This limitation on the utilization of former Peace Corps members must not be waived.

c. A Service member who attended Peace Corps training but did not go overseas with the Peace Corps will not be assigned duties in an intelligence capacity in any foreign country where he or she was trained to serve in the Peace Corps.

8. CONCURRENT ASSIGNMENTS OF FAMILY MEMBERS TO THE SAME UNIT OR SHIP. Concurrent assignment of Service members from the same immediate family to the same military unit or ship is not prohibited. The Military Service considers good order and discipline in determining whether family members are to be assigned to the same unit or ship. Requests for reassignment to a different unit or ship may be approved for all but one Service member from the same immediate family. Approval of such requests is based on Service-specific requirements.

9. ASSIGNMENT OF MILITARY COUPLES, SINGLE PARENTS, AND MILITARY MOTHERS OF NEWBORNS

a. Military couples and single parents are expected to fulfill their military obligations on the same basis as other Service members. They are eligible for worldwide duty and all assignments for which they qualify, including assignments to imminent danger or hostile fire areas. To ensure single parents and military couples are available for worldwide duty, they must have current and viable family care plans to provide parent-like care for their dependents when the requirements of military service result in leaving their family behind. Dependent care plans must be in accordance with applicable DoD and Service directives or instructions and apply to all members, including members of the Reserve Components.

b. When the Service member has a family care plan that becomes nonviable, commanders will require him or her to develop another care plan. To assist Service members in finding an alternative care plan, commanders may consider approving leave for the member or may help him or her apply for a humanitarian reassignment, depending on the duration and severity of the problem. If the Service member cannot or will not develop an adequate dependent care plan, the commander will process him or her for separation in accordance with applicable Service regulations.

c. Unless the Service member desires to waive the deferment period, a single Service member adopting a child will be deferred from assignment to a dependent-restricted overseas

tour or an accompanied overseas tour when concurrent travel is denied for a minimum of 4 months from the date the child is placed in the home as part of a formal adoption process. The Military Services may, if operational and military requirements permit, authorize a period of deferment in excess of 4 months. Only one member of a military couple adopting a child may be assigned to a dependent-restricted overseas tour or to an accompanied overseas tour when concurrent travel is denied, during the deferment period following the date the child is placed in the home as part of the formal adoption process. The same deferment period also applies to TDY or temporary assignment away from the PDS or home port. The military couple may waive the deferment.

d. For a minimum of 4 months after the birth of the child, a military mother will be deferred from assignment to a dependent-restricted overseas tour or an accompanied overseas tour when concurrent travel is denied. The same deferment period also applies to deployments or TDY away from the PDS or home port. The mother may waive the deferment period. The Services may, if operational and military requirements permit, authorize a deferment period in excess of 4 months.

e. When a Service member becomes a single parent as a result of hardship or humanitarian circumstances (e.g., the death of a spouse), he or she may apply for humanitarian or hardship deferments and assignments under the appropriate provisions contained in Service regulations.

f. Service-specific guidance governing the activation of the Ready Reserve will:

(1) Provide for the deferral of mothers from involuntary activation for a minimum of 4 months after childbirth.

(2) Defer the involuntary activation of single parents and one member of a military couple for a minimum of 4 months after the date a child is placed in the home as part of a formal adoption process.

## 10. HOUSING FLEXIBILITY DURING PCS

a. Effective October 1, 2018, as authorized by Section 403a of Reference (n), Military Department regulations will permit eligible Service members to request the housing flexibility options specified in paragraph 10.c. of this enclosure while undergoing a PCS within the United States (including Alaska and Hawaii). When used with regard to housing flexibility options during a Service member's PCS, the covered relocation period begins 180 days before the date of the PCS, which is the date the Service member leaves his or her current PDS, and ends 180 days after the date of the PCS. The Secretary of the Military Department concerned may shorten or lengthen the covered relocation period based on the needs of the Military Service.

b. Service members eligible for housing flexibility options specified in paragraph 10.c. of this enclosure during the covered relocation period are any Service members who have one or more dependents enrolled in the Exceptional Family Member Program or who, at the beginning of the covered relocation period:

- (1) Have a spouse who is gainfully employed or enrolled in a degree, certificate, or license-granting program;
- (2) Have one or more dependents attending an elementary or secondary school; or
- (3) Are caring for an immediate family member with a chronic or long-term illness.

c. Housing flexibility options include:

(1) Continuation in government-owned or government-leased family housing of the Service member's spouse or other dependent if they are residing in such housing at the beginning of the covered relocation period. The spouse or other dependent may continue to reside in such housing during the covered relocation period. Requests for this option should be approved only if approval will not adversely affect other Service members who will arrive at the current PDS during the period of continuation in housing.

(2) Early housing eligibility when the Service member is eligible to reside in government-owned or government-leased family housing at the new PDS. The spouse or other dependent may move into such housing at any time during the covered relocation period, if it is available, even if the Service member has not arrived at the new PDS.

(3) Occupancy of government-owned or government-leased unaccompanied housing by a Service member with dependents. If a spouse or other dependent of a Service member relocates at a time different from the Service member, the Service member may elect to reside in such housing until the Service member's detachment date from the current PDS or until the Service member's spouse or other dependents arrive at the new PDS. Occupancy in such unaccompanied housing will be provided on a "space-available" basis and may not displace a bona fide unaccompanied Service member with no dependents at such housing.

(4) Equitable basic allowance for housing. If the spouse or other dependent of a Service member relocates at a time different from the Service member, the amount of basic allowance for housing may be based on whichever of the following areas, prescribed in Reference (m), the Secretary of the Military Department concerned determines to be the most equitable. In no case may the Service member's basic allowance for housing be lower than the amount payable under Section 403(d)(3)(A) of Reference (n).

(a) The area of the duty station to which the Service member is reassigned.

(b) The area in which the spouse or other dependent resides, but only if the spouse or other dependent resides in that area when the Service member departs for the next PDS, and only for the period during which the spouse or other dependent resides in that area.

(c) The area of the Service member's former PDS, but only if that area is different from the area in which the spouse or other dependent resides.

d. Relocation assistance programs are statutorily required and intended to minimize the adverse effects of stressors associated with PCS moves. They must provide information and education regarding these housing flexibility options during PCS to Service members and their families. Specific relocation assistance policy is prescribed in DoDI 1342.22 (Reference (ad)).



ENCLOSURE 4

OVERSEAS DUTY

1. ESTABLISHMENT OF OVERSEAS TOUR LENGTHS

a. Authorized overseas tour lengths are listed in Appendix Q of Reference (m) and reflect the general desirability of each location and force protection and anti-terrorism considerations in accordance with Reference (c).

(1) Standard tour lengths for Service members stationed OCONUS, except for Alaska and Hawaii, are 36 months accompanied and 24 months unaccompanied.

(2) Military Departments or Combatant Commanders may provide conclusive evidence that hardships at specific overseas locations require the tour lengths be shorter, as provided in the table of Enclosure 7 of this instruction.

b. If Appendix Q of Reference (m) does not list tour lengths for a country or specific overseas location, tour lengths must be requested and approved by the ASD(M&RA) before departure of the Service member or his or her dependents to that country or specific overseas location.

c. If fewer than 25 Service members from only one Military Service are assigned to a country or specific overseas location without an established tour length, the Secretary of the Military Department concerned may establish an unaccompanied tour length for that location based on the tour length guidelines prescribed in Enclosure 7 of this instruction. This authority will not be delegated.

(1) The CJCS and ASD(M&RA) must be notified and provided the DoD tour-length data sheet (provided in Enclosure 8 of this instruction) before Service members report for duty at the new assignment location.

(2) The ASD(M&RA) must grant approval before 25 or more Service members from one Military Service (or any number of Service members from more than one Military Service) are assigned, or if command-sponsored dependents are introduced or reintroduced into a country or new geographical location (i.e., installation or city) that does not have an approved accompanied tour length.

d. Requests to establish or change tour lengths will address the full range of facilities both on and off the military installation. Tour length change requests will be justified fully and based on the tour length guidelines outlined in Enclosure 7 of this instruction.

(1) The Secretary of the Military Department concerned or Combatant Commander concerned will submit such requests to the CJCS for coordination with the Military Services.

The CJCS will then forward the request and his or her recommendation to the ASD(M&RA) for approval.

(2) The ASD(M&RA) will not act on recommendations that do not include the following items (such recommendations will be returned to the CJCS for further staffing):

(a) Tour-length data sheet completed by the commander of the military command recommending the change.

(b) Comments from Combatant Commanders and a CJCS recommendation on force protection and anti-terrorism considerations.

(c) Coordination with senior Service representatives within the theater.

(d) Coordination by the Director, DSCA, for additions or changes that affect SCOs.

(e) Coordination by Directors, DIA and DSCA, for additions or changes that affect SDO/DATTs.

(f) Cost differential in PCS costs for all Military Services.

e. Unless otherwise indicated in Appendix Q of Reference (m), Service members assigned to Alaska and Hawaii will serve a minimum tour of 36 months, whether accompanied or unaccompanied.

f. When Service members are assigned to activities governed by government-to-government contracts, the tour lengths specified by the contract will be served, regardless of the prescribed tour lengths for the duty station.

g. The prescribed tour lengths for Service members assigned to the Defense Attaché System and whether these tours are accompanied or unaccompanied will be determined by the Director, DIA. The Director, DIA:

(1) Will use section 5 of this enclosure to determine if Service members will serve an accompanied or unaccompanied tour. As a general policy, Defense Attaché System tour lengths will be 36 months, except for specified isolated or difficult stations where they may be shorter.

(2) May authorize tour-length exceptions on a case-by-case basis.

(3) Will provide a list of the tour lengths he or she prescribes to the ASD(M&RA).

h. The prescribed tours, including the tour length and accompanied or unaccompanied eligibility, for Service members assigned to SCOs (e.g., Office of Defense Cooperation, Office of Security Cooperation, Office of Military Cooperation, U.S. Military Groups) will be the same tours prescribed for Service members assigned to the Defense Attaché System at the same assigned location.

i. Tour lengths for Marine Corps security guards assigned to foreign service posts overseas are prescribed by the Memorandum of Agreement between the U.S. Department of State and the U.S. Marine Corps (Reference (q)). The Marine Corps will provide a copy of all revisions to the memorandum of agreement to the ASD(M&RA).

j. For Marine barracks OCONUS, the tour length will be as prescribed for the location in Appendix Q of Reference (m), except that the unaccompanied tour for first-term enlisted Marines is 18 months or the prescribed tour, if shorter.

k. As an exception to the overseas tour lengths in Appendix Q of Reference (m), medical officers with 2-year service obligations serving in certain shortage specialties, as determined by the Secretary of the Military Department concerned in consultation with his or her Surgeon General, are authorized to serve 2-year accompanied tours in long tour areas. Movement of dependents overseas for these officers requires that the officers are otherwise authorized transportation of dependents and household goods (HHG) at U.S. Government expense.

l. Tours of duty at sea and hardship duty with deployment-designated Marine Corps operating forces units primarily involve the Department of the Navy. Therefore, the Secretary of the Navy is delegated authority to establish accompanied and unaccompanied tour lengths for these tours. The Secretary of the Navy will apply the overseas tour length guidelines in Enclosure 7 of this instruction and require the tour length data sheet in Enclosure 8 of this instruction when establishing tour lengths for these overseas assignments.

m. Reserve Component service members, other than Active Guard and Reserve Service members, ordered to active duty for training for 140 days or more at one overseas location or ordered to active duty other than training for more than 180 days at one overseas location are not required to serve the established overseas tour length for the country or overseas duty location. The Reserve Component Service member may be authorized PCS allowances and entitlements or any part of such allowances normally associated with an overseas PCS in accordance with chapter 7 of Reference (m). No Reserve Component Service member, other than an Active Guard and Reserve Service member, activated for training or activated for other than training will be stationed on an accompanied overseas tour or placed in an overseas command-sponsored position without approval of the Secretary of the Military Department concerned.

n. As an exception to the overseas tour length in Appendix Q of Reference (m), officers participating in Foreign Area Officer training assignments and education and broadening assignments may be authorized to serve 12 month accompanied tours. The moving of dependents to the overseas duty station is contingent on the following:

(1) The area to which the Service member is assigned has an approved accompanied tour area as defined by the Appendix Q of Reference (m).

(2) The Service member and dependents must be able to serve a minimum of 12 months at the duty station. Dependent travel will not be authorized if the dependents are unable to be on station for the minimum 12 months.

(3) The Service Exceptional Family Member Program authority and the overseas Combatant Commander must verify that the educational and medical needs of the family can be met.

2. DENIAL OF ENTRY INTO A FOREIGN COUNTRY. When a Service member is denied an entry visa or a foreign country formally refuses to permit entry and that denial is discriminatory, the Secretary of the Military Department concerned will review the circumstances surrounding the denial to determine what action should be taken. When evaluating the circumstances, the Secretary of the Military Department concerned will seek the advice and recommendations of the Combatant Commander concerned, the offices of the ASD(M&RA) and Assistant Secretary of Defense for International Security Affairs, and if the Service member is assigned to an SCO position, the Director, DSCA.

3. KEY BILLETS. Only those positions where the continued presence of an officer, warrant officer, or senior enlisted Service member (i.e., E-8 or E-9) is determined to be absolutely essential to the mission of an activity or a unit or to the U.S. presence in that area will be designated a key billet. Such designations require the Service member to serve 24 months, even if he or she declines to serve the tour accompanied, and will be established only at overseas duty stations where the accompanied tour is at least 24 months.

a. Requests for designating an overseas billet or position as a key billet will be submitted through the Military Service concerned for endorsement, and if required, the Chairman of the Joint Chiefs of Staff to the approving authorities outlined in paragraphs 3a(1) through 3a(3) of this enclosure. If required, the Chairman of the Joint Chiefs of Staff shall ensure coordination with the other Military Services and then submit the request to ASD(M&RA) for approval or disapproval.

(1) The Joint Chiefs of Staff for the Joint Staff and other activities under its cognizance.

(2) The USD (P&R) for activities under OSD cognizance.

(3) The Secretary concerned, when subparagraphs 3a(1) and 3a(2) above, do not apply.

b. Key billet designation is not appropriate when the unaccompanied tour length for the assignment location is 24 months or greater. A position may not be designated as a key billet unless all of the following apply:

(1) The position is authorized a commissioned or warrant officer or a senior enlisted Service member (i.e., E-8 or E-9).

- (2) U.S. Government-furnished family quarters are available.
- (3) Concurrent travel of dependents is authorized.
- (4) An accompanied tour of at least 24 months is authorized for the specific location.

c. The position of SDO/DATT and Chief, SCO, will be automatically designated a key billet, unless circumstances dictate otherwise or if command-sponsored dependents are not authorized. Other SCO positions may be designated key billets if the functions of the position are related directly to management of security cooperation programs requiring continuity of effort and specialized experience and training. Requests for designation of other SCO positions as key billets must be submitted through the applicable Military Department and Office of the CJCS to the ASD(M&RA) for approval.

d. Including key billet requests in changes to manning documents is prohibited.

4. COMPUTATION OF OVERSEAS DUTY. A uniform method of computing overseas duty will be used by all Military Services:

a. Time creditable as overseas duty for PCS begins with the day of departure from a CONUS port and ends with the day of return.

b. A Service member administratively assigned to an overseas command but physically assigned to a primary duty location in the CONUS will not receive overseas tour credit.

c. Authorized leave taken in the CONUS while en route from one overseas duty station to another overseas duty station will be excluded from the computation.

d. Authorized leave taken overseas en route to an overseas duty station will be excluded from the computation.

e. Service members with educationally handicapped children enrolled in the Exceptional Family Member Program who are reassigned from overseas under the conditions outlined in Reference (f) will be credited with having completed the overseas tour.

5. DETERMINATION OF TYPE OF OVERSEAS TOUR

a. Service members assigned overseas and accompanied or joined by command-sponsored dependents will serve the prescribed accompanied tour. Service members will be given the opportunity to extend their obligated military service to qualify for and serve the accompanied tour.

b. Service members acquiring dependents while assigned overseas must request to serve the prescribed accompanied tour in order to obtain command sponsorship for their dependents.

c. Single Service members or those who either voluntarily or involuntarily are not accompanied or are not joined by command-sponsored dependents will serve the prescribed unaccompanied tour when assigned overseas. Career Service members who have no dependents in their household, are not married to another Service member, and are assigned to overseas locations authorized an accompanied long tour will be required to serve a minimum of the unaccompanied tour. The decision to require these Service members to serve the accompanied tour rests with the Secretary of the Military Department concerned.

d. When a married Service member's spouse is a Service member, the overseas tour length will be established as follows:

(1) Married Service members accompanied or joined by command-sponsored dependents will serve the accompanied tour.

(2) Married Service members assigned to or living in the same overseas location or locale will serve the accompanied tour when such a tour length is authorized for either Service member's duty station. Lack of concurrent travel, whether resulting from personal reasons or operational requirements, will not have an impact on the requirement that each Service member of a military couple will, at a minimum, serve the accompanied tour. Curtailing the last arriving Service member's minimum tour to permit a joint military couple's reassignment from an overseas duty station to coincide with the tour-completion date of the first arriving Service member is not authorized.

(3) Married Service members assigned to different locations will serve the unaccompanied tour. However, if these Service members establish a joint residence, they will serve the accompanied tour if such a tour is authorized for the location or locale where they are residing.

(4) When a Service member marries another Service member while both are assigned overseas, their original tours are maintained. The only exceptions to this requirement are for those Service members who voluntarily agree to serve the longer (accompanied) tour at that location or when dependent command sponsorship is involved. In these cases, the provisions of paragraph 4d of Enclosure 5 of this instruction apply.

## 6. TOUR ELECTIONS

a. A Service member selected for and assigned to an overseas duty station where an accompanied tour is authorized (i.e., assigned to a command-sponsored position) and who is eligible for Government transportation of dependents and HHG may elect to serve either the accompanied or unaccompanied tour.

b. If the Service member elects the accompanied tour and is eligible to serve that tour, he or she will be provided the allowances and benefits associated with such tours. Unless concurrent

travel is denied by a competent authority and the estimated delay in dependent travel is greater than 20 weeks, only one set of dependent travel orders will be issued.

(1) When concurrent travel is denied by the Military Service concerned and it is estimated by the Military Service concerned that the delay in dependent travel will be 20 or more weeks from the port-reporting month of the Service member, his or her dependents may be relocated to a designated place at U.S. Government expense without jeopardizing further authority for dependent transportation to the Service member's overseas duty station.

(2) There are limitations to such designated place moves, and care must be taken to ensure that the Service member fully understands these limitations. Specifically, these limitations are:

(a) Designated place moves under this paragraph may be made only to a location within CONUS unless the sponsor (or the spouse) was a domiciliary before entering active duty (or marriage to the Service member) and continues to be a domiciliary of Hawaii, Alaska, the Commonwealth of Puerto Rico, or other territory or possession of the United States. In these cases, the dependents may elect a designated place move to their domicile.

(b) Service members who elect such an option and who subsequently relocate their dependents to their overseas duty station may receive only one dislocation allowance payment.

c. Due to the fiscal implications and the turmoil to the Service member's family as a result of delaying dependent travel for periods greater than 20 weeks, the Military Services will ensure such delays are kept to the minimum. If the Service member elects to serve the unaccompanied tour, his or her dependents may continue to reside at their current location or, at the request of the Service member, may be relocated at U.S. Government expense to a designated place. Unless authorized by this instruction, the movement of dependents will be limited to a designated place within the United States, the Commonwealth of Puerto Rico, or other territory or possession of the United States.

d. Service members already stationed overseas with command-sponsored dependents may elect to have their dependents remain at their current overseas duty station. Approval authority for such dependents to remain at the current overseas duty station location rests with the Secretary of the Military Department concerned and may not be delegated below the headquarters that directs dependent transportation policies or procedures for the Military Service concerned. While such dependents are eligible for subsequent Government transportation and enable the Service member to receive station allowances at the "with dependents" rate, they will not be considered command-sponsored. The Service member and his or her dependents will be advised that the host nation SOFA may no longer cover dependents remaining in a foreign country.

e. When the Service member elects to relocate his or her dependents or HHG to a designated place at U.S. Government expense, they are not eligible for U.S. Government transportation until such time as the Service member is reassigned PCS from his or her new overseas duty station or receives an approved in-place consecutive overseas tour (IPCOT).

f. Service members electing the unaccompanied tour and relocating their dependents at U.S. Government expense to a designated place may further relocate their dependents to their overseas duty station at their own expense. Unless the Service member is eligible for and requests command sponsorship of his or her dependents, these dependents will be considered individually sponsored dependents. If these dependents become command-sponsored after their arrival overseas, they are eligible for U.S. Government transportation on the Service member's reassignment.

g. Service members selected for and assigned to an overseas duty station where command-sponsored dependents are not authorized (i.e., a dependent-restricted tour) will serve the prescribed unaccompanied tour. The member's dependents may be relocated to a designated place at U.S. Government expense. If an accompanied tour length is later authorized after the Service member's arrival at the previously dependent-restricted tour location, and he or she is eligible to serve an accompanied tour, the Service member will be given the opportunity to serve the accompanied tour. When the Military Service concerned approves the change to the Service member's tour election, his or her dependents are provided U.S. Government transportation to the duty station, regardless of whether they were previously relocated to a designated place. For the Service member's dependents to be command-sponsored, the Service member must have a minimum of 12 months remaining on the tour when his or her dependents arrive and serve the accompanied tour length.

h. Service members stationed overseas and who are selected to serve a COT in accordance with section 8 of this enclosure have the following tour election options:

(1) Unaccompanied-to-Unaccompanied Tour. Relocating dependents and HHG from a previously approved designated place to another designated place at U.S. Government expense may be approved by the Secretary of the Military Department concerned on a case-by-case basis when it is determined the movement is in the best interest of the U.S. Government. This authority will not be delegated.

(2) Unaccompanied-to-Accompanied Tour. Relocating dependents and HHG from a previously approved designated place to the Service member's new duty station, including the current duty station for those selected for IPCOT, at U.S. Government expense may be approved by the Secretary of the Military Department concerned.

(3) Accompanied-to-Unaccompanied Tour. Service members either electing or required to serve the unaccompanied tour (i.e., reassigned to a dependent-restricted tour) when reassigned PCS or selected for an IPCOT will be given the opportunity to relocate their dependents or HHG to a designated place within the United States, the Commonwealth of Puerto Rico, another territory or possession of the United States, or a location authorized by this instruction.

(4) Accompanied-to-Accompanied Tour. Service members electing or required to serve the accompanied tour (i.e., assigned to a key billet) when reassigned PCS or selected for an IPCOT will be given the opportunity to relocate their dependents or HHG to their new duty station. Service members assigned to key billets who elect to serve without their dependents



must serve at least 24-months in the key billet. The member's dependents or HHG may be relocated to a designated place within the United States, its territories or possessions, or a location authorized by this instruction. Service members reassigned PCS on a COT under this option (i.e., accompanied-to-accompanied tour) will be given concurrent travel.

i. Service members stationed overseas and acquiring dependents may be authorized to serve the accompanied tour if their dependents are eligible for, and are approved for, command sponsorship.

## 7. OVERSEAS TOUR EXTENSIONS

a. Voluntary Extensions. Voluntary extensions of a Service member's overseas tour do not result in the expenditure of PCS funds, nor do they entail the reassignment of the Service member and his or her family, when accompanied. Therefore, the Military Services will encourage eligible Service members to voluntarily extend their overseas tours, as such extensions provide a high degree of continuity in the unit of assignment, increase the stability of the Service member and his or her family, when accompanied, and reduce PCS costs by eliminating the Service member's move and the move of his or her replacement. Attainment of these objectives is not the only consideration when deciding whether to approve an overseas tour extension request. Each request must be evaluated on its individual merits, and approval or disapproval must be based on whether the best interests of the U.S. Government will be served by keeping the Service member overseas.

b. Statutory Limitations. While there are no statutory limitations on the length of time a Service member may remain overseas, the Secretaries of the Military Departments, based on the critical and urgent requirements of the Military Services, may establish limitations on the total length of time Service members may extend their original tour lengths at a specific duty station. Except for allowances available to certain Service members as noted in paragraph 7c of this enclosure and Service members extending their overseas tours to get command sponsorship for their dependents, as noted in section 5 of Enclosure 5 of this instruction, there are no DoD-established programs that create allowances for extending overseas tours.

c. Overseas Tour Extension Incentive Program. In accordance with the authority of section 352 of Reference (n) and DoDI 1340.26, (Reference (ae)), the Secretary of the Military Department concerned may offer specific allowances or bonuses to certain Service members for extending their overseas tours for at least 1 year.

(1) To be eligible to participate, a Service member must:

(a) Be entitled to basic pay in accordance with section 204 of Reference (n).

(b) Possess a specialty designated by the Secretary of the Military Department concerned. Designation authority may not be delegated.

(c) Have completed his or her overseas tour of duty, including previously approved extensions, at an OCONUS location designated by the Secretary of the Military Department concerned, and at the end of that tour, execute an agreement to extend that tour for a period of at least 1 year.

(2) Service members meeting the eligibility requirements in paragraph 7c(1) of this enclosure are authorized to receive one of the following benefits:

(a) Special pay for duty during the extension period at a rate authorized by section 352 of Reference (n) and DoDI 1340.26, (Reference (ae)).

(b) A period of special rest and recuperation absence for no more than 30 days.

(c) A period of special rest and recuperation absence for no more than 15 days and round-trip transportation, at U.S. Government expense, from the location of the extended tour of duty to the nearest CONUS port (or an alternate destination not to exceed the cost to the nearest CONUS port) and return. Transportation that is associated with this particular option is detailed in Reference (m).

(d) An annual lump sum bonus authorized by section 352 of Reference (n) and DoDI 1340.26, (Reference (ae)).

(3) Service members participating in this program will be removed from the program if, after entering the extension and before its completion, they become ineligible for further overseas duty as a result of their actions. In those cases, authorization for further special pay or days of special rest and recuperation absence not taken will be cancelled. If the Service member's ineligibility for overseas duty is a result of actions taken by the Military Service concerned, then entitlement to the special pay continues until its scheduled termination date; however, eligibility for special rest and recuperation absence will be cancelled. Further limitations pertaining to special rest and recuperation absences are outlined in DoDI 1327.06 (Reference (r)).

d. Involuntary Extensions. Service members may be retained in an overseas area beyond their original return date to the CONUS for investigation or trial by U.S. military or foreign authorities or for completion of actions such as non-judicial punishment, separation processing, or compliance with host-country custom regulations. However, such retention decisions must be made on a case-by-case basis by an authorized official at the O-6 or equivalent civilian grade level or higher who directs assignment policies for the Military Service concerned. Additionally, the Service Personnel Chief, or equivalent, at the headquarters that directs assignment policies for the Military Service concerned may extend members involuntarily up to 180 days on a case-by-case basis under these circumstances:

(1) The Service member's presence is required to meet critical and immediate operational needs.

(2) The Service member is selected for training or education, and the class start date does not reasonably coincide with the member's tour completion date.

(3) The Service member is assigned to a unit being inactivated or deactivated or a base being closed.

e. SDO/DATT and SCO Positions. The voluntary or involuntary extension of a Service member serving an overseas tour in a SDO/DATT position is subject to the approval of the Directors, DIA and DSCA, in coordination with the Combatant Command concerned. Extension of a Service member serving in a Chief, SCO, position is subject to the approval of the Director, DSCA, in coordination with the Combatant Command concerned. The Combatant Commander approves extensions in other SCO positions.

8. COTS. To reduce PCS turbulence, the Military Services will encourage eligible Service members to volunteer for and serve COTs. While it is preferred that COTs be done voluntarily, the Military Services may direct involuntary COTs. To maximize the benefits to be realized from COTs, the Military Services will ensure that tour obligations are met in accordance with this instruction and Reference (m) before reassigning Service members. While it is realized that the needs of the Military Service may result in the early reassignment of a Service member, such actions will be minimized. The medical needs of family members will be reviewed before granting approval of any accompanied COTs.

a. IPCOT. Service members serving on either an accompanied or unaccompanied tour may request an IPCOT before completing the initial tour, to include voluntary extensions to that tour. By doing so, the Service member agrees to serve another tour within the local commuting area, as defined in Reference (m), of the original PDS, whether it is the accompanied or the unaccompanied tour. Regardless of the Service member's initial tour obligation or the tour length he or she then elects to serve, the Service member will serve the minimum prescribed tour length. Service members eligible for assignment after serving 3 years TOS in Alaska or Hawaii, and who subsequently agree to remain in their same geographic location for an additional 3 years, may be placed on COT orders and authorized travel and transportation allowances in conjunction with approved IPCOT leave.

b. Intra-theater or Inter-theater COTs.

(1) Such assignments require the PCS movement of the Service member and of his or her family, if accompanied, to a new geographic location outside of the local commuting area of the member's current overseas PDS. When reassigned on such COTs, Service members will be given the opportunity to serve either the accompanied tour, if authorized at the new duty station, or the unaccompanied tour. Service members being reassigned on intra-theater or inter-theater COTs will serve the prescribed tour lengths at both duty stations.

(2) The Secretary of the Military Department concerned may authorize, on a case-by-case basis, waivers to the requirement that Service members reassigned on COTs serve the prescribed tour lengths at both duty stations.

(a) Requests to waive this requirement will originate no lower than the O-6 or GS-15 level. Approval authority may be delegated no lower than the Service headquarters-level directors for officer assignments and enlisted assignments. However, these individuals may approve only exceptions that result in the Service member serving at least the equivalent of two unaccompanied tours before being reassigned from the theater. For the purpose of this paragraph, serving 48 months is considered the equivalent of serving two unaccompanied COTs in Alaska, Hawaii, or other overseas tour locations where the unaccompanied tour length is 36 months.

(b) Waivers allowing Service members to serve less than the equivalent of two unaccompanied tours may be approved only by the Secretary of the Military Department concerned.

(3) Service members declared as surplus to requirements at their old duty station may keep their original tour completion date as long as they do not change their initial tour election (i.e., accompanied or unaccompanied) and have at least 12 months theater retainability after arrival at their new duty station.

c. COTs for SCO Personnel. COTs of duty in a Chief, SCO position will be approved by the Director, DSCA. Such reassignments will be reviewed by the Secretary of the Military Department concerned and the Combatant Commander concerned.

d. Leave Travel in Connection with Consecutive Overseas Assignments

(1) Section 481b of Reference (n) stipulates that Service members stationed OCONUS who are ordered to a consecutive tour of duty at the same duty station or who are reassigned PCS to another overseas duty station may be paid travel and transportation allowances in connection with authorized leave from their last duty station. Such allowances may also be paid for the Service member's dependents when they accompanied the member in a command sponsored status at both the Service member's current and new PDS. Tours of duty, whether at the same duty station or a new duty station, will be the tour length prescribed in Reference (m).

(2) Travel allowances must not exceed those authorized by Reference (m). Further travel limitations under this program are outlined in paragraphs 8d(2)(a) through 8d(2)(c) of this enclosure and in Reference (r).

(a) Service members serving on an IPCOT must complete their initial tour, to include voluntary extensions. They must agree to, and be authorized by, the Military Service concerned to serve the prescribed tour length elected.

(b) For dependents to be eligible for the allowances outlined in Reference (m), the Service member must serve an IPCOT or must be reassigned to an accompanied tour. His or her dependents must also be command-sponsored.

(c) For an IPCOT or a PCS move to a new overseas duty station, Service members must have sufficient retainability for the new tour length prescribed by this issuance.

(3) To receive travel and transportation allowances authorized in References (m) and (r), a Service member reassigned PCS to another overseas duty station must serve the prescribed tour length at the new PDS and one of the tours must be unaccompanied. If both tours are accompanied, the total time served between the two locations must equal at least the sum of the unaccompanied tour lengths for those locations. For tour locations in Alaska and Hawaii where the unaccompanied tour length is 36 months, the equivalent of two unaccompanied tours is 48 months for the purpose of this paragraph.

9. HOME-BASING AND FOLLOW-ON ASSIGNMENT PROGRAMS. The practice of returning Service members to their previous PDS or location after completing a dependent-restricted overseas tour or Service-designated sea duty is referred to as home-basing. The practice of providing Service members with their subsequent assignment before being assigned to a dependent-restricted overseas tour or Service-designated sea duty is referred to as providing a follow-on assignment.

a. To reduce PCS costs and increase stability for the Service member and his or her family, all Military Services, whenever feasible, must have a home-basing policy. For those Service members not participating in the home-basing program, the Military Service will notify the Service member, when practicable, of the follow-on assignment before he or she departs for a dependent-restricted tour.

b. The intent of both programs is to reduce PCS costs and to increase stability for the Service member and his or her family. To achieve these goals, the Military Services will ensure these procedures are followed:

(1) On official notification of their home-basing assignment, Service members desiring to participate in the home-basing program will sign a written statement that they understand the intent of the home-basing assignment program. This statement acknowledges that they are expected not to use their dependent travel and transportation allowances; shipment of HHG, except those shipped to the Service member's overseas duty station for his or her use; non-temporary storage of HHG, except Service members without dependents; and with-dependent dislocation allowance.

(2) On official notification of their follow-on assignment, Service members desiring to participate in the follow-on assignment program will sign a written statement that they understand the intent of the follow-on assignment program. This statement acknowledges that they are expected not to use their dependent travel and transportation allowances, except to the locale of the follow-on assignment; shipment of HHG, except to the locale of the follow-on assignment and for those HHG shipped to the Service member's overseas duty station for his or her use; non-temporary storage of HHG, except Service members without dependents; and with-dependent dislocation allowance for any move to a location other than the Service member's follow-on assignment.

c. If the Service member's home-basing or follow-on assignment is cancelled or changed by the Military Service, the transportation and HHG allowances not executed by the Service member may be used. Similarly, if the Service member executes transportation or HHG allowances that are contrary to their signed home-basing agreement or follow-on assignment agreement, the Military Service may cancel or change the previously approved home-basing or follow-on assignment.

## 10. CURTAILMENT OF OVERSEAS TOURS

a. To enhance stability for the Service member and his or her unit, and to offset the costs associated with overseas assignments, Service members will serve their assigned tour lengths. Although the demands of military service may require reassigning Service members before they complete their prescribed tours, such decisions by a Military Service must be kept to an absolute minimum. The Secretary of the Military Department concerned may grant a curtailment on a case-by-case basis if it is the only recourse available and is in the U.S. Government's best interest.

(1) Approval authority for curtailments of less than 12-months may be delegated to the major command headquarters-level directors of officer and enlisted assignments for the overseas location.

(2) Approval authority for curtailments of 12 or more months may be delegated no lower than the Service headquarters-level directors of officer and enlisted assignments.

b. Curtailment of tours for Service members assigned to SCO positions requires Combatant Commander concurrence and Director, DSCA approval. Curtailment of SDO/DATT tours requires Combatant Commander coordination and the approval of the Directors, DIA and DSCA.

11. EXEMPTION OR DEFERMENT FROM ASSIGNMENT TO DUTY IN DESIGNATED HOSTILE-FIRE OR IMMINENT-DANGER AREAS. Assignment to duty in a hostile-fire or imminent-danger area (referred to in this instruction as "hostile-fire area"), as specified in the Volume 7A of DoD 7000.14-R (also known as the DoD Financial Management Regulation) (Reference (s)), must be shared equitably by all similarly qualified Service members except:

a. Combat-wounded Service Members. Service members hospitalized for 30 or more days outside a hostile-fire area due to wounds received from combat action must not be returned to the hostile fire area to complete their tour unless they are medically qualified and they volunteer to return. Service members reassigned according to this paragraph may be eligible for subsequent hostile-fire area tours if needed. The provisions of this paragraph do not apply to Service members hospitalized for injury, accident, or illness not attributable to hostile-fire action. This prevents considering cases such as those involving self-inflicted wounds and other non-combat causes.

b. Surviving Family Members

(1) An individual designated as a surviving family member is exempt, on his or her request, from serving in a hostile-fire area or may be reassigned if currently serving in such an area if his or her family member, during military service in a designated hostile-fire area:

(a) Dies;

(b) Is determined by the U. S. Department of Veterans Affairs or a Military Service to be 100 percent physically or mentally disabled; or

(c) Is in a captured or missing in action status.

(2) This policy must not preclude assigning the surviving family member to overseas locations not designated as hostile-fire areas. For the purpose of this paragraph, immediate family includes:

(a) Parent. This includes stepfather, father by adoption, stepmother, mother by adoption, or those who have stood *in loco parentis* for at least 5 years.

(b) Brothers and Sisters. This includes stepbrothers, brothers by adoption, half-brothers, stepsisters, sisters by adoption, or half-sisters.

(c) Spouse.

(d) Children.

1. Legitimate child.

2. Legally adopted child.

3. Stepchild, if the stepchild was a member of the Service member's household at the time the stepchild entered military service.

4. An illegitimate child of a female Service member.

5. An illegitimate child to whose support a male Service member is ordered or decreed judicially to contribute, who has been decreed judicially to have been fathered by a Service member, or whose Service member father acknowledged in writing under oath that he is the father.

6. A person for whom the Service member stood *in loco parentis* for at least 5 years.

c. Sole Surviving Son or Daughter. A sole surviving son or daughter may not be assigned, either PCS or TDY, to duties involving actual combat with the enemy if he or she, one of his or

her parents, or his or her spouse, submits a written request for non-combat duty. On approval of the request, a sole surviving son or daughter will not be assigned to any overseas area designated as hostile-fire or imminent danger pay area. A Service member acquiring sole surviving son or daughter status when serving in a hostile-fire area will be immediately reassigned. This must not preclude assigning the sole surviving son or daughter to overseas locations not designated as hostile-fire areas.

d. Conscientious Objectors. Assignment of conscientious objectors is subject to the restrictions in DoDI 1300.06 (Reference (t)).

e. Waivers

(1) A Service member who reenlists or voluntarily extends his or her period of active duty or active duty service commitment after getting surviving family member or sole surviving son or daughter status waives his or her right to exemption from assignment to a hostile fire area.

(2) When sole surviving son or daughter status is requested for a qualified Service member by the Service member's parents or spouse, the Service member will be afforded the opportunity to waive the request before a final determination is made by the Military Service concerned.

(3) A Service member who has waived his or her status as a sole surviving son or daughter may request reinstatement of that status at any time. However, a request for reinstatement will not be granted automatically; it will be considered on the merits of the individual case.

(4) Special separation policies for survivorship are contained in DoDI 1315.15 (Reference (u)).

12. ASSIGNMENT OF REGISTERED SEX OFFENDERS. A Service member who is or becomes a registered sex offender will not be assigned to a foreign country. A Service member who becomes a registered sex offender while serving an overseas assignment will be subject to separation in accordance with DoDI 1332.14 (Reference (v)) for enlisted Service members or DoDI 1332.30 (Reference (w)) for officers.



ENCLOSURE 5

DEPENDENT TRAVEL

1. GENERAL. Unless otherwise prohibited by this issuance or Reference (e), all Service members are authorized transportation of their dependents at U.S. Government expense on each PCS for travel performed from the Service member's old duty station to the new PDS or to a designated place when authorized. Specifics on authorized dependent transportation allowances are outlined in Reference (m).

2. CONUS NON-CONCURRENT TRAVEL APPLICATION AREA. In extremely rare cases where duty stations cannot support military dependents due to a catastrophic event or the existence of an ordered evacuation from a CONUS location, the ASD(M&RA) may designate a geographic area near a CONUS military duty station as a non-concurrent travel application area.

a. The Assistant Secretary for Manpower and Reserve Affairs of the Military Department concerned may submit a request for CONUS non-concurrent travel application area designation to the Joint Staff for coordination with the other Military Departments. The Director, Joint Staff, Manpower and Personnel, will forward the coordinated request and recommendation to the ASD(M&RA).

b. On designation as a CONUS non-concurrent travel application area, dependent travel at U.S. Government expense to the designated area is not authorized until such travel is approved by the installation commander or designee. PCS orders must be amended to prescribe dependent travel authorization separately from the Service member's travel.

c. If the Service member's losing installation is within CONUS and the expected delay before movement to the new duty station is 20 weeks or less, dependents are expected to remain at the old station; movement to any other location at U.S. Government expense is not authorized. PCS orders must state that dependent travel to the gaining installation under that order is not authorized until approved by the gaining installation commander or designee. When further travel is approved, the PCS order must be amended to authorize dependent travel.

d. If the Service member's losing installation is within CONUS and the expected delay before movement to the new duty station is more than 20 weeks, dependents are authorized to move from the old station to a designated place, with the same limitations on selection of a location as prescribed in paragraph 6b of Enclosure 4. PCS orders must state that dependent travel under that order to the gaining installation is not authorized until approved by the gaining installation commander or designated representative. When further travel is approved, the PCS order must be amended to authorize dependent travel.

e. If the Service member's losing installation is OCONUS or in non-foreign territory of the United States and there is an expected delay before movement to the new duty station, dependents are authorized to move from the old station to a designated place, with the same

limitations on selection of a location prescribed in paragraphs 6b through 6g of Enclosure 4. PCS orders must state that dependent travel to the gaining installation is not authorized until approved by the gaining installation commander or designated representative. When further travel is approved, the PCS order must be amended to authorize dependent travel.

f. If after the Service member has received PCS orders to an installation a non-concurrent travel restriction is imposed and dependents have not yet departed the old station, PCS orders will be amended according to the instructions in paragraphs 2c through 2e of this enclosure, as applicable.

g. If the Service member has received PCS orders to an installation and, at the time the non-concurrent travel restriction is imposed, dependents are en route to the restricted gaining installation, they will be placed in a stop movement status until the Military Service concerned determines the appropriate dependent travel destination. Orders will be amended according to the instructions in paragraphs 2c through 2e of this enclosure, as applicable.

h. Once imposed, the curtailment or extension of a non-concurrent travel application area designation is subject to the authority of the ASD(M&RA). At the end of every 6-month period following the non-concurrent travel application area designation, the Assistant Secretary for Manpower and Reserve Affairs of the Military Department concerned will report through the Director, Manpower and Personnel, J-1, Joint Staff, to the ASD(M&RA) on the need to curtail or extend the non-concurrent travel application area designation. The Assistant Secretary for Manpower and Reserve Affairs of the Military Department concerned may also request termination of the non-concurrent travel application area designation when it is determined the designation is no longer necessary.

i. Following the curtailment of the non-concurrent travel application area designation, restrictions on dependent travel are subject to paragraph 2b of this enclosure.

### 3. DEPENDENT TRAVEL OVERSEAS

a. Military dependents are citizens in their own right, whether U.S. citizens or foreign nationals. As such, there are limitations on what the Military Departments may prohibit or direct with regard to dependent travel.

(1) Unless travel overseas is prohibited by the Department of State or the host country denies entry, military dependents may travel at their own expense to any foreign country. When the Service member or his or her dependents make such personal decisions, they should understand that existing SOFAs might not apply to the dependents, and the U.S. Government may not provide for transportation or any other amenities provided to command-sponsored dependents.

(2) Dependents residing overseas, regardless of whether they are residing with their sponsor, may be ordered by a military commander to depart an overseas installation. However, neither the commander nor the Military Department may require the dependents to actually leave

a foreign country. Only the government of the host nation may take such action under normal diplomatic protocol. The commander or the Military Department may take steps under their authority, including but not limited to revocation of command sponsorship and restriction from the installation.

b. Decisions to authorize dependent travel overseas at U.S. Government expense are based on the available standard of living; the general desirability of the location; adequacy of dependent support facilities; availability of medical care and schools for children in kindergarten through grade 12; the political climate existing in the respective country; force protection and anti-terrorism concerns, to include authorized payment of imminent danger pay, if any; the probability of being attacked by a potential enemy; and the possible adverse effect that the presence of dependents may have on a unit's mission, operational readiness, or combat capability. Normally, dependent travel is not authorized to any overseas location where one or more of these factors are significantly unfavorable.

c. Any Military Department or DoD Component desiring to move Service member dependents to any location where command-sponsored dependents currently are not authorized, must first get authorization from the ASD(M&RA). Similarly, commanders must not authorize Service members to have command-sponsored dependents present in the vicinity of the overseas duty station unless an accompanied tour is authorized for the Service member's duty station. Requests for exceptions to the dependents restriction will include all information on supporting dependents, including school availability.

d. In an overseas location where command-sponsored dependents of any Military Service are authorized to be present, command-sponsored dependents of all Military Services are authorized, unless the ASD(M&RA) imposes specific restrictions. When the Secretary of the Military Department concerned or the Combatant Commander concerned judges that allowing command-sponsored dependents at an assignment location has become undesirable and should no longer be authorized, a tour length change request must be submitted to the ASD(M&RA) for approval in accordance with section 1 of Enclosure 4.

#### 4. LIMITATIONS ON DEPENDENTS OVERSEAS

a. Service members with command-sponsored dependents are authorized transportation of these dependents to and from their overseas duty stations at U.S. Government expense and to applicable cost of living and temporary lodging allowances at the "with dependents" rate, in accordance with Reference (m). Conversely, dependents of Service members not command-sponsored may not be provided U.S. Government transportation to or from the Service member's overseas duty station, nor does their presence entitle the Service member to cost of living or temporary lodging allowances at the "with dependents" rate, unless specifically authorized in section 475 of Reference (n) or in this issuance.

b. Command-sponsored dependents normally are permitted to use available dependent support facilities, such as exchanges or commissaries. Individually-sponsored dependents may

have access to these facilities in accordance with DoDI 1330.09 and DoDI 1330.17 (References (x) and (y)) and as the installation commander and the SOFA agreement allow.

c. All dependents, regardless of whether command or non-command-sponsored in the overseas area, are authorized medical care.

d. Dependents will be screened to determine the existence of any special medical needs, in accordance with Military Service policies, before authorizing command sponsorship. If a special medical need cannot be accommodated at the overseas location, command sponsorship will not be approved. The Military Department responsible for medical care at the overseas location is responsible for determining the adequacy of medical care.

e. Command sponsorship in cases of dependents with special educational needs is addressed in Reference (f).

f. The medical needs of family members will be reviewed before granting approval of any accompanied COT. If the medical needs of the family members or the capabilities of the medical treatment facilities have changed, and the military treatment facility can no longer provide appropriate medical care, an accompanied COT will not be approved.

## **5. COMMAND SPONSORSHIP**

a. Service members who meet accompanied tour eligibility criteria of this issuance and want to have their dependents command-sponsored will be given every opportunity to serve an accompanied tour. Although the Service member is not entitled by statute to serve an accompanied tour, there are statutory entitlements associated with such tours once granted. Accordingly, the Military Departments should carefully consider any denial of command sponsorship. Only the Secretary of the Military Department concerned may deny or revoke command sponsorship for reasons other than those authorized by this issuance. This authority will not be delegated.

b. A Service member assigned to a location where an accompanied tour length is authorized, and whose unexpired term of military service is less than the prescribed accompanied tour length, is not authorized command sponsorship of his or her dependents, unless the member voluntarily extends his or her term of military service to permit completion of the prescribed accompanied tour. Exceptions to this policy are authorized only under these conditions:

(1) When the Secretary of the Military Department concerned determines it to be in the best interest of both the Service member and the Military Service to grant an exception to serve less than the prescribed accompanied tour length. Authority to approve an exception for a member who will serve at least 12 months of the overseas assignment may be delegated no lower than the Service headquarters-level directors of officer and enlisted assignments. Exceptions that would result in the member serving an overseas tour of less than 12 months require approval of the Secretary of the Military Department concerned, who may not delegate this approval authority.

(2) In cases involving installation closure or similar action, a Service member accompanied by command-sponsored dependents who is moved intra-theater and involuntarily from one overseas duty station to another overseas duty station, must have his or her dependents command-sponsored at the new duty location if dependents are authorized at the new location, regardless of the amount of time remaining on his or her tour.

(3) When a Service member is reassigned under PCS orders between a unit ashore or an afloat unit home-ported at the same overseas location or other homeport in the same country, his or her dependents will remain command-sponsored, if previously command-sponsored.

(4) Notwithstanding eligibility under other criteria in paragraph 5b of this enclosure, a dependent may not be command-sponsored unless the Service member serves the accompanied tour length for the duty station location and has at least 12 months remaining on his or her overseas tour after arrival of dependents or approval of command sponsorship, whichever is later.

c. Space-available transportation to or from the Service member's overseas duty station during the course of the overseas tour of duty may not be furnished to dependents who are not command-sponsored. Exceptions to this policy may be authorized only under these conditions:

(1) Dependents acquired in an overseas location during the course of a Service member's tour of duty, if not authorized travel and transportation at U.S. Government expense, are eligible for transportation on a space-available basis with the Service member's PCS move from the overseas location, if the requirements of the U.S. Citizenship and Immigration Service for entry into the United States have been met.

(2) On a case-by-case basis, the Chiefs of Staff of the Army and the Air Force, the Chief of Naval Operations, and the Commandant of the Marine Corps may authorize non-command-sponsored dependents to compete for space-available transportation from the overseas location with the Service member's PCS move, when such an exception clearly is in the best interest of both the Service member and the U.S. Government.

d. Service members serving an unaccompanied tour and who are later joined by non-command-sponsored dependents, or who acquire dependents through birth, marriage, adoption, or other action, may have these dependents command-sponsored if all of these conditions are met:

(1) An accompanied tour is authorized, as listed in Appendix Q of Reference (m), for that duty station and the Service member is eligible to serve the accompanied tour. This condition does not apply when a child is born to a Service member assigned to a location where the accompanied tour is not authorized.

(2) The Service member agrees to serve the prescribed accompanied tour and has sufficient service retainability. Command sponsorship will be granted as soon as the member has the retainability. If he or she is already serving the equivalent of the accompanied tour at the

location, command sponsorship will be effective on acquiring the dependents through birth, marriage, adoption, or other action, or upon arrival of the dependents overseas.

(a) Children born to command-sponsored dependent spouses are command-sponsored at birth. Children born to command-sponsored dependents who are not spouses of Service members are not eligible for command sponsorship, unless they become legal dependents through separate action. These children may be provided medical care in accordance with DoD and Service regulations.

(b) In cases of adoption, command sponsorship is effective on the date of placement in the home, including pre-adoptive placement before final adoption.

(c) In cases where one member of a military couple separates from military service, the separating member may be command-sponsored effective on the day following separation, provided both of these conditions are met:

1. The remaining Service member is serving the accompanied tour length.

2. The separating Service member is a dependent of the remaining Service member and did not travel back to CONUS at U.S. Government expense at the time of separation.

(3) Non-command-sponsored dependents will be screened, in accordance with Service policies, to identify any particular education or special medical needs before granting command sponsorship.

e. HHG may not be shipped to a station OCONUS when less than 12 months remain on the Service member's overseas tour after the date of the scheduled arrival of the HHG at the current overseas station. The Secretary of the Military Department concerned may grant exceptions on an individual basis and in cases involving organized unit moves. Service members have no travel entitlement to the overseas duty station for any dependents acquired through birth, marriage, adoption, or other action, after the member's effective date of orders to that overseas duty station, even if the dependents are subsequently granted command sponsorship.

f. Service members serving an unaccompanied tour are authorized to receive overseas cost of living and temporary lodging allowances at the "with dependents" rate and dependent travel at U.S. Government expense from the overseas station on the Service member's next PCS if they:

(1) Are later joined by non-command-sponsored dependents; or

(2) Acquire dependents overseas and those dependents subsequently become command-sponsored overseas under the provisions of paragraph 5d of this enclosure.

g. The provisions of paragraphs 5d(1) and 5d(2) of this enclosure do not apply to Service members stationed in Hawaii, Alaska, the Commonwealth of Puerto Rico, or another territory or possession of the United States if the dependents are bona fide residents of the respective State,

Commonwealth, or other territory or are officers or employees of the U.S. Government stationed in these locations.

h. Command sponsorship may be denied or revoked for a dependent who fails to respond to a court order, as provided by DoDI 5525.09 (Reference (z)).

i. Command sponsorship will not be granted to a dependent who is or ever has been a registered sex offender. Command sponsorship will be revoked for a dependent who becomes required to register as a sex offender under the laws of any jurisdiction while accompanying his or her sponsor during an overseas assignment, and the dependent will be processed for early return of dependents in accordance with section 6 of this enclosure.

## 6. EARLY RETURN OF DEPENDENTS

a. Command-sponsored dependents of Service members stationed outside the United States, the Commonwealth of Puerto Rico, or another U.S. territory or possession may be transported at U.S. Government expense from the Service member's duty station to a designated place in the United States, the Commonwealth of Puerto Rico, or another U.S. territory or possession before completion of the Service member's overseas tour if:

(1) They become involved in an incident that is an embarrassment to the U.S. Government or is prejudicial to good order, discipline, and morale in the command.

(2) The safety of the dependents no longer may be ensured because of adverse public feelings in the area or because of force protection and anti-terrorism considerations.

(3) A dependent becomes required to register as a sex offender under the laws of any jurisdiction.

b. When the Secretary concerned determines that dependents must return from an OCONUS area for reasons of national security before termination of a member's overseas tour, the installation commander or designated representative may authorize travel and transportation allowances for command-sponsored dependents from the OCONUS location to a designated place, or, for foreign-born dependents, to a destination in the dependents' native country.

c. Service members stationed OCONUS may request for personal reasons that their command-sponsored dependents be transported at U.S. Government expense to a designated place in the United States, the Commonwealth of Puerto Rico, or another U.S. territory or possession before completion of their overseas tour. The circumstances when such transportation may be authorized are:

(1) If medical treatment is not available at the Service member's duty station or readily available in the theater. The Service member's request will be supported by medical documentation, including a statement by the attending physician, indicating that the treatment is essential to the well-being of the dependent patient.

(2) When death, serious illness, or incapacitation of a dependent normally caring for the Service member's minor dependents, in the opinion of the approval authority, requires that such dependents be transported to a place where proper care may be maintained.

(3) When it is determined by competent DoD authorities that adequate educational facilities or housing for dependents no longer exists and such conditions were caused by conditions beyond the control of the Service member. The Secretary of the Military Department concerned will evaluate such conditions affecting other Service members accompanied by command-sponsored dependents to determine whether a request to change the tour lengths is appropriate.

(a) Conditions must occur after the dependent began travelling to the Service member's overseas duty station.

(b) Conditions affecting individual Service members and their dependents are supported by documented evidence showing that the factors involved were beyond the Service member's control and may not be resolved in a reasonable time by either the Service member or the Military Service concerned.

(4) When conditions in an overseas theater are such that, although the evacuation of all military dependents is neither warranted nor desired, the Service member is justifiably concerned for the safety and well-being of his or her dependents. Such a determination is made by the Combatant Commander and on the recommendation of the component commander of the Military Service concerned. Approval authority may be delegated no lower than a GO/FO in the headquarters of the respective Combatant Command.

(5) When determined that the best interest of the U.S Government may be served by the transportation of one or more of the Service member's dependents for compelling personal reasons that may not be resolved by the Service member. Furthermore, it must be shown that such conditions have adversely affected the Service member's duty performance.

(6) When a dependent receives orders from the Selective Service Board directing him or her to report to a location in the United States for induction into a Military Service.

(7) When it is shown that acceptable employment opportunities for dependent children aged 18 years or older are not available. Such requests may be considered only when the Service member and dependents are residing outside the United States, the Commonwealth of Puerto Rico, or another U.S. territory or possession, and the dependent children meet the definition in section 5012 of Reference (m).

(8) When Service a member has been sentenced by a court-martial to be confined or to be dismissed or punitively discharged, or has been sentenced to a civil confinement facility, and it has been shown that the early return of the Service member's dependents is in the best interest of the U.S. Government. Approval must be by an officer with special or general court-martial jurisdiction over the Service member.



d. Service members stationed OCONUS whose marriages are terminated by divorce or annulment may receive transportation at U.S. Government expense for their former spouse and dependents to a designated place in the United States, the Commonwealth of Puerto Rico, or another U.S. territory or possession.

(1) To be eligible for such transportation:

(a) The former spouse and dependents must have been residing with the Service member and command-sponsored.

(b) The divorce or annulment must have occurred while the Service member and his or her former spouse and dependents were overseas.

(2) Either the Service member or the former spouse may request such transportation. Requests by the former spouse may be made only when the former sponsor (i.e., the Service member) is not available or when the Service member has refused to initiate such a request.

e. Unless otherwise indicated, approval authority for early return of command-sponsored dependents will not be delegated below the level of the Service member's installation commander, if the commander is in the grade of O-5 or higher. With the exception of command-sponsored dependents, the only other dependents that are eligible for "early-return" transportation are dependents remaining overseas under the authority of paragraph 7d of Enclosure 4, or dependents moving overseas in accordance with section 8 of this enclosure.

(1) Approving officials may authorize the early return of eligible dependents only when the Service member clearly has shown that a valid need to return his or her dependents exists, the problem or situation occurred after arrival at the overseas duty station, and local resources on or off the military installation cannot resolve the problem. The approval authority must get the recommendation of applicable religious, mental health, financial management, family counseling, or legal agencies.

(2) If the Service member's situation does not meet these criteria, the request will not be approved. The early return of dependents under this issuance will be approved judiciously, and it will be understood clearly by all involved that early return is a last resort.

f. Except where authorized in this enclosure, dependents will begin travel prior to the Service member being notified by his or her Military Service that he or she is permanently reassigned from the overseas duty station. Notification of a forthcoming assignment from the overseas duty station takes precedence over unexecuted early return of dependent orders. Official notification should be through channels normally used by the Military Service concerned. Receipt of PCS orders is not required.

g. Except for dependents relocating in accordance with paragraph 6a(3) of this enclosure, dependents returning early at U.S. Government expense may not be transported again at U.S. Government expense until the Service member is reassigned from his or her overseas duty

station or receives an approved IPCOT. Relocating a Service member's dependents early will not have a bearing on the requirement that the Service member complete the prescribed accompanied tour.

h. If the dependents subsequently return to the Service member's overseas duty station at the Service member's expense, they may again be command-sponsored for their return at U.S. Government expense, cost of living allowances, and temporary lodging allowances at the "with dependents" rate, if both of these conditions are met:

(1) The Service member must not have been notified by his or her Military Service that he or she is being reassigned PCS from the overseas duty station. Notification must be through channels normally used by the Military Service concerned. Receipt of PCS orders is not required.

(2) The Service member must have at least 24 months remaining on his or her overseas tour after approval of command sponsorship.

#### 7. DESIGNATED-PLACE MOVE FOR FOREIGN-BORN SPOUSES

a. When a Service member with a foreign-born spouse is assigned to a dependent-restricted overseas location, he or she may request that the spouse and other dependents be relocated at U.S. Government expense to a designated place in the spouse's native country while the member is assigned to the dependent-restricted location. Approval authority rests with the Secretary of the Military Department concerned, and it may not be delegated below the headquarters that directs the dependent transportation policies and procedures for the Military Service.

b. Requests may be approved only when documented evidence shows that due to unusual circumstances or conditions, the spouse's native country is the appropriate location for the dependents to reside during the Service member's overseas assignment. When the dependents' residence is in a country other than where the Service member is assigned, he or she will serve the prescribed tour length for his or her duty station. If the dependents and Service member will reside in the same country, then he or she will serve a minimum tour of 24 months. Based on the critical and urgent requirements of the Military Service, the Secretary of the Military Department concerned may direct that the Service member serve a tour greater than 24 months.

c. These dependents will not be considered command-sponsored, however, the Service member is authorized cost of living and temporary lodging allowances at the with-dependents rate based on the dependents' location.

8. EARLY RETURN OF FOREIGN-BORN DEPENDENTS. Command-sponsored, foreign-born dependents authorized travel outlined in paragraphs 6a, 6b, and 6c of this enclosure may be allowed U.S. Government-funded transportation to a designated place in the dependents' native country. These dependents will not be command-sponsored at their new location; however, the

Service member is authorized cost of living and temporary lodging allowances at the with-dependents rate based on the dependents' location.

a. Approval authority rests with the Secretary of the Military Department concerned, and may not be delegated below the headquarters that direct the dependent transportation policies and procedures for the Military Service.

b. Requests may be approved only when documented evidence shows that due to unusual circumstances or conditions, the dependent spouse's native country is the appropriate location for the dependents to reside during the remainder of the Service member's overseas assignment.

ENCLOSURE 6

ASSIGNMENT TO OSD, THE OFFICE OF THE CJCS AND THE JOINT STAFF,  
COMBATANT COMMANDS, DEFENSE AGENCIES, AND DOD FIELD ACTIVITIES

1. AUTHORITIES

a. All positions in the OSD, the Office of CJCS and the Joint Staff, the Combatant Commands, the Defense Agencies, and the DoD Field Activities will be evaluated to determine if Service members will fill the positions. Those positions designated for Service members will be filled to represent the Military Services equitably, if such distribution is in accord with the resources of the Military Services and approved manning documents. Only positions requiring specific expertise of one Military Service will be considered non-rotational among all Military Services.

b. The normal tour of duty for Service members assigned to the OSD, the Office of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Defense Agencies, and the DoD Field Activities is 3 years, unless otherwise specified by an established overseas tour length or arranged with the Military Services. Extension requests should be approved if they are consistent with Military Service requirements and career progression of the Service members and if they are not in conflict with statutory limitations. As stipulated in section 155 of Reference (i), an officer assigned or detailed to duty on the Joint Staff may not serve a tour of duty of more than 4 years, and once such a tour of duty has been completed, an officer may not be assigned or detailed to permanent duty on the Joint Staff for 2 years. However, the Secretary of Defense may approve exceptions to these restrictions.

c. Service members may be released before completing a normal or extended tour of duty with the concurrence of the CJCS, a Principal Staff Assistant (PSA) to the Secretary of Defense, or the Director of the affected Defense Agency or DoD Field Activity. Requests for early release from the Military Services for reasons of operational necessity should be approved if a timely replacement action is submitted and routed through the appropriate Military Personnel Office.

d. When a GO/FO is assigned duties as a Deputy Assistant Secretary of Defense, his or her authority is limited in that he or she may not act for or perform the duties of the Assistant Secretary of Defense.

2. PROCEDURES

a. Functional Charts, Organizational Charts, Staffing Plans, and Position Descriptions

(1) The PSA concerned, the CJCS, the Directors of the Defense Agencies, with the exception of the Director, National Security Agency/Chief, Central Security Service, and the Directors of the DoD Field Activities prepare and approve information required for

organizational charts, functional charts, and staffing plans based on approved authorizations for their respective organizations, to include:

(a) Identifying each position as either military or civilian.

(b) Submitting a completed military position description on the SD Form 37, "Office of the Secretary of Defense Request for Nomination and Position Description of Military Personnel," to: Washington Headquarters Services, Human Resources Directorate, Military Personnel Division. Supporting staff plans will be included when revising the title or content of a position.

1. Military personnel requirements will be submitted on an SD Form 37. Except for unusual circumstances, nominations will be requested from only one Military Service for each requirement.

2. When requesting nominations for Deputy Assistant Secretary of Defense positions, the SD Form 37 must contain the comment that "the incumbent must not act for or perform the duties of the Assistant Secretary." This requirement does not apply to the Defense Agencies, with the exception of the DSCA.

3. Procedures for nomination, approval, and appointment of SDO/DATTs are contained in Reference (k).

(c) Conducting a continuing review of organizational charts, functional charts, staffing plans, and military position descriptions, and updating them as changes occur.

(d) Providing organizational charts, functional charts, and staffing plans to the Director, WHS, as changes occur or upon request.

(e) Providing each Military Service with current organizational charts, functional charts, staffing plans, and military position descriptions. The Military Services will incorporate positions designated "military" into their manpower and personnel systems.

(2) The Director, National Security Agency/Chief, Central Security Service, through close working relationships with the Military Departments, will provide for manpower documentation and review, to include:

(a) Providing organizational manuals, charts, organization titles, and designators to the Military Services on a limited distribution basis and making the NSA/CSS Table of Distribution available for reviewing through Service Cryptologic Agency liaison offices and the Director, National Security Agency/Chief, Central Security Service, representative in the Pentagon.

(b) Providing detailed military requirements to SDO/DATTs or the Military Services by Service, grade, skill, and organizational assignment, and providing additional supportive descriptions of all officer and top-three enlisted manpower requirements.

(c) Providing organizational charts identifying key civilian and military positions by grade.

(d) Providing periodic billet incumbency information to facilitate manning procedures and annually reviewing key-position assignments, in coordination with senior Service representatives and SDO/DATTs.

(e) Periodically reviewing and coordinating manpower resource program adjustments and resulting impacts on personnel manning plans, and referring any unresolved issues to OSD for decision.

b. Filling of Positions

(1) The CJCS; the Director, WHS, for the OSD and DoD Field Activities; and the Directors of the Defense Agencies, except for Director, National Security Agency/Chief, Central Security Service, and positions in paragraph 2b(4) of this enclosure, will submit personnel requisitions with a military position description to the Military Service concerned through personnel channels approximately 9 months before the incumbent's scheduled rotation date. The personnel requisition will indicate all special qualifications, including security clearance level or special access requirements for the position. New or additional personnel requirements will be forwarded to the Military Service concerned when approved. Requisitions for positions in paragraph 2b(4) of this enclosure will be submitted after clearance is obtained from the Special Assistant to the Secretary and Deputy Secretary of Defense.

(2) The Secretaries of the Military Departments will provide qualification records or a brief description of the military history and performance of the nominees to the requesting personnel office for an acceptability determination at least 180 days before the proposed reporting date when filling positions designated as "nominative" by the CJCS; the Director, WHS; and Directors of the Defense Agencies, with exceptions noted in paragraph 2b(1) of this enclosure. Qualification records of individuals assigned without prior nomination will be provided at the time the assignment is made.

(3) With the exception of the Director, National Security Agency/Chief, Central Security Service, and positions in paragraph 2b(4) of this enclosure, the CJCS, the PSAs, and the Directors of the Defense Agencies and DoD Field Activities will determine the acceptability of Service members and advise the Military Services concerned through prescribed personnel channels within 15 days of receiving the qualification records.

(4) The Secretary of Defense, the Deputy Secretary of Defense, and the Executive Secretary, OSD, will be informed of projected vacancies that may have a policy-making impact on the DoD. This includes, at a minimum, positions equivalent to that of Deputy Assistant Secretary of Defense. The following procedures will apply:

(a) The Executive Secretary, OSD, will be advised of all projected vacancies before any formal or informal action is taken to fill the position. Where the anticipated loss is on a

programmed basis, this notice should be given in sufficient time for the Military Departments to nominate and reassign in an orderly manner and avoid personnel turbulence.

(b) Recommendations from appropriate officials regarding suggested candidates to fill positions should be provided to the Executive Secretary, OSD. The Executive Secretary, OSD, subsequently advises the Secretary and Deputy Secretary of Defense on any interviews of the candidates.

(c) No commitment to accept any candidate may be made without clearance by the Executive Secretary, OSD, who will obtain the concurrence of the Secretary or the Deputy Secretary of Defense.

(d) In addition, no commitment to accept any candidate not nominated by their Military Service will be processed without an official release from the Service member's current organization. This release must accompany the SD Form 37.

(5) The Military Services will conduct any security checks and investigations required to satisfy the security requirements of each position and publish orders effecting the assignment of Service members to the gaining organization.

c. Rotation and Release of Service Members. The Secretary of the Military Department concerned will reassign Service members for duty (or release them from duty) on receiving notification from the CJCS, the Director, WHS, or the Director of the appropriate Defense Agency or DoD Field Activity.

d. GO/FO Positions

(1) Assignment actions involving GO/FOs requiring the advice of the CJCS and specific approval of the Secretary of Defense or the President of the United States with confirmation by the U.S. Senate will be processed in accordance with DoDI 1320.14 (Reference (aa)).

(2) The CJCS, the PSAs, and the Directors of Defense Agencies and DoD Field Activities will:

(a) Evaluate the qualifications of the GO/FOs nominated by the Military Services. When feasible, nominees will be interviewed.

(b) Transmit actions recommended for approval by memorandum to the Secretary of Defense when approval is required.

(3) Except when required by statute, assignment of officers to GO/FO positions below the rank of lieutenant general and vice admiral will be made with the approval of the CJCS, the PSA concerned, or the Director of the Defense Agency or DoD Field Activity concerned, consistent with these provisions:

(a) Assignments to the positions of the Director and Vice Director of Defense Agencies will be subject to the concurrence of the Deputy Secretary of Defense. All other assignments to GO/FO positions in Defense Agencies will be subject to the concurrence of the appropriate PSA and the Director, WHS.

(b) Assignments to OSD will be subject to the concurrence of the appropriate PSA and the Director, WHS.

(c) The CJCS approves assignments to the Office of the CJCS and the Joint Staff.

(4) Nominations for GO/FOs as SDO/DATT will be made in accordance with Reference (k) and approved by the Secretary of Defense.

3. DELEGATION OF AUTHORITY. The functions in paragraphs 2a, 2b, and 2c of this enclosure may be delegated in writing, when necessary, to officials in the respective organizations.

4. EXCEPTIONS. The CJCS; the Director, WHS; the Directors of the Defense Agencies; and the Directors of the DoD Field Activities may approve tour extensions within existing billet authorizations in instances when qualified individuals of the designated category or grade are not available to fill authorized positions.



ENCLOSURE 7GUIDELINES FOR DETERMINING TOUR LENGTH COMBINATIONS

Guidelines for determining tour length combinations are provided in the table.

Table. Guidelines for Determining Tour Length Combinations

<b>Tour Length Combination (months accompanied/months unaccompanied)</b>	<b>Standard</b>
36/24	The standard overseas tour. Locations with quality-of-life (Note 1) conditions reasonably comparable to U.S. standards.
30/18	Locations with significant quality-of-life factors, such as extreme weather and isolation that require less than the standard tour, but where there is an identified overriding operational need for personnel continuity.
24/24	Locations with conditions suitable for the standard tour except for quality-of-life factors that collectively impose a significant hardship on dependent families.
24/18	Locations with extreme adverse conditions that preclude the standard tour of all Service members, but where overriding operational considerations demand more than a 1 year tour for unaccompanied personnel.
24/12 (Note 2)	Remote and arduous locations with limited family support facilities or with economic conditions not supporting a quality of life reasonably comparable to U.S. standards.
No Accompanied/12 (Note 2) (dependent-restricted tour)	Locations lacking adequate family support facilities or with potential threat to the safety or security of families.
Note 1: Quality-of-life is associated with the elements listed under Part I of the tour length data sheet described in Enclosure 8 of this instruction.	
Note 2: An increase in the unaccompanied tour length for locations with 24/12 or No Accompanied/12. Tour lengths may be authorized on a case-by-case basis for a specified overriding operational requirement and will be subject to periodic review. Supporting information should show why the next higher regular tour length increment cannot satisfy the requirement.	

ENCLOSURE 8

TOUR LENGTH DATA SHEET

1. GENERAL. The tour length data sheet does not constitute a formal request for establishment of new or changes to current overseas tour lengths. It is intended to provide background data to support the Military Department's request and to ensure that the minimum required factors are considered. The Military Departments and appropriate commanders must evaluate each item listed in detail and are encouraged to include additional comments and factors that bear on the request. Part I of this data sheet will be completed by the commander of the military command recommending the action. Part II of the data sheet will be completed by the appropriate Military Department, in coordination with the other Military Departments.

2. PART I

a. General Information

(1) Identify the installation, host command, location of the installation, mission of major activities assigned to the installation, and the data sheet preparation date.

(2) Indicate the current accompanied and unaccompanied tour lengths and the recommended changes.

b. Affected Population

(1) List the number of officers, enlisted Service members, and civilian employees, including U.S. citizens and third-country nationals, assigned by Military Service. Within each category, identify:

(a) The number of accompanied personnel, with command-sponsored dependents.

(b) The total number of command-sponsored dependents, adults, and children.

(c) The number of unaccompanied personnel, including the number of married personnel without dependents and single individuals.

(2) Identify and arrange, by age, the number of command-sponsored children.

c. Geography

(1) Indicate the elevation, latitude, and longitude of the installation.

(2) Indicate the nearest civilian community, including the town name, population, distance, and driving time.

(3) Indicate the nearest civilian community with a population of 10,000 or more within a 360° radius, including the town name, population, distance, and driving time.

(4) If the installation is not self-supporting, identify the support installation by name, distance, and driving time. Indicate the nearest major U.S. installations by names, distances, and driving times.

(5) If geographic isolation is an environmental factor affecting this installation and the requested tour length, provide an explanation.

d. Climate

(1) Temperature and humidity, including highest, lowest, and annual average.

(2) Precipitation, including annual average amounts of snow and rain.

(3) If climate is an environmental factor affecting this installation and requested tour length, provide an explanation.

e. Housing

(1) Government Quarters (Family and Unaccompanied)

(a) Are adequate quarters available? Are they sufficient to accommodate the accompanied and unaccompanied personnel? If quarters are not adequate, provide an explanation. Indicate the size of quarters and the number of quarters by size. For family quarters, include the number of bedrooms. For unaccompanied quarters, include the number of persons per room.

(b) What is the average waiting time for occupancy for both accompanied and unaccompanied quarters for both officers and enlisted Service members?

(c) Are family quarters in a common housing area shared by another location? If so, provide the name of the installation.

(2) Private-Sector Housing (Family and Unaccompanied)

(a) Is adequate private-sector housing available within 30 minutes driving time from the installation? If quarters are not available, provide an explanation. What are the average waiting times for occupancy for both officers and enlisted Service members?

(b) What are the average monthly costs for private-sector housing?

1. Furnished. Total of rent and utilities for one bedroom, two bedrooms, three bedrooms, and four bedrooms.

2. Unfurnished. Total of rent and utilities for one bedroom, two bedrooms, three bedrooms, and four bedrooms.

3. Other. Other housing costs unique to this location that are not covered by military housing allowances.

(c) Indicate the number of Service members authorized to reside off the installation in private-sector housing. Indicate the authorized housing allowance rates and the number of Service members drawing these allowances. Data should be arranged by accompanied status and grade.

(3) Percentage Increase. If more Service members elected accompanied tours, what percentage increase could on- and off-installation housing accommodate?

f. Medical Support

(1) Describe the medical and dental support and facilities at this location, both on and off installation.

(2) Are medical and dental care available in the following specialties either on or off installation?

- (a) Internal medicine.
- (b) Obstetrics and gynecology.
- (c) Pediatrics.
- (d) General surgery.
- (e) Oral surgery.

(3) What is the location of the nearest civilian and U.S. military medical and dental care facilities, if not available at this location? Provide the distance and travel time.

(4) What percentage increase in dependent medical care caseload could the on-and-off installation medical and dental facilities accommodate?

g. Education Support

(1) In coordination with the Department of Defense Education Activity, identify availability of dependent-age schools (i.e., DoD dependent schools and local English-speaking schools for kindergarten through grade 12). Comment on their accessibility, to include commuting times, and accreditation status.

(2) Comment on off-duty education (e.g., college and vocational) available to Service members and their dependents.

(3) Comment on library facilities.

(4) What percent student increase could each education level accommodate and what is the availability of special education services?

h. Support Services

(1) Commissary Support. Is there an adequate U.S. commissary at this location? If not, where is the nearest available U.S. commissary? Comment on the availability and cost of the nearest civilian food market.

(2) Banking Facilities. Are banking facilities available either on or off the military installation?

(3) Exchange Facilities. Are military exchange facilities available at this location? If not available there, where is the nearest available military exchange facility? Comment on the availability and cost of the nearest civilian retail market.

(4) Religious Support. Comment on available on- and off-installation religious facilities and support.

(5) Recreational Support. Comment on available support and facilities for both on- and off-installation recreational facilities.

(6) Mail Service. What is the average mail delivery time for both air and surface mail to and from the United States?

(7) Transportation Support. Describe the in-country transportation systems. What are the costs for civilian transportation? Describe the international air support that is available. What is the distance between the installation and the nearest international terminal or U.S. military installation where air support is available? Explain any unique difficulties that may be encountered by Service members. Comment on the availability or necessity of having a privately owned vehicle. Are there adequate automobile repair facilities?

i. Social Customs. Describe the nature and extent of any restrictions on the social life of Service members (e.g., bachelor and married, accompanied and unaccompanied, and male and female) due to local customs, language, attitude of the local population, host government restrictions, political climate, etc.

j. Security Considerations. Review the Integrated Terrorist Threat Estimate and address force protection and anti-terrorism considerations in accordance with Reference (c). Determine whether restrictions should be placed on accompanying family members for personnel assigned to overseas activities.

3. PART II. Each Military Department having Service members assigned to a duty location will provide, at a minimum, the data in this section. The Military Department requesting the establishment of, or change to, overseas tour lengths is responsible for collating this data for inclusion in its request.

a. Personnel Demographics. Compare each of these demographics with other locations in the theater with similar tour lengths and Service-wide (not applicable when requesting establishment of an initial tour length):

(1) Reenlistment rates, both first term and career.

(2) Indiscipline rates (e.g., absence without leave, non-judicial punishment, drug and alcohol abuse incidents, courts-martial) by first-term and career officer and enlisted Service members.

(3) Extension rates for both officers and enlisted Service members by accompanied status.

(4) Average tour lengths currently being served for both officers and enlisted Service members by accompanied status.

b. Training Requirements. Identify any special or unique training requirements that must be met by Service members assigned to this duty location. Include the length of training required, location of the training installation, the number of Service members required to complete the training, and the training costs per student.

c. Theater Qualification. Identify the time required for Service members in combat skills to become theater combat proficient (e.g., time required for air crews to be upgraded to mission-ready status). Identify the factors (e.g., training facilities, flying hours, experienced and inexperienced crew mix) within the theater that extend the time required for assigned Service members to become theater combat proficient. What impact would a proposed tour change have on combat proficiency of the affected units?

d. PCS Costs

(1) What impact would the request have on the PCS transient account and the number of PCS moves of the Military Department?

(2) Identify the increases or decreases in annual PCS costs associated with the request. These cost factors should be used and, when the request involves a change to the prescribed tour, a comparison of each of these factors between the current and proposed tour lengths should be included:

(a) Member travel.

(b) Unaccompanied baggage shipment.

- (c) HHG shipment.
  - (d) Privately owned vehicle shipment and storage.
  - (e) HHG storage.
  - (f) Dependent travel.
  - (g) Dislocation allowance.
  - (h) Overseas housing allowance.
  - (i) Family separation allowance.
  - (j) Temporary lodging allowance.
  - (k) Family separation housing allowance.
  - (l) Cost of living allowance.
- (3) Identify funded and proposed construction requirements for the next 3 fiscal years. This should include both mission and dependent support requirements.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
CJCS	Chairman of the Joint Chiefs of Staff
CONUS	continental United States
COT	consecutive overseas tour
DIA	Defense Intelligence Agency
DoDI	DoD instruction
DSCA	Defense Security Cooperation Agency
GO/FO	general or flag officer
GS	general schedule
HHG	household goods
IPCOT	in-place consecutive overseas tour
OCONUS	outside the continental United States
PCS	permanent change of station
PDS	permanent duty station
PSA	Principal Staff Assistant
SCO	Security Cooperation Organization
SDO/DATT	Senior Defense Official/Defense Attaché
SOFA	Status of Forces Agreement
TDY	temporary duty
TOS	time-on-station
WHS	Washington Headquarters Services

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this instruction.

accompanied tour. An overseas duty station assignment where the Service member may be authorized to be accompanied by command-sponsored dependents.

acquired dependent. A Service member's dependent acquired through marriage, adoption, or other action during the course of his or her current tour of duty. This term does not include those



individuals dependent on the Service member or children born of a marriage that existed before commencement of the current overseas tour. Depending on individual SOFAs, U.S. statutes, congressional guidance, DoD policy, or Service regulations, these dependents may be denied access to certain dependent support facilities.

active duty. Full-time duty in the active service of a Military Service. Includes full-time training duty, annual training duty, and attendance, while on active duty, at a school designated as a Service school by law or by the Secretary of the Military Department concerned. Does not include full-time National Guard duty.

active duty other than training. Defined in DoDI 1215.06 (Reference (ab)).

#### career Service members

enlisted. Service members who are serving under second or subsequent enlistment contracts.

officers. Grades O-3 and above, all warrant officers, and all limited-duty officers.

command-sponsored dependents. Dependents of a Service member residing with the member at his or her duty station OCONUS, where the accompanied tour is authorized and the Service member is authorized to serve said tour, and where dependents meet these conditions:

Dependents are authorized by the appropriate authority to be at the Service member's duty station.

The Service member is authorized cost of living allowance and temporary lodging allowance at the "with dependents" rate, as a result of his or her dependents' residence in the vicinity of the member's duty station.

command-sponsored position. An overseas assignment permanent duty billet where the Service member assigned to the billet is authorized to serve the accompanied tour length and his or her dependents are authorized to be at or in the vicinity of the member's overseas duty station.

conscientious objector. A person having a firm, fixed, and sincere objection to participation in war in any form or the bearing of arms, by reason of religious training or belief.

CONUS. The contiguous 48 States and the District of Columbia. This definition specifically excludes the states of Alaska and Hawaii as they are not part of the contiguous states and are described as non-foreign, OCONUS locations.

COT. The PCS reassignment of a Service member from one overseas duty station to another overseas duty station.

critical acquisition position. Those senior positions carrying significant responsibility, primarily involving supervisory or management duties, in the DoD acquisition system.

date of separation. The date a Service member leaves the active Military Service to include mandatory separation or approved retirement date, mandatory release date, expiration of service agreement date, or completion of enlistment date.

dependent. Defined by section 401 of Reference (n). For the purpose of this instruction, military couples are not considered dependents of each other.

dependent-restricted tour. Any overseas duty station with an established tour that does not permit command-sponsored dependents. Includes stations where command-sponsored dependents may be authorized, but where the member is not eligible to serve the accompanied tour, as in the Republic of Korea.

designated place. A location in the United States, the Commonwealths of Puerto Rico, the Northern Mariana Islands, Guam, or another U.S. territory or possession chosen to establish a residence until further U.S. Government transportation of dependents is authorized. Can also include the previous overseas PDS the dependents have not yet departed, a follow-on overseas PDS to which the dependents' sponsor has orders to report, and a foreign-born spouse's native country if specifically authorized in this instruction.

dislocation allowance. An allowance to partially reimburse a Service member for the expenses incurred in relocating his or her household on a PCS ordered for the U.S. Government's convenience or incident to an evacuation. This allowance is in addition to all other PCS allowances authorized in Reference (m) and may be paid in advance.

Exceptional Family Member Program. A program that supports military families with special medical and educational needs. The program has three components: identification and enrollment of a family member with special medical or educational needs; assignment coordination to determine the availability of services at the projected duty station; and family support to help families identify and access programs and services.

expiration of term of service. The date a Service member completes the military service required by an enlistment contract.

first-term Service member. Any Service member not included as a career Service member.

follow-on assignment or follow-on assignment program. The practice of providing Service members with their subsequent assignment before being assigned to a dependent-restricted overseas tour or Service-designated sea duty.

foreign-born dependent. A dependent born in a foreign country, including a foreign national, a dependent who becomes a naturalized citizen of the United States, and children of a foreign-born dependent spouse.

former Peace Corps member. Former Peace Corps members include former Peace Corps volunteers, volunteer leaders, and staff members. This does not include individuals who attended Peace Corps training but did not go overseas with the Peace Corps.

GO/FO. U.S. military officers in the pay grade of O-7 through O-10. To request or approve actions required in this instruction to be requested or approved by a GO/FO, officers must actually be serving in a GO/FO grade.

HHG. Defined in Appendix A of Reference (m).

homebasing. The practice of returning a Service member to the previous PDS or location after completing a dependent-restricted overseas tour or Service-designated sea duty.

household. The Service member and those dependents, as defined by Reference (n), who reside with the Service member or are dependent on the Service member for over one-half of their support.

immediate family. The categories described in paragraph 11b(2) of Enclosure 4 of this instruction.

individually-sponsored dependents. Dependents of a Service member who, at personal expense, accompany or join the Service member at his or her duty station OCONUS. Their presence does not entitle the Service member to a cost of living allowance or temporary lodging allowance at the “with dependents” rate or to transportation at U.S. Government expense on the member’s next assignment. Depending on individual SOFAs, U.S. statutes, congressional guidance, DoD policy, or Service regulations, these dependents may be denied access to certain dependent support facilities.

inter-theater COT. A PCS reassignment between theaters (e.g., from the Pacific to the European theater).

intra-theater COT. A PCS reassignment within a particular theater (e.g., from Germany to Spain).

IPCOT. A prescribed tour following the completion of an initial overseas tour (including voluntary extensions) that a member agrees to serve at the same PDS. No PCS movement is involved for a Service member. However, dependents and HHG may be transported at U.S. Government expense. Curtailment of the initial overseas tour is not authorized.

key billet. An overseas position (officer, warrant officer, or senior enlisted Service member positions only) where it is determined that the continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States’ presence in that area. Designation as a key billet requires the incumbent to serve a 24-month tour whether serving accompanied or unaccompanied.

long tour. A tour of duty in an overseas location where the tour length is equal to or greater than the 36-month accompanied tour and the 24-month unaccompanied tour.

low-cost move. A PCS for which the total expected cost, including the Service member's travel and transportation allowances and dislocation allowance, if applicable, does not exceed \$1,000.00. Low-cost moves are not curtailments and do not require TOS waivers that are required for other moves. It is not necessary to adjust the Service member's original tour completion date, nor for the Service member to have service retainability beyond the original tour completion date.

military couple. Service members married to each other, both of whom are on active duty in any of the Military Services.

military couple assignment. Assignments made to allow military couples who are both active duty Service members in any of the Military Services of the United States to establish a joint household.

Military Services. The Army, the Navy, the Marine Corps, and the Air Force.

non-command-sponsored dependents. Dependents of a Service member residing with the Service member at his or her duty station OCONUS where the accompanied tour may or may not be authorized. These dependents are not provided transportation to and from the Service member's overseas duty station at U.S. Government expense. Their presence does not entitle the Service member to a cost of living allowance or temporary lodging allowance at the "with dependents" rate. These dependents may be either acquired dependents or individually sponsored by the Service member into the command without endorsement by the appropriate authority. Depending on individual SOFAs, U.S. statutes, congressional guidance, DoD policy, or Service regulations, these dependents may be denied access to certain dependent support facilities.

OCONUS. Outside the contiguous 48 states and the District of Columbia. The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands) are referred to as non-foreign, OCONUS.

overseas. Any area of the world other than the CONUS.

PCS. The assignment, detail, or transfer of a Service member or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

PDS. The installation of duty or official duty station of a member or invitational traveler, including a ship for the purpose of personal travel and transportation of the Service member's unaccompanied baggage located on board the ship. The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, transportation of HHG, mobile homes or privately owned vehicles, CONUS cost of living allowance, and geography-based station allowances and overseas housing allowance.

prescribed tour length. The period of time established for tours in specific geographic locations in the CONUS, overseas, or at sea.

PSA. The Under Secretaries of Defense, the Assistant Secretaries of Defense who report directly to the Secretary or Deputy Secretary of Defense, the General Counsel of the Department of Defense, and the Assistants to the Secretary of Defense. Includes the Inspector General of the Department of Defense, the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense, and the Directors or equivalents who report directly to the Secretary or Deputy Secretary of Defense.

registered sex offender. Defined in DoDI 5525.20 (Reference (ac)).

sea duty. Assignment to a ship or deployable unit stationed ashore.

sea tour. The period of time established by the Secretary of the Navy for members assigned to sea duty.

single member. A Service member who has no dependents in his or her household and is not married.

single parent. A Service member who has one or more dependent children (as defined by section 401 of Reference (n)), but does not have a spouse.

sole surviving son or daughter. The only remaining child in a family where the father, mother, or one or more siblings, while serving in the Military Services (and not because of this parent or sibling's intentional misconduct or willful neglect):

Was killed in action or died from wounds, accident, or disease.

Is in a captured or missing-in-action status.

Is permanently 100 percent physically disabled (including 100 percent mental disability), as determined by the Department of Veterans Affairs or one of the Military Services.

TDY. Travel to one or more places away from a PDS to perform duties for a period of time and, on completion of assignment, return or proceed to a PDS.

theater. The geographical area for which a Combatant Commander has been assigned military responsibility.

third-country national. An individual employed by a United States mission abroad and who is neither a citizen of the United States nor a citizen of the country to which he or she is assigned for duty.

TOS. The elapsed period of time a member has been permanently assigned to an installation, naval vessel, or other authorized assignment location.

tour of duty. Military duty when assigned to a military installation or activity permanently located at a land station either inside the CONUS or overseas. Military duty when assigned to a ship or unit during a prescribed sea tour.

unaccompanied tour. The authorized tour length at a specific overseas duty station for Service members who are not accompanied by command-sponsored dependents. A tour at a location with only an unaccompanied tour authorized is considered to be a dependent-restricted tour.

United States. The 50 states and the District of Columbia.

unit move. The synchronized relocation of a designated military organization to another duty location.