



Department of Defense INSTRUCTION

NUMBER 1315.18
January 12, 2005

PDUSD (P&R)

SUBJECT: Procedures for Military Personnel Assignments

- References: (a) DoD Directive 1315.7, "Military Personnel Assignments," January 12, 2005
(b) DoD Directive 1100.9, "Military Civilian Staffing of Management Positions in the Support Activities," September 8, 1971
(c) DoD Directive 1000.17, "Department of Defense Personnel Assigned to Duty Outside the Department and Supporting Non-DoD Activities," February 24, 1997
(d) DoD Directive 2055.3, Manning of Security Assistance Organizations and the Selection and Training of Security Assistance Personnel, March 11, 1985
(e) through (x), see enclosure 1

1. PURPOSE

This Instruction:

- 1.1. Implements reference (a).
- 1.2. Updates DoD procedures, and responsibilities pertaining to the assignment and reassignment of Service members.
- 1.3. Establishes uniform procedures for filling military billets established under reference (b).

2. APPLICABILITY AND SCOPE

This Instruction:

2.1. Applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Office of the Chairman of the Joint Chiefs of 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 Department of Defense (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein refers to the Army, the Navy, the Air Force, and the Marine Corps.

2.2. Does not apply to Service members in non-DoD activities covered by DoD Directive 1000.17 (reference (c)).

3. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

4. POLICY

4.1. Unless authorized by this Instruction, exceptions to these procedures shall only be authorized by the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)).

4.2. DoD policy, procedures, responsibilities, and approval authorities for selecting, training, and assigning personnel to Security Assistance Organizations (SAO) are in DoD Directive 2055.3 (reference (d)).

5. RESPONSIBILITIES

5.1. The Principal Deputy Under Secretary of Defense for Personnel and Readiness shall develop, publish, and maintain this Instruction, which shall provide the following:

5.1.1. 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, achieve stability for tour completions, and develop tour lengths consistent with maintaining a high degree of combat capability and readiness and achieving PCS stability.

5.1.2. Standardized overseas tour lengths for Service members stationed outside the Continental United States (CONUS) to include assessment of force protection and anti-terrorism considerations in accordance with DoD Directive 2000.12 (reference (e)).

5.1.3. Implement policies and provide procedures for:

5.1.3.1. Assignments to designated hostile-fire or imminent-danger areas.

5.1.3.2. Assigning sole surviving sons and/or daughters and assigning or reassigning Service members from the same immediate family.

5.1.3.3. Assigning Service members to the OSD, the DoD Field Activities, the Office of the Chairman of the Joint Chiefs of Staff, and the Defense Agencies.

5.1.3.4. Involving the transportation of military dependents at Government expense.

5.2. The Director of Administration and Management shall assign, reassign, and release Service members to and from the OSD and other assigned activities.

5.3. The Chairman of the Joint Chiefs of Staff shall:

5.3.1. Assign, reassign, and release Service members to and from his staff.

5.3.2. Recommend appropriate tour lengths and restrictions on accompanied tours as required by reference (b).

5.4. The Director, Defense Intelligence Agency (DIA) shall establish tour lengths for Service members assigned to the Defense Attaché System.

5.5. The Heads of the DoD Components shall ensure that the policies and procedures of this Instruction shall be implemented.

5.6. The Secretaries of the Military Departments shall:

5.6.1. Establish procedures within their respective Departments to monitor and measure PCS turbulence. Although there are no specific formats required, the Secretary concerned shall maintain data on the number of exceptions approved and historical data that shall enable the Military Services and the Department of Defense to determine the effectiveness of assignment policies and the cost-effectiveness of statutory entitlements.

5.6.2. Nominate and assign qualified Service members to the OSD, the Office of the Joint Staff, the Defense Agencies, the DoD Field Activities, and other DoD Agencies within the prescribed suspense dates (i.e., security, education, and experience requirements reflected on personnel requisitions).

5.7. The Secretary of the Navy shall manage sea and hardship duty with deployment-designated units of the Fleet Marine Force (FMF).

6. PROCEDURES

The assignment policy guidance is as follows:

6.1. Assignment Selection Procedures

6.1.1. Reassigning a Service member, involving a PCS move, shall be authorized only for national security or for ensuring equitable treatment of Service members. Unless specifically authorized by this Instruction, no Military Department shall deny any of the transportation allowances or entitlements associated with a PCS movement of a Service member from one duty station to another.

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

6.1.3. When there is a need for a Service member to fill a requirement in the CONUS and more than one Service member meets the assignment qualifications, the Service member with the longest TOS should be considered. In all PCS moves, the TOS requirement shall have been met by the departure month, unless a waiver has been approved. Waivers, when required, shall be granted before the Service member's departure.

6.1.4. 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 shall require a TOS waiver.

6.1.5. Service members shall be permitted to complete prescribed tours of duty and, when possible, shall be allowed to extend any assignment voluntarily beyond the prescribed tour.

6.1.6. Through the grades of O-5 for officers and E-8 (E-7 for the United States Marine Corps ((USMC)) for enlisted Service members, promotion shall not be the only reason for PCS reassignment before tour completion. Additionally, reassignments within the CONUS shall not be made for the sole purpose of retirement.

6.1.7. Sequential training assignments shall be consolidated geographically to the greatest extent possible.

6.1.8. The Military Services shall not adopt policy requiring PCS moves in the CONUS solely because of the passage of a stipulated time period. Although this policy shall not be waived, it does not preclude reassignment on a case-by-case basis for such reasons as job stress, requirements for fresh expertise, personal hardship, or time limitations specified by statute.

6.1.9. Within a designated occupational specialty and grade, the Military Services shall ensure an equitable distribution of overseas duty assignments, considering both desirable and undesirable locations. Every effort shall 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.

6.1.10. Unit moves shall not require Service-wide equitable assignment policy as required by this Instruction.

6.1.11. Service members determined as excess at one location for any of the following reasons shall be reassigned to the same installation or the nearest installation capable of using their skills in a reasonable length of time:

6.1.11.1. Unit inactivation.

6.1.11.2. Base closure or consolidation.

6.1.11.3. Organization or staffing changes.

6.1.11.4. Reclassification or other actions changing the occupational specialty or skill designator of a Service member.

6.1.11.5. 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.

6.1.11.6. Promotion to O-6 or E-9 (E-8 for the USMC)

6.1.12. Assignment of flag or general officers normally shall be for 2 years. With the exception of the policies and procedures pertaining to major defense acquisition program managers; overseas tour lengths; and assignments to OSD, the Office of the Chairman of the Joint Chiefs of Staff, and the Defense Agencies the remaining policies of this Instruction do not apply to these officers.

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

6.1.14. 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.

6.1.15. To the maximum extent practicable within operational and other military requirements, PCS moves for members who have school-age dependents (K-12) should occur at times that avoid disruption of the school schedules of such dependents.

6.1.16. When practicable within operational and other military requirements, a PCS move for a military 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 proceedings, or avoids disruption of the proceedings.

6.1.17. Low Cost Move (LCM) is a PCS move for which the total expected cost, including the member's travel and transportation allowances, does not exceed \$1,000. It is not necessary to adjust the original tour completion date of members reassigned on LCMs. LCMs are not, in effect, curtailments of tours and do not require the general/flag officer waivers of TOS that are still required for other moves.

Members reassigned under the LCM provisions outlined above are not being given new tours and are therefore not authorized Consecutive Overseas Tour (COT) leave travel.

6.2. Equal Assignment Opportunity

6.2.1. Assignments shall be made for all Service members without regard to their color, race, religious preference (except chaplains), ethnic background, national origin, age, marital status (except for military couples), or gender (except where prohibited by statute and limitation of facilities) consistent with requirements for physical capabilities. This DoD policy applies equally to both PCS and temporary duty (TDY) assignment actions.

6.2.2. When Service members are denied passports or entry visas or a foreign country formally refuses to accept them and that denial is discriminating, the Secretary concerned shall review the circumstances surrounding the denial to determine what action should be taken by the Military Department or the Department of Defense. When evaluating, the Secretary concerned shall seek the advice and recommendations of the Combatant Commander concerned; the Office of the PDUSD(P&R), the offices of the Assistant Secretary of Defense (International Security Affairs) and (International Security Policy); and the Defense Security Cooperation Agency (DSCA) if the Service member is being assigned to a security assistance position.

6.2.3. Personnel decisions, including those related to the assignments of military members, shall not be affected, favorably or adversely, by the employment, educational, or volunteer service activities of a member's spouse, or solely by reason of a member's marital status, subject to the following clarification:

6.2.3.1. When necessary to ameliorate the personal hardship of a member or spouse upon the request of the member concerned, such as when a family member requires specialized medical treatment, educational provisions under references (d), (e), and DoD Directive 1400.33 (reference (f)).

6.2.3.2. To facilitate the assignment of dual-career military married couples to the same geographic area.

6.2.3.3. When otherwise required by law, such as instances in which a prohibited conflict of interest may exist between the official duties of a military member and the employment of the member's spouse.

6.2.3.4. When the PDUSD(P&R), with the concurrence of the General Counsel, determines, on a case-by-case basis, for reasons of national security, that marital status is an essential assignment qualification for particular military billets or positions.

6.3. Dislocation Allowance (DLA)

6.3.1. Service members are authorized a DLA when they relocate their household as the result of a PCS move including when orders are canceled, revoked or modified, except as provided by 37 U.S.C. 407 (reference (g)) or this Instruction.

6.3.2. Only one PCS involving a DLA is authorized during a fiscal year (FY) unless the Secretary concerned determines that the Service member requires more than one PCS during the current FY. Authority for such determinations rests solely with the Secretary concerned and may be delegated no lower than the general/flag officer level (O-6 in the Marine Corps) at the headquarters level that directs assignments for the Military Service concerned. This limitation on second DLAs does not apply to Service members ordered to, from, or between courses of instruction conducted, controlled, or managed by one or more of the Uniformed Services.

6.3.3. Specific regulations for DLA are prescribed in the Joint Federal Travel Regulations (JFTR) (reference (h)).

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

6.4.1. The minimum TOS requirement for all assignments within or from the CONUS shall be for 36 months. Waivers may be granted individually on a case-by-case basis by the Military Service concerned provided it is determined that the Service member is the most qualified resource available. The Secretary of the Military Department concerned may delegate the level of requesting a TOS waiver no lower than an O-6. Approval shall be by the Secretary concerned, unless otherwise delegated in accordance with this Instruction.

6.4.2. Notwithstanding the limitations outlined in subparagraph 6.4.1., above, the Military Services under certain circumstances may reassign Service members before completing the minimum TOS requirements. Assignments that may be made under this

broad exception authority are outlined in subparagraphs 6.4.2.1. through 6.4.2.23., below. Neither the Military Services nor the Service members are exempted from meeting other requirements outlined in this Instruction.

6.4.2.1. Service members are reassigned to an overseas or sea tour.

6.4.2.2. Service members in sea-intensive skills are assigned from shore to sea duty, are required to complete minimum of 2 years of TOS.

6.4.2.3. Service members are accessed, reassigned to a different duty station for initial skill training, or are separated.

6.4.2.4. Service members are reassigned to a different duty station for training or educational purposes.

6.4.2.5. Moves resulting from major weapon-system change or unit conversion (for example, a change from one type of aircraft to another, such as F-4 to F-15, or infantry to mechanized infantry). This exception shall not cover moves associated with replacing a Service member selected for a new weapon system or unit.

6.4.2.6. Service members are permitted the option to retrain into a new specialty and location in conjunction with reenlistment, in which case a 1-year minimum shall apply.

6.4.2.7. Service members are permitted the option to select another location in conjunction with an established program, to keep military couples together, in which case a 1-year minimum shall apply.

6.4.2.8. Service members are assigned to the OSD, the Office of the Chairman of the Joint Chiefs of Staff, or a Defense Agency where the tenure is limited by statute or the provisions of this Instruction to a shorter tour.

6.4.2.9. Service members serving under reference (b), which prescribes different assignments for management positions in the support activities.

6.4.2.10. Service members are reassigned under Exceptional Family Member Programs or for humanitarian reasons.

6.4.2.11. Service members are reassigned to a different duty station in preparation for a unit deployment/move.

6.4.2.12. Service members who are being considered for reassignment are first-termers.

6.4.2.13. Service members in professional skills, such as doctors and lawyers, serving in assignments designated by the Secretary concerned for the purpose of validating professional credentials or for developing expertise in selected specialized skills before being assigned to independent duty without supervision.

6.4.2.14. Service members disqualified for duty as a result of loss of security clearance, professional certification, nuclear certification, or medical qualification to perform, and where it has been determined 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.

6.4.2.15. Members reassigned as prisoners including assignments to and from confinement or reassigned for the purpose of standing trial.

6.4.2.16. Members reassigned from patient status.

6.4.2.17. Members curtailed for the purpose of traveling outside of the travel restriction for pregnancy of the member or spouse, or reassigned for the purpose of receiving adequate medical care, including curtailments of female members from unaccompanied tours because of the lack of adequate obstetric care.

6.4.2.18. Members involved in incidents that cause serious adverse publicity or embarrassment for the U.S. Government, that may jeopardize the mission, or that indicate the member is a potential defector.

6.4.2.19. Members or their dependents are threatened with bodily harm or death and circumstances are such that military and civilian authorities are unable to provide for their continued safety. Appropriate investigative agencies (such as the Air Force Office of Special Investigations or the Army Criminal Investigation Command) and judge advocate offices shall verify the threats and circumstances.

6.4.2.20. Members complete or are eliminated from a training or education program.

6.4.2.21. Members reassigned on low cost moves, as defined in enclosure 2.

6.4.2.22. The Secretary of Defense waives completion of a full tour of duty in a joint duty assignment, and the action would otherwise require a waiver of a TOS requirement.

6.4.2.23. Members rendered as excess in accordance with subparagraph 6.1.11., above.

6.4.3. For assignments other than those indicated in subparagraph 6.4.2., above, the Secretary concerned may waive TOS requirements on a limited case-by-case basis. For assignments within or from the CONUS (including assignments from shore duty to sea duty), this authority is delegated no lower than an O-6 at the headquarters level that directs assignments for the Service concerned. These individuals may waive TOS requirements only for those members who have or shall have less than 3, but more than 2 years of TOS. Waiver authority for members who have or shall have less than 2 years of TOS is delegated no lower than general or flag officer at the headquarters directing assignments. (Authority to curtail overseas tours of members assigned overseas is found in section E3.9., below.) For assignments from or between tours of duty at sea or hardship tours with deployment-designated FMF units, the Secretary of the Navy may delegate TOS waiver authority in the same way as for overseas assignments as outlined in NAVPERS 15559B and MILPERSMAN 1306-101.

6.4.4. Since tours of duty at sea and hardship duty with deployment-designated USMC (FMF) units are primarily the concern of the Secretary of the Navy, the lengths of said tours shall not be covered by this Instruction. These tour lengths require the same justification and policy management as other overseas tours.

6.5. Retainability Requirements. Members shall not depart the CONUS or other departure ports unless they have the required retainability. The Secretary of the Military Department concerned may waive the restrictions outlined in subparagraphs 6.5.1. through 6.5.4., below, on a case-by-case basis; or, on a group basis, when unit moves, inactivations, base closures, or surplus personnel are involved. The waiver request may be initiated at any level of command. Also, approval authority is delegated in the same manner as for TOS requirements.

6.5.1. CONUS-to-CONUS Moves. Require 2 years retainability after arrival at the gaining installation. (Service members who are being assigned from shore to sea duty or are changing occupational specialty or skill designator as a result of retraining must have a minimum of 1-year service retainability.)

6.5.2. CONUS-to-Overseas and Overseas-to-Overseas Moves. Except when authorized in this Instruction, Service members shall not depart the CONUS or other departure ports unless they shall have obtained the retainability for serving the prescribed tour, whether an accompanied or unaccompanied tour length.

6.5.3. Overseas-to-CONUS Moves. Require a minimum of 12 months retainability, except as indicated in subparagraphs below. Service members stationed overseas, who upon their scheduled return to the CONUS shall have more than 1 month, but less than 12 months retainability prior to their date of separation (DOS), may receive an early separation from the Military Service if their separation is in conjunction with an approved early-release program authorized by the Secretary concerned, or it has been determined by the Military Service concerned that the Service member is surplus to the Military Department's requirements. To better employ those Service members with limited retainability, the Military Services are authorized to extend involuntarily the Service member's overseas tour under the following conditions:

6.5.3.1. Service members within 11 months of separating and stationed at a duty station where an accompanied tour is authorized may be retained at that duty station until their scheduled DOS.

6.5.3.2. Service members within 6 months of separating and stationed at a duty station where there is dependent-restricted tour may be retained at that duty station until their scheduled DOS.

6.5.4. Exceptional Moves. Members reassigned CONUS-to-CONUS or overseas-to-CONUS as a result of humanitarian reasons (subparagraph 6.4.2.10., above), prisoners (subparagraph 6.4.2.15., above), and patients (subparagraph 6.4.2.16., above) respectively who cannot effectively be used at, or in the vicinity of, the installation; and Service members returning from operational contingencies overseas (operations in hostile environments) should have a minimum of 6 months service retainability at the gaining installation.

6.6. Limitations on Number of Moves of First-Term Service Members

6.6.1. Title 10 U.S.C. 671 (reference (i)) stipulates that no member of the Armed Forces of the United States shall be assigned to active duty on land outside the United States, and its Territories or Possessions, until he or she has completed the basic training requirements of the Armed Forces of which he or she is a member. In time of war or a national emergency declared by the Congress or the President, the period of required basic training (or its equivalent) shall not be less than 12 weeks.

6.6.2. First-term enlisted members serving initial enlistments of 3 years or less shall be given no more than one assignment before their Expiration of Term of Service (ETS) following initial basic and skill training, unless required to serve in an dependent-restricted tour area overseas, in which case such Service members shall be given no more than two assignments in different locations.

6.6.3. First-term enlisted members serving initial enlistments of more than 3, but less than 4 years, shall be given no more than one CONUS assignment before their ETS following initial basic or skill training. If overseas assignment is required, the Service member shall be given no more than 2 assignments before ETS.

6.6.4. First-term enlisted members serving initial enlistments of 4 or more years, but less than 5 years, shall be given no more than two assignments in different locations before their ETS following initial basic and skill training, regardless of tour length.

6.6.5. First-term enlisted members serving initial enlistments of 5 or more years shall be given no more than three assignments in different locations, provided one is an overseas assignment, before their ETS following initial basic and skill training, regardless of tour length.

6.6.6. The Secretary of the Military Department concerned may waive the criteria above on first term Service members.

6.6.7. The following reassignments are not subject to the limitations outlined in subparagraphs 6.6.2. through 6.6.5.:

6.6.7.1. Service members are reassigned to a different duty station to or from training based on the needs of the Military Service.

6.6.7.2. Joint Spouse Assignments.

6.6.7.3. Service members are reassigned under Exceptional Family Member Programs or for humanitarian reasons.

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

6.6.7.5. Members reassigned to or from Patient or Prisoner status.

6.6.7.6. Members rendered in excess in accordance with subparagraph 6.1.11.

6.7. Program Managers for Major Defense Acquisition Programs

6.7.1. In accordance with Pub. L. 98-525 (reference (j)), officers assigned as program managers of major defense acquisition programs, as defined by reference (i), after October 19, 1984, shall serve a tour of duty of not less than 4 years, or until completion of a major program milestone, as defined by DoD Directive 5000.1 (reference (k)).

6.7.2. The Secretary concerned may grant exceptions on an individual basis; however, this authority shall not be delegated.

6.8. Limitation on Former Members of the Peace Corps

6.8.1. Service members who are former members of the Peace Corps shall not be assigned to permanent or TDY in the military intelligence field for a 4-year period following service with the Peace Corps. Those individuals later acquiring an intelligence specialty shall not be assigned such duties in an intelligence capacity in any foreign country in which said Service member previously served as a member of the Peace Corps. This limitation on the use utilization of former Peace Corps members shall not be waived.

6.8.2. For the purposes of this Instruction, the term "former members of the Peace Corps" includes former Peace Corps volunteers, volunteer leaders, and staff members. The term does not include individuals who attended Peace Corps training, but did not go overseas with the Peace Corps, except that no such individual shall be assigned duties in an intelligence capacity to any foreign country where he or she was trained to serve in the Peace Corps.

6.9. Concurrent Assignments of Family Members to the Same Unit or Ship.
Concurrent assigning of Service members of the immediate family to the same military unit or ship is not prohibited. The Services shall consider good order and discipline in determining whether members of the same family are to be assigned to the same unit or ship. Requests for reassignments to a different unit or ship may be approved for all but one Service member. Approval of such requests shall be based on military requirements.

6.10. Assignment of Military Couples, Single Parents, and Military Mothers of Newborns

6.10.1. Military couples and single parents are expected to fulfill their military obligations on the same basis as other members of the Armed Forces. They are eligible for worldwide duty and all assignments for which they qualify, including assignments to imminent danger or hostile fire areas. They shall be selected for assignments as prescribed in paragraph 6.9., above. To ensure single parents and military couples are available for worldwide duty, they shall have current and viable family care plans to provide parent-like care for their dependents when the requirements of the Military Service require them to leave their family behind. Dependent care plans shall be in accordance with applicable DoD and Service directives or instructions and shall apply to all members of the Ready Reserves as well as active duty and Reserve components.

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

6.10.3. Unless the member desires to waive the deferment period, a single member adopting a child shall be deferred from assignment to a dependent-restricted overseas tour or an accompanied overseas tour when concurrent travel is denied, for 4 months from the date the child is placed in the home as part of a formal adoption process. 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 4-month period following the date the child is placed in the home as part of the formal adoption process. The same deferment also applies to TDY or temporary assignment away from the permanent duty station or home port. The military couple may waive the deferment.

6.10.4. For 4 months after the birth of the child, a military mother shall be deferred from assignment to a dependent-restricted overseas tour or an accompanied overseas tour when concurrent travel is denied. The same deferment also applies to deployments on TDY or temporary assignment away from the permanent duty station or home port. The member may waive the deferment.

6.10.5. When a member becomes a single parent as a result of hardship or humanitarian circumstances; for example, on the death of a spouse, the member may apply for an assignment deferment or reassignment under the provisions contained in Service regulations for humanitarian or hardship deferments and/or assignments.

6.10.6. Service directives governing the activation of the Ready Reserve shall provide for the deferral of mothers from involuntary activation for 4 months after childbirth, and defer the involuntary activation of single parents and one member of a military couple for 4 months after the date a child is placed in the home as part of a formal adoption process.

6.11. Addressing Overseas Duty, Dependent Travel and Assignment to OSD, the Joint Staff, and the Defense Agencies. For details addressing overseas duty, see enclosure 3. For dependent travel see enclosure 4. For assignment to OSD, the Joint Staff, and the Defense Agencies see enclosure 5.

7. EFFECTIVE DATE

This Instruction is effective immediately.



Charles S. Abell

Principal Deputy Under Secretary (Personnel &
Readiness)

Enclosures - 7

- E1. References, continued
- E2. Definitions
- E3. Overseas Duty
- E4. Dependent Travel
- E5. Assignment to the Office of the Secretary, the Organization of the Joint Chiefs of Staff, and the Defense Agencies
- E6. Guidelines for Determining Tour-length Combinations
- E7. Tour-length Data Sheet

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD Directive 2000.12, "DoD Antiterrorism (AT) Program," August 18, 2003
- (f) DoD Directive 1400.33, "Employment and Volunteer Work of Spouses of Military Personnel," February 10, 1988
- (g) Sections 204, 314, 401, 407, 411b of title 37, United States Code
- (h) Joint Federal Travel Regulations (JFTR), current edition
- (i) Sections 671, 705 of title 10, United States Code
- (j) House of Representatives Report No 98-1080, "Department of Defense Authorization Act, 1985," September 26, 1984
- (k) DoD Directive 5000.1, "The Defense Acquisition System," May 12, 2003
- (l) House of Representatives Report No. 99-81, "Department of Defense Authorization Act, 1896," May 10, 1985
- (m) Senate Report No. 99-176, "Department of Defense Appropriations Bill, 1986," November 6, 1985
- (n) DoD Directive 5132.10, "Security Assistance Technical Assistance Field Teams (TAFTs)," December 14, 1973
- (o) DoD Instruction 1010.13, "Provisions of Medically Related Services to Children Receiving or Eligible to Receive Special Education in DoD Dependent Schools Outside the United States," August 28, 1986
- (p) DoD Directive 1327.5, "Leave and Liberty," September 24, 1985
- (q) DoD Directive 1315.15, "Special Separation Policies for Survivorship," September 26, 1988
- (r) DoD 7000.14-R, "DoD Financial Management Regulation," Volume 7A, current edition
- (s) DoD Directive 1300.6, "Conscientious Objectors," August 20, 1971
- (t) DoD Directive 1330.9, "Armed Services Exchange Policy," November, 27, 2002
- (u) DoD Directive 1330.17, "Military Commissaries," March 13, 1987
- (v) DoD Directive 5525.9, "Compliance of DoD Members, Employees, and Family Members Outside the United States with Court Orders," December 27, 1988
- (w) DoD Instruction 1320.4, "Military Officer Actions Requiring Approval of the Secretary of Defense or the President, or Confirmation by the Senate," March 14, 1995
- (x) DoD Directive 5158.1, "Organization of the Joint Chiefs of Staff and Relationships with the Office of the Secretary of Defense," May 1, 1985

E2. ENCLOSURE 2

DEFINITIONS

E2.1.1. Accompanied Tour. The tour length that is the longest at a specific overseas duty station and usually means that a Service member is accompanied by command-sponsored dependents. Also referred to as an accompanied-by-dependents tour.

E2.1.2. Active Duty. Full-time duty in the active service of a Uniformed Service, and includes full-time training duty, annual training duty, and attendance, while in the active Military Service, at a school designated as a Service school by law or by the Secretary of the Military Department concerned. Such term does not include full-time National Guard duty.

E2.1.3. Basic Officers' Course and/or Specialty Training. All initial training (such as basic officers' course, special training, and flight training) received by officers before arriving at their first permanent duty station or assignment.

E2.1.4. Career Service Members

E2.1.4.1. Enlisted. Service members who are serving under second or subsequent enlistment contracts.

E2.1.4.2. Officers. Grades O-3 and above, all warrant officers, and all limited-duty officers.

E2.1.5. Combatant Command. A command with a broad and continuing mission under a single Commander, composed of significant assigned components of two or more Military Departments.

E2.1.6. Completion of Training. Completion of all recruit training or technical (known also as occupational specialty) training, or both, received before arrival at the first permanent duty station or assignment.

E2.1.7. Consecutive Overseas Tour (COT). The PCS reassignment of a Service member from one overseas duty station to another overseas duty station.

E2.1.8. Continental United States (CONUS). The contiguous 48 States and the District of Columbia.

E2.1.9. Critical Acquisition Position. Those senior positions carrying significant responsibility, primarily involving supervisory or management duties, in the DoD acquisition system. (See 10 U.S.C. 1733 (reference (i)).)

E2.1.10. Date of Separation. The date a member shall leave the active force, to include mandatory separation or approved retirement date, mandatory release date, expiration of service agreement, or completion of enlistment.

E2.1.11. Dependency Status

E2.1.11.1. Acquired Dependent. A Service member's dependent acquired through marriage, adoption, or other action during the course of a Service member's current overseas tour of duty. This term does not include those individuals dependent upon the Service member or children born of a marriage that existed before commencement of the current overseas tour.

E2.1.11.2. Command-sponsored Dependents. Dependents of a Service member residing with the Service member at his or her duty station outside the CONUS, where the accompanied tour is authorized and the Service member is authorized to serve said tour, and where dependents meet the following conditions:

E2.1.11.2.1. Are authorized by the appropriate authority to be at the Service member's duty station.

E2.1.11.2.2. As a result of their residence in the vicinity of the Service member's duty station, authorize said Service member to Cost of Living Allowance (COLA) and Temporary Lodging Allowance (TLA) at the "with dependents" rate.

E2.1.11.3. Non-command-sponsored Dependents. Dependents of a Service member residing with the Service member at his or her duty station outside the CONUS, where the accompanied tour may or may not be authorized. These dependents shall not be provided transportation to and from the Service member's overseas duty station at Government expense. Their presence shall not authorize the Service member to COLA and/or TLA 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 Status of Forces Agreements (SOFAs), U.S. statutes, congressional guidance, DoD

policy, or Military Service regulations, these dependents may be denied access to certain dependent support facilities.

E2.1.12. Dependent. Under this Instruction, the Service member's "dependent" is defined by 37 U.S.C. 401 (reference (g)). A spouse of a Service member who is also a Service member shall not be considered a dependent for the purposes of this instruction.

E2.1.13. Dependent-restricted Tour. Any overseas duty station with an established tour that does not permit command-sponsored dependents. Also, referred to as unaccompanied hardship overseas tour or remote tour. Also includes stations where command-sponsored dependents may be authorized, but where the member is not eligible to serve the accompanied tour, as in Korea.

E2.1.14. Designated Place. A location in the United States, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, or a territory or possession of the United States named by Service members or their dependents as the place where the Service member's dependents shall establish a residence until further Government transportation of dependents is authorized. Also includes the old outside the continental United States (OCONUS) Permanent Duty Station (PDS), future OCONUS PDS and a foreign-born spouse's native country if specifically authorized in this Instruction.

E2.1.15. Dislocation Allowance (DLA). Appendix A (reference (g)), and this Instruction.

E2.1.16. Expiration of Term of Service (ETS). The date a Service member completes the military service required by an enlistment contract.

E2.1.17. First-term Member. Any member not included as a career Service member. (See paragraph E2.1.4.)

E2.1.18. Follow-on Assignment. The practice of providing Service members with their subsequent assignment before being assigned to an unaccompanied hardship overseas tour or Service-designated sea duty.

E2.1.19. Foreign-born Dependent. A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized citizen of the United States; also, children of a foreign-born dependent spouse.

E2.1.20. General or Flag Officer. Officers in the grade of O-7 through O-10. To request and/or approve certain actions outlined in this Instruction by a general or flag officer, officers must actually be serving in a general or flag officer grade or an

equivalent Federal civilian grade including officers of the Foreign Service of the Department of State.

E2.1.21. Hardship Tour. Improper term for a "dependent-restricted" tour. (See subparagraph E2.1.11.)

E2.1.22. Homebasing. The practice of returning a Service member to the previous permanent duty station or location after completing an unaccompanied hardship overseas tour or Service-designated sea duty.

E2.1.23. Household. The Service member and those dependents, as defined by reference (g), who reside with the Service member or are dependent on the Service member for over one-half of their support.

E2.1.24. Household Goods (HHG). Items associated with the home and personal effects belonging to a Service member and the Service member's dependents on the effective date of the Service member's permanent or temporary change-of-station orders that can be legally accepted and transported as HHG by an authorized commercial carrier. The complete definition is contained within the JFTR (reference (h)).

E2.1.25. Immediate Family. This term includes the categories described in paragraph E3.11.4.

E2.1.26. In-place Consecutive Overseas Tour (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 can be transported at Government expense. Curtailment of the initial overseas tour is not authorized.

E2.1.27. Inter-theater Consecutive Overseas. A PCS reassignment between theaters (e.g., from the Pacific to the European theater).

E2.1.28. Intra-theater Consecutive Overseas. A PCS reassignment within a particular theater (e.g., from Germany to Spain).

E2.1.29. Joint Spouse Assignment. Assignments made expressly for allowing military members to establish a joint household with their spouses who are also military members.

E2.1.30. Key Billet. An overseas position (officers or warrant officers only) of extremely unusual responsibility, where it has been 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.

E2.1.31. Low Cost Move (LCM). APCS for which the total expected cost, including the member's travel and transportation allowances and DLA, if applicable, does not exceed \$1,000.00. LCMs are not curtailments and do not require general or flag officer waivers of time-on-station (TOS) that are required for other moves. It is not necessary to adjust the member's original tour completion date, nor for the member to have service retainability beyond the original tour completion date.

E2.1.32. Member. A commissioned officer, commissioned warrant officer, warrant officer, or an enlisted person of the Uniformed Services.

E2.1.33. Military Couple. Members married to each other, both of whom are on active duty in any of the Armed Forces of the United States.

E2.1.34. Military Services. Under this Instruction, the term "Military Services" refers to the Army, the Navy, the Marine Corps, and the Air Force.

E2.1.35. Missing Status. Includes missing, missing in action (MIA), interned in a foreign country, captured, beleaguered, besieged by a hostile force, or detained in a foreign country against a Service member's will.

E2.1.36. Overseas. Any area of the world other than the CONUS.

E2.1.36.1. Overseas 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.

E2.1.36.2. Overseas Short Tour. A tour of duty in an overseas location where the tour length is less-than the 36-month accompanied tour or the unaccompanied tour is less than 24 months.

E2.1.37. Permanent Change of Station (PCS). See reference (h).

E2.1.38. Permanent Duty Station. See reference (h).

E2.1.39. Prescribed Tour Length. The period of time established for tours in specific geographic locations in the CONUS, overseas, or at sea.

E2.1.40. Principal Staff Assistants (PSAs). The Under Secretaries of Defense (USD), the Assistant Secretaries of Defense (ASD), the General Counsel of the

Department of Defense (GC, DoD), and the Assistants to the Secretary of Defense (ATSD). Also includes the Inspector General of the Department of Defense, the Comptroller of the Department of Defense and the Directors or equivalents who report directly to the Secretary or Deputy Secretary of Defense.

E2.1.41. Secretary Concerned. The Secretaries of the Military Departments.

E2.1.42. Single Member. A member who has no dependents in his or her household and is not married.

E2.1.43. Single Member Parent. A member who has one or more dependent children (as defined in reference (g)), but does not have a spouse.

E2.1.44. Sole Surviving Son and/or Daughter. A sole surviving son and/or daughter is the only remaining son or daughter in a family where the father, or mother (or one or more sons or daughters), served in the Armed Forces of the United States and because of hazards with such military service:

E2.1.44.1. Was killed.

E2.1.44.2. Died as a result of wounds, accident, or disease.

E2.1.44.3. Is in a captured or MIA status.

E2.1.44.4. Is permanently 100-percent physically disabled (including 100-percent mental disability), as determined by the Veterans Administration or one of the Military Services.

E2.1.45. Temporary Duty (TDY). Duty at one or more locations, other than the permanent station, where a Service member performs TDY under orders providing for further assignment, or pending further assignment, to a new permanent station or for return to the old permanent station when completing the TDY.

E2.1.46. Theater. The geographical area outside the CONUS for which a Commander of a Combatant Command has been assigned military responsibility.

E2.1.47. Time on Station (TOS) Requirement. Synonymous with "prescribed tour." The period of time established for tours in specific geographical locations, in the CONUS, overseas, or at sea.

E2.1.48. 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.

E2.1.49. Unaccompanied Hardship Overseas Tour. Synonymous term for a dependent-restricted tour.

E2.1.50. 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.

E2.1.51. Uniformed Services. The Army, the Navy, the Marine Corps, the Air Force, the Coast Guard, the National Oceanic and Atmospheric Administration Corps, and the Department of Public Health.

E2.1.52. United States. The 50 States and the District of Columbia.

E3. ENCLOSURE 3

OVERSEAS DUTY

E3.1. ESTABLISHMENT OF OVERSEAS TOUR LENGTHS

E3.1.1. Tour lengths (found in reference (h) reflecting the general desirability of each location and, in accordance with reference (e) force protection and anti-terrorism considerations. Based on congressional guidance in the House of Representatives Report No. 99-81 and the Senate Report No. 99-176 (references (l) and (m)), desired tour lengths for Service members stationed OCONUS shall be 36 months accompanied and 24 months unaccompanied (except for Hawaii and Alaska) unless the Military Departments provide conclusive evidence that specific tours should be shorter.

E3.1.2. Recommended additions or changes to tour lengths shall take into consideration the full range of facilities both on and off post. The Secretary or the Combatant Commander concerned, shall submit such requests to the Chairman of the Joint Chiefs of Staff for coordination with the Services and forwarding recommendation to the PDUSD(P&R) for approval. Such recommendations shall be justified fully and be based on the guidelines outlined in enclosure 6. Each recommendation shall include:

E3.1.2.1. Tour-length data sheet (enclosure 7) completed by the Commander of the military command recommending the change.

E3.1.2.2. Comments from Combatant Commanders and the recommendation of the Chairman of the Joint Chiefs of Staff about force protection and anti-terrorism considerations.

E3.1.2.3. Coordination with senior Military Service representatives within the theater.

E3.1.2.4. Coordination by the Director, DSCA for additions or changes that affect SAOs.

E3.1.2.5. Cost differential in PCS costs for all Military Services.

E3.1.2.6. NOTE: Recommendations that do not include these items shall not be acted on by the PDUSD(P&R), but returned to Chairman of the Joint Chiefs of Staff for further staffing.

E3.1.3. If reference (h) does not list tour lengths for a specific location or country, the Military Service, for assignment-selection purposes only, may consider the tour lengths to be 36 months accompanied and 24 months unaccompanied. The tour lengths shall be approved before departure of the selected Service members or their dependents for the overseas location. If Service members of only one Military Service are to be assigned in small numbers (fewer than 25 Service members), the Secretary concerned may determine the tour lengths. Criteria: it does not involve introducing command-sponsored dependents into an area where said dependents currently unauthorized by the Department of Defense the tour lengths can not be less than those tour lengths desired by references (k) and (l). This authority shall not be delegated. The PDUSD(P&R) shall be notified and provided the DoD tour-length data sheet (enclosure 7). The approving authority shall notify the other Military Services. If, after establishing these tour lengths, either the number of Service members exceeds 25 or Service members of another Military Service are assigned, then PDUSD(P&R) approval of the tour lengths shall be obtained.

E3.1.4. Unless otherwise indicated in reference (h), Service members assigned to Alaska and Hawaii shall serve a minimum tour of 36 months, accompanied or unaccompanied. When assigned to duty stations in Alaska and Hawaii, Service members shall not have a mandatory rotation date established.

E3.1.5. For Marine barracks OCONUS, the tour length shall be as prescribed for the location as indicated in reference (h), except that the unaccompanied tour for first-term enlisted Marines shall be 18 months or the prescribed tour if shorter.

E3.1.6. When Service members are assigned to activities governed by Government-to-Government contracts, the tour lengths specified by the contract shall be served, regardless of the prescribed tour lengths for the duty station. DoD Directive 5132.10 (reference (n)) applies when Service members are assigned to technical-assistance field teams.

E3.1.7. The prescribed tour lengths for Service members assigned to the Defense Attaché System and whether these tours shall be accompanied or unaccompanied shall be determined by the Director, DIA. As a general policy, attaché tour lengths shall be 36 months, except for specified isolated or difficult stations where they may be shorter. The Director, DIA may authorize tour-length exceptions on an individual case-by-case basis. The Director shall determine whether the tours shall be accompanied or unaccompanied shall be in accordance with section E3.4. and paragraph E4.2.2., below. A listing of the prescribed tour lengths shall be provided to the PDUSD(P&R) through the Defense Attaché Roster.

E3.1.8. As an exception to the overseas tour lengths in reference (h), 2-year obligated medical officers assigned to certain shortage specialties, as determined by the Secretary concerned in consultation with the Surgeon General of the Military Service concerned, are authorized to serve 2-year accompanied tours in long-tour areas. Movement of dependents overseas for these officers shall be contingent on the officers otherwise being authorized transportation of dependents and HHG at Government expense.

E3.1.9. Tour lengths for Marine Corps security guards assigned to Foreign Service posts overseas are prescribed by the memorandum of understanding (MOU) between the Commandant of the Marine Corps and the Secretary of State. The Marine Corps shall provide the PDUSD(P&R) (Officer and Enlisted Personnel Management) with a copy of all revisions to the MOU.

E3.2. KEY BILLETS

Designating a position in an activity or a unit as a key billet shall be reserved for only those positions where the continued presence of an officer or warrant officer is determined to be absolutely essential to the mission of the activity or the unit or to the U.S. presence in that area. Such designations shall require the officer or warrant officer to serve 24 months even if he or she declines to serve the tour accompanied, and shall be established only at overseas duty stations where the accompanied tour is at least 24 months.

E3.2.1. Requests for designating an overseas billet or position as a key billet shall be submitted through the applicable Military Service and the Chairman of the Joint Chiefs of Staff to the approving authority outlined below. The Chairman of the Joint Chiefs of Staff shall ensure coordination with the Military Services and then submit the request to the PDUSD(P&R) for approval. Including key billets requests in changes to manpower documents is inappropriate. Final approval authority for key billet designations shall be designated as follows:

E3.2.1.1. The Joint Chiefs of Staff for the Joint Staff and other activities under its cognizance.

E3.2.1.2. The PDUSD(P&R) for joint staffs and activities under OSD cognizance.

E3.2.1.3. The Secretary concerned, when subparagraphs E3.2.1.1. and E3.2.1.2., above, do not apply.

E3.2.2. The position of Chief, SAO, shall be designated a key billet, unless circumstances dictate otherwise or if command-sponsored dependents are not authorized. Other SAO positions may be designated key billets if the functions of the position are related directly to management of security-assistance programs requiring continuity of effort and specialized experience and training. Requests for designation of other SAO positions as key billets must be submitted through the applicable Military Department.

E3.2.3. A position may not be designated as a key billet, unless all of the following apply (exceptions may be authorized only by the PDUSD(P&R)):

E3.2.3.1. Position is authorized a commissioned or warrant officer.

E3.2.3.2. Government-furnished family quarters are available.

E3.2.3.3. Concurrent travel of dependents is authorized.

E3.2.3.4. An accompanied tour of at least 24 months is authorized for the specific location.

E3.3. COMPUTATION OF OVERSEAS DUTY

A uniform method of computing overseas duty shall be used by all Military Services as follows:

E3.3.1. Time creditable as overseas duty for PCS shall begin with the day of departure from a CONUS port and shall end with the day of return.

E3.3.2. Authorized leave taken in the CONUS while en route from one overseas duty station to another overseas duty station shall be excluded from the computation.

E3.3.3. Authorized leave taken overseas en route to an overseas duty station shall be excluded from the computation.

E3.3.4. Members with educationally handicapped children, enrolled in Exceptional Family Member Program (EFMP), who are reassigned from overseas under the conditions outlined in DoD Instruction 1010.13 (reference (o)) shall be credited with having completed the overseas tour.

E3.4. DETERMINATION OF TYPE OF OVERSEAS TOUR

E3.4.1. Service members assigned overseas and accompanied or joined by command-sponsored dependents shall serve the prescribed accompanied tour. Service members shall be given the opportunity to extend their obligated military service to qualify for and serve the accompanied tour.

E3.4.2. Service members acquiring dependents while assigned overseas shall serve the prescribed accompanied tour in order to acquire command sponsorship for their dependents.

E3.4.3. Single Service members or those who either voluntarily or involuntarily are not accompanied or are not joined by command-sponsored dependents shall serve the prescribed unaccompanied tour when assigned overseas. The following exception to this policy are authorized: Career Service members who have no dependents in their household, are not married to another Service member, and are assigned to long-tour areas overseas shall 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 concerned.

E3.4.4. When a married Service member's spouse is a Service member, the overseas tour length shall be established as follows:

E3.4.4.1. Married Service members accompanied or joined by command-sponsored dependents shall serve the accompanied tour.

E3.4.4.2. Married Service members assigned to or living in the same overseas location or locale (e.g., reside together in Government-approved family quarters), shall 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, shall not have an impact on stipulating that each Service member of a military couple minimally shall serve the accompanied tour. Curtailing the last arriving Service member's minimum tour to effect a joint spouse assignment from the military service couple's overseas duty station coinciding with the tour-completion date of the first arriving Service member shall not be authorized.

E3.4.4.3. Married Service members assigned to different locations shall serve the unaccompanied tour, but when these Service members establish a joint residence (i.e., reside together in Government-approved family quarters), they shall serve the accompanied tour, if such a tour is authorized for the location or locale where they are residing.

E3.4.4.4. When a Service member marries another Service member while both are assigned overseas their original tours shall be maintained. The only exceptions to this policy are for those Service members who either voluntarily agree to serve the longer (accompanied) tour at that location or when dependent command sponsorship is involved, then the provisions of paragraph E4.3.4., apply.

E3.5. TOUR ELECTIONS

E3.5.1. A Service member selected for and assigned to an overseas duty station where the accompanied tour is authorized and who is eligible for Government transportation of dependents and HHG may elect voluntarily to serve either the accompanied or unaccompanied tour. The exception to this policy would be those officers assigned to key billets (see section E3.2., above). Service members eligible to elect either tour length must be counseled when notified of their assignment not to choose the unaccompanied tour unless certain that travel of their dependents and/or HHG to the new overseas duty station is not desired now and shall not be desired before the Service member's reassignment from the overseas duty station.

E3.5.2. If the Service member elects the accompanied tour and is eligible to serve that tour, he or she shall be provided the allowances and benefits associated with such tours. Unless concurrent travel has been denied and the estimated delay in dependent travel is greater than 20 weeks, only one set of dependent-travel orders shall be issued. When concurrent travel has been denied by the Military Service concerned and it has been estimated by the Military Service that the delay in dependent travel shall be 20 or more weeks from the port-reporting month of the Service member, the Service member's dependents may be relocated to a designated place at Government expense without jeopardizing further authority for dependent transportation to the Service member's overseas duty station. 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 as follows:

E3.5.2.1. Designated place moves under this paragraph may be made only to a location within the CONUS unless the sponsor (or the spouse) was domiciliary before

entering active duty (or marriage to the member) and continues to be a domiciliary of Hawaii, Alaska, the Commonwealth of Puerto Rico, or a territory or possession of the United States. In these cases, the dependents may elect a designated place move to their domicile.

E3.5.2.2. Service members who elect such an option and who subsequently relocate their dependents to their overseas duty station may receive only one DLA payment.

E3.5.3. 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 shall ensure that 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 Government expense to a designated place. Unless authorized by this Instruction, the movement of dependents is limited to a designated place within the United States, the Commonwealth of Puerto Rico, or a territory or possession of the United States.

E3.5.4. 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 overseas at the original duty station location rests with the Secretary concerned and may not be delegated below the headquarters that directs the 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 shall not be considered command-sponsored. The Service member and his or her dependents shall be advised that Status of Forces Agreements (SOFAs) may no longer cover dependents remaining in a foreign country.

E3.5.5. When the Service member elects to relocate his or her dependents and/or HHG to a designated place at Government expense, they shall not be eligible for 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. (See paragraph E3.7.1., below.)

E3.5.6. Service members electing the unaccompanied tour and relocating their dependents at Government expense to a designated place, at their own expense, may relocate further their dependents to their overseas duty station. Unless the Service member is eligible for and requests command sponsorship of his or her dependents, these dependents shall be considered individually sponsored dependents. If these

dependents, subsequent to their arrival overseas, are command-sponsored then they shall be eligible for Government transportation upon the Service member's reassignment.

E3.5.7. Service members selected for and assigned to an overseas duty station where command-sponsored dependents are not authorized (a dependent-restricted tour) shall serve the prescribed unaccompanied tour. A tour election is inappropriate because an accompanied tour is not authorized. The member's dependents may be relocated to a designated place at Government expense. If an accompanied tour is authorized after the Service member's arrival then the Service member shall be given the opportunity to serve the accompanied tour. When the Service member is eligible to serve the accompanied tour and the Military Service concerned approves the change, the Service member's dependents shall be provided Government transportation to the Service member's 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 shall serve the full, accompanied tour starting when the dependents are command-sponsored.

E3.5.8. Service members stationed overseas and who are selected to serve a COT (see section E3.7., below) shall have the following tour-election options:

E3.5.8.1. Unaccompanied-to-Unaccompanied Tour. Relocating dependents and/or HHG from a previously approved designated place to a newly designated place shall be approved only by the Secretary concerned when it has been clearly shown that the movement shall be in the best interest of the Government. This authority shall not be delegated.

E3.5.8.2. Unaccompanied-to-Accompanied Tour. Relocating dependents and/or HHG from a previously approved designated place to the Service member's new duty station (current duty station for those selected for an in-place consecutive overseas tour (IPCOT)) shall be approved only if the Military Service concerned approves the introduction of the Service member's dependents into the country.

E3.5.8.3. Accompanied-to-Unaccompanied Tour. Service members either electing or required (reassigned to a dependent-restricted tour) to serve the unaccompanied tour when reassigned, PCS, or selected for an IPCOT shall be given the opportunity to relocate their dependents and/or HHG to a designated place within the United States, the Commonwealth of Puerto Rico, a territory or possession of the United States, or a location authorized by this Instruction.

E3.5.8.4. Accompanied-to-Accompanied Tour. Service members electing or required (assigned to a key billet) to serve the accompanied tour when reassigned, PCS,

or selected for an IPCOT shall be given the opportunity to relocate their dependents and/or HHG to their new duty station. This shall be approved only if the Military Service concerned approves the introduction of their dependents into the country or the shipment of HHG. Service members assigned to key billets may elect to serve without their dependents and relocate their dependents and/or HHG to a designated place within the United States, its Territories or Possessions, or a location authorized by this Instruction. The Service member shall serve the accompanied tour. Service members being reassigned PCS on a COT under this option (accompanied-to-accompanied tour) shall be given concurrent travel.

E3.5.9. 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. (See section E4.3., below.).

E3.6. OVERSEAS TOUR EXTENSIONS

E3.6.1. Voluntary Extensions. Voluntary extensions of a Service member's overseas tour do not result in the expenditure of PCS funds nor entail the reassignment of the Service member and his or her family, when accompanied. Therefore, the Military Services shall encourage eligible Service members to extend voluntarily their overseas tours as they 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 his or her replacement. Attainment of these objectives is not the only reason for approval of extensions. Each request must be evaluated on its individual merits, and approval or disapproval must be based on whether the best interests of the Government might be served by retaining the Service member overseas.

E3.6.2. Statutory Limitations. While there are no statutory limitations on the amount of time a Service member may remain overseas, the Military Departments, based on the exigencies of Military Service, may establish limitations on the total length of time its Service members may extend their original tour lengths at a specific duty station. Except for allowances available to certain Service members (see paragraphs E3.6.3. and E3.7.4., below) and Service members extending their overseas tours to obtain command sponsorship of their dependents (see section E4.3., below), there are no allowances for extending overseas tours.

E3.6.3. Overseas Tour Extension Incentive Program. Under the authority of 37 U.S.C. 314 and 10 U.S.C. 705 (references (g) and (h)), the Secretary concerned may offer specific allowances and/or bonuses to certain Service members for extending their overseas tours for not less than 1 year.

E3.6.3.1. To be eligible to participate, an eligible Service member shall:

E3.6.3.1.1. Be entitled to basic pay (reference (g)).

E3.6.3.1.2. Possess a specialty designated by the Secretary concerned. (This authority may not be delegated.)

E3.6.3.1.3. Have completed his or her overseas tour of duty, including previously approved extensions, at a location OCONUS designated by the Secretary concerned, and at the end of that tour, execute an agreement to extend that tour for a period of not less than 1 year.

E3.6.3.2. Service members meeting the above eligibility requirements shall be authorized to receive one of the following benefits:

E3.6.3.2.1. Special pay for duty during the extension period at a rate authorized by law and prescribed by the Secretary of Defense and reference (g).

E3.6.3.2.2. A period of special rest and recuperative (SR&R) absence for not more than 30 days.

E3.6.3.2.3. A period of SR&R absence for not more than 15 days and round-trip transportation at 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 (h).

E3.6.3.2.4. Annual lump sum bonus as authorized by law and prescribed by the Secretary of Defense and reference (g).

E3.6.3.3. Service members participating in this program and who, after entering the extension and before its completion, become ineligible for further overseas duty as a result of actions taken by or under the control of the Service member shall be removed from the program. Authorization for further special pay or SR&R absences not taken shall be lost. 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 shall continue until its scheduled termination date; however, eligibility for SR&R absences shall be lost. Further limitations pertaining to SR&R absences are outlined in DoD Directive 1327.5 (reference (p)).

E3.6.4. 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 administration actions such as non-judicial punishment, separation processing, or compliance with host-country custom regulations. However, such decisions must be made on an individual case-by-case basis by an authorized official who shall be at the O-6 or equivalent civilian grade level or higher and who directs assignment policies for the Military Service concerned. Additionally, the Personnel Chief for the Military Service at the headquarters that directs assignment policies for the Military Service concerned may extend members involuntarily up to 180 days under the following circumstances on a case-by-case basis.

E3.6.4.1. The member's presence is required to meet critical and immediate operational needs.

E3.6.4.2. The member has been selected for training or education and the class start date does not reasonably coincide with the member's tour completion date.

E3.6.4.3. The member is assigned to a unit being deactivated or during base closures.

E3.6.5. The voluntary or involuntary extension of a Service member serving an overseas tour of duty in a Chief, SAO position shall be subject to the approval of the Director, DSCA. For other SAO positions, approval shall be obtained from the Combatant Command.

E3.7. CONSECUTIVE OVERSEAS TOURS

The Military Services shall encourage eligible Service members to volunteer for and serve COTs as they reduce PCS turbulence. While it is preferred that COTs be done voluntarily, the Military Services may direct involuntary consecutive overseas tours. To maximize the benefits to be realized from COTs, the Military Services shall ensure that tour obligations are met before reassigning Service members. While it is realized that the exigencies of military service may result in the early reassignment of a Service member, such actions shall be minimized. The medical needs of family members shall be reviewed prior to granting approval of any accompanied consecutive overseas tours.

E3.7.1. In-place Consecutive Overseas Tours (IPCOT). Service members serving on either an accompanied or unaccompanied tour may, prior to completion of the initial tour, to include voluntary extensions to said tour, request an IPCOT. By doing so, the Service member agrees to serve another complete tour at the same location 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 subsequently elects to serve, the Service member shall serve the minimum prescribed tour lengths. Notwithstanding the assignment policies established for Alaska and Hawaii in paragraph E3.1.4., above, members eligible for assignment after serving 3 years TOS in Alaska or Hawaii, and subsequently agree to remain at their present location for an additional 3 years, may be placed on COT orders and authorized travel and transportation allowances in conjunction with approved IPCOT leave.

E3.7.2. Intra- or Inter-theater Consecutive Overseas Tours

E3.7.2.1. Such assignments require the PCS movement of the Service member and of his or her family, if accompanied. When reassigned on such COTs, Service members shall 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- or inter-theater COTs shall serve the prescribed tour lengths at both duty stations.

E3.7.2.2. The Secretary concerned may authorize, on a case-by-case basis, exceptions to requiring Service members being reassigned on COTs shall serve the prescribed tour lengths at both duty stations. Requests to waive this requirement shall originate at the O-6 level. Approval authority may be delegated to the general/flag officer level (O-6 in the Marine Corps), but no lower than the headquarters level that directs assignments. However, these individuals may approve only those exceptions that shall result in the Service member serving at least the equivalent of two unaccompanied tours prior to being reassigned from the theater. For Alaska and Hawaii, the equivalent of two unaccompanied tours when moving between 36-month minimum tour locations is defined to be 48 months. For COTs involving 36-month minimum tours and other tour length locations in Alaska and Hawaii, the equivalent of two unaccompanied tours is defined to be 24 months for the 36-month minimum tour locations plus the length of the unaccompanied tour for the other location. If it is determined the member shall serve less than the equivalent of two unaccompanied tours, such exceptions shall be authorized only by the Secretary concerned.

E3.7.2.3. Service members declared surplus to requirements at their old duty station may retain their original tour-completion date as long as they do not change their

initial tour elections (accompanied or unaccompanied) and they have at least 12 months theater retainability after arrival at their new duty stations.

E3.7.3. Consecutive Overseas Tours for SAO Personnel. Consecutive overseas tours of duty in a Chief, SAO, position shall be subject to the approval of the Director, DSCA. Such reassignments shall be reviewed by the Military Department concerned and the responsible Combatant Command.

E3.7.4. Leave Travel in Connection with Consecutive Overseas Assignments

E3.7.4.1. Reference (g) 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 also may be paid for the Service member's dependents. Tours of duty, whether at the same duty station or a new duty station, shall be the authorized tours as prescribed in reference (h).

E3.7.4.2. Travel allowances shall not exceed those authorized by reference (h). Further travel limitations under this program are outlined in subparagraphs E3.7.4.2.1. through E3.7.4.2.3., below, and in reference (p).

E3.7.4.2.1. Service members serving on an IPCOT shall have completed their initial tour, to include voluntary extensions, and agreed to and be authorized by the Military Service concerned to serve the prescribed tour length elected.

E3.7.4.2.2. For the Service member's dependents to be eligible for the allowances outlined in the reference (h), the Service member shall be serving an IPCOT or shall be reassigned to an accompanied tour. Also, the Service member's dependents shall be command-sponsored.

E3.7.4.2.3. Whether an IPCOT or a PCS move to a new overseas duty station, Service members shall have sufficient retainability for the new tour length prescribed by this Instruction.

E3.7.4.3. To receive travel and transportation allowances authorized in references (h) and (p), a Service member reassigned PCS to another overseas duty station shall serve the prescribed tour at the new PDS and one of the tours shall be unaccompanied or if both tours are accompanied the total time to be served between the two locations must equal at least the sum of the unaccompanied tour lengths for those locations. See subparagraph E3.7.2.2. for Alaska and Hawaii unaccompanied tour lengths for this purpose.

E3.8. HOME-BASING AND FOLLOW-ON ASSIGNMENT PROGRAMS

The practice of returning Service members to their previous permanent duty station or location after completing an unaccompanied hardship overseas tour or Service-designated sea duty referred to as home-basing. The practice of providing Service members with their subsequent assignment before being assigned to an unaccompanied hardship overseas tour or Service-designated sea duty refers to follow-on assignments.

E3.8.1. To reduce PCS costs and increase stability for the Service member and his or her family, all Military Services whenever feasible shall have a home-basing policy. For those Service members not participating in the home-basing program, the Military Services shall notify the Service member, when practicable, about follow-on assignments before he or she departs for a hardship tour.

E3.8.2. 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 shall ensure the following procedures are followed:

E3.8.2.1. Service members desiring to participate in the home-basing program shall, upon official notification of their home-basing assignment, sign a written statement that they understand the intent of the home-basing assignment program and acknowledge 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 DLA.

E3.8.2.2. Service members desiring to participate in the follow-on assignment program shall, upon official notification of their follow-on assignment, sign a written statement that they understand the intent of the follow-on assignment program and acknowledge 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 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 dependent DLA for any move to a location other than the Service member's follow-on assignment.

E3.8.3. If either the Service member's home-basing or follow-on assignment is canceled or changed by the Military Service, then the allowances not executed by the Service member may be used. Similarly, if the Service member, contrary to the intent

of either program, executes his or her allowances, then the Military Service may cancel or change the previously approved home-basing or follow-on assignment.

E3.9. CURTAILMENT OF OVERSEAS TOURS

To enhance stability for the Service member and his or her unit, and to offset the costs associated with overseas assignments, Service members shall serve their assigned tour lengths. Although the exigencies of military service may require reassigning Service members before they complete their prescribed tours, such decisions by the Military Service shall be kept to the absolute minimum. The Military Service concerned may grant a curtailment on a case-by-case basis if it is the only recourse available and if in the Government's best interest. Requests may originate at the O-6 level and shall be approved by the Secretary concerned. Approval authority may be delegated to the general and/or flag officer level for curtailments of 12 months or more and the (O-6) level for less than 12 months, but no lower than the headquarters level directing assignments for the Military Service concerned. Curtailment of SAO Chiefs requires Director, DSCA approval. Other SAO positions require concurrence of the Combatant Command concerned (general/flag officer level).

E3.10. SOLE SURVIVING SON AND/OR DAUGHTER

E3.10.1. Assignment Restrictions. A sole surviving son and/or daughter may not be assigned to a PCS, a TDY, or duties involving actual combat with the enemy if he or she, or one of his or her parents, or spouse submits a written request for non-combat duty. On approval of such a request, a sole surviving son and/or daughter shall not be assigned to any overseas area designated as a hostile-fire or imminent-danger area (see section E3.11., below) nor to duties that regularly may subject him or her to combat with the enemy. A Service member acquiring sole surviving son and/or daughter status when serving in a hostile-fire or imminent-danger area or when performing combat duties shall be reassigned on approval of a request for assignment restriction under this paragraph. This policy shall not preclude assigning sole surviving sons and/or daughters to overseas areas where combat conditions are nonexistent.

E3.10.2. Eligibility Criteria. A sole surviving son or daughter is the only remaining son or daughter in a family where the father or mother (or one or more sons or daughters) served in the Armed Forces of the United States and because of hazards with such military service was killed; died as a result of wounds, accident or disease; or is captured or MIA status, or is permanently 100-percent physically disabled (including 100-percent mental disability), as determined by the Veterans Administration or one of the Services. Acquiring or retaining sole surviving son and/or daughter status shall not

depend on the existence of any other living family member, including a sole surviving son with one or more surviving sisters or including a sole surviving daughter with one or more surviving brothers. The continued existence of a family unit shall not be required for qualifying as a sole surviving son and/or daughter. The Service member may qualify as a sole surviving son and/or daughter through either his or her father or mother. The parent through whom the Service member seeks to qualify shall not need to be living, but the Service member shall be the only remaining son or daughter, natural or adopted, of that parent.

E3.10.3. Waivers

E3.10.3.1. When the parent(s) or spouse of a qualified sole surviving son and/or daughter requests protective assignment under this subparagraph for the Service member, the Service member shall be afforded the opportunity of waiving the parental request before a final determination is made by the Military Service concerned.

E3.10.3.2. A Service member who has been advised of the provisions of this subparagraph and who then enlists, reenlists, or extends voluntarily his or her period of active duty with the U.S. Armed Forces after the date of notification of the family casualty on which the sole surviving status is based shall be considered as automatically having waived his or her rights to the protective assignment provisions under this subparagraph.

E3.10.3.3. A Service member who has waived his or her status as a sole surviving son and/or daughter may request reinstatement of that status at any time.

E3.10.3.4. Separation policies regarding survivorship are contained in DoD Directive 1315.15 (reference (q)).

E3.11. ASSIGNMENT TO DUTY IN DESIGNATED HOSTILE-FIRE OR IMMINENT-DANGER AREAS

E3.11.1. Assignment to duty in a hostile-fire or imminent-danger area (hereafter referred to as "hostile-fire area"), as specified in the DoD Financial Management Regulation, Volume 7A (reference (r)), must be shared equitably by all similarly qualified Service members except as follows:

E3.11.1.1. If a Service member of a family is killed or dies when serving in a designated hostile-fire area, other Service members of the same family shall be exempt on request from serving in designated hostile-fire areas or if serving in such an area shall be reassigned from there. That exemption applies to those Service members

determined by the Veterans Administration or a Military Service to be 100-percent physically or mentally disabled. Family members similarly shall be exempt, on request, when another family member is in a captured or missing status.

E3.11.1.2. Service members qualifying as sole surviving sons or daughters and requesting non-combat duty or not waiving a request submitted by a parent or spouse shall be subject to section E3.10., above.

E3.11.1.3. Assignment of conscientious objectors shall be subject to the restrictions in DoD Directive 1300.6 (reference (s)).

E3.11.2. Wounded personnel having been hospitalized 30 or more days outside a hostile-fire area due to a specific hostile-fire action resulting from combat service shall not be returned to such service during the tour when wounded. Service members reassigned under this paragraph, if needed, may be eligible for subsequent hostile-fire-area tours. Service members may return voluntarily to a hostile-fire area, if medically qualified. The provisions of this paragraph shall not apply to Service members hospitalized for injury, accident, or illness not attributable to hostile-fire action. This prevents considering cases such as self-inflicted wounds and other non-combat causes.

E3.11.3. Requests for combat deferment or exemption may be submitted only by the Service member and shall be written under instructions prescribed by the Military Service concerned. Requests for deferment should be submitted within 15 days after receiving orders, assignment instructions, unit alert, or scheduled movement. Requests for combat exemptions may be submitted at any time. A Service member submitting an application for deferring or exempting from his or her assignment should be retained in place until action on his or her application is finalized.

E3.11.4. For the purpose of this paragraph, family members include the following:

E3.11.4.1. Father and Mother. This includes stepfather, father by adoption, stepmother, mother by adoption, or those who have stood in loco parentis for at least 5 years.

E3.11.4.2. Brothers and Sisters. This includes stepbrothers, brothers by adoption, half brothers, stepsisters, sisters by adoption, or half sisters.

E3.11.4.3. Husband and Wife.

E3.11.4.4. Children:

E3.11.4.4.1. Legitimate child.

E3.11.4.4.2. Legally adopted child.

E3.11.4.4.3. Stepchild, if a member of the household at the time of death of the Service member or former Service member.

E3.11.4.4.4. An illegitimate child of a female Service member or a female former Service member.

E3.11.4.4.5. An illegitimate child to whose support a male Service member or former Service member shall have been ordered or decreed judicially to contribute, decreed judicially to be the father, or shall have acknowledged in writing under oath that he is the father.

E3.11.4.4.6. A person standing in loco parentis minimally for 5 years before death to the Service member or former Service member.

E4. ENCLOSURE 4
DEPENDENT TRAVEL

E4.1. GENERAL

Unless otherwise prohibited by this Instruction or reference (h), all Service members are authorized transportation of their dependents at Government expense upon each PCS for travel performed from the Service member's old duty station to the new permanent duty station or to a place designated by the Service member. Specifics regarding transportation allowances and reimbursements are outlined in reference (j). There are certain considerations and limitations when moving military dependents overseas. Those considerations and limitations are outlined in enclosure 4.

E4.2. THE MOVEMENT OF DEPENDENTS OVERSEAS

E4.2.1. Military dependents are citizens in their own right, whether citizens of the United States or foreign nations. As such, there are limitations on what the Military Departments may prohibit or direct with regard to dependent travel.

E4.2.1.1. 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, it should be understood that existing SOFAs might not apply to the dependents. The Government may not provide for transportation nor any other amenities provided to command-sponsored dependents.

E4.2.1.2. Dependents residing overseas, regardless of whether they are residing with their sponsor may be ordered by a military Commander to depart the overseas location. 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 Military Departments may take steps under their authority including the revoking of command sponsorship, restricting from the installation, etc.

E4.2.2. Decisions to authorize dependent travel overseas at Government expense shall be based on the available standard of living; the general desirability of the location; adequacy of dependent support facilities; availability of medical care; 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 shall not be authorized to any overseas location where one or more of the above factors significantly is unfavorable.

E4.2.3. Any Military Department or DoD Component desiring to move the dependents of Service members to any location where command-sponsored dependents currently are not authorized shall first obtain authorization from the PDUSD(P&R). Similarly, Commanders shall 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 shall include all information on supporting dependents, including school availability.

E4.2.4. In an overseas location where command-sponsored dependents of any Military Service are authorized to be present, command-sponsored dependents of all Military Services shall be authorized, unless specific restrictions are imposed by the PDUSD(P&R). When the Secretary concerned or the Combatant Commander judges that command-sponsored dependents in a location becomes undesirable, PDUSD(P&R) approval shall be sought to withhold authorizing further dependent movement to that location at Government expense.

E4.3. LIMITATIONS ON DEPENDENTS OVERSEAS

E4.3.1. Service members with command-sponsored dependents shall be authorized transportation of authorized dependents to and from their overseas duty stations at Government expense and to applicable cost of living and temporary lodging allowances at the "with dependents" rate, in accordance with reference (h). Conversely, dependents of Service members not command-sponsored may not be provided Government transportation to or from the Service member's overseas duty station nor does their presence entitle the Service member to cost of living and/or temporary lodging allowances at the "with dependents" rate, except as authorized in reference (j) or in this Instruction.

E4.3.2. Command-sponsored dependents normally are permitted to use available dependent support facilities (such as exchanges, commissaries, etc.). Individually sponsored dependents may have access to these facilities in accordance with DoD Directive 1330.9, DoD Directive 1330.17 (references (t) and (u)), and as the installation Commander and the SOFA Agreement allow.

E4.3.3. All dependents, regardless of whether command or non-command-sponsored in the overseas area, shall be furnished medical care.

E4.3.4. Dependents shall be screened to determine the existence of any special medical needs, in accordance with Military Service policies, prior to authorizing command sponsorship. If the special medical needs cannot be accommodated at the overseas location, command sponsorship shall not be approved. The military medical department responsible for care at the overseas location shall be responsible for determining the adequacy of medical care.

E4.3.5. The medical needs of family members shall be reviewed prior to granting approval of any accompanied consecutive overseas tour. If the medical needs of the family members have changed or the capabilities of the medical treatment facilities (MTF) have changed, and the MTF can no longer provide appropriate medical care, an accompanied consecutive overseas tour may not be approved.

E4.4. COMMAND SPONSORSHIP

E4.4.1. Service members meeting the eligibility criteria of this Instruction and desiring to have their dependents command-sponsored shall be given every opportunity to serve the accompanied tour. Although the Service member is not entitled by statute to serve the accompanied tour, there are statutory entitlements associated with such tours. As such, care shall be taken by the Military Departments in denying command sponsorship. Only the Secretary concerned may deny or revoke command sponsorship for reasons other than those authorized by this Instruction. This authority shall not be delegated.

E4.4.2. Service members assigned to locations where an accompanied tour length is authorized and whose unexpired terms of Military Service are less than the prescribed accompanied tour length shall not be authorized command sponsorship of their dependents, unless they voluntarily extend their terms of Military Service to permit completion of the prescribed accompanied tour. Exceptions to this policy shall be authorized only under the following conditions:

E4.4.2.1. When it has been determined to be in the best interest of both the Service member and the Military Service granting an exception to the Service member to serve less than the prescribed accompanied tour length. When this exception is used, the Service member's overseas tour shall be extended to his or her ETS. Approval authority for this exception rests solely with the Secretary concerned and shall not be delegated. (For exceptions that result in an overseas tour of 12 months or less, the PDUSD(P&R) shall approve.)

E4.4.2.2. In cases involving installation closure or similar action, Service members accompanied by command-sponsored dependents, who are moved involuntarily from one overseas duty station to another to complete their overseas tour, shall have their dependents command-sponsored at the new duty location if dependents are authorized at the new location, regardless of the amount of time remaining on their tour. (This exception applies only to intra-theater COTs.)

E4.4.2.3. When Service members are reassigned under PCS orders between units ashore and/or afloat units home-ported at the same overseas location or other homeports in the same country, their dependents shall remain command-sponsored, if previously command-sponsored.

E4.4.2.4. Notwithstanding eligibility under other criteria in paragraph E4.4.2., above, dependents may not be command-sponsored, unless the Service member shall serve the accompanied tour length for the duty station location and have at least 12 months remaining on his or her overseas tour after arrival of dependents or approval of command sponsorship, whichever is later.

E4.4.3. Space-available transportation to the member's overseas duty station during the course of the overseas tour of duty may not be furnished to dependents not command-sponsored. Exceptions to this policy may be authorized only under the following conditions:

E4.4.3.1. Dependents acquired in an overseas location during the course of a Service member's tour of duty, if not authorized travel and transportation at 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. Immigration and Naturalization Service for entry into the United States shall have been met.

E4.4.3.2. 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 must be in the best interest of both the Service member and the U.S. Government.

E4.4.4. Service members serving on an unaccompanied tour and who are later joined by non-command-sponsored dependents or who acquire dependents (birth, marriage, adoption or other action) may have these dependents command-sponsored, if all of the following conditions are met:

E4.4.4.1. An accompanied tour as prescribed in reference (h) for that duty station and said Service member is eligible to serve the accompanied tour. (An exception is when a child is born to a Service member assigned to a location where the accompanied tour is not authorized.)

E4.4.4.2. The member agrees to serve the prescribed accompanied tour and has the Service retainability. Command sponsorship shall be granted as soon as the member has the retainability. If the member is already serving the equivalent of the accompanied tour of the location, command sponsorship shall be immediate upon acquiring the dependents or upon arrival of the dependents in the overseas area.

E4.4.4.2.1. Children born to command-sponsored dependent spouses are command-sponsored at birth. Children born to command-sponsored dependents that are not the spouse of the member are not eligible for sponsorship, unless they become legal dependents through separate action. These children may be provided medical care as DoD and Service regulations permit.

E4.4.4.2.2. In cases of adoption, sponsorship is effective on the date of placement in the house, including pre-adoptive placement prior to final adoption.

E4.4.4.2.3. In cases where one member of a member-married-to-member separates from the service, the separating member may be command-sponsored the day following separation, provided the remaining member is serving the accompanied tour length, and the separating member did not travel back to the CONUS at Government expense at the time of separation.

E4.4.4.3. Non-command-sponsored dependents shall be screened, in accordance with Military Service policies, to identify any special medical needs prior to granting command sponsorship.

E4.4.5. HHG may not be shipped to a station outside the CONUS 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 concerned may grant exceptions on an individual basis and in cases involving organized unit moves. Members have no travel entitlement to the overseas duty station for dependents acquired after the member's effective date of orders to that overseas duty station, even if the dependents are subsequently granted sponsorship.

E4.4.6. Service members serving on an unaccompanied tour and who are later joined by non-command-sponsored dependents or who acquire dependents overseas, and those dependents who subsequently become command-sponsored under the provisions of paragraph E4.4.4., above, are authorized to receive overseas cost of living and temporary lodging allowances at the "with dependents" rate and dependent travel at Government expense from the overseas station on the Service member's next PCS.

E4.4.7. The provisions of subparagraphs E4.4.4.1. and E4.4.4.2., above, shall not apply to Service members stationed in Hawaii, Alaska, the Commonwealth of Puerto Rico, or a territory or possession of the United States, if the dependents are bona fide residents of the respective State or Commonwealth or are officers or employees of the U.S. Government and stationed in these locations.

E4.4.8. Command sponsorship may be denied or revoked for a family member who fails to respond to a court order, as provided by DoD Directive 5525.9 (reference (v)).

E4.5. EARLY RETURN OF DEPENDENTS

E4.5.1. Command-sponsored dependents of Service members stationed outside the United States, the Commonwealth of Puerto Rico, or a territory or possession of the United States who become involved in an incident, as outlined below, may be transported at Government expense from the Service member's duty station to a designated place in the United States, the Commonwealth of Puerto Rico, or a territory or possession of the United States prior to completion of the Service member's overseas tour.

E4.5.1.1. Embarrassment to the U.S. Government.

E4.5.1.2. Prejudicial to order, morale, and discipline in the command.

E4.5.1.3. 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.

E4.5.2. Service members stationed OCONUS may request for personal reasons that their command-sponsored dependents be transported at Government expense to a

designated place in the United States, the Commonwealth of Puerto Rico, or a territory or possession of the United States before completion of their overseas tour. The circumstances when such transportation may be authorized are:

E4.5.2.1. If medical treatment is not available at the Service member's duty station or readily available in the theater. The Service member's request shall 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.

E4.5.2.2. 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 shall be transported to a place where proper care may be maintained.

E4.5.2.3. When determined 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. Conditions shall have arisen after the dependent began traveling to the Service member's overseas duty station. The Secretary concerned shall evaluate such conditions affecting other Service members accompanied by command-sponsored dependents to determine whether a request to change the tour lengths is appropriate. Conditions affecting individual Service members and their dependents shall be 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 respective Military Service.

E4.5.2.4. When conditions in an overseas theater are that although the evacuation of all military dependents is neither warranted nor desired, and the international situation is that the Service member justifiably is concerned for the safety and well being of his or her dependents. Such determinations shall be made by the Combatant Commander and on the recommendation of the major Commander of the Military Service concerned. Approval authority may be delegated no lower than general/flag officer rank in the headquarters of the respective Combatant Command.

E4.5.2.5. When determined that the best interest of the 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 shall be shown that such conditions adversely have affected the Service member's duty performance.

E4.5.2.6. 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 the U.S. Armed Forces.

E4.5.2.7. When it has been 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 a territory or possession of the United States, and the dependent children meet the definition in reference (g).

E4.5.2.8. When Service members have been sentenced by court-martial to be confined or dismissed or to receive a punitive discharge, and it has been shown that the early return of the Service member's dependents is in the best interest of the Government. Similar considerations may be given to Service members sentenced to a civil confinement facility. Approval authority rests with the officer exercising special or general court-martial jurisdiction over the Service member.

E4.5.3. Service members stationed OCONUS whose marriage is terminated by divorce or annulment may receive Government transportation for their ex-family members to a designated place in the United States, the Commonwealth of Puerto Rico, or a territory or possession of the United States.

E4.5.3.1. To be eligible for such transportation:

E4.5.3.1.1. The dependents shall have been residing with the Service member and command-sponsored.

E4.5.3.1.2. The divorce or annulment shall have occurred while the Service member and his or her dependents were overseas.

E4.5.3.2. Either the Service member or the former spouse may request such transportation. Requests by the former spouse only may be made only when the former sponsor (Service member) is not available or when the Service member has refused to initiate such requests.

E4.5.4. Unless otherwise indicated, approval authority for early return of command-sponsored dependents shall 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 who shall be eligible for "early-return" transportation are those dependents remaining overseas under the authority of paragraph E3.6.4., above, or those dependents moving

overseas under the authority of section E4.7., below. 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 post) cannot resolve the problem. The approval authority shall obtain recommendations from religious, mental health, financial management, family counseling, or legal agencies. If the Service member's situation does not meet these criteria, the request shall be disapproved. The early return of dependents under this Instruction shall be applied judiciously and understood clearly by all that early return shall be a last resort.

E4.5.5. Except where authorized in enclosure 4, dependents shall begin travel prior to the Service member being notified by his or her Military Service that he or she is being reassigned PCS from the overseas duty station. Notification of a forthcoming assignment from the overseas duty station shall take precedent over unexecuted "early return" dependent orders. (NOTE: Official notification shall have been through channels normally used by the Military Service concerned. Receipt of PCS orders shall not be required.)

E4.5.6. Except for dependents relocating under subparagraph E4.5.1.3., above, dependents returning early at Government expense subsequently may not be transported at Government expense until such time as the Service member is reassigned from his or her overseas duty station or receives an approved IPCOT. Relocating a Service member's dependents early shall not have a bearing on the requirement that the Service member complete the prescribed accompanied tour.

E4.5.7. If the dependents subsequently are returned to the Service member's overseas duty station at the Service member's expense, they may be again command-sponsored, for return Government transportation and cost of living and temporary lodging allowances at the "with dependents" rate, if all of the following conditions are met:

E4.5.7.1. His or her Military Service shall not have notified the Service member that he or she is being reassigned PCS from the overseas duty station. (NOTE: Notification shall have been through channels normally used by the Military Service concerned. Receipt of PCS orders shall not be required.)

E4.5.7.2. The Service member shall have at least 24 months remaining on his or her overseas tour after approval of command sponsorship.

E4.6. DESIGNATED-PLACE MOVE FOR FOREIGN-BORN SPOUSES

E4.6.1. When a Service member with a foreign-born spouse is being assigned to a dependent-restricted overseas location, the Service member may request that the spouse and other dependents be relocated at Government expense to the spouse's native country while the Service member is assigned to the dependent-restricted location. Approval authority rests with the Secretary concerned, and it shall not be delegated below the headquarters that directs the dependent transportation policies or procedures for the Military Service.

E4.6.2. 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 shall be in a country other than where the Service member is being assigned, the Service member shall serve the prescribed tour length for his or her duty station. If the dependents and Service member shall be residing in the same country then the Service member shall serve a minimum tour of 24 months. Based upon the exigencies of the Military Service, the Secretary concerned may direct that the Service member serve a tour greater than 24 months.

E4.6.3. These dependents shall not be considered command-sponsored, however, the Service member shall be authorized cost of living and temporary lodging allowances at the "with dependents" rate based on the dependent's location.

E4.7. EARLY RETURN OF FOREIGN-BORN DEPENDENTS

Command-sponsored foreign-born dependents authorized travel under paragraphs E4.5.1., E4.5.2., and E4.5.3. may be allowed Government-funded transportation to the dependents' native country. Approval authority rests with the Secretary concerned, and shall not be delegated below the headquarters that directs the dependent transportation policies or procedures for the Military Service. 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 remainder of the member's overseas assignment. These dependents are not command-sponsored; however, the Service member is authorized cost of living and temporary lodging at the "with dependent" rate based on the dependents' location.

E5. ENCLOSURE 5

ASSIGNMENT TO THE OFFICE OF THE SECRETARY OF DEFENSE, THE ORGANIZATION OF THE JOINT CHIEFS OF STAFF, AND THE DEFENSE AGENCIES

E5.1. AUTHORITIES

E5.1.1. All positions in the OSD, the Office of the Joint Chiefs of Staff, and the Defense Agencies shall be evaluated under reference (b) to determine if Service members from the Military Services shall fill the positions. Those designated positions shall 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 those positions requiring specific expertise of one Military Service shall be considered non-rotational among all Military Services.

E5.1.2. The normal tour of duty for Service members assigned to the OSD, the DoD Field Activities, and the Defense Agencies shall be 3 years, unless otherwise specified or arranged with the Military Services. Extensions should be approved if consistent with Military Service requirements and career progression of the Service members and if not in conflict with statutory limitations. As stipulated in reference (g), officers assigned or detailed to duty on the Joint Staff may not serve a tour of duty of more than 4 years. However, such tours of duty may be extended with approval of the Secretary of Defense.

E5.1.3. Service members may be released before completing a normal or extended tour of duty with the concurrence of the Chairman, Joint Chiefs of Staff, a PSA to the Secretary of Defense, or the Director of the Defense Agency. Requests from the Military Services for reasons of operational necessity should be approved if a timely replacement action is taken, and routed through the appropriate Military Personnel Office.

E5.1.4. When a general/flag officer 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 functions of the Assistant Secretary of Defense.

E5.2. PROCEDURES

E5.2.1. Functional Charts, Organizational Charts, Staffing Plans, and Position Descriptions

E5.2.1.1. The PSA to the Secretary of Defense, the Chairman, Joint Chiefs of Staff, and the Directors of the Defense Agencies, with the exception of the National Security Agency/Central Security Service (NSA/CSS), shall prepare and shall approve information required for organizational charts, functional charts, and staffing plans based on approved authorizations for their respective organizations to include the following:

E5.2.1.1.1. Identifying each position as either military or civilian.

E5.2.1.1.2. Submitting a completed military position description (SD Form 37, "Request for Nominations of Military Personnel") to the Director, Administration and Management (DA&M), OSD, Attention: Washington Headquarters Services, Personnel and Security Directorate, Military Personnel Division, supporting staff plans when revising the title or content of a position. Military personnel requirements shall be submitted to the DASD(A), Attention: Military Personnel Division, on SD Form 37. Except for unusual circumstances, nominations shall be requested from only one Military Service for each requirement. The SD Form 37 for positions of Deputy Assistant Secretary of Defense shall contain the comment that "the incumbent shall not act for or perform the functions of the Assistant Secretary." (The provisions of this subparagraph do not apply to the Office of the Joint Chiefs of Staff or the Defense Agencies with the exception of the DSCA and the Defense Advanced Research Projects Agency.)

E5.2.1.1.3. Conducting a continuing review of organizational charts, functional charts, staffing plans, and position descriptions, and updating them as changes occur.

E5.2.1.1.4. Providing organizational charts, functional charts, and staffing plans to the DASD(A) as changes occur or on his request.

E5.2.1.1.5. Providing each Military Service with current organizational charts, functional charts, staffing plans, and military position descriptions. The Military Services shall incorporate positions designated "military" into their manpower and personnel systems.

E5.2.1.2. The Director, NSA/CSS, through close working relationships with the Military Departments, shall provide for manpower documentation and review, to include the following:

E5.2.1.2.1. Providing organizational manual, chart, organization titles, and designators to the Services on a limited distribution basis and making available NSA/CSS Table of Distribution for reviewing through Service Cryptologic Agencies (SCA) liaison offices and the Office of the NSA/CSS Representative in the Pentagon.

E5.2.1.2.2. Providing detailed military requirements to the SCAs/Services by Military Service, grade, skill, and organizational assignment, and providing additional supportive descriptions of all officer and top three enlisted manpower requirements.

E5.2.1.2.3. Providing organizational charts to office level identifying key civilian and military positions by grade.

E5.2.1.2.4. Providing periodic information on billet incumbency information to facilitate manning procedures and annually reviewing key-position assignments in coordination with senior Service representatives and SCA chiefs.

E5.2.1.2.5. Reviewing periodically and coordinating manpower resource program adjustments and resulting impacts on personnel manning plans and referring any unresolved issues to OSD for decision.

E5.2.2. Filling of Positions

E5.2.2.1. The Chairman, Joint Chiefs of Staff, the DA&M for the Office of the Secretary of Defense, DoD Field Activities (except of the Joint Tactical Command, Control and Communications Agency (JTC3A)), and the Directors of the Defense Agencies (except for NSA/CSS and those positions in subparagraph E5.2.2.4., below) shall submit personnel requisitions with a military position description to the respective Military Service through personnel channels approximately 9 months in advance of the incumbent's scheduled rotation date. The personnel requisition shall indicate all special qualifications, including security-clearance level or special access requirements for the position. New or additional personnel requirements shall be forwarded to the Military Service when approved. Requisitions for positions in subparagraph E5.2.2.4., below, shall be submitted after clearance is obtained from the Special Assistant to the Secretary and Deputy Secretary of Defense.

E5.2.2.2. The Secretaries of the Military Departments shall provide qualification records or brief military history and performance of the nominees to the

requisitioning personnel office for acceptability determination at least 180 days prior to the proposed reporting date when filling positions designated as "Nominative" by the Chairman, Joint Chiefs of Staff, the DA&M for the OSD, the DoD Field Activities (except JTC3A), and the Directors of the Defense Agencies (except NSA/CSS). Qualification records of individuals being assigned without prior nomination shall be provided at the time the assignment is made.

E5.2.2.3. The Chairman, Joint Chiefs Staff, the PSA to the Secretary of Defense, and the Directors of the Defense Agencies (except NSA/CSS and those positions in subparagraph E5.2.2.4., below), shall determine the acceptability of Service members and shall advise the nominating Military Service through prescribed personnel channels within 15 days of receiving the qualification records.

E5.2.2.4. The Secretary, the Deputy Secretary of Defense and the Executive Secretary shall be kept informed of projected vacancies that may have a policy-making impact on the Department of Defense. This broad definition includes as a minimum positions equivalent to that of Deputy Assistant Secretary of Defense. The following procedures shall apply:

E5.2.2.4.1. The Executive Secretary to the Department of Defense shall be advised of all projected vacancies before any formal or informal action 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.

E5.2.2.4.2. Recommendations from the appropriate official regarding his or her suggested candidate(s) to fill positions should be provided to the Executive Secretary to the Department of Defense. The Executive Secretary subsequently shall advise the Secretary and Deputy Secretary of Defense on any interviewing of the candidate.

E5.2.2.4.3. No commitment accepting any candidate may be made without prior clearance of the DoD Executive Secretary obtaining the concurrence of the Secretary or the Deputy Secretary of Defense.

E5.2.2.4.4. In addition, no comment accepting any candidate not nominated by their Service will be processed without an official release from the military member's current organization. This release must accompany the SD Form 37.

E5.2.2.5. The Military Services shall conduct any security checks and investigations required to satisfy the security requirements of each position and shall publish orders effecting the assignment of Service members to the gaining organization.

E5.2.3. Rotation and Release of Service Members. The Secretaries concerned shall reassign Service members for duty (or release from duty) on receiving notification from the Chairman, Joint Chiefs of Staff, and the DA&M, or the Director of the respective Defense Agency.

E5.2.4. General/Flag Officer Positions

E5.2.4.1. Assignment actions involving general/flag officers requiring the advice of the Joint Chiefs of Staff, specific approval of the Secretary of Defense and/or the President of the United States with the concurrence of the United States Senate shall be processed under DoD Instruction 1320.4 (reference (w)).

E5.2.4.2. The Chairman, Joint Chiefs of Staff, the PSA to the Secretary of Defense, and Directors of Defense Agencies shall:

E5.2.4.2.1. Evaluate the qualifications of the general/flag officers nominated by the Military Services. When feasible, nominees shall be interviewed.

E5.2.4.2.2. Transmit actions recommended for approval, by memoranda, to the Secretary of Defense when approval is required.

E5.2.4.3. Except when required by statute, assigning officers to general/flag rank positions below the rank of lieutenant general and vice admiral shall be made with the approval of the Chairman, Joint Chiefs of Staff, a PSA to the Secretary of Defense, or the Director of the respective Defense Agency with the following provisions:

E5.2.4.3.1. Assignments to the positions of the Director and Principal Deputy of Defense Agencies shall be subject to the concurrence of the Deputy Secretary of Defense. All other assignments to general/flag rank positions in Defense Agencies shall be subject to the concurrence of the DASD(A).

E5.2.4.3.2. Assignments to the OSD shall be subject to the concurrence of the DASD(A) or higher authority.

E5.2.4.3.3. Assignments to the Office of the Chairman of the Joint Chiefs of Staff shall be approved by the Chairman, Joint Chiefs of Staff, under DoD Directive 5158.1 (reference (x)).

E5.3. DELEGATION OF AUTHORITY

The functions in paragraphs E5.2.1. and E5.2.2., above, may be delegated when necessary to officials in the respective organizations.

E5.4. EXCEPTIONS

The Chairman, Joint Chiefs of Staff, the DASD(A) for the OSD, the DoD Field Activities (except JTC3A), and the Director of the respective Defense Agency may approve tour extensions within existing billet authorizations in instances when qualified individuals of the designated category or rank are not available to fill authorized positions.

E6. ENCLOSURE 6

GUIDELINES FOR DETERMINING TOUR-LENGTH COMBINATIONS

E6.1. GENERAL

An increase in the unaccompanied tour length for locations with 24/12 or NA/12 tour lengths, may be authorized on a case-by-case basis for a specified overriding operational requirement and subject to periodic review. Supporting information shall show why the next higher regular tour-length increment cannot satisfy the requirement.

E6.2. COMBINATION DEFINITIONS

E6.2.1. 36/24. The standard overseas tour directed by the Congress. Locations with quality-of-life conditions reasonably comparable to U.S. standards.

E6.2.2. 30/18. Locations with significant quality-of-life factors such as extreme weather and isolation that require less than the standard tour, but there is an identified overriding operational need for personnel continuity.

E6.2.3. 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.

E6.2.4. 24/18. Locations with extreme adverse conditions that preclude the standard tour of all Service members, but with overriding operational considerations demanding more than 1 year for unaccompanied personnel.

E6.2.5. 24/12. 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. Section E6.1. applies to this combination.

E6.2.6. NA/12. Dependent-restricted tour. Locations lacking adequate family support facilities or with potential threat to the safety or security of families. Section E6.1. applies to this combination.

E7. ENCLOSURE 7
TOUR-LENGTH DATA SHEET

E7.1. GENERAL

This tour-length data sheet does not constitute a formal request for establishment of 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 shall be accomplished by the Commander of the military command recommending the action. Part II of the data sheet shall be accomplished by the appropriate Military Department, in coordination with the other Military Departments.

E7.2. PART I

E7.2.1. General Information

E7.2.1.1. Identify the installation, host command, location of the installation, mission of major activities assigned to the installation, and the data sheet preparation date.

E7.2.1.2. Indicate the current tour lengths and the recommended changes. In both instances, indicate the accompanied and unaccompanied tour lengths.

E7.2.2. Affected Population. List the number of officers, enlisted Service members, and civilian employees (U.S. citizens and third-country nationals) assigned by Military Service. Within each category, identify the number of accompanied personnel (with command-sponsored dependents), total number of command-sponsored dependents (adults and children), and unaccompanied personnel members (number of married personnel without dependents and single individuals). Identify and arrange by age the number of command-sponsored children.

E7.2.3. Geography

E7.2.3.1. Indicate the elevation, latitude, and longitude of the installation.

E7.2.3.2. Indicate the nearest civilian community (town, population, distance, and driving time).

E7.2.3.3. Indicate the nearest civilian community with a population of 10,000 or more within a 360° radius (town, population, distance, and driving time).

E7.2.3.4. If the installation is not self-supporting identify the support installation (name, distance, and driving time). Indicate the nearest major U.S. installations (names, distance, and driving time).

E7.2.3.5. If geographic isolation is an environmental factor affecting this installation and the requested tour length, provide an explanation.

E7.2.4. Climate

E7.2.4.1. Temperature and humidity: (highest, lowest, and annual average).

E7.2.4.2. Precipitation: (annual average of snow and rain).

E7.2.4.3. If climate is an environmental factor affecting this installation and requested tour length, then provide an explanation.

E7.2.5. Housing

E7.2.5.1. Government Quarters (Family and Unaccompanied)

E7.2.5.1.1. Are adequate quarters (family and unaccompanied) available? Are they sufficient to accommodate the accompanied and unaccompanied personnel? If quarters are not adequate then provide an explanation. Indicate size of quarters (family; number of bedrooms or unaccompanied; number of persons per room) and the number of quarters by size.

E7.2.5.1.2. What is the average waiting time for occupancy for both accompanied and unaccompanied quarters (officer and enlisted)?

E7.2.5.1.3. Are family quarters in a common housing area and shared by another location? (Name of installation.)

E7.2.5.2. Economy Quarters (Family and Unaccompanied)

E7.2.5.2.1. Are adequate economy quarters (family and unaccompanied) available within 30 minutes driving from the installation? If quarters are not available,

provide an explanation. What are the average waiting times for occupancy (officer and enlisted)?

E7.2.5.2.2. What are the average monthly costs for economy quarters:

E7.2.5.2.2.1. Furnished, rent, utilities, 1 bedroom, 2 bedrooms, 3 bedrooms, and 4 bedrooms (total for each).

E7.2.5.2.2.2. Unfurnished, rent, utilities, 1 bedroom, 2 bedrooms, 3 bedrooms, and 4 bedrooms (total for each).

E7.2.5.2.2.3. Other housing costs unique to this location that shall not be covered by military housing allowances.

E7.2.5.2.3. Number of Service members authorized to reside off post in economy quarters. Indicate the authorized housing-allowance rates and the number of Service members drawing these allowances. (Data should be arranged by marital and accompanied status, and grade.)

E7.2.5.3. If more Service members elected the accompanied tours, what percentage increase could on- and off-post housing accommodate?

E7.2.6. Medical Support

E7.2.6.1. Describe the medical and dental support and facilities at this location (on and off post).

E7.2.6.2. Are medical and dental care available in the following specialties either on or off post?

E7.2.6.2.1. Internal medicine.

E7.2.6.2.2. Obstetrics and gynecology.

E7.2.6.2.3. Pediatrics.

E7.2.6.2.4. General surgery.

E7.2.6.2.5. Oral surgery.

E7.2.6.3. What is the location of nearest civilian and U.S. military medical and dental care facilities, if not available at this location? (Distance and travel time.)

E7.2.6.4. What percentage increase in dependent medical care caseload could the on- and off-post medical and dental facilities accommodate?

E7.2.7. Education Support

E7.2.7.1. Identify the dependent schools (Department of Defense Dependent Schools and local English-speaking schools). Comment on their availability to include commuting times and accreditation status.

E7.2.7.2. Comment on off-duty education (college and vocational) available to Service members and their dependents.

E7.2.7.3. Comment on library facilities.

E7.2.7.4. What percent student increase could each education level accommodate?

E7.2.8. Support Services

E7.2.8.1. 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.

E7.2.8.2. Banking Facilities. Are banking facilities available either on-or-off post?

E7.2.8.3. 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.

E7.2.8.4. Religious Support. Comment on available on- and off-post religious facilities and support.

E7.2.8.5. Recreational Support. Comment on available support and facilities for both on- and off-post recreational facilities.

E7.2.8.6. Mail Service. What is average mail delivery time (air and surface mail) to and from the United States?

E7.2.8.7. 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 the Service member. Comment on the availability or necessity of having a privately owned vehicle. Are there adequate automobile repair facilities?

E7.2.9. Social Customs. Describe nature and extent of any restrictions on social life of Service members (bachelor and married, accompanied and unaccompanied, and male and female) due to local customs, language, attitude of local population, government restrictions, political climate, etc.

E7.2.10. Security Considerations. Review the Integrated Terrorist Threat Estimate and address force protection and anti-terrorism considerations in accordance with reference (e). Determine whether restrictions should be placed on accompanying family members for personnel assigned to overseas activities.

E7.3. PART II

Each Military Department having Service members assigned to this duty location shall provide, as a minimum, the following data. The Military Department requesting the establishment of or change to current overseas tour lengths shall be responsible for collating these data for inclusion in its request.

E7.3.1. Personnel Demographics. Compare the following demographics with other locations in the theater with similar tour lengths and Service-wide. (Not applicable when requesting establishment of an initial tour length.)

E7.3.1.1. Reenlistment rates (first-term and career).

E7.3.1.2. Indiscipline rates (Absence Without Leave; Articles 15, drug- and alcohol-abuse incidents; courts-martial: officer and enlisted; by first-term and career).

E7.3.1.3. Extension rates (officer and enlisted, by marital and accompanied status).

E7.3.1.4. Average tour lengths currently being served (officer and enlisted, by marital and accompanied status).

E7.3.2. Training Requirements. Identify any special or unique training requirements that must be met by Service members being 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.

E7.3.3. 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, etc.). Identify the factors within the theater that impact upon the Service member's upgrading (e.g., training facilities, flying hours, experienced and inexperienced crew mix, etc.). What impact would a proposed tour change have on combat proficiency of the affected units?

E7.3.4. PCS Costs

E7.3.4.1. What impact would this request have on the PCS transient account and the number of PCS moves of the Military Department?

E7.3.4.2. Identify the increases or decreases in annual PCS costs associated with this request. The following cost factors should be used, and when the request involves a change to the prescribed tour a comparison of these factors between the current and proposed tour lengths shall be included:

Member Travel	Unaccompanied Baggage Shipment
HHG Shipment	POV Shipment/Storage
HHG Storage	
Dislocation Allowance (DLA)	Overseas Housing Allowance (OHA)
Family Separation Allowance (FSA)-I	Temporary Lodging Allowance (TLA)
FSA-II	Cost of Living Allowance (COLA)
Dependent Travel	

E7.3.5. Construction Requirements. Identify funded and proposed construction requirements for the next 3 fiscal years. This should include both mission and dependent support requirements.