MEMORANDUM FOR 802 FSS

FROM: RANK, NAME

 UNIT

SUBJECT: Follow-on Assignment Application

1. I, SSgt/E-5 Jane Doe, XXX-XX-XXXX, AFSC, have an assignment to PROJECED BASE where the unaccompanied tour is 15 months or less and I have elected to serve the unaccompanied tour length at that location.

2. I am applying for a follow-on only to the following bases/regions, which are also prioritized and listed from the most to least desired choice in the order below:

 a.

 b.

 c.

 d.

 e.

 f.

 g.

 h.

3. I understand that based on my unaccompanied short tour assignment, I have an allowance to move my dependents and household good (HHG) at government expense; however, as a consideration of receiving a home-basing or follow-on assignment, I agree not to use these allowances except as outlined below.

4. I am aware that this is the only application I can submit for follow-on assignment consideration and I must return the application within 15 days of my initial PCS relocation interview or notification of IPCOT/COT approval. For short notice assignments, the application must be returned within 3 days of initial relocation interview.

5. If my request for follow-on assignment is approved, I understand and agree that I may:

 a. Not move my dependents at government expense except to the follow-on location, but I may move them to any desired location at personal expense.

 b. Not claim Dislocation Allowance (DLA) unless I’m moving my dependents to the follow-on location.

 c. Not ship HHG at government expense to other than the follow-on location (and only if I or my agent will accept delivery of my HHG upon their arrival at the follow-on location) (unless I am required to live off base at my projected assignment location), but I may ship HHG to any desired location at personal expense, and not store HHG in non-temporary storage at government expense.

 d. Ship my privately owned vehicle at government expense to the OS location if otherwise eligible.

6. I understand that:

 a. If denied continued occupancy of government-owned or controlled quarters my dependents and HHG may be moved at government expense only within the same city, town, or metropolitan area as prescribed by the JFTR, Volume 1, paragraph U5355-C.

 b. If I take any action contrary to the above agreements without prior HQ AFPC/DPAPPP approval of a request for exception, my home-basing or follow-on assignment will be canceled.

 c. My home-basing or follow-on assignment is subject to cancellation due to unavoidable changes in Air Force requirements (i.e., base closure, change in mission or weapons system, etc.) or individual qualifications (i.e., loss of AFSC, promotion, etc.).

 d. My home-basing or follow-on assignment is subject to cancellation if I apply for a four month or longer extension of my OS tour.

 e. As an exception, if I am a single member, a single member parent, or part of a military couple who will serve a concurrent but separate unaccompanied short tour, I can store HHG at government expense by the most cost effective means (as determined by the local TMO).

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

8. I understand I am eligible for a follow-on assignment and confirm my preferences are the same, and are listed in the same order as my spouse’s. I understand that if I request different locations from my spouse I am considered to be voluntarily creating a family separation and a subsequent join spouse assignment or change of assignment (once selected for a follow-on) to join spouse is not authorized.

 NAME, RANK, USAF

 Follow-on Assignment Applicant

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