



DEPARTMENT OF THE AIR FORCE
UNITED STATES AIR FORCES CENTRAL COMMAND (USAFCENT)
SHAW AIR FORCE BASE, SOUTH CAROLINA

25 June 2015

MEMORANDUM FOR ALL AOR USAFCENT COMMANDERS/DIRECTORS

FROM: USAFCENT/A1
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SUBJECT: Guidance Memorandum - Early and Delayed Reporting (Reference 36-3802 & AFCENT Rotational Request Processing Flowcharts)

1. Personnel must report to their final destination no later than their Required Delivery Date (RDD). If member's arrival is projected to be more than 7 days prior or ANY time after the RDD, a request or notification must be submitted (as applicable). Personnel arriving after the RDD or more than 7 days prior to the RDD without authorization will be reported as a discrepancy.

a. Installation Personnel Readiness (IPRs) Offices/Installation Deployment Officers (IDOs) will request official travel through local transportation channels for personnel deploying to the CENTCOM AOR and must exhaust all possible means of travel to meet the RDD.

b. If transportation is not available on or before the required date, IPRs should check earliest available dates (before and after RDD) and request early/delayed reporting or provide a delayed notification as appropriate.

2. Early Reporting may be initiated by either the deployed/CC or home-station/CC to meet mission requirements. The party requesting the deploying member to arrive early should initiate the request.

a. If the deployed/CC initiates the request, they will submit the memorandum to the deployed PERSCO team, to the home-station IPR for consideration by the tasked commander. If both parties approve, the home-station Installation Deployment Readiness Center (IDRC) will submit the approval memorandum with a Transportation Change Request (TCR) to the MAJCOM A3/A4 who will in-turn process the request to AFCENT/A3OJ to change dates and secure travel. The Estimated tour length (ETL) will be adjusted to add early reporting days to the original tour if the RDD is adjusted. Transportation solutions to support date changes should be organic, "AC", or "AK" coded. Per CENTCOM guidance, dates will not be changed if the record is validated with a mode source other than "AK" that is +/-10 days from the established EAD.

b. If the tasked commander initiates the request, they will submit the memorandum to the home-station IPR. The IPR will send the request to the deployed PERSCO to gain

commander concurrence. Transportation solutions to support date changes should be either organic, “AC”, or “AK” coded. Requests for commercial travel may only be approved by AFCENT/A3OJ after all other means have been exhausted. Per CENTCOM guidance, dates will not be changed if the record is validated with a mode source other than “AK” that is +/-10 days from the established Earliest Arrival Date (EAD).

c. If both parties approve, The PERSCO team will forward the request along with the TCR submitted by the home-station to the MAJCOM A3/A4 who in-turn submits it to USAFCENT/A3OJ. USAFCENT/A3OJ will adjust dates based on the agreed upon RDD and USAFCENT/A1RR will adjust the ETL to include the additional days to the original tour length (if required).

d. Please see the attached rotational flowcharts below or located at AEF on-line <https://aef.afpc.randolph.af.mil/AFRIT/afrit.aspx?cat=31>:



Rotation Requests
processing Flowcharts

3. UDMs must initiate a delayed reporting request with home-station/tasked commander's coordination and/or electronic signature (e.g. //signed//initials//date). All requests, regardless of initial classification level, will be processed via SIPR, to the servicing PERSCO for deployed commander approval/disapproval.

a. Servicing PERSCO will forward requests from IPR/home-station tasked commander to the deployed commander for approval/disapproval. Upon receipt of approval/disapproval, PERSCO will notify the home-station IPR. Deployed Commanders are required to respond within 72 hours of the request.

b. If a delayed reporting request is disapproved or a response has not been received prior to member's ALD, the deploying Airman must proceed as originally scheduled. A lack of response from the deployed/CC does not constitute an approval. Second request and status updates after the 72 hour point must include tasked unit's MAJCOM/A1RR, afcent.a1p@afcent.af.smil.mil, and a1persco@auab.afcent.af.smil.mil.

c. If delayed reporting is approved, the IDRC will work with the transportation management flight (and/or MAJCOM/A3/A4) for transportation feasibility. A transportation solution is submitted via TCR and must include MSN number with passenger and available cabin load count. If there are no flights available that will allow the member to arrive by the new RDD, the Tasked Commander may request commercial travel through AFCENT/A3OJ.

4. When a delay in reporting is unavoidable (e.g. injury, training, flight availability, etc.) the tasked IPR will submit a delayed reporting *notification* to the PERSCO and MAJCOM A3/A4 who will in turn process the request through AFCENT/A3OJ, with a courtesy copy to AFCENT/A1RR. Requests will be submitted with a TCR (requiring tasked commander's signature) and must include justification for the delay. Deployed/CCs will acknowledge the delayed notification. USAFCENT/A3OJ will adjust deployment dates to accommodate travel arrangements and meet the new RDD (as required). Per CENTCOM guidance, if the mode source is “AC” coded and within 10 days of the EAD the record will not be unlocked. The MSN

number and mode source should be included in every delayed reporting request and notification. Delayed reporting notification is not an approved delayed reporting request and will be reported as a discrepancy.

5. The 602nd schoolhouse will notify deployed/CC and coordinate changes with USAFCENT/A3OJ when members are delayed due to CST/Field Craft - Hostile (previously CAST). IPRs must coordinate all other delays with the servicing PERSCO Team via the processes outlined above.

6. Although RDDs and ETLs may be adjusted for travel purposes, tour end dates are established based on original tasking data and will not be adjusted based on members actual arrival date (EXCEPTION: 365 day rqmts). This ensures AEF rotations remain within the pivot months.

(*NOTE - If either party disagrees with an early reporting request, the request is terminated and the member will depart according to the original RDD recorded in DCAPEs.)

7. This memorandum supersedes all previous memorandums, same subject. If you have any questions, please contact USAFCENT/A1RR at DSN (313) 717-6132.

//signed/pmp/25Jun15//
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Director, Manpower, Personnel & Services