

7 AF CSP Personnel Service Delivery Guide

3 December 2021

I. The following are CSP Allocation Processing Procedures to obtain a CSP Number Memorandum from the CSP Area Managers listed in Paragraph 6.

1. Members assigned to P1 positions (PPC code KEY and RAO):

1.1. Members assigned to (P1) Key Leadership Billets are authorized concurrent travel for their dependents. A conditional CSP offer is automatic. Issuance of a CSP Number Memorandum is conditional upon Family Member Clearance for Travel.

1.2. Upon assignment notification, the member must elect and submit their AF Form 965 *Tour Election Statement* and certified DD Form 1172 *DEERS Enrollment* (from milconnect) to notify the gaining CSP Area Manager of their intention to perform the two year assignment accompanied on a CSP allocation. Further, if electing an accompanied tour, they will *immediately* begin processing Family Members Clearance for Travel in accordance with their local base procedures.

1.3. Upon receipt, the CSP Area Manager will e-mail confirmation and tentatively place the members on their assigned CSP allocation on the CSP Area Manager Roster.

1.4. Upon Family Members Clearance for Travel completion, members will submit the certified AF Form 1466 *Family Medical/Education Clearance* to their CSP Area Manager to obtain a CSP Number Memorandum for annotation on PCS orders. Refer to the procedures at your losing installation to complete this clearance.

2. Members assigned to P2 positions will use the following procedures (PPC Code: RAO). P2 eligible position status should be in the job advertisement in an applicable talent management system. Inquiries on a position's P2 status are directed to the Area CSP Manager or gaining unit.

2.1. Members assigned to CSP P2 allocation positions are guaranteed a conditional CSP offer. It is conditional upon Family Member Clearance for Travel. If electing an accompanied tour, they will *immediately* begin processing Family Members Clearance for Travel in accordance with their local base procedures.

2.2. Upon assignment notification, the member must elect and submit their AF Form 965 *Tour Election Statement* and certified DD Form 1172 *DEERS Enrollment* (from milconnect) to notify the CSP Area Manager stating their intention to serve the two year accompanied tour and accept the CSP offer. They will receive confirmation of a conditional offer for a P2 position and tentatively be placed on a CSP allocation on the CSP Area Manager Roster.

2.3. Upon Family Members Travel Clearance completion, the members will submit the certified AF Form 1466 *Family Medical/Education Clearance* to their CSP Area Manager to obtain a CSP Allocation Number for annotation on PCS orders.

3. All other members seeking command sponsorship will use the following procedures (PPC Code: RAO).

3.1. E-mail the following to the CSP Area Manager to apply for CSP:

- a. CSP application (find at www.7af.pacaf.mil in the Sponsorship Section)
- b. DD Form 1172 *DEERS Enrollment* (on MilConnect)
- c. Concurrent Travel Request Letter (Memorandum to MPF)
- d. AF 965 Tour Election Statement (e-pubs)

3.2. The CSP Area Manager will process the application with the unit for decision.

3.3. The member will complete their local base procedures for Family Member Clearance for Travel to get the certified AF Form 1466 *Family Medical/Education Clearance*.

3.4. The CSP Area Manager will e-mail the member a CSP denial or a CSP conditional offer.

3.5. If denied CSP, the member will perform the assignment unaccompanied as a one year remote tour.

3.6. If a conditional CSP offer is issued, the member will then e-mail the certified AF Form 1466 *Family Medical/Education Clearance* to the CSP Area Manager.

3.7. Following receipt of the certified AF Form 1466, the CSP Area Manager will issue the CSP Number Memorandum by e-mail for annotation on orders. The member will now serve an accompanied two year tour.

4. Join Spouse (Military-to-Military) with no dependents in DEERs or otherwise, may apply for the Joint Spouse No dependent CSP (JSND-CSP) program. To be considered eligible, both military sponsors must have a projected assignment to an accompanied eligible installation (i.e. Osan AB, Camp Humphreys) and one installation must be Osan AB or Suwon AB. If approved, both service members must agree to serve the full accompanied tour length of 24 months. In the event either service member acquires a dependent while serving under the JSND-CSP, the sponsor that acquired the dependent must apply for a traditional CSP billet with their installation CSP program manager.

4.1 JSND-CSP billet is a new program that is aimed at providing military couples without dependents wanting accompanied entitlements in Korea without having to compete for the traditional CSP billet. As part of the agreement of accepting the JSND-CSP billet, both Airman must agree to serve the accompanied tour length, however only ONE service member per join

spouse (mil-to-mil) couple without a dependent will be authorized the full accompanied entitlement.

4.2 JSND-CSP Application process:

- a. The Department of the Air Force service member will fill out and complete a JSND-CSP application form.
- b. One application per family is required along with AF Form 965 and DD Form 1172. Application must be signed by both Air Force members and sent via encrypted email to 7AFA1.ORG@us.af.mil. Please allow up to 7 duty days for processing.
- c. Both applicants must accomplish and fill out an AF Form 965, Tour Election Statement, and elect to serve the accompanied tour length.
- d. Applicants must elect to serve the accompanied tour length of 24 months. ONLY ONE of the members will receive the accompanied tour entitlements.
- e. Both applicants must provide a certified DD Form 1172, DEERS Enrollment dated within 30 duty days from application submission. (This is used to ensure both sponsors do not have any dependents).
- f. If approved, you will receive (1) JSND-CSP billet number that will be shared on both sponsors PCS orders. Please provide this billet number to your local MPF and ensure it is indicated in your PCS order as a JSND-CSP number.
- g. JSND-CSP is capped at 40 billets during its initial 1 year trial period. Applicants will be approved based on a *first come first serve* basis. Once all JSND-CSP billets are exhausted, all other JSND-CSP applications received would be disapproved and any applicant still requesting to PCS under accompanied status must apply via the traditional CSP application process shown above in part 1 thru 3.

4. All members should review the Air Force Personnel Center's Korea Assignment Incentive Pay Personnel Service Delivery Guide on myPERS. Understand how it relates to Command Sponsorship. Note that PPC coded KEY positions are not KAIP Eligible.

5. Member with an approved follow on assignments must cancel the follow on assignment if they are approved to serve a two year accompanied tour. After initial assignment notification of a remote to Korea, members might have applied for a follow on assignment because they did not know if they would be approved to serve a two year command sponsored tour. Upon notification that a member's CSP application is approved, members must work with their losing MPF to cancel their follow on assignment before orders are amended to an accompanied two year tour.

6. CSP Area Managers Contact Information:

6.1. 51 FSS/MPF: Area V: All O Billets; Area IV Gimhae/Busan: All P Billets
51fss.fsmpd.csp@us.af.mil

6.2. USFK AFELM: Area II, and Area III
indopacom.humphreys.usfk.list.afelm-pers-supt@mail.mil

6.4. 607 MMS/CSS: Area IV Daegu: All T billets
607mms.csp.607mmscspmanagers@us.af.mil

II. Supporting CSP roles and responsibilities

1. 7 AF/A1 Will:

- 1.1. Coordinate requested USFK reports and policy matters.
- 1.2. Maintain the Air Force CSP Roster and archive it every six months.
- 1.3. Coordinate recording of CSP into USFK databases.
- 1.4. Prepare trends reports in coordination with CSP Area Managers.
- 1.5. Advise Seventh Air Force leadership and CSP Management Authorities.
- 1.6. Interim JSND-CSP billets manager for the program trail period (1 year).

2. CSP Allocation Authorities Will:

- 2.1. Review allocation levels on an as needed basis and adjust allocations across units.
- 2.1. Inform CSP Area Managers of allocation change decisions.

3. CSP Area Managers will;

- 3.1. Document CSP Management Authorities unit allocations on the CSP Area Manager Roster.
- 3.2. Document Unit Commander Priority designation decisions on the CSP Area Manager Roster.
- 3.3. Document CSP Area Manager Rosters of personnel filling the allocations by CSP Number.
- 3.4. Process CSP tour elections (P1 and P2) with member by providing a conditional CSP offer through to CSP Number Memorandum issuance. Inform unit commander of status as needed.
- 3.5. Process CSP applications (P3) by coordinating with units and members from member request through to application denial or conditional CSP offer through to CSP Number Memorandum issuance.
- 3.6. Only issue CSP Numbers Memorandums to members upon CSP tour election (P1, P2)/CSP conditional approval (P3) *and* completion of Family Member Travel Clearance verified by a certified AF Form 1466.
- 3.7. Submit CSP Area Manager Rosters to CSP Allocation Authorities and 7 AF/A1 as requested.
- 3.8. Archive the CSP Area Manager roster every six months at a minimum.

4. Unit Commanders or their designee will:
 - 4.1. Determine which unit CSP allocations are designated P2 and P3 and inform the CSP Area Manager in writing of P2 and P3 allocation decisions.
 - 4.2. Inform CSP Area Managers of Unit Commander CSP allocation decisions for P3 applicants to proceed with conditional CSP offers for P3 applicants or deny the application.
5. Unit commanders or their designee should advertise the CSP status of their posted positions (CSP areas only) in available Air Force talent management tools.
6. The OPR for this PSDM is 7 AF/A1 (DSN 784-1016, 7AF.A1.ORG@US.AF.MIL).