



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS SEVENTH AIR FORCE (AIR FORCES KOREA)**

MEMORANDUM FOR ALL AIRMEN SERVING IN THE REPUBLIC OF KOREA  
(EXCLUDING KUNSAN)

FROM: 7 AF/CC

SUBJECT: Air Forces Korea Command Sponsorship Program (CSP) Policy

Reference: USFK Regulation 614-1, dated 30 November 2010, Air Force Personnel Center's Personnel Services Delivery Guide (PSDG) "Korea Accompanied Tour and Korea Assignment Incentive Pay (KAIP)", dated 27 June 2011.

1. Since policy implementation on 1 Jan 2011, Command Sponsorship has met commanders' needs and continues to be managed fairly, consistently, with predictably, and transparently. The aligning of command sponsorship into three priorities provides commanders flexibility to meet mission requirements. Korea continues to be a remote assignment and Airmen should consider their options carefully when applying for command sponsorship.
2. CSP numbers are not valid unless issued directly from the 51 FSS CSP Manager or Air Force Element Commander (AFELM/CC) United States Army Garrison-Yongsan (USAG-Y) to the losing base Military Personnel Section (MPS), Career Development Element (CDE-Assignments).
3. CSP Priority Definitions:
  - 3.1. Priority 1 (P1) – Key Billet. Designating a position in an activity or a unit as a Key Billet will 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 US presence in that area. Such designations shall require the incumbent to serve 24 months regardless if declining to serve the tour accompanied.
  - 3.2. Priority 2 (P2) – Component Commander Mission Continuity Requirements. Predesignated duties from which commanders would benefit by having personnel remain for 24 or 36 month accompanied tours, such as officer and enlisted leadership positions requiring specialized training or low density/hard to fill skill sets.
  - 3.3. Priority 3 (P3) – Component Commander Managed CSP billets. Commanders will have discretion to fill remaining command sponsored positions authorized by current tour normalization availability. Commanders will consider factors such as personnel returning from deployments, remote unaccompanied tours, dual military with children, single parents, consecutive overseas tours, and junior rank opportunities.

4. 7 AF/CC has the authority to arbitrate DODD school enrollment between Services when school capacity is reached. 7 AF/CC will serve as the final approval authority for Area V-Osan. Other areas are referenced in USFK Regulation 614-1, dated 30 November 2010, paragraph 2-4d.

5. 7 AF/CC has delegated Air Force CSP Allocation Oversight and Management to the following:

Figure 1.

<i>Units</i>	<i>Area</i>	<i>P1 Authority (1)</i>	<i>P2 Authority</i>	<i>P3 Authority</i>
Airmen assigned to Area I, to include 604 ASOS	I – Seoul	AFELM/CC	AFELM/CC	AFELM/CC
Airmen assigned to Area III, to include 607 WS, Det	III – Pyeongtaek	7 AF Chief of Staff	7 AF Chief of Staff	7 AF Chief of Staff
Airmen assigned to Area IV, to include 607 MMS	IV – Daegu	7 AF Chief of Staff	7 AF Chief of Staff	7 AF Chief of Staff
7 AF A Staff, 18 IS, 694 ISRG, 607 AOC	V – Osan	7 AF Chief of Staff	7 AF Chief of Staff	7 AF Chief of Staff and 51 FW/CV (2)
51 FW and Tenants	V – Osan	51 FW/CV	51 FW/CV	7 AF Chief of Staff and 51 FW/CV (2)
Airmen assigned to Area II, to include CFC, USFK, SUSLAK, SOCKOR, 607 WS, Det	VIII – North of Seoul	AFELM/CC	AFELM/CC	AFELM/CC

Note 1: Designating an Air Force specific position as a Key Billet requires a formal written request coordinated with USFK/J1, with final approval by the Secretary of the Air Force.

Note 2: 7 AF Chief of Staff and 51 FW/CV co-chair the Osan CSP Allocation Board (CSPAB) and allocate all P3 CSP billets on Osan AB.

6. 7 AF Chief of Staff, 51 FW/CV, and AFELM/CC are responsible for the oversight and management of Air Force CSP allocations per location and/or organization for Airmen. They will:

6.1. Set initial allocation of P1, P2, and P3 within their purview and fill those CSP billets.

6.2. Review allocation of P1, P2, and P3 CSP billets on a semi-annual basis and adjust as necessary.

6.2.1. Submit request for P1, P2 and P3 CSP billet change requests within their purview to 7 AF/CC for approval. They will ensure the 51 FSS CSP Manager updates Personnel Information System Management – Korea (PIMS-K) based on these requests.

6.3. Manage P2 and P3 CSP billets based on mission readiness and continuity and be directly involved in assigning P2 and P3 CSP billets.

6.4. Notify Airmen through 51 FSS CSP Manager regarding time expected to be offered a CSP billet or if they will be removed from CSP consideration due to not meeting the CSP billet conditions. This will be accomplished at least every 90 days and aligned with assignment cycles through CSPAB.

6.5. Provide updates to 7 AF/CC on a semi-annual basis on the allocation of P1, P2, and P3 CSP billets, to include tracking of non-eligible CSP requests.

6.6. Delegate to organization level commanders the ability to appoint in writing, read only access in PIMS-K to organizational level CSP monitors. Access will be kept to a minimum to ensure proper management and accountability of CSP billets.

6.7. Provide current CSP information on Osan AB and USAG-Yongsan websites. Information will include, but not limited to: USFK Reg 614-1, Air Forces Korea CSP Guidance and Implementation Policy, USFK CSP Benefits Matrix, CSP Frequently Asked Questions (FAQ) sheet, and organizational contact information for 51 FSS and AFELM.

7. The 7 AF/A1 will:

7.1. Coordinate all requested USFK reports and suspense appropriate CSP managers within their respective Area to complete as requested.

7.2. Suspense bi-monthly PIMS-K rosters to 51 FSS CSP Manger to complete data integrity and validity of CSP billets in PIMS-K.

7.3. Ensure appointed CSP managers are granted appropriate access to PIMS-K.

7.4. Provide assistance on contact information changes and/or updates to CSP managers within the respective Areas.

7.5. Maintain overview and historical data to the appointed CSP managers within the respective Areas.

8. The 51 FSS CSP Manager will:

8.1 Conduct a bi-monthly review of all CSP billets to ensure data integrity.

8.2 Conduct training to all newly appointed unit CSP managers assigned to Area V.

8.3. Compile and prepare CSPAB applications for 7 AF Chief of Staff and 51 FW/CV consideration during the CSPAB. Establishes cutoff timelines with unit CSP monitors to ensure adequate time is given for processing of applications and ready for board consideration.

8.4. Drafts minutes for CSPAB and requests approval of release by 7 AF Chief of Staff and 51 FW/CV. Releases results to applicants and losing MPS, CDE-Assignments NLT 3 business days. Releases tentative CSP offer to selects, provided family members are cleared for government funded travel.

8.5. Notifies Airmen regarding the time expected to be offered a CSP billet or if the eligible applicant will be removed from CSP consideration due to not meeting the CSP billet conditions. This will be accomplished at least every 90 days and aligned with assignment cycles through the bi-monthly CSPAB.

8.6. Monitor upcoming vacancies and takes action to maximize CSP utilization.

## 9. Responsibility of Applicants.

9.1. An Airman may submit a request for CSP to their gaining unit commander if prior to arrival or unit Commander if after arrival. Commanders, through their respective CSP monitor will determine P2 or P3 eligibility. The CSP monitor will inform the Airman and the 51 FSS CSP manager of the CSP availability. If a CSP billet is available, the 51 FW CSP Manager will notify the Airman and losing MPS, CDE-Assignments of a tentative CSP approval. Upon approved government travel clearance, the 51 FW CSP Manager will update the CSP billet in PIMS-K and await arrival. Amendments to original PCS orders may be required and/or issued.

9.2. Airmen who will not be provided a P2 or P3 CSP billet as determined by an O-6 commander through their respective CSPAB will not be placed on the Component Commander Managed CSP list. The intent is to provide probability and a decision to the Airman on the likelihood of obtaining a CSP billet while assigned in Korea.

9.3. An Airman may be placed on the Component Commander Managed CSP list after denial for the following reasons:

9.3.1. The Airman's marital and/or dependency status changes from the time of the first CSP application.

9.3.2. The Airman's DEROS is extended to allow enough retainability in order to accept a CSP billet from the time of the first CSP application.

## 10. Airmen applying for CSP consideration with projected assignments to Korea.

10.1. P1 CSP billets: Airmen projected to a P1 CSP billet are automatically designated to CSP billet regardless of accompanied status. P1 CSP billet recipients are required to complete a CSP application in order to alert DODDS-K of any pending school enrollments, etc. P1 CSP billet recipients must complete all family member/dependent PCS clearance paperwork prior to a CSP number being issued to the losing MPS, CDE-Assignments for concurrent travel.

10.2. P2 and P3 CSP billets: Airmen not projected to a P1 CSP billet as defined by the component commander may request command sponsorship. Commanders, through either the 51 FSS CSP Manager or AFELM USAG-Y will notify the Airmen's losing MPS, CDE-Assignments on the determination of a CSP billet being available while being assigned to Korea. If command sponsorship is approved, the Airman may elect to serve either the 24 or 36 month accompanied tour, provided family members are cleared for government funded travel.

10.2.1 Airmen offered a P2 or P3 CSP billet must follow the CSP application process as outlined in paragraph 15.

10.2.2. Airmen projected to a P2 CSP billet who are not granted a CSP billet as determined by O-6 commanders through their respective CSPAB will not be placed on the Component Commander Managed CSP list unless they meet the criteria as defined in paragraph 4.2. The intent is to provide predictability and a decision to the Airman on the probability of obtaining a CSP billet while assigned in Korea. Reference paragraph 9 for applying for a CSP billet after arrival to Korea.

10.3 P3 CSP billets: Airman not projected to a P1 or P2 CSP billet are considered for a P3 CSP billet. Reference paragraph 4.3.

10.3.1. With oversight from 7 AF/CC, 7AF Chief of Staff, 51 FW/CV and AFELM/CC, as referenced in paragraph 5, will determine P3 CSP opportunity and availability to provide a limited number of Airmen P3 CSP billets through the CSPAB.

10.3.2. Referencing paragraph 4.3, commanders will consider P3 CSP eligibility and determine availability by forecasting gains and losses through assignment cycles or on a quarterly basis, whichever is more feasible.

10.3.3. Korea has limited CSP(s); therefore, Airmen must understand volunteering for an assignment to Korea does not guarantee a CSP. Airmen who volunteer and subsequently are selected for a tour in Korea are not authorized to withdraw their volunteer status because a CSP was not available. Nonavailability of a CSP is not justification to request withdrawal of volunteer status for an assignment to Korea.

## 11. Follow-on Assignments.

11.1. An Airmen who receives and accepts a Follow-On assignment before arriving to Korea will not be considered for a CSP billet.

11.2. An Airmen who does not accept a Follow-On assignment prior to arrival may request CSP consideration with the gaining unit. Reference paragraph 10 in regards to requesting a CSP billet.

11.3. Airmen who arrive to Korea with a Follow-On assignment are not eligible for CSP consideration.

## 12. Korea Assignment Incentive Pay (KAIP).

12.1. Airmen may elect to participate in KAIP prior to departing their last duty station, after arrival in Korea but prior to the Date Eligible for Return from Overseas (DEROS) forecast/initial Vulnerable Mover's List (VML) placement, or when requesting a consecutive tour in Korea, during the Airman's forecast window.

12.1.1. Airmen who elect to participate in KAIP prior to arrival to Korea are subject to the same procedures described in paragraph 10 when requesting a CSP billet. Participating or electing KAIP does not in itself improve the probability of obtaining a CSP billet.

12.1.2. Airmen serving in a P1 Key Billet cannot participate in KAIP per AFPC's PSDG "KAIP", dated 27 June 2011.

## 13. Component Commander Managed P3 CSP list and DEROS forecast period.

13.1. Enlisted personnel who request a Component Commander Managed P3 CSP billet will be automatically removed from consideration once they enter the DEROS forecast window and elect to maintain their current DEROS.

13.2. Officers who are on the Component Commander Managed P3 CSP list will be automatically removed from consideration once they are placed on the Vulnerable Movers List (VML).

## 14. Removal from the Component Commander Managed P3 CSP list.

14.1. Airmen assigned to Korea will be informed of removal from the Component Commander Managed P3 CSP list by CSPAB through their unit CSP monitor for the following reasons:

14.1.1. Do not have sufficient retainability due to retirement, separation, High Year of Tenure (HYT), DEROS, etc.

14.1.2. Self removal from the Component Commander Managed P3 CSP list.

14.2. Airmen on assignment to Korea or not arrived to Korea will be notified through the 51 FSS CSP Manager by the losing MPS, CDE-Assignments that they will not be considered for the following reasons:

14.2.1. Does not meet eligibility as determined by the CSPAB.

14.2.2. Does not have sufficient retainability due to retirement, separation, HYT, DEROS, etc.

14.2.3. Does not have a projected assignment to Korea.

## 15. How to apply for CSP consideration – Projected Airman:

Note: This policy applies to all CSP billets. Concurrent travel is automatic for P1 CSP billets with approved family clearance paperwork. However, the information in paragraph 15.1 is still required for those electing the accompanied tour.

15.1. Upon notification of an assignment to Korea, the Airman's MPS, CDE-Assignments will forward the completed CSP application to the 51 FSS CSP Manager at email: [51fssfsmpdcsp@osan.af.mil](mailto:51fssfsmpdcsp@osan.af.mil) . The CSP application may be downloaded on the USFK or Osan AB websites. Websites are listed below:

USFK - <http://www.usfk.mil/usfk/hot-topic.usfk.military.command.sponsorship.program.491>  
Osan AB - <http://www.osan.af.mil/>

15.2. Air Force CSP Allocation Oversight and Management Authorities will coordinate with applicable unit commander and/or CSP monitors to verify availability or non-availability of the CSP billet. The losing MPS, CDE-Assignments will then be notified of the status of availability.

15.3. If an Airman receives a CSP billet, 51 FSS CSP Manager will notify the losing MPS, CDE-Assignments via email. The inbound Airman will submit the required documents to the losing MPS, CDE-Assignments for clearance and/or concurrent travel.

15.4. Once the Airman is cleared for CSP and/or concurrent travel, the losing MPS, CDE-Assignments will include the CSP number provided by the 51 FSS CSP manager or AFELM, USAG-Y on the Airman's PCS orders.

15.5. Concurrent Travel to Korea is not automatic (excluding P1 CSP billets). On-base Military Family Housing (MFH) or Temporary Lodging Facilities (TLF) is not guaranteed.

16. This policy supersedes any previous policy with the same subject and remains in effect until further notice or rescinded. My point of contact for this policy is 7 AF/A1, DSN (315) 784-1016, email: [7AF.workflow@us.af.mil](mailto:7AF.workflow@us.af.mil).



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