**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) Implementation Policy

1. This policy implements a revised 7 AF CSP program in support of USFK Regulation 614-1 dated 30 November 2010. Additional references to this policy include Air Force Personnel Center's Personnel Services Delivery Guide (PSDG) "Korea Tour Length Change and Korea Assignment Incentive Pay (KAIP)" dated 22 July 2009.

2. Background: Command Sponsorship must meet commanders' mission readiness and continuity needs while being managed fairly, consistently, predictably, and transparently. The intent is to maximize mission readiness and continuity by aligning command sponsorship into three priorities which will provide commanders the flexibility to meet mission requirements most effectively, as well as to reduce the administrative and logistical burden associated with processing applications. Current base infrastructure throughout Korea supports 695 total Air Force CSP billets. Until base infrastructure allows supply to meet demand, Airmen should consider their tour in Korea to be a remote assignment, although Service Members are eligible to request command sponsorship (excluding Kunsan Air Base).

3. CSP numbers are not valid unless issued directly from 7 AF/A1, 51 FSS, or Air Force Element Commander (AFELM/CC) United States Army Garrison-Yongsan (USAG-Y) to losing base Military Personnel Sections.

4. CSP Priority Definitions:

4.1. Priority 1 (P1) -- Key Billet. 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.

4.2. Priority 2 (P2) -- Component Commander Mission Continuity Requirements. Predesignated duties from which commanders would benefit most by having personnel stay for 24- or 36-month tours, such as officer and enlisted leadership, positions requiring specialized training, or low density/hard to fill skill sets.

4.3. 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 or remote-unaccompanied tours, dual military with children, single parents, consecutive overseas tours, and junior rank opportunities.

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

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

Chart 1.

| Units | Area | P1[1] Authority | P2 Authority | P3 Authority |
|---|---|---|---|---|
| **All Airmen assigned to Area II, to include CFC, USFK, SUSLAK, SOCKOR, and 607 WS** | **II– Seoul** | **AFELM/CC** | **AFELM/CC** | **AFELM/CC** |
| **All Airmen assigned to Area III, to include 607 WS Detachment** | **III – Pyeongtaek** | **7 AF Chief of Staff** | **7 AF Chief of Staff** | **7 AF Chief of Staff** |
| **607 MMS and All Airmen assigned to Area IV** | **IV – Daegu** | **7 AF Chief of Staff** | **7 AF Chief of Staff** | **7 AF Chief of Staff** |
| **51 FW and all Osan Tenants** | **V – Osan** | **51 FW/CC** | **51 FW/CC** | **51 FW/CC[2]** |
| **HQ 7 AF, 694 ISRG, Det 2, 18 IS** | **V - Osan** | **7 AF Chief of Staff** | **7 AF Chief of Staff** | **51 FW/CC[2]** |
| **All Airmen assigned to Area I, to include 604 ASOS** | **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: 51 FW/CC will be the allocation authority for all P3 CSP billets on Osan AB.

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

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

7.2. Review allocation of P1, P2, P3 CSP billets on a quarterly basis and adjust as necessary.

7.2.1. Submit request for P1, P2, P3 changes within their purview to 7 AF/CC for approval. 7 AF/A1 will change PIMS-K data as required.

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

7.4. Notify Airmen regarding the 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 thru the Quarterly CSP Allocation Boards.

7.5. Monitor vacancies and take action to maximize CSP utilization.

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

7.7. Delegate to organization-level commanders the ability to appoint in writing, read-only access in the Personnel Information Management System-Korea (PIMS-K) to organization-level CSP monitors. Access should be kept to a minimum number of personnel to ensure proper management and accountability of CSP billets.

7.8. 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 Command Sponsorship Program (CSP) Guidance and Implementation Policy, USFK CSP Benefits Matrix, CSP Frequently Asked Questions (FAQ Sheet), and organizational contact information for 7 AF/A1, 51 FSS, and AFELM.

8. The 7 AF/A1 will:

8.1 Conduct an AF CSP Working Group and meet with AF CSP monitors from each area at least once every three months, and at least one month prior to the CSP Allocation Board (CSPAB) . The purpose of the AF CSP Working Group is to validate PIMS-K data, ensure policy adherence, and prepare related information for CSPAB.

9. Airmen applying for CSP currently assigned to Korea.

9.1. An Airman may submit a request for CSP to their unit commander. Commanders, through their respective CSPAB will determine P2 or P3 CSP eligibility. O-6 commanders will inform the Airman and the servicing Military Personnel Section (MPS) of member's eligibility. If a command sponsored position is available, 51 FSS will be notified of the available position. 51 FSS will then notify the member to start CSP family clearance process. Upon finalized CSP family member clearance, amendments to original PCS orders will be issued.

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

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

9.1.2.2. The Airman's marital/dependency status changes from the time of the first CSP request.

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

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

10.1. P1 CSP billets: Airmen projected to a P1 position are automatically designated to the CSP position regardless of accompanied status.

10.2. P2 and P3 CSP billets: Airman not projected to a P1 position as defined by the component commander may request command sponsorship. Commanders, through either the 7 AF/A1, 51 FSS, or AFELM USAG-Y will inform Airmen's losing MPS on the determination of a CSP billet being available for Airmen being assigned to Korea. If command sponsorship is requested and provided, the Airman may elect to serve either the 24 or 36 month accompanied tour.

10.2.1. Airmen who are offered a CSP billet must follow CSP application process outlined in para 15.

10.2.2. Airmen projected to a P2 position who are not granted a CSP billet as determined by O-6 commanders thru their respective CSPAB will not be placed on the Component Commander-Managed CSP list unless they meet the criteria as defined in para 4.3. The intent is to provide predictability and a decision to the Airman on the likelihood of obtaining a CSP billet while assigned in Korea. See para 9 for applying for a CSP billet after arrival in Korea.

10.3. P3 CSP billets: Airman not projected to a P1 or P2 billet are considered for a P3 billet (ref para 4.3).

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

10.3.2. Commanders will consider P3 eligibility per para 4.3. and determine availability by forecasting gains and losses per assignment cycles or on a quarterly basis, whichever is more feasible.

11. Follow-on Assignments.

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

11.2. An Airman who does not accept a Follow-On assignment prior to arrival may request CSP with gaining unit. See para 10 in regards to requesting a CSP billet.

11.3. Airmen who arrive in 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 country, but prior to DEROS forecast/initial VML placement, or when requesting a subsequent tour in Korea, during their DEROS forecast.

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

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

13.1. All Airmen 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 as certain assignment retainability requirements must be met in order to accept a CSP billet.

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.

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

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

14.1.1. Do not have retainability (retirement, separation, High Year Tenure, DEROS, etc.).

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

14. 2. Airmen on-assignment to Korea/not arrived to Korea will be informed thru the 51 FSS by their servicing MPS that they will not be considered for the following reasons:

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

14.2.2. Do not have retainability (retirement, separation, High Year Tenure, DEROS, etc.).

14.2.3. No longer have an assignment to Korea.

15. How to apply for CSP – Inbound Airmen:
**Note: This guidance applies to all CSP Priorities. Concurrent travel is automatic for all P1 positions. However the information in paragraph 15.1 is still required for those electing the accompanied tour.*

15.1 Upon notification of assignment to Korea, an Airman's Outbound Assignments Counselor must forward the CSP Request Memorandum to the 51 FSS CSP Monitor via email at the 51 FSS/FSMPM Force Management Org inbox (51fss.fsmpmforvemana@osan.af.mil). The memorandum can be found on the USFK or Osan AB websites. The 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 commanders and/or CSP monitors to verify availability or non-availability of the CSP billet. The losing MPS will then be notified of the status of availability.

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

15.4. Once the Airmen is cleared for CSP and/or concurrent travel, the losing MPS will include the CSP number provided by the 51 FSS on the Airman's PCS orders.

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

16. My point of contact for this policy is 7 AF/A1, DSN 784-1016, 7.AF.WF.A1@osan.af.mil.

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**Headquarters**
**United States Forces Korea**
**Unit #15237**
**APO AP 96205-5237**

**United States Forces Korea**
**Regulation 614-1**

**30 November 2010**

**Assignments, Details, and Transfers**

# MILITARY COMMAND SPONSORSHIP PROGRAM

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***This regulation supersedes USFK Regulation 614-1, dated 26 October 2009.**

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FOR THE COMMANDING GENERAL:

JOHN D. JOHNSON
Lieutenant General, USA
Chief of Staff

OFFICIAL:

GARRIE BARNES
Chief of Publications and
Records Management

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**Summary.** This regulation prescribes policy and procedures for administering the United States Forces Korea (USFK) Command Sponsorship Program (CSP). Command Sponsorship must meet commanders' mission readiness and continuity needs and be managed fairly, predictably, consistently, and transparently. The intent is to maximize mission readiness and continuity by aligning command sponsorship into three priorities to provide commanders flexibility to meet mission requirements most effectively, as well as to reduce the administrative and logistical burden associated with processing applications. Service members are eligible to request command sponsorship.

**Summary of Change.** This document has been substantially changed due to tour normalization within Korea. A full review of its contents is required.

**Applicability.** This regulation applies to all commands, units, organizations, and activities that have command-sponsored (CS) positions in Korea. Command sponsorship for civilian personnel is governed by the procedures in AK Reg 690-3.

**Supplementation.** Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from USFK J1 (FKJ1-12), Unit #15237, APO AP 96205-5237, email: J11WorkFlow@korea.army.mil.

**Forms.** USFK forms are available at http://www.usfk.mil/usfk/.

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at https://www.arims.army.mil.

**Suggested Improvements.** The proponent of this regulation is USFK Assistant Chief of Staff (ACofS) J1. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the USFK ACofS J1 (FKJ1-12), Unit #15237, APO AP 96205-5237, email: J11WorkFlow@korea.army.mil.

**Distribution.** Electronic Media Only (EMO).

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## Chapter 1
## Introduction

### 1-1. Purpose
This regulation establishes policies and procedures for administering the Command Sponsorship Program (CSP) in Korea. Command sponsorship is a readiness and quality of life priority. CSP will be given the highest attention in order to best accommodate and care for Service members and their respective families. Command Sponsorship must meet commanders' mission readiness and continuity requirements and be managed fairly, consistently, predictably, and transparently.

### 1-2. References
Required and related publications are listed in appendix A.

### 1-3. Explanation of Abbreviations and Terms
Abbreviations and terms used in this regulation are explained in the glossary.

## Chapter 2
## Roles and Responsibilities

### 2-1. The Chief of Staff (CofS), United States Forces Korea (USFK) will -

a. Ensure Services conduct quarterly reviews of Priority 1 (Key Billets-KBs), Priority 2 (Component Commander Mission Continuity Requirements), and Priority 3 ((Component Commander-Managed Command Sponsorship (CS) billets)) allocations. See section II of the glossary for definitions of Priority 1, 2, and 3 CS billets.

b. Be the authority to recommend approval to the Office of the Secretary of Defense (OSD) on joint KB nominations. Service components will use their internal service process (Army/Air Force/Navy/Marines) for approval on Service-specific positions.

### 2-2. The USFK Assistant Chief of Staff (ACofS) J1 will -

a. Establish policy for and overall management of the USFK Military CSP. The J1 will continually update all CSP-related policies, regulations, forms and related documents on the USFK Command Sponsorship home page for ease of access by all USFK personnel.

b. Maintain, control and provide access to all applicable agencies to the Command Sponsorship database on the J1 Personnel Information Management System-Korea (PIMSK) website.

c. Provide PIMSK codes for CSP management to identify where the family resides and receives their respective installation support to maintain a common operating picture tracking for families.

d. Ensure accuracy of the CSP database by conducting bi-monthly reviews of the CSP database. The J1 will report CSP database errors to the Service component personnel officers for correction. The J1 will post a bi-monthly CSP report to the J1's portal under Published Documents.

e. Update appendix C (USFK FY 11-16 Command Sponsorship Program Allocation Matrix) based on Services' quarterly review.

f. With the assistance of DoDDS-Korea/DODEA, oversee school enrollment capacity limits and track school-aged dependents of DoD civilians, invited contractors and approved CS military families.

**2-3 Service Component Commanders** will -

a. Publish written implementation plan to ensure the CSP meets and improves mission readiness while providing equal continuity requirements that are fair, consistent, predictable, and transparent. Services will oversee CSP execution among Priorities 1, 2, and 3 billets, as defined in section II of the glossary.

(1) Air Force (AF), Army and Navy will delegate CSP management authority to the appropriate command level no lower than the grade of O-6.

(2) Marine Corps Forces, Korea (MARFORK) will continue to manage all Marine CSP authorizations on peninsula.

b. Conduct a quarterly review to consider changes to Priority 1 (KB), Priority 2 and Priority 3 billets. Provide quarterly CSP updates to the USFK Commander. Appendix D has a sample allocation report format.

c. Provide monthly statistics of CSP applications disapproved by location to USFK J1 via the J11 Workflow account at J11WorkFlow@korea.army.mil by the 5th working day after the end of each month.

d. Have authority to manage waiting list based on impact to unit readiness and continuity.

e. Use Assignment Incentive Pay (AIP)/Korea Assignment Incentive Pay (KAIP) approvals and disapprovals to shape mission readiness and continuity.

f. Appoint a primary and alternate CSP manager in writing and forward a copy of DD Form 2875-PIMSK System Authorization Access Request (SAAR) to USFK J1 via email at FKJ1DM@korea.army.mil. The J1 will provide CSP managers access to the PIMSK database to edit and report on unit command sponsorship allocations.

g. Ensure all CSP managers are trained and equipped to manage their Service component's CSP Priority 1, 2, and 3 billets. Training will include the process of how to request command sponsorship, standards of processing a CSP request, provide reports to unit leadership on their command sponsorship program allocations and provide information about geographical limitations of command sponsorship in Dongducheon/Uijeongbu (Area I). USFK Policy Letter #26 has an enclosure providing an outline of limited benefits for personnel residing in Area I. Commanders will ensure Service members who desire to serve an accompanied tour in Area I complete this memorandum after having been counseled regarding the contents of the memorandum by an O-5 commander or designated representative. If the family does not reside with the Service member in Area I, the Service member must request a Secretarial Overseas Housing Allowance (OHA) waiver for his/her family to reside in Seoul (Area II).

h. Establish a link on each Service component's website providing current CSP information, waiting list (if applicable), forms, regulations, command guidance to sponsors, and provide contact information to call or email questions on Service-related CSP actions.

i. Ensure the J1 PIMSK Command Sponsorship database is accurate and reflects the Command's desire to align CS billets among the three CS billet priorities in order to maximize mission readiness and continuity.

j. Ensure CSP allocations can be supported with available infrastructure to include (but not limited to) family housing, medical/dental support, and projected school capacity available by location.

**2-4. Garrison/Installation Commanders will -**

a. Determine the ability of an installation to support CSP (to include schools). Garrison/Installation commanders will have oversight on school capacity issues as they relate to CSP capacity. Garrison/Installation Commanders will coordinate/address school capacity issues with DODDS-K District Superintendent Office and USFK/J1.

b. Have authority to arbitrate school enrollment between Service components for families with school-aged children, when school capacity has been reached. USFK J1 will facilitate this process as requested.

c. Enrollment capacity at each school will be verified through the Korea District Superintendent Office (KDSO) only. Individual school registrars will not to be contacted. Direct contact to the KDSO office to coordinate student enrollment can be done by emailing the Department of Defense Dependent Schools-Korea (DODDS-K) Education Operations Manager at korea.eom@pac.dodea.edu.

d. Senior commanders must have visibility over Garrison/Installation commanders' CSP status by service at their location. Senior commanders will serve as final appeal authorities of garrison/installation commander decisions. Senior commanders are listed below:

(1) Dongducheon/Uijeongbu: Commander, 2d Infantry Division

(2) Seoul: Commander, 8th Army

(3) Pyeongtaek: Assistant Deputy Command (Support), 2d Infantry Division

(4) Daegu: Commander, 19th Expeditionary Sustainment Command (ESC) (includes Chinhae students attending Daegu High School)

(5) Osan: Commander, 7th Air Force (AF)

(6) Chinhae: Commander, Naval Forces Korea

## Chapter 3
## Command Sponsorship Program

**3-1. Command Sponsorship Program (CSP)**

a. The USFK CSP provides a systematic method of allocating CSP among Priority 1 (Key Billet), Priority 2 (Component Commander Mission Continuity Requirements), and Priority 3 (Component Commander-Managed CS billets) to enhance mission readiness throughout Korea and promote continuity, predictability and stability. It also supports the tour length change and incentives in the Joint Federal Travel Regulations (JFTR) allowing more families the opportunity to

Permanent Change of Station (PCS) to Korea. However, based on current infrastructure limitations, all USFK areas are at or near CS capacity. As a result, CSP allocations must be managed very closely and be synchronized with mission requirements, until full tour normalization has been achieved. (See paragraph 3-2 for more details)

b. Service members are eligible to request command sponsorship. See USFK Command Sponsorship website for links to Service components command sponsorship processes and procedures. The intent of providing Command Sponsorship is to allow commanders flexibility and discretion to allocate CS billets to maximize mission readiness and continuity. CSP packages may be approved and a CSP number assigned up to 120 days prior to the report date of the service member with no more than a 30-day overlap with the incumbent physically in country. Once a CSP number has been assigned and if the Service member's report date gets delayed greater than 120 days, their CSP number might be revoked.

c. All new CSP requests will be fully staffed through appropriate command channels for final approval IAW paragraph 2-3a.

(1) CSP managers will account for all approved CSP requests in the PIMSK J1 database.

(2) No Service member should be denied the opportunity to apply for command sponsorship in Korea. Disapprovals must be in writing to the Service member explaining the reason(s) why the Service member's request was denied and what options the Service member may have to reapply at a later date.

d. Requests for command sponsorship will be submitted IAW Service components instructions. According to Department of Defense Instruction (DODI) 1315.18 E4.4.2.4 (Procedures for Military Personnel Assignments), personnel accepting command sponsorship must serve the accompanied tour length for the duty station location and have at least 12 months remaining on their overseas tour after arrival of dependents or approval of CS, whichever is later.

e. Personnel assigned to Korea who have concurrent or deferred travel approved will have the entitlements associated with the command-sponsored position for which travel of dependents was authorized. Once the travel has been authorized, the Service member will remain assigned to that command sponsored position and will not be reassigned to another position, unless compelling mission requirements exist.

f. When a change of tour status is from an accompanied tour to an unaccompanied tour or when an individual's programmed command-sponsored assignment is canceled, a copy of the change of tour or cancellation document will be forwarded to the Service component (include previously approved CSP). The Service component CSP manager will ensure the PIMSK database is updated appropriately.

g. Command sponsorship approval is valid for the Service member's tour length. Reassignments in Korea must receive the approval of the gaining Garrison/Installation commander to change CS from one Garrison/Installation to another. This will include another Exceptional Family Member Program (EFMP) screening at the gaining installation. When a Service member who has been granted command sponsorship is subsequently selected for an assignment within Korea to a dependent-restricted tour (such as Kunsan AB), the Service member has the option of requesting to leave the Service member's family at the Service member's currently approved installation or requesting an early return of family members.

**3-2. Priority 1, 2, and 3 Definitions**

a. **Priority 1- Key Billet.** Designating a position in an activity or a unit as a Priority 1 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.

(1) A position may not be designated as a Priority 1 Key Billet unless all of the following apply (exceptions may be authorized only by the Principal Deputy Under Secretary of Defense for Personnel and Readiness):

(a) Position is authorized a commissioned or warrant officer.

(b) Government-furnished family quarters are available.

(c) Concurrent travel of dependents is authorized.

(d) An accompanied tour of at least 24 months is authorized for the specific location.

(2) Requests to establish a USFK joint position as a Priority 1 Key Billet will be fully justified and submitted IAW appendix B to USFK J1. Service components will use their internal service process (Army/Air Force/Navy/Marines) for approval on Service-specific positions. Component commanders/staff principals have disapproval authority.

(3) Requests to change the status of USFK joint staff key billets (KBs) will be staffed through USFK J1 to USFK CofS for approval prior to forwarding through United States Pacific Command (PACOM) to the Joint Staff J1.

(4) Approved Service-specific KBs will be reported to USFK J1 for update in PIMSK database.

b. **Priority 2- Component Commander Mission Continuity Requirements.** Military jobs from which commanders would benefit most by having personnel stay for 24- and 36-month tours, such as officer and enlisted leadership, Service member requiring lengthy pre- or post-arrival training or certification in order to perform their job in Korea, or low density/hard to fill skill sets.

c. **Priority 3- Component Commander-Managed CS billets.** Commanders will have discretion in selecting the remaining number of command-sponsored positions authorized by current tour normalization availability. Commander will consider factors such as personnel returning from deployments or remote-unaccompanied tours, dual military with children, single parents, consecutive overseas tours, and junior rank opportunities.

**3-3. Dual Military/Joint Spouse Service Members**

Only one Service member needs to apply for CSP per family. In most cases, the Service member with the highest rank of the couple should submit the CSP request.

### 3-4. Command Sponsorship Database Management

a. To find USFK Command Sponsorship Program information and updates, click on USFK Command Sponsorship webpage. This website provides regulatory guidance and links to Service specific command sponsorship program information on processing times, and submission procedures.

b. The J1 PIMSK web-based system will be used to manage and edit command sponsorship billets online. Users must login using their CAC cards. To access the system the first time, users must first fill out a DD Form 2875 (System Authorized Access Request) form and submit to FKJ1DM@korea.army.mil . USFK J1 will grant access privileges based on Service CSP managers recommendation as either edit capable or read-only. This system is USFK's official record for command sponsorship reports. USFK J1 will post the bi-monthly USFK CS-NCS Families Report to J1's portal and the USFK Commander Dashboard.

c. Service component CSP managers will verify PIMSK data with subordinate units. They will verify the DEROS, dependent information, and accompanied/unaccompanied tour status of incumbent. It is imperative information input into PIMSK is complete and accurate. All approved command sponsorship requests will be given a unique approval number for the location where the family will live. The table 3-1 below identifies the command sponsorship codes to enable USFK to track where families reside for support purposes:

**Table 3-1**
**Command Sponsorship Codes**

| AREA | LOCATION | CODE | SAMPLE |
|---|---|---|---|
| Area I | Dongducheon | Q | Q1234 |
| Area I | Soldier Assigned to Dongducheon, Family Resides in Area II | X | X1234 |
| Area I | Uijeongbu (CRC, Stanley, and Jackson) | R | R1234 |
| Area I | Soldier Assigned to Uijeongbu, Family Resides in Area II | Z | Z1234 |
| Area II | Seoul | S | S1234 |
| Area III | Humphreys | H | H1234 |
| Area IV | Daegu or Pusan | T or P | T1234 or P1234 |
| Area V | Osan | O | O1234 |
| Area VII | Chinhae | C | C1234 |

### 3-5. USFK Fiscal Year (FY) 11-16 CSP Allocation by Location

a. Effective upon the date of this regulation, Service components are directed to manage the CSP allocation levels by location at appendix C. These allocation levels are based on unit moves, movement plans and the increased installation infrastructure and school capacities. The goal is to grow allocation levels at USAG Humphreys as rapidly as possible while maximizing the number of Service members on 2- and 3-year accompanied tours at enduring installations to increase mission readiness and continuity.

b. USFK J1 will align the CSP web-based system with the approved CSP allocation levels to execute the current year allocation. Allocation levels may be executed at any time during the FY, provided objectives are met by end of FY.

**Appendix A**
**References**

**Section I. Required Publications**

AR 55-46 (Travel Overseas).

AR 420-1 (Army Facilities Management)

AR 608-75 (Exceptional Family Member Program)

DODI 1315.18 (Procedures for Military Personnel Assignments)

Joint Federal Travel Regulations

MILPERSMAN 1300-700 (Exceptional Family Member (EFM) Program-Navy)

U.S. /ROK Status of Forces Agreement (SOFA)

**Section II. Related Publications**

AFI 32-6001 (Family Housing Management)

AR 614-30 (Overseas Service)

DOD 4165.63-M (DOD Housing Management)

MCO P11000.22 w/Ch 1-5 (Marine Corps Housing Management Manual)

NAVFACP-930 (Navy Family Housing Manual)

OPNAVINST 1740.3C (Command Sponsor and Indoctrination Programs)

**Section III. Required Forms**

DD Form 2875 (PIMSK System Authorization Access Request (SAAR))

**Appendix B**
**Sample Request for Priority 1 Key Billet Designation**

(Use Letterhead Stationery)

OFFICE SYMBOL DATE

MEMORANDUM THRU <Command Channels>

SUBJECT: Request for Priority 1 Key Billet Designation

1. Complete unit designation: Include title of manpower document, date of manpower document, and UIC.

2. Command sponsored sequence number:

3. Paragraph and line number of position:

4. Grade and position title:

5. Service:

6. Justification: Primary emphasis should be placed on why the position is considered one of unusual responsibility and the reasons a mandatory 24-month tour is considered essential for continuity of operations and mission accomplishment.

7. The POC is MSG Smith, DSN 723-XXXX or via email at John.Smith2@korea.army.mil.

ANDREW B. GORDON
CPT, USA
Assistant Adjutant General

**Appendix C**
**USFK FY 11-16 Command Sponsorship Program Allocation Matrix (As of the effective date of this Regulation)**

| Location | FY 11 | | | | | FY 12 | | | | | FY 13 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Army | AF | Navy | Marines | Total Obj | Army | AF | Navy | Marines | Total Obj | Army | AF | Navy | Marines | Total Obj |
| Dongducheon | 557 | 0 | 0 | 0 | 557 | 457 | 0 | 0 | 0 | 457 | 413 | 0 | 0 | 0 | 413 |
| Uijongbu | 280 | 0 | 0 | 0 | 280 | 219 | 0 | 0 | 0 | 219 | 219 | 0 | 0 | 0 | 219 |
| Seoul | 1204 | 130 | 80 | 46 | 1460 | 1136 | 130 | 80 | 46 | 1392 | 1078 | 130 | 80 | 46 | 1334 |
| Seoul (2ID) | 172 | 0 | 0 | 0 | 172 | 172 | 0 | 0 | 0 | 172 | 172 | 0 | 0 | 0 | 172 |
| Pyeongtaek | 817 | 4 | 0 | 0 | 821 | 1046 | 4 | 0 | 0 | 1050 | 1148 | 4 | 0 | 0 | 1152 |
| Daegu | 600 | 44 | 0 | 0 | 644 | 600 | 44 | 0 | 0 | 644 | 600 | 44 | 0 | 0 | 644 |
| Osan | 110 | 517 | 4 | 1 | 632 | 110 | 517 | 4 | 1 | 632 | 110 | 517 | 4 | 1 | 632 |
| Chinhae | 0 | 0 | 70 | 0 | 70 | 0 | 0 | 70 | 0 | 70 | 0 | 0 | 70 | 0 | 70 |
| Total | 3740 | 695 | 154 | 47 | 4636 | 3740 | 695 | 154 | 47 | 4636 | 3740 | 695 | 154 | 47 | 4636 |

| Location | FY 14 | | | | | FY 15 | | | | | FY16 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Army | AF | Navy | Marines | Total Obj | Army | AF | Navy | Marines | Total Obj | Army | AF | Navy | Marines | Total Obj |
| Dongducheon | 413 | 0 | 0 | 0 | 413 | 137 | 0 | 0 | 0 | 137 | 0 | 0 | 0 | 0 | 0 |
| Uijongbu | 219 | 0 | 0 | 0 | 219 | 219 | 0 | 0 | 0 | 219 | 0 | 0 | 0 | 0 | 0 |
| Seoul | 556 | 130 | 40 | 46 | 772 | 546 | 2 | 0 | 0 | 548 | 50 | 2 | 0 | 0 | 52 |
| Seoul (2ID) | 172 | 0 | 0 | 0 | 172 | 86 | 0 | 0 | 0 | 86 | 0 | 0 | 0 | 0 | 0 |
| Pyeongtaek | 1670 | 4 | 0 | 0 | 1674 | 2042 | 132 | 40 | 46 | 2260 | 2980 | 132 | 40 | 46 | 3198 |
| Daegu | 600 | 44 | 0 | 0 | 644 | 600 | 44 | 0 | 0 | 644 | 600 | 44 | 0 | 0 | 644 |
| Osan | 110 | 517 | 4 | 1 | 632 | 110 | 517 | 4 | 1 | 632 | 110 | 517 | 4 | 1 | 632 |
| Chinhae | 0 | 0 | 110 | 0 | 110 | 0 | 0 | 110 | 0 | 110 | 0 | 0 | 110 | 0 | 110 |
| Total | 3740 | 695 | 154 | 47 | 4636 | 3740 | 695 | 154 | 47 | 4636 | 3740 | 695 | 154 | 47 | 4636 |

## Appendix D
## Sample Format for CSP Allocation Report

| | | | DISTRIBUTION BY PRIORITY | | | | | CSP OPPORTUNITY BY UNIT | |
|---|---|---|---|---|---|---|---|---|---|
| UNIT | Strength | Pri 1/KB | KB % | Pri 2/MC | MC % | Pri 3 | Pri 3 % | TOTAL | % OPP |
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| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | I (Casey) | I (CRC) | II | II | II | III | IV | V |
|---|---|---|---|---|---|---|---|---|
| | Dongducheon | Uijongbu | Dongducheon | Uijongbu | Seoul | Pyeongtaek | Daegu | Osan |
| UNIT | Q | R | X | Z | S | H | T&P | O |
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| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Glossary

### Section I. Abbreviations

| | |
|---|---|
| ACofS | Assistant Chief of Staff |
| AIP | Assignment Incentive Pay (Army) |
| AFI | Air Force Instruction |
| CONUS | Continental United States |
| CSP | Command Sponsored Position |
| DEROS | Date Eligible for Return from Overseas |
| DODDS | Department of Defense Dependent Schools |
| EFMP | Exceptional Family Member Program |
| HHG | Household Goods |
| IAW | In Accordance With |
| JCS | Joint Chiefs of Staff |
| KAIP | Korea Assignment Incentive Pay (Air Force) |
| KB | Key Billet |
| MCO | Marine Corps Order |
| OSD | Office of the Secretary of Defense |
| QCCC | Quarterly Component Commanders' Conference |
| PCS | Permanent Change of Station |
| PIMSK | Personnel Information Management System-Korea |
| POV | Privately Owned Vehicle |
| RFO | Request for Orders |
| ROK | Republic of Korea |
| SAAR | System Authorization Access Request |
| UIC | Unit Identification Code |
| USFK | United States Forces Korea |

## Section II. Terms

**Accompanied tour.** The tour length that is the longest at a specific overseas duty station and normally means that military personnel are accompanied by command sponsored dependents. Also referred to as accompanied by dependents tour.

**Command Sponsored (CS) Allocation.** Allocations are established to support the USFK Commander's quality of life priority for Tour Normalization and support the increase number of families coming to Korea. CSP allocations are limited only by the installation's capacity to support (including, but not limited to, government housing, DODD Schools, and medical support). Every Service member is eligible to request command sponsorship. Tour status (accompanied/ unaccompanied) is at the option of the incumbent. Government housing is not guaranteed and will be provided on a space-available basis only.

**Command sponsored dependents.** Family members of military personnel residing with the sponsor at his or her duty station outside the continental U.S. where the accompanied tour is authorized and the sponsor is authorized to serve said tour, where family members meet the following conditions:

a. Entitled to travel to the military personnel's duty station at Government expense incident to the service member's PCS orders.

b. Are authorized by the appropriate authority to be at the service member's duty station.

c. As a result of their residence in the vicinity of the service member's duty station, said military personnel are entitled to station allowances at the "with dependent" rate.

**Concurrent travel.** Family members' travel authorized at the same time as the sponsor (requires that adequate Government or economy quarters as defined by AR 210-50 be available in the vicinity of the sponsor's duty station within 60 days after arrival of command sponsored family members).

**Deferred travel.** Family members whose travel must be deferred to a time after their sponsor has arrived at his or her new duty station because Government quarters or economy quarters are not available within 60 days after arrival of the sponsor in the overseas command, but will be available within 140 days. The overseas commander must approve travel of family members. Travel will normally be within 10 days of quarter's availability (Government or economy).

**Dual Military/Joint Spouse Service Members.** Married military service couples on an approved 2-year accompanied tour who maintain a joint household in a command sponsored area and who receive all benefits and privileges including travel entitlements associated with such status. Eligibility for Government controlled family housing will accrue only if one or both spouses are assigned against a position on the PIMSK.

**Exceptional Family Member.** A family member with any physical, emotional, developmental, or intellectual disorder that requires special treatment, therapy, education, training, or counseling.

**Family Member.** An individual whose relationship to the sponsor leads to entitlement to benefits and privileges. Family member travel refers exclusively to permanent change of station actions.

**Garrison/Installation Commander.** The term refers to the commander of the organization, activity, or military community who has overall command responsibility for EFMP where the Service member or employee is assigned.

**Installation.** The organization, activity, or military community that has overall command responsibility for EFMP where the Service member or employee is assigned.

**Noncommand Sponsored Family Member.** Dependents of military personnel residing with the sponsor at his or her duty station outside the continental U.S. where an accompanied tour may or may not be authorized. Includes dependents "acquired" through marriage, adoption or other action, and those who may enter the command without endorsement by the appropriate authority. These dependents will not be entitled to travel to and from the sponsor's overseas duty station at Government expense. They will not entitle the sponsor to station allowances at the "with dependent" rate. Under the U.S. /ROK Status of Forces Agreement, U.S. statutes, congressional guidance, DOD policy, or military service regulations, these dependents may be denied access to certain dependent support facilities.

**Priority 1-Key Billet.** 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.

**Priority 2-Component Commander Mission Continuity Requirements.** Military jobs from which commanders would benefit most by having personnel stay for 24- and 36-month tours, such as officer and enlisted leadership, Service member requiring lengthy pre- or post-arrival training or certification in order to perform their job in Korea, or low density/hard to fill skill sets.

**Priority 3-Component Commander-Managed CS billets.** Commanders will have discretion in selecting the remaining number of command-sponsored positions authorized by current tour normalization availability. Commander will consider factors such as personnel returning from deployments or remote-unaccompanied tours, dual military with children, single parents, consecutive overseas tours, and junior rank opportunities.

**Sponsor.** A person who is a member of the Armed Forces serving on active duty, or civilian employee of the Department of Defense and a citizen or national of the United States; and who is authorized to transport dependents to or from an overseas area at Government expense and is provided an allowance for living quarters in that area.

**Unaccompanied Tour.** The tour length that is authorized at a specific overseas duty station for military personnel who are not accompanied by command sponsored dependents.