

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

United States Forces Korea
Regulation 614-1

26 April 2011

Assignments, Details, and Transfers

MILITARY COMMAND SPONSORSHIP PROGRAM

***This regulation supersedes USFK Regulation 614-1, dated 30 November 2010.**
Updated Appendix C - USFK FY 12-14 Command Sponsorship Program Allocation Matrix.

FOR THE COMMANDING GENERAL:

JOHN D. JOHNSON
Lieutenant General, USA
Chief of Staff

OFFICIAL:



GARRIE BARNES
Chief of Publications and
Records Management

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.

- Updated Appendix C - USFK FY 12-14 Command Sponsorship Program Allocation Matrix (as of 27 January 2012).

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 Key Billets (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 12-14 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, U.S. Naval Forces Korea (CNFK)

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 installations 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 (KB).** 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 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) 12-14 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 12-14 Command Sponsorship Program Allocation Matrix (as of 27 January 2012)

Location	FY12					FY13					FY14				
	Army	AF	Navy	Marines	Total Obj	Army	AF	Navy	Marines	Total Obj	Army	AF	Navy	Marines	Total Obj
Dongducheon	577	0	0	0	577	577	0	0	0	577	577	0	0	0	577
Uijongbu	269	0	0	0	269	269	0	0	0	269	269	0	0	0	269
Seoul	1220	130	94	55	1499	1220	130	94	55	1499	1220	130	94	55	1499
Seoul (21D)	131	0	0	0	131	131	0	0	0	131	131	0	0	0	131
Pyeongtaek	835	4	0	0	839	835	4	0	0	839	835	4	0	0	839
Daegu	598	44	0	0	642	598	44	0	0	642	598	44	0	0	642
Osan	110	517	4	1	632	110	517	4	1	632	110	517	4	1	632
Chinhae	0	0	56	0	56	0	0	56	0	56	0	0	56	0	56
Total	3740	695	154	56	4645	3740	695	154	56	4645	3740	695	154	56	4645

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.