



**DEPARTMENT OF DEFENSE**  
**Defense Contract Management Agency**

# **INSTRUCTION**

## **Military Personnel Assignments**

**Chief of Staff**  
**OPR: DCMA-DCM**

**DCMA-INST 1060**  
**November 18, 2013**

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**1. PURPOSE.** This Instruction:

- a. Updates and renames DCMA Instruction (DCMA-INST) 1060, “Assignments/ Reassignments” (Reference (a)).
- b. Assists the Director, DCMA, in accounting for all assigned military personnel and projected replacements, as required.
- c. Outlines the process for justifying tour lengths changes through curtailments or extensions and for securing approval for those changes.
- d. Is established in compliance with DoD Directive 5105.64, “Defense Contract Management Agency (DCMA)” (Reference (b)).

**2. APPLICABILITY.** This Instruction applies to all DCMA activities with assigned active duty and reserve military personnel.

**3. MANAGERS’ INTERNAL CONTROL PROGRAM.** In accordance with DCMA-INST 701, “Managers’ Internal Control Program” (Reference (c)), this Instruction is subject to evaluation and testing. The process flow is not applicable for this Instruction.

**4. RELEASABILITY – UNLIMITED.** This Instruction is approved for public release.

**5. PLAS CODE.** 223B – Personnel Management

**6. POLICY RESOURCE WEB PAGE.** <https://home.dcma.mil/policy/1060r>

**7. EFFECTIVE DATE.** By order of the Director, DCMA, this Instruction is effective November 18, 2013, and all applicable activities shall be fully compliant within 60 days from this date.

  
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Chief of Staff

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## REFERENCES

- (a) DCMA-INST 1060, "Assignments/Reassignments," January 2009 (hereby canceled),
- (b) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 13, 2013
- (c) DCMA-INST 710, "Managers Internal Control Program," September 12, 2011
- (d) DoD Directive 1315.07, "Military Personnel Assignments," January 12, 2005
- (e) AR 614-100, "Officer Assignment Policies, Details, and Transfers," January 10, 2006
- (f) AR 614-200, "Enlisted Assignment and Utilization Management," October 11, 2011
- (g) AR 614-30, "Overseas Service," March 30, 2010
- (h) AFI 36-2101, "Classifying Military Personnel (Officer and Enlisted)," June 14, 2010
- (i) AFI 36-2110, "Assignments," September 22, 2009
- (j) MCOP 1300.8R W/CH 1-8, "Marine Corps Personnel Assignment Policy," October 4, 1994
- (k) NAVPERS 15560D, "Navy Military Personnel Manual," August 22, 2002
- (l) "Tri-Service Agreement for Support and Accomplishment of Flight Test and Acceptance, Flight Operations, and Flight Safety," August 9, 2007

## **CHAPTER 1**

### **POLICY**

**1.1. POLICY.** It is Headquarters (HQ) DCMA policy that:

1.1.1. Military billets will be staffed to ensure equitable military service representation.

1.1.2. The standard tour length for stateside assignments is 3 years. There must be legitimate reasons for extensions and curtailments. Tour change requests must be staffed in writing through the member's chain of command. Each request will be forwarded to the DCMA Military Personnel office (DCM) for recommendation of approval/disapproval and forwarding to the appropriate Service for a final decision.

1.1.3. A Duty Status Report – Arrival/Departure form is required within 72 hours upon military member's arrival and departure.

### **1.2. ASSIGNMENTS.**

1.2.1. Military personnel will be utilized to perform duties based on their official designated skill code (Air Force Specialty Code (AFSC), Military Occupational Specialty (MOS), etc.) as identified on the official manning document. The military services send surveys to their members requesting feedback on their utilization. If a military member is not being utilized appropriately, the military service may not fill the position in the future.

1.2.2. Permanent change of station (PCS) authority for military personnel performing duty with DCMA is retained by each military service. Any change of duty requiring a physical relocation, even within the same municipal area, may be a PCS and requires determination of PCS entitlements by the appropriate military service.

1.2.3. Internal moves of military personnel within a Contract Management Office (CMO) whereby the individual will be moved from one service position number to another require prior coordination with DCM and approval by the military service before the move can be effective. Officers assigned to joint duty positions must serve a minimum of 3 years to receive full joint credit, unless waived by the Assistant Secretary of Defense for Force Management Policy.

### **1.3. CONTROLLED TOUR LENGTHS.**

1.3.1. Request for tour extension or curtailment will be in memorandum format for all military services and shall arrive at DCM no more than 12 months before but not less than 9 months prior to the individual's rotation date or projected retirement/separation date. All requests must be staffed through the chain of command for their recommendation and then to DCM for staffing.

1.3.1.1. The Agency Director holds the authority to make recommendations on extensions or curtailment requests for all O-6s and commanders. Final approval authority for these requests resides with the parent Service.

1.3.1.2. Extension/curtailment request of less than 60 days for non-command officers O-6 and below and enlisted members may be approved by directors. In these case, DCM must be notified in writing of the commander's/director's decision.

1.3.1.3. DCM director has been delegated the authority to recommend approval or disapproval of extension/curtailment requests on O-5 and below officers (non-commanders) and all enlisted members that are requesting extension/curtailment of 12 months or less.

1.3.1.4. Extensions/curtailments submitted less than 9 months prior to the member's rotation date or after DCM submitted a valid requisition to the service will be processed as an exception to policy.

1.3.1.5. The justification for an extension or curtailment must clearly indicate the reason for submission and include impact statements on the mission and individual if the request is not favorably approved. Commanders should remain cognizant that if a curtailment is granted, the services are not required to back-fill the position until the incumbents original end of tour date arrives.

1.3.2. Tour extensions/curtailments will be considered on an individual basis. Components will closely monitor tour extension/curtailment requests and provide comments when forwarding valid requests to the DCM.

1.3.2.1. If the member is retiring, a retirement application or memorandum containing a date coinciding with the extension/curtailment request date must accompany the request.

1.3.2.2. All curtailment requests must include a mission impact statement briefly explaining how the CMO will cover the requirements of the position should no backfill be available until the member's original rotation date.

1.3.2.3. Humanitarian reasons that do not fall under the purview of personal hardship or humanitarian extension as defined by the military services.

1.3.3. The individual's chain of command will be notified by DCM once a final decision has been provided by the military service.

## CHAPTER 2

### ROLES AND RESPONSIBILITIES

#### **2.1. MILITARY SERVICE.** The military service:

2.1.1. Initiates and publishes PCS orders.

2.1.2. Is responsible for all PCS costs of their members. Military PCS costs are specifically budgeted for and funded through military personnel appropriations. DCMA is prohibited from directly funding any military PCS costs.

2.1.3. Funds required enroute training.

#### **2.2. DIRECTOR OF MILITARY PERSONNEL (DCM).**

2.2.1. Command positions are currently worked via a command selection process. These nominations are coordinated with each service by DCM and Director, DCMA.

2.2.2. DCM will:

2.2.2.1. Submit and track requisitions for non-command military grades O-6 and below to the appropriate service approximately 12 months before the incumbent's rotation date or within the appropriate requisition cycle for the individual service.

2.2.2.2. Analyze service nominations to determine the acceptability of the member nominated, based on qualifications and position requirements as stated in the position description (PD). DCM is required to advise the service of acceptability in accordance with specific service flowcharts.

2.2.2.3. Analyze waiver of qualifications when nominated personnel do not meet the required qualifications or rank.

2.2.2.4. Coordinate internal reassignments with the appropriate military service.

2.2.2.5. Chair a quarterly manpower meeting with HQ Aircraft Operations (AO).

#### **2.3. COMMANDERS.** Commanders will:

2.3.1. Provide DCM a concur or non-concur (with a detailed justification) concerning the acceptability of member nominated by the service within 7 calendar days after receiving the nomination. If no response is received within 7 calendar days, acceptance of the nomination is implied. (Due to necessary security checks, DCMA Special Programs Directorate will have 10 days).

2.3.2. Provide recommendations to DCM regarding desired military personnel realignments before the normal military personnel requisitioning cycle.

**2.4. AIRCRAFT OPERATIONS (AO).** AO will:

2.4.1. Provide aviation related functional expertise and recommendations to DCM concerning the acceptability on military aviation personnel for assignment in accordance with specific Service flowcharts.

2.4.2. Provide recommendations to DCM regarding desired military personnel realignments before the normal military personnel requisitioning cycle. Emergency changes may be submitted as required.

2.4.3. Will act as a liaison with Service personnel center functional managers with respect to report dates, specialized training (i.e., safety school, flight training, and government flight representative (GFR) or government ground representative (GGR) course, grade, and specialty submissions).

## **CHAPTER 3**

### **PROCEDURES**

#### **3.1. PROCEDURES.**

3.1.1. Eighteen months prior to rotation, assignment program managers (APM) coordinates with Region/Division liaison officer (LNO) to contact the CMO to find out the member's intentions (extend, retire) and verify projected rotation date. APM contacts Region/Division LNO, AO to discuss fill details to include grade and specialty substitutions, billet moves, fill priority, impact if billet not filled, desired report date, possible by-name request.

3.1.2. Thirteen months prior to rotation, APM pulls the updated PD from shared drive and distributes it to Region/Division LNO, and AO for review. The desired report date is finalized.

3.1.3. Twelve months prior to rotation, APM submits a requisition with PD details to Service. APM contacts Service telephonically no later than 9 months prior to incumbents rotation to discuss fill/substitution details, etc. If requested by APM, AO will contact Service for pilot and flight officer billets.

3.1.4. Service submits nominations to APM with personnel data qualifications.

3.1.5. APM reviews nominee's qualifications and compares to billet requirements. APM submits nomination to Region/Division LNO, and AO not later than 1 work day after receipt and advises if nominee is a "fit" for the requirement.

3.1.6. Region/Division LNO forwards approval/disapproval of nomination to APM within 2 work days of receipt. Disapproval shall be justified and possibility of gap acknowledged and addressed.

3.1.7. APM submits approval/disapproval to Service within 1 work day of receipt and updates Military Online Personnel System.

3.1.8. APM and AO for aviation billets coordinates with Service on report date and specialized training (Safety School, IP course, and GFR or GGR course) to be directed en route on orders.

3.1.9. Service issues orders.

3.1.10. APM receives a copy of orders and provides a copy to the CMO and sends a courtesy copy to the LNOs (AO is included for aviation billets).

## ACRONYMS

AFSC	Air Force Specialty Code
APM	assignment program managers
AO	DCMA Aircraft Operations Directorate
CMO	contract management office
DCMA-INST	DCMA Instruction
DCM	DCMA, Military Personnel Office
GFR	government flight representative
GGR	government ground representative
HQ	headquarters
LNO	liaison Officer
MOS	Military Occupational Specialty
PCS	permanent change of station
PD	position description
PLAS	Performance Labor Accounting System