High School Senior Assignment Deferment (HSSAD)

Personnel Services Delivery (PSD) Guide

The purpose of this PSD Guide is to assist Regular Air Force (RegAF) Airmen, USSF Guardians, servicing Commander Support Staffs (CSS), Military Personnel Flights (MPF) and Force Support Squadron's (FSS) in understanding the assignment process for service members desiring to request HSSAD deferment.

HIGH SCHOOL SENIOR ASSIGNMENT DEFERMENT

Section A:
Introduction

Date of Revision (s)	Revision(s)
11 Aug 2023	Updated application process, replaced myPers references with myFSS data.
10 Mar 2020	Included eligibility for Enlisted Airmen to apply for HSSAD deferment prior to assignment selection. Updated application procedures.
17 Nov 2011	Original PSDG

1. **INTRODUCTION:**

   The High School Senior Assignment Deferment (HSSAD) Program helps to decrease turbulence and increase stability for military families with dependent children entering their senior year of high school. Only enlisted (SMSgt and below) and officers (Lt Col and below) personnel stationed in the Continental United States (CONUS) may submit their request for a HSSAD using the online application in myFSS.

2. **OFFICE OF PRIMARY RESPONSIBILITY (OPR):**

   HQ AFPC/DP3AM, Military Assignment Programs and Procedures
   DSN: 665-3815, commercial 210-565-3815
   Email: **afpc.dp3am.workflow@us.af.mil**   (appears as "AFPC/DP3AM Workflow" on the
                                                                          Air Force Global Address Listing).

3. **TARGET AUDIENCE:**

   - Regular Air Force (RegAF) Active Duty Airmen
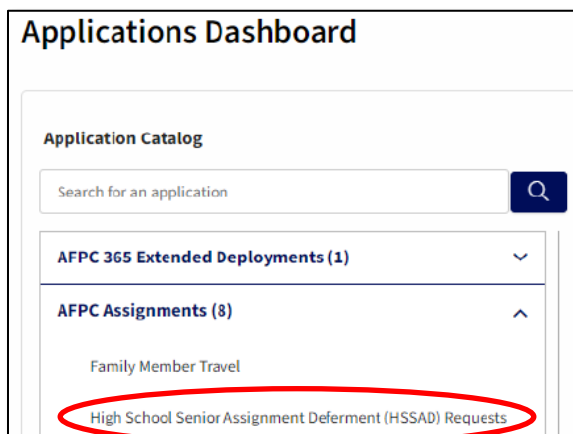   - United States Space Force (USSF) Guardians

4. **REFERENCES/RELATED PROCESSES:**

   - **DAFI 36-2110**, *Total Force Assignments*

5. GENERAL INFORMATION:

a. Only Airmen/Guardians stationed in the Continental United States (CONUS) may submit their request for a HSSAD using the online application link available in myFSS. For additional eligibility and documentation requirements **See Section C** for enlisted and **Section D** for officers.

b. Enlisted Airmen/Guardians assigned overseas must apply for a HSSAD during their Date Eligible to Return from Overseas (DEROS) Forecast Option window using the DEROS Forecast Option Notification or DEROS Option Report on Individual Personnel (RIP), see DAFI 36-2110, paragraph 6.11.8. Officers indicate their DEROS elections at the time they are placed on the Vulnerable Movers List (VML). Requests for HSSAD after DEROS forecast window must be processed as an exception to policy.

c. Requests for a HSSAD are considered on a case-by-case basis with the goal of approving requests while meeting mission needs. Consecutive deferments may be requested. If approved, an Airman/Guardian is deferred from reassignment while the high school dependent is in their senior year of high school.

d. If approved for a HSSAD an Airman/Guardian's status is updated in MilPDS with Assignment Availability Code (AAC) 85. The availability date is the first day of the second month after the dependent's high school senior graduation date or the Airman/Guardian's Date Eligible to Return from Overseas (DEROS). *EXAMPLE:* If the student's graduation date is 31 May and the availability date is 1 Jul or the DEROS date.

e. The appropriate Officer Assignment Team (OAT) or Assignment NCO (ANCO) approves HSSAD requests. Disapprovals that cannot be supported due to mission needs include coordination from respective AFPC assignment division chief.

f. Both Airmen/Guardians of a military couple may apply for a HSSAD if each meets the eligibility criteria, their join-spouse intent code is "A" (Desire join spouse to CONUS or any OS tour), or "B" (Desire join spouse to CONUS or any accompanied OS tour) and they apply concurrently.

g. Airmen/Guardians submit their HSSAD requests using the application found on the **HSSAD Requests** workflow; this application is hosted on MyVector.

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h. Once the application is opened on MyVector, Airmen/Guardians that meet the eligibility criteria outlined in **Section C (Enlisted)** or **Section D (Officer)** on this PSD Guide should click on "Apply" button to submit their HSSAD application.

6. **ELIGIBILITY CRITERIA and Documentation for ENLISTED (SMSgt and Below)**

   a. Airmen/Guardians **assigned overseas** apply for a HSSAD during their Date Eligible to Return from Overseas (DEROS) Forecast Option window using the DEROS Forecast Option Notification or DEROS Option Report on Individual Personnel (RIP).

   b. Airmen/Guardians **assigned in the CONUS** apply for a HSSAD using the MyVector **HSSAD Requests** application.

   c. Airmen/Guardians are eligible without having an assignment on file but must apply for a HSSAD no earlier than (NET) 1 Oct of the dependent's high school junior year and no later than (NLT) 1 July between the dependent's high school junior and senior years.

   d. Airmen/Guardians are eligible if they have an assignment on file and their Report Not Later Than Date (RNLTD) is 1 March or later of the dependent's high school junior year, or the dependent is currently in their high school senior year and the Airman/Guardian's RNLTD is prior to the student's graduation date.

   e. Airmen/Guardians must apply no later than (NLT) 30 days from the Assignment Notification Date.

   f. Airmen/Guardians currently serving a maximum controlled tour are eligible to apply for the program but must submit their application NLT 8 months prior to the expiration of the Assignment Availability Code (AAC) 50.

   g. The dependent child must be enrolled in DEERS and residing with the sponsor requesting the deferment.

   h. Airmen/Guardians selected as the most eligible non-volunteer for a dependent restricted short tour are ineligible to apply for a HSSAD.

   i. **Required Documentation:**

   • Provide a memorandum from the dependent's high school counselor confirming the dependent's current school grade and projected senior year graduation date, (see **Attachment 1**), and
   • Provide a DD Form 1172, **Application for Uniformed Services Identification Card – DEERS Enrollment**.
   Note: Scan and attach these supporting documents to the MyVector HSSAD Requests application by clicking the " ⬆ Upload " button provided on the application.

7. **ELIGIBILITY CRITERIA and Documentation for OFFICERS (Lt Col and Below)**

    a. Officers cannot be on the VML and use the MyVector **HSSAD Requests** application.

    b. CONUS and overseas officer applicants on the VML must apply during their VML Reclama window. Officers listed on the VML must request a HSSAD through their commander. The commander must process the HSSAD through the Air Force Officer Assignment System (AFOAS) under the Vulnerable Mover List and generate a reclama.

    c. The dependent child must be enrolled in DEERS and residing with the sponsor requesting the deferment.

    d. Apply for A HSSAD no earlier than (NET) 1 Oct of the dependent's high school junior year and no later than (NLT) 1 July between the dependent's high school junior and senior years.

    e. **Required Documentation:**

    - Provide a memorandum from the dependent's high school counselor confirming the dependent's current school grade and projected senior year graduation date, (see **Attachment 1**), and
    - Provide a DD Form 1172, **Application for Uniformed Services Identification Card – DEERS Enrollment**.

    Note: Scan and attach these supporting documents to the MyVector HSSAD Requests application by clicking the " ⬆ Upload " button provided on the application.

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8. Roles and Responsibilities

AIRMAN/GUARDIAN:

Access MyVector and submit a HSSAD using the **HSSAD Requests** application (requires login) **or copy/paste the URL below** into your browser's address bar to access myFSS application:

https://myvector.us.af.mil/MyApplications/ApplicationLanding?WorkflowId=e12e18fb-b4c8-49fb-b70c-d9dbcca57f5f

Answer the eligibility determination questions and fill out the "HSSAD Application Data" (if eligible). You may choose either **"Save Draft"** if you need additional time to gather required documents or use the **"Submit Form"** link to request the HSSAD request. If the Airman/Guardian has applied, a "Withdraw Form" link will become visible.

> *NOTE:* The **"Submit Form"** and **"Withdraw Form"** links are not visible at the same time. The **"Submit Form"** link is only visible if the Airman/Guardian has not applied. Once the Airman/Guardian has applied, the **"Withdraw Form"** link becomes visible.

1. Complete the application. The HSSAD application is displayed.

    - **Verify/Update your Losing Commander's data.**
        - Your Losing Commander is based on the information currently available in your "MyVector Profile"
        - The individual assigned as your Commander will be listed as the CC on the "Timeline" displayed on the left side of your screen. Click on "⌄" to expand the timeline.

- IF YOUR CC/CL DATA IS INCORRECT, click on the three vertical dots next to his/her name and select "⟳ Replace Coordinator"
  NOTE: You will receive a warning "You should only be changing a coordinator when you are certain the person listed is incorrect." Click "I understand" to proceed.
- Place your cursor on the "Search for people" dialog box and find your current unit CC/CL.
- Select the correct individual from the drop-down selections.
- Once you have successfully verified/updated your Losing Commander's data as described above, continue to fill out the remaining portions of the HSSAD Application.

- Read and answer "HSSAD Eligibility Determination" questions. If you remain eligible, continue filling out the application, and submit the documents listed on paragraph below. If you are not eligible, close the application (do not use "Save Draft" or "Submit Form" options.

- Using the on line application submit a memorandum from the student's high school counselor confirming the student's current school grade and projected senior year graduation date, and a DD Form 1172 by scanning and attaching to the request and uploading using the "⬆ Upload" link.

  o Receive email notifications* when the application received, concurred/non-concurred by unit CC/CL and/or approved/disapproved by AFPC.

    ✓ *Note: Applicant may receive up to three emails, which include but are not limited to a system generated "Submission Confirmation" email from MyVector, an "Application Status (Concur or Non-Concur)" email from Unit CC/CL that was listed on member's request and an "Approved/Disapproved" notification email from the respective AFPC Assignment NCOs/Officer Assignment Team.

UNIT COMMANDER (CC) / CIVILIAN LEADER (CL):

1) Receive an automatic email notification to coordinate on the Airman/Guardian's HSSAD application.

2) Access MyVector's "**Coordination Dashboard**" to coordinate and make a recommendation on the Airman/Guardian's request **within 7 days from receipt of member's request**.

   Note: The member's request will automatically close if the unit CC/CL does not take action within the allotted 7 calendar days. A new request will be required.

3) Forward the application to HQ AFPC for final determination by using "Concur" or "Non-Concur" option provided on the online application. Comments are required (limited to 500 characters).

4) MyVector workflow generates an automated email notification to the member when the member's application request is actioned by unit CC/CL (e.g. concurred or non-concurred).

AIR FORCE PERSONNEL CENTER - DIRECTORATE OF MILITARY PERSONNEL OPERATIONS (AFPC/DPM) ASSIGNMENT TEAMS:

1) Receive the HSSAD application from the Unit CC/CL through MyVector's "**Coordination Dashboard**" and approve/disapprove the Airman/Guardian's request. After logging into MyVector, click on "My Coordinations" as shown below.
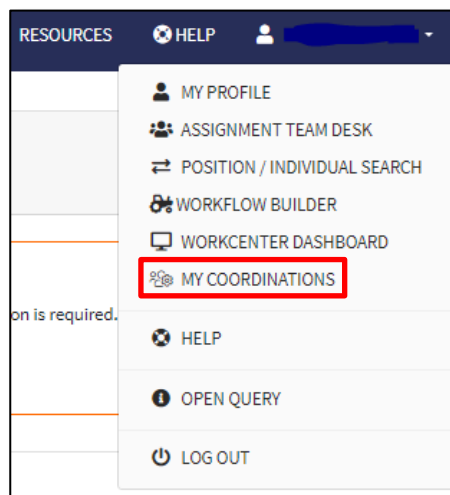
2) Find all pending HSSAD Requests application under the "Coordination Requests" column on left side of screen. Click on the "View Request" button to review application:

3) Review member's application. Review the CC/CL recommendation by expanding the "Timeline" using the " ⌄ " The required documents may be viewed by expanding the "Documents" tab (click on " ⌄ " to expand tab. Review remainder of application and provide "Approval" or "Disapproval" on request:

4) For approved requests, update AAC 85 with an expiration date of the first day of the second month after the dependent's projected graduation date or DEROS.

5) An automated email notification will be sent to the Airman/Guardian based on the approval or disapproval decision from ANCO or OAT.

Section F:
Process and Procedures

STEP	ACTION OWNER	NARRATIVE
1	Airman/ Guardian	***Access, Complete, and Submit.*** Access the MyVector **HSSAD Requests** application link, complete the application, and forward to the Unit Commander for their review and coordination. Submit supporting documents: 1.) memorandum from the student's high school counselor confirming the student's current school grade and projected senior year graduation date, and 2.) current DD Form 1172 to AFPC by scanning and uploading by clicking the " ⬆ Upload " button in the application. If unable to scan and attach the files, submit the documents by email to **afpc.dp3am.workflow@us.af.mil**. When the request is submitted, a Reference # is provided, e.g. "MV-012345678910; ensure this Reference # is included on the email with file attachments.

2	Unit Commander/ Civilian Leader	***Access, Coordinate and Submit.*** Receive an automatic email notification requesting coordination on the Airman/Guardian's HSSAD application.
		  a) Access HSSAD application on MyVector at **HSSAD Requests** by using your Common Access Card (CAC).
		  b) Access the application to coordinate and concur/non-concur on the member's request.
		  c) Forward the application to AFPC (system will forward once CC/CL coordination is completed).
		NOTES:
		• The application will display the number of days 'remaining' to act.
		• Comments are highly encouraged for disapproval recommendations.
		• If the application is not coordinated within 7 days, the application will be closed without action (a new request is required).

3	AFPC Assignment Team	***Receive and Decide.*** Receive the MyVector application from the Unit Commander/Civilian Leader and approve/disapprove the member's request. *NOTE:* Comments are mandatory. • Log into MyVector. Applications are available/reviewed at: **https://myvector.us.af.mil/MyCoordinations/** • Once member's application is opened, click on " View Request " button:

STEP	ACTION OWNER	NARRATIVE
		• Open, save and review the documents provided by the individual. These are listed under the "Documents" tab on the left side of the screen. Click on the " ⌄ " (down arrow) to expand the tab. Review the documentation and proceed to step 4. **NOTE:** Unfortunately, at this time, workcenter users must save the files attached on a member's application in order to view them. Future enhancements will include the ability to preview the files without needing to save first, e.g. preview an Adobe PDF file on your browser window, without needing to save each file.
4	AFPC Assignment Team	*Request Approved?* If *YES GO TO STEP 5&6*. If *NOT, GO TO STEP 7.*
5 & 6	AFPC Assignment Team	*Approved Request.* Update MilPDS with AAC 85 and AAC expiration date (see DAFI 36-2110, Table 3.1, rule 61). Go to the "Coordination Actions" on the top right of the screen and select the "Concur" button. The Airman/Guardian receives an automated email notification on the concurrence once these actions are completed. **Coordination Actions** Select from the options below regarding this form. * ◉ Concur ○ Nonconcur ○ Return to Initiator Comments MilPDS updated with AAC 85 with a DOA of June 2024. 51/500 Submit Action **Note**: The "Submit Action" button is not enabled (remains greyed out) until the "Concur" button and comments are added.

STEP	ACTION OWNER	NARRATIVE
7	AFPC Assignment Team	*Disapproved Request*. Go to the "Coordination Actions" on the top right of the screen, select the "Nonconcur" button and provide detailed comments. Press "Submit Action" on the case to notify the Airman/Guardian of the decision. The Airman/Guardian receives an automated email notification on the non-concurrence*.* **Coordination Actions** Select from the options below regarding this form. * ○ Concur ● Nonconcur ○ Return to Initiator Comments Detailed justification for non-concurring should be provided in this area. Response is limited to 500 characters 114/500 **Submit Action** **Note**: The "Submit Action" button is not enabled (remains greyed out) until the "Nonconcur" button and comments are added.

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(Appropriate School Letterhead)

(Date)

MEMORANDUM FOR AFPC ASSIGNMENT OPR

FROM: (SCHOOL NAME) HIGH SCHOOL COUNSELOR

SUBJECT: High School Senior Assignment Deferment (HSSAD) Verification

1. I verify (dependent student's name, SSN) is currently a (junior/senior) at (name of school) High School in (city, state, country) and is the son/daughter of (Airman/Guardian/Guardian's grade, full name). Projected senior year graduation date is (date).

2. Please contact me for any questions regarding this student's status. I can be reached at (phone & email).

_____
High School Counselor's Signature