



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
JOINT BASE SAN ANTONIO-RANDOLPH TEXAS

14 August 2025
PSDM 25-112

MEMORANDUM FOR ALL FSS/CCs

FROM: HQ AFPC/DPP
550 C Street West
JBSA-Randolph TX 78150

SUBJECT: (CUI) FY25 Military Personnel Budget Implementation Guidance for Assignments

Vigilance must be taken to protect Personally Identifying Information (PII) when submitting or sending nominations, applications or other documents to DoD agencies through government Internet, software applications, systems, e-mail, postal, faxing or scanning.

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For FSS: Military Personnel Flights (MPF) are action offices for this Personnel Services Delivery Memorandum (PSDM).

APPLICATION: This PSDM applies to Regular Air Force (RegAF) Airmen activity funded by USAF Military Personnel Pay Programs.

Overview. To maintain proper FY25 MilPERS pay budget management, the Air Force is taking specific measures to conserve funds by making changes to Permanent Change of Station (PCS) move dates.

Measures Impacting Permanent Change of Station Moves:

IAW DAFMAN 36-2102 para 2.23; MPFs are not authorized to issue letter in lieu of orders.

Effective 13 August 2025, the AF temporarily made the below changes concerning PCS Moves:

PART 1: The following Airmen are authorized to proceed on assignment as noted below:

- a. Airmen with orders-in-hand, regardless of Projected Departure Date (PDD), are authorized to proceed on assignment.
- b. Airmen with a PDD of 30 September 2025 or earlier, are authorized to obtain orders and proceed on assignment.
- c. Airmen with an assignment to/from a Deployment Combat Wing, Command or Formal Training (in or out); Expedited Transfer; Humanitarian; Exceptional Family Member Program (if care is not available at current location); or Threatened Person Assignment; and all Training Assignments.
- d. Airmen Relieved of Duty or Returned to Service, where no local funded authorization is available are not impacted and may proceed on assignment.

Controlled by: DPP
CUI Category: PRVCY
Distribution/Dissemination Controls: FEDCON
POC: Military Assignment Programs/Procedures, 210-565-3815

PART 2: The following Airmen in the below categories are effectively paused as indicated below:

- a. Airmen with NO AUTHENTICATED ORDERS IN HAND and projected for a CONUS-to-CONUS assignment with a PDD of 1 October 2025 to 31 December 2025 are not authorized to proceed until 31 January 2026 or later.
- b. Airmen with an assignment and/or an AAC 50 of November 2025 are “paused” and will have dates extended to 31 January 2026.
- c. Airmen with an assignment and/or an AAC 50 of December 2025 are effectively “paused” and will have dates extended to 28 February 2026.

THIS PCS PAUSE DOES NOT AFFECT THOSE AIRMEN PCSING TO OR FROM OCONUS LOCATIONS.

Exception to Policy: AFPC continues to prioritize and authenticate orders. To request orders as an exception, a memorandum endorsed by the MAJCOM Deputy Commander with justifying rationale must be sent to AFPC/DPPAM for approval/disapproval. Requests submitted without required endorsement will be returned. Applications for a PCS Order Exception must be submitted via MyVector and must include the approved/signed memorandum by the MAJCOM/CD. MyVector Application: [MyVector - Coordinations - Application Detail \(af.mil\)](#) Route GO/Colonel/CMSgt ETPs to respective A1LG, A1LO, A1LE, or AF/JA (for lawyers) for adjudication.

Points of Contact (POC): MPFs are the first point of contact for resolving questions in the field concerning this PSDM. myFSS Ask a Question and the Total Force Service Center is available to intake questions that cannot be resolved at base level. Ask a Question: <https://myfss.us.af.mil/USAFCommunity/s/>. The Total Force Service Center is available for telephone inquiries to assist you in entering your case: commercial 1-(800)-525-0102 or (210) 565-0102, and DSN 665-0102.

// SIGNED//
Director, Personnel Programs Directorate

- 2 Attachments:
1. Questions and Answers
 2. ETP Template

The information herein is Controlled Unclassified Information (CUI) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended.

Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, Records Management and Information Governance Program, and are disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

Questions and Answers

GENERAL

Q1: Do these polices impact Guardians?

A1: No. These polices do not impact the United States Space Force personnel who are funded through their services military personnel pay account.

Q2: Do these polices impact Air National Guard and Air Force Reserve members?

A2: Actions funded by the Guard and Reserve are not impacted by these polices. Actions funded by the United States Air Force military personal pay account are impacted by these measures.

Q3: Does this policy change impact members moving from OCONUS to the CONUS?

A3: No. At this time, these policies do not impact any Airmen moving to and from a OCONUS location.

Q4: Will ETPs need to be processed for members with authenticated orders waiting for amendments?

A4: No, amendments to authenticated PCS orders (AF Form 899) are not impacted by this pause. ETPs are not required.

Q5: How will I be notified if my RNLTD changes?

A5: Airmen who have their assignment changed will be notified through an Assignment Notification RIP from their servicing MPF.

Q6: AFPC has received my PCS ETP, when should I expect to receive a decision?

A6: ETPs will be considered in the order received and final determinations will be made within 3-5 business days of receipt.

Q7: How will Join-Spouse assignments be handled?

A7: Airmen are considered for assignments in their own right. As such, mil to mil couples must follow the same timelines and parameters established in this PSDM. An exception to these timelines must follow the ETP procedures. This includes new applications as well as a request for orders

Q8: Is AFPC performing a mass PDD/RNLTD update? Will FSSs be notified once complete?

A8: Yes, the update for impacted Airmen occurred on Wednesday, 13 August 2025.

Q9: How can a member request a PDD change?

A9: Curtailments of a projected departure date are not authorized. Requests to curtail a PDD for Airmen who do not have orders in hand must follow the ETP procedures as outlined in this PSDM; PDD extensions may be updated by the MPF. Airmen who currently have authenticated orders in hand and require a PDD change will follow normal operating procedures, no ETP required.

Q10: Can I get a letter from my MPF to use in lieu of an order?

A10. No. As outlined in AFI 24-602V4, *Personal Property Moving and Storage*, paragraph 3.5.6.2, and DAFI 36-3203, *Service Retirements*, paragraph 1.1.4, MPFs may not issue a letter in lieu of orders for a retiree or separatee. Service members will refrain from any financial obligations that would create expenses and/or a hardship associated with preparing for a move.

Q11: Are PME, AFIT, SDE assignments considered in the 'formal training' assignment exemption from the pause?

A11. Yes, for the purposes of this PCS pause PME, SDE, IDE, AFIT (etc.) assignments are considered 'formal training' and are authorized to proceed.

Exception To Policy Template

(Use Appropriate Letterhead)

Date Signed

MEMORANDUM FOR HQ AFPC/DPP

FROM: MEMBER

SUBJECT: Exception to Policy FY25 PCS Order Request – (Grade, Name, last 4 of SSN only)

1. IAW DAFI 36-2110, *Total Force Assignments*, paragraph 5.5, and in the Best Interest of the Air Force, I am requesting approval to obtain my Permanent Change of Station (PCS) Orders.
2. Use this paragraph to explain why this Airman must obtain PCS orders, IAW DAFI 36-2110, paragraph 5.5.
3. Please contact (POC for action) with questions on this matter at DSN: (number).

MEMBER'S SIGNATURE BLOCK
(Typed Name, Grade, USAF)

Controlled by: XXXX
CUI Category: PRVCY
Distribution/Dissemination Controls: FEDCON
POC: XXXX, 210-555-XXXX

Place Chain of Command Endorsements Through to MAJCOM/DCOM.