

29 Sep 2021

Voluntary Assignments: Court-Ordered Child Custody Assignment (CCCA) or Deferment (CCCD) Consideration Program

Personnel Services Delivery (PSD) Guide

The purpose of this PSD Guide is to assist Regular Air Force (RegAF) Airmen, servicing Commander Support Staffs (CSS), Military Personnel Flights (MPF) and Force Support Squadron's (FSS) in understanding the assignment process for Court-Ordered Child Custody Assignment (CCCA) or Deferment (CCCD) voluntary assignment consideration.



VOLUNTARY ASSIGNMENTS: COURT-ORDERED CHILD CUSTODY ASSIGNMENT (CCCA) OR DEFERMENT (CCCD) CONSIDERATION PROGRAM

Section A: Introduction

Date of Revision	Revision(s)
29 Sep 21	Updated DAFI 36-2110 eligibility criteria, included additional FAQs
5 Aug 21	Updated DAFI 36-2110 references. Added Attach 5, Eligibility Matrix. Added Attach 6 CSS/MPF Processing Procedures that replaces 25 Jan 2021 Business Process Guide
29 Jan 21	Application process change from myPers to CMS effective 1 Feb 2021. Updated program policy and procedural guidance, updated Airmen, CSS, MPF, AFPC Assignment teams, DP3AM responsibilities, added application processing timelines, added memo templates

- 1. INTRODUCTION:** On 28 July 2020, the Secretary of the Air Force approved the Court-Ordered Child Custody Assignment (CCCA) or Deferment (CCAD) consideration program. The CCCA or CCCD consideration program is applicable to officer and enlisted Regular Air Force (RegAF) Airmen on active duty for those that meet the program eligibility requirements and when manning at gaining location will support reassignment action. It consists of three pillars: Program enrollment for placement in program only; program enrollment with CCCA consideration for assignment or assignment diversion; or program enrollment with CCCD consideration for a 12-month in-place assignment deferment or assignment cancellation with a 12-month in-place assignment deferment. Airmen must use DAFI 36-2110, Total Force Assignments, paragraph 3.20, along with this guide when considering participation.
- 2. OFFICE OF PRIMARY RESPONSIBILITY (OPR)/BUSINESS PROCESS OWNER (BPO):**
 - HQ AFPC/DP3AM, Military Assignments Programs Branch,
Email: AFPC/DP3AM SPECAT STG Workflow on GAL [Click Here to Send Email](#)
- 2.1. ASSIGNMENT AUTHORITIES:**
 - General Officers: General Officer Management Office, AF/A1LG
 - Colonels and Colonel Selects: Colonel Management Office, AF/A1LO
 - CMSgts and CMSgt Selects: CMSgt Management Office, AF/A1LE
 - Judge Advocates (51J): AF Judge Advocate General, AF/JAX
 - Lt Col and below and SMSgt and below: AFPC
- 3. TARGET AUDIENCE:** Regular Air Force (RegAF), Active Duty Airmen, Lt Col and below and SMSgt and below. (Generals, Colonels, Colonel selects, CMSgts, CMSgt selects, and Judge Advocates, must contact their assignment authorities for CCCA/D application process)
- 4. REFERENCES/RELATED PROCESSES:** *(click on the hyperlink)*
 - [DAFI 36-2110](#), Total Force Assignments, dated 2 Aug 2021, paragraph 3.20
 - [myPers](#), CCCA/CCCD Assignment Program Article
 - Case Management System (CMS)

Section B: General Guidance

5. GENERAL GUIDANCE: Assignment authorities will attempt to facilitate the assignment or deferment of Airmen with a court-ordered child custody decree regarding their biological or adopted children to the geographic location of the children where they reside more than 50% of the designated parenting time with the primary custodial parent. The geographic location is the region that allows an Airman to co-parent within a reasonable traveling distance.

5.1.1. Provided the criteria is met, Airmen may be considered for an assignment where they can reside close to their children who reside more than 50% of the designated parenting time with the primary custodial parent named in the divorce decree (if the Airman was married to the co-parent) and the court-ordered child custody decree; or the court-ordered child custody decree (if the Airman was not married to the co-parent).

5.1.2. Airmen are still required to fulfill obligations inherent to all Airmen and they are considered for assignments to fill valid manning requirements and perform duties, which require the skills in which they are trained subject to PCS eligibility.

5.1.3. Airmen should not make decisions on future service, career development, or family planning based on the assumption they can always be assigned to the location where their children reside. All Airmen should expect periods of separation during their careers. When a court-ordered child custody assignment or deferment is not in the best interest of the AF, then, regardless of the provisions in DAFI 36-2110, paragraph 3.20 and this PSD Guide, the assignment is not made.

5.2. Eligibility for CCCA or CCCD Consideration. Airmen must meet all CCCA/D program eligibility requirements. Waivers or ETP to program eligibility are not authorized. Eligible Airmen may request:

- Enrollment in the CCCA/CCCD program only
- CCCA consideration for CONUS assignment or diversion of assignment to a CONUS location (CONUS to CONUS PCS, OS to CONUS PCS, diversion of assignment to a CONUS location)
- CCCD consideration for In-Place 12-month deferment or assignment cancellation with an in-place 12-month deferment to remain at their current CONUS location for those Airmen not serving a CONUS Maximum Stabilized Tour.

5.2.1. Preferences will be reviewed and considered in the exact order listed; however, preferences that are not in the geographical location of the children are counter to the program therefore they will not be considered.

5.2.2. Manning must support at the gaining location without overmanning the location. Losing manning is not factored in the application review. The location must have a valid, funded position in the Airman's Grade and skill-level. The assignment teams will take into consideration the Grade, Skill-level and overall manning of the listed preferences. Manning determination will be conducted by the assignment teams at the time of application.

5.2.3. Airmen must meet all PCS eligibility requirements. If the Airman is experiencing an extreme personal hardship greater than what other Airmen encounter in similar circumstances, they

may request a waiver or exception to policy (ETP) of PCS eligibility requirements IAW DAFI 36-2110, paragraphs 5.4, 5.5. The waiver must be submitted on a separate official memo, with the hardship justification, and signed by the originator level IAW DAFI 36-2110, paragraphs 5.4., 5.5, 6.5.3 or 7.5.8.2.

5.2.4. Airmen who **are not** named the primary custodial parent in a finalized divorce and court-ordered child custody decree (if Airman was married to and are divorced from the co-parent); or **are not** named the primary custodial parent in a finalized court-ordered child custody decree (if Airman was not married to the co-parent); **and** the biological or adopted children do not reside with the Airman more than 50% of the time are enrolled/identified in the program. Eligible Airmen will have an Assignment Limitation Code (ALC) of “F” updated to their file and the expiration date established as the first day of the month of the youngest child’s 18th birthday named in the decree. This ALC does not defer an Airman from assignments; instead, it provides a data point of identifying Airmen in the program. After the 18th birthday of the youngest child, the ALC will automatically drop from their records.

5.2.5. The CSS will submit all documents for eligible Airmen in CMS and send to the MPF. The MPF will review the documents/application and if eligible and correct will forward the CMS application to the AFPC Assignment team for the Airman’s AFSC. The AFPC Assignment team will review and take action on the application per the timelines in [Attachment 4](#). Status inquiries may only be sent to AFPC after the timeline suspense has passed based on the timeline in Attachment 4. Inquiry is made on the CMS case of the application to the AFPC DP2 assignment team.

SECTION C: ELIGIBILITY CRITERIA FOR CCCA

6. Eligibility Criteria for CCCA. Airmen named as a parent in a finalized court-ordered divorce decree and court-ordered child custody decree (if Airman was married to the co-parent)

- who shares joint custody of either biological or adopted children,
- but **are not** designated as the primary custodial parent and,
- the children do not reside with the Airman more than 50% of designated parenting time and,
- the custodial residence reflects the co-parent in the divorce decree and child custody decree.

Or,

Airmen named as a parent in a finalized court-ordered child custody decree (if Airman was not married to the co-parent)

- who shares joint custody of either biological or adopted children,
- but **are not** designated as the primary custodial parent and,
- the children do not reside with the Airman more than 50% of designated parenting time and,
- the custodial residence reflects the co-parent in the child custody decree.

See [Attachment 5](#), CCCA/D Program Enrollment Eligibility Matrix.

The following general eligibility criteria apply to all Airmen.

6.1. CONUS to CONUS CCCA: Airman must have 41 months time-on-station (TOS) prior to applying for CONUS to CONUS assignment consideration and may not PCS until having at least 48 months TOS as of the Projected Departure Date (PDD) IAW DAFI 36-2110, paragraph 3.20.3.1; or meet TOS requirements IAW DAFI 36-2110, paragraph 6.5 and Table 6.1.

6.1.1. Airmen requesting CCCA who have not met the TOS requirements may request a TOS waiver in cases of an extreme personal hardship greater than that encountered by other Airmen in similar circumstances. The waiver must be submitted on a separate official memo and be recommended and signed by the requestor level as stated in paragraphs 5.4, 5.5, 6.5.3 and 7.5.8.2 of DAFI 36-2110.

6.2. CONUS to CONUS Maximum Stabilized Tour: An Airman can apply for CONUS to CONUS CCCA no earlier than 12 months and no later than 9 months before tour completion (expiration of Assignment Availability Code (AAC) 50). These Airmen are mandatory movers therefore the TOS requirement is met once the Airman has completed the entire tour. Maximum stabilized tours will not be curtailed/waived IAW DAFI 36-2110, paragraph 6.11; however in cases when in the best interest of the Air Force or an extreme personal hardship greater than that encountered by other Airmen in similar circumstances, AFPC/DP3AM will consider ETP to waive the AAC 50.

6.2.2. If approved, the PDD will be the same month and year of the AAC 50 expiration.

6.2.3. If disapproved, the Airman will compete during their OSR/CMM EQUAL Cycle.

6.3. OS to CONUS CCCA: An Airman can apply for OS to CONUS CCCA during his or her DEROS Forecast cycle during their DEROS election window. Airmen are obligated to serve their entire Department of Defense (DoD) prescribed tour. Click [here](#) to view the DoD tour lengths.

IAW DAFI 36-2110, paragraph 3.20.3.2, DEROS will not be curtailed/waived; however in cases of an **extreme personal hardship greater than that encountered by other Airmen in similar circumstances**, the Airman may request a waiver IAW AFI 36-2110, para 5.4, 5.5, or 7.5.8.2. The waiver must be submitted on a separate official memo and be recommended and signed by the requestor level IAW paragraph 7.5.8.2 of DAFI 36-2110.

6.3.1. OS to CONUS DEROS Election Option or Forecast Notification. IAW DAFI 36-2110, para 7.5.3, all enlisted Airmen assigned OS and all officers assigned to Korea will receive a DEROS Election Option or Forecast Notification. Officers indicate their DEROS elections at the time they are placed on the VML for all OS locations other than Korea. The DEROS election windows are as follows:

6.3.1.1. At OS locations and the unaccompanied tour length is 18 months or more: 13 to 15 months prior to DEROS. CCCA application submission no earlier than 15 months and no later than 13 months prior to DEROS.

6.3.1.2. At OS locations where the unaccompanied tour length is less than 18 months: 10 months prior to DEROS. CCCA application submission no earlier and no later than 10 months prior to DEROS.

6.3.1.3. If approved, the PDD will be the same month and year of their DEROS.

6.3.1.4. If disapproved, the Airman will compete during their OSR/CMM EQUAL Cycle.

6.4. (Enlisted Only) Enlisted Airman has not been selected for PCS and the Airman does not have an Assignment Selection Date (ASD). An ASD is established the 25th day of the 8th month before the DEROS or AAC 50 expiration/availability month. See DAFI 36-2110, paragraph 6.23 and Table 6.7 to determine ASD.

6.4.1. Enlisted Airmen with an assignment on file, with an ASD of 28 July 2020 or later, and who were selected as a volunteer may request cancellation as an exception to policy (ETP) to AFPC/DP3AM IAW DAFI 36-2110, paragraph 6.10 and 5.5 in conjunction with their application.

6.4.1.1. If selected as a non-volunteer, may request CCCA/D consideration of cancellation or a diversion of assignment if the Airman is experiencing an **extreme personal hardship greater than that encountered by other Airmen in similar circumstances** as an ETP IAW DAFI 36-2110, paragraph 5.5 in conjunction with their application. If cancellation or diversion cannot be supported, they must proceed on the assignment.

6.4.2. Enlisted Airmen overseas (OS) or serving a CONUS Maximum stabilized tour, AAC 50, who have an ASD based on the Overseas Returnee/CONUS Mandatory Mover (OSR/CMM) Cycle, (but do not have an assignment on file) may request CCCA as an ETP no later than the day before the OSR/CMM EQUAL is advertised. Application for CCCA must be submitted in CMS prior to the date EQUAL is posted on AMS. Applications submitted on or after the day EQUAL is posted on AMS will be reviewed for program eligibility only. Once the Airman is matched, Airmen may request CCCA diversion as an ETP and provide significant justification of an **extreme personal hardship greater than that encountered by other Airmen in similar**

circumstances in their memorandum IAW DAFI 36-2110, paragraph 5.5. If diversion cannot be supported they must proceed on the assignment.

6.5. (Officer Only) Officer has not been selected for PCS but does have an ASD, as placed on the final VML. Officers placed on the final VML will have AAC VM on their record and will have received an automated email advising of the AAC VM update. See DAFI 36-2110, paragraph 6.23 and Table 6.7 to determine ASD.

6.5.1. Officers with an assignment on file, with an ASD of 28 July 2020 or later, and who were selected as a volunteer may request cancellation as an ETP to AFPC/DP3AM IAW DAFI 36-2110, paragraph 6.10 and 5.5 in conjunction with their application.

6.5.1.1. If selected as a non-volunteer, may request CCCA/D consideration of cancellation or a diversion of assignment if the officer is experiencing an **extreme personal hardship greater than that encountered by other Airmen in similar circumstances** as an ETP IAW DAFI 36-2110, paragraph 5.5 in conjunction with their application. If cancellation or diversion cannot be supported, they must proceed on the assignment.

6.6. Airman does not have the following AACs on their record: AAC 05, 08, 09, 10, 12, 13, 15, 16, 17, 19, 21, 25, 27, 31, or 37 as listed in DAFI 36-2110, Table 3.1 or Assignment Limitation Code (ALC) 02, 08, or L as listed in Table 3.2. Airmen with the following AACs on their record: AAC 36, 41, 42, 43, 44, 45, 46, 47, 51, 54, 55, 56, or 57 as listed in DAFI 36-2110, Table 3.1, may apply no earlier than 12 months from the expiration date. Departure will be no earlier than completion of the minimum CONUS stabilized tour or deferment period IAW DAFI 36-2110, paragraph 6.11.

6.7. Airman has, or is eligible to obtain, the required retainability IAW DAFI 36-2110, paragraph 6.28 and Table 6.4. IAW DAFI 36-2110, paragraph 3.20.3.9, retainability **will not** be waived; however in cases when in the best interest of the Air Force or an **extreme personal hardship greater than that encountered by other Airmen in similar circumstances**, AFPC/DP3AM will consider ETP of this requirement.

6.8. Airman is not an OS volunteer. Airmen must remove all overseas preferences from their assignment preferences before submitting an application.

6.9. Airman does not have any other voluntary applications pending (BOP, HSSAD, VSBAP, Home-Basing, Follow-On, Join Spouse). This also includes Humanitarian, EFMP, or ET assignment applications. The CCCA application cannot be submitted until the other application is finalized.

6.10. Airmen vulnerable for CONUS or OS PCS selection may apply; however, vulnerability is a factor in approval or disapproval. PCS vulnerability is the relative standing of an Airman among his or her peers for PCS selection in comparison to projected personnel requirements in a particular period of time (usually the next 24 months). PCS vulnerability changes after each assignment cycle, therefore vulnerability is only known and reviewed by the assignment teams at the time of the application.

6.11. Airmen may ask for assignment in an awarded AFSC other than CAFSC provided they meet the AFSC qualifications; however, approval is based on the needs of the Air Force. A request for this consideration should specifically be stated in the Airman's CCCA memorandum.

6.12. Airmen has submitted child custody documentation to AFPC and have ALC "F" updated in MilPDS to signify they meet program criteria. Documentation and update of ALC "F" may be submitted separately or with a request for CCCA consideration.

7. CCCA/D Airman Currently Married to a Military Member and the Co-Parent is a Military Airman. This paragraph only applies to military Airmen currently married to another military member who either one or both share custody of a biological or adopted child with another military Airman.

7.1. A military couple with a military co-parent is defined as a current military married to military couple who one of the members of this marriage was previously married or never married to another military Airman whom they have children with.

7.2. A military couple is defined as both are active duty Service members in the United States Air Force, United States Space Force, United States Army, United States Navy, United States Marine Corps, or United States Coast Guard.

7.3. One or both Airmen of a dual married military couple named in a court ordered decree may request CCCA/CCCD consideration in their own right when eligible; however, they both must be PCS eligible and have join spouse intent code "A" or "B". (***Join Spouse intent codes are updated for the married military couple only.***) If only one Airman is submitting then manning must support a join spouse assignment for their current military spouse in order for the assignment to be approved.

7.4. The join spouse intent code is a factor when considering the request. If the intent code is "A" or "B" and only one Airman of the military couple is submitting a CCCA/CCCD application, then the spouse will automatically be considered for join spouse assignment or deferment in conjunction with his or her spouse's CCCA/CCCD request. If manning supports and the request is approved, the eligible Airman will receive a CCCA assignment with Assignment Action Reason (AAR) "CC" and his or her spouse will receive a join spouse assignment with AAR A4 (join spouse). If manning does not support the CCCA or join spouse assignment, the CCCA request is disapproved.

7.5. Airmen can only request CCCA/CCCD for themselves if they are the noncustodial co-parent and the children do not reside with them more than 50% of designated parenting time.

7.6. If one Airman of a military couple is currently serving a CONUS maximum tour (AAC 50) and meets the eligibility criteria to apply, then they submit their CCCA/D request during their eligibility window and their spouse is considered for a join spouse assignment or deferment.

7.7. When both Airmen are eligible for CCCA consideration, both Airmen of this military couple have a child or children with a different co-parent, and submit simultaneous applications, the assignment preferences must match in the same order. When both applications are approved, then

both Airmen are moved under the CCCA program (AAR "CC). This identifies both assignments were made to support both military members of this military couple for CCCA.

7.8. When one Airman of a military couple requests a CCCA/D and the join spouse intent code is "H" the request will be considered for only that Airman. Refer to DAFI 36-2110, paragraph A8.3.5 and A8.5.4.3 for information on how join spouse intent code "H" will affect future join spouse assignment consideration. Military couples should not update their intent code to "H" unless they are divorcing.

SECTION D: ELIGIBILITY CRITERIA FOR CCCD

8. Eligibility Criteria for CCCD. Airmen named as a parent in a finalized court-ordered divorce decree and court-ordered child custody decree (if Airman was married to the co-parent)

- who shares joint custody of either biological or adopted children,
- but **are not** designated as the primary custodial parent and,
- the children do not reside with the Airman more than 50% of designated parenting time and,
- the custodial residence reflects the co-parent in the divorce decree and child custody decree.

Or,

Airmen named as a parent in a finalized court-ordered child custody decree (if Airman was not married to the co-parent)

- who shares joint custody of either biological or adopted children,
- but **are not** designated as the primary custodial parent and,
- the children do not reside with the Airman more than 50% of designated parenting time and,
- the custodial residence reflects the co-parent in the child custody decree.

See [Attachment 5](#), CCCA/D Program Enrollment Eligibility Matrix

The following general eligibility criteria apply to all Airmen.

8.1. Airmen assigned in the CONUS and **not** currently serving a CONUS maximum stabilized tour (AAC 50). There is no time-on-station minimum to apply for in-place deferment.

8.2. Overseas Airmen are not eligible for CCCD. Airmen must request DEROS extension during their DEROS forecast window IAW DAFI 36-2110, paragraph 7.5.4 and Attachments 9 and 13.

8.3. CMM Airmen are not eligible for CCCD. Airmen must request extension of Maximum Stabilized Tour no earlier than 12 months and no later than 9 months before completing the stabilized tour IAW DAFI 36-2110, paragraph 6.11.3.

8.4. (Enlisted Only) Enlisted Airman who do not have an assignment on file are eligible to request in-place deferment. Once an Airman has been selected for an assignment, any request must be requested under as an ETP to AFPC/DP3AM IAW DAFI 36-2110, paragraph 5.5.

8.4.2. Enlisted Airmen with an assignment on file and who were selected as a volunteer may request cancellation as an ETP IAW AFI 36-2110, paragraph 6.10 and 5.5 in conjunction with their CCCD application. If cancellation is disapproved, or the Airman was selected as a non-volunteer, they **must** proceed on the assignment.

8.5. (Officer Only) Officer has not been selected for PCS but does have an ASD as placed on the final VML. Officers placed on the final VML will have AAC VM on their record and will have received an automated email advising of the AAC VM update. See DAFI 36-2110, paragraph 6.23 and Table 6.7 to determine ASD.

8.5.1. Officers with an assignment on file and who were selected as a volunteer may request cancellation as an ETP IAW DAFI 36-2110, paragraph 6.10 and 5.5 in conjunction with their

CCCD application. If cancellation is disapproved, or the officer was selected as a non-volunteer, they **must** proceed on the assignment.

8.6. Airman has, or is eligible to obtain, the required retainability. If approved for a 12 month CCCD, Airmen are required to obtain retainability for the deferment period.

8.7. Airman is not an OS volunteer. Airmen must remove all overseas preferences from their assignment preferences before submitting an application.

8.8. Airman does not have any other voluntary applications pending (BOP, HSSAD, VSBAP, Home-Basing, Follow-On, Join Spouse). This also includes Humanitarian, EFMP, or ET assignment applications. The CCCD application cannot be submitted until the other application is finalized.

8.9. Airmen vulnerable for CONUS or OS PCS selection may apply; however, vulnerability is a factor in approval or disapproval. PCS vulnerability is the relative standing of an Airman among his or her peers for PCS selection in comparison to projected personnel requirements in a particular period of time (usually the next 24 months). PCS vulnerability changes after each assignment cycle, therefore vulnerability is only known and reviewed by the assignment teams at the time of the application.

8.10. Airmen has submitted child custody documentation to AFPC and have ALC "F" updated in MilPDS to signify they meet program criteria. Documentation and update of ALC "F" may be submitted separately or with a request for CCCD consideration.

SECTION E: INELIGIBILITY CRITERIA

9. Ineligibility Criteria for CCCA or CCCD. The following ineligibility criteria apply to all Airmen.

9.1. Airmen who are not a named party on a court-ordered child custody decree for joint custody of their biological or adopted children.

9.2. Airmen who are designated on a divorce decree and/or a court-ordered child custody decree as the primary custodial/conservator parent and the children reside in their household more than 50% of designated parenting time.

9.3. Airmen who are still legally married to the co-parent of their biological or adopted children.

9.4. Airmen whose youngest child, subject to the custody order, will be age 17 or older at the time of the application.

9.5. Enlisted Airman has been selected for PCS. Enlisted Airmen with an assignment on file, refer to DAFI 36-2110, paragraph 6.23 and Table 6.7.

9.6. Officer has not been selected for PCS but does have an assignment selection date as placed on the final VML. Officers with an assignment on file, refer to DAFI 36-2110, paragraph 6.23 and Table 6.7.

9.7. Airmen requesting a CONUS to OS, OS to OS, or in-place deferment at OS locations. These assignments are made in accordance with Air Force Officer Assignment System (officers) or EQUAL (enlisted) assignment cycles and during the DEROS Forecast cycle. Airmen with an extreme personal hardship whose children reside in an OS location must submit via the Humanitarian Reassignment process IAW DAFI 36-2110, paragraph A15.8.9, which is the only process to request an ETP for OS assignment consideration

9.8. Consecutive CCCA/D in any combination are not authorized. There must be an intervening PCS.

9.9. Airmen who do not have ALC "F", unless submitting their initial application.

9.10. Airmen who have any of the following AACs on their record: AAC 05, 08, 09, 10, 12, 13, 15, 16, 17, 19, 21, 25, 27, 31, or 37 as listed in DAFI 36-2110, Table 3.1 or Assignment Limitation Code (ALC) 02, 08, or L as listed in Table 3.2.

9.11. Airmen who have any of the following AACs on their record and expiration is greater than 12 months: 36, 41, 42, 43, 44, 45, 46, 47, 51, 54, 55, 56, or 57 as listed in DAFI 36-2110, Table 3.1.

9.12. Airmen who have overseas preferences on file.

9.13. Airmen who have another voluntary assignment pending (BOP, HSSAD, VSBAP, Home-Basing, Follow-On, Join Spouse, Humanitarian, EFMP, or ET).

Section F: MANDATORY DOCUMENTATION FOR PROGRAM ENROLLMENT, CCCA OR CCCD CONSIDERATION

10. The following documentation must be provided per instruction in [Section G](#). Do not submit an application until all documentation can be provided. Documentation is used to verify eligibility and update ALC “F”. Airmen must have ALC “F” on their record to be eligible to request CCCA/D consideration, unless they request program enrollment at the same time they request for CCCA/D consideration. **Each document must be scanned as separate files.** Applications are processed by the assignment authority IAW [Attachment 4](#). Status inquiries may only be sent to AFPC after the timeline suspense has passed based on the timeline in Attachment 4.

10.1. Certified birth certificate(s) naming the Airman as the biological or adopted parent or adoption decree, decrees must not contain redactions. **(Scanned in a separate PDF)**

10.2. Court Certified Divorce Decree between the Airman and co-parent. Airman must be a named party for joint custody and the co-parent (not the Airman) must be named the primary custodial/ conservator parent who the child(ren) reside more than 50% of designated parenting time. Highlight the portion(s) stating which parent is declared the primary custodial parent, and/or primary custody residence parent, decrees must not contain redactions. Airmen who were never married to the co-parent will not have a divorce decree. **(Scanned in a separate PDF)**

10.3. Court Certified and most current Court-ordered Child Custody Decree (Parenting Plan). Airman must be a named party for joint custody and the co-parent (not the Airman) must be named the primary custodial/conservator parent who the child(ren) reside more than 50% of designated parenting time. Highlight the portion(s) stating which parent is declared the primary custodial parent, and/or primary custody residence parent, decrees must not contain redactions. Some courts include the court-ordered child custody or parenting plan in the court certified divorce decree. **(Scanned in a separate PDF)**

10.4. DD Form 1172, *Application for Identification Card/DEERS Enrollment*. Form must be provided by and signed by the Airman’s servicing MPF and reflect the current physical address of the children. **(Scanned in a separate PDF)**

10.5. AF official memo signed by the Airman and the co-parent stating there is nothing precluding reassignment to or near the children’s location (restraining order, domestic violence), with final recommendation by the Airman’s Commander. Use [Attachment 1](#), for placement in the program only, [Attachment 2](#), for placement in the program and request for CCCA, or [Attachment 3](#), for placement in the program and request for CCCD. **(Scanned in a separate PDF)**

10.5.1. If the co-parent refuses to sign the memo, insert “co-parent refused to sign” above the signature block of the co-parent. Provide the name and current address in the signature block of the co-parent. Attach the document (letter, email, text message) the Airman sent to the co-parent with the co-parent’s remarks of refusal to sign. The Commander must include a statement attesting they have read all documents and to the best of their knowledge, there is nothing precluding reassignment to or near the children’s location.

10.5.2. If the co-parent is military, provide the branch of service and duty location in the signature block of the co-parent.

10.6. **Time on Station or DEROS Curtailment waiver.** Waiver memo must provide justification supporting the Airman is experiencing an **extreme personal hardship greater than that encountered by other Airmen in similar circumstances** and the waiver memo must be signed by the originator level IAW DAFI 36-2110, paragraphs 6.5.3 and 7.5.8.2.

Section G: APPLICATION PROCEDURES & RESPONSIBILITIES

11. Airmen submit their CCCA/CCCD documents and application through their CSSs. **Note:** Judge Advocates (51J) submit CCCA/D requests through WEB PDI, along with other assignment preferences/requests. Generals, Colonels, and CMSgts should contact their assignment OPRs. 8R000 DSD nominees and current 8RXXX Airmen must contact AETC/A1KA regarding AFRS assignment cycles and processing procedures.

STEP	ACTION OWNER	PROCEDURES, ROLES AND RESONSIBILITIES
1	Airman	<ul style="list-style-type: none"> Review DAFI 36-2110, paragraph 3.20 and this PSD Guide to determine eligibility and to understand the program Meet all program criteria and PCS requirements (TOS, retainability, etc) If eligible, obtain mandatory documents in Section F Review Section J for common reasons applications are returned Review Section K for FAQs or ask CSS for assistance Complete memo for program enrollment, CCCA or CCCD with required signatures (See Attachment 1, Attachment 2, or Attachment 3) Obtain co-parents signature on the AF memo. If they refuse to sign, attach the document that reflects they will not sign Request waiver on separate memo based on extreme personal hardship, with endorsement level as directed in DAFI 36-2110, paragraphs 5.4, 5.5, 6.5.3, and 7.5.8.2. Highlight parents' names and the portion stating which parent is declared the primary custodial parent (child resides more than 50% of designated parenting time) in the divorce decree and child custody decree Obtain a signed DD Form 1172 from MPF Customer Service Scan mandatory documents as prescribed in Section F of this PSDG, as separate documents: 1) Memo; 2) Waiver memo; 3) Highlighted Divorce Decree; 4) Highlighted Child Custody Decree; 5) Birth Certificates; 6) DD Form 1172; 7) Documentation of co-parent's refusal to sign memo Update CONUS preferences; delete any Overseas preferences Submit application and scanned documents to servicing CSS based on the timelines in Attachment 4
2	CSS	<ul style="list-style-type: none"> Review DAFI 36-2110, paragraph 3.20 and this PSD Guide to determine eligibility, understand the program, and to assist your customers Utilize Attachment 6 to process applications Review documents to ensure Airman is eligible, has all mandatory documents, they are scanned correctly, the divorce/child custody decree is highlighted as directed in Section J, and the memorandum is signed by the Airman, the co-parent, the Commander Ensure waiver request is on separate memo and endorsed by the Commander and higher requester level per DAFI 36-2110, paragraphs 5.4, 5.5, 6.5.3, and 7.5.8.2

		<ul style="list-style-type: none"> • If documents are not correct or the Airman is not eligible, return to Airmen advising what needs to be corrected or ineligibility reason • If all documents are received correct and the Airman is eligible, submit application in CMS to the MPF Relocations office following the process in Attachment 6. Do not submit application until all documents are received • Send program related questions to your MPF Relocations/Outbound Assignments or the BPO AFPC/DP3AM STG/SPECAT Workflow email • Allow processing time based on the timeline at Attachment 4 before inquiring on the status of the application. Inquiry is made on the CMS case of the application to the AFPC DP2 assignment team • Upon return of application from the MPF, notify the Commander and the Airman and close the case
3	MPF Customer Service	<ul style="list-style-type: none"> • Provide a verified/signed DD Form 1172 to Airman upon their request • If errors in DEERS for the children subject to the application; make applicable corrections • Do not provide an Airman with another Airman's DD Form 1172
4	MPF Relocation/ Outbound Assignments Office	<ul style="list-style-type: none"> • Review DAFI 36-2110, paragraph 3.20 and this PSD Guide to determine eligibility, understand the program, and to assist your customers • Utilize Attachment 6 to process applications • Upon receipt of the CMS incident from the CSS, conduct final base-level review of documents to ensure Airman has all mandatory documents, they are scanned correctly, the divorce/child custody decree is highlighted as directed in Section J, and the memorandum is signed by the Airman, the co-parent, the Commander • Ensure waiver request is on separate memo and endorsed by the Commander and higher requester level per DAFI 36-2110, paragraphs 5.4, 5.5, 6.5.3, and 7.5.8.2 • If documents are not correct or the Airman is not eligible, return to the CSS advising what needs to be corrected or ineligibility reason • If documents are correct and the Airman is eligible, forward the CMS incident to the AFPC Assignment Team for the Airman's AFSC following the process in Attachment 6. Do not submit application until all documents are received • Send program related questions to the BPO AFPC/DP3AM STG/SPECAT Workflow email • Allow processing time based on the timeline at Attachment 4 before inquiring on the status of the application. Inquiry is made on the CMS case of the application to the AFPC DP2 assignment team • Upon return of application from AFPC, review the decision for outprocessing actions or assignment cancellation actions • Ensure Airman obtains the required retainability IAW DAFI 36-2110, paragraph 6.28. • Notify AFPC assignment team via CMS for assignment cancellation when Airmen do not obtain retainability within 30 days of approval. • Forward the CMS incident to the originating CSS

5	Commander	<ul style="list-style-type: none"> Review application to ensure there is nothing precluding the Airman's reassignment near the biological or adopted children Ensure the memo is signed by the Airman and the co-parent Validate co-parent's signature with signature from divorce decree/child custody decree Validate when a co-parent refuses to sign that the Airman has contacted the co-parent and has provided a document with the refusal Review, endorse and provide recommendation of waivers when Airmen are experiencing an extreme personal hardship greater than what other Airmen encounter in similar circumstances and forward to higher requester level per DAFI 36-2110, paragraphs 5.4, 5.5, 6.5.3, and 7.5.8.2 Provide comments with recommendation after reviewing the court documents and discussing with your Airman (see Section F) Sign and date memo Notify Airman upon final decision by the assignment authority Continue monitoring Airman for assignment eligibility until departure
6	Assignment Authorities (AFPC or AF/A1LE)	<ul style="list-style-type: none"> Review and process applications IAW DAFI 36-2110, paragraph 3.20 and the application processing schedule at Attachment 4 Review PCS eligibility and manning at requested locations near children Staff waivers to applicable waiver authority and ETP to AFPC/DP3AM BPO AFPC/DP3AM STG/SPECAT Workflow email Update ALC "F" on eligible Airmen with expiration to equal the 1st day of the month of the youngest child's 18th birthday Coordinate with the applicable assignment teams if Airman is mil-to-mil If recommending disapproval, prepare staff package to disapproval authority per DAFI 36-2110, paragraph 3.20.9 If approved, update MilPDS per the schedule at Attachment 4 Update AAC when approved for CCCA or CCCD as follows: <ul style="list-style-type: none"> CCCA: AAC "CC" - 12 month expiration date from RNLTD (deferment upon arrival) CCCD: AAC "CC" - 12 month expiration date from date of approval (in-place deferment) Once action is complete, forward CMS incident to the originating MPF Cancel CCCA/CCCD when Airmen do not obtain retainability within 30 days of approval Send program related questions to the BPO AFPC/DP3AM STG/SPECAT Workflow email File documents in the office file plan
7	Total Force Service Center (TFSC)	<ul style="list-style-type: none"> Assist Airmen with program information and application process Provide this PSD Guide in all myPers inquiries when responding to the Airman Advise the Airman to contact their CSS and/or MPF for all questions and assistance in processing an application Forward email inquiries to AFPC/DP3AM SPECAT STG Workflow Forward myPers inquiries to DP3 M-CCCA/D queue

7	DP3AM/ Business Process Owner	<ul style="list-style-type: none"> • Manage program documentation in DAFI 36-2110, PSD Guide, myPers Article, and CMS • Coordinates system change requests in support of program • Review requests for policy or procedural changes and staffs as required • Review/adjudicate applications containing waivers and ETP requests • Review/adjudicate DP2 staff packages recommending disapproval • Respond to program questions from CSS, MPF, AFPC, and AF/A1LE • Provide training to CSS, MPF, AFPC and AF/A1LE Assignment Teams
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Section H: APPROVAL & DISAPPROVAL GUIDANCE

12. The following are final approval or disapproval authorities for CCCA/CCCD requests:

12.1.1 General Officer Management Office, AF/A1LG: O-7 through O-10. AF/A1 is the final disapproval authority.

12.1.2. Colonel Management Office, AF/A1LO: O-6 and O-6 selects. AF/A1 is the final disapproval authority.

12.1.3. CMSgt Management Office, AF/A1LE: E-9 and E-9 selects. AF/A1 is the final disapproval authority.

12.1.4. AF Judge Advocate General, DAF/JAX: Judge Advocates (51J). AF/JA is the final disapproval authority.

12.1.5. AFPC/DP2 Assignment Teams: O-5 and below and E-8 and below. AFPC/CC is the final disapproval authority.

12.2. Assignment teams determine if manning supports the request, update approved requests via PDS and close the application. Assignment teams will update assignment, assignment diversion, assignment cancellation, ALC “F” with expiration to equal the 1st day of the month of the youngest child’s 18th birthday and AAC “CC” with expiration 12-months from the report no later than date (CCCA) or 12-months from the date of approval (CCCD). Airmen will receive assignment notification through their Commander in accordance with DAFI 36-2110, paragraph 6.24.

12.3. If Airman’s request is approved, the MPF will ensure the enlisted Airman obtains the required service retainability IAW DAFI 36-2110, paragraph 6.28 and Table 6.4 within 30 days of assignment notification. Airmen may only request a delay in obtaining retainability as authorized in DAFI 36-2110, paragraph 6.28 and Table 6.5. The MPF notifies AF/A1LE or AFPC/DP2 assignment teams when Airmen have not obtained the retainability within 30 days for assignment cancellation.

12.4. When an Airman’s request is disapproved, the Airman may resubmit six months from the date of disapproval. There is no limit on the number of times an Airman may apply, provided the Airman is eligible.

12.5. Common Ineligibility/Disapproval Reasons:

- Airman is the primary custodian and children reside with them
- Children reside with the Airman more than 50% of designated parenting time
- Airman’s divorce from the co-parent has not been finalized by a court order
- Manning at requested location(s) cannot support
- Quality force indicator on file before/after application; Airman is no longer eligible
- Airman has one or more AAC listed in [Section E](#)
- Airman tasked for deployment
- Assignment vulnerability as determined by the AFPC assignment team
- Airman has an assignment on file and cancellation cannot be supported
- Airman is requesting CONUS to OS, OS to OS, or in-place deferment at OS location
- Airman has AAC 50 and is requesting in-place deferment

Section I: CANCELLATION & WITHDRAW GUIDANCE

13. Cancellation of an approved CCCA/CCCD (PCS or in-place) due to Airman declining retainability, failing to obtain retainability, becoming ineligible for assignment, or when requested by the Airman constitutes usage of CCCA/CCCD. No further consideration is given.

13.1. Voluntary withdrawal of an application (PCS or in-place) prior to final decision by HQ AFPC does not constitute usage of CCCA/CCCD.

Section J: COMMON REASONS APPLICATIONS RETURNED

14. The following are common reasons applications are returned to the MPF/CSS/Airman. If an application is returned, the MPF and CSS follows the instructions provided and returns the CMS case back to the AFPC Assignment team. **Do not open a new CMS case.**

- Airmen is not eligible as listed in [Section E](#)
- Airman is the named primary custodial parent and the children reside with the Airman more than 50% of designated parenting time (Airman is not eligible for the program)
- Documents are not highlighted as directed in [Section F](#)
- Missing one or more of the mandatory documents in [Section F](#)
- DD Form 1172 is not signed by the servicing MPF
- DD Form 1172 reflects the Airman's address for the children (if children reside with Airmen then this make them ineligible for the program)
- AF official memo is not signed by the Airman and/or the co-parent
- AF official memo has questionable signature by the co-parent
- AF official memo is not signed by the Commander
- AF official memo does not contain the statement "there is nothing precluding reassignment to or near the children's location (restraining order, domestic violence)"
- AF official memo letter does not provide the grade, name, installation of military co-parent or name and address of civilian co-parent
- AF official waiver memo not signed by waiver level endorser IAW DAFI 36-2110, para 5.4, 5.5, 6.5, and 7.5
- Airman has overseas preferences on their file in MilPDS
- Airman has CONUS preferences on their file in MilPDS that are not near or within a geographical distance from where the children reside
- Airman has no preferences on their file in MilPDS
- Military married to military couples preferences do not match
- Airman is still reflecting married to the co-parent in DEERS and MilPDS
- Airman is overseas and requesting a 12-month deferment/extension to remain at overseas location (Airman must submit a DEROS extension during their DEROS option window)
- Airman is on a CONUS maximum stabilized tour and is requesting a 12-month deferment/extension to remain at their current stabilized tour location (Airman must submit an extension of AAC 50 no earlier than 12 months and no later than 9 months before AAC 50 expiration)
- Mandatory documents are submitted as one PDF file instead of separate files
- Airman's divorce is not finalized by a court order
- Any documents containing redactions
- Divorce decree and/or Child-custody decree/parenting plan has not been signed by a Court Judge

Section K: FREQUENTLY ASKED QUESTIONS (FAQ's)

15. The following are FAQs regarding the CCCA or CCCD Consideration Program.

Q: If I have a question that was not answered in the PSD Guide or the FAQs, where can I send my question?

A: We request Airmen to contact their CSS. It is one of their responsibilities in assisting their customers in their unit. See Section G, Step 2, CSS Responsibilities. The CSS will assist you and if they cannot, then they will contact the MPF for assistance. If the MPF cannot assist, then they will submit the question via myPers to the TFSC. If the TFSC cannot answer the question, they will refer to the BPO for response back to the MPF. This ensures the CSS and MPF obtain the answer and can assist future customers.

Q: Can I submit my documentation now to be placed in the CCCA/D program?

A: Yes, in fact we encourage all Airmen who have a Court-Ordered Child Custody decree whose child(ren) reside more than 50% of the designated parenting time with the co-parent to submit their documentation. If you meet the criteria, then Assignment Limitation Code (ALC) "F" for Child Custody will be updated to your records with an expiration date equal to the 1st day of the month of your youngest child's 18th birthday. ALC "F" does not mean you eligible for assignment (CCCA) or assignment deferment (CCCD), it signifies you are an Airman with a court-ordered child custody decree whose child(ren) do not reside with you for more than 50% of the designated parenting time and are approved/identified in the program.

Q: What if a member is not named the primary custodial parent, but instead has 50% custodial rights? Since the children may reside with the member 50% of the time, are they not eligible for the program? Would the member then have to prove that their child does not reside with them at all?

A: The Airman would not be eligible. IAW DAFI 36-2110, Total Force Assignments, paragraph 3.20, to be eligible the Airman must not be designated as the primary custodial parent AND the child(ren) must not reside with the Airman for more than 50% of the designated parenting time AND the custodial residence must be reflected as the co-parent's residence in the parenting agreement or divorce decree. Airmen should ensure there are provisions in their court ordered divorce decree and/or court ordered child custody decree/parenting plan, for when the parents are located within a certain distance. We have reviewed over 900 applications with 99% of the court decrees reflecting custodial and parenting time when co-parents reside within 100 miles and more than 100 miles. In those decrees, the court provides who the custodial parent will be when one parent resides more than 100 miles from the child(ren). So let's say you have a mil to mil couple and both are named custodial parent with 50% each (one doesn't have 51%), then neither are eligible since they both are the custodial parent and have the same time with their children.

Q: Can I request curtailment of my OS tour?

A: Airmen are obligated to serve their DoD prescribed tour. If there is an extreme personal hardship greater than what other Airmen encounter in similar circumstances, Airmen must provide their hardship with documentation in a memo and request a waiver signed by their Commander and the mandatory requestor level.

Q: Some families do not have certified court-ordered child custody decrees. Many have handled custody decisions outside of the courts. Is there documentation AFPC will accept or is it recommended we advise Airmen to get something signed from a judge?

A: The policy states Court-Ordered. During our development of the program and writing the policy, we leaned heavily on the AFPC Judge Advocate and the directed verbiage mirrors the DAFI policy guidance of a Court-Ordered Decree for Child Custody. A personally drawn up agreement would require court certification to ensure it is a legal binding agreement. The Airman and co-parent can draw up a custody decree and file it with the courts for a judge to sign which takes less than 90-days in most cases we have seen.

Q: I read the guidance regarding join spouse codes. For the two unmarried military members, they need to get their join spouse codes updated to A or B, although they are not married in order to be considered for this program?

A: No. Unmarried co-parents, who are both military members and share custody do not update any codes. Only mil to mil couples, who have children with someone other than their current spouse, update their join spouse intent code with their current spouse so AFPC will assign the currently married military couple to the location of the children born from a different marriage.

Q: Can the deferment be longer than 12 months or can an Airman reapply the following year?

A: While the deferment code will expire after 12 months, the Airman will remain assigned at that location until selected for reassignment either as a volunteer or the most eligible non-volunteer. Consecutive approvals of deferment or remaining at one location drives selection of another Airman who is less vulnerable than you are and stagnates career progression. If an Airman is approved for the 12-month deferment for CCCA/CCCD, and then selected for assignment, they are ineligible for assignment or deferment consideration under the CCCA/CCCD program. Consecutive CCCA/CCCD in any combination are not authorized IAW DAFI 36-2110, paragraph 3.20.6.7, as there must be an intervening PCS.

Q: Would a single military parent that does not have a “co-parent” in the picture (other parent incarcerated/deceased/not involved, etc) be able to apply in order to remain at their current location or to PCS to a location closest to family to support in helping take care of the children?

A: Unfortunately you would not be eligible for the CCCA/D program. Airman encountering an extreme personal hardship greater than that of other single parents, submit via the Humanitarian Reassignment process as an ETP to DAFI 36-2110, Attachment 15.

Q: My wife has joint custody of her biological kids (my step-son & daughter) and if she moves out-of-State with me to my next PCS location she will lose custody of her kids. Would I qualify for the CCCD program?

A: Step-children regardless of physical custody, living with the military member or not, would not qualify for this program. The military member is not subject to that court-order. The civilian courts make the ruling for the member's spouse and their ex-spouse/ex-co-parent, for which the military member is not subject to. A divorce decree/child custody decree does not order a parent to remain in a state; instead, it has a provision that states if either parent who has physical custody desires to take the child out of the primary custodial state, then the parents would be required to update the custody decree.

Q: If I have primary custody (single military member), and my former spouse is remarried (and now dual military). Will they be in the driver seat of my future assignments now?

A: No. You as a military member are selected for assignments in your own right. Another Airman's status or location will never control the actions of another Airman

Q: Why is there an age limit of 17 or older at time of application when my dependent can have an ID card until 23 if attending college?

A: Age 17 or older was determined since some applications are submitted when the Airman is within 12 months of eligibility (OS Returnees and CMMers). At time of PCS the child would be aged 18 (an adult) when most child-custody agreements terminate. The caveat of a child to continue receiving ID card benefits till age 23 if attending college would not apply since most leave home to attend college and are on their own.

Q: I am a new Airman and graduating Technical Training, am I eligible?

A: Yes, contact your MPF Student Relocation Office immediately and provide the required documentation in [Section F](#) of this PSD Guide. As another option, you can talk to your fellow Airmen in your class to see if they have an assignment to the location or within geographical location of your children and if they will swap assignments with you. Ensure you inform the MPF or squadron leadership as soon as possible.

Q: What happens if the co-parent will not sign the memo?

A: You will need to follow the procedures for completion of the memo and then attach a copy of the email, or text message that was sent to the co-parent with their response of refusal to endorse the memo.

Attachment 1:
Air Force Official Memorandums
Airman Requesting
Enrollment in the Court-Ordered Child Custody Program Only

(Use Appropriate Letterhead)

MEMORANDUM FOR (Unit Commander)

(Date)

FROM: (Squadron/Office Symbol of Airman)

SUBJ: Court-Ordered Child Custody Assignment or Deferment (CCCA/D) Program Enrollment

1. Request placement in the CCCA/CCCD program IAW DAFI 36-2110, *Total Force Assignments*, paragraph 3.20 and PSD Guide: CCCA or CCCD Consideration Program.

Name:	
Grade/Projected Grade:	
DAFSC (Off) CAFSC (Enl)	
DOB of Youngest Child on Court Document	
City and State where Children Reside	

2. I understand if approved in the CCCA/CCCD program, AFPC will update my records with Assignment Limitation Code (ALC) F with expiration equal to the first day of the month of the 18th birthday of my youngest child subject to the court-order. After the 18th birthday, the ALC will automatically drop from my records. This ALC identifies I have provided the documentation and am a military member with a Court-Ordered Child Custody decree. This ALC does not defer me from assignments; instead, it provides a data point of identifying Airmen in the program.

3. I understand, if I am the primary custodial parent and the children reside with me, I am not eligible for assignment, diversion of assignment, cancellation of assignment, or assignment deferment. I understand I am subject to assignment throughout my career to meet the needs of the Air Force.

4. I understand, if I am the non-custodial parent and the children reside with the co-parent as the custodial parent, I am required to submit an application for assignment, diversion of assignment, cancellation of assignment, or assignment deferment. I understand I am subject to assignment throughout my career to meet the needs of the Air Force.

5. I certify there is nothing precluding assignment near my children such as a restraining order or domestic violence.

(SIGNATURE OF AIRMAN)
(Typed Name, Grade, USAF)

5 Attachments

1. Birth Certificate(s)
2. Divorce Decree
3. Court-Ordered Child Custody Parenting Plan Decree
4. DD Form 1172
5. Documentation of Co-Parent's refusal to sign the memo

1st Ind, (First/Last Name of Co-Parent)

TO: (Unit Commander)

1. There is nothing precluding reassignment to or near our biological or adopted children such as a restraining order, domestic violence, or for any other reason.

(SIGNATURE OF CO-PARENT) (or "Refused to Sign")
(Typed First and Last Name)
(Typed Grade/Branch of Service, if military)
(Address, City, State of Co-parent)

2nd Ind, (Unit Commander)

TO: AFPC Assignment Team

1. Recommend approval/disapproval of placement in the CCCA/CCCD program.

2. I confirm to the best of my knowledge and after reviewing the application documents; there are no limitations such as restraining orders, domestic violence, or any other action that would preclude assignment, if eligible, to the location of the children or the custodial co-parent.

3. I confirm contact with the co-parent was made or attempted to be made; however, they refused to sign this memo or acknowledge the request.

(SIGNATURE OF COMMANDER)
(Typed Name, Grade, USAF)

Attachment 2: Airman Requesting Enrollment in the CCCA/D Program and CCCA for Assignment Consideration or Assignment Diversion with 12-Month Deferment

(Use Appropriate Letterhead)

MEMORANDUM FOR (Unit Commander)

(Date)

FROM: (Squadron/Office Symbol of Airman)

SUBJ: Court-Ordered Child Custody Assignment or Deferment (CCCA/D) Program Enrollment and CCCA Application

1. Request placement in the CCCA/D program and CCCA consideration IAW DAFI 36-2110, *Total Force Assignments*, paragraph 3.20 and PSD Guide: CCCA or CCCD Consideration Program.

Name:	
Grade/Projected Grade:	
DAFSC (Off) CAFSC (Enl)	
Current PAS Code and Base:	
Date Arrived Station:	
DEROS: (if overseas)	
AAC 50 Expiration: (if CONUS Mandatory Mover)	
CONUS Assignment Preferences: (also update vMPF)	
Requested RNLTD:	
DOB of Youngest Child on Court Document	
City and State where Children Reside	

(Use only one of the paragraph 2's below based on your request)

2. I have not met the Time on Station (TOS) requirements IAW DAFI 36-2110, para 5.4, 5.5, 6.5 and Table 6.1 at time of application and have attached a separate official memo requesting a TOS waiver as an exception to policy (ETP) with hardship justification. The memo has been endorsed by the required originator level endorsement IAW DAFI 36-2110, paragraph 6.5.3.

2. I have not completed my current Overseas tour IAW the Department of Defense mandated tour length and am requesting a DEROS Curtailment IAW DAFI 36-2110, para 5.4, 5.5, 7.5, and Table 7.8 as an ETP with hardship justification. The curtailment waiver has been endorsed by the required originator level endorsement IAW DAFI 36-2110, paragraph 7.5.8.2.

3. I understand if approved in the CCCA/CCCD program, AFPC will update my records with Assignment Limitation Code (ALC) F with expiration equal to the first day of the month of the 18th birthday of my youngest child subject to the court-order. After the 18th birthday, the ALC will automatically drop from my records. This ALC identifies I have provided the documentation and am a military member with a Court-Ordered Child Custody decree. This ALC does not defer me from assignments; instead, it provides a data point of identifying Airmen in the program.

4. I understand I must obtain the required PCS retainability within 30 days of assignment notification or the assignment will be cancelled.

5. I understand this is a request for consideration to be near my children and approval cannot be guaranteed and if approved, deferment or reassignment is not permanent. I understand I am subject to assignment throughout my career to meet the needs of the Air Force.

6. I certify there is nothing precluding assignment near my children such as a restraining order or domestic violence.

(SIGNATURE OF AIRMAN)
(Typed Name, Grade, USAF)

6 Attachments

1. Birth Certificate(s)
2. Divorce Decree
3. Court-Ordered Child Custody Parenting Plan Decree
4. DD Form 1172
5. Wing Level Endorsed Waiver
6. Documentation of Co-Parent's refusal to sign the memo

1st Ind, (First/Last Name of Co-Parent)

TO: (Unit Commander)

1. There is nothing precluding reassignment to or near our biological or adopted children such as a restraining order, domestic violence, or for any other reason.

(SIGNATURE OF CO-PARENT) (or "Refused to Sign")
(Typed First and Last Name)
(If military, include Grade/Branch of Service)
(Address, City, State of Co-parent)

2nd Ind, (Unit Commander)

TO: AFPC Assignment Team

1. Recommend approval/disapproval of placement in the CCCA/CCCD program.

2. Recommend approval/disapproval of CCCA application.

3. I confirm to the best of my knowledge and after reviewing the application documents; there are no limitations such as restraining orders, domestic violence, or any other action that would preclude assignment, if eligible, to the location of the children or the custodial co-parent.

4. I confirm contact with the co-parent was made or attempted to be made; however, they refused to sign this memo or acknowledge the request.

(SIGNATURE OF COMMANDER)
(Typed Name, Grade, USAF)

Attachment 3
Air Force Official Memorandums
Airman Requesting Enrollment in the CCCA/D Program and
CCCD for Assignment Deferment or
Assignment Cancellation with 12-Month Deferment

(Use Appropriate Letterhead)

MEMORANDUM FOR (Unit Commander)

(Date)

FROM: (Squadron/Office Symbol of Airman)

SUBJ: Court-Ordered Child Custody Assignment or Deferment (CCCA/D) Program Enrollment and CCCD Application

1. Request placement in the CCCA/D program and CCCD consideration IAW DAFI 36-2110, *Total Force Assignments*, paragraph 3.20 and PSD Guide: CCCA or CCCD Consideration Program.

Name:	
Grade/Projected Grade:	
DAFSC (Off) CAFSC (Enl)	
Current PAS Code and Base:	
Date Arrived Station:	
Projected Assignment PAS Code, Base, RNLTD: (If requesting cancellation with deferment)	
DOB of Youngest Child on Court Document	
City and State where Children Reside	

(Use only one of the paragraph 2's below based on your request)

2. I am currently assigned in the CONUS, not on a CONUS Maximum Stabilized Tour, and do not have an assignment. I am requesting a 12-month assignment deferment with Assignment Availability Code (AAC) CC.

2. I am currently assigned in the CONUS, not on a CONUS Maximum Stabilized Tour, and have an assignment as indicated above. I was selected as a volunteer and am requesting cancellation of the assignment IAW DAFI 36-2110, paragraph 6.10. If approved, I am also requesting a 12-month assignment deferment with AAC CC. *(Provide hardship justification why cancellation should be approved)*

2. I am currently assigned in the CONUS, not on a CONUS Maximum Stabilized Tour, and have an assignment as indicated above. I was selected as a non-volunteer and am requesting cancellation of the assignment as an exception to policy (ETP) IAW DAFI 36-2110, paragraph 5.5. If approved, I am also requesting a 12-month assignment deferment with AAC CC. *(Provide hardship justification why cancellation should be approved)*

3. I understand if approved in the CCCA/CCCD program, AFPC will update my records with Assignment Limitation Code (ALC) F with expiration equal to the first day of the month of the 18th birthday of my youngest child subject to the court-order. After the 18th birthday, the ALC will automatically drop from my records. This ALC identifies I have provided the documentation and am a military member with a Court-Ordered Child Custody decree. This ALC does not defer me from assignments; instead, it provides a data point of identifying Airmen in the program.

4. I understand this is a request for consideration to remain at my current CONUS location which is near my children and approval cannot be guaranteed. If approved, I understand deferment of reassignment is not permanent and I am subject to assignment throughout my career to meet the needs of the Air Force.

5. I certify there is nothing precluding assignment near my children such as a restraining order or domestic violence.

(SIGNATURE OF AIRMAN)
(Typed Name, Grade, USAF)

5 Attachments

1. Birth Certificate(s)
2. Divorce Decree
3. Court-Ordered Child Custody Parenting Plan Decree
4. DD Form 1172
5. Documentation of Co-Parent's refusal to sign the memo

1st Ind, (First/Last Name of Co-Parent)

TO: (Unit Commander)

1. There is nothing precluding reassignment to or near our biological or adopted children such as a restraining order, domestic violence, or for any other reason.

(SIGNATURE OF CO-PARENT) (or "Refused to Sign")
(Typed First and Last Name)
(If military, include Grade/Branch of Service)
(Address, City, State of Co-parent)

2nd Ind, (Unit Commander)

TO: AFPC Assignment Team

1. Recommend approval/disapproval of placement in the CCCA/CCCD program.
2. Recommend approval/disapproval of CCCD application.
3. I confirm to the best of my knowledge and after reviewing the application documents; there are no limitations such as restraining orders, domestic violence, or any other action that would preclude assignment to the location of the children or the custodial co-parent.
4. I confirm contact with the co-parent was made or attempted to be made; however, they refused to sign this memo or acknowledge the request.

(SIGNATURE OF COMMANDER)
(Typed Name, Grade, USAF)

Attachment 4: CCCA/D Application Schedules

The below schedules are when the AFPC assignment teams will review applications. AFPC requests our customers to allow this process to work and not inquire unless a submitted application meeting the timelines below has surpassed the annotated assignment selection date.

ENLISTED AIRMEN AT SHORT TOUR LOCATIONS

DEROS	SUBMIT APPLICATION (See Note 1)	AFPC REVIEW (See Note 2)	APPLICATION FINALIZED (See Note 3)	ASSIGNMENT SELECTION DATE (See Note 4)
NOV	JAN	10 - 15 APR	30 APR	25 MAR
DEC	FEB			25 APR
JAN	MAR			25 MAY
FEB	APR	10 - 15 JUL	30 JUL	25 JUN
MAR	MAY			25 JUL
APR	JUN			25 AUG
MAY	JUL	10 - 15 OCT	30 OCT	25 SEP
JUN	AUG			25 OCT
JUL	SEP			25 NOV
AUG	OCT	10 - 15 JAN	28 JAN	25 DEC
SEP	NOV			25 JAN
OCT	DEC			25 FEB

Note 1: No Earlier/No Later Than 10 months prior to DEROS; receipt of DEROS RIP. Departure date will be no earlier than the DEROS month.

Note 2: Actual dates may be adjusted based on non-duty days and EQUAL Cycle dates

Note 3: AFPC assignment teams will ensure all applications are finalized by this date

Note 4: Date Airmen frozen in assignment cycle, Airmen no longer eligible

ENLISTED AIRMEN AT LONG TOUR LOCATIONS

DEROS	SUBMIT APPLICATION (See Note 1)	AFPC REVIEW (See Note 2)	APPLICATION FINALIZED (See Note 3)	ASSIGNMENT SELECTION DATE (See Note 4)
NOV	AUG-OCT	10 - 15 APR	30 APR	25 MAR
DEC	SEP-NOV			25 APR
JAN	OCT-DEC			25 MAY
FEB	NOV-JAN	10 - 15 JUL	30 JUL	25 JUN
MAR	DEC-FEB			25 JUL
APR	JAN-MAR			25 AUG
MAY	FEB-APR	10 - 15 OCT	30 OCT	25 SEP
JUN	MAR-MAY			25 OCT
JUL	APR-JUN			25 NOV
AUG	MAY-JUL	10 - 15 JAN	28 JAN	25 DEC
SEP	JUN-AUG			25 JAN
OCT	JUL-SEP			25 FEB

Note 1: No Earlier Than 15/No Later Than 13 months prior to DEROS; receipt of DEROS RIP. Departure date will be no earlier than the DEROS month.

Note 2: Actual dates may be adjusted based on non-duty days and EQUAL Cycle dates

Note 3: AFPC assignment teams will ensure all applications are finalized by this date

Note 4: Date Airmen frozen in assignment cycle, Airmen no longer eligible

**ENLISTED CONUS MAXIMUM STABILIZED TOUR
CONUS MANDATORY MOVER (CMM) – AAC 50**

AAC 50 TOUR COMPLETION	SUBMIT APPLICATION (See Note 1)	AFPC REVIEW (See Note 2)	APPLICATION FINALIZED (See Note 3)	ASSIGNMENT SELECTION DATE (See Note 4)
NOV	NOV-JAN	10 - 15 APR	30 APR	25 MAR
DEC	DEC-FEB			25 APR
JAN	JAN-MAR			25 MAY
FEB	FEB-APR	10 - 15 JUL	30 JUL	25 JUN
MAR	MAR-MAY			25 JUL
APR	APR-JUN			25 AUG
MAY	MAY-JUL	10 - 15 OCT	30 OCT	25 SEP
JUN	JUN-AUG			25 OCT
JUL	JUL-SEP			25 NOV
AUG	AUG-OCT	10 - 15 JAN	28 JAN	25 DEC
SEP	SEP-NOV			25 JAN
OCT	OCT-DEC			25 FEB

Note 1: No Earlier Than 12/No Later Than 9 months prior to AAC 50 expiration; receipt of CMM RIP. Departure date will be no earlier than the AAC 50 expiration month.

Note 2: Actual dates may be adjusted based on non-duty days and EQUAL Cycle dates

Note 3: AFPC assignment teams will ensure all applications are finalized by this date

Note 4: Date Airmen frozen in assignment cycle, Airmen no longer eligible

OFFICER VULNERABLE MOVER LIST (VML) – AAC VM

AAC VM	SUBMIT APPLICATION IAW AFOAS Timeline (See Note 1)	ASSIGNMENT SELECTION DATE (See Note 2)	AFPC REVIEW (See Note 3)	APPLICATION FINALIZED (See Note 4)
OCT – MAY (Winter Cycle)	No Earlier Than (NET) Final VML Posted Date and No Later Than (NLT) Last Day to Submit Billet Owner Reqs & Priorities Date	IAW AFOAS Schedule	NLT 30 Mar	30 Apr – 29 Jun
JUN – SEP (Summer Cycle)	NET Final VML Posted Date and NLT Last Day to Submit Billet Owner Reqs & Priorities Date	IAW AFOAS Schedule	NLT 30 Sep	30 Oct – 29 Jan

Note 1: Review AFOAS Timeline on myPers at:

Note 2: Date Airmen frozen in assignment cycle

Note 3: Actual dates may be adjusted based on non-duty days and Cycle dates

Note 4: AFPC assignment teams will ensure all applications are finalized by this date

CONUS TO CONUS (OFFICER AND ENLISTED)			
AIRMAN IS ASSIGNED	APPLICATION TIMELINE	AFPC REVIEW 1st Week of: (See Note 4)	APPLICATION FINALIZED Last Week of: (See Note 5)
in the CONUS, is not on a stabilized tour; does not have an assignment; is requesting CCCA to PCS to CONUS location near biological/ adopted children	No Earlier Than (NET) 41 months Time on Station (TOS) (See Note 1)	FEB MAY AUG NOV	FEB MAY AUG NOV
in the CONUS, is not on a stabilized tour; does have an assignment; is requesting CCCA diversion to CONUS location near biological/ adopted children	No Later Than (NLT) 15 calendar days from assignment notification date (See Note 2)	NLT 30 duty days from receipt of application	NLT 30 duty days from receipt of application
in the CONUS, is not on a stabilized tour; does not have an assignment; is requesting CCCD to remain in place with a 12-month deferment	N/A	FEB MAY AUG NOV	FEB MAY AUG NOV
in the CONUS, is not on a stabilized tour; does have an assignment; is requesting CCCD to cancel assignment and remain in place with a 12-month deferment	NLT 15 calendar days from assignment notification date (See Note 2)	NLT 30 duty days from receipt of application	NLT 30 duty days from receipt of application
in the CONUS, is serving a CONUS <u>Minimum</u> Stabilized Tour, is requesting CCCA to PCS to CONUS location near biological/ adopted children at the end of the tour	NET and NLT 12 months prior to the expiration of the AAC (See Note 3)	FEB MAY AUG NOV	FEB MAY AUG NOV
Note 1: Departure will be after having at least 48 months time on station; Airmen with a hardship who are requesting to depart before reaching the time on station requirement must include hardship justification in their CCCA memo			
Note 2: Airmen must log into vMPF upon receiving email of assignment, to establish the notification date			
Note 3: Departure date will be no earlier than the AAC expiration month of the minimum stabilized tour.			
Note 4: Actual dates may be adjusted based on non-duty days and competing assignment actions			
Note 5: AFPC assignment teams will ensure all applications are finalized by the end of the month			

Attachment 5

CCCA/D Program Enrollment Eligibility Matrix

	Airman	Is the Airman Named as a parent in a finalized court-ordered divorce decree/child custody decree?	Does the decree reflect the Airman Shares Joint Custody of Biological or Adopted Children?	Does the decree reflect the Airman <u>IS</u> the primary custodial parent?	Does the decree reflect the custodial residence <u>IS</u> the Airman's residence?	Eligible for Program?
1	<u>WAS</u> Married to the Co-Parent	YES	YES	YES	YES	NO
		YES	YES	NO	NO	YES
		NO	N/A	N/A	N/A	NO
2	<u>WAS</u> <u>NOT</u> Married to the Co-Parent	YES	YES	YES	YES	NO
		YES	YES	NO	NO	YES
		NO	N/A	N/A	N/A	NO

Notes:

1. If the Airman is awarded as the Primary Custodial Parent and the child resides more than 50% of the designated parenting time with the Airman, they are not eligible for the CCCA/D program.
2. If the Airman was not married to the co-parent, there will not be a divorce decree.
3. A child custody order, also written by the courts as a Parenting Plan, MUST be signed by a judge and submitted.

Attachment 6 CSS AND MPF PROCESSING PROCEDURES

1. Verifying Airman's Eligibility for the CCCA or CCCD Consideration Program: For program enrollment, the Airman must meet the general program eligibility requirements as directed in DAFI 36-2110, paragraph 3.20, and [Attachment 5](#), CCCA/D Program Enrollment Eligibility Matrix.

1.1 If the Airman was married to the co-parent:

1.1.1. Verify the Airmen is named as a parent in a finalized court-ordered divorce decree and child custody decree. Some courts combine the child custody within the divorce decree or refer to it in a separate document to the divorce decree as the Parenting Plan. Document must be final with a Judge's signature, date, and court stamp.

1.1.2. Verify the Airman shares joint custody of either biological or adopted children.

1.1.3. Verify the Airman **is not** designated as the primary custodial parent and the children **do not reside with them**. Primary custody is awarded to the parent who has custody of the children the majority of a calendar year. For example: One parent may be awarded 183 days and the other 182 days; one parent may be awarded during the school year and the other parent during the summer and weekend visitation, etc.

1.1.4. Verify the co-parent is the primary custodial parent and custodial residence reflects the co-parent in the divorce and child custody decree.

1.2. If the Airman was not married to the co-parent:

1.2.1. Verify the Airmen is named as a parent in a finalized court-ordered child custody decree. Some courts name this the Parenting Plan. Document must be final with a Judge's signature, date, and court stamp.

1.2.2. Verify the Airman shares joint custody of either biological or adopted children.

1.2.3. Verify the Airman **is not** designated as the primary custodial parent and the children **do not reside with the Airman**. Primary custody is awarded to the parent who has custody of the children the majority of a calendar year. For example: One parent may be awarded 183 days and the other 182 days; one parent may be awarded during the school year and the other parent during the summer and weekend visitation, etc.

1.2.4. Verify the co-parent is the primary custodial parent and custodial residence reflects the co-parent in the child custody decree.

2. Verifying Airman's Eligibility for CCCA or CCCD: Verify the Airman meets all program eligibility requirements IAW DAFI 36-2110, paragraph 3.20 and this PSD Guide.

2.1. Once it has been determined the Airman meets the program eligibility requirements, then a review of mandatory documentation is required.

3. Verifying Airman's Documentation for Program Enrollment and CCCA or CCCD Consideration. Verify the Airman has provided all mandatory documents as directed in DAFI 36-2110, paragraph 3.20 and **Section F** of this PSD Guide. Do not submit an application until all documentation can be provided. **Documents are to be scanned as separate files.** Use the CCCA/D Application Checklist in paragraph 7.

4. Process, Procedures, Roles and Responsibilities. In addition to the below, follow the requirements in **Section G**. Paragraph 7 provides a visual process chart.

4.1. **Commander's Support Staff (CSS):** Provide assistance to unit Airmen who desire to apply for the CCCA/D program. Follow DAFI 36-2110, paragraph 3.20 and this PSD Guide.

4.1.1. Verify all documents are submitted and the Airman is eligible. If ineligible or application is incomplete, return it to the Airman advising they are not eligible or what is missing. If eligible create a CMS incident and upload all the required documentation for the application. Include comments in CMS if there are any waivers being requested and forward the CMS incident to the MPF Relocations/Outbound Assignments Section. Upon return of the CMS incident from the MPF notify the Commander and the Airman of the final decision and close the CMS incident.

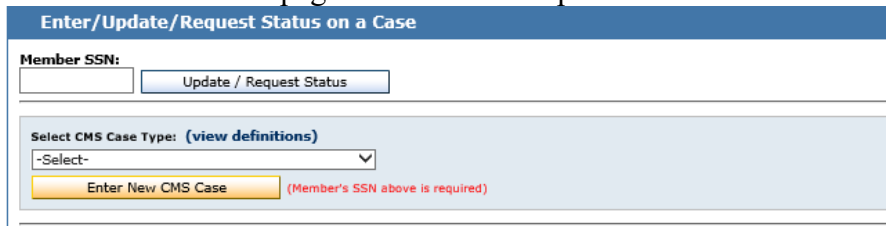
4.2. **Military Personnel Flight (MPF) Relocations/Outbound Assignments Section:** Provide assistance to CSS personnel and base Airmen who desire to apply for the CCCA/D program. Follow DAFI 36-2110, paragraph 3.20 and this PSD Guide.

4.2.1. Verify the CSS has submitted a complete application and the Airman is eligible. If ineligible or application is incomplete, return it to the CSS advising they are not eligible or what is missing. If eligible, include comments in CMS if there are any waivers being requested and forward the CMS incident to the applicable AFPC assignment team for Lt Col and below and SMSgt and below or to AF/A1LE (the Chief's Group) for all CMSgts and CMSgt selects. Upon return of the CMS incident from AFPC or AF/A1LE take appropriate assignment action based on the final decision and send the CMS incident to the CSS. Notify the AFPC or AF/A1LE assignment authority if the Airman fails to obtain retainability within 30 days of notification or if they become ineligible for assignment due to a quality force action. Process the Airman for assignment relocation.

4.3. **Commander:** Review the application to ensure there is nothing precluding the Airman's reassignment near the biological or adopted children. Ensure the memo is signed by the Airman and the co-parent. Sign and date the memo with recommendation for the CCCA/D program. Notify Airman upon final decision by the assignment authority. Continue monitoring Airman for assignment eligibility until departure

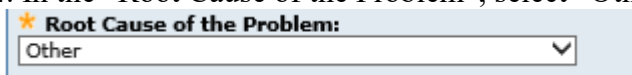
5. Submitting the Application in CMS: The CSS and MPF Relocations/Outbound Assignments will follow the below process to submit applications once all mandatory documents have been received and the Airman is eligible.

5.1. CSS logs into AFPC Secure, then log into CMS. At the “Enter/Update/Request Status on a Case”, area, input the Airman’s SSN. At the “Select CMS Case Type”, use the drop-down menu and select “CCCA/D Consideration”. Click “Enter New CMS Case”. For CMS guidance, please use the link on the main page under List of Important Links and select CMS Guide.

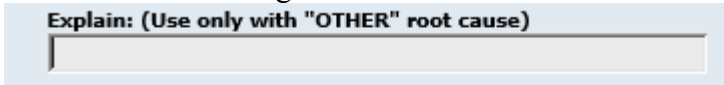


5.3. Input all the applicable data in the Member’s Data mandatory fields (most will be pre-populated). I

5.4. In the “Root Cause of the Problem”, select “Other” from the drop down menu.



5.4. In the “Explain (Use only with “OTHER” root cause)”, type in CCCA if Airmen is requesting Assignment or Diversion of Assignment or type in CCCD if Airman is requesting an in-place 12-month deferment or assignment cancellation with a 12-month in-place deferment.



5.5. In the “Category” block, select “Process”.

5.6. Input comments in the Case Description Area if the Airman is requesting a waiver or requesting consideration in a 2AFSC/3AFSC.

5.7. Refer the Case to the MPF Relocations/Outbound Assignments Section.

5.8. When the screen displays the case was referred successfully, attach the mandatory application documents in [Section F](#) in separate PDF files. Then click “Finish”. This will send the application to the MPF for their review.

5.9. MPF Relocations/Outbound Assignments will review the application. If correct, forward to AFPC or AF/A1LE. If incorrect, return to the CSS.

6. CCCA/D Application Checklist. The CSS and MPF will use this checklist to verify all documents.

MANDATORY DOCUMENTS	DESCRIPTION	CSS & MPF VERIFY	Is Item Correct?	
			YES	NO
AF Official Endorsement Memo	Scanned PDF memo signed by the Airman, the co-parent, and the Airman's Commander.	Airman has used the appropriate template from this PSD Guide and the Airman, the co-parent, and the Commander has signed the memo, with required signature block information. If, the co-parent refused, obtain the documentation sent by the Airman that provides this statement		
Birth Certificate(s)	Scanned PDF birth certificate for each child subject to the Court-Ordered Child Custody Decree	Children are under the age of 17. Parents of the children reflect the Airman and the co-parent in the divorce decree and court-ordered child custody decree.		
Divorce Decree	Scanned PDF final divorce decree of the Airman and the Co-Parent of the Biological/Adopted Children	Airman and co-parent named in the divorce decree are the parents on the birth certificate. The court appointed Primary Custodial Parent is highlighted. Verify the co-parent (not the Airman submitting the application) is the primary custodial parent. If the Airman is the primary custodial parent, they are not eligible. If the Airman is still married to the co-parent, they are not eligible.		
Court-Ordered Child Custody Decree	Scanned PDF final court-ordered child custody decree of the Airman and the Co-Parent of the Biological/Adopted Children	Airman and co-parent named in the court-ordered child custody decree are the parents on the birth certificate. The court appointed Primary Custodial Parent is highlighted. Verify the co-parent (not the Airman submitting the application) is the primary custodial parent. If the Airman is the primary custodial parent, they are not eligible.		
DD Form 1172	Scanned PDF MPF certified and signed DD Form 1172	MPF rep has signed and verified dependent data and addresses are updated in DEERS.		
Waiver Memo (if required)	Scanned PDF signed by the appropriate requester level	CSS and MPF verify memo is endorsed by the appropriate level IAW DAFI 36-2110, paragraph 2.30, 4.4, 4.5, 6.5.3, and 7.5.8.2.		

7. CCCA/D Process Map.

