



Expedited Transfer Based upon Unrestricted Sexual Assault

- **SARCs assist victims with this process**
 - This guidance is per DoD Directive-Type Memorandum (DTM) 11-063
- **Victim must apply via Virtual MPF**
 - Go to AF Portal
 - Click on Virtual MPF
 - Click on Self Service Actions
 - Click on Assignments
 - Click on Humanitarian Reassignment Application
 - **Victim does NOT need to include details of assault**
- **Complete and Submit Application (fill in info required)**
- **Application goes to Unit CC**
- **Unit CC Recommends in writing Approval/Disapproval to Wing CV; Unit CC should consider:**
 - Victim's reason for the request
 - Nature and circumstances of the offense
 - Whether a temporary transfer would meet the victim's needs and operational needs of the unit
 - Training status of victim requesting transfer
 - Victim coded with an Assignment Limitation Code (ALC) as stipulated in AFI 36-2110 paragraph 2.40.3. and attachment 24 Humanitarian Reassignment and Deferment.
 - Availability of positions within other units on the installation
 - Status of the investigation and potential impact on the investigation and future disposition of the offense, after consultation with AFOSI.
 - Location of the alleged offender
 - Potential transfer or confinement of the alleged offender
 - Alleged offender's status (service member or civilian)
 - Other pertinent circumstances/facts



Note: This process must be completed within 72 hours from the time the Unit CC receives the Airman's application in virtual MPF. If Approved, Wing CV provides Unit CC & member a letter with approval.

- **Member uploads approval letter in Virtual MPF**
- **Humanitarian Assignments then works new assignment. Timeline will be handled expeditiously, but may take 2-4 wks to process.**

Note: If Disapproved, member may request decision be reviewed by First GO in Chain of Command