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 <u>details</u> 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