



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

MEMORANDUM FOR AETC/A1
AFIT/CC
AU/DS

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

SUBJECT: Command Statement of Intent (SOI) and Assignment Preferences Routing Policy for Officers in Student Status

1. The purpose of this memo is to ensure Air Force officers in student status (assigned a 92SO Duty Air Force Specialty Code), understand the method and routing process when submitting a Statement of Intent (SOI) for Squadron Command consideration and when submitting their preferences for an assignment. Effective immediately, officers will continue to use the Airman Development Plan (ADP) SOI to compete for Squadron Command; however, will utilize Talent Marketplace to submit their assignment preferences when they are vulnerable to move.

2. Students in the following schools/programs will forward their Command SOI via the ADP web program, which can be accessed via AFPC Secure. Students will follow the routing listed below. The officers in the billets below will act as the Final Endorser:

- a. Air Force Institute of Technology: In-res students: AFIT Dean of Students, CI students: Director of CI Programs
- b. Air University (AU)
 - (1) ACSC: Commandant
 - (2) AWC: Director of Student Operations
 - (3) SAASS: Associate Dean of Students
- c. Fellowships: Director of the Air Force Research Institute
- d. Students in other programs will submit ADP SOIs to their Air Force Advisor (e.g., AF officers assigned to the Marine Corps University will submit their ADP SOIs to the CSAF Chair, Marine Corps University):
 - (1) Sister Service Schools: Senior Air Force Advisor/Air Force Element Commander
 - (2) National Defense University

- (a) Eisenhower: CSAF Chair, Eisenhower School
 - (b) JAWS: Senior Service Representative
 - (c) NWC: CSAF Chair, National War College
- (3) Advanced Studies Groups (MAWS, SAMS, SAW)
- (a) MAWS: Senior Air Force Advisor
 - (b) SAMS: Air Force Element Commander
 - (c) SAW: Senior Air Force Advisor
- (4) National Intelligence University (NIU): Associate Dean, NIU

3. Students submitting preferences for assignment or special duty consideration (not Squadron Command consideration) will submit their preferences (also known as Marketplace Assignment Preference (MAP), via the Talent Marketplace (TM) application, which can be accessed within the MyVector website. Students will follow their supervisory/administrative chain (as guided by local policy). Students in the following schools/programs will forward their MAPs for assignment or special duty consideration following the routing noted below:

- a. Intermediate Developmental Education (IDE) students at AFIT, IDE students at AFIT Civilian Institutions and Naval Postgraduate School (NPS): In-res students: AFIT Dean of students, CI students: Director of CI Programs
 - b. Air University (AU): ACSC Squadron Commander, SAASS Professor of Strategy and Security Studies, or AWC Director of Student Operations, as appropriate.
 - c. Sister Service Schools, National Defense University (NDU), Advanced Studies Group (ASG), and National Intelligence University (NIU): AF Advisor (e.g., AF officers assigned to the Marine Corps University will submit their TM preferences to the CSAF Chair, Marine Corps University).
 - d. AFIT and AFIT Civilian Institutions (excluding AFIT students in an IDE program, refer to para 2.a.), non-IDE Naval Postgraduate School (NPS), Fellowships, and International Schools: If no follow-on assignment has been loaded, forward assignment preferences to AFIT Dean of Students or Director of CI Programs (or per career field specific instructions). If a follow-on/outplacement assignment has been loaded, no MAP(s) are required.
4. The Dean of Students, Squadron Commander, or AF Advisor can provide comments on

the officer's MAP for assignment or special duty consideration. Even if comments are not provided, the officer's MAP will be visible to their AFPC Assignment Team and/or Development Team.

5. These procedures will allow for efficient and appropriate review and input from supervisors and commanders while ensuring our officers in student status are properly considered for command and assignments. All previous memos with the same subject are obsolete. For any questions, please contact AFPC/DP2LWD (Officer Workforce Development), at DSN 665-2103, commercial (210) 565-2103, or via e-mail at dp2lwd_owd.workflow@us.af.mil.

ANDREW J. TOTH
Major General, USAF
Commander