

Rotational Resource Request at a Glance

Business Operations Support System



Description of Support

Rotational support is long-term non-medical counseling support at Military and Family Support Centers, child development centers, youth centers, schools, military units, and special operations and recruiting commands. Leaders can request military and family life counselors and child and youth behavioral counselors for six- to 12-month assignments.

Review Process

To streamline the approval process, complete all fields on the Rotational Support Request form. Incomplete forms will not be reviewed. Submit all address changes, date changes or cancellations through Military Community Support Programs. The Office of the Assistant Secretary of Defense for Military Community and Family Policy is the only office authorized to make changes to submitted requests.

Note: Every request is considered on a case-by-case basis.

Eligibility

Service members and the families of active duty, National Guard and reserve (regardless of activation status), Coast Guard members when activated for the Navy, DOD expeditionary civilians and survivors.

Time Frame

- Submit request **at least 30 days** before assignment start date.
- MCSP can process requests 180 calendar days before an event.

Request Criteria

All fields with red asterisks are required. If all request details are not provided, support may be delayed while processing the request. Check the following to make sure form is complete before submitting.

Quick Tips

- **Start and end dates** — Allow at least 30 days for CONUS assignments and 45 days for OCONUS assignments. This will allow ample time for recruitment.
- **Branch of service of requestor** — This is the branch of service of the requestor. For example, if the Air Force requests support at Joint Base San Antonio, the branch of service is Air Force. Coast Guard under Title 10 orders will select Navy in the drop-down menu.

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- **School support** — All school information is required. Confirm spelling. Cross-check school's end date with the rotation's end date at the top of the request form. Associate the request with the closest installation when possible.
- **Embedded support** — Confirm spelling of unit name. List all units requiring support under additional unit information.
- **Assignment location** — Enter city for National Guard and reserve, or installation for active duty. Confirm spelling and check if location is listed in the drop-down.
- **Primary and alternate points of contact** — Ensure phone numbers and email addresses are correct. Request may be canceled if POC cannot be reached.
- **Additional relevant information** — Include additional information that will help process the request, such as:
 - Breakdown of anticipated service members and families to be supported.
 - Number of MFLCs needed and whether or not they will be required to meet with children.
 - Use of resources, i.e., agenda/ itinerary indicating concurrent briefings, 1:1 counseling, locations, etc.
 - Description of any special circumstances, and justification for request.

Submit requests as soon as possible – preferably 30 or more days prior to rotation start date.