



Office of the Deputy Assistant Secretary of Defense

Military Community & Family Policy

Rotational Resource Request at a Glance

The completeness of the Resource request form minimizes multiple telephone calls and expedites the approval process. Requests cannot be approved until all information is received. OSD is the only office authorized to make changes to the submitted request, therefore, it is of utmost importance that all changes or cancellations are submitted through Military Community Support Programs (MCSP).

Resource Request Criteria:

- Eligibility: Active Duty Members, Members of the National Guard and Reserve components who are on active duty, in federal service, on full-time National Guard duty, or on inactive duty for training and their families. Coast Guard who are serving under Title 10 in support of DoD missions and 90 days prior to deployment and 180 days' post deployment.
- Rotational requests are for MFLC and CYB-MFLC assignments. National Guard and Reserve rotations 6 months with a possible extension, Active component requests are ongoing and do not require an extension request.

Every request is reviewed and staffed based on its own merit

- ✓ Rotational request(s) at least 30 days before the requested assignment start date.
 - Rotational extensions for the National Guard and Reserves should be submitted with at least 15 working days before the end of the current rotation.
 - Rotational requests will require Headquarters concurrence prior to review by Military Community Support Programs Office (OSD).
- ✓ All fields with red asterisks are required. If all request details are not provided, and additional questions addressed, support may be delayed while processing the request.
- ✓ Requests are accepted no more than 180 calendar days prior to the event.

Quick Tips:

Before submitting request, review form for completeness by checking the following.

- ✓ **Start and End Dates**– Check that start date has ample time for recruitment. If not, the start date may need to be adjusted. CONUS assignment require at least 30 days recruiting time and OCONUS assignment require 45 days recruiting time.
- ✓ **Branch of Service**- This is the Branch of Service of the requestor. If the Air Force requests support at Joint Base San Antonio, the Branch of Service is Air Force.
- ✓ **School Support**- Review spelling of school name for accuracy. Cross check listed school end date to rotation end date at the top of request form. All schools that need support should be listed under school information.
- ✓ **Embedded Support**- Review spelling of unit name for accuracy. All units needing support should be listed under additional unit information.
- ✓ **Assignment Location**- Review listed city for National Guard and Reserve or installation for Active Duty to confirm accurate spelling and if it is already in drop down.
- ✓ **Main and Alternate POCs**-Ensure phone numbers and email are provided. If submitting the request make sure the POC information is correct because if the POC cannot be contacted the request may be cancelled.
- ✓ **Additional Relevant Information Box** -Include any additional information in this box which will help the vendor in filling the rotation.
 - How MFLC or CYB-MFLC will be used and where they will be providing support.
 - Explanation of special circumstances pertaining and justification for the requested resource.

Process requests as soon as possible preferably 30+ days prior to the rotation start date