



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

MAY 05 2023

MEMORANDUM FOR HQ AFPC/CC

FROM: SAF/MR  
1660 Air Force Pentagon  
Washington, DC 20330-1660

SUBJECT: Enlisted Swap Assignment Program

This letter establishes the Air Force Swap Assignment program for enlisted Airmen in the grades of SMSgt and below with an implementation date of 1 June 2023. This policy will not require Airmen to pay for their relocations, and Airmen must initiate assignment swaps 90 days from assignment selection date. Both Airmen must be in the same career field, with the same Air Force Specialty Code, skill level, grade or projected grade, special experience identifier, and vector; must possess the same PCS eligibility to include time on station, tour length (if applicable), and retainability; and have no quality force indicators. This program does not apply to Force Structure assignments, and the Student Swap Program detailed in DAFI 36-2110, *Total Force Assignments*, paragraph A16.4, will remain unchanged.

Please use this memorandum as authority to prioritize the appropriate system change requests for implementation. This memorandum becomes void after one year has elapsed from the date of this memorandum, or a rewrite of DAFI 36-2110, whichever is earlier.

My point of contact is CMSgt Cristina Gutierrez, [cristina.gutierrez@us.af.mil](mailto:cristina.gutierrez@us.af.mil).

A handwritten signature in black ink, appearing to read "ALEX WAGNER".

ALEX WAGNER  
Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)

cc:  
SAF/GC  
AF/A1  
AF/JA