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The OPR for this supplement is HQ AFSPC/DPPXX (TSgt Michele K. King). This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-3003, **Military Leave Program**. The AFI is published word-for-word without editorial review. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to all AFSPC personnel, assigned reservists, NAF and Wing personnel. It also applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) personnel serving in active guard or reserve status under the provision of Titles 10 or 32, United States Code (U.S.C.) for 30 or more consecutive days. Upon receipt of this integrated supplement, discard the Air Force basic publication.

SUMMARY OF REVISIONS

Provides guidance on Funded Environmental and Morale Leave (FEML) Program—Thule AB, Greenland. Eliminates references to Environmental and Morale Leave (EML) procedures, Permissive Temporary Duties (TDY) with regards to Professional Military Education (PME) Graduation and Post Deployment Stand Down Time. A bar (|) indicates a revision from the previous edition.

6.9.2.1. (Added) Per Editorial Changes to the JFTR Military Editorial U02007, Thule AB Greenland has been designated as an FEML duty location. The Office of the Assistant Secretary of Defense for Force Management Policy has authorized a waiver of the 24-month tour length for Thule AB. Baltimore-Washington International (BWI) Airport, Baltimore Maryland has been designated as the CONUS aerial port of debarkation/embarkation.

6.9.2.2. (Added) Time/Travel Limitations: Member must be in a leave status in order to participate in FEML. FEML orders are valid for 90 days from the date of sign-up travel or travel date, whichever comes first in cases of emergencies or flight cancellations/missed connections. The number of trips for eligible members is one per tour -- a second may be authorized if the member gets an approved COT. No more than two FEML trips are authorized for any overseas tour including extensions to that tour. Unit Commander must set the limits to take FEML, i.e., 5 – 7 months on station (mid-tour). Commander must

determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances that affect scheduling FEML. FEML travel is not authorized in conjunction with TDY. Personnel at Thule must use government airlift to/from BWI. They may not use cruise or tour packages.

6.9.2.3. (Added) **ADDITIONAL INSTRUCTIONS FOR THULE COMMANDER:** No per diem is authorized for delays at BWI. Lodging, meals, city tours, rental cars, etc. will not be reimbursed. Reimbursement for transportation to alternate ports shall not exceed the cost of Government procured transportation between Thule and BWI. Maintain copies of the DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**, and a log of individual leave information for two years for accountability and audit purposes.

6.9.2.4. (Added) Instructions for individual utilizing FEML: Make round-trip flight reservations with the Thule air terminal no earlier than 90 days prior to travel day. Personnel go to the Commanders Support Staff (CSS) to process a DD Form 1610. Fund cite on the DD Form 1610 is Thule's fund cite. Member secures own flights (using personal funds) to and from Baltimore (BWI). Contact AMC Passenger Reservation terminal (800) 851-3144 for any changes concerning your return flight from BWI to Thule. Leave begins the day after the member arrives at the servicing debarkation port and ends the day before member's return to the designated embarkation port. A travel voucher will be completed as soon as the member returns to Thule from leave.

10.6.1. Special Leave Accrual (SLA). The following documentation is required for SLA submissions: TDY orders that placed member in the eligible theater for SLA; Leave and Earnings Statement that shows the number of lost leave days; travel voucher to and from SLA theater; and a letter with Unit Commander's recommendation detailing how member utilized leave throughout the fiscal year. Unit Commanders submit recommendations to the MSS/DPM at their installation, which will review and ensure proper documentation is attached and then mail to HQ AFSPC/DPPXX, 150 Vandenberg St., Ste 1105, Peterson AFB, CO 80914-4450 for final approval/disapproval.

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Director of Personnel