DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

AFI 36-3003_AFGM3
11 October 2011

MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: HQ USAF/A1
1040 Air Force Pentagon
Washington, DC 20330-1040

SUBJECT: Air Force Guidance Memorandum - AFI 36-3003, Military Leave Program

This is an AF Guidance Memorandum immediately implementing changes to AFI 36-3003, Military Leave Program. Compliance with this Memorandum is mandatory. To the extent its direction is inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

The changed guidance is summarized on the attachment.

AFPC approved a change to LeaveWeb on 18 May 10 to reflect the guidance in paragraphs (b)(c) and (d) of the attachment related to departures and returns on non-duty days. Do not change leave records for leave already approved or charged on or after 18 May 10 in accordance with LeaveWeb guidance.

Ensure all records created as a result of processes prescribed in this Memorandum are maintained in accordance with AF manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at https://my.af.mil/afrims/afrims/afrims/rims.cfm.

The guidance in this Memorandum becomes void after 180 days have elapsed from the date of this Memorandum, or upon release of an AF publication incorporating the guidance, whichever is earlier.

DARRELL D. JONES
Lieutenant General, USAF
DCS, Manpower, Personnel and Services

ATTACHMENT

MILITARY LEAVE PROGRAM

a. Delete note in paragraph 6.1.7.2 which states:

Note: Do not charge leave if a member is unable to return from leave due to weather conditions such as airport closed due to snowstorm. However, require member to provide documents justifying authorized absence from the date leave would normally end through date of return.

b. Change Table 1 entitled "Determining Duty or Chargeable Leave," Rule 3 to read: "If a member is starting leave or signing up for space-available travel on a non-duty day, then the member is on leave"

c. Change Table 1 entitled "Determining Duty or Chargeable Leave," Rule 6 to read "If a member is returning on a non-duty day, then the member is on duty"

d. Delete Para. 6.2, 6.2.2, 6.2.3 and 6.2.5 and replace them as follows:

6.2. Examples. The following examples use a normal work schedule of Monday through Friday, 0730 to 1630. (For members on shift work or alternate work schedules, arranged equivalent schedules may vary.)

6.2.2. Example 2. Saturday is a day of leave if the member, regardless of the hour, starts leave or signs for space-available transportation on Saturday.

6.2.3. Example 3. Sunday is a day of leave, if the member, regardless of the hour, starts leave or signs up for space-available transportation on Sunday.

6.2.5. Example 5. If the member returns from leave on Saturday, regardless of the hour, Saturday shall not be charged as a day of leave. This also applies if the member returns from leave on Sunday or a holiday.

e. Change Table 3, Rule 3 [Emergency Leave Requests] to read: "because the member, or someone in the member's or spouse's immediate family, has a life-threatening condition/illness, is having major surgery, or is admitted to an Intensive Care Unit (ICU) in critical condition due to a major illness or accident"

f. Add the following subparagraph 8.1.3:

The period of time that Service members may be absent from duty beyond their authorized liberty, when the absence has been determined to be unavoidable, shall be charged to the Service member’s leave account when the entire period of authorized and excused unauthorized absence exceeds 3 days. However, when the absence is determined to be avoidable, the period exceeding that authorized shall be considered unauthorized.

g. Delete Section E entitled Special Leave Accrual (SLA) (Paragraphs 9 and 10) and replace with:

9. Introduction. This section describes the SLA provisions when deployments or assignments to a hostile-fire or imminent-danger pay area prohibit members from using leave. The SLA also applies when deployments or assignments to designated operational missions at the national level prohibit members from using leave. It provides information on restoring leave lost at the End of the Fiscal Year. This section contains:

9.1. Leave in Excess of 60 Days at Fiscal Year-End Balancing, paragraph 10.1.

9.2. SLA Eligibility, paragraph 10.2.

9.3. Restoring Leave Lost on 1 Oct, paragraph 10.3.

9.4. DELETED.

9.5. Effective Date of SLA, paragraph 10.4.

9.6. Submitting SLA Requests, paragraph 10.5.

9.7. SLA Approval Authority, paragraph 10.6.

9.8. SLA Disapproval, paragraph 10.7.

9.9. SLA Not Authorized, paragraph 10.8.

10. SLA Provisions:

10.1. Leave in Excess of 60 Days at the End of the Fiscal Year. SLA is for members who are faced with circumstances that prohibit them from taking leave to accumulate leave in excess of 60 days (75 days until September 30, 2013). The situation preventing members from using leave must have been caused by a catastrophe, national emergency and/or crisis or operations in defense of national security. Furthermore, it should be a result of the members' inability to take leave or to reduce their leave balance to 60 days (75 days from October 1, 2008 through September 30, 2013) before the end of the fiscal year while being assigned to said activities. SLA shall not be used as a means to authorize the accumulation of leave in excess of 60 days (75 days from October 1, 2008 through September 30, 2013) that is a result of members' failure to properly manage their leave balance.

10.2. SLA Eligibility. A member may not carry forward a leave balance of more than 60 days (75 days from October 1, 2008 through September 30, 2013) into a new fiscal year, except when entitled to Special Leave Accrual (SLA), as outlined below:

10.2.1. Until September 30, 2013, a member who serves on active duty while entitled to hostile fire/imminent danger pay (HFP/IDP) for a continuous period of at least 120 days are authorized to retain such leave (not to exceed 120 days) until the end of the fourth fiscal year following the fiscal year in which the duty assignment in terminated. (After September 30, 2013, members may only retain leave until the third fiscal year following, unless Congress further extends this provision.)

10.2.2. All others are authorized to retain such leave up to 120 days but not to exceed the total number of continuous days assigned to the unit or qualifying duty until the end of the second fiscal year in which the duty assignment is terminated.

10.2.2.1. Refer to the annual AFPC SLA message (usually sent in the first quarter of each new fiscal year) for processing procedures and source document requirements.

10.3. Restoring Leave Lost on 1 Oct. The maximum amount of SLA leave that may be carried forward is the leave balance at the end of the fiscal year following the end of the SLA period not to exceed 120 days.

10.3.1. The maximum amount will be reduced to a new level whenever the leave balance drops below the previously set level. If, at any time, the leave balance drops to or goes below 60 days (75 days during the period October 1, 2008 to September 30, 2013), then there is no longer any SLA protected leave. Therefore, the actual maximum leave that can be carried forward into succeeding fiscal years is the lowest leave balance achieved following the completion of the SLA duty or the usual 60 days (75 days during the period October 1, 2008 to September 30, 2013), whichever is greater.

10.3.2. If the SLA qualifying period crosses a fiscal year, then the entire leave balance (not to exceed 120 days) will be carried forward and the leave accrued from the beginning of the new fiscal year through the end of the SLA qualifying period will be added to establish the maximum. Only that portion of a leave balance in excess of 60 days (75 days from October 1, 2008 through September 30, 2013) which could not have been taken before the end of the fiscal year because the member was assigned to SLA qualifying duty will be included in the carryover amount. Example: On August 31, 2003, a member had a leave balance of 80 days. On September 15, 2003, he was assigned to duty qualifying for SLA. Had the member not been assigned to SLA duty, he could have possibly taken 15 days leave from September 16 through September 30. If the member had taken leave during this period, then there would still have been a loss of 7.5 days (82.5 days accrued through September 30, less the 15 days potentially taken and the normal 60-day carryover restriction) at the end of the fiscal year. Therefore, since only the portion that potentially could have been taken is protected, the member may carry forward 75 days and will lose 7.5 days of leave.

10.4. Effective Date of SLA. Refer to the annual AFPC SLA message for effective and other key dates.

10.5. Submitting SLA Requests. Refer to the annual AFPC SLA message for processing procedures.

10.6. SLA Approval Authority. The wing or vice commander has final approval authority. (Wing/CC or Wing /CV will recommend approval for SLA packages requiring AFBCMR approval.) At other organizations (i.e. Air Staff, MAJCOM, FOA, DRU) the senior officer representative (O-6 and above) or equivalent at the directorate level approves SLA for their organization. At joint organizations, the senior Air Force officer representative on staff approves SLA for members assigned to units, headquarters, and supporting staffs.

10.7. SLA Disapproval. Any commander in the chain of command may deny a member's request for SLA without referring it to a higher-level authority when the member's request does not meet the criteria for SLA consideration.

10.8. SLA Not Authorized. Members are ineligible for SLA when the following precludes using leave:

10.8.1. Normal PCS moves and TDYs.

10.8.2. Base closures.

10.8.3. Hospitalizations, aeromedical evacuations, quarters, and convalescent leaves.

10.8.4. Details and special working groups.

10.8.5. Training exercises, attending schools or courses, and research requirements.

10.8.6. Pending separations and retirements.

10.8.7. Workload after return from deployment and members did not take leave before 1 Oct.

10.8.8. Post-Deployment Recovery Time.

10.8.9. Post deployment/mobilization respite absence (PDMRA).

10.9. Members not eligible for SLA, for the reasons listed in paragraph 10.8, can request recovery of days lost by submitting DD Form 149, Application for Correction of Military Records under the Provisions of Title 10, U.S. Code Section 1552. See AFI 36-2603. Member's application must clearly establish that an error or injustice by the Air Force caused the member's lost leave. If the Board restores leave to current leave account, members must use these days before the end of the current FY.

h. Change Paragraph 12.3.6 to read:

May authorize PTDY in conjunction with ordinary leave. This requires separate AF Form 988s. The ordinary leave start date must begin the next calendar day after termination of PTDY. If ordinary leave is taken prior to PTDY, the end date must be the calendar day prior to the PTDY start date. The combination of leaves will serve as one leave period.

i. Delete item (3) in Table 7, Rule 3, Column A: "(3) when authorized indeterminate TDY when orders do not provide for return to the PDS and member is relocating dependents to secure off-base housing"

j. Delete item (3) in Table 7, Rule 3, Column C: "(3) for indeterminate TDY, the TDY must be more than 20 weeks at one location or the order does not specify or imply any limit to the period of absence from the PDS"

k. Change Table 7, Rule 41, Columns A, B, and C to read "DELETED"

l. Change Table 7, Rule 47, Column A, to read: "for a qualifying child adoption"

m. Change Table 7, Rule 47, Column C, to read: “(1) A qualifying child adoption is defined as the member being eligible for reimbursement of qualified adoption expenses. (2) This PTDY shall be taken after the adoption, within 12 months. (3) In the event that two members of the Armed Forces who are married to each other adopt a child in a qualifying child adoption, only one of the members can be granted PTDY for the qualifying adoption. (4) PTDY for adoption may be authorized in conjunction with ordinary leave.

n. Change paragraph 14.10 to read: " Recruiter Assistance Program (RAP). HQ Air Force Recruiting Service (AFRS) oversees RAP. See the local recruiting squadron and the Recruiter Assistance Program Operations Handbook for detailed instructions and guidance. If you need additional guidance, contact AFRS/RSOAP, at DSN 665-0381 or commercial (210) 565-0381."

o. Change paragraph 14.13.2 to read: " Are charged leave for scheduled school breaks and extended holiday periods unless he or she returns to duty with the unit of assignment during the break."

BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-3003

26 OCTOBER 2009

Personnel

MILITARY LEAVE PROGRAM

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at **www.e-publishing.af.mil** for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AFPC/DPSIMC

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This publication implements Air Force Policy Directive 36-30, Military Entitlements, DoD Instruction 1327.6, *Leave and Liberty Procedures*, June 16, 2009, and DoD Directive 5101.6, *DoD Executive Agent for the United States Central Command (USCENTCOM) Rest & Recuperation Leave Program*, August 11, 2004. It addresses leave, passes, and permissive temporary duty (PTDY) for military members. It applies to active duty personnel, including United States Air Force Reserve (USAFR) on active duty. It also applies to Air National Guard (ANG) members serving on active duty in Guard or Reserve status under the provisions of Titles 10 or 32 United States Code (U.S.C.) for 30 or more consecutive days. This AFI may be supplemented at any level, but all direct supplements must be routed to HQ AFPC/DPSIMC for coordination prior to certification and approval.

This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10, U.S.C. 8013 and Executive Order (E.O.) 9397. System of Records Notice F036 AF PC C, *Military Personnel Records System*, applies. See attachment 1 of this instruction for a glossary of references and supporting information.

Refer recommend changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*. Route AF Form 847s through appropriate channels to HQ AFPC/DPSIMC, Special Programs Section, 550 C Street West, Suite 37, Randolph AFB TX 78150-4733 or afpc.dpdxi.pubfmmgt@randolph.af.mil.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at

https://www.my.af.mil/gcss-af61a/afrims/afrims/. The Paperwork Reduction Act of 1995 affects this instruction.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include the following: This revision allows commanders to delegate disapproval authority for ordinary leave to first-line supervisors in paragraph 4.3.1. Adds guidance on the one-time special leave accrual sell back authorized for enlisted members in paragraph 4.6.1. Removes "and for the infant's immune system to develop sufficiently" from paragraph 6.4.1.1. Adds guidance for involuntary excess leave for officers in paragraph 6.8.3. Deletes paragraph 6.8.4.3. Adds guidance for excess leave to pursue activities with potential recurring or public affairs benefit to the Department of the Air Force in paragraph 6.8.8 and Table 6, rule 10. Updates paragraph 8.4.3 which allows members to use a special pass in conjunction with leave without a duty day in between. Adds to paragraph 8.4.3 to explain leave may be taken before or after the special pass but not before and after the special pass. Removes the MAJCOM from the following paragraphs: Advance leave in paragraph 6.3.3 and 6.3.4, excess leave in Table 6, rule 6, exception to policy for permissive TDY request in paragraph 12.2, the special leave accrual approving authority in paragraph 10.6.1 and 10.7, and request for travel via a designated place or alternate location in paragraph 14.5.1. Adds an exception to paragraph 12.3.2 which allows commanders the use of PTDY to officiate a retirement when appropriated funds are not available. Deletes current requirements in Table 7, rule 1 that a member must have documentation showing that government housing is not available within 30 days of arrival and that member must have a statement of intent that says he or she plans to occupy non-government housing. Adds comment to Table 7, rule 4 to clarify when a Reserve member is/is not authorized PTDY with terminal leave. Adds comments to Table 7, rule 16 explaining that the appropriate AFIT dean may approve for members to complete research and graduation requirements associated with an AFIT Civilian Institute Program. Table 7, rule 41 allows PTDY for USAF Academy faculty members. Changes the approval authority in rule 42 from MAJCOM/SG to MDG/CC. Deletes rule 49, which authorizes PTDY for commanders to officiate a retirement ceremony. Adds rule 47, Adoption Leave, to Table 7**,** allowing Airmen to request permissive TDY as an applicant of a qualifying child adoption. Adds rule 48, Paternity Leave, to Table 7, Rule 48. Renames chapter 15 to provide guidance for the new Post Deployment/Mobilization Respite Absence Program.

Section A—Introduction 4

1. Introduction. 4

2. Sections in This AFI: 4

2. 8 Section H, Post Deployment/Mobilization Respite Absence (PDMRA). 4

Section B—General Information 4

3. Introduction. 4

4. Managing the Leave Program: 5

Figure 1. FY Leave Accrual. 9
Figure 2. Leave Accrual to Date of Separation. 9
Section C—Types of Leave 16
5. Introduction. 16
6. Authorized Leave: 17
Table 1. Determining Duty or Chargeable Leave. 19
Figure 3. Non-Accrual Days. 23
Table 2. Convalescent Leave Requests. 23
Table 3. Emergency Leave Requests. 29
Table 4. Emergency Leave Travel Situations. 30
Table 5. Instructions for Preparing AF Form 972. 32
Table 6. Voluntary Excess Leave Requests. 37
Section D—Pass (Regular and Special) 41
7. Introduction. 42
8. Regular and Special Pass Information. 42
Section E—Special Leave Accrual (SLA) 43
9. Introduction. 43
10. SLA Provisions: 44
Section F—Permissive TDY (PTDY) 46
11. Introduction. 46
12. PTDY Guidance: 46
Table 7. Authorizing Permissive Temporary Duty. 48
Table 8. Instructions for Preparing DD Form 1610. 65
Section G—Unique Leave Provisions 65
13. Introduction. 66
14. Unique Leave Provisions. 66
Table 9. Instructions for Preparing DD Form 1610 for IPCOT or Deferred COT Leave Travel. 68
Table 10. Instructions for Preparing DD Form 1610 for 15 Days of OTEIP Leave. 71
Section H—Post Deployment/Mobilization Respite Absence (PDMRA) 75
15. Introduction. 75
Figure 4. Post Deployment Mobilization Respite Absence Accumulator. 76

Section I—Special Order 77

16. Prescribed Forms. 78

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 79

Section A—Introduction

1. Introduction. This AFI is the authority for leave, liberty (regular pass), and permissive temporary duty (PTDY). It also is the authority unit commanders use to grant a 3- or 4-day special pass for special occasions and circumstances. Military Personnel Sections (MPS) use this AFI to administer guidance on military leave, PTDY, and pass programs.

2. Sections in This AFI:

2.1. Section A, Introduction.

2.2. Section B, General Information.

2.3. Section C, Types of Leave.

2.4. Section D, Passes (Regular and Special).

2.5. Section E, Special Leave Accrual (SLA).

2.6. Section F, Permissive TDY (PTDY).

2.7. Section G, Unique Leave Provisions.

2. 8 Section H, Post Deployment/Mobilization Respite Absence (PDMRA).

2.9. Section I, Special Orders.

Section B—General Information

3. Introduction. This section explains general information for managing the leave program. This section contains:

3.1. Military Leave Program, paragraph **4.1**

3.2. Leave Approval Authority, paragraph **4.2**

3.3. Leave Disapproval Authority, paragraph **4.3**

3.4. Leave Accrual, paragraph **4.4**

3.5. FY-End Leave Balancing, paragraph **4.5**

3.6. Payment for Accrued Leave, paragraph **4.6**

3.7. Disability Separation, paragraph **4.7**

3.8. Leave Outside the United States, paragraph **4.8**

3.9. Forms to Document Leave and PTDY, paragraph **4.9**

3.10. Holidays, paragraph **4.10**

3.11. Miscellaneous Information, paragraph **4.11**

4. Managing the Leave Program:

4.1. Military Leave Program:

4.1.1. Statutory Authority. The more common statutes are:

4.1.1.1. Title 10, U.S.C., section 701, *Entitlement and accumulation*.

4.1.1.2. Title 10, U.S.C., section 704, *Use of leave; regulations*

4.1.1.3. Title 10, U.S.C., section 705, *Rest and recuperative (R&R) leave for qualified enlisted members extending duty at designated locations overseas*. R&R and the overseas tour extension incentive program (OTEIP) are synonymous.

4.1.1.4. Title 10, U.S.C., section 706, *Administration of leave required to be taken.*

4.1.1.5. Title 37, U.S.C., section 411b, *Travel and transportation allowances in connection with leave between consecutive overseas tours.*

4.1.1.6. Title 37, U.S.C., section 411g, *Travel and transportation allowances incident to voluntary extensions of overseas tours of duty*. This is also referred to as the overseas tour extension incentive program (OTEIP).

4.1.1.7. Title 37, U.S.C., section 501, *Payment for unused accrued leave.*

4.1.2. Annual Leave Program. Annual leave programs give members the opportunity to take leave within the constraints of operational requirements. Unit commanders establish these programs to encourage the use of leave for the maximum benefit of the member. Scheduling leave prevents loss of leave at fiscal year (FY)-end balancing, retirement, or separation from active duty. Both management and members share responsibility in managing leave balances throughout the FY. **Note:** Leave is a right; however, unit commanders can deny leave due to military necessity or when in the best interests of the Air Force.

4.1.3. Safe Travel Guidelines. Members on leave or on other non-duty status should use Operational Risk Management (ORM) principles to assess all hazards and control risks prior to excessive or hazardous travel, especially by automobile. Applicable guidelines are in AFI 90-901, *Operational Risk Management*. A comprehensive ORM assessment may conclude that fatigue or road conditions are high risks requiring a change to travel plans.

4.1.4. Use of Leave. The use of leave is essential to the morale and motivation of members and for maintaining maximum effectiveness. Lengthy respites from the work environment tend to have a beneficial effect on an individual's psychological and physical status. Weekend absences (regular pass) or short periods of leave do not normally afford a similar degree of relief. In providing leave, Congress intended for members to use their leave as it accrues. Congress provides for payment of accrued leave when members are unable to use their leave because of military necessity. However, Congress did not intend for members to accrue large leave balances expressly for payment of accrued leave. Give members the opportunity to take at least one leave period of 14 consecutive days or more every FY and encourage them to use the 30 days accrued each FY. Encourage members to use leave, military requirements permitting, and consider the desires of the member:

4.1.4.1. With a permanent change of station (PCS).

4.1.4.2. After periods of arduous duty and protracted periods of deployment.

4.1.4.3. When reenlisting.

4.1.4.4. During the traditional national holiday periods.

4.1.4.5. To attend to family emergencies or personal situations caused by floods, hurricanes, and similar disasters.

4.1.4.6. For attendance at spiritual events or for other religious observances.

4.1.4.7. During the period before processing incident to release from active duty.

4.1.4.8. As terminal leave with retirement or separation from active duty.

4.1.4.9. In conjunction with the Air Force Educational Leave of Absence Program when it would enable a person to complete an education program.

4.1.5. Unit Commander's Responsibilities. Unit commanders:

4.1.5.1. Establish annual leave programs to give members opportunity to use leave.

4.1.5.2. Enforce Air Force and command-approved leave guidelines.

4.1.5.3. Document all leaves and establish an audit trail for money spent in conjunction with emergency leave.

4.1.5.4. Make sure members who refuse to take leave understand their obligation to comply with unit leave programs and that refusal to take leave may result in the loss of earned leave at a later date.

4.1.5.5. Instruct members to schedule leave within operational requirements.

4.1.5.6. Encourage members to take one leave of at least 14 continuous days every FY and to use leave accrued each FY.

4.1.5.7. Inform members that there may be instances of leave disapproval or cancellation due to military necessity.

4.1.5.8. Ensure members schedule leave annually at the beginning of the FY and update their leave schedule periodically.

4.1.5.9. Tell members to follow their leave schedule to have an effective unit leave program.

4.1.5.10. Advise members who schedule "use or lose" leave in Aug or Sep that they risk losing leave on 1 Oct if military requirements or personal circumstances prevent them from taking leave at that particular time.

4.1.5.11. Seek, if necessary, American Red Cross (ARC) verification when members request emergency leave.

4.1.5.12. Charge leave for leave periods such as those taken by members waiting for family members' passports or visas or for the outcome of humanitarian reassignment requests.

4.1.5.13. Combine ordinary leave with other types of leave unless specifically prohibited and treat the combination of leaves as one leave period.

4.1.5.14. Make sure members taking ordinary vice terminal leave return 15 days before their scheduled separation or retirement to prevent pay problems.

4.1.5.15. Charge members leave for time spent house hunting in conjunction with a permissive reassignment.

4.1.5.16. Provide an opportunity to use leave to Air Force Reserve and Air National Guard members serving man-day tours longer than 30 consecutive days under AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*. AFI 36-2619 authorizes use of accrued leave. See AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, for Reserve Personnel Appropriations (RPA) tours over 30 days.

4.1.5.17. Normally do not grant leave to members undergoing treatment for an infectious or contagious disease. **Exception:** Unit commander may grant leave if the attending physician provides written verification that the member does not pose a threat to the public health.

4.1.5.18. Do not grant leave for the purpose of serving sentences in civil confinement because civil confinement, including probated sentences thereto, is inconsistent with military status. **Comment:** Members confined by civil authorities while on approved leave may continue on leave until the original leave termination date, unless recalled from leave status to duty. If unit commander recalls member to duty, terminate leave status as of the recall date and change the member's status to "absent in the hands of civil authorities."

4.1.5.19. Ensure guidelines are followed IAW AFI 33-332, *Privacy Act Program*, Chapters 3, 4, 10, and 12, Commander's Policy, and DoD Regulation 5400.7-R, *DoD Freedom of Information Act Program*, for instructions when transmitting, receiving, collecting, maintaining, storing, or distributing Privacy Act Information to ensure they maintain the protection of privacy rights of individuals, and to minimize the opportunity for privacy violations to occur.

4.1.6. The Military Personnel Section (MPS) must keep prompt and accurate records of leave.

4.2. Leave Approval Authority. While commanders have final approval authority, they may delegate approval authority according to the organization's needs. They may delegate it normally to a level no lower than squadron section commander, deputies, or equivalent (for headquarters staff, no lower than assistant functional deputy directors or equivalents). **Note**: During short absences of the unit commander, the commander's designated representative may approve, in the commander's name**.**

4.2.1. Annual Leave. At unit level and headquarters' staff, commanders delegate ordinary leave approval to no lower than the first-line supervisor.

4.2.2. Advance Leave. Technical school and basic military training commanders may delegate to no lower than the first sergeants.

4.2.3. Emergency Leave. Commanders may delegate to unit first sergeant for enlisted members. When delegated approval authority, first sergeants can approve advance or excess leave for emergency leave purposes.

4.2.4. Convalescent Leave:

4.2.4.1. Unit commanders normally approve convalescent leave based on the written recommendation of the military physician most familiar with the member's condition.

4.2.4.2. An Air Force medical treatment facility commander approves convalescent leave for members who will be returning to inpatient status.

4.2.4.3. The commander of an Army or Navy medical facility, or a Director of a Veterans' Administration hospital, approves convalescent leave for members who will be returning to inpatient status.

4.2.5. Commanders Reporting Directly to the Chief of Staff, Vice Chief of Staff or Assistant Vice Chief of Staff. These commanders approve their own leave. They send their leave notification via e-mail, message, or fax at least 7 days in advance to HQ USAF/CVA. Include in the leave notification:

4.2.5.1. Effective date of leave.

4.2.5.2. Duration.

4.2.5.3. Leave address and telephone number.

4.2.5.4. Name of acting commander.

Note: HQ USAF/CVA advises commanders when extenuating circumstances require adjustments to scheduled leave.

4.2.6. Temporary Duty (TDY) Commanders. TDY commanders:

4.2.6.1. Notify parent organizations via email, message or fax of leave requests.

4.2.6.2. Approve leaves with which the parent organizations agree.

4.2.6.3. Send e-mail, messages, or fax memorandums when necessary.

Note: Paragraphs **4.2.6.1.** through **4.2.6.3.** apply to Personnel Support for Contingency Operations (PERSCO) Team Chiefs at deployed locations.

4.2.6.4. Charge leave to members attending Air Education and Training Command (AETC) formal schools that close for the Christmas and New Year's Day holidays. Do not charge them leave if they perform authorized duty at the TDY site or report for approved duty to their home station during holiday periods. When their permanent duty station commanders concur, members may return to the home station to perform duty. If so, allowances prescribed in Joint Federal Travel Regulations, Volume 1 (JFTR), paragraph U4175, may apply. See AFI 65-114, *Travel Policy and Procedures for Financial Services Offices and Finance Offices-Reserve Component*.

4.3. Leave Disapproval Authority. Leave is a right; however, unit commanders can disapprove leave requests due to military necessity or in the best interests of the Air Force. 4.3.1. Unit commanders may delegate disapproval authority to a level no lower than first-line supervisors (for headquarters staff, no lower than assistant functional deputy directors or

equivalents). Commanders may adjust delegation of authority based on mission requirements.

4.4. Leave Accrual. Title 10, U.S.C., section 701, governs leave accrual and accumulation.

4.4.1. Accrual. Members accrue 2.5 days leave for each month of active duty. See **Figure 1** and **Figure 2** below.

4.4.2. Accumulation. Members who are unable to use leave due to military necessity may accumulate a maximum of 60 days by the end of an FY. See for special leave accrual (SLA) provisions. Members not eligible for SLA can request recovery of days lost on 1 Oct by submitting DD Form 149, *Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552*. See AFI 36-2603, *Air Force Board for Correction of Military Records.*

4.4.3. Non-Accrual. Members do not accrue leave in the following circumstances:

4.4.3.1. Absence without leave.

4.4.3.2. Unauthorized leave.

4.4.3.3. Confinement as a result of a sentence of a court-martial.

4.4.3.4. Excess leave.

4.4.3.5. Appellate leave under Title 10, U.S.C., section 876a.

Figure 1. FY Leave Accrual.

Day of month entered active duty	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**
1-6	30	27 1/2	25	22 1/2	20	17 1/2	15	12 1/2	10	7 1/2	5	2 1/2
7-12	29 1/2	27	24 1/2	22	19 1/2	17	14 1/2	12	9 1/2	7	4 1/2	2
13-18	29	26 1/2	24	21 1/2	19	16 1/2	14	11 1/2	9	6 1/2	4	1 1/2
19-24	28 1/2	26	23 1/2	21	18 1/2	16	13 1/2	11	8 1/2	6	3 1/2	1
25-31	28	25 1/2	23	20 1/2	18	15 1/2	13	10 1/2	8	5 1/2	3	1/2

Figure 2. Leave Accrual to Date of Separation.

Day of month of separation	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1-6	1/2	3	5 1/2	8	10 1/2	13	15 1/2	18	20 1/2	23	25 1/2	28
7-12	1	3 1/2	6	8 1/2	11	13 1/2	16	18 1/2	21	23 1/2	26	28 1/2
13-18	1 1/2	4	6 1/2	9	11 1/2	14	16 1/2	19	21 1/2	24	26 1/2	29
19-24	2	4 1/2	7	9 1/2	12	14 1/2	17	19 1/2	22	24 1/2	27	29 1/2
25-31	2 1/2	5	7 1/2	10	12 1/2	15	17 1/2	20	22 1/2	25	27 1/2	30

4.5. FY-End Leave Balancing. Members may not carry leave in excess of 60 days into the next FY. At the end of the FY they lose leave in excess of 60 days unless eligible for SLA. The Defense Joint Military Pay System (DJMS) drops accrued leave in excess of 60 days at FY-end leave balancing unless automatic carry over of SLA applies. See **Section E**, Special Leave Accrual.

4.6. Payment for Accrued Leave. Title 37, U.S.C., section 501, is the authority for payment for accrued leave upon reenlistment, retirement, separation under honorable conditions, or death. It limits payment of accrued leave to 60 days in a military career effective 10 Feb 76. A military career includes former service in enlisted or officer status. Cumulative payment for accrued leave as an enlisted member, officer, or both cannot exceed 60 days. DoD 7000.14-R, Volume 7A, *Department of Defense Financial Management Regulation (Military Pay Policy and Procedures Active Duty and Reserve Pay*), states when members carry leave forward or receive payment for accrued leave when separating with or without immediate reentry on active duty. See your financial services office for detailed information on payment of accrued leave.

4.6.1. An additional one-time Special Leave Accrual (SLA) sell back is authorized for enlisted Service members. An enlisted member may sell back up to 30 days of SLA, provided they have an excess of 120 days of leave. Members may exercise this one-time option only when the member would lose accumulated leave in excess of 120 days. Such a sell back counts towards the Service member's cap of 60 days over a career.

4.7. Disability Separation.

4.7.1. DoD Guidelines. DoD processing requirements require members to receive payment for up to 60 days accrued leave and afford them time to take any accrued leave in excess of this 60-day limit.

4.7.2. Determining Retirement or Separation Date. HQ AFPC/DPSD (Physical Disability
Division) determines a member's separation date, taking into account:

4.7.2.1. Leave balance and leave accruing in excess of the 60-day accrued leave payment limitation for members authorized payment for up to 60 days of accrued leave.

4.7.2.2. Accrued leave and leave accruing to the date of separation for members previously paid for 60 days.

4.7.2.3. PTDY authorized.

4.7.2.4. Processing time. Members may take accrued leave instead of processing time.

Example: A member previously paid for 40 days of accrued leave and has a leave balance of 70 days. In this case, the member receives payment for 20 days and can take leave for the remaining 50 days plus leave accruing to date of separation. If member is receiving payment for accrued leave for the first time, he or she receives payment for 60 days. The member then can take leave for the remaining 10 days plus leave accruing to date of separation. The established date of separation remains firm and members forfeit accrued leave if unable to take leave due to extenuating circumstances (for example, hospitalization or convalescent leave).

Note: Paragraph **4.7.2.** does not apply to members separating or retiring because of imminent death.

4.7.3. Leave Awaiting Orders. Charge leave as accrued and accruing when the commander sends a member home or to another location in a PCS status to await orders for disability separation. Charge any remaining time as an authorized absence after the member uses all accrued leave.

4.8. Leave Outside the United States:

4.8.1. Authority to Grant Leave Outside the United States. Unit commanders may authorize members to take leave in areas outside the continental United States, Alaska, Hawaii, or United States possessions. If leave is in conjunction with PCS or TDY, include on the PCS or TDY order:

4.8.1.1. The area or country of final destination and each country the member will be visiting.

4.8.1.2. A leave address and telephone number through which the unit may contact the member.

Note: Members taking leave overseas en route to their overseas assignment must sign a statement agreeing to the fact they cannot report earlier than their report not later than date (RNLTD) month. Include in the PCS orders: "In connection with member's leave overseas en route to the overseas assignment, member has agreed to the fact that reporting to the new assignment may not be earlier than the RNLTD month."

4.8.2. Ordinary Leave When Not Assigned Overseas. Include on the AF Form 988, *Leave Request/Authorization:*

4.8.2.1. The area or country of final destination and each country the member will be visiting.

4.8.2.2. A leave address and telephone number through which the unit may contact the member.

4.8.3. Ordinary Leave When Assigned Overseas. Follow overseas host MAJCOM procedures for processing and approving leave. Include on the AF Form 988:

4.8.3.1. The area or country of final destination and each country the member will be visiting.

4.8.3.2. A leave address and telephone number through which the unit may contact the member.

4.8.4. Special Instructions for All Members Taking Leave in Overseas Area:

4.8.4.1. Instruct members to comply with foreign government procedures as required by AFI 24-405, *Department of Defense Foreign Clearance Guide*, to include the DoD Travel Security Advisory. Ensure they also comply with security procedures prescribed for visits to communist or communist-controlled countries. The passport/visa section in the MPS maintains a copy of the guide and advisory.

4.8.4.2. When the purpose of the visit is marriage to a foreign national, the requirements of existing marriage instructions of the Air Force commander in the area where the marriage will take place apply. The approving commander ensures that the member can meet these requirements during the leave period.

4.9. Forms to Document Leave and PTDY:

4.9.1. Normally use the AF Form 988 for all types of leave and PTDY. AFMAN 65-116, Volume 2, Chapter 7, *Defense Joint Military Pay System (DJMS) Unit Procedures Excluding FSO*, contains leave processing procedures using the AF Form 988.

4.9.1.1. Use the AF Form 972, *Request and Authorization for Emergency Leave Travel***,** for members authorized funded emergency leave travel. See paragraph **6.5**, Emergency Leave, of this AFI. AFI 65-114, requires the AF Form 972 to document authorized emergency leave travel.

4.9.1.2. Use DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*, for participants or trainees authorized space-required travel with PTDY for sports or recreation or talent events. See **Table 7.**, Rules 31 and 32, of this AFI.

4.9.1.3. Use DD Form 1610 for deferred consecutive overseas tour (COT) leave or in-place COT (IPCOT) leave. See paragraph **14.3**, Determining Deferred COT Allowance, of this AFI.

4.9.1.4. Use DD Form 1610 for 15-day SR&R leave under the OTEIP. See paragraph **14.7**, SR&R or OTEIP, of this AFI.

4.9.2. Place the authorization for PTDY for house hunting in conjunction with reassignment on the PCS orders when:

4.9.2.1. Members reassigned with TDY en route or

4.9.2.2. Members authorized to relocate family members to a designated place when going to or returning from an overseas unaccompanied tour. **Note:** If commander approves PTDY, the MPS includes the following statement on the PCS orders: "Member has authorization for (number of days, not to exceed 8) PTDY for the purpose of house hunting."

4.9.3. When members take leave en route, authorized PTDY, or both, with PCS or TDY travel, the financial services office (FSO) uses the travel voucher to determine authorized travel, authorized PTDY, and chargeable leave.

4.9.4. Local Instructions to AF Form 988. Unit commanders send requests to add local instructions to the AF Form 988 to HQ USAF/A1PA Force Sustainment Division, 201 12th St South, Ste 411D, Arlington, VA 22202.

4.10. Holidays. Public holidays established by Federal statute are non-working days, military operations permitting. When a holiday falls on a Saturday, the non-working day is the preceding Friday. When a holiday falls on a Sunday, the non-working day is the following Monday. Holidays are chargeable leave days if they occur during an authorized period of leave. If departure on a period of leave is on a holiday, the holiday is not a day of leave. If return from an authorized period of leave is on a holiday, the holiday is a day of leave. Commanders may be as liberal as training, mission, and local conditions permit in authorizing leave during the Christmas and New Year's Day period.

4.10.1. New Year's Day, 1 January.

4.10.2. Martin Luther King's Birthday, the third Monday in January.

4.10.3. Washington's Birthday, the third Monday in February.

4.10.4. Memorial Day, the last Monday in May.

4.10.5. Independence Day, 4 July.

4.10.6. Labor Day, the first Monday in September.

4.10.7. Columbus Day, the second Monday in October.

4.10.8. Veterans Day, 11 November.

4.10.9. Thanksgiving Day, the fourth Thursday in November.

4.10.10. Christmas Day, 25 December.

4.10.11. Other holidays as directed by proper authority under the law.

4.11. Miscellaneous Information:

4.11.1. Leave for Enforcement of Child Support Obligation. Unit commanders approve leave requested to attend hearings to determine paternity or to determine an obligation to provide child support. Unit commanders may disapprove such leave requests if the member is serving in or with a unit deployed in a contingency operation or exigencies of the military service require a denial of such request.

4.11.2. TDY from Leave Status. A member ordered TDY while on leave reverts to duty status as of the TDY effective date. Annotate the TDY orders to show whether the

member is reverting to leave status originally authorized or will be returning to his or her duty station upon completing the TDY.

4.11.3. Recall From Leave. Unit commanders may recall members from leave for military necessity or in the best interest of the Air Force. When recalling a member, do not charge the period of absence as leave when the period between departure on leave and the member's receipt of recall is 3 days or less. Consider the remaining time of absence as travel time, unless the unit commander determines it is clearly excessive to the circumstances. If determined excessive, charge the entire period of absence as leave.

4.11.3.1. Refer to the JFTR, paragraph U7220, to determine whether travel and transportation allowances apply. If so, member reverts to duty status the day travel to the permanent or TDY station begins. Annotate travel orders to show the date the member reverts to duty status. Use the travel orders to cancel the remaining portion of leave.

4.11.3.2. If the unit commander authorizes the member to resume leave after the member completes the duty that resulted in recall, prepare a new AF Form 988. If authorized travel, publish orders to return the member to the location where he or she received recall notification.

4.11.4. Absence Over Leave:

4.11.4.1. See DoD FMR 7000.14-R, Volume 7A, *Military Pay Policy and Procedures-Active Duty and Reserve Pay*, to determine whether an absence was unavoidable.

4.11.4.2. Charge leave for an absence in excess of authorized leave or pass if the unit commander later determines to be unavoidable; otherwise, consider it absence without leave.

4.11.4.3. Do not charge leave for an absence in excess of authorized leave caused by mental incapacity, detention by civil authorities, and early departure of a mobile unit due to operational commitments. This applies whether the absence is avoidable or excused as unavoidable, regardless of duration.

4.11.4.4. Charge leave for other unauthorized absences that the unit commander determines to have been avoidable.

4.11.5. Unable to Return from Leave Because of Illness or Injury. When a member is unable to return to duty from leave because of illness or injury:

4.11.5.1. The member must advise the leave approving authority by the quickest means.

4.11.5.2. The next of kin, attending physician, nearest military medical treatment facility (MTF), or ARC may act on the member's behalf when incapacitated to such a degree that notification by the member is not possible.

4.11.5.3. Upon return from leave, the member presents a statement from the nearest MTF or the attending physician regarding the individual's medical condition. The unit commander evaluates the statement before authenticating the leave document.

4.11.5.4. The unit commander may consult with the local medical treatment facility for clarification or recommendation.

4.11.5.5. Unit commander issues amended leave authorization, if required.

4.11.6. Medical, Dental, Hospitalized or Placed on Quarters.

4.11.6.1. Medical or Dental Care. When a member on leave requires medical or dental care, he or she reports to the nearest military medical treatment facility. If treated at civilian facilities, governing directives authorize medical or dental treatment from civilian sources at government expense only for emergency and immediate non-emergency care.

4.11.6.2. Hospitalized or Placed on Quarters. If a member on leave requires hospitalization or quarters status, do not charge leave while hospitalized or on quarters. Chargeable leave ends the day before and starts again the day following hospitalization or quarters' status, regardless of the hour of admission or discharge or release from quarters.

4.11.6.3. If a military health care provider places the member on quarters, the member's status changes from leave to quarters, and the medical authority directing such status notifies the individual's commander. The nearest military health care provider approves civilian health care provider's placement of members on quarters. If the member desires to revert to leave status after release from quarters:

4.11.6.3.1. On return to duty, the member provides the leave approving authority with a statement from the attending physician or military treatment facility that certifies the period of quarters and date of release. This statement is usually the admission and disposition list of the medical treatment facility.

4.11.6.4. The above provisions apply to a member hospitalized or placed on quarters while on emergency leave in CONUS or overseas. After termination of hospitalization or quarters' status, the member contacts the traffic management office (TMO) at the nearest Air Force installation for assistance with return transportation, if required.

4.11.7. Medical Care at Personal Expense. When a member elects civilian medical care at personal expense:

4.11.7.1. The member takes ordinary leave to cover any period of time lost from duty. This includes the period of convalescence, as well as time actually spent as an inpatient in a civilian hospital. This applies when an Air Force physician determines the medical procedure is elective on the part of the member. **Example**: Leave for cosmetic surgery that the MTF declined to perform or when the member did not receive MTF consultation.

4.11.7.2. Do not charge the period of time lost to duty due to inpatient status as leave when an Air Force physician determines a medical procedure is necessary. Following the medical procedure, unit commander may grant convalescent leave based upon the recommendation of an Air Force physician. For members electing childbirth from civilian sources, see paragraph 6.4. regarding convalescent leave.

4.11.7.3. The member becomes an Air Force patient if he or she experiences complications and seeks treatment at an Air Force medical facility. In this instance, the unit commander may grant convalescent leave in accordance with usual procedures for Air Force patients.

4.11.8. Civil Confinement. Unit commanders do not authorize leave for the purpose of serving sentences to civil confinement because civil confinement, including probated sentences thereto, is inconsistent with military status.

Comments: Members confined by civil authorities while on approved leave may continue on leave until the original leave termination date, unless recalled from leave status to duty. If unit commander recalls members to duty, commanders terminate leave status as of the recall date and change the members' status to "absent in the hands of civil authorities."

4.11.9. Absent Without Leave (AWOL). The MPS and HQ AFPC/DPWCM (Missing Persons Branch) change members' leave status to AWOL when members fail to return to duty at the end of their leave period.

4.11.10. Proceed Time. MPSs administer proceed time in accordance with AFI 36-2102, *Base-Level Relocation Procedures*. The FSO computes leave for authorized absences in excess of allowed proceed time.

4.11.11. Travel Time with En Route Leave. The time allowed for PCS or TDY travel is not chargeable leave when members take en route leave. The FSO charges leave for any authorized absence in excess of allowable travel time and proceed time, if applicable.

4.11.12. Permissive Reassignment. Charge leave for travel time, delay en route, and time spent for house hunting in conjunction with permissive reassignment.

4.11.13. Missing Port Call. Aerial port passenger section personnel notify the servicing MPS and HQ AFPC/DPWCM within 72 hours after members miss a port call.

4.11.14. Retiree Continued on Active Duty. Retirees who continue on active duty without a break in service qualify to carry over their leave balance into the period of continued active duty.

Section C—Types of Leave

5. Introduction. This section describes the types of leave authorized under DoD Directive 1327.5, *Leave and Liberty*, to help unit commanders manage their leave programs. This section contains:

5.1. Annual Leave, paragraph **6.1**

5.2. **Table 1.** , Determining Duty or Chargeable Leave, paragraph **6.2**

5.3. Advance Leave, paragraph **6.3**

5.4. Convalescent Leave, paragraph **6.4**

5.5. **Table 2.** , Convalescent Leave Requests, paragraph **6.4.2**

5.6. Emergency Leave, paragraph **6.5**

5.7. **Table 3.** , Emergency Leave Requests, paragraph **6.5.10**

5.8. **Table 4.** , Emergency Leave Situations, paragraph **6.5.11**

5.9. **Table 5.** , Instructions for Preparing AF Form 972, paragraph **6.5.12**

5.10. En Route Leave, paragraph **6.6**

5.11. Terminal Leave, paragraph **6.7**

5.12. Excess Leave, paragraph **6.8**

5.13. **Table 6.** , Voluntary Excess Leave Requests, paragraph **6.8.6**

5.14. Environmental and Morale Leave, paragraph **6.9**

Note: AFMAN 65-116, Volume 2, Chapter 7, *Defense Joint Military Pay System (DJMS) Unit Procedure Excluding FSO*, describes the responsibilities of the commander, the supervisor leave approval authority, and the unit. It also contains procedures for the use of AF Form 988 and for requesting leave. It explains commencement of leave, termination of leave, and failure to return from leave. It also explains processing leave requests other than ordinary leave.

6. Authorized Leave:

6.1. Annual Leave. Another name for annual leave is "ordinary" leave. Normally, members request leave, as accruing, within mission requirements and other exigencies. Member's failure to use leave, as accruing, can result in loss of accrued leave at FY-end leave balancing or upon retirement or separation from active duty.

6.1.1. Use of Annual Leave. Members typically use annual leave:

6.1.1.1. For vacation or short periods of rest from duty.

6.1.1.2. To attend to parental family needs such as illnesses.

6.1.1.3. With a PCS or after periods of arduous duty and protracted periods of deployment from the home station.

6.1.1.4. During traditional national holiday periods.

6.1.1.5. To attend to family emergencies or personal situations caused by natural disasters such as floods and hurricanes.

6.1.1.6. For attendance at spiritual events or for other religious observances.

6.1.1.7. During the pre-processing period incident to release from active duty.

6.1.1.8. As terminal leave with retirement or separation from active duty.

Note: Members separating under "for cause" provisions and other separatees separating at the earliest possible date cannot take terminal leave. They either receive payment for unused accrued leave or forfeit the accrued days if they receive a discharge under other than honorable conditions.

6.1.2. Unit Approval Level. Unit commanders are the approval authority for annual leave requests and normally delegate approval to a level no lower than the first-line supervisor.

6.1.2.1. For headquarters' staff, commanders delegate leave approval to no lower than assistant functional deputy directors or equivalent.

6.1.2.2. Unit commanders can disapprove leave requests for military necessity or in the best interest of the Air Force.

6.1.3. TDY Commanders. TDY commanders:

6.1.3.1. Notify parent organizations of leave requests.

6.1.3.2. Approve leaves with which the parent organizations agree.

6.1.3.3. Send e-mail, messages, or fax memorandums when necessary. **Note:** Paragraphs 6.1.3.1**.** through 6.1.3.3. apply to PERSCO Team Chiefs at deployed locations.

6.1.3.4. Charge leave to members attending AETC formal schools that close for the Christmas and New Year's Day holidays. Do not charge them leave if they perform authorized duty at the TDY site or report for approved duty to their home station during holiday periods. When their permanent duty station commanders concur, members may return to the home station to perform duty. If so, allowances prescribed in JFTR, paragraph U4175, may apply. See AFI 65-114.

6.1.4. Commanders Reporting Directly to the Chief of Staff, Vice Chief of Staff, or Assistant Vice Chief of Staff. These commanders approve their own leave. Send leave notification by e-mail, message, or fax at least 7 days in advance to HQ USAF/CVA. Include in the leave notification:

6.1.4.1. Effective date of leave.

6.1.4.2. Duration.

6.1.4.3. Leave address and telephone number.

6.1.4.4. Name of acting commander. **Note:** HQ USAF/CVA advises commanders when extenuating circumstances require adjustments to scheduled leaves.

6.1.5. Leave in Conjunction With TDY. Unit commanders:

6.1.5.1. Determine TDY is clearly essential to the mission.

6.1.5.2. Make certain members do not take, schedule, plan, or arrange, in fact or appearance, TDY to serve leave desires of the member.

6.1.5.3. Authorize leave when operationally feasible.

6.1.5.4. Ensure the government incurs no additional cost incident to leave. **Note:** Members may not use non-duty days to extend the TDY or leave period.

6.1.6. Leave Extensions:

6.1.6.1. The member must ask, orally or in writing, for the extension sufficiently in advance of expiration of leave authorized to permit return to duty at the proper time if the approval authority disapproves the extension.

6.1.6.2. Members who fall ill or need hospitalization while on leave must advise the leave-approving authority as soon as possible.

6.1.6.3. The next of kin, attending physician, nearest MTF, or ARC may act on a member's behalf.

6.1.7. Leave Begins and Ends in the Local Area. The local area is the place where the member lives and from which he or she commutes to the duty station. Charge leave for duty days and non-duty days (for example, Friday through Monday) when members take leave on the day before and the day after non-duty days. This applies to leave taken in the local area. **Exception:** When a member's leave ends on a day before a non-duty day, the commander may authorize leave on the next duty day for an emergency situation and not charge leave for the non-duty days. If the member knew of the emergency situation before his or her departure on the original leave, charge the member leave for the weekend or other non-duty days.

6.1.7.1. Normally, leave begins on the effective date reflected on the AF Form 988. If the leave start date changes, make the change to the leave status date and leave start date on the leave form. The member and leave approval authority initial the changes before the member departs on leave.

6.1.7.2. Normally, leave ends on the effective date reflected on the AF Form 988. Change the last day of leave on Part III of the leave form if the leave approval authority approves an extension or if the member returns early. **Note:** Do not charge leave if a member is unable to return from leave due to weather conditions such as airport closed due to snowstorm. However, require member to provide documents justifying authorized absence from the date leave would normally end through date of return.

6.1.8. Leave Overlaps Two FYs. When a member's leave period overlaps two FYs, the DJMS reduces the member's leave account in the FY in which the member takes the leave. **Example:** The DJMS charges 5 days to the previous FY and 5 days to the next FY when a member takes 10 days leave, 26 Sep - 5 Oct.

6.1.9. FSO. The FSO computes leave for authorized absences in excess of allowed travel time, PTDY, and proceed time, if applicable. Members can ask the FSO to verify regular and SLA leave balances to determine "use or lose" leave status. "Use or lose" leave means leave days members lose if not used before 1 Oct.

6.1.10. Leave or Duty Status. Determine leave based on the actual date members start leave and actual return date from leave according to **Table 1** below. Charge leave for non-duty days, including holidays, if the non-duty days fall between leave days. This applies to members who take leave in, or away from, the local area. **Exception:** Commanders may authorize leave on Monday without charging leave for Saturday and Sunday if an emergency situation requires a member to take unplanned leave and the member is in the local area. This applies when members take leave on Friday.

Table 1. Determining Duty or Chargeable Leave.

RULE	A	B	C	D	E
		and performed the majority of scheduled duty (over 50 percent)			
	If member is	**Yes**	**No**	**or on a non-duty day**	**then the member is on**
1	starting leave or signing up for space-available travel	**X**			duty.
2			**X**		leave.
3				**X**	duty.
4	returning	**X**			duty.
5			**X**		leave.
6				**X**	leave.

Comments: Leave status is not necessarily chargeable leave. For example, a member is on leave status after working at least 50% of the duty day, and the following day is the first day of chargeable leave. However, a member cannot sign up for space-available transportation before the first day and time of leave status.

6.2. **Examples** . The following examples use a normal work schedule of Monday through Friday, 0730 to 1630. (For members on shift work or alternate work schedules, arrange equivalent schedules though the days of the week vary.)

6.2.1. **Example 1**. If the member starts leave or signs up for space-available transportation on Tuesday:

6.2.1.1. Tuesday is a duty day and Wednesday is the first day of leave when the leave approving authority determines that the member performed the majority (over 50%) of scheduled duty on Tuesday.

6.2.1.2. Tuesday is the first day of leave if the leave approval authority determines that the member performed less than 50% of scheduled duty on Tuesday.

6.2.2. **Example 2**. Saturday is a day of duty and Sunday is the first day of leave, if the member, regardless of the hour, starts leave or signs for space-available transportation on Saturday.

6.2.3. **Example 3**. Sunday is a day of duty and Monday is the first day of leave, if the member, regardless of the hour, starts leave or signs up for space-available transportation on Sunday.

6.2.4. **Example 4**. Friday is a day of duty and Thursday is the last day of leave if the leave approving authority determines the member performed the majority (over 50%) of scheduled duty on Friday.

6.2.5. **Example 5**. If the member returns from leave on Saturday, regardless of the hour, Saturday is a day of leave. This also applies if the member returns from leave on Sunday or a holiday.

6.3. Advance Leave. Advance leave is leave granted based on a reasonable expectation that a member will accrue leave during the remaining period of active military service.

6.3.1. Purpose of Advance Leave. The purpose of advance leave is to enable members to resolve emergencies or urgent personal situations when they have limited or no accrued leave. Members may not depart on leave before the unit commander approves the advance leave. Unit commanders may approve requests for members:

6.3.1.1. Requesting up to 30 days of advance leave and includes leave requests which, if approved, result in a negative leave balance of 30 or less days.

6.3.1.2. Requesting up to 30 days of advance leave in connection with travel, either PCS or TDY, including a consecutive overseas tour (COT). This includes leave requests which, if approved, result in a negative leave balance of 30 or less days.

6.3.1.3. Completing technical training and requesting up to 10 days advance leave if the first duty station is in CONUS or up to 14 days if outside CONUS.

Note: Unit commanders normally approve the lesser of 30 days or the amount of leave the member will earn during the remaining period of active military service.

6.3.2. Delegating Approval. Unit commander can delegate approval to a level no lower than squadron section commander, deputies, or equivalents. For emergency leave situations, first sergeants can approve advance leave when delegated authority to approve emergency leave for enlisted members.

6.3.2.1. At headquarters' staff, commander can delegate approval to no lower than assistant functional deputy directors or equivalents.

6.3.2.2. AETC training commanders delegate approval authority to no lower than first sergeants for enlisted members.

6.3.3. Thirty Days or More of Advance Leave. HQ AFPC/DPSIMC is the approval authority. Send requests for advance leave when members have already taken up to 30 cumulative days of advance leave through the wing commander or FOA/A1 or equivalent (colonel or above) to HQ AFPC/DPSIMC, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739. Include:

6.3.3.1. Justification and recommendation for the leave requested.

6.3.3.2. When the requested leave begins and ends.

6.3.3.3. The number of advance leave days initially approved, if any.

6.3.3.4. The member's leave balance at the beginning of the initial advance leave approval.

6.3.3.5. The number of days accruing to the expiration of term of service.

6.3.3.6. The number of additional advance days requested.

Note: For immediate emergencies or urgent personal situations, HQ AFPC/DPSIMC gives telephonic approval when members have already taken up to 30 cumulative days of advance leave. DSN 665-2591 or commercial (210) 565-2591. First Sergeants ensure MPS personnel complete the AF Form 988 and follow up with a message, e-mail, or fax (DSN 665-2543) within 48 hours, with the information in **6.3.3.1.** through **6.3.3.6.**

6.3.4. Wing Commander/FOA/A1. The wing commander or FOA/A1 or equivalent submits their recommendation on advance leave requests when members have already taken 30 cumulative days of advance leave.

6.3.5. Personnel Support for Contingency Operations (PERSCO) Team. The PERSCO Team Chief requests approval for advance leave in excess of 30 days from HQ AFPC/DPSIMC (fax DSN 665-2543) and notifies the unit of assignment of the final decision.

6.3.6. Advance Leave Becomes Excess Leave. When a member has taken all the advance leave that he or she will be accruing during the remaining period of active service, unit commanders change member's leave status from advance to excess leave. Members carry forward advance leave to a new period of service if an enlisted member separates and immediately reenlists 3 or more months before expiration of the term of service.

6.3.7. Advance Leave Not Authorized. Unit commanders may not approve advance leave:

6.3.7.1. For members pending administrative or punitive actions requiring their separation at the earliest possible date.

6.3.7.2. In conjunction with excess leave authorized for members awaiting punitive, administrative, or disability discharge.

6.3.8. Advance Leave and Excess Leave. When authorizing excess leave in conjunction with advance leave, advance leave does not accrue during the period of excess leave involved. **Example**: A member with ETS 15 Mar 08 requests 30 days leave effective 1 Oct 07. The member has 2 days accrued leave through 30 Sep 07. The member would normally accrue 14 days during the period 1 Oct 07 - 15 Mar 08. Therefore, the member would have a total of 16 days accrued and tentative advance leave through ETS. The tentative excess leave period is 14 days (30 days requested leave minus 16 days accrued and tentative leave). The member will not accrue 1.5 days during the tentative excess leave period. Therefore, reduce the 14 days leave that would normally accrue by 1.5 days that will not accrue during the excess leave period (see **Figure 3** below). This results in advance leave of 12.5 days. In this example, the authorized leave is 2 days accrued leave, 12.5 days advance leave, and 15.5 days excess leave.

6.3.9. Indebtedness. The Financial Services Office stops or collects, if applicable, all pay and allowances paid after a member's leave status changes from advance to excess leave. There is an additional collection for non-accruals of one half-day for every 6 days of excess leave (see **Figure 3** below). **Note:** See AFMAN 65-116, Volume 2, Chapter 7.

Figure 3. Non-Accrual Days.

For Excess Leave Period	Subtract this Amount of Leave
1/2-6 days	1/2 day.
6 1/2-12 days	1 day.
12 1/2-18 days	1 1/2 days.
18 1/2-24 days	2 days.
24 1/2-31 days	2 1/2 days.
Over 31 days	Compute in 30-day increments.

6.4. Convalescent Leave. Convalescent leave is an authorized absence normally for the minimal time essential to meet the medical needs for recuperation. It is not chargeable leave. The Air Force Surgeon General oversees the convalescent leave program.

6.4.1. Convalescent Leave Approval. The unit commander normally approves convalescent leave up to 30 days based on the recommendations by either the MTF authority or the attending physician most familiar with the member's medical condition. The commander must not approve more than 30 days initial convalescent leave. Extending convalescent leave beyond 30 days requires additional medical review and consent. **Exception:** Convalescent leave due to pregnancy or childbirth**. Note:** During short absences of the unit commander, the commander's designated representative may approve, in the commander's name, convalescent leave.

6.4.1.1. Absence from duty because of pregnancy and childbirth. During pregnancy, members continue to perform normal duties as long as they are medically fit to do so. When it is necessary for the member's or fetus' health and safety, convalescent leave is appropriate as long as it is medically required. For childbirth, postpartum convalescent leave following normal pregnancy is 42 days to allow time for the mother to recover physically. Convalescent leave begins the day of discharge from the medical treatment facility and continues through the day before the member's return to duty. Medical authorities determine whether the mother's medical condition warrants convalescent leave beyond 42 days.

Table 2. Convalescent Leave Requests.

RULE		B	C
	If member	**and**	**then the unit commander unless otherwise specified**
1	is discharged from inpatient status	medical condition is not pregnancy related	normally approves the number of days that the attending physician deems necessary, not to exceed 30 days.
2		medical condition is childbirth	normally approves 42 days.
3	is treated on an outpatient status	medical condition is pregnancy related	normally approves the number of days that the attending physician deems necessary for the member's or fetus' health and safety.
4		medical condition is not pregnancy related	normally approves the number of days that the attending physician deems necessary, not to exceed 30 days.
5	is on inpatient status at Air Force MTF	will be returning to the MTF as an inpatient	MTF service chief or department chairman normally approves up to 30 days that the attending physician deems necessary. MTF commander may approve more than 30 but less than 90 days. More than 90 days requires MAJCOM/SGP approval.
6	is a patient at an Army or Navy MTF, or at a Veterans' Administration (VA) hospital	medical condition is not pregnancy related	Army or Navy MTF commander or VA Director normally approves up to 30 days that the attending physician deems necessary. Continued convalescent requires additional medical review.
7	elected medical procedure at own expense	Air Force physician previously determined member requires the medical procedure	normally approves the number of days that the attending physician deems necessary, not to exceed 30 days.
8	elected medical procedure at own expense	Air Force physician previously determined member did not require the medical procedure	cannot approve. **Comment**: Members take ordinary leave to cover the period of absence. The period of absence includes the time actually spent as an inpatient in a civilian hospital and any convalescent period deemed necessary by the attending physician.
9	paid for medical procedure which Air Force MTF medical authority determined member did not require	is subsequently treated at an Air Force MTF after experiencing complications	normally approves the number of days that the attending physician deems necessary, not to exceed 30 days.

6.4.3. Medical Authority. The medical authority or attending physician determines:

6.4.3.1. When a medical condition warrants continuance of convalescent leave.

6.4.3.2. Whether the member can depart the local area while on convalescent leave.

6.4.4. Convalescent Begins. Convalescent leave begins the day of release from the medical treatment facility and continues through the day before the member's return to duty, if applicable, or return to in-hospital status.

6.4.5. Voluntary Termination. A member may voluntarily terminate convalescent leave earlier with the attending physician approval.

6.4.6. Requesting Ordinary Leave. A member may request ordinary leave after completing convalescent leave.

6.4.7. Terminating Convalescent Leave. The unit commander may terminate convalescent leave status if the member's continued absence from duty would clearly have an adverse impact on the readiness or operational mission of the unit. The unit commander must consult the cognizant military health authority to determine whether such action is medically advisable prior to terminating convalescent leave.

6.5. Emergency Leave. Emergency leave is chargeable leave granted for personal or family emergencies involving the immediate family. See paragraph **6.5.10** for emergency leave requests, paragraph **6.5.11** for travel situations, and paragraph **6.5.12** for travel orders. See also AFI 65-103, *Temporary Duty Orders*, when preparing special orders for emergency leave travel. See AFI 36-3020, *Family Member Travel*, for dependents who may be eligible for emergency travel allowances and member is ineligible for emergency leave. Emergency travel allowances are under the JFTR, Chapters 5 and 7.

6.5.1. Immediate Family. Immediate family consists of the member's spouse and member's or spouse's:

6.5.1.1. Parents (including stepparents).

6.5.1.2. Children (including illegitimate children and stepchildren).

6.5.1.3. Brothers and sisters.

6.5.1.4. Sole surviving blood relative.

6.5.1.5. In-loco-parentis person (defined in paragraph **6.5.10**, **Table 3**).

6.5.2. Emergency Leave Approval. Unit commanders approve initial emergency leave periods up to 30 days and extensions up to 30 days. If a member has, or will have, a negative leave balance, unit commander considers only that leave which is absolutely necessary to take care of the emergency situation. **Note:** The TDY commander or PERSCO Team Chief approves emergency leave after notifying and receiving approval from the unit of assignment.

6.5.3. Delegating Emergency Leave Approval:

6.5.3.1. Unit commanders can delegate approval for emergency leave for enlisted members to a level no lower than the first sergeant. When delegated authority to approve emergency leave for enlisted members, first sergeants can approve up to 30

days advance leave. They also can approve excess leave when the combination of accrued, advance, and excess leave is 60 days or less.

6.5.3.2. At headquarters' staff, commanders can delegate approval to no lower than assistant functional deputy directors or equivalents.

6.5.4. HQ AFPC/DPSIMC Approval**.** HQ AFPC/DPSIMC approves emergency leave:

6.5.4.1. If leave requested results in a member having a cumulative negative leave balance of over 30 days.

6.5.4.2. Exceeding 60 days when members have already taken advance or excess leaves.

6.5.5. Unit Commander's Responsibilities. Unit commanders:

6.5.5.1. Approve or deny emergency leave on a case-by-case basis based on their knowledge of the circumstances.

6.5.5.2. Who have reason to doubt the validity of an emergency situation, may request assistance from the military Service activity nearest the location of the emergency in determining the validity of the emergency situation and the necessity for the member's presence. When necessary, unit commanders may request assistance from the ARC to verify emergency situations.

6.5.5.3. Approve initial periods of emergency leave for no more than 30 days and extensions for no more than 30 days.

6.5.5.4. Advise members to apply for humanitarian or exceptional family member reassignment, or separation for hardship reasons if the leave period is more than 60 days.

6.5.5.5. Send emergency leave requests to HQ AFPC/DPSIMC via fax (DSN 665-2543), with full justification if leave requested results in a member:

6.5.5.5.1. Having a cumulative negative balance of over 30 days.

6.5.5.5.2. Taking leave for 60 or more days and member has already taken advance or excess leave.

6.5.5.6. Give members the opportunity to apply for ordinary leave, reassignment, or separation for hardship reasons if they do not qualify for emergency leave.

6.5.5.7. Do not deny emergency leave solely because of lack of funds for funded travel.

6.5.5.8. Do not approve emergency leave for purpose of either increasing the member's travel priority or offsetting personal travel costs.

6.5.5.9. Ensure members contact the TMO or commercial travel office (CTO) for travel arrangements because failure to do so can result in non-reimbursement of travel costs.

6.5.6. Advance Leave. When members do not have sufficient accrued leave to take care of urgent personal or emergency situations:

6.5.6.1. The unit commander approves the lesser of 30 days or the amount of leave they will earn during the remaining period of active military service. First sergeants can approve advance leave when delegated authority to approve emergency leave for enlisted members.

6.5.6.2. HQ AFPC/DPSIMC approves advance leave for more than 30 days when members have already taken 30 cumulative days of advance leave.

6.5.6.3. The PERSCO Team Chief requests approval for advance leave in excess of 30 days from HQ AFPC via fax (DSN 665-2543) and notifies the unit of assignment of the final decision.

6.5.7. Excess Leave for Emergencies. When members use all advance leave that they have not yet earned:

6.5.7.1. Unit commanders may approve excess leave when the combination of ordinary, advance, and excess leave is 60 days or less. First sergeants can approve excess leave when delegated authority to approve emergency leave for enlisted members.

6.5.7.2. HQ AFPC/DPSIMC approves excess leave when members have already taken more than a total of 60 days cumulative leave (ordinary, advance, excess).

6.5.8. Emergency Leave Extension:

6.5.8.1. Members contact the:

6.5.8.1.1. Organization commander or first sergeant (contact the losing-organization commander or first sergeant if on en route leave).

6.5.8.1.2. Local American Red Cross (ARC) chapter for help in notifying their unit commander or first sergeant.

6.5.8.2. Unit commanders or first sergeants:

6.5.8.2.1. Advise members, in writing, of their decision to approve or deny the request.

6.5.8.2.2. Send an information copy to the ARC representative, if applicable.

6.5.8.2.3. Send requests for leave resulting in 60 or more days of leave that include advance or excess days to HQ AFPC/DPSIMC, with full justification.

6.5.8.3. Losing commanders coordinate changes in reporting with the appropriate resource manager in HQ AFPC.

6.5.9. Emergency Leave Travel (see **Table 4.**, paragraph **6.5.11**, Emergency Leave Situations).

6.5.9.1. Applicable directives for emergency leave travel information:

6.5.9.1.1. AFI 65-103, *Temporary Duty Orders*, when preparing special orders for emergency leave.

6.5.9.1.2. Emergency travel allowances are under the JFTR, Chapters 5 and 7. See JFTR, paragraph U7205, for members stationed overseas, members with overseas domiciles, and members who are TDY in or outside CONUS.

6.5.9.1.3. DoD Regulation 4515.13-R, *Air Transportation Eligibility*, with changes 1 and 2, and authorizes round-trip, space-required travel via aircraft owned or controlled by DoD:

6.5.9.1.3.1. From overseas to CONUS, Alaska, Hawaii, the Commonwealth of Puerto Rico, and possessions of the United States, or any other location OCONUS as determined by the Secretarial Process, when authorized or approved by the emergency leave granting authority.

6.5.9.1.3.2. From CONUS to overseas location (see paragraph **6.5.9.2**).

6.5.9.1.3.3. Within and between overseas locations (see paragraph **6.5.9.2**).

6.5.9.1.4. AFI 24-101, *Passenger Movement*.

6.5.9.1.5. AFI 36-3020, *Family Member Travel*, and JFTR, paragraph U7205, for family member travel.

6.5.9.1.6. The JFTR and DoD Regulation 4515.13-R authorize round-trip, commercial transportation when space-required transportation via aircraft owned or controlled by DoD is not available. Before the leave approval authority authorizes round-trip commercial transportation, TMO must make a determination that space-required transportation via aircraft owned or controlled by DoD is not reasonably available. The approval authority must apply this judiciously to ensure the best interests of the Air Force and the member are served.

6.5.9.2. Overseas location for emergency leave purposes is Hawaii, Alaska, the Commonwealth of Puerto Rico, and possessions of the United States, or any other location OCONUS as determined by the Secretarial Process, when authorized or approved by the emergency leave granting authority.

6.5.9.3. The member's domicile means home of record, place of entry on active duty, place of first enlistment, or place of permanent legal residence. See the JFTR, paragraph U7205-B3.

6.5.9.4. Time spent in emergency leave travel via aircraft owned or controlled by DoD from overseas to the CONUS aerial port of debarkation (APOD) is not chargeable leave. It also is not chargeable from the CONUS aerial port of embarkation (APOE) to overseas area or within and between overseas areas and return, when required.

6.5.9.5. Chargeable leave begins the day after the member arrives at the APOD and ends the day before the member returns to the APOE.

6.5.9.6. Active duty members on emergency leave may use space-available transportation within CONUS via aircraft owned or controlled by DoD. There is no guaranteed space for such passengers. The space-available transportation is on a first-come, first-served basis. The travel time is chargeable leave.

6.5.9.7. Different entitlements apply when members travel from the CONUS to overseas than when they travel from overseas to the CONUS. Consult the JFTR for specific allowances.

6.5.10. The following table explains when to approve or disapprove emergency leave requests.

Table 3. Emergency Leave Requests.

RULE	A	B
	If a member requests emergency leave	**then the first sergeant, if the unit commander delegates approval, or the unit commander**
1	to visit a terminally ill person in the immediate family of either the member or the member's spouse. Immediate family consists of the member's or spouse's: (1) Parents (including stepparents) (2) Children (including illegitimate children and stepchildren) (3) Brothers and sisters (4) Sole surviving blood relative. (5) In-loco-parentis person. In-loco-parentis must meet both of the following conditions: a. A person who stood in place of the member's parent for a period of at least 5 years before the member became 21 years of age or entered military service. b. The person provided a home, food, clothing, medical care, and other necessities, and gave moral, disciplinary guidance, and affection. **Note:** Require member to sign a statement attesting to a person's in-loco-parentis status. A person is not in-loco-parentis if he or she baby-sat, provided day care services, or gave financial help such as a home where the parent also lived. A grandparent or other person normally is not in-loco-parentis when the parent also lived at the same residence.	approves the request.
2	because of a verified death in the member's or spouse's immediate family	
3	because the member, or someone in the member's or spouse's immediate family has a life-threatening condition due to an accident, illness, or major surgery	
4	because the member is affected by a natural disaster, such as a hurricane, tornado, flood, or earthquake and a severe or unusual hardship would result if the member failed to return home	

5	because a severe or unusual hardship may result from failure to return home, on either the member, his or her household, or immediate family	
6	because of spouse's pregnancy or childbirth	approves the request when a severe or life-threatening situation exists.
7	to care for children during a spouse's illness, confinement, or surgery	approves the request in unusual cases when family members or social agencies are not available to help. Verify and document such situations.
8	because of emotional problems caused by family separation	approves the request only when the attending physician feels the member could alleviate severe problems at home.
9	to resolve marital problems, threatened divorce, or other personal problems	denies emergency leave.
10	to attend court hearings	
11	to resolve financial problems	
12	to help harvest crops or manage other business	
13	to settle the estate of a deceased relative	
14	because of an emergency involving other than immediate family members or for a friend, fiancee, or fiancé	

6.5.11. Emergency Leave Situations. **Note:** The JFTR, paragraph U7205-B3, defines domicile as the member's home of record, place from which called (or ordered) to active duty, place of first enlistment, or place of permanent legal residence. Commanders may authorize travel by commercial transportation when members authorized space-required transportation and DoD-owned or -controlled aircraft is not reasonably available. This includes travel to CONUS, Alaska, Hawaii, the Commonwealth of Puerto Rico, possessions of the United States, or any other location OCONUS as determined by the Secretarial Process, when authorized or approved by the emergency leave granting authority. Different allowances apply when members travel from the CONUS to overseas than when they travel from overseas to the CONUS. Consult the JFTR for specific allowances.

Table 4. Emergency Leave Travel Situations.

RULE	A If situation is	B then the travel is	C Remarks
1	Member's permanent duty is in CONUS and has an emergency in CONUS	space-available via aircraft owned or controlled by DoD.	Space-available transportation is on a first-come, first-served basis and there is no guaranteed space. Member must be on leave status when signing up for space-available transportation.
2	Member's permanent duty is OCONUS and has an emergency in CONUS, Alaska,	(1) space-required via aircraft owned or controlled by DoD. (2) commercial travel at government expense	Refer to the JFTR, paragraph U7205-C1b, for emergency leave transportation allowances
	Hawaii, the Commonwealth of Puerto Rico, possessions of the United States, or any other location OCONUS when authorized or approved by the emergency leave granting authority	if TMO determines aircraft owned or controlled by DoD is not available.	.
3	member's permanent duty is in CONUS with domicile OCONUS and has an emergency in Alaska, Hawaii, the Commonwealth of Puerto Rico, possessions of the United States, or any other location OCONUS when authorized or approved by the emergency leave granting authority		Authorized travel is from the international airport nearest the location of the member when receiving notification of the personal emergency or the member's duty location. Authorized travel is to an international airport in Alaska, Hawaii, Puerto Rico, or a U.S. possession, or any other OCONUS location as determined by the Secretarial Process, when authorized or approved by the emergency leave granting authority. Return travel is to the international airport in CONUS from which the member departed or the international airport nearest the member's permanent duty station (PDS).

4	member's permanent duty is in CONUS and has an emergency at spouse's domicile OCONUS	space-available travel via AMC channel from CONUS APOE to overseas APOD and return.	All segments of a journey where an Air Force Working Capital Fund (AFWCF) channel exists.
5	member is TDY and has an emergency in CONUS or OCONUS	the same basis as if the member was traveling on TDY. Authorize commercial transportation only if TMO determines that space-required travel is not available.	Authorized travel is from the place of TDY incident to authorized emergency leave to the PDS or other location and return.

6.5.12. Use Table 5 to complete the AF Form 972**,** *Request and Authorization for Emergency Leave*, for all funded emergency leave travel See also AFI 65-103, *Temporary Duty Orders*, when preparing the AF Form 972. Ensure members contact TMO or CTO for travel arrangements because failure to do so can result in non-reimbursement of travel costs. Refer to:

6.5.12.1. AFI 24-101, *Passenger Movement* (includes members stationed stateside and eligible for space-required travel).

6.5.12.2. JFTR, paragraph U7205, for members stationed overseas, members with overseas domiciles, and members who are TDY in or outside CONUS.

6.5.12.3. AFI 36-3020, *Family Member Travel*, and JFTR, paragraph U7205, for family member travel without the sponsor.

6.5.12.4. AFI 65-103, *Temporary Duty Orders*, when preparing the AF Form 937, *Request and Authorization for Dependent Travel***,** for dependents traveling without their sponsor.

Table 5. Instructions for Preparing AF Form 972.

A	B
Item	**Enter**
1 - 6	Follow the instructions on the form.
7	Control and duty Air Force specialty codes.
8 -10a	Follow the instructions on the form.
10b	The amount of accrued leave, but first verify the leave balance with the FSO or use the member's leave and earning statement.
10c and d	Complete when applicable.
11	Start and end dates of authorized leave.
12	Add the following when travel is to or from overseas: (1) Report to APOE not later than one and one-half hours before the scheduled flight departure time. (2) The CONUS APOD endorses the order and notes the flight reservation data for travel to the overseas APOD when member travels through the CONUS to a foreign country.
13	(when applicable) (1) Upon arrival in CONUS and before departing on leave, contact the Air Mobility Command (AMC) Passenger Reservation Center located in the Aerial port for a return flight reservation. (2) When dependents are listed on the order, add "Dependents listed below are authorized to return separately from the military member." (3) If member is stationed in or going to Spain, add "La persona a quien esta orden pertenezca esta autorizada por las autoridades militares competentes de los Estados Unidos de America para entrar o salir de Espana en mision oficial vestido de civil o militar." (**Note**: Do not translate this statement into English.) (4) Contact the transportation office at the nearest military installation to arrange return flight reservations when members travel by civilian aircraft. **Comment:** Use the other side of the form if necessary.
14 - 19	Follow the instructions on the form.
20	(check one block)
21	(1) For members stationed in CONUS who choose to pay for space-required transportation for their dependents, add "Sponsor agrees to reimburse the Air Force for travel expenses of family members per DoD Regulation 4515.13-R" (See AFI 36-3020 for family member travel without the sponsor.) (2) Member calls Scott AFB Passenger Reservation Center (PRC) toll free: 1-800-851-3144, and in Illinois call collect: (618) 229-7862 to reschedule transportation if he or she needs approval for extended leave. (3) Include member's domicile, as JFTR defines it (is or is not) outside the CONUS when emergency leave travel starts from CONUS and goes overseas. (4) List dependents and include children's dates of birth. (5) Add the distribution in the lower right hand corner. **Comment**: Use the other side of the form or separate page on plain bond if necessary.
22	Follow the instructions on the form.
23	Accounting citation and Customer Identification Code (CIC) for travel authorized under JFTR, paragraph U7205. (**Note**: Be sure to fill in applicable times and dates in items 16 through 19.)
24 - 26	Follow the instructions on the form.

6.6. En Route Leave. En route leave is ordinary leave members use in connection with PCS, including to their first PCS upon completion of technical training. Members may request advance leave when they do not have enough accrued leave to use as en route leave.

6.6.1. Approval Authority. Losing unit commanders:

6.6.1.1. Approve normally up to 30 days en route leave with any PCS move if the leave does not interfere with the reporting date to either a port or new assignment.

6.6.1.2. Ensure members sign a statement agreeing not to report early for a new assignment when taking en route leave.

6.6.2. Delegating Approval:

6.6.2.1. Unit commanders delegate approval to a level no lower than squadron section commander, deputies, or equivalents.

6.6.2.2. AETC training commanders delegate approval authority for advance leave as en route leave no lower than the first sergeants.

6.6.3. Technical School and Basic Military Training Commanders:

6.6.3.1. Approve at least 10 days of accrued leave if the first permanent duty station is in CONUS.

6.6.3.2. Approve at least 14 days of accrued leave if the first permanent duty station is outside the CONUS.

6.6.3.3. Approve advance leave up to 10 days for emergency situations.

6.6.4. Officer Training School (OTS) Graduates. OTS graduates may take up to 30 days ordinary leave (advance if needed) before reporting to their first permanent duty station.

6.7. Terminal Leave. Terminal leave is chargeable leave taken in conjunction with retirement or separation from active duty. Member's last day of leave coincides with the last day of active duty.

6.7.1. Terminal Leave Approval. Unit commanders approve terminal leave.

6.7.2. Delegating Approval:

6.7.2.1. Unit commander can delegate approval to a level no lower than the squadron section commander, deputy or equivalent.

6.7.2.2. For headquarters' staff, commanders delegate leave approval to no lower than assistant functional deputy directors or equivalent.

6.7.3. Commanders Reporting Directly to the Chief of Staff, Vice Chief of Staff or Assistant Vice Chief of Staff. These commanders approve their own leave. They send leave notification 7 days in advance by message to HQ USAF/CVA. Include in the notification message:

6.7.3.1. Effective date of leave requested.

6.7.3.2. Duration.

6.7.3.3. Leave address and telephone number.

6.7.3.4. Name of acting commander. **Note:** HQ USAF/CVA advises commanders when extenuating circumstances require adjustments to scheduled leaves.

6.7.4. Disapproving or Denying Terminal Leave. Unit commanders:

6.7.4.1. May disapprove terminal leave for military necessity or in the best interest of the Air Force.

6.7.4.2. Deny terminal leave when governing separation directives require member's separation at the earliest possible date. See paragraph **6.7.5.6** below.

6.7.4.3. Deny terminal leave requested in conjunction with authorized PTDY when governing separation directives require member's separation at the earliest possible date. See paragraph **6.7.5.6** below.

6.7.5. Terminal Leave Guidelines:

6.7.5.1. Limit members' absences to their leave balances.

6.7.5.2. Do not normally allow members to return to duty after a leave begins.

6.7.5.3. Ensure that members remain assigned to their organizations until they separate or retire.

6.7.5.4. Limit requests for excess leave to emergency situations. See paragraph **6.8**.

6.7.5.5. Ensure members complete all required separation or retirement processing and have orders in hand before starting leave.

6.7.5.6. Advise members separating under "for cause" provisions or other separatees required to separate at the earliest possible date that the FSO determines payment or forfeiture of accrued leave at time of separation. DoD Regulation 7000.14-R, Volume 7A, governs payment of accrued leave. **Note:** Do not authorize terminal leave to "for cause" separatees authorized PTDY or excess leave or other separatees required to separate at the earliest possible date.

6.7.5.7. Advise members they cannot use half-days and must schedule terminal leave so that it is continuous and ends on the date of separation.

6.7.5.8. Advise members that they forfeit unused half-days when not authorized payment for accrued leave.

6.7.6. Military Personnel Section (MPS). MPS:

6.7.6.1. Ensure members sign statements of understanding that they normally do not return to duty when terminal leave begins. **Exception:** Unit commanders may recall members from leave due to military necessity or urgent, unforeseen circumstances.

6.7.6.2. May not change established dates of separation so that members may take unused leave.

6.7.6.3. Ensure members taking ordinary leave instead of terminal leave return 15 days before their scheduled dates of separation or retirement to prevent pay problems.

6.8. Excess Leave. Excess leave is leave members normally use for personal or family emergency situations when members can not request advance leave. Excess leave is a no-pay status; therefore, authority for pay and allowances and leave accrual stops on member's first day of excess leave.

6.8.1. Unit Commanders or Designees with General or Special Court-Martial Convening Authority:

6.8.1.1. Approve or deny members' requests for excess leave.

6.8.1.2. If approving excess leave, advise members they must use all accrued leave first.

6.8.1.3. Advise members excess leave begins the day after accrued leave ends. **Note:** When unit commanders send requests recommending approval through the chain of command, any approval authority in the chain may subsequently deny the requests.

6.8.2. Convening Authority Directing Appellate Review Leave. When directing appellate review leave, approve travel according to the JFTR, paragraph U7506, and AFI 36-2102, *Base-Level Relocation Procedures*, and advise members they may take either:

6.8.2.1. Ordinary leave and then excess leave.

6.8.2.2. Payment for accrued leave (ask the FSO about accrued leave pay) and excess leave.

6.8.2.3. Some ordinary leave, payment for remaining accrued leave, and excess leave.

6.8.3. Involuntary Excess Leave. With the concurrence of the Show Cause Authority concerned, Commanders may place on involuntary excess leave, regular officers recommended for discharge (i.e., not recommended for retention on active duty) by a Board of Inquiry "Show Cause Board". The officer may be required to begin such leave at any time following the officer's receipt of the report of the board of inquiry including the board's recommendation for discharge/removal from active duty, and the expiration of any period allowed for submission by the officer of a rebuttal to that report. The leave may be continued until the date on which action by the Secretary of the Air Force (or his/her designee, normally the Secretary of the Air Force Personnel Council) on the officer's case is completed or may be terminated at any earlier time.

6.8.4. Reverting to Pay Status from Appellate Review Leave. For overruled or set-aside court-martial sentences, members:

6.8.4.1. Qualify for pay and allowances for excess leave taken when directed by the unit commander.

6.8.4.2. Do not qualify for pay and allowances for voluntary excess leave taken.

6.8.4.3. Do not get credit for accrued leave for which they elected payment before departing on appellate-review leave.

6.8.5. Excess Leave Periods. Unit commanders advise members:

6.8.5.1. Excess leave is leave without pay and allowances, and they do not receive disability pay, if injured, for time spent on excess leave.

6.8.5.2. The FSO stops all pay and allowances effective the first day of excess leave. The FSO collects, if applicable, any pay and allowances paid. When members separate from active duty, there is an additional collection for non-accrual of leave resulting from periods of excess leave. This is one half-day for each six-day period of excess leave.

6.8.6. The following table explains voluntary excess leave requests.

Table 6. Voluntary Excess Leave Requests.

RULE	**A**	**B**	**C**
	If the member requests leave	**Then**	**Comment**
1	for an emergency or urgent personal situation	unit commander may approve number of days not to exceed 60 cumulative days of ordinary, advance, and excess leave. First sergeant may approve when delegated authority to approve emergency leave for enlisted personnel.	Advise members to consider humanitarian reassignment for emergencies requiring more than 60 days absence from duty.
2		HQ AFPC/DPSIMC may approve number of days exceeding 60 cumulative days of ordinary, advance, and excess leave	N/A

3	for separation or retirement relocation activities such as job search and is eligible under AFI 36-3009, *Airman and Family Readiness Centers*, as a: (1) Voluntary separation incentive separatee. (2) Special separation benefit separatee. (3) Involuntary separatee (including for cause separatees eligible under AFI 36-3009) (4) Retiree	unit commander may approve up to 30 days unless to do so would interfere with the military mission	(1) Unit commander can disapprove a request for excess leave if approval would interfere with the military mission. (2) Normally approve under emergency circumstances since excess leave is a no-pay status. Pay and allowances stop on the first day of excess leave and members cannot receive disability pay if they incur a disability injury or illness while on excess leave. (3) Excess leave must occur within 180 days of the separation of retirement date. (4) Members may take excess leave: (a) In increments up to the maximum permitted, but not successive Mondays through Fridays. (b) In conjunction with terminal leave, if applicable. (5) A member can request excess leave in lieu of PTDY, but not both.
4	to participate in the Judge Advocate Accession Program	the staff judge advocate may approve length of program, plus travel time.	Advise members they can retain their leave balance up to 60 days.
5	while awaiting completion of administrative discharge proceedings under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers* and AFI 36-3208, *Administrative Separation of Airmen*.	Leave may be approved for an unlimited amount of days in 60-day increments. Under AFI 36-3206, para 4.8 the Show Cause Authority may grant an officer's request for excess leave.	Approve when you no longer need the member there and when the member meets medical criteria for separation. When reviewing requests, any approving authority may deny leave based on military necessity or in the best interests of the Air Force.

6	as an officer resigning in lieu of court martial.	the wing commander or FOA/A1 may approve unlimited days in 60-day increments.	If applicable approve when: (1) You no longer need the member there, (2) The member meets medical criteria for separation, and (3) The member serves all adjudged confinement, or (4) You or another authority figure commutes, remits, suspends, or defers the member's sentence. **Note:** When reviewing requests, any approving authority may deny leave based on military necessity or in the best interests of the Air Force.
7	as a member pending sentence by a court for a dismissal or punitive discharge.	the court martial convening authority may approve.	N/A
8	combined with PTDY for pre-separation or retirement relocation job or residence search and meets the same criteria as in rule 3	the unit commander disapproves.	N/A
9	awaiting entry into the Air Force Academy in a cadet status	the preparatory school commander may approve the period awaiting entry in cadet status.	Approve ordinary leave when members have accrued leave before approving excess leave. Excess leave begins after ordinary leave.
10	to pursue activities with potential recruiting or public affairs benefit for the Air Force (See para 6.8.8)	the wing commander or equivalent commander endorses the request and forwards to AFPC/DPSOS to SAF/MR for consideration	(1) Any level may deny the application if it does not meet the defined requirements or if determined not to be in the best interest of the Air Force. (2) Advance and excess leave may not be used prior to receiving approval under this program.

6.8.7. Requesting Excess Leave. Before requesting excess leave, review paragraph **6.8** and **Table 6** The member submits request through channels to the appropriate commander or the appropriate court marital convening authority, as applicable. Include the following applicable statements:

6.8.7.1. I hereby request excess leave under AFI 36-3003, **Table 6.**, Rule ___.

6.8.7.2. I understand I may have to use my accrued leave before entering excess leave status.

6.8.7.3. I understand excess leave is a no-pay status; therefore, I will not accrue any pay and allowances while on excess leave.

6.8.7.4. I understand I am eligible for medical care and use of other military facilities while I am in an excess leave status.

6.8.7.5. I understand I will not receive disability pay if injured for time spent on excess leave.

6.8.7.6. I understand the FSO stops all pay and allowances effective the first day of excess leave.

6.8.7.7. I understand the FSO collects, if applicable, any pay and allowances.

6.8.7.8. I understand there is a collection for non-accrual of leave resulting from periods of excess leave upon separation from active duty. This is one half-day for each six-day period of excess leave.

6.8.7.9. I understand that the period of excess leave will not count toward the fulfillment of any active duty service commitment.

6.8.8. Excess Leave to Pursue Activities with Potential Recruiting or Public Affairs Benefit to the Department of the Air Force. Officers and enlisted Airmen may request excess leave to pursue other career opportunities. Such requests can be made for, but are not limited to, pursuing careers in professional sports, music contracts, or other professions in which there is a strong expectation of the Air Force receiving a recruiting or public affairs benefit. Airmen are expected to use their talent primarily in the United States in a manner that generates significant favorable media coverage and likely generate interest in service in the United States Air Force. Evaluation of requests will consider the needs of the Air Force, the quality of the professional performance to date, the strength of the public affairs or recruiting proposal, and potential positive recruiting or public affairs benefit to the Air Force. In addition, in making a recommendation or decision on an application, reviewing authorities should consider that Airmen in excess leave under this provision are in effect "ambassadors" of the Air Force and any determination should consider whether an Airman's records and service history, to include derogatory or disciplinary action, render him or her an inappropriate candidate.

6.8.8.1. The approval authority for this program is the Assistant Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR). The Airman requesting excess leave must make the application by memorandum, endorsed by the wing or equivalent commander and sent through AFPC/DPSOS to SAF/MR for approval. Any level in the process may disapprove the application if it does not meet the defined requirements or if determined not to be in the best interest of the Air Force.

6.8.8.2. Airmen may apply for excess leave not to exceed one year. Excess leave cannot begin until the Airman has served at least 24 months on active duty.

6.8.8.3. While in excess leave status, Airmen may be recalled to active duty so they must maintain contact information with the commander responsible for monitoring the Airman's progress.

6.8.8.4. The Airman must meet physical fitness requirements and standards.

6.8.8.5. The Airman must have secured a contract or binding commitment with an organization guaranteeing the opportunity to pursue an activity with potential recruiting benefits.

6.8.8.6. Airmen enter into a non-pay status and are not authorized pay and allowances while in excess leave status. Airmen who incur a physical disability while in excess leave status are not authorized to receive disability retired pay. As a condition of approval of this extraordinary excess leave and consistent with past practice, Airmen are required to acquire private disability insurance.

6.8.8.7. Airmen in excess leave status for this purpose must acknowledge that time served in excess leave will not be used to satisfy an existing active duty service commitment.

6.9. Environmental and Morale Leave (EML). EML is leave authorized at an overseas installation where adverse environmental conditions require special arrangements for leave in desirable places at periodic intervals. The EML taken is ordinary leave. Unified commanders designate the authorized EML duty locations and destinations.

6.9.1. Purpose. The purpose of EML is to make use of DoD-owned or -controlled aircraft to supplement in-country leave schedules established to carry out basic leave programs.

6.9.2. Funded EML. Funded EML authorizes members DoD-owned or -controlled air transportation from EML duty locations for purposes of taking leave in an EML destination site. Do not charge leave for member's time spent en route to and returning from an EML destination site. Charge leave for the period of time at the EML destination site. Leave begins the day after the member arrives at the aerial port of debarkation that services the destination site. Leave ends the day before the member returns to the aerial port of embarkation. See JFTR, paragraph U7207.

6.9.3. Unfunded EML. Unfunded EML authorizes members space-available air transportation from EML duty locations for purposes of taking leave in an EML destination site. Charge leave for travel time to and from, and for the period of time at an EML destination site when traveling on a space-available basis. The MAJCOM/DPA equivalent or designee grants extensions for unfunded EML. Any leave-approving authority within the chain of command can deny requests without referring them to a higher-level headquarters.

6.9.4. Required Travel Documents. When traveling outside the United States, ensure member checks AFI 24-405, *Department of Defense Foreign Clearance Guide*, for required travel documents. Instruct members to comply with foreign government procedures as required by AFI 24-405, to include the DoD Travel Security Advisory. The passport/visa section in the MPS maintains a copy of the guide and advisory.

Section D—Pass (Regular and Special)

7. Introduction. This section provides information to help unit commanders understand regular and special pass periods. These are absences authorized, not chargeable as leave, to provide respite from the working environment or for other reasons. This section contains:

7.1. Pass Period, paragraph 8.1.

7.2. Regular Pass, paragraph 8.2.

7.3. Special Pass, paragraph 8.3.

7.4. Regular and Special Pass Guidelines, paragraph 8.4.

8. Regular and Special Pass Information.

8.1. Pass Period. A pass period is an authorized absence from duty for a relatively short time.

8.1.1. It starts from the end of normal working hours on a duty day and ends at the beginning of normal working hours the next duty day.

8.1.2. At the beginning and the end of the pass period, the member is actually in the local area. The local area is the place from which they regularly commute to work.

8.2. Regular Pass.

8.2.1. A regular pass (liberty) starts after normal working hours on a given day and stops at the beginning of normal working hours on the next working day.

8.2.2. A regular pass normally begins at the end of working hours on Friday afternoon until the beginning of normal working hours on the following Monday when non-duty days are Saturday and Sunday.

8.2.3. A regular pass period (non-duty days) for units on non-traditional work schedules (alternate or compressed work schedules) may not exceed the 4-day special pass limitation. The combination of non-duty days and a public holiday may not exceed the 4-day special pass limitation. The combination of 3 non-duty days and a public holiday during a compressed work schedule is a regular pass period.

8.2.4. A DoD Management Headquarters or Headquarters Supporting Activity, as defined in DoD Instruction 5100.73, Major DoD Headquarters Activities, determines whether Monday or Friday is compensatory time off with a holiday observed on a Tuesday or Thursday. An authorized 4-day holiday period consisting of a holiday, compensatory time off day, and a weekend is a regular pass period. For the purpose of this AFI, major DoD Headquarters Activities refer to the MAJCOMs and equivalents.

8.3. Special Pass. Unit commanders may award 3- or 4-day special passes for special occasions or circumstances, such as reenlistment or for some type of special recognition or compensatory time off. They may delegate approval to a level no lower than squadron section commander, deputies, or equivalents. Special passes start after normal working hours on a given day. They stop at the beginning of normal working hours on either the 4th day for a 3-day special pass or the 5th day for a 4-day special pass. A 3-day special pass can be Friday through Sunday, Saturday through Monday, or Tuesday through Thursday. A 4-day

special pass can be Thursday through Sunday or Saturday through Tuesday or Friday through Monday. This applies to a normal Monday through Friday workweek. See paragraph **8.4.9** for safe travel guidelines.

8.4. Regular and Special Pass Guidelines. Unit commanders:

8.4.1. Impose no mileage restrictions. However, they may require members to be able to return to duty within a reasonable time in the event of an operational mission requirement such as a recall, unit alert, or unit emergency. At training bases, commanders can require members to be able to return in time to resume training or class attendance. Commanders need to base all restrictions on reasonable and legitimate military requirements.

8.4.2. Inform members that the authorized absence that exceeds the pass period is chargeable leave if they fail to return from an authorized pass period.

8.4.3. A special pass may be taken in conjunction with leave without a duty day between the special pass and leave period. The member must be physically present in the local area when departing and returning from leave. Leave may be taken either prior to or following the special pass but not both before and after the special pass.

8.4.4. Do not grant special passes in succession or in series.

8.4.5. Ensures the MPS processes an AF Form 988 when members fail to return from pass and need unplanned leave.

8.4.6. Charge members leave for absence not excused under DoD Regulation 7000.14-R, Volume 7A.

8.4.7. Inform members they cannot use regular or special pass periods to extend TDY periods.

8.4.8. Do not grant a special pass in conjunction with non-duty days exceeding the 3-day or 4-day special pass limitation.

8.4.9. Safe Travel Guidelines. Members on non-duty status (regular or special pass) should use Operational Risk Management (ORM) principles to assess all hazards and control risks prior to excessive or hazardous travel, especially by automobile. Applicable guidelines are in AFI 90-901, *Operational Risk Management*. A comprehensive ORM assessment may conclude that fatigue or road conditions are high risks requiring a change to travel plans.

Section E—Special Leave Accrual (SLA)

9. Introduction. This section describes the SLA provisions when deployments or assignments to a hostile-fire or imminent-danger pay area prohibit members from using leave. The SLA also applies when deployments or assignments to designated operational missions at the national level prohibit members from using leave. It provides information on restoring leave lost at FY-end leave balancing. It also provides information on the automatic carry-over by the Defense Finance and Accounting Service (DFAS). This section contains:

9.1. Leave in Excess of 60 Days at Fiscal Year-End Balancing, paragraph **10.1**

9.2. SLA Eligibility, paragraph **10.2**

9.3. Restoring Leave Lost on 1 Oct, paragraph **10.3**

9.4. Automatic Carry-over, paragraph **10.4**

9.5. Effective Date of SLA, paragraph **10.5**

9.6. Submitting SLA Requests, paragraph **10.6**

9.7. SLA Approval Authority, paragraph **10.7**

9.8. SLA Disapproval, paragraph **10.8**

9.9. SLA Not Authorized, paragraph **10.9**

10. SLA Provisions:

10.1. Leave in Excess of 60 Days at Fiscal Year-end Balancing. Members lose leave over 60 days at the end of the FY unless eligible for up to 60 days of SLA. The purpose of SLA is to prevent members from losing accrued leave if they are unable to take normal leave due to significant and unforeseen operational mission requirements. Members are ineligible for special leave accrual consideration if they returned from deployment and had the opportunity to use leave but failed to do so. See paragraph **10.9** for other situations rendering members ineligible for SLA consideration.

10.2. SLA Eligibility. Members are eligible for SLA if one of the following circumstances prohibited normal leave use:

10.2.1. Deployment to an operational mission at the national level for a continuous period of at least 60 days.

10.2.2. Assignment or deployment for a continuous period of at least 60 days to unit, headquarters, and supporting staffs when their involvement supporting a designated operational mission at the national level prohibits them from taking leave.

10.2.3. Deployment for at least 60, but less than 120, consecutive days to a designated hostile-fire or imminent-danger pay area.

10.2.4. Deployment to a hostile-fire or imminent-danger pay area for 120 or more consecutive days and receive this special pay for 4 or more consecutive months. **Note:** Examples of qualifying deployments include ENDURING FREEDOM, NOBLE EAGLE, or IRAQI FREEDOM. In some instances, the deployment may overlap two FYs (for example, deployment 15 Sep - 14 Nov).

10.3. Restoring Leave Lost on 1 Oct. Members unable to take leave due to qualifying deployments may have only that portion of lost leave restored that could possibly have been taken before the end of the FY. **Example:** A member deploys on 15 Sep with a leave balance of 82.5 days as of 30 Sep, and loses 22.5 days on 1 Oct. The unit commander can only recommend restoring 15 days that the member could have taken beginning 16 Sep. The member loses 7.5 days because the member could not have taken 22.5 days to reduce his or her leave balance to 60 days by the end of the FY. See paragraph **10.7** for approval authority.

10.4. Automatic Carry-over. The DFAS center may automatically carry forward up to 60 days. This occurs when members serve for at least 120 consecutive days in a hostile-fire or imminent-danger pay area and receive this pay for at least 4 consecutive months. The DFAS

center uses inputs of a PCS arrival and departure or the start and stop of a hostile-fire or imminent-danger pay authorization for a TDY period of more than 120 days. The SLA upon departing the area of responsibility (AOR) is the leave balance brought forward into the AOR plus leave accrued in the AOR, minus leave used in the AOR. Members cannot carry over leave earned after departing the AOR. They lose this leave at FY-end balancing unless used before 1 Oct.

10.5. Effective Date of SLA. SLA carried forward or restored is effective 1 Oct. SLA is lost unless used before the end of the third FY after the FY in which service in a hostile-fire or imminent-danger pay area ends. For members who served in a duty assignment in support of a contingency operation, SLA restored on 1 Oct of the current FY is lost unless used before 1 Oct of the third year after the FY in which restored. Although members have 3 FYs to use SLA, the DFAS center accounts for the use of SLA by using **the last leave earned is the first leave used**. **Example:** SLA of 15 days on 1 Oct and a member takes 10 days leave 21 - 30 Nov. In this example, the member has a leave balance of 80 days as of 30 Nov (60 + 15 days of SLA + 5 days accrued 1 Oct - 30 Nov = 80). In this instance, the DFAS center reduces the SLA by 5 days since the member took more leave (10 days) than accrued (5 days). The leave balance is 80 - 10 days (5 of which are SLA) = 70 days, 10 of which are SLA. If the member had taken 5 days of leave, the SLA would still be 15 days.

10.6. Submitting SLA Requests. **Note:** SLA provisions do not apply if 3 FYs have passed since member lost leave. In these cases, see the note in paragraph 10.9.7. Unit commanders:

10.6.1. Submit requests for members who lose leave on 1 Oct through command channels to the wing commander, MAJCOM or FOA Director of Personnel (A1) or equivalent. **Exception:** The joint organizations in which members are serving determine the eligibility of members in joint organizations assigned to units, headquarters, and supporting staffs.

10.6.2. Include full justification with all requests, including documentation showing how members managed their leave during the year.

10.6.3. Recommend restoring only that portion of leave that member could possibly have taken before the end of the FY.

10.7. SLA Approval Authority. The wing commander, MAJCOM or FOA/A1 or equivalent (colonel or above) approves SLA for their organization. At joint organizations, the senior Air Force officer representative on staff approves SLA for members serving in joint organizations and assigned to units, headquarters, and supporting staffs.

10.7.1. Send requests to update restored leave to HQ AFPC/DPSIMC.

10.7.2. Make the effective date the first of the fiscal year. For instance, member loses leave at FY03-end balancing; the effective date of restoration is 1 October 2004.

10.7.3. Include point of contact (name and grade), organization, office symbol, and DSN on each update.

10.8. SLA Disapproval. Any commander in the chain of command may deny a member's request for SLA without referring it to a higher-level authority when the member's request does not meet the criteria for SLA consideration.

10.9. SLA Not Authorized. Members are ineligible for SLA when the following precludes using leave:

10.9.1. Normal PCS moves and TDYs

10.9.2. Base closures.

10.9.3. Hospitalizations, aero-evacuations, quarters, and convalescent leaves.

10.9.4. Details and special working groups.

10.9.5. Training exercises, attending schools or courses, and research requirements.

10.9.6. Pending separations and retirements.

10.9.7. Workload after return from deployment and members did not take leave before 1 Oct.

10.9.8. Post deployment/mobilization respite absence (PDMRA) must not be used as justification for authorizing SLA. **Note:** Members not eligible for SLA can request recovery of days lost by application, DD Form 149, *Application for Correction of Military Records* Under the Provisions of Title 10, U.S. Code Section 1552. See AFI 36-2603. Member's application must clearly establish that an error or injustice by the Air Force caused the member's lost leave. If the Board restores leave to current leave account, members must use these days before the end of the current FY.

Section F—Permissive TDY (PTDY)

11. Introduction. This section describes PTDY, an administrative absence under DoD Instruction 1327.6, *Leave and Liberty Procedures*, for which funded TDY is not proper. It helps unit commanders understand the reasons for which they may authorize PTDY. The lack of official TDY funds is not a reason to grant PTDY except as defined in paragraph 12.3.2. This section contains:

11.1. General Information, paragraph **12.1**

11.2. Exception to Policy, paragraph **12.2**

11.3. Commander Responsibilities, paragraph **12.3**

11.4. PTDY Approval, paragraph **12.4**

11.5. PTDY or Duty Status, paragraph **12.5**

11.6. Documenting PTDY, paragraph **12.6**

11.7. Table 7., Authorizing PTDY, paragraph **12.7**

11.8. PTDY Not Authorized, paragraph **12.8**

11.9. Table 8., Instructions for Preparing DD Form 1610, paragraph **12.9**

12. PTDY Guidance:

12.1. General Information. PTDY is an authorized absence limited to reasons in Table 7 below. Unit commanders may not authorize PTDY in place of leave or special pass nor in conjunction with special passes, or for reasons in paragraph 12.8. below.

12.2. Exception to Policy. Unit commanders may send requests for PTDY reasons not found in Table 7 or paragraph 12.8. through command channels to HQ AFPC/DPSIMC, 550 C Street West, Suite 37, Randolph, AFB TX 78150-4739. HQ AFPC/DPSIMC reviews, makes a recommendation and forwards the request to HQ USAF/A1 for final determination. HQ USAF/A1 is the decision authority for all requests involving a general officer. HQ USAF/A1P is the decision authority for all others. Include an explanation of the circumstances for PTDY and justification for favorable consideration. Submit request approximately 30 days prior to the start date to allow sufficient time for processing. The wing commander or equivalent submits recommendation and reasons for approval or disapproval.

12.3. Commander Responsibilities. Unit commanders:

12.3.1. Ensure the reason for PTDY clearly falls within the specific criteria in **Table 7**

12.3.2. Do not approve PTDY to conduct official business for which funded TDY is appropriate. **Exception:** When appropriated funds are not available to support TDYs associated with officiating retirement ceremonies, (mere attendance is not considered participation) PTDY is authorized at commander's discretion for up to three days.

12.3.3. Normally grant PTDY, military mission requirements permitting.

12.3.4. Do not authorize PTDY in place of leave or special pass.

12.3.5. Do not authorize PTDY in conjunction with a special pass.

12.3.6. May authorize PTDY with ordinary leave. This requires separate AF Form 988s.

12.3.7. May authorize PTDY with TDY. This requires an AF Form 988.

12.3.8. Charge leave for any additional absence beyond the approved PTDY.

12.3.9. May deny PTDY requests without referring them to higher-level headquarters.

12.3.10. Do not grant PTDY for reasons in paragraph **12.8**

12.3.11. Do not authorize PTDY for house hunting en route with PCS. **Exception:** May authorize PTDY for members with TDY en route to new assignment or for members authorized to relocate family members to a designated place en route to or returning from an unaccompanied tour. **Note:** The senior Air Force commander in a theater of operation suspends PTDY in areas of conflict until hostilities cease.

12.4. PTDY Approval:

12.4.1. Unit commanders may approve PTDY up to the specified periods stated in **Table 7**

12.4.2. Unit commanders may delegate approval authority to a level no lower than squadron section commander, deputies, or equivalents.

12.4.3. For headquarters' staff, commanders may delegate approval to no lower than functional deputy directors or equivalents.

12.4.4. Wing commanders or equivalents may approve PTDY up to the specified periods stated in Table 7.

12.4.5. HQ AFPC/DPSIMC is approval authority for PTDY beyond 30 days when a member requests additional PTDY to remain with a dependent patient or member patient at an MTF not in the local area. Send the request with supporting documentation to HQ AFPC/DPSIMC, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739 via fax (DSN 665-2543). See Table 7, rules 7-10. Also send requests with supporting justification to HQ AFPC/DPSIMC when members request additional PTDY beyond other specified periods stated in Table 7**.**

12.5. PTDY or Duty Status. Unit commanders charge members PTDY for non-duty days when they are on PTDY before and after non-duty days, including holidays.

12.6. Documenting PTDY. Normally use AF Form 988 for all types of PTDY. **Exceptions:**

12.6.1. Enter approved PTDY on PCS orders for members authorized to relocate family members to a designated place when going to or returning from an overseas unaccompanied tour or with a TDY en route to new assignment. See Table 7, rule 3.

12.6.2. Use DD Form 1610 for participants or trainees authorized space-required travel with PTDY for sports, recreation and talent events. See Table 8.

12.7. The following table explains authorized PTDY.

Table 7. Authorizing Permissive Temporary Duty.

RULE	**A**	**B**	**C**
	If a member requests PTDY	**Then**	**Comments**
1	for traveling to or in the vicinity of a new permanent duty station to secure off-base housing. This includes separatees under Air Force ROTC commissioning programs to secure housing in the vicinity of the institution they will attend.	losing unit commander may approve up to 10 days before the member signs out of the unit.	(1) Member must have formal assignment notification. (2) Advise member to report to the base Housing Office before entering into any rental, lease, or purchase agreement for off-base housing. (3) Members can only take PTDY before signing out or after signing in unless Rule 3 applies. (4) Losing commander may approve up to 8 days when airmen are separating to enter Air Force ROTC commissioning programs. This allows them to house hunt in the vicinity of the university or institution they will attend.
2		gaining unit commander may approve up to 8 days after the member signs into the unit.	(5) PTDY ends once member secures housing (signs a lease or has a bid offer accepted by the seller) before the authorized 8 or 10 days.

3	(1) for traveling to or in the vicinity of a new permanent duty station to secure off-base housing, with a TDY en route, or (2) when authorized to relocate family members to a designated place en route to or returning from an overseas unaccompanied tour (3) when authorized indeterminate TDY when orders do not provide for return to the PDS and member is relocating dependents to secure off-base housing	losing commander may approve up to 8 days.	(1) The MPS includes the following statement on the PCS orders: "Member has authorization for (number of days, not to exceed 8) PTDY for the purpose of house hunting." The actual number of PTDY not to exceed 8 days depends on the actual date the member secures housing (signs a lease or has a bid offer accepted by the seller). Member must complete PTDY prior to RNLTD. (2) Members using PTDY under this rule cannot request further PTDY upon arrival at their new duty station. (3) For indeterminate TDY, the TDY must be more than 20 weeks at one location, or the order does not specify or imply any limit to the period of absence from the PDS.
4	for a pre-separation or retirement relocation activity such as job or residence search and is eligible under AFI 36-3009, *Airman and Family Readiness Centers*, as a: (1) Voluntary separation incentive separatee. (2) Special separation benefits separatee. (3) Involuntary separatee (including for cause separates eligible under AFI 36-3009). (4) Retiree.	losing commander may approve up to 20 days for CONUS-based members and up to 30 days for members stationed overseas, unless to do so would interfere with the military mission.	(1) Unit commander can disapprove a request for PTDY if approving it would interfere with the military mission. (2) Commanders cannot authorize terminal leave to "for cause" separatees authorized PTDY or other involuntary separatees required to separate at the earliest possible date. (3) PTDY must occur within 180 days of the separation or retirement date. (4) Members may take PTDY: (a) In increments up to the maximum permitted, but not successive Mondays through Fridays. (b) In conjunction with terminal leave. (c) As requests that require final processing in CONUS or that qualify as a stand-alone round trip. (5) ARC members who are completing an extended MPA or RPA tour of duty, completing an AGR assignment (without qualifying for a 20-year active duty retirement) and returning to SELRES or IRR status, or separating from active duty to subsequently transfer to the Retired Reserve, are not authorized Permissive TDY. However, Recalled

			Reserve members are eligible when retiring "with an active duty retirement" or involuntarily separated "under honorable conditions. (6) Approve requests when members lived in Alaska, Hawaii, the Commonwealth of Puerto Rico, territory, or foreign country,
5		losing unit commander may approve up to 30 days for CONUS-based members who have overseas domiciles, unless to do so would interfere with the military mission.	and after entering active duty they kept the overseas address for the duration, and want to return there. (7) Member can request PTDY in lieu of excess leave, but not both, if eligible under AFI 36-3009
6	combined with excess leave for pre-separation or retirement relocation activities such as job or residence search and meets the criteria in rule 4A	unit commander disapproves.	Member can request PTDY in lieu of excess leave, but not both, if eligible under AFI 36-3009.

7	to accompany a dependent patient or member patient to a designated MTF not in the local area when the medical authority deems it essential, or to join a dependent patient or member patient at a designated MTF not in the local area when the medical authority deems it essential	unit commander may approve up to 10 days.	(1) Do not authorize PTDY if funded TDY appropriate. This applies if medical authority appointed member as a non-medical attendant to accompany a dependent patient or member patient to and from a medical facility for required medical attention. See JFTR, Chapter 7, Parts I and Q, AFI 65-103, *Temporary Duty Orders*, and AFH 41-114, *Military Health Services System (MHSS) Matrix*, for information on the use of the Aeromedical Evacuation system. (2) PTDY is applicable during periods of hospitalization. Periods of hospitalization for the same illness are cumulative. (3) PTDY is not appropriate for rehabilitation or outpatient treatment. (4) For the initial 10 days, the illness or injury does not have to be critical or life threatening. It only requires the recommendation of a physician and approval by the unit commander. (5) Requests for additional PTDY up to 20 days and requests sent to HQ AFPC/DPSIMC require seriously ill or very seriously ill status and recommendation for approval by the local military MTF commander or designee. Seriously ill means a condition so severe that there is cause for immediate concern but no imminent danger to life. Very seriously ill means a condition is so severe that there is imminent danger to life.

8		wing commander, designee or equivalent may approve up to 20 additional days.	(6) Send requests of 30 days or less to the wing commander through the unit commander, and requests for over 30 days through the wing commander to HQ AFPC/DPSIMC, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739 or fax (665-2543). Include in the request: (a) Member's grade, name, SSN, unit and location of assignment. (b) Date PTDY began, number of days approved and name, grade and title of approving official. (c) Number of days of extended time requested. (d) Dependent's name and relationship to sponsor. (e) A family member's location, and name and telephone number of attending physician. (f) The physician's statement of diagnosis, expected treatment and prognosis, and whether the patient is on the SI or VSI roster. (g) The expected duration of hospitalization. (h) Statement member understands seeking counseling regarding humanitarian or exceptional family member reassignment if the dependent patient's expected length of stay will exceed 30 days and the physician does not expect the patient to change for the better within a 60-day period. (i) Recommendation by the local military MTF commander or designee. (j) Recommendation by the wing commander, designee or equivalent.
9		HQ AFPC/DPSIMC may approve additional days.	N/A

10	to be with a dependent patient or member patient at a designated MTF in the local area when the medical authority deems it essential	unit commander may approve up to 10 days.	(1) The illness or injury does not have to be critical or life threatening. It only requires the recommendation of a physician. (2) Unit commander cannot approve additional PTDY. (3) Viable options for absences beyond 10 days include liberal leave policy, special pass, flex-time, or time-off at commander's discretion.
11	to travel to the MAJCOM or HQ AFPC Career Development Division, either as an individual or part of a group, to discuss individual career-management progress, plans and aspirations, and to review records	unit commander may approve up to 10 days.	N/A
12	to attend a DoD-sponsored employment assistance seminar under the Transition Assistance Program when the member cannot schedule one locally and when the member will separate or retire within 180 days	unit commander may approve up to 7 days if member is eligible for transition assistance under AFI 36-3009.	N/A
13	to attend Medical Services Educational Programs including interviews, under AFI 41-117, *Medical Service Officer Education*, and AFCAT 36-2223, *USAF Formal Schools*	unit commander may approve the length of the program plus travel time.	N/A

14	to attend meetings or seminars sponsored by non-Federal technical, scientific, professional (e.g., medical, legal, ecclesiastical, IT, and mechanical) societies and organizations	unit commander may approve up to 10 days.	**Note:** The meeting or seminar must have a direct relationship to the member's primary military duties and clearly enhance his or her value to the Air Force.
15	to travel to a governmental agency to take an examination for certification and licensing in the registry of medical, dental, medical service personnel, or engineers, architects, financial, and Airframe & Powerplant, or where other professional certification and/or licenses exists.	unit commander may approve up to 10 days.	**Note:** The certification and/or licensing must have a direct relationship to the member's primary military duties and clearly enhance his or her value to the Air Force.
16	to take Graduate Record Examinations or the Law School Admission Test for the purpose of applying to the Funded Legal Education Program, or as graduate students in business to take admission tests to qualify for the Air Force Institute of Technology (AFIT); or to participate in an in-house academic program as part of a course of study that AFIT or Air University oversees, or to take the Medical College Admission Test when applying to	unit commander may approve up to 10 days.	**Note:** If a member requests PTDY to pursue an internship as an AFIT student, or complete research and graduation requirements associated with an AFIT Civilian Institute Program, the appropriate AFIT dean may approve the use of PTDY up to the length of the internship.

	the Air Force Health Professions Scholarship Program or to the Uniformed Services University of the Health Services; or for a required interview for acceptance into the Air Force Health Professions Scholarship Program or to the graduate-training program at the Uniformed Services University of the Health Sciences		
17	to defend doctoral dissertation or master's thesis	unit commander may approve up to 5 days.	N/A
18	to take bar examination; as staff judge advocates being admitted to a bar where admission requires a personal appearance; to attend the Hague Academy of International Law; to attend Continuing Legal Education (CLE) programs to keep up with their state's mandatory CLE requirements; or to apply for admission to the Bar of the US Supreme Court when the member cannot apply by mail	unit commander may approve up to 10 days.	N/A

19	to interview with an ANG or USAFR unit commander (see AFI 36-3205)	unit commander may approve up to 7 days.	N/A
20	as Air Force Reserve Officers' Training Corps faculty applicants to travel to a university for a required interview	unit commander may approve up to 10 days.	N/A
21	to attend wing advisory council orientation trips	unit commander may approve up to 10 days.	N/A
22	to attend national conventions or meetings hosted by service-connected organizations such as the Air Force Sergeants Association and the Non-Commissioned Officers' Association	unit commander may approve up to 10 days.	Members must exhibit to the commander’s satisfaction a legitimate professional connection with the meeting or convention concerned.
23	to attend Civil Air Patrol encampments, drill competitions, conferences and orientation courses as instructors, advisors, or liaisons	unit commander may approve up to 10 days.	N/A
24	to perform emergency duties as members of the Civil Air Patrol	unit commander may approve up to 4 days.	N/A

25	to attend meetings or council sessions of the Credit Union Associations as members of the Board of Directors of a DoD Credit Union, when the purpose of the meeting bears directly on the DoD Credit Union Program	unit commander may approve up to 10 days	N/A
26	as chaplains, to attend a spiritual retreat, ecclesiastical conference, or to consult with ecclesiastical superiors	unit commander may approve up to 15 days, (including travel time) maximum in a fiscal year.	N/A
27	to serve in leadership roles for spiritual renewal programs including chapel youth trips and summer camps, sponsored by either HQ USAF/HC, MAJCOM/FOA/DRU/HC or installation/HC; or to take part in chapel leadership training programs authorized by the senior chaplain to supplement local chapel leadership needs	unit commander may approve up to 5 days maximum, plus common carrier travel time per fiscal year.	N/A

28	to support non-sectarian national youth organization troop or group unit activities, including logistic functions, individual unit activities, or required staff member or instructor training	unit commander may approve up to 10 days.	(1) (Non-sectarian national youth organizations include the Boy/Girl Scouts of America, Boys/Girls Clubs of America, Young Men's/Women's Christian Association, Civil Air Patrol, United States Olympic Committee, Special Olympics, Campfire Boys/Girls, 4-H Club, or Police Athletic League. (2) "Non-sectarian" means not affiliated with or restricted to a particular religious group. (3) Commanders should make effort to support those programs that directly benefit the base and its local communities.
29	to participate as instructors or staff members of non-sectarian national youth organizations in direct support of sponsored encampments, conferences, established summer camps, and similar activities conducted under the auspices of, and approved by, a national youth organization	unit commander may approve up to 30 days.	Limit members to a council-level or higher event, including national or international jamborees, national explorer conferences, national triennial, and national high-adventure bases.
30	to participate or train in sports, recreation and talent events officially conducted or sponsored by elements of the Air Force, inter-Service organizations, or DoD, or to participate in regional, national, or international sports events pre-approved by HQ AFSVA/SVPAF	unit commander may approve up to 30 days.	(1) HQ AFSVA oversees and controls sports, recreation, and talent events. (2) Coordinate with the local services squadron/division before approving the request. (3) See **Table 8.** for use of DD Form 1610 instead of AF Form 988, if applicable.

31		HQ AFSVA may approve up to the length of events, plus travel time.	N/A
32	for attendance as a witness at a state or federal criminal investigative proceedings or criminal prosecution, in response to a subpoena, summons, or request in lieu of process. **Note:** Such attendance must be of substantial public interest, such as major crimes, and where the member would be an essential witness	unit commander may approve up to 10 days.	Coordinate with the staff judge advocate before approving a request.
33	to present inspector general complaints under AFI 90-301, *Inspector General Complaints Resolution*	unit commander may approve up to 10 days.	Coordinate with the staff judge advocate before approving a request.
34	as an immediate supervisor to a graduate only, or the designated representative, to attend Professional Military Education graduations	unit commander may approve up to 5 days.	N/A
35	as an applicant to complete naturalization processing when a court hearing has been set by the U.S. Immigration and Customs Enforcement	unit commander may approve up to 10 days	N/A

36	as an organ or bone marrow donor to travel to and from a civilian MTF	unit commander may approve up to 10 days.	Place the member in an in-patient status when admitted to the civilian MTF, and on convalescent leave in accordance with a military medical authority. (See AFI 44-102, *Medical Care Management*.)
37	to travel in order to repair, return, or purchase aero club aircraft	unit commander may approve up to 10 days.	N/A
38	to travel in order to repair, restore, return or purchase artifacts or aircraft of historic interest for use in Air Force museums or air-parks	unit commander may approve up to 10 days.	N/A
39	to attend Language and Area Studies Immersion, as prescribed by SAF-IA/AFAAO	unit commander may approve up to the length of program, plus travel time.	SAF-IA/AFAAO oversees the use of this PTDY. For information, see AFI 16-109, *International Affairs Specialist Program* (IAS), or call DSN 425-8348 or commercial (703) 588-8348.
40	to travel to a non-local military MTF for the removal of inappropriate tattoos	unit commander may approve up to the length of program, plus travel time.	The unit commander determines whether the member has an inappropriate tattoo that merits voluntary removal to comply with Air Force dress and appearance standards. (This does not include the removal of unauthorized tattoos. See AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, regarding the difference between unauthorized [content] versus inappropriate [military image] tattoos.) The military MTF performing the removal procedure provides the unit commander with the anticipated number of days, duration, and timing of treatments.
41	to go on a trip outside the local area with a recognized student organization comprised of ROTC or USAFA cadets	ROTC commander or USAFA Dean of Faculty may approve up to 5 days.	The member must be a ROTC or USAFA staff member acting as a faculty advisor.

42	to participate in medical charitable/mission trips to Mexico, Honduras, Vietnam, or other countries	MDG/CC may approve 1 trip per year.	Medical authorities submit their requests through command channels to MDG/CC. **Note:** This rule applies to medical personnel.
43	to participate in events, activities, or gatherings which have been pre-approved by HQ AFRS/CC because of potential positive impact on the Air Force recruiting mission as part of the We Are All Recruiters (WEAR) Program	unit commander may approve up to 12 days.	HQ AFRS oversees and controls WEAR.

44	to travel to a DoD Laser Center for either Laser-In-Situ-Keratomi leusis (LASIK) or Photorefractive Keratectomy (PRK) surgery	unit commander may approve up to 7 days.	(1) Military personnel, other than aircrew personnel, who are approved by their local MTF as candidates to have Corneal Refractive Surgery performed which includes PRK and LASIK surgery for operational readiness enhancement at a DoD Laser Center. (2) After undergoing PRK or LASIK, there is an average of 1 week convalescence before the individual returns to work. This period is not chargeable leave (Ref paragraph **6.4.**) (3) Normal duties may be limited for 1 to 2 weeks depending upon the specific vision requirements of the duty location. (4) Personnel are restricted from mobility status for up to 4 months following any type of Corneal Refractive Surgery. (5) The squadron commander makes the determination if the member is releasable for this procedure based on duty and mission requirements. Factors to be considered, but not limited to, are AEF rotations, unit OPTEMPO, and other training/TDY requirements. **Exception:** If the DoD Laser Center is unable to complete the PRK or LASIK process on both eyes, then the commander may grant an additional 7 days of PTDY to return to the DoD Laser Center to complete the PRK or LASIK process.
45	to participate in the MTI Shadow Program	unit commander may approve 5 days.	MTI Shadow Program is controlled by HQ AETC

46	(1) to attend funeral services of an immediate family member who is also on active duty; (2) to actively participate in funeral services of another military member (i.e. pallbearer, bugler, etc.); or (3) to attend funeral services when the deceased is a military member currently assigned or temporarily attached to the same unit.	unit commanders may approve up to 5 days PTDY. Total days authorized is inclusive of travel days.	(1) The intent of this PTDY is for the purposes of Wingman representation at military funeral services. (2) Members assigned OCONUS are granted emergency leave and provided government procured transportation (IAW JFTR, paragraph U7205). See paragraph **6.5.10.**, **Table 3.**, and paragraph **6.5.11.**, **Table 4.**, for situations warranting emergency leave. If a member is OCONUS and receives funded emergency leave, PTDY is not authorized. Commanders must not approve both forms of travel concurrently.
47	as an applicant of a qualifying child adoption	Unit commanders may approve up to 21 days per calendar year.	(1) A qualifying adoption is defined as the member being eligible for adoption reimbursement of qualified adoption expenses. (2) In the event that two members of the Armed Forces who are married to each other adopt a child in a qualifying child adoption, only one of the members can be granted an adoption leave of absence. (3) Adoption leave may be authorized in conjunction with ordinary leave.
48	paternity leave	Unit commanders may approve up to 10 days.	(1) Authorized for married members of the Air Force on active duty whose wife gives birth to a child. (2) Must be taken over consecutive days and no later than one year following the birth (for extensions to this period submit requests for review and approval to wing commander or equivalent). (3) May be used in conjunction with ordinary leave.

12.8. PTDY Not Authorized. Unit commander cannot authorize PTDY if a member requests PTDY to (this list is not all-inclusive):

12.8.1. Search for a house or search for a job when the separation program designator (SPD) code renders member ineligible for full benefits and services under AFI 36-3009,

Airman and Family Readiness Centers, (for example, a member voluntarily separating for miscellaneous reasons or on completion of required active service).

12.8.2. Search for a house:

12.8.2.1. For a close proximity PCS move, such as Randolph AFB and Lackland AFB.

12.8.2.2. In conjunction with a permissive reassignment.

12.8.2.3. When called to active duty for accession training. This applies to members of Reserve or ANG units.

12.8.2.4. At initial assignment for accession training.

12.8.2.5. And the member already has housing in the area (i.e., from a previous assignment).

12.8.3. Be with a dependent or member patient after the 10th day of PTDY when the MTF is in the local area.

12.8.4. Remain with dependent patients who do not appear on the SI or VSI roster, or who do not apply for humanitarian or exceptional family member reassignment for personal reasons.

12.8.5. Attend a Professional Military Education graduation when the graduate is a coworker, friend, or military spouse.

12.8.6. Swear members into the military service or administer reenlistment oaths.

12.8.7. Travel to interview at new or prospective duty station or assignment (other than as AFROTC faculty applicants).

12.8.8. Travel to pick up vehicle at port.

12.8.9. Attend a religious retreat as a lay person.

12.8.10. Attend change of command or retirement ceremonies.

12.8.11. Attend sporting events not sponsored by Air Force or other DoD components such as marathons or bike races.

12.8.12. Attend funeral of non-immediate family members or military members.

12.8.13. Attend social events such as reunion, commemorative ceremonies, and military balls.

12.8.14. Travel to areas away from the home base to repair, restore, return or purchase artifacts or aircraft of historic interest for use in Air Force museums or air-parks and member is permanently assigned to a museum.

12.8.15. Chaperone a national youth organization.

12.8.16. Appear in court or for personal matters, such as divorce, or bankruptcy.

12.9. The following table explains the preparation of the DD Form 1610 for sports, recreation, or talent events. Use the DD Form 1610 instead of an AF Form 988 when authorizing participants or trainees space-required travel going to sports, recreation, or talent

events. **Note:** Complete the form the same way as a TDY order. For unused orders, the traveler's supervisor or other competent authority verifies the traveler's signed statement stating that planned travel was canceled. Send the statement and a copy of the order to the member's FSO. Revoke the order when paying out funds.

Table 8. Instructions for Preparing DD Form 1610.

A	B
Item	**ENTER**
1 through 6	Self-explanatory.
7	Enter permissive.
8	Enter N/A.
9	Enter the purpose of PTDY, but not the type or category of travel. **Example:** To participate in USAF small games tournament worldwide competition.
10a	Cross out “approximate” and enter specific number of days including travel time.
10b	Self-explanatory.
11	Approve variations for events such as sports competitions and entertainment tours. Place an “X” in the variation block for travelers allowed to continue on to other stations, and for members allowed to travel out of sequence. (This averts having to amend the order.) (1) If additional travel adds more than 20 days to item 10a, amend the order. (2) Supply the member's permanent duty station next to FROM and RETURN TO, and the destination site next to TO.
12 through 15	Leave blank
16	Add “Submit a no-pay travel voucher within 5 workdays after completing travel. Travel permitted by this order does not authorize the traveler to reimbursement of expenses. I have approved this absence from duty and certify that this member qualifies for military furlough fare discounts. Absence in excess of the number approved will be charged against leave. Refer to AFI 36-3003 for authorization." Add: "DoD Regulation 4515.13-R, chapter 3" to the authority line when paying out funds.
17 and 18	Self-explanatory.
19	Add either “no funds involved,” or the accounting citation and CIC for space-required travel by Airlift Service Industrial Fund (ASIF) missions as channel traffic, and non-ASIF missions. Place the distribution in the remaining space in this block. **Note**: Do not use “Travel as Directed Is Necessary (TDN) in the Military Service.”
20 through 22	Self-explanatory.

Section G—Unique Leave Provisions

13. Introduction. This section helps commanders understand the various unique leave provisions. This section contains:

13.1. In-Place Consecutive Overseas Tour (IPCOT), paragraph **14.1**

13.2. Deferred Consecutive Overseas Tour (COT), paragraph **14.2**

13.3. Determining Deferred COT Entitlement, paragraph **14.3**

13.4. Scheduling Travel, paragraph 14.4**.**

13.5. COT or IPCOT Designated Places, paragraph 14.5**.**

13.6. Instructions for Preparing DD Form 1610 for IPCOT or Deferred COT Leave Travel, paragraph 14.6., Table 9**.**

13.7. Special Rest and Recuperation (SR&R) or Overseas Tour Extension Incentive Program (OTEIP), paragraph 14.7**.**

13.8. Instructions for Preparing DD Form 1610 for OTEIP leave, paragraph 14.8**.**, Table 10**.**

13.9. Rest and Recuperation (R&R), paragraph 14.9**.**

13.10. Recruiter Assistance Program, paragraph 14.10**.**

13.11. Air Force Academy Leave Program, paragraph 14.11**.**

13.12. Personnel Detailed or Assigned to the United Nations for Peace Operations, paragraph 14.12.

13.13. Educational Leave of Absence, paragraph 14.13**.**

14. Unique Leave Provisions.

14.1. IPCOT. IPCOT refers to members assigned to a consecutive tour at the same overseas duty station. Members cannot initiate the travel until they have entered the new IPCOT tour, and have until the end of the IPCOT tour to use the travel and transportation allowances, otherwise the authority expires. The leave taken is ordinary leave charged based on authorized allowable travel. See paragraph **14.4** for exception to the end of tour limitation when members unable to use the travel due to duty in connection with a contingency operation.

14.2. Deferred COT. Deferred COT refers to members unable to use the COT leave travel and transportation allowances between the two tours because of military necessity, or when deferred by the member when relocating within the same geographical/command area. Members have until the end of their new tour to use the COT leave travel and transportation allowances, otherwise the authority expires. The leave taken is ordinary leave charged based on authorized allowable travel time. See paragraph **14.4** for exception to the end of tour limitation when members unable to use the travel due to duty in connection with a contingency operation.

14.3. Determining Deferred COT Allowance.

14.3.1. Review the member's PCS orders for deferred COT transportation. The orders should contain the authorization to defer the COT transportation allowance and the

authorization (if applicable) to take leave (non-COT) en route. The losing commander is the approval authority to approve the deferred COT allowance and non-COT leave en route. If there is no authorization to defer the COT authority on the orders, consider the COT allowance used. If the orders authorize deferred COT, check with the FSO to determine the number leave days taken en route. Effective 1 Dec 98, the non-COT leave en route cannot exceed 10 days. If the member took at least 11 days leave en route, consider the COT allowance used.

14.3.1.1. This is not applicable to members who did not traverse the CONUS on PCS. Members not traversing the CONUS are authorized to defer their own COT leave travel. The deferral is not on the PCS orders. For example, members going PCS from Ramstein AB GE to Lakenheath AB UK or from Eielson AFB AK to Elmendorf AFB AK.

14.3.2. If the authorization for the deferred COT transportation is on the orders but the FSO determines member took more than 10 days non-COT leave en route, consider the COT opportunity used. The member may request reinstatement of the authority by submitting a request for a review of circumstances to HQ USAF/A1PA through command channels. If the leave en route exceeds the 10-day limitation due to reasons beyond the member's control, the member may request a review of circumstances. The member must submit a written request through the chain of command to HQ USAF/A1PA, 201 12th St South Ste 411D, Arlington VA 22202. If the determination is made that the member did not use the deferred COT, the member is required to reimburse the government for PCS COT leave travel payments made on the PCS voucher.

14.4. Scheduling Travel. The unit works with the member to schedule the IPCOT or COT travel and makes sure the member uses the travel opportunity. Since the IPCOT and COT travel is a statutory allowance, members forfeit this opportunity if not used within the specified period covered in para 14.4.1 or 14.4.2 below. Use Table 9. to prepare the DD Form 1610 for the COT or IPCOT travel.

14.4.1. Scheduling IPCOT Leave Travel. A member cannot initiate the travel until they have entered the new IPCOT tour and has until the end of the IPCOT tour to use the travel and transportation allowances. Otherwise the allowance expires.

14.4.2. Scheduling Deferred COT Leave Travel. When a member arrives at the new duty station, PCS orders should show member authorized deferred COT. Members have until the end of their new tour to use the COT leave travel and transportation allowances. Otherwise the allowance expires.

14.4.3. Exception to End of Tour Limitation. Members unable to use the authority before completing the new tour due to duty in connection with contingency operations may defer travel until not more than 1 year after the completion of the duties precluding travel. In this case, the member is still authorized to leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location. The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return. **Note:** The additional deferment based solely on duty performed in connection with a contingency operation is a one-time additional authority and cannot be further extended. If members do not qualify for an extension based on duty in

connection with a contingency operation, they may submit a DD Form 149, *Application for Correction of Military Records* Under the Provisions of Title 10, U.S. Code Section 1552. See AFI 36-2603. Member's application must establish that an error or injustice by the Air Force prevented the member from using the authority within the specified time frame.

14.4.4. See **Table 9** for using DD Form 1610 for IPCOT or deferred COT leave travel.

14.4.5. Ensure members contact TMO/CTO for travel arrangements because failure to do so can result in non-reimbursement of travel costs. **Comments:** The JFTR authorizes travel and transportation allowances to members in connection with authorized leave from, and return to, the overseas duty station. The JFTR, paragraph U7200-A, explains the allowances for members and their command-sponsored dependents who travel from the overseas duty station to the home of record (HOR) or place of residence and return. The government reimburses authorized travel and transportation expenses.

14.5. COT or IPCOT Designated Places. An authorized destination is the member's HOR or an alternate authorized place to which travel is no more expensive than to the HOR. If travel to the selected alternate place is more expensive than travel to the HOR, the member is financially responsible for the additional cost unless travel to the more expensive alternate place is authorized/approved by the Secretarial Process. If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination) city-pair airfares are not authorized to that alternate place.

14.5.1. Commanders send requests for travel via a designated place or alternate location with COT or IPCOT travel through HQ AFPC/DPSIMC to HQ USAF/A1PA, in accordance with JFTR, paragraphs U7200-A3d and U7200-A3b.

14.5.2. HQ USAF/A1PA normally recommends approval on applications forwarded for a Secretarial determination on travel to an alternate location in accordance with JFTR, paragraph U7200-A3b (**Example**: members who have an overseas HOR want to visit family members in CONUS).

14.6. The following table contains the instructions for preparing DD Form 1610 for IPCOT or Deferred COT Leave Travel.

Table 9. Instructions for Preparing DD Form 1610 for IPCOT or Deferred COT Leave Travel.

ITEM	ENTRY	COMMENTS
1 through 6	Follow the directions on the form.	N/A
7	Show COT Leave Travel.	N/A
8	Enter N/A.	N/A
9	Enter "COT Leave Travel."	N/A
10a and b	Follow the directions on the form.	N/A
11	Show: FROM: (permanent duty station), TO: (HOR or place of residence chosen by the member), and RETURN TO: (permanent duty station).	Do not mark variations. Do not include the place of residence if the cost of travel exceeds the cost to the HOR.
12	Cross out "overseas travel only" and add "transoceanic travel."	N/A
13	Place an X in the per diem block.	N/A
14	Put in estimated cost.	N/A
15	Follow the directions on the form.	N/A
16	Add: Member and dependents (if applicable) have authorized leave travel in conjunction with a COT assignment according to JFTR, paragraph U7200. Also add: (1) Names. (2) Relationships. (3) Passport numbers of all dependents. (4) The dates of birth of all children.	(1) Include the HOR if it's different from the entry next to "TO" in item 11. (2) Check the HOR against the member's personnel record. (3) Indicate whether this is IPCOT leave travel or deferred (COT or IPCOT) leave travel. (4) Add: Member-authorized (COT or IPCOT) leave and travel time may not exceed _____days.
17, 18	Follow the directions on the form.	N/A
19	Use the open allotment fund cite from the PCS order for both the IPCOT and deferred COT leave travel.	N/A
20 through 22	Follow the directions on the form.	N/A

14.7. SR&R or OTEIP. Another name for SR&R is OTEIP as described in AFI 36-2110, *Assignments*. OTEIP is non-chargeable leave authorized in lieu of special pay for certain enlisted members who voluntarily extend their tour at designated overseas locations under the OTEIP Y2 or Y3 option.

14.7.1. OTEIP Eligibility Requirements. Eligibility requirements are in AFI 36-2110. Eligible members agree to extend at a designated overseas location for a period of exactly one year.

14.7.2. OTEIP Leave Options:

14.7.2.1. Thirty-day non-chargeable leave (Y2). Use AF Form 988 for this option.

14.7.2.2. Fifteen-day non-chargeable leave and round-trip transportation at Government expense for the military member only (Y3). This applies to travel from the designated overseas location to the nearest CONUS port and return. Dependents are not authorized travel under this incentive. See Table 10 for using DD Form 1610 for this option. The FSO uses the AF Form 985, *Report of Travel Time/Leave***,** to determine chargeable leave based on authorized allowable travel time.

14.7.2.3. Since the OTEIP leave option is a statutory authority, members forfeit their leave options if not used within 12 months after entering the extension.

14.7. 3 Leave Time Frame. Members normally use the 15- or 30-day leave in one increment within 6 months after the effective date of extension. See paragraph 14.7.4.3 for exception due to military requirements.

14.7.4. OTEIP Approval. Commanders:

14.7.4.1. Approve 30-day option (Y2) and 15-day option (Y3) leave requests within 6 months after the member's effective date of extension.

14.7.4.2. May not approve OTEIP for banking or en route leave with a member's PCS.

14.7.4.3. May waive the 6-month requirement if a member is unable to take the OTEIP within 6 months after the effective date of extension because of military requirements. Set the time frame for member to take OTEIP prior to expiration of extension.

14.7.4.4. Can approve the 30-day option in conjunction with valid TDY and emergency leave, but not with ordinary leave, special passes or PTDY.

14.7.4.5. May approve up to 15 days ordinary leave in conjunction with the 15-day option.

14.7.4.6. Cannot approve 15- or 30-day option in conjunction with reassignment or in conjunction with retirement or separation from active duty.

14.8. The following table contains instructions for preparing the DD Form 1610 for 15 days of OTEIP. See the JFTR, paragraph U7300, for transportation in conjunction with this non-chargeable leave.

Table 10. Instructions for Preparing DD Form 1610 for 15 Days of OTEIP Leave.

Item	Enter	Comments
Items 1 through 6	Follow directions on the form.	N/A
Item 7	Special Leave	N/A
Item 8	N/A	JFTR, paragraph U7300, explains the authority for service members to travel from overseas to the states and return
Item 9	Leave blank.	N/A
Item 10a	15	Cross out “approximate.”
Item 10b	Follow directions on the form.	N/A
Item 11	FROM: (permanent duty station), TO: (Port of Departure [POD] in CONUS specified by the TMO), and RETURN TO: (permanent duty station).	Don’t approve variations.
Item 12	Leave blank.	N/A
Item 13	an X in the “other rate of per diem” block, and add “no per diem reimbursement authorized.”	N/A
Item 14	cost of travel and total in the appropriate blocks.	N/A
Item 15	Follow directions on the form.	N/A
Item 16	"Member is on special leave to the nearest port in the 48 contiguous states using space-required transportation. I authorize return transportation from the port to the permanent-duty station. This member must submit a no-pay travel voucher within 5 workdays of completing travel. Refer to 10 U.S.C. 705 and AFI 36-3003 for authorization."	N/A
Item 17 through 22	Follow directions on the form.	N/A

14.9. Rest and Recuperation (R&R). R&R programs are for members in a designated hostile-fire or imminent-danger pay area when military necessity restricts the annual leave program and the use of ordinary leave.

14.9.1. The Assistant Secretary of Defense approves R&R programs.

14.9.2. MAJCOMs submit requests to HQ USAF/A1PA, 201 12th St South Ste 411D, Arlington VA 22202, to establish R&R leave programs for units in their command that meet DoD criteria.

14.9.3. HQ USAF/A1P works with the Office of the Secretary of Defense to coordinate MAJCOM requests for R&R leave programs.

14.9.4. R&R Program Management. Unified commanders manage R&R programs for their theaters of operation.

14.9.5. Members are authorized transportation on a space-available basis to and from designated R&R areas.

14.9.6. The travel time to and from R&R areas is not chargeable leave.

14.9.7. R&R chargeable leave periods limited to 1 per 12-month period.

14.9.8. Members cannot combine R&R leave with pass, PTDY, TDY, or travel for other purposes.

14.10. Recruiter Assistance Program (RAP). HQ Air Force Recruiting Service (AFRS) oversees the RAP. See the local recruiting squadron and the Recruiter Assistance Program Operations Handbook for detailed instructions and guidance. If you need additional guidance, contact AFRS/RSOAP, at DSN 665-5116 or commercial (210) 565-5116.

14.10.1. Eligibility. The RAP authorizes all active duty Air Force members (including technical training and OTS graduates) up to 12 days of non-chargeable leave to assist non-prior service and officer accession recruiters. In support of the We Are All Recruiters (WEAR) program, members may apply through the local recruiting squadron or HQ AFRS/RSOAP. Technical training and OTS graduates use an application initiated by the recruiters or may apply through the local recruiting squadron. All other active duty members use the AF Form 988 and recruiting squadron memorandum to verify and document RAP participation.

14.10.2. OTS or Technical School Graduates:

14.10.2.1. Submit their applications while at OTS or technical training through the OTS personnel section or the Technical Training School Military Training Manager (MTM).

14.10.2.2. Must be authorized leave and be in the vicinity of their home of record or place of entry on extended active duty for the non-chargeable leave to be in effect.

14.10.2.3. Sign a statement of understanding, as part of their application, they are not authorized reimbursement for per diem or expenses incurred with travel to or from the leave location.

14.10.2.4. Use AF Form 988 for approved RAP participation when assigned to technical training or OTS base.

14.10.2.5. Attach the hometown recruiting squadron memorandum verifying RAP participation to the travel voucher or AF Form 988 to avoid being charged leave for these days.

14.10.3. OTS Personnel Section or Technical Training School MTM:

14.10.3.1. Get Training Squadron's and Training Commander's approval on application.

14.10.3.2. Send RAP applications to the recruiting squadron if applicant is taking leave en route.

14.10.3.3. Send RAP applications to the gaining unit commander when applicant assigned to technical training or OTS base before sending to recruiting squadron. If approved, applicant uses AF Form 988.

14.10.4. AFRS Squadron Commanders:

14.10.4.1. Approve requests for up to 12 days non-chargeable leave with leave en route or with leave approved by the gaining commander at the training or OTS base. **Note:** The MPS includes the authorization in the PCS orders if member is PCSing with leave en route.

14.10.5. Hometown AFRS Squadron Commanders:

14.10.5.1. Prepare memorandum documenting the actual number of days and dates of non-chargeable leave and ensure it is sent to the member to use as an attachment to the travel voucher or AF Form 988.

14.10.5.2. Terminate the member's participation and non-chargeable leave status as required for non-performance or when continuation is no longer beneficial to the Air Force. If this occurs, member is on chargeable leave status following the date of termination of RAP participation.

14.10.6. FSO. The FSO uses the AF Form 985, *Report of Travel Time/Leave (JUMPS)*, and the recruiting squadron memorandum verifying RAP participation to account for non-chargeable leave for members who took leave en route. For all other members, the FSO uses the AF Form 988 and the hometown recruiting squadron memorandum verifying RAP participation.

14.11. Air Force Academy Leave Program. The Superintendent of the United States Air Force Academy (USAFA) manages the leave programs for its faculty and staff and for newly commissioned officers upon graduation from the USAFA.

14.11.1. Graduation Leave. Graduation leave is non-chargeable leave for graduates of the Service academies.

14.11.1.1. The USAFA superintendent may authorize up to 60 days of non-chargeable leave, military requirements permitting.

14.11.1.2. Graduates take and complete graduation leave within 3 months after the member's graduation and before the member reports to the first PCS or port of embarkation for permanent duty outside the CONUS.

14.11.1.3. Graduates placed on TDY or hospitalized during the leave period may revert to leave status to complete the leave provided completion of the leave occurs within 3 months after graduation. In such cases, the activity having responsibility for

the member when TDY or hospitalization occurs approves continuation of graduation leave status.

14.12. Personnel Detailed or Assigned to the United Nations (UN) for Peace Operations. Effective 1 Dec 94, personnel detailed or assigned to the UN for peace operations may take non-chargeable leave. Prior to 1 Dec 94, any leave taken was chargeable leave.

14.12.1. UN Non-chargeable Leave. UN Force commanders or chief military observers approve leave for Air Force members within their geographic area of authority. Members:

14.12.1.1. May take UN non-chargeable leave within the geographic area of the UN Force commanders' or chief military observers' authority.

14.12.1.2. Use the AF Form 988, annotate PTDY, and cite this paragraph as authority.

14.12.2. UN Pass:

14.12.2.1. UN Force commanders or chief military observers may grant passes for Air Force members within their geographic area of authority.

14.12.2.2. Members granted UN passes must stay within the geographic area of the UN Force commanders' or chief military observers' authority.

14.12.2.3. Document passes according to UN rules.

14.12.3. Leave or Pass Outside the UN Geographic Area.

14.12.3.1. Air Force members taking leave or passes outside the UN Force commanders' or chief military observers' geographic area of authority are under the control of the US chain of command and are in a non-duty status.

14.12.3.2. Members are subject to US laws, directives, and instructions. In these occurrences:

14.12.3.2.1. The UN Force commanders or chief military observers and the US chain of command representatives approve leave and passes.

14.12.3.2.2. Members use AF Form 988 for leave, annotate ordinary, and cite this AFI as authority in the Remarks section of Block 8. This is chargeable leave. PCS or TDY en route leave and emergency leave are also chargeable leave.

14.12.3.2.3. The US chain of command representatives document passes in writing. Cite this paragraph as authority.

14.13. Educational Leave of Absence. An authorized educational leave of absence is a leave of absence for a period of not to exceed two years for the purpose of permitting the member to pursue a program of education. The Office of the Secretary of Defense authorizes educational leave of absences with effective dates and eligibility criteria. HQ USAF/A1D manages educational leave of absence when approved by the Office of the Secretary of Defense. Members granted an educational leave of absence:

14.13.1. Will not schedule the educational leave of absence for more than 1 year from the date of approval.

14.13.2. Are charged leave for semester breaks and extended holiday periods if they do not return to duty during the semester breaks or holiday periods.

Section H—Post Deployment/Mobilization Respite Absence (PDMRA)

15. Introduction. In support of the Secretary of Defense's utilization of the Total Force policy, the PDMRA is established for members who are required to mobilize or deploy with a frequency beyond established rotation goals. The yearly rotation goal consists of a deployment-to-dwell ratio of 1:2 years for active duty personnel and 1:5 years for the Reserve component. That is, for every one (1) year an active duty service member is deployed, he/she must have two (2) years at the home station; and for every one (1) year a Reserve component service member is deployed, he/she must have five (5) years at the home station. This policy applies to all members with creditable deployments and mobilizations underway on, or commencing after, 19 January 2007. PDMRA is a type of Administrative Absence.

15.1. Active Component.

15.1.1. Creditable Deployments/TDYs. For the purpose of accruing PDMRA under this program, creditable deployments/TDYs include deployments/TDYs to the land areas of Afghanistan or Iraq or with certain theater units (units that routinely conduct operations or support units that conduct operations in Iraq but are not based in Iraq). Aircrew participating in missions into, out of, within or over the Area of Eligibility in support of military operations, count each day of operation as one day of eligibility. Deployment is defined as a member on Temporary Duty under Contingency, Exercise, and Deployment (CED) orders or other orders indicating Operation ENDURING FREEDOM/Operation IRAQI FREEDOM (OEF/OIF) support, Plan Identification Unit Line Number (PID/ULN), or similar terms. The orders must state "in support of OEF/OIF," an OEF/OIF PID/ULN, or similar terms. Normally, the "certain theater units" are those in Kuwait, Qatar, United Arab Emirates, and Manas, Kyrgyzstan supporting units performing operations in or airspace over Iraq/Afghanistan.

15.1.2. Creditable Time. Creditable time is calculated as all creditable deployments (time in theater only, travel time to/from not included) accomplished within a "rolling 36-month window" starting no earlier than 19 January 2004. For example, if the member returned to the home station (dwell) on 20 January 2007, after serving 15 full months in the Area of Eligibility, he/she would have "broken dwell" by being deployed beyond 12 months and would be authorized PDMRA of 3 days.

15.1.2.1. Creditable time continues to accrue during periods of Rest & Recuperation (R&R), in-theater R&R, leave, and for TDYs from the Area of Eligibility to areas outside of Afghanistan or Iraq of 30 consecutive days or less.

15.2. Reserve Component.

15.2.1. Creditable Mobilizations. For the purpose of accruing PDMRA under this program, creditable mobilizations are defined as mobilizations under sections 12301 (A), 12302, or 12304 of Title 10 of the United States Code. This period includes the effective date of the member's mobilization order through the date of the expiration of the mobilization order. Aircrew participating in missions into, out of, within or over the

Area of Eligibility in support of military operations, count each day of operation as one day of eligibility.

15.2.2. Creditable Time. Creditable time is calculated as all creditable mobilization accomplished within a "rolling 72-month window" starting no earlier than 7 October 2001.

Note: Air Reserve Component (ARC) personnel who were mobilized on or after 19 January 2007 and have previous voluntary deployment (Title 10 USC Section 12301(d) orders to Afghanistan or Iraq after 7 October 2001 or 72 months prior to member's mobilization, whichever is most recent, will have that period used as creditable time for award of PDMRA.

Example: In 2003 a member serves in Iraq on Section 12301(d) orders for 6 months, and is then mobilized for 8 months in 2007. Member would be credited with a total of 14 months of creditable time earning 2 days of PDMRA. If a member has been previously mobilized, only that time served on Section 12301(d) orders since the most recent demobilization is counted as creditable time if PDMRA was earned on the previous mobilization.

15.3. In recompense for deployment/mobilization, accumulation of PDMRA is as follows:

Figure 4. Post Deployment Mobilization Respite Absence Accumulator.

Deployed **Beyond** Deployed/Mobilized	PDMRA Per Month Credit	Cumulative Days of PDMRA
12	1	1
13	1	2
14	1	3
15	1	4
16	1	5
17	1	6
18	2	8
19	2	10
20	2	12
21	2	14
22	2	16
23	2	18
24	4	22

Note: Concerning the first column**,** "Deployed Beyond Following Months," PDMRA is provided for each month or fraction thereof a member is deployed/mobilized in excess of 12 months within a 36--month "rolling window" (or a 72-month "rolling window" for reserve component members). Twelve months is defined as 365 days.

Note: If a member is deployed/mobilized in a creditable Area of Eligibility beyond 12 months within the 36 month "rolling window" (or a 72-month "rolling window" for reserve component members) then he/she is eligible for PDMRA. The duration of the deployment does not have to be consecutive, but is instead cumulative.

Example: A member is deployed for 9 months, returns to the place of dwell for 8 months, and is then deployed again for an additional 5 months, this person would have broken dwell by being deployed for 14 months in a 22-month window. Keeping in mind that the ratio for an active duty service member is for every 1 year deployed, he/she must have 2 years outside the Area of Eligibility (normally, this is the home station, but could include other TDYs which are not within the Area of Eligibility) the member would be authorized 2 days of PDMRA.

15.4. Program Administration.

15.4.1. Commanders must ensure members under their command properly accrue and receive credit for PDMRA under the guidelines above.

15.4.1.1. Reserve component members who are federal, state, or local government civilian employees, and are "precluded by law" from being paid by federal, state or local governments simultaneously serving in a reserve component status and in their civilian jobs may elect to receive Assignment Incentive Pay (AIP) (37 U.S.C., Section 307a) in lieu of being awarded administrative absence days. Federal employees must be advised that they are prohibited from working at their civilian government positions while on PDMRA. Prior to deployment, a member opting AIP must sign a written AIP agreement for payment. For this purpose, the AIP is valued at a rate of $200 for each day of administrative absence authorized/earned under the PDMRA program, not to exceed the $3000 monthly maximum payable to an individual member under 37 U.S.C. Section 307a. A member qualifying for AIP under more than one incentive program may receive concurrent AIP payments, not to exceed more than $3000 monthly in total AIP payments.

15.4.2. Active and reserve component members must use PDMRA within 12 months of return from deployment or it is forfeited. PDMRA must be used prior to or in conjunction with the next PCS/PCA. PDMRA must not be used as justification for authorizing special leave accrual.

15.4.3. PDMRA is not a form of leave or special pass, but is an administrative absence. Under PDMRA, a member is authorized to depart the local area. PDMRA can be used in conjunction with leave. However, PDMRA cannot be combined with passes and post-deployment down-time for the purpose of extending the time away from the local area. PDMRA must be documented on an AF Form 988, *Leave Request/Authorization*, with Block 8 being annotated as PTDY and the reason annotated as "PDMRA".

15.4.4. In the event that a court-martial action has been initiated against a deployed Airman, their PDMRA accrual-time is suspended, beginning with the day that charges are preferred, or, adverse administrative action is initiated, pending final resolution of the matter. Commanders must document suspension date of creditable time pending a final resolution of the charges. If the Airman is cleared of the charges, the Airman's PDMRA will be reinstated and recomputed based on established guidance.

Section I—Special Order

16. Prescribed Forms.

AF Form 972, *Request and Authorization for Emergency Leave*

17. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*

AF Form 937, *Request and Authorization for Dependent Travel*

AF Form 988, *Leave Request/Authorization*

DD Form 149, *Application for Correction of Military Records*

DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*

RICHARD Y. NEWTON III, Lt General, USAF
DCS, Manpower and Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 5, United States Code, *6103, Holidays*

Title 10, United States Code 701, *Entitlement and Accumulation*

Title 10, United States Code 704, *Use of Leave, Regulations*

Title 10, United States Code 705, *Rest and Recuperative Absence for Qualified Enlisted Members Extending Duty at Designated Locations Overseas*

Title 10, United States Code 706, *Administration of Leave Required to be Taken*

Title 10, United States Code 707, *Payment Upon Disapproval of Certain Court-Martial Sentences for Excess Leave Required to be Taken*

Title 10, United States Code 709, *Emergency Leave of Absence*

Title 10, United States Code 876a, *Leave required to be taken pending review of certain court-martial convictions*

Title 32, *National Guard*

Title 37, United States Code 411b, *Travel and Transportation Allowances: Travel Performed in Connection with Leave Between Consecutive Overseas Tours*

Title 37, United States Code 411g, *Travel and Transportation Allowances: Transportation Incident to Voluntary Extensions of Overseas Tours of Duty*

Title 37, United States Code 501, *Payment for Unused Accrued Leave*

Title 37, United States Code 503, *Absence Without Leave or Over Leave*

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AFI 36-2110, *Assignments*, 22 September 2009

AFI 36-2306, *The Education Services Program*, 16 October 2000

AFI 36-2603, *Air Force Board for Correction of Military Records*, 1 March 1996

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AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 2 August 2006

AFI 36-3009, *Airman and Family Readiness Centers*, 18 January 2008

AFI 36-3020, *Family Member Travel*, 22 October 2009

AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs*, 10 October 2003

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004

AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004

AFI 41-117, *Medical Service Officer Education*, 23 April 2001

AFI 44-102, *Medical Care Management*, 1 May 2006

AFI 65-103, *Temporary Duty Orders*, 5 August 2005

AFI 65-114, *Travel Policy and Procedures for Financial Services Offices and Finance Offices-Reserve Component*, 26 August 2005

AFI 90-301, *Inspector General Complaints Resolution*, 15 May 2008

AFI 90-901, *Operational Risk Management*, 1 April 2000

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, 22 January 2004

AFMAN 65-116, *Volume 2, Defense Joint Military Pay System (DJMS) Unit Procedures Excluding FSO*, 16 March 2007

AFPD 36-30, *Military Entitlements*, 2 August 1993

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFIT—Air Force Institute of Technology

AFPC—Air Force Personnel Center

AFRIMS—Air Force Records Information Management System

AFRS—Air Force Recruiting Service

AFSVA—Air Force Services Agency

AFWCF—Air Force Working Capital Fund

AGR—Active Guard and Reserve

AIC—Assignment Incentive Pay

ANG—Air National Guard

AOR—Area of Responsibility

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

ARC—Air Reserve Component

ARC—American Red Cross

ASIF—Airlift Service Industrial Fund

CED—Contingency, Exercise, and Deployment

CIC—Customer Identification Code

CLE—Continuing Legal Education

CONUS—Continental United States

COT—Consecutive Overseas Tour

CTO—Commercial Travel Office

DEROS—Date Eligible for Return from Overseas

DFAS—Defense Finance and Accounting Service

DFAS—DE—Defense Finance and Accounting Service - Denver Center

DJMS—Defense Joint Military Pay System

DoD—Department of Defense

EML—Environmental and Morale Leave

E.O.—Executive Order

ETS—Expiration of Term of Service

FOA—Field Operating Agency

FSO—Financial Services Offic

HOR—Home of Record

HQ AFRS—Headquarters Air Force Recruiting Service

HQ AFSVA—Headquarters Air Force Services Agency

HQ USAF—Headquarters United States Air Force

HQ USAF/A1D—Headquarters United States Air Force, Airman Development and Sustainment

HQ USAF/A1PA—Headquarters United States Air Force, Force Sustainment Division

HQ USAF/DPDE—Headquarters United States Air Force, Education & Training Division

HQ USAF/HC—Headquarters United States Air Force, Chief of Chaplains

HQ USAF/SG—Headquarters United States Air Force, Surgeon General

IPCOT—In-place Consecutive Overseas Tour

IRR—Individual Ready Reserve

JFTR—Joint Federal Travel Regulations

MAJCOM—Major Command

MPS——Military Personnel Section

MTF—Medical Treatment Facility

MTM—Military Training Manage

O&M—Operations and Maintenance

OCONUS—Outside the Continental United States

OEF—Operation ENDURING FREEDOM

OIF—Operation IRAQI FREEDOM

ORM—Operational Risk Management

OTEIP—Overseas Tour Extension Incentive Program

OTS—Officer Training School

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

PDMRA—Post Deployment/Mobilization Respite Absence

PDS—Permanent Duty Station

PERSCO—Personnel Support for Contingency Operations

PID—Plan Identification

POD—Port of Departure

PRC—Passenger Reservation Center

PTDY—Permissive Temporary Duty

R&R—Rest and Recuperation

RAP—Recruiter Assistance Program

RDS—Records Disposition Schedule

RNLTD—Report Not Later Than Date

RPA—Reserve Personnel Appropriation

SAF—IA/AFAAO—Deputy Under Secretary of the Air Force International Affairs/Air Force Attache Affairs Office

SAF/PAC—Secretary of the Air Force Public Affairs Community Relations

SELRES—Selected Reserves

SI—Seriously Ill

SLA—Special Leave Accrual

SPD—Separation Program Designator

SR&R—Special Rest and Recuperation

SSN—Social Security Number

TDN—Travel as Directed is Necessary in the Military Service

TDY—Temporary Duty

TMO—Traffic Management Office

UAE—United Arab Emirates

ULN—Unit Line Number

UN—United Nations **US—**United States

USAFA—United States Air Force Academy

USAFR—United States Air Force Reserve

U.S.C.—United States Code

VA—Veterans' Administration

VSI—Very Seriously Ill

WEAR—We Are All Recruiters

Y2—30-day special rest and recuperation leave

Y3—15-day special rest and recuperation leave