

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE MANUAL 65-116 VOLUME 2



16 MARCH 2007

Incorporating Through Change 2, 17 May 2012

Financial Management

**DEFENSE JOINT MILITARY PAY SYSTEM
(DJMS) UNIT PROCEDURES EXCLUDING
FSO**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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: SAF/FMP

Certified by: SAF/FM
(Dr. Jamie M. Morin)

Pages: 129

Supersedes: DFAS-DEM 7073-2,
June 2, 1998

This manual provides base-level military pay policy and procedural guidance for the Air Force finance offices. The interim change updates office symbols and regulatory references as well as incorporating interim changes that remained outstanding when the regulation was created from an existing DFAS manual.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through MAJCOM publications/forms managers to SAF/FMP, 205 Dodd Blvd. Suite 101, Langley AFB VA 23665-2789. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

SUMMARY OF CHANGES

This IC incorporates numerous changes needed to update references, deleting old ones, incorporating new ones. Changes the substantiating document required for maternity clothing allowance and it contains information required to incorporate changes made to referenced regulations.

PART 1—GENERAL INFORMATION AND RESPONSIBILITIES 7

Chapter 1—GENERAL INFORMATION 7

- 1.1. Purpose. 7
- 1.2. Supporting Documents. 7
- 1.3. Input Source Code. 7
- 1.4. Input Formats. 7
- 1.5. Transmission of Documents to FSO. 7
- 1.6. Filing of Source Documents. 8
- 1.7. Inquiries. 8
- 1.8. Rejects. 8
- 1.9. Input List. 8
- 1.10. Messages/FAX/Telephone/Email. 8
- 1.11. Claims. 9
- Figure 1.1. AF Form 1373, MPO Document Control Log – Transmittal. 9
- Figure 1.2. DELETED. 9

Chapter 2—RESPONSIBILITIES 10

- 2.1. Purpose. 10
- 2.2. Certifying Officers. 10
- 2.3. Geographically Separated Units (GSU). 10
- 2.4. Member. 10
- 2.5. Allotter. 10
- 2.6. Commander: 10
- 2.7. Other Government Agencies. 11
- 2.8. Other Military Services. 11
- 2.9. Signature Cards. 11

PART 2 —PROCEDURES 12

Chapter 3—HOST AVIATION RESOURCE MANAGEMENT OFFICE PROCEDURES 12

- 3.1. Purpose. 12
- 3.2. Aviation Duty. 12
- 3.3. Parachute Jumping Duty. 13
- Figure 3.1. DD Form 114, Military Pay Order (Stop Incentive Pay). 14
- Table 3.1. HOST AVIATION RESOURCE MANAGEMENT (HARM) OFFICE ACTION TABLE. 15

Table 3.2.	PARACHUTE JUMPING DUTY.	17
Table 3.3.	Waiver of Jumps Requirement – Incentive Pay – Parachute Jumping Duty.	18
Chapter 4—TRAFFIC MANAGEMENT AND TRANSPORTATION OFFICE PROCEDURES		20
4.1.	Purpose.	20
4.2.	Responsibilities.	20
4.3.	Costs for Excess Baggage.	20
4.4.	Data Required for AF Form 1357, Request for Temporary Lodging Allowance. .	20
4.5.	Members in Need of Transportation.	21
4.6.	Processing DD Form 139, Pay Adjustment Authorization, from JPPSO.	21
4.7.	Waiver Consideration.	21
Chapter 5—BASE HOUSING OFFICE PROCEDURES		22
Section 5A—	Basic Allowance for Housing (BAH) Guidelines for Housing Management Office and Unit Commander.	22
5.1.	General.	22
5.2.	Permanent Party Housing Allowances.	22
5.3.	Periodic Entitlement Verification.	23
5.4.	Deleted.	24
5.5.	DELETED.	24
Section 5B—	Overseas Station Allowances.	24
5.6.	Overseas Housing Allowances (OHA).	24
5.7.	OHA Re-Certification and Verification Procedures.	24
5.8.	Control.	25
5.9.	Temporary Lodging Allowance.	25
5.10.	Interim Payments.	25
5.11.	Preparation of AF Form 1357, Request for Temporary Lodging Allowance (Figure 5-3).	25
5.12.	Attachments to AF Form 1357.	26
5.13.	Advance Payment of Overseas Housing Allowance (OHA).	26
5.14.	Move-In Housing Allowance (MIHA).	29
Figure 5.1.	Application and Authorization to Start, Stop or Change Basic Allowance For Quarters (BAQ) or Dependency Redetermination.....	30
Figure 5.2.	Request to Receive and/or Extend Repayment of an Advance Housing Allowance.	31

Figure 5.3. AF Form 1357, Request for Temporary Lodging Allowance. 32

Table 5.1. Start, Stop or Change BAH for Members Without Dependents. 33

Table 5.2. Start, Stop or Change BAH for Members with Dependents. 34

Table 5.3. Distribution of AF Form 594, Application and Authorization to Start, Stop, or
Change Basic Allowance for Quarters (BAQ) or Dependency Re-Determination.
..... 35

Table 5.4. AF Form 1357 – Entries Required for TLA. 38

Chapter 6—OTHER UNIT PROCEDURES (EXCLUDING LEAVE) 40

Section 6A—Special And Hazardous Duty Incentive Pay. 40

 6.1. General. 40

 6.2. Direct Deposit. 40

 6.3. Hazardous Duty. 40

 6.4. Sea Duty. 41

 6.5. Duty Subject To Hostile Fire Or Imminent Danger. 41

 6.6. Diving Duty Pay. 41

Section 6B—Basic Allowance for Subsistence (BAS). 42

 6.7. General. 42

 6.8. Policy on BAS. 42

 6.9. Substantiating Documents. 46

 6.10. Family Subsistence Supplemental Allowance (FSSA). 47

Section 6C—Clothing Allowance. 49

 6.11. Conditions of Entitlement. 49

 6.12. Applying for an Allowance - Substantiating Documents. 49

 6.13. Health and Appearance Sales. 50

Section 6D—Deductions. 51

 6.14. Allotments. 51

 6.15. Indebtedness - General. 52

 6.16. Appealing Indebtedness. 54

 6.17. Remission and Cancellation of Debts. 54

 6.18. Collections of Indebtedness Upon Discharge and Immediate Reenlistment. 55

 6.19. Liquidation of Debt by Installments (Officers). 56

 6.20. Waiver of Claims for Erroneous Payment of Pay and Allowances. 56

 6.21. RESERVED FOR FUTURE USE. 56

6.22.	Federal Income Tax and Federal Insurance Contributions Act Tax.	56
6.23.	Court-Martial Sentences and Non-Judicial Punishment.	58
6.24.	Contributory Educational Programs.	59
Section 6E—Status.		59
6.25.	Return from Overseas to CONUS-Separated at Base Other than a Separation Port Facility.	59
6.26.	Permanent Change of Station (PCS).	60
6.27.	Other Status Processing.	60
Section 6F—Miscellaneous.		61
6.28.	Claims.	61
6.29.	Emergency and Deployment Procedures.	61
6.30.	Procedures for Jury Duty Fees.	64
6.31.	PCS Advance Pay.	64
6.32.	Advance Payment of Basic Allowance for Housing (BAH).	69
6.33.	Officer Assigned TDY Field Duty.	70
6.34.	Officer Confined.	71
Figure 6.1.	DD Form 114, Military Pay Order (To Start Sea Duty Pay).	72
Figure 6.2.	AF Form 1881, Hostile Fire Pay Certification and MPO.	73
Figure 6.3.	DD Form 114, Military Pay Order (To Change BAS).	74
Figure 6.4.	AF Form 220, Request, Authorization, and Pay Order Basic Allowance for Subsistence (BAS).	75
Figure 6.5.	DD Form 1475, Basic Allowance for Subsistence—Certification.	79
Figure 6.6.	AF Form 2519, Basic Allowance for Subsistence (BAS) Self Inspection Guide. .	79
Figure 6.7.	DD Form 1337, Authorization/Designation for Emergency Pay and Allowance. .	81
Figure 6.8.	DD Form 2560, Advance Pay Certification/Authorization.	83
Figure 6.9.	DD Form 114, Military Pay Order (To Report or Adjust BAS for Period of Hospitalization in US Army, Navy or Coast Guard MTF).	84
Figure 6.10.	AF Form 1039, Request to Receive and/or Extend Repayment of an Advance Housing Allowance (to Meet Extraordinary Expenses Incident to PCS Move) (CONUS).	85
Table 6.1.	Other Hazardous Duty Incentive Pay Starts – Substantiating Documents.	86
Table 6.2.	Other Hazardous Duty Incentive Pay Stops – Substantiating Documents.	86
Table 6.3.	Use of DD Form 114 for Basic Allowance for Subsistence.	87
Chapter 7—UNIT LEAVE PROCEDURES		88

7.1.	Responsibilities.	88
7.2.	Procedures for Use of AF IMT 988, Leave Request/Authorization.	95
7.3.	Document Controls and Numbering.	96
7.4.	Request for Leave.	96
7.5.	Commencement of Leave.	97
7.6.	Termination of Leave.	97
7.7.	Failure to Return from Leave.	98
7.8.	Extension of Leave.	98
7.9.	Corrections.	98
7.10.	Cancellation.	98
7.11.	Processing Other than Ordinary Leave.	98
7.12.	Special Leave Accrual.	100
7.13.	Terminal Leave.	101
7.14.	Leave Within 30 Days of Separation or Retirement with Return to PDS Before ETS, or Delay En Route Incident to PCS for Separation.	102
7.15.	Permissive TDY (PTDY).	102
7.16.	LeaveWeb.	103
7.17.	DELETED.	106
Figure 7.1.	AF Form 988, Leave Request/Authorization.	107
Figure 7.2.	AF Form 1486, Unit Leave Control Log.	112
Figure 7.3.	AF Form 1134, Unit Leave Authorization Numbers–Block Assignments.	114
Figure 7.4.	AF Form 988, Leave Request/Authorization.	115
Figure 7.5.	Member’s Guide for Requesting Ordinary Leave through LW	119
Figure 7.6.	Member’s Return from Ordinary Leave.	119
Figure 7.7.	Supervisor Procedures When Using LW	119
Figure 7.8.	Daily LeaveWeb Unit Admin Procedures.	120
Figure 7.9.	Memorandum For Unit Leave Monitor.	120
Table 7.1.	Leave Processing.	121
Table 7.2.	Leave Processing – Certification of Part III of AF Form 988 by Supervisor.	123
Table 7.3.	Leave Processing – Charging Leave.	123
Table 7.4.	Authorization and Accountability for Sick and Convalescent Leave.	124
Table 7.5.	Emergency Leave Processing.	125
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		126

PART 1

GENERAL INFORMATION AND RESPONSIBILITIES

Chapter 1

GENERAL INFORMATION

1.1. Purpose. This chapter contains general information about DJMS that applies to all input sources outside the financial service office (FSO).

1.2. Supporting Documents. Actions affecting a member's master military pay account (MMPA) must be supported by human-readable documentation. This consists of signed and certified documents completely explaining each transaction. Source documentation also includes transactions that do not affect pay and allowances but are required in DJMS to maintain a member's pay account.

1.2.1. Types. DJMS requires source documents for all transactions to support changes to the MMPA and to clear rejected and suspended items listed on the daily register of transactions (DROT) for control purposes. The four types of source documents are:

1.2.1.1. Regular Source Documents. Authorize and support changes in entitlements and deductions on MMPA.

1.2.1.2. Miscellaneous Source Documents. Authorize changes to MMPA which do not involve entitlements and deductions. Examples are changes to payment option and taxing authority (city, state).

1.2.1.3. Military Leave Documents. See [Chapter 7](#) and AFMAN 65-116V1.

1.2.1.4. Administrative Source Documents. Use to change member's address, international balance of payments (IBP) code, and organization code in the central-site JBIT file.

1.2.2. Disposition. Send original and one copy of supporting documents to FSO. See [Chapter 7](#) and AFMAN 65-116V1 for leave transactions.

1.3. Input Source Code. FSO assigns a two-position alphanumeric input source code to each activity authorized to prepare and submit DJMS documentation. Use this code on AF Form 1373, MPO Document Control Log - Transmittal, as well as on each DJMS supporting document, when submitting source documents to the FSO. Put the source code in the upper right hand corner of the documents ([Figure 1.1](#)).

1.4. Input Formats. Formats are designed for minimum input at base-level with maximum use of central computer programs to determine and calculate effects on a member's pay account. For example: Defense Finance & Accounting Service - Denver Center (DFAS-DE) computer programs update all items in member's account affected by promotion input, entitlements, deductions, and other miscellaneous data.

1.5. Transmission of Documents to FSO. Each input source transmits original and one copy of source documents to the FSO daily. Use AF Form 1373 ([Figure 1.1](#)) prepared in duplicate for transmittal of all documents except leave, and send original AF Form 1373 with source

documents to the FSO; keep a copy in suspense awaiting acknowledgment of receipt by FSO through an entry on the DROT (paragraph 1.9). AF Forms 1373 are sequentially numbered by the input source. FSOs may, if they wish, require the input source to renumber AF Forms 1373 at the beginning of each fiscal year. When transmitting multiple MPOs or blanket orders to the FSO, the AF 1373 can be annotated "See Attached."

1.6. Filing of Source Documents. Keep a suspense copy of every source document. Attach this copy to the DROT (paragraph 1.9) and keep for reference and audit. Each input source makes sure there is a properly certified document in suspense for each transaction appearing on the DROT. Notify the FSO of any transaction appearing on the DROT for which you do not have proper documentation. Follow-up to determine processing status of any source documents in suspense which have not been acknowledged within five workdays by an entry on the DROT. Retain as specified in Air Force Records Disposition Schedule (see paragraph 6.10.2.2) for exception.)

1.7. Inquiries. Direct members to customer service counter of servicing FSO. Where distance is too great, advise member to use telephone or letter to communicate with the Customer Service section of the FSO. Individual members at geographically separated units (GSUs) may call DFAS-DE in an emergency when access to, or through, an FSO is unavailable. DFAS-DE monitors and controls all telephone calls to ensure against abuse of this form of communication. Replies to telephone inquiries are made by telephone or email.

1.8. Rejects. Data entering DJMS are subjected to base-level and DFAS-DE edits to make sure only acceptable and valid data are used to update MMPA. Incorrect or invalid data are not accepted and are rejected from the system. Base personnel research all errors, determine action required, and when applicable, correct and resubmit transaction per applicable chapters of this volume. Any document rejected to an input source that is resubmitted must be included on a new AF Form 1373.

1.9. Input List. The terms "DROT" and "JUMPS Transaction Register (JTR)" are used to describe the input list produced by DJMS-AC.

1.9.1. Content. Input list is produced for each input source and shows:

1.9.1.1. Base-level processed transactions.

1.9.1.2. DFAS-DE rejected transactions.

1.9.2. Sequence. Input list is in input source, transaction number, FORMAT-ID, action indicator, and SSN.

1.9.3. Sample. See **Figure 1.2**

1.10. Messages/FAX/Telephone/Email. When servicing FSO is at a different location from a unit, DJMS data may be transmitted by base communications. Message should cite name and SSN of member, description of change with effective date, and any other data necessary to support a change in a member's pay account. Submit a confirming certified source document immediately. The source document should contain the same data as reported in the message.

1.10.1. FAX: Faxing of documents for processing into DJMS is permissible. Units should contact their FSO for the FAX telephone number. AF 1373 should be used as the transmittal document. Follow-up with original documents is not required unless requested by servicing FSO under special circumstances.

1.10.2. Telephone: Refer to paragraph 2.3 when it becomes necessary to request DJMS changes by telephone.

1.10.3. MyPay: Members may submit various changes to DJMS via myPay, to include tax withholding changes, address changes, and dependent support allotment starts, stops, or changes.

1.11. Claims. When a member believes additional pay or allowances are due, the member:

1.11.1. Prepares a claim letter which includes:

1.11.1.1. Date prepared.

1.11.1.2. Identification of items claimed, period involved, and amounts, if available.

1.11.1.3. Claimant's signature and SSN.

1.11.2. Attaches any documents that support the claim.

1.11.3. Submits the claim to the FSO for action outlined in AFMAN 65-116V1, chapter 74.

1.11.4. For claims involving BAS, see paragraph 6.9.2.

Figure 1.1. AF Form 1373, MPO Document Control Log – Transmittal.

MPO DOCUMENT CONTROL LOG - TRANSMITTAL							
TO: (Servicing AFO - ADSN - Station) 2nd BW/ACFP Barksdale AFB LA			FROM: (Originating Activity) 2nd CES Barksdale AFB LA		TRANSMITTAL NO. DATE 23 Feb XX		
RETURN TO: (Originating Activity) 2nd CES Barksdale AFB LA			RECEIPT ACKNOWLEDGED (Name) <i>Burda Smith, GS-7</i>		DATE 24 Feb XX		
DOCUMENT NO. (MPO No.)	CONTROL NO. (AFAFC Only)	NAME AND SSN OR AGENCY	TYPE OF ACTION (BAS-BAQ- SEP, Etc.)	FOR MPO PREPARATION		POSTED	REMARKS
				<input checked="" type="checkbox"/>	DATE RETURNED		
		000-00-0000 Jones, GC	BAS				
		111-11-1111 Smith, P	Bas				
		222-22-2222 Ross, F	Clothing Allow				

AF Form 1373, APR 89 PREVIOUS EDITION WILL BE USED *U.S. GPO:1990-259-241

Figure 1.2. DELETED.

Chapter 2

RESPONSIBILITIES

2.1. Purpose. This chapter defines responsibilities of organizations and individuals outside the FSO who are involved in DJMS input.

2.2. Certifying Officers. Certifying officers provide certified substantiating documents, having no impact on permanent duty station (PDS), to the servicing FSOs. Examples of these documents are assignment of government quarters and debt notices. Certification establishes that the facts stated in supporting documents are correct. Certifying officers base the certification on personal knowledge of facts acquired during performance of duty. Each input source must have at least one person who is a certifying officer (paragraph 2.9).

2.3. Geographically Separated Units (GSU). GSU submits substantiating documents daily to servicing FSO when such documents affect pay and allowances, leave, and other data in MMPA. When distance to the servicing FSO requires allotment service by the GSU, prepare allotment documents and submit them to the servicing FSO; otherwise, members receive complete allotment service from the servicing FSO. The GSU commander appoints certifying officers (paragraph 2.9) per DoDFMR, Vol 5. Certifying officers at remote GSUs may request a decrease or stop pay in a member's pay account by telephone call to the servicing FSO; they immediately send confirmation hardcopy documents supporting telephone request to servicing FSO. (Restrict use of telephone change requests to emergency situations.)

2.4. Member. The member assists in updating the MMPA by providing the responsible office with all information and documents relating to mailing address for the member and dependents. The member also provides information and documents on status of dependents and any other pay determining or pay-distribution facts. (Allotments are considered a distribution of pay.)

2.5. Allotter. Allotter is a member with an allotment who is responsible for advising the FSO of changes in address and other circumstances affecting allotments. Included are changes of address for dependents, changes in bank, etc.

2.6. Commander:

2.6.1. Unit Commander or Other Individual on G-Series Orders with Command Responsibility for the Member. In addition to their command responsibilities, unit commanders or other individual on G-Series orders with command responsibility for the member are responsible for authorizing certain financial entitlements for the members under their command. Those responsibilities include, but are not limited to:

2.6.1.1. Authorizing the appropriate rate of BAS to be started or certifying the number of meals missed.

2.6.1.2. Annually verifying the BAS entitlements of enlisted members who are not under blanket authority or are below pay grade E-5;

2.6.1.3. Approving requests for advance of pay and allowances;

2.6.1.4. Verifying members' continued entitlement to special duty pays and incentive pays;

2.6.1.5. Verifying that members were subject to hostile fire or were present in an area designated as a tax exclusion area; or

2.6.1.6. Preparing reinstatement letters for members whose with dependent rate BAH entitlement has been stopped because the recertification statements were returned to the FSO late. The commander must certify, when appropriate, that failure to recertify timely was for reasons beyond the member's control (see JFTR, Vol I, chapter 10). In these cases, the member's higher rate of BAH will be restarted, effective the day after the stop date.

2.6.1.7. Verifying that member was unable to meet jump requirements over a 3-month period because of military operations of particular command, or absence of jump equipment or aircraft (see **Chapter 3, Table 3.3**, note, item 4, this manual).

2.6.2. GSU Commander. Ensures documents are accurate and submitted on time.

2.6.3. Installation/Wing Commander. Fully supports this system. This includes, but is not limited to, briefing all personnel on DJMS, ensuring coordination between staff agencies for accurate and timely flow of documents and machine products, and appointing certifying officers.

2.6.4. Intermediate Command Commander. Monitors base-level procedures to make sure all agencies are following procedures in this manual.

2.6.5. Major Command Commander. Implements instructions in this directive and is responsible for input from FSOs and MPFs under MAJCOM jurisdiction. Data from DFAS-DE to the field becomes MAJCOM responsibility when released from DFAS-DE. Accuracy and timeliness of input are measured in DFAS-DE's Centralized Examination Findings (CEF).

2.6.6. DELETED.

2.7. Other Government Agencies. Advise DFAS-DE of debts due the United States by an Air Force member (for example, Internal Revenue Service (IRS) tax levy). DFAS-DE updates the MMPAs.

2.8. Other Military Services. Other services send DFAS-DE copies of vouchers and money list on which they paid Air Force members. DFAS-DE updates the MMPAs.

2.9. Signature Cards. A DD Form 577, Signature Card, or appointment letter is required to be maintained at each input source for each certifying officer appointed under DoDFMR, Vol 5. Signature cards or appointment letters are not required for commanders to certify DJMS supporting documents particular to personnel under their control. Commanders can appoint individuals under their command as certifying officers by appointment letter or signature card. Do not appoint document control clerks, leave monitors as certifying officers.

PART 2
PROCEDURES

Chapter 3

HOST AVIATION RESOURCE MANAGEMENT OFFICE PROCEDURES

3.1. Purpose. This chapter prescribes procedures to be used by the Host Aviation Resource Management (HARM) office and MPS in support of DJMS.

3.2. Aviation Duty.

3.2.1. Conditions of Entitlement. See DoD Financial Management Regulation, Volume 7, Part A (DoDFMR), chapter 22, for entitlement to aviation career incentive pay (ACIP) and hazardous duty incentive pay (HDIP). As used in this chapter, ACIP refers to flying duty for rated officers, HDIP refers to flying duty for non-rated officers and enlisted members. Entitlement to career enlisted flyer incentive pay (CEFIP) for enlisted members is addressed in AFMAN 65-116, V1, chapter 22. On a quarterly basis, the FSO provides a listing of members receiving ACIP, HDIP, CEFIP or Parachute Pay to the HARM for verification/reconciliation. For additional information, see AFMAN 65-116, V1, chapter 22 or, for Reserve and Guard members paid in DJMS-RC, see AFMAN 65-116, V3, chapter 20.

3.2.2. Substantiating Documents. **Table 3.1** indicates HARM responsibility for supporting documents and data required to start, stop, and report entitlement. Aeronautical order (AO) or military pay order (MPO) supporting certifying officer's own entitlement to ACIP or HDIP is also signed by commander or another designated person who has knowledge of the facts. All AOs and MPOs must contain a termination date for all non-crew members. The AO must also contain aviation service date (ASD), officer service date (OSD), if a rated officer is entering flight status for the first time. The AO must contain an airborne warning and control system (AWACS) date if a member is entering for duty as an air weapons controller crew member. Adequate administrative records must be maintained at base level to support authorized payment. These records must be available for review by the General Accounting Office when warranted.

3.2.3. Preparation of DD Form 114, Military Pay Order (MPO). When using the DD Form 114 or the MPO section of AF Form 1887, Request and Authorization for Aeronautical Orders, the start date in the MPO is the first day of entitlement to ACIP or HDIP. When a member is removed or suspended from ACIP, HDIP, or CEFIP, the stop date is the last day of entitlement. For example:

3.2.3.1. Officer is entitled to ACIP effective 1 Jan 2008. The start date in the MPO should read 080101.

3.2.3.2. Officer is suspended from flying status effective 1 Jan 2008. The stop date in the MPO should read 071231 (one day before the effective date of suspension).

3.2.4. System Provisions:

3.2.4.1. Effect of input transactions:

- 3.2.4.1.1. Input transactions report start, stop, report, change, correct, or cancel entitlements and update member's MMPA for pay computation.
- 3.2.4.1.2. FSO forwards a copy of the daily register of transactions (DROT) to HARM for verification of processing.
- 3.2.4.2. Programmed Stops. HDIP is automatically stopped for non-crew members:
 - 3.2.4.2.1. On separation.
 - 3.2.4.2.2. Upon permanent change of station (PCS).
- 3.2.4.3. Continuance:
 - 3.2.4.3.1. Crew Members. HDIP continues on separation with immediate reenlistment.
 - 3.2.4.3.2. Others. Once an entitlement to ACIP or HDIP is entered on member's MMPA, entitlement continues until HARM provides documentation changing the member's status, or events in [3.2.4.2](#) above occur.
- 3.2.4.4. Entitlement to ACIP or HDIP and Other Hazardous Duty Pay. Restrictions are:
 - 3.2.4.4.1. Members who qualify may receive ACIP and two other hazardous duty pays.
 - 3.2.4.4.2. Members who qualify may receive HDIP and one other hazardous duty pay or diving duty pay.
 - 3.2.4.4.3. Members in continuous or conditional entitlement to ACIP are not entitled to HDIP.
 - 3.2.4.4.4. Members entitled to HDIP for AWACS duty are not entitled to HDIP for flying.

3.3. Parachute Jumping Duty.

- 3.3.1. Conditions of Entitlement. See DoDFMR, chapter 24 for entitlement to incentive pay for the two types of parachute jumping duty. Type one is parachute jumping from an aircraft in aerial flight and type two is parachute jumping at a high altitude with a low opening (HALO). On a quarterly basis, the FSO provides a listing, of members receiving Parachute Pay, to the HARM for verification/ reconciliation. For further information, see AFMAN 65-116, Vol I, chapter 23 or, for Reserve and Guard members paid in DJMS-RC, see AFMAN 65-116, Vol 3, chapter 17.
- 3.3.2. Substantiating Documents. Use aeronautical orders to start or stop entitlement and change entitlement from regular parachute duty to HALO duty. All AOs must contain the type of parachute duty and a termination date for officer non-crew and all enlisted members (AFI 35-13). Use DD Form 114 for other actions.
- 3.3.3. Procedures. Submit assignment AO to FSO after member completes initial requirements. A DD Form 114 (**Figure 3.1**) supporting certifying officer's own entitlement to parachute jumping duty pay must be signed by commander or another designated person who has knowledge of the facts. **Table 3.2** and **Table 3.3** show what documents to use and the data required by FSO to start, stop, report, correct, or cancel parachute jumping duty.

Table 3.1. HOST AVIATION RESOURCE MANAGEMENT (HARM) OFFICE ACTION TABLE.

	A	B	C	D	E	F	G
R U L E	Class of Individual	PCS Departure to Flying Duties	PCS Departure to Non-Flying Duties	Suspension	Termination of Flying Requirement	Retirement or Separation	Death
1	Primary enlisted air crew member	<p>a. Initiate MPO to stop entitlement effective on departure (enter MPO effective date and reason in ARMS).</p> <p>b. Process P card transaction per paragraph 5-8 (place gaining CFRC code in pos 6-9, P pos 10).</p>	<p>a. Publish AO terminating status effective date of departure of 120 days after notification, as applicable.</p> <p>b. Initiate MPO to stop entitlement effective upon departure (enter MPO effective date and reason in ARMS).</p> <p>c. Process all outstanding ARMS transactions.</p> <p>d. Obtain updated record list and verify date.</p> <p>e. Obtain inquiry IFR and master card deck.</p> <p>f. Delete record from ARMS using P card per paragraph 4-6.</p>	<p>a. Publish AO placing individual in appropriate suspended status.</p> <p>b. Enter suspended ASC and effective date in RMDS.</p> <p>c. Initiate MPO to stop entitlement 1 day before effective date and reason in ARMS).</p> <p>d. Process all outstanding ARMS transactions</p> <p>e. Obtain updated master record list and verify data.</p> <p>f. Obtain inquiry IFR and master card deck.</p> <p>g. Delete record with P card per paragraph 4-6.</p> <p>h. Return records to individual.</p>	<p>a. Publish AO terminate status (120-day notification policy applies).</p> <p>b. Initiate MPO to stop entitlement effective upon termination of status (enter MPO effective date and reason in ARMS).</p> <p>c. Enter termination ASC and effective date in ARMS.</p> <p>d. Process all outstanding ARMS transactions.</p> <p>e. Obtain updated master record list and verify data.</p> <p>f. Obtain inquiry AFR and master card deck.</p> <p>g. Delete record with P card per paragraph 4-6.</p> <p>h. Return records to individual.</p>	<p>a. Complete AO/MPO actions to terminate status. (See note.)</p> <p>b. Process P card transaction per paragraph 5-8 (“Ret” or “Sep”) in pos 6-8; pos 10 is blank.</p> <p>c. If stop date is the same as date of retirement or separation, do not forward AO/MPO to FSO.</p>	<p>a. Process P card transaction (“Dec”) in pos 6-8; pos 10 is blank.</p> <p>b. Dispose of records per AFMAN 37-139.</p>

	A	B	C	D	E	F	G
R U L E	Class of Individual	PCS Departure to Flying Duties	PCS Departure to Non-Flying Duties	Suspension	Termination of Flying Requirement	Retirement or Separation	Death
2	Optional enlisted air-crew member	a. Initiate MPO as for class 1. b. Publish AO to terminate status effective upon departure (120-day notification policy applies). c. Process P card as for class 1.	Same as class 1.	Same as class 1.	Same as class 1.	Same as class 1.	Same as class 1.
3	Rated officers (continuous entitlement)	Process P card as for class 1.	Process P card per paragraph 4-8 (CFRC code in pos 6-9; P in pos 10).	a. Publish AO placing officer in suspended status. b. Initiate MPO to stop pay 1 day before effective date of suspension. c. Retain record in ARMS for 3 years, then delete with F card.	N/A	Same as class 1.	Same as class 1.
4	Rated officer (pilots and navigators in conditional entitlement status)	a. Initiate MPO to stop pay effective upon departure (after 31 May 1977). (Enter MPO effective date and reason in ARMS). b. Process P card as for class 1.	a. Initiate MPO to stop pay effective upon departure b. Process P card as for class 3.	Same as class 3.	N/A	Same as class 1.	Same as class 1.

	A	B	C	D	E	F	G
R U L E	Class of Individual	PCS Departure to Flying Duties	PCS Departure to Non-Flying Duties	Suspension	Termination of Flying Requirement	Retirement or Separation	Death
5	Flight surgeons	a. Initiate MPO as for class 4. b. Process P card as for class 1.	Same as class 4.	N/A	N/A	Same as class 1.	Same as class 1.
6	Non-crew members	N/A (Note: PCS of non-crew members will be treated as the termination of flying requirement.	Same as class 1.	Same as class 1.	a. Publish AO to terminate status. b. Initiate MPO to stop pay effective upon termination of status or departure. c. Delete record with F card transaction. d. Return records to individuals.	Same as class 1.	Same as class 1.
7	Non-Air Force flying personnel (includes ANG and Reserve personnel not on EAD)	All PCS non-Air Force personnel will be treated as a termination of flying and the record will be deleted from the ARMS with an F card transaction.	NA	NA	NA	NA	Delete record with F card.

NOTE: If stop date is the same as the date of retirement or separation, do not forward AO/MPO to FSO

Table 3.2. PARACHUTE JUMPING DUTY.

	A	B	C	D
R U L E	To	then	submits	to
1	assign member to parachute jumping duty	MPF	official order assigning member to duty	HARM
2	certify that member meets jumps requirements initially	Host Aviation Resource Management (HARM)	MPO showing date entered on jumping duty at present station, type of parachute duty and date performance requirements were met (note 1)	FSO
3	certify for parachute jumping pay based on jumps over 12-month period or waive minimum jump requirements		DD Form 114 (one copy to HARM)	
4	support credit when a member is physically incapacitated as a result of performing assigned hazardous duty (note 3)		DD Form 114 before end of 3-month grace period (one copy to HARM)	

5	support credit to a member required to perform multiple hazardous duties, when member is incapacitated as a result of performing one of these duties		DD Form 114 before end of 3-month grace period (one copy to HARM) (note 2), including certificate shown in note 5 modified to cover multiple hazardous duties	
6	continued incentive pay on orders (PCS) when orders remain in effect		Reassignment MPO stating that hazardous duty orders remain in effect	
7	stop incentive pay on reassignments (PCS)	HARM	Reassignment MPO to stop incentive pay on day after member departs old station	
8	stop incentive pay on discharge with immediate reenlistment at same station, when orders do not remain in effect		Reenlistment MPO which stops credits stating that hazardous duty orders do not remain in effect	
9	stop incentive pay on final discharge or separation, if last day of duty		MPO to close member's account, showing last day of entitlement	
10	stop incentive pay on final discharge or separation, if not last day of duty		Nothing; separation message stops incentive pay.	
11	suspend from jumping duty		MPO relieving member from hazardous duty	
12	stop incentive pay for periodic nonperformance when member retains parachute duty assignment	Unit	DD Form 114 to instruct the FSO to stop incentive pay for specific period(s) involved (note 4).	
13	change from regular parachute duty to HALO duty	HARM	MPO showing date member became eligible for HALO pay	FSO

NOTES:

1. "Performance requirements" means member made one or more parachute jumps during a 3-month period. If a HALO parachutist, requirements must be met by HALO jumps.
2. Determine the 3-month period separately for each type of hazardous duty.
3. Do not rescind jump status orders for 6 months (see AFI 36-2605).
4. When incentive pay is stopped under the provision of rule 12 and member retains parachute jumping duty assignment, DD Form 114 is issued to the FSO to restart incentive pay for the month in which the member again meets performance requirements.
5. Squadron commander informs FSO when member fails to meet performance requirements:

"I certify that the member named herein is physically incapacitated for parachute duty. The incapacity began on _____; during the period _____ to _____ the member continued to be incapacitated.

 (Signature of authorized medical authority)

 (Grade, organization, and social security number)"

Table 3.3. Waiver of Jumps Requirement – Incentive Pay – Parachute Jumping Duty.

R U L E	A	B	C
	If a member	then FRM submits to FSO	and includes on form

1	has been unable to qualify for parachute pay in a 3-month period but qualifies by making four jumps during a 12-consecutive month period (or by four jumps in less than 12 months)	DD Form 114 at end of month in which fourth jump is completed	a certificate that military operations of particular command, or absence of jump equipment or aircraft prevented member from making one or more jumps during 3 consecutive months (see note). List all jumps made during 12-month (or less) period. Also, show date of any other DD Forms 114 submitted to FSO during 12-month period.
2	qualified for parachute pay and a DD Form 114 was submitted under rule 1 before end of 12-consecutive month period, and during remainder of this period, military operations or absence of jump equipment or aircraft was again only reason for not performing one or more jumps during a 3-month period	DD Form 114 for the remaining month or months of the 12-month period.	
3	has been granted a waiver of jump requirements	DD Form 114 to authorize payment for period of waiver (if continuing payment is authorized, submit a separate DD Form 114 when waiver no longer applies).	a statement that jump requirements were waived because member's engagement in combat operations in a hostile fire area prevented member from performing any parachute jumps for the period involved (show inclusive dates). Statement must be certified by member's commander.

NOTES:

Only these individuals may verify that member was unable to meet jump requirements over a 3-month period because of military operations of particular command, or absence of jump equipment or aircraft:

1. Chief of Staff, USAF.
2. Commanders of major commands.
3. Commanders of parachute or airborne units, airborne school, airborne service test stations, and airborne centers.

Chapter 4

TRAFFIC MANAGEMENT AND TRANSPORTATION OFFICE PROCEDURES

4.1. Purpose. This chapter prescribes procedures to be used by traffic management and transportation office to support the Defense Joint Military Pay System (DJMS).

4.2. Responsibilities. The transportation office:

4.2.1. Provides the financial service office (FSO) with necessary data concerning household goods to be included on AF Form 1357, Request for Temporary Lodging Allowance.

4.2.2. Processes excess cost rebuttals on DD Form 139, Pay Adjustment Authorization, prepared by JPPSO-SAT/ECAF and other traffic management offices (TMO) for excess cost charges incurred in shipment of personal property and house trailer moves per JFTRJTRAFSUP.

4.2.3. Originates DD Forms 139 per AFI 24-101, Vol I for transportation furnished member.

4.3. Costs for Excess Baggage. If an Air Force member is billed for cost of additional baggage, prepare a DD Form 139 and send to the local servicing FSO for processing. For members of other services, send to the appropriate service finance center. These addresses are:

4.3.1. Army: Defense Finance & Accounting Service - Indianapolis DJMS Processing Division Indianapolis IN 46249-0001

4.3.2. Navy: Defense Finance & Accounting Service - Cleveland Anthony J. Celebrezze Federal Bldg DJMS Processing Cleveland OH 44199-2055

4.3.3. Marine Corps: Defense Finance & Accounting Service - Kansas City JUMPS Processing Kansas City MO 64197-0001

4.3.4. Coast Guard:

United States Coast Guard

Military Pay Center

Room 301 Federal Bldg

444 Quincy St SE

Topeka KS 66683-0001

4.4. Data Required for AF Form 1357, Request for Temporary Lodging Allowance.

4.4.1. The FSO may request the following data from the TMO:

4.4.1.1. Date household goods were available for delivery.

4.4.1.2. Date household goods were delivered and accepted by the member.

4.4.2. Commander. When designated by the commander, furnish the commander a statement showing date last dependent left old permanent duty station (PDS). Statement is required for members authorized temporary lodging allowance-departure (TLA-DEP) or housing

allowance (HA) and cost of living allowance (COLA) for dependents who remain at the old station after member departs on permanent change of station (PCS).

4.5. Members in Need of Transportation.

4.5.1. Documents Furnished by Transportation Office. A member, traveling on leave or delay en route and is without funds for transportation to duty station, contacts the local transportation officer, who furnishes member with a document showing cost of ticket. Transportation officer may contact FSO to verify pay status prior to preparing the required documents. The documents can be faxed between offices. Document, prepared as below, are signed by the transportation officer or designee. Member presents this document to FSO: "This is to certify that (name, grade, and SSN) has presented (himself, herself) to this office and states that (he or she) does not have funds for providing transportation to (his or her) duty station. Cost of meals and ticket is \$_____ " (Signature)

Name, title, and date.

4.5.2. Insufficient Accrued Pay. If enough pay has not accrued to cover cost of transportation and meals as shown on document furnished by transportation officer (4.5.1 above), FSO enters a notation to this effect on the document and returns it to the member. Local transportation officer issues a transportation request and meal ticket to member. The payment to the commercial carrier is made by the DFAS-IN and is forwarded to DFAS-DE/JAA for posting of a casual payment to the member's MMPA. If the transportation office pays the carrier direct, the host FSO inputs the casual payment data to DFAS-DE. No DD Form 139 is required for excess cost charges for leave.

4.6. Processing DD Form 139, Pay Adjustment Authorization, from JPPSO. JPPSO-SAT/ECAF forwards all DD Forms 139 for excess cost of personal property shipment and house trailer moves for Air Force members to the member's servicing FSO and establishes a miscellaneous debt on the MMPA. FSO advises member of debt. The TMO counsels member regarding rebuttal procedures. If member wishes to rebut indebtedness:

4.6.1. Member takes action through local TMO.

4.6.2. The local TMO reviews the member's request and, if legitimate, notifies the FSO. All rebuttal paperwork is then forwarded from the local TMO to ECAF with copy of the transmittal letter sent to the FSO. If local TMO doesn't uphold rebuttal, member should see the local FSO to discuss remission or other indebtedness rights as outlined in AFMAN 65-166V1, chapter 69.

4.7. Waiver Consideration. Public Law 99-224 amended 10 U.S.C. 2774 and 32 U.S.C. 716 to include waiver of travel, transportation, and relocation expenses and allowances. However, this expanded authority applies only to overpayments made on or after 28 Dec 1985. Members should be referred to the local FSO for counseling on waiver of indebtedness.

Chapter 5

BASE HOUSING OFFICE PROCEDURES

Section 5A—Basic Allowance for Housing (BAH) Guidelines for Housing Management Office and Unit Commander.

5.1. General. This section contains procedures and instructions for starting, stopping, adjusting, and verifying BAH entitlement. Installation commanders and Housing Management Offices have authority to establish BAH entitlements for different classes of members.

5.2. Permanent Party Housing Allowances. When members who are permanently assigned at a duty station terminate or occupy quarters, the Housing Management Office is responsible for preparing AF Form 594, Application and Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) or Dependency Re-determination, ([Table 5.1](#)) and sending the document to the servicing FSO for input into DJMS. The organization initiating the AF Form 594 can use [Table 5.1](#) and [Table 5.2](#) for some of the common occurrences of BAH starts, stops or changes. However, for situations that go beyond these examples, entitlement guidance is available in the Joint Federal Travel Regulation (JFTR), chapter 10. The authorizing organization also participates in the entitlement and quarters verification processes.

5.2.1. The Housing Management Office authorizes partial rate BAH by completing AF Form 594 when members are assigned to unaccompanied personnel housing. The Housing Management Office is responsible for starting unaccompanied members' without-dependent rate BAH for grades E-4 and below ([Table 5.1](#)) or stopping any unaccompanied member's without-dependent rate BAH. The Housing Management Office provides the FSO with written notification when a member (E-4 or below), who is drawing BAH at the "with dependent" rate solely because of paying child support, is assigned to or terminates, unaccompanied personnel housing. The FSO uses the notification to support the start or stop of the member's entitlement to BAH-DIFF.

5.2.2. The Housing Management Office is the responsible organization for starting or stopping accompanied members' BAH when a military family moves into or out of family housing. This includes the member who receives BAH own right in a member-to-member marriage.

5.2.3. Unit commanders or other individual on G-Series orders with command responsibility for the member are responsible for starting, stopping, or changing with or without-dependent rate BAH for members assigned to housing that is provided by activities other than Air Force organizations or where the assignment to or termination of unaccompanied housing is controlled by unit commanders.

5.2.4. The FSO starts, stops, or changes a member's BAH entitlement in certain circumstances. In those instances, the FSO forwards a copy of the AF Form 594 to the appropriate organization.

5.2.5. The Authorizing Officer. The housing management officer or unit official designates member's housing status, signs and dates the "Non-availability/Assignment/Termination of Quarters" section of the AF Form 594 when members are assigned to or terminate quarters. The form is also used when adequate quarters are designated as inadequate or vice versa.

The "EFFECTIVE DATE" is the actual date a member was assigned to housing or the date a member terminated housing. The FSO will process transactions that will stop BAH as of 2400 hours of the day before the assignment date or start BAH on the same date housing was terminated or the date that the member departed the station. The form should be delivered to the FSO within five workdays (table 5-2).

5.2.6. The Certifying Officer. The FSO completes the bottom portion of the form and determines the effective date based on information provided by the Housing Management Office. The entitlement start date is the day quarters are terminated or declared inadequate; the entitlement stop date is the day before the quarters are assigned or declared adequate.

5.3. Periodic Entitlement Verification. Certifying Officer and FSO perform periodic reviews to make sure of continued correctness of entitlement payments. The Housing Management Office and units are jointly responsible for making sure members residing in their facilities are not overpaid BAH. The BAH/ACES reconciliation is provided, via Report.Web, to the finance office. Finance ensures the appropriate reports are provided to the Housing Management Office for action.

5.3.1. Verification of Family Quarters Assignments. To prevent erroneous payments of BAH, the finance office downloads and provides to the HMO officer lists of members identified, via a bump between ACES and DJMS-AC, as residing in government quarters receiving BAH. The Housing Office should work to reconcile the lists received and work with FSO to correct the records, creating AF Form 594s for those identified as needing changes. Upon receipt of notification that the quarterly BAH/ACES bump is available on Report.Web, the MAJCOM point of contact distributes the various base-level reports to each of its base finance offices. Finance provides a copy of appropriate reports/lists to the local housing office for action. Once the reviews are complete, necessary pay adjustments are made by finance.

5.3.2. Verification of Single Quarters Assignments. To prevent erroneous payments of BAH to members assigned to single-type government quarters, FSO works with HMO to ensure members who are assigned to single-type quarters are receiving partial rate BAH or BAH-DIFF if entitlement criteria are met. For those members identified by housing as no longer assigned to single-type quarters, the HMO provides an AF Form 594 showing termination date. Similarly, for those members HMO identifies as being assigned to single-type quarters, HMO provides the FSO with AF Form 594 including assignment date. Within 5 business days UH will confirm whether the members on this report are or are not residing in Unaccompanied Housing, provide the assignment date/termination date with AF IMT 594. If the member no longer resides in UH, then ACES is checked and updated as necessary. Finance determines, based on information provided by unaccompanied housing, whether the pay record requires adjustment (i.e., start BAH).

5.3.2.1. DELETED.

5.3.2.2. DELETED.

5.3.2.3. DELETED.

5.3.2.4. DELETED.

5.3.3. DELETED.

5.3.4. DELETED.

5.4. Deleted.

5.4.1. DELETED.

5.5. DELETED.

Section 5B—Overseas Station Allowances.

5.6. Overseas Housing Allowances (OHA).

5.6.1. Conditions of Entitlement. See Joint Federal Travel Regulations (JFTR), Chapter 10.

5.6.2. Source Documentation. A DD Form 2367, Individual Overseas Housing Allowance (OHA) Report, is required to start a member's OHA entitlement. A DD Form 2367 is required on all actions, except PCS, separation, when BAH is being changed, or when changes arise from re-certification.

5.6.3. Source of Input. The member is required to complete DD Form 2367 to start entitlement to OHA. The HMO certifies data on DD Form 2367 and forwards form to the FSO.

5.7. OHA Re-Certification and Verification Procedures.

5.7.1. OHA Re-certification:

5.7.1.1. Frequency. Members receiving OHA must re-certify the status of their dependents at PCS arrival, every four years for those who have not completed a PCS in that period of time, or within 60 days prior to separation.

5.7.1.2. Substantiating Document. Members complete AF Form 987, Re-certification Statement For Basic Allowance For Quarters (BAQ), Variable Housing Allowance (VHA), Overseas Housing Allowance (OHA), Cost Of Living Allowance (COLA), and Family Separation Allowance (FSA). The FSO sends the re-certification form to the member 60 days prior to member's scheduled re-certification. Member is instructed to return the re-certification form to the FSO and include copies of housing documentation (rental agreements or leases, etc.) to support any changes in member's rent, sharing status, etc. from what was previously reported. When the member submits a lease or mortgage document to the FSO, when returning the re-certification form, the FSO forwards housing documents and the re-certification form to HMO. The HMO signs the re-certification form when there is a change in the member's housing data. The approved re-certification form, when received from HMO, is used as a source document in lieu of the DD Form 2367. The HMO reviews and retains the documentation, authenticates the re-certification form, and returns it to the FSO.

5.7.2. OHA Verification Procedures:

5.7.2.1. FSOs examine and verify housing expense data contained on the re-certification form, for changes such as rental amount or sharing status, to the member's MMPA. If no changes have occurred from certification to re-certification, annotate control listing.

5.7.2.2. Housing must approve the re-certification form whenever it reflects a change in the member's housing data.

5.7.2.3. The FSO processes necessary adjustment transactions to correct member's record when the approved re-certification form is returned from the HMO. The FSO annotates the control listing to indicate member has completed re-certification and any adjustment action has been completed.

5.7.3. Supporting Documents. Housing is required to maintain housing documentation on file including lease, rental, and sales agreements for the length of the member's tour.

5.7.4. Certification. The HMO or appropriate official verifies the housing cost contained in the member's lease, rental, or sales agreement, and that the information from it is properly reported on DD Form 2367. The HMO also reviews blocks 7 and 8 of this form to make sure the utilities provided by the landlord and the sharing status are properly completed. If the member checks block 7c and then checks every utility or service except air conditioning, make sure member is actually paying for air conditioning. If not, change the form to reflect all utilities are provided.

5.8. Control. Maintain a suspense control on every member authorized temporary lodging allowance (TLA), OHA, and cost-of-living allowance (COLA) for dependents who remain at old station after member leaves for new permanent station. Furnish data to the gaining FSO to support the TLA payment voucher. Housing officer furnishes data to the FSO to support TLA payment voucher.

5.9. Temporary Lodging Allowance. Departure (TLA-Dep):

5.9.1. TLA is payable before the day of departure. Lodging expenses may be anticipated for paying member before departure, provided actual lodging expenses are verified and any erroneous payment is collected.

5.9.2. In unusual circumstances when member cannot be paid before departure, losing commander furnishes all information required for preparation of AF Form 1357, Request for Temporary Lodging Allowance, (Table 5.4) to gaining commanders to support payment of TLA-Dep to be made at new permanent station. Show complete geographical address such as city or station, political subdivision, and country (for example, RAF Chicksands, Bedfordshire, UK). For a member authorized TLA-Dep for dependent remaining at old station after member's departure on PCS, include date last dependent left old permanent station. Also, include the reason payment could not be made by losing commander. AF Form 1357 is normally prepared at gaining base by housing officer or other officer as designated by commander.

5.10. Interim Payments. If interim payments are frequently made (every five to ten days) because of high cost of living, such payments may be certified by commander or designee. Housing officer is required to furnish actual certification only on final TLA settlements.

5.11. Preparation of AF Form 1357, Request for Temporary Lodging Allowance (Figure 5-3).

5.11.1. Prepare an AF Form 1357 to stop TLA credit when a member:

5.11.1.1. Becomes entitled to interim housing allowance (IHA).

5.11.1.2. Is furnished government quarters for self, dependents, or both.

5.11.1.3. Becomes entitled to OHA and COLA.

5.11.2. In every instance, identify the type of allowance on the AF Form 1357:

5.11.2.1. I - incoming. (Authorized at beginning of member's assignment at a permanent station.)

5.11.2.2. X - extension of incoming.

5.11.2.3. K - kitchen renovation. (When residence is under renovation (kitchen) not requiring occupants to obtain temporary lodging.)

5.11.2.4. R - full renovation. (When renovation or special circumstances require occupants to occupy temporary lodging.)

5.11.2.5. D - departure. (Authorized for or within the last ten days before day of departure of member or dependents from old permanent station.)

5.11.2.6. E - extension of departure.

5.11.3. Complete all entries on AF Form 1357 when applicable.

5.11.4. Obtain from transportation officer and include on the AF Form 1357 the date when household goods (HHG) were available for delivery or shipment and the date they were delivered or shipped for TLA-I. Also, for TLA-Dep, obtain date HHG were released for shipment.

5.11.5. When a member with dependents completes AF Form 1357, an election must be made to continue or postpone entitlement to TLA for any period of hospitalization or absence away from the permanent station while on assigned duty.

5.12. Attachments to AF Form 1357.

5.12.1. Attach the following to the original AF Form 1357:

5.12.1.1. Special orders.

5.12.1.2. Receipts - original or copy for any lodging expense claimed (for example, hotel, motel, VOQ, BOQ, guest house, TLQ). If the receipt is lost the member certifies a statement of lodging expense containing dates, places, establishment names, and amounts.

5.12.1.3. Itemization of expenses and income. Use the format shown in Joint Federal Travel Regulations (JFTR), Chapter 9, or one substantially the same.

5.12.2. Duplicates for retention are not required.

5.13. Advance Payment of Overseas Housing Allowance (OHA).

5.13.1. An advance payment of OHA/BAH is payable at the member's request, once authorized by the base housing officer and approved by the unit commander or other individual on G-Series orders with command responsibility for the member. The member is required to complete AF Form 1039, Request to Receive and/or Extend Repayment of an Advance Housing Allowance (to Meet Extraordinary Expenses Incident to PCS Move), (Table 5.2) when requesting an advance payment for housing and/or extending the repayment. To determine the amount of an advance housing allowance that may be authorized, see JFTR, Volume 1, Chapter 10. An advance OHA/BAH may be authorized for the purchase of personal property needed to occupy economy housing, but is limited to those

items necessary for occupancy and reasonable in nature. The guide to be used to determine the amount of advance OHA a member may receive for the purchase of personal property is AFI 32-6004 (Attachment 8) plus major appliances. Attachment 8 lists the items that the government would furnish if the items were available or if government quarters were assigned. Refer also, to the JFTR, volume 1, Appendix K to page entitled "INITIAL/TERMINAL OCCUPANCY EXPENSES" for personal property items that generally may or may not be included in determining the amount of advance for OHA/ BAH. Normally an advance OHA must not be paid more than three workdays before the member is required to make payment under a lease or purchase plan, and except in extraordinary circumstances, payment must be made within 30 days after occupancy. This 30-day period allows a member sufficient time to move in and determine any extra costs associated with the new quarters that were not readily apparent before or immediately upon occupancy. When extraordinary circumstances warrant, a waiver of the 30-day period may be approved by the unit commander or other individual on G-Series orders with command responsibility for the member. The member is required to submit a written request to the base housing officer. This request is to briefly state the reason for the delayed advance and show that the funds are needed to meet "Advance rent, security deposits or initial expenses". The unit commander or other individual on G-Series orders with command responsibility for the member must approve or disapprove payment of the advance and is required to verify all claimed expenses. Only amounts authorized and verified to supporting documentation should be approved for payment.

5.13.2. The advance may be paid to an eligible member to meet extraordinary expenses in obtaining permanent quarters in the vicinity of the member's duty station. Extraordinary "moving in" expenses should be reflected in the appropriate blocks 4a, 4b, and 4c of AF Form 1039. Block "4d, Other" is not valid and should not be used. Extraordinary expenses include such items as:

5.13.2.1. Security deposits.

5.13.2.2. Installation fees.

5.13.2.3. Advance rent or lease.

5.13.3. As a minimum requirement, a copy of the signed rental or purchase agreement should support the member's request for advance. However, at some locations, rental agreements are not signed before the time the member is required to make payment. Under this circumstance, the advance housing allowance is based on the unsigned rental agreement. The approving authority must monitor this to require collection action if a signed agreement is not received within three working days by the approving authority. The approving authority may require a financial statement or other proof of need when considered necessary.

5.13.4. In service-couple cases or rent-sharing plans, the combined assets, allowances, and expenses of the occupants are considered in making determinations.

5.13.5. The approving authority submits the approved AF Form 1039 to the FSO for payment. Supporting documentation for the advance should be filed in the approving office and retained for the length of the member's tour. Normally, the advance should not be paid more than three working days before the member is required to make payment under a lease

or purchase plan. For personnel at a duty location not having a local payment office, the advance may be paid earlier as required by mail or transportation schedules. If the lease or purchase plan is not completed, the advance must be repaid in full immediately.

5.13.6. An OHA advance for a purchase plan may be made only once during a member's tour unless the home is damaged or destroyed beyond habitation and the home was not covered by compensable insurance. (Request for exceptions to this provision may be forwarded with justification and recommendations to the local FSO.)

5.13.7. Additional advance covering rental plans may be approved at any time for valid reasons as determined by the approving authority. Valid reasons include housing removed from rental market or member required larger, less expensive, or closer accommodations. Outstanding advances remaining upon authorization of an additional advance are added to the additional amount and a new repayment schedule established.

5.13.8. The OHA advance under rental plans is limited per JFTR, volume I, Chapter 9. An advance under a purchase plan does not exceed the normal rental deposit required for suitable housing for a member of the applicant's grade and dependency status. If the rental deposit required for suitable housing is not available, 1/120th of the purchase price (per JFTR, appendix K, table 1) may be used as the equivalent of one month's rent. When an advance under the purchase plan is given the member, the amount must be based on utility deposits, and initial expenses and the advance must not be used in the purchase (closing costs, upgrades, etc.). Effective 1 Mar 1984, home buyers are required to itemize their expenses the same as required for renters.

5.13.9. An advance housing allowance is not authorized nor should it be granted to member for vacation expenses, furniture, (other than curtains, rugs or major appliances which are categorized as PCS related expenses), purchase of second car after PCS, etc. Request for advance by members who are required to occupy, or are assigned to government housing should be denied.

5.13.10. Liquidation of the advance payment of housing allowance usually is at a rate of not less than equal monthly installments of 1/12 of the amount advanced per month for the next 12 months. When justified by the member, postponement or extension of the repayment may be authorized by the unit commander or other individual on G-Series orders with command responsibility for the member. This is accomplished on AF Form 1039. Collection of that part of the advance representing a security deposit can be postponed until the member vacates the housing. This helps preclude financial hardship that may be caused by the member having to liquidate a large advance payment, which is, in all likelihood, refunded when the member moves out. The FSO must send a message or other notification to DFAS-PMJP/DE to suspend collection of the security deposit portion of the advance.

5.13.11. Distribution of AF Form 1039 is as follows:

5.13.11.1. Original - Sent to FSO for attachment to original payment voucher or DTL as applicable.

5.13.11.2. Second copy - Member.

5.13.11.3. Third copy - Approving official.

5.13.11.4. Fourth copy - FSO retained copy.

5.14. Move-In Housing Allowance (MIHA). General. MIHA is an allowance designed to replace the current Initial/Terminal Occupancy Allowance (ITOA) which supplements OHA. For more detailed information, see JFTR, Vol I, appendix N. MIHA is divided into 3 components:

5.14.1. MIHA Miscellaneous. This lump sum payment is made to all members overseas who became entitled to OHA on or after 1 Sep 90. The housing office will complete DD Form 2367 to start OHA and generate the MIHA Misc.

5.14.2. MIHA Rent. The housing officer completes DD Form 2556, Move-In Housing Allowance Claim Form for Personnel Occupying Privately Leased/Owned Quarters Overseas, and approve or disapprove expenses claimed by the member.

5.14.3. MIHA Security. The housing officer approves claims on DD Form 2556 IAW JFTR, Vol I, appendix N.

Figure 5.1. Application and Authorization to Start, Stop or Change Basic Allowance For Quarters (BAQ) or Dependency Redetermination.

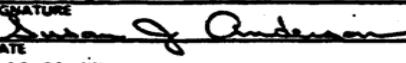
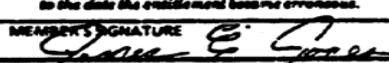
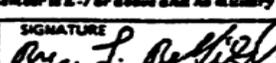
APPLICATION AND AUTHORIZATION TO START, STOP OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ) OR DEPENDENCY REDETERMINATION			
<small>AUTHORITY: 37 USC 421, Public Law 96-341, § 9. 92B/ PURPOSE: To start, adjust, or terminate military member's entitlement to BAQ. PRIVACY ACT STATEMENT DISCLOSURE: Voluntary. However, failure to provide all information including Social Security Number (SSN) may result in nonpayment of BAQ.</small>			
PART A - IDENTIFICATION & DUTY LOCATION 1. NAME (Last, First, MI) JONES, JAMES E. 2. SSN 000-00-0000 3. GRADE O-2 4. PHONE 67117 5. DUTY LOCATION (Base, State, ZIP Code or Country) Lowry AFB, Denver CO 80279		HOUSING OFFICE or BILLETING OFFICIAL NON-AVAILABILITY/ASSIGNMENT/TERMINATION OF QUARTERS QUARTERS ARE NOT ASSIGNED <input type="checkbox"/> DATE: ADEQUATE QUARTERS <input type="checkbox"/> ASSIGNED <input checked="" type="checkbox"/> TERMINATED UNIT # 0-111 EFFECTIVE DATE: 12-30-XX INADEQUATE QUARTERS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> TERMINATED UNIT # EFFECTIVE DATE:	
PART B - MARITAL/DEPENDENT STATUS 6. <input type="checkbox"/> SINGLE, NO DEPENDENTS <input type="checkbox"/> SINGLE, CLAIMING DEPENDENTS) MARRIED - SPOUSE IS A <input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> MILITARY MEMBER IF MILITARY SPOUSE - NAME, SSN, BRANCH OF SERVICE, STATION AND DATE OF MARRIAGE Janet Jones, 000-00-0000, AF, Lowry AFB <input type="checkbox"/> DIVORCED (Date) <input type="checkbox"/> LEGALLY SEPARATED (Date)		TRANSIENT QUARTERS OCCUPIED - UNIT # EFFECTIVE DATES FROM: TO: TITLE Housing Officer - SIGNATURE  DATE 12-31-XX	
7. NON-CUSTODIAL PARENTS: I PAY <input type="checkbox"/> THE FULL AMOUNT OF WITH-DEPENDENT RATE BAQ OR <input type="checkbox"/> \$ 80 PER MONTH FOR DEPENDENT'S SUPPORT BASED ON a <input type="checkbox"/> DIVORCE DECREE, b <input type="checkbox"/> COURT ORDER, c <input type="checkbox"/> LEGAL SEPARATION AGREEMENT OR d <input type="checkbox"/> WRITTEN AGREEMENT WITH CHILD'S CUSTODIAN			
8. I <input type="checkbox"/> CLAIM BAQ FOR THE DEPENDENT <input type="checkbox"/> IN <input type="checkbox"/> NOT IN MY CUSTODY LISTED BELOW (Effective Date): <small>NOTE: Indicate the civilian dependent you are claiming and the relationship (i.e., spouse, legitimate, illegitimate, incapacitated, adopted, step-child or parent). If dependent is a child include date of birth (DOB).</small>			
(a) NAME (Last, First, MI)	(b) ADDRESS, CITY, STATE, ZIP or COUNTRY	(c) RELATIONSHIP	(d) DOB
Jones, James E.	444 Monaco, Denver, CO 80279	Son	11-1-80
9. IF DEPENDENT NAMED ABOVE IS A CHILD WHOSE OTHER PARENT IS A MILITARY MEMBER, OR THE SPOUSE OF A MEMBER, PROVIDE THE FOLLOWING			
NAME	SSN	BRANCH OF SERVICE	STATION
PART C - MEMBER'S CERTIFICATION (For members with dependents) <input checked="" type="checkbox"/> I certify that I provide adequate support (see AFM 35-18) for the dependents named above. I am aware that failure to adequately support the above named dependents will result in stopping BAQ and recovering allowances paid for any prior periods of non-support. CERTIFICATION FOR MEMBERS RECEIVING BAQ FOR SECONDARY DEPENDENTS (Parent, adopted, illegitimate, incapacitated child or step-child): I certify that this is my first application <input type="checkbox"/> YES <input type="checkbox"/> NO. If no, give date your last application was filed. I understand that my failure to comply with the applicable requirements may result in cancellation of my BAQ. Furthermore, I understand that making a false statement or claim against the US Government is punishable by court martial and that the penalty for willfully making a false claim, or a false statement in connection with a claim is a maximum fine of \$10,000 or imprisonment for 5 years, or both. I will report any changes of dependent's status or residence, as well as any changes in my housing arrangements immediately to the Accounting and Finance Office (APO). I also understand that my failure to comply with appropriate requirements may cause involuntary collection of any resulting indebtedness retroactive to the date the entitlement became erroneous.			
MEMBER'S SIGNATURE 			DATE 12-30-XX
OFFICIAL USE ONLY			
START	CHANGE	CANCEL	REPORT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STOP	PARTIAL	WITHOUT DEPENDENT	WITH DEPENDENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPENDENCY DETERMINATION: I have determined that the above named individual is dependent on the member based on being <input type="checkbox"/> spouse, <input type="checkbox"/> single member claiming legitimate child in custody of another, <input type="checkbox"/> legitimate child in single members custody, <input type="checkbox"/> parent, <input type="checkbox"/> stepchild, <input type="checkbox"/> adopted child, <input type="checkbox"/> incapacitated child, <input type="checkbox"/> illegitimate child or <input checked="" type="checkbox"/> child, member to member marriage.			
I have determined that the above named individual is not dependent on member or eligible to be a dependent of member. Reasons for disapproval are noted here.			
I have reviewed documents that support claim that member is E-7 or above and no military necessity requires the member to reside on base.			
TITLE OF CERTIFYING OFFICIAL Bruce L. Selfield, AFO, Capt, USAF	SIGNATURE 	OFFICE ADDRESS Hickam AFB HI	DATE 12-31-XX

Figure 5.2. Request to Receive and/or Extend Repayment of An Advance Housing Allowance.

REQUEST TO RECEIVE AND/OR EXTEND REPAYMENT OF AN ADVANCE HOUSING ALLOWANCE			
<small>AUTHORITY: 37 U.S.C Sections 403 and 405; Executive Order 9397. PURPOSE: To document a member's request for, and subsequent authorization of, an advance housing allowance. ROUTINE USES: Information collected in this form becomes part of the Joint Uniform Military Pay System (JUMPS), and is subject to all of the routine disclosures made by that system as more fully described in AFP 12-39. Routine recipients of JUMPS disclosures include, but are not limited to, other Federal agencies such as Internal Revenue Service, Social Security Administration, Veterans Administration, and the Department of Justice; the American Red Cross; and local governments for tax and welfare purposes. DISCLOSURE IS VOLUNTARY: If requested information is not provided, it may cause a delay in processing of payment.</small>			
I. MEMBER'S IDENTIFICATION DATA			
1. NAME (Last, first, MI) (Print) Doe, John J.	2. GRADE E-6	3. SSN 000-00-0000	
II. REQUEST			
4. I request an advance payment of housing allowing. My anticipated expenses are:			TYPE OF ADVANCE Check appropriate block(s)
a. ADVANCE RENT 350.00	b. SECURITY DEPOSIT 300.00	c. MOVING-IN EXPENSE 225.00	X OVERSEAS
d. OTHER 100.00	e. TOTAL ADVANCE REQUESTED 975.00	f. OCCUPANCY DATE (Anticipated) 7 Aug 94	CONUS
5. CERTIFICATION BY MEMBER REQUESTING ADVANCE HOUSING ALLOWANCE (Check applicable blocks)			
X	a. I certify that I have read and understand the following policies and will abide by them as they pertain to me. (1) An advance housing allowance is authorized for the purpose of payment of advance rent, security deposits, and initial expenses incident to occupying economy housing, including personal property. Personal property is limited to those items necessary for occupancy and which are reasonable in nature. Personal property that would be considered necessary and reasonable are items that the Government would furnish if the items were available or if Government quarters were assigned per AFM 177-373, volumes I and II. (2) Normally an advance housing allowance must not be paid more than 3 workdays before the member is required to make payment under a lease or purchase plan, and except in extraordinary circumstances, payment must be made within 30 days after occupancy. (3) If the lease or purchase plan for which an advance allowance has previously been paid is not completed, it must be repaid in full immediately. (4) Repayment of an advance housing allowance must be completed prior to a member's permanent change of station (PCSS) or at the end of member's tour of duty at the station concerned. (5) By accepting this advance housing allowance, I authorize an offset from my pay account to collect such debt when full repayment is not made for any unliquidated amount that is due and payable. (a) (CONUS) I also agree to repay immediately any remaining balance of this advance housing allowance when vacating the housing for which this advance was made. (b) (OVERSEAS) I also agree to repay immediately all monies received by me from the landlord when vacating the housing for which this advance was made to the extent that the advance housing allowance has not been previously repaid. I agree to repay any remaining balance of the advance housing allowance not returned by the landlord in full or monthly installments.		
X	b. (Renters) I certify that the advance housing allowance requested above is the amount needed for anticipated expenses and is for the purpose of payment of advance rent and/or security deposits and/or initial expenses incident to occupying economy housing.		
	c. (Purchasers, Home Buyers) I certify: (1) The advance housing allowance requested above is the amount needed for anticipated expenses and is based only on deposit for utilities and initial expenses. (2) The advance will not be used for purchase costs that include closing costs, upgrades, or similar costs.		
X	d. I certify I have not requested and/or received an advance housing allowance to cover the same expenses I have received an advance pay to cover.		
X	e. I certify the information given regarding this request is correct. IMPORTANT: Making a false statement against the US Government is punishable by court martial. The penalty for willfully making a false statement is a maximum fine of \$10,000 or imprisonment for 5 years, or both.		
f. MEMBER'S SIGNATURE <i>John J. Doe</i>	g. DATE 5 Jun 94		
6. APPROVING OFFICIAL'S STATEMENT - ADVANCE HOUSING ALLOWANCE			
I have reviewed the member's request for advance housing allowance and approve it in the amount of \$ _____.			
a. APPROVING OFFICIAL'S SIGNATURE AND TITLE <i>Kate S. Williams</i>	b. DATE 6 Jun 94		
III. REPAYMENT			
7. MEMBER'S REPAYMENT SCHEDULE - ADVANCE HOUSING ALLOWANCE			
An advance housing allowance must be liquidated in 12 months unless justified and approved by the approving official. It must not exceed the member's tour of duty. Normally, all repayments begin the first day of the month after the advance was received. Minimum monthly repayment is \$50. Completion of blocks 7d and 7e evidences the negotiated repayment schedule between the Air Force and member. However, this does not preclude later changes to protect the interest of the U.S. Government.			
a. NO. OF MONTHS REPAYMENT REQUESTED 12	c. REASON FOR EXTENDING REPAYMENT SCHEDULE BEYOND 12 MONTHS OR POSTPONING COLLECTION ACTION BEYOND THE FIRST DAY OF THE MONTH AFTER ADVANCE WAS RECEIVED (if applicable). (Use back of form if needed)		
b. REPAYMENT START DATE 1 Jul 94			
d. MEMBER'S SIGNATURE <i>John J. Doe</i>	e. DATE 5 Jun 94		
8. APPROVING OFFICIAL'S STATEMENT - EXTENDED REPAYMENT			
I have discussed this advance housing allowance entitlement with the member and approve an extended repayment of longer than the normal 12-month period for reasons stated below.			
a. REASON (Use back of form if needed)			
b. APPROVING OFFICIAL'S SIGNATURE AND TITLE			c. DATE

Figure 5.3. AF Form 1357, Request for Temporary Lodging Allowance.

REQUEST FOR TEMPORARY LODGING ALLOWANCE (Check and complete all applicable blocks)			
<p>AUTHORITY: 37 USC 406, 406a; IO 8397, November 1943. PRINCIPAL PURPOSE(S): To start, adjust, or terminate military member's entitlement to temporary lodging allowance. ROUTINE USES: Used to adjust member's military pay record. Information may be disclosed to AF components such as APAPC, major commands, and AF installations; other DOD components such as Army and Navy; other Federal agencies such as IRS, Social Security Administration, VA, members of Congress, State and local governments; US and State courts; and various other law enforcement agencies. SSN is used for positive identification. DISCLOSURE IS VOLUNTARY: Non-disclosure will adversely affect military member's net pay. Disclosure of SSN is voluntary.</p>			
NAME OF MEMBER (Last, First, Middle Initial) Smith, George D.			SSN 000-00-0000
LAST PERMANENT DUTY STATION Bitburg AB, GE	DATE OF DEPARTURE 10 Aug 19XX	PCS ORDER NUMBER AC-78765	DATE OF ARRIVAL
TYPE ACTION REQUESTED / PAYMENT IDENTIFICATION			
<input type="checkbox"/> TLA - ARRIVAL	<input checked="" type="checkbox"/> TLA - DEPARTURE	<input type="checkbox"/> TLA - INTERIM	
INITIAL PAYMENT	INCREMENTAL PAYMENT	FINAL PAYMENT	ADJUSTMENT
TRAVEL AND LIVING ALLOWANCE (TLA) AUTHORIZED FOR			
<input type="checkbox"/> MEMBER ONLY	<input checked="" type="checkbox"/> MEMBER AND 3 DEPENDENTS	<input type="checkbox"/> DEPENDENTS ONLY	
INDIVIDUAL ELECTED TO SERVE: <input checked="" type="checkbox"/> ACCOMPANIED TOUR <input type="checkbox"/> ALL OTHERS TOUR			
TRAVEL OF DEPENDENT(S) IS AUTHORIZED: <input type="checkbox"/> TO A DESIGNATED LOCATION <input checked="" type="checkbox"/> CONCURRENT			
AUTHORIZED DEPENDENTS			
NAME (Last, First, Middle Initial)	RELATIONSHIP	DATE OF BIRTH (Children only)	
Smith, Sally A.	Wife	2 Dec XX	
Smith, George D. Jr.	Son	25 Aug XX	
Smith, Cindy L.	Daughter		
IDENTIFICATION OF TEMPORARY LODGING			
NAME OF HOTEL OR ACCOMMODATION Nice Place Hotel	STREET NUMBER AND NAME 5 Hauptstr	CITY, STATE OR COUNTRY Bitburg, GE	
INCLUSIVE DATES FROM 5 Aug 19XX TO 9 Aug 19XX	COOKING FACILITIES? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	GOVERNMENT MESS UTILIZED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
CERTIFICATE OF HOUSING OFFICER			
<input checked="" type="checkbox"/> GOVERNMENT QUARTERS WERE NOT AVAILABLE DURING THE PERIOD TEMPORARY LODGING IS CLAIMED. <input type="checkbox"/> PERMANENT HOUSING WAS OCCUPIED/GOVERNMENT QUARTERS WERE ASSIGNED (DATE) _____ <input type="checkbox"/> PERMANENT HOUSING WAS VACATED (DATE) _____ <input type="checkbox"/> GOVERNMENT QUARTERS WERE TERMINATED (DATE) _____			
SIGNATURE <i>Debra E. Nicoll, CMSgt, USAF</i>	DATE 9 Aug 19XX		
CERTIFICATE OF TRANSPORTATION OFFICER			
<input type="checkbox"/> HOUSEHOLD GOODS AVAILABLE FOR DELIVERY ON (DATE) _____ <input type="checkbox"/> HOUSEHOLD GOODS WERE DELIVERED AND ACCEPTED ON (DATE) _____ <input type="checkbox"/> HOUSEHOLD GOODS COULD NOT BE DELIVERED TO PERMANENT QUARTERS FOR REASONS BEYOND THE CONTROL OF THE MEMBER. <input checked="" type="checkbox"/> HOUSEHOLD GOODS WERE RELEASED FOR SHIPMENT ON (DATE) 4 Aug 19XX			
SIGNATURE <i>Mary Wilson, SMSgt, USAF</i>	DATE 9 Aug 19XX		
CERTIFICATE OF BILLING OFFICER			
<input checked="" type="checkbox"/> TEMPORARY QUARTERS ARE NOT AVAILABLE <input type="checkbox"/> TEMPORARY QUARTERS ARE AVAILABLE			
SIGNATURE <i>John Mason, CMSgt, USAF</i>	DATE 9 Aug 19XX		
REMARKS			

Table 5.1. Start, Stop or Change BAH for Members Without Dependents.

R U L E	A	B
	If a member	then FRM submits to FSO
1	permanent government quarters are not assigned to member (see AFI 32-6005)	to start BAQ W/O (check appropriate Quarter Assignment/Availability block); if commander's or designee's determination, attach the determination of existing conditions.
2	member's duty assignment makes it impractical to furnish government quarters	
3	member in grade E-6 or above elects to leave available government quarters and option is not denied by the installation commander	
4	member's spouse is a service member who joins member at the same or adjacent base, elects not to occupy government quarters, and family-type government quarters are not assigned to either the member or to the spouse (see note 4)	
5	member is authorized to live off-base per AFI 32-6005	or DD Form 114 to start partial BAQ.
6	member is assigned permanent government quarters	
7	assignment of government quarters is ended	to stop partial BAQ or change to BAQ W/O.
8	member occupies transient government quarters at permanent station incident to PCS	or DD Form 114/DD Form 139 to report BAQ W/O for period transient quarters were occupied, NTE 30 days.
9	member receiving BAQ W/O is assigned government quarters	or DD Form 114 to change from BAQ W/O to partial BAQ.
10	member and spouse, both in military service, are assigned inadequate family quarters	(one for each member) to change quarters assignment codes and input amount of air-rental (see notes 5 & 6).
11	member departs on terminal leave	or DD Form 114, or furnish date member terminated quarters, to change from partial BAQ to BAQ W/O.
12	member is placed in military confinement or correctional custody	or DD Form 114 to change BAQ W/O to partial BAQ (see note 7).

NOTES:

1. Includes member with no dependents whose spouse is a military member.
2. Government quarters referred to in this table are single-type quarters unless otherwise indicated.
3. The AF Form 594 is prepared by the unit commander or designee or billeting officer. Member's signature is not required.
4. When authorizing BAQ under rule 4 above, show spouse's SSN in the Marital/Dependent Status block of the AF Form 594.
5. DoDFMR 7000.14, Volume 7A, chapters 25 through 31, paragraph 260303 (effective July 1996), provides that the fair-rental value for inadequate quarters does not exceed 75 percent of the member's BAH at the with-dependent rate. If the member receives BAH at the without dependent rate, the fair-rental change may be more than the member's BAH entitlement. Fair-rental charges for in-service spouses are collected equally from each spouse.
6. Whenever fair-rental charges for inadequate quarters change because of a change in the appraised value or rate of BAQ, it is permissible to use the phrase "Administrative Action" in member's signature block on the AF Form 594 (or use a DD Form 114).
7. Unit commander or other individual on G-Series orders with command responsibility for the member must contact billeting.

Table 5.2. Start, Stop or Change BAH for Members with Dependents.

R U L E	A	B
	If	then submit to FSO AF Form 594 for each
1	extended occupancy of transient quarters requires stopping of BAQ (see note 4)	or DD Form 114/DD Form 139 showing transient quarters were occupied for more than 7 or 30 days (DoDFMR Volume 7A, table 26-5) and date BAQ should stop
2	BAQ for dependents is reinstated when extended occupancy of transient quarter ends	or DD Form 114/DD Form 139 showing transient quarters were vacated and date BAQ should start.
3	Assignment of government quarters is terminated or upon physical departure of member and dependents from the station whichever occurs first.	to start BAQ. When a change in dependency status has occurred, attach supporting documents (see note 6).
4	quarters occupied by member and dependents are declared inadequate	to start BAQ and show amount of fair-rental (see note 2).
5	member and dependents are assigned adequate government quarters	to stop BAQ.
6	Inadequate quarters occupied by member and dependents are declared adequate	to change quarters assignment codes and delete the amount of fair-rental.
7	member and dependents are assigned inadequate quarters	to change quarters assignment codes and add the amount of fair-rental (see note 2).
8	Assignment to inadequate quarters is terminated	to change quarters assignment codes and delete the amount of fair-rental.
9	fair-rental amount for inadequate quarters changes	or DD Form 114 to change amount of fair-rental (see note 3).

NOTES:

1. Normally AF Form 594 is prepared by member and certifying officer. If member is not available because of urgent military reasons (PCS before quarters terminated) or severe illness and is unable to prepare AF Form 594 to claim BAQ credit for dependents, certifying officer may prepare the form for member and member's signature is not required. The certifying officer places in member's signature block, "PCS before quarters terminated," "Severe illness," or other reason why member was unable to complete form.
2. DoDFMR Volume 7A, chapters 25 through 31, paragraph 260303 (effective 1 Oct 1982), provides that the fair-rental value for inadequate quarters not exceed 75 percent of the member's BAQ at the with-dependent rate. When a member is receiving BAQ at the without-dependent rate, the fair-rental charge may be more than the member's BAQ. Fair-rental charges for in-service spouses are collected equally from each spouse.
3. Whenever fair-rental charges for inadequate quarters change due to a change in the appraised value or rate of BAQ, it is permissible to use "Administrative Action: in member's signature block on the AF Form 594 (or use DD Form 114).
4. Comp Gen B-187229, 1 Aug 1977: "A member of a uniformed service may occupy temporary lodging facilities in excess of 30 days without loss of BAQ if a substantial "rent" for such quarters is charged to cover direct operated costs...and if quarters are acquired and operated with non-appropriated funds."
5. When member and spouse are both military members, prepare an AF Form 594 for each member.
6. Member's assignment to quarters should be terminated at the time PCS travel commences pursuant to valid orders. The need to keep government quarters utilized to the fullest extent does not override the requirement of 37 U.S.C. 403 that a member is entitled to BAQ or housing provided by the

government. A member cannot be considered to be occupying quarters when member and dependents have departed the old station under PCS orders. (Comp Gen B-213560, 3 Apr 1984).

Table 5.3. Distribution of AF Form 594, Application and Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) or Dependency Re-Determination.

R U L E	A	B	C	D	E
		If the AF Form 594	and is for	and	Then AF Form 594 is prepared by
1	starts BAH	a member without dependents E-5 or below	Government quarters not assigned	HMO which forwards copies #1 and #2 with commander's authorization if applicable, to FSO	to DFAS-DE (note 2). Copy #2 is retained as a source document with duplicate copy of DTL.
2		a member without dependents E-6 and above		FSO	to DFRC (note 2) and copy #3 to HMO. Copy #2 is retained as a source document with duplicate DTL.
3		Dependent parent or illegitimate child of member		FSO which files copy #2 (note 3) with any attached documents from DFAS-IN establishing dependency, and gives copy #4 to member	
4		Spouse or legitimate child of member		FSO for member, and files copy #2 (note 3) and gives copy #4 to member	

TABLE 5.3 CONTINUED					
DISTRIBUTION OF AF FORM 594, APPLICATION AND AUTHORIZATION TO START, STOP, OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ) OR DEPENDENCY RE-DETERMINATION					
	A	B	C	D	E
5			Assignment to family-type quarters is terminated (note 1)	HMO which files copy #3 and forwards copies #1 and #2 to FSO for processing	to DFRC (note 2). Copy #2 is retained as a source document with duplicate DTL.
6		Member and spouse both in military service, stationed at same base		HMO for each member, and forwards copies #1 and #2 to FSO for processing	
7		Member and spouse both in military service, both arrive PCS	quarters not assigned	FSO for each member, and gives copy #4 to the members	to DFRC (note 2), and copy #3 to HMO. Copy #2 is retained as a source document with DTL.
8		Dependent parent or illegitimate child of member	assignment to family-type quarters is terminated	HMO for member, and forwards copies #1 and #2 to FSO for processing	to DFAS-IN to establish dependency

TABLE 5.3. CONTINUED					
R U L E	A	B	C	D	E
	If the AF Form 594	and is for	and	then AF Form 594 is prepared by	and FSO forwards copy #1 of AF Form 594
9	stops BAH	Dependent parent or illegitimate child	is no longer dependent	FSO	to DFRC (note 2). Copy #2 is retained as a source document with duplicate copy of DTL. Copy #3 is forwarded to HMO; copy #4 is given to member.
10		the loss of spouse and/or dependent children			
11		spouse and/or dependent children	member and dependents (includes) members married to each other) are assigned adequate family-type quarters	HMO for members and forwards copies #1 and #2 to FSO	to DFRC (note 2). Copy #2 is retained as a source document with duplicate copy of DTL.
12			members and dependents assigned inadequate quarters are assigned adequate quarters		
13		member without dependents	quarters are assigned	HMO for member, and forwards copies #1 and #2 to the FSO	
14	changes BAH	spouse or legitimate child of member	member and dependents are assigned inadequate quarters	HMO for member, and forwards copies of #1 and #2 to FSO	
15		member and spouse	they are assigned		

		both in military service, stationed at same base	inadequate quarters		
--	--	--	---------------------	--	--

NOTES:

1. If quarters are terminated because of a PCS, losing FSO prepares input to DJMS. The AF Form 594 is prepared by the unit commander or other individual on G-Series orders with command responsibility for the member or HMO. Member's signature is not required.
2. Input to DJMS must be timely. Documents are sent to the DFRC by bases that have not cutover to the AFFSC; cutover bases scan documents into the document system used by the AFFSC and retained there.
3. FSO uses copy #2 as source document and retains with duplicate copy of DTL.

Table 5.4. AF Form 1357 – Entries Required for TLA.

R U L E	A		B
	When type of allowance is		then enter
	TLA Initial	TLA Departure	
1	X		date reported for duty (initial).
2	X	X	type of allowance indicating whether for member, member and dependents, or dependents, and period of entitlement.
3	X		"Depns arrive vic this sta on (date), per (travel authority)." NOTE: Use when TLA is authorized either for a member with dependents or for dependents.
4	X		"Govt qtrs (not available) (not available for period _____ to _____)." Use only for TLA-I one-time credit.
5	X		"Family type govt qtrs not furnished (not furnished for period _____ to _____). Member authorized to reside off base on (date), with spouse (name, grade, and SSN)." Use this statement instead of statement in rule 4 for member without dependents, when spouse is member of armed services and single-type government quarters are available for member. Also use this statement if either spouse is in grade of major or above.
6	X	X	"(Mbr is) (depns are)(mbr and depns are) occupying temporary lodgings at (name of hotel, of applicable), (address of lodgings)," Place of residence includes rental guarantee housing (see JFTR, appendix B).
7	X		date HHG were available for delivery to member and date HHG were delivered and accepted by member at permanent quarters. Obtain this information from transportation officer.
8	X		"Perm civ housing was occupied on (date)" or "Govt qtrs were assigned (date)." Required on all stops of TLA-I.
9		X	"Govt qtrs terminated (date)," if applicable.
10		X	"Vacated non-govt family housing (date)," if applicable.
11		X	"Household goods were surrendered to transportation officer on (date)."

			This information may be furnished by member.
12	X	X	when TLA is extended as provided in JFTR, paragraph M4303, enter "TLA extended for period _____ to _____, inclusive, by special determination # _____, dated _____."

Chapter 6

OTHER UNIT PROCEDURES (EXCLUDING LEAVE)

Section 6A—Special And Hazardous Duty Incentive Pay.

6.1. General. This chapter contains unit procedures, including Geographically Separated Units (GSU), and instructions for providing data to support the Defense Joint Military Pay System (DJMS).

6.2. Direct Deposit. All Air Force members entering active duty on or after 1 July 1989, are required to participate in Direct Deposit or obtain a waiver from their commander. All members reenlisting or accepting a regular commission after 1 Sept 1989, are also subject to this policy. In rare instances waivers to participation in the direct deposit of pay program are approved by a unit commander or other individual on G-Series orders with command responsibility for the member. All waivers are approved for period of up to 1 year if it is determined it would be in the best interests of the DoD and the individual. All paychecks for members with approved waivers will be issued by DFAS-DE and mailed in sufficient time to reach the individual on payday.

6.3. Hazardous Duty.

6.3.1. Conditions of Entitlement. See DoDFMR, Volume 7A, Chapter 24, for entitlement to hazardous duty incentive pay for duties to include demolition, experimental stress, toxic fuel (or propellants), toxic pesticides, dangerous viruses (or bacteria), and chemical munitions.

6.3.2. Substantiating Documents. Prepare and forward documents listed in [Table 6.1](#) and [Table 6.2](#) to support starts, stops, and adjustments to the FSO for processing.

6.3.3. Reconciliation and Verification is accomplished from a listing provided by the FSO at least once a year to assure that a member's duties have not changed. The listing is certified by the unit commander or other individual on G-Series orders with command responsibility for the member and returned to the FSO.

6.3.3.1. Verify if member's duty qualifies for the pay member is receiving and annotate the list to indicate if member is entitled or not.

6.3.3.2. If member is not performing the required duty, annotate this fact on the list and submit a DD Form 114 to the FSO to stop the entitlement on the appropriate date unless documents were previously submitted. In this case, reference the previously submitted document on the listing.

6.3.3.3. If a member should be receiving an entitlement but is not on the listing, annotate the member's name, SSN, and type of entitlement on the listing and prepare appropriate document as in [Table 6.1](#)

6.3.3.4. The unit commander or other individual on G-Series orders with command responsibility for the member makes sure qualified members meet requirements each month.

6.3.4. Procedures. Member's unit prepares and sends documents in [6.3.2](#) above to servicing FSO for input to update master military pay account (MMPA) maintained at DFAS-DE. Specific instructions are in:

6.3.4.1. Demolition Duty. (Table 6.1)

6.3.4.2. Stress Duty. (Table 6.2)

6.4. Sea Duty.

6.4.1. Conditions of Entitlement. See DoDFMR, Volume 7A, Chapter 18.

6.4.2. Substantiating Documents. Use DD Form 114, or special orders assigning member to sea duty.

6.4.3. Certifying Orders. Member's unit commander or other individual on G-Series orders with command responsibility for the member must certify special orders to show date member reported and, or departed sea duty pay location. Send certified orders to servicing FSO for input to update MMPA maintained at DFAS-DE. (Figure 6.1 for sample document.)

6.5. Duty Subject To Hostile Fire Or Imminent Danger.

6.5.1. Conditions of Entitlement. See DoDFMR, Volume 7A, Chapter 10.

6.5.2. Substantiating Documents. Use AF Form 1881, Hostile Fire Pay Certification and MPO. (Figure 6.2)

6.5.3. Procedures. Unit commander or other individual on G-Series orders with command responsibility for the member determines member's entitlement to hostile fire or imminent danger pay and submits certificate to local FSO showing those members who are qualified, effective dates, and basis for qualification (DoDFMR, Volume 7A, Chapter 10). Unit commander issuing certificates need not be located within combat zone. When members perform duty in more than one location of hostile fire area, certificate of commander located outside hostile fire area may be used. Certification of eligibility for payment is made at the lowest level of command that includes all the vessels, aircraft, or units that are subject to hostile fire or imminent danger. When basis for certification is DoDFMR, table 10-1, include a brief statement on certificate to provide place, hour, and date of incident. Certificates showing classified locations or missions are appropriately classified. In addition, sources or methods are marked and controlled per 11 AFI 14-302. **Do not under any circumstances** include or attach classified information, location, mission, intelligence information, sources, or methods, in or to MPO.

6.6. Diving Duty Pay.

6.6.1. Conditions of Entitlement. See DoDFMR, Volume 7A, Chapter 11.

6.6.2. Substantiating Documents. Use DD Form 114, Military Pay Order, and a copy of the M-Series Order (or Commander's Memorandum for Diving Duty) assigning member to diving duty to start or report diving duty. For other action, use a DD Form 114 and a copy of the order (or memorandum) when appropriate, to support action.

6.6.3. Certifying Orders. Member's unit commander or other individual on G-Series orders with command responsibility for the member must certify diving duty MPO. In the case of diving duty starts, the commander's certification attests to the following:

6.6.3.1. The M-Series Order (or memorandum with attached DD Form 114) is current.

6.6.3.2. The member is required to maintain proficiency as a diver by frequent and regular dives.

6.6.3.3. The member is actually performing diving duty.

6.6.3.4. Procedures. Member's unit forwards documents in C6.6.2. above to servicing FSO for input to update MMPA maintained at DFAS-DE.

Section 6B—Basic Allowance for Subsistence (BAS).

6.7. General. For conditions of entitlement, see DoDFMR, Volume 7A, Chapter 25. When one or more units at an installation perform duty under similar conditions, the installation commander ensures uniform determinations are made. The types of BAS are:

6.7.1. Type S: Standard.

6.7.2. Type O: Officers.

6.7.3. DELETED.

6.7.4. DELETED.

6.8. Policy on BAS.

6.8.1. Effective January 1, 2002, all members entitled to basic pay have a continuous entitlement to BAS, with the following exceptions:

6.8.1.1. Members in Basic Military Training (BMT)

6.8.1.2. Members in Officer Training School (OTS) who have no prior continuous enlisted active duty (active or reserve component)

6.8.1.3. Members in excess leave status

6.8.1.4. Members absent without leave (unless absence is excused as unavoidable)

6.8.1.5. Members on educational leave of absence

6.8.1.6. Members, with no dependents, who are training for, attending, or participating in, Pan American Games, Olympic Games, or other specifically authorized international amateur sport competitions, who are subsisted during that period by a sponsoring agency.

6.8.1.7. Members serving a court martial sentence that includes an approved forfeiture of pay and allowances.

6.8.2. PCS Status. BAS continues through the TDY/PCS period. Meal collections are stopped throughout the TDY/PCS period and resume upon completion of the duty or period.

6.8.2.1. Authorized Leave. BAS continues through the authorized leave period without meal charge deductions.

6.8.2.2. Regular TDY status: BAS continues when a member is on regular TDY status. Meal collections are stopped through the TDY period and resume upon completion of the TDY.

6.8.3. Hospitalized in Uniformed Services Medical Treatment Facilities (MTF):

6.8.3.1. Air Force Medical Treatment Facility. Members hospitalized at a MTF do not have meal charges collected. These members are required to pay cash for meals at the standard rate.

6.8.4. Field Duty. Meal collections for members on field duty must be initiated when the member enters field duty status. Members on field duty will be charged for all meals made available, whether eaten or not, subject to approved missed meals.

6.8.5. Non-Availability of Dining Facility. The installation commander determines if the dining facility is in fact not available, and if meal collections for enlisted personnel should be stopped, because he or she is in the best position to know the facts and circumstances. When it is contemplated that the dining facility will be closed or will undergo renovation, causing a drop in the number of members who can be accommodated, consideration should be given to designating alternate dining facilities. Those considerations could be: food costs to members in other on-base facilities, kitchen facilities in dorms, capacity of dining and alternate dining facilities, and a myriad of other considerations that the installation commander is in the best position to judge.

6.8.6. Location of dining facility makes use impracticable. Commanding officers will determine when the location of a government mess, in relation to members' duty location, makes the use of the dining facility impracticable.

6.8.7. Review of BAS:

6.8.7.1. BAS Verification is an annual requirement, to be completed within, and not later than, twelve months after the date of the last verification. The FSO provides commanders with a listing, produced from DMO, identifying members who have meal charges collected from their pay. The FSO is not required to retain a copy of this listing since the Unit Commander is the OPR for BAS/ meal deduction authorization.

6.8.7.2. The FSO provides the BAS verification listing, created via DMO, when requested by the Commander. The unit annotates the listing showing action required, identifying changes needed.

6.8.7.2.1. On the listing but not assigned to unit. Prepare a letter to the FSO identifying these members so they can be placed under the correct unit.

6.8.7.2.2. Not on the listing but assigned to unit. Prepare a letter to the FSO identifying these members so they can be placed under the correct unit.

6.8.7.2.3. To further assist commanders in the review of their BAS program, a locally or MAJCOM-developed self inspection guide should be used. If one is unavailable, then Figure 6.6 will be used.

6.8.7.3. DELETED.

6.8.7.3.1. On the listing but not assigned to unit. Prepare a letter to the FSO identifying these members so they can be placed under the correct unit.

6.8.7.3.2. Not on the listing but assigned to unit. Prepare a letter to the FSO identifying these members so they can be placed under the correct unit.

6.8.7.3.3. To further assist commanders in the review of their BAS program, a locally or MAJCOM-developed self inspection guide should be used. If one is unavailable, then **Figure 6.6** will be used.

6.8.8. Meal Collections. All members must pay for any government meals furnished during any period in which they are also entitled to BAS unless receiving inpatient or outpatient

health care services at a military treatment facility for injury, illness, or disease incurred in support of any operation designated by the Secretary of Defense as a combat operation or area designated as a combat zone. Payment may be made by the member at point of sale, by deduction from pay, or reduction in per diem. Certain assignments may require mandatory pay account collection for government furnished meals made available when the member is assigned to the essential station messing (ESM), essential unit messing (EUM), field duty, or group travel. DoDD 1418.05 requires that ESM be applied uniformly for all enlisted members permanently assigned to single Government quarters at the same installation, station, base or ship. Exceptions may be made only when assigned duties cause an individual to miss more than 20 percent of their meals the Government furnishes on a monthly basis. Members will be charged at 25 percent of the daily deduction rate for the first and last day of such an assignment. In cases where a member transitions from one mandatory collection status to another, the 25 percent charge, for the first day and last day of assignment, does not apply.

6.8.8.1. Not collecting for meal charges. Enlisted members may receive BAS without meal deductions only when they are not furnished government meals or when granted permission to mess separately, unless provided meals by military treatment facilities (see 6.8.8 above). Automatic authority to mess separately is granted to:

6.8.8.1.1. E-7, E-8s, and E-9s.

6.8.8.1.2. Enlisted member residing with dependents at the member's permanent duty station (exception non-command sponsored dependents).

6.8.8.1.3. Military couples assigned to the same installation or adjacent installations and maintaining common family quarters.

6.8.8.2. Members who take leave, while assigned to situations where mandatory pay account collection is required, will have the meal collections suspended during any day of official leave. The 25 percent charge does not apply to the first and last day of leave.

6.8.8.3. Enlisted members E1 through E6 permanently assigned to single government quarters are entitled to BAS and may be assigned to the ESM. Enlisted members assigned to ESM will be charged for meals made available while so assigned. Charges at the discount rate will be deducted from the member's pay account. If assigned duties or dining facility circumstances prevent government furnished meals from being provided, charges will be adjusted for affected meals. Members assigned to ESM will not have meal collections deducted from pay when on leave, permanent change of station (PCS), hospitalization, or temporary duty (TDY) (other than TDY to field duty, EUM, or group travel). All members performing field duty in EUM status or group travel status, while assigned to single government quarters, may be charged for all government meals made available. Charges at the discount rate may be deducted from the member's pay account. If members are TDY, assigned to a joint task force (JTF) operational deployment under the rules cited in the Joint Federal Travel Regulation (JFTR, Volume 1, paragraph U4800), not receiving the meals portion of the M&EI (resulting in a \$2.00/\$3.50 per diem rate), meal charges are not collected from military pay.

6.8.9. Blanket Authorization.

6.8.9.1. Enlisted members 37 through 39 are exempt from assignment to ESM.

6.8.9.2. In 1999, a determination of impracticability was made for enlisted controllers in Air Force Command Posts, Wing Operation Centers, and Higher Headquarter Command Centers. Enlisted controllers are authorized full BAS without automatically being placed on ESM upon arrival at their permanent duty stations. Commanders will retain the authority to remove a member from ESM if it is determined to be in the best interests of the member and the Air Force.

6.8.10. Family Subsistence Supplemental Allowance (FSSA). Once a member completes the application, it must go to the commander (or a commander on G-series orders with command responsibility) for approval. The commander's support staff is responsible for the FSSA computation prior to the commander's approval of the allowance.

6.8.10.1. BAS policy for members, E1 through E6, permanently assigned to single government quarters, allows the commander to authorize full BAS, without meal charge deduction, when a member cannot utilize the mess for at least 80 percent of his/her meals on a regular basis. When a member is assigned to such duties, commanders may recommend removal from the ESM or exemption from the ESM if the installation, base, or station commander in charge of the dining facility and single quarters concurs with the recommendation (ref. 6.10., AF Form 220).

6.8.10.2. The 80 Percent Rule. ESM must be applied uniformly for all enlisted members permanently assigned to single-type government quarters at the same installation. Exceptions **may** be made only when assigned duties prevent a member from being provided at least 80 percent of their government meals on a regular basis. To illustrate, using a 30-day month, there are 90 government meals made available (3 x 30). A percentage break down results in:

1. 90 meals (80%) = 72 meals
2. 90 meals (20%) = 18 meals

If a member consistently misses more than 18 meals per month, the commander may consider removing the member from ESM and allow BAS without deduction. Commanders are required to demonstrate that members not subject to ESM are missing meals due to assigned duties on a consistent basis.

6.8.10.3. DELETED.

6.8.10.4. DELETED.

6.8.10.5. DELETED.

6.8.10.6. DELETED.

6.8.10.7. DELETED.

6.8.10.7.1. DELETED.

6.8.10.7.2. DELETED.

6.8.10.7.3. DELETED.

6.8.10.7.4. DELETED.

6.8.10.7.5. DELETED.

6.8.10.8. DELETED.

6.8.11. Verbal Order of the Commanding Officer (VOCO).

6.8.11.1. Authority to mess separately cannot be granted retroactively. However, a claim is authorized if authority was previously granted. Reasons for such a claim may include lost, damaged, or lack of access to, AF Form 220. All claims require completion of Section II, block 4, of the 220, ensuring a “verbal order of the Commanding Officer” (VOCO) date is entered. The VOCO date is the date the entitlement was originally authorized.

6.8.11.2. If the claim is within 90 days of the effective date and the original approving authority, usually the Unit Commander, remains unchanged, the AF Form 220 is prepared and approved/signed by the Unit Commander.

6.8.11.3. If the claim extends beyond a period of 90 days, or if the original approving authority has changed, the AF Form 220 is prepared and must be approved/signed by either the Base or Wing Commander, Group Commander, Deputy, or Deputy Commander for Resource Management (DCR) for bases under tri-deputy structure.

6.9. Substantiating Documents.

6.9.1. Types:

6.9.1.1. DD Form 114, Military Pay Order.

6.9.1.2. AF Form 220, Request, Authorization, and Pay Order BAS-Separate Rations.

6.9.1.3. DD Form 1475, Basic Allowance for Subsistence-Certification.

6.9.2. Preparation:

6.9.2.1. DD Form 114. Use as shown in Table 6-3 for all BAS adjustments. Prepare and send original and one copy to FSO. Figure 6-3 shows a sample DD Form 114 to change BAS.

6.9.2.2. AF Form 220. Complete as in Figure 6-4. Use this form to start and stop BAS through the FSO. In most cases, BAS will already be started and will only require a change in type or a stop. However, in certain situations (see 6.8), a BAS start may be necessary. Annotate in the “reason for request” block the reason the member is to be paid a different type of BAS or, when stopping meal collections, the reason to discontinue the meal collections. After request by the commander, and approval as required in 6.8 above, the unit keeps a copy of the AF Form 220 and sends original and one copy to the FSO. One copy goes to food services for the purpose of adding or deleting a member from SIMS. The unit’s copy of the AF Form 220 is compared to the daily register of transactions (DROT) to verify action was taken. File the 220, along with a copy of all supporting documentation, in the unit’s personnel information files and retain until the AF Form 220 is superseded, or the member is reassigned or separated (Air Force Records Disposition Schedule).

6.9.2.3. DD Form 1475. Use to substantiate supplemental BAS or refund of meal charges for members who are paying them via payroll deduction. A member, in a non-travel status, who has meals deducted from his/her pay, and misses furnished meals due to official duties may have meal charges refunded, providing commander approval as

outlined in the DoDFMR, volume 7A, chapter 25. The approving authority ensures the original of the determination is attached to the original DD Form 1475 for the first month of a recurring entitlement, or each time for a one-time entitlement, and files a copy in the unit files. Approving authority prepares monthly and sends original and one copy of DD Form 1475 to FSO.

6.9.2.3.1. Entries. Place an x in supplemental block, as applicable. Place the x for appropriate meals opposite each member's name. Enter proper date in body of form (Figure 6.5).

6.9.2.3.2. Signature of approving authority on DD Form 1475. Individual who acts as supervising official for the member signs the DD Form 1475, making sure authorization is for only the exact number of meals by type (i.e., breakfast, lunch, dinner) which member's duties or working hours prevented him or her from eating in a government dining facility, or required him or her to procure from other than a government dining facility. Consider each case on its own merits.

6.10. Family Subsistence Supplemental Allowance (FSSA). Once a member completes the application, it must go to the commander (or a commander on G-series orders with command responsibility) for approval. The commander's support staff is responsible for the FSSA computation prior to the commander's approval of the allowance.

6.10.1. Source Document. The DD Form 114, Military Pay Order, received from the commander's support staff and certified by the commander, is the source document to pay FSSA.

6.10.1.1. DELETED.

6.10.1.2. DELETED.

6.10.1.3. DELETED.

6.10.2. 3 DELETED.

6.10.2.1. DD Form 114. Use as shown in **Table 6.3** for all BAS adjustments. Prepare and send original and one copy to FSO. **Figure 6.3** shows a sample DD Form 114 to change BAS.

6.10.2.2. AF Form 220. Complete as in **Figure 6.4** Use this form to start and stop BAS through the FSO. In most cases, BAS will already be started and will only require a change in type or a stop. However, in certain situations (see **6.8**), a BAS start may be necessary. Annotate in the "reason for request" block the reason the member is to be paid a different type of BAS or, when stopping meal collections, the reason to discontinue the meal collections. After request by the commander, and approval as required in **6.9** above, the unit keeps a copy of the AF Form 220 and sends original and one copy to the FSO. One copy goes to food services for the purpose of adding or deleting a member from SIMS. The unit's copy of the AF Form 220 is compared to the daily register of transactions (DROT) to verify action was taken. File the 220, along with a copy of all supporting documentation, in the unit's personnel information files and retain until the AF Form 220 is superseded, or the member is reassigned or separated (Air Force Records Disposition Schedule).

6.10.2.3. 2 DELETED.

6.10.2.3.1. Entries. Place an x in supplemental block, as applicable. Place the x for appropriate meals opposite each member's name. Enter proper date in body of form (Figure 6.5).

6.10.2.3.2. Signature of approving authority on DD Form 1475. Installation, base or station commander (responsible for single government quarters and messing) verifies authorization is for only the exact number of meals by type, and for no others, which member's duties or working hours prevented him or her from eating in a government dining facility or required him or her to procure from other than a government dining facility. Consider each case on its own merits.

6.10.3. Excel Spreadsheet Data. Include the following data on the excel spreadsheet:

1. Member's full name
2. Member's social security number (SSN)
3. Effective date (of start, stop or change)
4. Dollar amount of FSSA payable to member in whole dollars
5. Number in household
6. Member's grade
7. FSSA household location (CONUS/OCONUS)

6.10.4. Additional Information. DFAS will process the allowance start, for members who have been identified by the 15th of the month, in time to have the allowance included in the member's end of month pay (EOM). Submissions received after the 15th will be reflected in the next month's EOM pay. FSSA will be reflected on the MMPA as an "09" entry, FID 40. Spreadsheets must be compiled and sent on a monthly basis to arrive before the 15th to minimize the email traffic at central site.

6.10.5. Members Arriving PCS. When a member arrives PCS, the gaining FSO is responsible for notifying DFAS (see paragraph 6.10.2 above) of the date arrived on station. DFAS will stop the FSSA effective the day prior to the date of arrival at the new station. The member may reapply/recertify at the new duty station through the same process discussed in paragraph 6.10 above.

6.10.6. Promotions. When a promotion is processed on a member who is receiving FSSA, DFAS will stop the allowance effective the day prior to the effective date of the promotion. If the member questions why the allowance stopped, send him/her to the commander for information concerning reapplication.

6.10.7. Annual Recertification. Recertification follows the same procedures as initial application. Members must recertify under the following circumstances (if member participates in other income assistance programs, notification of those agencies is necessary as well):

6.10.7.1. Annually. Members are required to re-certify their FSSA entitlement during the period from the 30 days prior to 1 February to 30 days after 1 February.

6.10.7.2. Any change to household. An increase or decrease to household size could affect amount of entitlement.

6.10.7.3. When monthly income increases by \$100 or more, as compared to the current certified amount. Increases in income less than \$100 per month will not affect entitlement.

6.10.7.4. When promoted, eligibility for the allowance terminates. Members must certify to restart entitlement to FSSA.

6.10.7.5. When a member goes PCS, FSSA eligibility terminates the day prior to the date member officially checks into the new duty station.

6.10.8. Overpayments. Member is accountable for FSSA overpayments. Overpayments are recouped directly from military pay. These procedures are to remain in place until DJMS-AC is changed to allow processing of the entitlement by the FSO.

Section 6C—Clothing Allowance.

6.11. Conditions of Entitlement. (DoDFMR, Volume 7A, Chapter 29; AFI 36-3014; AFMAN 67-1, Vol I, Part 3 and DOD Instruction 1338.18.)

6.12. Applying for an Allowance - Substantiating Documents. Identify needs for civilian clothing allowances a minimum of 30 calendar days before members out process to allow purchase of civilian clothing. The personnel office advises the member to contact the gaining unit or sponsor for specific clothing requirements. Officers must be assigned to a permanent duty station outside the United States to receive an allowance. Prepare and send these substantiating documents to the FSO:

6.12.1. Initial, Special, and TDY Civilian Clothing Allowances. Orders (DD Form 1610 or DTS travel authorization with assigned 6-digit authorization number) authorizing payment of the allowance supported by copy of approval, when allowance had to be approved by higher authority. The orders must contain a statement indicating the wear of civilian clothing is mandatory (including an AAIC, if applicable), the agency approving the allowance (unless approval is automatic), the amount of money authorized, and the open allotment fund cite.

6.12.1.1. The personnel office requests approval of the allowance from the applicable approval authority, unless approval is automatic. Before personnel sends the request for approval, the FSO must review the MMPA to determine prior payments of civilian clothing allowances and forward the results of the review to personnel.

6.12.1.2. The substantiating document of civilian clothing allowances submitted to the FSO must include the following information:

6.12.1.2.1. Member's grade, name, and social security number.

6.12.1.2.2. Type of clothing allowance required (TDY, initial, or continuing).

6.12.1.2.3. Type of clothing required (summer, winter, or summer and winter).

6.12.1.2.4. The date and amount, if any, of a civilian clothing allowance payment the individual has received in the past 3 years. For an initial or continuing allowance:

6.12.1.2.5. Unit of assignment (unit requiring the allowance).

6.12.1.2.6. Length of tour.

6.12.1.2.7. Time left on member's assignment.

6.12.1.2.8. Time remaining on active duty.

6.12.1.2.9. Date civilian clothes are required. For a TDY allowance:

6.12.1.2.10. Unit of location of TDY.

6.12.1.2.11. Unit of permanent assignment.

6.12.1.2.11.1. Inclusive dates of TDY.

6.12.2. For EODs and EDDs that go on numerous short TDYs, commanders can authorize a one-time prepayment of \$200 by a letter when notified that a member has been tasked to perform a TDY where the wearing of civilian clothes is mandatory.

6.12.3. Continuing Civilian Clothing Allowance. Order authorizing member the initial allowance and a new certificate.

6.12.4. Extra or Supplemental Clothing Allowances. Unit commander or other individual on G-Series orders with command responsibility for the member initiates and sends supporting documentation to FSO to authorize extra clothing allowance. When approval of higher authority is required, attach approval to supporting document.

6.12.5. Issue in Kind. Prepare AF Form 656, Clothing Request and Receipt-Male/Female, or AF Form 657, Personal Clothing Record-Female Airmen, and a letter of authorization from the unit commander or First Sergeant. See [6.13](#) below.

6.12.6. Effective June 1, 1998, the Maternity Clothing Allowance was changed to a cash allowance. The health care provider sends the AF Form 469, Duty Limiting Condition Report, to the member's Force Support Squadron (FSS). Commanders or First Sergeants counsel members and include a statement on their profiles that reads "The member has been counseled on the mandatory uniform items that must be purchased".

6.12.7. Payment. Prepare DD Form 114 annotated with details of authorization and the unit commander or First Sergeant's signature.

6.13. Health and Appearance Sales.

6.13.1. Policy. Unit commander or other individual on G-Series orders with command responsibility for the member initiate health and appearance sales. These credit sales are authorized only to cover emergency needs of airmen who are without funds to purchase items of personal clothing necessary for health, comfort, or appearance. Use of credit sales to make up shortages for an inspection is not an emergency. Credit sales are not authorized if member can wait until regular pay and allowances are received.

6.13.2. Action by Unit Commander or Other Individual on G-Series Orders With Command Responsibility for the member. Contact servicing FSO to determine if member has enough pay accrued to cover purchase. If enough pay has accrued, send member to FSO for a partial payment to purchase required clothing. If enough pay has not accrued, prepare AF Form 656 or AF Form 657 to authorize the credit sale. Collection is on a one-time basis unless commander determines amortization is necessary, and certifies on AF Form 656 or AF Form 657 that amortization is required.

6.13.3. Action by Unit, Member, and Clothing Sales Store. When unit commander or other individual on G-Series orders with command responsibility for the member determines

member's need for a credit sale, unit prepares AF Form 656 or AF Form 657. Airman presents form to clothing sales store when selecting required items. Clothing Sales store enters amount of purchases on the form and returns it to the airman who presents it to the FSO before clothing is released by clothing sales store. (AFMAN 67-1, Part Three, Chapter 2, paragraph 53, for authentication by unit.)

6.13.4. Health and Comfort Supplies for Members Confined as Prisoners. Prisoner completes DD Form 504, Request and Receipt for Health and Comfort Supplies, and issue or sale is made as certified. (AFMAN 65-116V1, Chapter 45, and AFI 31-205, paragraph 3-6.)

6.13.4.1. Personal Deposit Fund. If enough funds are available in the prisoner's personal deposit fund, the correction facility makes a withdrawal to pay for the health and appearance sale.

6.13.4.2. Prisoner in a Pay Status. Cost of supplies is charged against the prisoner's military pay account. FSO makes a partial payment to the member and reports the payment to DFAS-DE.

6.13.4.3. Prisoner in a Non-pay Status. No charge is made against the prisoner's military pay account. Supplies are issued to the prisoner and charged to the local operation and maintenance (57*3400) funds. Value of supplies issued must not exceed \$40 per month per prisoner. Correction officer procures and furnishes health and appearance sales items to prisoners. (AFI 31-205.)

Section 6D—Deductions.

6.14. Allotments.

6.14.1. General Provisions and Description. (DoDFMR, Volume 7A, Chapters 40 through 43. Also AFMAN 65-116V1, Chapters 47, 48, and 70.)

6.14.2. Source of Allotment Input Transaction. The allotment forms are sent to the servicing FSO. SF 1199A, Direct Deposit Sign-Up Form, for allotments to be sent to financial organizations must be signed by the financial organization and may either be returned to the member for delivery to the FSO or mailed by the financial organization to the FSO.

6.14.3. Substantiating Documents. The following documents are required to substantiate allotment transactions:

6.14.3.1. SF 1199A, Direct Deposit Sign-Up Form. Use this form to start allotments to financial organizations. It is also used to start Direct Deposit. This form must be completed by the financial organization. Faststart FMS 2231 with a voided check or sample deposit slip, may also be used.

6.14.3.2. SBD 2104, Authorization for Purchase and Request for Change United States Series EE Savings Bonds. Use this form to start, stop, or change bond transactions. This form is completed in original and one copy.

6.14.3.3. DD Form 2558, Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel (to include addendum). This form can be used to start allotments for dependent support mailed to individuals or courts, Air Force Aid Society or Red Cross loan payments, loan payments to other government agencies (class T

allotments), mortgage and insurance allotments and Veterans Educational Assistance Program (VEAP) contributions. It can be used to stop any allotment and change those classes of allotments which may be changed. Give one copy to member, send original and remaining copies to member's servicing FSO.

6.14.3.4. IRS Form 2159, Payroll Deduction Agreement. Use this form to start class T allotments to IRS for federal tax debts. The IRS provides original and three copies to unit commander or other individual on G-Series orders with command responsibility for the member, and provides one copy to member. The unit commander or other individual on G-Series orders with command responsibility for the member retains one copy and forwards original and two copies to member's servicing FSO.

6.14.3.5. AF Form 2561, Contributions to Air Force Assistance Fund. Use this form to start class F allotments to Air Force Assistance Fund. Give one copy to member, send remaining copies to member's servicing FSO.

6.14.3.6. Combined Federal Campaign (CFC) Pledge Card. Use this form to start class C allotments.

6.15. Indebtedness - General.

6.15.1. Categories of Indebtedness:

6.15.1.1. Overpayments of allotments.

6.15.1.2. Overpayments of pay and allowances.

6.15.1.3. Computer generated indebtedness; usually the result of processing retroactive transactions.

6.15.1.4. Reimbursement to United States Government other than pay and allowances, allotments, and non-governmental debts.

6.15.2. Notice to Debtor. An indebted member is notified by servicing FSO or the holder of the debt, and is requested to repay amount in full or furnish a proposed method of repayment. If the member's debt is less than the net pay for the month and full deduction creates a hardship, the member may have the debt prorated if the unit commander or other individual on G-Series orders with command responsibility for the member approves. The commander sends a letter to the servicing FSO requesting a proposed method of collection. Absence of this letter causes the debt to be collected in one month. This does not apply if the debt is larger than one month's net pay or if a one-month deduction would exceed the two-thirds rule. Servicing FSO also advises member of right to appeal, and to apply for remission or waiver and cancellation of debt. If member does not promptly repay full amount or propose a method of repayment not later than (NLT) month debt is ascertained, DFAS-DE or FSO establishes a repayment rate and advises the member.

6.15.3. Collection. In collecting indebtedness from other than final pay, Air Force policy is that amount deducted for any period must not exceed two-thirds of pay except when a member agrees to have a greater amount deducted. The minimum monthly repayment is generally \$50 unless a reduced amount is justified in writing due to financial hardship. In no case is the monthly repayment reduced below \$25 per month. Member and dependents are not deprived of means to buy necessities. When possible, DFAS-DE collects at a rate requested by member. Deductions are not set at amount greater than net pay due member.

6.15.4. Administratively Ascertained Indebtedness More Than Two-Thirds Pay (Airmen):

6.15.4.1. Notice to member. By management notices, DFAS-DE notifies member through servicing FSO to stop voluntary allotments when member is in an overpaid status. FSO is responsible for stopping allotments no later than the month after current month.

6.15.4.2. Commander. When an airman's debt exceeds two-thirds of his or her monthly pay, debt may be collected at a rate of two-thirds of monthly pay.

6.15.5. Debt of Less Than Two-Thirds Pay (Airmen). When an airman's debt is less than two-thirds of one month's pay, commander may authorize smaller monthly deduction if hardship is involved, provided total debt is liquidated before member's current term of service expires. The member submits AF Form 2451, Financial Statement-Remission of Indebtedness, through the unit commander or other individual on G-Series orders with command responsibility for the member to the servicing FSO with the commander's recommendation to approve or disapprove.

6.15.6. Dishonored Checks-Base Exchange. Managers of Army and Air Force Exchange Service (AAFES) facilities have authority to issue DD Form 139, Pay Adjustment Authorization, to effect involuntary collection of dishonored checks cashed by Air Force personnel in AAFES facilities. This authority is in AFJI 34-210, paragraphs 6-15 and 6-18. However, before an AAFES manager can issue a DD Form 139, manager must comply with requirements of DoDFMR, Table 50-5, rule 6, column E. After AAFES manager has tried all means of direct collection from member, and a request has been sent to unit commander or other individual on G-Series orders with command responsibility for the member for assistance in obtaining direct payment, and member has refused to make direct payment to AAFES facility after counsel by commander, AAFES facility manager can then issue DD Form 139. The form shows that above requirements have been completed. Waiver or appeal procedures do not apply when indebtedness is result of a dishonored check. Commander must advise the AAFES facility manager in writing, that member has been counseled and deduction can be made from the member's pay account unless the member immediately repays the dishonored check to the BX. Member should also indicate concurrence with the payroll deduction on the return letter.

6.15.7. Dishonored Checks-Commissary. Any dishonored check payable to Treasury of the United States and endorsed by commissary is not subject to pro-ration (DoDFMR, Table 50-5.) Commissary manager must work with unit commander or other individual on G-Series orders with command responsibility for the member in making collection.

6.15.8. Dishonored Checks Involving Non-Appropriated Funds. Any dishonored checks payable to, and endorsed by, any non-appropriated fund activity are subject to pro-ration. (DoDFMR, Table 50-5). When an indebtedness occurs, before the non-appropriated fund instrumentality (NAFI) can issue a DD Form 139, they must comply with requirements of DoDFMR, Table 50-5. The member is notified by the Non-Appropriated Fund Accounting Office (NAF-AO) concerned and asked to make payment for the amount of the debt. If the member refuses, does not make payment, or does not respond, the NAFFMB notifies the member's unit commander for assistance in collection of the debt. If the member is separating within 30 days, notification to the unit commander or other individual on G-Series orders

with command responsibility for the member is waived. The NAFFMB prepares a Form 139 and forwards it to the member's servicing FSO.

6.15.9. Dishonored Checks-FSO. In certain areas, FSOs have been granted authority to cash checks for members where banking facilities are not available. Any indebtedness caused by a dishonored check of this type is not subject to pro-ration.

6.16. Appealing Indebtedness. A member may appeal validity of debt, amount, or rate of payment.

6.16.1. Time Limit. Member must appeal within 30 days of date of debt notice (45 days if member is served by a GSU or before transfer or separation, if this occurs earlier). If an airman's appeal is denied by DFAS-DE, DFAS-DE then considers debt for remission and cancellation without further information from base, provided information required by paragraph 6.15 has been furnished with appeal.

6.16.2. Preparation. If a member is appealing:

6.16.2.1. Validity of a Debt. Member prepares a signed statement (in quadruplicate); addresses and presents it to FSO. Statement must include:

6.16.2.1.1. Identification of charge against member's account.

6.16.2.1.2. Member's reason for appealing debt.

6.16.2.1.3. Evidence refuting debt, including documents, receipts, correspondence, and description of circumstances, or events for which verifying evidence is not available. If member has evidence not immediately available, describe it and state when it can be furnished. Member should identify dates, official designations or organizations, and other information as exactly as possible.

6.16.2.2. Rate of Repayment. The repayment rate is established by DFAS-DE or local FSO; member prepares a signed statement, addresses, and presents it to servicing FSO. Statement must include:

6.16.2.2.1. Identification of charge against member's account.

6.16.2.2.2. Member's reason for appealing rate of repayment.

6.16.2.2.3. Date member's term of active service expires, including period for which reenlisting, when applicable.

6.16.2.2.4. Two copies of AF Form 2451 indicating member's financial status and maximum deduction he or she can afford.

6.16.3. Submission to DFAS-DE. After review, FSO sends appeal to commander. Upon receipt of appeal or request for review, commander verifies facts stated, as far as possible. Commander sends original and duplicate of statement with attachments, and original and copy of debt notice, through servicing FSO to DFAS-DE. If member appeals indebtedness for excess cost of shipment of household goods or movement of house trailer, process as a rebuttal per JFTRJTRAFSUP, paragraph 11-9b(1)(a).

6.17. Remission and Cancellation of Debts.

6.17.1. Application. A member on active duty or unit commander or other individual on G-Series orders with command responsibility for the member may apply for remission of the member's indebtedness. The person requesting remission should contact the FSO for assistance.

6.17.2. Procedures. Specific procedures are outlined in AFMAN 65-116V1, Chapter 73.

6.18. Collections of Indebtedness Upon Discharge and Immediate Reenlistment. These rules apply:

6.18.1. Members indebted to United States may agree, on discharge and immediate reenlistment, to partial collection action during new enlistment if:

6.18.1.1. Full collection of debt before discharge would require total or nearly total stoppage of final pay;

6.18.1.2. Total or nearly total stoppage of final pay would create hardship for member and his or her dependents; and

6.18.1.3. There is reasonable prospect of collecting debt in full from later active duty pay.

6.18.2. Member must submit AF Form 2451 to FSO through unit commander or other individual on G-Series orders with command responsibility for the member at least 30 days before discharge and immediate reenlistment. Request must indicate that member is reenlisting upon discharge and show that:

6.18.2.1. Full collection of debt from final pay would create undue hardship for member and dependents; and

6.18.2.2. There is reasonable assurance of collecting debt in full within period of active duty for which member is reenlisting.

6.18.3. Such requests should state:

"I request that debt be carried forward to new period of service. I propose repayment at rate of \$___ per month for ___ months in new enlistment. Collection of this debt in full, upon discharge, from final pay creates a serious financial hardship."

(Grade) (Signature of Member) (SSN)

(Organization of Assignment)

6.18.4. On receipt of member's request for extension of collection into new enlistment, FSO determines whether proposed monthly rate of repayment is acceptable. If not acceptable, FSO establishes a new rate in a reasonable amount of time that does not create undue hardship but adequately protects the interests of the government and satisfies the debt at the earliest practicable date. Monthly deductions must be at least \$50. FSO advises member of approved rate of monthly deduction.

6.18.5. If debt is to be carried forward into new enlistment, FSO suspends final payment until evidence is received showing member has reenlisted.

6.19. Liquidation of Debt by Installments (Officers). An officer who wishes to liquidate a debt to the United States by monthly installments sends a written request for the right to do so to the servicing FSO. When a request must be forwarded by FSO to DFAS-DE for approval, officer must include AF Form 2451 showing financial position, maximum regular deduction officer can afford, and anticipated remaining period of active duty. Requests are sent to DFAS-DE for approval when:

- 6.19.1. Proposed installments are less than \$50 or are only token payments;
- 6.19.2. Debt is not paid before officer's tour of duty expires (unless collection from retired pay is indicated (DoDFMR, Chapters 44 through 54)); or
- 6.19.3. In the opinion of FSO, interest of the government is not adequately protected.

6.20. Waiver of Claims for Erroneous Payment of Pay and Allowances.

- 6.20.1. Application. Any member may apply for waiver of an indebtedness resulting from an erroneous payment of pay and allowances. The person requesting waiver should contact the FSO for assistance.
- 6.20.2. Procedures. Specific procedures are outlined in AFMAN 65-116V1, Chapters 73 and 74.

6.21. RESERVED FOR FUTURE USE.

- 6.21.1. DELETED.
- 6.21.2. DELETED.
 - 6.21.2.1. DELETED.
 - 6.21.2.1.1. DELETED.
 - 6.21.2.1.2. DELETED.
 - 6.21.2.1.3. DELETED.
 - 6.21.2.2. DELETED.

6.22. Federal Income Tax and Federal Insurance Contributions Act Tax.

- 6.22.1. Provisions. See DoDFMR, Volume 7A, Chapter 44, for Federal Income Tax Withholding (FITW) and Chapter 45 for Federal Insurance Contributions Act (FICA).
- 6.22.2. Income Tax Returns. Commanders advise members that:
 - 6.22.2.1. It is the policy of the federal government that all persons have a responsibility to pay their just taxes.
 - 6.22.2.2. Members are responsible for filing individual federal and state income tax returns as prescribed by the Internal Revenue Service (IRS) and their state's taxing authority.
 - 6.22.2.3. Income tax information is required to be sent to the state taxing authority of members' state of legal residence.

6.22.2.4. They are responsible for preserving their TD Form W-2, Wage and Tax Statement, for filing with their income tax return. Explain importance, function, and use of these forms.

6.22.3. Social Security Coverage. Unit commander or other individual on G-Series orders with command responsibility for the member are responsible for seeing that all Air Force members are given pertinent facts regarding social security coverage. For advice and assistance regarding social security benefits and claims, use the facilities of the nearest social security district office except:

6.22.3.1. National Capitol Region. Use facilities of Social Security Administration Field Office, 814 H Street NW, Wash DC 20203.

6.22.3.2. Far East. Use facilities of Social Security Administration Field Office, Federal Building, Civic Center, San Francisco CA 94102.

6.22.3.3. Europe, Near and Middle East. In Europe, Near and Middle East, Eastern Canada, Iceland, and Greenland, use facilities of Social Security Administration Field Office, Post Office Building, Baltimore MD 21203.

6.22.3.4. Caribbean, Central and South America. Use facilities of Social Security Administration Field Office, 34 Southwest First Street, Miami FL 33130, unless a social security field office has been established in the particular area.

6.22.4. Social Security Numbers (SSN):

6.22.4.1. Requirement. Each member on active duty or performing active duty for training must have a SSN. This number is the member's service identification number (AFI 36-3203).

6.22.4.2. Change of Name. To record a change of name with the Social Security Administration, the member must submit a Form SS-5, Application for a Social Security Number Card (original, replacement, correction), to the nearest Social Security Administration Office, or MPF, if overseas.

6.22.5. Requirements and Purpose of TD Form W-4, Employee's Withholding Allowance Certificate:

6.22.5.1. Form W-4. When a member first reports for duty he or she prepares and submits a TD Form W-4, in duplicate, to the MPF. Whenever a member's tax status changes, the member must submit a TD Form W-4 to the FSO. Information shown on the TD Form W-4 is used to establish or change FITW and State Income Tax Withheld (SITW) wage and deduction factors on a member's Master Military Pay Account (MMPA).

6.22.5.2. Tax Exemption. Withholding of federal and, or state income tax is not required when a member certifies that he or she incurred no tax liability for preceding year and expects no tax liability for the current year. Member must prepare, sign, and submit a TD Form W-4 to the servicing FSO each year to continue to have no withholding from FITW and, or SITW. A new TD Form W-4 must be submitted by 15 February each year to continue tax exemption.

6.22.5.3. Requests for, and termination of, additional tax withholding:

6.22.5.3.1. Authorization. Member may specify an additional amount of tax to be withheld on a TD Form W-4.

6.22.5.3.2. Voluntary Termination. Member may stop additional withholding at any time by submitting a new TD Form W-4.

6.22.5.3.3. Required Termination. DFAS-DE may stop additional withholding when, because of excessive debt or other reason, member fails to accrue enough pay to satisfy all deductions.

6.22.6. Combat Zone Wage Exclusion. Entitlement to combat zone exclusion of taxable wages is established based on provisions of the DoDFMR.

6.22.7. Taxable Income. Current year taxable wages are adjusted when prior year taxable wages are collected in current year. Taxable income is computed based on transactions occurring in a given tax period. Taxable entitlements are reported on the member's TD Form W-2, Wage and Tax Statement, for the year credited to the members account. Taxes withheld are reported on the member's TD Form W-2 year in which they are withheld.

6.23. Court-Martial Sentences and Non-Judicial Punishment.

6.23.1. Effect. See DoDFMR, Volume 7A, Chapters 48 and 49 for effect of court-martial sentences and non-judicial punishment on pay and allowances.

6.23.2. Requirements. Article 15 of the Uniform Code of Military Justice (UCMJ) is implemented by AFI 51-202, Non-judicial Punishment Under Article 15, UCMJ. The regulation explains who may impose non-judicial punishment and provides rules and procedures for imposing such punishment on Air Force members, wherever assigned. It also requires commanders to seek advice of Staff Judge Advocate (SJA) before imposing punishment, provides for military legal counsel in all cases where requested by the offender, requires commanders to attach reasons for not suspending a reduction, and requires, where a vacation hearing is held, that a summary of the matters considered by the commander is attached to proceedings. The effective date of the Article 15 punishment, when the punishment is reduction in grade or forfeiture, is the date of the endorsement that imposes the punishment. If the member appeals the Article 15, the punishment is stayed until the appeal is decided. If the appeal is denied, the effective date of the punishment remains the date of the endorsement that imposed the punishment (AFI 51-202). However, if the member appeals and is within 30 days of separation, the collection is not held up pending action on the appeal (AFI 51-202).

6.23.3. Source of Input:

6.23.3.1. Administrative Officer. Distributes all general and special court-martial orders to:

6.23.3.1.1. MPF - four copies.

6.23.3.1.2. Servicing FSO - one copy, to be used only as an advance (memo) document.

6.23.3.2. Convening Authority. Immediately informs servicing FSO, by electrical transmission, when sentence results in:

6.23.3.2.1. Total forfeiture of pay and allowances.

6.23.3.2.2. Discharge. When member's pay status ends day before date sentence begins. For a summary court-martial, no court-martial orders are issued. Convening authority sends original and one copy of record of trial to MPF and one copy to servicing FSO.

6.23.3.2.3. Servicing FSO. Processes input to update MMPA.

6.23.4. Court-Martial Orders (CMO). Number court-martial orders in sequence on a calendar-year basis. Judge Advocate (JA) furnishes two copies of all CMOs to the servicing FSO as supporting document for MMPA update, and one copy to DFAS-DE/FJP, Denver CO 80279-3000 for quality control. Forward CMO record to FSO by AF Form 1373, MPO Document Control Log-Transmittal (**Figure 1.1**). Prepare AF Form 1373 in an original and one copy. FSO acknowledges receipt by furnishing a DROT to JA showing transactions input by JA (as input source). This provides evidence that action has been started and transactions have processed to member's MMPA.

6.23.5. Article 15 Correspondence. JA furnishes FSO with two signed copies of AF Form 3070, Record of Non-judicial Punishment Proceedings or AF Form 3071, Record of Recommended Non-judicial Punishment Proceedings, with the endorsement showing the date the commander imposed the punishment (excluding evidence material). Forward correspondence by AF Form 1373. Preparation and distribution are same as in C6.23.5 above. Continue to process Article 15 correspondence not affecting member's pay and summarized records of punishment per AFI 51-202. JA also forwards the paperwork to the FSO if the member has appealed the punishment. The punishment does not start until action has been finalized on the appeal unless the member is within 30 days of discharge.

6.23.6. Priority Handling. Give all CMOs, SCM records, and Article 15 correspondence priority handling. Do not hold or delay distribution.

6.24. Contributory Educational Programs. Both the Veterans Educational Assistance Program (VEAP) and Montgomery G.I. Bill (MGIB) are contributory educational programs.

6.24.1. VEAP. To be eligible for VEAP members must have first entered active duty between 1 January 1977 and 30 June 1985 and enrolled by contributing a minimum of \$25.

6.24.2. MGIB. To be eligible for MGIB members must have first entered active duty on or after 1 July 1985. During the first 14 days of active duty they make an election on DD Form 2366 to either participate in the program or decline participation. The decision is irrevocable and the contribution is non-refundable. Members participating will have basic pay reduced by \$100 per month for 12 months for a total contribution of \$1200. Usually this pay reduction begins during the third month of active duty and automatically stops when \$1200 has been withheld. All questions concerning eligibility for MGIB or program benefits should be referred to your local education office.

Section 6E—Status.

6.25. Return from Overseas to CONUS-Separated at Base Other than a Separation Port Facility. If a member returns to CONUS or is moved from one overseas base to another for terminal leave in connection with retirement:

6.25.1. Losing Unit. Prepares AF IMT 988, leaving blocks entitled Leave Auth. No., Unit, Duty Section, Duty Location, and Duty Phone, blank. Enter the statement "Terminal Leave" on top of the form. Inform member to report to gaining FSO, immediately upon arrival, at base designated to process retirement.

6.25.2. Certifying Officer. Unit commander or other individual on G-Series orders with command responsibility for the member indicates approval by signing in the Supervisor's Signature block. Send all copies to MPF for inclusion in member's records for transmittal to CONUS processing base.

6.25.3. CONUS Processing Unit. Completes AF IMT 988 and forwards to the local FSO for processing.

6.26. Permanent Change of Station (PCS). FSO reports PCS arrival of member based on travel itinerary.

6.26.1. Geographically Separated Units (GSU). Where distance between FSO and unit is such that forwarding of travel voucher to FSO would delay processing PCS arrival transaction, member's unit sends a message containing all data that would be available from travel voucher to FSO. When this procedure is used, travel voucher must still be forwarded to FSO and must be part of substantiating documents for FSO files.

6.26.2. Failure to Report at Gaining Base and Late Arrival. Losing unit is responsible for member until member reports to new unit (AFI 36-2911, paragraph 7-22). Thus, if a member is determined to be absent without leave (AWOL), losing personnel office submits a regular AWOL input based on AF Form 2098, Duty Status Change, prepared by the unit. If member reports to new station, process an AF Form 2098, placing member in an on-station status.

6.27. Other Status Processing. Member's losing FSO is responsible for making sure the member's former unit prepares, numbers, and sends the AF Form 2098 to personnel; personnel updates their system which sends update transactions to DJMS. AF Form 2098 is the basic source document used to return a member to one of the following statuses:

6.27.1. On-station (present for duty).

6.27.2. Absent Without Leave (AWOL). These special procedures must be applied:

6.27.2.1. The orderly room (Squadron Commander or First Sergeant) must advise the FSO, by telephone, of any member declared AWOL.

6.27.2.2. If an AWOL absence was reported to DFAS-DE and later excused as unavoidable and absence is chargeable to leave, member's unit prepares necessary documents to charge absence to leave.

6.27.2.3. Gaining unit or any military installation must inform losing unit of member's status or failure to report under PCS orders (AFI 36-2911). Contact DFAS for identity of losing unit if unknown.

6.27.3. Desertion. If member's command excuses absence as unavoidable and absence is chargeable to leave, member's unit prepares documents to charge absence to leave.

6.27.4. Member hospitalized in a non-military facility.

Section 6F—Miscellaneous.

6.28. Claims. When a member believes he or she is due additional pay or allowances, member prepares and submits a claim letter.

6.28.1. In-Service. Claimant prepares and submits letter to FSO including:

6.28.1.1. Date prepared.

6.28.1.2. Identification of items claimed, period involved, and amounts, if available.

6.28.1.3. Claimant's signature and SSN.

6.28.1.4. Any documents that support claim.

6.28.2. Separated. Claimant submits inquiries or claims about pay and allowances to DFAS-DE/FYC. Letter must contain data shown in **6.28.1** above, and member must obtain data required to support claim. Under no circumstances should member submit claim direct to General Accounting Office (GAO).

6.29. Emergency and Deployment Procedures.

6.29.1. Emergency Payment Procedures. When FSO operations become inoperative or seriously limited through natural catastrophe, or other disaster, major command or DFAS-DE will designate an alternate FSO to perform the inoperative base's emergency Accounting and Finance functions.

6.29.2. Emergency Evacuation of Dependents:

6.29.2.1. Terms. For purpose of this chapter, these terms apply:

6.29.2.1.1. Adult Dependent. Includes dependents as defined in DoDFMR, Glossary of Terms, who are dependent upon and live with member, except those indicated in **6.29.2.1.2** below.

6.29.2.1.2. Minor Dependent. Children 16 years of age or younger who are dependent upon, and live with, member.

6.29.2.1.3. Designated Representative for Minor Dependents. A person eligible for evacuation and named, by a member having one or more minor dependents, but no adult dependent, to care for minor dependents during evacuation.

6.29.2.2. Initial Phase. Commander of major command prescribes when initial emergency evacuation phase is placed in effect (immediately or deferred).

6.29.2.2.1. DD Form 1337. All members with dependents must immediately complete DD Form 1337, Authorization Designation for Emergency Pay and Allowance (**Figure 6.7**), upon entering an overseas theater. In addition, DD Form 1337 must be completed upon acquiring a dependent.

6.29.2.2.2. Action by Member. Complete an original copy of DD Form 1337 (as in **Figure 6.7**). Designate specific amount of emergency payment (up to 2 months' gross basic pay-deductions not considered). If no advance is to be authorized, enter word (None) in space provided for amount. Member signs the form. Give the form to the FSO. After certification, FSO returns original to member or, if member is absent, to dependent named. **NOTE:** Also, use DD Form 1337 to designate individual to whom

evacuation allowances authorized in Joint Travel Regulations (JFTR), Volume I, Chapter 12, may be paid.

6.29.2.2.3. Final Phase. When evacuation has been ordered, dependents request payment for evacuation allowance per **Figure 6.7** Dependents entitled to receive dependent travel allowance and per diem are required to complete DD Form 1351-2, Travel Voucher or Sub-voucher.

6.29.2.2.4. Waiver of Right of Recovery:

6.29.2.2.4.1. General Information. SAF may waive recovery of not more than one month's basic pay advance to member's dependents under 37 U.S.C. 1006(c). Requests submitted by members for waiver under this authority are adjudicated on a case-by-case basis. Where evacuation and dislocation allowances are paid as a result of emergency evacuation, waiver application must show that these allowances were insufficient to pay unusual expenses of sudden evacuation. This includes reasonable expenses incurred for rental of furniture and an automobile as a result of delayed arrival of these items. Usually, purchase of these items as a result of evacuation is not regarded as sufficient reason for waiver of one month's advance pay since individual has permanent possession and use of them. Unusual circumstances where evacuation caused financial hardship should be submitted if it can be shown that recovery of full amount advanced is contrary to equity and good conscience under 37 U.S.C. 1006(c).

6.29.2.2.4.2. Killed or Missing in Action. When a member is killed or reported missing in action incident to emergency condition which caused ordered evacuation of dependents, consider waiver of recovery of not more than one month's basic pay advanced as an emergency allowance, without request.

6.29.2.2.4.3. Limitation. Only one month's basic pay at rate for member's pay grade at time emergency evacuation payment was authorized, or unpaid balance, may be waived. Any amount withheld from member's pay for application against advance of pay is considered recovered.

6.29.2.2.4.4. Notification of Rights. Member's servicing FSO advises member of right to apply for waiver of recovery of an emergency evacuation payment as soon as possible after such FSO makes payment or receives notification from DFAS-DE that payment was made by another FSO. Application for waiver may be initiated by member or unit commander or other individual on G-Series orders with command responsibility for the member.

6.29.2.2.4.5. Remission. Disapproval of an enlisted member's request for waiver does not affect his or her right to apply for remission under provisions of paragraph **6.15**

6.29.2.2.5. Application for Waiver of Recovery:

6.29.2.2.5.1. Preparation, Documentation, and Submission. Application, prepared by member or unit commander or other individual on G-Series orders with command responsibility for the member, should be in letter form and must include:

- 6.29.2.2.5.1.1. Member's name, grade, and SSN.
- 6.29.2.2.5.1.2. Total amount advanced for emergency evacuation purposes, amount previously recovered, and amount for which waiver is requested (not to exceed one month's basic pay to which member was entitled at time advance was made).
- 6.29.2.2.5.1.3. Date of expiration of member's current enlistment, date of release from active duty, or anticipated date of retirement.
- 6.29.2.2.5.1.4. Number of dependents and location at time of evacuation order.
- 6.29.2.2.5.1.5. Date when, and place to which, dependents were evacuated.
- 6.29.2.2.5.1.6. Amount of evacuation allowance paid and inclusive period.
- 6.29.2.2.5.1.7. Amount of dislocation allowance paid.
- 6.29.2.2.5.1.8. Identification of extraordinary expenses connected with evacuation. Include amounts spent and periods when these expenses were incurred:
 - 6.29.2.2.5.1.8.1. Education (children)
 - 6.29.2.2.5.1.8.2. Rent or lodging
 - 6.29.2.2.5.1.8.3. Utilities
 - 6.29.2.2.5.1.8.4. Food
 - 6.29.2.2.5.1.8.5. Car (gas, oil)
 - 6.29.2.2.5.1.8.6. Transportation
 - 6.29.2.2.5.1.8.7. Laundry and Dry Cleaning
 - 6.29.2.2.5.1.8.8. Expenses as a result of non-availability of service facilities (doctor, dentist, hospital, etc.).
 - 6.29.2.2.5.1.8.9. Loss of personal or private property not otherwise compensated for.
 - 6.29.2.2.5.1.8.10. Expenses of purchasing household essentials such as cooking utensils or bedding.
 - 6.29.2.2.5.1.8.11. Itemization and amounts expended for purchase of additional clothing as a result of the evacuation.
 - 6.29.2.2.5.1.8.12. Expenses for rental of furniture or an automobile as a result of the delayed arrival of these items.
 - 6.29.2.2.5.1.8.13. Any other expenses caused by the unusual circumstances of this evacuation.
- 6.29.2.2.5.1.9. A financial statement attached to application for waiver. Prepare financial statement to show normal living expenses connected with maintenance of member's household for period immediately before

evacuation.

6.29.2.2.5.2. Action by Commander. Commander forwards letter, with attachments, to FSO for action and submission to DFAS.

6.29.2.2.5.3. DFAS Action. DFAS evaluates application for waiver and transmits to SAF for final action; prepares input to delete debt, if waived; if not waived, resumes collection action; notifies FSO of final action and FSO advises member.

6.29.3. Briefing Before Deployment:

6.29.3.1. Major Commands. Any command or element of a command which expects to be involved in a deployment operation must make pre-deployment preparations promptly. Major commands are responsible for giving base commanders necessary information and instruction about deployment.

6.29.3.2. Unit. Unit must make sure members alerted for deployment duty and all potential deployment personnel are scheduled for pay briefing by FSO.

6.30. Procedures for Jury Duty Fees.

6.30.1. Conditions. Active duty military members may be required to perform jury duty. If the member is in a leave status when performing the jury duty, he or she may keep any jury fees received. If, however, the member was not in leave status or on scheduled off-duty time, the member may not retain the jury fees (as distinguished from expenses). The member must turn in such fees to the Military Pay area of the financial services office (FSO). They can be involuntarily collected from the current pay of officers and enlisted members by the FSO. (DoDFMR), Table 50-4.)

6.30.2. Fees Versus Expenses. The member may keep monies received and identified as for expenses (for example, transportation expenses) whether or not they are in a leave status or on scheduled off-duty time. The court documents (for example, order, subpoena, summons, official requests, etc.) received by the member may be used by the FSO to determine whether the court paid a jury fee or expense. If the FSO has a question, he or she may contact the local judge advocate office for assistance in making a determination. Many state courts use an expense allowance reimbursement system rather than fees. Therefore, members performing jury duty in these courts would receive no fees requiring collections.

6.30.3. Action by Immediate Supervisor. Immediate supervisor informs the member of the rules governing jury duty fees as described in paragraphs [6.30.1](#) and [6.30.2](#). In addition, informs the FSO whenever a member is granted an excused absence from scheduled duty time not involving leave for jury duty so the FSO, in turn, can establish a follow-up suspense to ensure the member turns in any fees received.

6.30.4. Action by Unit. The unit makes the immediate supervisors aware of their responsibility to inform the members and the FSO as described in paragraph [6.30.3](#).

6.30.5. Witness Fees. The collection of witness fees received by military members serving as a witness is the same as the collection of jury duty fees received by military members. The procedures in paragraphs [6.30.1.](#), [6.30.2.](#), [6.30.3.](#), and [6.30.4](#) above apply.

6.31. PCS Advance Pay. DD Form 2560, Advance Pay Certification/Authorization (**Figure 6.8**), along with a copy of the PCS orders or PCS assignment notification, documents a member's

request for, and authorization of, an advance of pay to meet extraordinary expenses related to a PCS move. In cases where the actual PCS order has not been produced, a copy of the PCS assignment notification ("rip sheet") may be used in lieu of the actual orders.

6.31.1. Purpose. The purpose of an advance pay incident to a PCS is to provide a service member with funds to meet the extraordinary expenses of a Government-ordered relocation. It is intended to assist with out-of-pocket expenses that exceed or precede reimbursements incurred in a duty location change, and are expenses that are not typical of day-to-day military living. An advance of basic pay incident to a PCS shall not be authorized for the specific out-of-pocket expenses covered by advances of other pays and entitlements, if such advances are used. To the extent that incurred or anticipated expenses exceed those covered by the following advances or reimbursements, or are outside of the scope of those entitlements, the service member may be authorized an advance of basic pay:

6.31.1.1. Service member and/or dependent travel allowances and per diem.

6.31.1.2. Overseas housing allowance.

6.31.1.3. Basic allowance for housing.

6.31.1.4. Dislocation Allowance. PCS advances are not intended to provide funds for items such as investments, vacations, or the purchase of consumer goods not the direct result of expenses of the PCS. Advance pay may be used for such items as house-hunting trip expenses, the down payment on a house, excess household goods charges, consumer goods necessary for the PCS move, or the support of two households, etc.

6.31.2. Limitations:

6.31.2.1. Amount:

6.31.2.1.1. An amount equal to one month's basic pay less deductions as defined in [6.31.2.1.2](#) below, or

6.31.2.1.2. The total of expenses related to the PCS and not covered by advances listed above (paragraphs [6.31.1.1](#) through [6.31.1.4](#)), but may not exceed three months' basic pay less deductions for federal and state income tax withholding, armed forces retirement home, federal insurance contribution act tax, servicemen's group life insurance, all known debts, Montgomery G.I. Bill (MGIB), monthly repayment of a prior advance, forfeitures, dependent dental plan, garnishments, court-ordered bankruptcy payment, and statutorily required support allotments in force. Example: member is an E5 (SSGT) with over 12 years' service. The following items should be considered from the leave and earnings statement:

BASIC PAY:	\$1,571.40
Less: FICA	97.43
Medicare	22.79
FITW	203.46
SITW	53.04
SGLI	3.60
ARMED FORCES	
RETIREMENT HOMES	.50

DEP DENTAL	7.86
DEBT TO GOVT	62.30
TOTAL:	\$1,120.42

6.31.2.1.2.1. This total equals the amount of 1 month's basic pay less deductions for the maximum advance to which a member is entitled with no justification. Maximum advance payable with justification (3 x \$1,120.42) \$3,361.26.

6.31.2.1.2.2. No advance is authorized for a PCS move in the same geographic area of a service member's prior duty station or place from which ordered to active duty unless the member is authorized to move household effects at government expense. Proof of actual or impending HHG shipment is required before the advance may be paid.

6.31.2.1.2.3. No member may have an advance in excess of three months' basic pay less deductions at any time.

6.31.2.1.2.4. A member may receive the advance pay in one lump sum or in up to three installments. Repayment must begin the month after the first installment is received. Additionally, a member may receive less than the full amount authorized and later request an additional amount (up to a total of three months' basic pay less deductions and any other advances) with commander approval if actual or anticipated expenses warrant. Repayment amounts are adjusted to accommodate additional installments as received. Member may be paid the advance:

6.31.2.1.2.4.1. Within 30 days of PCS or 60 days after reporting to the next permanent duty station (PDS) (no commander approval required for SrA and above).

6.31.2.1.2.4.2. Thirty-one to 90 days before PCS with approval of commander.

6.31.2.1.2.4.3. Sixty-one to 180 days after arrival at PDS with a letter of justification (attached to the DD Form 2560) signed by the member and endorsed by the commander.

6.31.2.1.2.5. Repayment Period. An advance must be repaid in 12 months unless the member requests a shorter repayment period or an extended repayment from 13-24 months is approved by the commander when fully justified by compelling reasons of hardship. In no case may the repayment period exceed the number of months to member's DOS or tour length, whichever is less.

6.31.2.1.2.6. Permissive PCS Moves. Members who have received PCS orders for a permissive PCS move are entitled to a PCS advance pay for substantiated expenses related to the PCS. If, however, the move is within the same geographic area, restrictions outlined in 6.3.1.2.1.2.2. above apply.

6.31.3. Repayment Guidelines. Commanders may use procedures in this subparagraph to help determine appropriate repayment periods. The member's "debt to the net earnings" ratio (to the nearest whole percentage point) should be considered in approving an extended

repayment period. Determine the amount in 6.31.2.1.2. plus other entitlements (BAS, BAH, FSA, Special Duty Pays, etc.). This is the "net earnings." Determine the debt figure by adding expenses for rent or mortgage payments, consumer loan payments, and recurring charge payments. Do not include utility bills, food, clothing, insurance, or allotments. Divide the debt figure by the net earnings figure to determine the debt to net earnings ratio.

6.31.3.1. An example follows using an E5 with over 12 years' service:

1 month advance payable:	\$1,120.42
Plus: BAH	405.60
BAS	210.80
Special Pay	150.00
Total Net	1,886.82
Less: Rent	450.00
Car Payment	240.00
Charge Pmts	100.00
Total Debts	\$ 790.00

6.31.3.1.1. \$790 divided by \$1,886.82 = 42 percent of net. This member may spread repayment of the advance over a 24-month period, since the debt to net ratio is 41 percent or more.

6.31.3.2. Commanders should use the above table as a guideline only, adjusting as necessary for special situations, such as when the member is required to support four or more dependents or is maintaining dual households due to geographical separation of the member and dependents.

6.31.3.3. The minimum monthly repayment amount should be at the rate of one-twelfth of the amounts advanced, unless the member justifies the collection would create severe financial hardship in which case it would be collected at the rate of one-twenty-fourth of the amounts advanced for the next twenty-four months (see DoDFMR, Vol 7A, Table 32-2, rules 1 and 2).

6.31.3.4. Members may make cash payments to repay an advance in full or partially at any time.

6.31.4. Commander's Responsibility. It is the responsibility of the commander to review DD Form 2560 for all E3 and below, and parts IV and V for all personnel (who request more than one month's pay or more than 12 months repayment) and make sure all expenses and debts claimed are reasonable, necessary, in conformance with subparagraph **6.31.1** above, and supported by documentation. This responsibility may not be delegated.

6.31.5. Comptroller Responsibility:

6.31.5.1. The comptroller makes sure the intent of policy guidance is followed, providing guidance to wing and, or base commanders and unit commander or other individual on G-Series orders with command responsibility for the member as needed.

6.31.5.2. Comptroller representatives review DD Forms 2560 prior to payment. The comptroller or FSO (or deputy FSO in absence of comptroller and FSO) should point out any questionable expenses or repayment periods to the commander for possible

adjustments. Comptroller or FSOs are authorized to deduct from the advance pay requests any expenses that are specifically prohibited by subparagraph 6.31.1 above.

6.31.6. Completion of DD Form 2560:

6.31.6.1. The member must:

6.31.6.1.1. Read and complete Part I - Request and Part IV - Member Certification.

6.31.6.1.2. Complete Part II-Certification of Expenses, and Part V-Approval of unit commander or other individual on G-Series orders with command responsibility for the member, if requesting more than one months basic pay, payback over more than 12 months, and, or payment of the advance 31-90 days before PCS or 61-180 days after arrival at the new PDS.

6.31.6.1.2.1. The total amount requested must not exceed three month's basic pay less deductions.

6.31.6.1.2.2. Outstanding PCS advances, received based on a previous entitlement, are not required to be liquidated when a member requests a new advance pay for PCS. The payments the member is making, toward paying off that advance, must be considered when determining whether the member can afford to get the new advance. In addition, previous installments of the same advance pay entitlement must be considered to determine the member's total entitlement to a PCS advance. Example A: Member goes PCS from Denver CO to Osan AB Korea, with a 30-day leave enroute. Initially, the member requests a one-month advance pay, but during the 30 days of leave, realizes he needs the additional 2 months authorized by law. That member's outstanding advance amount must be considered when determining the total advance pay entitlement for this PCS. Example B: Member goes PCS from Denver CO to Osan AB Korea, requesting a PCS advance of 3 months' pay on 1 August 2003. On 15 July 2004, member prepares to depart Osan AB Korea on a new set of PCS orders and requests a PCS advance of 3 months' pay. The advance this member received on 1 August does not have to be fully liquidated before payment of the new advance. However, the payments this member is making toward the 1 August advance must be considered in determining the member's ability to repay this new advance.

6.31.6.1.2.3. If expenses include items covered by advances or reimbursements for Overseas Housing Allowance (OHA), dislocation allowance, travel and per diem allowances, Basic Allowance for Housing (BAH), include only that portion of the expense that exceeds the other advance or reimbursement. For example, if claiming expenses to make overseas housing habitable, include only those expenses that exceed allowable advance of OHA/BAH in the total expenses.

6.31.6.1.2.4. If requesting more than 12 months' payback, justification should include a listing of all monthly payments for rent, mortgage, loans, and installment payment plans. Payback period may not exceed 24 months or the number of months remaining on active duty, whichever is less (the member may make additional payments against the advance at any time at the local FSO).

6.31.6.2. The Commander:

6.31.6.2.1. Must complete Part V - Approval of unit commander or other individual on G-Series orders with command responsibility for the member - for all members in the rank of E3 and below and in cases listed in paragraph 6.31.6.1.2 and above.

6.31.6.2.2. May approve an amount equal to or greater than one month's basic pay less deductions, but less than the advance requested by the member, a shorter repayment schedule, and, or within a more restrictive repayment window as dictated by individual circumstances, but may not exceed the limitations in paragraph 6.31.2 above.

6.31.6.2.3. Must enter the earliest payment date on the form if prior to PCS or must check member's travel settlement voucher if necessary to determine date of arrival at new station.

6.32. Advance Payment of Basic Allowance for Housing (BAH).

6.32.1. Conditions of entitlement:

6.32.1.1. An advance payment of BAH is payable upon request of the member when approved by the unit commander or other individual on G-Series orders with command responsibility for the member. The advance may be paid to an eligible member to meet extraordinary expenses in obtaining or occupying other than government housing. Extraordinary expenses include the following:

6.32.1.1.1. Advance rent.

6.32.1.1.2. Security deposits.

6.32.1.1.3. Installation fees. Extraordinary "moving in" expenses should be reflected in applicable blocks 4a, 4b, and 4c of AF Form 1039 (Figure 6.10). Block 4d, "Other" should not be used.

6.32.1.2. The purchase of personal property needed to occupy non-government housing may be authorized for an advance payment of BAH, but is limited to those items necessary for occupancy and must be reasonable in nature. The guide to be used to determine the amount of the advance a member may receive for the purchase of personal property is in AFI 32-6004, Attachment 8, plus major appliances. Attachment 8 lists the furnishings allowances items allowed for CONUS and non-foreign non-CONUS housing.

6.32.1.3. Additional advance covering housing needs may be approved at any time for valid reasons determined by the unit commander or other individual on G-Series orders with command responsibility for the member.

6.32.1.4. The amount of the advance must not exceed the anticipated housing expenses, or the total of three months' BAH expected to be accrued by the member, whichever is less. When making determinations involving member to member marriage or other members sharing arrangements, the combined advance requests, allowances, and expenses of the occupants must be considered.

6.32.2. Disbursement of the Advance:

6.32.2.1. Member completes AF Form 1039, Request to Receive and/or Extend Repayment of an Advance Housing Allowance (Figure 6.10), when requesting an advance payment. All housing expense documentation (copies of leases, utility company

statements, etc.) must accompany AF Form 1039. The request form must be signed by the unit commander or other individual on G-Series orders with command responsibility for the member who submits the approved AF Form 1039 to the FSO for payment of the advance. The advance may be paid at any time during a member's assignment at the PDS. A member may receive an advance for dependent housing expenses and also for their own housing expenses at an unaccompanied location.

6.32.2.2. Except in extenuating circumstances (determined by the unit commander or other individual on G-Series orders with command responsibility for the member), disbursement of the advance normally must not be made more than three workdays before the date payment must be made under a lease or rental agreement. For personnel at a duty location not having a payment office, the advance may be paid earlier than three workdays before lease or rental payment is due because of mail or transportation schedules. The disbursement must be made within 30 days after occupancy. This 30-day period allows a member sufficient time to move in and determine any extra costs associated with the new quarters that were not readily apparent before taking occupancy. When circumstances warrant, a waiver of the 30-day period may be approved by the unit commander or other individual on G-Series orders with command responsibility for the member upon written request from the member. The request must state the reason for the delayed advance and show that the funds are needed to meet advance rent, security deposits or initial expenses. Approved requests are attached to the payment voucher.

6.32.3. Repayment of the Advance:

6.32.3.1. Repayment of the advance is usually required in 12 equal monthly installments, but payments must not be less than \$50 per month. When justified, and if the approving official determines a 12-month repay causes hardship to the member, the repayment may be extended beyond 12 months. If a member is on a controlled tour, the repayment period may equal the tour length, but may not exceed it. If a member is not serving a controlled tour, the repayment period may not exceed 24 months.

6.32.3.2. In all cases, the repayment period must be completed before the member's DOS. When a lease is not completed for which an advance has previously been paid, the advance must be repaid in full immediately.

6.32.3.3. Collection of the advance begins on the first day of the month after payment of the advance has been made. When justified by the member and authorized by the unit commander or other individual on G-Series orders with command responsibility for the member, start of collection action may be postponed (up to three months).

6.33. Officer Assigned TDY Field Duty. When an officer is messing with an organization under field conditions, meals are not paid for in cash. The meal charges are collected as follows:

6.33.1. The FSO collects all meal charges for the entire period of field conditions directly from the officer's pay after the fact. There is no reimbursement for missed meals while under field conditions as all meals are considered available and consumed. The only exception is when there is no government mess or rations-in-kind available. Ration-in-kind includes prepared meals from a field kitchen, contracted meals, or meals ready to eat (MRE).

6.33.2. An officer assigned field duty under conditions not covered in subparagraph (1) above pays for meals consumed. If the officer did not pay cash for the meals consumed, the

organization furnishing the meals notifies the FSO by DD Form 114 or DD Form 139 for meals furnished, period, rate per meal and total amount due.

6.34. Officer Confined. If an officer is confined as a result of a court-martial and not sentenced to a total forfeiture of pay and allowances and the officer did not pay for meals, then HQ AFSPA/SPCI Kirtland AFB prepares DD Form 114, reflecting name, SSN, date, and period meals provided; then processes a DS01 to each members MMPA. This is necessary because the Army controls the prison at Fort Leaven-worth and does not send billing itemizing individual meals consumed by name for each prisoner. The Air Force has an Inter-service Support Agreement (ISA) with the Army to reimburse for the total cost of imprisoning AF members. Therefore, it is necessary for HQ AFSPA/SPC to charge contract meals for subsistence-in-kind members to appropriation 57*3500 32*6443 204321 A8 591 5004000 for payment by DFAS-DE/FJPC.

Figure 6.2. AF Form 1881, Hostile Fire Pay Certification and MPO.

HOSTILE FIRE PAY CERTIFICATION AND MPO				MILITARY PAY ORDER NUMBER AB-	
SSAN	NAME (Last, First, MI)	GRADE	ORGANIZATION	RULE NO. UNDER WHICH QUAL- IFIED (See DODPM)	MONTHS QUALIFIED (From, To)
000-00-0000	Sherwood, Donald G.	E8	432 TRW Member entered combat zone 1 Nov	1	From 1 Nov XX
<p>Example covers:</p> <ol style="list-style-type: none"> 1. Temporary duty in a designated hostile fire area for 30 days or more. 2. Requirements to perform frequent flights or missions over designated hostile fire area for an indefinite period of time. 					
INCIDENT OCCURRED (Location)			TIME	DATE	
Iran Airport				30 Nov XX	
DESCRIBE THE CIRCUMSTANCES SURROUNDING THE INCIDENT					
<p>I certify that the above named members qualified for Special Pay for Duty Subject to Hostile Fire under the provisions of Department of Defense Military Pay and Allowances Entitlements Manual (DODPM). If member was aboard an aircraft, I further certify that the individual's primary purpose aboard the aircraft was as a directed participant in the operation and his primary purpose aboard the aircraft was not for transportation from one point to another.</p>					
TYPED OR PRINTED NAME AND GRADE OF AIRCRAFT OR UNIT COMMANDER			SIGNATURE		
R. N. Ray, Lt Col, USAF			<i>R.N. Ray</i>		
ORGANIZATION AND STATION (APO use only)				DATE (APO use only)	
432nd Combat Support Group APO New York 09238				30 Nov XX	
SYMBOL NO. (APO use)	TYPED OR PRINTED NAME AND GRADE OF CERTIFYING OFFICER		SIGNATURE		
5938	P. J. Jones, SSgt, USAF				

Figure 6.3. DD Form 114, Military Pay Order (To Change BAS).

MILITARY PAY ORDER			MILITARY PAY ORDER NO. GB-	
ORGANIZATION AND STATION 2nd BW, Barksdale AFB LA 71110			DATE 14 Aug XX	
TO DISBURSING OFFICER: YOU ARE HEREBY AUTHORIZED TO OPEN, ADJUST OR CLOSE, AS INDICATED, THE PAY RECORDS OF THE INDIVIDUALS LISTED BELOW.				
SERVICE NUMBER AND GRADE	LAST NAME - FIRST NAME - MIDDLE INITIAL	REASON FOR CHANGE	YEAR 19XX	
			FROM-	TO-
000-00-0000	Truslow, Harry C. E5	BAS (B) changed to (H) Govt Mess not available. (2 copies of base commander determination attached.) LAST ITEM	12 Aug	
SYMBOL NO. (Entered by R. G.)		TYPED NAME AND GRADE OF CERTIFYING OFFICER Paul T. Smith, Capt, USAF		SIGNATURE OF CERTIFYING OFFICER <i>Paul T. Smith</i>

Figure 6.4. AF Form 220, Request, Authorization, and Pay Order Basic Allowance for Subsistence (BAS).

REQUEST, AUTHORIZATION, AND PAY ORDER BASIC ALLOWANCE FOR SUBSISTENCE (BAS)		DATE	MPO NO.
PRIVACY ACT STATEMENT			
<p>AUTHORITY: 10 U.S.C., chapter 40; 37 U.S.C., chapter 9; E.O. 9397, November 1943. PRINCIPAL PURPOSE(S): To start, adjust, or terminate a military member's Basic Allowance for Subsistence (BAS). ROUTINE USES: Information may be disclosed to the Department of Justice and to federal, state, local, and foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; and the American Red Cross for information concerning the needs of the member or dependents and relatives in emergency situations. DISCLOSURE: Disclosure of the SSN is voluntary. However, this form will not be processed without your SSN, since the Air Force identifies members by SSN for pay and leave purposes.</p>			
SECTION I - APPLICATION FOR SEPARATE RATIONS			
1. MEMBER'S NAME (Last, First, Middle Initial)		2. GRADE	3. SSN
4. ORGANIZATION AND DUTY LOCATION (Squadron and Base)			5. MARITAL STATUS (Check one) <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED
6. REQUEST AUTHORITY TO RATION SEPARATE FROM MY ORGANIZATION EFFECTIVE (DATE)	7. REASON FOR REQUEST		
8. SIGNATURE OF MEMBER	9. SIGNATURE OF UNIT COMMANDER	10. <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVED	
* Attach reason for approval to Unit Copy, if other than reason stated above.			
SECTION II - TO BE COMPLETED BY UNIT, BASE, OR WING COMMANDER			
1. <input type="checkbox"/> START/STOP RATIONS EFFECTIVE (DATE)	2. <input type="checkbox"/> PLACE ON SIMS EFFECTIVE (DATE)	3. <input type="checkbox"/> REMOVED FROM SIMS EFFECTIVE (DATE)	
I have verified the information above and approve this request. Unless specifically terminated before that time, authorizations to ration separately remain in effect after discharge and reenlistment, or retirement and recall to active duty at the same station the day following date of discharge or retirement.			
4. <input type="checkbox"/> THE VOCCO DATE OF _____ IS HEREBY CONFIRMED.			
5. TYPED NAME AND GRADE OF COMMANDER (Or Authorized Representative)	6. SIGNATURE	7. DATE SIGNED	
SECTION III - ACCOUNTING AND FINANCE OFFICER'S AUTHORITY TO ADJUST ACCOUNT			
YOU ARE AUTHORIZED TO ADJUST THE ACCOUNT OF THE AIRMAN NAMED IN SECTION I AS INDICATED BELOW:			
<input type="checkbox"/>	1. CREDIT BAS (Separate Rations) EFFECTIVE FROM (Date) _____ TO FURTHER ORDERS.		
<input type="checkbox"/>	2. COLLECT BAS DUE UNITED STATES FROM (Date) _____ TO (Date) _____.		
2a. REASON FOR COLLECTION			
<input type="checkbox"/>	3. TERMINATE BAS EFFECTIVE (Date) _____.		
3a. REASON FOR TERMINATION			
4. TYPED NAME AND GRADE OF CERTIFYING OFFICER	5. SIGNATURE	6. DATE SIGNED	
SECTION IV - ACCOUNTING AND FINANCE OFFICER'S ACTION			
<input type="checkbox"/>	1. THE ACCOUNT OF THE AIRMAN NAMED IN SECTION I HAS BEEN ADJUSTED AS INDICATED ABOVE.		3. DATE
<input type="checkbox"/>	2. RETURN WITHOUT ACTION.		4. A & DS NO.
2a. REASON FOR RETURN WITHOUT ACTION			

REQUEST, AUTHORIZATION, AND PAY ORDER BASIC ALLOWANCE FOR SUBSISTENCE (BAS)		DATE	MPO NO.
PRIVACY ACT STATEMENT			
AUTHORITY: 10 U.S.C., chapter 40; 37 U.S.C., chapter 9; EO 9397, November 1943.			
PRINCIPAL PURPOSE(S): To start, adjust, or terminate a military member's Basic Allowance for Subsistence (BAS).			
ROUTINE USES: Information may be disclosed to the Department of Justice and to federal, state, local, and foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; and the American Red Cross for information concerning the needs of the member or dependents and relatives in emergency situations.			
DISCLOSURE: Disclosure of the SSN is voluntary. However, this form will not be processed without your SSN, since the Air Force identifies members by SSN for pay and leave purposes.			
SECTION I - APPLICATION FOR SEPARATE RATIONS			
1. MEMBER'S NAME (Last, First, Middle Initial)		2. GRADE	3. SSN
4. ORGANIZATION AND DUTY LOCATION (Squadron and Base)			5. MARITAL STATUS (Check one) <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED
6. REQUEST AUTHORITY TO RATION SEPARATE FROM MY ORGANIZATION EFFECTIVE (DATE)	7. REASON FOR REQUEST		
8. SIGNATURE OF MEMBER	9. SIGNATURE OF UNIT COMMANDER	10. <input type="checkbox"/> RECOMMEND APPROVAL * <input type="checkbox"/> DISAPPROVED	
* Attach reason for approval to Unit Copy, if other than reason stated above.			
SECTION II - TO BE COMPLETED BY UNIT, BASE, OR WING COMMANDER			
1. <input type="checkbox"/> START/STOP RATIONS EFFECTIVE (DATE)	2. <input type="checkbox"/> PLACE ON SIMS EFFECTIVE (DATE)	3. <input type="checkbox"/> REMOVED FROM SIMS EFFECTIVE (DATE)	
I have verified the information above and approve this request. Unless specifically terminated before that time, authorizations to ration separately remain in effect after discharge and reenlistment, or retirement and recall to active duty at the same station the day following date of discharge or retirement.			
4. <input type="checkbox"/> THE VOCO DATE OF _____ IS HEREBY CONFIRMED.			
5. TYPED NAME AND GRADE OF COMMANDER (Or Authorized Representative)	6. SIGNATURE	7. DATE SIGNED	
SECTION III - ACCOUNTING AND FINANCE OFFICER'S AUTHORITY TO ADJUST ACCOUNT			
YOU ARE AUTHORIZED TO ADJUST THE ACCOUNT OF THE AIRMAN NAMED IN SECTION I AS INDICATED BELOW:			
<input type="checkbox"/>	1. CREDIT BAS (Separate Rations) EFFECTIVE FROM (Date) _____ TO FURTHER ORDERS.		
<input type="checkbox"/>	2. COLLECT BAS DUE UNITED STATES FROM (Date) _____ TO (Date) _____.		
2a. REASON FOR COLLECTION			
<input type="checkbox"/>	3. TERMINATE BAS EFFECTIVE (Date) _____.		
3a. REASON FOR TERMINATION			
4. TYPED NAME AND GRADE OF CERTIFYING OFFICER	5. SIGNATURE	6. DATE SIGNED	
SECTION IV - ACCOUNTING AND FINANCE OFFICER'S ACTION			
<input type="checkbox"/>	1. THE ACCOUNT OF THE AIRMAN NAMED IN SECTION I HAS BEEN ADJUSTED AS INDICATED ABOVE.		3. DATE
<input type="checkbox"/>	2. RETURN WITHOUT ACTION.		4. A & DS NO.
2a. REASON FOR RETURN WITHOUT ACTION			

AF IMT 220, 19920701, V1 PREVIOUS EDITION WILL BE USED

Form approved by Comptroller General, U.S. June 2, 1961 COPY 1 --- AFO

REQUEST, AUTHORIZATION, AND PAY ORDER BASIC ALLOWANCE FOR SUBSISTENCE (BAS)		DATE	MPO NO.
PRIVACY ACT STATEMENT			
<p>AUTHORITY: 10 U.S.C., chapter 40; 37 U.S.C., chapter 9; E0 9397, November 1943. PRINCIPAL PURPOSE(S): To start, adjust, or terminate a military member's Basic Allowance for ROUTINE USES: Information may be disclosed to the Department of Justice and to federal, state, local, and foreign law enforcement investigating or prosecuting a violation or potential violation of law; and the American Red Cross for information concerning the needs or dependents and relatives in emergency situations. DISCLOSURE: Disclosure of the SSN is voluntary. However, this form will not be processed without your SSN, since the Air Force SSN for pay and leave purposes.</p>			
SECTION I - APPLICATION FOR SEPARATE RATIONS			
1. MEMBER'S NAME (Last, First, Middle Initial)		2. GRADE	3. SSN
4. ORGANIZATION AND DUTY LOCATION (Squadron and Base)			5. MARITAL STATUS (Check one) <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED
6. REQUEST AUTHORITY TO RATION SEPARATE FROM MY ORGANIZATION EFFECTIVE (DATE)	7. REASON FOR REQUEST		
8. SIGNATURE OF MEMBER	9. SIGNATURE OF UNIT COMMANDER	10. <input type="checkbox"/> RECOMMEND APPROVAL * <input type="checkbox"/> DISAPPROVED	
* Attach reason for approval to Unit Copy, if other than reason stated above.			
SECTION II - TO BE COMPLETED BY UNIT, BASE, OR WING COMMANDER			
1. <input type="checkbox"/> START/STOP RATIONS EFFECTIVE (DATE)	2. <input type="checkbox"/> PLACE ON SIMS EFFECTIVE (DATE)	3. <input type="checkbox"/> REMOVED FROM SIMS EFFECTIVE (DATE)	
I have verified the information above and approve this request. Unless specifically terminated before that time, authorizations to ration separately remain in effect after discharge and reenlistment, or retirement and recall to active duty at the same station the day following date of discharge or retirement.			
4. <input type="checkbox"/> THE VOCCO DATE OF _____ IS HEREBY CONFIRMED.			
5. TYPED NAME AND GRADE OF COMMANDER (Or Authorized Representative)	6. SIGNATURE	7. DATE SIGNED	
SECTION III - ACCOUNTING AND FINANCE OFFICER'S AUTHORITY TO ADJUST ACCOUNT			
YOU ARE AUTHORIZED TO ADJUST THE ACCOUNT OF THE AIRMAN NAMED IN SECTION I AS INDICATED BELOW:			
<input type="checkbox"/>	1. CREDIT BAS (Separate Rations) EFFECTIVE FROM (Date) _____ TO FURTHER ORDERS.		
<input type="checkbox"/>	2. COLLECT BAS DUE UNITED STATES FROM (Date) _____ TO (Date) _____.		
2a. REASON FOR COLLECTION			
<input type="checkbox"/>	3. TERMINATE BAS EFFECTIVE (Date) _____.		
3a. REASON FOR TERMINATION			
4. TYPED NAME AND GRADE OF CERTIFYING OFFICER	5. SIGNATURE	6. DATE SIGNED	
SECTION IV - ACCOUNTING AND FINANCE OFFICER'S ACTION			
<input type="checkbox"/>	1. THE ACCOUNT OF THE AIRMAN NAMED IN SECTION I HAS BEEN ADJUSTED AS INDICATED ABOVE.		3. DATE
<input type="checkbox"/>	2. RETURN WITHOUT ACTION.		4. A & DS NO.
2a. REASON FOR RETURN WITHOUT ACTION			

REQUEST, AUTHORIZATION, AND PAY ORDER BASIC ALLOWANCE FOR SUBSISTENCE (BAS)		DATE	MPO NO.
PRIVACY ACT STATEMENT			
<p>AUTHORITY: 10, U.S.C., chapter 40; 37 U.S.C., chapter 9; EO 9397, November 1943. PRINCIPAL PURPOSE(S): To start, adjust, or terminate a military member's Basic Allowance for ROUTINE USES: Information may be disclosed to the Department of Justice and to federal, state, local, and foreign law enforcement investigating or prosecuting a violation or potential violation of law; and the American Red Cross for information concerning the needs or dependents and relatives in emergency situations. DISCLOSURE: Disclosure of the SSN is voluntary. However, this form will not be processed without your SSN, since the Air Force SSN for pay and leave purposes.</p>			
SECTION I - APPLICATION FOR SEPARATE RATIONS			
1. MEMBER'S NAME (Last, First, Middle Initial)		2. GRADE	3. SSN
4. ORGANIZATION AND DUTY LOCATION (Squadron and Base)			5. MARITAL STATUS (Check one) <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED
6. REQUEST AUTHORITY TO RATION SEPARATE FROM MY ORGANIZATION EFFECTIVE (DATE)	7. REASON FOR REQUEST		
8. SIGNATURE OF MEMBER	9. SIGNATURE OF UNIT COMMANDER	10. <input type="checkbox"/> RECOMMEND APPROVAL * <input type="checkbox"/> DISAPPROVED	
* Attach reason for approval to Unit Copy, if other than reason stated above.			
SECTION II - TO BE COMPLETED BY UNIT, BASE, OR WING COMMANDER			
1. <input type="checkbox"/> START/STOP RATIONS EFFECTIVE (DATE)	2. <input type="checkbox"/> PLACE ON SIMS EFFECTIVE (DATE)	3. <input type="checkbox"/> REMOVED FROM SIMS EFFECTIVE (DATE)	
I have verified the information above and approve this request. Unless specifically terminated before that time, authorizations to ration separately remain in effect after discharge and reenlistment, or retirement and recall to active duty at the same station the day following date of discharge or retirement.			
4. <input type="checkbox"/> THE VOCO DATE OF _____ IS HEREBY CONFIRMED.			
5. TYPED NAME AND GRADE OF COMMANDER (Or Authorized Representative)	6. SIGNATURE	7. DATE SIGNED	
SECTION III - ACCOUNTING AND FINANCE OFFICER'S AUTHORITY TO ADJUST ACCOUNT			
YOU ARE AUTHORIZED TO ADJUST THE ACCOUNT OF THE AIRMAN NAMED IN SECTION I AS INDICATED BELOW:			
<input type="checkbox"/>	1. CREDIT BAS (Separate Rations) EFFECTIVE FROM (Date) _____ TO FURTHER ORDERS.		
<input type="checkbox"/>	2. COLLECT BAS DUE UNITED STATES FROM (Date) _____ TO (Date) _____.		
2a. REASON FOR COLLECTION			
<input type="checkbox"/>	3. TERMINATE BAS EFFECTIVE (Date) _____.		
3a. REASON FOR TERMINATION			
4. TYPED NAME AND GRADE OF CERTIFYING OFFICER	5. SIGNATURE	6. DATE SIGNED	
SECTION IV - ACCOUNTING AND FINANCE OFFICER'S ACTION			
<input type="checkbox"/>	1. THE ACCOUNT OF THE AIRMAN NAMED IN SECTION I HAS BEEN ADJUSTED AS INDICATED ABOVE.		3. DATE
<input type="checkbox"/>	2. RETURN WITHOUT ACTION.		4. A & DS NO.
2a. REASON FOR RETURN WITHOUT ACTION			

<p>1. Are AF Forms 220 (Request Authorization and Pay order BAS-Separate Rations) being utilized to start and stop BAS? (AFMAN 65-116V2, para 6.10.2.2.)</p> <p>2. Is the unit commander or other individual on G-Series orders with command responsibility for the member requesting the FSO to prepare a BAS verification listing at least annually for unit review? (AFMAN 65-116V2, para 6.8.8.)</p> <p style="padding-left: 20px;">a. Are members authorized subsistence-in-kind (SIK) improperly receiving BAS? (AFMAN 65-116V2, para 6.9.2)</p> <p style="padding-left: 20px;">b. Are all enlisted members who meet one of the following criteria automatically authorized BAS? (AFMAN 65-116V2, para 6.8.1.)</p> <p style="padding-left: 40px;">(1) Members in the grade of MSgt, SMSgt, and CMSgt</p> <p style="padding-left: 40px;">(2) Members in the grade of airman basic and above (except basic trainees) who reside with their dependents at their permanent duty station</p> <p style="padding-left: 40px;">(3) Members on Temporary Lodging Allowance (TLA) or Temporary Expense (TLE)</p> <p style="padding-left: 20px;">c. For those enlisted members who do not meet one of the criteria identified in 2b, is the commander determining that at least two factors are used to authorized BAS members? (AFMAN 65-116V2, para 6.8.2.)</p> <p>3. Are BAS request (AF Form 220) completed with the effective date and time listed for stops and starts? (AFMAN 65-116V2, Figure 6.4.)</p> <p>4. Are SIK authorizations started/stopped on the effective /termination date of BAS, as required? (AFMAN 65-116V2, Figure 6.4.)</p> <p>5. Does the request to start BAS (AF Form 220) contain the two factors the commanders used to approved listed in the reason for request block? (AFMAN 65-116V2, Figure 6.4.)</p> <p>6. Is the BAS request retained in the unit's personnel information file until superseded or member is reassigned or separated. (AFMAN 65-116V2, para 6.10.2.2.)</p> <p>7. Is the BAS verification listing compared to the Services Information Management System (SIMS) roster to ensure individuals are not receiving both BAS and issued meal cards. (AFMAN 65-116V2, para 6.8.8.1.1.)</p>			
--	--	--	--

**INSTRUCTIONS TO DESIGNATED DEPENDENT OR REPRESENTATIVE FOR USE OF
DD FORM 1337 (AUTHORIZATION/DESIGNATION FOR EMERGENCY PAY AND ALLOWANCES)**

1. The Authorization/Designation For Emergency Pay and Allowances is a means of providing funds direct to you in the event of an emergency evacuation. It is an important document and should be kept at all times with your passport and other important papers.

2. To obtain payment of any of the evacuation allowances on this DD Form 1337, present it, together with proper identification, to any military disbursing officer, either overseas or in the United States.

3. Payment of the amount of base pay (if any) authorized in DD Form 1337 as an advance of pay, may be obtained in installments (normally not more than two) or in one lump sum, as you request. The total amount of this base pay cannot exceed the amount designated by your sponsoring member. The advance of pay is not a gratuity and will be deducted in full from the sponsoring member's pay unless the Secretary of the Service concerned waives recovery of up to one month's portion when the recovery of the full amount would work a hardship, would be against equity and good conscience, or against the public interest. If the sponsor wishes to request a waiver of recovery of one month's basic pay he should consult his commanding officer. If the sponsor does not wish to authorize an advance of basic pay he

will insert "NONE" in the space provided for the amount - "8 _____"

4. If you have been receiving a military allotment of pay, and your evacuation is temporary to a safe haven location, your allotment checks will be forwarded to you at the safe haven area. If you have been evacuated to a designated place, as specified by your sponsor, at a location in the United States (including Alaska and Hawaii) or a territory or possession of the United States, it is YOUR RESPONSIBILITY to forward your new address immediately to the office which issues your allotment checks.

5. If DD Form 1337 is lost prior to evacuation, you or your sponsor must report the loss, theft or destruction immediately to the commander or personnel officer, and a new DD Form 1337 will be issued to you.

6. If you lose the DD Form 1337 during evacuation, report the loss, theft or destruction to the military disbursing officer from whom you request payment. Be prepared to state the circumstances of the loss, the amount of advance pay authorized in the DD Form 1337 and the amount of any previous payments you have received of each type.

**THIS IS AN IMPORTANT DOCUMENT
KEEP IT WITH YOUR PASSPORT**

Figure 6.8. DD Form 2560, Advance Pay Certification/Authorization.

ADVANCE PAY CERTIFICATION / AUTHORIZATION		
<u>Privacy Act Statement</u>		
AUTHORITY:	37 U.S.C. 1006 et seq. E.O. 13527 November 1943 (SSN)	
PRINCIPAL PURPOSES:	To document a member's request for, and subsequent authorization of, an advance of pay to meet extraordinary expenses incident to a PCS move. It is also used to inform the member of the purposes and restrictions of such advances, and to establish repayment schedules.	
ROUTINE USES:	Information collected on this form becomes part of the Joint Uniform Military Pay System (JUMPS), and Reserve component pay systems and is subject to all of the routine disclosures which are more fully described in Service regulations. Routine recipients of JUMPS disclosures include, but are not limited to, Red Cross, State and local government for tax and welfare purposes.	
DISCLOSURE:	Voluntary; however, failure to provide the SSN will result in denial of payments since it is used to identify you for pay purposes.	
PART I. REQUEST		
1. NAME (Last, First, Middle Initial) JOHNSTON, RANDY K.	2. SOCIAL SECURITY NO. 000-00-0000	3. GRADE SSgt
4. I REQUEST:	5. I REQUEST A REPAYMENT SCHEDULE OF:	6. I REQUEST PAYMENT OF THE ADVANCE PAY:
<input type="checkbox"/> ONE MONTH ADVANCE PAY (See Policy Guidance on reverse)	<input type="checkbox"/> 12 MONTHS OR LESS (Specify number of months)	<input checked="" type="checkbox"/> WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING TO MY NEXT POS
<input checked="" type="checkbox"/> MORE THAN "MONTH" BUT LESS THAN 3 MONTHS BASIC PAY LESS DEDUCTIONS (Specify amount) \$ 2400	<input checked="" type="checkbox"/> 18 - 24 MONTHS (Specify number of months) 24	<input type="checkbox"/> 31-60 DAYS BEFORE MY PCS (Specify date of completion)
		<input type="checkbox"/> 61-90 DAYS AFTER REPORTING TO NEW PCS (Specify date of completion)
PART II. CERTIFICATION OF EXPENSES (Actual or Anticipated) (Continue in Item 23 on reverse if necessary)		
7. EXPENSE	8. AMOUNT	10. EXPLANATION OF THE CIRCUMSTANCES WHERE GREATER THAN-NORMAL EXPENSES MIGHT BE INCURRED OR CIRCUMSTANCES REQUIRING AN EARLY OR LATE PAYMENT OF ADVANCE PAY (Up to 90 days before and 180 days after) Housing at my new location is at a premium and I am purchasing a townhouse.
a. Draperies	\$ 500	
b. Refrigerator	\$ 700	
c. Down Payment/Closing Costs	\$ 1,200	
e.	\$	
f.	\$	
9. TOTAL	\$ 2,400	
PART III. JUSTIFICATION FOR MORE THAN 12 MONTHS PAYBACK (Justification must demonstrate that severe hardship would result if the advance is paid back in 12 months)		
11. NO. OF DEPENDENTS 2	12. LIST SPECIFICS OF YOUR FINANCIAL SITUATION, INCLUDING OUTSTANDING DEBTS AND MONTHLY PAYMENT AMOUNTS THAT INDICATE A SEVERE HARDSHIP IN REPAYING THE ADVANCE IN THE NORMAL 12-MONTH TIME PERIOD (Continue in Item 23 on reverse if necessary.) My house payment and utilities are expected to approximate \$675 monthly and my wife will be unemployed until she can find a job. To repay this advance at \$200 per month would put a severe strain on our budget at this time. I request a 24 month repay at \$100 per month.	
PART IV. MEMBER CERTIFICATION		
Penalty: The penalty for willfully making a false claim/statement is a maximum of \$10,000 or maximum imprisonment of five years, or both (U.S. Code, Title 18, Section 287)		
If I am separated prior to my ETS, I consent to withholding from current pay, final pay, or any other money due me to satisfy this indebtedness. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my separation, and understand that this could result in the withholding of 100% of any current pay, final pay, or other money due me.		
I have read and understood the policy on advance pay incident to a PCS contained on the reverse of this form. I hereby certify that the intended use of these funds meets the stated purpose. I have attached one copy of my PCS orders or assignment notification.		
13. SIGNATURE <i>Randy K. Johnston</i>	14. DATE (YYMMDD) XX2115	
PART V. APPROVAL OF MEMBER'S COMMANDER		
15. I HEREBY APPROVE THIS REQUEST FOR ADVANCE PAY OF:	16. WITH LIQUIDATION OVER:	17. AND PAYMENT OF THE ADVANCE:
<input type="checkbox"/> ONE MONTH BASIC PAY LESS DEDUCTIONS	<input type="checkbox"/> 12 MONTHS OR LESS (Specify number of months)	<input type="checkbox"/> WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING AT PCS
<input checked="" type="checkbox"/> AN AMOUNT SPECIFIED NOT TO EXCEED 3 MONTHS BASIC PAY LESS DEDUCTIONS (Specify amount) \$ 2,400	<input checked="" type="checkbox"/> 18 - 24 MONTHS (Specify number of months) 24	<input type="checkbox"/> NOT PRIOR TO 31-60 DAYS BEFORE PCS
		<input type="checkbox"/> 61-90 DAYS AFTER REPORTING TO NEW PCS
18. APPROVING OFFICIAL NAME (Last, First, Middle Initial) MILLER, JAMES L.	19. SIGNATURE OF OFFICIAL <i>James L. Miller</i>	
20. TITLE Squadron Commander	21. GRADE Capt	22. DATE (YYMMDD) XX1216

Figure 6.9. DD Form 114, Military Pay Order (To Report or Adjust BAS for Period of Hospitalization in US Army, Navy or Coast Guard MTF).

MILITARY PAY ORDER			MILITARY PAY ORDER NO. GA-	
ORGANIZATION AND STATION 3443 STUS Lowry AFB, CO 80230			DATE 14 Aug XX	
TO DISBURSING OFFICER. YOU ARE HEREBY AUTHORIZED TO OPEN, ADJUST OR CLOSE, AS INDICATED, THE PAY RECORDS OF THE INDIVIDUALS LISTED BELOW.				
SERVICE NUMBER AND SSAN	LAST NAME - FIRST NAME - MIDDLE INITIAL	GRADE	YEAR 19XX	
			FROM -	TO -
000-00-0000	MILLER, GEORGE P.	3E	1230hrs 12 Aug	0900hrs 16 Aug
<p>Member hospitalized in (US Army, Navy, Coast Guard) MTF from 12 Aug XX, 1230 hrs to 16 Aug XX, 0900 hrs. Report or adjust BAS for period of hospitalization, if applicable.</p>				
SYMBOL NO. (Entered by D O.)		TYPED NAME AND GRADE OF CERTIFYING OFFICER RICHARD T. DICESARE, Capt, USAF		SIGNATURE OF CERTIFYING OFFICER <i>Richard T. Di Cesare</i>

Figure 6.10. AF Form 1039, Request to Receive and/or Extend Repayment of an Advance Housing Allowance (to Meet Extraordinary Expenses Incident to PCS Move) (CONUS).

MILITARY PAY ORDER			MILITARY PAY ORDER NO. GA-	
ORGANIZATION AND STATION 3443 STUS Lowry AFB, CO 80230			DATE 14 Aug XX	
TO DISBURSING OFFICER YOU ARE HEREBY AUTHORIZED TO OPEN, ADJUST OR CLOSE, AS INDICATED, THE PAY RECORDS OF THE INDIVIDUALS LISTED BELOW.				
SERVICE NUMBER AND SSAN	LAST NAME - FIRST NAME - MIDDLE INITIAL	GRADE	YEAR 19XX	
			FROM -	TO -
000-00-0000	MILLER, GEORGE P.	3E	1230hrs 12 Aug	0900hrs 16 Aug
			Reason for Change Member hospitalized in (US Army, Navy, Coast Guard) MTF from 12 Aug XX, 1230 hrs to 16 Aug XX, 0900 hrs. Report or adjust BAS for period of hospitalization, if applicable.	
SYMBOL NO. (Entered by D O J)		TYPED NAME AND GRADE OF CERTIFYING OFFICER RICHARD T. DICESARE, Capt, USAF		SIGNATURE OF CERTIFYING OFFICER <i>Richard T. Di Cesare</i>

Table 6.1. Other Hazardous Duty Incentive Pay Starts – Substantiating Documents.

R U L E	A	B	C
	If type of hazardous duty is	and member	then the unit submits to the FSO
1	Demolition Duty	is assigned to duty requiring the handling of explosives and has actually handled explosives	a DD Form 114 (MPO), with a copy of orders or letter from the commander assigning member to hazardous duty attached, showing date member entered duty in compliance with orders and date hazardous duty requirements were met.
2	Experimental Stress Duty	has engaged in at least one stress experiment in compliance with orders (see note)	
3	Toxic Pesticides Duty	has been assigned by competent orders to duty involving toxic pesticides for 30 consecutive days and has performed duties involving pesticide use during the month	
4	Dangerous Viruses (or Bacteria) Laboratory Duty	performed primary duty in lab while assigned by competent orders for a period of 30 consecutive days	
5	Toxic Fuels (or Propellants) Duty	is assigned primary duty involving the handling of toxic fuels or chemical munitions	a copy of orders assigning member to hazardous duty, or letter from MPF stating that member's primary duty assignment required handling of the material in question annotated with the date member started duty and certified by the unit.
6	Handling Chemical Munitions		

NOTES:

Performance requirements means member:

1. Performed pressure chamber duty as inside observer, as certified by physiological training unit (see AFI 11-403).
2. Engaged in one or more qualifying stress experiments as certified by head of lab or designee.

Table 6.2. Other Hazardous Duty Incentive Pay Stops – Substantiating Documents.

R U L E	A	B	C
	If type of duty is	and member's entitlement stops	then the unit submits to the FSO
1	Demolition, Experimental Stress, or Toxic Pesticide	for periodic non-performance and member's duty assignment remains unchanged	DD Form 114 instructing FSO to stop incentive pay for specific periods involved. When incentive pay is stopped under this provision and member's duty assignment remains unchanged, follow Table 6.1. to restart hazardous duty incentive pay.
2	Demolition, Experimental Stress, Toxic Pesticides, Toxic Fuel (or Propellant), Dangerous Viruses (or Bacterial) Lab, or Handling Chemical Munitions	because of PCS departure	Nothing for Demolition Duty only. DJMS processing automatically stops. For other Incentive pays, submit a DD Form 114 to stop effective the date member no longer performs the duty.
3		because of final separation	Nothing. DJMS processing automatically stops.
4		before date of final separation	DD Form 114 showing entitlement stop date.

5		because member is suspended or removed from duty qualifying for hazardous duty incentive pay	the document suspending or removing member from duty as an MPO.
6		because member was incapacitated as a result of performing hazardous duty and the 3-month grace period is expiring (see DoDFMR Table 24-1 to determine when grace period ends)	A DD Form 114 before the end of the 3-month grace period with the following certification: "I certify that member named herein is physically incapacitated for _____. Incapacity was the result of participation in such duty. Incapacitation began on _____. During the period _____ to _____ member continues to be incapacitated." _____ Date Signature of Authorized Medical Authority
7	member is performing	same as Rule 6 above (determine 3-month period separately for each type of hazardous duty)	same as Rule 6 above except modify first sentence of certification to cover multiple hazardous duties.

Table 6.3. Use of DD Form 114 for Basic Allowance for Subsistence.

R U L E	A	B	C
	If action is to start, stop, or adjust BAS and	then prepare DD Form 114 and	And
1	rations in kind are not available	enter type of BAS and date entitlement begins or ends (see note 1)	
2		it is impracticable for government to furnish subsistence in kind	
3	an airman is assigned duty under emergency conditions		Attach original and one copy of HQ USAF determination of entitlement to original and first copy of DD Form 114 starting
4	advance payment of BAS is authorized (see note 2)	enter type of BAS and date entitlement begins or ends (see note 1); attach original and first copy of DD Form 114 starting BAS credit; enter number of days for which payment is authorized or collection	Attach original and one copy of commander's determination of entitlement to original and first copy of DD Form 114 starting BAS credit.
5		an airman participates in authorized amateur sports competition	

NOTES:

1. Entry of hour is required only when PCS arrival is involved.
2. When advance BAS is authorized, include on MPO a certificate by commander showing period of approved advances. If more than 1 month's BAS is advanced, certificate must state that airman has at least 3 months to serve in his or her present enlistment.

Chapter 7

UNIT LEAVE PROCEDURES

7.1. Responsibilities.

7.1.1. Commander:

7.1.1.1. Establishes and controls leave administration within the unit. This should include designating a primary and alternate leave monitor in writing. Units must have access to current AFI 36-3003 and AFMAN 65-116V2.

7.1.1.2. Receives monthly leave balance listing from FSO. Uses the leave balance listing to control the approval of advance, excess, and terminal leave. The leave balance listing may be used to develop and update projected leave schedules. For base using LeaveWeb (LW), upload the leave balance listing and notify the orderly room of this action. **NOTE:** The leave balance on the listing is that shown on the member's leave and earning statement (LES) plus 2.5 days projected accrual for the current processing month.

7.1.1.3. Approves advance, excess, and terminal leave. When a request for advance or excess leave is submitted, the commander must counsel the individual that periods of excess leave are without pay and allowances. Any leave request which results in a member having an advance (negative) leave balance over 30 days requires HQ AFPC/DPSFC approval. This 30-day negative balance includes the cumulative total of previous advance leave, which has been granted (AFI 36-3003). This includes advance leave that becomes excess because of early separation. The individual must also be advised that there is an additional collection at separation for non-accruals resulting from any periods of excess leave. This is one-half day for every six days of excess leave. **NOTE:** Members may carry forward negative leave balances up to negative 30 days upon reenlistment or entering extension, provided enough days are accrued based on the reenlistment or extension to cover the negative balance.

7.1.1.4. While commanders have the final authority to approve, disapprove, or extend leave, the authority usually is delegated to the lowest supervisory level according to the needs of the organization. If delegated, the leave approval authority should be at the level where it is easy to check the physical presence or absence of the member during normal duty hours. The authority to grant convalescent leave rests with the Unit Commander (or acting Unit Commander) and may not be delegated.

7.1.2. Supervisor Leave Approval Authority:

7.1.2.1. Verifies leave balance from current LES or unit leave balance listing. Supervisor or designee obtains (or has obtained) a leave authorization number from the unit orderly room immediately before signing a leave approval and forwarding Part 1 to the FSO. Leave authorization numbers may be obtained telephonically or by electronic means. **NOTE:** (If supervisor disapproves leave, there is no need to obtain the leave authorization number). Leave approving officials may designate someone other than the person requesting leave to obtain the leave authorization number for them. Supervisor either approves or disapproves leave and processes requests for supervised members. **NOTE:** Approval for excess, advance, or terminal leave must be made by level of

Commander specified in AFI 36-3003. Member should fold the LES in such a manner that the leave-approving official can view only the information pertaining to the member's leave balance. Once the leave-approving official has approved the leave, they should immediately forward part I to the FSO. Part I is not returned to the member or given to the Unit Leave Clerk to submit to the FSO.

7.1.2.2. If the leave approval authority is at a geographically separated location from the member, making it impractical for the supervisor to physically sign the leave form, use the following procedures:

7.1.2.2.1. Member requests the leave telephonically or by electronic means and the supervisor sends a message to the member's location indicating leave approval or disapproval.

7.1.2.2.2. The message number is used in lieu of the supervisor's signature block on Part I of AF IMT 988 and a copy of the message is attached to Part I of AF IMT 988.

7.1.2.2.3. For guidance on processing emergency leaves requested under these situations, contact HQ AFPC/DPSFC at DSN 665-5204.

7.1.2.3. Advises the FSO and unit when a member fails to return from leave when scheduled.

7.1.2.4. Provides information to unit to satisfy rejects received when required.

7.1.2.5. Certifies Part III upon member's return. In consideration of the last day of duty before starting leave, and including all other available information, the supervisor certifies that the dates of leave are true and correct to the best of their knowledge and belief. General officers may certify their own period of leave upon return from leave. The date, time, group, (DTG) of the message, or telephone contact used for notification of return from leave, should be entered in the Supervisor's Signature block. **NOTE:** The definition of the word "supervisor" for the purposes of certifying part III upon member's return, includes the next available person in the member's chain of command having knowledge of the facts in cases where it is impractical to obtain actual supervisor's signature.

7.1.2.6. Completing the AF IMT 988, Leave Request/Authorization (Figure 7.1):

7.1.2.6.1. Blocks 1 through 5, 9, 12 through 21, and 23 through 25 are self-explanatory.

7.1.2.6.2. Block 6. Current Leave Balance. Verify that the member has enough leave balance to cover the period of leave requested. Check the member's LES or the orderly rooms leave balance listing. Complete 6a when member requests leave with a planned return date within 30 days of DOS.

7.1.2.6.3. Block 7. Recommend Convalescent Leave. This block is completed, signed, and stamped by the appropriate medical authority if convalescent leave is recommended.

7.1.2.6.4. Block 8. For permissive temporary duty (PTDY), state the paragraph number of the applicable reason for PTDY as stated in AFI 36-3003 and in Remarks

area give abbreviated description of purpose of PTDY. (For example: base baseball team.)

7.1.2.6.5. Block 9. Number Days Requested. Compute the number of days according to the guidelines for charging leave appearing at the bottom of Part III. Make sure the dates appearing in blocks 12 and 13 correspond to the number of days requested.

7.1.2.6.6. Block 10. Leave Authorization Number. Supervisor or designee obtains a leave authorization number from the unit immediately before approving the leave and forwarding Part I to the FSO. Do not obtain the number earlier than 30 days before the leave effective date (including terminal leaves).

7.1.2.6.7. Block 11. First Day/Time of Leave Status. If member departs on leave on a non-duty day, enter the non-duty date and 0001 hours. If the member departs on leave on a duty day without performing the majority (more than 50 percent) of scheduled duty, enter the date and 0001 hours. If the member departs on leave on a duty day after performing the majority (more than 50 percent) of scheduled duty, enter the date and time released from duty. **NOTE:** Leave status is not necessarily chargeable leave. Member cannot sign up for space-available transportation before the date and time in this block. Date cannot be more than one day before the date in block 12.

7.1.2.6.8. Block 22. For PTDY, use approval level required by AFI 36-3003.

7.1.2.6.9. Blocks 26-33. These blocks are completed only if leave is advance or excess. Since unit commanders only are authorized to approve advance or excess leave, block 22 should not be completed except by the unit commander; however, member's supervisor/leave approval authority should complete blocks 21, 23, 24, and 25, along with other blocks according to 1 and 2. Blocks are self-explanatory except for block 27 and 28.

7.1.2.6.9.1. Block 27. Advance Leave. If the requested leave exceeds the current balance, but does not exceed the balance to ETS, the leave is advance leave. Complete blocks 26 and 27 and forward the form (all parts) to the unit commander for approval. If a member requesting leave has a cumulative advance balance over 30 days, comply with AFI 36-3003, paragraph 8.

7.1.2.6.9.2. Block 28. Excess Leave. If the requested leave exceeds the balance to expiration term of service (ETS), the leave is excess leave. Complete blocks 26 through 28, and forward the form (all parts) to the unit commander for approval.

7.1.2.7. Initially Completing AF IMT 988:

7.1.2.7.1. Part I. Immediately after first obtaining a leave authorization number followed by signing AF IMT 988, separate the form and forward Part I to the FSO through normal distribution channels unless the leave is terminal or separation or involves excess or advance leaves. Forward these leaves (all parts) to the Commander for approval. If approved, unit returns Parts II and III to the supervisor, except that Part III is retained by the unit for terminal or separation leaves.

7.1.2.7.2. Part II. Give Part II to the member. Instructions are self-explanatory.

7.1.2.7.3. Part III. Hold Part III for completion after the member's return from leave. If member requests cancellation before any leave has been taken, complete section III of Part III and forward to the unit.

7.1.2.8. Completing Part III of AF IMT 988 After Member's Return From Leave. Upon member's return from leave, determine how the member's actual leave dates compared to the chargeable leave reported to the FSO on Part I. Complete section III and immediately forward Part III to the unit on member's first duty day after return from leave. If you must alter any section III data after initially completing, line through and initial the incorrect data or block. Immediately forward Part III to the unit for prompt processing and correction of the member's leave account balance where appropriate.

7.1.2.9. Leave Date Adjustments and Extensions:

7.1.2.9.1. If member departs before or after the first day of chargeable leave indicated in section I of parts I and III, complete part III, section III, by marking the "should be corrected" box in item A and completing items B through E (on AF IMT 988 in item B line through the word "last" and write in "first". In block 2 of item B line through the words "extended" and "extension" and write in the words "changed" and "change"). Sign part III and forward to the unit.

7.1.2.9.2. For an extension of one or more days, complete Part III, section III, by marking the "SHOULD BE CORRECTED" box in item "A" and completing items "B" through "E". Sign Part III and forward to the unit."

7.1.3. Unit: **NOTE:** in the Air National Guard (ANG), these tasks are performed in the comptroller's office for members on active duty under Title 32 U.S.C.):

7.1.3.1. Establishes and maintains AF Form 1486, Unit Leave Control Log, as in **Figure 7.2**

7.1.3.2. Compares number of days' leave requested against the balance shown on the leave balance listing. If advance leave or excess leave is involved, the leave must be approved by the commander.

7.1.3.3. Receives daily register of transactions (DROT) from the FSO daily. When requested, the unit provides information to the FSO to satisfy rejected leave transactions.

7.1.3.4. The unit must make sure all leave authorization numbers released to supervisors or leave-approving officials are processed by the FSO. The date the leave request appears on the DROT must be posted to the unit leave control log daily. The unit must follow up on any leave authorization numbers, which have been released or used, but which do not appear on the DROT within six workdays from the date the number was issued. FSOs may extend the follow-up period for geographically separated units when warranted by local conditions. Additionally, verify that all leave dates, and the number of days leave charged match the entries in the unit leave control log. If leave type was recorded on the AF Form 1486, also check leave type on the DROT. Resolve any discrepancies with the FSO.

7.1.3.5. AF IMT 988 Procedures:

7.1.3.5.1. Part I. For most leaves, member's supervisor forwards this copy to the FSO immediately after first obtaining leave authorization number from the unit and then approving leave.

7.1.3.5.2. Part II. Member's Copy. Section II issued to record data for a leave originating outside CONUS and return. Instructions to the member are on the member's copy.

7.1.3.5.3. Part III. For most leaves, supervisor retains Part III until the member returns from leave, then completes Section III and forwards to the unit on the member's first duty day after return from leave. On receipt of Part III, the unit annotates the AF Form 1486 and either retains Part III or forwards it to the FSO for additional processing. The (return) manual leave requests which require changes or cancellations (hard copy AF IMT 988 Part III) should be process in LW no later than one day after receipt and annotated with "processed via LeaveWeb". Forward to the FSO for document submission. If member requests change of one or more days leave (either at the beginning or end of the leave period), supervisor indicates on AF IMT 988, part III, section III, that leave should be corrected (refer to paragraph 7.1.2.9.1. for more detailed instructions) and forwards to the unit. **IMPORTANT:** Because most leave is charged on a member's anticipated return date, units must immediately forward Part III to the FSO, where appropriate, so that the FSO may promptly adjust any leave which requires correction. A member may not have more than four leave transactions pending at one time due to system constraints.

7.1.3.5.4. Exception Processing:

7.1.3.5.4.1. Terminal Leave. All parts are forwarded to the FSO for assignment of a leave authorization number, or leave authorization number can be obtained by phone or by electronic means. Parts II and III are returned for distribution of Part II to the member, and retention of Part III in suspense according to the guidelines in paragraph [7.13](#)

7.1.3.5.4.2. Advance and Excess Leave (Other than Appellate Review Leave). All parts are forwarded to the Commander for approval before submission of Part I to the FSO. For excess leaves only, handprint Part III in one inch red letters, "excess leave". Return Parts II and III to member's supervisor for normal completion.

7.1.3.5.4.3. Appellate Review Leave. All parts are forwarded to the FSO for assignment of a leave authorization number, or leave authorization number can be obtained by phone or by electronic means. Parts II and III are returned for distribution of part II to the member, and retention of Part III in suspense according to the guidelines in paragraph [7.11.2.5](#)

7.1.3.6. AF Form 1486 Procedures. The unit leave clerk maintains this form to issue and control leave authorization numbers and to record leave transaction processing from the DROT. For terminal leaves and appellate review leaves only, the FSO issues the leave authorization number and the FSO alone records processing of the leave on AF Form 1486, Unit Leave Control Log.

7.1.3.6.1. Completing AF Form 1486 ([Figure 7.2](#)):

7.1.3.6.1.1. Issuing Leave Numbers. Complete the first five blocks from the left margin, including the "remarks" block if additional information is needed, that is, emergency address, number of day's leave, type of leave, etc. Under the Part I column, enter the "issue date of the authorization number plus six workdays," and the projected "return date" (last date of chargeable leave) plus three workdays in the appropriate blocks. Leave authorization numbers are not assigned or released more than 30 days before the leave effective date. For the purpose of determining follow-up dates on AF Form 1486 only, use FSO workdays rather than unit workdays if FSO and unit workdays are different.

7.1.3.6.1.2. Part I Processing (Part I Column). For most leaves, enter the date of SB01 processing. If Part I is received by the FSO after the member returns from leave, an SB03 may be processed.

7.1.3.6.1.3. Part III Processing (Part III Column). On receipt of Part III, enter the date of Part III receipt on the "Date Part III Received" line. If Part III indicates "no change," no further data is entered in this column, and Part III is retained for attachment to the completed block assignment package (paragraph 7.1.3.6.2 describes the block assignment package). If the leave requires "cancellation," or "correction," enter either "cancel," or "correct," respectively in the second block, and immediately send Part III to the FSO for processing. For all leave area "overseas" (OS) or "overseas to CONUS" (OS to CONUS) over 30 days, enter "Correct" in Part III column and immediately send Part III to the FSO. For leaves requiring correction, post date of SB05 processing. For canceled leaves, post the date of SB06 processing. **Important:** Since leave suspense notices do not appear on the DROT, it is critical that unit leave clerks promptly post daily DROT transaction data to the AF Form 1486 and follow-up to supervisor and, or FSO for late or lost leaves as specified below.

7.1.3.6.1.4. Follow-up Procedures for Parts I and III:

7.1.3.6.1.4.1. Part I. Follow-up to member's supervisor and FSO for any Part I for which an SB01 does not clear the DROT within six workdays after the leave authorization number was issued. This date appears in the first block of the Part I column.

7.1.3.6.1.4.2. Part III. Follow-up to member's supervisor for any Part III that is not received (by unit) within three workdays after the member's projected return date. Enter this date (return date plus) in the Part I column. For all leaves requiring "cancellation," or "correction," follow-up to the FSO if leave transaction, as appropriate, has not cleared the DROT within six workdays after transmittal (date Part III received) of Part III to the FSO.

7.1.3.6.2. Leave Block Closure. After Parts I and III for a given block have cleared the DROT as applicable, attach retained Parts III to the AF Forms 1486 and submit the completed block assignment package to the command section for closure or review of the leave block assignment (reference paragraph 7.1.3.7.2). The unit commander or designated representative must verify Block assignments against the DROT at least once every 45 days, whether the block assignment has been completed or not. If this is not done, it is likely some of the DROT's needed for verification will

be unavailable as Air Force Records Disposition Schedule requires that DROT's maintained at the unit input source are to be destroyed after two months. After the unit commander or representative inspects the package, if the block assignment package is not ready for closure, return to the unit leave clerk. If the unit commander or representative has certified closure of the leave block on AF Form 1134, destroy all Parts III and retain the AF Form 1486 according to Air Force Records Disposition Schedule.

7.1.3.7. AF Form 1134, Unit Leave Authorization Numbers-Block Assignments, (**Figure 7.3**) Procedures: The unit commander or designated representative (may not be the unit leave clerk) maintains this form for all non LeaveWeb leave requests. It is used to assign blocks of leave authorization numbers to unit leave clerks and to certify closure of the blocks (block assignment package) after all leave numbers in the block have been processed by the FSO. The block assignment package consists of completed AF Forms 1486, and Parts III, AF Forms 988 retained for examination.

7.1.3.7.1. Block Assignment:

7.1.3.7.1.1. To assign a block, enter: Date issued, block assigned (for example, DE 00100 to 00199), authorized in block (for example, 100) and name and rank of unit leave clerk assigned. Obtain clerk's signature.

7.1.3.7.1.2. Additional blocks are assigned when needed, whether or not any or all preceding blocks have been closed. Infrequent issuance of block numbers may indicate the need to issue smaller blocks, thereby allowing more frequent examination of unit leave records for improved leave control and administration. It is within the unit commander's discretion to establish the block size of leave authorizations issuable for any unit. It is recommended, however, that block assignments be of manageable size and for not more than a month of use.

7.1.3.7.2. Block Closure. To close a block, enter the date closed, and sign the commander's (or designate) signature block. Before closing the block, follow paragraphs 1 and 2 procedures in examining AF Forms 988 and 1486, and the DROT of the block assignment package.

7.1.3.7.2.1. AF Form 1486:

7.1.3.7.2.1.1. Part I Column. For each leave number assigned, verify that dates appear in appropriate blocks of the Part I column. An "issue date+6" and "return date+3" should appear for all leave number assignments in blocks 1 and 3 (lines 1 and 3) respectively. An SB01 or SB03 should appear in the second block.

7.1.3.7.2.1.2. Part III Column. For all leave entries, a date must appear in the first block for each leave number assignment. For each leave number where "cancel" is entered in the second block, verify that an SB06 date appears in the third block. For each leave number where "correct" is entered in the second block, verify that an SB05 date appears in the third block.

7.1.3.7.2.1.3. DROT Transaction Processing. Select a sample of the leave entries from the AF Form 1486 and referring to copies of the DROT, verify all

dates of SB01, SB03, SB05, and SB06 processing, as appropriate. Also, check that other leave information (leave dates, type of leave if recorded on the AF Form 1486, and number of days leave charged) match the entries in the unit leave control log, (until you become familiar with the DROT, you may want your leave clerk to assist you in verifying transaction processing on the DROT).

7.1.3.7.2.2. AF IMT 988-Part III. For Parts III retained as part of the completed block package, randomly verify member and supervisor signatures in Section III, and that the "no change" block only is checked in Section III. Select a sample of these Parts III and referring to the proper leave entries on AF Form 1486, verify that leave chargeable dates are identical. The completed block package should not include any Parts III indicating "should be corrected" or "should be canceled."

7.1.3.7.3. Corrective Action. Whenever a potential discrepancy is identified, discuss the matter with your responsible leave clerk, and make sure corrective action, if appropriate, is taken. For example, additional transaction processing may be necessary, or further completion of columns I and III, AF Form 1486.

7.1.3.8. Unit Leave Administration - Compliance. With elimination of leave suspense listings and increased unit responsibility for controlling leave processing, it is absolutely essential that unit commanders vigorously emphasize compliance with established leave procedures.

7.2. Procedures for Use of AF IMT 988, Leave Request/Authorization.

7.2.1. AF IMT 988. AF IMT 988 is shown in figure 7.1. All leave documents must be typewritten or written in ink. All entries must be legible. The member (or administrative personnel) prepares the form as shown in figure 7.1, and submits it to the supervisor/leave approving official for approval. The form must be submitted to unit commander through supervisor for advance, excess, or terminal leave. Distribute an approved request as follows:

7.2.1.1. Part I - FSO copy. Supervisor/leave approving official submits this copy directly to the FSO, normally using base distribution system, immediately after first obtaining leave authorization number and then approving leave. Part I is not returned to the member or given to the unit leave clerk to submit to the FSO.

7.2.1.2. Part II - Member's copy.

7.2.1.3. Part III - Unit copy. Supervisor/leave approving official retains until member returns from leave, then submits this copy directly to the unit, normally using base distribution system, within one workday.

7.2.2. Excess Leave. Supervisor identifies leave requested as excess leave, completes the appropriate blocks on Part I using member's current LES, and forwards to commander for approval. For members taking excess leave between court-martial sentencing and approval, or during appellate review, the unit commander must overstamp Part II in red "Not authorized space-available transportation on DoD-owned or controlled aircraft."

7.2.3. Overseas to Overseas or Overseas to CONUS Leave Data. Member completes items on bottom of Part II to record data for leave taken from overseas to CONUS and return.

7.2.3.1. Date and Time Depart PDS - Enter date and time of departure from unit of assignment.

7.2.3.2. Date and Time Return PDS - Enter date and time of return to unit of assignment.

7.2.3.3. Date Depart DESG Pay Area - Enter date of departure from an area designated for payment of foreign duty pay or hostile fire pay.

7.2.3.4. Date Arrive CONUS - Enter date of arrival in CONUS, if applicable.

7.2.3.5. Date Depart CONUS - Enter date of departure from CONUS, if applicable.

7.2.3.6. Date Return DESG Pay Area - Enter day of return to an area designated for payment of foreign duty pay or hostile fire pay. **NOTE:** Enter on member's copy as they occur to ensure accurate leave charges and applicable charges to pay and allowances. Copy the information on Part III after member returns from leave.

7.3. Document Controls and Numbering.

7.3.1. Document Control Files. Each supervisor maintains a suspense file of Part III of the AF IMT 988. Screen this file daily to make sure members' return to duty upon expiration of their leave.

7.3.2. Leave Numbering, Except Terminal Leave and Appellate Review Leave. The unit controls the issuance of leave authorization numbers. They are issued sequentially and are recorded on AF Form 1486, Unit Leave Control Log (**Figure 7.2**). At the end of a fiscal year the local FSO determines if the units begin a new series of leave authorization numbers for leaves approved on or after 1 October, or continue on with the current series of numbers. **NOTE:** When 99,999 is reached, a new series must be started.

7.3.3. Leave Numbering for Terminal Leave and Appellate Review Leave. The FSO assigns leave authorization number after verifying the number of days. Terminal leave requested will not exceed member's leave balance through date of separation. FSO need not receive AF Form 988 to assign a leave authorization number; it may be obtained over the telephone or by electronic means. Leave authorization numbers are not assigned or released more than 30 days before the leave effective date.

7.4. Request for Leave.

7.4.1. Leave Request on AF IMT 988:

7.4.1.1. Leave requests granted on AF IMT 988 are ordinary, emergency, reenlistment, sick and convalescent, terminal, leave awaiting appellate review, special, graduation, and most permissive TDY. Leaves taken during permissive or official TDY where member returns to the TDY station are also entered on an AF IMT 988 (AFI 65-114). The member prepares the leave request in three parts and submits it to the supervisor for approval. The supervisor ascertains leave balance. If member has enough leave balance to cover period of requested leave, supervisor first obtains number from unit, then approves leave, and forwards Part I to the FSO immediately. If requested leave is terminal leave, or causes the member to be in an advance or excess leave status, advises member, completes Section II, and forwards entire leave request to commander for approval. After recommending approval of an advance or excess leave request, the

supervisor may permit a member to hand-carry leave request to unit for commander's approval or disapproval.

7.4.1.2. For terminal, advance, and excess leave, the commander verifies member's expiration of term of service (ETS, if enlisted) or date of separation (DOS) (officer, if established) and approves or disapproves the leave request. This is done by court-martial convening authority for leave awaiting appellate review. If leave is disapproved, the unit returns the request through the supervisor to the member with an explanation. If Commander approves excess leave, commander must advise the member that any leave charges as a result of this leave results in immediate collection of all pay and allowances. Part III of the approved request is returned to the supervisor for other than terminal leave. Distribute AF IMT 988 per paragraph 7.1.3.5.4.

7.4.2. Delay En Route. Before departure, the approving official advises the member that any leave charged as a result of PCS or TDY travel in excess of that accrued before the member's expiration of term of service (ETS) results in immediate collection of all pay and allowances for the excess period.

7.5. Commencement of Leave.

7.5.1. Member. Leave status begins on the effective date as shown on the approved leave request. If there is a change to the leave start date, it will be processed as a correction from part III upon the member's return from leave. **NOTE:** Member does not have to depart on the time of leave status in order for the AF IMT 988 to be valid, but must have been eligible to depart at that time. If member starts leave or signs up for space-available travel and performs more than 50 percent of scheduled duty, that day is considered a day of duty. If the member starts leave or signs up for space-available travel and does not perform more than 50 percent of scheduled duty or that day is a non-duty day, the member is on leave. See AFI 36-3003, Table 1.

7.5.2. Supervisor. When member departs on effective date of leave, process leave in the normal manner. If there is a change to the leave start date, process as a correction from part III upon the member's return.

7.6. Termination of Leave.

7.6.1. On or Before Schedule. Charge the day of return as leave unless the member performed all or the majority (more than 50 percent) of their scheduled duties or the member returns on a non-duty day. In such event, consider the day a day of duty. See AFI 36-3003, Table 1. The leave-approving authority is the final authority for such determinations because no single rule can apply to the many duty situations that exist throughout the Air Force. When the leave-approving authority credits a member for having worked a duty day, do not charge leave for such day. Enter last day of leave in block 12 of AF IMT 988. The member and the supervisor complete Part III and forward to the unit within one workday. When member returns from leave on schedule, on Part III, Section III, mark item A in the "No Change" box and complete items C through E only. When member returns from leave before schedule, mark item A in the "Should be Corrected" box and complete items B through E. General officers certify their own period of leave. Enter the DTG of the message, or telephone contact or contact by electronic means, used for notification of return from leave in the Supervisor's Signature block.

7.6.2. Beyond Schedule. If the member returns from leave beyond scheduled date of return because of transportation or weather difficulties, etc., and the delay is authorized, process as normal extension (paragraph 7.8). If the delay is not excused by the commander or the leave-approving authority and failure to report by 2400 hours the day after the last day of leave is unauthorized absence. In this case, the day due to report is computed as the first day of absence without leave. (AFI 36-2911.)

7.7. Failure to Return from Leave.

7.7.1. Leave Return File Check. The supervisor is required to check suspended copies daily and, upon receipt of inquiries from the FSO or unit, to determine if member failed to return from leave. If the member has no extension, the supervisor notifies the unit commander that the member has failed to return on the projected date of return.

7.7.2. Duty Status Change. For those members who fail to return from leave as scheduled, the unit commander must comply with AFI 36-2911. Use AF Form 2098, Duty Status Change, and place the member in new status (AFMAN 36-2622, volume I, Chapter 3). When member's status changes from leave to AWOL, hospital, etc., the supervisor completes the leave request, Part III, with the day before the new status date as the return date and sends to unit. Unit forwards AF Form 2098 to personnel, and AF IMT 988 to FSO for processing.

7.8. Extension of Leave. (Table 7.1, rules 5 and 10):

7.8.1. Member. Makes request to the unit commander or supervisor. If request is made by telephone or telegram or electronic means, obtain the member's signature on return from leave.

7.8.2. Unit. The unit commander or supervisor approves or disapproves the request and notifies the member accordingly. If unit approves, the unit notifies the supervisor; if supervisor approves, the unit is notified. In either case, the extension is processed as a correction from Part III upon member's return from leave.

7.9. Corrections. Unit or supervisor notifies the FSO in writing of any required corrections after processing of leave period. Corrections made to the leave dates in the certification require the supervisor's initials. Any correction on the leave document must be legible. Illegible documents are returned to the leave approving official for re-accomplishment.

7.10. Cancellation. The supervisor informs unit that leave is canceled. Supervisor checks "should be canceled" block on Part III of AF IMT 988, types or prints name and grade in appropriate block, signs in Signature block, and forwards to the unit. The unit annotates leave log "canceled" when supervisor informs that such is the case. When SBO6 transaction appears on DROT, unit posts DROT date to unit control log. If an SBO6 transaction appears on the DROT but supervisor has not previously informed unit of cancellation, unit must verify cancellation with supervisor. The FSO randomly checks leave cancellations with unit logs to make sure logs are properly annotated. If leave is canceled before Part I is sent to FSO, supervisor submits Part III to unit with the statement "Leave request canceled before submission of Part I to FSO."

7.11. Processing Other than Ordinary Leave.

7.11.1. Excess Leave:

7.11.1.1. Member With ETS. Leave is automatically charged:

7.11.1.1.1. Against accrued leave, then,

7.11.1.1.2. Against advance leave that may be earned before ETS, and finally;

7.11.1.1.3. All remaining as excess leave.

7.11.1.2. Member Without ETS. Leave granted as excess is designated by the commander and is stated on AF IMT 988. Advance leave is granted only in amounts, which can reasonably be expected to be accrued by member. Leave taken over and above that which can be accrued is categorized as excess leave.

7.11.1.3. DFAS Actions. DFAS calculates excess leave and shows on AF Form 141, Leave and Earnings Statement, the effects on pay and allowances and leave balances.

7.11.1.4. Process extended excess leaves as shown in AFI 36-3003, as Ordinary (type A) leaves. If the leave is to be for an indefinite period, the leave should be set up for 300 days.

7.11.2. Non-Routine Processing. Leave types requiring non-routine processing are:

7.11.2.1. Sick or Convalescent Leave. May be granted upon the written recommendation of or by proper medical authority. (Table 7.4) The approval authority for convalescent leave is the unit commander (or acting unit commander) and may not be delegated.

7.11.2.2. Emergency Leave. May be requested by a member, a relative, or persons acting in behalf of the family. Procedures for members taking funded emergency leave using AF Form 972, Request and Authorization for Emergency Leave Travel, are in AFMAN 65-114. All other emergency leaves are processed as outlined in table 7-5.

7.11.2.3. Leave During Travel. When a member who is on TDY departs on leave and returns to the TDY point, the unit at the TDY point initiates and sends input to the reporting agency at the TDY point. If the member on TDY departs on leave and does not return to the TDY point, the Travel SMA (FSO) at member's permanent duty station (PDS) extracts the leave charge from the travel voucher covering all travel from old permanent station to new permanent station, including any leave periods and TDY travel performed from any TDY points. When member performs TDY and is not assigned to a TDY unit, member submits leave request to the unit of assignment (request may be by telephone or electronic means). In such cases, the unit of assignment prepares AF IMT 988. Annotate in Member's Signature block of the AF IMT 988 "Member TDY per SO___." Member attaches Part II of any AF Forms 988 issued during TDY to the travel voucher (partial or settlement). FSO returns Part II to member after computation and payment of the travel voucher.

7.11.2.4. Reenlistment Leave. Process reenlistment leave the same as ordinary leave. When reenlistment leave is deferred, prepare an AF IMT 988, annotate on the form "Reenl Lv days deferred until (Date)," have commander or supervisor certify, and file in suspense at the unit. **NOTE:** Unit forwards approved leave request to supervisor before effective date.

7.11.2.5. Appellate Review Leave. A member who has been adjudged a punitive discharge whose sentence did not include confinement, or who has served the confinement, or has had the confinement deferred and is awaiting completion of the appellate review process, may be directed to be placed on appellate review leave. (When

excess leave has been directed for a member in an overseas area who has been convicted by court martial, refer to AFI 36-3003). The unit prepares AF IMT 988 for appellate review leave showing a period of leave of 300 days. (The leave authorization number is obtained from the FSO and these leaves are recorded on the AF Form 1486 maintained by the FSO.) Upon signature of the Unit commander, Part I is sent to the FSO for processing, Part II is given to the member and Part III held by the leave approval authority until completion of the appellate review leave. Upon completion of the leave, Part III is sent to the FSO to return the member to duty. If the appellate review leave has been approved by the overseas commander, the overseas FSO must process the appellate review leave. If, at the end of the original appellate review leave period, the member is still on appellate review leave and is no longer assigned to the overseas FSO, the overseas FSO must contact the stateside FSO to which the member has been assigned. The stateside FSO provides the appellate review leave number for the next period of appellate review leave and the overseas FSO processes that leave. From that point on, the appellate review leave for the member is processed by the servicing stateside FSO.

7.11.2.6. Leave Awaiting Space Available (Space-A) Transportation. When members register for Space-A transportation at a AMC terminal, Part II of AF IMT 988 is stamped with the date and time of registration. In certifying leave taken, supervisors must check part II (member's copy) to make sure all periods awaiting Space-A transportation (regardless of whether member obtains transportation or not) are accurately reflected on part III of AF IMT 988. The member must certify on section III, Part III, whether or not space-available transportation was used, and date of sign-up, if applicable.

7.11.2.7. Special Leave. A non-chargeable increment of Special Rest and Recuperation leave (and transportation, if applicable), is authorized to enlisted members in certain specialties who voluntarily extend their overseas tours (10 U.S.C. 705, 23 Dec 1980). This leave is authorized in lieu of \$80 per month special pay for extensions in these specialties. (AFI 36-3003, for eligibility criteria and administrative instructions.)

7.11.2.8. Educational Leave of Absence. (Type 1) a non-chargeable leave type which is for an authorized leave of absence for a period not to exceed two years for the purpose of permitting the member to pursue a program of education. (See AFI 36-3003, for eligibility criteria and administrative instructions.)

7.11.2.9. Recruiter Assistance Program (RAP). (Type Y) This program authorizes certain technical training hometown non-prior service and OTS graduates up to 12 days of non-chargeable leave to assist hometown non-prior service and OTS recruiters. (See AFI 36-3003, for eligibility criteria and administrative instructions.)

7.12. Special Leave Accrual. Members normally lose leave accumulated in excess of 75 days at fiscal year end. That limit was previously 60 days and, without legislative extension, it goes back to 60 days on 1 October 2013. Some members, however, may be eligible, under certain circumstances, to carry more than 75 days leave forward from one fiscal year to the next.

7.12.1. Leave Entitlement for Service in a Hostile Fire Pay Area. Member who serves 120 consecutive days or more in a hostile fire pay area is entitled to carry forward up to 120 days' leave earned at the beginning of a new fiscal year (FY) or at separation with immediate reenlistment. DJMS-AC calculates this entitlement from input of a PCS arrival and departure

or the start and stop of a hostile fire pay entitlement for a TDY period of 120 days or more. No separate input is required for the leave entitlement.

7.12.2. Leave Entitlement for Service in Support of Contingency Operations. Members who lost leave due to support for contingency operations may be eligible to carry forward leave in excess of 75 days, not to exceed 90 days, at the end of the fiscal year. even though they did not deploy to a hostile fire/imminent danger pay area, Leave carried forward under this paragraph is lost unless used before the end of the second fiscal year after the fiscal year in which such service on active duty is terminated. In order to carry up to 90 days forward, separate approval must be granted under Special Leave Accrual procedures. See AFI 36-3003, Section E for additional information.

7.13. Terminal Leave. Commander may approve terminal leave for member who makes request. Compute member's leave balance through last day of active duty by using the last LES or, if LES is unavailable, request the FSO to send leave balance inquiry to DFAS. Leave is taken in full days; half-day balances must be rounded down to a full day, and remainder is included in member's final separation pay, unless the member has already sold 60 days leave, in which case any remaining leave days are lost. Also, deduct the number of days' leave taken that are not shown on the LES or inquiry. Unit retains Part III in suspense until either:

7.13.1. Member's leave terminates because of hospitalization, death, etc., or;

7.13.2. 10 days after last day of leave. If member returns from leave, unit commander completes Part III and sends to FSO. If, by 10 days after scheduled leave completion, unit has not received notice that member returned to duty, unit processes Part III in accordance with Air Force Records Disposition Schedule. This is an example using the October LES for computation when member is retiring 1 January:

LES	BF	EARN	USED	BAL
38.0		5	5	35.5

Compute earned for November and December 5.0
 Balance as of 31 December 40.5
 Maximum leave to be taken 40.0

7.13.3. Member Assigned to CONUS Base. Prepare AF IMT 988 and process.

7.13.4. Member Overseas. If reassigned to CONUS base for retirement processing, prepare AF IMT 988, leaving blocks 10, 17, 18, 19, and 20 blank. Unit commander indicates approval by signing in Supervisor's Signature block. Send all copies to MPS for inclusion in member's records for transmittal to CONUS processing base. CONUS processing unit completes AF IMT 988 and forwards it to the local FSO for processing.

7.13.5. Member Assigned Overseas with Separation at Overseas Location. Members stationed overseas immediately prior to separation separate overseas unless not co-located with finance and personnel offices (see paragraph 7.13.4 above). Leave numbers for a stand-alone PTDY will be assigned by the FSS. Leave numbers for terminal PTDY (no terminal leave taken) should be assigned by the FSO. Effective date of the PTDY/terminal leave is the day after the member's port call.

7.13.5.1. DELETED.

7.13.5.2. DELETED.

7.14. Leave Within 30 Days of Separation or Retirement with Return to PDS Before ETS, or Delay En Route Incident to PCS for Separation. When approving such leave, leave approving authority must:

7.14.1. Advise member departing on leave, or departing PCS with delay en route, to schedule the return from such leave no later than the 15th day before DOS, if possible.

7.14.2. Advise member to use the exact number of days' leave granted, if possible.

7.14.3. Advise member that failure to comply with “7.14.1” and “7.14.2” above may result in an adjustment and possible delay of final settlement of pay and allowances.

7.14.4. Include in the reassignment orders delay en route granted to members who are reassigned to CONUS bases and ports for separation processing.

7.14.5. Enter statement at top of AF IMT 988, "Member separating (date)."

7.15. Permissive TDY (PTDY). Most PTDY may be processed using AF IMT 988 (AFI 36-3003). The only exceptions are:

7.15.1. Educational Leave of Absence Program (formerly called Bootstrap),

7.15.2. Morale, Welfare, and Recreation activities where the member is eligible for space-required air transportation and, or reimbursable expenses are involved, and

7.15.3. All PTDY taken in conjunction with TDY or PCS (en route). For these exceptions, official orders are prepared in accordance with AFI 65-103 for TDY and AFI 36-2102 for PCS.

7.15.4. Disposition. Immediately after obtaining leave authorization numbers unit commander (or designee) approves PTDY (and leave, if applicable) and immediately forwards part I to the FSO. Part II is given to the member. Part III is retained by the approving official for completion upon the member's return. Forms that contain overlapping dates or are improperly completed are returned to the approving official for correction.

7.15.5. If leave is to be taken in conjunction with PTDY, a separate AF IMT 988 must be prepared for approval by the leave approving official. If leave is taken immediately prior to PTDY, enter the date and time the member is authorized to depart on leave in block 10 of the AF IMT 988 used for leave. The last day of chargeable leave (block 12) is the day prior to the day that PTDY begins (including travel time). If leave is taken immediately after PTDY, enter the date leave begins and 0001 hours in block 10. Once the member has ended the first period of leave or PTDY, Part III for the first AF IMT 988 may be completed and sent to the unit. If it is impractical or impossible to obtain the members signature at that time, annotate the circumstances and forward to the unit. If it is doubtful that member completed the first leave or PTDY as projected, the Part III for that AF IMT 988 may be held by the supervisor and completed upon member's return.

7.15.6. Return of member. See paragraph 7.6 for termination on or before schedule. See paragraph 7.8 for extensions.

7.15.7. Instructions. Instructions for completing AF IMT 988 for PTDY are in figure 7-4. If PTDY is for traveling to vicinity of new PDS, review AFI 36-3003, table 5, rule 1, for approval authority.

7.15.8. Extensions. See AFI 36-3003 for approval authority for extensions of PTDY.

7.15.9. Terminal PTDY. PTDY is defined as PTDY granted in conjunction with separation or retirement where member will be in a PTDY status on the last day of active duty or when the member takes PTDY in conjunction with terminal leave. Terminal PTDY will be handled in the same manner as terminal leave. That is, the leave authorization number for Terminal PTDY will be issued by the FSO and may be recorded on the same leave control log as terminal leaves. **NOTE:** All other PTDYs (those which are not terminal) will have leave authorization numbers issued by the unit. Only members separating under the TAMPS program may take PTDY in conjunction with terminal leave.

7.16. LeaveWeb.

7.16.1. Leave requests, document control and numbering. Manual leave processing vs LeaveWeb (LW) processing. Prior to 2002 all leaves were requested and accounted for on paper copies of AF Form 988. With the advent of LW in 2002 the majority of leaves are now requested, approved, and processed electronically via the LW. Finance trains the unit leave monitor (ULM) and alternates on their roles and responsibilities in managing the leave program and on the use of leave web prior to issuing the unit administration access. This includes briefing the ULM to inform the FSO when they leave the unit or are no longer assigned as the ULM or alternate. AF Form 1134, unit leave authorization numbers-block assignments, (figure 7.3) is used for leave requests other than LeaveWeb. Unit leave monitors will use a memorandum similar to figure 7.9 to certify that all leaves were closed, validated and reconciled for the period indicated as well as the exceptions. This will be accomplished every 30 days covering the previous 45 days of leave input.

7.16.2. LeaveWeb procedures for members, approving officials and orderly rooms.

7.16.2.1. Member LeaveWeb Procedures for Ordinary Leave: for most leave requests members request leave in LW much the same way as requesting leave using manual procedures. The exception to this is processing leaves which require coordination or approval from other than the member's supervisor. Figures 7.5 through 7.8 provide detailed guidance on the utilization of the LW system.

7.16.2.1.1. Member's guide for requesting ordinary leave through LW. (**Figure 7.5**)

7.16.2.1.2. Members' guide for return from ordinary leave through LW. (**Figure 7.6**)

7.16.2.1.3. Supervisor's procedures when using LW. (**Figure 7.7**)

7.16.2.1.4. LeaveWeb unit admin procedures. (**Figure 7.8**)

7.16.2.2. Other than Ordinary Leave Procedures: For other than ordinary leaves or if the member is unable to access the LW system, the member prepares and coordinates an AF IMT 988 according to the procedures listed in paragraph 7.11. The member forwards the documentation to the orderly room for processing by the ULM after approval by the appropriate commander. Input leave requests no later than one day prior to the start date of leave if possible. Upon return, the member coordinates with the supervisor and orderly room to certify the return from leave.

7.16.2.3. Bases using LeaveWeb: The ULM should access LW daily to validate leave request submitted by the members and approved by an authorized official. The leave request should be reviewed to ensure that the leave request contains appropriate emergency contact information. Review comments provided in the appropriate block if leaves are rejected to the member and approving official.

7.16.3. Other key duties:

7.16.3.1. Unit admin has capability to input other than ordinary type leaves (i.e. convalescent, permissive). Members will bring the forms to you for this type of leave. Enter them into system under new manual request. (They will flow through system as normal leave from that point on.) Annotate the date input into LW at the top of the form and forward the hard copy AF IMT 988 to finance for their records.

7.16.3.2. Leave balance listing.

7.16.3.2.1. At the end of each month print the leave balance listing for your unit(s). Review this list for any personnel either missing from this list or on the list but they are not assigned to your unit(s). Identify any required changes electronically or in writing to finance as soon as possible for the changes to be made.

7.16.3.3. Member maintenance.

7.16.3.3.1. Member information required to update LeaveWeb. Correct e-mail address. Duty phone. Duty section.

7.16.3.4. Unit leave log.

7.16.3.4.1. Print AF Form 1486 every 30 days, from LeaveWeb, that consists of 45 days of leave input. Unit commanders are required to verify and sign that leaves are closed and corrections, cancellations (if applicable) are annotated on the AF Form 1486. ULM should review the AF Form 1486 weekly in LW to ensure that all transactions have been reconciled. Documented follow up conducted with the FSO determines the status of unreconciled or unprocessed leaves no later than 6 workdays after the transactions were validated by the ULM.

7.16.3.4.2. Make certain that all leaves have processed and closed; follow-up with finance for any outstanding transactions. Follow-up on open leaves in R0 and R1 status must be accomplished with the member and/or supervisor by the UA.

7.16.3.4.3. There are no leave blocks or DRPTS to pick up from finance.

7.16.3.4.4. Everything is handled by computer.

7.16.4. Status of Leave: Q0 - leave has been entered by member but not submitted. Q1 - leave submitted by member but not yet approved by approving official. Q2 - leave approved awaiting validation from unit admin. Q9 - leave canceled before validation. R0 - member on leave; awaiting submission of part 3. R1 - member completes part 3 and is awaiting supervisor's approval. R2 - return from leave has been approved awaiting validation from unit admin. R4 - leave closed. R9 - leave canceled after it was validated.

7.16.5. Key features:

7.16.5.1. Computerized tracking of leave log and AF Form 1486.

7.16.5.2. Automatic assignment of leave numbers.

7.16.5.3. Automatic follow-up of part III.

7.16.5.4. An electronic leave balance listing.

7.16.5.5. Ability to query a members leave history (note that only leaves taken through LeaveWeb can be queried). Commanders should be made aware of the capability to run a report of bridging leaves from LeaveWeb and this report should be run periodically to validate adherence to current leave guidance.

7.16.5.6. Leave Projection Lists.

7.16.6. Troubleshooting:

7.16.6.1. A member is not getting e-mail with their new password. Check e-mail address under member maintenance. Does it match global address in outlook? If not change it. Manually change address if member does not have e-mail.

7.16.6.2. System will not let member take leave.

7.16.6.2.1. Ask if the member just put in for an extension. Contact finance and request member's DOS to be adjusted in system to allow member to take leave. Ask if the member is within 30 days of separation or retirement. If so, contact the separations clerk at finance for guidance. If the member is requesting separations, permissive TDY or terminal leave, have the member complete AF IMT 988 and route to finance for input into the system and assign a leave number.

7.16.6.3. Unit admin cannot login.

7.16.6.3.1. Check web address. Are you trying to enter through the member's page? Are you using the right login? Admin use last name. When you take leave you enter through the member page with SSN#.

7.16.6.4. Server crashes.

7.16.6.4.1. Have members complete manual leave forms. Contact finance for get well info. Hold manual leave forms until system comes online and manually input leaves. Finance will advise to bring leaves in for processing if system will be down for extensive period of time.

7.16.6.5. New members to unit.

7.16.6.5.1. Send e-mail with members name and SSN# to finance to add them into the system.

7.16.6.6. Member PCA's or PCS's.

7.16.6.6.1. PCA.

7.16.6.6.1.1. If member is moving to a unit you control just change unit ID under member maintenance. If member is moving to a unit you do not control, follow new members to unit instructions.

7.16.6.6.2. PCS.

7.16.6.6.2.1. If members PCS out of unit, they will remain on your books for 60

1 days, after which time they will disappear from your books.

7.16.7. Additional notes:

7.16.7.1. Finance will work with you on any problems you are having with LeaveWeb.

7.16.7.2. You may contact the LeaveWeb helpdesk at DSN 229-2282 or by email at: leave@scott.af.mil (Put LeaveWeb assistance in the subject line.)

7.16.7.3. You will be notified via e-mail as new features and innovations become available.

7.17. DELETED.

Figure 7.1. AF Form 988, Leave Request/Authorization.

LEAVE REQUEST/AUTHORIZATION <i>(See Privacy Act Statement and General Instructions below)</i>		SECTION I			
		TO: FSO	1. DATE OF REQUEST	2. TYPE OF TRANSACTION <i>(1-5) (FSO Use Only)</i>	
3. SSN (6-14)	4. NAME <i>(Last, First, Middle initial)</i> (15-19)		5. GRADE	6. CURRENT LV BALANCE	6a. DOS
7. RECOMMEND CONVALESCENT LEAVE FROM _____ TO _____		8. TYPE OF LEAVE <i>(Check one)</i> <input type="checkbox"/> Terminal (P) <input type="checkbox"/> Reenlistment (E) PTDY Reason (AFI 36-3003) <input type="checkbox"/> Emergency (D) <input type="checkbox"/> Graduation (J) <input type="checkbox"/> Adoption Leave (T) <input type="checkbox"/> Ordinary (A) <input type="checkbox"/> Appellate Review (R) <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Paternity Leave (T) <input type="checkbox"/> Convalescent (F) <input type="checkbox"/> Special (H) <input type="checkbox"/> Permissive TDY (T) <input type="checkbox"/> R&R Leave (A)			
PROVIDER'S SIGNATURE & STAMP		REMARKS:			
9. NO. DAYS REQUESTED <i>(33-35)</i>	10. LEAVE AUTH NO. <i>(37-43)</i>	11. FIRST DAY/TIME OF LV STATUS	12. FIRST DAY OF CHARGEABLE LV <i>(47-52)</i>	13. LAST DAY OF CHARGEABLE LV <i>(53-58)</i>	
14. LEAVE AREA (36) <input type="checkbox"/> CONUS <input type="checkbox"/> OS <input type="checkbox"/> OS to CONUS		15. EMERGENCY PHONE NO.		16. LEAVE ADDRESS <i>(Street, City, State, Zip Code, and Phone No.)</i> <i>(if different from phone number provided in block 15)</i>	
17. DUTY PHONE NO.	18. UNIT	19. DUTY SECTION			
20. DUTY LOCATION					
<p>LEAVE REQUEST CERTIFICATION: <i>I acknowledge that the leave requested by me will be charged against my leave account unless otherwise cancelled or corrected through Part III of this form. In addition, if I cannot earn enough leave before separation to cover this request, I consent to withholding from current pay, final pay, or any other pay due me to satisfy this indebtedness. I understand that there is no actual debt until my final separation from the Air Force; however, I consent to this withholding of pay in anticipation of the indebtedness for the unearned portion of my leave balance. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my requested or projected separation date, and understand that this could result in the withholding of 100% of any current pay, final pay, or any other money due me. I have read the instructions on PART II.</i></p>					
21. MEMBER'S SIGNATURE			22. LEAVE IS <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED DATE _____		
23. APPROVER'S NAME AND GRADE <i>(Print or Type)</i>			24. DUTY PHONE NO.	25. APPROVER'S SIGNATURE	
SECTION II <i>(To be completed by supervisor/unit commander to authorize advance or excess leave)</i>					
26. LEAVE AVAILABLE TO ETS <i>(From LES)</i>	27. ADVANCE LEAVE REQUESTED <i>(Block 9 minus 6)</i>		28. EXCESS LEAVE REQUESTED <i>(44-46) (Block 9 minus 26)</i>	29. TOTAL LEAVE APPROVED	
30. UNIT HEADQUARTERS	31. COMMANDER'S SIGNATURE/GRADE		32. AUTHORIZATION DATE	33. AUTHORITY FOR ADVANCE LEAVE OVER 30 DAYS	
PRIVACY ACT STATEMENT					
<p>AUTHORITY 10 U.S.C., Chapter 40; 37 U.S.C., Chapter 9; EO 9397, November 1943. PRINCIPAL PURPOSES: <i>To authorize military leave, document the start and stop of such leave; record address and telephone number where you may be contacted in case of emergency during leave; and certify leave days chargeable to</i> ROUTINE USES: <i>Information may be disclosed to the Department of Justice, and to federal, state, local or foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; the American Red Cross for information concerning the needs of the member or dependents and relatives in emergency situations.</i> DISCLOSURE: <i>Disclosure of SSN is voluntary. However, this form will not be processed without your SSN, since the Air Force identifies members by SSN for pay or leave purposes.</i></p>					
GENERAL INSTRUCTIONS					
<p>(For emergency, reenlistment, convalescent, terminal, appellate review leave, and PTDY, see variations in AFMAN 65-116, Vol 2, Ch 7.) 1. THIS FORM MUST BE TYPED OR COMPLETED IN INK. 2. BEFORE SEPARATING PARTS I, II, AND III, COMPLETE THE FOLLOWING BLOCKS: a. Blocks 1 thru 5, 9, 12 thru 21, and 23 thru 25 are self-explanatory. b. Block 6, current Leave Balance. Verify that the member has enough leave balance to cover the period of leave requested. This may be done by checking the member's LES or the orderly room's leave balance listing. Complete 6a when member requests leave with a planned return date within 30 days of DOS. c. Block 7. This block will be completed, signed, and stamped by the appropriate medical authority if convalescent leave is recommended. d. Block 8. For PTDY, state the paragraph number of the applicable reason for PTDY as stated in AFI 36-3003 and in Remarks area give abbreviated description of purpose of PTDY. (For example: base baseball team.) e. Block 10. Leave Authorization Number. Supervisor or designee obtains a leave authorization number immediately before signing a leave approval and forwarding Part I to FSO. Do not get leave number earlier than 30 days before effective date. f. Block 11. First Day/Time of Leave Status. This is the earliest time a member can depart or sign up for space available transportation. If planned departure is on a non-duty day, enter the non-duty date and 0001 hours. If planned departure is on a duty day without performing the majority (over 50%) of scheduled duty, enter the date and time when over 50% of the scheduled duty will be completed. NOTE: Leave status is not necessarily chargeable leave. Date cannot be more than 1 day before the date in block 12. See also Part III, Instructions for Charging Leave. g. Block 22. For PTDY, use approval level required by AFI 36-3003. h. Blocks 26-33. Complete only to authorize advance or excess leave. Blocks are self-explanatory except for blocks 27, 28, and 33. (1) Advance Leave (Block 27). If the requested leave exceeds the current balance but does not exceed the balance to ETS, the leave is advance leave. Complete Blocks 26-27 and forward the form (all parts) to the unit commander for approval. If a member requesting leave has a cumulative advance balance of 30 days, comply with AFI 36-3003. (2) Excess Leave (Block 28). If the requested leave exceeds the balance to ETS, the leave is excess leave. Complete Blocks 26 and 28 and forward the form (all parts) to the unit commander for approval. (3) Authority for Advance Leave Over 30 Days (Block 33). Record message date/time group if approval was received by message. 3. AFTER INITIALLY COMPLETING THIS FORM: a. Separate Part I immediately after getting a leave authorization number and signing the form. Forward to the FSO using normal distribution unless the leave is terminal/separation or involves excess or advance leave. Forward these requests (all parts) to the unit for approval. b. Separate Part II and give to member. c. Hold Part III for completion after the member's return from leave. If member requests cancellation before any leave is taken, complete Section III of Part III and forward to your unit commander. 4. INSTRUCTIONS FOR COMPLETING AND PROCESSING PART III ARE PRINTED ON PART III. 5. GUIDELINES FOR CHARGING LEAVE AND INSTRUCTIONS FOR LEAVE ADJUSTMENTS ARE PRINTED ON PART III.</p>					

LEAVE REQUEST/AUTHORIZATION <i>(See Privacy Act Statement and General Instructions below)</i>		SECTION I			
		TO: FSO	1. DATE OF REQUEST	2. TYPE OF TRANSACTION <i>(1-5) (FSO Use Only)</i>	
3. SSN (6-14)	4. NAME <i>(Last, First, Middle Initial) (15-19)</i>		5. GRADE	6. CURRENT LV BALANCE	6a. DOS
7. RECOMMEND CONVALESCENT LEAVE FROM _____ TO _____		8. TYPE OF LEAVE <input type="checkbox"/> Terminal (P) <input type="checkbox"/> Reenlistment (E) PTDY Reason (AFI 36-3003) <i>(Check one)</i> <input type="checkbox"/> Emergency (D) <input type="checkbox"/> Graduation (J) <input type="checkbox"/> Adoption Leave (T) <input type="checkbox"/> Ordinary (A) <input type="checkbox"/> Appellate Review (R) <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Paternity Leave (T) <input type="checkbox"/> Convalescent (F) <input type="checkbox"/> Special (H) <input type="checkbox"/> Permissive TDY (T) <input type="checkbox"/> R&R Leave (A)			
REMARKS:					
PROVIDER'S SIGNATURE & STAMP					
9. NO. DAYS REQUESTED <i>(33-35)</i>	10. LEAVE AUTH NO. <i>(37-43)</i>	11. FIRST DAY/TIME OF LV STATUS		12. FIRST DAY OF CHARGEABLE LV <i>(47-52)</i>	13. LAST DAY OF CHARGEABLE LV <i>(53-58)</i>
14. LEAVE AREA (36) <input type="checkbox"/> CONUS <input type="checkbox"/> OS <input type="checkbox"/> OS to CONUS		15. EMERGENCY PHONE NO.		16. LEAVE ADDRESS <i>(Street, City, State, Zip Code, and Phone No.)</i> <i>(if different from phone number provided in block 15)</i>	
17. DUTY PHONE NO.	18. UNIT	19. DUTY SECTION			
20. DUTY LOCATION					
LEAVE REQUEST CERTIFICATION: <i>I acknowledge that the leave requested by me will be charged against my leave account unless otherwise cancelled or corrected through Part III of this form. In addition, if I cannot earn enough leave before separation to cover this request, I consent to withholding from current pay, final pay, or any other pay due me to satisfy this indebtedness. I understand that there is no actual debt until my final separation from the Air Force; however, I consent to this withholding of pay in anticipation of the indebtedness for the unearned portion of my leave balance. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my requested or projected separation date, and understand that this could result in the withholding of 100% of any current pay, final pay, or any other money due me. I have read the instructions on PART II.</i>					
21. MEMBER'S SIGNATURE			22. LEAVE IS <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED DATE		
23. APPROVER'S NAME AND GRADE <i>(Print or Type)</i>			24. DUTY PHONE NO.	25. APPROVER'S SIGNATURE	
SECTION II <i>(For member's use to record data for leave originating outside CONUS)</i>					
DATE/TIME DEPART DUTY STATION	DATE/TIME RETURN DUTY STATION	DATE DEPART DESG PAY AREA	DATE ARR CONUS	DATE DEPART CONUS	DATE RETURN DESG PAY AREA
INSTRUCTIONS FOR MEMBERS DEPARTING ON LEAVE					
<ol style="list-style-type: none"> If you take more leave than you will accumulate before date of separation (DOS), the FSO immediately collects all pay and allowances you receive during the period of excess leave. Remember: <ol style="list-style-type: none"> Your leave is normally effective on the date you include in your leave request as "first day of chargeable leave." If you want to change your starting or projected return date before departing on leave, you must notify the leave-approving authority. When you sign up for space-available transportation, you have started a period of leave. Once space-available travel has been signed for, leave is charged according to the table on Part III. (Authority: AFI 36-3003). You must be in the local area of your permanent duty station before start, and upon completion of leave. Local area is defined as the place of residence or home from which the member commutes to the duty station on a daily workday basis. Before departure, you must have an approved leave authorization (AF Form 988, Leave Request/Authorization) or special order and enough funds for expenses, including costs for travel. Do not assume you can return on time by military air transportation. You must be able to be contacted through the address or phone number shown on your leave authorization. Members with key mobility deployment responsibilities must notify their unit mobility officer, NCO or alternate of scheduled leave as soon as possible before departure. If you need an extension of leave, call or send a telegram to the individual who approved your leave. If you are on emergency leave, ask the nearest American Red Cross chapter to verify the continuing emergency to the leave-approving authority. If you require medical or dental treatment while on leave, go to the nearest uniformed services treatment facility. If you must be treated for an emergency at a civilian facility, instruct the civilian source of care to submit a claim for payment to the nearest Air Force medical treatment facility/Resource Management Office. The claim must be itemized, including diagnosis, medical records, your pay grade, military address, and SSN. <ol style="list-style-type: none"> If you are hospitalized in a military medical treatment facility, ensure that your organization of assignment is notified as soon as possible. If you are hospitalized in a civilian facility, notify the nearest Air Force medical treatment facility (Patient Affairs Office) as soon as possible. If you are in need of funds, go to the nearest Air force finance office and show this leave form and current Leave and Earnings Statement (LES). Casual payments, if authorized, cannot exceed unpaid pay and allowances to date. If you do not have your LES, you may experience a delay. Observe all traffic rules if you travel by automobile. If you plan to travel by commercial air at reduced rates, contact the airline to learn what documents you need. It is your responsibility to return to your permanent duty station or obtain a leave extension from your supervisor before expiration date of your leave. If traveling by DoD-owned aircraft, MAC contract flights, or commercial air, you must comply with dress requirements according to AFI 36-2903 and DoDI 1334.1. During PTDY, days not used for reason stated in Section I, block 8, are chargeable as leave. Proof of use may be required. You must meet all appointments while on leave or reschedule the appointments before departure. Before you depart on leave, you should complete DD Form 2258. Temporary Mail Disposition Instructions, at the Postal Service Center, to direct your mail during your leave. 					

LEAVE REQUEST/AUTHORIZATION <i>(See Privacy Act Statement and General Instructions below)</i>		SECTION I			
		TO: FSO	1. DATE OF REQUEST	2. TYPE OF TRANSACTION <i>(1-5) (FSO Use Only)</i>	
3. SSN (6-14)	4. NAME <i>(Last, First, Middle Initial) (15-19)</i>		5. GRADE	6. CURRENT LV BALANCE	6a. DOS
7. RECOMMEND CONVALESCENT LEAVE FROM _____ TO _____		8. TYPE OF LEAVE <input type="checkbox"/> Terminal (P) <input type="checkbox"/> Reenlistment (E) PTDY Reason (AFI 36-3003) <i>(Check one)</i> <input type="checkbox"/> Emergency (D) <input type="checkbox"/> Graduation (J) <input type="checkbox"/> Adoption Leave (T) <input type="checkbox"/> Ordinary (A) <input type="checkbox"/> Appellate Review (R) <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Paternity Leave (T) <input type="checkbox"/> Convalescent (F) <input type="checkbox"/> Special (H) <input type="checkbox"/> Permissive TDY (T) <input type="checkbox"/> R&R Leave (A)			
PROVIDER'S SIGNATURE & STAMP		REMARKS:			
9. NO. DAYS REQUESTED <i>(33-35)</i>	10. LEAVE AUTH NO. <i>(37-43)</i>	11. FIRST DAY/TIME OF LV STATUS	12. FIRST DAY OF CHARGEABLE LV <i>(47-52)</i>	13. LAST DAY OF CHARGEABLE LV <i>(53-58)</i>	
14. LEAVE AREA (36) <input type="checkbox"/> CONUS <input type="checkbox"/> OS <input type="checkbox"/> OS to CONUS		15. EMERGENCY PHONE NO.		16. LEAVE ADDRESS <i>(Street, City, State, Zip Code, and Phone No.)</i> <i>(if different from phone number provided in block 15)</i>	
17. DUTY PHONE NO.	18. UNIT	19. DUTY SECTION			
20. DUTY LOCATION					
SECTION II - MEMBER <i>(Use to record data for leave originating outside CONUS)</i>					
DATE/TIME DEPART DUTY STATION	DATE/TIME RETURN DUTY STATION	DATE DEPART DESG PAY AREA	DATE ARR CONUS	DATE DEPART CONUS	DATE RETURN DESG PAY AREA
SECTION III - HOW DID ACTUAL LEAVE COMPARE TO THE LEAVE REPORTED IN BLOCKS 12 AND 13 ABOVE?					
A	CHECK ONE, AND COMPLETE DESIGNATED SUBSECTION	<input type="checkbox"/> No change (Complete subsections C, D and E only) <input type="checkbox"/> Last day should be corrected (Complete subsections B thru E) <input type="checkbox"/> Should be cancelled (Complete subsection E only)			
B	CORRECT LAST DAY OF CHARGEABLE LEAVE IS:	IF LEAVE WAS EXTENDED, EXTENSION WAS APPROVED BY:	TOTAL NUMBER OF DAYS TAKEN (See Block 12 for first day of chargeable leave)		
C	Space A transportation was <input type="checkbox"/> used <input type="checkbox"/> not used. <i>If Space A transportation was used, it was signed up for on _____ (date)</i>				
D	THIS IS A TRUE AND CORRECT STATEMENT OF LEAVE TAKEN. I make this statement with the full knowledge of the penalties for willfully making a false statement. Intentional misstatements or omissions of facts constitute federal criminal violations. (Maximum penalties: \$10,000 fine or 5 years imprisonment, or both. 18 U.S.C. 1001. Also see Article 107, UCMJ)			MEMBER'S SIGNATURE	
E	In consideration of the last duty day before starting leave and the first day after return from leave, or member's cancellation request, and including all other information available, I certify the above days of leave used, or cancelled, are true and correct to the best of my knowledge and belief. (See below for computing chargeable leave.)				
APPROVER'S NAME AND GRADE <i>(Print or Type)</i>		DUTY PHONE NO.	APPROVER'S SIGNATURE		DATE
INSTRUCTIONS FOR CHARGING LEAVE <i>The following examples use a normal work schedule of Monday through Friday, 0730 to 1630.</i>					
if the member	and has performed over 50 percent of scheduled duty		on a nonduty day	then duty status is	
	Yes	No			
Departs or signs up for space-available travel	X			Duty	1. If the member starts leave or signs up for space-available transportation on Tuesday, 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.
		X		Leave	
Returns	X		X	Leave	2. Saturday is a day of leave if the member, regardless of the hour, starts leave or signs for space-available transportation on Saturday. 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. 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.
		X	X	Duty	
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.					
LEAVE START DATE ADJUSTMENTS					
<i>If the member departs before or after the first day of leave status indicated in Section I of Part I, cancel the original leave request and prepare a request using a new leave authorization number. Complete Section III of Part III of the original leave request and forward to the unit. Forward Part I of the new leave request to the FSO. Process Part III of the new leave request as normal upon member's return.</i>					
INSTRUCTIONS FOR COMPLETING AND PROCESSING PART III					
<i>Upon member's return from leave or cancellation, complete (separately) Section III of Part III. Determine how the member's actual leave dates compared to the chargeable leave reported to the FSO on Part I. Complete Section III to indicate either "no change", "should be corrected", or "should be cancelled".</i>					
IMPORTANT: All periods awaiting space available transportation are chargeable as leave according to normal rules for charging leave (see guidelines for charging leave above). After completing Part III, separate and immediately forward to your unit. If you must alter any Section III data after initially completing, line through and initial the incorrect data or block.					

Figure 7-1. Continued.

1. DATE OF REQUEST: Enter day, month, year (for example, 1 Jun 20XX).
3. SSN: Must be present.
4. NAME: Must be present.
5. GRADE: Must be present.
6. CURRENT LEAVE BALANCE: Enter leave balance shown on latest LES.
- 6a. DOS: Complete when member requests leave with a planned return date within 30 days of DOS.
7. RECOMMENDED CONVALESCENT LEAVE: Use if convalescent leave is recommended.
8. TYPE OF LEAVE: Check appropriate box.
9. NO DAYS REQUESTED: Must be present.
10. LEAVE AUTH NO: Must be present.
11. FIRST DAY/TIME OF LV STATUS: Must be present (for example 14 Jun 20XX/0001 hrs).
12. FIRST DAY OF CHARGEABLE LV: Enter first day of chargeable leave (for example 14 Jun 20XX).
13. LAST DAY OF CHARGEABLE LV: Enter last day of chargeable leave (for example, 20 Jun 20XX).
14. LEAVE AREA: Check appropriate box.
15. EMERGENCY PHONE: Emergency phone number (if different than phone number in block 16).
16. LEAVE ADDRESS: Complete address must be present. Phone number must include area code.
17. DUTY PHONE: Must be present.
18. UNIT: Self-explanatory.
19. DUTY SECTION: Self-explanatory.
20. DUTY LOCATION: Self-explanatory.
21. MEMBER'S SIGNATURE: Must be signed using ink.
22. APPROVAL/DISAPPROVAL BLOCK: Check appropriate block. Enter date of approval or disapproval. If approved, this will normally be the date the leave authorization number is obtained. If leave is approved within 30 days of leave start date, enter the date of approval. If leave is approved more than 30 days prior to leave start date, enter date leave authorization number is obtained.
23. APPROVING OFFICIAL'S TYPED/PRINTED NAME AND GRADE: Self-explanatory.

24. DUTY PHONE NUMBER: Duty phone number of individual identified in block 23.

25. APPROVING OFFICIAL'S SIGNATURE: Must be signed in ink by the individual identified in block 23.

NOTE 1: When leave approval is granted by message or letter, include date and origin of the message or letter.

NOTE 2: When correcting an erroneous entry, line through the erroneous data and initial. No other manual form of correction is authorized.

Figure 7.2. AF Form 1486, Unit Leave Control Log.

LEAVE AUTHORIZATION NUMBERS ASSIGNED THIS BLOCK:		UNIT LEAVE CONTROL LOG		YEAR	PAGE	OF
DE00100 TO DE00199				90	10	10
MEMBER'S NAME/RANK & DUTY PHONE (Last, First, Middle Initial)	SEN	LV CHARGEABLE DATES	PART I	PART II	PART III	
MEMBER'S NAME/RANK & DUTY PHONE (Last, First, Middle Initial)	SEN	LV CHARGEABLE DATES	BASE DATE + 8	DATE PART II BEG	DATE PART III BEG	
MEMBER'S NAME/RANK & DUTY PHONE (Last, First, Middle Initial)	SEN	LV CHARGEABLE DATES	RETURN DATE + 3	CANCEL/CORRECT**	CANCEL/CORRECT**	
MEMBER'S NAME/RANK & DUTY PHONE (Last, First, Middle Initial)	SEN	LV CHARGEABLE DATES	CORRECTED LEAVE DATE (IF APPLICABLE)	MEMBER'S NAME/RANK & DUTY PHONE (Last, First, Middle Initial)	MEMBER'S NAME/RANK & DUTY PHONE (Last, First, Middle Initial)	
DE00100 15 Oct Jones, Robert A; A1C X7122	000-00-0000	22-27 Oct	23 Oct		28 Oct	
Emergency Address: 1234 Steel, Denver CO 80123 No days lv: 6						
DE00101 15 Oct Grant, James R., TSgt X4321	000-00-0001	23-24 Oct	23 Oct		22 Oct	
Emergency Address: 2112 MoLine, Aurora CO 80012 No days lv: 2						
DE00102 16 Oct Olson, Mitch C., SSgt X5321	000-00-0002	22-23 Oct	18 Oct		Cancel	
Emergency Address: 629 Broadway, Denver CO 80205 No days lv: 10-7						
DE00103 18 Oct Smith, Debra, SSgt X7145	000-00-0003	24-30 Oct	29 Oct		24 Oct	
Emergency Address: 829 Tower Road, Aurora CO 80013 No days lv: 7						
			24 Oct		29 Oct	
			19 Oct		Correct	
			5 Nov	31 Oct	2 Nov	
			22-28 Oct			
			26 Oct		2 Nov	
			22 Oct		Correct	
			Nov 2-6		5 Nov	
			24 Oct-1 Nov			

PREVIOUS EDITIONS ARE OBSOLETE

AF Form 1486, APR 80

NOTES:

1. Units may place any information deemed appropriate for the purpose of unit recall, mobility, training detail, or emergency locator. Such information may be number of days, leave address and/or phone number, and exact departure and return date.
2. The unit must ensure that all leave authorization numbers released to supervisors or leave approving officials are processed by the FSO. The date leave request appears on the DROT must be posted to the unit leave control log daily. The unit must follow up on any leave authorization numbers which have been released or used but which do not appear on a DROT within 6 workdays after the number was issued. Additionally, verify that all leave dates, types of leave, if applicable, and the number of days leave charged match the entries in the unit leave control log. Resolve any discrepancies with the FSO.
3. AF Form 1486 must be in ink or typewritten. Felt-tip pen is acceptable; pencil is not.
4. The report (SB/3) date is entered if the request (SB/1) transaction is not processed. If leave is canceled before initial request (part I) is submitted to the FSO, annotate Remarks: "Leave request canceled before submission to FSO".
5. Corrections will be made on the AF Form 1486 before part III of AF Form 988 is forwarded to FSO. AF Form 1486 should reflect the item being corrected by lining through incorrect information and enter corrections in ink or felt pen.

*Figure 7.4. AF Form 988, Leave Request/Authorization.

LEAVE REQUEST/AUTHORIZATION <i>(See Privacy Act Statement and General Instructions below)</i>		SECTION I			
		TO: FSO	1. DATE OF REQUEST	2. TYPE OF TRANSACTION <i>(1-5) (FSO Use Only)</i>	
3. SSN (6-14)	4. NAME <i>(Last, First, Middle initial)</i> (15-19)		5. GRADE	6. CURRENT LV BALANCE	6a. DOS
7. RECOMMEND CONVALESCENT LEAVE FROM _____ TO _____		8. TYPE OF LEAVE <i>(Check one)</i> <input type="checkbox"/> Terminal (P) <input type="checkbox"/> Reenlistment (E) PTDY Reason (AFI 36-3003) <input type="checkbox"/> Emergency (D) <input type="checkbox"/> Graduation (J) <input type="checkbox"/> Adoption Leave (T) <input type="checkbox"/> Ordinary (A) <input type="checkbox"/> Appellate Review (R) <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Paternity Leave (T) <input type="checkbox"/> Convalescent (F) <input type="checkbox"/> Special (H) <input type="checkbox"/> Permissive TDY (T) <input type="checkbox"/> R&R Leave (A) REMARKS: _____ PROVIDER'S SIGNATURE & STAMP			
9. NO. DAYS REQUESTED <i>(33-35)</i>	10. LEAVE AUTH NO. <i>(37-43)</i>	11. FIRST DAY/TIME OF LV STATUS	12. FIRST DAY OF CHARGEABLE LV <i>(47-52)</i>	13. LAST DAY OF CHARGEABLE LV <i>(53-58)</i>	
14. LEAVE AREA (36) <input type="checkbox"/> CONUS <input type="checkbox"/> OS <input type="checkbox"/> OS to CONUS		15. EMERGENCY PHONE NO.		16. LEAVE ADDRESS <i>(Street, City, State, Zip Code, and Phone No.)</i> <i>(if different from phone number provided in block 15)</i>	
17. DUTY PHONE NO.	18. UNIT	19. DUTY SECTION			
20. DUTY LOCATION					
LEAVE REQUEST CERTIFICATION: <i>I acknowledge that the leave requested by me will be charged against my leave account unless otherwise cancelled or corrected through Part III of this form. In addition, if I cannot earn enough leave before separation to cover this request, I consent to withholding from current pay, final pay, or any other pay due me to satisfy this indebtedness. I understand that there is no actual debt until my final separation from the Air Force; however, I consent to this withholding of pay in anticipation of the indebtedness for the unearned portion of my leave balance. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my requested or projected separation date, and understand that this could result in the withholding of 100% of any current pay, final pay, or any other money due me. I have read the instructions on PART II.</i>					
21. MEMBER'S SIGNATURE			22. LEAVE IS <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED DATE _____		
23. APPROVER'S NAME AND GRADE <i>(Print or Type)</i>			24. DUTY PHONE NO.	25. APPROVER'S SIGNATURE	
SECTION II <i>(To be completed by supervisor/unit commander to authorize advance or excess leave)</i>					
26. LEAVE AVAILABLE TO ETS <i>(From LES)</i>	27. ADVANCE LEAVE REQUESTED <i>(Block 9 minus 6)</i>		28. EXCESS LEAVE REQUESTED <i>(44-46) (Block 9 minus 26)</i>	29. TOTAL LEAVE APPROVED	
30. UNIT HEADQUARTERS	31. COMMANDER'S SIGNATURE/GRADE		32. AUTHORIZATION DATE	33. AUTHORITY FOR ADVANCE LEAVE OVER 30 DAYS	
PRIVACY ACT STATEMENT					
AUTHORITY 10 U.S.C., Chapter 40; 37 U.S.C., Chapter 9; EO 9397, November 1943. PRINCIPAL PURPOSES: <i>To authorize military leave, document the start and stop of such leave; record address and telephone number where you may be contacted in case of emergency during leave; and certify leave days chargeable to</i> ROUTINE USES: <i>Information may be disclosed to the Department of Justice, and to federal, state, local or foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; the American Red Cross for information concerning the needs of the member or dependents and relatives in emergency situations.</i> DISCLOSURE: <i>Disclosure of SSN is voluntary. However, this form will not be processed without your SSN, since the Air Force identifies members by SSN for pay or leave purposes.</i>					
GENERAL INSTRUCTIONS					
(For emergency, reenlistment, convalescent, terminal, appellate review leave, and PTDY, see variations in AFMAN 65-116, Vol 2, Ch 7.) 1. THIS FORM MUST BE TYPED OR COMPLETED IN INK. 2. BEFORE SEPARATING PARTS I, II, AND III, COMPLETE THE FOLLOWING BLOCKS: a. Blocks 1 thru 5, 9, 12 thru 21, and 23 thru 25 are self-explanatory. b. Block 6, current Leave Balance. Verify that the member has enough leave balance to cover the period of leave requested. This may be done by checking the member's LES or the orderly room's leave balance listing. Complete 6a when member requests leave with a planned return date within 30 days of DOS. c. Block 7. This block will be completed, signed, and stamped by the appropriate medical authority if convalescent leave is recommended. d. Block 8. For PTDY, state the paragraph number of the applicable reason for PTDY as stated in AFI 36-3003 and in Remarks area give abbreviated description of purpose of PTDY. (For example: base baseball team.) e. Block 10. Leave Authorization Number. Supervisor or designee obtains a leave authorization number immediately before signing a leave approval and forwarding Part I to FSO. Do not get leave number earlier than 30 days before effective date. f. Block 11. First Day/Time of Leave Status. This is the earliest time a member can depart or sign up for space available transportation. If planned departure is on a non-duty day, enter the non-duty date and 0001 hours. If planned departure is on a duty day without performing the majority (over 50%) of scheduled duty, enter the date and time when over 50% of the scheduled duty will be completed. NOTE: Leave status is not necessarily chargeable leave. Date cannot be more than 1 day before the date in block 12. See also Part III, Instructions for Charging Leave. g. Block 22. For PTDY, use approval level required by AFI 36-3003. h. Blocks 26-33. Complete only to authorize advance or excess leave. Blocks are self-explanatory except for blocks 27, 28, and 33. (1) Advance Leave (Block 27). If the requested leave exceeds the current balance but does not exceed the balance to ETS, the leave is advance leave. Complete Blocks 26-27 and forward the form (all parts) to the unit commander for approval. If a member requesting leave has a cumulative advance balance of 30 days, comply with AFI 36-3003. (2) Excess Leave (Block 28). If the requested leave exceeds the balance to ETS, the leave is excess leave. Complete Blocks 26 and 28 and forward the form (all parts) to the unit commander for approval. (3) Authority for Advance Leave Over 30 Days (Block 33). Record message date/time group if approval was received by message. 3. AFTER INITIALLY COMPLETING THIS FORM: a. Separate Part I immediately after getting a leave authorization number and signing the form. Forward to the FSO using normal distribution unless the leave is terminal/separation or involves excess or advance leave. Forward these requests (all parts) to the unit for approval. b. Separate Part II and give to member. c. Hold Part III for completion after the member's return from leave. If member requests cancellation before any leave is taken, complete Section III of Part III and forward to your unit commander. 4. INSTRUCTIONS FOR COMPLETING AND PROCESSING PART III ARE PRINTED ON PART III. 5. GUIDELINES FOR CHARGING LEAVE AND INSTRUCTIONS FOR LEAVE ADJUSTMENTS ARE PRINTED ON PART III.					

LEAVE REQUEST/AUTHORIZATION <small>(See Privacy Act Statement and General Instructions below)</small>		SECTION I			
		TO: FSO	1. DATE OF REQUEST	2. TYPE OF TRANSACTION <small>(1-5) (FSO Use Only)</small>	
3. SSN (6-14)	4. NAME <small>(Last, First, Middle Initial) (15-19)</small>	5. GRADE	6. CURRENT LV BALANCE	6a. DOS	
7. RECOMMEND CONVALESCENT LEAVE FROM _____ TO _____		8. TYPE OF LEAVE <input type="checkbox"/> Terminal (P) <input type="checkbox"/> Reenlistment (E) <small>PTDY Reason (AFI 36-3003)</small> <small>(Check one)</small> <input type="checkbox"/> Emergency (D) <input type="checkbox"/> Graduation (J) <input type="checkbox"/> Adoption Leave (T) <input type="checkbox"/> Ordinary (A) <input type="checkbox"/> Appellate Review (R) <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Paternity Leave (T) <input type="checkbox"/> Convalescent (F) <input type="checkbox"/> Special (H) <input type="checkbox"/> Permissive TDY (T) <input type="checkbox"/> R&R Leave (A)			
PROVIDER'S SIGNATURE & STAMP		REMARKS:			
9. NO. DAYS REQUESTED <small>(33-35)</small>	10. LEAVE AUTH NO. <small>(37-43)</small>	11. FIRST DAY/TIME OF LV STATUS	12. FIRST DAY OF CHARGEABLE LV <small>(47-52)</small>	13. LAST DAY OF CHARGEABLE LV <small>(53-58)</small>	
14. LEAVE AREA (36) <input type="checkbox"/> CONUS <input type="checkbox"/> OS <input type="checkbox"/> OS to CONUS		15. EMERGENCY PHONE NO.		16. LEAVE ADDRESS <small>(Street, City, State, Zip Code, and Phone No.)</small> <small>(if different from phone number provided in block 15)</small>	
17. DUTY PHONE NO.	18. UNIT	19. DUTY SECTION			
20. DUTY LOCATION					
LEAVE REQUEST CERTIFICATION: <i>I acknowledge that the leave requested by me will be charged against my leave account unless otherwise cancelled or corrected through Part III of this form. In addition, if I cannot earn enough leave before separation to cover this request, I consent to withholding from current pay, final pay, or any other pay due me to satisfy this indebtedness. I understand that there is no actual debt until my final separation from the Air Force; however, I consent to this withholding of pay in anticipation of the indebtedness for the unearned portion of my leave balance. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my requested or projected separation date, and understand that this could result in the withholding of 100% of any current pay, final pay, or any other money due me. I have read the instructions on PART II.</i>					
21. MEMBER'S SIGNATURE		22. LEAVE IS <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED DATE			
23. APPROVER'S NAME AND GRADE <small>(Print or Type)</small>		24. DUTY PHONE NO.	25. APPROVER'S SIGNATURE		
SECTION II <small>(For member's use to record data for leave originating outside CONUS)</small>					
DATE/TIME DEPART PERM DUTY STATION	DATE/TIME RETURN PERM DUTY STATION	DATE DEPART DESG PAY AREA	DATE ARR CONUS	DATE DEPART CONUS	DATE RETURN DESG PAY AREA
INSTRUCTIONS FOR MEMBERS DEPARTING ON LEAVE					
<ol style="list-style-type: none"> 1. If you take more leave than you will accumulate before date of separation (DOS), the FSO immediately collects all pay and allowances you receive during the period of excess leave. 2. Remember: <ol style="list-style-type: none"> a. Your leave is normally effective on the date you include in your leave request as "first day of chargeable leave." b. If you want to change your starting or projected return date before departing on leave, you must notify the leave-approving authority. c. When you sign up for space-available transportation, you have started a period of leave. Once space-available travel has been signed for, leave is charged according to the table on Part III. (Authority: AFI 36-3003). 3. You must be in the local area of your permanent duty station before start, and upon completion of leave. Local area is defined as the place of residence or home from which the member commutes to the duty station on a daily workday basis. 4. Before departure, you must have an approved leave authorization (AF Form 988, Leave Request/Authorization) or special order and enough funds for expenses, including costs for travel. Do not assume you can return on time by military air transportation. 5. You must be able to be contacted through the address or phone number shown on your leave authorization. Members with key mobility deployment responsibilities must notify their unit mobility officer, NCO or alternate of scheduled leave as soon as possible before departure. 6. If you need an extension of leave, call or send a telegram to the individual who approved your leave. If you are on emergency leave, ask the nearest American Red Cross chapter to verify the continuing emergency to the leave-approving authority. 7. If you require medical or dental treatment while on leave, go to the nearest uniformed services treatment facility. If you must be treated for an emergency at a civilian facility, instruct the civilian source of care to submit a claim for payment to the nearest Air Force medical treatment facility/Resource Management Office. The claim must be itemized, including diagnosis, medical records, your pay grade, military address, and SSN. <ol style="list-style-type: none"> a. If you are hospitalized in a military medical treatment facility, ensure that your organization of assignment is notified as soon as possible. b. If you are hospitalized in a civilian facility, notify the nearest Air Force medical treatment facility (Patient Affairs Office) as soon as possible. 8. If you are in need of funds, go to the nearest Air force finance office and show this leave form and current Leave and Earnings Statement (LES). Casual payments, if authorized, cannot exceed unpaid pay and allowances to date. If you do not have your LES, you may experience a delay. 9. Observe all traffic rules if you travel by automobile. 10. If you plan to travel by commercial air at reduced rates, contact the airline to learn what documents you need. 11. It is your responsibility to return to your permanent duty station or obtain a leave extension from your supervisor before expiration date of your leave. 12. If traveling by DoD-owned aircraft, MAC contract flights, or commercial air, you must comply with dress requirements according to AFI 36-2903 and DoDI 1334.1. 13. During PTDY, days not used for reason stated in Section I, block 8, are chargeable as leave. Proof of use may be required. 14. You must meet all appointments while on leave or reschedule the appointments before departure. 15. Before you depart on leave, you should complete DD Form 2258. Temporary Mail Disposition Instructions, at the Postal Service Center, to direct your mail during your leave. 					

LEAVE REQUEST/AUTHORIZATION <i>(See Privacy Act Statement and General Instructions below)</i>		SECTION I			
		TO: FSO	1. DATE OF REQUEST	2. TYPE OF TRANSACTION <i>(1-5) (FSO Use Only)</i>	
3. SSN (6-14)	4. NAME <i>(Last, First, Middle Initial) (15-19)</i>	5. GRADE	6. CURRENT LV BALANCE	6a. DOS	
7. RECOMMEND CONVALESCENT LEAVE FROM _____ TO _____		8. TYPE OF LEAVE <input type="checkbox"/> Terminal (P) <input type="checkbox"/> Reenlistment (E) PTDY Reason (AFI 36-3003) <i>(Check one)</i> <input type="checkbox"/> Emergency (D) <input type="checkbox"/> Graduation (J) <input type="checkbox"/> Adoption Leave (T) <input type="checkbox"/> Ordinary (A) <input type="checkbox"/> Appellate Review (R) <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Paternity Leave (T) <input type="checkbox"/> Convalescent (F) <input type="checkbox"/> Special (H) <input type="checkbox"/> Permissive TDY (T) <input type="checkbox"/> R&R Leave (A)			
PROVIDER'S SIGNATURE & STAMP		REMARKS:			
9. NO. DAYS REQUESTED <i>(33-35)</i>	10. LEAVE AUTH NO. <i>(37-43)</i>	11. FIRST DAY/TIME OF LV STATUS	12. FIRST DAY OF CHARGEABLE LV <i>(47-52)</i>	13. LAST DAY OF CHARGEABLE LV <i>(53-58)</i>	
14. LEAVE AREA (36) <input type="checkbox"/> CONUS <input type="checkbox"/> OS <input type="checkbox"/> OS to CONUS		15. EMERGENCY PHONE NO.		16. LEAVE ADDRESS <i>(Street, City, State, Zip Code, and Phone No.)</i> <i>(if different from phone number provided in block 15)</i>	
17. DUTY PHONE NO.	18. UNIT	19. DUTY SECTION			
20. DUTY LOCATION					
SECTION II - MEMBER <i>(Use to record data for leave originating outside CONUS)</i>					
DATE/TIME DEPART DUTY STATION	DATE/TIME RETURN DUTY STATION	DATE DEPART DESG PAY AREA	DATE ARR CONUS	DATE DEPART CONUS	DATE RETURN DESG PAY AREA
SECTION III - HOW DID ACTUAL LEAVE COMPARE TO THE LEAVE REPORTED IN BLOCKS 12 AND 13 ABOVE?					
A	CHECK ONE, AND COMPLETE DESIGNATED SUBSECTION	<input type="checkbox"/> No change (Complete subsections C, D and E only) <input type="checkbox"/> Last day should be corrected (Complete subsections B thru E) <input type="checkbox"/> Should be cancelled (Complete subsection E only)			
B	CORRECT LAST DAY OF CHARGEABLE LEAVE IS:	IF LEAVE WAS EXTENDED, EXTENSION WAS APPROVED BY:	TOTAL NUMBER OF DAYS TAKEN (See Block 12 for first day of chargeable leave)		
C	Space A transportation was <input type="checkbox"/> used <input type="checkbox"/> not used. <i>If Space A transportation was used, it was signed up for on _____ (date)</i>				
D	THIS IS A TRUE AND CORRECT STATEMENT OF LEAVE TAKEN. I make this statement with the full knowledge of the penalties for willfully making a false statement. Intentional misstatements or omissions of facts constitute federal criminal violations. (Maximum penalties: \$10,000 fine or 5 years imprisonment, or both. 18 U.S.C. 1001. Also see Article 107, UCMJ)		MEMBER'S SIGNATURE		
E	In consideration of the last duty day before starting leave and the first day after return from leave, or member's cancellation request, and including all other information available, I certify the above days of leave used, or cancelled, are true and correct to the best of my knowledge and belief. (See below for computing chargeable leave.)				
APPROVER'S NAME AND GRADE <i>(Print or Type)</i>		DUTY PHONE NO.	APPROVER'S SIGNATURE		DATE
INSTRUCTIONS FOR CHARGING LEAVE <i>The following examples use a normal work schedule of Monday through Friday, 0730 to 1630.</i>					
if the member	and has performed over 50 percent of scheduled duty		on a nonduty day	then duty status is	
	Yes	No			
Departs or signs up for space-available travel	X			Duty	1. If the member starts leave or signs up for space-available transportation on Tuesday, 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.
		X		Leave	
Returns	X		X	Leave	2. Saturday is a day of leave if the member, regardless of the hour, starts leave or signs up for space-available transportation on Saturday. 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. 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.
		X	X	Duty	
<p>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.</p> <p>LEAVE START DATE ADJUSTMENTS If the member departs before or after the first day of leave status indicated in Section I of Part I, cancel the original leave request and prepare a request using a new leave authorization number. Complete Section III of Part III of the original leave request and forward to the unit. Forward Part I of the new leave request to the FSO. Process Part III of the new leave request as normal upon member's return.</p> <p>INSTRUCTIONS FOR COMPLETING AND PROCESSING PART III Upon member's return from leave or cancellation, complete (separately) Section III of Part III. Determine how the member's actual leave dates compared to the chargeable leave reported to the FSO on Part I. Complete Section III to indicate either "no change", "should be corrected", or "should be cancelled". IMPORTANT: All periods awaiting space available transportation are chargeable as leave according to normal rules for charging leave (see guidelines for charging leave above). After completing Part III, separate and immediately forward to your unit. If you must alter any Section III data after initially completing, line through and initial the incorrect data or block.</p>					

NOTE:

1. **DATE OF REQUEST:** Enter day, month, year (for example 27 Dec XX).
2. **FSO USE ONLY.**
3. **SSN:** Must be present.
4. **NAME:** Must be present.
5. **GRADE:** Must be present.
6. **CURRENT LEAVE BALANCE:** Enter leave balance as shown on latest LES. **6a. DOS:** Complete when member requests leave with a planned return date within 30 days of DOS.
7. **RECOMMEND CONVALESCENT LEAVE:** Use if convalescent leave is recommended.
8. **TYPE OF LEAVE:** Check box marked "Permissive TDY (T)." State the paragraph number from table 5 of AFI 36-3003, attachment 1, that applies (for example, Permissive TDY (T) Reason 7). In remarks area, give abbreviated description of purpose of P-TDY.
9. **NO DAYS REQUESTED:** Must be present.
10. **LEAVE AUTH NO:** Must be present.
11. **FIRST DAY/TIME OF LV STATUS:** Must be present (for example, 1 Jan XX/0001).
- 12/13. **FIRST AND LAST DAY OF CHARGEABLE LV:** Enter dates of approved P-TDY including travel time).
 14. **LEAVE AREA:** Check appropriate box.
 15. **EMERGENCY PHONE:** Self-explanatory.
 16. **LEAVE ADDRESS:** Enter area where P-TDY will be taken (for example, Barksdale AFB).
 17. **DUTY PHONE:** Must be present.
 18. **UNIT:** Self-explanatory.
 19. **DUTY SECTION:** Self-explanatory.
 20. **DUTY LOCATION:** Self-explanatory.
 21. **MEMBER'S SIGNATURE:** Must be signed using ink.
 22. **Approval/Disapproval Block:** Check appropriate block. Enter date of approval of disapproval. If approved, this will normally be the date the leave authorization number is obtained. If leave is approved within 30 days of leave start date, enter the date of approval. If leave is approved more than 30 days prior to leave start date, enter date leave authorization number is obtained.
 23. **SUPERVISOR'S TYPED/PRINTED NAME AND GRADE:** Self-explanatory.
 24. **SUPERVISOR'S DUTY PHONE:** Must be present to aid FSO inquiries.
 25. **SUPERVISOR'S SIGNATURE:** Must be signed in inky by other than the individual requesting leave (see note 1).

NOTE 1: When leave approval is granted by message or letter, include DATE-TIME-GROUP and origin of the message or date and origin of the letter.

NOTE 2: When correcting an erroneous entry, line through the erroneous data and initial. Correction tape and white-out are not authorized.

Figure 7.5. Member's Guide for Requesting Ordinary Leave through LW**NOTE:**

1. Log-in to LeaveWeb at: [https://leave."basename".af.mil/](https://leave.).
2. Enter Social Security Number.
3. Enter Password.
 - A. If you have never logged into LeaveWeb before press forgot password and a password will be sent to you via e-mail.
 - B. If you do not receive your password within 15 minutes contact your unit orderly room.
4. Choose member actions.
5. Choose new leave.
6. Fill in all open fields.
7. Select submit box on the lower right side of the form.
8. Log out.
 - A. NOTE: You will receive e-mails letting you know where the leave request is positioned (waiting for approval, approved, waiting for validation, or validated).
9. After leave is approved and validated:
 - A. Log into LeaveWeb and query the leave query.
 - B. Pick the leave that you requested.
 - C. Select and print the part 2 and go on leave.

Figure 7.6. Member's Return from Ordinary Leave.**NOTE:**

1. Log-in to LeaveWeb.
2. Select member actions.
3. Select return from leave.
4. Fill in required fields.
5. Select submit box in lower right of form. If there is a problem with LeaveWeb, the member contacts the unit orderly room for assistance.

Figure 7.7. Supervisor Procedures When Using LW**NOTE:**

1. After a member requests a leave using LW the designated supervisor receives an e-mail when a subordinate is requesting leave.
2. Click on the hyper link in the e-mail.
3. Select approve or disapprove as appropriate.

4. There will be e-mail traffic for both you and the member requesting leave to show the status of the leave request after the leave approval is completed. Other e-mails will be FYI only. NOTE: If a member does not have e-mail access they will bring the tracking number to their AO for approval.
5. Log into LeaveWeb at [https://leave."basename".af.mil/](https://leave.).
6. Select A.O. box.
7. Enter tracking number provided by the member.
8. Type last name in field as required and select approved or disapproved as appropriate. If there are any problems the A.O. contacts the unit orderly room for assistance.

Figure 7.8. Daily LeaveWeb Unit Admin Procedures.

NOTE:

1. Log into LeaveWeb at: [https://leave."basename".af.mil/leaveweb/leaveadmin.asp/](https://leave.).
2. Leave query history:
 - A. The default settings are for all transactions within the past 30 days.
 - B. Look by request date.
 - C. Any leaves.
 - D. Select query.
3. When validating leave requests you are primarily looking for Q2 or R2 leaves. (See below for status codes.)
 - A. If everything is correct validate the leave by selecting “validate” on the bottom of the screen. This will assign a leave number to the leave and populate the 1486.
 - B. If something is in error, fill in the remarks block and click “reject leave”. This will return the leave to the member for correction and for resubmission.

NOTE: After validating leave from both departing and returning members, you are finished with validating leave requests.

Figure 7.9. Memorandum For Unit Leave Monitor.

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS XXXX**

Memorandum For: Unit Leave Monitor Date

From: Unit CC

Subject: Review of AF Form 1486 for Period of _____ to _____

I have reviewed the AF Form 1486 for the period of _____ to
_____ encompassing leave numbers _____ to
_____.

All leaves reviewed were closed, validated and reconciled for this period with the exception of the following leave authorization numbers.

- 1.
- 2.
- 3.

All leaves annotated above will be forwarded to unit leave monitor for corrective action. Corrective action will be annotated with this monthly report by _____.

Unit
Comman
der
XX/CC

Table 7.1. Leave Processing.

R U L E	A	B	C	D
	If AF Form 988 is being processed by	and the processing condition is	then	and
1	member	Request	prepare AF Form 988; obtain supervisor's signature (see notes 2 and 3)	supervisor gives Part II to member.
2		Departure	(see note 3)	
3		Return	advise supervisor of date of return (see tale 7-2)	(see note 3.)
4		Cancellation	advise supervisor of cancellation	
5		Extension	request approval from unit commander or supervisor by phone or other quick means. Sign request upon return from leave	
6	supervisor/ unit	Request	(see notes 1-4) approve or disapprove; if disapproved, return request to member with explanation. If approved, verify member ETS. If within 30 days, comply with paragraph 7-14,	give Part II of AF Form 988 to member; send Part I to FSO and place Part III in departure document control file.
7		Departure	enter first day of leave on Part III	
8		Return	(see Table 7.2.)	send Part III to the FSO within 1 workday of return (note 5).
9		Cancellation	check "SHOULD BE CANCELED" on Part III; sign in signature block of Part III (see paragraph 7-10),	return Part II to member; send Part III to unit.
10		Extension	approve or disapprove; if approved, process as a correction on Part III	indicate, should be corrected, on Part III by marking the (SHOULD BE CORRECTED) box on Part III, section II, item A, upon member's return from leave.

NOTES:

1. Prior to approval obtain leave authorization number from unit and enter on AF Form 988. If the leave is terminal leave, the FSO will assign leave authorization number.
2. Supervisor ascertains member's leave balance and should require the member to furnish current LES as proof of balance. Unit commander must approve advance or excess leave.
3. Member traveling to CONUS from overseas or within overseas areas enters in the last section of the leave request, AF Form 988, the actual dates of departure and arrival as they occur in the specified areas. Upon return, the member and supervisor transcribe this data from Part II to Part III, when period of leave exceeds 30 days.
4. When leave is requested with separation or retirement, and the member will be on leave on the last day of active duty, the unit enters on AF Form 988, "Terminal Leave."
5. If the member refuses to certify dates on Part III, AF Form 988, or if the signature is impossible or impractical to obtain because of death, separation, extended hospitalization, etc., annotate circumstances on AF Form 988 and forward to FSO for processing.

Table 7.2. Leave Processing – Certification of Part III of AF Form 988 by Supervisor.

R U L E	A	B
	If	then
1	member performed the majority of scheduled duty on day of departure	enter day after departure. If before or after the effective date, supervisor indicates on Part III that leave should be corrected (See paragraph 7-5).
2	member did not perform duty on day of departure	enter day of departure.
3	member departed on day duty not scheduled	enter day after day of departure.
4	member performed the majority of scheduled duty on day of return	enter day before day of return.
5	member did not perform duty on day of return	enter day of return.
6	member returned on a day duty not scheduled	enter day of return.
7	member departed and returned same day	enter day of departure and day of return. If supervisor indicates member performed duty that day or member was recalled by competent orders, cancel leave. If supervisor indicates member did not perform duty, process leave for one day.
8	member recalled within 72 hours after departure	cancel leave if member returns and does not use excessive travel time for return.
9	member recalled within 72 hours after departure and used excess travel time (excess determined by leave approving authority)	process leave per above rules.

NOTE: Supervisor's certification not required for convalescent leave.

Table 7.3. Leave Processing – Charging Leave.

R U L E	A	B	C			D
	If the member	on	and performed duty			then charge leave
			Yes	No	N/A	
1	departs	duty day scheduled	X			beginning the date after the departure date.
2		a duty day		X		beginning the day of departure.
3		a day duty not scheduled			X	beginning the day after the departure date.
4	departs and returns	the same day				for one day, unless recall was directed by competent orders
5	departs and is recalled within 72 hours by competent authority	a duty or non-duty day				but not unless member uses excess travel time to return to duty station; if excess travel is used, charge all days as leave per rules 1, 2, or 3 above.
6	returns	a duty day	X			through day before return date.
7				X		through day of return.
8		duty not scheduled			X	through day of return.

NOTE: Performance of duty must be for all or the majority (more than 50 percent) of scheduled duty. This determination is made by the supervisor or leave approving authority.

Table 7.4. Authorization and Accountability for Sick and Convalescent Leave.

R U L E	A	B	C	D	E
	If the action to be processed is	and the action is being taken by	and upon completion of the	then	and
1	a request	unit commander upon recommendation of a medical officer (note 4)		follow procedure for ordinary leave per Table 7.1.	destroy when purpose has been served.
2		commander of an Air Force hospital, dispensary, or medical unit	return to the hospital	authorized leave on AF Form 988	Initiate and send input to servicing FSO for medical unit.
3			return to his or her unit (note 2)	obtain leave authorization from member's unit of assignment; prepare AF Form 988, and give Part II to member	send Part III to supervisor; Part I to FSO.
4		commander of Army or Navy medical treatment facility or a manager of a VA hospital	return to the hospital	Authorize leave on applicable communication; send copy to unit of assignment to advise unit of departure and return dates	unit prepares and processes AF Form 988 necessary to account for leave; forwards Parts I and III to process as "Report" transfer (note 3).
5			return to unit (note 2)	Authorize leave on applicable communication; send copy to unit of assignment to advise unit of departure date	unit suspends copy of communication for member's return from leave and prepares and processes AF Form 988 necessary to account for leave; forwards Part I to FSO.
6	departure	commander of an Air Force dispensary, or medical service	return to the hospital	annotate date of departure on Part III	File Part III for return.
7			return to the unit (note 2)	annotate date of departure on Parts I and II and forward to unit of assignment	Unit forwards Part I to FSO and retains Part III.
8	return (note 1)		return to hospital	follow procedures for a return from ordinary leave per Table 7.1.	(See note 3.)
9		unit for members who depart on leave from hospital, dispensary, or medical service unit	return to unit (note 2)	follow procedures for a return from leave per Table 7.1.	

NOTES:

1. All references to unit or member's unit of assignment in this table refer to member's unit at PDS unless otherwise stated.
2. Not applicable to members assigned patient pipeline status (PCA w/PCS) to the patient squadron section.
3. Unit may hold Part III after preparation of leave authorization. Forward Parts I and III and a copy of communication authorizing leave to the FSO.
4. Convalescent leave must be approved by the unit commander (or acting unit commander). Leave approval authority for convalescent leave may not be delegated.

Table 7.5. Emergency Leave Processing.

R U L E	A	B	C	D	E
	When the member is stationed	then for a request	and for departure	and for return	and for extension
1	in CONUS and granted emergency leave in CONUS	process same as ordinary leave except to ensure member experiences no delay in departure (note 1).			
2	overseas and granted emergency leave in immediate area				

NOTES:

1. Establish procedures to permit quick processing on non-duty day.
2. Procedures for members taking funded emergency leave are in DFAS-DER 7010-3.

Jamie M. Morin
Assistant Secretary of the Air Force
Financial Management and Comptroller

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-403, *Aerospace Physiological Training Program*

AFI 14-302, *Aerospace Reporting*

AFI 24-101, *Passenger Movement*

AFI 31-205, *The Air Force Corrections System*

AFI 32-6005, *Unaccompanied Housing Management*

AFI 36-2102, *Base Level Relocation Procedures*

AFI 36-2605, *Air Force Military Personnel Testing System*

AFI 36-2911, *Desertion and Unauthorized Absence*

AFI 36-3003, *Military Leave Program*

AFI 36-3014, *Clothing Allowances for Air Force Personnel*

AFI 36-3203, *Service Retirements*

AFI 51-202, *Nonjudicial Punishment*

AFI 65-103, *Temporary Duty Orders*

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

AFMAN 36-2622, *Personal Concept III (Civilian) End Users Manual*

AFMAN 65-116 V1, *Defense Joint Military Pay System-Active Component (DJMS-AC) FSO Procedures*

DFAS-DE 7010.1-R, *General Accounting and Finance Systems at Base Level*

DoDFMR, Volume 7A, *Military Pay Policy and Procedures - Active Duty and Reserve Pay*,

DoDI 1338-18, *Armed Forces Clothing Monetary Allowance Procedures JFTR, Joint Federal Travel Regulation*

Prescribed Forms

AF Form 594, *Application and Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination*

AF Form 988, *Leave Request/Authorization*

AF Form 1039, *Request to Receive and/or Extend Repayment of an Advance Housing Allowance*

AF Form 1134, *Unit Leave Authorization Numbers – Block Assignments*

AF Form 1357, *Request for Temporary Lodging Allowance*

AF Form 1486, *Unit Leave Control Log*

AF Form 1881, *Hostile Fire Pay Certification and MPO*

Adopted Forms

DD Form 114, Military Pay Order

DD Form 139, Pay Adjustment Authorization

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

AAIC—Airman Assignment Instruction Code

ACIP—Aviation Career Incentive Pay

AFI—Air Force Instruction

AFRES—Air Force Reserve

ANG—Air National Guard

AO—Aeronautical Order

ARMS—Aviation Resource Management System

ASD—Aviation Service Date

AWACS—Airborne Warning and Control System

AWOL—Absent Without Leave

BAH—Basic Allowance for Housing

BAS—Basic Allowance for Subsistence

BOQ—Bachelor Officer Quarters

CFC—Combined Federal Campaign

CMO—Court Martial Order

COLA—Cost of Living Allowance

CONUS—Continental United States

DFAS—Defense Finance and Accounting Service

DJMS—Defense Joint Military Pay System

DoDFMR—Department of Defense Financial Management Regulation

DOS—Date of Separation

DROT—Daily Register of Transactions

DTL—Document Transmittal List

EAD—Extended Active Duty

ETS—Expiration Term of Service

FICA—Federal Insurance Contributions Act

FITW—Federal Income Tax Withholding
FSA—Family Separation Allowance
FSO—Financial Services Office (or Officer)
FY—Fiscal Year
GSU—Geographically Separated Unit
HA—Housing Allowance
HALO—High Altitude Low Opening
HARM—Host Aviation Resource Management
HDIP—Hazardous Duty Incentive Pay
HHG—Household Goods
HMO—Housing Management Office
ISA—Interservice Support Agreement
IRS—Internal Revenue Service
ITOA—Initial/Terminal Occupancy Allowance
JA—Judge Advocate
JDC—JUMPS Data Collection
JFTR—Joint Federal Travel Regulations
JUMPS—Joint Military Pay System (now called DJMS)
LES—Leave and Earnings Statement
MAJCOM—Major Command
MGIB—Montgomery G.I. Bill
MIHA—Move-In Housing Allowance
MMPA—Master Military Pay Account
MPE/FS—Military Personnel Element/Flight/Section
MPO—Military Pay Order
MTF—Medical Treatment Facility
NAFFMB—Non-Appropriated Fund Financial Management Branch
NAFI—Non-appropriated Fund Instrumentality
OHA—Overseas Housing Allowance
OSD—Officer Service Date
PCS—Permanent Change of Station
PDS—Permanent Duty Station

PTDY—Permissive Temporary Duty
SAF—Secretary of the Air Force
SIK—Subsistence In Kind
SIMS—Service Information Management System
SITW—State Income Tax Withhold
SJA—Staff Judge Advocate
SRB—Selective Reenlistment Bonus
SSN—Social Security Number
TAMP—Transition Assistance Management Program
TDY—Temporary Duty
TLA—Temporary Lodging Allowance
TLE—Temporary Lodging Expense
TLF—Temporary Lodging Facility
TLQ—Temporary Living Quarters
TMO—Traffic Management Offices
UCMJ—Uniform Code of Military Justice
UNCOQ—Unaccompanied Noncommissioned Officer Quarters
UOQ—Unaccompanied Officer Quarters
UH—Unaccompanied Housing – includes dormitories, UOQs and UNCOQs
VEAP—Veterans Educational Assistance Program
VOC—Verbal Order of Commander
VOQ—Visiting Officers Quarters