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MEMORANDUM FOR DISTRIBUTION C  
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SUBJECT: Air Force Guidance Memorandum to AFI 36-3003, *Military Leave Program*

By order of the Secretary of the Air Force, this Air Force Guidance Memorandum immediately implements changes to AFI 36-3003, *Military Leave Program*. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

The specific changes to AFI 36-3003 are to incorporate changes directed by Department of Defense (DoD) *Guidance for Implementation of the Military Parental Leave Program*, dated 23 March 2018. These changes remove Maternity, Parental and Adoption Leave authority within AFI 36-3003, *Military Leave Program* and replace these entitlements with the Military Parental Leave Program.

This memorandum becomes void after one-year has elapsed from the date of this memorandum, or upon publication of interim change or rewrite of AFI 36-3003, whichever is earlier.

Shon J. Manasco  
Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)

Attachment:  
AFI36-3003, AFGM2018-01 Attachment 1

## **GUIDANCE CHANGES**

### **Chapter 4 – Types of Leave**

#### *Non-chargeable leave*

**(Change)** 4.2.1.1. Convalescent Leave Approval. The unit commander normally approves convalescent leave, to include any associated and cleared travel, up to 30 days based on the recommendations by either the MTF authority or the attending physician most familiar with the member’s medical condition. The commander must not approve more than 30 days initial convalescent leave. (T-3) Extending convalescent leave beyond 30 days requires additional medical review and consent. Convalescent leave due to pregnancy or childbirth is discussed in paragraph 4.2.4. Note: During short absences of the unit commander, the commander’s designated representative may approve convalescent leave.

**(Delete)** 4.2.1.1.1.

**(Delete)** 4.2.1.1.1.1.

**(Delete)** 4.2.1.1.1.2.

**(Change)** Table 4.3 Rule 2, column C from 84 days to 42 days

**(Change)** Table 4.5 Rule 18, column A delete “for a qualifying child adoption” replace with “Primary Caregiver Leave”; column B delete “Unit commanders may approve up to 21 days per calendar year.” and replace with “limited to 42 days”; column C delete entire comment section and replace with “follow guidance established in paragraph 4.2.4.3.”

**(Change)** Table 4.5 Rule 19, , column A delete “parental leave” replace with “Secondary Caregiver Leave”; column B delete “Commanders shall approve 10 days.” and replace with “limited to no more than 21 days”; column C delete entire comment section and replace with “follow guidance established in paragraph 4.2.4.4.”

**(Add)** 4.2.4. **Military Parental Leave Program (MPLP).** The MPLP consists of the following forms of non-chargeable leave following a qualifying birth event or adoption for covered service members: Maternity Convalescent Leave, Primary Caregiver Leave, and Secondary Caregiver Leave.

**(Add)** 4.2.4.1. A covered Service member is an Active component service member, or a Reserve component Service member performing active Guard and Reserve duty or Full-time National Guard Duty (FTNGD) for a period in excess of 12 months, and Reserve component service members performing duty under a call or order to active service in excess of 12 months (12 consecutive months for ARC members). A period of active service of a Reserve component member may not be extended in order to permit the member to take leave authorized under the MPLP; however, a Service member can be extended on active service following a qualifying birth event when determined medically necessary by competent medical authority.

**(Add) 4.2.4.2. Maternity Convalescent Leave.** Is limited to a covered Service member birthparent after a qualifying birth event. In cases where a baby is stillborn, the member suffers a miscarriage, or where the baby is given up for adoption immediately following birth, convalescent leave, other than Maternity Convalescent Leave, may be granted in accordance with AFI 41-210.

**(Add) 4.2.4.2.1.** Absence from duty because of pregnancy. During pregnancy, members continue to perform normal duties as long as they are medically fit to do so. Convalescent leave is appropriate when it is medically necessary for the health and safety of the member or fetus.

**(Add) 4.2.4.2.2.** Is limited to 42 days of non-chargeable leave, unless additional Maternity Convalescent Leave is specifically recommended, in writing, by the medical provider of the covered member to address a diagnosed medical condition and is approved by the member's commander. A covered birthparent may, with the concurrence of a medical provider, elect to receive a period of Maternity Convalescent Leave that is less than 42 days.

**(Add) 4.2.4.2.3.** Must be taken immediately following childbirth, except that the leave shall not commence until the first full day following the date of discharge or release from the hospital (or similar facility) where the birth took place.

**(Add) 4.2.4.2.4.** Must be taken prior to any caregiver leave (for a maximum of 84 days in conjunction with Primary Caregiver Leave, or 63 days in conjunction with Secondary Caregiver Leave), unless the extended convalescence period exceeds 63 or 84 days, as the case may be, as recommended by a competent medical authority. The amount of caregiver leave shall be reduced by one day for each day of additional Maternity Convalescent Leave taken (i.e., the portion of leave that is in excess of 6 weeks).

**(Add) 4.2.4.2.5.** Must be taken in only one increment.

**(Add) 4.2.4.2.6.** May be taken in conjunction with Primary or Secondary Caregiver Leave, and/or with approved ordinary (chargeable) leave. If taken with caregiver *and* ordinary leave, the order in which the types of leave must be taken is as follows: Maternity Convalescent leave, caregiver (Primary or Secondary) leave, ordinary leave.

**(Add) 4.2.4.2.7.** May not be disapproved by a commander.

**(Add) 4.2.4.2.8.** May not be transferred to create any kind of shared benefit.

**(Add) 4.2.4.2.9.** Will be forfeited if unused at separation from active service.

**(Add) 4.2.4.3 Primary Caregiver Leave:**

**(Add) 4.2.4.3.1.** Is limited to covered Service members who meet the definition of, and are designated as, "primary caregivers" in conjunction with qualifying birth events or adoptions.

**(Add)** 4.2.4.3.2. Is limited to 42 days of non-chargeable leave and must be taken within one year of a qualifying birth event or adoption. A designated primary caregiver may elect to receive a period of Primary Caregiver Leave that is less than 42 days. Use PTDY Table 4.5, Rule 18 until LeaveWeb and AF Form 988 are altered to allow for a Caregiver leave type.

**(Add)** 4.2.4.3.3. May be taken in conjunction with Maternity Convalescent Leave and/or approved ordinary (chargeable) leave except it may not be taken consecutively with chargeable terminal leave and/or administrative absence for transition (commonly referred to as permissive temporary duty or PTDY). If taken in conjunction with Maternity Convalescent Leave, Primary Caregiver Leave must be taken after the convalescent leave. If taken in conjunction with ordinary leave (other than terminal leave or PTDY), the Primary Caregiver Leave must be taken before the ordinary leave. If taken in conjunction with both Maternity Convalescent Leave and ordinary leave (other than terminal or PTDY), the order in which the types of leave must be taken is as follows: Maternity Convalescent Leave, Primary Caregiver Leave, ordinary leave.

**(Add)** 4.2.4.3.4. If not taken in conjunction with Maternity Convalescent Leave, must be taken within one year of a qualifying birth event or adoption.

**(Add)** 4.2.4.3.5. Must be taken in only one increment.

**(Add)** 4.2.4.3.6. May not be authorized in cases of a qualifying birth event where the child is given up for adoption, and/or parental rights are terminated (refer to 2.4.3.9. for eligibility).

**(Add)** 4.2.4.3.7. Eligibility, or the leave itself if started, terminates upon the death of the child. However, in such cases, covered members may be transitioned to an emergency leave (chargeable) status in accordance with DoDI 1327.06 [or this AFI].

**(Add)** 4.2.4.3.8. Will be forfeited if any portion remains unused at separation from active service.

**(Add)** 4.2.4.3.9. May not be transferred to create any kind of shared benefit.

**(Add)** 4.2.4.3.10. Eligibility, or the leave itself if started, terminates upon the death of the child. However, in such cases, covered members may be transitioned to an emergency leave (chargeable) status in accordance with DoDI 1327.06 [or this AFI].

**(Add)** 4.2.4.4. **Secondary Caregiver Leave:**

**(Add)** 4.2.4.4.1. Is limited to covered Service members who meet the definition of, and are designated as, “secondary caregivers” in conjunction with qualifying birth events or adoptions. Use PTDY Table 4.5, Rule 19 until LeaveWeb and AF Form 988 are altered to allow for a Caregiver leave type.

**(Add)** 4.2.4.4.2. Is limited to no more than 21 days of non-chargeable leave and must be taken within one year of a qualifying birth event or adoption. A designated secondary caregiver may elect to receive a period of Secondary Caregiver Leave that is less than 21 days.

**(Add)** 4.2.4.4.3. May be taken in conjunction with Maternity Convalescent Leave and/or approved ordinary (chargeable) leave except it may not be taken consecutively with chargeable terminal leave and/or administrative absence for transition (commonly referred to as permissive temporary duty or PTDY). If taken in conjunction with Maternity Convalescent Leave, Secondary Caregiver Leave must be after the convalescent leave.

**(Add)** 4.2.4.4.4. If not taken in conjunction with Maternity Convalescent Leave, it must be taken within one year of a qualifying birth event or adoption. If taken in conjunction with ordinary leave (other than terminal leave or PTDY), the Secondary Caregiver Leave must be taken before the ordinary leave. If taken in conjunction with both Maternity Convalescent Leave and ordinary leave (other than terminal leave or PTDY), the order in which the types of leave must be taken is as follows: Maternity Convalescent Leave, Secondary Caregiver Leave, ordinary leave.

**(Add)** 4.2.4.4.5. Must be taken in only one increment.

**(Add)** 4.2.4.4.6. May not be authorized in cases of a qualifying birth event where the child is given up for adoption, and/or parental rights are terminated or surrendered.

**(Add)** 4.2.4.4.7. May not be transferred to create any kind of shared benefit.

**(Add)** 4.2.4.4.8. Will be forfeited if any portion remains unused at separation from active service.

**(Add)** 4.2.4.4.9. Eligibility, or the leave itself if started, terminates upon the death of the child. However, in such cases, covered members may be transitioned to an emergency leave (chargeable) status in accordance with DoDI 1327.06 [or this AFI].

**(Add)** 4.2.4.5. **Designation of primary and secondary caregivers.** In the case of a qualifying birth event or adoption, the covered Service member shall designate the child's primary caregiver. As defined, the primary caregiver is the parent with the primary responsibility for caring for a child. In most cases the non-military parent in the case of a qualifying birth event or adoption shall be designated the primary caregiver. In some cases, the covered military member may be designated as the primary caregiver. Such circumstances may include, but are not limited to, a dual military couple where one member of the couple is designated as the primary caregiver, the unavailability or incapacity of the birth parent if the birth parent is not a military member, the necessity of the non-military parent to return to his or her place of employment, the death of the non-military parent, or other circumstances where the military member must act as primary caregiver.

**(Add)** 4.2.4.5.1. Only one primary and one secondary caregiver may be authorized for each qualifying birth event or adoption.

**(Add)** 4.2.4.5.2. In no case will a covered member be designated as both a primary and secondary caregiver and permitted to receive both Primary and Secondary Caregiver Leave for the same qualifying birth event or adoption.

**(Add)** 4.2.4.5.3. In the case of a dual military couple, one covered Service member will be designated as the primary caregiver and the other covered Service member as the secondary caregiver. Each will be granted the caregiver leave associated with those respective designations. Caregiver leave is not transferable between members of a dual military couple.

**(Add)** 4.2.4.5.4. In the case of a child born outside of a marriage, the member's parentage of the child must be established in accordance with AFI 36-3026. Member must initiate registration in the Defense Enrollment Eligibility Reporting System (DEERS) within 30 days of the birth or will forfeit eligibility. A birthparent is not required to establish proof of parentage.

**(Add)** 4.2.4.5.5. Designations of primary and secondary caregivers shall be made as early as practicable, and under normal circumstances should occur at least 60 days in advance of an anticipated due date (in the case of a qualifying birth event), or anticipated date of a qualifying adoption.

**(Add)** 4.2.4.6. Designation of primary and secondary caregivers who are within 3 months of an operational deployment or who are currently deployed may be designated as a primary or secondary caregiver.

**(Add)** 4.2.4.6.1. A member who is operationally deployed must defer the Primary or Secondary Caregiver Leave until the operational deployment period has been completed.

**(Add)** 4.2.4.6.2. A member who is within 3 months of an operational deployment may:

**(Add)** 4.2.4.6.2.1. Defer Primary or Secondary Caregiver Leave until the operational deployment is completed; or,

**(Add)** 4.2.4.6.2.2. After designation as a secondary caregiver, utilize the 21 days of Secondary Caregiver Leave, if approved by the unit commander.

**(Add)** 4.2.4.6.2.3. Any period of deferral of caregiver leave under this section due to an operational deployment shall not be counted against the one-year period following a qualifying birth event or adoption in which members must take caregiver leave.

**(Add)** 4.2.4.7. **Primary and secondary caregiver leave as it relates to surrogacy.** In cases where a Service allows its members to act as a surrogate, only the 6-week Maternity Convalescent Leave (subject to the provisions for extending Maternity Convalescent Leave in paragraph 4.2.4.2.2.) following childbirth is authorized for a covered Service member.

**(Add)** 4.2.4.7.1. A covered Service member whose spouse serves as a surrogate and gives birth is not entitled to Primary or Secondary Caregiver Leave.

**(Add)** 4.2.4.7.2. In cases where a covered Service member (or a covered dual military couple) uses a surrogate, and the member (or couple) becomes the legal parent(s) or guardian(s) of the child, the event will be treated as an adoption, and the Service member(s) will be entitled to either Primary or Secondary Caregiver Leave.

**(Add)** 4.2.4.8. **Unused military parental leave.** Any amount of Primary or Secondary Caregiver Leave remaining unused at the time of separation from active service shall be forfeited.

**(Add)** 4.2.4.8.1. Any amount of Primary or Secondary Caregiver Leave remaining unused after one year from the date of a qualifying birth event or adoption, will be forfeited.

**(Add)** 4.2.4.8.2. Any leave authorized under the MPLP for a covered Reserve component member that is not taken by the time the member is separated from active service shall be forfeited:

**(Add)** 4.2.4.8.2.1. The period of active service of a covered Reserve component member may not be extended in order to permit the member to take leave authorized under the MPLP.

**(Add)** 4.2.4.8.2.2. Covered Reserve component members will not be recalled to active service for the use of any category of leave (either singly or in combination) under the MPLP.

**(Add)** 4.2.4.9. To the extent they are otherwise eligible, covered Service members who take Maternity Convalescent Leave, Primary Caregiver Leave or Secondary Caregiver Leave may be authorized terminal leave in accordance with DoDI 1327.06 and/or sell back leave in accordance with section 501 of title 37, U.S.C., and chapter 34 of the DOD FMR, Vol. 7A.

**(Add)** 4.2.4.10. **Effective Date.** Entitlements outlined in section 4.2.4 are retroactive to December 23, 2016. The following apply with respect to qualifying birth events or adoptions that occurred on or after December 23, 2016 through 22 March 2018 (referred to as the “MPLP retroactive period”):

**(Add)** 4.2.4.10.1 Covered Service members who gave birth and received 12 weeks (84 days) of non-chargeable Maternity Leave, in accordance with DoDI 1327.06 (Change 3), shall be considered to have been designated as the primary caregiver, and thus shall not be entitled to retroactive Primary Caregiver Leave or Maternity Convalescent Leave. This limitation shall also apply to members in a Maternity Leave status as of 23 March 2018 who have not yet completed their period of leave.

**(Add)** 4.2.4.10.2. Subject to paragraph 4.2.4., covered Service members who received 10 days of non-chargeable Parental Leave or 21 days of non-chargeable Adoption Leave (in accordance with DoDI 1327.06) may be retroactively designated as primary or secondary caregivers (in accordance with primary and secondary caregiver designation guidance in paragraph 4.2.4.3. and 4.2.4.4.) and receive a total of 42 days or 21 days, respectively, of non-chargeable leave (to include any previously authorized leave) to be used within 18 months of the qualifying birth

events and/or adoptions. Such totals may include any chargeable ordinary leave a covered Service member took in conjunction with the non-chargeable parental or adoption leave.

**(Add)** 4.2.4.10.3. In the case of a covered Service member married to another covered Service member (i.e., dual military couples), each member may be retroactively designated as a primary or secondary caregiver (in accordance with primary and secondary caregiver designation guidance) and receive the appropriate total amount of non-chargeable Primary or Secondary Caregiver Leave as stipulated in paragraph 4.2.4.3 or 4.2.4.3. However, only one member of such a couple may be designated as the primary caregiver and one designated as the secondary caregiver.

**(Add)** 4.2.4.10.4. Covered members who remain on active duty or FTNGD as of 23 March 2018, may elect to have previously charged ordinary or regular leave, which was used in connection with a qualifying birth event or adoption, corrected to non-chargeable leave (subject to the limits above) or utilize the remainder of their non-chargeable leave entitlements within 18 months of the qualifying birth event or adoption. Special Leave Accrual (SLA) is not authorized and any restored leave must be taken by the end of the MPLP Restoration Period (18 months after date of birth/adoption).

**(Add)** 4.2.4.10.5. Service members who are no longer on active duty or FTNGD cannot request corrections to their leave balances, and they cannot sell back unused leave resulting from retroactive Primary and Secondary Caregiver Leave as it does not apply.

## **Chapter 6 – Special Leave Accrual**

**(Add)** 6.1.2.5. SLA is not authorized for restored caregiver leave. Any restored leave must be taken within the allotted MPLP Restoration Period.

## **Attachment 1**

**(Add)** to the References section of Attachment 1: *DoD Implementation Guidance for Military Parental Leave Program*, dated 23 March 2018

**(Add)** *Terms*

**(Add) Qualifying Birth Event**—Any live birth of a child(ren) to a Service member (or spouse). Multiple births resulting from a single pregnancy (e.g., twins or triplets) will be treated as a single birth event so long as the multiple births occur within the same 72-hour period. Multiple births that do not occur within the same 72-hour period will be treated as separate birth events (in this case, Maternity Convalescent Leave and Primary or Secondary Caregiver Leave must run concurrently but before the expiration of the leave).

**(Add) Qualifying Adoption**—A qualifying adoption is defined as an adoption that is arranged by a “qualified adoption agency” where the member is eligible for reimbursement of qualified adoption expenses per DoD 7000.14-R Volume 7A, Appendix A, Reimbursement of Adoption Expenses.



**(Add) Primary Caregiver**—The parent with the primary responsibility for caring for a child, in most cases the non-military parent in the case of a qualifying birth event or adoption. In some cases, the covered military member may be designated as the primary caregiver. Such circumstances may include, but are not limited to, a dual military couple where one member of the couple is designated as the primary caregiver, the unavailability or incapacity of the birth parent if the birth parent is not a military member, the necessity of the non-military parent to return to his or her place of employment, the death of the non-military parent, or other circumstances where the military member must act as primary caregiver. Primary Caregiver Leave may be approved for an unmarried, non-birthparent if that member's parentage of the child is established in accordance with AFI 36-3026, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel and Commander's concurrence*. Primary Caregiver Leave:

**(Add) Secondary Caregiver**—The parent who is not designated as the primary caregiver. Secondary Caregiver Leave may be approved for an unmarried, non-birth parent if that member's parentage of the child is established in accordance with criteria prescribed. Secondary Caregiver Leave may be approved for an unmarried, non-birthparent if that member's parentage of the child is established in accordance with AFI 36-3026.

**The below changes to AFI 36-3003 became effective upon publication of AFI 36-3003\_AFGM2017-01 to 26 July 2017 and remains in effect.**

**(Delete)** from Purpose, page 1, DoD Directive 5101.6, *DoD Executive Agent for the United States Central Command (USCENTCOM) Rest & Recuperation (R&R) Leave Program*, February 1, 2007 as it has been cancelled (August 31, 2016).

**(Change)** Chapter 2.1, under Roles and Responsibilities, should read (AF/A1PA)

**(Change)** all references from “medical treatment facility” or “military medical treatment facility” to “military treatment facility”

**(Change)** Paragraph 4.2.3.5.1. “Enter approved PTDY on PCS orders for members authorized to relocate family members to a designated place when going to or returning from an overseas unaccompanied tour or with a TDY en route to new assignment. See Table 4.5, rule 1.”

**(Delete)** Table 4.5, rule 10, under Column C, “(2) Advance and excess leave may not be used prior to receiving approval under this program.”

**(Change)** Table 4.5, rule 4, under Column A, “to accompany or join a dependent patient or a member patient to a designated MTF not in the local area when the medical authority deems it essential”

**(Add)** Table 4.5, rule 4, under Column C, the word “Functions” after the title so it reads, AFI 41-210, *TRICARE Operations and Patient Administration Functions*

**(Delete/Change/Add)** Table 4.5, rule 12, under Column A: **(Delete)** HQ; **(Change)** SVPAF to SVORF and **(Add)** “Approved events include specifically listed Air Force/Armed Forces Sports Calendar sports, Conseil International du Sport Militaire (CISM-International Sports Council) supported sports, and official Olympic sports. Contact AFSVA/SVORF for additional information.”

**(Delete/Add)** Table 4.5, rule 12, under Column C: **(Delete)** HQ; **(Add)** “**Exception:** For events exceeding 30 days, AFSVA may approve up to the length of events, plus travel time.”

**(Add)** Table 4.5, rule 22, under Column A: To support and/or participate in youth organization activities consistent with the best interests of the Air Force and as mission permits. Under Column B: If approved PTDY travel is limited to travel in support of the Jamboree and similar annual events held by the other youth organizations listed in 5 U.S.C. § 301.

**(Change)** Paragraph 4.2.3.7.4. “Attend sporting events not sponsored by Air Force or other DoD Components, approved events outlined in Table 4.5, rule 12.”

**(Add)** to Paragraph 5.4.3. “...departing and returning from leave. **(T-3)** The local area is the place where the member lives and from which he or she commutes daily to the duty station. Leave may be taken ...”

**(Add)** Paragraph 5.4.7. “Inform members they cannot use special pass periods to extend TDY periods. Regular pass, at no cost to the Government, may be authorized at the beginning or the end of the TDY period.”

Add the following subparagraphs 6.1.2.2.:

**(Add)** 6.1.2.2.1. “The situation preventing members from using leave must have been caused by a catastrophe, national emergency and/or crisis or operations in defense of national security.”

**(Add)** 6.1.2.3. “Members serving in a “qualifying duty” as designated by the Secretary concerned.”

**(Add)** 6.1.2.4. “Exceptions to policy may be submitted for members who believe they are eligible but do not meet the criteria in paragraphs 6.1.2.1 through 6.1.2.3. Reasons for lost leave should have AF or DoD-wide significance. Exceptions will be considered on a case-by case basis and the approval authority resides at USAF/A1.”

**(Add)** at the end of para 6.1.3.1. “**Note:** Congress increased the maximum leave balance of 60 to 75 days from October 1, 2008 through September 30, 2015.”

**(Delete)** Paragraph 6.1.4. “**Effective Date of SLA.** Refer to the AFPC SLA message for effective and other key dates. **Note:** Last approved period of SLA was for 75 days from October 1, 2008 through September 30, 2015.”

**(Change)** Paragraph 6.1.8. “Members are ineligible for SLA when the following precludes using leave (this list is not all inclusive):”

**(Delete)** Paragraph 6.1.8.7. ...”and members did not take leave before 1 Oct.”

**(Delete)** Attachment 1, DoD Directive 5101.6, *DoD Executive Agent for the United States Central Command (USCENTCOM) Rest & Recuperation (R&R) Leave Program*, February 1, 2007 as it has been cancelled (August 31, 2016).

**(Add)** Attachment 1, the word “Functions” after the title, so it reads AFI 41-210, *TRICARE Operations and Patient Administration Functions*.

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

**AIR FORCE INSTRUCTION 36-3003**

**11 MAY 2016**

**Personnel**

**MILITARY LEAVE PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive 36-30, *Military Entitlements*, April 28, 2015, DoD Instruction 1327.06, *Leave and Liberty Policy and Procedures*, June 16, 2009, and DoD Directive 5101.6, *DoD Executive Agent for the United States Central Command (USCENTCOM) Rest & Recuperation (R&R) Leave Program*, February 1, 2007. It addresses leave, passes, and permissive temporary duty (PTDY) for military members. It applies to active duty personnel, including United States Air Force Reserve (USAFR) on active duty. It also applies to Air National Guard (ANG) members serving on active duty in Guard or Reserve status under the provisions of Titles 10 or 32 United States Code (U.S.C.) for 30 or more consecutive days. In collaboration with the Chief of the Air Force Reserve (HQ USAF/RE), and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (HQ USAF/A1) develops personnel policy for the military leave program. This Air Force publication may be supplemented at any level; MAJCOM-level supplements are approved by the HSB prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*. Route AF Forms 847 from the field through the appropriate functional chain of command. This instruction requires collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10, U.S.C. 8013 and Executive Order (E.O.) 9397. System of Records Notice F036 AF PC C, *Military Personnel Records System*, applies. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternatively, to the publication OPR for non-tiered compliance items. Ensure that

all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS).

### ***SUMMARY OF CHANGES***

**This document is substantially revised and must be completely reviewed.** Major changes include the following: This revision adds roles and responsibilities in chapter 2. Updates Table 4.1, Determining Duty or Chargeable leave and provides examples. Updates to Maternity Leave policy are reflected in paragraphs 4.2.1.1.1, 4.2.1.1.1.1, 4.2.1.1.1.2 and Table 4.3, rule 2. Clearly aligns Table 4.5, Authorizing PTDY, under the guidance of DoD Instruction 1327.06, *Leave and Liberty Procedures*, and reduces 49 rules to 21; note some may be renumbered from previous version of AFI and obsolete rules have been deleted. Rule 4 was expanded allowing rules 8-10 (from previous version) to be deleted. All rules pertaining to Professional Development are captured in Rule 7 (this rule combined rules 15,16, 17, 18, 19, 20, 21, 22, 24, 34, 39 and 45 from previous AFI version). Deletes rules pertaining to non-sectarian national youth organization participation, presenting inspector general complaints, to complete naturalization processing, aero club aircraft, procurement of artifacts, tattoo removal and to participate in medical charitable/mission trips. The rule to obtain a legal marriage (CONUS) was also deleted as same-sex marriage is legal in all U.S states. Adds new rule 21, which authorizes PTDY for any AF member to serve as the presiding official at a military retirement ceremony. Removes paragraph 12.2, Exception to Policy for permissive temporary duty (PTDY). Adds paragraph 7.13 allowing a Reserve Component member who accumulates leave during a period of active service to carry over any leave accumulated to the member's next period of active service. Removes instructions for preparing AF Form 972, as well as instructions for preparing DD Form 1610 for IPCOT, Deferred COT Leave Travel or for 15 days of OTEIP Leave; instructions for preparing forms available on MyPers.

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## Chapter 1

### OVERVIEW

**1.1. This AFI is the authority for chargeable and non-chargeable leave, as well as liberty (regular pass).** It also is the authority unit commanders use to grant a 3- or 4-day special pass for special occasions and circumstances. This AFI administers guidance on military leave, PTDY, and pass programs, to include Special Leave Accrual (SLA) and Post Deployment/Mobilization Respite Absence (PDMRA).



## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. Military Compensation Policy Division (AF/A1PA).

2.1.1. Develops and maintains guidance in this publication on personnel policy regarding administration of the military leave program.

#### 2.2. Air Force Personnel Center (AFPC).

2.2.1. Works directly with AF/A1PA to support program administration.

2.2.2. Implements personnel policy.

#### 2.3. MAJCOM/A1, DRU/A1 or Equivalent.

2.3.1. Ensures subordinate units receive updates/changes to military leave program.

2.3.2. AFRC/A1KK ensures policy is disseminated to subordinate units.

2.3.3. NGB/A1 ensures policy is disseminated and implemented by states/wings.

2.3.4. Grants extensions for unfunded EML.

#### 2.4. Base Finance (CPTS).

2.4.1. Functional manager for base-level leave accounting.

2.4.2. Monitors LeaveWeb as the base leave tracking, reporting and reconciliation system.

#### 2.5. Military Personnel Section (MPS).

2.5.1. Update leave on AF Form 988 when a unit does not have a Unit Leave Monitor.

2.5.2. Advise member of limitation on total of 60 days of leave can be sold back in a career.

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

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

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

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

#### 2.6. Unit/Squadron Commander (CC) or equivalent.

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

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

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

- 2.6.4. Instruct members to schedule leave within operational requirements and follow their leave schedule.
- 2.6.5. Encourage members to take one leave of at least 14 continuous days every FY and to use leave accrued each FY.
- 2.6.6. Inform members that there may be instances of leave disapproval or cancellation due to military necessity.
- 2.6.7. Ensure members schedule leave annually at the beginning of the FY and update their leave schedule periodically.
- 2.6.8. Advise members who schedule “use or lose” leave in Aug or Sep that they risk losing leave on 1 Oct if military requirements or personal circumstances prevent them from taking leave at that particular time.
- 2.6.9. Seek, if necessary, American Red Cross (ARC) verification when members request emergency leave.
- 2.6.10. Charge leave for leave periods such as those taken by members waiting for family members’ passports or visas or for the outcome of humanitarian reassignment requests.
- 2.6.11. Combine ordinary leave with other types of leave unless specifically prohibited and treat the combination of leaves as one leave period.
- 2.6.12. Charge members leave for travel time, delay en route, and time spent house hunting in conjunction with a permissive reassignment.
- 2.6.13. Provide an opportunity to use leave to Air Force Reserve and Air National Guard members serving man-day tours longer than 30 consecutive days under AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*. AFI 36-2619 authorizes use of accrued leave. See AFI 36-2254, Volume I, *Reserve Personnel Participation*, for Reserve Personnel Appropriations (RPA) tours over 30 days.
- 2.6.14. Normally do not grant leave to members undergoing treatment for an infectious or contagious disease. **Exception:** Unit commander may grant leave if the attending physician provides written verification that the member does not pose a threat to the public health.
- 2.6.15. Do not grant leave for the purpose of serving sentences in civil confinement because civil confinement, including probated sentences thereto, is inconsistent with military status. **Comment:** Members confined by civil authorities while on approved leave may continue on leave until the original leave termination date, unless recalled from leave status to duty. If unit commander recalls member to duty, terminate leave status as of the recall date and change the member’s status to “absent in the hands of civil authorities.”
- 2.6.16. Ensure guidelines are followed in accordance with (IAW) AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, Commander's Policy, and DoD Regulation 5400.7-R, *DoD Freedom of Information Act Program*, for instructions when transmitting, receiving, collecting, maintaining, storing, or distributing Privacy Act Information to ensure they maintain the protection of privacy rights of individuals, and to minimize the opportunity for privacy violations to occur.

## Chapter 3

### MANAGING THE LEAVE PROGRAM

#### 3.1. Military Leave Program

3.1.1. **Statutory Authority.** The more common statutes are:

3.1.1.1. Title 10, U.S.C., section 701, *Entitlement and Accumulation*.

3.1.1.2. Title 10, U.S.C., section 704, *Use of Leave; Regulations*.

3.1.1.3. Title 10, U.S.C., section 705, *Rest and Recuperative (R&R) Absence: Qualified Members Extending Duty at Designated Locations Overseas*. R&R and the overseas tour extension incentive program (OTEIP) are synonymous.

3.1.1.4. Title 10, U.S.C., section 706, *Administration of Leave Required to be Taken*.

3.1.1.5. Title 37, U.S.C., section 411b, *Travel and Transportation Allowances: Travel Performed in Connection with Leave between Consecutive Overseas Tours*.

3.1.1.6. Title 37, U.S.C., section 411g, *Travel and Transportation Allowances: Transportation Incident to Voluntary Extensions of Overseas Tours of Duty*. This is also referred to as the overseas tour extension incentive program (OTEIP) and is synonymous with R&R.

3.1.1.7. Title 37, U.S.C., section 501, *Payment for Unused Accrued Leave*.

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

3.1.3. Safe Travel Guidelines. Members on leave or on other non-duty status should use Risk Management principles to assess all hazards and control risks prior to excessive or hazardous travel, especially by automobile. Applicable guidelines are in AFI 90-802, *Risk Management*. A comprehensive risk management assessment may conclude that fatigue or road conditions are high risks requiring a change to travel plans.

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

every FY and are encouraged to use the 30 days accrued each FY. Supervisors and commanders will encourage members to use leave, military requirements permitting, and consider the desires of the member. See para 4.1.1.1 for typical uses of annual leave.

**3.2. Leave Approval Authority.** While commanders have final approval authority, they may delegate approval authority according to the organization's needs. Normally, annual leave requests are delegated to a level no lower than the first-line supervisor.

**3.3. Leave Disapproval Authority.** Leave is a right; however, unit commanders can disapprove leave requests due to military necessity or in the best interest of the Air Force.

3.1.3.1. Unit commanders may delegate disapproval authority to a level no lower than first-line supervisors. Commanders may adjust delegation of authority based on mission requirements.

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

3.4.1. Accrual. Members accrue 2.5 days leave for each month of active duty. See **Figure 3.1** and **Figure 3.2** below.

3.4.2. Accumulation. Members who are unable to use leave due to military necessity may accumulate a maximum of 60 days by the end of a FY. See **Chapter 6** for special leave accrual (SLA) provisions. Members not eligible for SLA can request recovery of days lost on 1 Oct by submitting a DD Form 149, *Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552*. See AFI 36-2603, *Air Force Board for Correction of Military Records*.

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

3.4.3.1. Absence without leave.

3.4.3.2. Unauthorized leave.

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

3.4.3.4. Excess leave.

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

**Figure 3.1. FY Leave Accrual.**

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

**Figure 3.2. Leave Accrual to Date of Separation.**

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

**3.5. FY-end Leave Balancing.** Members may not carry leave in excess of 60 days into the next FY. At the end of the FY, they lose leave in excess of 60 days unless eligible for SLA. The Defense Joint Military Pay System (DJMS) drops accrued leave in excess of 60 days at FY-end leave balancing unless automatic carry-over of SLA applies. See **Chapter 6**, Special Leave Accrual.

**3.6. Payment for Accrued Leave.** Title 37, U.S.C., section 501, is the authority for payment for accrued leave upon reenlistment, retirement, separation under honorable conditions, or death. It limits payment of accrued leave to 60 days in a military career effective 10 Feb 76. A military career includes former service in enlisted or officer status. Cumulative payment for accrued leave as an enlisted member, officer, or both cannot exceed 60 days. DoD Regulation 7000.14-R, Volume 7A, *Department of Defense Financial Management, Military Pay Policy - Active Duty and Reserve Pay*, Table 35-1 outlines when members may carry leave forward or receive

payment for accrued leave when separating with or without immediate reentry on active duty. See your financial services office for detailed information on payment of accrued leave.

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

### **3.7. Disability Separation.**

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

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

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

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

3.7.2.3. PTDY authorized.

3.7.2.4. Processing time. Members may take accrued leave instead of processing time. Example: A member previously paid for 40 days of accrued leave and has a leave balance of 70 days. In this case, the member receives payment for 20 days and can take leave for the remaining 50 days plus leave accruing to date of separation. If member is receiving payment for accrued leave for the first time, he or she receives payment for 60 days. The member then can take leave for the remaining 10 days plus leave accruing to date of separation. The established date of separation remains firm and members forfeit accrued leave if unable to take leave due to extenuating circumstances (for example, hospitalization or convalescent leave). Note: Paragraph 3.7.2. does not apply to members separating or retiring because of imminent death.

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

### **3.8. Leave Outside the United States:**

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

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

3.8.1.2. A leave address and telephone number through which the unit may contact the member. **Note:** Members taking leave overseas en route to their overseas assignment

must sign a statement agreeing to the fact they cannot report earlier than their report not later than date (RNLTD) month. (T-3) Include in the PCS orders: "In connection with member's leave overseas en route to the overseas assignment, member has agreed to the fact that reporting to the new assignment may not be earlier than the RNLTD month."

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

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

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

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

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

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

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

3.8.4.1. Instruct members to comply with foreign government procedures as required by AFI 16-606, *Foreign Clearance Program*, to include the DoD Travel Security Advisory. Ensure they also comply with security procedures prescribed for visits to communist or communist-controlled countries. The passport/visa section in the MPS maintains a copy of the guide and advisory.

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

### 3.9. Forms to Document Leave and PTDY:

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

3.9.1.1. Use the AF Form 972, *Request and Authorization for Emergency Leave Travel*, for members authorized funded emergency leave travel. See paragraph 4.1.3.9, Emergency Leave, of this AFI. AFI 65-114, requires the AF Form 972 to document authorized emergency leave travel.

3.9.1.2. Use DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*, for participants or trainees authorized space-required travel with PTDY for sports, recreation or talent events. See Table 4.5, Rule 12, of this AFI.

3.9.1.3. Use DD Form 1610 for deferred consecutive overseas tour (COT) leave or in-place COT (IPCOT) leave. See paragraph 7.3, Determining Deferred COT Allowance, of this AFI.

3.9.1.4. Use DD Form 1610 for 15-day Special Rest & Recuperation (SR&R) leave under the OTEIP. See paragraph 7.6, SR&R or OTEIP, of this AFI.

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

3.9.2.1. Members reassigned with TDY en route or

3.9.2.2. Members authorized to relocate family members to a designated place when going to or returning from an overseas unaccompanied tour. **Note:** If commander approves PTDY, the MPS includes the following statement on the PCS orders: "Member has authorization for (number of days, not to exceed 10) PTDY for the purpose of house hunting."

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

3.9.4. Local Instructions to AF Form 988. Unit commanders send requests to add local instructions to the AF Form 988 to HQ USAF/A1PA, Military Compensation Policy Division, 1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews, MD 20762.

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

3.10.1. New Year's Day, 1 January.

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

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

3.10.4. Memorial Day, the last Monday in May.

3.10.5. Independence Day, 4 July.

3.10.6. Labor Day, the first Monday in September.

3.10.7. Columbus Day, the second Monday in October.

3.10.8. Veterans Day, 11 November.

3.10.9. Thanksgiving Day, the fourth Thursday in November.

3.10.10. Christmas Day, 25 December.

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

### **3.11. Miscellaneous Information:**

3.11.1. Leave for Enforcement of Child Support Obligation. Unit commanders approve leave requested to attend hearings to determine paternity or to determine an obligation to



provide child support. Unit commanders may disapprove such leave requests if the member is serving in or with a unit deployed in a contingency operation or exigencies of the military service require a denial of such request.

3.11.2. TDY from Leave Status. A member ordered TDY while on leave reverts to duty status as of the TDY effective date. Annotate the TDY orders to show whether the member is reverting to leave status originally authorized or is returning to his or her duty station upon completing the TDY.

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

3.11.3.1. Refer to the JTR, paragraph 7045, *Recall from Leave*, to determine whether travel and transportation allowances apply. If so, member reverts to duty status the day travel to the permanent or TDY station begins. Annotate travel orders to show the date the member reverts to duty status. Use the travel orders to cancel the remaining portion of leave.

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

3.11.4. Absence Over Leave:

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

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

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

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

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

3.11.5.1. The member must advise the leave approving authority by the quickest means. **(T-3)**

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

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

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

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

### 3.11.6. Medical, Dental, Hospitalized or Placed on Quarters.

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

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

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

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

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

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

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

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

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

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

## Chapter 4

### TYPES OF LEAVE

#### 4.1. Chargeable Leave:

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

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

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

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

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

4.1.1.1.4. During traditional national holiday periods.

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

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

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

4.1.1.1.8. As terminal leave with retirement or separation from active duty. However, members separating under Palace Chase/Palace Front may carry any unused leave over to the RC as long as there is no break in service (ref. para [4.1.1.1.9](#) and para [7.13](#)) for future use.

4.1.1.1.9. Prior to the end of an active duty tour for Reserve Component (RC) personnel. However, an RC member who accumulates leave during a period of active service may carry over any leave so accumulated to the member's next period of active service, subject to the accumulation limits in section 701 of Title 10 of the United States Code, without regard to separation or release from active service if the separation or release is under honorable conditions. **Note:** Members separating under “for cause” provisions and other separatees separating at the earliest possible date cannot take terminal leave. They either receive payment for unused accrued leave or forfeit the accrued days if they receive a discharge under other than honorable conditions.

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

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

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

#### 4.1.1.3. TDY Commanders.

4.1.1.3.1. Notify parent organizations of leave requests.

4.1.1.3.2. Approve leaves with which the parent organizations agree.

4.1.1.3.3. Send e-mail as appropriate. **Note:** Paragraphs 4.1.1.3.1 through 4.1.1.3.3 apply to PERSCO Team Chiefs at deployed locations.

4.1.1.3.4. Charge leave to members attending AETC formal schools that close for the Christmas and New Year's Day holidays. Do not charge them leave if they perform authorized duty at the TDY site or report for approved duty to their home station during holiday periods. When their permanent duty station commanders concur, members may return to the home station to perform duty. If so, allowances prescribed in JTR, paragraph U4440, *Voluntary Return to PDS or for Personal Reasons*, may apply. See AFI 65-114.

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

4.1.1.4.1. Effective date of leave.

4.1.1.4.2. Duration.

4.1.1.4.3. Leave address and telephone number.

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

4.1.1.5. Leave in Conjunction With TDY. Unit commanders:

4.1.1.5.1. Determine TDY is clearly essential to the mission.

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

4.1.1.5.3. Authorize leave when operationally feasible.

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

4.1.1.6. Leave Extensions:

4.1.1.6.1. The member must ask, orally or in writing, for the extension sufficiently in advance of expiration of leave authorized to permit return to duty at the proper time if the approval authority disapproves the extension. **(T-3)**

4.1.1.6.2. Members who fall ill or need hospitalization while on leave must advise the leave-approving authority as soon as possible. See para 3.1.11.6. **(T-3)**

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

4.1.1.7. Leave Begins and Ends in the Local Area. The local area is the place where the member lives and from which he or she commutes to the duty station. Charge leave for

duty days and non-duty days (for example, Friday through Monday) when members take leave on the day before and the day after non-duty days. This applies to leave taken in the local area. **Exception:** When a member's leave ends on a day before a non-duty day, the commander may authorize leave on the next duty day for an emergency situation and not charge leave for the non-duty days. If the member knew of the emergency situation before his or her departure on the original leave, charge the member leave for the weekend or other non-duty days.

- 4.1.1.7.1. Normally, leave begins on the effective date reflected on the AF Form 988. If the leave start date changes, make the change to the leave status date and leave start date on the leave form. The member and leave approval authority initial the changes before the member departs on leave.
- 4.1.1.7.2. Normally, leave ends on the effective date reflected on the AF Form 988. Change the last day of leave on Part III of the leave form if the leave approval authority approves an extension or if the member returns early.
- 4.1.1.8. Leave Overlaps Two FYs. When a member's leave period overlaps two FYs, the DJMS reduces the member's leave account in the FY in which the member takes the leave. **Example:** The DJMS charges 5 days to the previous FY and 5 days to the next FY when a member takes 10 days leave, 26 Sep - 5 Oct.
- 4.1.1.9. FSO. The FSO computes leave for authorized absences in excess of allowed travel time, PTDY, and proceed time, if applicable. Members can ask the FSO to verify regular and SLA leave balances to determine "use or lose" leave status. "Use or lose" leave means leave days members lose if not used before 1 Oct.
- 4.1.1.10. Leave or Duty Status. Determine leave based on the actual date members start leave and actual return date from leave according to [Table 4.1](#) below. Charge leave for non-duty days, including holidays, if the non-duty days fall between leave days. This applies to members who take leave in, or away from, the local area. **Exception:** Commanders may authorize leave on Monday without charging leave for Saturday and Sunday if an emergency situation requires a member to take unplanned leave and the member is in the local area. This applies when members take leave on Friday.

**Table 4.1. Determining Duty or Chargeable Leave.**

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

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

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

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

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

4.1.1.11.2. **Example 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.

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

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

- 4.1.1.11.5. **Example 5.** If the member returns from leave on Saturday, regardless of the hour, Saturday shall not be charged as a day of leave. This also applies if the member returns from leave on Sunday or a holiday.
- 4.1.2. **Advance Leave.** Advance leave is leave granted based on a reasonable expectation that a member will accrue leave during the remaining period of active military service.
- 4.1.2.1. Purpose of Advance Leave. The purpose of advance leave is to enable members to resolve emergencies or urgent personal situations when they have limited or no accrued leave. Members may not depart on leave before the unit commander approves the advance leave. Unit commanders may approve requests for members:
- 4.1.2.1.1. Requesting up to 30 days of advance leave and includes leave requests which, if approved, result in a negative leave balance of 30 or less days.
- 4.1.2.1.2. Requesting up to 30 days of advance leave in connection with travel, either PCS or TDY, including a consecutive overseas tour (COT). This includes leave requests which, if approved, result in a negative leave balance of 30 or less days.
- 4.1.2.1.3. Completing technical training and requesting up to 10 days advance leave if the first duty station is in CONUS or up to 14 days if outside CONUS. **Note:** Unit commanders normally approve the lesser of 30 days or the amount of leave the member will earn during the remaining period of active military service.
- 4.1.2.2. Delegating Approval. Unit commander can delegate approval to a level no lower than squadron section commander, deputies, or equivalents. For emergency leave situations, first sergeants can approve advance leave when delegated authority to approve emergency leave for enlisted members.
- 4.1.2.2.1. At headquarters' staff, commanders can delegate approval to no lower than assistant functional deputy directors or equivalents.
- 4.1.2.2.2. AETC training commanders can delegate approval authority to no lower than first sergeants for enlisted members.
- 4.1.2.3. Thirty Days or More of Advance Leave. HQ AFPC/DP2SSM is the approval authority. Send requests for advance leave when members have already taken up to 30 cumulative days of advance leave through the wing commander or FOA/A1 or equivalent (colonel or above) for a recommendation to HQ AFPC/DP2SSM, 550 C Street West, Joint Base San Antonio Randolph, TX 78150. Include:
- 4.1.2.3.1. Justification and recommendation for the leave requested.
- 4.1.2.3.2. When the requested leave begins and ends.
- 4.1.2.3.3. The number of advance leave days initially approved, if any.
- 4.1.2.3.4. The member's leave balance at the beginning of the initial advance leave approval.
- 4.1.2.3.5. The number of days accruing to the expiration of term of service.
- 4.1.2.3.6. The number of additional advance days requested. **Note:** For immediate emergencies or urgent personal situations, HQ AFPC/DP2SSM gives telephonic approval when members have already taken up to 30 cumulative days of advance



leave (DSN 665-2591 or commercial (210) 565-2591). First Sergeants ensure Unit Leave Monitor completes the AF Form 988 and follows up with a message or e-mail within 48 hours, with the information in [4.1.2.3.1](#) through [4.1.2.3.6](#)

4.1.2.4. Personnel Support for Contingency Operations (PERSCO) Team. The PERSCO Team Chief requests approval for advance leave in excess of 30 days from HQ AFPC/DP2SSM and notifies the unit of assignment of the final decision.

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

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

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

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

4.1.2.7. Advance Leave and Excess Leave. When authorizing excess leave in conjunction with advance leave, advance leave does not accrue during the period of excess leave involved. Example: A member with an Expiration of Term of Service (ETS) of 15 Mar 16 requests 30 days leave effective 1 Oct 15. The member has 2 days accrued leave through 30 Sep 15. The member would normally accrue 14 days during the period 1 Oct 15 - 15 Mar 16. Therefore, the member would have a total of 16 days accrued and tentative advance leave through ETS. The tentative excess leave period is 14 days (30 days requested leave minus 16 days accrued and tentative leave). The member will not accrue 1.5 days during the tentative excess leave period. (T-1)Therefore, reduce the 14 days leave that would normally accrue by 1.5 days that will not accrue during the excess leave period (see Figure 4.1 below). This results in advance leave of 12.5 days. In this example, the authorized leave is 2 days accrued leave, 12.5 days advance leave, and 15.5 days excess leave.

4.1.2.8. Indebtedness. The Financial Services Office stops or collects, if applicable, all pay and allowances paid after a member's leave status changes from advance to excess leave. There is an additional collection for non-accruals of one half-day for every 6 days of excess leave (see [Figure 4.1](#) below). **Note:** See AFMAN 65-116, Volume 2, Chapter 7.

**Figure 4.1. Non-Accrual Days.**

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

**4.1.3. Emergency Leave.** Emergency leave is chargeable leave granted for personal or family emergencies involving the immediate family. See paragraph **4.1.3.10** for emergency leave requests, and paragraph **4.1.3.11** for travel situations. See also AFI 65-103, *Temporary Duty Orders*, when preparing special orders for emergency leave travel. See AFI 36-3020, *Family Member Travel*, for dependents who may be eligible for emergency travel allowances and when member is ineligible for emergency leave. Emergency travel allowances are under the JTR, Chapters 5 and 7.

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

4.1.3.1.1. Parents (including stepparents).

4.1.3.1.2. Children (including illegitimate children and stepchildren).

4.1.3.1.3. Brothers and sisters.

4.1.3.1.4. Sole surviving blood relative.

4.1.3.1.5. *In loco parentis* person (defined in paragraph **4.1.3.10**, **Table 4.2**).

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

4.1.3.3. Delegating Emergency Leave Approval:

4.1.3.3.1. Unit commanders can delegate approval for emergency leave for enlisted members to a level no lower than the first sergeant. When delegated authority to approve emergency leave for enlisted members, first sergeants can approve up to 30 days advance leave. They also can approve excess leave when the combination of accrued, advance, and excess leave is 60 days or less.

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

4.1.3.4. HQ AFPC/DP2SSM Approval. HQ AFPC/DP2SSM approves emergency leave:

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

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

4.1.3.5. Unit Commander's Responsibilities. Unit commanders:

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

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

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

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

4.1.3.5.5. Send emergency leave requests to HQ AFPC/DP2SSM with full justification if leave requested results in a member:

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

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

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

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

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

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

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

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

4.1.3.6.2. HQ AFPC/DP2SSM approves advance leave for more than 30 days when members have already taken 30 cumulative days of advance leave.

- 4.1.3.6.3. The PERSCO Team Chief requests approval for advance leave in excess of 30 days from HQ AFPC/DP2SSM and notifies the unit of assignment of the final decision.
- 4.1.3.7. Excess Leave for Emergencies. When members use all advance leave that they have not yet earned:
- 4.1.3.7.1. Unit commanders may approve excess leave when the combination of ordinary, advance, and excess leave is 60 days or less. First sergeants can approve excess leave when delegated authority to approve emergency leave for enlisted members.
- 4.1.3.7.2. HQ AFPC/DP2SSM approves excess leave when members have already taken more than a total of 60 days cumulative leave (ordinary, advance, excess).
- 4.1.3.8. Emergency Leave Extension. If an extension to emergency leave is necessary:
- 4.1.3.8.1. Members contact the:
- 4.1.3.8.1.1. Organization commander or first sergeant (contact the losing-organization commander or first sergeant if on en route leave).
- 4.1.3.8.1.2. Local American Red Cross (ARC) chapter for help in notifying their unit commander or first sergeant.
- 4.1.3.8.2. Unit commanders or first sergeants:
- 4.1.3.8.2.1. Advise members, in writing, of their decision to approve or deny the request.
- 4.1.3.8.2.2. Send an information copy to the ARC representative, if applicable.
- 4.1.3.8.2.3. Send requests for leave resulting in 60 or more days of leave that include advance or excess days to HQ AFPC/DP2SSM, with full justification.
- 4.1.3.8.3. Losing commanders coordinate changes in reporting with the appropriate resource manager in HQ AFPC.
- 4.1.3.9. Emergency Leave Travel
- 4.1.3.9.1. Applicable directives for emergency leave travel information:
- 4.1.3.9.1.1. AFI 65-103, *Temporary Duty Orders*, when preparing special orders for emergency leave.
- 4.1.3.9.1.2. Emergency travel allowances are under the JTR, Chapter 7. See JTR, paragraph 7010, *Transportation in Personal Emergencies*, for members stationed overseas, members with overseas domiciles, and members who are TDY in or outside CONUS.
- 4.1.3.9.1.3. DoD Regulation 4515.13-R, *Air Transportation Eligibility*, with authorizes round-trip, space-required travel via aircraft owned or controlled by DoD:
- 4.1.3.9.1.3.1. From overseas to CONUS, Alaska, Hawaii, the Commonwealth of Puerto Rico, and possessions of the United States; the unit commander,

without re-delegation, may authorize other OCONUS destinations.

4.1.3.9.1.3.2. From CONUS to overseas location (see paragraph [4.1.3.9.2](#)).

4.1.3.9.1.3.3. Within and between overseas locations (see paragraph [4.1.3.9.2](#)).

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

4.1.3.9.1.5. AFI 36-3020, *Family Member Travel*, and JTR, paragraph 7010, *Transportation in Personal Emergencies*, for family member travel.

4.1.3.9.1.6. The JTR and DoD Regulation 4515.13R authorize round-trip, commercial transportation when space-required transportation via aircraft owned or controlled by DoD is not available. The unit commander, without re-delegation, must determine that government aircraft is not reasonably available before authorizing travel by commercial transportation, based on frequency, scheduling of flights and other factors such as member's personal circumstances IAW JTR 7010-A.3. TMO must provide a recommendation to the unit commander regarding availability of space-required transportation via aircraft owned or controlled by DoD. The unit commander considers the circumstances to ensure the best interest of the Air Force and the member are served. **(T-3)**

4.1.3.9.2. Overseas locations for emergency leave travel purposes include Hawaii, Alaska, the Commonwealth of Puerto Rico and possessions of the United States; the unit commander, without re-delegation, may authorize other OCONUS destinations. Different allowances apply when members travel from the CONUS to overseas than when they travel from overseas to the CONUS. Consult the JTR for specific allowances.

4.1.3.9.3. The member's domicile means home of record, place of entry on active duty, place of first enlistment, or place of permanent legal residence. See the JTR, paragraph 7010-B.4.

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

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

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

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

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

**Table 4.2. Emergency Leave Requests.**

R U L E	A	B
	If a member requests emergency leave	then the first sergeant, if the unit commander delegates approval, or the unit commander
	to visit a terminally ill person in the immediate family of either the member or the member's spouse. Immediate family as defined in para 4.1. 3.1. In-loco-parentis are required to meet both of the following conditions: a. A person who stood in place of the member's parent for a period of at least 5 years before the member became 21 years of age or entered military service. b. The person provided a home, food, clothing, medical care, and other necessities, and gave moral, disciplinary guidance, and affection. <b>Note:</b> Require member to sign a statement attesting to a person's <i>in loco parentis</i> status. A person is not <i>in loco parentis</i> if he or she baby-sat, provided day care services, or gave financial help such as a home where the parent also lived. A grandparent or other person normally is not <i>in loco parentis</i> when the parent also lived at the same residence.	approves the request.
2	because of a verified death in the member's or spouse's immediate family	approves the request.
3	because the member, or someone in the member's or spouse's immediate family, has a life-threatening condition/illness, is having major surgery, or is admitted to an Intensive Care Unit (ICU) in critical condition due to a major illness or accident	approves the request.

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

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

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

4.1.3.11.2. JTR, paragraph 7010, *Transportation in Personal Emergencies*, for members stationed overseas, members with overseas domiciles, and members who are TDY in or outside CONUS.

- 4.1.3.11.3. AFI 36-3020, *Family Member Travel*, and JTR, paragraph 7010, *Transportation in Personal Emergencies*, for family member travel without the sponsor.
- 4.1.3.11.4. AFI 65-103, *Temporary Duty Orders*, when preparing the AF Form 937, *Request and Authorization for Dependent Travel*, for dependents traveling without their sponsor.
- 4.1.4. **En Route Leave.** En route leave is ordinary leave members use in connection with PCS, including to their first PCS upon completion of technical training. Members may request advance leave when they do not have enough accrued leave to use as en route leave.
- 4.1.4.1. Approval Authority. Losing unit commanders:
- 4.1.4.1.1. Approve normally up to 30 days en route leave with any PCS move if the leave does not interfere with the reporting date to either a port or new assignment.
- 4.1.4.1.2. Ensure members sign a statement agreeing not to report early for a new assignment when taking en route leave.
- 4.1.4.2. Delegating Approval:
- 4.1.4.2.1. Unit commanders delegate approval to a level no lower than squadron section commander, deputies, or equivalents.
- 4.1.4.2.2. AETC training commanders delegate approval authority for advance leave as en route leave no lower than the first sergeants.
- 4.1.4.3. Technical School and Basic Military Training Commanders:
- 4.1.4.3.1. Approve at least 10 days of accrued leave if the first permanent duty station is in CONUS.
- 4.1.4.3.2. Approve at least 14 days of accrued leave if the first permanent duty station is outside the CONUS.
- 4.1.4.3.3. Approve advance leave up to 10 days for emergency situations.
- 4.1.4.4. Officer Training School (OTS) Graduates. OTS graduates may take up to 30 days ordinary leave (advance if needed) before reporting to their first permanent duty station.
- 4.1.5. **Terminal Leave.** Terminal leave is chargeable leave taken in conjunction with retirement or separation from active duty. Member's last day of leave coincides with the last day of active duty.
- 4.1.5.1. Terminal Leave Approval. Unit commanders approve terminal leave.
- 4.1.5.2. Delegating Approval:
- 4.1.5.2.1. Unit commander can delegate approval to a level no lower than the squadron section commander, deputy or equivalent.
- 4.1.5.2.2. For headquarters' staff, commanders delegate leave approval to no lower than assistant functional deputy directors or equivalent.



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

4.1.5.3.1. Effective date of leave requested.

4.1.5.3.2. Duration.

4.1.5.3.3. Leave address and telephone number.

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

4.1.5.4. Disapproving or Denying Terminal Leave. Unit commanders:

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

4.1.5.4.2. Deny terminal leave when governing separation directives require member's separation at the earliest possible date. See paragraph [4.1.5.5.5](#) below.

4.1.5.4.3. Deny terminal leave requested in conjunction with authorized PTDY when governing separation directives require member's separation at the earliest possible date. See paragraph [4.1.5.5.5](#) below.

4.1.5.5. Terminal Leave Guidelines. Unit Leave Monitors will:

4.1.5.5.1. Limit members' absences to their leave balances.

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

4.1.5.5.3. Limit requests for excess leave to emergency situations. See paragraph [4.1.3.7](#).

4.1.5.5.4. In consultation with the MPS, ensure members complete all required separation or retirement processing and have orders in hand before starting leave.

4.1.5.5.5. Advise members separating under "for cause" provisions or other separatees required to separate at the earliest possible date that the FSO calculates payment or forfeiture of accrued leave at time of separation. DoD Regulation 7000.14-R, Volume 7A, *Department of Defense Financial Management, Military Pay Policy – Active Duty and Reserve Pay*, governs payment of accrued leave. **Note:** Do not authorize terminal leave to "for cause" separatees authorized PTDY or excess leave or other separatees required to separate at the earliest possible date.

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

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

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

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

4.1.6.2. Funded EML. Funded EML authorizes members DoD-owned or -controlled air transportation from EML duty locations for purposes of taking leave in an EML destination site. Do not charge leave for member's time spent en route to and returning from an EML destination site. Charge leave for the period of time at the EML destination site. Leave begins the day after the member arrives at the aerial port of debarkation that services the destination site. Leave ends the day before the member returns to the aerial port of embarkation. See JTR, paragraph 7000, *FEML Transportation*.

4.1.6.3. Unfunded EML. Unfunded EML authorizes members space-available air transportation from EML duty locations for purposes of taking leave in an EML destination site. Charge leave for travel time to and from, and for the period of time at an EML destination site when traveling on a space-available basis. The MAJCOM/A1 equivalent or designee grants extensions for unfunded EML. Any leave-approving authority within the chain of command can deny requests without referring them to a higher-level headquarters.

4.1.6.4. Required Travel Documents. When traveling outside the United States, ensure member checks AFI 16-606, *Foreign Clearance Program*, for required travel documents. Instruct members to comply with foreign government procedures as required by AFI 16-606, to include the DoD Travel Security Advisory. The passport/visa section in the MPS maintains a copy of the guide and advisory.

**4.2. Non-chargeable leave.** The following types of leave are not chargeable toward the member's annual leave balance:

4.2.1. **Convalescent Leave.** Convalescent leave is an authorized absence normally for the minimal time essential to meet the medical needs for recuperation. The Air Force Surgeon General oversees the convalescent leave program.

4.2.1.1. Convalescent Leave Approval. The unit commander normally approves convalescent leave, to include any associated and cleared travel, up to 30 days based on the recommendations by either the MTF authority or the attending physician most familiar with the member's medical condition. The commander must not approve more than 30 days initial convalescent leave. **(T-3)** Extending convalescent leave beyond 30 days requires additional medical review and consent. **Exception:** Convalescent leave due to pregnancy or childbirth. **Note:** During short absences of the unit commander, the commander's designated representative may approve convalescent leave.

4.2.1.1.1. Absence from duty because of pregnancy and childbirth. During pregnancy, members continue to perform normal duties as long as they are medically fit to do so. When it is necessary for the member's or fetus' health and safety, convalescent leave is appropriate as long as it is medically required. For childbirth where member retains the child(ren), postpartum Maternity leave following normal pregnancy is 84 days. Maternity leave begins the day of discharge from the medical

treatment facility or following a birth event (whichever is later) and continues through the end of the 84-day period, unless otherwise extended by a physician. Medical authorities determine whether the member's medical condition warrants convalescent leave beyond 84 days. Members may elect to return to work prior to the end of the authorized 84-day period; however, all remaining days will be forfeited. **Note:** For a member who gives birth but does not retain the child(ren), medical authorities will prescribe convalescent leave consistent with AFI 41-210.

4.2.1.1.1.1. In the case of dual-military couples, Maternity Leave under this instruction may not be "transferred" to create any kind of shared benefit.

4.2.1.1.1.2. Maternity Leave policy applies to active component Airmen, and Reserve Component Airmen serving on call or order to active service for a continuous period of at least 12 months. In all cases, unused Maternity Leave will be forfeited upon separation from active service.

Table 4.3. Convalescent Leave Requests.

<b>R U L E</b>	<b>If member</b>	<b>and</b>	<b>C then the unit commander unless otherwise specified</b>
<b>1</b>	is discharged from inpatient status	medical condition is not pregnancy related	normally approves the number of days that the attending physician deems necessary, not to exceed 30 days.
<b>2</b>		medical condition is childbirth	normally approves 84 days. <b>Note:</b> If member does not retain child, convalescent leave is prescribed IAW AFI 41-210.
<b>3</b>	is treated on an outpatient status	medical condition is pregnancy related	normally approves the number of days that the attending physician deems necessary for the member's or fetus' health and safety.
<b>4</b>		medical condition is not pregnancy related	normally approves the number of days that the attending physician deems necessary, not to exceed 30 days.
<b>5</b>	is on inpatient status at Air Force MTF	will be returning to the MTF as an inpatient	MTF service chief or department chairman normally approves up to 30 days that the attending physician deems necessary. MTF commander may approve more than 30 but less than 90 days. More than 90 days requires MAJCOM/SGP approval. <b>(T-3)</b>
<b>6</b>	is a patient at an Army or Navy MTF, or at a Veterans' Administration (VA) hospital	medical condition is not pregnancy related	Army or Navy MTF commander or VA Director normally approves up to 30 days that the attending physician deems necessary. Continued convalescent requires additional medical review. <b>(T-0)</b>
<b>7</b>	elected medical procedure at own expense	Air Force physician previously determined member requires the medical procedure	normally approves the number of days that the attending physician deems necessary, not to exceed 30 days.
<b>8</b>	elected medical procedure at own expense	Air Force physician previously determined member did not require the medical procedure	cannot approve. <b>Comment:</b> Members take ordinary leave to cover the period of absence. The period of absence includes the time actually spent as an inpatient in a civilian hospital and any convalescent period deemed necessary by the attending physician.
<b>9</b>	paid for medical procedure which Air Force MTF medical authority determined member did not require	is subsequently treated at an Air Force MTF after experiencing complications	normally approves the number of days that the attending physician deems necessary, not to exceed 30 days.

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

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

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

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

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

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

4.2.1.6. Terminating Convalescent Leave. The unit commander may terminate convalescent leave status if the member's continued absence from duty would clearly have an adverse impact on the readiness or operational mission of the unit. The unit commander must consult the cognizant military health authority to determine whether such action is medically advisable prior to terminating convalescent leave. **(T-3)**

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

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

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

4.2.2.1.2. If approving excess leave, advise members to use all accrued leave first.

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

4.2.2.2. Convening Authority Directing Appellate Review Leave. When directing appellate review leave, approve travel according to the JTR, paragraph 7635G, *Convicted Personnel Awaiting Completion of Appellate Review*, and AFI 36-2102, *Base-Level Relocation Procedures*, and advise members they may take either:

4.2.2.2.1. Ordinary leave and then excess leave.

4.2.2.2.2. Payment for accrued leave (if authorized) and then excess leave.

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

4.2.2.3. Involuntary Excess Leave. With the concurrence of the Show Cause Authority concerned, commanders may place on involuntary excess leave, regular officers recommended for discharge (i.e., not recommended for retention on active duty) by a Board of Inquiry "Show Cause Board." The officer may be required to begin such leave

at any time following the officer's receipt of the report of the board of inquiry including the board's recommendation for discharge/removal from active duty, and the expiration of any period allowed for submission by the officer of a rebuttal to that report. The leave may be continued until the date on which action by the Secretary of the Air Force (or his/her designee, normally the Secretary of the Air Force Personnel Council) on the officer's case is completed or may be terminated at an earlier time.

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

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

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

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

4.2.2.5. Excess Leave Periods. Unit commanders advise members:

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

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

4.2.2.6. The following table explains voluntary excess leave requests.

**Table 4.4. Voluntary Excess Leave Requests.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If the member requests leave</b>	<b>then</b>	<b>Comment</b>
<b>1</b>	for an emergency or urgent personal situation	unit commander may approve number of days not to exceed 60 cumulative days of ordinary, advance, and excess leave. First sergeant may approve when delegated authority to approve emergency leave for enlisted personnel.	Advise members to consider humanitarian reassignment for emergencies requiring more than 60 days absence from duty.
<b>2</b>		HQ AFPC/DP2SSM may approve number of days exceeding 60 cumulative days of ordinary, advance, and excess leave	N/A
<b>3</b>	for separation or retirement relocation activities such as job search and is eligible under AFI 36-3009, <i>Airman and Family Readiness Centers</i> , as a: (1) Voluntary separation incentive separatee. (2) Special separation benefit separatee. (3) Involuntary separatee (including for cause separatees eligible under AFI 36-3009) (4) Retiree	unit commander may approve up to 30 days unless to do so would interfere with the military mission	(1) Unit commander can disapprove a request for excess leave if approval would interfere with the military mission. (2) Normally approve under emergency circumstances since excess leave is a no-pay status. Pay and allowances stop on the first day of excess leave and members cannot receive disability pay if they incur a disability injury or illness while on excess leave. (3) Excess leave occurs within 180 days of the separation of retirement date. (4) Members may take excess leave: (a) In increments up to the maximum permitted, but not successive Mondays through Fridays. (b) In conjunction with terminal leave, if applicable. (5) A member can request excess leave in lieu of PTDY, but not both.

4	to participate in the Judge Advocate Accession Program	the staff judge advocate may approve length of program, plus travel time.	Advise members they can retain their leave balance up to 60 days.
5	while awaiting completion of administrative discharge proceedings under AFI 36-3206, <i>Administrative Discharge Procedures for Commissioned Officers</i> and AFI 36-3208, <i>Administrative Separation of Airmen</i>	leave may be approved for an unlimited amount of days in 60-day increments. Under AFI 36-3206, para 4.8 the Show Cause Authority may grant an officer's request for excess leave. <b>Note:</b> Leave is authorized for members who complete administrative discharge proceedings while awaiting a final grade determination.	Approve when you no longer need the member there and when the member meets medical criteria for separation. When reviewing requests, any approving authority may deny leave based on military necessity or in the best interests of the Air Force.
6	as an officer resigning in lieu of court martial	the wing commander or FOA/A1 may approve unlimited days in 60-day increments.	If applicable approve when: (1) You no longer need the member there, (2) The member meets medical criteria for separation, and (3) The member serves all adjudged confinement, or (4) You or another authority figure commutes, remits, suspends, or defers the member's sentence. <b>Note:</b> When reviewing requests, any approving authority may deny leave based on military necessity or in the best interests of the Air Force.
7	as a member pending sentence by a court for a dismissal or punitive discharge	the court martial convening authority may approve.	N/A
8	combined with PTDY for pre-separation or retirement relocation job or residence search and meets the same criteria as in rule 3	the unit commander disapproves.	N/A



9	awaiting entry into the Air Force Academy in a cadet status	the preparatory school commander may approve the period awaiting entry in cadet status.	Approve ordinary leave when members have accrued leave before approving excess leave. Excess leave begins after ordinary leave.
10	to pursue activities with potential recruiting or public affairs benefit for the Air Force (See para 4.2.2.8)	the wing commander or equivalent commander endorses the request and forwards to AFPC/DPSOS to SAF/MR for consideration	(1) Any level may deny the application if it does not meet the defined requirements or if determined not to be in the best interest of the Air Force. (2) Advance and excess leave may not be used prior to receiving approval under this program.

4.2.2.7. Requesting Excess Leave. Before requesting excess leave, review paragraph [4.2.2](#) and [Table 4.4](#) The member submits request through channels to the appropriate commander or the appropriate court marital convening authority, as applicable. Include the following applicable statements:

4.2.2.7.1. I hereby request excess leave under AFI 36-3003, [Table 4.4](#), Rule .

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

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

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

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

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

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

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

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

4.2.2.8. Excess Leave to Pursue Activities with Potential Recruiting or Public Affairs Benefit to the Department of the Air Force. Officers and enlisted Airmen may request excess leave to pursue other career opportunities. Such requests can be made for, but are not limited to, pursuing careers in professional sports, music contracts, or other professions in which there is a strong expectation of the Air Force receiving a recruiting or public affairs benefit. Airmen are expected to use their talent primarily in the United

States in a manner that generates significant favorable media coverage and likely generates interest in service in the United States Air Force. Evaluation of requests considers the needs of the Air Force, the quality of the professional performance to date, the strength of the public affairs or recruiting proposal, and potential positive recruiting or public affairs benefit to the Air Force. In addition, in making a recommendation or decision on an application, reviewing authorities should consider that Airmen in excess leave under this provision are in effect “ambassadors” of the Air Force and any determination should consider whether an Airman’s records and service history, to include derogatory or disciplinary action, render him or her an inappropriate candidate.

4.2.2.8.1. The approval authority for this program is the Assistant Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR). The Airman requesting excess leave must make the application by memorandum, endorsed by the wing or equivalent commander and sent through AFPC/DPSOS to SAF/MR for approval. **(T-2)** Any level in the process may disapprove the application if it does not meet the defined requirements or if determined not to be in the best interest of the Air Force.

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

4.2.2.8.3. While in excess leave status, Airmen may be recalled to active duty so they must maintain contact information with the commander responsible for monitoring the Airman’s progress. **(T-2)**

4.2.2.8.4. The Airman must meet physical fitness requirements and standards. **(T-2)**

4.2.2.8.5. The Airman must have secured a contract or binding commitment with an organization guaranteeing the opportunity to pursue an activity with potential recruiting benefits. **(T-2)**

4.2.2.8.6. Airmen enter into a non-pay status and are not authorized pay and allowances while in excess leave status. Airmen who incur a physical disability while in excess leave status are not authorized to receive disability retired pay. As a condition of approval of this extraordinary excess leave and consistent with past practice, Airmen are required to acquire private disability insurance. **(T-2)**

4.2.2.8.7. Airmen in excess leave status for this purpose must acknowledge that time served in excess leave is not used to satisfy an existing active duty service commitment. **(T-2)**

4.2.3. **Permissive TDY (PTDY).** This section describes PTDY, an administrative absence under DoD Instruction 1327.06, *Leave and Liberty Policy and Procedures*, for which funded TDY is not proper. PTDY is non-chargeable leave. The lack of official TDY funds is not a reason to grant PTDY.

4.2.3.1. **General Information.** PTDY is an authorized absence limited to reasons in **Table 4.5** below. Unit commanders may not authorize PTDY in place of leave or special pass nor in conjunction with special passes, or for reasons in paragraph **4.2.3.7**

4.2.3.2. **Commander PTDY Approval:**

4.2.3.2.1. Ensure the reason for PTDY is outlined in the specific rules in **Table 4.5**

- 4.2.3.2.2. Do not approve PTDY to conduct official business for which funded TDY is appropriate.
- 4.2.3.2.3. Do not authorize PTDY in place of leave or special pass, or in conjunction with a special pass.
- 4.2.3.2.4. Judiciously approve PTDY consistent with organizational mission needs and the actual time necessary to complete the PTDY.
- 4.2.3.2.5. May authorize PTDY in conjunction with ordinary leave. This requires separate AF Form 988s. The ordinary leave start date must begin the next calendar day after termination of PTDY. If ordinary leave is taken prior to PTDY, the end date must be the calendar day prior to the PTDY start date. The combination of leaves will serve as one leave period.
- 4.2.3.2.6. May authorize PTDY with TDY. This requires an AF Form 988.
- 4.2.3.2.7. Charge leave for any additional absence beyond the approved PTDY.
- 4.2.3.2.8. May deny PTDY requests without referring them to higher-level headquarters.
- 4.2.3.2.9. Do not grant PTDY for reasons in paragraph [4.2.3.7](#)
- 4.2.3.2.10. Unit commanders may delegate approval authority to no lower than deputies or equivalents.
- 4.2.3.2.11. For headquarters' staff, commanders may delegate approval to no lower than functional deputy directors or equivalents.
- 4.2.3.2.12. When a specific time period is provided for in [Table 4.5](#):
- 4.2.3.2.12.1. Unit commanders (or equivalents) may approve the period of PTDY up to that specified in the table.
- 4.2.3.2.12.2. Commanders at all levels are not authorized to approve PTDY in excess of that allowed for by [Table 4.5](#).
- 4.2.3.2.13. When a specific time period is not provided for in [Table 4.5](#):
- 4.2.3.2.13.1. Squadron commanders or equivalent commanders on G-series orders are authorized to approve, when the period of absence is 10 days or less.
- 4.2.3.2.13.2. Wing Commanders or equivalent commanders in the grade of colonel and above are authorized to approve, when the period of absence is 30 days or less. They may delegate the approval authority to the squadron commander level for requests for transition PTDY or excess leave together with involuntary or voluntary separation.
- 4.2.3.2.13.3. Commander, Air Force Personnel Center (AFPC/CC) is delegated Service Secretary authority to approve PTDY exceeding 30 days. Send requests with supporting documentation to HQ AFPC/DP3SA, 550 C Street West, Joint Base San Antonio Randolph, TX 78150.
- 4.2.3.3. **Exceptions to Policy (ETP).** Only the Secretary of Defense, Deputy Secretary of Defense, Under Secretary of Defense for Personnel and Readiness, or the PDUSD

(P&R) may approve exceptions or waivers. A request for waiver or exception of policy must be submitted through respective chains of command through AFPC and HQ USAF/A1. The request for exception or waiver may be disapproved at any level. Exceptions or waivers include:

- 4.2.3.3.1. Requests for extension to authorized PTDY limits for rules outlined in Table 4.5. Barring extraordinary circumstances, these should not normally be approved.
- 4.2.3.3.2. If commanders believe a requested PTDY falls within the criteria provided by DoDI 1327.06 paras. 6c. and sub-paras, but is not addressed within the rule set in Table 4.5. The ETP must clearly detail which DoD criteria applies to the requested PTDY. AF/A1P will make a determination of compliance with DoD guidance, or forward for OSD consideration if applicable.
- 4.2.3.4. **PTDY or Duty Status.** Unit commanders account for members PTDY for non-duty days when they are on PTDY before and after non-duty days, including holidays.
- 4.2.3.5. **Documenting PTDY.** Normally use AF Form 988 for all types of PTDY. Exceptions:
  - 4.2.3.5.1. Enter approved PTDY on PCS orders for members authorized to relocate family members to a designated place when going to or returning from an overseas unaccompanied tour or with a TDY en route to new assignment. See **Table 4.5**, rule 3.
  - 4.2.3.5.2. Use DD Form 1610 for participants or trainees authorized space-required travel with PTDY for sports, recreation and talent events.
- 4.2.3.6. The following table explains authorized PTDY.

**Table 4.5. Authorizing Permissive Temporary Duty.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If a member requests PTDY</b>	<b>Then</b>	<b>Comments</b>
<b>1</b>	for traveling to or in the vicinity of a new permanent duty station to secure off-base housing, with a TDY en route, or when authorized to relocate family members to a designated place en route to or returning from an overseas unaccompanied tour. This includes separatees under Air Force ROTC commissioning programs to secure housing in the vicinity of the institution they will attend	Losing or gaining unit commander may approve up to 10 days.	(1) Member must have formal assignment notification. <b>(T-3)</b> (2) Advise member to report to the base Housing Office before entering into any rental, lease, or purchase agreement for off-base housing. (3) PTDY ends once member secures housing (signs a lease or has a bid offer accepted by the seller) before the authorized 10 days. (4) Member must take PTDY days consecutively. (5) Member is authorized PTDY under this rule to procure housing prior to PCSing or upon arrival to new duty station, but not both.

2	<p>for a pre-separation or retirement relocation activity such as job or residence search and is eligible under AFI 36-3009, <i>Airman and Family Readiness Centers</i>, as a: (1) Voluntary separation incentive separatee. (2) Special separation benefits separatee. (3) Involuntary separatee (including “for cause” separatees eligible under AFI 36-3009). (4) Retiree</p>	<p>losing commander may approve up to 20 days for CONUS-based members and up to 30 days for members stationed overseas, unless to do so would interfere with the military mission.</p>	<p>(1) Commanders cannot authorize terminal leave to “for cause” separatees authorized PTDY or other involuntary separatees required to separate at the earliest possible date. (2) PTDY occurs within 180 days of the separation or retirement date. (3) Members may take PTDY: (a) In increments up to the maximum permitted, but not successive Mondays through Fridays. (b) In conjunction with terminal leave. (c) As requests that require final processing in CONUS or that qualify as a stand-alone round trip. (4) ARC members who are completing an extended MPA or RPA tour of duty, completing an AGR assignment (without qualifying for a 20-year active duty retirement) and returning to SELRES or IRR status, or separating from active duty to subsequently transfer to the Retired Reserve, are not authorized PTDY. However, Recalled Reserve members are eligible when retiring "with an active duty retirement" or involuntarily separated "under honorable" conditions. (5) Approve requests when members lived in Alaska, Hawaii, the Commonwealth of Puerto Rico, territory, or foreign country</p>
3		<p>losing unit commander may approve up to 30 days for CONUS-based members who have overseas domiciles, unless to do so would interfere with the military mission.</p>	<p>and after entering active duty they kept the overseas address for the duration, and want to return there. (6) Member can request PTDY in lieu of excess leave, but not both, if eligible under AFI 36-3009, <i>Airman and Family Readiness Centers</i>.</p>

4	to accompany or join a dependent patient to a designated MTF not in the local area when the medical authority deems it essential, or to join a dependent patient or member patient at a designated MTF not in the local area when the medical authority deems it essential	unit commander may approve up to 14 days.	Do not authorize PTDY if funded TDY is appropriate. This applies if medical authority appointed member as a non-medical attendant to accompany a dependent. See JTR, Chapter 7, Part D, <i>Special Circumstances Travel and Transportation</i> , AFI 65-103, <i>Temporary Duty Orders</i> , and AFI 41-210, <i>TRICARE Operations and Patient Administration</i> for more information.
5	to attend a DoD-sponsored employment assistance seminar under Transition Assistance Program when the member cannot schedule one locally and when the member will separate or retire within 180 days		Applies to members eligible for transition assistance IAW AFI 36-3009.
6	to attend meetings or seminars sponsored by non-Federal technical, scientific, professional (e.g., medical, legal, ecclesiastical, IT, and mechanical) societies and organizations		<b>Note:</b> The meeting or seminar must have a direct relationship to the member's primary military duties and clearly enhance his or her value to the Air Force.

7	to participate in AF programs or opportunities which further an Airman's professional development and/or enhance an Airman's understanding and value to the AF, including but not limited to professional tests, examinations, licenses/certifications and interviews; to attend national conventions hosted by service-connected organizations, wing advisory council orientation trips, and Professional Military Education graduations as an immediate supervisor or designated rep; and to perform emergency duties as members of the Civil Air Patrol.		<p><b>Note:</b> If a member requests PTDY to pursue an internship as an AFIT student, or complete research and graduation requirements associated with an AFIT Civilian Institute Program, the appropriate AFIT dean may approve the use of PTDY up to the length of the internship.</p> <p><b>Note:</b> Refer to AFI 36-3205 for details on AFR and ANG interviews.</p> <p><b>Note:</b> Technical Degree Sponsorship Program (TDSP) students may pursue an internship during established academic breaks and unit commander may approve the use of PTDY up to the length of the internship.</p>
8	to attend Civil Air Patrol encampments, drill competitions, conferences and orientation courses as instructors, advisors, or liaisons		N/A
9	to attend meetings or council sessions of the Credit Union Associations as members of the Board of Directors of a DoD Credit Union, when the purpose of the meeting bears directly on the DoD Credit Union Program		N/A



10	as chaplains, to attend a spiritual retreat, ecclesiastical conference, or to consult with ecclesiastical superiors		Attendance enhances chaplain professional capability to fulfill mission requirement.
11	to lead religious education, spiritual renewal programs including chapel youth trips and summer camps, or to attend chapel leadership training programs authorized by either HQ USAF/HC, MAJCOM/FOA/DRU/H C or installation/HC		<b>Note:</b> Pertains to all Airmen regardless of rank or AFSC who voluntarily participate in Chaplain Corps mission programs.
12	to participate or train in sports, recreation and talent events officially conducted or sponsored by elements of the Air Force, inter-Service organizations, or DoD, or to participate in regional, national, or international sports events pre-approved by HQ AFSVA/SVPAF		(1) HQ AFSVA oversees and controls sports, recreation, and talent events. (2) Coordinate with the local services squadron/division before approving the request.
13	for attendance as a witness at a state or federal criminal investigative proceedings or criminal prosecution, in response to a subpoena, summons, or request in lieu of process. <b>Note:</b> Such attendance involves substantial public interest, such as major crimes, and where the member would be an essential witness		Coordinate with the staff judge advocate before approving a request.

14	as an organ or bone marrow donor to travel to and from a MTF		Place the member in an in-patient status when admitted to the MTF, and on convalescent leave IAW a military medical authority. (See AFI 44-102, <i>Medical Care Management</i> .)
15	to participate in events, activities, or gatherings which have been pre-approved by HQ AFRS/CC because of potential positive impact on the Air Force recruiting mission as part of the We Are All Recruiters (WEAR) Program	unit commander may approve up to 14 days.	HQ AFRS oversees and controls WEAR.
16	to travel to a DoD Laser Center for Refractive Surgery, including Laser-In-Situ-Keratomileusis (LASIK) or Photorefractive Keratectomy (PRK)		(1) Military personnel who are approved by their local MTF as candidates to have Refractive Surgery (RS) performed for operational readiness enhancement at a DoD Laser Center. (2) After undergoing RS, there is an average of 1 week convalescence before the individual returns to work. This period is not chargeable leave (Ref paragraph 4.2.1.) (3) Normal duties may be limited for 1 to 2 weeks depending upon the specific vision requirements of the duty location. <b>Exception:</b> If the DoD Laser Center is unable to complete the process on both eyes, then the commander may grant additional days of PTDY to return to the DoD Laser Center to complete process.

17	(1) to attend funeral services of an immediate family member who is also on active duty; (2) to actively participate in funeral services of another military member (i.e. pallbearer, bugler, etc.); or (3) to attend funeral services when the deceased is a military member currently assigned or temporarily attached to the same unit.		The intent of this PTDY is for the purposes of Wingman representation at military funeral services. (2) Members assigned OCONUS are granted emergency leave and provided government procured transportation (IAW JTR, paragraph 7010). See paragraph 4.1.3.9.1. and Table 4.2 for situations warranting emergency leave. If a member is OCONUS and receives funded emergency leave, PTDY is not authorized. Commanders must not approve both forms of travel concurrently. (T-3)
18	for a qualifying child adoption	Unit commanders may approve up to 21 days per calendar year.	(1) A qualifying child adoption is defined as the member being eligible for reimbursement of qualified adoption expenses. (2) This PTDY shall be taken after the adoption, within 12 months. (3) In the event two members of the Armed Forces who are married to each other adopt a child in a qualifying child adoption, only one member can be granted PTDY for the qualifying adoption. (4) PTDY for adoption may be authorized in conjunction with ordinary leave. <b>Note:</b> Authorization may be given to members married after the birth of child as long as the marriage is within 12 months of child's birth.
19	parental leave	Commanders shall approve 10 days.	(1) Authorized for married members of the Air Force on active duty whose spouse gives birth to a child. (2) Is taken over consecutive days and no later than one year following the birth. (3) May be used in conjunction with ordinary leave.

20	to obtain a legal marriage (OCONUS)	<p>Effective 13 Aug 2013 IAW DoDI 1327.06, <i>Leave and Liberty Policy and Procedures</i>, a unit commander(s) may approve up to 10 days for member(s) assigned to an outside CONUS duty station located more than 100 miles from a U.S. state, the District of Columbia or other jurisdiction that allows the couple to be married.</p> <p>The 10-day period includes up to a maximum of 5 days for travel. The total number of days will be based on travel time plus the waiting period (wait time to obtain a marriage license and/or required wait time after the marriage license is obtained but before the marriage may be performed), required by law, to obtain a legal marriage from the jurisdiction <i>nearest</i> the duty assignment location.</p>	<p>1) When two service members who are part of a couple desire to get married, both members may be granted PTDY; (2) Each member may be granted the applicable number of days based on his or her individual assignment location; (3) Extensions of this PTDY period, for the convenience of the Service member(s), will be charged to the member's leave account; (4) Marriage PTDY may be granted only once during the career of a Service member; (5) If a unit commander intends to deny Marriage PTDY, he/she should coordinate with the next senior commander in the chain of command.</p>
21	to be the presiding official for a military retirement ceremony	unit commander may approve up to 3 days.	(1) Mere attendance is not considered participation, must be officiating ceremony. (2) Limited to one presiding official per retirement ceremony.

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

- 4.2.3.7.1. Search for a house or search for a job when the separation program designator (SPD) code renders member ineligible for full benefits and services under AFI 36-3009, *Airman and Family Readiness Centers*, (for example, a member voluntarily separating for miscellaneous reasons or on completion of required active service).
- 4.2.3.7.2. Search for a house:
- 4.2.3.7.2.1. For a close proximity PCS move, such as Randolph AFB and Lackland AFB.
  - 4.2.3.7.2.2. In conjunction with a permissive reassignment.
  - 4.2.3.7.2.3. When called to active duty for accession training. This applies to members of Reserve or ANG units.
  - 4.2.3.7.2.4. At initial assignment for accession training.
  - 4.2.3.7.2.5. If the member already has housing in the area (i.e., from a previous assignment).
- 4.2.3.7.3. Travel to interview at new or prospective duty station or assignment (other than as AFROTC faculty applicants).
- 4.2.3.7.4. Attend sporting events not sponsored by Air Force or other DoD components such as marathons or bike races.
- 4.2.3.7.5. Attend funeral of non-immediate family members or military members.
- 4.2.3.7. 6. Appear in court or for personal matters, such as divorce, or bankruptcy.
- 4.2.3.7.7. Combine with excess leave for pre-separation or retirement relocation activities such as job or residence search, if eligible IAW AFI 36-3009. **Note:** Member can request PTDY in lieu of excess leave, but not both.
- 4.2.3.8. Use the DD Form 1610 instead of an AF Form 988, when authorizing participants or trainees space-required travel going to sports, recreation, or talent events. **Note:** Complete the form the same way as a TDY order. For unused orders, the traveler's supervisor or other competent authority verifies the traveler's signed statement stating that planned travel was canceled. Send the statement and a copy of the order to the member's FSO. Revoke the order when paying out funds.

## Chapter 5

### PASS (REGULAR AND SPECIAL)

#### 5.1. Regular and Special Pass Information.

5.1.1. Pass Period. A pass period is an authorized absence from duty for a relatively short time. **Note:** For an extension beyond the authorized pass period, a Servicemember shall be charged leave for the entire period if the absence exceeds 3 days and is deemed unauthorized and avoidable. For unavoidable circumstances, a Servicemember will be charged leave only for those days beyond the authorized pass period.

#### 5.2. Regular Pass.

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

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

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

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

**5.3. Special Pass.** Unit commanders may award 3- or 4-day special passes for special occasions or circumstances, such as reenlistment or for some type of special recognition or compensatory time off. They may delegate approval to a level no lower than squadron section commander, deputies, or equivalents. Special passes start after normal working hours on a given day. They stop at the beginning of normal working hours on either the 4th day for a 3-day special pass or the 5th day for a 4-day special pass. A 3-day special pass can be Friday through Sunday, Saturday through Monday, or Tuesday through Thursday. A 4-day special pass can be Thursday through Sunday or Saturday through Tuesday or Friday through Monday. This applies to a normal Monday through Friday workweek. See paragraph [3.1.1.3](#) for safe travel guidelines.

**5.4. Regular and Special Pass Guidelines.** Unit commanders:

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

- 5.4.2. Inform members that the authorized absence that exceeds the pass period is chargeable leave if they fail to return from an authorized pass period.
- 5.4.3. A special pass may be taken in conjunction with leave without a duty day between the special pass and leave period. The member must be physically present in the local area when departing and returning from leave. **(T-3)** Leave may be taken either prior to or following the special pass but not both before and after the special pass.
- 5.4.4. Do not grant special passes in succession or in series.
- 5.4.5. Ensure the Unit Leave Monitor processes an AF Form 988 when members fail to return from pass and need unplanned leave.
- 5.4.6. Charge members leave for absence not excused under DoD Regulation 7000.14-R, Volume 7A, *Department of Defense Financial Management, Military Pay Policy – Active Duty and Reserve Pay*.
- 5.4.7. Inform members they cannot use regular or special pass periods to extend TDY periods.
- 5.4.8. Do not grant a special pass in conjunction with non-duty days exceeding the 3-day or 4-day special pass limitation.

## Chapter 6

### SPECIAL LEAVE ACCRUAL (SLA)

**6.1. Overview.** This chapter describes the SLA provisions when deployments or assignments to a hostile-fire or imminent-danger pay area prohibit members from using leave. The SLA also applies when deployments or assignments to designated operational missions at the national level prohibit members from using leave. It provides information on restoring leave lost at the end of the Fiscal Year when permitted by Congress.

#### 6.1.1. SLA Provisions:

6.1.1.1. Leave in Excess of 60 Days at the End of the Fiscal Year. SLA allows members in qualifying duties to accumulate leave in excess of 60 days. Furthermore, it should be a result of the members' inability to take leave or to reduce their leave balance to 60 days before the end of the fiscal year while being assigned to said activities. SLA shall not be used as a means to authorize the accumulation of leave in excess of 60 days that is a result of members' failure to properly manage their leave balance.

6.1.2. **SLA Eligibility.** A member may not carry forward a leave balance of more than 60 days into a new fiscal year, except when entitled to SLA, as outlined below:

6.1.2.1. A member who serves on active duty while entitled to hostile fire/imminent danger pay (HFP/IDP) for a continuous period of at least 120 days are authorized to retain such leave (not to exceed 120 days) until the end of the third fiscal year following the fiscal year in which SLA was lost.

6.1.2.1.1. The situation preventing members from using leave must have been caused by a catastrophe, national emergency and/or crisis or operations in defense of national security.

6.1.2.2. Members assigned to a non-HFP and/or non-IDP area in support of a contingency operation who are on CED orders (and in rare cases, 1610 orders) are authorized to retain such leave up to 120 days until the end of the second fiscal year following the fiscal year in which SLA was lost.

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

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

6.1.3.2. If the SLA qualifying period crosses a fiscal year, then the entire leave balance (not to exceed 120 days) will be carried forward and the leave accrued from the beginning of the new fiscal year through the end of the SLA qualifying period will be added to establish the maximum. Only that portion of a leave balance in excess of 60



days which could not have been taken before the end of the fiscal year because the member was assigned to SLA qualifying duty will be included in the carryover amount. Example: On August 31, 2007, a member had a leave balance of 80 days. On September 15, 2007, he was assigned to duty qualifying for SLA. Had the member not been assigned to SLA duty, he could have possibly taken 15 days leave from September 16 through September 30. If the member had taken leave during this period, then there would still have been a loss of 7.5 days (82.5 days accrued through September 30, less the 15 days potentially taken and the normal 60-day carryover restriction) at the end of the fiscal year. Therefore, since only the portion that potentially could have been taken is protected, the member may carry forward 75 days and will lose 7.5 days of leave.

6.1.4. **Effective Date of SLA.** Refer to the AFPC SLA message for effective and other key dates. **Note:** Last approved period of SLA was for 75 days from October 1, 2008 through September 30, 2015.

6.1.5. **Submitting SLA Requests.** Refer to the Leave PSD Guide for processing procedures.

6.1.6. **SLA Approval Authority.** The Wing/CC or Wing/CV has the final authority and may be delegated no lower than the first O-6 in chain of command. Additionally, the first O-6 in chain of command will recommend approval for SLA packages requiring AFBCMR approval. At other organizations (i.e. Air Staff, MAJCOM, FOA, DRU) the senior officer representative (O-6 and above) or equivalent at the directorate level approves SLA for his/her organization. At joint organizations, the senior Air Force officer representative on staff approves SLA for members assigned to units, headquarters, and supporting staffs.

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

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

6.1.8.1. Normal PCS moves and TDYs.

6.1.8.2. Base closures.

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

6.1.8.4. Details and special working groups.

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

6.1.8.6. Pending separations and retirements.

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

6.1.8.8. Post-Deployment Recovery Time.

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

6.1.9. Members not eligible for SLA, for the reasons listed in paragraph [6.1.8](#), can request recovery of days lost by submitting a DD Form 149, Application for Correction of Military Records under the Provisions of Title 10, U.S. Code Section 1552. See AFI 36-2603.

Member's application clearly establishes that an error or injustice by the Air Force caused the member's lost leave. If the Board restores leave to current leave account, members must use these days before the end of the current FY. (T-3)

## Chapter 7

### UNIQUE LEAVE PROVISIONS

**7.1. IPCOT.** IPCOT refers to members assigned to a consecutive tour at the same overseas duty station. Members cannot initiate the travel until they have entered the new IPCOT tour, and have until the end of the IPCOT tour to use the travel and transportation allowances, otherwise the authority expires. The leave taken is ordinary leave charged based on authorized allowable travel. See paragraph 7.4 for exception to the end of tour limitation when members are unable to use the travel due to duty in connection with a contingency operation.

**7.2. Deferred COT.** Deferred COT refers to members unable to use the COT leave travel and transportation allowances between the two tours because of military necessity, or when requested by member and approved for COT leave deferment. Members have until the end of their new tour to use the COT leave travel and transportation allowances, otherwise the authority expires. The leave taken is ordinary leave charged based on authorized allowable travel time. See paragraph 7.4 for exception to the end of tour limitation when members are unable to use the travel due to duty in connection with a contingency operation.

#### **7.3. Determining Deferred COT Allowance.**

7.3.1. Review the member's PCS orders for deferred COT transportation. The orders should contain the authorization to defer the COT transportation allowance and the authorization (if applicable) to take leave (non-COT) en route. The losing commander is the approval authority to approve the deferred COT allowance and non-COT leave en route. If there is no authorization to defer the COT authority on the orders, consider the COT allowance used. If the orders authorize deferred COT, check with the FSO to determine the number of chargeable leave days taken en route. Effective 1 Dec 98, the non-COT leave en route cannot exceed 10 days. If the member took at least 11 days chargeable leave en route, consider the COT allowance used. **Note:** If a member takes greater than 10 days of non-chargeable leave en route (e.g. PTDY as a participant in Recruiters Assistance Program and transportation is at member's expense), the deferred COT opportunity is still available to member to use at a later date.

7.3.2. If the authorization for the deferred COT transportation is on the orders but the FSO determines member took more than 10 days non-COT leave en route, consider the COT opportunity used. The member may request reinstatement of the authority by submitting a request for a review of circumstances to HQ USAF/A1PA through command channels. If the leave en route exceeds the 10-day limitation due to reasons beyond the member's control, the member may request a review of circumstances. The member must submit a written request through the chain of command to HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews, MD 20762. **(T-2)** If the determination is made that the member did not use the deferred COT, the member is required to reimburse the government for PCS COT leave travel payments made on the PCS voucher. **(T-2)**

**7.4. Scheduling Travel.** The unit works with the member to schedule the IPCOT or COT travel and makes sure the member uses the travel opportunity. Since the IPCOT and COT travel is a statutory allowance, members forfeit this opportunity if not used within the specified period

covered in para 7.4.1 or 7.4.2 below. Use the DD Form 1610 for COT, deferred COT or IPCOT travel.

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

7.4.2. Scheduling Deferred COT Leave Travel. When a member arrives at the new duty station, PCS orders should show member authorized deferred COT. Members have until the end of their new tour to use the COT leave travel and transportation allowances. Otherwise the allowance expires. **Note:** If the determination is made that the member did not use the deferred COT, the member is required to reimburse the government for PCS COT leave travel payments made on the PCS voucher.

7.4.3. Exception to End of Tour Limitation. Members unable to use the authority before completing the new tour due to duty in connection with contingency operations may defer travel until not more than 1 year after the completion of the duties precluding travel. In this case, the member is still authorized to leave travel from the new Permanent Duty Station (PDS) (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location. The cost limitation for travel from this new PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return. **Note:** The additional deferment based solely on duty performed in connection with a contingency operation is a one-time additional authority and cannot be further extended. If members do not qualify for an extension based on duty in connection with a contingency operation, they may submit a DD Form 149, *Application for Correction of Military Records* Under the Provisions of Title 10, U.S. Code Section 1552. See AFI 36-2603. Member's application establishes that an error or injustice by the Air Force prevented the member from using the authority within the specified time frame.

7.4.4. Ensure members contact TMO/CTO for travel arrangements because failure to do so can result in non-reimbursement of travel costs. **Comments:** The JTR authorizes travel and transportation allowances to members in connection with authorized leave from, and return to, the overseas duty station. The JTR, paragraph 7060, *COT Leave*, explains the allowances for members and their command-sponsored dependents who travel from the overseas duty station to the home of record (HOR) or place of residence and return. The government reimburses authorized travel and transportation expenses.

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

7.5.1. Commanders send requests for travel via a designated place or alternate location with COT or IPCOT travel through HQ AFPC/DP3SA to HQ USAF/A1PA, IAW JTR, paragraphs 7060-D.4, *Designated Place* and 5052, *Travel to/from a Designated Place*.

7.5.2. HQ USAF/A1PA normally recommends approval on applications forwarded for a Secretarial determination on travel to an alternate location IAW JTR, paragraph 7060, *COT Leave and 5052, Travel to/from a Designated Place* (**Example:** members who have an overseas HOR want to visit family members in CONUS).

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

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

7.6.2. OTEIP Leave Options:

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

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

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

7.6.3. OTEIP Leave Time Frame. Members normally use the 15- or 30-day leave in one increment within 6 months after the effective date of extension. See paragraph **7.6.4.3** for exception due to military requirements.

7.6.4. OTEIP Approval. Commanders:

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

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

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

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

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

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

**7.7. Use the DD Form 1610 for 15 days of OTEIP.** See the JTR, paragraph 7650, *Aviation Cadet*, for transportation in conjunction with this non-chargeable leave.

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

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

7.8.2. MAJCOMs submit requests to HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews, MD 20762, to establish R&R leave programs for units in their command that meet DoD criteria.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7.11.2. UN Pass:

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

7.11.2.2. Members granted UN passes must stay within the geographic area of the UN Force commanders' or chief military observers' authority. **(T-1)**

7.11.2.3. Document passes according to UN rules.

7.11.3. Leave or Pass Outside the UN Geographic Area.

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

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

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

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

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

**7.12. Educational Leave of Absence.** As of 14 Mar 2014, the Air Force Educational Leave of Absence (AFELA) was suspended. For additional details on AFELA, see AFI 36-2649, *AF Voluntary Education Program*. Should the program be reinstated, AFPC will publish a field message with applicable guidelines and procedures.

**7.13. Reserve Component (RC) Carryover Leave.** RC members and AD members separating under Palace Chase/Palace Front may carry over leave earned during an active duty tour for use during a future active duty tour. RC members are not required to use, sell or lose their earned leave at the end of an active duty tour. Carryover leave usage is not restricted to the next tour and may be used on future/subsequent active duty tours. While members are authorized to carry leave forward, members should remember that leave should be taken when earned unless circumstances do not afford that opportunity. Commanders should strongly encourage members to take leave during the tour in which the leave was earned as there is no guarantee that leave carried forward can be used due to unforeseen mission requirements.

7.13.1. Carryover Leave Usage (see AFRC Leave Carry Over Guide):

7.13.1.1. A member must not be called/ordered to active duty for the sole purpose of taking carryover leave.

7.13.1.2. Member must obtain gaining commander's approval for carryover leave usage prior to issuance of orders. The commander's approval must include validation of resource availability, to include O&M funding, if appropriate. Members who wish to take carryover leave during a tour must present documentation (e.g., Defense Finance and Accounting Service (DFAS), Defense Joint Military Pay System (DJMS), previous Orders) that reflects member's carryover leave balance.

7.13.1.3. If the gaining commander approves, the carryover leave days will be included as part of the overall tour length and carryover leave will be taken during that tour. Example: RC member agrees to a 60-day tour and asks to use 10 days of carryover leave. Commander approves an overall 70-day tour length that includes authorized travel, duty time, annual leave accrued during the tour (5 days) and the 10 days of carryover leave.

7.13.1.4. The gaining commander has discretion to approve and cancel approved leave if mission or circumstances (e.g., disciplinary actions) dictate.

7.13.1.5. If the request that led to approved leave is withdrawn by the member, or the commander cancels previously approved carryover leave, the unused carryover leave will be credited back to the member's leave balance and tour length adjusted.

7.13.1.6. When a member does not take leave during a tour of duty and chooses not to sell it, this leave must be carried forward to the next active duty long tour.

#### 7.13.2. Carryover Leave Limitations:

7.13.2.1. Carryover leave cannot be taken in conjunction with an Annual Tour.

7.13.2.2. Carryover leave cannot be used to justify entering sanctuary for the purpose of an active duty retirement.

7.13.2.3. Members may not carry more than 60 days of leave from one FY to the next unless authorized SLA (see [Chapter 6](#)).

7.13.2.4. Leave cannot be carried over for the Regular AF (except for members transferring into the AGR program with no break in service to include PALACE CHASE/PALACE FRONT), ANG or other services transferring into the AFR. Members must settle all leave accounts prior to transferring.

7.13.2.4.1. AFR members transferring within the Selected Reserve from AGR, the losing Reserve Pay Office (RPO)/Financial Services Office (FSO) will submit a CMS case to request accrued leave be transferred to the member's new pay record.

7.13.2.5. Sell back of carryover leave will be limited to 60 days per career (not including excepted leave). For additional details on selling back leave, see AFRC Leave Carry Over Guide.

#### 7.13.3. Tracking/Payout of Carryover Leave:

7.13.3.1. Carryover leave will be tracked via DFAS and DJMS.

7.13.3.2. There are no restrictions on use of Military Personnel Appropriation (MPA), to include Medical Continuation Orders (MEDCON) or Reserve Personnel Appropriation



(RPA) earned leave based on the type of order in which the leave was earned or which it can be used. Therefore, leave earned in one active duty status may be authorized and taken in a different active duty status funded by a distinct and different appropriation.

## Chapter 8

### POST DEPLOYMENT/MOBILIZATION RESPITE ABSENCE (PDMRA)

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

#### 8.1.1. Active Component.

8.1.1.1. Creditable Deployments/TDYs occurring on or after 19 January 2007, but before 1 October 2011. For the purpose of accruing PDMRA under this program, creditable deployments/TDYs include deployments/TDYs to the land areas of Afghanistan or Iraq or with certain theater units (units that routinely conduct operations or support units that conduct operations in Iraq but are not based in Iraq). Aircrew participating in missions into, out of, within or over the Area of Eligibility in support of military operations, count each day of operation as one day of eligibility. Deployment is defined as a member on Temporary Duty under Contingency, Exercise, and Deployment (CED) orders or other orders indicating Operation ENDURING FREEDOM/Operation IRAQI FREEDOM (OEF/OIF) support, Plan Identification/Unit Line Number (PID/ULN), or similar terms. The orders state "in support of OEF/OIF," an OEF/OIF PID/ULN, or similar terms. Normally, the "certain theater units" are those in Kuwait, Qatar, United Arab Emirates, and Manas, Kyrgyzstan supporting units performing operations in or airspace over Iraq/Afghanistan.

8.1.1.2. Creditable Time. Creditable time for the purpose of determining eligibility is calculated as all creditable deployments (time in theater only, travel time to/from not included) accomplished within a "rolling 36-month window" on or after 19 January 2007, but before 1 October 2011. For example, if the member returned to the home station (dwell) on 20 January 2011, after serving 15 full months in the Area of Eligibility, he/she would have "broken dwell" by being deployed beyond 12 months and would be authorized PDMRA of 3 days.

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

#### 8.1.2. Reserve Component.

8.1.2.1. Qualifying Mobilizations occurring on or after 19 January 2007, but before 1 October 2011. For the purpose of accruing PDMRA under this program, creditable mobilizations are defined as mobilizations under sections 12301 (A), 12302, or 12304 of Title 10 of the United States Code. This period includes the effective date of the member's mobilization order through the date of the expiration of the mobilization order.

Aircrew participating in missions into, out of, within or over the Area of Eligibility in support of military operations, count each day of operation as one day of eligibility.

8.1.2.1.1. To implement P.L. 112-120, IAW the OSD Memo dated 27 Jul 2012, the following procedures apply for current and former RC members on mobilization orders issued under 10 USC sections 12301(a); 12302 or 12304, whose orders (without amendments) commenced after 19 Jan 2007 and before 1 Oct 2011:

8.1.2.1.1.1. Eligible former and current RC members will need to apply for benefits authorized in PL 112-120. Eligible current RC members: If not currently mobilized, member may elect to receive PDMRA days or a payment of \$200 per day. If the member who is not currently mobilized elects PDMRA days, the days will be banked and cannot be used until the next qualifying period of service. Alternatively, if the member is mobilized, the member may elect to use the PDMRA days that will be added to the current mobilization order or bank the days that cannot be used until the next qualifying period of service or receive a cash payment of \$200/day. Banked days will be lost if the member is separated from the military service prior to being able to use the banked PDMRA days. Eligible former RC members: the only option is to receive a \$200 payment for each qualifying PDMRA day. The RC (Air Force Reserve and Air National Guard) will identify, by-name, all eligible claimants and track those eligible claimants regarding days earned and disbursements/benefits provided. RC will establish implementation plans. Air Force Reserve (AFRC/A1RR and AFRC/FGC/FGS) has primary responsibility for implementation, tracking and records for Air Force reservists. Air National Guard (ANG/A1PR) has primary responsibility for implementation, tracking and records for members of the ANG.

8.1.2.1.1.2. RC implementation plans will include procedures to apply, certify and process requests for additional PDRMA days; identification of one primary and one alternate certifying officer who will verify the accuracy and correctness of information in the applicant's supporting documents that will be used by DFAS to authorize payment. RC will coordinate with DFAS to obtain monthly feedback disbursement reports. Feedback reports, to include amounts of PDMRA payments disbursed, will be provided to AF/A1PA, by first business day of each month. Ensure procedures document that each RC eligible member understands there is an option of receiving a PDMRA day which can be banked/used IAW paragraph [8.1.2.1.1.1](#) or payment of \$200 for each PDMRA day that the RC member would have been eligible to receive had the 1 Oct 11 PDMRA changes not applied to that member. For former RC members, their only option is to receive a \$200 payment for each qualifying PDMRA day. Former RC members who were discharged or released from service under other than honorable conditions are not eligible for these benefits per PL 112-120.

8.1.2.1.1.3. Points of Contact for AF Reserve and Guard, respectively, will need to retain a copy of applicant's supporting documents, a calculation record that is used to verify the accuracy of the computation, and a copy of the certified record provided to DFAS for payment. The record should be retained for not less than six years (6) and three months.

8.1.2.1.1.4. No payments shall be made to qualifying RC members prior to 1 Oct 2012 and payments will only be made on or after that date if authorized funds used to make the payments are available pursuant to the Appropriations Act enacted after 25 May 2012, pursuant to PL 112-120.

8.1.2.1.1.5. The authority to provide benefits per PL 112-120 expires on 1 October 2014.

8.1.2.2. Creditable Time. Creditable time is calculated as all creditable mobilization accomplished within a “rolling 72-month window” starting no earlier than 7 October 2001. **Note:** Air Reserve Component (ARC) personnel who were mobilized on or after 19 January 2007 and have previous voluntary deployment (Title 10 USC Section 12301(d) orders to Afghanistan or Iraq after 7 October 2001 or 72 months prior to member’s mobilization, whichever is most recent, will have that period used as creditable time for award of PDMRA. **(T-3)**Example: In 2003, a member serves in Iraq on Section 12301(d) orders for 6 months, and is then mobilized for 8 months in 2007. Member would be credited with a total of 14 months of creditable time earning 2 days of PDMRA. **(T-2)** If a member has been previously mobilized, only that time served on Section 12301(d) orders since the most recent demobilization is counted as creditable time if PDMRA was earned on the previous mobilization.

8.1.3. For deployment/mobilization accomplished on or after 19 January 2007, but before 1 October 2011, accumulation of PDMRA is as follows in [Figure 8.1](#):

**Figure 8.1. Post Deployment Mobilization Respite Absence Accumulator (for deployment/mobilization accomplished on or after 19 January 2007, but before 1 October 2011).**

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

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

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

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

#### 8.1.4. Program Administration.

8.1.4.1.1. Commanders submit PDMRA requests through the servicing Force Support Squadron to the following offices for approval. **(T-3)**

8.1.4.1.1.1. Active Component: AFPC/DP2SSM is the approval authority for all AC PDMRA requests. AFPC/DP2SSM will approve and track all requests meeting the guidelines in this instruction.

8.1.4.1.1.2. Air Force Reserve: AFRC/A1RR and AFRC/FGC/FGS is the approval authority for all AFR PDMRA requests. AFRC/A1RR and AFRC/FGC/FGS will approve and track all requests meeting the guidelines in this instruction.

8.1.4.1.1.3. Air National Guard: ANG/A1PR is the approval authority for all ANG PDMRA requests. ANG/A1PR will approve and track all requests meeting the guidelines in this instruction.

8.1.4.1.2. Reserve component members who are federal, state, or local government civilian employees, and are “precluded by law” from being paid by federal, state or local governments simultaneously serving in a reserve component status and in their civilian jobs may elect to receive Assignment Incentive Pay (AIP) (37 U.S.C. Section 307a) in lieu of being awarded administrative absence days. Federal employees are advised that they are prohibited from working at their civilian government positions while on PDMRA. Prior to deployment, a member opting AIP must sign a written AIP agreement for payment. **(T-3)** For this purpose, the AIP is valued at a rate of \$200 for each day of administrative absence authorized/earned under the PDMRA program, not to exceed the \$3000 monthly maximum payable to an individual member under 37 U.S.C. Section 307a. A member qualifying for AIP under more than one incentive program may receive concurrent AIP payments, not to exceed more than \$3000 monthly in total AIP payments.

8.1.4.1.3. Active component members must use PDMRA within 12 months of return from deployment or it is forfeited. **(T-3)** PDMRA is used prior to, or in conjunction with, the next PCS/PCA. PDMRA is not used as justification for authorizing special leave accrual.

8.1.4.1.4. PDMRA days earned must be used during the deployment/mobilization order period, including amendments/extensions, under which the PDMRA days were earned. They can also be used when the member is on ADOS/RC when those orders immediately follow the qualifying mobilization. PDMRA days cannot be carried forward/rolled over to a new deployment/mobilization period. Example: RC Airman is mobilized on 12302 orders from 1 Jan 08 until 1 Jan 10 (24 months) and earns and uses 22 days of PDMRA. RC Airman has a new mobilization on 12302 orders from 1 Jul 11 to 31 Aug 11 (2 months). Question: How much PDMRA did RC Airman earn from 1 Jul 11 to 31 Aug 11? Answer: 8 days (4 days/month earned in current period of orders for 1 Jul – 31 Aug 11).

8.1.4.1.4.1. Mobilization/deployment orders of Reserve Component Airmen may be extended, within statutory limitations, to allow Airmen to use PDMRA days accrued during the mobilization. Reserve Component Airmen do not accrue PDMRA days during the time that mobilization orders are extended for the purpose of utilizing PDMRA days. AFRC/A1RR and ANG/A1PR will send validated mobilization order extension requests to AF/A5XW for approval.

8.1.4.1.4.2. Reserve Component Airmen must be serving pursuant to sections 12301(a), 12301(d), 12302, or 12304 of Title 10 of the United States Code in order to utilize the administrative absence days accrued under the PDMRA program.

8.1.5. Program guidance for qualifying deployments and mobilizations beginning on or after 1 October 2011.

8.1.5.1. Creditable Time. Airmen, at a minimum, must meet PDMRA eligibility criteria contained in paragraph 8.1 and 8.1.5 of this AFI for 30 consecutive days in order to begin accruing PDMRA days.

8.1.5.2. Creditable time for Active Component (AC). AC Airmen who, on the first day of their current deployment, had deployed in excess of 12 months out of the previous 36 months, and who meet the other eligibility criteria contained in this instruction, qualify for PDMRA days. Example: If an AC Airman's cumulative deployments of 30 consecutive days or longer is more than 12 months out of the previous 36 months, he/she is eligible to accrue PDMRA if deployed to a location authorized for PDMRA accrual.

8.1.5.1.1. Creditable time for Reserve Component (RC). RC Airmen who, on the first day of their current qualifying mobilization/deployment, had been mobilized pursuant to sections 12301(a), 12302, or 12304 of Title 10 of the United States Code in excess of 12 months out of the previous 72 months, and who meet the other eligibility criteria contained in this enclosure, qualify for PDMRA days. In addition, voluntary deployments on 12301(d) orders to a Combat Zone Tax Exclusion (CZTE) area will be used for determining creditable time for PDMRA accrual. Example: An RC Airman is mobilized on 12302 orders from 1 Jan to 31 Oct 09 (10 months) and then deployed to Iraq on 12301(d) orders from 1 Jan – 31 Apr 10 (4 months) he/she will have 14 creditable months toward breaking the threshold requirement for PDMRA eligibility. In this case, he/she would be eligible to accrue PDMRA if deployed/mobilized to a location authorized for PDMRA accrual.

8.1.5.2. PDMRA Accrual Rates. PDMRA begins to accrue after 30 consecutive days BOG, and is provided for each month or fraction of a month beyond 30 consecutive days. PDMRA days cannot be carried forward/rolled over to a new deployment/mobilization period.

8.1.5.2.1. Two Administrative Days Per Month

8.1.5.2.1.1. AC Airmen accrue 2 administrative absence days per month when the deployment threshold in paragraph 8.1.5.1.1 of this AFI is exceeded and the Airman is entitled to CZTE for deployment to a combat zone. Creditable time starts when the Airman is BOG at the CZTE location (the same day they become eligible for CZTE).

8.1.5.2.1.2. RC Airmen serving pursuant to sections 12301(a), 12301(d), 12302, or 12304 of Title 10 of the United States Code accrue 2 administrative absence days per month when the mobilization/deployment threshold in paragraph 8.1.5.1.2 of this AFI is exceeded and the Airman is entitled to CZTE for active service in a combat zone. Creditable time starts when the Airman is BOG at the CZTE location (the same day they become eligible for CZTE).

8.1.5.2.2. One Administrative Day Per Month

8.1.5.2.2.1. RC Airmen serving pursuant to sections 12301(a), 12302, or 12304 of Title 10 of the United States Code accrue 1 administrative absence day per

month when the mobilization threshold in paragraph 8.1.5.1.2 of this AFI is exceeded and the Airman is outside of the United States, not in a CZTE area. Creditable time starts when the Airman is BOG outside of the United States.

**Figure 8.2. Post Deployment Respite Absence Accumulator (for deployment/mobilization accomplished on or after 1 October 2011).**

Deployed/ Mobilized Beyond	Deployed/ Mobilized Location	Active Component PDMRA Earned Per Month	12301(a), 12302, 12304 Reserve Component PDMRA Earned Per Month	12301(d) Reserve Component PDMRA Earned Per Month
12 months	CZTE area	2	2	2
12 months	Outside the United States (other than a CZTE area)	0	1	0

**Figure 8.3. PDMRA accrual rate for eligible Airmen in a CZTE area:**

Number Days in CZTE	Number PDMRA days
1-29	0
30	2
31-60	4
61-90	6
91-120	8
121-150	10
151-180	12
181-210	14
211-240	16
241-270	18
271-300	20
301-330	22
331-360	24
361-390	26
Each additional 30 days	2 additional PDMRA days



**Figure 8.4. PDMRA accrual rate for eligible 12301(a), 12302, or 12304 RC Airmen outside the U. S. (non-CZTE area):**

Number Days outside the U.S.	Number PDMRA days
1-29	0
30	1
31-60	2
61-90	3
91-120	4
121-150	5
151-180	6
181-210	7
211-240	8
241-270	9
271-300	10
301-330	11
331-360	12
361-390	13
Each additional 30 days	1 additional PDMRA days

**Example 1:** RC Airman is mobilized from 1 Jan 09 – 31 Dec 09 (12 months) on 12302 orders. Same RC Airman is mobilized from 1 Oct 11 – 31 May 12 (8 months) on 12302 orders. From 1 Oct 11 – 31 Mar 12 (6 months), RC Airman was BOG in Afghanistan; from 1 Apr – 31 May 12 (2 months) RC Airman was INSIDE United States.

*Question: How many days of PDMRA are accrued? Answer: 14 days.*

RC Airman exceeded mobilization threshold (12 months of mobilization out of 72 prior months) on 1 Oct 11 IAW para. 15.5.1.2. While in Afghanistan from 1 Oct 11 – 31 Mar 12 (6 months), the Airman accrued 2 days/month for 6 months (12 days) IAW para. 15.5.2.1 (Figure 8.2). While inside the United States from 1 Apr – 31 May 12 (2 months), the Airman accrued 0 days PDMRA.

**Example 2:** RC Airman is mobilized from 1 Jan 10 – 31 Jan 12 (25 months) on 12302 orders in Washington, DC.

*Question: How many days of PDMRA were accrued? Answer: 14 days.*

RC Airman's PDMRA creditable time and accrual rate for 1 Jan 10 – 30 Sep 11 (21 months) is calculated IAW para. 15.2.2 and Figure 8.1 -- the Airman accrues 14 days PDMRA for those 21 months since they exceeded the mobilization threshold (12 months of mobilization out of 72 prior months) on 1 Jan 11.

The Airman's PDMRA creditable time and accrual rate for 1 Oct 11 – 31 Jan 12 (4 months) is calculated IAW para 15.5.1.2 and 15.5.2 (also Figure 8.2) – the Airman accrues 0 days PDMRA since they were INSIDE the United States (Washington, DC).

***Example 3:*** AC Airman was deployed to Afghanistan from 1 Jul – 31 Dec 09 (6 months), 1 Jul – 31 Dec 10 (6 months), and 1 Jul – 31 Dec 11 (6 months).

*Question: How many days of PDRMA were accrued? Answer: 9 days.*

*AC Airmen creditable time and accrual rate for 1 Jul – 30 Sep 11 (3 months) is calculated IAW para. 15.1 and Figure 8.1 – the Airman accrues 3 days PDMRA for those 3 months since they were deployed beyond the threshold (12 months of deployment out of 36 prior months) on 1 Jul 11 and in a location where PDMRA could be accrued.*

*The Airman's PDMRA creditable time and accrual rate for 1 Oct – 31 Dec 11 (3 months) is calculated IAW para. 15.5.1 and 15.5.2 (also Figure 8.2) – the Airman accrues 6 days for those 3 months since they were deployed beyond the threshold (12 months of deployment out of 36 prior months) on 1 Jul 11 and in a location where PDMRA could be accrued.*

GABRIEL O. CAMARILLO  
Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)

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

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

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

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

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

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

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

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

Title 10, United States Code 876a, *Leave Required to be Taken Pending Review of Certain Court-Martial Convictions*

Title 32, *National Guard*

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

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

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

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

The Joint Travel Regulations

DoD Regulation 5400.7-R, *DoD Freedom of Information Act Program*, 4 September 1998

DoD Regulation 7000.14-R, Volume 7A, *Department of Defense Financial Management Regulation, Military Pay Policy - Active Duty and Reserve Pay*, May 2015

DoD Directive 5101.6, *DoD Executive Agent for the United States Central Command (USCENTCOM) Rest and Recuperation (R&R) Leave Program*, 1 February 2007

DoD Instruction 1327.06, *Leave and Liberty Policy and Procedures*, 16 June 2009

DoD Instruction 1332.18, *Disability Evaluation System (DES)*, 5 August 2014

DoD Instruction 5100.73, *Major DoD Headquarters Activities*, 1 December 2007

DoD Regulation 4515.13-R, *Air Transportation Eligibility*, 1 November 2004

AFI 16-606, *Foreign Clearance Program*, 21 January 2011

AFI 24-101, *Passenger Movement*, 19 October 2012

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015  
AFI 33-360, *Publications and Forms Management*, 25 September 2013  
AFI 36-2102, *Base-Level Relocation Procedures*, 18 September 2006  
AFI 36-2110, *Assignments*, 22 September 2009  
AFI 36-2254, Volume 1, *Reserve Personnel Participation*, 26 May 2010  
AFI 36-2603, *Air Force Board for Correction of Military Records*, 5 March 2012  
AFI 36-2619, *Military Personnel Appropriations (MPA) Man-Day Program*, 18 July 2014  
AFI 36-2649, *Voluntary Education Program*, 1 October 2014  
AFI 36-3009, *Airman and Family Readiness Centers*, 7 May 2013  
AFI 36-3020, *Family Member Travel*, 22 October 2009  
AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs*, 10 October 2003  
AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004  
AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004  
AFI 41-210, *TRICARE Operations and Patient Administration*, 14 August 2014  
AFI 41-117, *Medical Service Officer Education*, 25 March 2015  
AFI 44-102, *Medical Care Management*, 17 March 2015  
AFI 65-103, *Temporary Duty Orders*, 5 August 2005  
AFI 65-114, *Travel Policy and Procedures for Financial Services Offices and Finance Offices-Reserve Component*, 26 August 2005  
AFI 90-802, *Risk Management*, 11 February 2013  
AFMAN 33-363, *Management of Records*, 1 March 2008  
AFMAN 65-116, Volume 2, *Defense Joint Military Pay System (DJMS) Unit Procedures Excluding FSO*, 16 March 2007  
AFPD 36-30, *Military Entitlements*, 28 April 2015

#### ***Prescribed Forms***

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

#### ***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 937, *Request and Authorization for Dependent(s) Travel*

AF Form 985, *Report of Travel Time/Leave (JUMPS)*

AF Form 988, *Leave Request/Authorization*

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

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

*Abbreviations and Acronyms*

**AETC**—Air Education and Training Command  
**AFIT**—Air Force Institute of Technology  
**AFPC**—Air Force Personnel Center  
**AFRIMS**—Air Force Records Information Management System  
**AFRS**—Air Force Recruiting Service  
**AFSVA**—Air Force Services Agency  
**AFWCF**—Air Force Working Capital Fund  
**AGR**—Active Guard and Reserve  
**AIC**—Assignment Incentive Pay  
**ANG**—Air National Guard  
**AOR**—Area of Responsibility  
**APOD**—Aerial Port of Debarkation  
**APOE**—Aerial Port of Embarkation  
**ARC**—Air Reserve Component  
**ARC**—American Red Cross  
**ASIF**—Airlift Service Industrial Fund  
**BOG**—Boots on Ground  
**CED**—Contingency, Exercise, and Deployment  
**CIC**—Customer Identification Code  
**CLE**—Continuing Legal Education  
**CONUS**—Continental United States  
**COT**—Consecutive Overseas Tour  
**CTO**—Commercial Travel Office  
**DEROS**—Date Eligible for Return from Overseas  
**DFAS**—Defense Finance and Accounting Service  
**DFAS—DE**—Defense Finance and Accounting Service - Denver Center  
**DJMS**—Defense Joint Military Pay System  
**DoD**—Department of Defense  
**EML**—Environmental and Morale Leave  
**E.O.**— Executive Order  
**ETS**—Expiration of Term of Service

**FOA**—Field Operating Agency

**FSO**—Financial Services Office

**HOR**—Home of Record

**HQ AFRS**—Headquarters Air Force Recruiting Service

**HQ AFSVA**—Headquarters Air Force Services Agency

**HQ USAF**—Headquarters United States Air Force

**HQ USAF/A1D**—Headquarters United States Air Force, Directorate of Force Development

**HQ USAF/A1PA**—Headquarters United States Air Force, Military Compensation Policy Division

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

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

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

**IPCOT**—In-place Consecutive Overseas Tour

**IRR**—Individual Ready Reserve

**JTR**—Joint Travel Regulations

**MAJCOM**—Major Command

**MPS**—Military Personnel Section

**MTF**—Medical Treatment Facility

**MTM**—Military Training Manage

**O&M**—Operations and Maintenance

**OCONUS**—Outside the Continental United States

**OEF**—Operation ENDURING FREEDOM

**OIF**—Operation IRAQI FREEDOM

**ORM**—Operational Risk Management

**OTEIP**—Overseas Tour Extension Incentive Program

**OTS**—Officer Training School

**PCA**—Permanent Change of Assignment

**PCS**—Permanent Change of Station

**PDMRA**—Post Deployment/Mobilization Respite Absence

**PDS**—Permanent Duty Station

**PERSCO**—Personnel Support for Contingency Operations

**PID**—Plan Identification

**POD**—Port of Departure

**PRC**—Passenger Reservation Center

**PTDY**—Permissive Temporary Duty

**R&R**—Rest and Recuperation

**RAP**—Recruiter Assistance Program

**RDS**—Records Disposition Schedule

**RNLTD**—Report Not Later Than Date

**RPA**—Reserve Personnel Appropriation

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

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

**SELRES**—Selected Reserves

**SI**—Seriously Ill

**SLA**—Special Leave Accrual

**SPD**—Separation Program Designator

**SR&R**—Special Rest and Recuperation

**SSN**—Social Security Number

**TDN**—Travel as Directed is Necessary in the Military Service

**TDY**—Temporary Duty

**TMO**—Traffic Management Office

**UAE**—United Arab Emirates

**ULN**—Unit Line Number

**UN**—United Nations

**US**—United States

**USAFA**—United States Air Force Academy

**USAFR**—United States Air Force Reserve

**U.S.C.**—United States Code

**VA**—Veterans' Administration

**VSI**—Very Seriously Ill

**WEAR**—We Are All Recruiters

**Y2**—30-day special rest and recuperation leave

**Y3**—15-day special rest and recuperation leave