

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

AIR FORCE MANUAL 65-116 VOLUME 2

23 DECEMBER 2019

Financial Management



***DEFENSE JOINT MILITARY PAY
SYSTEM ACTIVE COMPONENT (DJMS-
AC) UNIT PROCEDURES EXCLUDING
FINANCIAL MANAGEMENT FLIGHTS***

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: SAF/FMFC
(AFAFO)

Certified by: SAF/FMF
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Supersedes: AFMAN 65-116 Volume 2,
18 July 2017

Pages: 46

This manual implements Headquarters Air Force Mission Directive 1-12, *Assistant Secretary of The Air Force Financial Management and Comptroller*. This manual provides base-level military pay policy and procedural guidance for Air Force units other than finance offices. This Air Force Manual (AFMAN) applies to all uniformed members of the Regular Air Force, Air Force Reserve, Air National Guard, and civilian personnel performing duties associated with processing of military pay affecting documents for those serving in an active duty status. This AFMAN may not be supplemented. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 from the field through local Financial Management Flight (FMF), Major Command (MAJCOM) functional managers or Air Force Installation Mission and Support Center (AFIMSC) to Secretary of the Air Force, SAF/FMFC, Air Force Accounting and Finance Office – Finance (AFAFO-F). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. 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 to the publication through the local FMF, MAJCOM functional managers or AFIMSC to SAF/FMFC (AFAFO-F) or alternately to the requestor’s commander for non-tiered compliance items. The use

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include change in office name from Financial Services Office (FSO) to Financial Management Flight (FMF). Change in SAF/FMFC name from Air Force Accounting and Finance Office (AFAFO) to AFAFO-F. Updated procedures to account for system changes, Defense Finance and Accounting Service (DFAS) procedures and updates to governing laws and higher publications.

Chapter 1—GENERAL INFORMATION	5
1.1. Purpose.	5
1.2. Supporting Documents.	5
1.3. Input Source Code.	5
1.4. Transmission of Documents to FMF.	5
1.5. Filing of Source Documents.	5
1.6. Inquiries.	5
1.7. Rejects.	6
1.8. Input List.	6
1.9. FAX/Email.	6
1.10. Signature Cards.	6
Chapter 2—ROLES and RESPONSIBILITIES	7
2.1. Purpose.	7
2.2. Certifying Officers.	7
2.3. DAO.	7
2.4. Geographically Separated Unit (GSU).	7
2.5. Member.	7
2.6. Commander:	7

2.7.	Installation/Wing Commander.	8
2.8.	Other Government Agencies.	8
Chapter 3—	HOST AVIATION RESOURCE MANAGEMENT OFFICE PROCEDURES	9
3.1.	Purpose.	9
3.2.	Aviation Duty.	9
3.3.	Parachute Duty.....	10
Table 3.1.	Parachute Duty.....	10
Table 3.2.	Waiver of Jumps Requirement – Incentive Pay – Parachute Duty.	12
Chapter 4—	TRAFFIC MANAGEMENT OFFICE (TMO) PROCEDURES	14
4.1.	Purpose.	14
4.2.	Responsibilities.	14
4.3.	Costs for Excess Baggage.	14
4.4.	Processing DD Form 139 from PPA.	14
4.5.	Waiver Consideration.	14
Chapter 5—	HOUSING MANAGEMENT OFFICE (HMO) PROCEDURES	15
5.1.	General.	15
5.2.	Basic Allowance for Housing/Quarters (BAH/BAQ).	15
5.3.	Overseas Housing Allowances (OHA).	16
5.4.	Temporary Lodging Allowance (TLA).	16
5.5.	Attachments to TLA memo.	17
5.6.	Move-In Housing Allowance (MIHA).	17
Chapter 6—	OTHER UNIT PROCEDURES (EXCLUDING LEAVE)	18
6.1.	General.	18
6.2.	Direct Deposit Waiver.	18
6.3.	Hazardous Duty.	18
6.4.	Sea Duty.....	18
6.5.	Duty Subject To Hostile Fire or Imminent Danger.....	18
6.6.	Diving Duty Pay.	19
6.7.	Basic Allowance for Subsistence (BAS).	19

6.8.	Substantiating Documents.	20
6.9.	Family Subsistence Supplemental Allowance (FSSA).	21
6.10.	Clothing Allowances.	22
6.11.	Applying for an Allowance - Substantiating Documents.	22
6.12.	Health and Appearance Sales.....	23
6.13.	Allotments.....	23
6.14.	Remission and Waiver of Debts.	24
6.15.	Collections of Indebtedness upon Discharge and Immediate Reenlistment.	24
6.16.	PCS Advance Pay.	24
6.17.	Advance Payment of Basic Allowance for Housing (BAH).....	25
Table 6.1.	Other Hazardous Duty Incentive Pay Starts – Substantiating Documents.	26
Table 6.2.	Other Hazardous Duty Incentive Pay Stops – Substantiating Documents.....	26
Chapter 7—	UNIT LEAVE PROCEDURES	29
7.1.	Procedures when LeaveWeb is not used:.....	29
7.2.	Failure to Return from Leave.....	35
7.3.	Extension of Leave.	35
7.4.	Corrections.	35
7.5.	Cancellation.	35
7.6.	Processing Other than Ordinary Leave.....	36
7.7.	Special Leave Accrual.	37
7.8.	Terminal Leave.	37
7.9.	Leave Within 30 Days of Separation or Retirement with Return to PDS Before ETS, or Delay En Route Incident to PCS for Separation.	38
7.10.	Permissive TDY (PTDY).	38
7.11.	LeaveWeb.....	38
Attachment 1—	GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	41

Chapter 1

GENERAL INFORMATION

1.1. Purpose. This chapter contains general information about Defense Joint Military Pay System (DJMS) that applies to all input sources originating outside the Financial Management Flight (FMF).

1.2. Supporting Documents. Actions affecting a member's Master Military Pay Account (MMPA) must be supported by legible documentation consisting of signed and certified documents completely explaining each transaction. Source documentation also includes supporting documents that do not affect pay and allowances but are required in DJMS to maintain a member's MMPA. **(T-1)**

1.2.1. DJMS requires source documents for all transactions to support changes to the MMPA and to clear rejected and suspended items listed on the Daily Register of Transactions (DROT) for control purposes. **(T-0)** The four types of source documents are:

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

1.2.1.2. Miscellaneous Source Documents - Authorize changes to an MMPA which do not involve entitlements and deductions. Examples are changes to payroll payment option and taxing authority.

1.2.1.3. Military Leave Documents.

1.2.1.4. Administrative Source Documents - Used to change member's address and organization code in the DJMS central-site JBIT file.

1.2.2. Disposition of source documents: Send all original supporting documents to FMF. **(T-0)**

1.3. Input Source Code. FMF leadership assigns a two-position alphanumeric input source code to each activity authorized to prepare and submit DJMS documentation. Use this code on AF Form 1373, *MPO Document Control Log - Transmittal*. **(T-1)**

1.4. Transmission of Documents to FMF. Each input source transmits original source documents to the FMF daily. Use AF Form 1373 for transmittal of all documents and send original AF Form 1373 with source documents to the FMF; keep a copy in suspense awaiting acknowledgment of receipt by FMF through an entry on the DROT. The input source numbers the AF Forms 1373 sequentially. FMFs may require the input source to renumber AF Forms 1373 at the beginning of each fiscal year. When transmitting multiple Military Pay Orders (MPO) to the FMF, the AF Form 1373 can be annotated "See Attached" and include number of documents attached.

1.5. Filing of Source Documents. Scan source documents into FM Workflow as part of the cycle they were processed on. **(T-1)**

1.6. Inquiries. Direct members to the Air Force Portal to view AFAFO Virtual Finance page where they can locate frequently asked questions. If the member is not able to locate an answer, call or visit the customer service counter of the servicing FMF.

1.7. Rejects. Data entering DJMS is subject to Defense Finance and Accounting Service (DFAS) edits to ensure only acceptable and valid data is used to update the MMPA. Incorrect or invalid data is not accepted and is rejected from the system. Finance personnel review all rejects and management notices. They determine action required, and when applicable, correct and resubmit the transaction. Any document rejected back to an input source requiring correction need to be resubmitted on a new AF Form 1373 once corrected.

1.8. Input List. The term "DROT" (Daily Report of Transactions) is used to describe the list of input transactions produced by DJMS.

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

1.8.1.1. Base-level processed transactions.

1.8.1.2. Rejected and suspended transactions.

1.9. FAX/Email. When a servicing FMF is geographically separated from a unit, DJMS data may be transmitted by:

1.9.1. FAX: Faxing documents for processing into DJMS is permissible. Units should contact their FMF for the FAX telephone number. AF Form 1373 can be used as the transmittal document. Follow-up with original documents is not required unless requested by the servicing FMF under special circumstances. Ensure coversheet includes a Personally Identifiable Information (PII) statement. Take special care to safeguard the information being sent. Recommend using encrypted email as a more secure way of sending PII data.

1.9.2. Email: When sending documents via email, ensure Personally Identifiable Information (PII) is held to a minimum and is safeguarded. The sender must ensure the email is encrypted and Privacy Act notice and For Official Use Only (FOUO) headers are used. **(T-0)** The scanned documents shall include an AF Form 1373 attached to the email. **(T-1)**

1.9.3. myPay: Members may submit various changes to their MMPA via myPay. These include tax withholding changes, address changes, direct deposit account and allotment changes. Members log into myPay via the Air Force Portal or <https://mypay.dfas.mil/mypay.aspx>

1.9.4. CMS: Case Management System (CMS). Units may submit documents via CMS to the FMF or Force Support Squadron (FSS).

1.10. Signature Cards. A DD Form 577, *Appointment/Termination Record – Authorized Signature*, must be maintained at each input source, for each certifying officer and appointed Defense Accountable Official (DAO). Commanders appoint individuals by using a DD Form 577. The DD Form 577 must include specific responsibilities, applicable regulation references, training requirements, acknowledgement of liability, right to request relief, appointing authority and accountable official signatures. Consider the certifying officer appointed until relieved in writing. Signature cards are not required for commanders to certify personnel DJMS supporting documents. Commanders shall not appoint document control clerks or leave monitors as certifying officers. **(T-1)**

Chapter 2

ROLES AND RESPONSIBILITIES

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

2.2. Certifying Officers. Certifying officers provide certified substantiating documents to the servicing FMF. Certification establishes that the facts stated in supporting documents are correct. Certifying officers base the certification on personal knowledge of facts acquired during performance of their duty. (Example: a document for assignment of government quarters) Certifying Officers can be held to be pecuniary liable for improper payments resulting from their negligence. See DoD 7400.14-R, *Financial Management Regulation*, Volume 5, Chapter 1, 010303.

2.3. DAO. Personnel who provide data, services, or information upon which a certifying officer relies upon to certify a pay-affecting document are considered DAOs. DAOs can be held to be pecuniary liable for improper payments resulting from their negligence.

2.4. Geographically Separated Unit (GSU). A Geographically Separated Unit shall submit substantiating documents daily to their servicing FMF when such documents affect pay and allowances, leave, and other data in the MMPA. (T-1)

2.5. Member. The member assists in updating the MMPA by providing the responsible office with all the information and documents necessary and or required to support pay-affecting recertification and updates or changes related to the member or the member's dependents. The member can be held pecuniary liable for fraudulent or misinformation provided to the FMF on official documents.

2.6. Commander: The unit commander or other individual on G-Series Orders with command responsibility for the member. In addition to their command responsibilities, they are responsible for authorizing certain financial entitlements for the members under their command. Those responsibilities include, but are not limited to:

2.6.1. Authorizing or certifying the number of unit essential meals missed.

2.6.2. Annually verifying the Basic Allowance for Subsistence (BAS) entitlements of enlisted members who are not under blanket authority or are below pay grade E-5.

2.6.3. Approving requests for advance of pay and allowances.

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

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

2.6.6. Preparing reinstatement letters for members whose with-dependent rate Basic Allowance for Housing (BAH) entitlement has been stopped because the recertification statements were returned to the FMF after the established due date. The commander must certify, when appropriate, that failure to recertify timely was for reasons beyond the member's control (see Joint Travel Regulations, Chapter 10). In these cases, the member's higher rate of BAH will be restarted, effective the day after the stop date. (T-1)

2.7. Installation/Wing Commander. Ensures coordination between staff agencies and the FMF for the accurate and timely flow of documents.

2.8. Other Government Agencies. Advise DFAS of debts due by AF members (Example: Internal Revenue Service for tax levy). DFAS must update the MMPA. Contact DFAS Garnishments via <http://www.dfas.mil/garnishment.html> for questions concerning debts from other government agencies. (T-0)

Chapter 3

HOST AVIATION RESOURCE MANAGEMENT OFFICE PROCEDURES

3.1. Purpose. This chapter prescribes Host Aviation Resource Management and FSS procedures supporting DJMS.

3.2. Aviation Duty.

3.2.1. Conditions of Entitlement. FSS must use *DoD 7000.14-R, Financial Management Regulation* (DoDFMR), Volume 7A, Chapter 22, for entitlement to Critical Skills Incentive Pay (CSIP) and Hazardous Duty Incentive Pay (HDIP) for flying duty. As used in this chapter HDIP refers to flying duty for non-rated officers and enlisted members. **(T-0)**

3.2.2. Substantiating Documents.

3.2.2.1. Aeronautical Order or DD Form 114, *Military Pay Order* (MPO) supporting certifying officer's own entitlement to HDIP is also signed by the commander or designated person who has knowledge of the facts. Member cannot self-certify entitlement and must have commander's verification. **(T-1)**

3.2.2.2. All AOs and MPOs shall contain a termination date for all non-crew members. **(T-0)**

3.2.2.3. The AO must contain the Aviation Service Date (ASD) if a rated officer is entering flight status for the first time. **(T-0)**

3.2.2.4. Maintain adequate administrative records at base level to support authorized payments. These records must be available for review and audit purposes upon request. These documents are required for Financial Improvement and Audit Readiness (FIAR) compliance. **(T-1)**

3.2.3. DD Form 114 preparation, *Military Pay Order* (MPO). When using the DD Form 114 or the MPO section of AF Form 1887, *Aeronautical Orders Aviation Service*, the start date in the MPO is the first day of entitlement to HDIP. When a member is removed or suspended from HDIP, or CSIP, the stop date shall be the last day of entitlement. **(T-0)** For example:

3.2.4. Master Military Pay Account (MMPA) updates:

3.2.4.1. Input transactions:

3.2.4.1.1. Input start, stop, report, change, correct, or cancel transactions updating member's MMPA via the Case Management System (CMS). Send CMS to base level FMF for processing. **(T-1)**

3.2.4.1.2. HARM receives a print screen from the member's MMPA attached to the CMS case verifying transaction processing.

3.2.4.2. Programmed Stops. HDIP is automatically stopped by DJMS for non-crew members upon separation, upon Permanent Change of Station and upon termination date set on the AO or MPO. **(T-0)**

3.2.4.3. Continuance:

3.2.4.3.1. Crew Members. HDIP continues upon separation, if followed by an immediate reenlistment or extension. (T-0)

3.2.4.3.2. Others. Once a HDIP entitlement is entered on a member's MMPA, the entitlement shall continue until HARM provides documentation changing the member's status, or events in [paragraph 3.2.4.2](#) of this manual occur. (T-0)

3.3. Parachute Duty.

3.3.1. Conditions of Entitlement. See DoDFMR, Volume 7A, chapter 24 for entitlement to incentive pay for the two types of parachute duty. Type one is parachute jumping from an aircraft in aerial flight (static) and type two is parachute jumping at a high altitude with a low opening (HALO).

3.3.2. Substantiating Documents. The FMF must use aeronautical orders or DD Form 114 to start, stop or change entitlement from regular parachute duty to HALO duty. All aeronautical orders shall contain the type of parachute duty and a termination date for non-crew officers and all enlisted members. (T-0)

3.3.3. Procedures. Submit aeronautical orders to FMF, via CMS case, after member satisfies performance requirements of the DoDFMR Volume 7A, Chapter 24, Table 24-4. (T-1)

3.3.3.1. A DD Form 114 supporting certifying official's own entitlement to parachute duty pay must be signed by the member's commander or appointed HARM certifying official. [Table 3.1](#) and [Table 3.2](#) shows what documents to use and the data required by FMF to start, stop, report, correct, or cancel parachute duty.

Table 3.1. Parachute Duty.

	A	B	C	D
R U L E	To	then	submits	to
1	assign member to parachute jumping duty	MPF	official order assigning member to duty	HARM
2	certify that member meets jumps requirements initially	(HARM)	MPO showing date entered on jump duty at present station, type of parachute duty and date performance requirements were met (note 1)	FMF
3	Submit a "Rule 3 Waiver Letter"	Commander	letter	HARM
4	support credit when a member is physically incapacitated as a result of performing assigned hazardous duty (note 3)	HARM	DD Form 114	FMF

5	continued incentive pay on orders (PCS) when orders remain in effect	HARM	Reassignment MPO stating that hazardous duty orders remain in effect	HARM
6	stop incentive pay on reassignments (PCS)	HARM	Reassignment AO to stop incentive pay on day after member departs old station	FMF
7	stop incentive pay on discharge with immediate reenlistment at same station, when orders do not remain in effect		Reenlistment AO which stops credits stating that hazardous duty orders do not remain in effect	FMF
8	stop incentive pay on final discharge or separation, if last day of duty		AO to close member's account, showing last day of entitlement. Separation automatically stops pay.	FMF
9	stop incentive pay on final discharge or separation, if not last day of duty		Nothing; separation message stops incentive pay.	FMF
10	suspend from jumping duty		AO relieving member from hazardous duty	FMF
11	stop incentive pay for periodic nonperformance when member retains parachute duty	Unit	DD Form 114 to instruct the FMF to stop incentive pay for specific period(s) involved (note 4).	FMF
12	change from regular parachute duty to HALO duty	HARM	MPO showing date member became eligible for HALO pay	FMF

Notes:

1. "Performance requirements" means member made one or more parachute jumps during a 3-month period. If a HALO parachutist, requirements are met by HALO jumps.
2. Determine the 3-month period separately for each type of hazardous duty.
3. When incentive pay is stopped under the provision of rule 12 and member retains parachute jumping duty assignment, DD Form 114 is issued to the FMF to restart incentive pay for the month in which the member again meets performance requirements.
4. Squadron commander informs FMF when member fails to meet performance requirements, attach a DD114 which contains the following language.
 "I certify that the member named herein is physically incapacitated for parachute duty. The incapacity began on ____; during the period _____ to _____ the member continued to be incapacitated.

(Signature of authorized medical authority)

Table 3.2. Waiver of Jumps Requirement – Incentive Pay – Parachute Duty.

R U L E	A If a member	B then HARM submits to FMF	C and includes on form
1	has been unable to qualify for parachute pay in a 3-month period but qualifies by making four jumps during a 12- consecutive month period (or by four jumps in less than 12 months)	DD Form 114 at end of month in which fourth jump is completed	a certificate that military operations of particular command, or absence of jump equipment or aircraft prevented member from making one or more jumps during 3 consecutive months (see note). List all jumps made during 12-month (or less) period. Also, show date of any other DD Forms 114 submitted to FMF during 12- month period.
2	qualified for parachute pay and a DD Form 114 was submitted under rule 1 before end of 12- consecutive month period, and during remainder of this period, military operations or absence of jump equipment or aircraft was again only reason for not performing one or more jumps during a 3-month period	DD Form 114 for the remaining month or months of the 12-month period.	Parachute pay requirements have been met or aircraft/equipment not available which precluded jumps

3	has been granted a waiver of jump requirements	DD Form 114 to authorize payment for period of waiver (if continuing payment is authorized, submit a separate DD Form 114 when waiver no longer applies).	a statement that jump requirements were waived because member's engagement in combat operations in a hostile fire area prevented member from performing any parachute jumps for the period involved (show inclusive dates). Statement must be certified by member's commander.
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Notes:

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

1. Chief of Staff, United States Air Force.
2. Commanders of Major Commands.
3. Commanders of parachute or airborne units, airborne school, airborne service test stations, and airborne centers.

Chapter 4

TRAFFIC MANAGEMENT OFFICE (TMO) PROCEDURES

4.1. Purpose. This chapter prescribes procedures used by TMO to support the Defense Joint Military Pay System (DJMS).

4.2. Responsibilities. The Traffic Management Office:

4.2.1. Originates DD Form 139, *Pay Adjustment Authorization*, per AFI 24-602, Volume 1, *Passenger Movement*, for transportation furnished to the member.

4.2.2. Assist the member in preparing excess cost rebuttals resulting from DD Form 139, prepared by Personal Property Activity (PPA) and other TMO offices for excess cost charges incurred in shipment of personal property and house trailer moves. **(T-1)**

4.3. Costs for Excess Baggage. If an Air Force member is billed for cost of additional baggage, submit a DD Form 139 for processing. Other service members send the DD Form 139 to the appropriate service finance center. These addresses are:

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

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

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

4.3.4. Coast Guard: United States Coast Guard, Military Pay Center – 444 Quincy St SE, Room 301 Federal Building, Topeka, KS 66683-0001

4.4. Processing DD Form 139 from PPA. PPA currently processes all DD Forms 139 for excess cost of personal property shipment and house trailer moves for Air Force members. If PPA is unable to process the DD Form 139, they should send the DD Form 139 to the member's servicing FMF to establish a miscellaneous debt on the MMPA. When the debt is posted to the MMPA, FMF sends the member notification and provides due process. If the member wishes to rebut the indebtedness, do so through the local TMO office. The local TMO reviews the member's request and, if legitimate, notifies the FMF. Forward all rebuttal paperwork from the local TMO to the Joint Personal Property Shipping Office - Excess Cost Accounting Function (JPPSO-ECAF) with copy of the transmittal letter sent to the FMF. If the local TMO does not uphold rebuttal, the member should see the local FMF to discuss remission or other indebtedness rights

4.5. Waiver Consideration. DoD 7000.14-R, Volume 16, Chapter 4, 0408 allows waiver of debts related to travel, transportation, relocation expenses and allowances. Refer members to the local FMF for counseling on preparing a waiver of indebtedness.

Chapter 5

HOUSING MANAGEMENT OFFICE (HMO) PROCEDURES

5.1. General. This section contains procedures and instructions for verifying and/or initiating actions authorizing allowances for the FMF to start, stop, or adjust a member's entitlements. In December 2018, the Air Force HMO transferred its operations to the Navy's Enterprise Military Housing (eMH) computer system. The eMH system does not produce Air Force forms but produces memorandums that have all the required information to process the requested transaction. These memorandums are provided to FMF for processing in lieu of the Air Force forms previously provided.

5.2. Basic Allowance for Housing/Quarters (BAH/BAQ). Military members and the Housing Management Office (HMO) are responsible to ensure the housing memo is completed when a military member and/or family is assigned or terminates government quarters. The military member is responsible to ensure all required information, such as Social Security Number (SSN) or Department of Defense Identification (DoDID) Number, is on the form.

5.2.1. The HMO will initiate FMF action to start/stop BAH/BAQ when the member or member's family moves into or out of government provided housing. This includes military family housing, leased housing or unaccompanied housing (UH) and members receiving BAH in a member-to-member marriage. **(T-1)**

5.2.2. The HMO acts as a DAO and shall:

5.2.2.1. Complete appropriate sections on the housing memo, designating member's housing status. The HMO provides the FMF with written notification when a member is assigned or terminates government-provided UH and who is drawing BAH at the "with dependent" rate solely because of paying child support. **(T-1)**

5.2.2.2. Sign and date the "Non-availability/Assignment/Termination of Quarters" section. **(T-1)**

5.2.2.3. Send the memo to the servicing FMF for processing within five (5) workdays. The member may hand carry the document directly to finance with the HMO's approval. The HMO will follow-up with a copy as backup. **(T-1)**

5.2.3. The FMF acts as the Certifying Officer and will be responsible to process the required transactions based on the HMO's memo. The HMO will designate the member's housing status and signs and dates the memo approving the BAH actions. **(T-1)**

5.2.4. BAH Reconciliation. The HMO supports FMF actions ensuring members assigned to government facilities are receiving appropriate housing allowances. Each quarter, FMF accomplishes the actions in [paragraphs 5.2.4.1 - 5.2.4.4](#) in an effort to prevent erroneous BAH payments.

5.2.4.1. FMF will initiate a data call to HMOs for a report of personnel assigned government provided housing. **(T-1)**

5.2.4.2. Within five workdays of request, the HMO will provide the number of personnel assigned government provided or UH, including leased housing. The list shall include member's name, address, type housing and effective date of assignment. **(T-1)**

5.2.4.3. FMF retrieves member data from DFAS and shall compare it with reports provided by HMO. (T-1)

5.2.4.4. FMF and HMO collaborate on the corrective action and documentation and will ensure the appropriate forms are retained. (T-1)

5.3. Overseas Housing Allowances (OHA). A DD Form 2367, *Individual Overseas Housing Allowance (OHA) Report* is completed when a military member and/or the family requests OHA. Joint Travel Regulation (JTR), Chapter 10, provides the conditions of entitlements to OHA.

5.3.1. Source Documentation. A DD Form 2367 is required to start a member's OHA entitlement and all actions except Permanent Change of Station out, separation, change in dependent status, or re-certification.

5.3.2. Processing OHA Request. The following processes shall be required to start entitlement to OHA:

5.3.2.1. The member completes DD Form 2367. (T-0)

5.3.2.2. The HMO verifies the housing cost contained in the member's lease, rental, or sales agreement, and ensures the information reported by the member on DD Form 2367 is accurate. The HMO reviews blocks 7 and 8 of the form to make sure the utilities provided by the landlord and the sharing status are properly completed. The HMO signs in block 11 on DD Form 2367 and forwards the DD Form 2367 to FMF with a copy of the lease or sale agreement. (T-1)

5.3.2.3. The FMF reviews, verifies, certifies and signs block 12 of DD Form 2367 authorizing OHA. (T-1)

5.3.3. Supporting Documents. FMF and HMO retain DD Form 2367 and supporting documentation including the lease, rental, and/or sales agreement. (T-1)

5.3.4. Monthly Validation. FMF and HMO are required to conduct a joint review of at least 10 percent of the DD Form 2367s processed during the previous month. This check ensures the OHA authorized in the pay system equals what is reflected on the DD Form 2367 and the lease documents. FMF and HMO process corrected documentation to correct discrepancies within 48 hours. FMF and HMO process corrected documentation within 48 hours. FMF is required to submit monthly discrepancy reports to SAF/FMFC (AFAFO-F). (T-1)

5.3.5. Re-Certifications. Members submit a new DD Form 2367 recertifying OHA based on changes in housing situations and/or on a periodic basis (see [paragraph 5.3.5.2](#)). HMO reviews and completes Part B-Certification in block 11, and forwards new DD Form 2367 to FMF. FMF processes necessary adjustment transactions to correct member's record upon receipt of the new DD Form 2367. (T-1)

5.3.5.1. Members must submit DD Form 2367 to HMO within 5 days of any rental location, rent amount, share status and utilities provided by the landlord changes. (T-1)

5.3.5.2. Members receiving OHA must re-certify dependent status every four years or within 60 days prior to separation. (T-1)

5.4. Temporary Lodging Allowance (TLA).

5.4.1. Military member must initiate the TLA request to HMO. HMO must then generate and provide a TLA memo from the eMH system to FMF for processing. **(T-1)**

5.5. Attachments to TLA memo.

5.5.1. Attach the member's orders and lodging receipt to the TLA memo. Members should request duplicates from the lodging establishment for lost receipts. If unable to obtain a duplicate receipt, the member can sign a certified statement of lodging expenses including the date, establishment name(s), complete address and itemized daily and total amounts. **(T-1)**

5.6. Move-In Housing Allowance (MIHA). Refer to JTR, Chapter 10:

5.6.1. MIHA Miscellaneous. Military members complete DD Form 2367 initiating OHA and submit applicable supporting documentation to HMO for validation and certification. HMO will forward documentation to the FMF to start OHA and generate the MIHA miscellaneous payment. **(T-1)**

5.6.2. MIHA Rent. HMO assists members in completing DD Form 2556, *Move-In Housing Allowance Claim Form for Personnel Occupying Privately Leased/Owned Quarters Overseas*, and forwards documentation to the FMF. The FMF will approve or disapprove member-claimed expenses. **(T-1)**

5.6.3. MIHA Security. HMO approves claims on DD Form 2556 IAW JTR Chapter 10. **(T-1)**

Chapter 6

OTHER UNIT PROCEDURES (EXCLUDING LEAVE)

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

6.2. Direct Deposit Waiver. All Air Force members will participate in Direct Deposit or obtain a waiver from their commander. **(T-0)** In rare instances, waivers to participate in the Direct Deposit of pay program may be approved by a unit commander or other individual on G-Series orders with command responsibility for the member. All waivers are approved for a period of up to 1 year if it is determined it would be in the best interests of the DoD and the individual. **(T-0)**

6.3. Hazardous Duty.

6.3.1. Conditions of Entitlement. See DoDFMR, Volume 7A, Chapter 24, for hazardous duty incentive pay entitlement.

6.3.2. Substantiating Documents. Prepare and forward documents listed in [Table 6.1](#) and [Table 6.2](#) to support start, stop, and adjustments to entitlements to the FMF for processing. **(T-1)**

6.3.3. Reconciliation and verification is accomplished from a FMF listing at least once per year ensuring the member's duties have not changed. The listing shall be certified by the unit commander and returned to the FMF within five (5) workdays of receipt. **(T-1)**

6.3.3.1. The commander will verify if member's duty qualifies for the pay and annotates the list indicating the member's entitlement. **(T-1)**

6.3.3.2. If a member is not performing the required duty, annotate this fact on the list and submit a DD Form 114, to the FMF to stop the entitlement on the appropriate date. **(T-1)**

6.3.3.3. If a member is entitled pay but is not on the listing, annotate the member's name, rank, SSN, and type of entitlement on the listing. The FMF must prepare the appropriate documentation listed in [Table 6.1](#) **(T-1)**

6.4. Sea Duty.

6.4.1. Conditions of Entitlement. See DoDFMR, Volume 7A, Chapter 18, Table 18-4, *Monthly Career Sea Pay Rates-Air Force*, outlining eligibility and rates for members.

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

6.4.3. Certifying Orders. Member's unit commander or other individual on G-Series orders with command responsibility for the member must certify special orders to show date member reported and or departed sea duty pay duty. Send certified orders to FMF for processing. **(T-1)**

6.5. Duty Subject To Hostile Fire or Imminent Danger.

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

6.5.2. Substantiating Documents. Use DD Form 114, *Military Pay Order (MPO)*.

6.5.3. Procedures. Unit commanders or other individuals on G-Series orders determine member's entitlement to hostile fire or imminent danger pay and submit certificates to local FMF showing member qualifications, effective dates, and basis for qualification. The unit

commander issuing certificates need not be located within the combat zone. When members perform duty in more than one hostile fire location, the original certificate may be used. Payment eligibility certification is made at the lowest level of command that includes all the vessels, aircraft, or units subject to hostile fire or imminent danger. When basis for certification is the DoDFMR Volume 7A, Table 10-1, include a brief statement on certificate of place, hour, and date of incident. Certificates showing classified locations or missions must be appropriately classified. (T-0) Commanders shall not under any circumstances include or attach classified information, location, mission, intelligence information, sources, or methods to the DD Form 114, CMS case or email. (T-0)

6.6. Diving Duty Pay.

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

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

6.6.3. Unit commanders or other individuals on G-Series orders must certify diving duty MPO. The unit forwards documents in [paragraph 6.6.2](#) to the servicing FMF for processing. (T-1)

6.7. Basic Allowance for Subsistence (BAS).

6.7.1. See DoDFMR, Volume 7A, Chapter 25 for entitlement conditions for BAS. When one or more units perform duty under similar conditions, the installation commander shall ensure determinations are uniform. (T-0) The types of BAS are Standard (Type S) and Officers (Type O).

6.7.2. Review of BAS:

6.7.2.1. The BAS Verification Report is an annual requirement completed not later than twelve months after the date of the last verification. The FMF provides commanders with a Web Defense Military Pay Office (DMO) list identifying members who have meal charges collected from their pay. (T-1) The FMF is not required to retain a copy of this listing since the commander is the OPR for BAS/meal deduction authorization.

6.7.2.2. The FMF will provide the BAS Verification report when requested by the Commander. The unit must annotate the listing showing action required and identifies changes needed. (T-1)

6.7.2.2.1. A member on the listing but not assigned to unit. Prepare a letter to the FMF identifying these members to place them under the correct unit. (T-1)

6.7.2.2.2. A member not on the listing but assigned to unit. Prepare a letter to the FMF identifying these members to place them under the correct unit. (T-1)

6.7.2.2.3. To further assist commanders in the review of their BAS program, a locally or AFIMSC developed self-inspection guide can be used.

6.7.3. Accommodation of Religious Practices. Per DoDI 1300.17, *Accommodation of Religious Practices Within the Military Services*, enclosure paragraph 4.b., "Religious beliefs shall be included as a factor for consideration when granting separate rations." Paragraph 4.e.,

“Requests for religious accommodation will be resolved in a timely manner and will be approved when accommodation would not adversely affect mission accomplishment, including military readiness, unit cohesion, good order, discipline, health and safety, or any other military requirement.” (T-0)

6.7.3.1. Supporting documents for religious practice consideration include a letter from a military chaplain. The letter contains the member’s name, rank, and religion of member. The letter must state what dietary concerns relate to the religion and that the dining facility is not able to meet those needs. (T-0)

6.7.4. Verbal Order of the Commanding Officer (VOCO). Authority to mess separately cannot be granted retroactively. Reasons for such a claim may include lost, damaged, or lack of access to, AF Form 220, *Request, Authorization, and Pay Order – Basic Allowance for Subsistence*. All retroactive claims to mess separately require completion of Section II, block 4, of the AF Form 220, ensuring a Verbal Order of the Commanding Officer (VOCO) date must be entered. The originally authorized VOCO date is the date of the entitlement. (T-1)

6.8. Substantiating Documents.

6.8.1. Types:

6.8.1.1. DD Form 114.

6.8.1.2. AF Form 220.

6.8.1.3. DD Form 1475, *Basic Allowance for Subsistence-Certification*.

6.8.2. Preparation of DD Form 114. Prepare and send original to FMF for processing. Include member’s complete social security number, member’s last name, and first name. Include the Format Identifier/Transaction Indicator Number (FID/TIN) for entitlement and appropriate information required to update in the system. All forms must have certifying official signature block and signature. (T-1)

6.8.2.1. AF Form 220. Use this form to start and stop BAS meal deductions through the FMF. (T-1) In the “Reason For Request” block, annotate: the reason the member is to be paid a different type of BAS; when stopping meal collections; the reason to discontinue the meal collections. The AF 220 must be signed by the member’s commander, and sent to the installation commander, or support group commander responsible for the dining facility, for approval to receive BAS without meal deductions. (T-1) The unit keeps a copy of the AF Form 220 and sends original to the FMF. (T-1) One copy goes to food services to add or delete a member from the Essential Station Messing (ESM) Database. (T-1) Compare the unit’s copy of the AF Form 220 to the daily register of transactions (DROT) to verify action taken. File the AF Form 220, along with a copy of all supporting documentation, in the unit’s personnel information files and retain the AF Form 220 until a new one replaces it or the member leaves the unit or separates. (T-1)

6.8.2.2. DD Form 1475. Use to substantiate meal charge refunds for members who pay via payroll deduction. (T-1) A member, in a non-travel status, having meals deducted from his/her pay, and misses furnished meals due to official duties may have meal charges refunded with commander approval as outlined in the DoDFMR, Volume 7A, Chapter 25. The approving authority attaches the original determination to the original DD Form 1475 for the first month of a recurring entitlement or each time for one-time entitlements. (T-1)

File a copy in the unit. (T-1) Approving authority prepares monthly and sends original of DD Form 1475 to FMF. (T-1)

6.8.2.2.1. Entries. Place an “x” in supplemental block, as applicable. (T-1) Place the “x” for appropriate meals opposite each member’s name. (T-1) Enter proper date in body of form.

6.8.2.2.2. Signature of approving authority on DD Form 1475. Individuals acting as supervising officials sign the DD Form 1475. (T-1) Ensure authorization is for the exact number of meals by type (i.e., breakfast, lunch and dinner) which member's duties or working hours prevented eating in a government dining facility, or forced to procure from a non-government dining facility. Commanders must consider each case on its own merit. (T-1)

6.8.3. Blanket Authorization.

6.8.3.1. Enlisted members E7 through E9 are exempt from assignment to Essential Station Messing. (T-0)

6.8.3.2. Enlisted controllers are authorized full BAS without automatically being placed on Essential Station Messing upon arrival at their permanent duty stations. (T-1) Commanders retain the authority to remove a member from ESM if it is determined to be in the best interests of the member and the Air Force. (T-1)

6.8.3.3. Per Air Force Instruction (AFI) 32-2001, *Fire and Emergency Services (F&ES) Program*, to meet response time standards, firefighters are required to be in a ready-response position at their assigned fire station and therefore are authorized to mess separately. (T-1)

6.8.3.4. Per AFI 11-412, *Aircrew Management*, qualified Career Enlisted Aviators assigned to a flying squadron that are required to perform flight and ground duties are authorized mess separately due to assigned duties, unusual work hours, alert status, crew rest, or pre and post mission duties. (T-1)

6.9. Family Subsistence Supplemental Allowance (FSSA). Members request FSSA through MilConnect. Once logged into milConnect, <https://milconnect.dmdc.osd.mil/milconnect/>, then select the benefits tab (FSSA) for directions and information to complete the application.

6.9.1. Reference DoDI 1341.11, *Family Subsistence Supplemental Allowance (FSSA) Program*, and DoDFMR Volume 7A, *Military Pay Policy – Active Duty and Reserve Pay*, Chapter 25 for additional FSSA guidance

6.9.2. The National Defense Authorization Act for Fiscal Year 2016 section 602 amended Title 37 United States Code, § 402a(b) for who is eligible for FSSA. After 30 September 2016, a member is eligible for a supplemental subsistence allowance under this section only if the member is serving outside the United States, the Commonwealth of Puerto Rico, the United States Virgin Islands, or Guam. (T-0)

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

6.9.4. Annually. Members are required to re-certify their FSSA entitlement during the period of 2 January to 2 March. **(T-0)** If not accomplished within this 60-day timeframe, FMF must stop the entitlement. **(T-0)** A new application is required to restart.

6.9.5. Any change to household must be reported immediately. **(T-0)** An increase or decrease to household size could affect amount of entitlement. Complete a new application to avoid possible overpayment.

6.9.6. Monthly income increases of \$100 or more must be reported. **(T-0)** Increases in income less than \$100 per month will not affect entitlement.

6.9.7. When promoted, allowance eligibility terminates. Members must complete a new application. **(T-0)**

6.9.8. When a member undergoes a PCS, FSSA eligibility terminates the day prior to the date the member's departure. The member must complete a new FSSA application at their new duty station. **(T-0)**

6.9.9. Overpayments. Member is accountable for FSSA overpayments. Overpayments must be recouped directly from military pay. **(T-0)**

6.10. Clothing Allowances. Guidance for clothing allowance is located in DoDFMR, Volume 7A, Chapter 29 (Enlisted), Chapter 30 (Officer) and AFI 36-3012, *Military Entitlements*, Chapter 6.

6.11. Applying for an Allowance - Substantiating Documents. Identify needs for civilian clothing allowances a minimum of 30 calendar days before members outprocess. The Military Personnel Flight advises the member to contact the gaining unit or sponsor for specific clothing requirements. Only officers assigned to a permanent duty station outside the United States can receive a civilian clothing allowance. **(T-0)** Prepare and send these substantiating documents to the FMF:

6.11.1. A member requests allowance approval from the applicable approval authority unless approval is automatic. Prior to approval, the FMF shall review the MMPA to determine prior civilian clothing payments. The orders must contain a statement indicating the wear of civilian clothing is mandatory (including a Personnel Processing Code (PPC), if applicable), the agency approving the allowance (unless approval is automatic) and the amount of money authorized. **(T-1)**

6.11.1.1. The member must include the following information on the substantiating document: The member's grade, name, and social security number, type of clothing allowance required (TDY, initial, or continuing), type of clothing required (summer, winter, or summer and winter), and the date and amount, if any, of a civilian clothing allowance payment the individual has received in the past 3 years. **(T-1)**

6.11.1.2. For an initial or continuing allowance: Include unit of assignment (unit requiring the allowance), length of tour, time left on member's assignment, time remaining on active duty, date civilian clothes are required.

6.11.1.3. For a TDY allowance: Include unit and location of TDY, unit of permanent assignment, inclusive dates of TDY.

6.11.2. Extra or Supplemental Clothing Allowances. Unit commanders or other individuals on G-Series orders initiate and send supporting documentation to the FMF authorizing extra clothing allowance. When higher authority approval is required, attach approval to supporting documentation.

6.11.3. Issue in Kind. Prepare AF Form 656, *Clothing Request and Receipt-Male/Female*, or AF Form 657, *Personal Clothing Record – Female Airmen (Air Force Reserve and Air National Guard)*, and a letter of authorization from the unit commander or First Sergeant. (T-1)

6.11.4. Maternity Uniform Allowance. The health care provider sends the AF Form 469, *Duty Limiting Condition Report*, to the member's Force Support Squadron (FSS) (T-1). Commanders or First Sergeants will counsel members on purchase of uniform items and must include the following statement on or with the AF Form 469, "The member has been counseled on the mandatory uniform items that must be purchased." (T-1) Provide the signed AF Form 469 with the prepared DD Form 114 annotated with details of authorization and the unit commander or First Sergeant's signature (T-1). Send to servicing FMF or open a CMS case and send to the FMF. (T-1)

6.12. Health and Appearance Sales.

6.12.1. Policy. Unit commander or other individual on G-Series orders with command responsibility for the member initiate health and appearance sales. Authorize these credit sales only to cover emergency needs of Airmen who are without funds to purchase items of personal clothing necessary for health, comfort, or appearance. (T-1) Use of credit sales to make up shortages for an inspection is not an emergency. Do not authorize credit sales if member can wait until regular pay and allowances are received.

6.12.2. Unit commanders or other individuals on G-Series orders shall contact the servicing FMF to determine if members have enough pay accrued to cover purchase. If pay is sufficient, send member to FMF for a partial payment to purchase required clothing. If insufficient, prepare AF Form 656 or AF Form 657 to authorize the credit sale. Collection shall be on a one-time basis unless the commander determines amortization is necessary, and certifies on AF Form 656 or AF Form 657 that amortization is required. (T-1)

6.12.3. Action by Unit, Member, and Clothing Sales Store. When unit commander or other individual on G-Series orders with command responsibility for the member determines member's need for a credit sale, unit prepares AF Form 656 or AF Form 657. When the unit commander or other individual on G-Series orders determines the member's need for a credit sale, the unit prepares AF Form 656 or AF Form 657. The member presents the form to the clothing sales store when selecting required items. (T-1) The clothing sales store enters amount of purchases on the form, transfers the clothes and returns the form to the member who presents it to the FMF. (T-1)

6.12.4. Health and Comfort Supplies for Members Confined as Prisoners. The prisoner completes DD Form 504, *Request and Receipt for Health and Comfort Supplies*, and issue or sale is made after certification. Refer to AFMAN 31-115 Volume 1, *Air Force Corrections System*.

6.13. Allotments.

6.13.1. Members process allotments in myPay (T-1). Only by exception should the finance office process allotments for a member.

6.13.2. Source of Allotment Input Transaction. The SF 1199A, *Direct Deposit Sign-Up Form*, and the DD Form 2558, *Authorization to Start, Stop or Change an Allotment* can be used to start allotments. Send the allotment forms to the servicing FMF for processing.

6.14. Remission and Waiver of Debts.

6.14.1. Application. A military member or their commander may apply for remission of an indebtedness to the United States. The person requesting remission should contact the finance office for assistance.

6.14.2. Procedures. Specific procedures are outlined in AFI 36-3034, *Remission of Indebtedness*, and AFMAN 65-116, Volume 1, *Defense Joint Military Pay System Active Component (DJMS-AC) Financial Management Flight (FMF) Procedures*, Chapter 73. Use DD form 2789, *Waiver/Remission of Indebtedness Application* and AF Form 2451, *Financial Statement- Remission of Indebtedness*.

6.14.3. Provide completed forms to servicing finance office within 30 days of notification of indebtedness. If completed forms are not provided within timeframe, collection of the debt will start automatically. **(T-1)**

6.15. Collections of Indebtedness upon Discharge and Immediate Reenlistment.

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

6.15.1.1. Full debt collection prior to discharge would cause total or nearly total stoppage of final pay;

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

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

6.15.2. Members must submit AF Form 2451 to FMF through their unit commander at least 30 days before discharge and immediate reenlistment. **(T-1)** The request must indicate that the member is reenlisting upon discharge and be properly reflected:

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

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

6.15.3. Such requests should state:

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

(Grade) (Signature of Member) (SSN)

6.16. PCS Advance Pay. DD Form 2560, *Advance Pay Certification/Authorization*, and a copy of the PCS orders document a member's request for, and authorization of, advance pay related to a PCS move. See AFMAN 65-116, Volume 1, for additional PCS advance pay information.

6.16.1. Commander's Responsibility. Review DD Form 2560 for all members in pay grade E3 and below. The commander will review DD Form 2560 parts IV and V for all personnel requesting more than one month's base pay or more than a 12 month repayment ensuring all expenses and debts claimed are reasonable, necessary, and supported by documentation (per AFMAN 65-116 Volume 1). This responsibility may not be delegated. **(T-1)**

6.16.2. Comptroller Responsibility. The comptroller will ensure the intent of policy guidance is followed and must provide guidance to commanders as needed. **(T-1)**

6.16.2.1. The comptroller or FMF identifies questionable expenses or repayment periods to the commander for adjustment. The comptroller or FMFs are authorized to deduct expenses that are specifically prohibited by law, regulation or policy from advance pay.

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

6.17.1. Conditions of entitlement: Refer to AFMAN 65-116, Volume 1, Chapter 26.

6.17.1.1. An advance payment of BAH is payable upon request of the member when approved by the unit commander. Pay the advance to an eligible member to meet extraordinary expenses in obtaining or occupying other than government housing.

6.17.2. Disbursement of the Advance:

6.17.2.1. Member completes AF Form 1039, *Request to Receive and/or Extend Repayment of an Advance Housing Allowance*, when requesting an advance payment. All housing expense documentation (copies of leases, utility company statements, etc.) must accompany AF Form 1039. The request form must be signed by the unit commander who submits the approved AF Form 1039 to the FMF for payment of the advance. **(T-1)**

6.17.2.2. Except in extenuating circumstances (determined by the unit commander), disburse the advance through EFT, normally not more than three workdays before the date payment must be made under a lease or rental agreement. The disbursement must be made within 30 days after occupancy. When circumstances warrant, the unit commander, upon written request from the member, may approve a waiver of the 30-day after occupancy period. **(T-1)** The request must state the reason for the delayed advance and show that the funds are needed to meet advance rent, security deposits or initial expenses. **(T-1)** Attach approved requests to the payment voucher. **(T-1)**

6.17.3. Repayment of the advance is usually required in 12 equal monthly installments or less, but payments cannot be less than \$50 per month. When justified, and if the approving official determines a 12-month repay causes hardship to the member, extend the repayment beyond 12 months. If a member is on a controlled tour, the repayment period may equal the tour length, but may not exceed it. If a member is not serving a controlled tour, the repayment period may not exceed 24 months. **(T-1)**

6.17.3.1. Collection of the advance begins on the first day of the month after payment of the advance. When justified by the member and authorized by the unit commander, start of collection action may be postponed (up to three months).

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

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

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

R U L E	A	B	C
	If type of duty is	and member's entitlement stops	then the unit submits to the FMF

1	Demolition, Experimental Stress, or Toxic Pesticide	for periodic non-performance and member's duty assignment remains unchanged	DD Form 114 instructing FMF to stop incentive pay for specific periods involved. When incentive pay is stopped under this provision and member's duty assignment remains unchanged, follow Table 6.1. to restart hazardous duty incentive pay.
2	Demolition, Experimental Stress, Toxic Pesticides, Toxic Fuel (or Propellant), Dangerous Viruses (or Bacterial) Lab, or Handling Chemical Munitions	because of PCS departure	Nothing for Demolition Duty only. DJMS processing automatically stops. For other Incentive pays, submit a DD Form 114 to stop effective the date member no longer performs the duty.
3		because of final separation	Nothing. DJMS processing automatically stops.
4		before date of final separation	DD Form 114 showing entitlement stop date.
5		because member is suspended or removed from qualifying duties	the document suspending or removing member from duty.
6		because member was incapacitated as a result of performing hazardous duty and the 3-month grace period is expiring (see DoDFMR Volume 7A, Table 24-1 to determine when grace period ends)	a DD Form 114 before the end of the 3- month grace period with the following certification: "I certify that member named herein is physically incapacitated for _____. Incapacity was the result of participation in such duty. Incapacitation began on _____. During the period _____ to _____ member continues to be incapacitated."
			Date Signature of Authorized Medical Authority

7	member is performing	same as Rule 6 above (determine 3-month period separately for each type of hazardous duty)	same as Rule 6 above except modify first sentence of certification to cover multiple hazardous duties.
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Chapter 7

UNIT LEAVE PROCEDURES

7.1. Procedures when LeaveWeb is not used:

7.1.1. Commander:

7.1.1.1. Shall establish and control unit leave administration. **(T-1)** This should include designating a primary and alternate leave monitor in writing.

7.1.1.2. Receives monthly leave balance listing. Uses the leave balance listing to control the approval of advance, excess, and terminal leave. Use the leave balance listing to develop and update projected leave schedules.

7.1.1.3. Approves advance, excess, and terminal leave. Refer to AFI 36-3003, *Military Leave Program*, for requirements on approving Advance, Excess and Terminal Leave.

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

7.1.2. Supervisor Leave Approval Authority:

7.1.2.1. Verifies leave balance from current Leave and Earning Statement (LES) or leave balance listing. **Note:** Safeguard member's privacy data, supervisor should only verify member's name and leave balance on LES.

7.1.2.1.1. Supervisor or designee obtains (or has obtained) a leave authorization number from the Unit Commander's Support Staff (CSS) immediately before signing a leave approval and forwarding Part 1 of the AF Form 988, *Leave Request/Authorization*, to the Financial Management Flight (FMF). Leave authorization numbers may be obtained telephonically or by electronic means. **Note:** (If supervisor disapproves leave, there is no need to obtain the leave authorization number).

7.1.2.1.2. Supervisor either approves or disapproves leave, if authority for disapproval has been delegated by the commander, and processes requests for supervised members. **Note:** Approval for excess, advance, or terminal leave must be made by the commander as specified in AFI 36-3003 **(T-1)**. Once the leave-approving official has approved the leave, they should immediately forward Part I to the FMF.

7.1.2.2. If the leave approval authority is at a geographically separated location from the member, making it impractical for the supervisor to physically sign the leave form, use the following procedures: **(T-1)**

7.1.2.2.1. Member requests the leave telephonically or by electronic means and the supervisor emails the member's location indicating leave approval or disapproval. Fax may also be used; ensure protection of Privacy Act information.

7.1.2.2.2. Use the email in lieu of the supervisor's signature block on Part I of AF Form 988 and attach a copy of the email to Part I of AF Form 988.

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

7.1.2.4. Provides information to unit to adjust or correct rejected transaction when required.

7.1.2.5. Certifies AF Form 988 Part III upon member's return. Considering the last duty day before starting leave and including all other available information, the supervisor certifies the dates of leave are true and correct to the best of their knowledge. General officers may certify their own period of leave upon return from leave. The email, fax, or telephone contact used for notification of return from leave, should be entered in the Supervisor's Signature block. **Note:** The definition of the word "supervisor" for the purposes of certifying AF Form 988 Part III upon member's return includes the next available person in the member's chain of command having knowledge of the facts in cases where it is impractical to obtain actual supervisor's signature.

7.1.2.6. Completing the AF Form 988, Leave Request/Authorization:

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

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

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

7.1.2.6.4. Block 8. For Permissive Temporary Duty (PTDY), state the paragraph number of the applicable reason for PTDY as stated in AFI 36-3003 and in the Remarks area give abbreviated description of purpose of PTDY.

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

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

7.1.2.6.7. Block 22. For PTDY, use approval level in AFI 36-3003.

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

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

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

7.1.2.7. Distribution of AF Form 988:

7.1.2.7.1. Part I. For an ordinary leave, forward Part I to the FMF through normal distribution channels. If the leave is terminal or separation or involves excess or advance leaves, forward these leaves (all parts) to the commander for approval. If approved, unit returns Parts II and III to the supervisor, except that Part III is retained by the unit for terminal or separation leaves.

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

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

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

7.1.2.9. Leave Date Adjustments and Extensions:

7.1.2.9.1. If member departs before or after the first day of chargeable leave indicated in Section I of Parts I and III, complete Part III, Section III, by marking the should be corrected box in item A and completing items B through E on AF Form 988.

7.1.2.9.2. For an extension of one or more days, complete AF Form 988 Part III, Section III, by marking the "SHOULD BE CORRECTED" box in item A and completing items B through E. Sign Part III and forward to the unit.

7.1.3. Unit: For Air National Guard personnel, the following tasks shall be performed in the comptroller's office for active duty participation on Title 10 Orders:

7.1.3.1. Establishes and maintains the Unit Leave Control Log. (T-1)

7.1.3.2. Compares number of days' leave requested against the balance shown on the leave balance listing. **(T-3)** If advance leave or excess leave is involved, commander approves the leave. **(T-3)**

7.1.3.3. Receives Daily Register of Transactions (DROT) from the FMF daily. When requested, the unit provides information to the FMF to satisfy rejected leave transactions. **(T-3)**

7.1.3.4. The unit ensures all leave authorization numbers released to supervisors or leave-approving officials are processed by the FMF. **(T-3)** Post to the unit leave control log the date the leave request appears on the DROT. **(T-3)** The unit follows up on any leave authorization numbers, released or used, but which do not appear on the DROT within six workdays from the issued date. **(T-3)** FMFs may extend the follow-up period for geographically separated units when warranted by local conditions. Additionally, verify that all leave dates, and the number of days leave charged match the entries in the unit leave control log. **(T-3)** Check leave type recorded on the Unit Leave Control Log, against leave type on the DROT. **(T-3)** Resolve any discrepancies with the FMF. **(T-3)**

7.1.4. AF Form 988 Procedures:

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

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

7.1.4.3. Part III. For most leaves, supervisor retains Part III until the member returns from leave, then completes Section III and forwards to the unit on the member's first duty day after return from leave. On receipt of Part III, the unit annotates the Unit Leave Control Log and either retains Part III or forwards it to the FMF for additional processing. Forward to the FMF for document submission. If member requests change of one or more days leave (either at the beginning or end of the leave period), supervisor indicates on AF Form 988, Part III, Section III, that leave should be corrected and forwards to the unit. **IMPORTANT:** Because most leave is charged on a member's anticipated return date, units immediately forward Part III to the FMF, where appropriate, so that the FMF may promptly adjust any leave requiring correction.

7.1.5. Exception Processing:

7.1.5.1. Terminal Leave. All parts are forwarded to the FMF for assignment of a leave authorization number. The leave authorization number can be obtained by phone or by electronic means. Parts II and III are returned for distribution of Part II to the member, and retention of Part III in suspense.

7.1.5.2. Advance and Excess Leave (Other than Appellate Review Leave). Forward all parts to the commander for approval before submission of Part I to the FMF. For excess leaves only, handprint on Part III in one inch red letters, "excess leave." Return Parts II and III to member's supervisor for normal completion.

7.1.5.3. Appellate Review Leave. All parts are forwarded to the FMF for assignment of a leave authorization number, or leave authorization number can be obtained by phone or by electronic means. Parts II and III are returned for distribution of part II to the member, and retention of Part III in suspense.

7.1.6. Unit Leave Control Log Procedures. The unit leave monitor must maintain this form to issue and control leave authorization numbers and to record leave transaction processing from the DROT. **(T-1)** For terminal leaves and appellate review leaves only, the FMF must issue the leave authorization number and the FMF alone will record processing of the leave on the Unit Leave Control Log. **(T-1)**

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

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

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

7.1.6.4. Follow-up procedures Part I. Follow-up to member's supervisor and FMF for any Part I for which a Format Identifier (FID) SB01 does not clear the DROT within six workdays after the leave authorization number was issued. This date appears in the first block of the Part I column.

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

7.1.6.6. Leave Block Closure. After Parts I and III for a given block have cleared the DROT as applicable, attach retained Parts III to the Unit Leave Control Log and submit

the completed block assignment package to the command section for closure or review of the leave block assignment. The unit commander or designated representative verifies Block assignments against the DROT at least once every 45 days, whether the block assignment has been completed or not. **(T-1)** If this is not done, it is likely some of the DROT's needed for verification will not be available, as Air Force Records Disposition Schedule requires that DROT's maintained at the unit input source be destroyed after two months. After the unit commander or representative inspects the package, if the block assignment package is not ready for closure, return to the unit leave monitor. **(T-1)** If the unit commander or representative has certified closure of the leave block on AF Form 1134, *Unit Leave Authorization Numbers-Block Assignments*, destroy all Parts III and retain the Unit Leave Control Log according to Air Force Records Disposition Schedule.

7.1.7. AF Form 1134, Procedures: The unit commander or designated representative (may not be the unit leave monitor) maintains this form for all non LeaveWeb leave requests. **(T-1)** It is used to assign blocks of leave authorization numbers to unit leave monitor and to certify closure of the blocks (block assignment package) after all leave numbers in the block have been processed by the FMF. The block assignment package consists of completed the Unit Leave Control Log, and Parts III, AF Forms 988 retained for examination.

7.1.7.1. To assign a block of numbers, enter: date issued, block numbers assigned (for example, DE 00100 to 00199), number of assigned numbers authorized in block (for example, 100) and name and rank of unit leave monitor assigned. Obtain monitor's signature.

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

7.1.7.3. Block Closure. To close a block, the commander must enter the date closed, and sign the commander's (or designate) signature block. Before closing the block, the commander will follow paragraphs 1 and 2 procedures in examining AF Forms 988 and the Unit Leave Control Log, and the DROT of the block assignment package. **(T-1)**

7.1.8. Unit Leave Control Log:

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

7.1.8.2. Part III Column. All leave entries have a date appear in the first block for each leave number assignment. For each leave number where "cancel" is in the second block, verify that a FID SB06 date appears in the third block. For each leave number where "correct" is in the second block, verify that a FID SB05 date appears in the third block.

7.1.8.3. DROT Transaction Processing. Select a sample of the leave entries from the Unit Leave Control Log and referring to copies of the DROT, verify all dates as appropriate. **(T-1)** Also, check that other leave information (leave dates, type of leave if recorded on

the Unit Leave Control Log, and number of days leave charged) match the entries in the unit leave control log. (T-1)

7.1.8.4. AF Form 988-Part III. For Parts III retained as part of the completed block package, randomly verify member and supervisor signatures in Section III, and that the "no change" block only is checked in Section III. (T-1) Select a sample of Parts III and referring to the proper leave entries on the Unit Leave Control Log, verify that leave chargeable dates are identical. (T-1) The completed block package should not include any Parts III indicating "should be corrected" or "should be canceled."

7.1.8.5. Corrective Action. Whenever a potential discrepancy is identified, discuss the matter with your responsible leave monitor, and make sure corrective action, if appropriate, is taken. (T-1)

7.2. Failure to Return from Leave.

7.2.1. Leave Return File Check. The supervisor is required to check suspense copies daily and, upon receipt of inquiries from the FMF or unit, to determine if member failed to return from leave. (T-1) If the member has no extension, the supervisor notifies the unit commander that the member has failed to return on the projected date of return. (T-1)

7.2.2. Duty Status Change. For those members who fail to return from leave as scheduled, the unit commander uses AF Form 2098, *Duty Status Change*, to place the member in new status. When member's status changes from leave to Absent Without Leave, hospital, etc., the supervisor completes the leave request, Part III, with the day before the new status date as the return date and sends to unit. (T-1) Unit forwards AF Form 2098 to personnel and AF Form 988 to FMF for processing. (T-1)

7.3. Extension of Leave.

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

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

7.4. Corrections. Unit or supervisor notifies the FMF in writing of any required corrections after processing of leave period. (T-1) Corrections made to the leave dates in the certification require the supervisor's initials. Any correction on the leave document must be legible. Illegible documents are returned to the leave approving official for re-accomplishment.

7.5. Cancellation. The supervisor informs unit that leave is canceled. (T-1) Supervisor checks "should be canceled" block on Part III of AF Form 988, types or prints name and grade in appropriate block, signs in Signature block, and forwards to the unit. (T-1) The unit annotates leave log "canceled" when supervisor informs that such is the case. (T-1) When FID SBO6 transaction appears on DROT, unit posts DROT date to unit control log. (T-1) If a FID SBO6 transaction appears on the DROT but supervisor has not previously informed unit of cancellation, unit verifies cancellation with supervisor. (T-1) The FMF randomly checks leave cancellations with unit logs to make sure logs are properly annotated. (T-1) If leave is canceled before Part I is

sent to FMF, supervisor submits Part III to unit with the statement "Leave request canceled before submission of Part I to FMF." (T-1)

7.6. Processing Other than Ordinary Leave.

7.6.1. Excess Leave:

7.6.1.1. Member with ETS. Leave is automatically charged:

7.6.1.1.1. Against accrued leave, then,

7.6.1.1.2. Against advance leave if earned before ETS

7.6.1.1.3. All remaining days as excess leave.

7.6.1.2. Member without ETS. Leave granted as excess is designated by the commander and is stated on AF Form 988. (T-1) Advance leave is granted only in amounts, which can reasonably be expected to be accrued by member. Leave taken over and above that which can be accrued is categorized as excess leave. (T-1)

7.6.1.2.1. Process extended excess leaves as shown in AFI 36-3003, as Ordinary (type A) leaves. (T-1) If the leave is to be for an indefinite period, the leave should be set up for 300 days. (T-1)

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

7.6.2.1. Sick or Convalescent Leave. Granted upon the written recommendation of or by proper medical authority. The approval authority for convalescent leave is the unit commander (or acting unit commander) with no further delegation.

7.6.2.2. Emergency Leave. Requested by a member, a relative, or persons acting on behalf of the family. Procedures for members taking funded emergency leave using AF Form 972, *Request and Authorization for Emergency Leave Travel*, are in AFMAN 65-114, *Travel-Procedures for Financial Management Flights, Finance Offices-Reserve Components, Air Force Installation and Mission Support Center-Finance Component*.

7.6.2.3. Leave During Travel. When a member who is on TDY departs on leave and returns to the TDY point, the unit at the TDY point initiates and sends input to the reporting agency at the TDY point. (T-1) If the member on TDY departs on leave and does not return to the TDY point, the FMF at member's permanent duty station (PDS) extracts the leave charge from the travel voucher covering all travel from old permanent station to new permanent station, including any leave periods and TDY travel performed from any TDY points. (T-1) When member performs TDY and is not assigned to a TDY unit, member submits leave request to the unit of assignment (request may be by telephone or electronic means). (T-1) In such cases, the unit of assignment prepares AF Form 988 and annotates in Member's Signature block of the AF Form 988 "Member TDY per SO." (T-1) Member attaches Part II of any AF Forms 988 issued during TDY to the travel voucher (partial or settlement). (T-1) FMF returns Part II to member after computation and payment of the travel voucher. (T-1)

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

directed for a member in an overseas area who has been convicted by court martial, refer to AFI 36-3003). The unit prepares AF Form 988 for appellate review leave showing a period of leave of 300 days. **(T-1)** The leave authorization number is obtained from the FMF and these leaves are recorded on the Unit Leave Control Log maintained by the FMF. **(T-1)** Upon signature of the unit commander, Part I is sent to the FMF for processing, Part II is given to the member and Part III held by the leave approval authority until completion of the appellate review leave. **(T-1)** Upon completion of the leave, Part III is sent to the FMF to return the member to duty. **(T-1)** For appellate review leave approved by the overseas commander, the overseas FMF processes the appellate review leave. **(T-1)** If, at the end of the original appellate review leave period, the member is still on appellate review leave and no longer assigned to the overseas FMF, the overseas FMF contacts the stateside FMF to which the member is assigned. **(T-1)** The stateside FMF provides the appellate review leave number for the next period of appellate review leave and the overseas FMF processes that leave. **(T-1)** From that point on, the appellate review leave for the member is processed by the servicing stateside FMF. **(T-1)**

7.6.2.5. Leave Awaiting Space Available (Space-A) Transportation. When members register for Space-A transportation at an AMC terminal, Part II of AF Form 988 is stamped with the date and time of registration. In certifying leave taken, supervisors check part II (member's copy) to make sure all periods awaiting Space-A transportation (regardless of whether member obtains transportation or not) are accurately reflected on part III of AF Form 988. The member must certify on section III, Part III, whether or not space-available transportation used, and date of sign-up, if applicable. **(T-1)**

7.6.2.6. Special Leave. A non-chargeable increment of Special Rest and Recuperation leave (and transportation, if applicable), is authorized to enlisted members in certain specialties who voluntarily extend their overseas tours.

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

7.6.2.8. Recruiter Assistance Program. HQ Air Force Recruiting Service (AFRS) oversees the Recruiter Assistance program. See the local recruiting squadron and the Recruiter Assistance Program Operations Handbook for detailed instructions and guidance. For additional guidance, contact AFRS/RSOAP, at DSN 665-0381 or commercial (210) 565-0381. (See AFI 36-3003 for eligibility criteria and administrative instructions.)

7.7. Special Leave Accrual. Members normally lose leave accumulated in excess of 60 days at end of the fiscal year (30 Sept). Refer to AFI 36-3003 for Special Leave Accrual.

7.8. Terminal Leave. Commander may approve terminal leave requests. Compute member's leave balance through last day of active duty by using the last LES or, if LES is unavailable, request the FMF to provide leave balance. Leave is taken in full days; half-day balances are rounded down to a full day, and remainder is included in member's final separation pay, unless the member has already sold 60 days leave, in which case any remaining leave days are lost. Also, deduct the number of days' leave taken but not shown on the LES or inquiry. Work with servicing FMF to ensure accurate leave balance is used for terminal leave.

7.9. Leave Within 30 Days of Separation or Retirement with Return to PDS Before ETS, or Delay En Route Incident to PCS for Separation. Leave approving authority responsibilities:

- 7.9.1. Advise member departing on leave, or departing PCS with delay en route, to schedule the return from such leave no later than the 15th day before DOS. (T-1)
- 7.9.2. Advise member to use the exact number of days leave granted. (T-1)
- 7.9.3. Advise member that failure to comply with [paragraph 7.9.1](#) and [paragraph 7.9.2](#) may result in an adjustment and possible delay of final settlement of pay and allowances. (T-1)
- 7.9.4. Enter statement at top of AF Form 988, "Member separating (date)." (T-1)

7.10. Permissive TDY (PTDY). Normally use AF Form 988 for all types of PTDY. Exceptions are listed in AFI 36-3003.

- 7.10.1. Immediately after obtaining leave authorization numbers unit commander (or designee) approves PTDY (and leave, if applicable) and immediately forwards part I to the FMF. (T-1) Part II is given to the member. Part III is retained by the approving official for completion upon the member's return. Forms containing overlapping dates or are improperly completed, return to the approving official for correction.
- 7.10.2. When leave is taken in conjunction with PTDY, a separate AF Form 988 is prepared for approval by the approving official. If leave is taken immediately prior to PTDY, enter the date and time the member is authorized to depart on leave in block 10 of the AF Form 988 used for leave. The last day of chargeable leave (block 12) is the day prior to the day that PTDY begins (including travel time). If leave is taken immediately after PTDY, enter the date leave begins and 0001 hours in block 10. Once the member has ended the first period of leave or PTDY, Part III for the first AF Form 988 may be completed and sent to the unit. If it is impractical or impossible to obtain the member's signature at that time, annotate the circumstances and forward to the unit. If it is doubtful that member completed the first leave or PTDY as projected, hold the Part III for that AF Form 988 and complete upon member's return.
- 7.10.3. Extensions of PTDY. See AFI 36-3003 for approval authority for extensions.
- 7.10.4. Terminal PTDY. Defined as PTDY granted in conjunction with separation or retirement where member is in a PTDY status on the last day of active duty or when the member takes PTDY in conjunction with terminal leave. Terminal PTDY is handled in the same manner as terminal leave. That is, the leave authorization number for Terminal PTDY is issued by the FMF and may be recorded on the same leave control log as terminal leaves.
Note: All other PTDYs have leave authorization numbers issued by the unit.

7.11. LeaveWeb.

- 7.11.1. Finance trains the Unit Leave Monitor (ULM) and alternates on their roles and responsibilities in managing the leave program and on the use of LeaveWeb prior to issuing the unit administration access. This includes briefing the ULM to inform the FMF if they leave the unit or no longer assigned as the ULM or alternate. Use AF Form 1134 for leave requests other than LeaveWeb. (T-1) The ULM issues a memorandum to certify that all leaves were closed, validated and reconciled for the period indicated as well as the exceptions. (T-1) Certification will be accomplished every 30 days. (T-1)

7.11.2. LeaveWeb procedures for members, approving officials and unit CSS.

7.11.2.1. Member LeaveWeb Procedures: For most leave requests, members request leave in LeaveWeb much the same way as requesting leave using manual procedures.

7.11.2.2. Bases using LeaveWeb: The ULM should access LeaveWeb daily to validate members' authorized and approved leave requests. **(T-1)** Review leave requests ensuring appropriate emergency contact information and for appropriate comments if leave request was rejected. **(T-1)**

7.11.3. Other key duties:

7.11.3.1. Unit Leave Administrator has the capability to input other than ordinary type leaves (i.e. convalescent, permissive). Members bring the forms to Unit Leave Administrator for this type of leave. Enter them into system under new manual request and then they flow through system as normal leave from that point on.

7.11.3.2. Leave balance listing. At the end of each month, print the unit leave balance listing. **(T-1)** Review the list for any missing personnel or those on the list but not assigned to the unit. **(T-1)** Identify any required changes electronically or in writing and send to finance as soon as possible for corrections. **(T-1)**

7.11.3.3. Member maintenance. Update information as needed for LeaveWeb, to include correct e-mail address, duty phone, and duty section. **(T-1)**

7.11.3.4. Unit leave log.

7.11.3.4.1. Print the Unit Leave Control Log every 30 days, from LeaveWeb, that consists of 45 days of leave input. **(T-1)** Unit commanders are required to verify/sign that leaves are closed and corrections, cancellations (if applicable) are annotated on the Unit Leave Control Log. **(T-1)** ULM should review the Unit Leave Control Log weekly in LeaveWeb to ensure that all transactions have been reconciled. **(T-1)** Documented follow up conducted with the FMF determines the status of unreconciled or unprocessed leaves no later than 6 workdays after the transactions validated by the ULM. **(T-1)**

7.11.3.4.2. Make certain that all leaves have processed and closed. **(T-1)** Follow-up with finance for any outstanding transactions and on open leaves in R0 and R1 status. **(T-1)**

7.11.4. Refer to the LeaveWeb system for further clarification of codes.

7.11.5. Troubleshooting common issues with LeaveWeb.

7.11.5.1. If a member is not getting e-mail with their new password, verify their e-mail address under member maintenance and Global Directory. **T-1)** Updated if needed. Manually change the address if member does not have e-mail. **(T-1)**

7.11.5.2. System does not allow member to take leave. Inquire if the member has recently entered an extension. **(T-1)** Contact finance to see if member's DOS or ETS has expired. **(T-1)** Request member's DOS/ETS be corrected in the system to allow member to take leave. **(T-1)** Inquire if the member is within 30 days of separation or retirement. **(T-1)** If so, contact the separations clerk at finance for guidance. **(T-1)** If the member is requesting

separation, permissive TDY or terminal leave, have the member complete AF Form 988 and provide to FMF. **(T-1)**

7.11.5.3. Unit Leave Administrator cannot login. Check the web address. Are you trying to enter through the member's page? Are you using the right login? Admin use last name. When you take leave, you enter through the member page with SSN#.

7.11.5.4. Server crashes. The members must complete manual leave forms. **(T-1)** Contact finance for server info. **(T-1)** Hold manual leave forms until system comes online and manually input leaves. **(T-1)** Finance advises to bring leaves in for processing if system will be down for extended time.

7.11.6. Procedures for resolving trouble issues. All issues should be addressed to your supporting unit administrator or FMF. Issues not resolved by Finance are routed to LeaveWeb Support through the AFFSO Helpdesk (saf.fmpaffso.customerservice@us.af.mil) or by calling DSN 787-3117 or Comm 937-257-3117. Their hours of operation are 0700-1700 Eastern Time.

Honorable John P. Roth,
Assistant Secretary of the Air Force
Financial Management and Comptroller

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

AFMAN 33-363, *Management of Records*, 1 Mar 08

AFI 33-360, *Publications and Forms Management*, 1 Dec 15

Title 10 United States Code § 9013, *Secretary of the Air Force*

Title 10 United States Code § 9037, *Judge Advocate General*

Title 10 United States Code § 854, *Record of Trial*

Title 10 United States Code § 865, *Transmittal and Review of Records*

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*

DoD 7000.14-R, *Financial Management Regulation*, Volume 7A, *Military Pay Policy and Procedures - Active Duty and Reserve Pay*, 16 Apr 16

AFI 24-602, Volume 1, *Passenger Movement*, 28 Apr 17

JTR, *Joint Travel Regulations*, no date, updated monthly

DoDI 1300.17, *Accommodation of Religious Practices Within the Military Services*, 22 Jan 14

AFI 32-2001, *Fire Emergency Services (FES) Program*, 28 Sep 18

AFI 11-412, *Aircrew Management*, 14 Jan 19

DoDI 1341.11, *Family Subsistence Supplemental Allowance (FSSA) Program*, 04 Mar 08

Title 37 United States Code § 402a(b), *Supplemental Subsistence Allowance for low-income members with dependents*

AFI 36-3012, *Military Entitlements*, 23 Aug 19

AFMAN 31-115 Volume 1, *Air Force Corrections System*, 28 Aug 19

AFI 36-3034, *Remission of Indebtedness*, 5 Jul 18

AFMAN 65-116 Volume 1, *Defense Joint Military Pay System Active Component (DJMS-AC) Financial Management Flight (FMF) Procedures*, 23 Oct 19

AFI 36-3003, *Military Leave Program*, 11 May 16

AFMAN 65-114, *Travel-Procedures for Financial Management Flights, Finance Offices-Reserve Component, Air Force Installation and Mission Support Center-Finance Component*, 27 Aug 19

Adopted Forms

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

AF Form 469, *Duty Limiting Condition Report*

AF Form 656, *Clothing Request and Receipt- Male/Female*

AF Form 657, *Personal Clothing Record – Female Airmen (Air Force Reserve and Air National Guard)*

AF Form 847, *Recommendation for Change of Publication*

AF Form 988, *Leave Request/Authorization*

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

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

AF Form 1373, *MPO Document Control Log - Transmittal*

AF Form 1887, *Aeronautical Orders (PA) Aviation Service*

AF Form 2451, *Financial Statement- Remission of Indebtedness*

DD Form 114, *Military Pay Order*

DD Form 139, *Pay Adjustment Authorization*

DD Form 577, *Signature Card*

DD Form 1475, *Basic Allowance for Subsistence-Certification*

DD Form 2558, *Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel (to include addendum)*

DD Form 2560, *Advance Pay Certification/Authorization*

DD form 2789, *Waiver/Remission of Indebtedness Application*

SF Form 1199A, *Direct Deposit Sign-Up Form*

Abbreviations and Acronyms

AFAFO—Air Force Accounting and Finance Office

AFAFO-F—Air Force Accounting and Finance Office - Finance

AFI—Air Force Instruction

AFIMSC—Air Force Installation Mission Support Center

AO—Aeronautical Order

ASD—Aviation Service Date

BAH—Basic Allowance for Housing

BAS—Basic Allowance for Subsistence

CMS—Case Management System

CONUS—Continental United States

CSIP—Critical Skills Incentive Pay

CSS—Commander's Support Staff

DAO—Defense Accountable Official

DFAS—Defense Finance and Accounting Service

DJMS—Defense Joint Military Pay System
DoDFMR—Department of Defense Financial Management Regulation
DMO—Defense Military Pay Office
DOS—Date of Separation
DROT—Daily Register of Transactions
ECAF—Excess Cost Accounting Function
ETS—Expiration Term of Service
FMF—Financial Management Flight
FID—Format Identifier
FSS—Force Support Squadron
GSU—Geographically Separated Unit
HALO—High Altitude Low Opening
HARM—Host Aviation Resource Management
HDIP—Hazardous Duty Incentive Pay
HMO—Housing Management Office
IRS—Internal Revenue Service
JTR—Joint Travel Regulations
JPPSO—Joint Personal Property Shipping Office
JUMPS—Joint Military Pay System (now called DJMS)
LES—Leave and Earnings Statement
MAJCOM—Major Command
MIHA—Move-In Housing Allowance
MMPA—Master Military Pay Account
MPO—Military Pay Order
OHA—Overseas Housing Allowance
PCS—Permanent Change of Station
PDS—Permanent Duty Station
PII—Personally Identifiable Information
PTDY—Permissive Temporary Duty
SAF—Secretary of the Air Force
SSN—Social Security Number
TDY—Temporary Duty

TIN—Transaction Indicator Number

TLA—Temporary Lodging Allowance

TMO—Traffic Management Offices

UH—Unaccompanied Housing

VOCO—Verbal Order of the Commander Officer

Terms

Absent Without Leave—Absence from a place of duty without permission or authorization and without the intention of deserting.

Active Duty—Full-time duty in the active service of a uniformed service, including full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a Military Service school by law or by the Secretary concerned.

Advance Payment—Payment of pay (pay and allowances in certain cases) before it is earned.

Advanced Leave—Leave authorized before it is accrued.

Allotment—A definite portion of the pay and allowances of a person in the military service, which is authorized to be paid to a qualified allottee.

Allottee—The person or institution to whom the allotment is made payable.

Allowance—A monetary amount paid to an individual for specific needs, such as food or housing.

Appellate Review Leave—An unpaid leave status a member is placed on after any confinement while their court-martial conviction is being reviewed.

Basic Allowance for Housing (BAH)—An amount of money prescribed and limited by law which military members receives pay for quarters not provided by the Government.

Basic Allowance for Subsistence (BAS)—An allowance payable to military members for the purpose of subsisting themselves. BAS is payable at all times when entitled to basic pay after completion of initial military training, except as otherwise prohibited by law.

Basic Pay—The pay a military member receives, according to the rank and longevity, before additional amounts are added for quarters, subsistence, flying status, and/or overseas duty.

Certifying Officer—An individual appointed in writing to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher, and to certify that voucher for payment.

Convalescent Leave—Non-chargeable leave taken by a military member authorized by a commander after receipt of a written recommendation by a proper medical authority.

Departmental Accountable Officials (DAO)—Personnel who provide data, services, or information upon which a certifying officer relies upon to certify a pay-affecting document.

Department of Defense Identification (DoDID) Number—A unique number assigned to a military member to replace the use of their Social Security Number.

Educational Leave of Absence—A non-chargeable leave type which is for an authorized leave of absence for a period not to exceed two years for the purpose of permitting the member to pursue a program of education.

Emergency Leave—Short notice leave taken by a military member to attend to personal issues of an emergency nature.

Excess Baggage—Shipments of personal items which exceeds the authorized weight.

Geographically Separated Units—Air Force Units which are not located directly on an Air Force Installation.

Host Aviation Resource Management Office—The office responsible for management of any flying military personnel resources.

Installation/Wing Commander—Individuals who are in charge of a particular installation or installations.

LeaveWeb—A system utilized by Air Force members to request authorized absences of a personal nature.

milConnect—A website whereby DoD affiliates and beneficiaries manage their benefits and records through a self-service portal allowing secure access to many of their personal and personnel records held in the Defense Enrollment Eligibility Reporting System (DEERS)."

Move-In Housing Allowance (MIHA)—Miscellaneous payment authorized by the Housing Management Office when occupying private sector housing and receiving Overseas Housing Allowance.

MyPay—A website whereby a member may log into their account and make limited updates to their Military Pay account.

Overseas Housing Allowances—A housing entitlement paid to military personnel to secure private sector housing in an overseas location.

Permissive TDY—An authorized absence from the duty station for unofficial reasons which are not considered chargeable leave.

Personally Identifiable Information—Information of a personal nature which can be linked directly to a particular individual.

Recruiter Assistance Program—A program whereby a military member may be authorized a period of non-chargeable leave to assist in Air Force Recruiting efforts.

Special Leave Accrual—Leave balances which are allowed to accrue beyond 60 days at the end of a Fiscal Year due to special circumstances beyond a member's control.

Temporary Lodging Allowance—A temporary lodging entitlement paid to military personnel who are departing from or arriving to a location outside the Continental United States.

Terminal Leave—Leave taken by the member at the end of their military service in conjunction with their separation.

Unit Leave Control Log—The registry used by various units to account for members in a leave status.

WebDMO—The system utilized by DFAS and Air Force Finance Offices to load updates into the Defense Joint Military Pay System (DJMS).