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OFFICE OF THE ASSISTANT SECRETARY

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

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

The specific changes to AFI 36-3003 incorporate Title 10 United States Code Section 704a, *Administration of leave: prohibition on authorizing, granting, or assigning leave not expressly authorized by law*. The section states: “No member or category of members of the armed forces may be authorized, granted, or assigned leave, including uncharged leave, not expressly authorized by a provision of this chapter or another statute unless expressly authorized by an Act of Congress enacted after the date of the enactment of the National Defense Authorization Act for Fiscal Year 2017.”

After careful review, there is no statute approving the use of excess leave “to pursue activities with potential recruiting or public affairs benefit for the Air Force.” Table 3.5, Rule 10, and paragraph 3.2.3.7 are deleted. Other changes include addition of clarifying language and a new paragraph that specifies a rule for Air Force Reserve member regarding leave en route.

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

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Acting,  
Principal Deputy Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)

Attachment:  
Guidance Changes

## Attachment 1

### Chapter 3 – Types of Leave

#### *Excess Leave*

\*Table 3.5, Rule 10. Deleted.

\*3.2.3.7. Deleted.

\*3.2.3.7.1. Deleted.

\*3.2.3.7.2. Deleted.

\*3.2.3.7.3. Deleted.

\*3.2.3.7.4. Deleted.

\*3.2.3.7.5. Deleted.

The following changes are not policy updates but serve to clarify existing policies:

### Chapter 3 – Types of Leave

#### *Non-chargeable leave*

3.1.3.7.5. Changed. Do not extend such leave for a period of more than 14 consecutive days. **(T-0)**. Use PTDY Table 3.6, Rule 51 until LeaveWeb is updated to allow for an emergency leave of absence leave type.

3.2.2.4.2. Changed. Is limited to 42 days of non-chargeable leave and must begin within one year of the qualifying birth event or adoption. **(T-0)** A designated primary caregiver may elect to receive a period of primary caregiver leave that is less than 42 days. Use PTDY Table 3.6, Rule 18 until LeaveWeb is updated to allow for a caregiver leave type.

3.2.2.4.3. Changed. If taken in conjunction with ordinary leave (other than terminal leave or PTDY), the primary caregiver leave must be taken before the ordinary leave. **(T-0)** If taken in conjunction with both maternity convalescent leave and ordinary leave (other than terminal or PTDY), the order in which the types of leave must be taken is as follows: maternity convalescent leave, primary caregiver leave, ordinary leave. **(T-0)**

3.2.2.5.2. Changed. Is limited to 21 days of non-chargeable leave and must begin within one year of a qualifying birth event or adoption. **(T-0)** A designated secondary caregiver may elect to receive a period of secondary caregiver leave that is less than 21 days. Use PTDY Table 3.6, Rule 19 until LeaveWeb is updated to allow for a caregiver leave type.

3.2.2.5.3. Changed. If taken in conjunction with ordinary leave (other than terminal leave or PTDY), the secondary caregiver leave must be taken before the ordinary leave. If taken in conjunction with both maternity convalescent leave and ordinary leave (other than terminal or PTDY), the order in which the types of leave must be taken is as follows: maternity convalescent leave, secondary caregiver leave, ordinary leave. **(T-0)**

3.2.2.9.3. Changed. To the extent they are otherwise eligible, covered Service members who take maternity convalescent leave, primary caregiver leave or secondary caregiver leave may be authorized terminal leave in accordance with DoDI 1327.06 and or sell back leave in accordance with 37 USC § 501 and *Department of Defense Financial Management Regulation*, Chapter 34, Volume 7A.

3.2.2.10. Deleted.

## **Chapter 6 – Unique Leave Provisions**

6.11.4. Added. Members of the Air Force Reserve are not authorized leave en route when transitioning from a deployed Area of Responsibility or the Deployment Transition Center prior to home station return. **(T-1)**.

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

**AIR FORCE INSTRUCTION 36-3003**

**24 AUGUST 2020**



**Personnel**

**MILITARY LEAVE PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive (AFPD) 36-30, *Military Entitlements*. It has been developed in collaboration between the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1), the Chief of the Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF). It administers guidance on military leave, administrative absences, permissive temporary duty (PTDY), and pass programs, to include Special Leave Accrual (SLA) and Post Deployment/Mobilization Respite Absence (PDMRA). This instruction applies to Regular Air Force (RegAF) military members, Air Force Reserve (AFR) and Air National Guard (ANG) members serving under the provisions of Title 10 United States Code (USC) or full-time under 32 USC.

This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code, Section 9013, *Secretary of the Air Force*. The applicable System of Records Notices F036 AF PC C, Military Personnel Records System and F036 AF FM A, Leave Request and Approval System are available at <https://dpcl.d.defense.gov/Privacy/SORNs>.

Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be

supplemented at any level, but all supplements that directly implement this publication must be routed to the office of responsibility for coordination. All Major Command (MAJCOM)-level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestors commander for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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

This document has been substantially revised and needs to be completely reviewed. This revision incorporates changes directed by Department of Defense (DoD) *Guidance for Implementation of the Military Parental Leave Program*, dated 23 March 2018. Military Parental Leave Program guidance described in [paragraph 3.2.2](#) replaced Maternity, Parental and Adoption Leave entitlements. Changes to [paragraphs 3.2.2.4.8 and 3.2.2.5.8](#) highlight the possible availability of convalescent leave (non-chargeable) for Primary or Secondary Caregivers after the loss of a child. Additionally, approval authority for Emergency Leave of Absence is delegated to unit commanders, Special Leave Accrual (SLA) language in [Chapter 5](#) is clarified, and participation in the SkillBridge Program replaced the Career Skills Program in [Table 3.6](#), Authorizing Permissive Temporary Duty (PTDY).

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## Chapter 1

### OVERVIEW

**1.1. Overview.** This instruction is the authority for chargeable and non-chargeable leave, as well as liberty (regular pass). It also is the authority unit commanders use to grant a 3- or 4-day special pass for special occasions and circumstances.

#### **1.2. Roles and Responsibilities.**

1.2.1. Air Force Military Compensation Policy Division (AF/A1PA). Develops and maintains personnel guidance for the administration of the military leave program.

1.2.2. Air Force Personnel Center Commander (AFPC/CC).

1.2.2.1. Works directly with Air Force Military Compensation Policy Division (AF/A1PA) to support program administration.

1.2.2.2. Implements military leave program policy as outlined in this instruction and in conjunction with other offices as appropriate.

1.2.3. Major Command Manpower, Personnel and Services (MAJCOM/A1), Direct Reporting Unit (DRU)/A1 or Equivalent.

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

1.2.3.2. Air Force Reserve Command Force Management (AFRC/A1KK) will disseminate guidance to subordinate units.

1.2.3.3. National Guard Bureau Manpower, Personnel and Services (NGB/A1) ensures guidance is disseminated and implemented by states/wings.

1.2.3.4. Grants extensions for unfunded Environmental and Morale Leave.

1.2.4. Installation Finance, Comptroller Squadron (CPTS).

1.2.4.1. Functional manager for base-level leave accounting.

1.2.4.2. Monitors LeaveWeb.

1.2.5. Military Personnel Flight (MPF).

1.2.5.1. Updates leave on AF Form 988, *Leave/Request Authorization* when a unit does not have a Unit Leave Monitor. **(T-3)**

1.2.5.2. Advises members of limitation on total of 60 days of leave that can be sold back in a career. **(T-0)**

1.2.5.3. Ensures members sign statements of understanding that they normally do not return to duty when terminal leave begins. **(T-3) Exception:** Unit commanders may recall members from leave due to military necessity or urgent, unforeseen circumstances.

1.2.5.4. Ensures members do not change established dates of separation for the purpose of taking unused leave. **(T-3)**



1.2.5.5. Ensures members taking ordinary leave instead of terminal leave return 15 days before their scheduled dates of separation or retirement to prevent pay problems. **(T-3)**

1.2.5.6. Ensures members remain assigned to their organizations until they separate or retire. **(T-3)**

1.2.6. Unit/Squadron Commanders or Equivalents.

1.2.6.1. Establish annual leave programs to give members opportunity to use leave. **(T-1)**

1.2.6.2. Enforce Air Force and command-approved leave guidelines. **(T-1)**

1.2.6.3. Make sure members who refuse to take leave understand their obligation to comply with unit leave programs and that refusal to take leave may result in the loss of earned leave at a later date. **(T-1)**

1.2.6.4. Instruct members to schedule leave within operational requirements and follow their leave schedule. **(T-1)**

1.2.6.5. Encourage members to use accrued leave and take at least 14 continuous days each fiscal year whenever possible. **(T-1)**

1.2.6.6. Inform members that there may be instances of leave disapproval or cancellation due to military necessity. **(T-3)**

1.2.6.7. Ensure members schedule leave annually at the beginning of the fiscal year and update their leave schedule periodically. **(T-3)**

1.2.6.8. Advise members who schedule “use or lose” leave in August or September that they risk losing leave on 1 October if military requirements or personal circumstances prevent them from taking leave at that particular time. **(T-1)**

1.2.6.9. Approve or deny emergency leave on a case-by-case basis in accordance with **Chapter 3**. **(T-1)**

1.2.6.9.1. Seek, if necessary, American Red Cross verification when members request emergency leave. **(T-1)**

1.2.6.9.2. Do not deny emergency leave solely because of lack of funds for funded travel. **(T-1)**

1.2.6.9.3. Do not approve emergency leave for purpose of either increasing the member’s travel priority or offsetting personal travel costs. **(T-1)**

1.2.6.9.4. Advise members to apply for humanitarian or exceptional family member reassignment, or separation for hardship reasons if leave period is more than 60 days. **(T-1)**

1.2.6.10. Charge leave for leave periods such as those taken by members waiting for family members’ passports or visas or for the outcome of humanitarian reassignment requests. **(T-3)**

1.2.6.11. Combine ordinary leave with other types of leave unless specifically prohibited and treat the combination of leaves as one leave period. **(T-3)**

1.2.6.12. Charge members leave for travel time, delay en route, and time spent house hunting in conjunction with a permissive reassignment. **(T-3)**

1.2.6.13. Provide an opportunity to use leave to AFR and ANG members serving man-day tours longer than 30 consecutive days under AFI 36-2619, *Active Duty Operational Support (ADOS) –Active Component (AC) Man-Day Program*. AFI 36-2619 authorizes use of accrued leave. See AFMAN 36-2136, *Reserve Personnel Participation*, for Reserve Personnel Appropriation (RPA) tours over 30 days. **(T-1)**

1.2.6.14. Normally do not grant leave to members undergoing treatment for an infectious or contagious disease. **Exception:** Unit commander may grant leave if the attending physician provides written verification that the member does not pose a threat to the public health. **(T-1)**

1.2.6.15. Do not grant leave for the purpose of serving sentences in civil confinement because civil confinement, including probated sentences thereto, is inconsistent with military status. **Exception:** Members confined by civil authorities while on approved leave may continue on leave until the original leave termination date, unless recalled from leave status to duty. If unit commander recalls member to duty, terminate leave status as of the recall date and change the member's status to "absent in the hands of civil authorities." **(T-1)**

1.2.6.16. Ensure procedures are followed and maintain the protection of privacy rights of individuals and minimize privacy violations. See AFI 33-332, *Air Force Privacy and Civil Liberties Program*, Commander's Policy, and DoD Manual 5400.07, *DoD Freedom of Information Act (FOIA) Program*, for instructions when transmitting, receiving, collecting, maintaining, storing, or distributing Privacy Act Information. **(T-1)**

## Chapter 2

### MANAGING THE LEAVE PROGRAM

#### 2.1. Military Leave Program.

2.1.1. Annual Leave Program. Annual leave programs give members the opportunity to take leave within the constraints of operational requirements. Unit commanders establish these programs to encourage the use of leave for the maximum benefit of the member. Scheduling leave prevents loss of leave at fiscal year-end balancing, retirement, or separation from active duty. Both management and members share responsibility in managing leave balances throughout the fiscal year.

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

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

**2.2. Leave Approval Authority.** While commanders have final approval authority, they may delegate approval authority according to the organization's needs. Normally, commanders delegate approval authority for annual leave requests to a level no lower than the first-line supervisor. Commanders who report directly to the Chief of Staff, Vice Chief of Staff (AF/CVA), or Assistant Vice Chief approve their own leave.

**2.3. Leave Disapproval Authority.** Leave is a right; however, unit commanders can disapprove leave requests due to military necessity or in the best interest of the Air Force. Unit commanders may delegate disapproval authority to a level no lower than first-line supervisors. Commanders may adjust delegation of authority based on mission requirements.

**2.4. Leave Accrual.** 10 USC § 701, *Entitlement and Accumulation* governs leave accrual and accumulation.

2.4.1. Accrual. Members accrue 2.5 days of leave for each month of active duty. See [Table 2.1](#) and [Table 2.2](#) below.

2.4.2. Accumulation. Members who are unable to use leave due to military necessity may accumulate a maximum of 60 days by the end of a fiscal year. See [Chapter 5](#) for SLA provisions. Members not eligible for SLA can request recovery of days lost on 1 October by submitting a DD Form 149, *Application for Correction of Military Record Under the Provisions of Title 10 U.S. Code Section 1552, Correction of Military Records*. See AFI 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*.

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

2.4.3.1. Absence without leave.

2.4.3.2. Unauthorized leave.

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

2.4.3.4. Excess leave.

2.4.3.5. Appellate leave under 10 USC § 876a, *Leave Required to be taken Pending Review of Certain Court-Martial Convictions*, Art. 76., *Finality of Proceedings, Findings, and Sentences*.

**Table 2.1. Leave Accrual.**

Day of month entered active duty	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1-6	30	27.5	25	22.5	20	17.5	15	12.5	10	7.5	5	2.5
7-12	29.5	27	24.5	22	19.5	17	14.5	12	9.5	7	4.5	2
13-18	29	26.5	24	21.5	19	16.5	14	11.5	9	6.5	4	1.5
19-24	28.5	26	23.5	21	18.5	16	13.5	11	8.5	6	3.5	1
25-31	28	25.5	23	20.5	18	15.5	13	10.5	8	5.5	3	0.5

**Table 2.2. Leave Accrual to Date of Separation.**

<b>Day of month of separation</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>
<b>1-6</b>	0.5	3	5.5	8	10.5	13	15.5	18	20.5	23	25.5	28
<b>7-12</b>	1	3.5	6	8.5	11	13.5	16	18.5	21	23.5	26	28.5
<b>13-18</b>	1.5	4	6.5	9	11.5	14	16.5	19	21.5	24	26.5	29
<b>19-24</b>	2	4.5	7	9.5	12	14.5	17	19.5	22	24.5	27	29.5
<b>25-31</b>	2.5	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30

2.4.4. Fiscal Year (FY) end Leave Balancing. Members may not carry leave in excess of 60 days into the next FY. **(T-0)**. At the end of the FY, members lose leave in excess of 60 days unless eligible for SLA. **(T-0)**. The Defense Joint Military Pay System (DJMS) drops accrued leave in excess of 60 days at FY-end leave balancing unless automatic carry-over of SLA applies.

2.4.5. Payment for Accrued Leave. 37 USC § 501, *Payments for Unused Accrued Leave*, is the authority for payment for accrued leave upon reenlistment, retirement, separation under honorable conditions, or death. It limits payment of accrued leave to 60 days in a military career effective 10 February 1976. A military career includes former service in enlisted or officer status. Members should contact the local financial services office for detailed information on payment of accrued leave.

2.4.5.1. Cumulative payment for accrued leave as an enlisted member, officer, or both cannot exceed 60 days. DoD 7000.14-R, Volume 7A, *Department of Defense Financial Management Regulation, Military Pay Policy – Active Duty and Reserve Pay*, **Table 35-1** outlines when members may carry leave forward or receive payment for accrued leave when separating with or without immediate reentry on active duty. Members should contact the local financial services office for detailed information on payment of accrued leave.

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

## 2.5. Disability Separation.

2.5.1. Members will receive payment for up to 60 days of accrued leave and will be afforded time to take any accrued leave in excess of this 60-day limit. **(T-1)**.

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

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

2.5.2.2. Accrued leave and leave that accrues to the date of separation for members previously paid for 60 days.

2.5.2.3. PTDY authorized.

2.5.2.4. Processing time. Members may take accrued leave instead of processing time. Example: A member previously paid for 40 days of accrued leave and has a leave balance of 70 days. In this case, the member receives payment for 20 days and can take leave for the remaining 50 days plus leave accruing to date of separation. If member is receiving payment for accrued leave for the first time, he or she receives payment for 60 days. The member then can take leave for the remaining 10 days plus leave accruing to date of separation. The established date of separation remains firm and members forfeit accrued leave if unable to take leave due to extenuating circumstances (for example, hospitalization or convalescent leave). **Note:** **Paragraph 2.5.2** does not apply to members separating or retiring because of imminent death.

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

**2.6. Leave Outside the United States (OCONUS).** Unit commanders may authorize members to take leave in areas outside the 48 contiguous states and the District of Columbia, Alaska, Hawaii, and US possessions and territories.

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

2.7.1. New Year's Day, 1 January.

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

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

2.7.4. Memorial Day, the last Monday in May.

2.7.5. Independence Day, 4 July.

- 2.7.6. Labor Day, the first Monday in September.
- 2.7.7. Columbus Day, the second Monday in October.
- 2.7.8. Veterans Day, 11 November.
- 2.7.9. Thanksgiving Day, the fourth Thursday in November.
- 2.7.10. Christmas Day, 25 December.
- 2.7.11. Other holidays as directed by proper authority under the law.

## 2.8. Miscellaneous Information.

2.8.1. Leave for Enforcement of Child Support Obligation. Unit commanders approve leave requested to attend hearings to determine paternity or to determine an obligation to provide child support. **(T-3)**. Unit commanders may disapprove such leave requests if the member is serving in or with a unit deployed in a contingency operation or exigencies of the military service require a denial of such request. See AFI36-2906, *Personal Financial Responsibility* for further guidance.

2.8.2. TDY from Leave Status. A member ordered TDY while on leave reverts to duty status as of the TDY effective date.

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

2.8.3.1. Refer to the Joint Travel Regulations (JTR), paragraph 033301, *Leave or Personal Travel Combined with Official Travel*, to determine whether travel and transportation allowances apply. If so, member reverts to duty status the day travel to the permanent or TDY station begins.

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

2.8.4. Absence in Excess of Leave.

2.8.4.1. See DoD 7000.14-R, Volume 7A, to determine whether an absence was unavoidable.

2.8.4.2. Charge leave for an absence in excess of authorized leave or pass if the unit commander later determines the absence to be unavoidable; otherwise, consider it absence without leave. **(T-0)**.

2.8.4.3. Do not charge leave for an absence in excess of authorized leave caused by mental incapacity, detention by civil authorities, and early departure of a mobile unit due to operational commitments. **(T-0)**. This applies whether the absence is avoidable or excused as unavoidable, regardless of duration.

2.8.4.4. Charge leave for other unauthorized absences that the unit commander determines to have been unavoidable. **(T-0)**. The period of time that members may be absent from duty beyond their authorized liberty, when the absence has been determined to be unavoidable, will be charged to the member's leave account when the entire period of authorized and excused unauthorized absence exceeds 3 days. However, if the absence is determined to be avoidable, the period exceeding the authorized absence will be considered unauthorized. **(T-0)**.

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

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

2.8.5.2. The next of kin, attending military or civilian physician, nearest Military Treatment Facility, or American Red Cross may act on the member's behalf when incapacitated to such a degree that the member is unable to make the notification.

2.8.5.3. Upon return from leave, the member presents a statement from the nearest Military Treatment Facility or the attending physician regarding the individual's medical condition. The unit commander evaluates the statement before authenticating the leave document. **(T-3)**.

2.8.5.4. The unit commander may consult with the local Military Treatment Facility or American Red Cross providers for clarification or recommendation.

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

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

2.8.6.1. Medical or Dental Care. When a member on leave requires medical or dental care, he or she reports to the nearest Military Treatment Facility. If treated at civilian facilities, member is authorized medical and dental treatment at government expense only for emergency and immediate non-emergency care.

2.8.6.2. Hospitalized or Placed on Quarters. If a member on leave requires hospitalization or quarters status, do not charge leave while hospitalized or on quarters. **(T-0)**. Chargeable leave ends the day before and starts again the day following hospitalization or quarters' status, regardless of the hour of admission or discharge or release from quarters.

2.8.6.3. If a military health care provider places the member on quarters, the member's status changes from leave to quarters, and the medical authority directing such status notifies the individual's commander. The nearest military health care provider approves civilian health care provider's placement of members on quarters. If the member desires to revert to leave status after release from quarters. On return to duty, the member provides the leave approving authority with a statement from the attending physician or Military Treatment Facility that certifies the period of quarters and date of release. This statement is usually the admission and disposition list of the Military Treatment Facility.



2.8.6.4. The provisions in [paragraph 2.8.6.3](#) apply to a member hospitalized or placed on quarters while on emergency leave in the 48 contiguous states and the District of Columbia or overseas. After termination of hospitalization or quarters status, the member contacts the traffic management office at the nearest Air Force installation for assistance with return transportation, if required.

2.8.7. Absent Without Leave. The MPF and AFPC Missing Persons Branch (AFPC/DPFCM) change members' leave status to Absent Without Leave when members fail to return to duty at the end of their leave period. **(T-0)**.

2.8.8. Proceed Time. MPFs administer proceed time in accordance with AFI 36-2102, *Base-Level Relocation Procedures*. The Financial Services Office computes leave for authorized absences in excess of allowed proceed time. **(T-1)**.

2.8.9. Travel Time with En Route Leave. The time allowed for permanent change of station or TDY travel is not chargeable leave when members take en route leave. The Financial Services Office charges leave for any authorized absence in excess of allowable travel time and proceed time, if applicable.

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

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

## Chapter 3

### TYPES OF LEAVE

#### 3.1. Chargeable Leave.

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

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

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

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

3.1.1.1.3. With a permanent change of station or after periods of arduous duty and protracted periods of deployment from the home station.

3.1.1.1.4. During traditional national holiday periods.

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

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

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

3.1.1.1.8. As terminal leave with retirement or separation from active duty. However, members separating under PALACE CHASE or PALACE FRONT may carry any unused leave over to the Reserve Component (RC) as long as there is no break in service (refer to [paragraph 3.1.1.1.9](#)) for future use.

3.1.1.1.9. Prior to the end of an active duty tour for RC personnel. However, an RC member who accumulates leave during a period of active service may carry over any leave so accumulated to the member's next period of active service, subject to the accumulation limits in 10 USC § 701, without regard to separation or release from active service if the separation or release is under honorable conditions. **(T-0)**

3.1.1.2. TDY Commanders.

3.1.1.2.1. Notify parent organizations of leave requests. **(T-3)**

3.1.1.2.2. Approve leaves with which the parent organizations agree. **(T-3)**

3.1.1.3. Leave in Conjunction With TDY. Unit commanders:

3.1.1.3.1. Determine TDY is clearly essential to the mission. **(T-3)**

3.1.1.3.2. Ensure members do not take, schedule, plan, or arrange, in fact or appearance, TDY to serve leave desires of the member. **(T-3)**

3.1.1.3.3. Authorize leave when operationally feasible. **(T-3)**

3.1.1.3.4. Ensure the government incurs no additional cost incident to leave. **Note:** Members may not use non-duty days to extend the TDY or leave period. **(T-3)**

#### 3.1.1.4. Leave Extensions.

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

3.1.1.4.2. Members who fall ill or need hospitalization while on leave must advise the leave-approving authority as soon as possible. **(T-3)**. See [paragraph 2.8.6](#)

3.1.1.4.3. The next of kin, attending physician, nearest Military Treatment Facility, or American Red Cross may act on a member's behalf. See [paragraph 2.8.5.2](#)

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

3.1.1.5.1. Normally, leave begins on the effective date reflected on the AF Form 988. If the leave start date changes, make the change to the leave status date and leave start date on the leave form. The member and leave approval authority initial the changes before the member departs on leave. **(T-3)**

3.1.1.5.2. Normally, leave ends on the effective date reflected on the AF Form 988. Change the last day of leave on [Part III](#) of the leave form if the leave approval authority approves an extension or if the member returns early.

3.1.1.6. Leave Overlaps Two Fiscal Years. When a member's leave period overlaps two fiscal years, the Defense Joint Military Pay System reduces the member's leave account in the fiscal year in which the member takes the leave. **Example:** The Defense Joint Military Pay System charges 5 days to the previous fiscal years and 5 days to the next fiscal years when a member takes 10 days leave, 26 September - 5 October.

3.1.1.7. Finance Service Office. The Finance Service Office computes leave for authorized absences in excess of allowed travel time, PTDY, and proceed time, if applicable. Members can ask the Finance Service Office to verify regular and SLA leave balances to determine "use or lose" leave status. "Use or lose" leave is the number of leave days over 60 days that a member will lose if not used before 1 October.

3.1.1.8. Leave or Duty Status. Commanders should determine leave based on the actual date members start leave and actual return date from leave according to [Table 3.1](#) and charge leave for non-duty days, including holidays, if the non-duty days fall between leave days. **(T-3)** This applies to members who take leave in, or away from, the local area. **Exception:** Commanders may authorize leave on Monday without charging leave for Saturday and Sunday if an emergency situation requires a member to take unplanned leave and the member is in the local area. This applies when members take leave on Friday.

**Table 3.1. Determining Duty or Chargeable Leave.**

R U L E	A	B	C	D	E
	If member is	and performed the majority of scheduled duty (over 50 percent)		or on a non-duty day	then the member is on
		Yes	No		
1	starting leave or signing up for space-available travel	X			duty.
2			X		leave.
3					X
4	returning from leave or space-available travel	X			duty.
5			X		leave.
6					X
<p><b>Note:</b> Leave status is not necessarily chargeable leave. For example, a member is on leave status after working at least 50% of the duty day, and the following day is the first day of chargeable leave. However, a member cannot sign up for space-available transportation before the first day and time of leave status.</p>					

3.1.1.9. Examples of Chargeable Leave. The following examples use a normal work schedule of Monday through Friday, 0730 to 1630. **Note:** For members on shift work or alternate work schedules, equivalent schedules may vary.

3.1.1.9.1. Example 1. If the member starts leave on Tuesday:

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

3.1.1.9.1.2. Tuesday is the first day of leave if the leave approval authority determines that the member performed less than 50% of scheduled duty on Tuesday, or if the member signs up for space-available transportation.

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

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

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

- 3.1.1.9.5. Example 5. If the member returns from leave on Saturday, regardless of the hour, Saturday shall not be charged as a day of leave. This also applies if the member returns from leave on Sunday or a holiday.
- 3.1.2. Advance Leave. Advance leave is leave granted based on a reasonable expectation that a member will accrue leave during the remaining period of active military service.
- 3.1.2.1. Purpose of Advance Leave. The purpose of advance leave is to enable members to resolve emergencies or urgent personal situations when they have limited or no accrued leave. Members may not depart on leave before the unit commander approves the advance leave. **(T-3)**
- 3.1.2.2. Advance Leave Not Authorized. Unit commanders will not approve advance leave:
- 3.1.2.2.1. For members pending administrative or punitive actions requiring their separation at the earliest possible date. **(T-1)**
- 3.1.2.2.2. In conjunction with excess leave authorized for members awaiting punitive, administrative, or disability discharge. **(T-1)**
- 3.1.2.3. Unit commanders may approve requests for members:
- 3.1.2.3.1. Requesting up to 30 days of advance leave and includes leave requests which, if approved, result in a negative leave balance of 30 or less days. **Note:** Unit commanders normally approve the lesser of 30 days or the amount of leave the member will earn during the remaining period of active military service.
- 3.1.2.3.2. Requesting up to 30 days of advance leave in connection with travel, either permanent change of station or TDY, including a consecutive overseas tour. This includes leave requests which, if approved, result in a negative leave balance of 30 or less days.
- 3.1.2.3.3. Completing technical training and requesting up to 10 days advance leave if the first duty station is in the Continental US or up to 14 days if outside the Continental US.
- 3.1.2.4. Delegating Approval Authority.
- 3.1.2.4.1. Unit commanders can delegate approval authority for advance leave to a level no lower than squadron section commander, deputies, or equivalents. For emergency leave situations, first sergeants can approve advance leave when delegated authority to approve emergency leave for enlisted members.
- 3.1.2.4.2. Headquarters Air Force (HAF) commanders can delegate approval to no lower than deputy directors or equivalent. **Note:** HAF commanders' do not include commanders of direct reporting units or field operating agencies assigned to HAF.
- 3.1.2.4.3. Air Education and Training Command (AETC) training commanders can delegate approval authority to no lower than first sergeants for enlisted members.

3.1.2.4.4. In cases where a deployed member requests 30 days or more of Advance Leave, the Personnel Support for Contingency Operations Team Chief requests approval for the advance leave from [insert requestor's office name] to AFPC's Special Programs Office (AFPC/DP2SSM) and notifies the unit of assignment of the final decision. (T-3).

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

3.1.2.6. Advance Leave and Excess Leave. When authorizing excess leave in conjunction with advance leave, advance leave does not accrue during the period of excess leave involved. Example: A member with an Expiration of Term of Service of 15 March 2019 requests 30 days leave effective 1 October 2018. The member has 2 days accrued leave through 30 September 2018. The member would normally accrue 14 days during the period 1 October 18 - 15 March 2019. Therefore, the member would have a total of 16 days accrued and tentative advance leave through expiration of Term of Service. The tentative excess leave period is 14 days (30 days requested leave minus 16 days accrued and tentative leave). The member will not accrue 1.5 days during the tentative excess leave period. Therefore, reduce the 14 days leave that would normally accrue by 1.5 days that will not accrue during the excess leave period (see [Table 3.2](#) below). This results in advance leave of 12.5 days. In this example, the authorized leave is 2 days accrued leave, 12.5 days advance leave, and 15.5 days excess leave.

3.1.2.7. Indebtedness. The Financial Services Office stops or collects, if applicable, all pay and allowances paid after a member's leave status changes from advance to excess leave. There is an additional collection for non-accruals of one half-day for every 6 days of excess leave (see [Table 3.2](#) below). **Note:** See AFMAN 65-116, Vol 2, *Defense Joint Military Pay System Active Component (DJMS-AC) Unit Procedures Excluding Financial Management Flights*.

**Table 3.2. Non-Accrual Days.**

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

3.1.3. Emergency Leave. Emergency leave is chargeable leave granted for personal or family emergencies involving the immediate family and may be approved in initial periods of no more than 30 days and extensions for no more than 30 days. **(T-0)** See also AFI 65-103, *Temporary Duty/Special Orders*, when preparing special orders for emergency leave travel. See AFI 36-3012, *Military Entitlements* (Chapter 7, Family Member Travel), for dependents who may be eligible for emergency travel allowances and when member is ineligible for emergency leave. Emergency travel allowances are under the JTR, Chapter 4.

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

3.1.3.1.1. Parents (including stepparents).

3.1.3.1.2. Children (including illegitimate children and stepchildren).

3.1.3.1.3. Brothers and sisters.

3.1.3.1.4. Sole surviving blood relative.

3.1.3.1.5. *In loco parentis* person (defined in **Table 3.3**, Rule 1).

3.1.3.2. Emergency Leave Approval. Unit commanders approve initial emergency leave periods up to 30 days and extensions up to 30 days. **(T-0)** If a member has, or anticipates, a negative leave balance, unit commander considers only that leave which is absolutely necessary to take care of the emergency situation. **(T-3) Note:** The TDY commander or Personnel Support for Contingency Operations Team Chief approves emergency leave after notifying and receiving approval from the unit of assignment.

3.1.3.3. Delegating Emergency Leave Approval.

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

3.1.3.3.2. HAF commanders can delegate approval to no lower than deputy directors or equivalents.

3.1.3.4. Emergency Leave Requiring AFPC Approval. AFPC/DP2SSM approves emergency leave when:

3.1.3.4.1. Leave requested results in a member having a cumulative negative leave balance of more than 30 days; or

3.1.3.4.2. Advance, excess and/or emergency leave requests combined exceed 60 days.

### 3.1.3.5. Emergency Leave Travel.

3.1.3.5.1. From overseas to Continental US (48 contiguous states and the District of Columbia), Alaska, Hawaii, the Commonwealth of Puerto Rico, and possessions and territories of the US; the unit commander, without re-delegation, may authorize other Outside of Continental US destinations.

3.1.3.5.1.1. The unit commander, without re-delegation, must determine that government aircraft is not reasonably available before authorizing travel by commercial transportation, based on frequency, scheduling of flights, and other factors such as member's personal circumstances. **(T-0)**. In accordance with JTR paragraph 0402, the Traffic Management Office should provide a recommendation to the unit commander regarding availability of space-required transportation via aircraft owned or controlled by the Department of Defense (DoD). **(T-0)**. The unit commander considers the circumstances to ensure the best interest of the Air Force and the member are served.

3.1.3.5.1.2. Overseas locations for emergency leave travel purposes include Hawaii, Alaska, the Commonwealth of Puerto Rico and possessions of the US; the unit commander, without re-delegation, may authorize other Outside of Continental US destinations.

3.1.3.5.1.3. The member's domicile means home of record, place of entry on active duty, place of first enlistment, or place of permanent legal residence. See the JTR paragraph 0402.

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

3.1.3.5.1.5. Chargeable leave begins the day after the member arrives at the aerial port of debarkation and ends the day before the member returns to the aerial port of embarkation.

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

3.1.3.5.1.7. Different entitlements apply when members travel from the Continental United States to overseas than when they travel from overseas to the Continental US. Consult the JTR for specific allowances.



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

**Table 3.3. Emergency Leave Requests.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If a member requests emergency leave</b>	<b>then the first sergeant, if the unit commander delegates approval, or the unit commander</b>
<b>1</b>	to visit a terminally ill person in the immediate family of either the member or the member's spouse. Immediate family is defined in <b>paragraph 3.1.3.1</b> . In-loco-parentis are required to meet both of the following conditions: a. A person who stood in place of the member's parent for a period of at least 5 years before the member became 21 years of age or entered military service. b. The person provided a home, food, clothing, medical care, and other necessities, and gave moral, disciplinary guidance, and affection. <b>Note:</b> Require member to sign a statement attesting to a person's <i>in loco parentis</i> status. A person is not <i>in loco parentis</i> if he or she baby-sat, provided day care services, or gave financial help such as a home where the parent also lived. A grandparent or other person normally is not <i>in loco parentis</i> when the parent also lived at the same residence.	approves the request.
<b>2</b>	because of a verified death in the member's or spouse's immediate family	approves the request.
<b>3</b>	because the member, or someone in the member's or spouse's immediate family, has a life-threatening condition or illness, is having major surgery, or is admitted to an Intensive Care Unit in critical condition due to a major illness or accident	approves the request.

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

3.1.3.7. Emergency Leave of Absence (Non-Chargeable Leave). Unit/squadron commanders or civilian directors may grant a Service member non-chargeable emergency leave of absence for a qualifying emergency with the following limitations. This authority cannot be further delegated to a subordinate level:

3.1.3.7.1. The commander or director must verify the qualifying emergency to his or her satisfaction based upon information or opinion from a source other than the Service member that the commander or director considers to be objective and reliable. **(T-0)**

3.1.3.7.2. The qualifying emergency must be due to:

3.1.3.7.2.1. A serious medical condition of an immediate family member of the Service member; or

3.1.3.7.2.2. Death of an immediate family member (as previously defined in [paragraph 3.1.3.1](#)); or

3.1.3.7.2.3. Any other hardship the commander or director determines appropriate.

3.1.3.7.3. Only grant such leave once during an entire career for any Service member. **(T-0)**.

3.1.3.7.4. Only grant non-chargeable emergency leave of absence to prevent the Service member from entering advanced or excess leave status that could result in recoupment of any pay and allowances. **(T-0)**.

3.1.3.7.5. Do not extend such leave for a period of more than 14 consecutive days. **(T-0)**.

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

3.1.4.1. Approval Authority. Losing unit commanders:

3.1.4.1.1. Approve up to 30 days en route leave with any permanent change of station move if the leave does not interfere with the reporting date to either a port or new assignment.

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

3.1.4.2. Delegating Approval:

3.1.4.2.1. Unit commanders should not delegate approval to a level no lower than squadron section commander, deputies, or equivalents.

3.1.4.2.2. Air Education and Training Command training commanders delegate approval authority no lower than the first sergeant for advance leave as en route leave.

### 3.1.4.3. Technical School and Basic Military Training Commanders:

3.1.4.3.1. Approve at least 10 days of accrued leave if the first permanent duty station is in the Continental US (48 contiguous states and the District of Columbia). **(T-3)**

3.1.4.3.2. Approve at least 14 days of accrued leave if member's first permanent duty station is OCONUS). **(T-3)**

3.1.4.3.3. Approve advance leave up to 10 days for emergency situations. **(T-3)**

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

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

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

3.1.5.2. Delegating Approval:

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

3.1.5.2.2. HAF commanders delegate leave approval to no lower than deputy directors or equivalent.

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

3.1.5.3.1. Effective date of leave requested.

3.1.5.3.2. Duration.

3.1.5.3.3. Leave address and telephone number.

3.1.5.3.4. Name of commander. **Note:** AF/CVA advises commanders when extenuating circumstances require adjustments to scheduled leaves.

3.1.5.4. Disapproving or Denying Terminal Leave. Unit commanders:

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

3.1.5.4.2. Deny terminal leave when governing separation directives require member's separation at the earliest possible date. **(T-1)**

3.1.5.4.3. Deny terminal leave requested in conjunction with authorized PTDY when governing separation directives require member's separation at the earliest possible date. **(T-1)**

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

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

3.1.6.2. Funded Environmental and Morale Leave (EML). Funded EML authorizes members DoD-owned or -controlled air transportation from EML duty locations for purposes of taking leave in an EML destination site. Do not charge leave for member's time spent en route to and returning from an EML destination site. Charge leave for the period of time at the EML destination site. Leave begins the day after the member arrives at the aerial port of debarkation that services the destination site. Leave ends the day before the member returns to the aerial port of embarkation. See JTR, paragraph 0404, *Government Funded Leave*.

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

3.1.6.4. Required Travel Documents. When traveling outside the US, commanders ensure member reviews the DoD Foreign Clearance Guide (<https://www.fcg.pentagon.mil/fcg.cfm>) for required travel documents and will instruct members to comply with foreign government procedures as required by the DoD Foreign Clearance Guide. (T-0).

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

3.2.1. Convalescent Leave. Convalescent leave is an authorized absence normally for the minimal time essential to meet the medical needs for recuperation. The Air Force Surgeon General (AF/SG) oversees the convalescent leave program in accordance with AFMAN 41-210, *Tricare Operations and Patient Administration*. See **Table 3.4**

3.2.1.1. Convalescent Leave Approval. The unit commander normally approves convalescent leave, to include any associated and cleared travel, up to 30 days based on the recommendations by either the medical facility's authority or the attending physician most familiar with the member's medical condition. The commander must not approve more than 30 days initial convalescent leave. (T-1). Extending convalescent leave beyond 30 days requires additional medical review and consent. **Exception:** Convalescent leave due to pregnancy or childbirth. **Note:** During short absences of the unit commander, the commander's designated representative may approve convalescent leave.

3.2.1.1.1. Absence From Duty Because of Pregnancy. During pregnancy, members continue to perform normal duties as long as they are medically fit to do so. When it is necessary for the member's or fetus' health and safety, convalescent leave is appropriate as long as it is medically required.

3.2.1.1.2. Maternity Convalescent Leave. Is limited to a covered Service member birthparent after a qualifying birth event. **(T-0)** In cases where a baby is stillborn, the member suffers a miscarriage, or where the baby is given up for adoption immediately following birth, convalescent leave, other than Maternity Convalescent Leave, may be granted in accordance with AFMAN 41-210, *Tricare Operations and Patient Administration*.

3.2.1.1.2.1. Is limited to 42 days of non-chargeable leave, unless additional Maternity Convalescent Leave is specifically recommended, in writing, by the medical provider of the covered member to address a diagnosed medical condition and is approved by the member's commander. A covered birthparent may, with the concurrence of a medical provider, elect to receive a period of Maternity Convalescent Leave that is less than 42 days. **(T-0)**

3.2.1.1.2.2. Must be taken immediately following childbirth, except that the leave shall not commence until the first full day following the date of discharge or release from the hospital (or similar facility) where the birth took place. **(T-0)**

3.2.1.1.2.3. Must be taken prior to any caregiver leave (for a maximum of 84 days in conjunction with Primary Caregiver Leave, or 63 days in conjunction with Secondary Caregiver Leave), unless the extended convalescence period exceeds 63 or 84 days as the case may be, as recommended by a competent medical authority. **(T-0)** The amount of caregiver leave shall be reduced by one day for each day of additional Maternity Convalescent Leave taken. **(T-0)**

3.2.1.1.2.4. Must be taken in only one increment. **(T-0)**

3.2.1.1.2.5. May be taken in conjunction with Primary or Secondary Caregiver Leave, and/or with approved ordinary (chargeable) leave. If taken in conjunction with ordinary leave, may exceed the maximum limits of [paragraph 3.2.1.1.2.3](#) if approved by the commander. **(T-0)**

3.2.1.1.2.6. May not be disapproved by a commander. **(T-0)**

3.2.1.1.2.7. May not be transferred to create any kind of shared benefit. **(T-0)**

3.2.1.1.2.8. Will be forfeited if unused at separation from active service. **(T-0)**

Table 3.4. Convalescent Leave Requests.

<b>RULE</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If member</b>	<b>and</b>	<b>then the unit commander unless otherwise specified</b>
<b>1</b>	is discharged from inpatient status	medical condition is not pregnancy related	normally approves the number of days that the attending physician deems necessary, not to exceed 30 days.
<b>2</b>		medical condition is childbirth	normally approves 42 days. <b>Note:</b> If member does not retain child, convalescent leave guidance is provided in AFMAN 41-210.
<b>3</b>	is treated on an outpatient status	medical condition is pregnancy related	normally approves the number of days that the attending physician deems necessary for the member's or fetus' health and safety.
<b>4</b>		medical condition is not pregnancy related	normally approves the number of days that the attending physician deems necessary, not to exceed 30 days.
<b>5</b>	is on inpatient status at Air Force medical facility	will be returning to the medical facility as an inpatient	Medical facility service chief or department chairman normally approves up to 30 days that the attending physician deems necessary. Medical facility commander may approve more than 30 but less than 90 days. More than 90 days requires MAJCOM/SGP approval. <b>(T-3)</b>
<b>6</b>	is a patient at an Army or Navy medical facility, or at a Veterans' Affairs (VA) hospital	medical condition is not pregnancy related	Army or Navy medical facility commander or VA Director normally approves up to 30 days that the attending physician deems necessary. Continued convalescent requires additional medical review. <b>(T-0)</b>
<b>7</b>	elected medical procedure at own expense	Air Force physician previously determined member requires the medical procedure	normally approves the number of days that the attending physician deems necessary, not to exceed 30 days.
<b>8</b>	elected medical procedure at own expense	Air Force physician previously determined member did not require the medical procedure	cannot approve. <b>Note:</b> Members take ordinary leave to cover the period of absence. The period of absence includes the time actually spent as an inpatient in a civilian hospital and any convalescent period deemed necessary by the attending physician.

9	paid for medical procedure which Air Force medical authority determined member did not require	is subsequently treated at an Air Force medical facility after experiencing complications	normally approves the number of days that the attending physician deems necessary, not to exceed 30 days.
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3.2.1.2. Medical Authority. The medical authority or attending physician determines:

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

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

3.2.1.3. Convalescent Leave Begins. Convalescent leave begins the day of release from the Military Treatment Facility and continues through the day before the member’s return to duty, if applicable, or return to in-hospital status.

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

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

3.2.1.6. Terminating Convalescent Leave. The unit commander may terminate convalescent leave status if the member’s continued absence from duty would clearly have an adverse impact on the readiness or operational mission of the unit. The unit commander must consult the cognizant military health authority to determine whether such action is medically advisable prior to terminating convalescent leave. **(T-1)**

3.2.2. Military Parental Leave Program. The Military Parental Leave Program shall consist of the following forms of non-chargeable leave following a qualifying birth event or adoption for covered service members: Maternity Convalescent Leave per [paragraph 3.2.1.1.2](#), Primary Caregiver Leave; and, Secondary Caregiver Leave. **(T-0)**

3.2.2.1. Covered Members. RegAF service members, RC service members performing AGR duty or Full-time National Guard duty for a period in excess of 12 consecutive months, and RC service members subject to an active duty recall or mobilization order for a period in excess of 12 consecutive months are covered by this instruction. A period of active duty of a RC member may not be extended in order to permit the member to take leave authorized under the Military Parental Leave Program. **(T-0)**

3.2.2.2. Qualifying Birth Event. Any live birth of a child(ren) to a Service member (or spouse). Multiple births resulting from a single pregnancy (e.g., twins or triplets) will be treated as a single birth event so long as the multiple births occur within the same 72-hour period. Multiple births that do not occur within the same 72-hour period will be treated as separate birth events (in this case, Maternity Convalescent Leave and Primary or Secondary Caregiver Leave must run concurrently but before the expiration of the leave). **(T-0)**



3.2.2.3. Qualifying Adoption. A qualifying adoption is defined as an adoption that is arranged by a “qualified adoption agency” where the member is eligible for reimbursement of qualified adoption expenses per DoD 7000.14-R, Vol 7A, *Department of Defense Financial Management Regulation, Military Pay Policy - Active Duty and Reserve Pay*, May 2020.

3.2.2.4. Primary Caregiver. The parent with the primary responsibility for caring for a child. For qualifying births, in most cases the primary caregiver will be the parent who physically gives birth to one or more live children in a 72-hour period. For a qualifying birth event or adoption, the primary caregiver will most often be the non-military parent but not always. In some cases, the covered military member may be designated as the primary caregiver. Such cases may include, but are not limited to: situations where the covered member is the birthparent; dual military couples where one member of the couple is designated as the primary caregiver; the unavailability and/or incapacity of the birthparent if the birthparent is not a military member; the necessity of the non-military parent to return to his or her place of employment; the death of one of the parents; or other circumstances where the non-birth parent military member must act as primary caregiver. The non-birth parent/covered military member may elect to designate themselves as the Primary Caregiver. Primary Caregiver Leave may be approved for an unmarried, non-birthparent if that member’s parentage of the child is established with guidance found in AFI 36-3026 Inter-service Publication, Volume 1, *Identification Cards For Members Of The Uniformed Services, Their Eligible Family Members, And Other Eligible Personnel*. **(T-1)** Primary Caregiver Leave:

3.2.2.4.1. Is limited to covered Service members who meet the definition of, and are designated as, “primary caregivers” in conjunction with qualifying birth events or adoptions. **(T-0)**

3.2.2.4.2. Is limited to 42 days of non-chargeable leave and must begin within one year of the qualifying birth event or adoption. A designated primary caregiver may elect to receive a period of Primary Caregiver Leave that is less than 42 days. **(T-0)**

3.2.2.4.3. May be taken in conjunction with Maternity Convalescent Leave and/or approved ordinary (chargeable) leave. If taken in conjunction with Maternity Convalescent Leave, member must take Primary Caregiver Leave last.

3.2.2.4.4. Must be taken in only one increment. **(T-0)**

3.2.2.4.5. May not be authorized in cases of a qualifying birth event where the child is given up for adoption, and/or parental rights are terminated or surrendered. **(T-0)**

3.2.2.4.6. Will be forfeited if any portion remains unused at separation from active service. **(T-0)**.

3.2.2.4.7. May not be transferred to create any kind of shared benefit. **(T-0)**

- 3.2.2.4.8. Eligibility, or the leave itself if started, terminates upon the death of the child. However, in such cases, covered members may be transitioned to an emergency leave (chargeable) status in accordance with AFPD 36-30. Covered members may also be placed on convalescent leave (non-chargeable) in consultation with medical providers, and in accordance with both AFMAN 41-210, *Tricare Operations and Patient Administration* and DoDI 1327.06, *Leave and Liberty Policies and Procedures*.
- 3.2.2.5. Secondary Caregiver. The parent who is not designated as the primary caregiver. Secondary Caregiver Leave may be approved for an unmarried, non-birthparent if that member's parentage of the child is established in accordance with AFI 36-3026v1\_IP. Secondary Caregiver Leave:
- 3.2.2.5.1. Is limited to covered Service members who meet the definition of, and are designated as, "secondary caregivers" in conjunction with qualifying birth events or adoptions. **(T-0)**
  - 3.2.2.5.2. Is limited to 21 days of non-chargeable leave and must begin within 1 year of a qualifying birth event or adoption. A designated secondary caregiver may elect to receive a period of Secondary Caregiver Leave that is less than 21 days. **(T-0)**
  - 3.2.2.5.3. May be taken in conjunction with Maternity Convalescent Leave and/or approved ordinary (chargeable) leave. If taken in conjunction with Maternity Convalescent Leave, Secondary Caregiver Leave must be taken last. **(T-0)**.
  - 3.2.2.5.4. Must be taken in only one increment. **(T-0)**.
  - 3.2.2.5.5. May not be authorized in cases of a qualifying birth event where the child is given up for adoption, and/or parental rights are terminated or surrendered. **(T-0)**.
  - 3.2.2.5.6. May not be transferred to create any kind of shared benefit. **(T-0)**.
  - 3.2.2.5.7. Will be forfeited if any portion remains unused at separation from active service. **(T-0)**.
  - 3.2.2.5.8. Eligibility, or the leave itself if started, terminates upon the death of the child. However, in such cases, covered members may be transitioned to an emergency leave (chargeable) status in accordance with AFPD 36-30. Covered members may also be placed on convalescent leave (non-chargeable) in consultation with medical providers, and in accordance with both AFMAN 41-210, *Tricare Operations and Patient Administration*, and DoDI 1327.06, *Leave and Liberty Policies and Procedures*.
- 3.2.2.6. Designation of primary and secondary caregivers. In the case of a qualifying birth event or adoption, the covered Service member shall designate the child's primary caregiver in accordance with [paragraph 3.2.2.4](#) and [3.2.2.5](#) **(T-0)**
- 3.2.2.6.1. Only one primary and one secondary caregiver may be authorized for each qualifying birth event or adoption. **(T-0)**
  - 3.2.2.6.2. In no case will a covered member be designated as both a primary and secondary caregiver and permitted to receive both Primary and Secondary Caregiver Leave for the same qualifying birth event or adoption. **(T-0)**.

- 3.2.2.6.3. In the case of a dual military couple, one covered Service member will be designated as the primary caregiver and the other covered Service member as the secondary caregiver. Each will be granted the caregiver leave associated with those respective designations. Caregiver leave is not transferable between members of a dual military couple. **(T-0)**
- 3.2.2.6.4. In the case of a child born outside of a marriage, AFI 36-3026V1\_IP governs the requirements to establish the member's parentage of the child. If member does not initiate registration in the Defense Enrollment and Eligibility Reporting System (DEERS) within 30 days of the birth, leave taken under caregiver leave will be charged. A birthparent is not required to establish proof of parentage. **(T-1)**
- 3.2.2.6.5. Designations of primary and secondary caregivers shall be made as early as practicable, and under normal circumstances should occur at least 60 days in advance of an anticipated due date (in the case of a qualifying birth event), or anticipated date of a qualifying adoption. **(T-0)**
- 3.2.2.7. Members who are operationally deployed or those who are within 3 months of an operational deployment may be designated as a primary or secondary caregiver. **(T-0)**
- 3.2.2.7.1. A member who is operationally deployed must defer the Primary or Secondary Caregiver Leave until the operational deployment period has been completed. **(T-0)**
- 3.2.2.7.2. A member who is within 3 months of an operational deployment may:
- 3.2.2.7.2.1. Defer Primary or Secondary Caregiver Leave until the operational deployment is completed **(T-0)**; or,
  - 3.2.2.7.2.2. If approved by the unit commander, and after designation as a secondary caregiver, utilize the 21 days of Secondary Caregiver Leave. **(T-0)**
- 3.2.2.7.3. Any period of deferral of caregiver leave under this section due to an operational deployment shall not be counted against the one-year period following a qualifying birth event or adoption in which members must take caregiver leave. **(T-0)**
- 3.2.2.8. Primary and secondary caregiver leave as it relates to surrogacy. In cases where the Air Force allows its members to act as a surrogate, only the 6-week Maternity Convalescent Leave (subject to the provisions for extending Maternity Convalescent Leave in [paragraph 3.2.1.1.2](#)) following childbirth is authorized for a covered Service member. **(T-0)**
- 3.2.2.8.1. A covered Service member whose spouse serves as a surrogate and gives birth is not entitled to Primary or Secondary Caregiver Leave. **(T-0)**
  - 3.2.2.8.2. In cases where a covered Service member (or a covered dual military couple) uses a surrogate, and the member (or couple) becomes the legal parent(s) or guardian(s) of the child, the event will be treated as an adoption, and the Service member(s) will be entitled to either Primary or Secondary Caregiver Leave. **(T-0)**

3.2.2.9. Unused Military Parental Leave. Any amount of Primary or Secondary Caregiver Leave remaining unused at the time of separation from active service shall be forfeited. **(T-0)**

3.2.2.9.1. Any amount of Primary or Secondary Caregiver Leave remaining not started after one year from the date of a qualifying birth event or adoption, will be forfeited. **(T-0)**

3.2.2.9.2. Any leave authorized under the Military Parental Leave Program for a covered RC member that is not taken by the time the member is separated from active service shall be forfeited. **(T-0)**

3.2.2.9.2.1. The period of active service of a covered RC member may not be extended in order to permit the member to take leave authorized under the Military Parental Leave Program. **(T-0)**

3.2.2.9.2.2. Covered RC members will not be recalled to active service for the use of any category of leave (either singly or in combination) under the Military Parental Leave Program. **(T-0)**

3.2.2.10. If a covered member takes non-chargeable caregiver (primary or secondary) leave during a period of obligated service, the member is not eligible for terminal leave, or to sell back leave, at the end of that obligated service. Assistant Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR) may grant a waiver, either in whole or in part, to a member who reenlists at the end of the member's period of obligated service if the Secretary determines that the waiver is in the interests of the Air Force.

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

3.2.3.1. Unit commanders or designees with General or Special Court-Martial Convening Authority:

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

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

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

3.2.3.2. Convening Authority Directing Appellate Review Leave. When directing appellate review leave, approve travel according to the JTR, paragraph 051004B, *Service Member Discharged from the Service under Other than Honorable Conditions*, and AFI 36-2102 and advise members they may take either:

3.2.3.2.1. Ordinary leave and then excess leave.

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

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

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

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

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

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

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

3.2.3.5. Excess Leave Periods. Unit commanders advise members:

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

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

3.2.3.6. The following table explains voluntary excess leave requests.

**Table 3.5. Voluntary Excess Leave Requests.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If the member requests leave</b>	<b>Then</b>	<b>Comment</b>
<b>1</b>	for an emergency or urgent personal situation.	unit commander may approve number of days not to exceed 60 cumulative days of ordinary, advance, and excess leave. First sergeant may approve when delegated authority to approve emergency leave for enlisted personnel.	Advise members to consider humanitarian reassignment for emergencies requiring more than 60 days absence from duty. <b>(T-3).</b>
<b>2</b>		AFPC/DP2SSM may approve number of days exceeding 60 cumulative days of ordinary, advance, and excess leave.	N/A
<b>3</b>	for separation or retirement relocation activities such as job search and is eligible as a: (1) Voluntary separation incentive separatee. (2) Special separation benefit separatee. (3) Involuntary separatee (including for cause separatees eligible under DoDI 1332.35, <i>Transition Assistance Program (TAP) for Military Members</i> , para 7.3.e (4) Retiree	unit commander may approve up to 30 days unless to do so would interfere with the military mission.	(1) Unit commander can disapprove a request for excess leave if approval would interfere with the military mission. (2) Normally approve under emergency circumstances since excess leave is a no-pay status. Pay and allowances stop on the first day of excess leave and members cannot receive disability pay if they incur a disability injury or illness while on excess leave. (3) Excess leave occurs within 180 days of the separation of retirement date. (4) Members may take excess leave: (a) In increments up to the maximum permitted, but not successive Mondays through Fridays. (b) In conjunction with terminal leave, if applicable. (5) A member can request excess leave in lieu of PTDY, but not both.

R U L E	A	B	C
	If the member requests leave	Then	Comment
4	to participate in the Judge Advocate Accession Program	the Office of the Judge Advocate General Professional Development Directorate (AF/JAX) may approve length of program, plus travel time.	Advise members they can retain their leave balance up to 60 days. <b>(T-3).</b>
5	while awaiting completion of administrative discharge proceedings under AFI 36-3206, <i>Administrative Discharge Procedures for Commissioned Officers</i> and AFI 36-3208, <i>Administrative Separation of Airmen</i>	leave may be approved for an unlimited amount of days in 60-day increments. Under AFI 36-3206, paragraph 4.8 the Show Cause Authority may grant an officer's request for excess leave. <b>Note:</b> Leave is authorized for members who complete administrative discharge proceedings while awaiting a final grade determination.	Approve when the commander no longer needs the member there and when the member meets medical criteria for separation. When reviewing requests, any approving authority may deny leave based on military necessity or in the best interests of the Air Force. <b>(T-3).</b>
6	as an officer resigning in lieu of court martial	the wing commander or Field Operating Agency (FOA)/A1 may approve unlimited days in 60-day increments.	If applicable approve when: (1) The commander no longer needs the member there, (2) The member meets medical criteria for separation, and (3) The member serves all adjudged confinement, or (4) You or another authority figure commutes, remits, suspends, or defers the member's sentence. <b>Note:</b> When reviewing requests, any approving authority may deny leave based on military necessity or in the best interests of the Air Force. <b>(T-3).</b>
7	as a member pending sentence by a court for a dismissal or punitive discharge.	the court martial convening authority may approve.	N/A

R U L E	A	B	C
	If the member requests leave	Then	Comment
8	combined with PTDY for pre-separation or retirement relocation job or residence search and meets the same criteria as in rule 3.	the unit commander disapproves.	N/A
9	awaiting entry into the Air Force Academy in a cadet status.	the preparatory school commander may approve the period awaiting entry in cadet status.	Approve ordinary leave when members have accrued leave before approving excess leave. Excess leave begins after ordinary leave. <b>(T-3)</b> .
10	to pursue activities with potential recruiting or public affairs benefit for the Air Force. (See <b>paragraph 3.2.3.7</b> )	the wing commander or equivalent commander endorses the request and forwards to Airmen Support Branch (AFPC/DP3SA) to SAF/MR for consideration.	(1) Any level may deny the application if it does not meet the defined requirements or if determined not to be in the best interest of the Air Force. (2) Advance and excess leave may not be used prior to receiving approval under this program. <b>(T-3)</b> .

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



- 3.2.3.7.1. The approval authority for this program is SAF/MR. The Airman requesting excess leave must make the application by memorandum, endorsed by the wing or equivalent commander and sent through AFPC/DP3SA to SAF/MR for approval. **(T-2)**. Any level in the process may disapprove the application if it does not meet the defined requirements or if determined not to be in the best interest of the Air Force.
- 3.2.3.7.2. Airmen may apply for excess leave not to exceed one year. Excess leave cannot begin until the Airman has served at least 24 months on active duty. **(T-2)**
- 3.2.3.7.3. The Airman must meet physical fitness requirements and standards. **(T-2)**.
- 3.2.3.7.4. The Airman must have secured a contract or binding commitment with an organization guaranteeing the opportunity to pursue an activity with potential recruiting benefits. **(T-2)**.
- 3.2.3.7.5. Airmen enter into a non-pay status and are not authorized pay and allowances while in excess leave status. Airmen who incur a physical disability while in excess leave status are not authorized to receive disability retired pay. As a condition of approval of excess leave and consistent with past practice, Airmen are required to acquire private disability insurance. **(T-2)**.
- 3.2.4. PTDY. This section describes PTDY, an administrative absence under DoD Instruction (DoDI) 1327.06, *Leave and Liberty Policy and Procedures*, for which funded TDY is not proper. PTDY is non-chargeable leave of absence. Commanders should not grant PTDY solely because the unit lacks official TDY funds.
- 3.2.4.1. General Information. PTDY is an authorized absence limited to reasons in **Table 3.6** below. Unit commanders may not authorize PTDY in place of leave or special pass nor in conjunction with special passes, or for reasons in **paragraph 3.2.4.6**
- 3.2.4.2. Commander Permissive PTDY Approval.
- 3.2.4.2.1. Ensure the reason for PTDY is outlined in the specific rules in **Table 3.6**
- 3.2.4.2.2. Do not approve PTDY to conduct official business for which funded TDY is appropriate.
- 3.2.4.2.3. Do not authorize PTDY in place of leave or special pass, or in conjunction with a special pass.
- 3.2.4.2.4. Judiciously approve PTDY consistent with organizational mission needs and the actual time necessary to complete the PTDY.
- 3.2.4.2.5. May authorize PTDY in conjunction with ordinary leave. This requires separate AF Form 988. The ordinary leave start date must begin the next calendar day after termination of PTDY. If ordinary leave is taken prior to PTDY, the end date must be the calendar day prior to the PTDY start date. The combination of leaves will serve as one leave period.
- 3.2.4.2.6. May authorize PTDY with TDY. This requires an AF Form 988.
- 3.2.4.2.7. Charge leave for any additional absence beyond the approved PTDY.

- 3.2.4.2.8. May deny PTDY requests without referring them to higher-level headquarters.
- 3.2.4.2.9. Do not grant PTDY for reasons in [paragraph 3.2.4.6](#)
- 3.2.4.2.10. Unit commanders may delegate approval authority to no lower than deputies or equivalents.
- 3.2.4.2.11. HAF commanders may delegate approval to no lower than deputy directors or equivalents.
- 3.2.4.2.12. When a specific time period is provided for in [Table 3.6](#)
- 3.2.4.2.12.1. Unit commanders (or equivalents) may approve the period of PTDY up to that specified in the table.
  - 3.2.4.2.12.2. Commanders at all levels are not authorized to approve PTDY in excess of that allowed for by [Table 3.6](#)
- 3.2.4.2.13. When a specific time period is not provided for in [Table 3.6](#)
- 3.2.4.2.13.1. Squadron commanders or equivalent commanders on G-series orders are authorized to approve, when the period of absence is 10 days or less.
  - 3.2.4.2.13.2. Wing commanders or equivalent commanders in the grade of colonel and above are authorized to approve, when the period of absence is 30 days or less. They may delegate the approval authority to the squadron commander level for requests for transition PTDY or excess leave together with involuntary or voluntary separation.
  - 3.2.4.2.13.3. Commander, Air Force Personnel Center (AFPC/CC) is delegated Service Secretary authority to approve PTDY exceeding 30 days. Send requests with supporting documentation to AFPC, Airman Support Branch (AFPC/DP3SA), 550 C Street West, JBSA - Randolph, TX 78150 or email to [afpc.dp3sa.workflow@us.af.mil](mailto:afpc.dp3sa.workflow@us.af.mil).

3.2.4.3. Exceptions to Policy. Only the Secretary of Defense, Deputy Secretary of Defense, Under Secretary of Defense for Personnel and Readiness may approve exceptions or waivers. A request for waiver or exception to policy must be submitted through respective chains of command through AFPC and the Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1). The request for exception or waiver may be disapproved at any level. Exceptions or waivers include:

3.2.4.3.1. Requests for extension to authorized PTDY limits for rules outlined in **Table 3.6** Barring extraordinary circumstances, these should normally be disapproved.

3.2.4.3.2. If commanders believe a requested PTDY falls within the criteria provided by DoDI 1327.06, *Leave and Liberty Policy and Procedures*, but is not addressed within the rule set in **Table 3.6** then the Exception to Policy request must clearly detail which DoDI criteria apply to the requested PTDY. AF/A1PA will make a determination of compliance with DoDI guidance, or forward for Office of the Secretary of Defense consideration if applicable.

3.2.4.4. Permissive Temporary Duty (PTDY) or Duty Status. Unit commanders account for member's PTDY for non-duty days when they are on PTDY before and after non-duty days, including holidays.

3.2.4.5. The following table explains authorized PTDY.

**Table 3.6. Authorizing Permissive Temporary Duty (PTDY).**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If a member requests PTDY</b>	<b>Then</b>	<b>Comments</b>
<b>1</b>	for traveling to or in the vicinity of a new permanent duty station to secure off-base housing, with a TDY en route, or when authorized to relocate family members to a designated place en route to or returning from an overseas-unaccompanied tour. (This includes separatees under Air Force Reserve Officers' Training Corps (AFROTC) programs to secure housing in the vicinity of the institution they will attend).	losing or gaining unit commander may approve up to 10 days.	(1) Member must have formal assignment notification. <b>(T-3)</b> (2) Advise member to report to the base Housing Office before entering into any rental, lease, or purchase agreement for off-base housing. (3) PTDY ends once member secures housing (signs a lease or has a bid offer accepted by the seller) before the authorized 10 days. (4) Member must take PTDY days consecutively. (5) Member is authorized PTDY under this rule to procure housing prior to permanent change of station or upon arrival to new duty station, but not both.
<b>2</b>	for a pre-separation or retirement relocation activity such as job or residence search and is eligible under as a: (1) Voluntary separation incentive separatee. (2) Special separation benefits separatee. (3) Involuntary separatee (including "for cause" separatees eligible under. DoDI 1332.35, <i>Transition Assistance Program (TAP) for Military Members</i> , para 7.3.e (4) Retiree	losing commander may approve up to 20 days for Continental US (CONUS)-based members and up to 30 days for members stationed (OCONUS), unless to do so would interfere with the military mission.	(1) Commanders cannot authorize terminal leave to "for cause" separatees authorized PTDY or other involuntary separatees required to separate at the earliest possible date. (2) PTDY occurs within 180 days of the separation or retirement date. (3) Members may take PTDY: (a) In increments up to the maximum permitted, but not successive Mondays through Fridays. (b) In conjunction with terminal leave. (c) As requests that require final processing in CONUS or that qualify as a stand-alone round trip. (4) Air Reserve Component members who are completing an extended Military Personnel Appropriation or Reserve Personnel Appropriation tour of duty, completing an Air Guard Reserve assignment (without qualifying for a 20- year active duty retirement) and returning to Selected Reserves or Individual Ready Reserve status, or separating from active duty to subsequently transfer to the Retired Reserve, are not authorized PTDY. However, Recalled Reserve members are eligible when retiring with an active duty retirement or involuntarily separated "under honorable" conditions. (5) Approve requests when members lived in Alaska, Hawaii, the Commonwealth of Puerto Rico, territory, or

R U L E	A	B	C
	If a member requests PTDY	Then	Comments
			foreign country and after entering active duty they kept the overseas address for the duration, and want to return there. (6) Member can request PTDY in lieu of excess leave, but not both, if eligible.
3	for a pre-separation or retirement relocation activity such as job or residence search and is eligible under as a: (1) Voluntary separation incentive separatee. (2) Special separation benefits separatee. (3) Involuntary separatee (including “for cause” separatees eligible under. DoDI 1332.35, <i>Transition Assistance Program (TAP) for Military Members</i> , para 7.3.e (4) Retiree	losing unit commander may approve up to 30 days for CONUS-based members who have (OCONUS) domiciles, unless to do so would interfere with the military mission.	(1) Commanders cannot authorize terminal leave to “for cause” separatees authorized PTDY or other involuntary separatees required to separate at the earliest possible date. (2) PTDY occurs within 180 days of the separation or retirement date. (3) Members may take PTDY: (a) In increments up to the maximum permitted, but not successive Mondays through Fridays. (b) In conjunction with terminal leave. (c) As requests that require final processing in CONUS or that qualify as a stand-alone round trip. (4) Air Reserve Component members who are completing an extended Military Personnel Appropriation or Reserve Personnel Appropriation tour of duty, completing an Air Guard Reserve assignment (without qualifying for a 20- year active duty retirement) and returning to Selected Reserves or Individual Ready Reserve status, or separating from active duty to subsequently transfer to the Retired Reserve, are not authorized PTDY. However, Recalled Reserve members are eligible when retiring with an active duty retirement or involuntarily separated "under honorable" conditions. (5) Approve requests when members lived in Alaska, Hawaii, the Commonwealth of Puerto Rico, territory, or foreign country and after entering active duty they kept the overseas address for the duration, and want to return there. (6) Member can request PTDY in lieu of excess leave, but not both, if eligible.
4	to accompany or join a dependent patient or a member patient to a designated medical facility when the medical authority deems it essential	unit commander may approve up to 14 days.	Do not authorize PTDY if funded TDY is appropriate. <b>(T-0)</b> . This applies if medical authority appointed member as a non-medical attendant to accompany a dependent. See JTR, Chapter 3, Part D, <i>Medical Travel</i> , AFI 65-103, <i>Temporary Duty/Special Orders</i> and AFMAN 41-210, <i>TRICARE Operations and Patient Administration</i> for more information.
5	to attend a DoD-sponsored	unit commanders	Applies to members eligible for transition

R U L E	A	B	C
	If a member requests PTDY	Then	Comments
	employment assistance seminar under Transition Assistance Program when the member cannot schedule one locally and when the member will separate or retire within 180 days	may approve at their discretion.	assistance in accordance with AFI 36-3009.
6	to attend meetings or seminars sponsored by non-Federal technical, scientific, professional (e.g., medical, legal, ecclesiastical, Information Technology, and mechanical) societies and organizations	unit commanders may approve at their discretion.	<b>Note:</b> The meeting or seminar must have a direct relationship to the member's primary military duties and clearly enhance his or her value to the Air Force.
7	to participate in AF programs or opportunities which further an Airman's professional development and/or enhance an Airman's understanding and value to the AF, including but not limited to professional tests, examinations, licenses/certifications and interviews; to attend national conventions hosted by service-connected organizations, wing advisory council orientation trips, and Professional Military Education graduations as an immediate supervisor or designated representative; and to perform emergency duties as members of the Civil Air Patrol.	unit commanders may approve at their discretion.	<b>Note:</b> If a member requests PTDY to pursue an internship as an Air Force Institute of Technology (AFIT) student, or complete research and graduation requirements associated with an AFIT Civilian Institute Program, the appropriate AFIT dean may approve the use of PTDY up to the length of the internship. <b>Note:</b> Refer to AFI 36-3205, <i>Applying for the PALACE CHASE and PALACE FRONT Programs</i> for details on AFR and ANG interviews. <b>Note:</b> Technical Degree Sponsorship Program (TDSP) students may pursue an internship during established academic breaks and unit commander may approve the use of PTDY up to the length of the internship.
8	to attend Civil Air Patrol encampments, drill competitions, conferences	unit commanders may approve at their discretion.	N/A

R U L E	A	B	C
	If a member requests PTDY	Then	Comments
	and orientation courses as instructors, advisors, or liaisons		
9	to attend meetings or council sessions of the Credit Union Associations as members of the Board of Directors of a DoD Credit Union, when the purpose of the meeting bears directly on the DoD Credit Union Program	unit commanders may approve at their discretion.	N/A
10	as chaplains, to attend a spiritual retreat, ecclesiastical conference, or to consult with ecclesiastical superiors	unit commanders may approve at their discretion.	(1) Attendance enhances chaplain professional capability to fulfill mission requirement. (2) Advance and excess leave may not be used prior to receiving approval under this program.
11	to lead religious education, spiritual renewal programs including chapel youth trips and summer camps, or to attend chapel leadership training programs authorized by either AF, Chief of Chaplains (AF/HC), MAJCOM/FOA/DRU/HC or installation/HC.	unit commanders may approve at their discretion.	<b>Note:</b> Pertains to all Airmen regardless of rank or Air Force Specialty Code who voluntarily participate in Chaplain Corps mission programs.
12	to participate or train in sports, recreation and talent events officially conducted or sponsored by elements of the Air Force, inter-Service organizations, or DoD, or to participate in regional, national, or international sports events pre-approved by Air Force Services Center, Fitness Branch (AFSVA/SVORF). Approved events include specifically listed AF/Armed Forces Sports Calendar sports, Conseil International du Sport	unit commanders may approve at their discretion.	(1) AFSVA oversees and controls sports, recreation, and talent events. (2) Coordinate with the local Force Support Squadron (FSS) division before approving the request. <b>(T-2) Exception:</b> For events exceeding 30 days, Air Force Services Center (AFSVA) may approve up to the length of events, plus travel time.

R U L E	A	B	C
	If a member requests PTDY	Then	Comments
	Militaire (CISM- International Sports Council) supported sports, and official Olympic sports. Contact AFSVA/SVORF for additional information		
13	for attendance as a witness at a state or federal criminal investigative proceedings or criminal prosecution, in response to a subpoena, summons, or request in lieu of process. <b>Note:</b> Such attendance involves substantial public interest, such as major crimes, and where the member would be an essential witness.	unit commanders may approve at their discretion.	Coordinate with installation servicing legal office. <b>(T-3)</b>
14	as an organ or bone marrow donor to travel to and from a medical facility	unit commanders may approve at their discretion.	Place the member in an in-patient status when admitted to the medical facility, and on convalescent leave in accordance with a military medical authority. (See AFI 44-102, <i>Medical Care Management.</i> ) <b>(T-1)</b>
15	to participate in events, activities, or gatherings which have been pre- approved by AF Recruiting Services (AFRS) commander because of potential positive impact on the Air Force recruiting mission as part of the We Are All Recruiters (WEAR) Program	unit commander may approve up to 14 days.	AFRS oversees and controls WEAR. <b>(T-2)</b>
16	to travel to a DoD Laser Center for Refractive Surgery, including Laser-In-Situ- Keratomeileusis (LASIK) or Photorefractive Keratectomy (PRK)	unit commanders may approve at their discretion.	1) Military personnel who are approved by their local medical facility as candidates to have Refractive Surgery (RS) performed for operational readiness enhancement at a DoD Laser Center. (2) After undergoing RS, there is an average of 1-week convalescence before the individual returns to work. This period is not chargeable leave (Reference <b>paragraph 3.2.1.</b> )



R U L E	A	B	C
	If a member requests PTDY	Then	Comments
			(3) Normal duties may be limited for 1 to 2 weeks depending upon the specific vision requirements of the duty location. <b>Exception:</b> If the DoD Laser Center is unable to complete the process on both eyes, then the commander may grant additional days of PTDY to return to the DoD Laser Center to complete process.
17	(1) to attend funeral services of an immediate family member who is also on active duty; (2) to actively participate in funeral services of another military member (i.e., pallbearer, bugler, etc.); or (3) to attend funeral services when the deceased is a military member currently assigned or temporarily attached to the same unit.	unit commanders may approve at their discretion.	The intent of this PTDY is for the purposes of Wingman representation at military funeral services. Members assigned OCONUS are granted emergency leave and provided government procured transportation (in accordance with JTR, paragraph 032005B). See <b>paragraph 3.1.3.</b> and <b>Table 3.3</b> for situations warranting emergency leave. If a member is OCONUS and receives funded emergency leave, PTDY is not authorized. Commanders should not approve both forms of travel concurrently.
18	Primary Caregiver Leave	unit commanders may approve up to 42 days and the leave must begin within one year of qualifying birth or adoption. <b>(T-0)</b>	Primary Caregiver Leave is non-chargeable leave. However, until the LeaveWeb system can create the appropriate category use this rule when approving the leave. See <b>paragraph 3.2.2.4.2</b> for additional guidance.
19	Secondary Caregiver Leave	unit commanders may approve up to 21 days and the leave must begin within one year of qualifying birth or adoption. <b>(T-0)</b>	Secondary Caregiver Leave is non-chargeable leave. However, until the LeaveWeb system can create the appropriate category use this rule when approving the leave. See <b>paragraph 3.2.2.5.2</b> for additional guidance.
20	to obtain a legal marriage OCONUS	unit commanders may approve up to 10 days for members assigned to an OCONUS duty station located more than 100	1) When two service members who are part of a couple desire to get married, both members may be granted PTDY; (2) Each member may be granted the applicable number of days based on his or her individual assignment location; (3) Extensions of this PTDY period, for the convenience of the Service member(s), will be charged to the member's leave account; (4)

R U L E	A	B	C
	If a member requests PTDY	Then	Comments
		miles from a US state, the District of Columbia or other jurisdiction that allows the couple to be married. The 10-day period includes up to a maximum of 5 days for travel. The total number of days will be based on travel time plus the waiting period (wait time to obtain a marriage license and/or required wait time after the license is obtained but before the marriage may be performed), required by law, to obtain a legal marriage from the jurisdiction <i>nearest</i> the duty assignment location.	Marriage PTDY may be granted only once during the career of a Service member; (5) If a unit commander intends to deny Marriage PTDY, he/she should coordinate with the next senior commander in the chain of command.
21	to be the presiding official for a military retirement ceremony.	unit commander may approve up to 3 days	(1) Mere attendance is not considered participation, the member must be officiating the ceremony. (2) Participation is limited to one presiding official per retirement ceremony. <b>(T-0)</b>
22	to support and/or participate in youth organization activities consistent with the best interests of the AF and as mission permits.	unit commanders may approve at their discretion.	If approved, PTDY travel is limited to travel in support of the Jamboree and similar annual events held by the other youth organizations listed in 5 USC § 301, <i>Departmental Regulations</i> . <b>(T-0)</b>
23	To participate in SkillBridge Program,	based on mission Requirements,	1) SkillBridge applications must be approved in the AF Virtual Education Center by the first

R U L E	A	B	C
	If a member requests PTDY	Then	Comments
	<p>which offers Service members in the last 180 days of their service obligation the opportunity for civilian training for post-Service employment, facilitating their access to civilian employment upon transition.</p> <p>DoDI 1322.29, <i>Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members</i></p>	<p>unit commander may approve up to 180 days for training for SkillBridge.</p>	<p>level field grade officer (O4 and above) with Uniform Code of Military Justice authority. (T-1). Application is uploaded in LeaveWeb as source document. (2) The supervisor is the unit Point of Contact maintaining accountability of the Airman through completion of the SkillBridge program and exit survey. (3) Before the online application is approved, the member must receive counseling from the Education &amp; Training Center, an approved Company Vetting Checklist completed, and any other relevant Legal/Contracting Reviews or Memorandums of Understandings must be accomplished. (T-1). (5) All documents are maintained in the Airman's Air Force Automated Education Management System (AFAEMS) Digital File Folder. (T-1) (6) Concurrent Permissive TDY for pre-separation or retirement relocation is not authorized. (7) Terminal Leave may be used in conjunction or concurrently with SkillBridge training program</p>
51	<p>Emergency Leave of Absence (ELA)</p>	<p>unit commanders may authorize a period of no more than 14 consecutive days.</p>	<p>ELA is non-chargeable leave. However, until the LeaveWeb system can create the appropriate category use this rule when approving the leave. See <b>paragraph 3.1.3.7.5</b> for additional guidance.</p>

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

3.2.4.6.1. Search for a house or search for a job when the separation program designator code renders member ineligible for full benefits and services, (for example, a member voluntarily separating for miscellaneous reasons or on completion of required active service).

3.2.4.6.2. Search for a house, under the following circumstances:

3.2.4.6.2.1. For a close proximity permanent change of station move, such as Joint Base San Antonio, TX and Lackland Air Force Base, TX.

3.2.4.6.2.2. In conjunction with a permissive reassignment.

3.2.4.6.2.3. When called to active duty for accession training. This applies to

members of AFR or ANG units.

3.2.4.6.2.4. At initial assignment for accession training.

3.2.4.6.2.5. If the member already has housing in the area (i.e., from a previous assignment) unless the house is currently rented or leased and not available upon the member's permanent change of station.

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

3.2.4.6.4. To participate in sporting events not sponsored by Air Force or other DoD Components, approved events outlined in **Table 3.6** Rule 12.

3.2.4.6.5. Attend funeral of non-immediate family members or military members other than authorized in **Table 3.6** Rule 17.

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

3.2.4.6.7. Combine with excess leave for pre-separation or retirement relocation activities such as job or residence search, if eligible. **Note:** Member can request PTDY in lieu of excess leave, but not both.

## Chapter 4

### REGULAR AND SPECIAL PASSES

**4.1. Regular and Special Pass Information:** A pass period is an authorized absence from duty for a relatively short time. **Note:** For an extension beyond the authorized pass period, a Service member shall be charged leave for the entire period if the absence exceeds 3 days and is deemed unauthorized and avoidable. **(T-0)** For unavoidable circumstances, a Service member will be charged leave only for those days beyond the authorized pass period. **(T-0)**

#### 4.2. Regular Pass.

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

4.2.2. A regular pass normally begins at the end of working hours on Friday afternoon until the beginning of normal working hours on the following Monday when non-duty days are Saturday and Sunday. **(T-0)**

4.2.3. A regular pass period (non-duty days) for units on non-traditional work schedules (alternate or compressed work schedules) may not exceed the 4-day special pass limitation. The combination of non-duty days and a public holiday may not exceed the 4-day special pass limitation. **(T-0)** The combination of 3 non-duty days and a public holiday during a compressed work schedule is a regular pass period.

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

**4.3. Special Pass.** Unit commanders may award 3- or 4-day special passes for special occasions or circumstances, such as reenlistment or for some type of special recognition or compensatory time off. They may delegate approval to a level no lower than squadron section commander, deputies, or equivalents. **(T-1)** Special passes start after normal working hours on a given day. They stop at the beginning of normal working hours on either the 4th day for a 3-day special pass or the 5th day for a 4-day special pass. A 3-day special pass can be Friday through Sunday, Saturday through Monday, or Tuesday through Thursday. A 4-day special pass can be Thursday through Sunday or Saturday through Tuesday or Friday through Monday. This applies to a normal Monday through Friday workweek. See [paragraph 2.1.2](#) for safe travel guidelines.

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

- 4.4.1. Impose no mileage restrictions. However, they may require members to be able to return to duty within a reasonable time in the event of an operational mission requirement such as a recall, unit alert, or unit emergency. **(T-3)** At training bases, commanders can require members to be able to return in time to resume training or class attendance. Commanders need to base all restrictions on reasonable and legitimate military requirements.
- 4.4.2. Inform members that the authorized absence that exceeds the pass period is chargeable leave if they fail to return from an authorized pass period. **(T-1)**
- 4.4.3. A special pass may be taken in conjunction with leave without a duty day between the special pass and leave period. The member must be physically present in the local area when departing and returning from leave. **(T-0)** The local area is the place where the member lives and from which he or she commutes daily to the duty station. Leave may be taken either prior to or following the special pass but not both before and after the special pass.
- 4.4.4. Do not grant regular passes in succession or in series. **(T-0)**
- 4.4.5. Ensure the Unit Leave Monitor processes an AF Form 988 when members fail to return from pass and need unplanned leave. **(T-3)**
- 4.4.6. Charge members leave for absence not excused under DoD 7000.14-R, Financial Management Regulation, Volume 7A, *Department of Defense Financial Management, Military Pay Policy – Active Duty and Reserve Pay*. **(T-0)**.
- 4.4.7. Inform members they cannot use special pass periods to extend TDY periods. Regular pass, at no cost to the government, may be authorized at the beginning or the end of the TDY period. **(T-0)**
- 4.4.8. Do not grant a special pass in conjunction with non-duty days exceeding the 3-day or 4-day special pass limitation. **(T-0)**

## Chapter 5

### SPECIAL LEAVE ACCRUAL (SLA)

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

#### **5.2. SLA Eligibility.**

5.2.1. Leave in Excess of 60 Days at the End of the Fiscal Year. SLA allows members assigned to hostile fire/imminent danger pay areas for 120 consecutive days or more or members not serving in a hostile fire or imminent danger area, but who are assigned to qualifying duties, as designated by SAF/MR, to accumulate leave in excess of 60 days. Furthermore, it should be a result of the members' inability to take leave or to reduce their leave balance to 60 days before the end of the fiscal year while being assigned to said activities. In assessing whether or not a member has exhausted all means to reduce their leave balance to 60 days before the end of the fiscal year, commanders should assess the entire fiscal year, including the time prior to and after the deployment. **(T-1).**

5.2.2. Members who serve on active duty while entitled to hostile fire/imminent danger pay for a continuous period of at least 120 days and members serving in a "qualifying duty" as designated by SAF/MR are authorized to retain such leave (not to exceed 120 days) until the end of the third fiscal year following the fiscal year in which SLA was lost. **(T-1).**

5.2.3. Members assigned to a non-hostile fire pay and/or non-imminent danger pay area in support of a contingency operation who are on Contingency, Exercise, and Deployment orders (and in rare cases, DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel* orders) are authorized to retain such leave up to 120 days until the end of the second fiscal year following the fiscal year in which SLA was lost. **(T-1).**

5.2.4. Members who schedule "use or lose" leave in August or September risk losing leave on 1 October if military requirements or personal circumstances prevent them from taking leave at that particular time. However, SLA shall not be used as a means to authorize the accumulation of leave in excess of 60 days that is a result of members' failure to properly manage their leave balance.

5.2.5. The situation preventing members from using leave must have been caused by a catastrophe, national emergency and/or crisis or operations in defense of national security. The member's support of a contingency operation in defense of national security for 120 or more consecutive days, whether in a hostile fire or imminent danger or area or not, will not automatically qualify a member for SLA. **(T-1).**

### **5.3. Restoring Leave Lost on 1 October.**

5.3.1. The maximum amount of SLA leave that may be carried forward is the leave balance at the end of the fiscal year following the end of the SLA qualifying period not to exceed 120 days. **(T-1)**.

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

### **5.4. Terms of Leave Carry-over.**

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

5.4.2. Members who serve on active duty while entitled to hostile fire/imminent danger pay for a continuous period of at least 120 days and members serving in a “qualifying duty” as designated by SAF/MR are authorized to retain such leave (not to exceed 120 days) until the end of the third fiscal year following the fiscal year in which SLA was lost. **(T-1)**.

5.4.3. Members assigned to a non-hostile fire pay and/or non-imminent danger pay area in support of a contingency operation who are on Contingency, Exercise, and Deployment orders (and in rare cases, DD Form 1610) are authorized to retain such leave up to 120 days until the end of the second fiscal year following the fiscal year in which SLA was lost. **(T-1)**.

5.4.4. If the SLA qualifying period crosses a fiscal year, then the entire leave balance (not to exceed 120 days) will be carried forward and the leave accrued from the beginning of the new fiscal year through the end of the SLA qualifying period will be added to establish the maximum. Only that portion of a leave balance in excess of 60 days that could not have been taken before the end of the fiscal year because the member was assigned to SLA qualifying duty will be included in the carryover amount. Example: On August 31, 2007, a member had a leave balance of 80 days. On September 15, 2007, he was assigned to duty qualifying for SLA. Had the member not been assigned to SLA duty, he could have possibly taken 15 days leave from September 16 through September 30. If the member had taken leave during this period, then there would still have been a loss of 7.5 days (82.5 days accrued through September 30, less the 15 days potentially taken and the normal 60-day carryover restriction) at the end of the fiscal year. Therefore, since only the portion that potentially could have been taken is protected, the member may carry forward 75 days and will lose 7.5 days of leave. **(T-1)**.

**5.5. SLA Approval Authority.** For eligible members, the wing commander or wing vice commander has the final authority which may be delegated no lower than the first O-6 in the chain of command. At other organizations (i.e., Air Staff, MAJCOM, FOA, DRU) the senior officer representative (O-6 and above) or equivalent at the directorate level approves SLA for his/her organization. At joint organizations, the senior Air Force officer representative on staff approves SLA for eligible members assigned to units, HAF, and supporting staffs. Once the SLA package receives wing commander (or equivalent) approval, the package is processed to AFPC for validation and processing.



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

**5.7. Exceptions To Policy (ETP).** Members who believe they are eligible but do not meet the criteria in [paragraphs 5.2.2](#) through [5.2.3](#) may submit an ETP. Reasons for lost leave should have AF or DoD-wide significance. These exceptions will be considered on a case-by case basis and the approval authority resides at AF/A1. AF/A1 will not entertain ETP packages for members who were unable to reduce their leave balance to 60 days due to being on alert status.

**5.8. SLA Not Authorized.** Members are ineligible for SLA when the following precludes using leave (this list is not all-inclusive):

- 5.8.1. Normal permanent change of station moves and TDY.
- 5.8.2. Base closures.
- 5.8.3. Hospitalizations, aeromedical evacuations, quarters, and convalescent leaves.
- 5.8.4. Details and special working groups.
- 5.8.5. Research requirements; or attending training exercises, schools or courses, unless they are required for the deployment that resulted in the loss of leave.
- 5.8.6. Pending separations and retirements.
- 5.8.7. Workload after return from deployment.
- 5.8.8. Post-Deployment recovery time.
- 5.8.9. Post deployment/mobilization respite absence.

**5.9. Members not eligible for SLA.** Members not eligible for SLA, for the reasons listed in [paragraph 5.8](#), can request recovery of days lost by submitting a DD Form 149 to the Board of Correction of Military Records (BCMR). See AFI 36-2603. Applications must clearly establish that an error or injustice by the Air Force caused the member's lost leave. If the Board restores leave to current leave account, members must use these days before the end of the current FY. **(T-1)**.

**5.10. Submitting SLA Requests.** Refer to the Leave Personnel Services Delivery Guide located on myPers for processing procedures.

## Chapter 6

### UNIQUE LEAVE PROVISIONS

**6.1. In-Place Consecutive Overseas Tour (IPCOT).** IPCOT refers to members assigned to a consecutive tour at the same overseas duty station. Members cannot initiate the travel until they have entered the new IPCOT tour, and have until the end of the IPCOT tour to use the travel and transportation allowances, otherwise the authority expires. **(T-0)**. The leave taken is ordinary leave charged based on authorized allowable travel. See [paragraph 6.4](#) for exception to the end of tour limitation when members are unable to use the travel due to duty in connection with a contingency operation.

**6.2. Deferred Consecutive Overseas Tour (COT).** Deferred COT refers to members unable to use the COT leave travel and transportation allowances between the two tours because of military necessity, or when requested by member and approved for COT leave deferment. Members have until the end of their new tour to use the COT leave travel and transportation allowances, otherwise the authority expires. **(T-0)**. The leave taken is ordinary leave charged based on authorized allowable travel time. See [paragraph 6.4](#) for exception to the end of tour limitation when members are unable to use the travel due to duty in connection with a contingency operation.

**6.3. Scheduling Travel.** The unit works with the member to schedule the IPCOT or COT travel and makes sure the member uses the travel opportunity. Since the IPCOT and COT travel is a statutory allowance, members forfeit this opportunity if not used within the specified period covered in [paragraph 6.3.1](#) or [6.3.2](#) below. Use DD Form 1610 for COT, deferred COT or IPCOT travel.

6.3.1. Scheduling IPCOT Leave Travel. A member cannot initiate the travel until they have entered the new IPCOT tour and has until the end of the IPCOT tour to use the travel and transportation allowances. Otherwise the allowance expires. **(T-0)**.

6.3.2. Scheduling Deferred COT Leave Travel. When a member arrives at the new duty station, permanent change of station orders should show member authorized deferred COT. Members have until the end of their new tour to use the COT leave travel and transportation allowances. Otherwise the allowance expires. **Note:** If the determination is made that the member did not use the deferred COT, the member is required to reimburse the government for permanent change of station COT leave travel payments made on the permanent change of station voucher. **(T-0)**.

6.3.3. Exception to End of Tour Limitation. Members unable to use the authority before completing the new tour due to duty in connection with contingency operations may defer travel until not more than 1 year after the completion of the duties precluding travel. In this case, the member is still authorized to leave travel from the new Permanent Duty Station (i.e., the permanent duty station after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location. The cost limitation for travel from this new permanent duty station and return is the cost from the permanent duty station from which deferred travel could not be taken to the home of record and return. The cost limitations are established in the JTR. **Note:** The additional deferment based solely on duty performed in connection with a contingency operation is a one-time additional authority and

cannot be further extended. If members do not qualify for an extension based on duty in connection with a contingency operation, they may submit a DD Form 149. See AFI 36-2603. Member's application establishes that an error or injustice by the Air Force prevented the member from using the authority within the specified time frame. **(T-0)**

6.3.4. Members should contact Traffic Management Office/Commercial Travel Office for travel arrangements. Failure to do so may result in non-reimbursement of travel costs. **Note:** The JTR authorizes travel and transportation allowances to members in connection with authorized leave from, and return to, the overseas duty station. The JTR, paragraph 050812, *Consecutive Overseas Tour Leave*, explains the allowances for members and their command-sponsored dependents who travel from the overseas duty station to the home of record or place of residence and return. The government reimburses authorized travel and transportation expenses.

**6.4. COT or IPCOT Designated Places.** An authorized destination is the member's home of record or an alternate authorized place to which travel is no more expensive than to the home of record.

6.4.1. If travel to the selected alternate place is more expensive than travel to the home of record, the member is financially responsible for the additional cost unless travel to the more expensive alternate place is authorized/approved by the Secretarial Process. If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination), city-pair airfares are not authorized to that alternate place. **(T-0)**. See JTR 050812, para C.1 for further information.

6.4.2. Commanders send requests for travel via a designated place or alternate location with COT or IPCOT travel through AFPC/DP3SA to AF/A1PA, in accordance with JTR, paragraph 051202, *Travel to/from a Designated Place*. **(T-0)**

**6.5. Special Rest and Recuperation or Overseas Tour Extension Incentive Program.** Another name for Special Rest and Recuperation is Overseas Tour Extension Incentive Program as described in AFI 36-2110, *Total Force Assignments*. Overseas Tour Extension Incentive Program is non-chargeable leave authorized in lieu of special pay for certain enlisted members who voluntarily extend their tour at designated overseas locations under the Overseas Tour Extension Incentive Program 30-day special rest and recuperation leave (Y2) or 15-day special rest and recuperation leave (Y3) option. **(T-1)**

6.5.1. Overseas Tour Extension Incentive Program Eligibility Requirements. Eligibility requirements are in AFI 36-2110, *Total Force Assignments*. Eligible members agree to extend at a designated overseas location for a period of exactly one year. **(T-1)**.

6.5.2. Overseas Tour Extension Incentive Program Leave Options:

6.5.2.1. 30-day non-chargeable leave (Y2). Use AF Form 988 for this option.

6.5.2.2. 15-day non-chargeable leave and round-trip transportation at government expense for the military member only (Y3). This applies to travel from the designated overseas location to the nearest Continental US (48 contiguous states and the District of Columbia) port and return. Dependents are not authorized travel under this incentive. The Financial Services Office uses the AF Form 985, *Report of Travel Time/Leave (JUMPS)* to determine chargeable leave based on authorized allowable travel time. **(T-1)**.

6.5.2.3. Since the Overseas Tour Extension Incentive Program leave option is a statutory authority, members forfeit their leave options if not used within 12 months after entering the extension. **(T-0)**.

6.5.3. Overseas Tour Extension Incentive Program Leave Time Frame. Members normally use the 15- or 30-day leave in one increment within 6 months after the effective date of extension. See [paragraph 6.5.4.3](#) for exception due to military requirements.

6.5.4. Overseas Tour Extension Incentive Program Approval. Commanders:

6.5.4.1. Approve 30-day option (Y2) and 15-day option (Y3) leave requests within 6 months after the member's effective date of extension. **(T-1)**

6.5.4.2. May not approve Overseas Tour Extension Incentive Program for members to bank leave for use at later time or en route leave with a member's permanent change of station. **(T-1)**

6.5.4.3. May waive the 6-month requirement if a member is unable to take the Overseas Tour Extension Incentive Program within 6 months after the effective date of extension because of military requirements. Set the time frame for member to take Overseas Tour Extension Incentive Program prior to expiration of extension. **(T-1)**

6.5.4.4. Can approve the 30-day option in conjunction with valid TDY and emergency leave, but not with ordinary leave, special passes or PTDY. **(T-1)**

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

6.5.4.6. Cannot approve 15- or 30-day option in conjunction with reassignment or in conjunction with retirement or separation from active duty. **(T-1)**.

6.5.4.7. Use the DD Form 1610 for 15 days of Overseas Tour Extension Incentive Program. **(T-1)**

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

6.6.1. The Assistant Secretary of Defense approves Rest and Recuperation programs.

6.6.2. Rest and Recuperation Program Management. Combatant commanders manage Rest and Recuperation programs for their theaters of operation.

6.6.3. MAJCOMs submit requests to AF/A1PA, 1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews, MD 20762, to establish Rest and Recuperation leave programs for units in their command that meet DoD criteria.

6.6.4. AF/A1P works with the Office of the Secretary of Defense to coordinate MAJCOM requests for Rest and Recuperation leave programs.

6.6.5. Members are authorized transportation on a space-available basis to and from designated Rest and Recuperation areas. **(T-0)**

6.6.6. The travel time to and from Rest and Recuperation areas is not chargeable leave. **(T-0)**

6.6.7. Rest and Recuperation chargeable leave periods are limited to one per 12-month period. **(T-0)**.

6.6.8. Members cannot combine Rest and Recuperation leave with pass, PTDY, TDY, or travel for other purposes. **(T-0)**.

**6.7. Recruiter Assistance Program (RAP).** Air Force Recruiting Service (AFRS) oversees RAP. For assistance, contact the local recruiting squadron and request a copy of the RAP Operations Handbook for detailed instructions. Members may also contact Air Force Services Activity, Operations Directorate, Sports and Fitness Branch (AFSVA/RSOAP), at DSN 665-0381 or commercial (210) 565-0381 with any additional questions.

**6.8. Air Force Academy Leave Program.** The Superintendent of the US Air Force Academy (USAFA) manages the leave programs for its faculty and staff and for newly commissioned officers upon graduation from the USAFA. **(T-2)**.

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

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

6.8.1.2. Graduates take and complete graduation leave within 3 months after the member's graduation and before the member reports to the first permanent change of station or port of embarkation for permanent duty located OCONUS.

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

**6.9. Personnel Detailed or Assigned to the United Nations for Peace Operations.** Effective 1 December 1994, personnel detailed or assigned to the United Nations for peace operations may take non-chargeable leave. Prior to 1 December 1994, any leave taken was chargeable leave.

6.9.1. United Nations Non-chargeable Leave. United Nations Force commanders or chief military observers approve leave for Air Force members within their geographic area of authority. **(T-1)**. Members:

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

6.9.1.2. Use the AF Form 988, annotate PTDY, and cite this paragraph as authority. **(T-1)**

6.9.2. United Nations Pass.

6.9.2.1. United Nations Force commanders or chief military observers may grant passes for Air Force members within their geographic area of authority.

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

6.9.2.3. Document passes according to United Nations rules.

### 6.9.3. Leave or Pass Outside the United Nations Geographic Area.

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

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

6.9.3.2.1. The United Nations Force commanders or chief military observers and the US chain of command representatives approve leave and passes.

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

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

**6.10. Reserve Component (RC) Carryover Leave.** RC members and RegAF members separating under PALACE CHASE or PALACE FRONT may carry over leave earned during an active duty tour for use during a future active duty tour. RC members are not required to use, sell or lose their earned leave at the end of an active duty tour. Carryover leave usage is not restricted to the next tour and may be used on future/subsequent active duty tours. Members are authorized to carry leave forward but commanders should strongly encourage members to take leave during the tour in which the leave was earned, as there is no guarantee that leave carried forward can be used due to unforeseen mission requirements.

#### 6.10.1. Carryover Leave Usage (see ARC Leave Carryover Guide on myPers).

6.10.1.1. Members will not be placed on orders for the sole purpose of using carryover leave **(T-3)**.

6.10.1.2. Members must obtain their gaining commander's approval for carryover leave usage prior to issuance of orders. **(T-3)**. The commander's approval must include validation of resource availability, to include Operations and Maintenance funding, if appropriate. **(T-3)**. Members who wish to take carryover leave during a tour must present documentation (e.g., Defense Finance and Accounting Service, Defense Joint Military Pay System, previous orders) reflecting the member's carryover leave balance.

6.10.1.3. If the gaining commander approves, the carryover leave days will be included as part of the overall tour length and carryover leave will be taken during that tour. **(T-3)**. Example for RC only: RC member agrees to a 60-day tour and asks to use 10 days of carryover leave. Commander approves an overall 70-day tour length that includes authorized travel, duty time, annual leave accrued during the tour (5 days) and the 10 days of carryover leave.

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

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

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

#### 6.10.2. Carryover Leave Limitations.

6.10.2.1. Members will not take carryover leave in conjunction with an Annual Tour. **(T-1)**

6.10.2.2. Members cannot use carryover leave to justify entering sanctuary for the purpose of an active duty retirement. **(T-1)**

6.10.2.3. Members may not carry more than 60 days of leave from one fiscal year to the next unless authorized SLA (see [Chapter 5](#)). **(T-0)**

6.10.2.4. Members transferring to the AFR cannot carryover leave from the RegAF, (except for members transferring into the AGR program with no break in service to include PALACE CHASE/PALACE FRONT), ANG or other services. Members must settle all leave accounts prior to transferring. **(T-1)**

6.10.2.5. AFR members transferring within the Selected Reserve from AGR, the losing Reserve Pay Office/Financial Services Office will submit a Case Management System case to request accrued leave be transferred to the member's new pay record. **(T-1)**

6.10.2.6. Sell back of carryover leave will be limited to 60 days per career (not including excepted leave). For additional details on selling back leave, contact servicing MPS for AFR Component Leave Carryover Guide.

#### 6.10.3. Tracking Payout of Carryover Leave.

6.10.3.1. Carryover leave is tracked via the Defense Finance and Accounting Service and Defense Joint Military Pay System.

6.10.3.2. Leave earned in one active duty status may be authorized and taken in a different active duty status funded by a distinct and different appropriation to include AGR, Statutory Tour, or Active Duty Operational Support (ADOS).

**6.11. Reserve Component OCONUS Leave En Route.** While downtime is generally observed prior to leave, a commander has the discretion to approve deployed leave en route (or leave in conjunction with temporary duty performed in an overseas location) and allow downtime to occur upon return from leave. As force providers to Air Force MAJCOMs, ANG units and members must comply with both supported MAJCOM and Combatant Command leave en route policies and procedures. **(T-3).**

6.11.1. Post deployment OCONUS leave en route must be requested and approved by the first General Officer in the member's home station chain of command and deployed commander prior to departure. **(T-3).**

6.11.1.1. For ANG members serving in any Area of Responsibility (AOR) and on restricted length Title 10 Military Personnel Appropriation (MPA) orders, leave en route approval will be limited to leave earned during the current deployment. **(T-3).**

6.11.1.2. Tour lengths, combined with travel days, overlap, leave and downtime are calculated in the Manpower MPA Man-day Management System (M4S).

6.11.2. ANG requirements for official military travel OCONUS are codified in Chief, National Guard Bureau Instruction (CNGBI) CNGBI 1002.01A, *National Guard Official Military Travel Outside U.S. Areas*, 4 June 2020. Drill Status Guardsmen (DSG), AGR and Dual Status Technicians must be in a Title 10 duty status when performing OCONUS duty. **(T-3)**.

6.11.2.1. Members may travel in a Title 32 status only if they do not land on any foreign territory while transitioning between CONUS and OCONUS. Members may travel to or between Alaska, Hawaii, Guam, Puerto Rico and the US Virgin Islands in a Title 32 status, but may not transit any point OCONUS.

6.11.2.2. Airmen are not authorized to "break" orders for the purposes of taking leave. Official travel outside US areas, which incorporates coming off orders for purpose of taking leave, only to regain military duty status for return travel is not authorized.

6.11.2.3. Technician leave is not permitted while on military orders and orders may not be broken for the purpose of taking Technician leave.

6.11.3. Post deployment OCONUS leave en route must be requested and approved by home station and deployed commander prior to departure. **(T-3)**.

6.11.3.1. Contingency Exercise Deployment (CED) orders and AF Form 988 or LeaveWeb remarks must include current leave balance, number of days and dates of authorized leave, leave address, member's cell phone number and emergency contact phone number. **(T-3)**.

6.11.3.2. Home station unit commanders are responsible for ensuring.

6.11.3.2.1. Notification to the Installation Personnel Readiness (IPR) and Unit Deployment Manager (UDM) of leave dates. This allows for proper personnel accountability and reporting and verifying the requested leave does not exceed leave earned during the tour or end of tour/orders date.

6.11.3.2.2. Member arrives at home station with adequate days remaining on orders to complete finance, medical and force support in-processing and/or downtime prior to orders end date.

6.11.3.2.3. Leave is limited to leave earned in current deployment.

6.11.3.2.4. Members comply with foreign government procedures as outlined in the DoD Foreign Clearance Guide (<https://www.fcg.pentagon.mil/fcg.cfm>) to include the DoD Travel Security Advisory.

6.11.3.2.5. Member completes MAJCOM leave en route redeployment checklist with required approval/signatures by deployed commander, deployed First Sergeant, deployed Office of Special Investigations (OSI), deployed medical unit, deployed Traffic Management Office, and the deployed UDM.

6.11.3.2.6. IPR and UDMs track members on leave (via Deliberate and Crisis Action Planning and Execution Segments (DCAPES) notification) until member returns.



6.11.3.2.7. Members are responsible for commercial travel costs from point of departure to leave location and for the difference in airfare from leave location to home station.

6.11.3.2.8. Administrative Control (ADCON) will remain with the 201th Mission Support Squadron Commander until the member in-processes at home station. **(T-2)**

## Chapter 7

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

**7.1. Purpose.** In support of the Secretary of Defense's utilization of the Total Force policy, the PDMRA is established for members who are required to mobilize or deploy with a frequency beyond established rotation goals. The yearly rotation goal consists of a deployment-to-dwell ratio of 1:2 years for active component personnel and 1:5 years for the RC. That is, for every 1 year an active component service member is deployed, member requires 2 years at the home station; and for every 1 year a RC service member is deployed, member requires 5 years at the home station. This policy applies to all members with creditable deployments and mobilizations underway on, or commencing after 1 October 2011. PDMRA is a type of Administrative Absence. **Note:** Guidance for PDMRA on or after 19 January 2007, but before 1 October 2011 can be found in the Personnel Services Delivery Guide.

**7.2. Creditable Time for Active Component.** RegAF Airmen who, on the first day of their current deployment, deployed in excess of 12 months out of the previous 36 months, and who meet the other eligibility criteria contained in this instruction, qualify for PDMRA days. **Example:** If a RegAF Airmen's cumulative deployments of 30 consecutive days or longer is more than 12 months out of the previous 36 months, member is eligible to accrue PDMRA if deployed to a location authorized for PDMRA accrual.

**7.3. Creditable Time for Reserve Component (RC).** RC Airmen who, on the first day of their current qualifying mobilization/deployment, had been mobilized pursuant to 10 USC § 12301(a), *Reserve Components Generally*, 10 USC § 12302, *Ready Reserve – The Under Secretary of Defense*, or 10 USC § 12304 *Selected Reserve and Certain Individual Ready Reserve Members; Order to Active Duty other than During War or National Emergency* in excess of 12 months out of the previous 72 months, and who meet the other eligibility criteria contained in this enclosure, qualify for PDMRA days. In addition, voluntary deployments on 10 USC § 12301(d) orders to a Combat Zone Tax Exclusion (CZTE) area will be used for determining creditable time for PDMRA accrual. (T-0).

**7.4. PDMRA Accrual Rates.** PDMRA begins to accrue when a member has boots on ground for 30 consecutive days, and is provided for each month or fraction of a month beyond 30 consecutive days. PDMRA days cannot be carried forward/rolled over to a new deployment/mobilization period.

#### 7.4.1. Two Administrative Days Per Month.

7.4.1.1. RegAF Airmen accrue 2 administrative absence days per month when the deployment threshold in [paragraph 7.2](#) of this AFI is exceeded and the Airman is entitled to CZTE for deployment to a combat zone. Creditable time starts when the Airman has boots on ground at the CZTE location (the same day they become eligible for CZTE).

7.4.1.2. RC Airmen serving pursuant to 10 USC §§ 12301(a), 12301(d), 12302, or 12304 accrue 2 administrative absence days per month when the mobilization/deployment threshold in [paragraph 7.3](#) of this AFI is exceeded and the Airman is entitled to CZTE for active service in a combat zone. Creditable time starts when the Airman has Boots on the Ground at the CZTE location (the same day they become eligible for CZTE).

7.4.2. One Administrative Day Per Month. RC Airmen serving pursuant to 10 USC §§ 12301(a), 12302, or 12304 accrue 1 administrative absence day per month when the mobilization threshold in [paragraph 7.3](#) of this instruction is exceeded and the Airman is outside of the US, not in a CZTE area. Creditable time starts when the Airman has boots on the ground outside of the US.

**Table 7.1. PDMRA (for deployment/mobilization accomplished on or after 1 October 2011).**

Deployed/ Mobilized Beyond	Deployed/ Mobilized Location	Active Component PDMRA Earned Per Month	10 USC §§ 12301(a), 12302, 12304 RC PDMRA Earned Per Month	10 USC § 12301(d) RC PDMRA Earned Per Month
12 months	CZTE area	2 days	2 days	2 days
12 months	Outside the United States (other than a CZTE area)	0 days	1 days	0 days

**Figure 7.1. PDMRA accrual rate for eligible Airmen in a CZTE area.**

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

**Figure 7.2. PDMRA accrual rate for eligible 10 USC §§ 12301(a), 12302, or 12304 RC Airmen outside the US (non-CZTE area).**

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

JOHN A. FEDRIGO, SES  
Principal Deputy Assistant Secretary  
(Manpower and Reserve Affairs)

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

5 USC § 301, *Departmental Regulations*

10 USC, *Armed Forces*

10 USC § 701, *Entitlement and Accumulation*

10 USC § 876a, *Leave Required to be Taken Pending Review of Certain Court-Martial Convictions*

10 USC § 9013, *Secretary of the Air Force,*

10 USC § 12301 (a), (d), *Reserve Components Generally*

10 USC § 12302, *Ready Reserve*

10 USC § 12304, *Selected Reserve and Certain Individual Ready Reserve Members; Order to Active Duty other than During War or National Emergency*

10 USC § 1552, *Correction of Military Records: claims incident thereto.*

32 USC, *National Guard*

37 USC, *Pay and Allowances of the Uniformed Services*

37 USC § 501, *Payments for Unused Accrued Leave*

CNGBI 1002.01A, *National Guard Official Military Travel Outside U.S. Areas*, 4 June 2020

DoDM 5400.07, *DoD Freedom of Information Act (FOIA) Program*, 25 January 2017

DoD 7000.14-R, Vol 7A, *Department of Defense Financial Management Regulation, Military Pay Policy - Active Duty and Reserve Pay*, May 2020

DoDI 1322.29, *Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members*, 24 January 2014

DoDI 1332.35, *Transition Assistance Program (TAP)*, 26 September 2019

DoDI 1327.06, *Leave and Liberty Policy and Procedures*, 16 June 2009

DoDI 4515.13, *Air Transportation Eligibility*, 22 January 2016

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

*DoD Foreign Clearance Guide*

*DoD Guidance for Implementation of the Military Parental Leave Program*

*Joint Travel Regulations*, current edition

AFPD 36-30, *Military Entitlements*, 11 April 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 36-2102, *Base-Level Relocation Procedures*, 18 September 2006

AFI 36-2110, *Total Force Assignments*, 5 October 2018

AFI 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*, 18 September 2017

AFI 36-2619, *Active Duty Operational Support (ADOS) –Active Component (AC) Man-Day Program*, 25 November 2019

AFI 36-3009, *Airman and Family Readiness Centers*, 30 August 2018

AFI 36-3012, *Military Entitlements*, 23 August 2019

AFI 36-3026V1\_IP, *Inter-service Publication Volume 1, Identification Cards For Members Of The Uniformed Services, Their Eligible Family Members, And Other Eligible Personnel*, 4 August 2017

AFI 36-3205, *Applying for the PALACE CHASE and PALACE FRONT Programs*, 10 October 2003

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

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

AFI 44-102, *Medical Care Management*, 17 March 2015

AFI 65-103, *Temporary Duty/Special Orders*, 15 August 2019

AFI 90-802, *Risk Management*, 1 April 2019

AFMAN 36-2136, *Reserve Personnel Participation*, 6 September 2019

AFMAN 41-210, *TRICARE Operations and Patient Administration*, 10 September 2019

AFMAN 65-116, Volume 2, *Defense Joint Military Pay System – Active Component (DJMS-AC) Unit Procedures Excluding Financial Management Flights*, 23 October 2019

AFMAN 65-116, Volume 3, *Defense Joint Military Pay System - Reserve Component (DJMS-RC)*, 7 November 2019

*AFR Component Leave Carryover Guide*

*Leave Personnel Services Deliver Guidance*

### ***Adopted Forms***

DD Form 149, *Application for Correction of Military Records Under the Provisions of Title 10, US Code, Section 1552*

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

AF Form 847, *Recommendation for Change of Publication*

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

AF Form 988, *Leave Request/Authorization*

*Abbreviations and Acronyms*

**ADCON**—Administrative Control

**ADOS**—Active Duty Operational Support

**AETC**—Air Education and Training Command

**AF**—Air Force

**AFAEMS**—Air Force Automated Education Management System

**AFI**—Air Force Instruction

**AFIT**—Air Force Institute of Technology

**AFMAN**—Air Force Manual

**AFPC**—Air Force Personnel Center

**AFRC**—Air Force Reserve Command

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Reserve

**AFROTC**—Air Force Reserve Officers' Training Corps

**AFRS**—Air Force Recruiting Service

**AFSVA**—Air Forces Services Center

**AGR**—Active Guard Reserve

**ANG**—Air National Guard

**AOR**—Area of Responsibility

**ARC**—Air Reserve Component

**BCMR**—Board for Corrections of Military Records

**CED**—Contingency Exercise Deployment

**CISM**—International Sports Council - Conseil International du Sport Militaire

**CNGBI**—Chief, National Guard Bureau Instruction

**CONUS**—Continental United States

**COT**—Consecutive Overseas Tour

**CPTS**—Comptroller Squadron

**CZTE**—Combat Zone Tax Exclusion

**DEERS**—Defense Enrollment and Eligibility Reporting System

**DCAPES**—Deliberate and Crisis Action Planning and Execution Segments

**DJMS**—Defense Joint Military Pay System

**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**DRU**—Direct Reporting Unit  
**DSG**—Drill Status Guardsmen  
**EML**—Environmental and Morale Leave  
**FOA**—Field Operating Agency  
**FSS**—Force Support Squadron  
**FY**—Fiscal Year  
**HAF**—Headquarters Air Force  
**IPCOT**—In-place Consecutive Overseas Tour  
**IPR**—Installation Personnel Readiness  
**JTR**—Joint Travel Regulations  
**LASIK**—Laser-In-Situ-Keratomileusis  
**MAJCOM**—Major Command  
**MPA**—Military Personnel Appropriation  
**MPF**—Military Personnel Flight  
**NGB**—National Guard Bureau  
**OCONUS**—Outside the Continental United States  
**OSI**—Office of Special Investigations  
**PDMRA**—Post Deployment/Mobilization Respite Absence  
**PRK**—Photorefractive Keratectomy  
**PTDY**—Permissive Temporary Duty  
**RAP**—Recruiter Assistance Program  
**RC**—Reserve Component  
**RPA**—Reserve Personnel Appropriations  
**RegAF**—Regular Air Force  
**SG**—Surgeon General  
**SLA**—Special Leave Accrual  
**SORN**—System of Records Notice  
**RS**—Refractive Surgery  
**TDSP**—Technical Degree Sponsorship Program



**TDY**—Temporary Duty

**UDM**—Unit Deployment Manager

**US**—United States

**USAFA**—United States Air Force Academy

**USC**—United States Code

**VA**—Veterans Affairs

**WEAR**—We Are All Recruiters

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

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

### *Terms*

**Active Duty**—Full-time duty in the active military service of the United States, including active duty or full-time training duty in the Reserve Component.

**Active Guard Reserve (AGR) Duty**—Active Duty performed by a member of the Reserve Component of the Air Force or full-time National Guard for a period of 180 consecutive days or more for organizing, administering, recruiting, instructing, or training the Reserve components.

**Air Reserve Component**—The component of the United States Air Force that includes the AFR and ANG.

**Appellate Leave**—Leave required to be taken pending review of certain court-martial convictions.

**Commander**—A commissioned officer who, by virtue of rank and assignment, exercises command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as a ‘command.’ This designation is used in all Air Force organizations authorized to be led by a commander, except the US Air Force Academy, which is commanded by a superintendent, and school/academic organizations, which may be commanded by commandants.

**Continental United States**—48 contiguous states and the District of Columbia

**Divorce**—Dissolution of marriage that completely severs the marital relationship, as opposed to limited divorce, legal separation, or so-called divorce from table and bed or bed and board. A divorce includes an annulment.

**Duty Status**—A member is considered to be in a duty status during any period of Active Duty, funeral honors duty or Inactive Duty Training; while traveling directly to or from the place at which funeral honors duty or inactive duty is performed; while remaining overnight immediately before the commencement of inactive duty training or between successive periods of inactive duty training, at or in the vicinity of the site of the Inactive Duty Training; if the site is outside reasonable commuting distance of the member's residence and while remaining overnight at or in the vicinity of the place the funeral honors duty is to be performed immediately before serving such duty, if the place is outside of a reasonable commuting distance from the member's residence.

**Family Member**—For the purpose of this instruction only, a family member includes: (1) An Airman's present spouse. A former spouse is not a family member. (2) An Airman's minor children from the present marriage. (3) An Airman's children by any former marriage if the Airman has a current obligation to provide support to that child. A family member does not include the child of an Airman who has been legally adopted by another person. (4) Minor children born out of wedlock to: (a) a female Airman; (b) a male Airman if evidenced by a court order, or the functional equivalent of a court order, identifying the Airman as the father or if the Airman is providing support to the child under the terms of this regulation. (5) Any other person (for example, parent, stepchild) for whom the Airman has a legal obligation to provide financial support under the applicable law. This includes court orders directing the Airman to provide financial support to a child 18 years of age or older or to some other person. It does not include financial support voluntarily provided to a child 18 years of age or older or to some other person. Minor children include unmarried children under 18 years of age who are not on active duty with the Armed Forces.

**Excess Leave**—Leave granted that exceeds accrued and advance leave and for which the Service member is not entitled to pay and allowances. Generally, a negative leave balance at the time of release from active military duty, discharge, first extension of an enlistment, desertion, or death shall be considered excess leave regardless of the authority under which the leave resulting in the negative balance was granted.

**Financial Support**—The amount of money or support in kind provided to one's family members on a periodic or other continuing basis in accordance with a written or oral support agreement, court order, or this instruction. Financial support includes court-ordered spousal support (or alimony) and child support. It does not include any division of marital or nonmarital property between spouses or former spouses or financial payments made as part of a property settlement.

**Lour Tour**—A long tour is one that authorizes (both) an accompanied tour and the unaccompanied tour is 18 months or more.

**Outside the Continental United States**—Outside the 48 contiguous states and the District of Columbia.

**Proceed Time**—A period of 4 consecutive days absence in conjunction with PCS to/from an unaccompanied overseas assignment for individuals (regardless of marital status) who relocate dependents and/or household goods. See AFI 36-2102 for further guidance and definitions.

**Separate(d)/Separation**—Severance of military affiliation as opposed to release from active duty. For the purposes of this Air Force Instruction, separate(d)/separation refers to discharge from the Air Force (either Regular or ARC).

**Title 10 Status**—Federal authority over active duty, reservists and Guard Service members who are ordered to federal level active duty for federal level missions.

**Title 32 Status**—Full-time National Guard Duty means training or other duty, performed by a member of the National Guard in accordance with 32 USC § 502.

**Use or Lose Leave**—The number of leave days over 60 days that a member will lose if not used before 1 October.

**Wing Commander (or equivalent)**—An officer in the grade of colonel or above who is a senior rater in the officer's chain of command.