

15 Oct 2021
Version 5

Military Leave Program

Total Force (TF) Personnel Services Delivery Guide (PSDG)

The purpose of this TF PSD guide is to assist Regular Air Force (RegAF), United States Space Force (USSF), Air National Guard (ANG), Air Force Reserve (AFR) Airmen, servicing Commander Support Staff (CSS), Military Personnel Flight (MPF) and Force Support Squadron (FSS) in understanding the Military Leave Program process.



Military Leave Program

Section A: Introduction

Revision History:

| Version | Date | Revision Description |
|---------|-----------|---|
| 1 | 7 June 16 | <ul style="list-style-type: none">• Total Force (TF) Personnel Delivery (PSD) Guide. |
| 2 | 27 Mar 17 | <ul style="list-style-type: none">• Updated AFPC/DP2SSM workflow email, updated SLA guidance in Attachment 1,• Updated PDMRA guidance,• Removed AFMAN 65-116V2 Chap 7, Unit Leave Procedures link;• Added AFRC leave policy;• Added SLA eligibility guidance for AFRS Personnel. |
| 3 | 11 Jul 17 | <ul style="list-style-type: none">• Added SLA eligibility guidance for Battlefield Airmen. |
| 4 | 19 Apr 18 | <ul style="list-style-type: none">• Clarified SLA eligibility• Added SLA eligibility guidance for USCENTCOM AOR Airmen |
| 5 | 15 Oct 21 | <ul style="list-style-type: none">• Changed Military Personnel Section (MPS) references to Military Personnel Flight (MPF) throughout guide• Added hyperlink for AFMAN 65-116V2• Updated OPRs• Consolidated SLA guidance for Total Force• Consolidated Reserve and National Guard content into Air Reserve Component section• Added Section N for special excess leave category• Added Guardians throughout guide |

1. INTRODUCTION:

Leave is paid vacation from duty for recreation and relief from the pressures of job-related duties for Airmen and Guardians in active duty status. Airmen and Guardians may take leave for personal reasons and emergency situations. The Leave program is designed to allow Airmen and Guardians to use their authorized leave to the maximum extent possible; however, military necessity determines when Airmen and Guardians can request leave.

2. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

- Air Force Personnel Center, Airman Support Branch (AFPC/DP3SA)
- Air Force Reserve Command, Personnel Utilization Branch (AFRC/A1KK)
- National Guard Bureau, Customer Support Policy (NGB/A1PS)
- United States Space Force (USSF/A1K)

3. TARGET AUDIENCE:

- Regular Air Force (RegAF) Airmen
- Air Force Reserve (AFR) Airmen
- Air National Guard (ANG) Airmen
- United States Space Force (USSF) Guardians

4. REFERENCES/RELATED PROCESSES:

- [AFI 36-3003](#), *Military Leave Program*
- [AFMAN 65-116V1](#), *Defense Joint Military Pay System Active Component (DJMS-AC) FSO Procedure*
- [AFMAN 65-116V2](#), *Defense Joint Military Pay System Active Component (DJMS-AC) Unit Procedures Excluding FSO*
- [Basic User/Supervisor Guide](#) and [Advanced User/The Special Privileges User Guide](#)
- **AFRC Leave Carryover Program Policy Guidance Phase II, 26 Jun 2014**
- [DoDI 1327.06](#), *Leave and Liberty Policy and Procedures*

NOTE:

1. Additional Knowledge Articles (KAs) are available on the myPers website. To search the myPers knowledge base, type in **'Program Name'** or **'Leave'** into the **'Search by Keyword'** tool, and click the **'Search'** button.
2. Each Airman and Guardian can provide feedback on KA(s) provided on myPers. For recommendations on improvement, or more information, contact us by clicking the link below in the **'Footer.'**

Section B: General Information

1. Leave accrues at the rate of 2.5 calendar days per month. Congress recognizes that military requirements may prevent Airmen and Guardians from using their planned leave. Thus, the law permits Airmen and Guardians to accrue a maximum of 60 days (the maximum that may be carried over into the next fiscal year [FY]). The expression “use or lose” means that leave in excess of 60 days is lost if not used by the end of the FY (30 September).
2. Leave must begin and end in the local area. The term “local area” means the place of residence from which the Service Member commutes to the duty station on a daily basis. Leave may be authorized in conjunction with another type of leave unless prohibited by AFI 36-3003 or applicable reference; this requires a separate AF Form 988.
3. Airmen and Guardians do not earn leave when they are Absent Without Leave (AWOL), in an unauthorized absence status, serving a court-martial sentence, or in an excess leave status.
4. Airmen and Guardians can be paid for unused leave at certain points in their career, such as reenlistment, voluntary retirements, separation, or discharge. By law, the Service Member may receive accrued leave payment up to a maximum of 60 days during their military career. When a Service Member "sells" leave, he/she receives one day of base pay for each day of leave "sold." However, the legislative history of the law clearly expresses congressional concern that Airmen use leave to relax from the pressures of duties and not as a method of compensation.
5. For Airmen and Guardians on Terminal Leave, the MPF Career Development Section will retain a copy of the approved terminal leave (and Permissive TDY in conjunction with terminal leave) in the Service Member's relocation folder.
6. For the AF Form 988, **Leave Request/Authorization, block 17** (i.e., leave address), the Service Member may provide a phone number, if different from the phone number provided in **block 16** (i.e., emergency phone number); providing an alternate phone number is not mandatory, unless otherwise directed by the commander.
7. Leave taken outside the Continental U.S. (including Alaska, Hawaii, or United States possessions) is ordinary leave in which the commander is the approval authority and may not be delegated. Instruct Airmen and Guardians to comply with the Department of Defense Foreign Clearance Guide procedures located at <https://www.fcg.pentagon.mil/>.
8. The leave program is subject to fraud if controls in place are not employed. [Section C](#) of this guide contains the list of who is responsible for ensuring the various controls are in place and utilized.
9. House hunting is a permissive temporary duty (PTDY) request for traveling to or in the vicinity of a new permanent duty station to secure off-base housing. A PTDY house hunting request is a one-time entitlement that must be taken before the Airman or Guardian signs out of the losing unit or after the Airman or Guardian signs into the gaining unit, but not both.

10. Permissive TDY for pre-separation or retirement relocation activity such as job or residence search relocation purposes is only authorized for those members who are Voluntary separation incentive separate, Special separation benefits separatee, Involuntary separatee (including “for cause” separates), and Retirees. Member who volunteer to separate on their ETS/DOS are not authorized PTDY for pre-separation relocation activities.

11. Rest and Recuperation (R&R) programs are for Airmen and Guardians in a designated hostile-fire or imminent- danger pay area when military necessity restricts the annual leave program and the use of ordinary leave. Chargeable and non-chargeable R&R leave is determined by the location the Airman or Guardian is assigned to while deployed.

NOTE: R&R is a separate program from post-deployment down-time. Post-deployment down-time is a MAJCOM specific policy. Please contact your MAJCOM for further guidance on this program

12. Unit Commanders are the final approval authority when authorizing emergency leave requests from an OCONUS to CONUS location or OCONUS to OCONUS location. Reference the SAF/MRM Delegation of Authority - JFTR Secretarial Process OCONUS Destinations for Emergency Leave at Attachment 8.

13. Refer to PTDY Table 3.6, Rule 1, for members authorized to relocate family members to a designated place when going to or returning from an overseas unaccompanied tour or with a TDY enroute to new assignment.

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

15. Unit commanders or civilian directors may now grant an emergency leave of absence for qualifying emergencies, including the death or serious medical condition of an immediate family member, or any other hardship the commander or director determines appropriate. This non-chargeable leave should only be granted to prevent the member from entering advanced or excess leave status that could result in recoupment of any pay and allowances. Emergency leave of absence can only be granted **once** during a member’s career not to exceed more than 14 consecutive days.

16. Primary Caregiver Leave: Is limited to 42 days of non-chargeable leave and must begin within one year of the qualifying birth event or adoption. The parent with the primary responsibility for caring for a child. 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.

17. Secondary Caregiver Leave: Is limited to 21 days of non-chargeable leave and must begin within 1 year of a qualifying birth event or adoption. 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.

18. Designation of Primary Caregiver Leave: The non-birth parent/covered military member may elect to designate themselves as the Primary Caregiver by requesting the Caregiver Leave in Leaveweb at least 60 days prior to the start of leave.

Section C: Roles and Responsibilities

NOTE: The LeaveWeb (LW) user roles are aligned with the agencies mentioned below:

1. **AIRMAN AND GUARDIAN:**

- a. Unless otherwise directed, grades E-1 thru O-10 will submit leave requests in LW to their immediate supervisor.
- b. If unable to access LW, contact the Unit Leave Monitor (ULM) or finance for assistance.
- c. Submit the leave return to the approving official within 72 hours after returning from leave.
NOTE: General officers may certify their own period of leave upon return from leave IAW AFMAN 65-116V2, paragraph 7.1.2.5.
- d. Airmen and Guardians taking Terminal Leave (to include PTDY taken in conjunction with Terminal Leave) will provide a hard copy of the AF Form 988 Part II from LW to the MPF Career Development Section, for filing in their relocation folder.

2. **SUPERVISOR/APPROVAL AUTHORITY:**

- a. Approve or disapprove leave requests.
NOTE: Provide remarks when disapproving leave.
- b. Concur or non-concur on PTDY and Terminal leave requests.

3. **COMMANDER:**

- a. Approve other than ordinary leave requests.
- b. Designate a primary and alternate CSS or Unit Admin POC in writing.
- c. Approve leave for personnel assigned to their unit in the LW system.
- d. Comment on and sign the Leave Audit (AF Form 1486). Receive an email reminder on/about the 10th of every month to sign the past month's Leave Audit in LW.
- e. Sign the Leave Audit (AF Form 1486) in LW NLT the 10th of each month, regardless if all the leave transactions have been reconciled.

4. **COMMANDER DESIGNEE (i.e., Executive Officer or Section Commander):**

- a. Approve any leave that a Unit Commander can approve, such as Emergency Leave when delegated the authority IAW AFI 36-3003, paragraph 3.1.3.3.
NOTE: For emergency leave situations, First Sergeants can approve advance leave when delegated that authority for enlisted members.
- b. Approve excess leave.
- c. Comment on and sign the Leave Audit (AF Form 1486) for their organization.

5. ULM (CSS ADMIN/CSS AUTHORIZE):

a. The MPF and CSS are authorized the CSS Admin and/or CSS Authorize role. The CSS Admin role can approve access requests for the unit or subordinate unit level. The CSS Authorize user role has the ability to authorize, deny or cancel leave requests submitted by Airmen and Guardians using LW and approved by their supervisors.

NOTE: Cannot request both Base Admin and CSS Admin roles.

b. Monitor CSS and subordinate units.

c. Approve/edit CSS and unit-level privilege requests and user profiles.

d. Manually reconcile leave requests.

e. Authorize leave at the CSS and subordinate unit level.

f. Access LW daily to validate leave requests submitted by the Airman or Guardian and approved by an authorized approving official and review comments provided in the appropriate block, if leave requests are rejected to the Airman or Guardian and/or the approving official.

g. Review the Leave Audit (AF Form 1486) in LW and validate that all transactions are reconciled / posted to each Service Member's pay record. Add comments as needed.

h. Coordinate with the unit commander to sign the Leave Audit (AF Form 1486) no later than the 10th of every month.

i. Contact Finance for assistance with unreconciled leave requests in LW.

j. If LW is unavailable or if the member is unable to access LW, create a manual leave request or enter a request in LW for an Airman or Guardian (i.e., ordinary, convalescent, emergency, PTDY, Terminal, Recruiter's Assistance Program). Clear leave submitted by the Airman or Guardian, but not yet approved by the approving official.

k. Process Terminal Leave requests applying the following guidelines:

- Limit to member's leave balance.
- Do not normally allow return to duty after leave begins.
- Consult with MPF to ensure completion of required outprocessing before leave.
- Do not authorize to "for cause" separatees authorized PTDY or excess leave or other separatees required to separate at earliest possible date.
- Advise members they cannot use half-days and that unused half-days are forfeit when not authorized payment for accrued leave.

1. For Airmen and Guardians on Terminal Leave (to include PTDY in conjunction with Terminal Leave), the Career Development Section retains a hardcopy of the AF Form 988 in the Service Member's relocation folder and destroys it 90 days after the Service Member's date of separation (DOS).

6. UNIT ADMIN:

- a. Edit all users at the unit level.
- b. Monitor status of unit-level leave requests. May create leave requests on behalf of other users.
- c. View the Leave Audit (AF Form 1486).

7. BASE FINANCE (BASE ADMIN/FINANCE ADMIN):

NOTE: All Finance users will have Admin privileges to assist in performing their LW duties.

- a. Create leave requests on behalf of other users.
- b. Authorize special action and travel leaves.
- c. Monitor and work unreconciled leaves.
- d. Assign a leave authorization number for terminal leave requests (to include PTDY requests in conjunctive with terminal leave).
- e. Review and comment on the Leave Audit (AF Form 1486) in the LW system for special action leaves, such as Terminal Leave.
- f. Conduct self-inspections in accordance with AFMAN 65-116V1, Figure 44.3, with ULMs.
- g. Train ULMs using LW of their roles and responsibilities prior to issuing them access.
- h. Monitor CSS and units within specified base.
- i. Provide leave computation for Special Leave Accrual (SLA) cases to determine if the Airmen or Guardian has dropped below their protected leave balance (if previously approved for SLA).

8. PERSCO:

- a. Complete request for emergency leave using the AF Form 972, **Request and Authorization for Emergency Leave**.
- b. Assist personnel with initiating SLA requests for Airmen and Guardians who have lost leave on/after 1 October for the previous Fiscal Year (FY).

9. HO AFPC Special Programs (AFPC/DP2SSM):

- a. Approve leave requests that will result in a negative leave balance of 31 days or more.
- b. Review/forward all exception to policy requests to AF/A1PA for approval.
- c. Approve/disapprove PDMRA requests.

Section D: Ordinary Leave Processing

Figure 1. Ordinary Leave Process (LeaveWeb) Flowchart. Outlines the individual process steps for this program.

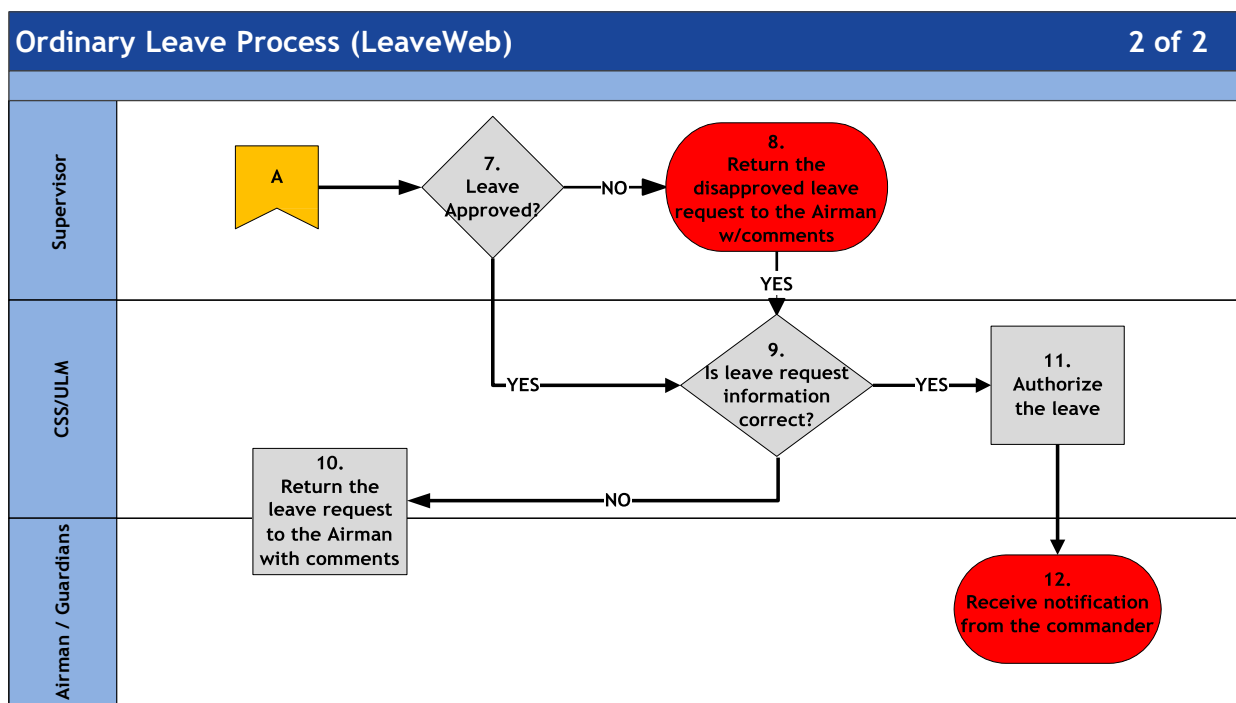
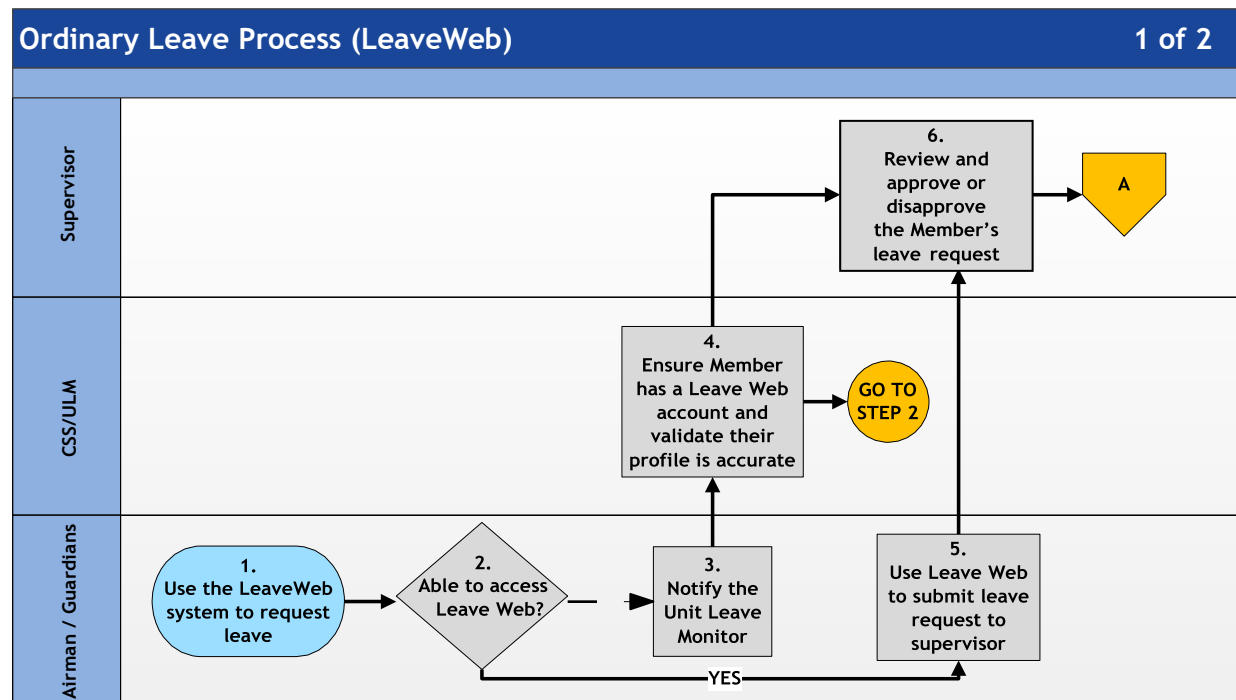


Table 1. Step-by-Step Procedures for the Ordinary Leave Process. This table provides the detailed steps for understanding the Ordinary Leave process.

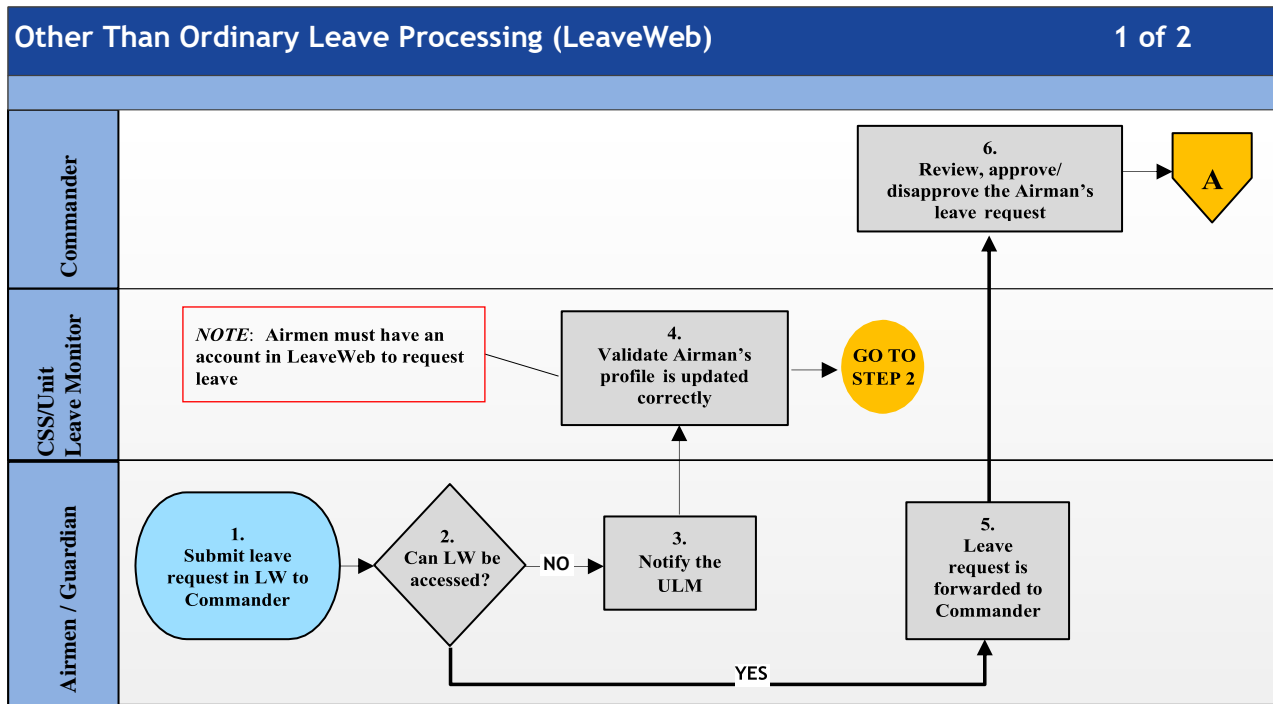
| STEP | ACTION OWNER | NARRATIVE |
|-------------|--|--|
| 1 | Airman / Guardian | Request Leave. Submit leave request to supervisor via the LeaveWeb system. |
| 2 | Airman / Guardian | Able to Access LeaveWeb? <i>If no, GO TO STEP 3. If yes, GO TO STEP 5.</i> |
| 3 | Airman / Guardian | Notify Unit Leave Monitor. If unable to access LeaveWeb, contact the unit leave monitor to ensure LeaveWeb profile is created and/or updated. |
| 4 | Commander’s Support Staff (CSS)/Unit Leave Monitor (ULM) | Validate LeaveWeb Profile. Validate the Member’s profile is updated correctly (e.g., base is correct). The Member must have an account in LeaveWeb to request leave. GO TO STEP 2. |
| 5 | Airman / Guardian | Submit Leave Request. Use LeaveWeb to submit the leave request to the supervisor. When requesting leave outside of the Continental United States (OCONUS), comply with the following requirements and ensure the supervisor acknowledges completion: Foreign Clearance Guide within the Anti-Terrorism awareness agreement statement: 1). Consult the Unit Antiterrorism Representative to review the Foreign Clearance Guide for special travel caveats at https://www.fcg.pentagon.mil . 2). Contact the local Air Force Office of Special Investigations (AFOSI) for a Country-Specific brief. 3). Review the U.S. Department of State Country-Specific information at: https://www.travel.state.gov/ . MEXICO TRAVEL ADVISORY: Non-official travel (leave and pass to the states of Chihuahua, Coahuila, Colima, Durango, Estado de Mexico, Guerrero, Jalisco, Michoacán, Nayarit, Nuevo Leon, San Luis Potosi, Sinaloa, Sonora, Tamaulipas, and Zacatecas require Country and Theater Clearance approval unless otherwise exempted IAW NORTHCOM travel guidance. |
| 6 | Supervisor | Review Leave Request. Review, approve or disapprove the Member’s leave request. |
| 7 | Supervisor | Leave Approved? <i>If no, GO TO STEP 8. If yes, GO TO STEP 9.</i> |
| 8 | Supervisor | Leave Disapproved. Return the disapproved leave request to the Member with comments. Process Ends. |
| 9 | CSS/ULM | Verify Leave. Is leave request information correct? <i>If no, GO TO STEP 10. If yes, GO TO STEP 11.</i> |
| 10 | CSS/ULM/Airman | Return Leave Request. Return the leave request to the Member with comments. |
| 11 | CSS/ULM/Commander | Authorize Leave. Authorize the Airman’s leave request; LeaveWeb sends an email notification to the Member. |
| 12 | Airman | Receive LeaveWeb Notification. Receive the email notification from LeaveWeb with the leave authorization number. Access LeaveWeb and obtain Part II of the leave request prior to starting leave. |

Section E. Other Than Ordinary Leave Processing

NOTE: All leaves including Other Than Ordinary Leave must be processed in LW.

1. Commanders are the approval authority for other than ordinary leave requests. This includes advance, excess (except for Section N), convalescent, emergency, PTDY, and terminal leave.
2. Commanders may delegate approval of advance leave for enlisted Airmen and Guardians in emergency leave situations to First Sergeants. First Sergeants may also approve excess leave when the combination of accrued, advance and excess leave is 60 days or less.
3. If the Emergency Leave requested results in an Airman or Guardian having a cumulative negative leave balance of 30 days or more, or if the Advance, excess and/or emergency leave combined will exceed 60 days, send requests through the Wing or Vice Commander (includes directorate level O-6 and above or civilian equivalent at Air Staff, MAJCOMs, FOAs, DRUs) to HQ AFPC/DP2SSM via MyPers incident.
4. Users with Unit Admin privileges have the capability to input other than ordinary leave.

Figure 1. Other Than Ordinary Leave Process (LeaveWeb) Flowchart. Outlines the individual process steps for this program.



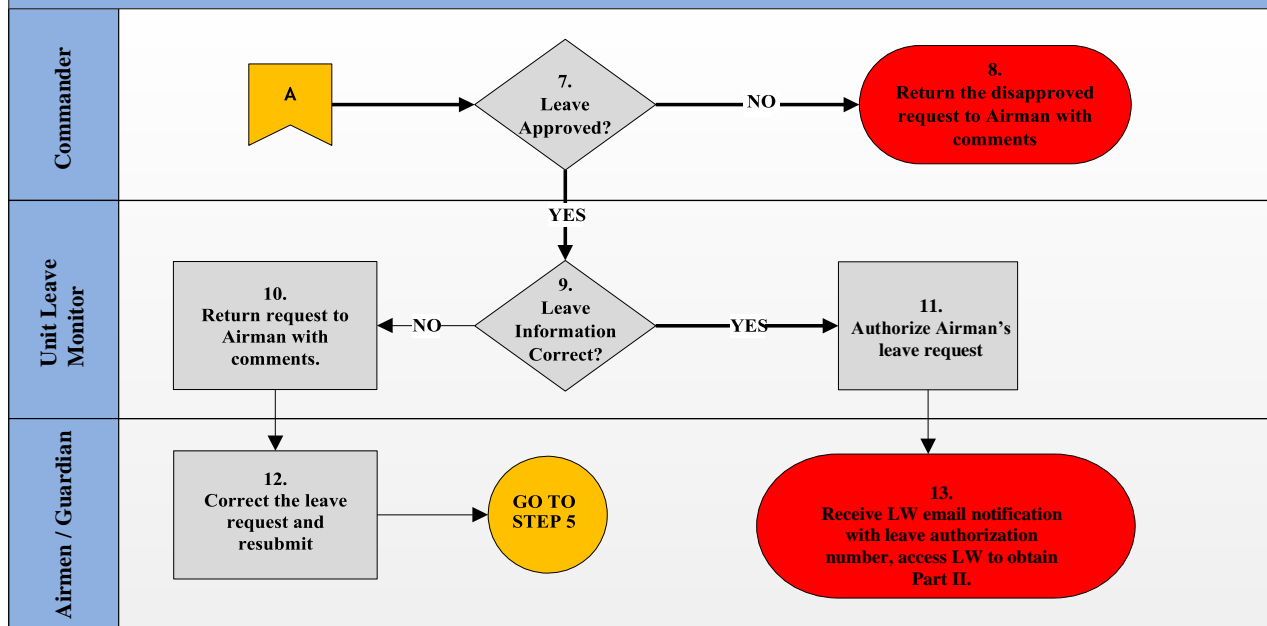


Table 1. Step-by-Step Procedures for the Other Than Ordinary Leave Process. This table provides the detailed steps for understanding the process.

| STEP | ACTION OWNER | NARRATIVE |
|------|--------------------|---|
| 1 | Airmen / Guardians | <p>Request Leave. Submit leave request to commander via the LeaveWeb (LW) system. Ensure the following information is entered and/or completed for the specific leave type:</p> <ul style="list-style-type: none"> • Convalescent: Upload a hard copy of an AF Form 988, Leave Request/Authorization, (Part I only) that is completed, signed and stamped by an appropriate medical authority in Block 7. • PTDY: State the table, rule number as stated in Table 3.6 of AFI 36- 3003 (e.g., Table 3.6, Rule 2, job hunting). • Terminal: Contact finance for verification of the number of days for terminal leave available through the DOS. • OTEIP: Select “PTDY” as the leave type and enter the following statement in the remarks section (OTEIP Y2 or OTEIP Y3) <ul style="list-style-type: none"> ○ OTEIP Y2 - 30 days of non-chargeable leave ○ OTEIP Y3 - 15 days of non-chargeable leave and round-trip transportation at Government expense (military member only). |
| 2 | Airmen / Guardians | Able to Access LW? If no, GO TO STEP 3. If yes, GO TO STEP 5. |
| 3 | Airmen / Guardians | Notify Unit Leave Monitor (ULM). Contact the ULM to ensure your LW profile is created and updated. |
| 4 | CSS/ULM | <p>Validate LW Profile. Validate the Service Member’s profile is updated correctly (e.g., base is correct).</p> <p>NOTE: Airmen and Guardians must have an account in LW to request leave.</p> |

| | | |
|-----------|---------------------------|---|
| 5 | Airmen / Guardians | Leave Request. Leave request is forwarded to the commander for review and approval/disapproval. |
| 6 | Commander | Review Leave Request. Review, approve or disapprove the request. |
| 7 | Commander | Leave Approved? If no, GO TO STEP 8. If yes, GO TO STEP 9. |
| 8 | Commander | Leave Disapproved. Return the disapproved leave request to the Airmen or Guardian with comments. Process Ends. |
| 9 | CSS/ULM | Verify Leave Information. Is the Service Member's leave information correct? <i>If no, GO TO STEP 10. If yes, GO TO STEP 11.</i> |
| 10 | CSS/ULM | Return Leave Request. Return request to the Airman with comments. |
| 11 | CSS/ULM | Authorize Leave. Authorize the Service Member's Leave request. NOTE: Once the Commander approves the request, LW sends an email to the Airman or Guardian containing the leave authorization number. |
| 12 | Airman / Guardian | Receive Incorrect Leave. Receive the incorrect leave request from the ULM, correct and resubmit. GO TO STEP 5. |
| 13 | Airman / Guardian | Receive LW Notification. Receive an email notification from LW containing the leave authorization number. Access LW and obtain Part II of the leave request prior to starting leave. |

Section F: Leave Return

The commander or commander designee is the approval official (AO) for leave returns associated with “Other Than Ordinary Leave” IAW AFI 36-3003, paragraph 2.2 and 2.3.

Figure 2. Leave Return (LeaveWeb) Flowchart. Outlines the individual steps for this process.

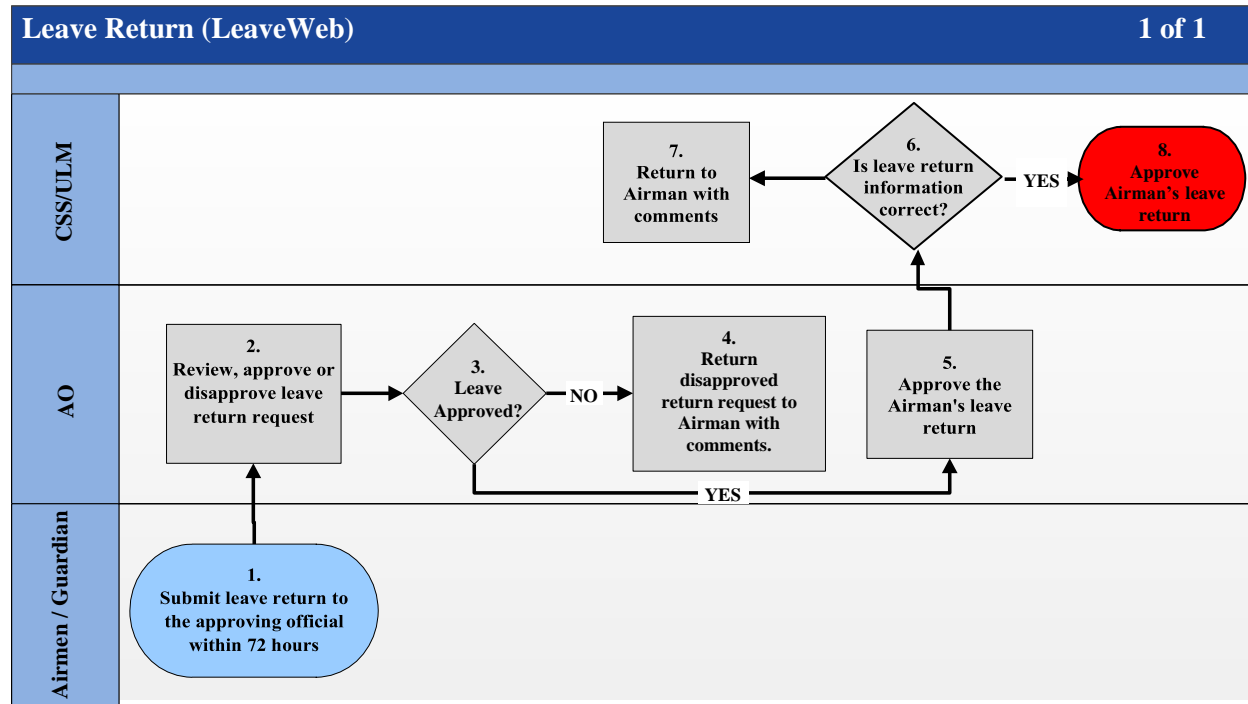


Table 2. Step-by-Step Procedures for Leave return Process. This table provides the detailed steps for understanding this process.

| STEP | ACTION OWNER | NARRATIVE |
|------|-------------------|--|
| 1 | Airman / Guardian | Return From Leave. Submit leave return to approving official in LW within 72 hours. |
| 2 | Supervisor/AO | Review Leave Request. Review, approve or disapprove the Service Member’s leave request. |
| 3 | Supervisor/AO | Leave Approved? If <i>no</i> or requires changes, GO TO STEP 4. If <i>yes</i> , approve the leave return. |
| 4 | Supervisor/AO | Leave Disapproved/Changes Required. Return disapproved leave/requested changes to the Airman with comments. |
| 5 | Supervisor/AO | Validate Leave Return. Verify leave return information is correct. If no, return to the Airman with comments. If yes, approve the leave return. |
| 6 | CSS/ULM | Validate Leave Return. Is leave return information correct? If <i>no</i> , GO TO STEP 7. If <i>yes</i> , GO TO STEP 8. |
| 7 | CSS/ULM | Return. Provide the leave return to the Airman with |
| 8 | CSS/ULM | Approve. Approve Service Member’s leave return. |

Section G: Special Leave Accrual (SLA)

1. **INTRODUCTION**

SLA is for Airmen and Guardians deployed in support of contingency operations for 120 continuous days or assigned to locations approved as "qualifying duty" by SAF and are faced with circumstances that prohibit them from taking leave. SAF approval of a "qualifying duty" is only considered for those instances that have AF or DoD-wide significance that prevent/prohibit the ability to take leave. AF or DoD-wide significance is defined as situations which prevent Airmen and Guardians from using leave directly related to a catastrophe, national emergency and/or crisis or operation in defense of national security. SLA shall not be used as a means to authorize the accumulation of leave in excess of 60 days as a result of the Service Member's failure to properly manage their leave balance.

2. **REFERENCES:**

- [AFI 36-3003](#), *Military Leave Program*;
- [AFI 36-2603](#); *Air Force Board for Correction of Military Records*;
- [DoDI 1327.06](#), *Leave and Liberty Policy and Procedures*;
- [DoD7000.14-R, Volume 7A, Chapter 35](#), and [Chapter 44](#);
- [Title 10, USC, Section 701](#);
- [Joint Travel Regulations](#)

3. **GENERAL INFORMATION**

- a. Unit commanders are responsible for advising Airmen and Guardians who schedule "use or lose" leave in Aug or Sep that they risk losing leave on 1 Oct if military requirements or personal circumstances prevented them from taking leave at that particular time.
- b. The Wing/CC or Wing/CV has the final authority and may delegate authority to 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 members assigned to units, headquarters, and supporting staffs.
- c. Any commander in the chain of command may deny an Airman's or Guardians request for SLA without referring it to a higher-level authority when the Airman's or Guardians request does not meet the criteria for SLA consideration.
- d. Restoring leave lost on 1 Oct. Eligible Airmen and Guardian must apply for SLA restoration for the fiscal year in which leave was lost. Members are authorized to retain approved SLA until the second/third fiscal years after leave was lost. The maximum amount of SLA leave that may be carried forward is the leave balance at the end of the fiscal year following the end of the SLA period and will not to exceed 120 days.
- e. Submitting SLA for Final Review/Approval: Once the commander has approved the SLA request, the PERSCO Team/MPF will open a CMS Case, attach all required documents and send to AFPC SLA Restoration Mon Tier 1 (DP1SSB). Once AFPC finalizes and approves the request, the CMS case will be sent to DFAS to request restoration of leave.

4. ELIGIBILITY FOR SLA

- a. Title 10, USC, Section 701-e-1 A&B, contains a special authorization that allows the Under Secretary of Defense to grant Service Members up to 120 days of leave at the end of the fiscal year provided they served on active duty for a continuous period of at least 120 days in an area in which they are entitled to special pay for duty subject to hostile fire or imminent danger under the provisions of DoD 7000.14-R, Volume 7A, Chapter 10. Reference DoD Financial Management Regulation, Volume 7A, Chapter 44 for a list of tax relief areas. Additionally, in recognition of the impact natural disasters have on operations tempo and an Airman's or Guardians ability to take leave, Service Members who, on or after 29 August 2005, were performing duties designated by the secretary concerned as qualifying duty, may accumulate up to 120 days of leave. Leave that exceeds 60 days accumulated under either condition in this paragraph is lost unless used before the end of the third fiscal year following the fiscal year in which the qualifying service terminates.
- b. Title 10, USC, Section 701-e-2, is a special authorization that allows the Under Secretary of Defense to grant Airmen and Guardians permission to retain any accumulated leave in excess of 60 days at the end of the fiscal year. The authority does not mandate deployment/assignment to a hostile fire/imminent danger pay area. This paragraph applies to all Airmen and Guardians who lost leave due to deployment/duty assignment in support of a contingency operation for a continuous period of at least 120 days even though they did not deploy to a hostile fire/imminent danger pay area. Leave that exceeds 60 days accumulated under this paragraph is lost unless used before the end of the second fiscal year in which such service on active duty is terminated. SLA may not exceed the total number of continuous days assigned to the unit or qualifying duty.
- c. For protected leave, if at any time the leave balance drops to or goes below 60 days, then there is no longer any SLA protected leave. The maximum amount of leave will be reduced to a new level whenever the leave balance drops below the previously set level.
- d. If the SLA qualifying period crosses a fiscal year, then the entire leave balance (not to exceed 120 days) will be carried forward and the leave accrued from the beginning of the new fiscal year through the end of the SLA qualifying period will be added to establish the maximum. Only that portion of a leave balance in excess of 60 days which could not have been taken before the end of the fiscal year because the member was assigned to SLA qualifying duty will be included in the carryover amount.

NOTE: Air Force Recruiting Service (AFRS) personnel and its subordinate units are authorized SLA for Fiscal Years 2016 and 2017 per the approved Exception to Policy (ETP) dated 16 Mar 17.

NOTE: Battlefield Airmen assigned to the Battlefield Airmen Training Group are authorized SLA in FY16 and restoral of lost leave per approved ETP dated 6 Jul 17.

NOTE: AFCENT Airmen assigned to the USCENTCOM AOR (including permanent party Airmen) are authorized SLA during FY17 and until cessation of named operations in the USCENTCOM AOR per the approved policy change dated 5 Jan 18.

NOTE: PACAF Airmen assigned to (but not subordinate to) HQ PACAF, HQ 7AF, 613 Air Operations Center (AOC) and 607 AOC are authorized SLA during FY17.

5. INELIGIBILITY FOR SLA

a. Airmen and Guardians are ineligible for SLA based on the following reasons:

- (1) Normal Permanent Change of Station (PCS) moves and formal TDY(s)
- (2) Base closures
- (3) Hospitalizations, aeromedical evacuations, quarters, and convalescent leaves
- (4) Details and special working groups
- (5) Training exercises, attending schools or courses, and research requirements
- (6) Pending separation or retirement
- (7) Workload after return from deployment and Airman or Guardian did not take leave before 1 Oct
- (8) Post-deployment Recovery Time
- (9) Post-deployment/mobilization respite absence (PDMRA)
- (10) Normal operational mission requirements at home station
- (11) Did not support a contingency operation for a continuous period of at least 120 days

NOTE: Members eligible for SLA based on a deployment but returned and have sufficient amount of time to take leave, they are no longer eligible for SLA.

b. Airmen and Guardians ineligible for SLA for any of the reasons listed above may request recovery of days lost by submitting a DD Form 149, **Application for Correction of Military Records**, under the provisions of Title 10, U.S. Code Section 1552; reference AFI 36-2603, *Air Force Board for Correction of Military Records*. The Airman's or Guardians application must include a memorandum endorsed by the unit commander denying leave due to military necessity or when in the best interests of the Air Force. Also, the memorandum must provide full justification, including documentation showing how Airmen or Guardian managed their leave during the year, to clearly establish an error or injustice by the Air Force that caused the Airman's or Guardians lost leave. If the Board restores leave to the current leave account, Airmen and Guardians must use these days before the end of the current Fiscal Year. **NOTE: Requests must include a recommendation from the appropriate approval authority.**

Section H: Procedures for submitting SLA Request(s)

Figure 3. Special Leave Accrual Request Flowchart. Outlines the individual process steps for this program.

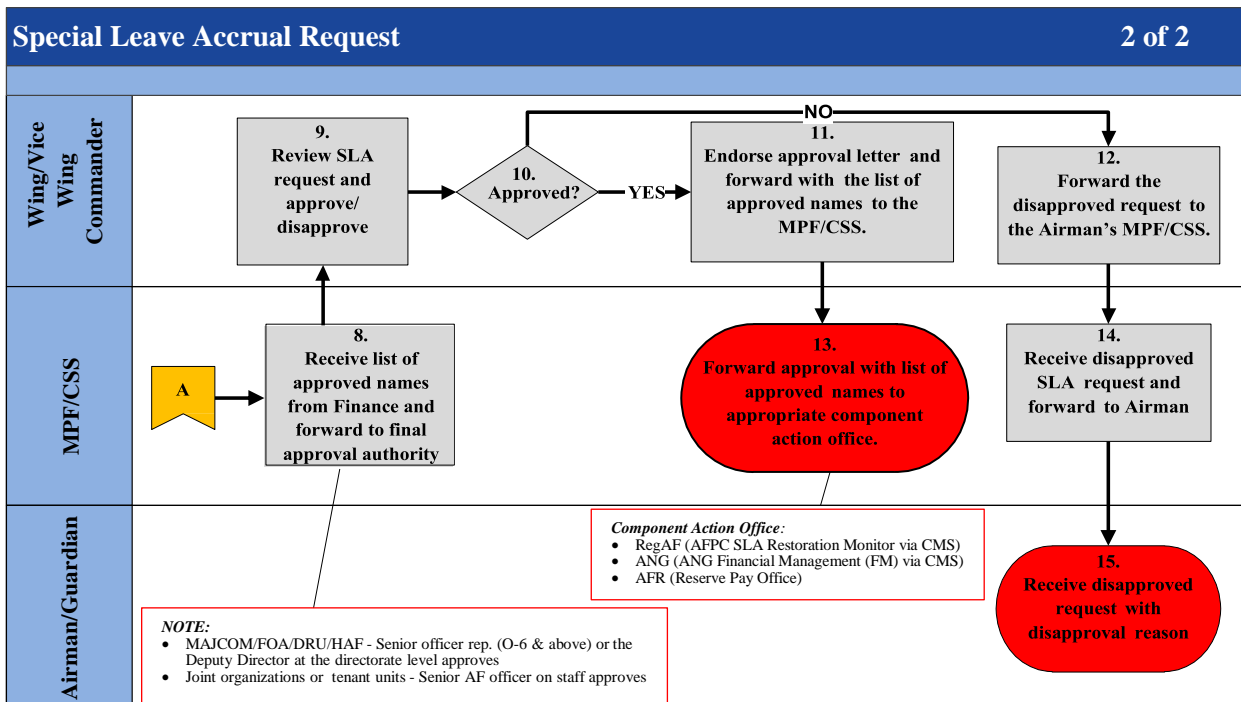
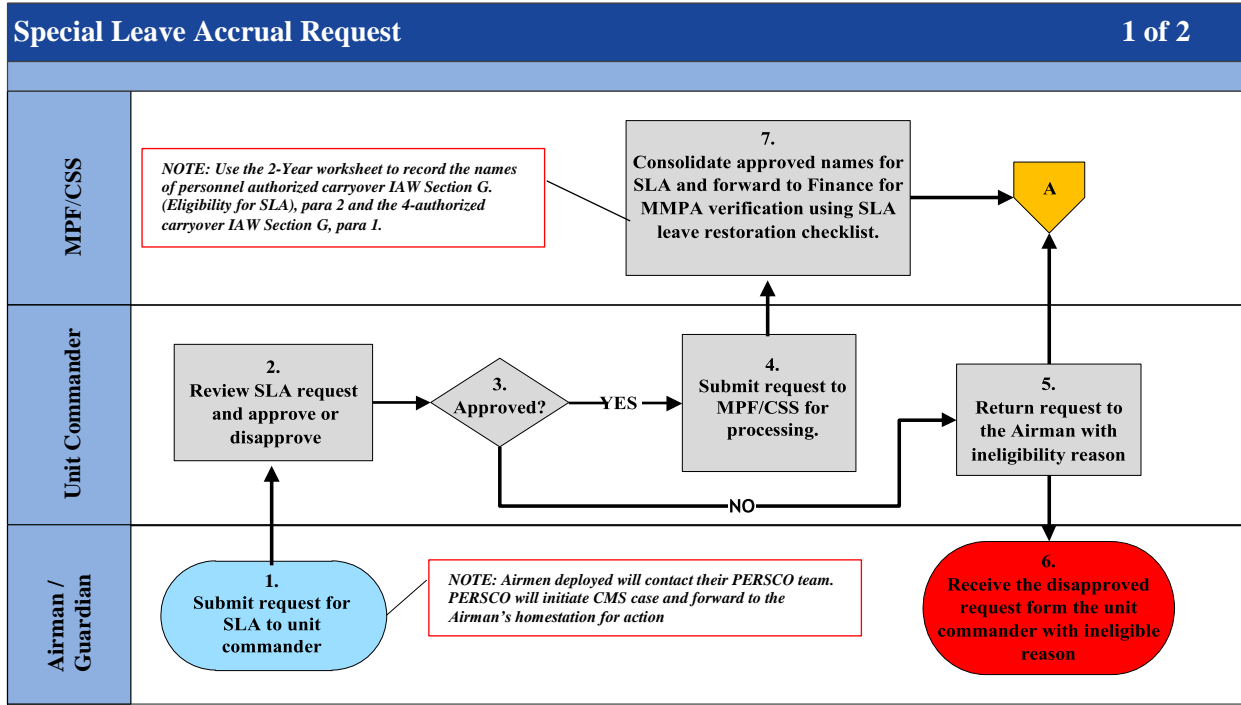


Table 3. Step-by-Step Procedures for Special Leave Accrual Request. This table provides the detailed steps for understanding this process.

| STEP | ACTION OWNER | NARRATIVE |
|--------|--------------------------|---|
| 1 | Airman / Guardian | <p>Submit Request. Complete a memorandum (Attachment 2) requesting SLA and submit to the unit commander for approval/ disapproval. Individuals who meet the criteria outlined in Section G., Eligibility for SLA, paragraphs 1 and 2, should apply for SLA through command channels as defined under General Information, paragraph 2.</p> <p>NOTE 1: Deployed Airmen or Guardian will contact their PERSCO team who will initiate CMS case inputting the Service Members arrival date and certify that the member has completed 120 consecutive days. PERSCO team then forwards the CMS case to the Service Members home station for action.</p> <p>NOTE 2: Travel vouchers are not required for deployed Airmen and Guardians.</p> |
| 2 & 3 | Unit Commander | <p>Approve/Disapprove. Receive SLA request and approve or disapprove. If approved, GO TO STEP 4. If disapproved GO TO STEP 5.</p> |
| 4 | Unit Commander | <p>SLA Request Approved. Submit Airman’s or Guardians SLA request to their servicing MPS or CSS. GO TO STEP 7.</p> |
| 5 | Unit Commander | <p>SLA Request Disapproved. Return the SLA request to the Airman or Guardian with the ineligibility/disapproval reason.</p> |
| 6 | Airman / Guardian | <p>Receive Disapproved Request. Receive the disapproved SLA request from the unit commander. Process ends.</p> |
| 7 | MPF or CSS | <p>Receive, Consolidate and Forward. Receive and consolidate the names(s) of individual(s) requesting SLA on an Excel spreadsheet, see the SLA Leave Restoration Checklist at Attachment 1. Forward the Excel spreadsheet to Finance to validate the number of days lost on the MMPA in the active duty pay system.</p> <p>NOTE: Use the 2-year worksheet to record the names of personnel authorized carryover in accordance with Eligibility for SLA, paragraph 2, and use the 3-year worksheet to record the names of personnel authorized carryover in accordance with Eligibility for SLA, paragraph 1.</p> |
| 8 | MPF or CSS | <p>Receive and Forward. Once Finance has verified and returned the spreadsheet, complete an approval memorandum with the approved list of names and forward the list to the final approval authority.</p> <p>Final approval authority can be:</p> <ul style="list-style-type: none"> • Host Wing or Vice Wing Commander • Senior Officer Representative/Deputy Director (O-6 and above) for MAJCOM, FOA, DRU staff • Senior Air Force Officer (SAFO) for joint organizations or tenant units |
| 9 & 10 | Wing/Vice Wing Commander | <p>Review and Approve/Disapprove. Review SLA request and approve or disapprove. If approved GO TO STEP 11. If disapproved GO TO STEP 12.</p> |
| 11 | Wing/Vice Wing Commander | <p>Forward Approved Request. Endorse approval letter and forward the letter with the list of approved names to the MPF or CSS. GO TO STEP 13.</p> |

| STEP | ACTION OWNER | NARRATIVE |
|------|--------------------------|---|
| 12 | Wing/Vice Wing Commander | Forward Disapproved Request. Forward the disapproved SLA request to the Service Members servicing MPF or CSS. GO TO STEP 14. |
| 13 | MPF or CSS | <p>Complete and Submit. Forward the approval letter with the list of approved names to:</p> <ul style="list-style-type: none"> • AFPC SLA restoration monitor (AFPC/DP1SSB) for RegAF/Active Duty Status assets using CMS • ANG Financial Management (FM) Office for ANG assets using CMS • Reserve Pay Office (RPO) for AFR assets <p>CMS Case: Each case should include:</p> <ul style="list-style-type: none"> • An approval memorandum • Copy of MMPA printout (must reflect the number of days lost) • CED orders or PCS orders • Paid Travel Voucher (not required for current deployed Airmen and Guardians) <p>NOTES:</p> <ol style="list-style-type: none"> 1. Paid travel voucher must reflect a minimum of 120 continuous TDY days. See Attachment 2. 2. The approval letter must include an ink signature or public key infrastructure (PKI) digital signature from the final approval authority referenced in Section B, General Information, paragraph 2. <p>Ensure the following statement(s) are included when submitting the request in the CMS:</p> <ol style="list-style-type: none"> a. <u>2-year worksheet</u> – (Enter the Rank/Last Name of the Airman or Guardian) is requesting (enter the # of days lost or approved for SLA) days of leave restoration due to deployment in support of a contingency operation for a continuous period of at least 120 days. Member arrived to Deployed location on (date).” b. <u>3-year worksheet</u> – (Enter the Rank/Last Name of the Airman or Guardian) is requesting (enter the # of days lost or approved for SLA) days of leave restoration due to deployment in support of a contingency operation for a continuous period of at least 120 days to an area in which (he/she) is entitled to special pay for duty subject to hostile fire or imminent danger. Member arrived to Deployed location on (date)” |
| 14 | MPF or CSS | Receive Disapproved Request. Receive the disapproved SLA request from the approval authority and forward to the Airman or Guardian. |
| 15 | Airman / Guardian | Receive Disapproved Request. Receive the disapproved request with ineligible/disapproved reason. Process ends. |

Section I: Consecutive Overseas Tour (COT) and In-Place COT (IPCOT) Leave

INTRODUCTION

1. Airmen and Guardians who elect to serve a COT or an IPCOT are authorized a COT leave travel entitlement for themselves and dependents that are command sponsored for both tours. Airmen and Guardians can take the leave anytime during their second tour without applying for a waiver. This leave travel entitlement must be taken before reporting to the new tour. Authorized destination is the Service Member's home of record (HOR) or a place to which travel is not more expensive than to the HOR. A Service Member and dependent may travel together or independently.
2. The congressional intent of the program is to allow Airmen and Guardians and command sponsored dependents to return to the CONUS in-between their COT, providing a respite from the overseas area. However, military necessity may prevent the Airman or Guardian from performing the COT/IPCOT leave travel entitlement in conjunction with the PCS move. In cases where urgent mission requirements prevent the Airman or Guardian from taking the COT leave travel entitlement en route, governing statute and regulation allow deferment of the COT leave travel entitlement.

REFERENCES:

- [AFI 36-3003](#), *Military Leave Program*
- [DoDI 1327.06](#), *Leave and Liberty Policy and Procedures*
- [DoDI 1315.18](#), *Procedures for Military Personnel Assignments*
- [The Joint Travel Regulations \(JTR\)](#); [AFI 36-328](#), *Administrative orders*
- [AFI 65-103](#), *Temporary Duty Orders*

GENERAL INFORMATION:

1. COT travel and transportation allowances are paid from the Service Member's losing permanent duty station (PDS) to the Service Member's home of record (HOR) to the Service Member's gaining PDS, or in the case of deferment, from the Service Member's new PDS to the Service Member's HOR back to the Service Member's new PDS.

NOTE: See [Attachment 3](#) or instructions on completing the DD Form 1610.

2. IPCOT travel and transportation allowances are paid from the Service Member's current PDS to the Service Member's HOR and return.

NOTE: See [Attachment 3](#) for instructions on completing the DD Form 1610.

3. COT Leave cannot be taken in increments, but can be taken in conjunction with any leave program. **EXCEPTION:** An exception to policy is required for a Service Member who is unable to take COT travel because of duty in conjunction with a contingency operation and requests deferred COT travel in conjunction with another authorized travel.

4. Airmen and Guardians can only use IPCOT leave transportation after entering the IPCOT and must utilize the entitlement prior to the end of the new IPCOT tour. An Airman or Guardian cannot utilize the IPCOT leave entitlement until it is actually earned.

5. Airmen and Guardians who must travel through the CONUS to the new PDS are expected to use their COT leave travel entitlement en route. If the Airman or Guardian is unable to use the COT leave travel entitlement en route due to mission reasons, the losing commander may grant a deferment of the COT leave travel entitlement. Airmen and Guardians are considered traveling through the CONUS

if they travel across, over, or through the CONUS or have circuitous travel approved that, if not approved, would otherwise require them to travel through the CONUS. Airmen and Guardians that relocate within the same geographical/command area are authorized to defer their own COT leave travel (e.g., Airmen and Guardians going PCS from Ramstein AB, GE to Lakenheath AB, UK or from Eielson AFB, AK to Elmendorf AFB, AK).

6. Once an Airman or Guardian has deferred their COT leave travel entitlement, Airmen and Guardians must identify which leave will be their COT/IPCOT leave. The MPF/unit publishes orders for the Airman or Guardian and qualified dependents.

7. Free leave is not authorized with COT/IPCOT leave entitlement. The Airman or Guardian is only allowed travel time for the elapsed travel time or ordered travel if performing circuitous travel or traveling to alternate destination.

8. The deferral of COT leave does not qualify or allow an Airman and Guardians to carry more than 60 days of leave from one fiscal year to the next fiscal year.

9. There is no established AF policy authorizing a specified amount of COT/IPCOT leave (e.g., 30 days). Unit commanders are encouraged to provide Airmen and Guardians an opportunity to take one leave period of at least 14 consecutive days each fiscal year (not more than 30 days IAW Title 10 U.S.C. 705 and AFI 36-3003).

10. If the Airman or Guardian received and used their COT leave travel entitlement and their tour is later curtailed, they are not required to repay the COT leave travel entitlement. The curtailment was based on the needs of the Air Force. This applies even when the curtailment is based on personal or hardship reasons.

11. Travel allowance entitlements are established when travel expenses are incurred under competent orders. Reimbursement for COT/IPCOT travel is not authorized when travel is performed in “anticipation” of written or verbal orders. Airmen and Guardians must receive approval for COT/IPCOT leave prior to departure.

Section J: Procedures for Approving Deferred COT/IPCOT Leave Requests

Figure 4. Approved Deferred COT/IPCOT Leave Flowchart. Outlines the individual process steps for this program.

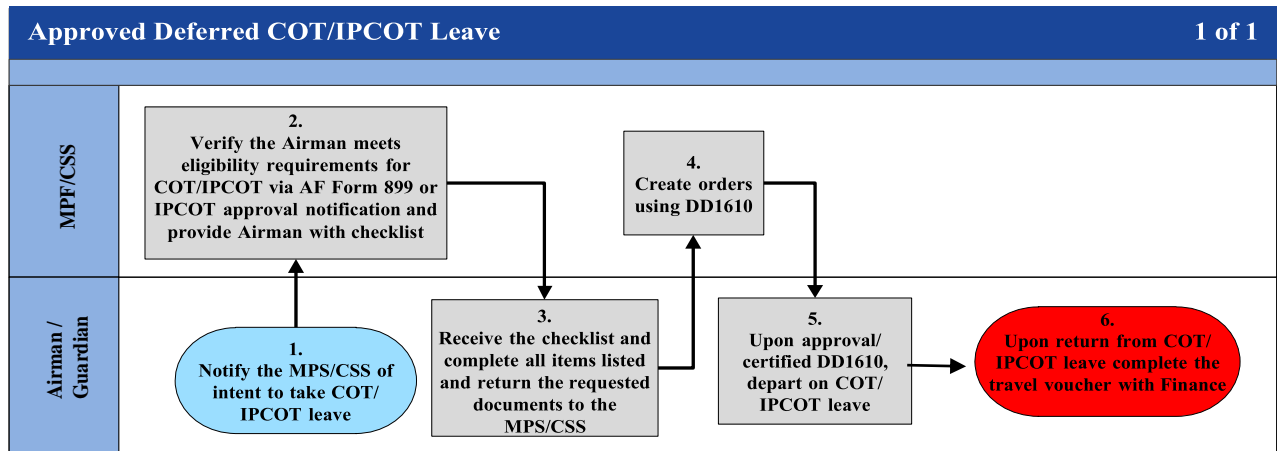


Table 4. Step-by-Step Procedures for Approved Deferred COT/IPCOT Leave. This table provides the detailed steps for understanding this process.

| STEP | ACTION OWNER | NARRATIVE |
|------|-------------------|---|
| 1 | Airman / Guardian | Notify. Notify the MPF/CSS of intent to take COT/IPCOT leave. |
| 2 | MPF/CSS | Verify & Provide. Verify the Airman or Guardian meets eligibility requirements for COT/IPCOT leave via AF Form 899 or IPCOT approval notification and provide the Airman or Guardian with the checklist. |
| 3 | Unit Commander | Receive, Complete & Return. Receive the checklist from the MPF/CSS, complete all items listed and return the requested documents to the MPF/CSS. |
| 4 | MPF/CSS | Create Order. Airman or Guardian can depart for COT/IPCOT leave upon approval/ certification. See Attachment 3 for guidance on the creation of the DD Form 1610 for IPCOT/COT leave travel. |
| 5 | Airman / Guardian | Approval & Departure. Depart for COT/IPCOT leave upon approval/ certification. |
| 6 | Airman / Guardian | Complete Travel Voucher. Upon return from COT leave immediately, complete a travel voucher with the Finance Office. |

Section K: COT and IPCOT Leave Procedures

Eligibility for COT/IPCOT Leave:

1. An eligible Airman or Guardian is stationed OCONUS and ordered to:
 - a. Consecutive tours of duty at the current PDS (IPCOT), or
 - b. Make a PCS between OCONUS PDS to serve the prescribed tour at the new PDS and either:
 - (1) One tour is unaccompanied - **OR** –
 - (2) Both tours are accompanied and the total time to be served at the PDS at least equals the sum of the unaccompanied tour lengths for the PDS

NOTE: When an Airman or Guardian is serving on a 12-month unaccompanied tour to a Funded Environmental Morale Leave (FEML) area extends for a consecutive second 12-month tour, the Airman or Guardian is only eligible for one funded leave transportation program, the COT or the FEML leave transportation program, but not both.

NOTE: For COTs involving 36-month minimum tours and other tour length locations in Alaska and Hawaii, the equivalent of two unaccompanied tours is defined as 24 months for the 36 month minimum tour locations plus the length of the unaccompanied tour for the other location.

Eligible Dependent: An eligible dependent is:

1. A dependent on the last day of the Service Member's first tour at the losing OCONUS PDS -**OR-**
2. The Service Member's PCS order effective date to the gaining OCONUS PDS; and is command-sponsored for both tours
3. An evacuated dependent, (in the case of deferred leave travel) located at or in the Service Member's losing OCONUS PDS vicinity; and accompanies the Airman or Guardian during both tours

NOTE: COT leave travel and transportation are authorized for a command-sponsored dependent born during a COT leave deferral period.

GENERAL INFORMATION:

1. Airmen and Guardians and command sponsored dependents who qualify for IPCOT travel and transportation allowances and wish to travel by privately owned conveyance from Alaska to the lower 48 must obtain approval through local command channels to HQ PACAF/DP prior to departing.
2. Due to the considerable travel time from Alaska to the lower 48, commanders must consider the unit mission and the amount of time Airmen and Guardians may be absent (authorized travel time and COT chargeable leave time).
3. The approval must be annotated on the IPCOT leave order.

Ineligibility for COT/IPCOT Leave - COT/IPCOT is not authorized for the following reasons:

1. Airman or Guardian used more than 10 days of leave enroute. This is considered use of COT leave entitlement.

2. If the military sponsor went PCS from an OCONUS assignment to an unaccompanied tour of duty with an OCONUS follow-on assignment; or the same OCONUS assignment and the dependents were approved to remain in the OCONUS area while the military sponsor was stationed at the unaccompanied assignment. The dependents are not authorized COT leave travel.

EXAMPLE: The military sponsor went PCS from Ramstein AB, Germany to Osan AB, Korea (unaccompanied) to Stuttgart AB, Germany. The dependents are not authorized COT leave travel because they did not serve an OCONUS tour of duty with the Airman or Guardian. The statute requires dependents to accompany the Airman or Guardian at both OCONUS permanent duty stations (command-sponsored). Since the dependents are at a designated location and not authorized to accompany the Airman or Guardian to the OCONUS assignment (e.g., Osan AB, Korea) they do not qualify for COT leave travel.

3. Airman or Guardian went PCS from one OCONUS location to another OCONUS location and will travel directly to the gaining PDS with no leave enroute or have circuitous travel, regardless if routed through the states, are not allowed to self-defer their COT entitlement unless authorized by the losing commander for valid mission reasons.

4. Airman or Guardian is selected to occupy a special duty assignment resulting in a curtailment of their current assignment; the deferred COT and IPCOT travel must be taken prior to departing PCS. The Airman or Guardian must complete the round trip while still assigned to the PDS.

EXCEPTION: Airman or Guardian is unable to take deferred COT leave travel based on duties in connection with a contingency operation. In this case, the COT leave travel can be deferred for up to an additional year.

5. One-year has passed after the commander endorsed an additional one-year deferment and Airman or Guardian was unable to use the COT leave. The commander cannot grant a new deferment; the statute only allows for a one-time deferment of one additional year from the date a contingency operation duty was terminated. Once the commander endorses a deferment, the date is final and cannot be further extended.

Authorized Locations:

1. The authorized locations listed below are official travel locations, and therefore available contract city-pair airfares are authorized. Travel between authorized locations is travel:

- a. Between the losing OCONUS PDS and an authorized destination and return, if serving consecutive tours at the losing PDS.
- b. From the losing to the gaining OCONUS PDSs via an authorized destination.
- c. Between the gaining OCONUS PDS and an authorized destination and return, if deferred.
- d. An authorized destination is the Service Member's HOR, or an alternate authorized place to which transportation is no more expensive than to the HOR.

(1) If transportation to the selected alternate place is more expensive than transportation to

the HOR, the Airman or Guardian is financially responsible for the additional cost unless transportation to the more expensive alternate place is authorized/approved by the Secretarial Process in **Section L**.

- (2) If the Airman or Guardian 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 for transportation to/from that alternate place
- (3) An eligible traveler (Service Member and/or dependent) may return to the losing PDS at government expense from an authorized destination to drive a privately owned conveyance (POC) to the gaining PDS
- (4) The Secretarial Process may authorize/approve travel and transportation allowances for an Airman or Guardian who travels via a designated place

Student Dependent Travel:

1. COT leave must not be used as 'student dependent travel' (i.e., the student may not travel from the CONUS to the OCONUS PDS and return to the CONUS on COT leave allowance).
2. A command sponsored dependent who returned to college on a student dependent order can use the COT leave entitlement to meet family, who are coming from an overseas location, at sponsor's HOR.
3. If the student wishes to start/end the travel from the school, reimbursement is for the cost from the school to the Service Member's HOR and return to the school or to Service Member's PDS not-to-exceed the constructive costs from the sponsor's PDS to the sponsor's HOR and return to the sponsor's PDS.

Scheduling:

1. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.
2. **Service Member's HOR in the CONUS:**
 - a. PCS Travel through CONUS - An Airman or Guardian whose HOR is in the CONUS, and the Service Member's dependent, *who must* travel through the CONUS to arrive at the gaining PDS, may defer their COT leave travel until after PCS travel is completed, only if the deferred COT leave travel is authorized/approved in accordance with Service regulations.
 - b. PCS Travel Not through CONUS - An Airman or Guardian whose HOR is in the CONUS, and the Service Member's dependent, *who does* not travel through the CONUS to arrive at the gaining PDS, may elect to defer their COT leave travel until after PCS travel is completed. No Service authorization/ approval is required.
3. **Service Member's HOR in the OCONUS:**
 - a. The Airman or Guardian may elect to defer their COT leave travel

4. Deferred Travel:

- a. Unless deferred due to performing duty in a contingency operation, the COT leave travel must be completed prior to the new tour completion; otherwise, the COT leave travel expires
- b. Under DoDI 1327.06, a Service Member who deferred COT travel because of duty in conjunction with a contingency operation is not authorized to take COT in conjunction with another leave program or travel allowance

5. Exception to Time Limit for Contingency Operation:

- a. If unable to travel before completing the new tour due to performing duty in conjunction with a contingency operation, the Airman or Guardian (and eligible dependent) may defer the travel until not more than one year after the contingency operation duty ends. In this case, the Airman or Guardian is still authorized leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location
- b. The cost limitation for travel from the gaining PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return

6. Reimbursement (Airman or Guardian Procured Transportation):

- a. An eligible Airman or Guardian, when directed to use available government or government procured transportation for the transoceanic portion of COT leave travel, who procures transoceanic transportation at personal expense for personal travel, must not be reimbursed for the transoceanic travel
- b. Reimbursement to an Airman or Guardian on behalf of an eligible dependent who procures common carrier transportation at personal expense cannot exceed the government or government procured transportation cost, as appropriate, for the official distance. **NOTE:** This situation rarely occurs as CTO/TMC use is mandatory for all official travel
- c. When the Service authorizes/approves POC use, the Airman or Guardian is authorized monetary allowance in lieu of transportation (MALT-Plus) on behalf of eligible travelers (Service Member and/or dependent). If the Service does not authorize/approve POC use, reimbursement is limited to the policy-constructed airfare. Reference the JTR, for policy-constructed airfare definition

Section L: Secretarial Process

1. The Secretarial Process exists as a means to submit requests of unusual and unique circumstances for the below that require SAF level decision.

a. **Alternate destinations for COT/IPCOT leave.**

(1) This is a location that is **not** the Service Member's HOR. Secretarial Process approval is required in order to obtain authorization for expenses that exceed cost of travel to the Service Member's HOR and authorization to use city pair fares to the alternate destination.

(2) Requests are to include justification for the deviation in location and the return on investment for the Air Force for any additional expenses incurred if approved.

b. **Qualifying duty for SLA.**

(1) Instances that have AF or DoD-wide significance that prevent/prohibit the ability to take leave. AF or DoD-wide significance is defined as situations which prevent Airmen or Guardians from using leave directly related to a catastrophe, national emergency and/or crisis or operation in defense of national security.

(2) Requests are to include

i. Justification for prevention/prohibition of leave or ability to take leave

ii. Specific time periods impacted

iii. List of specific Airmen and Guardians impacted if applicable

Figure 5. Secretarial Process Flowchart. Outlines the individual process steps for this program.

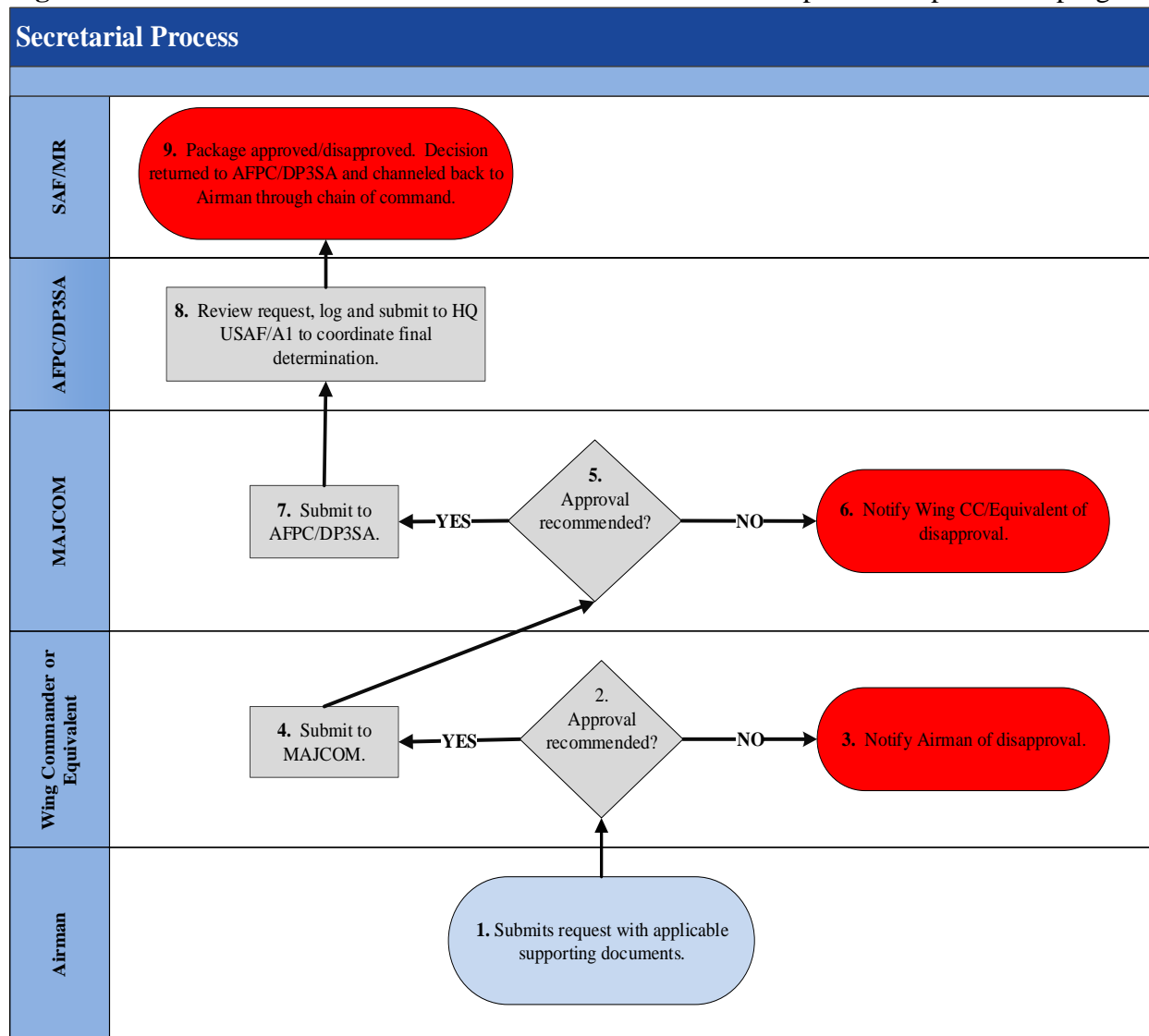


Table 5. Step-by-Step Procedures for the Secretarial Process. This table provides the detailed steps for understanding this process.

| STEP | ACTION OWNER | NARRATIVE |
|------|------------------------------|---|
| 1 | Airman / Guardian | <p>Complete & Provide. COT/IPCOT Leave: Memorandum to unit commander requesting approval to travel to an alternate destination. Include following information in request:</p> <ul style="list-style-type: none"> • Justification for deviation and return on investment for AF • City-pair cost for round-trip travel from HOR to requested destination • Number of dependents authorized travel or indicate if Airman or Guardian declines dependent authorization • Research on availability/frequency of military travel (mil air) from HOR to requested designated place (contact TMO or the AMC passenger terminal for available flights) <p>SLA Leave: Memorandum for SAF that includes</p> <ul style="list-style-type: none"> • Justification for prevention of ability to take leave • Specific time periods impacted • List of specific Airmen or Guardians impacted (if applicable) <p>Emergency Leave of Absence: Memorandum for SAF</p> |
| 2 | Wing Commander or Equivalent | <p>Recommend approval? If no, GO TO STEP 3. If yes, GO TO STEP 4. Recommendation can be made by:</p> <ul style="list-style-type: none"> • Host Wing or Vice Wing Commander • Senior Officer Representative/Deputy Director (O-6 and above) for MAJCOM, FOA, DRU staff • Senior Air Force Officer (SAFO) for joint organizations or tenant units |
| 3 | Wing Commander or Equivalent | <p>Request disapproved. Request is returned to Airman or Guardian notifying him/her of disapproval.</p> |
| 4 | Wing Commander or Equivalent | <p>Request recommended for approval. Endorsed package is submitted to MAJCOM.</p> |
| 5 | MAJCOM | <p>Recommend approval? If no, GO TO STEP 6. If yes, GO TO STEP 7.</p> |
| 6 | MAJCOM | <p>Request disapproved. Request is returned to Wing Commander or Equivalent to notify Airman or Guardian of disapproval.</p> |
| 7 | MAJCOM | <p>Request recommended for approval. Endorsed package is submitted to AFPC/DP3SA, Airman Support Branch for coordination. Recommendation can be made by Commander or A1/J1 Director</p> |
| 8 | AFPC/ DP3SA | <p>Review and Submit. Review package to ensure all required content is included and forward to HQ USAF/A1 to coordinate for final decision. Note: Subsequent If records show an Emergency Leave of Absence was previously approved for an Airman or Guardian, any subsequent requests will be automatically returned as disapproved.</p> |
| 9 | SAF/MR | <p>Final decision. Package is approved/disapproved. Decision returned to AFPC and channeled back to Airman or Guardian through chain of command.</p> |

Section M: Post Deployment/Mobilization Respite Absence (PDMRA)

INTRODUCTION

1. The PDMRA is established for Airmen and Guardians who are required to mobilize or deploy with a frequency beyond established rotation goals. The yearly rotation goal consists of a deployment-to-dwell ratio of 1:2 years for active duty personnel. PDMRA is a type of administrative absence.
2. Creditable time is calculated as all creditable deployments (time in theater only, travel time to/from is not included) accomplished within a “rolling 36-month window” starting no earlier than 19 January 2004. Creditable time continues to accrue during periods of Rest & Recuperation (R&R), in-theater R&R, leave and for TDY(s) from the Area of Eligibility to areas outside of Afghanistan or Iraq of 30 consecutive days or less. Airmen and Guardians must have deployed in “excess” of 12 months within a 36 month rolling window.
3. PDMRA applies to ANG members activated under Title 10 U.S.C. 12301(a), 12301(d), 12302, and 12304 who have creditable activation(s) of 12 months within the previous 72 months.

GENERAL INFORMATION:

1. Thirty days prior to the leave start date, the Airman or Guardian submits a PDMRA request to the commander via the LeaveWeb system and attaches supporting documentation (i.e., paid travel voucher and CED orders used to calculate PDMRA time); reference the PDMRA Leave Request Narrative for LeaveWeb instructions.
 2. If the commander approves PDMRA requests via the LeaveWeb system, the request is forwarded to the leave monitor for action. **NOTE:** The commander can approve/disapprove the “timeframe” the Airman or Guardian can take leave based on mission requirements and not the entire period of the request.
 3. Leave monitor validates the number of PDMRA days accrued using the attached source document in LW. PDMRA days are calculated using AFI 36-3003.
 - a. Table 7.1 – Used for deployments on or after 1 October 2011
 - b. Figure 7.1 – Used for eligible Airmen and Guardians in a Combat Zone Tax Exclusion (CZTE) area
 - c. Figure 7.2 – Used for eligible 12301(a), 12302, or 12304 Reserve Component Airmen and Guardians outside the U.S. not in a Combat Zone Tax Exclusion (CZTE) area
- NOTE:** Figure 7.1 and 7.2 in AFI 36-3003 are not monthly increments; creditable time is defined as a range between the number of days in a Combat Zone Tax Exclusion (CZTE) or non-CZTE area “beyond” 12 months.
4. No later than 10 days prior to the leave start date, the leave monitor forwards the PDMRA request to AFPC/DP22SM Special Programs via myPers incident for processing. Include a copy of the member’s paid travel voucher, CED order, screenshot of the pending leave request and/or an MFR in the myPers incident. AFPC/DP22SM Special Programs will update and close the myPers incident once the request has been approved/disapproved.

Figure 6. PDMRA Leave Request Process Flowchart. Outlines the individual process steps for this program.

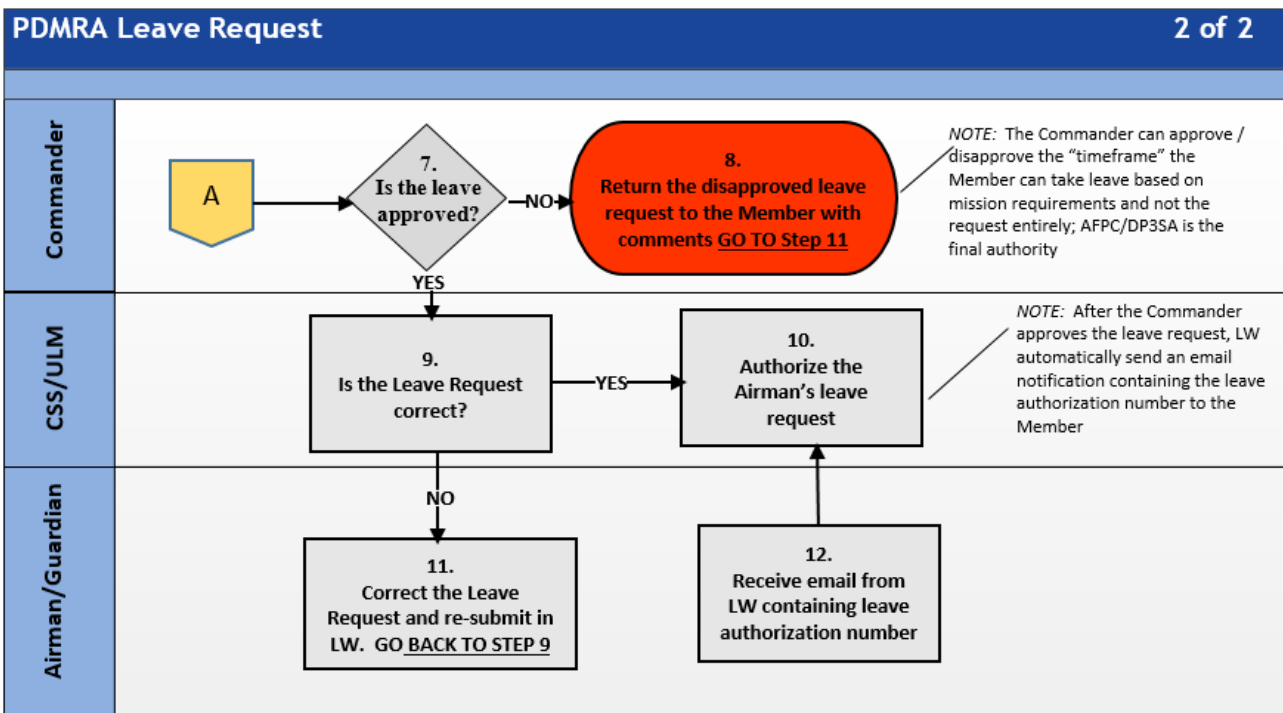
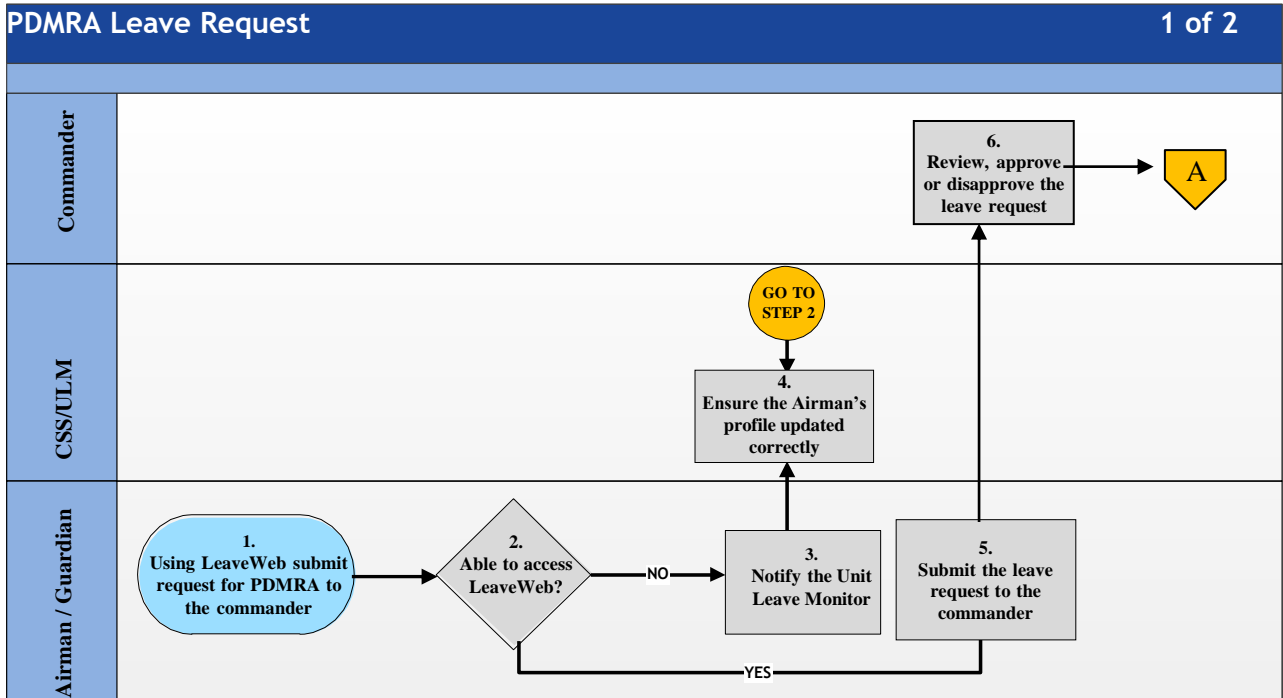


Table 6. Step-by-Step Procedures for the PDMRA Leave Request Process. This table provides the detailed steps for understanding this process.

| STEP | ACTION OWNER | NARRATIVE |
|------|-------------------|--|
| 1 | Airman / Guardian | Request Leave. Thirty calendar days prior to the leave start day, use LW to submit the PDMRA leave request to the commander. Select “PTDY” as the leave type and enter the following statement in the remarks section, “PDMRA.” |
| 2 | Airman / Guardian | Able to Access LeaveWeb? <i>If no, GO TO STEP 3. If yes, GO TO STEP 5.</i> |
| 3 | Airman / Guardian | Notify Unit Leave Monitor (ULM). If unable to access LW, contact the ULM to ensure LW profile is created and/or updated. |
| 4 | CSS/ULM | Validate LW Profile. Validate the Service Member’s profile is updated correctly (e.g., base is correct). The Airman or Guardian must have an account in LW to request leave. GO TO STEP 2. |
| 5 | Airman / Guardian | Submit Leave Request. Submit leave request via LW to the commander. NOTE: Leave number will not be assigned until both AFPC/DP2SSM and the Unit Commander approves the Service Member’s PDMRA request. |
| 6 | Commander | Review Leave Request. Review, approve or disapprove the Service Member’s leave request. |
| 7 | Commander | Leave Approved? <i>If no, GO TO STEP 8. If yes, GO TO STEP 9.</i> |
| 8 | Commander | Leave Disapproved. Return the disapproved leave request to the Airman or Guardian with comments. NOTE: The commander can approve/disapprove the “timeframe” Airman or Guardian can take leave based on mission requirements and not the request entirely. NOTE: AFPC/DP2SSM is the final approval authority. |
| 9 | CSS/ULM | Leave Request Accurate? Is the Service Member’s leave request accurate? <i>If no, GO TO STEP 10. If yes, GO TO STEP 11.</i> |
| 10 | Airman / Guardian | Receive, correct and resubmit. Receive the incorrect leave request from the ULM, correct and resubmit. GO TO STEP 5. |
| 11 | CSS/ULM | Authorize Leave. Authorize the Service Member’s leave request. NOTE: AFPC/DP2SSM must review the Service Member’s documents to verify eligibility before the Commander approves the request. Once AFPC/DP2SSM has authorized the Service Member’s request, the Commander approves the leave request (LW automatically sends an email notification containing the leave authorization number to the Airman or Guardian). |
| 12 | Airman / Guardian | Receive LW Notification. Receive the email notification from LW containing the leave authorization number. Access LW and obtain Part II of the leave request. If the PDMRA request is disapproved, cancel the leave request in the LW system. NOTE: Provide a copy of the approved LW print out (AF Form 988, Part II) to the ULM to forward to AFPC/DP2SSM for processing. |

Section N: Excess Leave to Pursue Activities with Potential Recruiting or Public Affairs Benefit to the Department of the Air Force

INTRODUCTION

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

2. The approval authority for this program is the Assistant Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR).

GENERAL INFORMATION:

1. Airmen and Guardians may apply for excess leave not to exceed one year.

2. While in excess leave status, Airmen and Guardians may be recalled to active duty so they must maintain contact information with the commander responsible for monitoring the Service Member’s progress.

3. Airmen and Guardians enter into a non-pay status and are not authorized pay and allowances while in excess leave status. Airmen and Guardians who incur a physical disability while in excess leave status are not authorized to receive disability retired pay.

ELIGIBILITY:

1. The Airman or Guardian must:

- a. Meet physical fitness requirements and standards.
- b. Secure a contract or binding commitment with an organization guaranteeing the opportunity to pursue an activity with potential recruiting benefits.
- c. Serve at least 24 months on active duty before beginning excess leave if approved.
- d. Acquire private disability insurance as a condition of approval consistent with past practice.
- e. Acknowledge that time served in excess leave is not used to satisfy an existing active duty service commitment.

2. Airmen and Guardians requesting this excess leave must make the application by official memorandum.
 - a. Memorandum must be submitted to and endorsed by the Wing Commander or equivalent
 - b. Endorsed request is sent to AFPC/DP3SA, Airman Support Branch for coordination. AFPC/DP3SA will submitted to SAF/MR for final approval.

Note: Any level in the process may disapprove the application if it does not meet the defined requirements or if determined not in the best interest of the Air Force.

Figure 7. Excess Leave to Pursue Activities with Potential Recruiting or Public Affairs Benefit to DAF Flowchart. Outlines the individual process steps for this program.

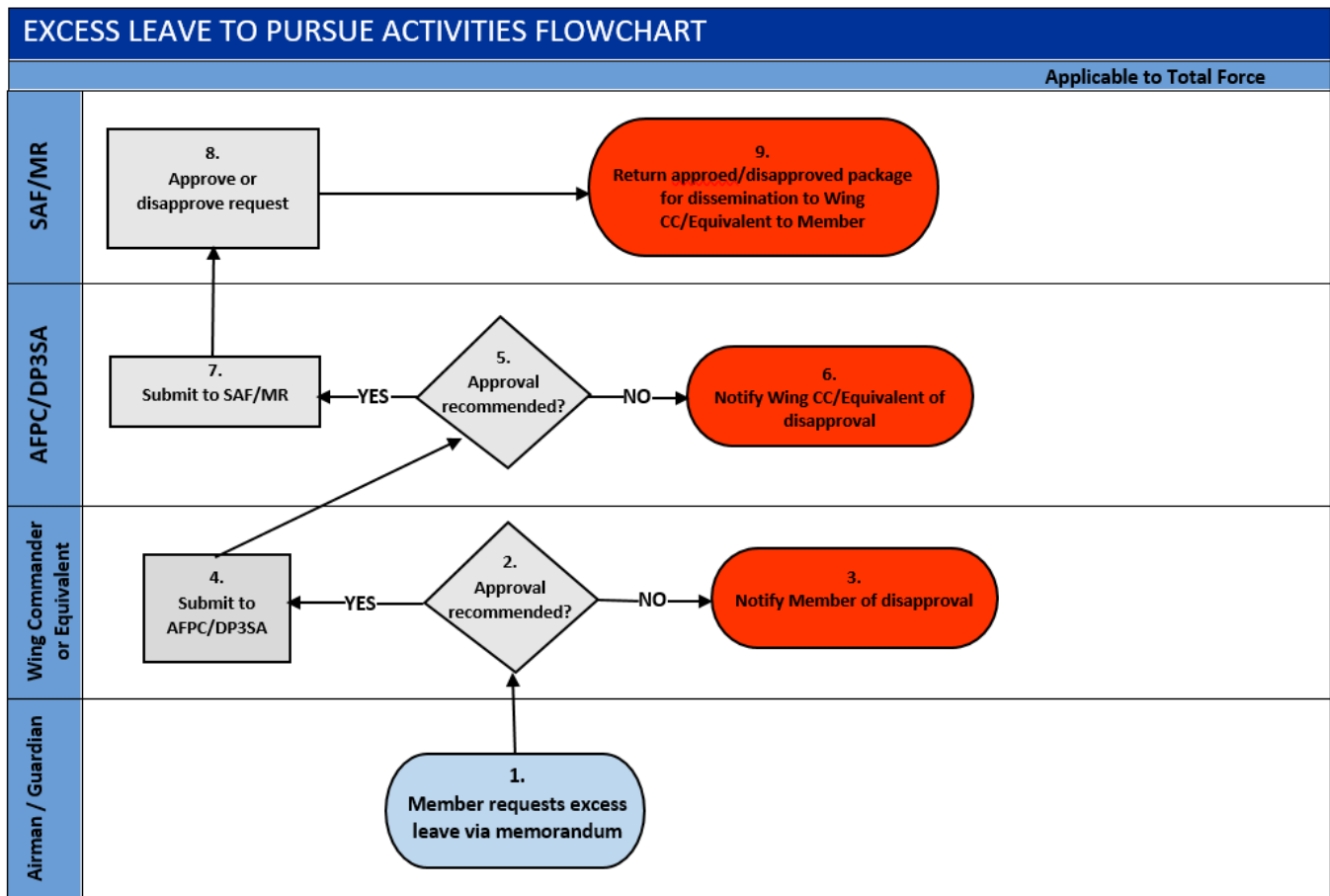


Table 7. Excess Leave to Pursue Activities with Potential Recruiting or Public Affairs Benefit to DAF Flowchart. This table provides the detailed steps for understanding this process.

| STEP | ACTION OWNER | NARRATIVE |
|-------------|------------------------------|---|
| 1 | Airman / Guardian | <i>Request Leave.</i> Airman or Guardian requests excess leave via official memorandum and submits to Wing Commander or equivalent for approval/disapproval. |
| 2 | Wing Commander or Equivalent | <i>Recommend approval?</i> <i>If no, GO TO STEP 3. If yes, GO TO STEP 4.</i> |
| 3 | Wing Commander or Equivalent | <i>Request disapproved.</i> Request is returned to Airman or Guardian notifying him/her of disapproval. |
| 4 | Wing Commander or Equivalent | <i>Request recommended for approval.</i> Endorsed package is submitted to AFPC/DP3SA, Airman Support Branch for coordination. |
| 5 | AFPC/DP3SA | <i>Recommend approval?</i> <i>If no, GO TO STEP 6. If yes, GO TO STEP</i> |
| 6 | AFPC/DP3SA | <i>Request disapproved.</i> Request is returned to Airman or Guardian notifying him/her of disapproval. |
| 7 | AFPC/DP3SA | <i>Request recommended for approval.</i> Endorsed package is submitted to SAF/MR for final decision. |
| 8 | SAF/MR | <i>Final decision.</i> Package is approved or disapproved. Final decision is returned to AFPC/DP3SA to Wing CC or Equivalent to the Airman or Guardian. |
| 9 | SAF/MR | <i>Decision returned.</i> Final decision is returned to AFPC/DP3SA to Wing CC or Equivalent to the Airman or Guardian. |

Section O: Air Reserve Component (ARC) Specifics

Requesting Leave:

1. Air Force Reserve members on extended orders will request leave using hardcopy AF Form 988.
 - a. Member will submit request to assigned supervisor at duty location
 - b. Member will obtain leave number through local Finance Management (FM) office for ANG or Reserve Pay Office (RPO) for AFR.
 - c. Member will provide supervisor with AF Form 988 Part I with leave number
 - d. Member will return from leave using AF Form 988 Part III, obtain supervisor signature and submit to local FM for ANG or RPO for AFR.

LEAVE CARRYOVER AND THE USE OF LEAVE CARRYOVER

1. 10 USC 701(k) authorizes leave carryover for Reserve and National Guard Components. It is applicable to leave earned while on MPA or RPA tours. REFERENCES: DoDI 1327.06, *Leave and Liberty Policy and Procedures*; AFI 36-3003, *Military Leave Program*.

2. GENERAL INFORMATION

The FY11 NDAA authorized RC members to carry leave earned during an active duty tour from one active duty tour to another active duty long tour for future use. This authority modifies the requirement for reservists to use, sell, or lose their earned leave at the end of an active duty tour. Active Duty members separating under Palace Chase/Palace Front may carry over leave earned during an active duty tour for use during a future active duty tour. The use of leave carryover is not restricted to the next tour, but may only be used on future/subsequent tours that are 30 days or more (long tours). While members are authorized to carry leave forward, it is important that they be reminded that leave should be taken when earned unless circumstances do not afford the member the opportunity to do so. **Commanders are strongly encouraged to allow members to take leave during the tour in which the leave was earned, there is no guarantee leave carried forward can be used due to unforeseen mission requirements.**

3. USING LEAVE CARRYOVER

A member must be on an active duty long tour to use leave carryover from a previous tour and will not be placed on an active order for the sole purpose of taking carried over leave. Leave will be taken within the parameters of the order for which approved and the leave will be charged to that specific order and appropriation. It is within the gaining commander's discretion to approve, disapprove or cancel leave if mission requirements or circumstances dictate, i.e., disciplinary actions. If member wishes to use leave carryover, it is very important that he/she coordinates with the gaining commander to obtain approval of using leave carryover prior to starting the tour. If the leave is withdrawn by the member or cancelled by the gaining commander, it will be credited back to the member's leave balance. Generally, when used, leave will be charged with the most recently accrued leave charged first. This method is known as Last In, First Out. As an exception, Combat Zone Tax Exclusion (CZTE) leave will always be charged first, regardless of when it was earned. If an order is modified to accommodate leave carryover, then that leave, plus all accrued leave, is expected to be used by the member within that order.

NOTE: When a member does not take leave during a tour of duty and chooses not to sell it, this leave must be carried forward to the next active duty long tour using the AF Form 1089, *Leave Settlement Option*, by annotating in the Remarks block the member's leave option.

(1) Prior to orders being issued, Airman or Guardian requesting to use leave carryover on the upcoming long tour of duty, will prepare the Leave Carryover Statement of Understanding and Election Memo and provide their last LES showing their leave balance along with a copy of the last order to their unit supervisor to verify carryover leave is available. Once verified and signed by the unit supervisor, Airman or Guardian will provide the signed memo to the gaining commander. This allows the commander to validate the member's available leave carryover and to determine whether or not to approve the use of leave carryover. If approved, the order's clerk will ensure the following remarks is included in the orders "Member is authorized to use XX days of leave carryover in addition to normal leave accrued during this tour."

4. LEAVE CARRYOVER LIMITATIONS

Per AFI 36-3003, *Military Leave Program*, members may not carry more than 60 days of leave from one Fiscal Year (FY) to the next unless authorized Special Leave Accrual. Leave in excess of these limits will be truncated at the end of the fiscal year. **Due to statutory limitations, carryover leave cannot be taken in conjunction with an Annual Tour.** Moreover, members who would enter sanctuary (for the purpose of an active duty retirement) if leave carryover is granted, must sign a sanctuary waiver in order to be authorized leave carryover (AFI 36-2131). Any service member who is discharged under "other than honorable conditions" shall forfeit all accrued leave IAW AFI 36-3003.

5. TRANSFERRING LEAVE CARRYOVER

Members who transfer from the Regular AF (except for members transferring into the AGR program with no break in service), AFR or other branch of service (provided there's no break in service and separated w/ honorable condition) may require a CMS case to request accrued leave be transferred to the member's new pay record.

6. SELLING LEAVE BACK

Sell back of leave carryover will be limited to 60 days per career (not including excepted leave). Excepted leave is leave earned under the following conditions: (a) Active duty in support of contingency operations, (b) Periods of continuous active duty of 31 to 365 Days beginning on or after October 1, 2001 (for one order), or (c) Death on Active Duty. Furthermore, leave carryover can only be sold back when a member is reenlisting, separating, or retiring. In the case of a reenlistment, the member must be on an order when they reenlist in order to sell leave carryover. Members who have leave remaining when they separate/retire and have sold back 60 days will lose any remaining leave balance. For these reasons, members are strongly encouraged to take leave during the tour in which the leave was earned.

Figure 8. ARC Leave Carryover Process

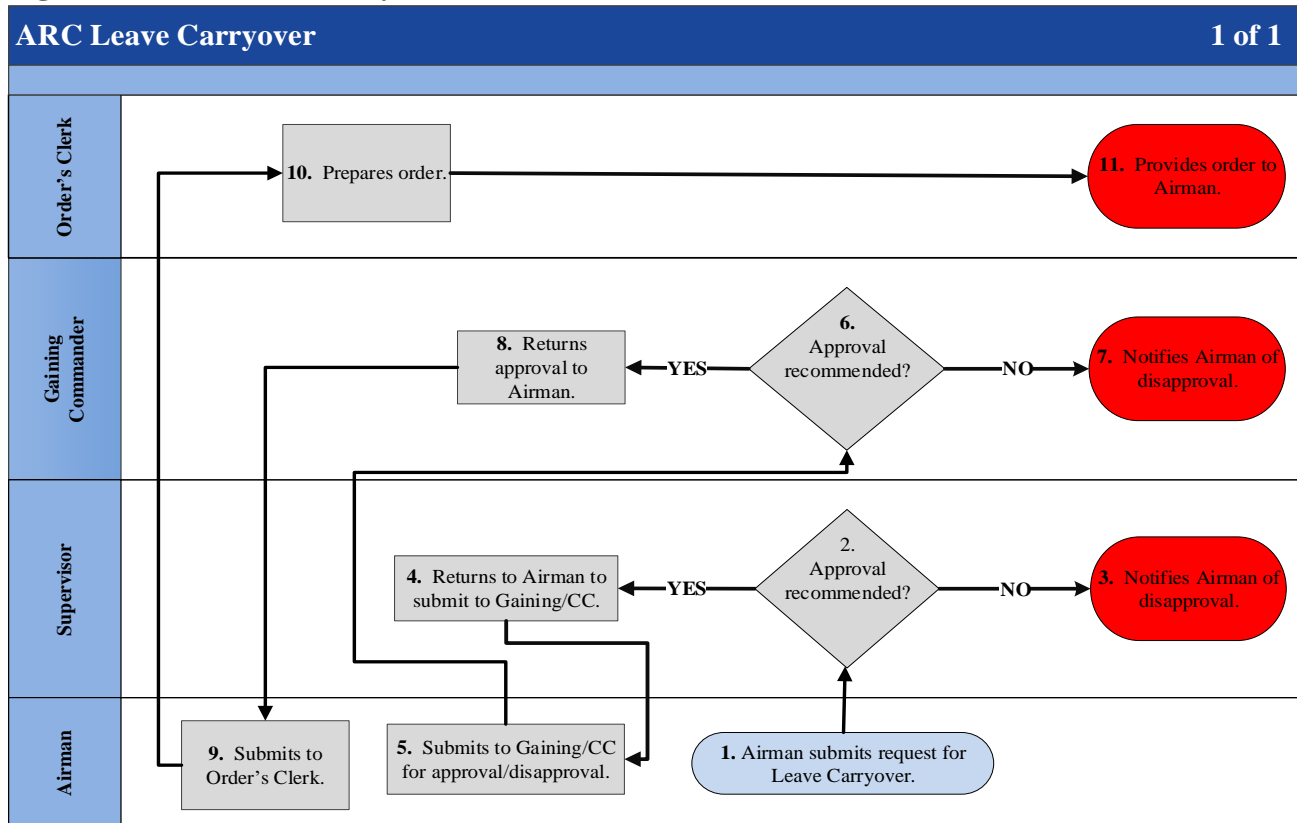


Table 8. ARC Leave Carryover Process

| STEP | ACTION OWNER | NARRATIVE |
|------|-------------------|---|
| 1 | Airman / Guardian | Submits Request. Provides Leave Carryover Statement of Understanding, Election Memo, and copy of latest LES to supervisor. |
| 2 | Supervisor | Recommend approval? <i>If no, GO TO STEP 3. If yes, GO TO STEP 4.</i> |
| 3 | Supervisor | Request disapproved. Request is returned to Airman or Guardian notifying him/her of disapproval. Process Ends. |
| 4 | Supervisor | Request recommended for approval. Signs the request and returns to Airman or Guardian. |
| 5 | Airman / Guardian | Submits Request. Provides endorsed package to Gaining Commander. |
| 6 | Gaining Commander | Final decision. <i>If no, GO TO STEP 7. If yes, GO TO STEP 8.</i> |
| 7 | Gaining Commander | Request disapproved. Request is returned to Airman or Guardian notifying him/her of disapproval. Process Ends. |
| 8 | Gaining Commander | Request approved. Endorsed package and returns to Airman or Guardian. |
| 9 | Airman / Guardian | Submits Request. Provides approved package to Orders Clerk. |
| 10 | Orders Clerk | Prepares Order. Prepares order with mandatory remarks included. |
| 11 | Orders Clerk | Transmits Order. Provides a copy of the order to the Airman or Guardian. Process Ends. |

Section P: ARC Leave Carryover Statement of Understanding and Election

DD MMM YY

MEMORANDUM FOR SUPERVISOR

FROM: 123 FSS/FSMPS (MEMBER'S NAME)

SUBJECT: Leave Carryover Statement of Understanding and Election (Please initial)

1. I (Typed, Rank, Name, and last 4 of SSN) have read the Air Force Reserve Command or Air National Guard Leave Carryover Program Policy Guidance, understand the impact that it has on my tour/leave balance and have attached a copy of my leave and earnings statement (LES).
2. I understand IAW 10 USC 701(k), the FY11 NDAA authorized Reserve Component members to carry leave forward from active duty tour to another tour.
3. In conjunction with my MPA/RPA tour duty starting____, I hereby request to carry forward all of my accrued leave as noted below.

Carry Forward All of My Accrued Leave: _____ # of Days

(This is done to maintain visibility of all accrued leave. Provide all applicable Leave and Earnings Statements along with applicable orders to use in verifying carry forward leave.)

4. I understand that if my order includes an extension to accommodate approved leave carryover, I must use that leave plus any accrued leave within this order.
5. I understand I will lose the balance that exceeds 60 days when crossing fiscal years, unless I am on a tour of duty that places me in a Special Leave Accrual policy.
6. I understand leave is not a career continuation incentive through the accrual of large leave balances.
7. The following leave was earned while in a combat zone and is tax deductible. Therefore, I am identifying the pertinent information so that taxes may be credited back to me.

Days of leave earned on order#_____were in a combat zone (if applicable)

8. I am requesting to use ___ days of carry forward leave for this tour.

Section Q: Sample AF Form 1089

| LEAVE SETTLEMENT OPTION | | | |
|---|---------------------|-------|--------------------------|
| PRIVACY ACT STATEMENT | | | |
| <small>AUTHORITY: 10 U.S.C., Chapter 833, Enlistments, Executive Order 9397 (SSN), as amended. □ PURPOSE: To document the member's decision on selling all, part, or no leave in conjunction with their reenlistment or first voluntary extension. □ ROUTINE USE: Disclosures generally permitted under 5 U.S.C. 552 a(b) of the Privacy Act, may be specifically disclosed outside DoD as a routine use pursuant to 5 U.S.C. 552a(b)3, the "Blanket Routine Uses" Apply. □ DISCLOSURE: VOLUNTARY. However, if the information is not provided, the request to settle leave balance may not be processed. SORN(s): F036 AF PC G, Selective Reenlistment Consideration</small> | | | |
| I. IDENTIFICATION DATA | | | |
| NAME (Last, First, Middle Initial) | | GRADE | SSN |
| UNIT OF ASSIGNMENT | DUTY PHONE (DSN) | ETS | DOS |
| II. LEAVE SETTLEMENT ON REENLISTMENT | | | |
| In conjunction with my reenlistment on _____, I hereby make the leave settlement election as indicated below. I understand if I am in an advance leave or excess leave status at this time, I should immediately report to the Accounting and Finance Office for counseling concerning the treatment of advance or excess leave upon reenlistment. I understand and acknowledge that I cannot sell more than 60 days accrued leave during my entire military career. I UNDERSTAND AND ACKNOWLEDGE THAT I WILL NOT BE ALLOWED TO CHANGE MY ELECTION ONCE I HAVE REENLISTED. | | | |
| INITIAL/MARK | | | INITIAL/MARK |
| A. CASH SETTLEMENT FOR ALL OF MY ACCRUED LEAVE. | | | <input type="checkbox"/> |
| B. CARRY FORWARD ALL OF MY ACCRUED LEAVE. | | | <input type="checkbox"/> |
| C. CASH SETTLEMENT FOR _____ DAYS. | | | <input type="checkbox"/> |
| DATE | SIGNATURE OF MEMBER | | |
| III. LEAVE SETTLEMENT ON ENTRY INTO FIRST EXTENSION OF ENLISTMENT | | | |
| In conjunction with me entering my first extension on _____, I hereby make the leave settlement election as indicated below. I acknowledge full understanding that I cannot sell any accrued leave on entry into a second or later extension I make to my current enlistment. I understand that if I apply for voluntary separation, any leave sold upon entry into my first extension of enlistment will effect the number of terminal leave days I have available. I also understand that if I am in an advance leave or excess leave status at this time, I should immediately report to the local Accounting and Finance Office for counseling concerning the treatment of advance or excess leave upon entry into an extension. I understand and acknowledge that I cannot sell more than 60 days accrued leave during my entire military career. I UNDERSTAND AND ACKNOWLEDGE THAT I WILL NOT BE ALLOWED TO CHANGE MY ELECTION ONCE I AM WITHIN 10 CALENDAR DAYS OF THE EFFECTIVE DAY OF MY ENTRY INTO THE EXTENSION OF ENLISTMENT. | | | |
| INITIAL/MARK | | | INITIAL/MARK |
| A. CASH SETTLEMENT FOR ALL OF MY ACCRUED LEAVE. | | | <input type="checkbox"/> |
| B. CARRY FORWARD ALL OF MY ACCRUED LEAVE. | | | <input type="checkbox"/> |
| C. CASH SETTLEMENT FOR _____ DAYS. | | | <input type="checkbox"/> |
| DATE | SIGNATURE OF MEMBER | | |
| REMARKS | | | |
| IV. LEAVE SETTLEMENT AT END OF MPA/RPA TOUR (RC ONLY) | | | |
| In conjunction with my projected end of MPA/RPA tour on _____ and order number _____, I hereby make the leave settlement election as indicated below. I understand and acknowledge that I cannot sell more than 60 days of non-excepted accrued leave (leave earned for continuous active duty over 365 days not in support of contingency operations) during my entire military career with exception to Special Leave Accrual. I understand CZTE will be used first during my next chargeable leave period. I understand I cannot sell carryover leave when not on MPA/RPA tour of duty and I cannot use leave while on Annual Training or Inactive Duty Training. | | | |
| A. CASH SETTLEMENT FOR ALL OF MY ACCRUED LEAVE (_____ DAYS). | | | |
| B. CARRY FORWARD ALL OF MY ACCRUED LEAVE (_____ DAYS). | | | |
| C. CASH SETTLEMENT FOR _____ DAYS ACCRUED LEAVE. CARRYOVER _____ DAYS ACCRUED LEAVE. | | | |
| The Carry Forward Leave includes _____ days of CZTE. | | | |
| DATE | SIGNATURE OF MEMBER | | |

AF FORM 1089, 20120905

PREVIOUS EDITIONS ARE OBSOLETE

PRIVACY ACT INFORMATION: The information in this form is FOR OFFICIAL USE ONLY. Protect IAW the Privacy Act of 1974

Attachment 1 SLA Leave Restoration Checklist

| MPF/CSS ACTIONS | MPF / CSS TECHNICIAN |
|--|-------------------------|
| <p>1. Ensure Airmen and Guardians returning from deployments do not use their command's post deployment recovery time policy as reason for not using accrued use/lose leave prior to end of the FY. NOTE: Post-deployment recovery time is not a valid reason for reinstatement of lost leave when accrued leave could have been taken in its place.</p> | |
| <p>2. Finance will complete MMPA verification. NOTE: Numerous requests are received by AFPC containing errors between the number of days approved for restoration and the number of days actually lost by the Airman or Guardian. In most cases, where errors occurred, the number of leave days approved for restoration was greater than the actual number of days the Airman or Guardian lost.</p> | |
| <p>3. Use MMPA only to verify the amount of lost leave after 1 Oct. Inquire on the following format indicators (FIDS): BR - Leave balance, BS - Combat Zone Leave, SB - Leave taken, NR - Corrections to the BR line. NOTE: Use ONLY MMPA for verification of the actual amount of leave lost.</p> | |
| <p>4. Ensure extensive advertising of the SLA program and local application procedures (include any specific requirements) is provided base wide to all Airmen and Guardians.</p> | |
| <p>5. Assist Airmen and Guardians with any questions or concerns regarding SLA. If unable to provide an answer, contact AFPC for guidance. Do not direct the Airman or Guardian to AFPC.</p> | |
| <p>6. Expedite leave restoration requests for Airmen and Guardians separating/retiring to ensure leave is restored accordingly prior to the Service Member's departure on permissive TDY / terminal leave</p> | |
| <p>7. Enter every SLA request into CMS. Do not forward request to AFPC/DP2SSM.</p> | |
| <p>8. Do not combine multiple years of lost leave into one SLA request. NOTE: A leave computation may be required for preceding fiscal years to determine if an Airman or Guardian dropped below their protected leave balance, if previously approved for SLA.</p> | |
| <p>Completing The 2 or 3 Year SLA Restoration Request Spreadsheet (Use the instructions listed below to complete the SLA spreadsheets)</p> | |
| <p>9. Column A - Unit: Indicate the Service Member's unit of assignment. (e.g., 1 GSS, ACC, etc.)</p> | |
| <p>10. Column B - Rank: Enter the Service Member's current rank. EXAMPLE: MSgt</p> | |
| <p>11. Column C - SSN: Enter the Service Member's SSN without dashes. Ensure the SSN has been verified. Ensure the spreadsheet(s) is formatted correctly (not reformatted). If the Service Member's SSN begins with a "0", enter an apostrophe first to prevent the "0" from being dropped creating an invalid SSN and delaying the restoration process. NOTE: Do not put SSN(s) on spreadsheet(s) if there are multiple individuals.</p> | |
| <p>12. Column D - Name: Enter the Service Member's complete name (Last, First, Middle Initial).</p> | |
| <p>13. Column E - Enter start date of contingency operation/deployment.</p> | |
| <p>14. Column F- Enter end date of contingency operation/deployment.</p> | |

| | |
|---|--|
| 15. Column G - Enter total days of deployment (must be at least 120 consecutive days). | |
| 16. Column H - Number of days requested for restoration: Enter the actual numbers of days lost at the end the fiscal year (1 Oct) as verified in in MMPA; unless the unit commander approved a lesser amount of leave restoration. | |
| 17. Column I - (Finance use only) MMPA Verification: Enter the rank/name of the person who verified MMPA and the date the MMPA was verified. | |

Attachment 2
Example
Memorandum for SLA Restoration

(Use Appropriate Letterhead)

XX October XXXX

MEMORANDUM FOR Unit Commander
MPF
Finance
Wing Commander
HQ AFPC/DP2SSM
In Turn

FROM: (Member)

SUBJECT: Fiscal Year (FY) 2017 Special Leave Accrual (SLA) Request – SrA John Doe

1. Request approval of SLA restoration for 19 days of annual leave lost on 1 October 2017. In FY17, I received a short notice deployment on 1 March 17. I was deployed from April - October 17 and was unable to take leave prior to deployment due to 30 days of pre-deployment training at Fort Dix/McGuire.
2. If you have questions, please contact (Rank\ First Name\ MI\ Last Name at DSN 665-XXXX, or commercial (210) 565-XXXX.

First name/ MI/ Last name/ Rank/ USAF
Duty Title (Member)

Attachments:

1. CED Order
2. Paid Travel Voucher

1st Ind, Unit Commander

Memorandum for MPF

I concur with the member's request.

First name/ MI/ Last name/ Rank/ USAF
Duty Title (Unit CC)

2nd Ind, MPF

MEMORANDUM for Finance

1. Request SLA restoration be granted for XXXX per AFI 36-3003, para 6.1.3. I have verified the member met the minimum 120 eligibility criteria and was assigned/deployed to a contingency operation/mission from (day month year) to (day month year).
2. If you have questions, please contact (Rank\ First Name\ MI\ Last Name), XX FSS/FSMPS, at DSN 665-XXXX or commercial (210) 565-XXXX.

First name/ MI/ Last name/ Rank/ USAF
Duty Title

3rd Ind, Finance

MEMORANDUM FOR (Unit/Office Symbol of Final Approval Authority)

I certify the member has been validated via the Master Military Pay Account (MMPA). MMPA printout(s) is/are attached.

First name/ MI/ Last name/ Rank/ USAF
Duty Title

4th Ind, (Unit/Office Symbol of Final Approval Authority)

MEMORANDUM FOR HQ AFPC/DP2SSM

I approve / disapprove FYXX SLA restoration request.

First name/ MI/ Last name/ Rank/ USAF
Commander

MEMORANDUM FOR XX CPTS/ (Office Symbol)
HQ AFPC/DP2SSM
IN TURN

FROM: XX FSS/FSMPS Customer Support Element

SUBJECT: FYXX Special Leave Accrual (SLA) Restoration for XXXX AFB, TX

1. Request SLA restoration be granted for Airmen and Guardians listed on the attachment, per AFI 36-3003, para 6.1.3.
2. If you have questions, please contact (Rank\First Name\MI\ Last Name), XX FSS/FSMPS, at DSN 665- XXXX or commercial (210) 565-XXXX.

FIRST MI LAST NAME, RANK, USAF
Duty Title

2 Attachments:

1. FYXX SLA 2 Year Request Spreadsheet
2. FYXX SLA 3 Year Request Spreadsheet

1st Ind, XX CPTS/(Office Symbol)

MEMORANDUM FOR (Unit/Office Symbol of Final Approval Authority)

I certify the individuals listed on the FYXX SLA restoration spreadsheet(s) have been validated via the Master Military Pay Account (MMPA). MMPA printout(s) is/are attached.

FIRST MI LAST NAME, RANK, USAF
Duty Title

2d Ind, (Unit/Office Symbol of Final Approval Authority)

MEMORANDUM FOR HQ AFPC/DP2SSM

I approve / disapprove FYXX SLA restoration requests for the personnel listed on the spreadsheet(s).

FIRST MI. LAST NAME, RANK, USAF
Commander

Attachment 3
Instructions for Preparing DD Form 1610
For IPCOT, Deferred COT Leave Travel or 15 Days of OTEIP Leave

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

Attachment 4 Example DD Form 1610 For IPCOT, Deferred COT Leave Travel or 15 Days of OTEIP Leave

| | | | | | |
|---|--------------------------|---|--|--|--|
| REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <small>(Reference: Joint Travel Regulation (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</small> | | | | 1. DATE OF REQUEST (YYYYMMDD) Self-Explanatory | |
| REQUEST FOR OFFICIAL TRAVEL | | | | | |
| 2. NAME (Last, First, Middle Initial) Self-Explanatory | | 3. SOCIAL SECURITY NUMBER Self-Explanatory | | 4. POSITION TITLE AND GRADE/RATING Self-Explanatory | |
| 5. LOCATION OF PERMANENT DUTY STATION (PDS) Self-Explanatory | | | 6. ORGANIZATIONAL ELEMENT Self-Explanatory | | 7. DUTY PHONE NUMBER (Include Area Code) Self-Explanatory |
| 8. TYPE OF AUTHORIZATION N/A | | 9. TDY PURPOSE (See JTR, Appendix H) COT Leave Travel | | 10a. APPROX. NO. OF TDY DAYS (Including travel time) Self-Explanatory | |
| 11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED | | | | | |
| FROM: (Permanent Duty Station) | | | (See Block #11) | | |
| TO: (HOR or place of residence chosen by the member) | | | | | |
| RETURN TO: (Permanent Duty Station) | | | | | |
| 12. TRANSPORTATION MODE | | | | | |
| a. COMMERCIAL | | b. GOVERNMENT | | c. LOCAL TRANSPORTATION | |
| RAIL | AIR | BUS | SHIP | AIR | VEHICLE |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | SHIP | CAR RENTAL | TAXI |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | OTHER | | |
| | | | <input type="checkbox"/> | | |
| | | | PRIVATELY OWNED CONVEYANCE (Check one) | | |
| | | | RATE PER MILE: \$ | | |
| | | | <input type="checkbox"/> | | |
| | | | ADVANTAGEOUS TO THE GOVERNMENT | | |
| | | | MILEAGE REIMBURSEMENT AND PER DIEM | | |
| | | | IS LIMITED TO CONSTRUCTED COST OF | | |
| | | | COMMON CARRIER TRANSPORTATION AND | | |
| | | | PER DIEM AS DETERMINED AND TRAVEL | | |
| | | | TIME AS LIMITED PER JTR | | |
| <input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only) | | | | | |
| Add: Transoceanic travel | | | | | |
| <input type="checkbox"/> cross out overseas travel | | | | | |
| 13. <input checked="" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR <input type="checkbox"/> b. OTHER RATE OF PER DIEM (Specify) | | | | | |
| 14. ESTIMATED COST Complete the estimated cost for blocks 1 through 4, and below | | | | | |
| a. PER DIEM | | b. TRAVEL | | d. TOTAL | |
| \$ | | \$ | | \$ | |
| 15. ADVANCE AUTHORIZED | | | | | |
| \$ | | | | | |
| 16. REMARKS (Use this space for special requirements, leave, excess baggage accommodations, registration fees, etc.) | | | | | |
| For Block 11. Do not mark variations. Do not include the place of residence if the cost of travel exceeds the cost to the HOR. | | | | | |
| Add: Member and dependents (if applicable) have authorized leave travel in conjunction with a COT assignment according to JFTR, paragraph U7200. Also add: | | | | | |
| (1) Names | | | | | |
| (2) Relationships | | | | | |
| (3) Passport numbers of all dependents | | | | | |
| (4) The dates of birth of all children | | | | | |
| (1) Include the HOR if it's different from the entry next to "TO" in item 11. | | | | | |
| (2) Check the HOR against the member's personnel record. | | | | | |
| (3) Indicate if this is IPCOT leave travel or deferred (COT or IPCOT) leave travel. | | | | | |
| (4) Add: Member authorized | | | | | |
| (COT or IPCOT) leave and travel time may not exceed ___ days. | | | | | |
| 17. TRAVEL-REQUESTING OFFICIAL (Title and signature) Self-Explanatory | | | 18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature) Self-Explanatory | | |
| AUTHORIZATION | | | | | |
| 19. ACCOUNTING CITATION | | | | | |
| Use the open allotment fund cite from the PCS order for both the IPCOT and deferred COT leave travel. | | | | | |
| 20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature) Self-Explanatory | | | | 21. DATE ISSUED (YYYYMMDD) Self-Explanatory | |
| | | | | 22. TRAVEL AUTHORIZATION NUMBER Self-Explanatory | |

DD FORM 1610, MAY 2003

PREVIOUS EDITION IS OBSOLETE

Overprint designed using PureEdge ICS Viewer, AFDPO/PPPF, October 2005

Attachment 5
Example
COT Travel Deferment Request

Date

MEMORANDUM FOR _____/ CC (Service Member's Unit)

FROM: (Service Member's Rank / Name / SSAN / DEROS)

SUBJECT: Consecutive Overseas Tour (COT) Travel Deferment

1. I have been selected for a COT assignment to _____ and wish to defer my COT travel entitlement. (**NOTE:** Place your initials next to the COT deferment that applies.)

_____ a. Self-deferred COT travel entitlement: Self-deferment is only authorized if traveling directly to the next overseas location in the same theater (e.g. PACAF). I understand that if I travel to the CONUS, I must not take more than 10 days of leave en-route, and that doing so will cause me to lose my COT travel entitlement.

_____ b. Commander directed COT Deferment: Requires justification why the Airman or Guardian cannot take more than 10 days of leave en-route to new duty station. (**NOTE:** In accordance with AFI 36-3003, paragraph 14.2., "Deferred COT refers to Airmen and Guardians unable to use the COT leave travel/transportation allowances between the two tours because of military necessity.")

Justification for deferment: _____

2. If you have questions, please contact (Rank\ First Name\ MI\ Last Name), XX FSS/FSMPS, at DSN 665-XXXX or commercial (210) 565-XXXX.

FIRST MI LAST NAME, RANK, USAF

1st Ind, _____/ CC (Service Member's Unit) (Date)

MEMORANDUM FOR (Unit/Office Symbol of Final Approval Authority)

Airman or Guardian COT travel deferment is / is not approved.

FIRST MI LAST NAME, RANK, USAF
(Losing Unit Commander)

Attachment 6 Deferred COT Worksheet

See attachment for PDF version of below.

COT/IPCOT leave request must be typed and turned in NET 60 CALENDAR DAYS PRIOR & NLT 30 CALENDAR DAYS BEFORE YOUR DEPARTURE DATE. Example: You want to depart 15 Sep so the earliest you can turn your form into our office is 15 July and latest would be 15 Aug.

****NOTE:** Incomplete or erroneous forms will be returned without action. COT orders are worked on a weekly basis due to high volume of requests. All requests must be submitted to _____ . Please allow _____ business days for processing.

SPONSOR'S INFORMATION:

RANK/NAME _____ UNIT/OFF SYM _____ DUTY PHONE _____

PERMANENT DUTY STATION (PDS) _____

E-MAIL _____ ENTITLEMENT OPTION Select one of the following options v

CHECK ONE: I AM USING MY COT IPCOT OTIEP

FIRST DAY OF LEAVE _____ LAST DAY OF LEAVE _____ # DAYS OF LEAVE _____

HOME OF RECORD (CITY & STATE – FROM DD FORM 4/DD FORM 766 OR EAD ORDERS RETRIEVED OUT OF PRDA): _____

LEAVE ADDRESS (FULL ADDRESS/ONLY 1ST LEAVE ADDRESS): _____

EMERGENCY PHONE NUMBER: _____

DEPENDENT(S) INFORMATION

(MUST be command sponsored & accompany you during BOTH tours to be eligible for COT leave):

| NAME (LAST, FIRST, MI.) | RELATIONSHIP | DOB | PASSPORT # |
|-------------------------|--------------|-------|------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

**FOR SATO OFFICE USE ONLY. MEMBER MUST REPORT TO SATO TO OBTAIN PRICE QUOTES
(PRICES MUST BE IN US DOLLARS AND MUST BE ROUND TRIP PER PERSON)**

| SATO | HOR DESTINATION PRICE \$ | ALT DESTINATION PRICE \$ | REP INITIALS/DATE: |
|------|--------------------------|--------------------------|--------------------|
| TMO | HOR DESTINATION PRICE \$ | ALT DESTINATION PRICE \$ | REP INITIALS/DATE: |
| TAX | HOR DESTINATION TAX \$ | ALT DESTINATION TAX \$ | REP INITIALS/DATE: |

PLEASE READ AND ACKNOWLEDGE BY INITIALING EACH STATEMENT

- _____ I am responsible for e-mailing this worksheet or hand carry any required documents to DEROS Management.
- _____ I understand that it is my responsibility to inform my CSS of my travel plans for duty status tracking purposes.
- _____ I understand that I am responsible for obtaining an estimated travel cost quote and reservation for a round trip to HOR (or alternate destination) **THROUGH** SATO (Ex: PDS to HOR back to PDS). If above amount is wrong, a delay in receiving my orders or being paid by Finance will result.
- _____ I understand that I **MAY NOT** self-procure my own travel. I also understand that if I self procure travel for myself or my dependents I am not entitled to reimbursement. (Ex: Going to a website **YOURSELF** and **PERSONALLY** purchasing a travel ticket).
- _____ My dependent(s) MUST have been command sponsored and accompanied me during BOTH tours to be eligible for COT leave.
- _____ I am responsible for going **BACK** to SATO to purchase ticket(s) after receiving COT orders from the MPF.
- _____ I am responsible for filing a travel voucher through Finance NLT five (5) days after returning from leave.
- _____ I understand I must use my COT leave entitlement prior to departing on a new PCS or entering a new IPCOT.

****You must provide a copy of your approved orders to your CSS for duty status tracking****

I certify that the information above is true. I have read and understand the process and acknowledge all my responsibilities. If I fail to turn in all documentation by the required time stated on this form, I will be required to change my flight itinerary to a future date. Also, if any changes are made to the itinerary/leave address, I must contact the Military Personnel Flight immediately at _____ for instructions. (It is highly recommended that copies be made for your records)

Items Required for COT/IPCOT Orders to be Processed:

- _____ Copy of PCS Orders to OCONUS location (must have deferred COT statement)
- _____ First and Last DD FORM 4 (Enlisted only) or AF FORM 766 (Initial EAD ORDERS for officers)
- _____ DEROS Option RIP (showing IPCOT)

OPTIONAL ▶

OPTIONAL ▶

(Print & Signature of Supervisor)

(Member's Signature)

Attachment 7 Required Items for Deferred COT

| ACTION | AIRMAN / GUARDIAN |
|--|----------------------|
| NOTE: The first (4) items are required for Deferred COT Orders | |
| 1. Copy of PCS orders to current duty station with: <ul style="list-style-type: none"> • Statement authorizing COT Deferred (back of PCS order). • Dependents (if applicable); AF Form 899 must be checked accompanied. • Command sponsored dependent(s) must be on the PCS order. Dependent(s) address must be at last base. | |
| 2. Deferred COT Worksheet. | |
| 3. TMO Flight (make reservation only) and pick-up itinerary. | |
| 4. DD Form 4/1, Enlistment/Reenlistment Document Armed Forces of The United States (First page only). | |
| 5. Cost comparison sheet. NOTE: Only if traveling to anywhere other than your HOR or you will be making multiple leave stops. (The HOR is the city/state on the DD Form 4/1. | |
| 6. If there is no statement to defer the COT entitlement on the back of the orders, Finance verifies the number of leave days | |
| 7. All required documents for deferred COT orders must be submitted no earlier than 30 days prior to the proceed date and no later than 14 days prior to the proceed date. Ensure you make copies of all. | |
| 8. The completed deferred COT package is forwarded to Finance no earlier than 14 days prior to the Service Member's proceed date. | |
| 9. Do not input Deferred COT leave in leave web. Finance charges the Deferred COT Leave when you file your travel voucher. | |
| 10. Immediately upon return from COT Leave, complete the travel voucher with the Finance office. | |
| 11. Contact TMO for all ticket purchasing questions. | |

Attachment 8

Delegation of Authority - JTR Secretarial Process OCONUS Destinations for Emergency Leave



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

25 MAR 2013

MEMORANDUM FOR AF/AIP

FROM: SAF/MRM

SUBJECT: Delegation of Authority – JFTR Secretarial Process – OCONUS Destinations for
Emergency Leave

Pursuant to my authority as the Air Force's Per Diem Travel and Transportation Allowance Committee (PDTATAC) Principal member, I hereby delegate to Commanders the authority to authorize OCONUS destinations for emergency leave travel that is reserved to the Secretarial Process in the JFTR U7205, subparagraphs C4b(3) and C5b(2) and implemented by AFI 36-3003, *Military Leave Program*, paragraph 6.5.11. This authority may not be re-delegated below the level of unit commander on G-series orders.

My point of contact for this matter is Ms. Jean R. Love, AF/A1PA, DSN 612-4350.


FRANCINE C. BLACKMON
Deputy Assistant Secretary
(Force Management Integration)

cc:
AF/A1PA

Attachment 9 Instructions for Preparing AF Form 972 for Emergency Leave

| Item | Enter |
|--------------------|--|
| 1 - 6 | Follow the instructions on the form. |
| 7 | Duty Air Force specialty code. |
| 8 - 10a | Follow the instructions on the form. |
| 10b | Amount of accrued leave, verified by local FSO or member's LES. |
| 10c & d | Complete when applicable. |
| 11 | Start and end dates of authorized leave. |
| 12 | Add the following when travel is to or from overseas: (1) Report to APOE not later than 1.5 hours before the scheduled flight departure time. (2) The CONUS APOD endorses the order and notes the flight reservation data for travel to the overseas APOD when member travels through the CONUS to a foreign country. |
| 13 | When applicable: (1) Upon arrival in CONUS and before departing on leave, contact the Air Mobility Command Passenger Reservation Center located in the Aerial port for a return flight reservation. (2) When dependents are listed on the order, add "Dependents listed below are authorized to return separately from the military member." (3) If member is stationed in or going to Spain, add " <i>La persona a quien esta orden pertenece esta autorizada por las autoridades militares competentes de los Estados Unidos de America para entrar o salir de Espana en mision oficial vestido de civil o militar.</i> " NOTE: Do not translate this statement into English. (4) Contact the transportation office at the nearest military installation to arrange return flight reservations when members travel by civilian aircraft. |
| 14 - 19 | Follow the instructions on the form. |
| 20 | Check one block. |
| 21 | (1) For members stationed in CONUS who choose to pay for space-required transportation for their dependents, add "Sponsor agrees to reimburse the Air Force for travel expenses of family members per DoD Regulation 4515.13-R" (See AFI 36-3020 for family member travel without the sponsor.) (2) Member calls Scott AFB Passenger Reservation Center (PRC) toll free: 1-800-851-3144, and in Illinois call collect: (618) 229-7862 to reschedule transportation if he or she needs approval for extended leave. (3) Include member's domicile, as JTR defines it (is or is not) outside the CONUS when emergency leave travel is from CONUS to OCONUS. (4) List dependents and include children's dates of birth. (5) Add the distribution in the lower right hand corner. |
| 22 | N/A |
| 23 | Accounting citation and Customer Identification Code (CIC) for travel authorized under JTR, paragraph U7205. NOTE: Be sure to fill in applicable times and dates in items 16 through 19. |
| 24 - 26 | Follow the instructions on the form. |

Attachment 10

Example AF Form 972 for Emergency Leave

| REQUEST AND AUTHORIZATION FOR EMERGENCY LEAVE TRAVEL | | | | 1. DATE OF REQUEST 10 Mar 2019 | |
|--|-------------------------|--|--|---|---|
| PRIVACY ACT STATEMENT | | | | | |
| <p>AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; and Executive Order 9397 (SSN), as amended.</p> <p>PURPOSE: Military personnel records are used at all levels of Air Force personnel management within the agency for actions related to assignment and sustantation</p> <p>ROUTINE USES: In addition to disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). DoD Blanket Routine Uses apply.</p> <p>DISCLOSURE: Voluntary. However, without member's SSN the request and authorization for emergency leave travel will not be processed.</p> | | | | | |
| I. REQUEST FOR OFFICIAL TRAVEL AND LEAVE | | | | | |
| 2. NAME (Last, First, Middle Initial) DOE, JOHN E. | | 3. SSN 123-45-6789 | 4. PAY GRADE E-5 | 5. ORGN. STATION, AND PHONE NO. HQ AFPC JBSA-RANDOLPH DSN: 665-0102 | |
| 6. LEAVE IN CARE OF (Street, city, state, zip code and phone no.) 123 Main Street San Antonio, TX 12345-0000 | | 7. AFSC 3F051 | 8. DEROS 31 Jul 2019 | 9. ETS/DOS 13 Mar 2020 | |
| 10. NO. DAYS LEAVE | | | 11. DATES | | |
| A. REQUESTED 10 | B. ACCRUED 35 | C. ADVANCED 0 | D. EXCESS 0 | A. FROM 01 Apr 2019 | B. TO 09 Apr 2019 |
| II. TRANSPORTATION AND TRAVEL | | | | | |
| <p>12. YOU ARE AUTHORIZED TO PROCEED ON OFFICIAL TRAVEL IN CONNECTION WITH EMERGENCY LEAVE AND UPON COMPLETION OF YOUR LEAVE AND TRAVEL WILL RETURN TO HOME STATION (or location designated by additional military orders). YOU ARE DIRECTED TO REPORT TO APOE FOR ONWARD MOVEMENT TO THE AERIAL PORT OR INTERNATIONAL AIRPORT DESIGNATED IN YOUR MTA, DD FORM 1482 (port call). A LL ADDITIONAL TRAVEL IS CHARGEABLE TO LEAVE.</p> <p>ONLY IF TRAVEL IS TO OR FROM OVERSEAS LOCATIONS</p> <p>(1) Report to APOE not later than one and one-half hours before the scheduled flight departure time.</p> <p>(2) The CONUS APOD endorses the order and notes the flight reservation data for travel to the overseas APOD when member travels through the CONUS to a foreign country.</p> | | | | | |
| 13. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION | | | | | |
| See Attachment 8 instructions for completion of this section. | | | | | |
| 14. SIGNATURE OF REQUESTER | | | 15. APPROVING OFFICIAL (Title and Signature) | | |
| III. EFFECTIVE DATES OF TRANSPORTATION | | | | | |
| 16. DEPARTED UNIT 01 Apr 2019 | | 17. ARRIVED APOD 02 Apr 2019 | | 18. ARRIVED APOE (Return trip) 08 Apr 2019 | 19. ARRIVED HOME UNIT 09 Apr 2019 |
| IV. DEPENDENT TRAVEL AUTHORIZATION | | | | | |
| <p>20. <input checked="" type="checkbox"/> (Space available or space required cash reimbursable).</p> <p><input type="checkbox"/> (Space required) TRANSPORTATION AUTHORIZED FOR DEPENDENTS LISTED IN REMARKS. ENTER NAME, RELATIONSHIP AND PASSPORT NO.</p> | | | | | |
| 21. REMARKS (File a no pay travel voucher along with a copy of your MTA or boarding pass within 5 workdays after your return. Submit request for leave extension to your commander thru the American Red Cross. Contact nearest AFB if you need to apply for reassignment or discharge.) | | | | | |
| See Attachment 8 instructions for completion of this section. | | | | | |
| V. AUTHORIZATION | | | | | |
| 22. DESIGNATION AND LOCATION OF HEADQUARTERS DEPARTMENT OF THE AIR FORCE | | | 23. ACCOUNTING CITATION Provided by authentication source. | | |
| 24. DATE ISSUED 15 Mar 2019 | | | 25. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION TDN: | | |
| 26. TRAVEL ORDER NUMBER ID-1 | | | | | |

AF FORM 972, 20101109

PREVIOUS EDITIONS ARE OBSOLETE

PRIVACY ACT INFORMATION: The information in this form is FOR OFFICIAL USE ONLY. Protect IAW the Privacy Act of 1974.