



LEAVE PROGRAM

INTRODUCTION

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

OPR: HQ AFPC/DPSIM (Special Programs)

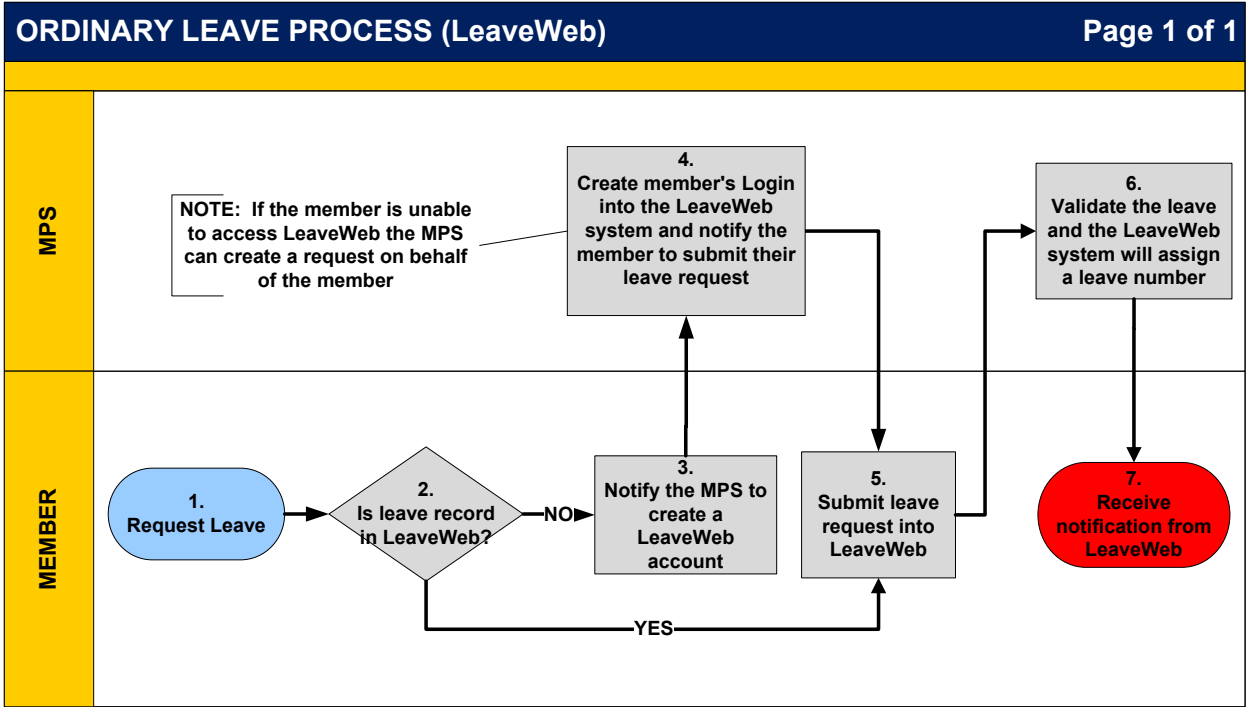
REFERENCES: [AFI 36-3003](#), *Military Leave Program*; [AFMAN 65-116V2](#) Chap 7, *Unit Leave Procedures*; LeaveWeb System User's Guide for Unit Administrators; and User Guide for Members; [DoDI 1327.06](#), *Leave and Liberty Policy and Procedures*

TARGET AUDIENCE: Active Duty

GENERAL INFORMATION:

1. Leave accrues at the rate of 2 1/2 calendar days per month. Congress recognizes that military requirements may prevent members from using their planned leave. Thus, the law permits members 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 member commutes to the duty station on a daily basis.
3. Members 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. Members can be paid for unused leave at certain points in their career, such as reenlistment, voluntary retirements, separation, or discharge. By law, members may receive accrued leave payment up to a maximum of 60 days during their military career. When a 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 members use leave to relax from the pressures of duties and not as a method of compensation.
5. For members on Terminal Leave, the Career Development Element retains Part III of the AF Form 988 in the member's relocation folder. For Other Than Ordinary leave requests, excluding Terminal and Permissive Temporary Duty (PTDY) in conjunction with Terminal leave, Part III of the leave request is destroyed after the review block is closed.

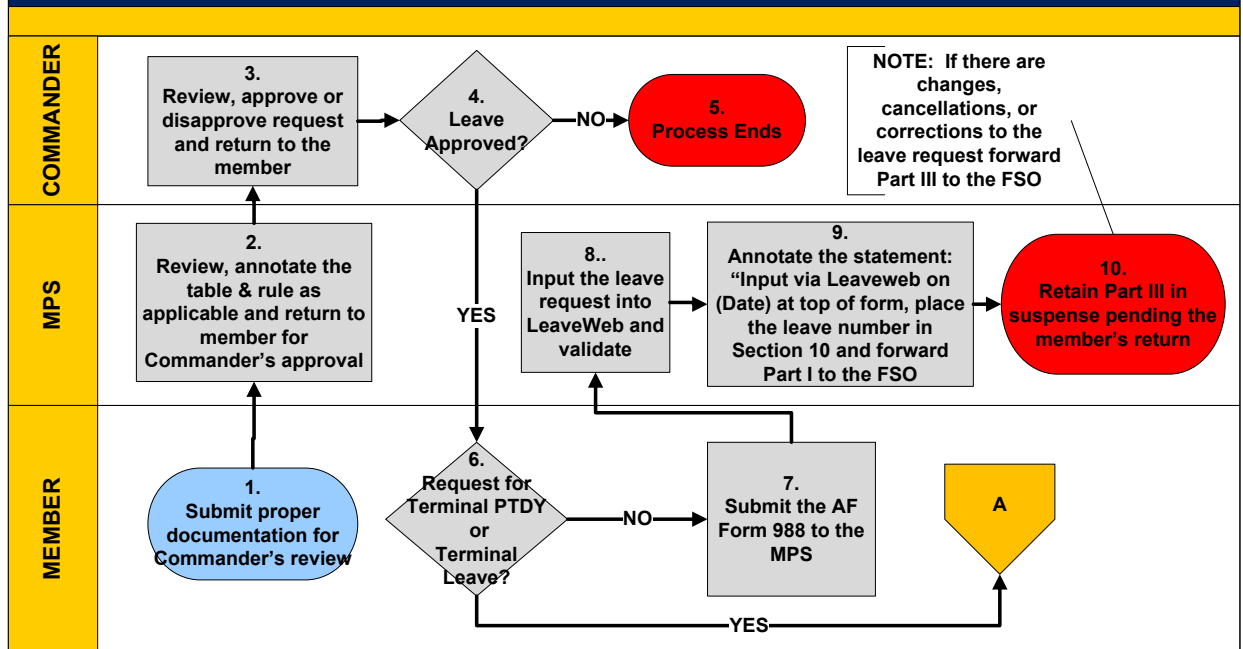
SECTION A. ORDINARY LEAVE PROCESSING



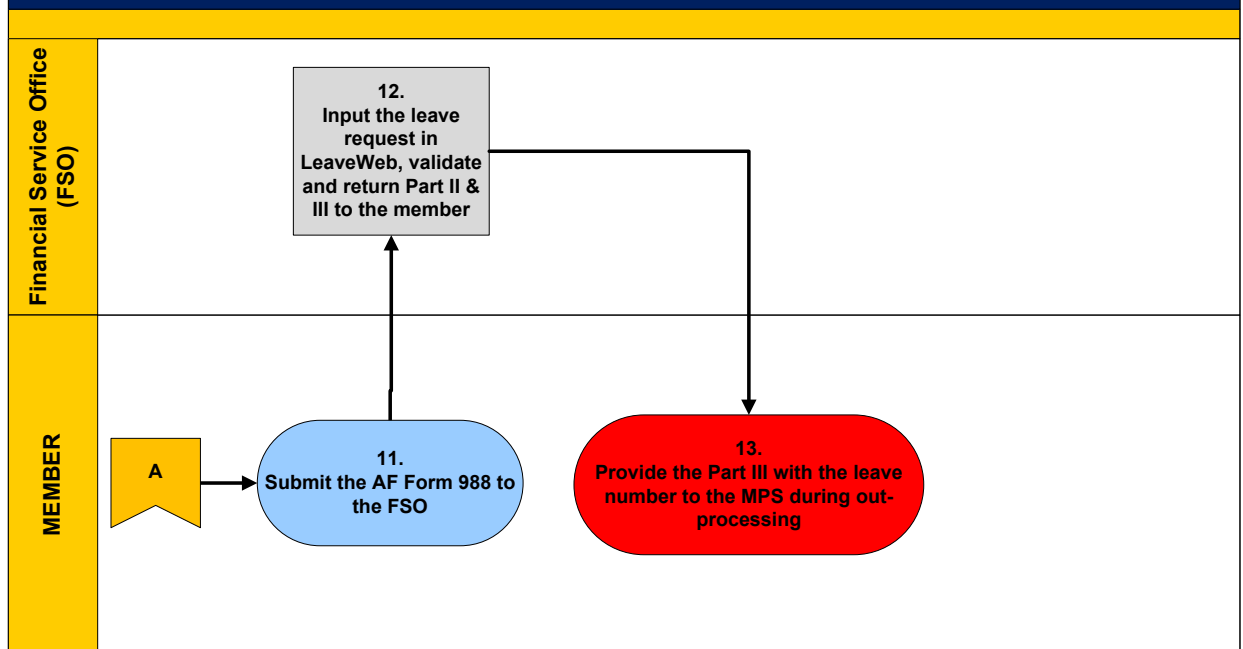
ORDINARY LEAVE PROCESSING (LeaveWeb) NARRATIVE		
STEP	ACTION OWNER	NARRATIVE
1	Member	Request Leave. Submit leave request via the LeaveWeb system.
2	Member	Able to Access LeaveWeb? If no, GO TO STEP 3. If yes, GO TO STEP 5.
3	Member	Notify MPS to Create LeaveWeb Account. If unable to access LeaveWeb, contact the MPS to establish a LeaveWeb account.
4	MPS	Create Member's Login. Once the member's LeaveWeb account is established, notify the member to submit their leave request. NOTE: If the member is unable to access LeaveWeb the MPS can create a request on behalf of the member.
5	Member	Submit Leave Request in LeaveWeb. Submit the leave request to the supervisor/approving official (AO). The supervisor/AO approves or disapproves the request. If the supervisor disapproves the request they must provide remarks prior to submitting the disapproval and the request is returned to the member. Once the supervisor/AO approves the request, LeaveWeb sends the leave request to the LeaveWeb Monitor within the MPS for validation.
6	MPS	Validate Leave. The MPS reviews the member's leave request for accuracy and compliance with AFI 36-3003. The LeaveWeb assigns the leave number.
7	Member	Receive Notification From LeaveWeb. A system generated email notification is sent with a leave authorization number for the leave request.

**SECTION B.
OTHER THAN ORDINARY LEAVE PROCESSING
CONVALESCENT/PERMISSIVE TDY/TERMINAL
EMERGENCY LEAVE**

OTHER THAN ORDINARY LEAVE PROCESSING (LeaveWeb) Page 1 of 2



OTHER THAN ORDINARY LEAVE PROCESSING (LeaveWeb) Page 2 of 2

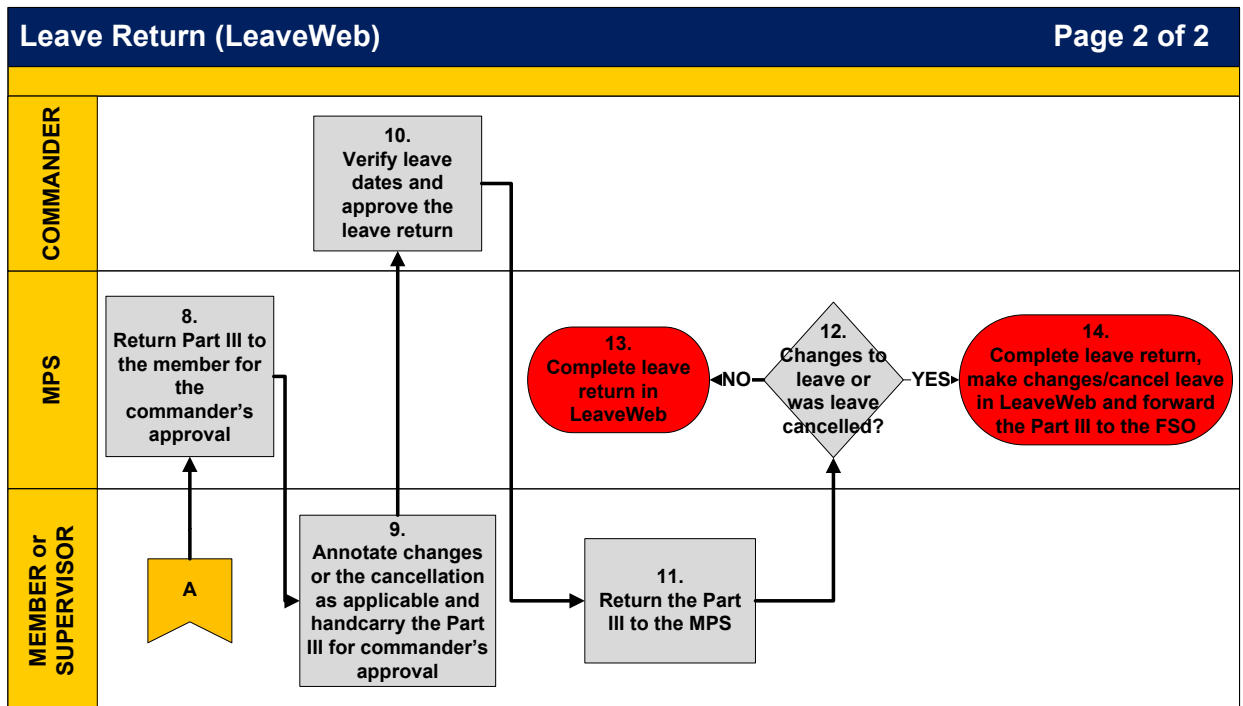
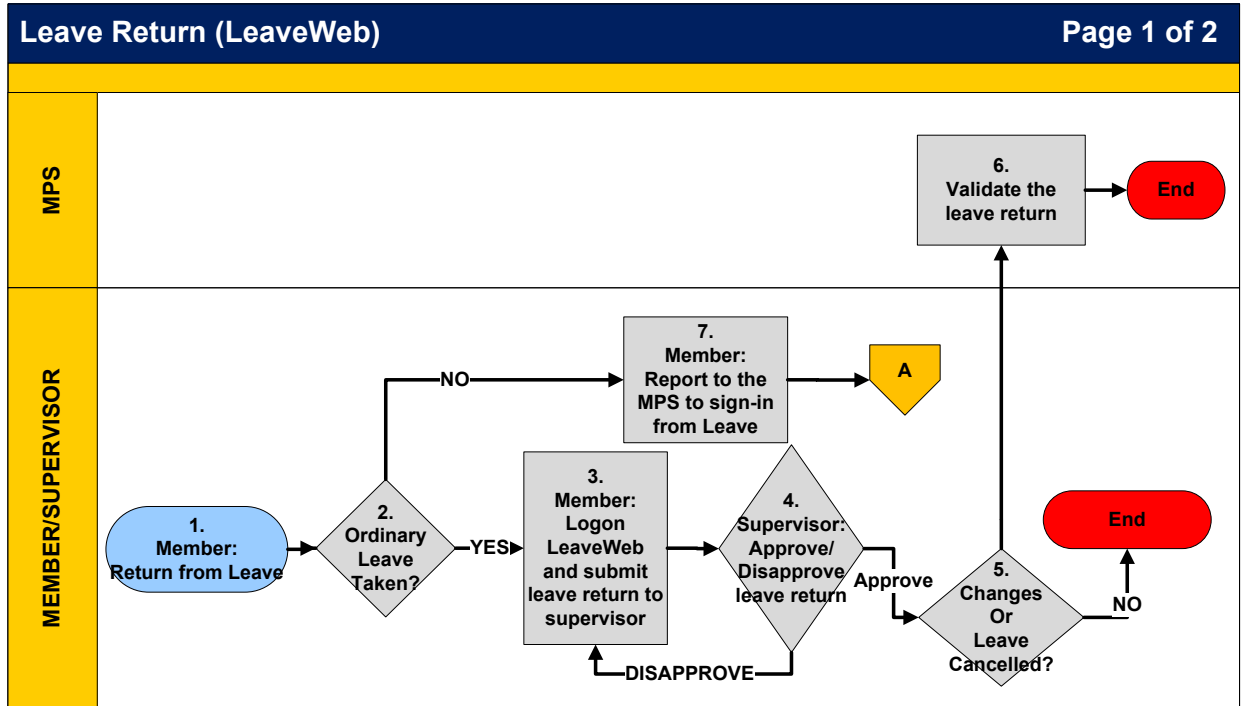


OTHER THAN ORDINARY LEAVE PROCESSING NARRATIVE

STEP	ACTION OWNER	NARRATIVE
1	Member	Submit AF Form 988. Commanders are the approval authority for other than ordinary leave requests, i.e. Convalescent, Permissive TDY (PTDY), Terminal and Emergency Leave. When requesting other than ordinary leave submit a hardcopy AF Form 988, Leave Request/Authorization , and any supporting documentation to the MPS Leave Monitor for the commander's review. NOTE: Convalescent Leave must include the physician's recommendation.
2	MPS (Leave Monitor)	Review & Annotate. Review the member's request for compliance with the rules outlined in AFI 36-3003. Ensure the following is annotated/completed on the AF Form 988: PTDY - Table and rule in Section 8. Convalescent Leave - Ensure Section 7 is completed, signed and stamped by the Medical Treatment Facility (MTF) in accordance with AFI 36-3003, paragraph 6.4.1, or the attending physician most familiar with the member's medical condition.
3	Commander	Review Leave Request. Review, approve or disapprove the member's leave request, and return the AF Form 988 to the member.
4	Commander	Leave Approved? If NO , GO TO STEP 5 . If YES , GO TO STEP 6 .
5	Commander	Leave Disapproved. Return the disapproved leave request to the member. Process Ends.
6	Member	Is Request for PTDY in Conjunction With Terminal Leave? If NO , GO TO STEP 7 . If YES , GO TO STEP 11 .
7	Member	Submit AF Form 988 to the MPS. Once the commander approves the leave request for PTDY, Emergency, Convalescent, etc., submit the hardcopy AF Form 988 to the MPS Leave Monitor for input into LeaveWeb.
8	MPS (Leave Monitor)	Input leave request into LeaveWeb and validate. Input a manual leave request into LeaveWeb to obtain a leave authorization number.
9	MPS (Leave Monitor)	Annotate & Forward. Validate the leave request in LeaveWeb; input the system generated leave authorization number in Section 10 of the AF Form 988; place the statement: "Input via LeaveWeb on (Date)" at the top of the form and forward Part I to Finance. Return Part II of the form to the member, and inform upon return from leave the member must report to the leave monitor to sign-in.

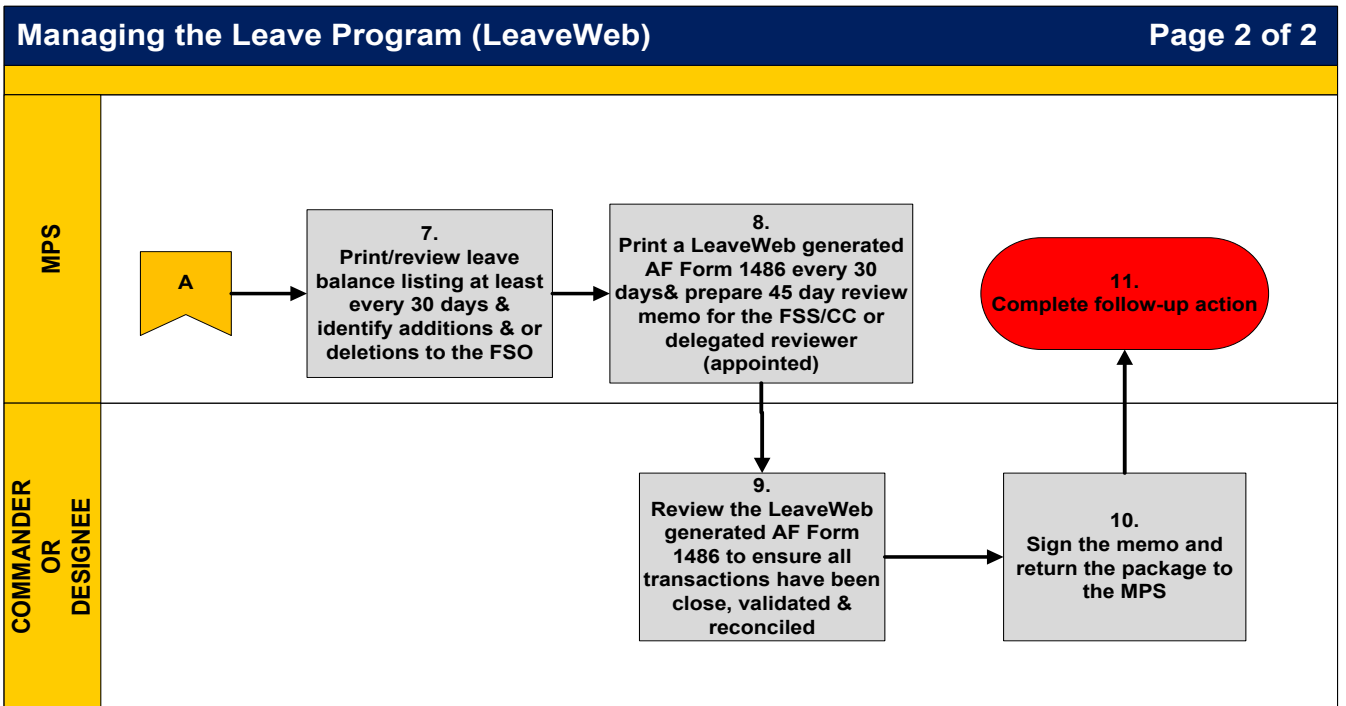
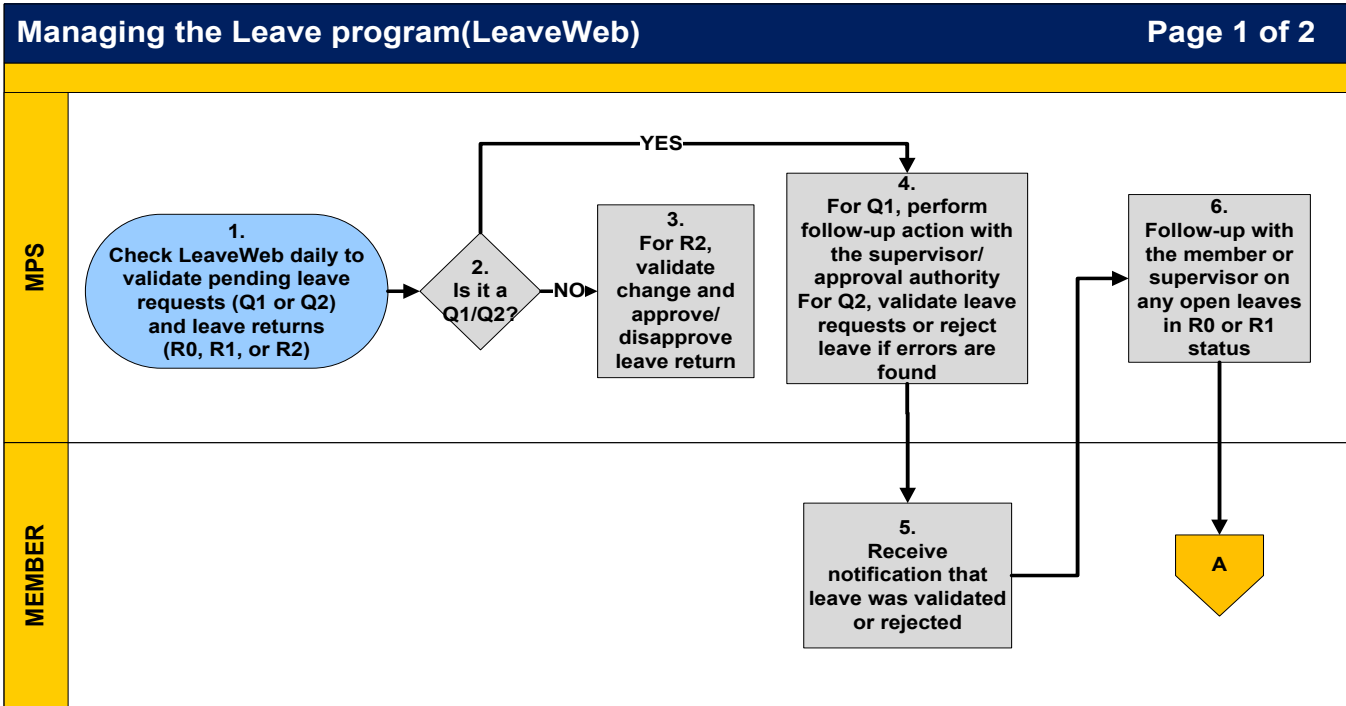
10	MPS (Leave Monitor)	<i>Suspense Part III.</i> Maintain Part III of the AF Form 988 in a suspense file for follow-up action pending member's return.
11	Member	<i>Submit AF Form 988 to Finance.</i> For PTDY in conjunction with Terminal Leave and Terminal Leave requests, the member will submit the hardcopy AF Form 988 to the FSO.
12	Financial Services Office (FSO)	<i>Input, Validate and Return.</i> Input the leave request in LeaveWeb, validate, and return Parts II and III to the member. Issue the leave authorization number in conjunction with the member's final out-processing actions.
13	Member	<i>Provide Part III to the MPS.</i> Provide Part III with the leave number to the MPS during final out-processing.

SECTION C. LEAVE RETURN



LEAVE RETURN NARRATIVE		
STEP	ACTION OWNER	NARRATIVE
1	Member	Return From Leave. Upon return from leave, complete the leave return via LeaveWeb, or sign-in from leave at the MPS.
2	MPS (Leave Monitor)	Was Ordinary Leave Taken? If YES, GO TO STEP 3 . If NO, GO TO STEP 7 .
3	Member	Submit Leave Return. Access LeaveWeb and submit leave return to the supervisor NLT 3 days after returning from leave. NOTE: LeaveWeb automatically sends an email reminder if the leave return is not accomplished within 3 days.
4	Supervisor	Approve/Disapprove Leave Return. If approved, ensure the correct leave dates are annotated on the leave return prior to approving the request, and GO TO STEP 5 . If leave is disapproved, GO TO STEP 3 .
5	Supervisor	Any Changes/Leave Cancelled? If NO, the request is reconciled within LeaveWeb to ensure the member is charged leave, and the process ends. If YES, GO TO STEP 6 .
6	MPS (Leave Monitor)	Validate Leave Return. If changes were made to the leave dates, or the leave was cancelled, the request flows to the LeaveWeb Monitor for further processing. The Monitor must validate the leave return, and the process ends.
7	Member	Report to the MPS to Sign-in From Leave. If other than ordinary leave was taken, obtain a hardcopy AF Form 988 from the MPS.
8	MPS (Leave Monitor)	Return Part III. Return Part III of the AF Form 988 to the member for commander validation of the leave dates.
9	Member	Annotate Changes/Cancellation. Complete Section III of the AF Form 988 and hand carry to the commander for approval.
10	Commander	Verify Dates/Approve Leave Return. Verify the member's leave return and certify Section III of the AF Form 988.
11	Member	Return Part III. Provide Part III of the AF Form 988 to the MPS.
12	MPS (Leave Monitor)	Any Changes/Leave Cancelled? If NO, GO TO STEP 13 . If YES, GO TO STEP 14 .
13	MPS (Leave Monitor)	Complete Leave Return. Complete the leave return in LeaveWeb. Process ends.
14	MPS (Leave Monitor)	Complete Leave return. Complete the leave return in LeaveWeb, adjust leave dates/cancel the leave, and forward the hardcopy AF Form 988 to the FSO. Process ends.

**SECTION D.
MANAGING THE LEAVE PROGRAM**



MANAGING THE LEAVE PROGRAM NARRATIVE

STEP	ACTION OWNER	NARRATIVE
1	MPS (Leave Monitor)	<p>Validate and Check. Validate pending leave requests (Q1 or Q2) and leave returns (R0, R1, and R2). Check LeaveWeb periodically throughout the day to process any pending leave actions. A “Q” before the number represents pending leave requests. A “R” before the number represents leave returns.</p> <p>Q1—Leave request is pending supervisor or authorizing official’s (AO) approval and was submitted more than 5 days ago.</p> <p>Q2—Leave request is pending LeaveWeb Monitor’s validation.</p> <p>R0—Leave return is pending member’s submittal and more than 5 days have passed since the leave ended.</p> <p>R1—Leave return is pending supervisor’s approval and more than 5 days have passed since the leave ended.</p> <p>R2—Leave return is pending LeaveWeb Monitor’s validation.</p>
2	MPS	Does Leave Status Reflect Q1/Q2? If NO , GO TO STEP 3 . If YES , GO TO STEP 4 .
3	MPS	Leave Status R2. Validate the change to the member’s leave return and approve or disapprove. Process ends.
4	MPS	Leave Status Reflects Q1/Q2. Validate the leave request, or reject the leave request if errors are found. If a leave request is disapproved, provide an explanation in the remarks section before rejecting the request. Contact the member’s supervisor/AO for follow-up action, if they have not approved the member’s leave request within 5 days.
5	Member	Validated or Rejected. A system generated email notification is sent stating the leave request was validated, or rejected by the Leave Monitor. If the leave request is validated, proceed with leave. If the leave request is rejected, the email notification will specify the reason for the rejection. Make the necessary corrections to the leave request, resubmit, or cancel the leave request.
6	MPS (Leave Monitor)	R0 or R1 Status. Contact the member or the member’s supervisor on any overdue leave returns (R0 or R1) to ensure prompt leave accounting.
7	MPS (Leave Monitor)	Print/Review the Leave Balance Listing. Print and review the leave balance listing every 30 days to verify any gains or losses. Identify additions and/or deletions to the FSO. Provide a leave balance listing to unit commanders monthly to assist them with managing the leave program. Contact the FSO with problems gaining, or deleting members information from LeaveWeb.

8	MPS (Leave Monitor)	Print LeaveWeb generated AF Form 1486. Print an AF Form 1486, Leave Control Log every 30 days, consisting of 45 days of leave input. Attach a review memorandum and annotate any leave requests that have not been closed, validated, reconciled, or require follow-up action. Submit to the FSS commander or delegated (appointed) representative for their review. NOTE: Only print one leave control log with all leave numbers issued, regardless of individual unit of assignment.
9	Commander/Designee	Review LeaveWeb generated AF Form 1486. Review the leave control log on a monthly basis to ensure all transactions have been closed, validated, and reconciled.
10	Commander/Designee	Sign & return memorandum. Once review is complete, sign and return the memorandum and AF Form 1486 to the MPS for follow-up action as required.
11	MPS	Complete follow-up action. Annotate corrective action taken on any leave request that was identified during the review process and file. Process ends.

SECTION E. SPECIAL LEAVE ACCRUAL (SLA)

INTRODUCTION

SLA is for members who are faced with circumstances that prohibit them from taking leave to accumulate leave in excess of 60 days (75 days until September 30, 2013). The situation preventing members from using leave must have been caused by a catastrophe, national emergency and/or crisis or operations in defense of national security. SLA shall not be used as a means to authorize the accumulation of leave in excess of 60 days (75 days from October 1, 2008 through September 30, 2013) as a result of the members' failure to properly manage their leave balance.

OPR: HQ AFPC/DPSIM (Special Programs)

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 44](#), Reference (f); [Title 10, USC, Section 701](#)-F-1 A&B, and Section 701-F-2; [DoD Financial Management Regulation](#), Volume 7A, Chapter 44; [Joint Federal Travel Regulations, Volume 1](#)

TARGET AUDIENCE: Active Duty

GENERAL INFORMATION

1. Unit commanders are responsible for advising members who schedule "use or lose" leave in Aug or Sep risk losing leave on 1 Oct if military requirements or personal circumstances prevented them from taking leave at that particular time.
2. The host wing or vice wing commander approves SLA for their organization. The senior officer representative (O-6 and above) or Deputy Director at the directorate level approves SLA for members assigned to a MAJCOM, FOA, DRU, or HAF. At joint organizations or tenant units, the senior Air Force officer on staff approves SLA for members assigned to their organization.
3. Any commander in the chain of command may deny a member's request for SLA without referring it to a higher-level authority when the member's request does not meet the criteria for SLA consideration.
4. Restoring Leave Lost on 1 Oct. The maximum amount of SLA leave that may be carried forward is the leave balance at the end of the fiscal year following the end of the SLA period not to exceed 120 days.

ELIGIBILITY FOR SLA

1. Title 10, USC, Section 701-F-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 a member's 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 75 days accumulated under either condition in this paragraph is lost unless used before the end of the fourth fiscal year following the fiscal year in which the qualifying service terminates.

EXAMPLE 1: On August 31, 2010, a member had a 90-day leave balance and met the minimum 120-day continuous assignment criteria to a hostile fire/imminent danger pay area during the fiscal year (1 Oct 09 thru 30 Sep 10). The member took no leave in September, resulting in a leave balance of 92.5 days on September 30, 2010. Accordingly, the member will not lose any leave and 92.5 days of leave is the maximum amount of leave that may be carried forward under SLA authority from FY10 to FY14 (fourth fiscal year following the fiscal year in the member qualified for SLA). If no further SLA is earned and the leave balance is not further reduced to a new lower level, then the maximum leave the member may carry forward into succeeding fiscal years is 92.5 days, expiring in FY14 .

2. Title 10, USC, Section 701-F-2, is a special authorization that allows the Under Secretary of Defense to grant members permission to retain any accumulated leave in excess of 75 days, not to exceed 90 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 members who lost leave due to deployment in support of a contingency operation for a continuous period of at least 60 days even though they did not deploy to a hostile fire/imminent danger pay area. Leave that exceeds 75 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.

EXAMPLE 2: On August 31, 2010, a member had a 90-day leave balance and met the minimum 60-day continuous assignment criteria regardless if it was to a hostile fire/imminent danger pay area during the fiscal year (1 Oct 09 thru 30 Sep 10). The member took no leave in September resulting in a leave balance of 92.5 days on September 30, 2010. Accordingly, 90 days was the maximum amount of qualifying SLA leave before the end of the fiscal year. Therefore, only 15 leave days of leave are protected under SLA in this case (90 days – 75 days = 15 days). Accordingly, the member loses 2.5 days of leave and carries over 90 days of leave from FY10 to FY12 if no further SLA is earned and the leave balance is not further reduced to a new lower level.

3. For protected Leave, if at any time the leave balance drops to or goes below 60 days, or 75 days during the period of October 1, 2008 to September 30, 2013, 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. For example, a member met the 120 day continuous criteria within the fiscal year (1 Oct 09 thru 30 Sep 10) on August 31, 2010 and no leave was permitted during the FY. The member will accrue 2.5 days of leave at the end of September resulting in a balance of 92.5 days of leave. If the leave balance does not drop at any time below 92.5 days of leave, then 92.5 days of leave may be carried forward for 4 fiscal years, until September 30, 2014. If the member took 30 days of leave from April 1 through April 30, 2011, then this would result in a protected leave balance of 80 days at the end of FY11 (plus 17.5 days accrued from October through April, less the 30 days of leave taken). If no further SLA is earned and the leave balance is not further reduced to a new lower level, then the maximum leave the member may carry forward into succeeding fiscal years (until September 30, 2014) is 80 days.”

4. If the SLA qualifying period crosses fiscal years, the only portion automatically carried forward into the new FY is the leave accrued while deployed to a HFP/IDP area.

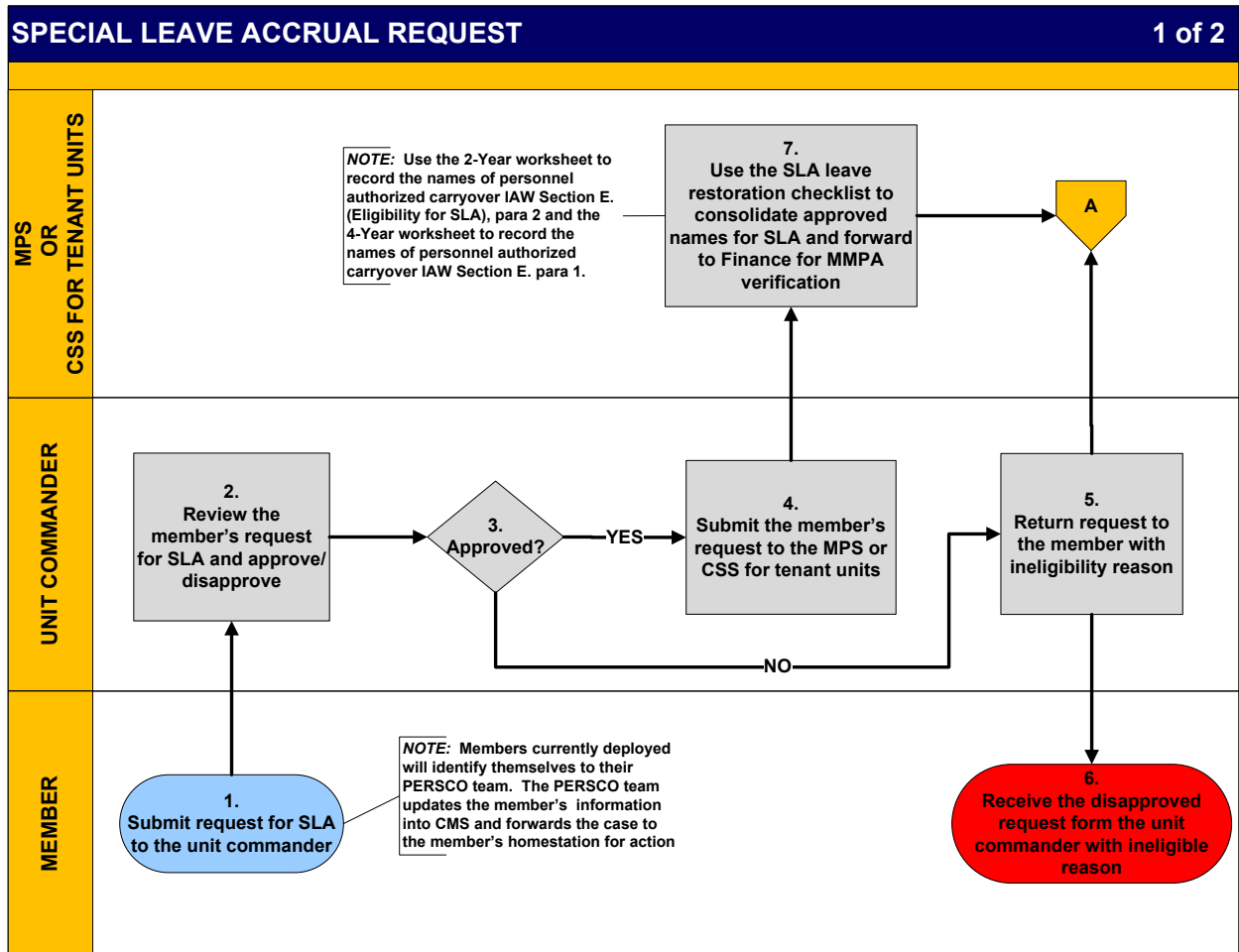
INELIGIBILITY FOR SLA

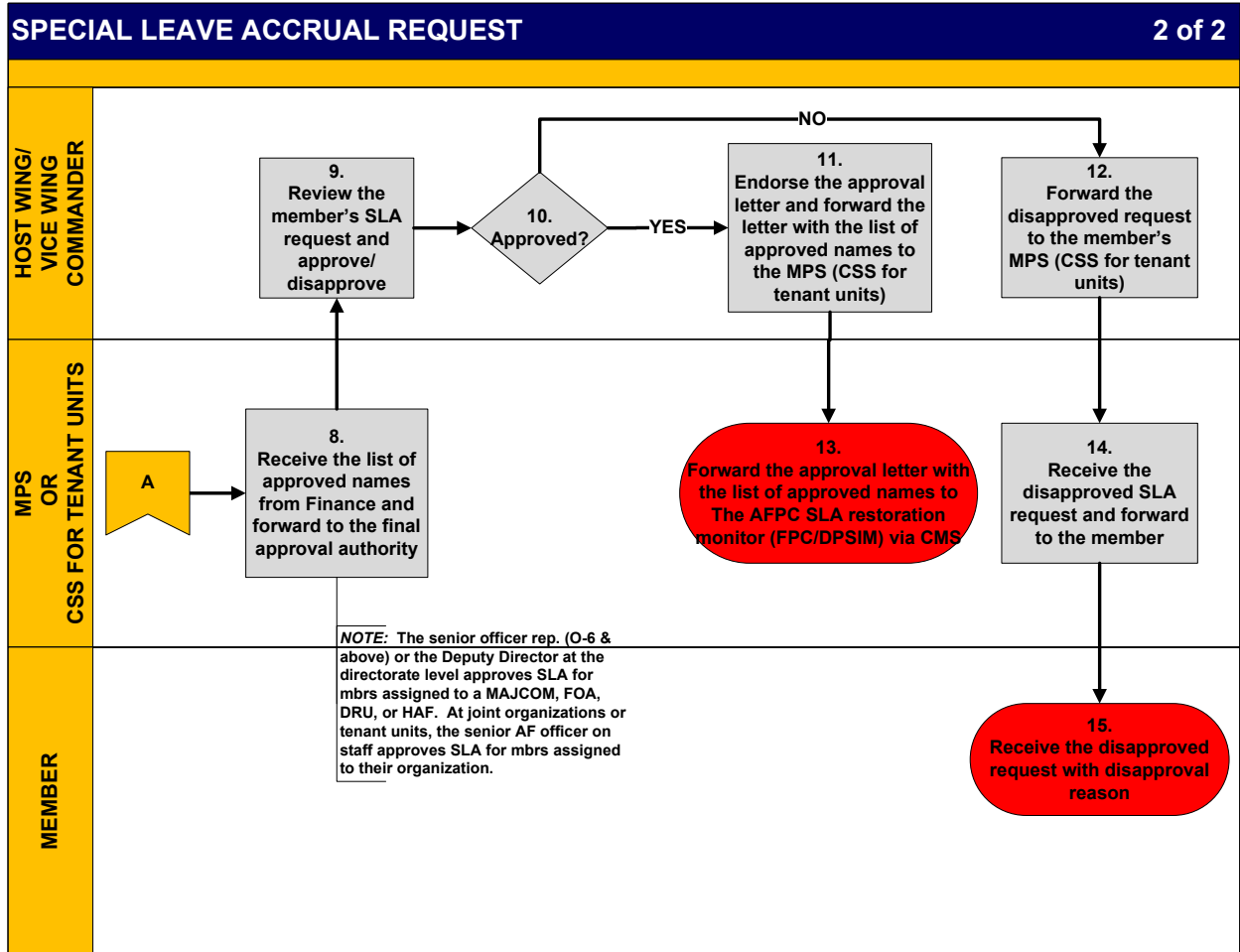
1. Members are ineligible for SLA based on the following reasons:

- Normal Permanent Change of Station (PCS) moves and formal TDY(s)
- Base closures
- Hospitalizations, aeromedical evacuations, quarters, and convalescent leaves
- Details and special working groups
- Training exercises, attending schools or courses, and research requirements
- Pending separation or retirement
- Workload after return from deployment and member did not take leave before 1 Oct
- Post-Deployment Recovery Time
- Post deployment/mobilization respite absence (PDMRA)
- Normal operational mission requirements at home station
- Did not physically deploy in support of a contingency operation for a continuous period of at least 60 days, unless specifically noted otherwise

2. Members 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 Record**, under the provisions of Title 10, U.S. Code Section 1552; reference AFI 36-2603, *Air Force Board for Correction of Military Records*. Applications must be submitted to the following address: Board for Correction of Air Force Records SAF/MRBR, 550 C Street West, Suite 40, Randolph AFB, TX 78150-4742. The member’s 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 members managed their leave during the year, to clearly establish an error or injustice by the Air Force that caused the member’s lost leave. If the Board restores leave to the current leave account, members must use these days before the end of the current Fiscal Year.

PROCEDURES FOR SUBMITTING SLA REQUEST(S)





SPECIAL LEAVE ACCRUAL REQUEST NARRATIVE

STEP	ACTION OWNER	NARRATIVE
1	Member	Submit Request. Complete a memorandum requesting SLA and submit the request to the unit commander for approval/disapproval. Individuals who meet the criteria outlined in Section E., (Eligibility for SLA), paragraphs 1 and 2, should apply for SLA through command channels as defined under General Information , paragraph 2. NOTE: Deployed members will identify themselves to their PERSCO team. The PERSCO team inputs the member's information into CMS and forwards the case to the member's homestation for action.
2 & 3	Unit Commander	Approve/Disapprove. Receive the member's request for SLA and approve or disapprove. If approved, GO TO STEP 4 . If disapproved GO TO STEP 5 .
4	Unit Commander	SLA Request Approved. Submit the member's SLA request to their servicing MPS or to the CSS for tenant units. GO TO STEP 7 .
5	Unit Commander	SLA Request Disapproved. Return the SLA request to the member with the ineligibility/disapproval reason.
6	Member	Receive Disapproved Request. Receive the disapproved SLA request from the unit commander. Process ends.
7	MPS or CSS for Tenant Units	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 for master military pay account (MMPA) verification. 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 4-Year worksheet to record the names of personnel authorized carryover in accordance with Eligibility for SLA paragraph 1.
8	MPS or CSS for Tenant Units	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. NOTE: The senior officer rep. (O-6 and above) or the Deputy Director at the directorate level approves SLA for members assigned to a MAJCOM, FOA, DRU, or HAF. At joint organizations or tenant units, the senior AF officer on staff approves SLA for members assigned to their organization.
9 & 10	Host Wing/Vice Wing Commander	Review and Approve/Disapprove. Review the SLA request and approve or disapprove. If approved GO TO STEP 11 . If disapproved GO TO STEP 12 .

11	Host Wing/Vice Wing Commander	Forward Approved Request. Endorse the approval letter and forward the letter with the list of approved names to the MPS (CSS for tenant units). GO TO STEP 13.
12	Host Wing/Vice Wing Commander	Forward Disapproved Request. Forward the disapproved SLA request to the member's servicing MPS or CSS for tenant units. GO TO STEP 14.
13	MPS or CSS for Tenant Units	Complete and Submit. Forward the approval letter with the list of approved names to The AFPC SLA restoration monitor (AFPC/DPSIM) via CMS. NOTE: An approval memorandum is a required attachment for all CMS cases; see Attachment 2 . The approval letter must include an ink signature or public key infrastructure (PKI) digital signature from the final approval authority referenced in Section E, General Information , paragraph 2. Ensure the following statement(s) are included when submitting the request in the Case Management System (CMS): a. 2-Year worksheet – (“Enter the Rank/Last Name of the member) 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 60 days.” b. 4-Year worksheet – (“Enter the Rank/Last Name of the member) 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.”
14	MPS or CSS for Tenant Units	Receive Disapproved Request. Receive the disapproved SLA request from the approval authority and forward to the member.
15	Member	Receive Disapproved Request. Receive the disapproved request with ineligible/disapproved reason. Process ends.

SECTION F.
CONSECUTIVE OVERSEAS TOUR (COT) and IN-PLACE COT (IPCOT)
LEAVE

INTRODUCTION

Members who elect to serve a consecutive overseas tour (COT) or an in-place COT (IPCOT) are authorized a COT leave travel entitlement for themselves and dependents who are command sponsored for both tours. Members 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 member's HOR or a place to which travel is no more expensive than to the HOR. A member and dependent may travel together or independently.

The congressional intent of the program is to allow members and command sponsored dependents to return to the CONUS in-between their consecutive overseas tours, providing a respite from the overseas area. However, military necessity may prevent the member from performing the COT/IPCOT leave travel entitlement in conjunction with the PCS move. In cases where urgent mission requirements prevent the member from taking the COT leave travel entitlement enroute, governing statute and regulation allow deferment of the COT leave travel entitlement.

OPR: HQ AFPC/DPSIM (Special Programs)

REFERENCES: [AFI 36-3003](#), *Military Leave Program*; [AFMAN 65-116 Volume 2](#), *Defense Joint Military Pay System (DJMS) Unit Procedures Excluding FSO (Chap 7)*; [DoDI 1327.06](#), *Leave and Liberty Policy and Procedures*; [DoDD 1315.18](#), *Procedures for Military Personnel Assignments*; [The Joint Federal Travel Regulations \(JFTR\) Volume 1](#)

TARGET AUDIENCE: Active Duty

GENERAL INFORMATION:

1. If mission requirements dictate, the losing commander may defer the COT leave travel entitlement for members required to travel through the CONUS or have circuitous travel approved that, if not approved, would otherwise require them to travel through the CONUS. Air Force policy allows losing commanders to authorize normal leave (non-COT) between the tours of no more than 10 days.
2. COT travel and transportation allowances are paid from the member's losing permanent duty station (PDS) to the member's home of record (HOR) to the member's gaining PDS, or in the case of deferment, from the member's new PDS to the member's HOR back to the member's new PDS.
3. IPCOT travel and transportation allowances are paid from the Airman's current PDS to the member's HOR and return.

4. COT Leave can be taken in increments or in conjunction with any leave program or travel entitlement. **EXCEPTION:** A service member who deferred COT travel because of duty in conjunction (ICW) with a contingency operation is not authorized to take COT ICW any other leave program or travel allowance unless authorized/approved by the PDUSD(P&R).

5. Airmen can only use IPCOT leave transportation after entering the IPCOT and must utilize the entitlement prior to the end of the new tour. A member cannot utilize the IPCOT leave entitlement until it is actually earned.

6. Airmen who must travel through the CONUS to the new PDS are expected to use their COT leave travel entitlement en route. If the member 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. Members 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. Members that relocate within the same geographical/command area are authorized to defer their own COT leave travel (e.g., members going PCS from Ramstein AB GE to Lakenheath AB UK or from Eielson AFB AK to Elmendorf AFB AK).

7. Once a member has deferred their COT leave travel entitlement, members must identify which leave will be their COT/IPCOT leave. The unit publishes orders for the member and qualified dependents.

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

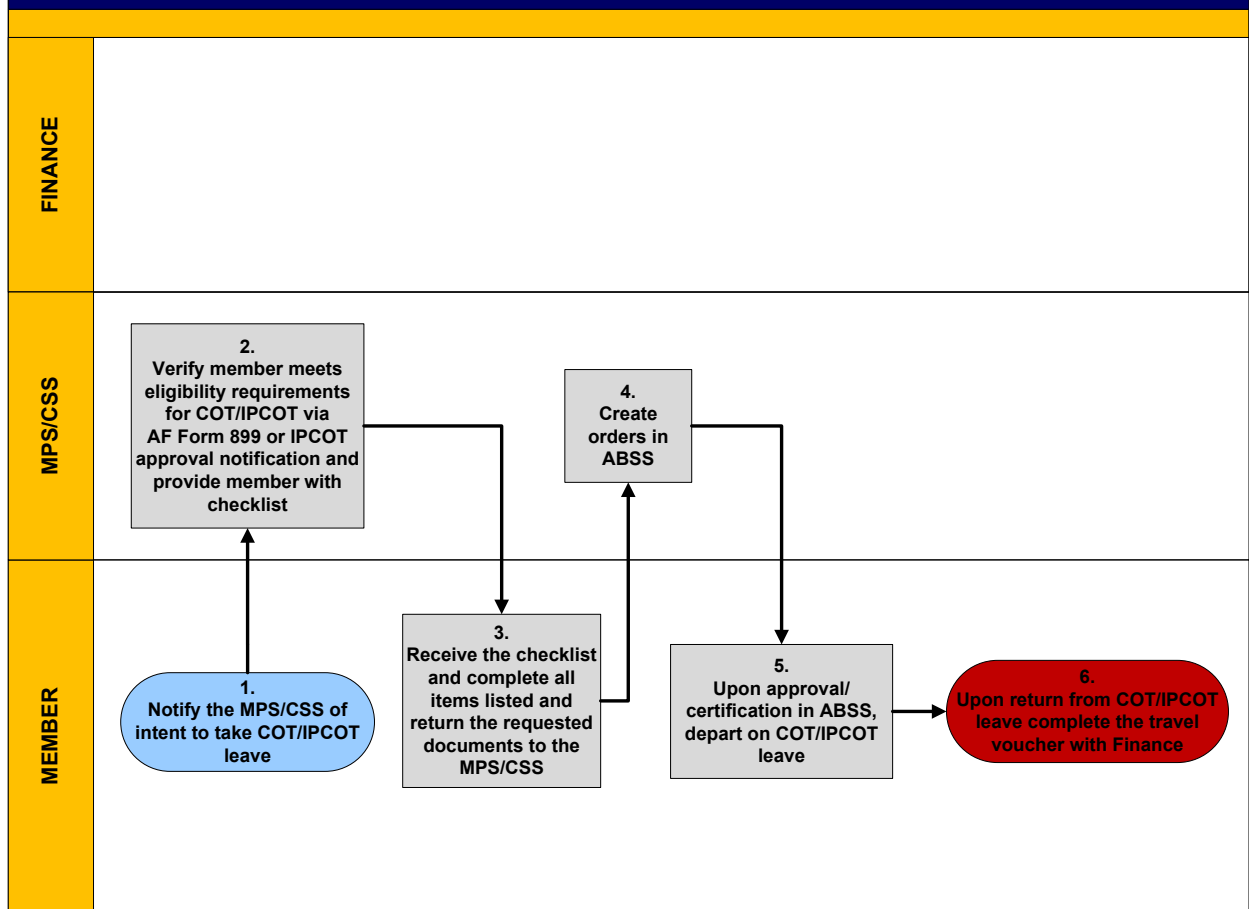
9. The deferral of COT leave does not qualify or allow a member to carry more than 60 days of leave from one fiscal year to the next fiscal year; (75 days until September 30, 2013).

10. There is no established AF policy authorizing a specified amount of COT/IPCOT leave (e.g., 30 days). Unit commanders are encouraged to provide members an opportunity to take one leave period of 14 consecutive days each fiscal year.

11. If the member 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.

APPROVED DEFERRED COT/IPCOT LEAVE

APPROVED DEFERRED COT/IPCOT LEAVE 1 of 1



APPROVED DEFERRED COT/IPCOT LEAVE NARRATIVE

STEP	ACTION OWNER	NARRATIVE
1	Member	<i>Notify.</i> Notify the MPS/CSS of intent to take COT/IPCOT leave.
2	MPS/CSS	<i>Verify & Provide.</i> Verify the member meets eligibility requirements for COT/IPCOT leave via AF Form 899 or IPCOT approval notification and provide the member with the checklist.
3	Member	<i>Receive, Complete & Return.</i> Receive the checklist from the MPS/CSS, complete all items listed and return the requested documents to the MPS/CSS.

4	MPS/CSS	Create Order. Create the AF Form 899 in the Automated Business Services System (ABSS). NOTE: Member can depart for COT/IPCOT leave upon approval/certification in ABSS.
5	Member	Approval & Departure. Depart for COT/IPCOT leave upon approval/ certification.
6	Member	Complete Travel Voucher. Upon return from COT leave immediately complete a travel voucher with the Finance office.

COT/IPCOT LEAVE PROCEDURES

Eligibility for COT/IPCOT Leave: An eligible member is stationed OCONUS and ordered to:

1. Consecutive tours of duty at the current PDS (IPCOT), or
2. Make a PCS between OCONUS PDS to serve the prescribed tour at the new PDS and either:
 - a. One tour is unaccompanied - **OR** -
 - b. 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 a member on a 12-month unaccompanied tour to a Funded Environmental Morale Leave (FEML) area extends for a consecutive second 12-month tour, the member is only eligible for one funded leave transportation program, the COT or the FEML leave transportation program, but not both.

Eligible Dependent: An eligible dependent is:

- A dependent on the last day of the member's first tour at the losing OCONUS PDS **-OR-**
- The member's PCS order effective date to the gaining OCONUS PDS; and is command-sponsored for both tours
- An evacuated dependent, (in the case of deferred leave travel) located at or in the member's losing OCONUS PDS vicinity; and accompanies the member 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. Members and command sponsored dependents who qualify for the 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 members 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 used more than 10 days leave enroute. **NOTE:** Taking more than 10 days leave enroute is considered as using the COT leave travel entitlement.
2. If the military sponsor went PCS from an OCONUS assignment to an unaccompanied tour of duty with a follow-on tour to another OCONUS 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, GE to Osan AB, Korea (unaccompanied) to Stuttgart AB, GE. The dependents are not authorized COT leave travel because they did not serve an OCONUS tour of duty with the member. The statute requires dependents to accompany the member at both OCONUS permanent duty stations (command-sponsored). Since the dependents are at a designated location and not authorized to accompany the member to the OCONUS assignment (e.g., Osan AB, Korea) they do not qualify for COT leave travel.
3. The member 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. The member 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 member must complete the round trip while still assigned to the PDS. **EXCEPTION:** The member is unable to take the deferred COT leave travel based on performing a duty 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 the member 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.

NOTE: COT leave travel is a separate entitlement and cannot be taken in connection with another leave program or travel entitlement.

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

1. Between the losing OCONUS PDS and an authorized destination and return, if serving consecutive tours at the losing d PDS.
2. From the losing to the gaining OCONUS PDSs via an authorized destination **-OR-**
3. Between the gaining OCONUS PDS and an authorized destination and return, if deferred.
4. An authorized destination is the member's HOR, or an alternate authorized place to which transportation is no more expensive than to the HOR.
 - If transportation to the selected alternate place is more expensive than transportation to the HOR, the member is financially responsible for the additional cost unless transportation to the more expensive alternate place is authorized/approved by the Secretarial Process
 - If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination), city-pair airfares are not authorized for transportation to/from that alternate place
 - An eligible traveler (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
 - The Secretarial Process may authorize/approve travel and transportation allowances for a member 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 with family, who are coming from an overseas location, at the 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 member's HOR and return to the school or to 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: COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.

1. Member's HOR in the CONUS:

- PCS Travel through CONUS - A member whose HOR is in the CONUS, and the 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.
- PCS Travel Not through CONUS - A member whose HOR is in the CONUS, and the 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.

2. Member's HOR in the OCONUS:

- The member may elect to defer their COT leave travel

3. Deferred Travel:

- 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
- 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 unless authorized/approved

4. Exception to Time Limit for Contingency Operation:

- If unable to travel before completing the new tour due to performing duty in conjunction with a contingency operation, the member (and eligible dependent) may defer the travel until not more than one year after the contingency operation duty ends. In this case, the member 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.
- 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

5. Reimbursement:

Member Procured Transportation

- An eligible member, 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.
- Reimbursement to a member 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.

- When the Service authorizes/approves POC use, the member is authorized monetary allowance in lieu of transportation (MALT-Plus) on behalf of eligible travelers (member and/or dependent). If the Service does not authorize/approve POC use, reimbursement is limited to the policy-constructed airfare. Reference the JFTR, APP A1, for policy-constructed airfare definition.

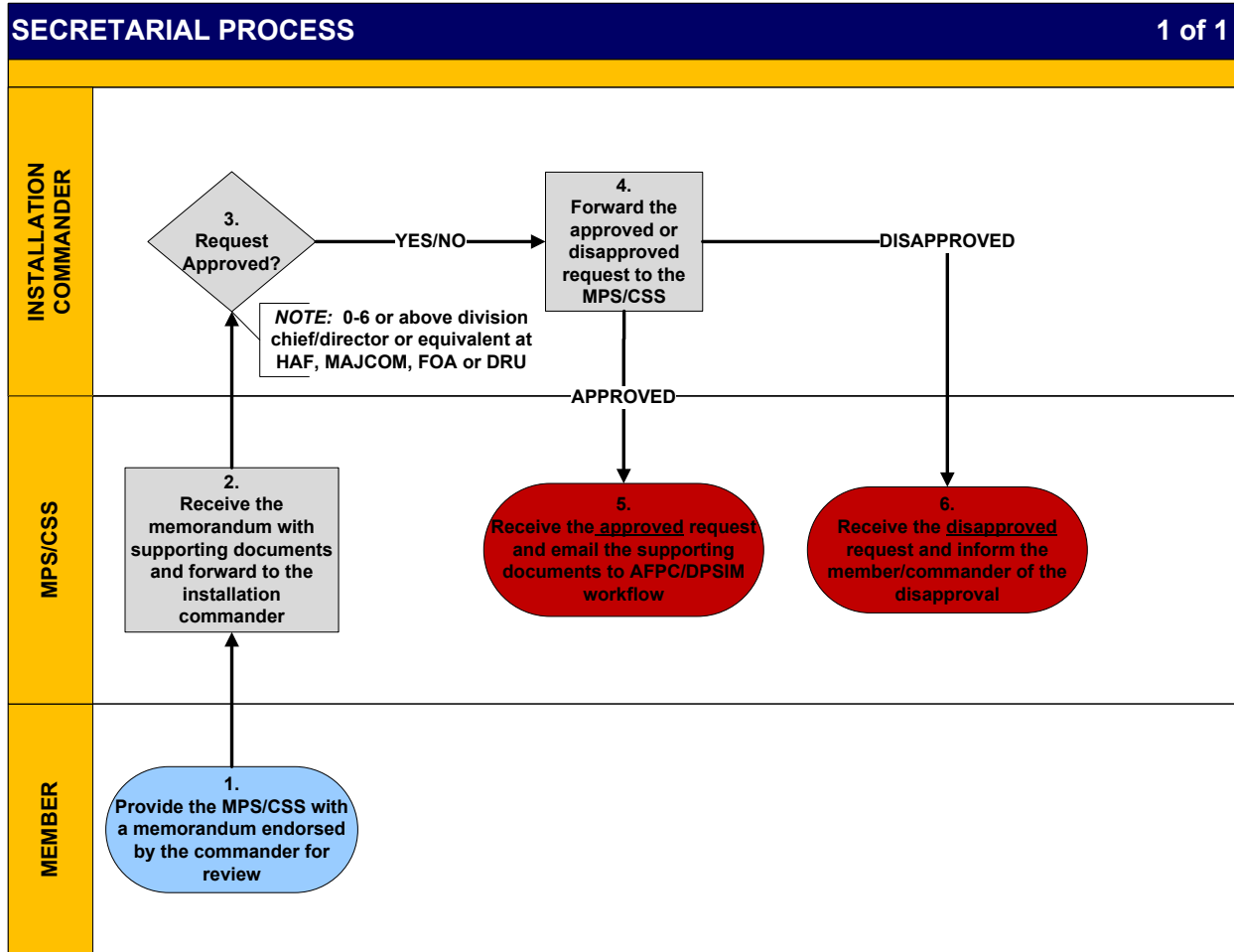
SECRETARIAL PROCESS FOR COT/IPCOT LEAVE

A secretarial process exists to approve/authorize alternate destinations in deserving cases. Primarily, an authorized destination is the member's HOR or an alternate place to which travel is no more expensive than to the HOR. If travel to the selected alternate place is more expensive than travel to the HOR, the member is financially responsible for the additional cost unless travel to the more expensive alternate place is authorized/approved by the secretarial process. If the member travels to a more expensive alternate place (and the secretarial process has not authorized/approved travel to that destination) city pair fares are not authorized to the alternate place.

As a minimum, the approval letter must include the information listed below with an ink signature or public key infrastructure (PKI) digital signature from the final approval authority:

- City-pair cost for round-trip travel from HOR to requested designated place
- Number of dependents authorized to travel, or indicate if the member declines dependent authorization
- Research on availability/frequency of military travel (mil air) from HOR to the requested designated place (contact TMO or the AMC passenger terminal for available flights)

The host wing or vice wing commander approves requests for their organization. The senior officer representative (O-6 and above) or Deputy Director at the directorate level approves requests for members assigned to a MAJCOM, FOA, DRU. At joint organizations or tenant units, the senior Air Force officer on staff approves requests for members assigned to their organization.



SECRETARIAL PROCESS NARRATIVE		
STEP	ACTION OWNER	NARRATIVE
1	Member	<i>Complete & Provide.</i> Complete a memorandum requesting approval to travel to an alternate destination, provide to the unit commander for endorsement, and forward to the MPS/CSS for review NLT 60 days prior to COT/IPCOT travel. <i>NOTE:</i> See above information regarding minimum information required on the memorandum request.
2	MPS/CSS	<i>Receive & Forward.</i> Receive the member's memorandum request with supporting documents and forward to the installation commander.
3 & 4	Installation Commander	<i>Request Approved?</i> If the member's request is approved, forward the approval to the MPS/CSS for further submission to AFPC/DPSIM. If the request is disapproved, forward to the MPS/CSS for notification to the member and the unit commander. <i>NOTE:</i> The host wing or vice wing commander approves requests for their organization. The senior officer representative (O-6 and above) or Deputy Director at the directorate level approves requests for members assigned to a MAJCOM, FOA, DRU. At joint organizations or tenant units, the senior Air Force officer on staff approves requests for members assigned to their organization.
5 & 6	MPS/CSS	<i>Receive & Forward.</i> Receive the approved request and email to AFPC/DPSIM workflow. Receive the disapproved request and inform the member and unit commander of the disapproval.

SECTION G. RESPONSIBILITIES

MEMBER:

1. If unable to log into LeaveWeb contact the MPS to establish a LeaveWeb account.
2. Submit leave request via the LeaveWeb system.
3. When requesting other than ordinary leave submit a hardcopy AF Form 988, Leave Request/Authorization and any supporting documentation to the MPS leave monitor for review.
4. Upon return from leave, complete leave return via LeaveWeb, or sign-in from leave at the MPS.

SUPERVISOR/APPROVAL AUTHORITY:

Supervisor/AO approves or disapproves the request.

COMMANDER:

1. Approval authority for other than ordinary leave requests, i.e. Convalescent, Permissive TDY (PTDY), Terminal, and Emergency Leave.
2. FSS commander, or designee, will review the leave control log on a monthly basis to ensure all transactions have been closed, validated, and reconciled.
3. FSS commander will address negative trends noticed during monthly review with supported commanders.
4. Establish an annual leave management program to encourage assigned personnel to use earned leave in accordance with mission requirement.
5. Ensure ordinary leave approval is delegated to a level no lower than the first-line supervisor.
6. Ensure that other than ordinary leaves (PTDY, convalescent, etc), and special pass requests are approved at a level no lower than squadron section commander, deputies, or equivalent, (O-6 or above division/directorate chief or equivalent at HAF, MAJCOM, FOA, DRU).
7. Ensure approval authority for emergency leave on enlisted members is delegated to a level no lower than the first sergeant.

SENIOR OFFICER REP. (O-6 AND ABOVE) or the DEPUTY DIRECTOR - (Directorate Level):

Approve SLA requests for members assigned to a MAJCOM, FOA, DRU, or HAF.

SENIOR AF OFFICER ON STAFF - (Joint organizations or tenant units)

Approve SLA requests for members assigned to their organization.

MILITARY PERSONNEL SECTION (MPS):

1. Keep prompt and accurate records of leave.
2. Ensure leave monitor has access to current leave guidance (AFI 36-3003, AFMAN 65-116V2 Chap 7, and LeaveWeb User's Guides)
3. Maintain LeaveWeb user accounts.
4. Review member's leave request for accuracy and compliance with AFI 36-3003.
5. Check LeaveWeb periodically throughout the day to process any pending leave actions.
6. Validate pending leave requests (Q1 or Q2) and leave returns (R0, R1, R2).

7. Contact the member or member's supervisor on any overdue leave returns (R0 or R1) to ensure prompt leave accounting.
8. Print and review the leave balance listing every 30 days to verify any additions and/or deletions to the FSO.
9. Provide a leave balance listing to unit commanders monthly to assist them with managing the leave program.
10. For other than ordinary leaves, annotate the date input into LeaveWeb at top of hardcopy AF Form 988 and forward to FSO for their records.
11. Contact the FSO with problems adding or deleting members from LeaveWeb.
12. Print an AF Form 1486, **Leave Control Log** every 30 days, consisting of 45 days of leave input. Attach a review memorandum and annotate any leave requests that have not been closed, validated, reconciled, or require follow-up action. Submit to the FSS commander or delegated (appointed) representative for their review. **NOTE:** Only print one leave control log with all leave numbers issued, regardless of individual unit of assignment.
13. Annotate corrective action taken on any leave request identified during the review process and file.
14. Use the SLA Leave Restoration Checklist at [Attachment 1](#) to ensure SLA requests are processed completely and accurately.

PERSCO:

Coordinate with the deployed member's homestation for inclusion on the mass listing requesting SLA restoration.

ATTACHMENT 1
SLA LEAVE RESTORATION CHECKLIST

MPS ACTIONS (OR CSS FOR TENANT UNITS)	MPS / CSS TECHNICIAN
1. Ensure Airmen returning from deployments do not use their command's post-deployment recovery time policy as the reason for not using accrued use/lose leave prior to the 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--especially in order to prevent a lost leave status.	
2. Complete MMPA verification. 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 member. In most cases, where errors occurred, the number of leave days approved for restoration was greater than the actual number of days the member lost.	
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: Do not use the member's LES, Leave Web, Unit Leave Balance Listing, or the member's direct input, or anything other than MMPA for verification of the actual amount of leave lost.	
4. Ensure extensive advertising of the SLA program and local application procedures (include any specific requirements) is provided base wide to all members.	
5. Assist members with any questions or concerns regarding SLA. If unable to provide an answer, contact AFPC for guidance. Do not direct the member to AFPC.	
6. Expedite leave restoration requests for members separating or retiring to ensure leave is restored accordingly prior to the member's departure on permissive TDY (PTDY)/ terminal leave	
7. Enter every SLA request into CMS. Do not forward request via email to AFPC/DPSIM.	
8. Do not combine multiple years of lost leave into one SLA request. Submit only one request at a time. NOTE: Occasionally, a leave computation may be required for proceeding fiscal years to determine if a member dropped below their protected leave balance, if previously approved for SLA.	
Completing The 2 or 4 Year SLA Restoration Request Spreadsheet (Use the instructions listed below to complete the SLA spreadsheets)	
9. Column A - Unit: Indicate the member's unit of assignment. EXAMPLE: 1 GSS, ACC, AFCEA, AFOTEC, etc.	
10. Column B - Rank: Enter member's current rank. EXAMPLE: MSgt	

<p>11. Column C – SSN: Enter the member’s SSN <u>without dashes</u>. Ensure the SSN has been verified. Ensure the spreadsheet(s) is formatted correctly (not reformatted). If the 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.</p>	
<p>12. Column D - Name: Enter the member’s complete name (Last, First, Middle Initial).</p>	
<p>13. Column E - Number of days requested for restoration: Enter the actual numbers of days lost at the end the fiscal year (1 Oct) as verified in MMPA; unless the unit commander approved a lesser amount of leave restoration.</p>	
<p>14. Column F - MMPA Verification: Enter the rank/name of the person who verified MMPA and the date the MMPA was verified.</p>	

ATTACHMENT 2
EXAMPLE
MEMORANDUM FOR SLA RESTORATION

(Use Appropriate Letterhead)

Date: _____

MEMORANDUM FOR XX CPTS/(Office Symbol)
HQ AFPC/DPSIM
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 the members listed on the attachment, per AFI 36-3003, para 10.
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 4 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).

FIRST MI. LAST NAME, RANK, USAF
Duty Title

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

MEMORANDUM FOR AFPC/DPSIM

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 OR DEFERRED COT LEAVE TRAVEL

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		b. PROCEED DATE (YYYYMMDD) 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 RAIL <input type="checkbox"/> AIR <input type="checkbox"/> BUS <input type="checkbox"/> SHIP <input type="checkbox"/>		b. GOVERNMENT AIR <input type="checkbox"/> VEHICLE <input type="checkbox"/> SHIP <input type="checkbox"/>		c. LOCAL TRANSPORTATION CAR RENTAL <input type="checkbox"/> TAXI <input type="checkbox"/> OTHER <input type="checkbox"/>		PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: \$ <input type="checkbox"/>	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas-Travel-only)						<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	
Add: Transoceanic travel 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 13a, 13b, and below							
a. PER DIEM \$		b. TRAVEL \$		c. OTHER \$		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	

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 member. 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: 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 member's HOR with the member's personnel record. (3) Indicate if 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, 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 through 22	Follow the directions on the form.	N/A

**ATTACHMENT 4
EXAMPLE COT TRAVEL DEFERMENT REQUEST**

(Use Appropriate Letterhead)

Date: _____

MEMORANDUM FOR _____/CC (Your Unit)

FROM: _____
RANK / NAME / SSN / DEROS

SUBJECT: Consecutive Overseas Tour (COT) Travel Deferment

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 (PACAF). I understand that if I travel to the CONUS I must not take more than 10 days of en-route leave, and if I do, I will lose my COT travel entitlement.

(_____) b. Commander Directed COT Deferment: Requires justification why the member cannot take 11 days of leave, or more, en-route to the new duty station. **NOTE:** In accordance with AFI 36-3003, paragraph 14.2., Deferred COT refers to members unable to use the COT leave travel/transportation allowances between the two tours because of military necessity.

Justification for deferment (for military necessity only): _____

Member's Signature

1st Ind, _____/CC (Your Unit)

Date: _____

MEMORANDUM FOR

Member COT travel deferment is/is not approved.

Unit Commander's Signature
Printed/Typed/Stamped signature block

**ATTACHMENT 5
DEFERRED COT WORKSHEET**

1. _____ / _____ / _____
RANK NAME (LAST/FIRST/MI) SSN

2. _____ / _____
PERMANENT DUTY STATION SQ/OFFICE SYMBOL

3. _____ / _____
MEMBERS E-MAIL DUTY PHONE

4. PROCEED DATE (FIRST DAY OF LEAVE): _____

5. TOTAL NUMBER OF LEAVE DAYS REQUESTING: _____

6. LEAVE ITINERARY (STOPS EACH CITY): FROM: PDS TO: _____
TO: _____ FURTHER TO: _____ RETURN TO: PDS

7. TO: _____ UNACCOMPANIED _____ ACCOMPANIED _____.

PASSPORT # FOR DEP _____. **NOTE:** Dependents must be listed on the PSC orders.

Command Sponsored DEP #1 Name/Relation/DOB:

Command Sponsored DEP #2 Name/Relation/DOB:

Command Sponsored DEP #3 Name/Relation/DOB:

LOCAL ADDRESS FOR DEP: _____

ROUNDTrip TICKET(S) TO HOR (All Entitled): _____ / _____ / (TMO Stamp)

NOTE 1: Have TMO stamp beside above amount verifying your **TOTAL** entitlement to HOR.

NOTE 2: Member is responsible for obtaining an estimate travel cost quote and reservation for round trip to HOR from TMO. (PDS to HOR back to PDS) for all entitled; even if member plans to travel elsewhere.

NOTE 3: If the above amount is incorrect a delay in receiving your orders or being paid by Finance will result.

NOTE 4: Member makes reservation (only) with TMO, and attaches flight itinerary printout to this worksheet.

NOTE 5: Member is responsible for returning to TMO to purchase ticket(s) after receiving Deferred COT orders from the base leave manager (BLM) office approximately 14 days from the member's proceed date above.

HOME OF RECORD (HOR)(City /State only): _____

(Located on DD Form 4/1)

LEAVE ADDRESS: (Each Leave Stop) 1.

PHONE #: (Each Leave Stop) 2.

I certify that the information above is true. I have read and understood the process and I know all my responsibilities. If any changes are made to the itinerary or leave address I must contact _____ @ _____ for instructions.

Member's Signature/Date

Type/Printed Name Grade of Commander

Signature of Commander/ Date

**ATTACHMENT 6
REQUIRED ITEMS FOR DEFERRED COT**

ACTION	Member
<i>NOTE:</i> 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); block 10 on the AF Form 899 must be checked accompanied • Command sponsored dependent(s) must be on the PCS order. The 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. <i>NOTE:</i> 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 taken en route.	
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 documents prior to submitting them.	
8. The completed deferred COT package is forwarded to Finance no earlier than 14 days prior to the 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.	