

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

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

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

4.2.3.2. **Commander PTDY Approval:**

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

4.2.3.2.2. Do not approve PTDY to conduct official business for which funded TDY is appropriate.

4.2.3.2.3. Do not authorize PTDY in place of leave or special pass, or in conjunction with a special pass.

4.2.3.2.4. Judiciously approve PTDY consistent with organizational mission needs and the actual time necessary to complete the PTDY.

4.2.3.2.5. May authorize PTDY in conjunction with ordinary leave. This requires separate AF Form 988s. The ordinary leave start date must begin the next calendar day after termination of PTDY. If ordinary leave is taken prior to PTDY, the end date must be the calendar day prior to the PTDY start date. The combination of leaves will serve as one leave period.

4.2.3.2.6. May authorize PTDY with TDY. This requires an AF Form 988.

4.2.3.2.7. Charge leave for any additional absence beyond the approved PTDY.

4.2.3.2.8. May deny PTDY requests without referring them to higher-level headquarters.

4.2.3.2.9. Do not grant PTDY for reasons in paragraph 4.2.3.7

4.2.3.2.10. Unit commanders may delegate approval authority to no lower than deputies or equivalents.

4.2.3.2.11. For headquarters' staff, commanders may delegate approval to no lower than functional deputy directors or equivalents.

4.2.3.2.12. When a specific time period is provided for in **Table 4.5**:

4.2.3.2.12.1. Unit commanders (or equivalents) may approve the period of PTDY up to that specified in the table.

4.2.3.2.12.2. Commanders at all levels are not authorized to approve PTDY in excess of that allowed for by **Table 4.5**.

4.2.3.2.13. When a specific time period is not provided for in **Table 4.5**:

4.2.3.2.13.1. Squadron commanders or equivalent commanders on G-series orders are authorized to approve, when the period of absence is 10 days or less.

4.2.3.2.13.2. Wing Commanders or equivalent commanders in the grade of colonel and above are authorized to approve, when the period of absence is 30 days or less. They may delegate the approval authority to the squadron commander level for requests for transition PTDY or excess leave together with involuntary or voluntary separation.

4.2.3.2.13.3. Commander, Air Force Personnel Center (AFPC/CC) is delegated Service Secretary authority to approve PTDY exceeding 30 days. Send requests with supporting documentation to HQ AFPC/DP3SA, 550 C Street West, Joint Base San Antonio Randolph, TX 78150.

4.2.3.3. **Exceptions to Policy (ETP).** Only the Secretary of Defense, Deputy Secretary of Defense, Under Secretary of Defense for Personnel and Readiness, or the PDUSD

Table 4.5. Authorizing Permissive Temporary Duty.

R U L E	A	B	C
	If a member requests PTDY	Then	Comments
1	<p>[Redacted]</p>	<p>[Redacted]</p>	<p>[Redacted]</p>

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