



FOR OFFICIAL USE ONLY
DEPARTMENT OF THE AIR FORCE
48TH FIGHTER WING (USAFE)

16 June 2015

MEMORANDUM FOR 494 FS

FROM: 494 FS/CC

SUBJECT: 494 FS Pass Guidance (AFI 36-3003, 3 March 2015, *Military Leave Program*)

1. No additional guidance exists regarding passes and special passes with the abolishment of the 48 FW Liberty Pass. The purpose of this memo is to establish guidance for the 494 FS to take a pass or special pass in order to properly monitor members in case of an emergency.
2. IAW AFI 36-3003, paragraph 8.1, a pass period is an authorized absence from duty for a relatively short time. It starts from the end of normal working hours on a duty day and ends at the beginning of normal working hours the next duty day. At the beginning and the end of the pass period, the member is actually in the local area. The local area is the place from which they regularly commute to work. IAW AFI 36-3003, paragraph 8.2.3, a pass period may not exceed 4 (four) days in length. During non-duty days, federal holidays, designated USAFE Family Days, or RAF Lakenheath down days, a member traveling on the island of Great Britain does not need to complete the *494 FS Pass Form*. If a member travels beyond the island of Great Britain, he or she must be either on leave or a pass.
3. IAW AFI 36-3003, paragraph 8.4, unit commanders cannot impose mileage restrictions on passes and special passes; however, they can require members to return to duty within a reasonable time in the event of operational mission requirements. A reasonable response time is when members remain within the European continent.
4. If you have any questions, please contact me at DSN 314-226-0500.

KURT C. HELPHINSTINE, Lt Col, USAF
Commander

3 Attachments:

1. 494 FS Pass Form
2. Leave/Pass Matrix
3. 494 FS Pass AF Form 988

494 FS Pass Form

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

Do you have a Use/Lose leave balance? Y / N

If No, put your current leave balance in Section 6 of AF 988

If Yes, must take ordinary leave (reference table in 494 FS Leave/Pass Matrix)

26 or Under? Y / N

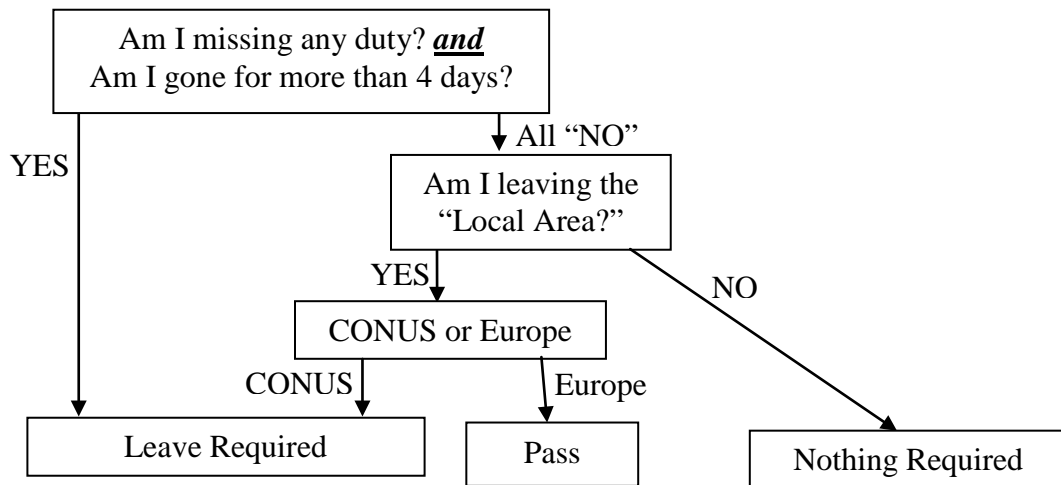
If Yes, fill out form AF 4392 Predeparture Safety Brief.

Have you filled out and submitted an electronic Form 6 with 48FW CVN? Y / N

Has your Form 6 been approved? Y / N

Please drop off a copy of this memo and a member signed AF Form 988 Part 1 & 3 with the 494 FS Command Section where it will reviewed, and logged. Please pick up pass once signed.

Leave/ Pass Matrix



INSTRUCTIONS FOR PASS

1. Submit pass information (dates and location) to the ADO in charge of the Leavebook.
2. Submit Electronic Form 6 to AP. Obtain approval BEFORE submitting Pass to the Commander for approval
<https://ice.usafe.af.mil/sites/48FW/WSA/48thFWAdvancedPrograms/SitePages/Home.aspx>
3. Complete AF FORM 988 Sections 3-6, 9, 11-13, 15, 16 (Hotel info, or where you're staying), & 21
4. Have your Flt/CC or supervisor sign Pass Form to acknowledge pass being taken
5. Attach your signed Pass Form on top of AF Form 988 Parts 1, 2 & 3 and put in SQ/CC secretary's in-box for approval
6. Check your Pass has been approved by CC before you depart.
7. Keep approved paperwork with you. UK Customs may ask you for it during re-entry.
8. No need to fill out LeaveWeb if ONLY taking Pass
9. Complete Form 6 after return

AFI 36-3003 HIGHLIGHTS

- Passes can only be used for non-duty days (i.e. federal holidays, designated USAFE Family Days, or RAF Lakenheath down days)
- Pass cannot exceed 4 days. If greater than 4 days, you must take normal leave.
- Passes may be taken in conjunction with leave without a duty day between the pass and leave periods. However, you must be physically present in the local area when departing and returning from leave. If you wish to leave the local area during the Pass period and not return prior to the beginning of the leave period, then the entire leave and pass period will be charged as normal leave.
- Leave will not be charged and the AF Form 988 will not be processed if you have returned to duty within the specified time and date indicated on the Pass.