



DEPARTMENT OF THE AIR FORCE
673D FORCE SUPPORT SQUADRON
JOINT BASE ELMENDORF-RICHARDSON ALASKA

8 September 2010

MEMORANDUM FOR 673d FSS PERSONNEL

FROM: 673d FSS/CC

SUBJECT: Pre Deployment Leave/Time-off Policy

1. Air Force members and their families incur several challenges during periods of deployment and deserve the best support possible. Therefore, to ensure all 673 FSS Airman and their families are taken care of, I authorize time off prior to members departing home station. This time allows the member to spend quality time with their family and resolve any last minute matters.
2. In accordance with AFI 36-3003, *Military Leave Program*, Para 8.3, unit commanders may award a 3- or 4 day special pass for special occasions or circumstances. Therefore, I authorize each tasked member a 4 day pass prior to their departure to the deployed location. In addition, the following guidelines must be adhered to:
 - a. The member must be physically present in the local area.
 - b. Special passes or leave must not be taken in succession or in series.
 - c. Members will be required to return to duty within a reasonable timeframe in the event of an operational mission requirement such as recall, unit alert, or unit emergency.
3. In accordance with COMUSAFCENT/Leave Enroute Policy Guidance, Commanders may approve up to 14 days of leave to or from the deployed location. However, personnel must submit leave enroute memorandum to the commander no later than 60 days prior to the leave start date. All requests must be coordinated through the appropriate chain of command.
4. To ensure tasked members meet departure times of provided airlift, they must not take leave out of the local area within 7 days of their ready load date per AFI 10-403, *Deployment Planning and Execution*, Para 3.1.7.1. Requests for leave must be coordinated through the Readiness Section.
5. For any questions or concerns regarding this policy, please contact 673d FSS/FSOX at 552-5888/2990.

A handwritten signature in black ink, appearing to read "Brian Rendell", is written over a circular stamp or seal.

BRIAN S. RENDELL, Maj, USAF
Commander

Attachment:
COMUSAFCENT, Leave Enroute Policy Guidance, 26 May 10



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 673D AIR BASE WING
JOINT BASE ELMENDORF-RICHARDSON, ALASKA**

Date

MEMORANDUM FOR 673 FSS/A1PR

FROM: 673 FSS/CC

SUBJECT: Leave en-route to Deployment

1. IAW the Elmendorf Installation Deployment Plan and 10-403, Deployment Planning and Execution, the following individual is approved to take leave en-route.

Last Name:

First Name:

SSN:

Rank:

Leave Location:

Leave Date:

Leave Phone:

2. Any questions in reference to this letter can be directed to FSS/FSOX at 552-2990/3500.

BRIAN S. RENDELL, Maj, USAF
Commander