



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
RANDOLPH AIR FORCE BASE TEXAS

MEMORANDUM FOR ALL MPF/S

12 Dec 08

FROM: HQ AFPC/DPSI
550 C Street West, Suite 8
Randolph AFB TX 78150-4710

PSDM 08-63

SUBJECT: Paternity Leave for Service Members (Force Management and Customer Service Elements; Functional Category: Leave) ****CORRECTED COPY****

This Personnel Services Delivery Memorandum (PSDM) applies to active duty and Title 10, USC 12310 (HQ AGRs-Reserve/HQ Statutory tour ANG-Guard)

1. Corrected copy to change the length of time an individual has to use paternity leave from 90 days to 1 year and provides member with the option of submitting new dates if original requested dates are not approved by the commander.
2. On 14 Oct 08, the President signed the FY2009 National Defense Authorization Act (NDAA). This Act grants 10 days of paternity leave (non-chargeable) to any married member of the armed forces on active duty whose wife gives birth to a child on or after 14 Oct 08.
3. Upon approval by the unit commander, the absence will be taken over consecutive days and is to be taken as soon as possible consistent with the needs of the Air Force, but not later than one year after the birth. Any exceptions to policy must be submitted to the wing commander or equivalent (not to be delegated below the level of group commander) for review and approval.
4. Paternity leave is authorized in conjunction with ordinary leave. Ordinary leave used prior to the established policy will not be restored (not waivable).

5. RESPONSIBILITIES:

A. MEMBER:

1. Submit a hardcopy AF IMT 988 (unavailable in Leaveweb) and any documentation the commander may require for consideration.
2. After commander approves the leave request for Permissive Paternity Leave, submit the hardcopy AF IMT 988 to the MPF/S leave monitor for processing.
3. If requested leave dates are disapproved, member will submit alternate dates.
4. Upon return from leave, report to the MPF/S to complete Section III of the AF IMT 988.

B. COMMANDER:

1. Approve request for paternity leave. Commanders may deny the timing of the leave when it would be clearly inconsistent with the best interests of the Air Force (i.e., adverse impact on readiness or operational mission during the specific dates requested).
2. Return the AF IMT 988 to the member. The member will handcarry to the MPF/S for further processing.

C. MILITARY PERSONNEL FUNCTION/SECTION (MPF/S) (Leave Monitor):

1. Review member's paternity leave request for accuracy and compliance with AFI 36-3003, *Military Leave Program*.
 2. In block 8 of the AF IMT 988, select Permissive TDY (PTDY) and include the statement "Paternity Leave per FY2009 NDAA".
 3. Input approved paternity leave request into LeaveWeb to obtain a leave authorization number.
 4. Validate the leave request in LeaveWeb; input the system generated leave authorization number in Block 10 of the IMT 988; place the statement "Input via LeaveWeb on (Date)" at the top of the form.
 5. Forward a hardcopy of Part I of the AF IMT 988 to the Finance Servicing Office (FSO). Return Part II to the member and inform that upon return from leave the member must report to the MPF/S leave monitor to sign-in.
 6. Assist the member as needed to process Paternity Leave requests.
6. Please direct questions to HQ AFPC/DPSIMC, DSN 665-2591, Commercial (210) 565-2591.

EARL V. MCCALLUM, JR., Colonel, USAF
Chief, Sustainment Division