

# afman 36-2664

## **AFMAN 36-2664:** The Comprehensive Guide to Air Force Leave Policies and Procedures

In the United States Air Force, understanding leave policies is essential for service members to maintain a healthy work-life balance, ensure proper record keeping, and adhere to military regulations. **AFMAN 36-2664**, also known as the Air Force Manual 36-2664, titled "Disposition of Enlisted Personnel," provides detailed guidance on various aspects of personnel management, including leave entitlements, procedures, and record keeping. This article offers an in-depth overview of AFMAN 36-2664, emphasizing its relevance for active-duty members, reservists, and Air Force personnel involved in administrative and personnel functions.

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## **What is AFMAN 36-2664?**

AFMAN 36-2664 is a crucial document that outlines policies, procedures, and responsibilities related to the management of enlisted personnel within the Air Force. Although its primary focus is on personnel disposition, it contains significant sections dedicated to leave policies, including accrued leave, leave requests, and record keeping.

Key Objectives of AFMAN 36-2664 include:

- Providing standardized procedures for personnel actions.
- Ensuring compliance with Air Force directives and Department of Defense (DoD) policies.
- Facilitating efficient administration of leave and other personnel matters.
- Clarifying responsibilities of commanding officers, personnelists, and service members.

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## **Understanding Leave Policies in AFMAN 36-2664**

Leave policies form an integral part of personnel management as outlined in AFMAN 36-2664. The manual specifies types of leave, accrual rates, procedures for requesting leave, and the documentation required.

## **Types of Leave Covered in AFMAN 36-2664**

The manual recognizes various leave types, including:

- **Annual Leave:** The most common form of leave for active-duty personnel, typically accrued at a rate of 2.5 days per month (30 days per year).

- **Emergency Leave:** Authorized leave granted for urgent personal or family emergencies.
- **Convalescent Leave:** Leave provided for recovery from illness or injury, often after medical treatment or hospitalization.
- **Pregnancy Leave:** Leave granted for pregnancy-related reasons, following applicable regulations.
- **Special Leave:** Includes leave for specific circumstances such as funeral or compassionate leave.

Note: The specifics of each leave type, including eligibility and duration, are governed by additional DoD and Air Force instructions, but AFMAN 36-2664 offers guidance on administrative handling.

## Accrual and Use of Leave

According to AFMAN 36-2664, active-duty personnel accrue leave monthly, with a maximum carryover limit of 60 days, unless otherwise authorized. The manual also stipulates that:

- Leave must be used within a specified period, typically within 12 months of accrual, to prevent loss.
- Commanders can approve leave requests based on operational needs and personnel availability.
- Unused leave, up to the maximum limit, can be carried into the next fiscal year, but exceeding the limit requires special approval.

## Leave Request Procedures

AFMAN 36-2664 emphasizes the importance of proper leave request procedures, which include:

1. Submitting a leave request via the appropriate electronic or paper forms, such as the AF Form 988, "Leave Request and Authorization."
2. Obtaining approval from the immediate supervisor and commanding officer, based on operational requirements.
3. Ensuring documentation is accurately recorded in the personnel management system (e.g., vMPF - virtual Military Personnel Flight).

Best Practices for Leave Requests:

- Submit leave requests well in advance when possible.
- Keep copies of approvals for record-keeping purposes.
- Follow chain-of-command procedures to prevent delays.

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## **Record Keeping and Documentation**

Accurate record keeping is critical in managing leave and other personnel actions. AFMAN 36-2664 specifies responsibilities for maintaining proper documentation, including:

- Using official forms such as AF Form 988 for leave requests.
- Recording leave balances and usage in the personnel management system.
- Ensuring that leave is correctly reflected in end-of-month reports and personnel files.
- Handling adjustments for leave taken due to special circumstances, such as medical emergencies.

Proper documentation ensures transparency, accountability, and compliance with military regulations.

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## **Special Considerations in Leave Management**

AFMAN 36-2664 addresses specific scenarios that may impact leave entitlements and procedures.

### **Leave During Deployment**

- Service members deployed overseas or in contingency operations may have restrictions on leave.
- Commanders can approve or deny leave requests based on operational demands.
- Special leave programs or extensions may be available post-deployment.

### **Leave for Reservists and Guard Members**

- Leave policies for reservists often mirror active-duty regulations but may include unique provisions.
- AFMAN 36-2664 provides guidance on processing leave for part-time personnel, including drill weekends and annual training.

### **Consolidation and Carryover of Leave**

- The manual details rules for carrying over leave from fiscal year to fiscal year.
- Excess leave beyond the maximum allowed may be forfeited unless special circumstances apply.

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# Common Challenges and Solutions in Leave Administration

Managing leave effectively requires understanding and navigating common challenges:

- **Operational Demands:** High operational tempo may limit leave approval; proactive planning is essential.
- **Record Discrepancies:** Regular audits help identify and correct errors in leave balances.
- **Communication:** Clear communication between personnelists, supervisors, and service members ensures smooth leave processing.
- **Compliance:** Staying updated with AFMAN 36-2664 and related policies prevents violations and administrative issues.

Solutions include implementing automated systems, providing regular training, and establishing clear policies.

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## Importance of AFMAN 36-2664 for Air Force Personnel

Understanding and adhering to AFMAN 36-2664 is vital for:

- Ensuring personnel receive their entitled leave.
- Maintaining accurate records for audits and reviews.
- Facilitating smooth administrative processes.
- Supporting the well-being and morale of service members.
- Ensuring compliance with Air Force and DoD regulations.

By following the guidance outlined in AFMAN 36-2664, commanders and personnel administrators can foster a fair, efficient, and compliant leave management system.

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## Conclusion

AFMAN 36-2664 serves as an essential resource for managing enlisted personnel's leave and other disposition matters within the Air Force. Its comprehensive policies ensure that leave is administered fairly, records are accurate, and personnel welfare is prioritized. Whether you are a service member planning leave or a personnelist responsible for administration, understanding AFMAN 36-2664 is key.

to maintaining operational readiness and supporting the well-being of Air Force personnel.

Remember: Always stay current with updates to AFMAN 36-2664 and related directives to ensure compliance and effective personnel management.

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Keywords for SEO Optimization:

- AFMAN 36-2664
- Air Force leave policies
- Military leave procedures
- Enlisted personnel management
- Leave request process Air Force
- AF Form 988
- Leave accrual Air Force
- Military personnel record keeping
- Leave policies for reservists
- Deployment leave policies

## **Frequently Asked Questions**

### **What is AFMAN 36-2664 and its primary purpose?**

AFMAN 36-2664 is the Air Force Manual that provides guidance on physical fitness standards, assessment procedures, and fitness program implementation to ensure personnel maintain optimal physical readiness.

### **How often are physical fitness assessments conducted according to AFMAN 36-2664?**

Physical fitness assessments are typically conducted annually, as outlined in AFMAN 36-2664, to evaluate and ensure ongoing physical readiness of Air Force personnel.

### **What are the main components of the fitness assessment in AFMAN 36-2664?**

The main components include the 1.5-mile run, push-ups, sit-ups, and waist measurement, designed to assess cardiovascular endurance, muscular strength, endurance, and body composition.

### **Are there specific standards or scoring criteria detailed in AFMAN 36-2664?**

Yes, AFMAN 36-2664 provides detailed scoring standards for each component, with performance levels categorized as Excellent, Satisfactory, Unsatisfactory, and Failure, based on age and gender.

## **How does AFMAN 36-2664 address accommodations for personnel with disabilities?**

The manual includes provisions for alternative assessments or accommodations for personnel with documented medical or physical limitations, ensuring fairness and compliance with regulations.

## **What updates or recent changes have been made to AFMAN 36-2664?**

Recent updates have included revised scoring standards, inclusion of alternative assessments, and guidance on incorporating new fitness technologies, to align with current fitness and health standards.

## **How does AFMAN 36-2664 promote a culture of fitness within the Air Force?**

By establishing clear standards, assessment procedures, and accountability measures, AFMAN 36-2664 encourages personnel to maintain fitness and promotes a culture of readiness and health.

## **Where can personnel access the latest version of AFMAN 36-2664?**

The manual is available through the Air Force e-Publishing website or the Air Force Portal, ensuring personnel have access to the most current policies and guidelines.

## **Additional Resources**

AFMAN 36-2664: A Comprehensive Review of the Air Force's Enlisted Evaluation System

In the complex landscape of military personnel management, the AFMAN 36-2664—officially titled Military Leave Program—stands as a critical document guiding the evaluation and documentation of enlisted performance within the United States Air Force. As the cornerstone of the Air Force's enlisted evaluation system, AFMAN 36-2664 impacts everything from career progression and promotions to morale and unit cohesion. This article delves into the intricacies of AFMAN 36-2664, exploring its history, structure, key components, practical applications, and the implications it has on Air Force personnel management.

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## **Understanding the Context and Purpose of AFMAN 36-2664**

Before dissecting the specifics, it's essential to grasp the broader context of AFMAN 36-2664. The Air Force Manual (AFMAN) series encompasses detailed instructions and policies that govern various

aspects of military life. AFMAN 36-2664 specifically addresses the policies, procedures, and standards for evaluating enlisted members' performance and conduct.

#### Purpose and Objectives:

- Standardize the performance evaluation process across the Air Force.
- Provide a fair, consistent method for documenting enlisted members' performance.
- Facilitate objective decision-making related to promotions, assignments, and disciplinary actions.
- Promote professional development and accountability within the ranks.

#### Historical Evolution:

Since its initial iterations, AFMAN 36-2664 has undergone updates to reflect changes in military policy, leadership priorities, and the evolving nature of warfare and personnel management. The latest version aims to incorporate best practices in performance appraisal, emphasizing transparency, fairness, and developmental feedback.

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## Structural Overview of AFMAN 36-2664

The manual is organized into multiple sections, each addressing specific aspects of the evaluation process. Its structure ensures all-encompassing guidance—from the initial performance expectations to the final evaluation documentation.

#### Key Sections Include:

- General Policies and Principles: Defines the overarching philosophy behind performance evaluations.
- Performance Standards and Expectations: Outlines how supervisors should set clear, measurable standards.
- Evaluation Procedures: Details steps for conducting evaluations, including timelines and documentation.
- Reporting and Documentation: Describes the types of reports used, their formats, and submission protocols.
- Rating Scales and Terminology: Clarifies the language and scoring used in evaluations.
- Appeals and Grievances: Provides mechanisms for resolving disputes related to evaluations.

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## Core Components of the Evaluation System

AFMAN 36-2664 establishes a comprehensive framework that guides the evaluation of enlisted personnel. The essential components include:

#### 1. Performance Categories

The manual delineates several performance categories that supervisors must evaluate, including:

- Job Performance: Efficiency, technical competence, quality of work.
- Leadership and Teamwork: Ability to lead, collaborate, and foster a positive working environment.
- Adherence to Standards: Compliance with policies, discipline, and military bearing.
- Initiative and Innovation: Willingness to improve processes and suggest improvements.
- Responsibility and Accountability: Reliability, punctuality, and dependability.

## 2. Rating Scales

Ratings are generally categorized as:

- Excellent (E): Significantly exceeds standards.
- Satisfactory (S): Meets established standards.
- Unsatisfactory (U): Fails to meet standards, requiring corrective action.

Some evaluations may incorporate intermediate or narrative comments, providing context or specific examples.

## 3. Evaluation Periods

Typically, performance assessments occur on an annual basis, but the manual also accounts for:

- Initial evaluations upon assignment.
- Quarterly or semi-annual reviews for ongoing performance monitoring.
- Special evaluations following significant events or incidents.

## 4. Documentation and Record-Keeping

Proper documentation is vital for transparency and future reference. AFMAN 36-2664 prescribes standardized forms and procedures for recording evaluations, including:

- Enlisted Performance Reports (EPRs): Primary tool for documenting performance over an evaluation period.
- Follow-up Reports: For ongoing performance or disciplinary actions.
- Profile and Counseling Documentation: To guide and improve performance.

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# Evaluation Process: From Setting Expectations to Final Review

The evaluation process guided by AFMAN 36-2664 is a cyclical, ongoing effort designed to foster professional growth and ensure accountability.

## **Setting Performance Expectations**

Supervisors are responsible for establishing clear expectations early in the evaluation period. This includes:

- Communicating standards and goals.
- Setting measurable objectives.
- Providing initial feedback and support.

## **Ongoing Performance Monitoring**

Throughout the period, supervisors should:

- Observe and document performance.
- Provide coaching, mentoring, and corrective feedback.
- Conduct informal reviews to address issues proactively.

## **Formal Evaluation and Documentation**

At designated intervals:

- Conduct formal assessments.
- Complete evaluation forms, ensuring accuracy and fairness.
- Incorporate narrative comments to contextualize ratings.
- Review the evaluation with the member, encouraging input and self-assessment.

## **Final Review and Submission**

Once completed:

- Submit evaluations through designated channels.
- Store records securely and in compliance with regulations.
- Use evaluations as a basis for personnel decisions, including promotions and assignments.

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## **Implications of AFMAN 36-2664 on Personnel Management**

The manual's influence extends beyond mere documentation; it plays a pivotal role in shaping Air Force personnel policies.

## **Promotion and Career Progression**

- Enlisted evaluations directly impact promotion eligibility.
- High performers are often prioritized for advanced roles, specialized training, and leadership opportunities.
- Conversely, poor evaluations can delay or hinder career advancement.

## **Disciplinary and Corrective Actions**

- Documentation from AFMAN 36-2664 provides evidence during disciplinary proceedings.
- Consistent evaluation failures can lead to formal counseling, retraining, or other corrective measures.

## **Professional Development**

- Regular feedback encourages continuous improvement.
- The system promotes a culture of accountability and excellence.

## **Challenges and Criticisms**

**Despite its structured approach, AFMAN 36-2664 has faced critique, including:**

- **Potential subjectivity in ratings.**
- **Variability in supervisor experience and fairness.**
- **Challenges in implementing consistent standards across diverse units.**
- **The need for ongoing training to ensure evaluators understand and uphold policies.**

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## **Recent Updates and Future Directions**

**While AFMAN 36-2664 remains the guiding document, the evolving nature of military operations demands updates.**

#### **Notable Recent Changes Include:**

- Incorporation of more narrative feedback options.**
- Emphasis on developmental feedback rather than solely evaluative.**
- Integration of digital evaluation platforms to streamline processes.**
- Increased focus on diversity and inclusion metrics.**

#### **Future Considerations:**

- Enhancing transparency and objectivity in evaluations.**
- Leveraging data analytics to identify systemic issues.**
- Providing evaluators with better training and resources.**
- Ensuring evaluations align with the broader strategic goals of the Air Force.**

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### **Conclusion: The Significance of AFMAN 36-2664 in Modern Air Force Operations**

**AFMAN 36-2664 is more than just a manual; it is a fundamental instrument that shapes the culture, professionalism, and operational readiness of the United States Air Force's enlisted ranks. Its comprehensive approach to performance evaluation fosters a fair and consistent framework that benefits individual service members and the**

**force as a whole.**

**However, the manual's effectiveness depends on diligent implementation, continuous training, and periodic updates to address emerging challenges. As the Air Force evolves, so too must its evaluation systems—ensuring they remain relevant, equitable, and aligned with the service's mission of excellence.**

**In summary, AFMAN 36-2664 exemplifies the military's commitment to accountability, development, and justice, serving as an indispensable tool in the ongoing pursuit of operational superiority and personnel excellence.**

## **[Afman 36 2664](#)**

**afman 36 2664:** Strengthening U.S. Air Force Human Capital Management National Academies of Sciences, Engineering, and Medicine, Division of Behavioral and Social Sciences and Education, Board on Human-Systems Integration, Committee on Strengthening U.S. Air Force Human Capital Management, 2021-03-02 The USAir Force human capital management (HCM) system is not easily defined or mapped. It affects virtually every part of the Air Force because workforce policies, procedures, and processes impact all offices and organizations that include Airmen and responsibilities and relationships change regularly. To ensure the readiness of Airmen to fulfill the mission of the Air Force, strategic approaches are developed and issued through guidance and actions of the Office of the Deputy Chief of Staff for Manpower, Personnel and Services and the Office of the Assistant Secretary of the Air Force for Manpower and Reserve Affairs. Strengthening US Air Force Human Capital Management assesses and strengthens the various U.S. Air Force initiatives and programs working to improve person-job match and human capital management in coordinated support of optimal mission capability. This report considers the opportunities and challenges associated with related interests and needs across the USAF HCM system as a whole, and makes recommendations to inform improvements to USAF personnel selection and classification and other critical system components across career trajectories. Strengthening US Air Force Human Capital Management offers the Air Force a strategic approach, across a connected HCM system, to develop 21st century human capital capabilities essential for the success of 21st century Airmen.

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