



**DEPARTMENT OF THE AIR FORCE**  
**Headquarters Air Force Services Center**  
**JOINT BASE SAN ANTONIO LACKLAND TEXAS**

MEMORANDUM FOR \_\_\_\_\_

FROM: AFSVC/VMSS  
2261 Hughes Avenue, Suite 156  
JBSA Lackland TX 78236-9854

SUBJECT: Permissive TDY to Represent the Air Force at Sanctioned National Sporting Events

1. IAW AFI 36-3003, Military Leave Program, Table 3.6, Rule 12, and section 3.2.4.2.13.1 to squadron commanders on G-series orders, are authorized to approve Permissive Temporary Duty (PTDY) at the unit commander's discretion. With commander's concurrence, \_\_\_\_\_ is authorized PTDY to represent the Air Force and the United States at the \_\_\_\_\_ event in \_\_\_\_\_ from \_\_\_\_\_, including travel. If additional days are requested for this activity, per section 3.2.4.2.5, Commanders may authorize ordinary leave in conjunction with this PTDY, using AF Form 988.
2. Individual(s) will fund all expenses associated with participation in this event. As individual(s) retains AF military status while on PTDY, any prizes earned through participation must be turned into the AF upon return to unit. Please connect with your installation Legal Office, or AFSVC/VMSS regarding procedures. Individual(s) must comply with all unit and AF guidance regarding travel regarding COVID-19. Request a brief after-action report highlighting the results of the event within 10 days of return to unit.
3. This letter does not guarantee PTDY. Ultimately, Commander is the final approval authority.
4. Please direct any questions to [AFSVC.Sports.Workflow@us.af.mil](mailto:AFSVC.Sports.Workflow@us.af.mil).

FOR DAF SPORTS SIGNATURE

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Program Manager, DAF Sports