



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 28TH BOMB WING (AFGSC)
ELLSWORTH AIR FORCE BASE, SOUTH DAKOTA**

30 June 2021

MEMORANDUM FOR ALL 28TH BOMB WING (28 BW) PERSONNEL

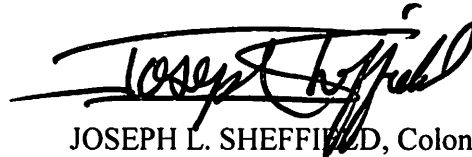
FROM: 28 BW/CC

SUBJECT: 28th Bomb Wing Guidance Memorandum on Pass Restrictions

1. By order of the Commander, 28 BW Ellsworth Air Force Base, South Dakota, this 28 BW Guidance Memorandum immediately implements standards for all 28 BW military personnel assigned to Ellsworth Air Force Base conducted in accordance with AFI 36-3003, Military Leave Program, 24 August 2020. Compliance with this Memorandum is mandatory.
2. A weekend "off" from work is considered a "regular pass." IAW AFI 36-3003, para. 4.2, a regular pass normally begins at the end of the workday on Friday and continues until the beginning of the workday the following Monday, when non-duty days are Saturday and Sunday. For Airmen who do not work normal duty shifts, a regular pass starts after working hours on a given day and stops at the beginning of normal working hours on the next working day. IAW AFI 36-3003, para. 4.3, "special passes" may be awarded by commanders for special occasions or circumstances.
3. Pursuant to AFI 36-3003, para. 4.4, with both regular and special passes, unit commanders "may require members to be able to return to duty within a reasonable time in the event of an operational mission requirement such as a recall, unit alert, or unit emergency." I have determined that the ability to return to Ellsworth Air Force Base within a reasonable time for legitimate military requirements is critical to the 28 BW's ability to conduct its mission.
4. *In an effort to standardize Airmen's ability to return from pass as the mission dictates, Airmen on regular or special pass are required to be able to return to duty within a maximum of 10 hours of recall notification. Notification occurs when contact is made, which includes but is not limited to, leaving a voicemail message or text message with the member. This 10-hour period allows the wing to respond to any unanticipated contingency tasking or other emergent situation. This 10-hour time period may be further restricted by group or squadron commanders due to mission requirements; however, AFI 36-3003, para. 4.4, specifically prohibits commanders from setting a mileage restriction.*
5. Airmen who are unable to return from pass within a 10-hour period are expected to take leave. Therefore, Airmen are expected to plan their pass activities accordingly. For example, if during any given period of pass, no flights are available to return to duty and it would take too long to drive back, Airmen should take leave before departing for the destination.

6. If called, failure to return within the 10-hour period may subject Airmen to disciplinary action or potential negative collateral consequences (e.g., if injured while absent without authority, a line of duty determination could be affected). Additionally, any authorized absence that exceeds the pass period constitutes chargeable leave if the Airman fails to return from the authorized pass period.

7. IAW AFI 36-3003, para 4.4.7, Airmen cannot use special pass periods to extend TDY periods. Regular pass periods may be authorized at the beginning or end of the TDY period.

A handwritten signature in black ink, appearing to read "Joseph Sheffield", written over a horizontal line.

JOSEPH L. SHEFFIELD, Colonel, USAF
Commander