



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

P.O BOX 357068
NAS NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 1050.5P
10

14 AUG 1996

FASOTRAGRUPAC INSTRUCTION 1050.5P

Subj: MILITARY LIBERTY AND LEAVE POLICY AND PROCEDURES

Ref: (a) MILPERSMAN ART. 3020020 - 3030150
(b) FASOTRAGRUPACINST 1601.2I

1. Purpose: To promulgate regulations concerning granting of liberty and leave to FASOTRAGRUPAC Headquarters' military personnel. References (a) and (b) apply.
2. Cancellation: FASOTRAGRUPACINST 1050.4L AND 1050.5N
3. Discussion: Experience has shown that leave and short periods of liberty from work or duty benefits morale and motivation which increases command effectiveness. The lack of such respite from the work environment adversely affects health, and, therefore, availability and performance. Officers, Officers in charge, Department Heads and Chief Petty Officers shall encourage all members to use leave each year. In addition, the granting of special liberty is intended for special recognition, compensation for unusually long working hours, exceptional performance, or for emergencies. As an instrument for command management, managers should evaluate each request and if the person is not required to be physically present to complete unfinished work assignments, or for additional essential work, grant the request or forward for approval. All denied requests will be forwarded to the Commanding Officer for final disposition.
4. Liberty Definition and Policy
 - a. Regular liberty. A routinely authorized absence starting from the end of normal working hours on one day to the beginning of normal working hours the next day.
 - b. Weekend liberty. Effective from the end of working hours Friday until the beginning of normal working hours on the following Monday. For members who work other schedules, department heads will ensure an equivalent weekend liberty is provided during their work week.
 - c. Special liberty. Liberty granted outside of regular periods for unusual reasons, such as emergencies, to exercise voting responsibilities, for observance of major religious events, for exceptional performance, or for special recognition.

FASOTRAGRUPACINST 1050.5P

Special liberty will normally not exceed 3 days. Three-day special liberty is a liberty period designed to give a servicemember 3 full days absence from work or duty, usually beginning at the end of normal working hours on a given day and expiring with the start of normal working hours on the 4th day (e.g., from Monday evening until Friday morning).

(1) All 1 to 4 days special liberty requests will be submitted on a special request chit and routed to the appropriate officials in the chain of command, including the Enlisted Watchbill Coordinator (EWBC) to ensure no conflicts occur.

(2) Special liberty granted on a Friday or Monday in conjunction with the weekend (3 days) may be approved by the Department Head.

(3) Department Heads may approve special liberty not to exceed 2 working days (e. g., Tuesday/Wednesday or Wednesday/Thursday).

(4) Division Officers may approve special liberty not to exceed 1 day (e.g., Tuesday through Thursday).

(5) 3 Day Special liberty granted in the middle of the week (i.e., from Monday evening to Friday morning requires Executive Officer approval).

d. Four-day special liberty. A liberty period designed to give a servicemember 4 full days absence from work or duty, usually beginning at the end of normal working hours on a given day and expiring with the start of normal working hours on the 5th day and including at least 2 consecutive non-work days (e.g. from Wednesday evening until Monday morning).

(1) Four-day special liberty may only be granted by Commanding Officer.

e. Special Liberty for Personnel on duty. Special liberty for personnel on the duty/watchbill must be authorized by the Executive Officer or OOD and only in cases of emergencies. Unless the watchbill has been promulgated, personnel who must be absent on duty days will arrange for an exchange of duty. Exchange of duty requests will be processed prior to the date on which the exchange is to take place. Chief Petty Officers and Officers will arrange exchange of duty through the Senior Watch Officer.

f. Authorized Absence During Working Hours. Authorized absence during working hours is defined as that time necessary for personnel to leave their normal work spaces for purposes other than compliance with regularly scheduled duties. Leaving normal work spaces but remaining on station will require

permission from the individual's division officer; personnel in disciplinary status will require additional approval by the Executive Officer.

g. Department Heads and division officers may grant liberty any time after start of working hours to individuals as a reward for special performance or recognition which will not require a special request chit. Liberty will not exceed 1 day. Care must be taken to ensure policy will not be used to extend an individual's special liberty. Department Heads and division officers will ensure such actions do not conflict with the individual's duty status.

h. When possible, grant persons liberty following duty on a national holiday. If given, this liberty should fall on the first work day following the holiday. If the holiday is a Saturday and the member has duty on Friday (the federally observed day), give Monday off as liberty. If the holiday is a Sunday and the member has duty on Monday (the federally observed day), give Tuesday off as liberty.

i. Watchstanders' liberty for educational or athletic privileges are governed by reference (b).

5 Leave Definition and Policy

a. Each member is entitled to accrue leave at the rate of 2 1/2 calendar days for each month of active duty.

b. Advance Leave. The term used to describe leave granted prior to its actual accrual to the member's leave account, based on a reasonable expectation that it will be earned by the member during the remaining period of obligated active duty.

c. Excess Leave. The term used to describe leave granted in excess of earned and advance leave. Where excess leave (a minus leave balance upon separation or discharge) is involved, the person concerned must indicate they understand a check of pay will be made upon their return from leave (not at the time of separation).

d. Convalescent Leave. The term used to describe a period of authorized absence granted to persons while under medical care which is part of the care and convalescence. Convalescent leave is not chargeable to the member's leave account.

e. Emergency Leave. The term used to describe leave granted for a personal or family emergency requiring the member's presence. It is chargeable to the member's leave account.

FASOTRAGRUPACINST 1050.5P

f. Annual leave taken should not exceed the amount of leave accrued and normally should not exceed 30 days per fiscal year. Advance leave which will result in a minus leave balance of more than 10 days may be granted only by the Executive Officer.

g. Department Heads may judiciously authorize any combination of regular, advance, or excess leave for the purpose of granting emergency leave.

h. Requests for leave, approved by the chain of command up through Department Heads, are to be submitted in sufficient time to allow the Administrative Office five working days to process the request before the date leave commences. This does not apply to emergency leave.

i. Determination of inclusive dates of leave to be charged will be based on member's normal working hours. Members will not be charged a day of leave if they:

1 Log out on leave after normal working hours.

(2) Log in/off leave before the start of normal working hours

j. Special liberty will not be granted for the purpose of extending leave. If the day of departure or return is not a normal workday, leave may begin or end at any time during the day.

6. Leave Procedures.

a. Officers requesting regular leave shall submit a completed leave request/authorization (NAVCOMPT Form 3065) to the Executive Officer for approval via the chain of command and the Senior Watch Officer, if appropriate. It is the officer's responsibility to ensure all uncompleted primary and collateral duty projects/assignments are completed on time and the Department Head or Executive Officer is advised of the status. Ensure leave requests are processed through the Administrative Office after approval.

b. Enlisted personnel requesting regular leave shall prepare a leave request/authorization form and present it to the Pass Liaison Coordinator in the Administrative Office for leave balance entry. After leave data is entered, the request will be routed via the chain of command for approval as appropriate. CPO leave requests will be routed via the Senior Watch Officer. Leave requests may be approved by Department Heads if the period is 19 days or less. Requests for 20 days or more will be screened, and forwarded to the Executive Officer for approval.

c. All leave requests will be printed legibly, in black ink or typed by the individual requesting leave, completing blocks 1-10, 12-16, 19-22 inclusive on the leave request/authorization form. Any illegible leave requests received by the Administrative Office will be returned to the member.

d. If an individual desires to change the dates of an approved leave periods, change may be made in pen and ink and initialed by the Department Head. If change is illegible a new leave request form will be initiated.

e. All leave requests must be submitted to the Senior Watch Officer/Enlisted Watchbill Coordinator not later than the 15th of the month preceding the month the member is to go on leave. Members granted leave after promulgation of the watchbill will be responsible for providing a substitute to stand any necessary duty during the requested leave period.

f. Emergency Leave. Consistent with the policy prescribed in reference (a), extreme care will be exercised to ensure a bonafide personal emergency exists within the member's household or immediate family. Navy policy does not require the use of the American Red Cross to verify all emergency leave situations. Emergency leave should be based on the judgement of the Commander/Commanding Officer and the desire of the servicemember. Since most family emergencies are highly time-dependent, swift and sensitive action on emergency leave requests is essential. However, when the leave granting authority is uncertain of the validity of an emergency situation, verification assistance should be requested from the military installation nearest the location of the emergency and then, if necessary, from the American Red Cross. Personnel will normally be authorized emergency leave in the following circumstances:

(1) When the return of a member will contribute to the welfare of the dying member of their or their spouses' immediate family (i.e., father, mother, person standing in loco parentis, child, brother, sister, or only living relative).

(2) Upon the death of a member of their or their spouse's immediate family.

(3) When an accident to, or serious illness of a member of their or their spouse's immediate family results in a serious family problem and imposes important responsibilities on them which must be met immediately and which cannot be accomplished from their duty station or by any other individual or means.

(4) When failure of the service member to return home would create severe and unusual hardship on either themselves or their family.

FASOTRAGRUPACINST 1050.5P

(5) When members or their families have been personally affected by floods, hurricanes, and similar disasters. Depending on the circumstances and the command readiness, emergency leave may be appropriate.

g. During the normal work day, emergency leave requests will be approved by the Executive Officer. Student emergency leave requests will be approved by the Training Officer. After normal working hours, all personnel shall request emergency leave from the Officer of the Day who shall immediately notify the Executive Officer or, in the case of students, the Training Officer.

h. Upon receipt of appropriate verification, and if requested, grant emergency leave (normally not to exceed 2 weeks or ten working days). Verification may be in the form of a letter, telegram, or telephone call from the family member, minister, attending physician, American Red Cross message or other interested party to the member's command.

i. Obtain a blank leave request/authorization form for member from the folder in the AOOD's lower right desk drawer. After member completes the form, the OOD will sign approving leave only after verbal approval from the Executive Officer or Training Officer as appropriate. Ensure that Parts 2 and 3 of the leave request/authorization form are delivered to the Administrative Office on the next normal working day. Leave Control Number will be filled in by the Administrative Office.

(1) For OUTUS emergency leave, contact the Resource Management Officer Code (N4) who will prepare the required TAD orders.

j. Check-out on leave. FASOTRAGRUPAC personnel may obtain Part 1 of their leave request/authorization form from the Administrative Office on the last working day prior to commencement of leave. Otherwise, obtain the Part 1 from the Duty Office any time up to the time of departure. The member will have Part 1 in their possession at all times during periods of leave and will follow the command prescribed leave check-in/out procedures. Enlisted members possessing meal passes will surrender their meal pass at the time they take possession of Part 1 in accordance with the provisions of NAVSUP-486, Volume I, Food Service Management Enlisted Dining Facilities.

(1) By Phone. Each member is cautioned that they must be in the immediate vicinity of FASOTRAGRUPAC, i.e., the residence from which they commute daily to and from work, upon commencement and termination of leave when checking in/out on leave by telephone. Personnel checking out on leave by telephone will call the OOD/AOOD at 545-9003 at the time leave commences; the AOOD will make a log entry indicating the time and date

member has departed on leave. The member will complete Part 1, blocks 27, and 28 with the time and date placing the name of the AOOD in block 27c and 28c as appropriate.

(2) In person. Obtain Part 1 on the day of departure from the Duty Office. The AOOD will make a log entry indicating the time and date the member departed on leave and also annotate and sign the member's Part 1, in block 27a, b and c. If required, surrender meal pass to AOOD, who will sign and date Part 1 in block 24.

1. Check-in from leave. Upon returning from leave, the member will return the annotated Part 1 to the Administrative Office for completion of blocks 30 through 33 not later than the first working day after returning from leave. If the member surrendered their meal pass to the AOOD they must check back in with the AOOD and sign for their meal pass in block 24 of Part 1. Members not returning Part 1 as required, will be charged for the full amount of leave requested and subject to disciplinary action.

m. Student personnel requesting leave will do so through the Training Officer. The procedures in paragraphs 5. k. and l. above, apply to student personnel except that the Training Office (Quota Control) will be substituted for the Administrative Office where appearing.

n. Holiday leave periods. Due to the unique and liberal policy for holiday leave periods, a separate leave policy will be promulgated by the Executive Officer. Do not make travel arrangements until policy is promulgated.

7 Action.

a. Administrative Office.

(1) Complete blocks 17, 18, and 25 of the leave request/authorization form for personnel requesting leave and ensure the form is legible. Note: Department Heads may fill these blocks after reviewing the member's latest Leave and Earnings Statement (LES).

2 When leave is approved:

(a) Complete block 2, entitled "Leave Control No." This is a combination UIC and Control No.)

b Log leave request in leave authorization log.

(c) Forward Part 3 to PSD Leave Section.

(d) File Parts 1 and 2 in leave folder

alphabetically by date leave is to commence.

(3) On day member is scheduled to depart on leave deliver Part 1 to the Duty Office.

(4) File Part 2 in leave folder by return date.

(5) When member returns from leave:

(a) Transcribe information from Part 1 to Part 2 of the leave request/authorization form and complete blocks 27a through 27c, 28a through 28c and 30 through 33 on both parts. Give Part 2 to member for their records.

(b) Complete leave authorization log by logging the date Part 1 was forwarded to PSD.

Forward Part 1 to PSD

b. Training Department (Quota Control). Comply with 7a above for student personnel.

c. Duty Office. The AOOD will enter the time and date of departure and return from leave in the Command Log. When personnel check out on leave in person, the AOOD will enter the time and date on Part 1 of the leave request/authorization form, and sign in the space provided. Also, the AOOD will ensure the member's meal pass is surrendered, as appropriate (sign block 24 on leave authorization), and clip meal pass to member's recall card. For personnel checking in from leave in person, the Part 1 shall be completed as to time and date of return, sign and return to the Administrative Office for processing. Ensure meal passes are returned as required and have member sign in block 24, verifying receipt.

d. Division Officers.

(1) Encourage personnel to take annual leave as it accrues, within the limitations set forth above.

(2) Counsel personnel requesting leave involving travel outside the local area in regard to traffic safety.

(3) Brief the OOD in advance when potential emergency leave situations may be anticipated which affect division personnel, and assist as necessary.

e. Department Heads

(1) Establish tentative department leave schedules to ensure that personnel with accrued leave are afforded the opportunity to take it and are encouraged to do so.

(2) Issue instructions to the OOD in emergency leave situations affecting department personnel.



M. T. SERHAN

Distribution:
FASOTRAGRUPACINST 5216.2
Lists A and B