



## DEPARTMENT OF THE NAVY

NAVAL MEDICAL CENTER  
620 JOHN PAUL JONES CIRCLE  
PORTSMOUTH, VIRGINIA 23708-2197

IN REPLY REFER TO:

NAVMEDCENPTSVAINST 1050.1H

0772

10 JAN 2005

### NAVMEDCENPTSVA INSTRUCTION 1050.1H

Subj: LEAVE AND LIBERTY FOR MILITARY STAFF PERSONNEL

Ref: (a) U.S. Navy Regulations, Article 1118  
(b) MILPERSMAN  
(c) DOD 7000.14-R, Department of Defense Financial Management Regulations, Volume 7A, Chapter 3  
(d) SECNAVINST 1050.5G

1. Purpose. To publish information defining and promulgating leave and liberty procedures per references (a) through (d) at Naval Medical Center (NAVMEDCEN).

2. Cancellation. NAVMEDCENPTSVAINST 1050.1G

3. Scope. This instruction applies to personnel assigned to the core medical center and component unit identification codes (UICs) only. Officers in Charge (OICs) of the outlying clinics will develop local procedures for leave and liberty, however, all Leave Authorization Numbers (LAN) will be obtained from the Military Personnel (MILPERS) Management Division, NAVMEDCEN.

#### 4. Definitions

a. Leave. Per Article 1050-010 of reference (b), leave is the authorized absence of an individual from a place of duty chargeable against their leave account per reference (d).

b. Liberty. Per Article 1050-010 of reference (b), liberty is the authorized absence of an individual from their place of duty not chargeable as leave. Refer to Article 1050-280 for exact definition of regular liberty, weekend liberty, and special liberty. Service line leaders, department heads, and division officers can authorize liberty up to 2 days. Requests for 3- and 4-day special liberty, as defined by reference (b), must be approved by the director. Department heads and division officers will ensure that sufficient personnel are onboard to provide adequate coverage when they endorse such absences. Extensions of liberty past 4 days will be charged as leave.

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5. Policy

a. Leave

(1) Department heads and division officers will approve and coordinate leave periods within their respective departments/divisions. Leave requests will normally be approved commensurate with staffing requirements, workload, and overall command requirements.

(2) Requests for leave by personnel pending court-martial, disciplinary, or administrative separation action, or who have been placed on restriction, must be routed via Staff Judge Advocate services and are subject to the provisions of reference (c) prior to approval.

(3) All personnel will meet readiness requirements prior to having regular leave approved. Leave will not normally be approved for personnel if their medical and dental status is not current. It is up to the individual to ensure their readiness is current.

(4) Prior to leave approval, supervisors will ensure all training requirements are met following command annual training requirements: Navy Rights and Responsibilities Update, Hazard Communication Standard, Joint Commission on Accreditation of Healthcare Organizations (JCAHO), Fire Safety, Occupational Safety and Health Act (OSHA), Tuberculosis Protection, Occupational Safety and Health Act (OSHA) Bloodborne Pathogen Training, Interim Life Safety Measures, and Computer Security. In addition, all medical and dental personnel will be current in their Basic Life Support Certification.

(5) Requests for leave in excess of 30 days will be considered on the merits of each individual case and require approval from the Deputy Commander. Justification for leave periods exceeding 30 days must accompany leave requests.

(6) Personnel may commence and terminate leave at any time; however, per Article 1050-100 of reference (b), members are cautioned that they must be in the immediate vicinity of their duty station, limited to the area between the primary duty station and the residence from which they commute daily to and from work, upon commencement and termination of leave.

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(a) If leave commences prior to the expiration of the member's normal working hours, the day of departure is counted as a day of leave.

(b) If leave commences after the expiration of the member's normal working hours, the day of departure from the duty station is considered a day of duty and not charged as leave.

(c) If leave commences on a non-workday and leave ends on a non-workday, one of those days will be charged as a day of leave.

(7) Residents. Residents may be granted up to 30 days leave per training year. This will include all holiday and emergency leave periods. The director may approve advance leave after careful consideration of the resident's training requirements and scheduled completion date.

(8) Interns. Interns may be granted up to 14 days annual leave during the intern year. This will include all holiday and emergency leave periods.

b. Liberty and Special Liberty

(1) Regular liberty is the routinely authorized absence from the end of a normal work shift to the beginning of the next regularly scheduled work shift as defined by reference (b).

(2) Special liberty is liberty granted outside of regular liberty periods for unusual reasons (e.g., emergencies, to exercise voting responsibilities of citizenship, for observance of major religious events, or for special recognition).

(3) Special liberty periods of 3 to 4 days are intended as compensation for unusually long working hours, members on ships in overhaul away from their homeport, or as recognition for exceptional performance.

(4) A 3-day special liberty is a liberty period designed to give a service member 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 (i.e., from Monday evening until Friday morning). A 4-day special liberty is a liberty period designed to give a service member 4 full days absence from work or duty, usually

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beginning at the end of normal working hours on a given day and expiring with the start of normal working hours on the fifth day, and including at least 2 consecutive non-work days (i.e., a 4-day special liberty is from Wednesday evening until Monday morning).

(5) Special Liberty may not be combined with or be taken in conjunction with leave or to extend scheduled leave or Temporary Additional Duty (TAD) periods. Holidays are considered regular non-work days and are not special liberty by definition.

## 6. Action

a. Requests for special liberty for more than half a day are to be submitted through the member's chain of command. It is the individual's responsibility to verify that they do not have duty during the requested special liberty period or that a stand-by (coverage) has been coordinated. Requests must be submitted at least 48 hours prior to commencement to avoid manning conflicts or personnel shortages. Approval of special liberty requests will not be taken for granted. It is the responsibility of the requesting individual to determine the status of their request prior to the commencement of special liberty.

b. Leave Processing Procedures. Leave requests will be submitted to the designated approving authority via the chain of command and Watchbill Coordinator, if appropriate, at least 3 working days prior to the start date using the Leave Request/Authorization form (NAVCOMPT Form 3065). The following procedures apply:

(1) Department heads and division officers will designate, in writing, a primary, secondary, and tertiary Leave Petty Officer and provide these names to MILPERS. The Leave Petty Officer is responsible for the collection, maintenance, and delivery of their staff's leave request to MILPERS. Leave Authorization Numbers (LANs) may be issued 60 days prior to the scheduled leave start date to facilitate advanced planning of staffing by all divisions/departments.

(2) Approved leave request forms will be delivered to MILPERS by the Leave Petty Officer for assignment of LANs. Only under time critical circumstances can the member bring their own leave papers to MILPERS. LANs will not be assigned if the Leave Request/Authorization form is incomplete (i.e. missing bottom

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line authority, working hours blank, leave address). The completed request form will be returned to the designated representative. Departmental representatives will maintain a copy of their division's/department's leave papers on file for accountability purposes. All personnel will pick up their leave papers from their Leave Petty Officer to check-out on leave. If leave begins on a weekend, the Leave Petty Officer will issue the approved leave request to the member by close of Business Friday. Personnel must have a LAN assigned prior to commencing leave. Failure to obtain the LAN may result in disciplinary action.

c. Check-Out Procedures for Leave

(1) At the date and time leave is to commence, the member must complete blocks 27a and 27b of the leave form, the hour and date of departure, and sign Block 27c.

(2) Enlisted personnel will surrender their meal passes to their Leave Petty Officer (LPO) prior to departing on leave. The Leading Petty Officer will document the surrender of the meal pass in Block 24 of the Leave Request/Authorization form as follows: "ENTITLED TO GENERAL MESS MEALS EXCEPT DURING THE PERIOD OF LEAVE. MEAL PASS NO. \_\_\_\_." The Leave Petty Officer is responsible for ensuring that retained meal passes are kept in a secure place and not compromised. The Leave Request/Authorization form will serve as a temporary meal pass prior to checking out on leave (weekend only). Personnel must ensure their meal pass number is on the Leave Request/Authorization form in Block 21.

d. Check-in Procedures for Leave

(1) Upon return from leave, the member must fill in blocks 28a, 28b, and 28c on Part 1 (white copy) of the leave request and return their leave papers to their Leave Petty Officer. The Leave Petty Officer will forward the completed leave papers to MILPERS within 5 working days of the member's return from leave. Members who do not return Part 1 will be charged the entire amount of leave requested. It is advisable for the member to retain a copy of Part 1 in case of any Leave and Earning Statement discrepancies. The Leave Petty Officer will return the member's meal pass upon receipt of the completed Part 1.

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(2) All personnel must notify their Leave Petty Officer upon an early return from originally scheduled leave. The Leave Petty Officer must annotate Part 1, verifying an early return before it will be accepted by MILPERS. All variances in leave dates requested and leave dates taken will be investigated.

e. Emergency Leave Procedures

(1) During normal working hours, emergency leave requests will be verified and approved by the member's service line leader, department head, or division officer as appropriate. Red Cross verification is no longer required for family illness or death. Leave papers will be processed and a LAN will be obtained from the Quarterdeck. Contact the American Red Cross at 953-5435 for assistance if necessary.

(2) After normal working hours, the Officer of the Day (OOD) will verify and approve emergency leave with approval from the member's service line leader, department head, or division officer. The Quarterdeck staff will prepare leave papers and issue a LAN. MILPERS will provide a block of LANs for the Quarterdeck to use for emergency leave. Once the assigned LANs are used, the Quarterdeck LCPO/LPO will contact MILPERS for issuing new LANs.

(3) Outside the Continental United States (OCONUS) Emergency Leave. It is imperative that the Travel Office, Building 250, be notified immediately so that funded TAD orders can be initiated. After normal working hours, the Quarterdeck will notify the TAD Desk Watch via pager. Funded TAD orders are authorized for any member whose legal home of record, as documented in the service record, is OCONUS.

f. Permanent Change of Station (PCS)/Separation/Retirement

(1) PCS Leave. Personnel transferring from this command on PCS orders will not be authorized regular leave within 15 days of their transfer date until they route their leave request through the Transfer Clerk at their perspective Personnel Support Detachments to ensure all leave is accounted for prior to transfer. Directors and service line leaders will monitor their personnel for compliance. Emergency leave requests will be handled on a case-by-case basis. Personnel will be granted the leave authorized in their transfer orders in addition to any authorized travel/proceed time.

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(2) Separation Leave. Personnel separating from this command will not be authorized regular leave within 15 days of their separation date until they route their leave request through the Separations Clerk at their perspective Personnel Support Detachment to ensure all leave is accounted for prior to separation. Failure to do so can cause an overpayment after they are separated. Directors and service line leaders will monitor their personnel for compliance. Emergency leave requests will be handled on a case-by-case basis. Service line leaders and department heads can approve separation leave requests up to, and including, 15 days. All separation leave requests in excess of 15 days must be forwarded with justification to the corresponding director for approval. Personnel will submit leave requests via their chain of command to MILPERS at least 30 days prior to the desired start date. Separation leave commences at the end of the normal workday and terminates at 2400 the date of discharge. All Personnel Support Detachments require the 30-day timeframe in order to properly process a member's discharge paperwork and maintain pay procedures.

(3) Terminal Leave. Personnel retiring from this command will not be authorized regular leave within 15 days of their retirement date until they route their leave request through the Separations Clerk at their perspective Personnel Support Detachment to ensure all leave is accounted for prior to separation. Failure to do so can cause an overpayment after they have retired. Directors and service line leaders will monitor their personnel for compliance. Emergency leave requests will be handled on a case-by-case basis. Service line leaders and directors can approve terminal leave requests up to, and including, 30 days. All terminal leave requests in excess of 30 days must be forwarded with justification to the Deputy Commander for approval. Terminal leave commences at the end of the normal workday and terminates at 2400 the date of discharge. All Personnel Support Detachments require the 30-day timeframe in order to properly process member's retirement paperwork and maintain pay procedures.

g. OCONUS Leave. Requests for regular leave to areas outside the continental United States (OCONUS) must check in with the Plans, Operations, and Medical Intelligence (POMI) Office at least 40 days prior to, but no more than 3 months before the desired start date to allow for processing of any required messages for area clearance and adequate response

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time. Most countries require that you have a clearance granted message in hand with the leave papers and proper identification. Leave Authorization Numbers will not be assigned by MILPERS until the POMI Office has verified the need for a clearance message. If a clearance message is required, the POMI Office will need the following:

- (1) Copy of flight itinerary.
- (2) Specific places and/or persons to be visited.
- (3) Local point of contact (leave address and phone number).
- (4) Passport/VISA information.
- (5) Copy of certificate of completion of Antiterrorism/Force Protection training.

h. Leave Extensions. Personnel requesting leave extensions must call their service line leader, department head, or division officer for approval. After normal working hours, personnel will contact the Quarterdeck to request a leave extension. The OOD will only grant a 1-day extension on a case-by-case basis. The OOD will contact the member's service line leader, department head, or division officer to inform them of the extension.

i. Leave Cancellation. Personnel electing to cancel leave will do so prior to the leave commencement date via their chain of command. The original Part 1 must be returned to MILPERS to avoid being charged leave. Failure to do so will result in being charged that leave period.

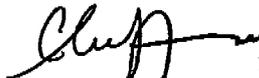
j. Leave Correction Procedures. If personnel are charged for leave incorrectly, the member must have their chain of command submit a memorandum to MILPERS explaining the circumstances surrounding the issue. Once MILPERS receives this memorandum, the circumstances will be investigated (i.e., Part 1 not turned in, administrative error, etc.). The findings will be submitted to the Division Officer, MILPERS for approval or disapproval. If the findings prove it was dereliction of duty on the member's part, correction of leave will not be granted.

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OOD will contact the member's service line leader, department head, or division officer to inform them of the convalescent leave. LANs will not be given over the phone for personnel going on convalescent leave.

(2) The member will be instructed to check out and check in as they would for regular leave. The member will also be directed to return Part 1 and a copy of the Detaching Endorsement/Convalescent Leave Recommendation within 5 working days of their return to MILPERS via their directorate/department representative. Failure to do so may result in disciplinary action.

1. Special Leave Accrual/Carryover. Personnel assigned to a designated deployable ship or mobile unit meeting the requirements defined in reference (d) may accumulate and carry over excess leave into the succeeding fiscal year. The authority to carry over leave in excess of 60 days is not applicable to personnel who lose leave through circumstances (e.g., hospitalization, PCS orders, or intense training curricula). Guidelines to determine eligibility can be found in Article 1050-070 of reference (b).

  
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Distribution:  
NAVMECENPTSVAINST 5215.1D (List B)