



**DEPARTMENT OF THE NAVY**  
NAVY MEDICINE EAST  
620 JOHN PAUL JONES CIRCLE  
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 1050.1B  
M1A

NAVMEDEAST INSTRUCTION 1050.1B

Subj: LEAVE AND LIBERTY POLICY

Ref: (a) MILPERSMAN Sections 1050-010 through 1050-050  
(b) NAVADMIN 324/06  
(c) NAVADMIN 221/08  
(d) BUPERSINST 1050.11H  
(e) OPNAVINST 3120.32C Sections 510.5 and 510.28

1. Purpose. To establish policies and procedures to administer and account for leave taken by all assigned military personnel attached to Navy Medicine East per references (a) through (e).

2. Cancellation. NAVMEDEASTINST 1050.1A

3. Policy

a. Normal Working Hours. Normal working hours for military staff is 0730 to 1600 Monday through Friday.

b. Liberty

(1) Regular liberty commences at the end of normal working hours and requires no action on the part of the individual (if daily work is completed).

(2) On weekends, regular liberty is normally authorized to begin at the end of normal working hours on Friday to the start of normal working hours on Monday.

(3) One day special liberty requests will be submitted using NAVPERS 1336/3. These requests are approved by the member's respective Deputy Chief of Staff (DCoS).

(4) Four day special liberty requests will be submitted using NAVPERS 1336/3. Requests for a four day special liberty must include both Saturday and Sunday. The Chief of Staff (CoS) will be the final authority for approval.

c. Leave

(1) The Administrative Support Department will manage the command leave program and will forward copies of all leave authorizations granted, completed, or cancelled to Customer Service Desk (CSD), Portsmouth. Leave will be forwarded to CSD two days prior the commencement of a member's leave.

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(2) Reference (a) requires that members be in the immediate vicinity of their duty station upon commencement and termination of leave.

(3) Emergency leave requests outside of normal working hours shall be granted by the responsible Deputy, if the following criteria are met:

(a) Bona fide emergency exists.

(b) Member's leave balance is sufficient or advanced leave (in accordance with the Naval Military Personnel Manual (MILPERSMAN)) is approved.

(4) Leave extensions will be granted by the respective DCoS.

(5) Leave requests will normally be approved commensurate with staffing requirements. Requests for leave of thirty days or more shall be accompanied with justification and will be considered on an individual basis.

(6) Approval for leave two weeks and under may be granted by the member's Deputy CoS. Requests of two weeks or more must be approved by the CoS. Leave for Deputies will be approved by the Assistant CoS.

(7) Members desiring foreign leave travel should review reference (c). It is the member's responsibility to secure area clearance and comply with anti-terrorism and force protection training requirements.

#### 4. Action

a. All military personnel will:

(1) Submit the proposed Leave Request/Authorization NAVCOMPT 3065 (Rev 2-83) at least five days prior to the expected leave period. Block 1 and blocks 3 through 22 shall be completed and request forwarded to the Administrative Support Department via the appropriate chain of command. It is the member's responsibility to ensure each request is properly prepared. Improperly completed requests for leave shall be returned to the originator for resubmission.

(2) Possess an approved NAVCOMPT 3065 (Part 1) at all times during the leave period.

(3) Complete blocks 27 through 29 as applicable at the time of check-out, check-in, or extension.

(4) After returning from leave, return the annotated Part 1 to the Administrative Support Department not later than the first work day after return.

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## b. Administrative Support Department will:

(1) Assign a Leave Authorization Number (LAN) in block 2 to an approved leave authorization no more than 15 days before the scheduled departure date. Enter the inclusive dates to be charged as leave in Block 30 on the NAVCOMPT 3065 (Part 3), complete Blocks 31 and 32, and have the Command's certifying official sign Block 33. Retain Part 2 to the approved leave file and forward Part 3 to CSD Portsmouth the day before leave commences. Forward Part 1 to the member.

(2) Maintain a leave authorization file for LANs. This log will be maintained for two years from the last leave entry date.

(3) Maintain an approved leave file. The admin copy will be used to record leave information.

(4) Upon completion or cancellation of leave, verify the information in blocks 27a through 29c of Parts 1 and 2 and complete blocks 30 through 32. Following certification by the Command's certifying official in Block 33, if the member returned from leave on time and the leave to be charged is correct, no further action is required. If the member returned early, or was granted an extension, transcribe Blocks 27a through 27c, 28a through 28c information from Part 1 to Part 2. Annotate Part 2 with the inclusive dates to be charged as leave in Block 30, complete Blocks 31 and 32, have the Command's certifying official sign Block 33. Forward Part 1 to CSD, Portsmouth and enter the forwarding date in the leave authorization log. This action must be completed no later than two working days after the return date.

(5) Maintain a completed leave file. This file, arranged in ascending order by LAN, will be maintained for two years from the leave ending date of each copy.

5. Review. The Head, Administrative Support Department will review this instruction and initiate changes as needed or when directed by higher authority.



PETER F. O'CONNOR  
Chief of Staff

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