



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, NEW ORLEANS
400 RUSSELL AVE BLDG 192
NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 1050.2G
01A
17 July 2014

NAVCRUITDIST NEW ORLEANS INSTRUCTION 1050.2G

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: LEAVE, LIBERTY AND OCONUS LEAVE FOR MILITARY PERSONNEL

Ref: (a) MILPERSMAN 1050-10, 1050-90, 1050-100, 1050-110,
1050-120, 1050-130, 1050-280 and 1050-290
(b) DoDI 1327.06
(c) NAVADMIN 103/10
(d) COMNAVCRUITCOMINST 1050.2D(HDQ)
(e) DoDD 4500.54E

Encl: (1) OCONUS Leave Checklist
(2) Individual Protection Plan (IPP) Memorandum

1. Purpose. To promulgate leave, liberty and OCONUS leave policy and procedures for military personnel assigned to Navy Recruiting District New Orleans.

2. Cancellation. NAVCRUITDISTNOLAINST 1050.2F.

3. Discussion. The health and welfare of this command is the direct responsibility of the Commanding Officer as stated in Navy Regulations. Periodic respite from the work environment has a positive effect on the health and welfare of individuals and families, providing benefits to morale and motivation essential to maintaining maximum effectiveness. Each member is encouraged to periodically take leave as it accrues throughout the year.

Reference (a) contains the authority for granting leave, liberty and OCONUS leave, defines the various types of leave, and prescribes conditions and limitations governing the granting of leave, liberty and OCONUS leave. Reference (b) is the Armed Forces policy regarding leave and liberty. Reference (c) is the implementation of self-service Electronic Leave (E-Leave).

The E-Leave request resides inside the Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record (ESR) application. Therefore, it is imperative that each Sailor

establish access and routinely view their ESR to become comfortable with the look and feel of the program. Once prepared, the leave request will electronically route through the chain of command for approval.

4. Action. E-Leave will be used for requesting and authorizing all leave per the procedures contained in paragraph 5 below for CONUS and paragraph 9 for OCONUS leave. The Command Leave Administrator (CLA) will ensure that leave is properly administered and charged per reference (b).

5. Leave Authorization Procedures.

a. Authorizing Officer. The Commanding Officer or Executive Officer authorizes leave for Department Heads. Department Heads will grant leave to personnel within their departments and may delegate this authority to Division Officers for leave not exceeding 14 days.

b. Leave Request. Leave Requests should be submitted **14 days** prior to start of leave, but no later than 7 days. Emergency Leave is the only exception. The member will complete all blocks as applicable in the E-Leave system. Reviewers and Approvers must log into their ESR accounts on a daily basis to review, recycle, recommend, or approve leave in the E-Leave Inquiry section. After leave has been approved, the web form will automatically generate a Leave Control Number (LCN). The member or the CLA may print out the leave request from their ESR account.

c. Check Out/Check In Procedures. Personnel are authorized to commence leave **ONLY** with an **APPROVED** E-Leave Request. The approved E-Leave Request will be printed and accompany member while in a leave status. Personnel may commence and terminate leave as follows:

(1) Check-out and check-in procedures are conducted within the E-Leave system. Changes to leave dates, extensions, or cancellations must be reported immediately to the member's chain of command and to the CLA.

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

leave. If leave commences after the expiration of normal working hours, the day is not charged as leave. The day of return from leave shall be counted as a day of leave, except when such return is made at or before the commencement of normal working hours. If leave commences and ends on a non-workday (weekend or holiday) then one of the days will be charged as a day of leave, regardless of time of departure or return.

d. Regular Leave and TAD. When regular leave and TAD are combined, an approved leave request should be printed from the E-Leave system and accompany orders. Dates of leave and leave control number are to be annotated on orders.

e. Emergency Leave.

(1) Emergency leave is chargeable leave and should be granted whenever circumstances warrant as per MILPERSMAN 1050-130. Approving Authority is the Commanding Officer.

(2) Procedures for requesting emergency leave: Member will notify their DLCPO/DIVO and the CDO and provide the circumstances that require emergency leave. The CDO will notify the CMC, XO, and CO and then inform member if the emergency leave is approved/disapproved. The CDO will notify Admin Department of approval and leave request will be approved in E-Leave.

(3) The emergency circumstances needed for granting emergency leave are defined as follows:

(a) Contribution to Welfare of a Dying Member. When the return of the service member will contribute to the welfare of a dying member of the service member's or spouse's immediate family.

(b) Death. Upon the death of a member of the service member's or spouse's immediate family.

(c) Accident or Serious Illness. When an accident to, or serious illness of, a member of a service member's or spouse's immediate family results in a serious family problem and imposes important responsibilities on the member which must be met immediately.

(d) Severe and Unusual Hardship. When failure of the service member to return home would create a severe and unusual hardship on either the member or the member's family.

(4) Definition of Immediate Family. The service member's or spouse's immediate family is defined to consist of the following members: father, mother, person standing in loco parentis, spouse, children, brother, sister, or only living relative.

f. Convalescence Leave. Convalescence Leave may be granted when recommended by a medical doctor. Medical doctor's recommendation will be scanned and uploaded into E-Leave when submitting the request. Convalescence is non-chargeable leave. Commanding Officer has ultimate approval authority for convalescence leave regardless of medical doctor's recommendation.

g. Separation Leave. Separation leave may be granted by the Commanding Officer to expire on the day of separation without the necessity of returning to the separation site. A member may be granted all or a portion of accrued and advance leave as separation leave, dependent upon military requirements and the desires of the member. The following guidelines will be adhered to by NRD New Orleans personnel:

(1) Thirty (30) days leave for separation, sixty (60) days leave for retiring with 20-24 years and up to ninety (90) days leave for those retiring with 25 or more years.

(2) Separation leave will be requested ninety (90) days prior to requested commencement date.

(3) All pre-separation counseling and administrative processing will be completed prior to commencement of separation leave; failure to complete will result in delay of leave commencement date.

(4) Payment for unused accrued leave at the time of separation is limited to payment for a maximum of 60 days.

(5) Separation leave is not authorized for members who are being administratively discharged.

6. Authorized Liberty. Liberty shall be regulated by Department Heads and delegated to Division Officers. Reference (a) prescribes limitations in granting liberty. Any time not on duty/work (after normal working hours and on weekends) is considered liberty. Liberty is a routinely authorized absence, at the end of which the member is actually on board or in the location from which the member regularly commutes to work, which lasts from the end of normal working hours to commencement of the next working day. Liberty periods will not exceed 3 days in length. Department Heads are authorized to grant 3 days of liberty. Authority to approve liberty in excess of 3 days resides with the Executive Officer and Commanding Officer. In a typical workweek, weekend liberty commences after working hours on Friday and ends at the beginning of normal working hours on the following Monday.

7. Out of Vicinity Travel. Personnel may travel up to 300 miles from their ultimate duty station (UDA) without written permission during a period of authorized liberty. Travel that exceeds 301 miles but less than 350 miles from UDA requires approval from the Executive Officer or the Commanding Officer via a special request chit. Travel that will exceed 350 miles from UDA requires an approved leave request unless specifically authorized by the CO via a special request chit. Personnel conducting out of vicinity travel are required to safely plan for round trip travel and commence duty on time, at the conclusion of the liberty period.

8. Restrictions on Combining Periods of Liberty and/or Leave:

a. Do not grant liberty periods in succession or use liberty in series by immediately recommencing after return to duty.

b. Do not combine periods of Special Liberty with Regular Liberty in order to exceed restrictions regarding three and four day Special Liberty.

c. Do not combine liberty periods with leave when leaving the immediate geographic area.

d. Special liberty may be combined with leave. The member must be physically present within the geographic area for the period of special liberty. If the member is not physically present within the geographic area for the duration of special liberty (when combined with leave), the entire period of leave and special liberty will be charged as leave. The geographic area is any area within eight hours of travel via motor transportation.

9. OCONUS Leave. All OCONUS Leave will be submitted through NSIPS, administered per references (a) through (e) and approved as follows:

a. OCONUS Leave shall be approved only after having complied with the requirements contained within reference (e) for each of the OCONUS locations the member desires to travel within.

b. Site Anti-Terrorism/Force Protection (AT/FP) Officers shall provide guidance and assistance to members requesting OCONUS Leave per reference (e).

c. Members shall request OCONUS Leave 45 days in advance of anticipated travel date, except where Emergency Leave is requested, to allow personnel clearance requests, when necessary, to be processed through the DoD Aircraft and Personnel Automated Clearance System (APACS).

d. Member shall print final copy from NSIPS and keep in his/her possession at all times during travel.

e. OCONUS Leave requests shall be processed as follows:

(1) Use enclosure (1) as guidance on the documents required for recommending approval, subject to reference (a) where additional requirements may also be directed.

(2) AT/FP Officers shall submit a memorandum utilizing enclosure (2) through the chain of command outlining the requesting member's Individual Protection Plan (IPP). Even though FPCON is typically used to determine the level of approval authority for IPPs, the Site AT/FP Officers should consider the following additional information when deciding whether to recommend approval or disapproval via a traveler's IPP:

- (a) Terrorist Threat Level (TTL)
- (b) Criminal Threat Level (CTL)
- (c) Medical Health Risk Assessment (MTL)
- (d) Department of State (DOS) travel warnings, public announcements, and special area designations.
- (e) Theater specific/DOD travel restrictions
- (f) Buddy-Rule Requirement (BR)

(3) When submitting OCONUS Leave requests to NRD New Orleans Admin for approval at the CO/XO level, include a printed NSIPS request showing completed review/recommendation through the Site chain of command and a copy of the AT/FP Officers' memorandum

f. OCONUS Leave Authority:

(1) When traveling to countries in FPCON NORMAL or ALPHA approval authority is the XO or above.

(2) When traveling to countries in FPCON BRAVO or above, approval authority is the first (O-6) Region East Commodore or above, in the traveler's Chain of Command.

(3) When traveling to countries/areas with AOR specific travel restrictions, approval authority is the first O-7, CNRC Admiral, in the traveler's Chain of Command.

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NOTE: IN INSTANCES WHERE ONLY A SPECIFIC AREA WITHIN A COUNTRY HAS AN AOR SPECIFIC/DOD TRAVEL RESTRICTION, 07/SES APPROVAL IS REQUIRED FOR TRAVEL TO THAT SPECIFIC AREA WITHIN THE COUNTRY, ONLY.

10. Review. The Command Master Chief is responsible for the annual review of this instruction.

/s/
C. A. STOVER

Distribution List:
Electronic only, via
<http://www.cnrc.navy.mil/neworleans/>

OCONUS LEAVE CHECKLIST

Visit the Department of Defense Foreign Clearance Guide (FCG) at <https://www.fcg.pentagon.mil/> for country-specific entry requirements. Refer to the U. S. State Department website at www.state.gov for additional requirements.

VERIFY THE FOLLOWING:

Country Clearance is/is not required (circle one)

Theater Clearance is/is not required (circle one)

Special Clearance is/is not required (circle one)

Registration with U. S. Embassy is/is not required (circle one)

BASIC REQUIREMENT CHECKLIST (as necessary per AT/FP Officer & FCG):

_____ Copy of FCG country-specific entry requirements

_____ Leave Request/Authorization (e-leave printout)

_____ Individual Protection Plan (IPP) memorandum

_____ APACS approval (as necessary)

_____ Copy of passport (as necessary)

_____ Training certificates (as necessary)

- ATFP Level I Awareness Training for Service Members (CONUS) (CANSF-ATFP-CONUS-1.0) completion date: _____
<https://wwa.nko.navy.mil/portal/home/>
- Level A Code of Conduct Training (SERE 100.1v2) (JKDDC-Level-A-COCT-100.1-V2) training completion date: _____
<https://wwa.nko.navy.mil/portal/home>

_____ Copy of itinerary

Enclosure (1)

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_____ Copy of TRiPs (as necessary)

FAMILY MEMBER REQUIREMENTS (Page 2 Dependents only):

_____ Copy of passport (Adult) (as necessary)

_____ Copy of ATFP Level I Awareness Training for Family Members
(CANSE-ATFP-FM-1.0) (Age 14 and older) (as necessary)

SAMPLE INDIVIDUAL PROTECTION PLAN (IPP) MEMORANDUM

Date

From: Anti-Terrorism/Force Protection (AT/FP) Officer, Fleet
Readiness Center (Insert Site)
To: (OIC/DH), Fleet Readiness Center (Insert Site)
Subj: INDIVIDUAL PROTECTION PLAN ICO (RATE FIRST MI LAST)
Ref: (a) DoDD 4500.54E

1. Per reference (a), standard 23 dictates AOR-Specific Training is necessary for Individual Protection Plans on all personnel traveling OCONUS on Leave, Temporary Assignment, or Permanent Change of Station (PCS).

2. Statement of situation:

- a. Traveler: (Rank/Rate First MI Last), USN, (XXX-XX-0000)
- b. Destination: (Location)
- c. Dates: (YYMMDD-YYMMDD)
- d. Reason for travel: (Reason)
- e. ATFP Level I Awareness training complete: (YYMMDD)
- f. Level A Code of Conduct training (SERE100.1v2) complete: (YYMMDD)
- g. ATFP Level I Awareness Training for family members complete: (YYMMDD) (as necessary)
- h. Area Specific Training completed: (YYMMDD)
- i. Threat Level: (state level)
- j. Criminal Threat Level: (state level)
- k. Medical Threat Level: (state level)

Enclosure (2)

- l. Force Protection Level: (state level)
 - m. Theater Clearance: (APPROVED or NOT REQUIRED)
 - n. Country clearance: (APPROVED or NOT REQUIRED)
 - o. Itinerary: (Out of Bounds POV travel info, as necessary). Member will depart (CONUS City, State) on (YYMMDD) on (Airline) Flt (####) at (time) and arrive in (OCONUS City, Country) at (time). Member will depart (OCONUS City, Country) on (YYMMDD) on (Airline) Flt (####) at (time) and arrive in (CONUS City, State) at (time). (Out of Bounds return travel, as necessary).
3. Emergency Action Plan: In the event of a emergency, member will contact parent command; if unable to reach parent command, member will report to the nearest police station, embassy (OCONUS) or return to the approved Leave address as a safe haven.
4. Documentation: Document leave address, hotel name, and phone numbers as required in NSIPS E-leave. Command shall use this info to contact member should FPCONS change within the country(s) visited during Leave.
5. I have read and understand the information provided herein.

MEMBER SIGNATURE

AT/FP OFFICER SIGNATURE

SPOUSE SIGNATURE
(If applicable)

DIVO/DH SIGNATURE

Copy to:
DOR