



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
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GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 1050.1S

10
1 Apr 16

NAVCRUITDIST NEW YORK INSTRUCTION 1050.1S

Subj: LEAVE AND LIBERTY PROGRAM

Ref: (a) U.S. Navy Regulations
(b) MILPERSMAN 1050-290
(c) MILPERSMAN 1050-010

1. Purpose. To promulgate leave and liberty policy for military personnel assigned to Navy Recruiting District New York per references (a) through (c).

2. Cancellation. NAVCRUITDISTNYINST 1050.1R

3. Policy

a. Leave

(1) All personnel assigned to Navy Recruiting District (NRD) New York are highly encouraged to utilize their entire 30 days of earned leave each year. Each member should have the opportunity to take up to 30 days of leave per year, to include one annual leave period of 14 days. Requests for leave greater than 14 days will be reviewed and considered on a case by case basis.

(2) The Commanding Officer (CO) is the final approving authority for E7 and above and all personnel requesting OCONUS leave.

(3) The Executive Officer (XO) is the final approving authority for E6 and below.

(4) An approved leave chit is required anytime a member plans to miss a scheduled work day and travel outside the local geographic area. (the local geographic area is defined as NRD NY district boundaries)

(5) Members may travel outside the local area in a liberty status on non-working days; however, if unable to return on time for the start of the next scheduled work day, the member will be charged leave for the entire period. Members are directed to use ORM when deciding upon a return to work strategy and request a leave extension if necessary.

(6) Per reference (b), leave and liberty may not be combined. Leave will only become liberty upon returning to the district boundaries or the member's primary residence.

1 Apr 16

(7) By no means shall a member put themselves at risk by driving extended hours. Use of the Travel Risk Planning System (TRIPS) is highly encouraged at all times and mandatory for any trip over 385 miles. TRIPS may be accessed via Navy Knowledge Online.

b. Liberty

(1) The CO is the final approving authority for all 4-day special liberty requests. *Note*

(2) The XO is the final approval authority for all 3-day special liberty requests. *Note*

(3) Department Heads are the final approval authority for all 2-day special liberty requests inside the district boundaries.

(4) Division Officers (DIVO)/Division Leading Chief Petty Officers (DLCP)/Division Leading Petty Officers (DLPO) are the final approval authority for all 24-hour special liberty requests inside district boundaries.

*Note: 3 or 4 day special liberty requests will be submitted through the Chain of Command to reach the XO or CO NLT 48 hours prior to first date of use. 3 day Special Liberty shall be used in conjunction with a weekend. 4 day Special Liberty shall include two work days. Special Liberty coupons awarded for re-enlistments, goal incentives, etc., shall not be used in combination with House Hunting Leave.

4. Action

a. Department Heads shall:

(1) Establish leave policies which permit and encourage regular leave for all personnel under their cognizance.

(2) Monitor the leave balances of personnel under their supervision.

(3) Ensure expeditious processing of all leave requests in accordance with reference (c) and in no case longer than 5 work days from original submission date.

b. Each DIVO/DLCPO/DLPO shall maintain a long-term (one year) leave and school management plan. This plan should incorporate known aspects of the command's schedule, school requirements, and training dates the member desires and any other commitments specific to the recruiting mission. This plan should also include use or lose consideration. DIVO/DLCPO/DLPOs should use their plan to demonstrate their ability to support an individual's leave when submitting a leave request for approval. No more than 25 percent of a Division and no more than 50 percent of a Division's LPOs shall be on leave at any given time with the exception of the Holiday Stand-Down period or emergent circumstances.

11 Apr 16

b. Each DIVO/DLCPO/DLPO shall maintain a long-term (one year) leave and school management plan. This plan should incorporate known aspects of the command's schedule, school requirements, and training dates the member desires and any other commitments specific to the recruiting mission. This plan should also include use or lose consideration. DIVO/DLCPO/DLPOs should use their plan to demonstrate their ability to support an individual's leave when submitting a leave request for approval. No more than 25 percent of a Division and no more than 50 percent of a Division's LPOs shall be on leave at any given time with the exception of the Holiday Stand-Down period or emergent circumstances.

c. Personnel will submit leave requests as follows:

(1) Ordinary leave requests shall be submitted through the Naval Standard Integrated System (NSIPS <https://nsips.nmci.navy.mil>) using E-leave no later than 10 calendar days in advance of the requested date. All members shall check in and out via phone with the Command Duty Officer (CDO) and shall carry a copy of their NSIPS leave chit on them during the leave period.

(2) Retirement/Separation leave requests shall be submitted at least 30 days prior to the requested date. House Hunting leave requests shall be submitted at least 10 calendar days prior to the requested start date and DTS No Cost orders must be approved prior to execution.

(3) Sailors will submit all leave requests via NSIPS via their appropriate Chain of Command for approval. Requests that are disapproved will be forwarded to the CO for final determination. Leave requests shall include remarks in Block 24 to explain any special circumstances the requestor would like taken into consideration.

(4) Prior to leave commencing, leave can be changed or cancelled by the member. For cancellations after the leave commencement date, the member must notify their Department Head. Once the Department Head is notified they will notify the Command Leave Administrator (CLA) or the Admin Officer (AO); only then will the leave be considered cancelled.

(5) In the case of emergent leave, the basic procedures outlined above will be followed if the leave is commenced during normal working hours. If emergent leave is commenced after working hours, the CLA will submit the leave request electronically on the member's behalf. The Command Master Chief (CMC) will be notified as soon as possible who in-turn will notify the CO or XO dependent on approving authority for the leave.

(6) Extension of leave during normal working hours shall be requested through the member's Chain of Command who will notify the CMC. The CMC will notify the CO/XO for approval. Extension of leave after normal working hours or during holidays shall be requested through the member's Chain of Command via the CDO. The CDO will notify the CMC who will notify the CO or XO dependent upon approving authority for the leave. If an extension of leave is granted, the Command Leave Administrator (CLA) must be informed for submission via NSIPS.

1 Apr 16

(7) Out of Continental United States (OCONUS) requests must be submitted 45 days prior to commencement of leave to afford adequate time for coordination and approval of country clearance requirements. A copy of the OCONUS AT/FP Level 1 Completion Certificate and a Personal Security Plan with consulate or embassy phone numbers must be on file with the ATFP Coordinator. All requests shall utilize information and procedures listed in the foreign clearance guide and members shall coordinate with the assistant Command Security Manager or the Command Anti-Terrorism Officer (ATO). All travel to countries in FPCON B or higher require O-6 or O-7 approval depending on location and request packages shall include copies of all required training certificates, NCIS threat brief confirmation and any other supporting documents that would expedite the requests' approval. All travel to these countries requires document submission (Individual Anti-Terrorism Plan, NCIS brief, etc.) to the Command ATO no later than 14 days prior to the execution of travel. Late submissions will not be entertained except in emergent cases.

(8) Members seeking to utilize paternity leave shall submit the request via NSIPS. All requests for Convalescent and Maternity Leave will also be submitted and documented via NSIPS. In the case where the start date is not known based on a pending birth, members shall submit their requests with the approximate dates and the CLA will process the chit once the birth happens and adjust the start date as confirmed by the member.

d. The following check-in/check-out procedures for leave are established:

(1) The E-leave system auto checks the members in and out of leave based on the dates and times approved by the Chain of Command. All members shall carry a copy of their NSIPS leave chit during the leave period.

(2) Sailors who submit a paper request due to Emergent Leave must deliver, fax or scan a copy of the leave authorization to the Admin Officer (AO) at the commencement of the next regular working day following leave termination. The copy of the leave authorization must be received by the administrative office within five days from the leave termination date.



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