



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
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NAVCRUITDISTNYINST 1050.1Q
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NAVCRUITDIST NEW YORK INSTRUCTION 1050.1Q

Subj: LEAVE AND LIBERTY PROGRAM

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

1. Purpose. To promulgate policy regarding leave and liberty per references (a) through (c).

2. Cancellation. NAVCRUITDISTNYINST 1050.1P

3. Policy

a. Leave

(1) All personnel assigned to Navy Recruiting District (NRD), New York are encouraged to use their entire 30 days of leave each year. Each member should have the opportunity to take up to 30 days of leave per year, in reasonable increments.

(2) The Commanding Officer (CO) is the final approving authority for E7 and above and 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 area.

(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 time-critical ORM in 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.

(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.

(4) Division Officers (DIVO)/Division LCPOS (DLCPO) are the final approval authority for all 24-hour special liberty requests.

*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.

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).

b. Each DIVO/DLCPO 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 work center. DIVO/DLCPOs should use their plan to demonstrate their ability to support an individual's leave when submitting a leave request for approval. The plan will also be available during professional development review boards.

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 14 days in advance of the requested date. All members shall check in and out via phone with the 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.

(3) Sailors will submit request via NSIPS to the appropriate Chain of Command for approval. Requests that are disapproved will be forwarded to the CO for final determination.

(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. Emergent leave that is commenced after working hours, the CLA will submit the leave request electronically on the member's behalf. The CO, XO, and the Command Master Chief will be notified as soon as possible.

(6) Extension of leave shall be requested through the member's Chain of Command and CDO who in turn will notify the XO or CO, as required, for approval. If an extension of leave is granted, the CLA must be informed for submission via NSIPS.

(7) Out of Continental United States (OCONUS) requests must be submitted 45 days prior to commencement of leave. 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 an 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 travel. Late submissions will not be entertained except in an emergent case resulting in a denied travel requests.

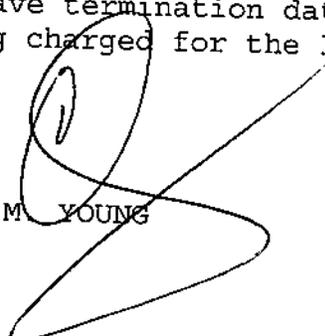
(8) Members wishing to utilize up to and including 10 days of paternity leave shall submit the request on paper utilizing the Leave Request Authorization NAVCOMPT form 3065. Do not submit the request via NSIPS. In the case where the start date is not known based on a pending birth, submit the chit with approximate dates and the CDR or CLA will process the chit once the birth and start date are 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 check in and out via phone with the CDO and shall carry a copy of their NSIPS leave chit on them during the leave period.

(2) If a circumstance arises where a member needs to request a leave extension, they must contact their Chain of Command, who will then get a determination from the XO or CO as applicable.

(3) Sailors who have submitted a paper request (Paternity Leave and Emergency Leave) must deliver, FAX or scan a copy of the leave authorization to the 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. Failure to do so will result in member being charged for the leave period as if it were regular leave.


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