



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT, PORTLAND  
7028 N.E. 79TH COURT

PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 1000.1H

Admin

23 Oct 13

NAVCRUITDIST PORTLAND INSTRUCTION 1000.1H

Subj: SPECIAL REQUESTS AND LEAVE POLICY

Ref: (a) OPNAVINST 3120.32D  
(b) MILPERSMAN 1050-010  
(c) COMNAVCRUITCOMINST 5400.2E

Encl: (1) Special Request and Leave Approval Matrix  
(2) Risk Assessment Worksheet

1. Purpose. To provide guidance specific to Navy Recruiting District (NRD) Portland concerning policy for special requests, and to establish policies and procedures regarding the submission, authorization and administration of e-Leave requests for all Sailors assigned to NRD Portland.

2. Cancellation. NAVCRUITDISTPORTLANDINST 1000.1G. This instruction has been revised and should be reviewed in its entirety.

3. Definition. Leave is the authorized absence of a service member from his/her assigned place of duty, chargeable against the member's leave account in accordance with the Armed Forces Leave Act of 1946, as amended. See reference (a) for definitions of leave types.

4. Policy

a. Supervisors will make every attempt to facilitate all members having the opportunity to take at least 30 days of leave annually, with at least one period of 14 or more days duration, if desired. Furthermore, supervisors will support members' efforts to avoid a loss of excess annual leave due to over-accumulation. Early planning and communication of leave plans by each member is critical to achieving this goal. Members should plan to spread leave across the year in order to avoid leave concentration at the end of the fiscal year. Lack of prior planning may lead to disapproval of a member's specific leave requests due to mission constraints. Plan and communicate early.

b. Separation/retirement leave and Permissive Temporary Duty (PTDY) shall NOT typically exceed 120 days. The maximum PTDY is 20 days. The chain of command must receive advanced notice (six months prior to commencing separation/retirement leave) to make a proper recommendation. Requests for PTDY shall be submitted on a special request chit, and requests for separation leave shall be submitted via e-Leave.

c. Special request chits and leave requests will not be intentionally delayed by any supervisor. Supervisors will make recommendations and forward each request up the chain of command (ideally within one working day of receipt), aiming for final disposition within four working days.

d. Approval levels for special requests and e-Leave requests will be in accordance with enclosure (1). All special and e-Leave requests will be processed in the same manner, regardless of approving authority.

e. Out-of-area travel. NRD Portland personnel must be on leave when traveling more than 350 miles from their local duty station when not on temporary duty.

f. Members will route enclosure (2) to immediate supervisors in conjunction with any out-of-area e-Leave request and/or participation in recreational activities that - to a reasonable person standard - could be deemed to involve significant hazards/risk. Division or department leadership shall review member's enclosure (2) with an eye toward mitigating unnecessary risk.

g. Only the Commanding Officer may disapprove e-Leave or special request chits. This authority rests with the Executive Officer when "Acting." No other personnel have authority to stop the progress of a chit.

## 5. Action for Special Request Chits

a. Member submitting a request. Member shall state his/her special request on NAVPERS 1336/3 and forward the original or a fax copy through his/her departmental chain of command to the Administrative Officer (AO). Admin will assign a tracking number and forward the request to the CMC, XO, and CO. NAVPERS 1336/3 shall not include social security numbers.

b. Supervisory chain of command. Each intermediate level supervisor should indicate any recommended action on the routed copy and forward to the next higher level. No person may intentionally hold a special request for more than one working day unless extenuating circumstances exist, such as a requirement for additional documentation or research. In that case, the supervisor shall notify the submitter and properly annotate the reason for the delay on the original special request chit.

c. Approval authority. Once approved/disapproved, a chit will be forwarded to the AO to be logged and copied. The original will then be sent to the cognizant Department Head (DH). If the chit has been disapproved, the DH will return the chit to the originating member with an explanation for the disapproval. At that time, Division Officers (DIVOs)/Division Leading Chief Petty Officers (DLCPOs) may recommend an alternate plan of action.

d. Administrative Officer. The AO shall maintain a serial number log for special request chits, annotating the date of request, the date that the request was received, the type of special request, and the originator. Upon completion of a given action by the chain of command, the AO will note the disposition of the request and the date that the request chit was returned to the department. An annotated copy of the special request chit will be retained in the member's junk jacket.

## 6. Procedures for Leave

a. An e-Leave request should be submitted up the chain of command at least 10 working days prior to the leave beginning date for approval in accordance with enclosure (1).

b. In accordance with enclosure (1), a DIVO may approve a leave request of up to seven days. Any division with a chief petty officer acting as the DIVO must route all leave requests via e-Leave to the operations officer. Department heads may approve leave in an amount up to 14 days. The executive officer is the approval for any leave over 14 days. Leave for DHs and DIVOs will be approved by the executive officer. Separation leave and leave requests for traveling outside the continental United States require commanding officer approval.

c. All convalescent leave chits shall be routed to the executive officer and commanding officer for information.

d. Leave may be taken in conjunction with special liberty but may not be used to bridge two liberty periods. That is, there must always be a duty day between two liberty periods.

e. Division and department leadership shall ensure, when approving leave and liberty, that sufficient personnel are on hand to perform essential functions. When routing requests for key supervisory personnel, department heads shall also indicate who will be "acting" in the member's absence.

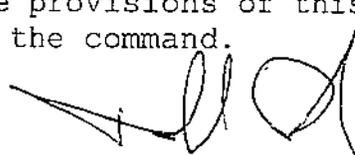
#### 7. Check-In/Check-Out Procedures

a. Personnel will check out/in via the e-Leave system. If a member does not check out/in via E-Leave, the system will automatically do it for them.

b. Personnel checking out on leave or checking in off of leave via e-Leave must be in the immediate vicinity of their duty station. This privilege is authorized as a personal convenience and shall not be used as a means of reducing the period of absence chargeable as leave.

c. If an extension of leave is required, member shall contact his/her chain of command, or the Command Duty Officer, for approval. Approval authority will reside with the billet outlined in enclosure (1), based on the resulting number of days of consecutive leave. The DH must inform Admin of any extensions granted, in order for Admin to adjust the member's e-Leave authorization.

8. Action. All personnel are responsible for understanding and complying with the contents of this instruction. The AO will brief all personnel on the provisions of this instruction during their initial check-in to the command.



T. D. BODE

#### Distribution:

NAVCRUITDISTPORTLANDINST 5216.1U

Lists A, B, C, and D

APPROVAL AUTHORITY FOR SPECIAL REQUEST AND LEAVE

<u>Nature of Request</u>	<u>Approving Authority</u>	<u>Disapproving Authority</u>
Separation/ Retirement Leave	Commanding Officer	Commanding Officer
Leave (Dept Hds/ Officers/CMC/CR/ ACRs/Div LCPOs	Executive Officer	Commanding Officer
Leave, 15 days & over, for all personnel	Executive Officer	Commanding Officer
Leave, 1-14 days, for OPS Dept Sailors (with commissioned DIVO)	Division Officer	Commanding Officer
Leave, 1-14 days, (with CPO DIVO)	Operations Officer	Commanding Officer
Leave, 1-14 days, for all other depts	Department Head	Commanding Officer
Special Liberty (up to 4 days)	Commanding Officer	Commanding Officer
Special Liberty (up to 3 days)	Executive Officer	Commanding Officer
Special Liberty (up to 2 days)	Department Heads	Commanding Officer
Special Liberty (up to 1 day)	LCPO/Director/ EPDS/Dept Heads	Commanding Officer
Special Pay	Commanding Officer	Commanding Officer
Other	Commanding Officer/ Commanding Officer, "Acting"	Commanding Officer

NRD PORTLAND LEAVE/LIBERTY RISK ASSESSMENT WORKSHEET

Name: \_\_\_\_\_ Dept/NRS: \_\_\_\_\_

The purpose of this worksheet is to encourage you to think about your upcoming leave/liberty period and to control the risks involved. Don't get wrapped too wrapped around the point assignments. Use it to highlight some big picture hazards that deserve your attention. Then apply the risk management skills you've learned.

Put a check beside the point value for all items that are true about you on this leave/liberty excursion:

Points

- 1 I am single
- 1 I am an E-5 or below
- 1 I am 25 years old or younger
- 1 I will be traveling in a commercial airplane
- 1 I will be traveling on a train
- 2 I will be traveling on a bus
- 3 I will be traveling in a car
- 4 I will be traveling on a motorcycle
- 1 I will be driving a rental vehicle
- 1 I will be driving 60-120 miles
- 2 I will be driving 121-240 miles
- 3 I will be driving 241 miles or more
- \_ If you will be driving, add one point for each hour beyond the first 12 that you will have been awake when you complete your travel.
- \_ If you are driving, add two points for each hour of sleep less than eight that you expect to have the night before commencing travel.
- 4 I will be traveling to an international destination
- 5 I will be driving in a country besides the US
- 10 I intend to consume alcohol but do not have a designated driver or alternate transportation

\_\_\_\_\_ Total points (front page)  
(continue on next page)

Points

- 1 I plan on fishing
- 1 I plan on running
- 1 I plan on playing volleyball
- 2 I plan on day-hiking
- 2 I plan on playing racquetball
- 3 I plan on playing soccer
- 3 I plan on bicycling
- 3 I plan on playing basketball
- 3 I plan on playing softball
- 4 I plan on inland sailing
- 4 I plan on inline skating or skateboarding
- 4 I plan on skiing (water or snow) or snow boarding
- 5 I plan on motor boating
- 5 I plan on mountain biking
- 5 I plan on scuba diving
- 6 I plan on surfing or swimming in an uncontrolled environment
- 10 I plan on rock climbing
- 10 I get crazy air when I ski, snow board, surf, bike, etc.
- 2 I infrequently participate in an activity that I marked
- 4 This will be my first time participating in an activity that I marked
- 4 I do not have, or am unaware of, the proper safety equipment for the activities I marked
- \_ I am not trained and will not have supervision in an activity that I marked (double base activity points)
- \_ I plan on participating in a potentially hazardous activity not listed here (list the activity and assign a point value that you think is appropriate compared to those listed):  
\_\_\_\_\_ (activity)

\_\_\_\_\_ Total points (back page)

\_\_\_\_\_ Total points (front + back pages)

0-10 Points = Low Risk  
11-24 Points = Moderate Risk  
25+ Points = High Risk

(continue on next page)

NAVCRUITDISTPORTLANDINST 1000.1H  
23 Oct 13

For the activities you selected that have a **3 or higher** next to them, explain what you will do to make the activity safer (use the space below).

Individual's Signature \_\_\_\_\_ Date \_\_\_\_\_

DIVO/DLCPO's Signature \_\_\_\_\_ Date \_\_\_\_\_