



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT RICHMOND
411 EAST FRANKLIN STREET
SUITE 101
RICHMOND, VA 23219-2243

NRDRICHINST 1050.2U
Code 10
11 Dec 13

NAVCUITDIST RICHMOND INSTRUCTION 1050.2U

From: Commanding Officer, Navy Recruiting District Richmond

Subj: NAVY RECRUITING DISTRICT (NRD) RICHMOND LEAVE AND SPECIAL LIBERTY POLICY

Ref: (a) MILPERSMAN Articles 1050-010, 1050-020, 1050-030, 1050-040, 1050-120, 1050-280, 1050-290
(b) Navy Knowledge Online E-Leave General Info and Training

1. Purpose. To establish procedures for administration and accounting of leave and special liberty taken by all active duty personnel assigned to Navy Recruiting District Richmond as required by reference (a).

2. Cancellation. NRDRICHINST 1050.2T

3. Policy

a. Experience has shown that vacations and short periods of rest from duty improve morale and motivation and are essential to maintaining maximum personnel effectiveness. Additionally, most personnel arriving at NRD Richmond from sea duty have built up a sizable leave balance. Recruiters and support personnel will be authorized leave commensurate with their desires to the maximum extent possible. However, strong consideration must be given to mission accomplishment. With the exception of emergencies and unforeseen emergent requirements, all leave requests are required to be submitted a minimum of ten days prior to requested commencement date.

b. Determination of inclusive dates of leave to be charged will be based on the member's normal working hours. Normal working hours are 0800-1700 for support personnel and 0900-1800 for recruiting personnel. The days of departure and return from leave will not be charged as leave if the member was at his/her place of work for the entire workday prior to departure and returns at or prior to the commencement of the work day. Block 14b (leave start time) of the leave request must reflect COB the

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day prior to commencing leave. Block 15b (leave ending time) of the leave request must reflect 0800/0900 (as applicable) the day of return. When the day of departure or return is not a normal workday, leave may begin or end at any time during the day. An exception to this is a processing Saturday which is considered a normal workday.

c. Normally, the maximum leave period allowed is two work weeks. Requested leave in excess of two (2) work weeks may be approved on a case by case basis.

d. The Commanding Officer retains the authority to authorize the amount of separation leave a member will be granted, including an amount exceeding 60 days.

4. Action

a. Member

(1) E-leave for all military personnel will reside within the NSIPS ESR application.

(2) Procedures for requesting, extending and cancelling leave requests can be found in reference (b). All active duty personnel will utilize this resource to ensure accurate and timely processing of their leave requests.

(3) All personnel will ensure that leave was approved prior to checking out on leave.

b. Chain of Command. Procedures for reviewing, approving, extending and cancelling leave requests can be found in reference (b). All designated reviewing and approving personnel will utilize this resource to ensure accurate and timely processing of their leave requests.

5. Special Liberty and Leave

a. The Commanding Officer is the sole authority for granting four day special liberty periods. If a member expects to be absent from the command for greater than four days, leave

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is required. No member will exceed four days without reporting for duty unless on leave.

b. Special liberty may be combined with leave as long as the member is within the immediate geographical area when transitioning between the leave and special liberty period. The immediate geographical area is defined as a 50-mile radius from member's Ultimate Duty Assignment (UDA). Members traveling greater than the 350 miles radius from their Ultimate Duty Assignment must request and be granted leave.



A. W. DIMMOCK

Distribution:
NRDRICHINST 5216.1
List III