



DEPARTMENT OF THE NAVY

NAVAL MEDICAL CENTER
34800 BOB WILSON DRIVE
SAN DIEGO, CALIFORNIA 92134-5000

IN REPLY REFER TO:

NAVMEDCEN SANDIEGOINST 1050.1H
09HR

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NAVMEDCEN SANDIEGO INSTRUCTION 1050.1H

From: Commanding Officer

Subj: LEAVE AND LIBERTY FOR MILITARY PERSONNEL

Ref: (a) DoD Instruction 1327.06
(b) DOD 4500-G, Department of Defense Foreign Clearance Guide, Web site www.fcg.pentagon.mil
(c) State Department, Web site www.state.gov
(d) Manual for Courts-Martial (MCM)
(e) CNO WASHINGTON DC 051859Z Feb 09 (NAVADMIN 043/09)
(f) CNO WASHINGTON DC 270006Z Jul 10 (NAVADMIN 252/10)
(g) CNO WASHINGTON DC 211800Z JUN 18 (NAVADMIN 151/18)
(h) COMNAVREGSWINST 1500.1D
(i) MILPERSMAN 1050-290 Policy Concerning Liberty, CH-50
(j) MILPERSMAN 1050-010 Leave Policy, CH-42
(k) MILPERSMAN 1050-130 Emergency Leave
(l) MILPERSMAN 1320-220 Permissive Temporary Duty (PTDY)
(m) MILPERSMAN 1050-090 Day of Departure/Return
(n) MILPERSMAN 1050-250 Foreign Leave Travel

Encl: (1) Leave Request Routing/Authorization/Approval Matrix
(2) OCONUS Travel Checklist
(3) Checklist for Leave and Liberty in Mexico

1. Purpose. To provide command policy and procedures for managing the military staff leave and liberty program.
2. Cancellation. NAVMEDCEN SANDIEGOINST 1050.1G.
3. Scope and Applicability. This instruction applies to all military personnel assigned to Naval Medical Center San Diego (NMCSO).
4. Background. References (a) through (n) provides guidance and instruction for requesting, authorizing, and charging leave for Navy personnel and liberty guidance. Reference (b) is the Department of Defense Foreign Clearance Guide, which is accessible at <https://www.fcg.pentagon.mil/>. Reference (c) is information on travel advisories to foreign countries that are available on the State Department Web site, www.state.gov.

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Reference (e) requires all active-duty and reserve personnel to establish and maintain a self-service Electronic Service Record (ESR) account in Navy Standard Integrated Personnel System (NSIPS). Reference (f) requires the full implementation and utilization of Electronic Leave (E-Leave). Reference (g), Military Parental Leave Program (MPLP) replaces current adoption, paternity, and maternity leave with primary caregiver (PC) leave, secondary caregiver (SC) leave, and maternity convalescent leave (MCL). Reference (h) is Commander, Navy Region Southwest instruction 1500.1D, Travel and or Residency in Mexico. Enclosure (1) identifies the routing/approval process to be followed by all military members when submitting leave requests. Enclosure (2) is an OCONUS Travel Checklist that outlines the requirements and documentation for submission to the Command's Anti-Terrorism Officer. Violations of this instruction may result in disciplinary action per reference (d).

5. Types of Leave and Command Policy

a. Annual Leave. Per enclosure (1), Department Heads are authorized to approve annual leave for periods up to and including 14 days. Directors are authorized to approve leave for periods of more than 15 days and up to 30 days. The Executive Officer (XO) should approve leave periods in excess of 30 days.

b. Advanced Leave. Requests for advanced leave (leave which a member has not yet earned) normally will not be approved for more than 15 days except in cases of emergency leave and must be carefully reviewed to ensure that the member will not be in an excess leave status. Members will receive written counseling from their chain of command on how excess leave will affect their pay. A negative leave balance at the time of discharge, first extension of an enlistment, or separation from active duty is considered excess leave and subject to pay dockage. Advanced leave must be approved by the cognizant Director.

c. Emergency Leave. May be granted for personnel who have immediate family emergencies that require their presence. An "immediate family member" is defined in references (j) and (k). Verification of the emergency situation may be by letter, telephone call, or American Red Cross message to the Command. Every effort will be made to contact a responsible person of the member's department to obtain a recommendation for approval or disapproval.

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d. Funded Emergency Leave Outside the Continental United States (OCONUS). Members stationed CONUS whose domicile is OCONUS may be authorized funded emergency leave on a Temporary Additional Duty (TAD) basis from the port of embarkation CONUS to point of debarkation OCONUS and return. Funded emergency leave will be authorized for immediate family emergencies as defined in reference (k) and at the Command's discretion. Normally, funded emergency leave will not be approved in excess of 30 days. Members traveling on funded emergency leave must have approved TAD orders in addition to Aircraft and Personnel Automated Clearance System (APACS) approval for the requested country (if applicable). Also, annual leave taken in conjunction with emergency funded leave will be annotated on the TAD orders. The funded emergency leave and TAD request must be approved by the XO or Commanding Officer (CO).

e. Convalescent Leave

(1) Care should be exercised in granting convalescent leave to limit the duration of such leave to that which is essential in relation to diagnosis, prognosis, treatment, recuperation, and probable final disposition of the patient. When considered necessary by the attending physician, convalescent leave may be granted for up to 30 days.

(2) Convalescent leave must be recommended by the attending physician, and approved by the member's Department Head or Director as required per enclosure (1). The physician's recommendation must be uploaded and submitted in E-Leave with the leave request.

f. Military Parental Leave Program (MPLP). MPLP replaces current adoption, paternity, and maternity leave with primary caregiver (PC) leave, secondary caregiver (SC) leave, and maternity convalescent leave (MCL) per reference (g).

(1) Maternity Convalescence Leave (MCL) is a 6-week (42-day), non-chargeable leave period for the birthparent, commencing the first full day following the discharge and release of the member from the hospital (or similar facility) following a Qualifying Birth Event (QBE) and is intended for the medical recovery of the birthparent. MCL must be executed in one increment and completed before commencing PC leave. Any medically required extensions of MCL will be deducted from PCL.

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(2) Primary Caregiver Leave (PCL) is a 6-week (42-day), non-chargeable leave period for the PC following a QBE or Qualifying Adoption (QA). PCL will be granted to the parent designated with primary responsibility for caring for the birthed or adopted child(ren). PCL must be executed in one increment. The CO of the member has the authority to designate PC status on a case-by-case basis (e.g., incapacitation, dual military couples, death, or other circumstances where the military parent must act as PC.) For dual military couples, only one PC and SC will be authorized per QBE or QA. Under normal situations PC designations should be made 60 days prior to the QBE or QA and documented on Administrative Remarks NAVPERS 1070/613 (commonly known as a Page 13).

(3) Secondary Caregiver Leave (SCL) is a 2-week (14-day), non-chargeable leave period for the SC following a QBE or QA. SCL will be granted to the parent not designated as the PC. SCL must be executed in a consecutive block. Under normal situations, SC designations should be made 60 days prior to the QBE or QA and documented on NAVPERS 1070/613.

g. Foreign Leave

(1) Per reference (n), Navy personnel may visit any place outside the United States (U.S.) without obtaining permission from Navy Personnel Command. The responsibility for obtaining travel information and for complying with the laws of the countries and/or places to be visited rests with the prospective traveler. Members planning to travel with family members should be aware that the requirements for civilians are not necessarily the same as those for military personnel. Information regarding travel requirements by personnel taking leave in any foreign country may be obtained in references (b) and (c). It is the member's responsibility to review, complete and comply with the requirements listed in references (b) and (c) for the specific country(ies) traveling to before taking foreign leave.

NOTE: Foreign leave will not be granted to a member who is in a disciplinary status, is under investigation for a criminal charge or security violation, or is considered not to be a creditable representative of the Navy.

(2) The Anti-Terrorism Office will prepare the necessary country clearance documents as referenced in enclosure (2). To

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comply with DoD Foreign Clearance Guide and foreign country clearance procedures, approved foreign leave requests will be submitted at least 45 days in advance of the travel date. Most countries require 30 days lead time before departure date.

(3) The member will complete all OCONUS travel requirements per reference (b) for the country(ies) they are traveling prior to submission of foreign travel approval.

(4) Members desiring leave and liberty in Mexico must also comply with enclosure (3).

h. Terminal Leave. Terminal leave is authorized for Service members at the time of retirement, separation, or release from active duty. It is chargeable to the Service member's leave account. To preclude the loss of leave and to minimize use of accrued leave, leave may be granted at the time of retirement or transfer to the Fleet Reserve without the necessity of returning to the separation site. However, all required paperwork must be submitted to your separation clerk before terminal leave is approve.

(1) Retirement leave will not exceed 60 days, and any requested amount in excess of 60 days as a result of extenuating circumstances will be considered on a case-by-case basis.

(2) Separation Leave will not exceed 30 days, and any requested amount in excess of 30 days as a result of extenuating circumstances will be considered on a case-by-case basis.

i. Legal Action Pending. Chain of command with personnel requesting leave that have legal issues pending are required to contact the Staff Judge Advocate Office for recommendations prior to submission of leave requests.

j. Permissive Temporary Duty (PTDY) authorization. For Job/House Hunting is outlined in reference (j). PTDY may be taken in conjunction with terminal leave.

6. Policy

a. Day of Departure and Return. Per reference (m), annual leave may commence at any time on a day of duty. If leave

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commences and terminates on non-duty days, one of the days will be charged as leave. For example, if a member checks out on a Sunday, which is a non-workday, and checks in on a Saturday, which is also a non-workday, then one of these days will be charged as leave.

b. All staff will be given the opportunity and are encouraged to take leave as it is accrued, provided staffing requirements can still be met.

c. Leave will be initiated within the NSIPS ESR E-Leave application per reference (e). Time should be allowed for final approval to occur at least 10 days prior to the requested CONUS leave commencement date, and 45 days prior to commencement of foreign leave.

d. All members must be in the immediate vicinity of their duty station (residence from which member commutes daily to and from work) upon commencement and termination of leave.

e. As outlined in reference (j), personnel will not be granted two or more successive periods of leave without performing duty between the termination of one leave period and the commencement of the next, except under emergency or unusual circumstances.

7. Responsibilities

a. Member

(1) All members will establish a self-service ESR account and submit their leave request in NSIPS per reference (e) and (f).

(2) All members Administrative Readiness Status (A-Status) must be satisfactory. All delinquencies must be resolved prior to leave approval. The directorate appropriate level Chain of Command or authorized representative is responsible for verifying A-status on E-leave requests.

(3) Upon final approval, the leave request should be printed and kept in the member's possession for the duration of the leave period. A member must have a copy of the approved leave request/authorization with a valid Leave Control Number (LCN) prior to checking out on leave.

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(a) Once an E-leave request has been approved and needs to be cancelled, member must notify their chain of command, and resubmit changes/cancellation via NSIPS for appropriate level approval.

(b) If the member returns from leave prior to the ending Leave Request/Authorization date, written communication from the member's approving authority must be delivered to the Human Resource Department (HRD) Customer Service section on the next business day, so that an adjustment can be made to the leave dates in NSIPS. Failure to do so will result in the member being automatically charged for the entire requested leave period.

(4) See paragraph 5.g of this instruction, for member's responsibilities for foreign leave.

b. Command Leave Administrators HRD:

(1) Add or assign appropriate reviewers and/or approvers that are attached to a different Unit Identification Code than the requestor.

(2) When the approving official is on temporary duty or leave, HRD will assist with approving, cancelling, changing, or extending E-leave requests with proper written documentation via an email or memo from the acting approving official.

c. Approving Authority

(1) Only those officials identified in enclosure (1) are authorized to sign as approving officer.

(2) Member's A-Status will be considered prior to final approval decision.

(3) When approving, foreign leave the approving official will review reference (b) and (c) requirements before approving the e-leave request.

d. Anti-Terrorism Officer (ATO). Enclosure (2) is a guide for users and responsibilities of ATO.

8. Emergency Leave After Normal Working Hours/Leave Extension Procedures. Every effort to submit request via NSIPS, and to contact the chain of command for approval must be made before going on leave. If not feasible then, a written communication

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from the member's approving authority must be delivered to the HRD Customer Service section the next business day, so that an adjustment can be made to the member's e-leave account in NSIPS.

9. Liberty

a. Administration. References (a), (j), and (k) contains regulations governing the granting of liberty.

b. Definition. Liberty is not a right, but a privilege. It is defined as any authorized absence granted for short periods, at the end of which the member is actually on board or in the location from which the member commutes to work. Liberty is not chargeable as leave. Liberty is granted for short periods of absence from duty, such as from the end of regular working hours on one day to the start of working hours on the following day. On weekends, regular liberty is normally authorized to start at the end of normal working hours on Friday and end at the beginning of normal working hours on Monday.

c. Policy

(1) Regular Liberty. Regular 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 on one day to the beginning of normal working hours the next workday. Military personnel reporting for duty after regular working hours or on weekends may be granted liberty until the start of the next working day.

(2) Special Liberty. Special liberty is granted outside of regular liberty periods for unusual reasons as outlined in reference (i). COs may grant special liberty for any period of four days or less.

d. Out of Vicinity Travel While on Liberty. Granting of special liberty is outlined in enclosure (1); references (a), (i), and (j). Sailors are authorized to travel no more than 250 miles from the vicinity of NMCSD or its Naval Branch Health Clinics on regular or special liberty.

e. Prohibitions, Limitations, and Exceptions to Granting Liberty. Before granting liberty to a member, COs should follow these prohibitions, limitations, and exceptions:

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(1) Special liberty may not be used in combination with normal liberty, holidays, or other off-duty periods in which the combined period of continuous absence would exceed 4 days.

(2) When special liberty or regular liberty is combined with leave, the member must be physically present at the home station or port when departing and returning from leave. If the member wishes to leave the home station or port, then the entire period of leave and special liberty will be charged as leave.

(3) Personnel pending non-judicial punishment, administrative discharge, court-martial, or similar actions, will not be granted special liberty or leave, except when recommended by Staff Judge Advocate and approved by the member's Director.

11. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

12. Review and Effective Date. NMCS D Human Resources Department (Code 09HR) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



B. L. SMITH

Distribution:
NMCS D Intranet

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Leave and Liberty Request Routing/Authorization/Approval Matrix

	LCPO	DIVO	DH/ OIC	DIR SEL	ASST DIR/ DIR	XO
SPECIAL LIBERTY						
1 DAY	A*	A**	A**			
2 DAYS	R	R	A			
3 DAYS	R	R	R	R	A	
4 DAYS	R	R	R	R	A	
LEAVE REGULAR/EMERGENCY/SEPARATION/RETIREMENT						
LESS THAN 15 DAYS	R	R	A			
15 - 30 DAYS	R	R	R	R	A	
GREATER THAN 30 DAYS	R	R	R	R	R	A
OCONUS (NON-RESTRICTED)	R	R	R	R	A	
OCONUS (RESTRICTED)	R	R	R	R	R	A
CONVALESCENT LEAVE (non chargeable)						
LESS THAN 15 DAYS	R	R	A			
15 - 30 DAYS	R	R	R	R	A	
Military Parental Leave Program (MPLP) (non chargeable)						
MCL 6-week (42-days)	R	R	R	R	A	
PCL 6-week (42-days)	R	R	R	R	A	
SCL 2-week (14-days)	R	R	A			
LEAVE OTHER						
Lv/Lib Mexico (=/< 04)	R	R	R	R	A (06)	
Lv/Lib Mexico (05/06)	R	R	R	R	R	A

LEGEND

- R = RECOMMENDATION
- A = APPROVAL
- * = Enlisted requesters
- ** = Officers requesters

OCONUS TRAVEL REQUIREMENTS

UPDATED 04 Apr 2018

**** PLEASE SUBMIT ALL BELOW REQUIREMENTS AND DOCUMENTATION TO ATO/OVERSEAS TRAVEL COORDINATORS 30 DAYS BEFORE YOUR OVERSEAS TRAVEL START DATE****

**** MUST HAVE A VALID US PASSPORT FOR ALL OCONUS TRAVEL****

Overseas travel Clearance?

Please see the Foreign Clearance Guide (FCG) for Mandatory Pre-Travel Trainings.

<https://www.fcg.pentagon.mil/fcg.cfm>

Step 1: Mandatory Training

The following trainings must be completed prior to your appointment with the ATO to receive your mandatory PG-13.

*TAD Travelers must have a valid Government Credit Card which will not expire during the time of their travel overseas.

- 1. AT Level I Awareness (OCONUS) **(AT training must be current and completed within 12 months (one (1) year) prior to entry into the AOR) and will not expire during the time of overseas travel.**

AT Level I Awareness Training for Service Members Antiterrorism Level I Awareness Training

Log into Elearning on My Navy Portal

On the Learning tab click onto Navy e-learning Online Courses

On the My-e learning Tab click on the Advanced Search link located in the content box

Type in the catalog code: CENSECFOR-AT-010-1.0

*** It may be easier to search just CENSECFOR in the Number (Suffix) Column ***

Select search and the course will pop up

- 2. SERE 100.2 LEVEL A. **(Must be completed within the last 36 months to the date)** This training must be valid through the end of your leave period. For example, if your leave is after 14 JAN 2013 your SERE must be dated 14 JAN 2010 or later, to be valid.

SERE 100.2 LEVEL A

Log into JKO <http://jko.jten.mil/> *** **(NOT on Elearning)*****

On the Course Catalog tab search A-US1329 in the Course Number Column

Step 2: Isolated Personnel Report (ISOPREP)

The following is required to complete the Isolated Personnel Report (ISOPREP):

- 1. **Photos.** Go to MED PHOTO located in Bldg 1, ground floor to get photo for ISOPREP. (TUES, WED, THURS 0700-1030 ONLY)

2. Make ISOPREP appointment with Emergency Management (HOSPITAL COMMAND CENTER, BLDG. 14, RM 100) call **619-532-5052

** ISOPREPs must be reviewed and re-dated/verified every 6 months and remain current through duration of travel

Step 3: Anti-Terrorism Officer (ATO)

1. Once the above requirements have been completed and you have, please contact one of the following Command ATO's.

2. *****ONLY BY APPOINTMENT*****

*** MA1 WATKINS, JAMIE
BLDG 1 (Glass House) Security Manager Office
619-532-9778
JAMIE.D.WATKINS2.mil@mail.mil

*** MA1 VORSELEN, BREANNE
BLDG 26, floor 2B Command Badge Office
619-532-5054/8507
BREANNE.E.VORSELEN.mil@mail.mil

Please bring the following items to your ATO appointment:

- Copy of all training certificates
- Copy of all travelers' passports
- All Lodging information/ phone number/ personal AND official e-mail addresses
- Copy of your complete flight itinerary (can be perspective) or driving route
- E-mail from Emergency management personnel confirming ISOPREP completion/update/verification
- Approved TAD authorization form as appropriate (if for Official travel)

* On a piece of paper the following information can be typed:

- Purpose of travel (i.e. to visit family, vacation, TAD)
- Name, address, mode of travel between locations, and telephone numbers of each person you will be visiting, and your relationship to them.
- Supervisor Info (full name, rank, commercial and DSN phone, e-mail, and fax number)

Step 4: Online information & Registration (Command ATO's will complete below travel clearance submissions and give you a PG-13 to include as an attachment in your E-leave submission)

1. Individual Anti-Terrorism Plan (IATP): <https://iatp.pacom.mil/>.

2. Aircraft and Personnel Automated Clearance System (APACS) submission:

** Your APACS request and Individual Force Protection Plan, if needed, will be completed by the ATO/Overseas Travel Coordinator **at least 30 days prior** to your travel date. The APACS approval is required before you are allowed to enter the foreign country if APACS is required.

Note: Some countries do not require APACS submission. Please refer to the ATO/overseas travel coordinator for guidance relevant to your travel region requirements.

If any further questions or assistance is needed, please contact any of the following personnel:

Command CLA
***PS2 Kyle Whyte
Receipts and Transfers Section
Bldg 2 Ground Floor
Telephone Number: (619) 532-6500
Email Address: KYLE.I.WHYTE.MIL@MAIL.MIL

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CHECKLIST FOR LEAVE AND LIBERTY IN MEXICO

1. Approved special request chit signed by O-5 or above in chain of command; Command Officer/Executive Officer for O-5/O-6.
2. Written notification with itinerary to chain of command on file both with the member and at the Command for all hands.
3. Comply with the DOD Foreign Clearance Guide.
Link to it is: <https://www.fcg.pentagon.mil/fcg.cfm>.
4. Each person will carry the following contact information;
 - a. American Consulate General:

Paseo De Las Culturas S/N, Mesa de Otay,
Delegacion Centenario C.P. 22425
Tijuana, Baja California
Tel: 01152-6649772000/6646227400

U.S. Mailing Address:
American Consulate General
P.O. Box 439039
San Ysidro, CA 92143-9039
 - b. Border Patrol: (619) 216-4000
 - c. NMCS D Quarterdeck: (619) 532-6400
5. Accompanied by a "buddy" over age 18, at all times.
6. Register online with the American Consulate via the Smart Traveler Enrollment Program (STEP). Register and create account at <https://travelregistration.state.gov/>. You will require a passport to do so.
7. Chains of command are required to keep documentation on file.