NAVSUPPACT NAPLES INSTRUCTION 1050.1R

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: LEAVE AND LIBERTY POLICY

Ref: (a) NAVPERS 15560D, Military Personnel Manual (MILPERSMAN)
(b) NAVSUPPACTNAPLESINST 1300.4M
(c) DoD Foreign Clearance Guide
(d) ECI 1501.01A, Environmental and Morale Leave
(e) OPNAVINST 4630.25D
(f) DoD Instruction 1327.06 of 19 May 2016
(g) CNREURAFSWA Anti-Terrorism Plan 11-14

Encl: (1) Liberty Notification Geographic Limits

1. Purpose. To promulgate command military leave and liberty policy.

2. Cancellation. NAVSUPPACTNAPLESINST 1050.1Q

3. Background. Reference (a), article 1050, defines and contains the basic Naval regulations regarding the procedures and policies of military leave and liberty. Reference (a), article 1306-300, provides guidance on the Overseas Tour Extension Incentive Program (OTEIP). Reference (b) provides guidance on leave approval authority for U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy personnel. Reference (c) defines entry requirements and specific travel information/restrictions for Naval personnel outside the United States. References (d) through (f) provide guidelines on Unfunded Environmental and Morale Leave (UEML) Program. Reference (g) provides guidance for Individual Force Protection Plans (IFPP).

4. Policy and Procedures

   a. Submission of Leave. All military personnel are required to route leave using the Navy Standard Integrated Personnel Systems (NSIPS) E-Leave. Military personnel in the Command Duty Officer watch rotation will add the Senior Watch Officer as the “Watch Coordinator” in all leave requests. Ensure the request is routed to the appropriate watchbill coordinator prior to the 15th of each month, before the watchbill is published. Watchstanders who fail to do so will bear the responsibility of locating and arranging for necessary watch relief.

   b. Granting Leave. Leave may be granted for up to 10 percent of the personnel in each department, except during the December and January holiday period when the limit is increased to 50 percent. Leave periods for the December and January holiday period will be promulgated by a separate notice.

      (1) Officers. Leave requests reviewed by Department Heads (DH), Officers, and Special Assistants (SA) will be subject to approval by the Executive Officer (XO) with concurrence of the Commanding Officer (CO). Prior to departing on leave, all Officers shall ensure they have a replacement to cover associated work during the period of leave.
(2) **Enlisted.** Leave requests submitted by enlisted personnel are subject to approval by DHs.

c. **Procedures for Commencement of Leave.** The following procedures will be adhered to when taking leave:

   (1) Leave (other than emergency leave) should commence at the end of normal working hours on a normal work day. If leave starts on a non-work day, the starting hour may be 0001. The hour for ending leave may not be later than the beginning of normal working hour if the day of return is a work day. If leave ends on a non-work day, the ending hour may be 2359.

   (2) Check in and check out procedures are conducted within the E-Leave system. Leave date changes, extensions, or cancellations must be submitted immediately to E-Leave via NSIPS.

   (3) Special liberty will not be granted for the purpose of departing early on leave.

   (4) Members who choose to not take leave after it has been approved must log-on to NSIPS to cancel leave to ensure the leave is not charged.

   (5) Individuals must be in the vicinity of NAVSUPPACT Naples when commencing or terminating leave. The vicinity is defined as 100 kilometers or 62 miles from the individual’s residence or place of work.

   (6) All personnel on leave shall activate out-of-office alerts on their e-mail accounts with a comment stating the beginning/ending period of their leave and an alternate point-of-contact with e-mail and phone number.

   (7) Prior to executing distance travel plans, travelers must complete a Travel Risk Planning System Assessment at https://trips.safety.army.mil/.

d. **Extensions.** Requests for extensions of leave for other than emergency reasons will not normally be granted. All enlisted leave request extensions are subject to review/approval by the DH or their delegated representatives. All Officer leave request extension are subject to review/approval by the XO. Once an extension is approved, the department Leading Chief Petty Officer (LCPO) is required to contact the Administrative Department to update the individual’s E-Leave.

5. **Types of Leave**

a. **Emergency Leave**

   (1) Emergency leave may be granted when circumstances warrant, based on the judgment of the approving Officer and the desires of the member. Care must be exercised to ensure that an emergency exists within the member’s household or immediate family, which will be resolved or alleviated by the member’s presence. Reference (a), article 1050-130, provides additional guidance.

   (2) Emergency leave is authorized when the existence of an emergency has been determined through verification by the American Red Cross or at the CO’s discretion.
(3) Funded emergency leave to a place within the Continental United States (CONUS) shall commence on the day following the date of arrival at the port of entry within CONUS. The day of arrival within CONUS shall be accounted for as a day of duty.

(4) A member on funded emergency leave shall be considered as returned to duty status upon reporting at a port of departure within CONUS for return to duty outside CONUS. The day of reporting at the port of embarkation within CONUS shall be accounted for as a day of duty.

b. Regular Leave

(1) United States Travel. Leave to visit the United States may be granted, but will commence upon departure from and expire upon return to the command. Requests must provide for sufficient time to travel to and from the leave location. Members are responsible for making all flight arrangements and must ensure they have sufficient funds for commercial air in the event military airlift is not available for return to the parent command.

(2) Foreign Travel

(a) Requirements. In accordance with reference (g), Appendix 9 to Annex C, all travelers (both official and unofficial) shall comply with the following:

(1) Anti-Terrorism (AT) Level 1 training: Traveler must have current AT Level 1 training complete before travel and it shall not expire during the travel period.

(2) Survival, Evasion, Resistance and Escape (SERE) 100.1 Level A training: Traveler must abide by the training periodicity requirement delineated in reference (c) for the country visited and be current before travel. Training shall not expire during travel.

(3) Isolated Personnel Report (ISOPREP): Submit or review electronic ISOPREP as required by reference (c).

(4) Complete checklist of medical assessment requirements as stated in reference (c).

(5) Foreign Clearance Guide (FCG): Refer to FCG for country and theater clearance requirements.

(6) Smart Traveler Enrollment Program (STEP): Enroll in the Department of State STEP program and log all travel plans.

(b) Country and Theater Clearance. Reference (c) contains a complete listing of all countries requiring country clearance for unofficial travel. Personnel are encouraged to contact the NAVSUPPACT Naples Antiterrorism Office at least 30 days prior to commencement of foreign leave to ascertain whether travel approval is required. The Aircraft and Personnel Automated Clearance System (APACS) is the sole method for submitting and processing country or theater clearance. It is the traveling member’s responsibility to submit timely requests in APACS.

(c) IFPP. In accordance with reference (g), Appendix 9 to Annex C, all IFPP or Special Group Force Protection plans shall be submitted in the Individual Antiterrorism Plan (IATP) tool
(http://iatp.pacom.mil), unless otherwise directed by U.S. European Command or U.S. Naval Forces Europe (CNE). All travels, whether official or unofficial, will comply with reference (c). The IFPP must be submitted in sufficient time to obtain this approval prior to travel. The Antiterrorism Division of Security Department will assist with the construction of IFPP, if needed.

(d) **Command Security Manager.** It is the traveler’s responsibility to ensure all required personnel clearances are obtained, if applicable, a foreign travel brief/debrief is conducted, if applicable, and to obey all laws and regulations pertinent to the visited country.

c. **UEML.** Per reference (d), UEML is granted for eligible personnel and their command-sponsored dependents at designated overseas locations where adverse environmental conditions require special arrangements for leave in more desirable locations at periodic intervals. UEML is a benefit that allows those eligible to travel at a higher space-available priority on military aircraft. UEML travelers may use either regularly scheduled AMC aircraft or unscheduled aircraft of opportunity. U.S. European Command (EUCOM) J-1 certifies UEML locations every two years (odd year cycle). Temporary Duty (TEMDU)/TAD personnel are ineligible regardless of duration of their duty. UEML travel benefits are granted based on tour length of the sponsor. Participants may take no more than two UEML trips per year. Trips may not be accumulated from one year to the next. The yearly accountable time frame for the sponsor and the family member(s) begins the date the sponsor arrives on station.

**Note:** If taking UEML, mark block 12 in the E-Leave request.

d. **OTEIP Leave.** As a quality of life benefit, OTEIP can be granted to military personnel for extending their current projected rotation date for 12 months or more. If combining regular leave with OTEIP leave and to avoid member being charged the OTEIP leave as regular leave, a separate leave request must be submitted for each type of leave. Reference (a), article 1306-300 provides additional guidance on OTEIP.

e. **Consecutive Overseas Tours (COT) Leave.** Per reference (a), article 1050-410, a service member who receives COT leave shall not receive any incentive under the OTEIP for the same overseas tour. The table below lists the criteria that entitles a member to COT leave travel:

**NOTE:** Unless COT is deferred by NAVPERSCOM, the following rules will apply to execution of COT leave travel:

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<thead>
<tr>
<th>WHEN...</th>
<th>THEN the COT leave shall be taken in conjunction with the...</th>
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<tr>
<td>The PCS orders, with no TEMDU provision, requires the service member to traverse CONUS,</td>
<td>CONUS crossing.</td>
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<tr>
<td>There is TEMDU in CONUS as part of PCS,</td>
<td>TEMDU in CONUS.</td>
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**NOTE:** Deferment of COT leave travel, relating to the table above, will only be approved by NAVPERSCOM when unusual circumstances preclude the member or dependents from taking COT leave while in CONUS. Reference (a), article 1050-410, contains additional information on COT leave including guidance on the necessary documentation required to request deferment.
6. Liberty Policy

a. Reference (a), articles 1050-280 and 1050-290, provide Navy policy guidance on liberty. Liberty is time away from the command when not on official leave or travel. Regular liberty is from the end of one workday to the beginning of the next and may extend over a weekend or a holiday. DHs may grant a request for one day special liberty. The XO and OICs may grant two or three days of special liberty. Only the CO may approve four days of special liberty; that liberty may not be combined with an additional period of liberty or leave. Reference (b) provides further guidance on appropriate level of approval for chits.

b. Liberty Limits

(1) Per reference (f), no definite mileage restrictions are placed on the distance that may be traveled within EUCOM Area of Responsibility (AOR) on authorized liberty, provided the individual may travel to, and return from, that place during the authorized liberty period. Liberty is limited, however, to countries with in the EUCOM AOR that do not have travel warnings or restrictions in place, are not in FPCON levels CHARLIE or DELTA, or have any other conditions that warrant a decision to limit travel to certain location. Those countries within the EUCOM AOR with current restriction as determined by EUCOM or CNE will be promulgated via the Plan of the Week. If personnel wish to leave the EUCOM AOR, they must be in a leave status.

(2) Special request chits shall be routed to the appropriate LCPO, Division Officer, and DH for informational purposes if personnel intend to travel outside the area highlighted in enclosure (1). This notification shall include basic itinerary, contact information, lodging information, and method of travel. In addition, personnel shall verify that their personal contact information in the Athoc program is accurate. Personnel must be in a leave or liberty status in order to travel outside the 160-mile range from NAVSUPPACT Naples, Italy, Capodichino installation, also highlighted in enclosure (1).

c. Per reference (a), article 1050-290, restrictions on combining periods of liberty and or leave are as follows:

(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 four 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 and not return prior to checking out on leave, then the entire period of leave and special liberty will be charged as leave.

d. This policy recognizes that the majority of our personnel are mature and dependable individuals. Supervisors will refer those personnel who demonstrate poor judgment in the execution of liberty for appropriate action.

e. Personnel requesting two to four days of special liberty are required to review reference (b) and submit a request for special liberty.
7. Recall. Any individual or group of individuals may be called in at any time to augment support. Those personnel who are out of the local area will be required to return at their own expense, if recalled.
   a. To ensure that all personnel may be reached within a timely manner, an accurate and complete NAVSUPPACT Naples personnel recall roster shall be maintained at the Quarterdeck Watch in addition to the department's leave and liberty log.
   b. A personnel recall roster shall be maintained and updated by each department and verified quarterly.
   c. Individuals are required to ensure their phone numbers are correct and updated in the personnel phone listing.
   d. Individuals shall verify monthly that their personal contact information at AtHoc program is accurate.

8. Action. DHs/Division Officers/LCPOs shall encourage all personnel to take leave and that such leave is granted consistent with the policies and procedures set forth in this instruction.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV-M 5210.1.

10. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective 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 automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.

T. A. ABRAHAMSON

Releasability and distribution:
NAVSUPPACTNAPLESINST 5216.4CC
Lists: I and II
Electronic via NAVSUPPACT Naples website:
https://www.cnic.navy.mil/regions/cnreuraswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html
A special request chit is required to be routed to the individual’s Department Leading Chief Petty Officer (Enlisted) or Department Head (Officers) for liberty travel outside the 160-mile range from the U.S. Naval Support Activity, Naples, Italy, Capodichino installation (also refer to the marked area on the map). This notification will include basic itinerary, contact information, lodging information, and method of travel.