



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
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PEARL HARBOR HI 96860-5102

JBPHHINST 1050.1K
JB00
25 Sep 13

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 1050.1K

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: COMMAND LEAVE POLICY

Ref: (a) DOD Instruction 1327.06
(b) MILPERSMAN 1050-010
(c) MILPERSMAN 1320-220
(d) MILPERSMAN 1910-100
(e) Joint Base Pearl Harbor-Hickam (JBPHH) Memorandum of Agreement

1. Purpose. To promulgate policy and instructions governing leave and liberty for officer and enlisted personnel attached to JBPHH per references (a) through (d). This instruction is subject to the limitations imposed by reference (e) for Air Force military personnel assigned to Joint Base Supported Component Force Structure (JBSCFS) billets.
2. Cancellation. JBPHHINST 1050.1J.
3. Background. Commands are required to establish and maintain leave programs that provide their service members the opportunity to take leave within the constraints of operational requirements. The procedures outlined in this instruction will promote maximum use of annual earned leave while minimizing the loss of leave and reducing the cost of unused accrued leave payments. The following policies are provided in an effort to increase positive contributions to morale, level of performance, career motivation, and cost savings.
4. Definition. Leave is the authorized absence of a member from a place of duty, chargeable against the member per reference (a).
5. Policy. Taking into account the current manning constraints that affect JBPHH, all leave approvals will be based upon the service member's desires, characterization of service, and the operational obligation of the base. Unit commanders and department heads shall encourage and assist service member's to utilize (workload permitting) their 30 days accrued leave each year. Service member's who refuse to

take leave throughout the year shall be counseled regarding their obligation to execute military programs and policies. Requests shall be handled accordingly to the following guidelines:

a. Leave chits must be submitted at least 10 working days in advance and need to be signed within 5 days prior to starting leave.

b. Department Heads may approve leave requests for E6 and junior up to 15 days.

c. Requests for E7 and Senior or any personnel requesting more than 15 days leave, or leave outside of the continental United States shall be forwarded to the Chief Staff Officer (CSO) for approval.

d. All requests for separation leave shall be forwarded to the CSO for approval. Terminal leave will normally be handled in the following manner:

(1) Retirement leave may be granted up to a maximum of 60 days - including accrued leave, advanced leave and authorized administrative absence.

(2) Voluntary separation leave may be granted up to a maximum of 30 days - including accrued leave, advanced leave and authorized administrative absence.

(3) Involuntary separation leave may be granted up to a maximum of 30 days - including accrued leave, advanced leave and authorized administrative absence.

(4) Terminal leave is not an entitlement. In general, terminal leave requests that result in a gapped billet will require clear and compelling justification to be considered for approval.

e. Requests for emergency leave shall be forwarded to the CSO for approval. After working hours, the Command Duty Officer (CDO) is the final approval authority for emergency leave.

f. Requests for excess leave, despite the reason or duration, shall be forwarded to the CSO for approval. Normally, excess leave will be authorized only for verified emergency leave situations.

g. Advance leave may be granted only after the member has been counseled by their leading chief petty officer or department head

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regarding the possible consequences of a negative leave balance.
Advance leave must be approved by the CSO.

h. The CSO will promulgate leave periods over the Christmas/New Year's holiday period. Leave requests outside of these periods will require justification and approval should not be assumed. The purchase of airline tickets prior to the periods being approved will not be considered sufficient justification.


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