



**DEPARTMENT OF THE NAVY**  
COMMANDER US NAVAL FORCES JAPAN  
COMMANDER NAVY REGION JAPAN  
PSC 473 BOX 12  
FPO AP 96349-0001

COMNAVFORJAPAN/COMNAVREGJAPANINST 1050.1  
N01  
25 May 17

COMNAVFORJAPAN/COMNAVREGJAPAN INSTRUCTION 1050.1

From: Commander, U.S. Naval Forces Japan/Navy Region Japan

Subj: STAFF LEAVE AND LIBERTY POLICY FOR MILITARY PERSONNEL

Ref: (a) MILPERSMAN 1050-010  
(b) MILPERSMAN 1050-030  
(c) COMNAVFORJAPANINST 1700.13H  
(d) DoD Foreign Clearance Guide  
(e) MILPERSMAN 1050-290  
(f) USFJ GENADMIN dtd 240151Z Jun 16

Encl: (1) Pacific Command (PACOM) Area of Responsibility (AOR) Travel Guidelines

1. Purpose. To promulgate policy and procedures for leave and liberty to military personnel assigned to Commander, U.S. Naval Forces Japan/Navy Region Japan (CNFJ/CNRJ) staff in accordance with references (a) through (f). This instruction should be read in its entirety.

2. Background. Vacations and short periods of rest from duty can provide benefits to morale and motivation which are essential for personnel to maintain maximum effectiveness. CNFJ/CNRJ encourages the granting of leave to provide for maximum use of all 30 days of earned leave consistent with operational workloads, the maintenance of the required degree of operational readiness, and the desires of individual members.

3. Action. Per reference (a), E-Leave will be used for requesting and authorizing all leave requests.

4. Leave Authorization Procedures

a. Chief of Staff (CoS) is the final approval for the following:

- (1) Department Heads (DH); and
- (2) Separation leave in excess of 30 days.

b. DHs are final approval for the following:

- (1) Advance leave;

- (2) Regular leave exceeding 28 days;
- (3) All leave to foreign countries, excluding Japan;
- (4) Paternity Leave; and
- (5) Maternity Leave.

c. Supervisors/Division Officers (DIVOs) are the final approval for regular leave of 28 days or less.

d. Recommendations for disapproval with reason shall be forwarded to the CoS for final determination.

e. Leave Request. The E-Leave request will reside inside the Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record (ESR) application. Once prepared, the leave request will be electronically routed through the chain of command for approval.

f. Check out/check in. This is an automated process within the E-Leave system. Personnel must have their leave authorization in their possession at all times while in a leave status.

g. Leave in conjunction with Temporary Additional Duty (TAD). When leave and TAD are combined, an approved leave paper with an assigned Leave Control Number (LCN) shall accompany orders. Dates of leave and the LCN are to be on the orders.

h. Emergency Leave. In accordance with reference (b), emergency leave will be granted whenever the circumstances warrant, based on the judgment of the CoS and the desire of the member.

(1) Funded emergency leave will be authorized when criteria listed in reference (b) is met.

(2) Prior to granting emergency leave, the member must have verification of the personal emergency. The preferred method of verification is via the American Red Cross, but the emergency can also be confirmed by the military installation nearest the location of the emergency.

(3) During off-duty hours when time is essential, the Command Duty Officer (CDO) is authorized to approve emergency leave. CNFJ/CNRJ will fund eligible family members as requested by the service member in accordance with reference (a).

i. Unfunded Environmental and Morale Leave (UEML). Guidance and eligibility for the UEML program can be found in reference (c). Personnel desiring to use UEML must submit enclosure (1) of reference (c) with a copy of their approved leave request to Personnel Support Detachment Yokosuka a minimum of five working days prior to the desired leave start date.

j. Advance Leave

(1) Advance leave is the term used to describe leave granted prior to its accrual to the member's leave account, based on a reasonable expectation that it will be earned by the member during the remaining period of obligated active duty service. Advance leave is a means whereby members with limited leave accrued are granted leave to resolve verified emergencies and urgent personal/morale problems. Per reference (a), in cases where advance leave is authorized, such advance leave shall normally be limited to:

(a) 10 days.

(b) The amount of leave that will be earned during the remaining period of active duty (current enlistment, not including extension, for enlisted members).

(c) While serving an extension, to the extent that leave will be accrued prior to date of separation.

(2) Prior to approval of requested advance leave, member must be counseled by the chain of command that advance leave which results in a negative leave balance on date of discharge or release from active duty becomes excess leave and will create a checkage of pay and allowances. For requests that must be approved

k. Special Leave Accrual. Normally, personnel assigned are not eligible for special leave accrual. If a member believes he/she is eligible for the special leave accrual, he/she must submit a request chit with the reason(s) that substantiates the request to the CoS.

l. Leave in a Foreign Country. Reference (d) provides guidance to take leave in a foreign country. The staff Anti-Terrorism Officer can provide additional guidance if needed.

(1) Personnel going on leave to any country other than Japan, the United States, or its territories, are required to complete all requirements listed in the "Personnel Entry Requirements For Leave Travel" section of reference (e) prior to submitting leave request.

(2) Leave approver is responsible for ensuring member has submitted all pre-travel requirements per reference (e) no later than 30 days prior to date of travel, prior to approving the leave request. Failure to comply may result in disapproval of leave request.

(3) It is also recommended prior to travel to review travel advisories for the country the member is traveling too, which is located on the State Department Web site at [www.state.gov](http://www.state.gov).

m. Extension of Leave. Special liberty will not be granted for the purpose of extending leave.

(1) Enlisted personnel who find it necessary to extend leave shall request an extension via their DH during normal working hours. After normal working hours and on weekends/holidays, request an extension from the CDO at 090-1613-0701. If circumstance permit, the CDO will notify the member's DH or senior member in their chain of command if the DH is unavailable for approval and/or notify member's chain of command that an extension was granted.

(2) The DH/CDO shall notify Command Admin of all leave extensions the next working day.

n. Cancellation of Leave. Personnel desiring to cancel their leave should do so prior to the requested leave start date. If leave request is not cancelled prior to commencement of leave, the member's supervisor must send an email to Command Admin, stating "member did not take leave."

5. Authorized Liberty and Special Liberty. Reference (e) prescribes limitations in granting liberty. Any time a member is not on duty/work (after normal working hours and on weekends) is considered liberty. 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 to commencement of the next working day. In a typical work week, weekend liberty commences after working hours on Friday and ends at the beginning of normal working hours on the following Monday.

a. Supervisors/DIVOs are authorized to grant one day of special liberty.

b. DH may grant two and three day special liberty.

c. Only the CoS may grant four days special liberty.

6. Geographical Liberty/Special Liberty Area Travel. The immediate geographical area for service members is the Kanto Plain Region. Liberty travel throughout Japan and the Ryukyu Islands (excluding Taiwan) during normal liberty or special liberty is authorized provided the service member notifies his or her immediate supervisor and chain of command via Special Request/Authorization chit. The Ryukyu Islands during typhoon season will be closely monitored and liberty/special liberty requests may be curtailed based on pending landfall of tropical depressions and typhoons in the area.

a. Special Request/Authorization chit shall provide the destination, lodging, transportation method and contact information at locations to be visited. Request will be tentatively approved pending verification that the transportation itinerary (air, rail, boat, etc.) supports the liberty timeframe.

b. Service members taking liberty or Special Liberty in the Ryukyu Islands must comply with requirements listed for Okinawa in references (d) and (f).

c. For mainland Japan travel outside of the Kanto Plain area via POV or base rental vehicle, service members are highly encouraged to complete a vehicle/trip assessment using the Travel Risk Planning System (TRiPS). The website can be accessed at <https://trips.safety.army.mil/navy/>

d. Service members who are delayed from returning and will miss the regular scheduled work or watch rotation periods, will be charged leave in excess of authorized liberty days.

e. Service members will route all required documents through their chain-of-command for final approval by the CoS.

f. All personnel in a liberty or special liberty status are subject to recall when operational requirements dictate and are expected to report for duty within 24 hours of being recalled.

g. Service members traveling with an MWR tour on a non-work day outside of the Kanto Plain region are exempt from routing a special request chit.

7. Restrictions on Combining Periods of Liberty and/or Leave:

a. Do not grant liberty periods in succession or use liberty in series by immediately recommencing after return to duty.

b. Do not combine periods of special liberty with regular liberty in order to exceed restrictions regarding three and four day special liberty.

c. To be authorized to combine leave and special liberty, the member must be in the local area when checking out and in on leave.

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

9. Review and Effective Date. Per OPNAVINST 5215.17A, CNFJ/CNRJ N01 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40, Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

  
S. J. WIEMAN  
Deputy and Chief of Staff

Releasability and Distribution:

This instruction is not cleared for public release and is available electronically only via CNIC Gateway Region Japan website <https://g2.cnic.navy.mil/TSCNRJ/N00/N04C/default.aspx>

Pacific Command (PACOM) Area of Responsibility (AOR) Travel Guidelines

1. The Foreign Clearance Guidance provides detailed requirements for travel in countries outside of the U. S.
2. The Staff AT/FP Officer is the subject matter expert on travel in countries outside of the U.S. and should be contacted for any questions or guidance.
3. The following is a basic checklist of items that must be completed for travel in countries that fall under the PACOM AOR:

\_\_\_ Review and complete all Foreign Clearance Guidance (FCG) requirements for the country of travel at <https://www.fcg.pentagon.mil/>

\_\_\_ Complete Level 1 Annual AT refresher training on Navy e-Learning or JKO: <http://jko.jten.mil>; required every 12 months

\_\_\_ Complete on of the following required training(s) within 36 months of travel via Navy e-Learning or JKO:

1. Survival, Evasion, Resistance, and Escape (SERE)
2. Code of Conduct (CoC)
3. Level B/A training (SERE/CoC Level A)

\_\_\_ Isolated Personnel Report (ISOPREP) registration. Guidance is available on NIPR at [http://www.public.navy.mil/ia/Documents/ISOPREP\\_Instructions.pdf](http://www.public.navy.mil/ia/Documents/ISOPREP_Instructions.pdf) or on SIPR at <https://prmsglobal.prms.af.smil.mil>. Verify your registration with the staff AT/FP Officer.

\_\_\_ Have a valid passport IAW the FCG

\_\_\_ Obtain any required clearance(s) (country, theatre, and/or special). Clearance requests must be process via the Aircraft and Personnel Automated Clearance System (APACS) located at <https://apacs.dtic.mil/apacs/>. Ensure documentation of the tracking number for your request.

\_\_\_ Read the updated area-specific information within three months of the travel date, at either web address: <https://travel.state.gov/content/travel/en.html> or <https://www.cia.gov/library/publications/the-world-factbook/>.

\_\_\_ Enter travel information in the Travel Tracker/Individual AT Plan (TT/IATP) located at <https://iatp.pacom.mil/iatp/new>.

NOTE: The system will ask for the dates you have completed all required training. Please have those dates on hand.

\_\_\_ For High Risk Personnel/TS/SCI Clearance Holders ONLY; obtain a brief from the Command Security Manager and provide any after travel reports as required.

\_\_\_ Personnel are encouraged to enroll in the Smart Traveler Enrollment Program (STEP) at <https://step.state.gov/step/> to remain alert of emergent travel alerts and warnings.