DEPARTMENT OF THE NAVY
NAVAL BASE POINT LOMA
140 SYLVESTER ROAD
SAN DIEGO, CA 92106-3521

NBPLINST 1050.1B
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16 FEB 06

NAVAL BASE POINT LOMA INSTRUCTION 1050.1B

Subj: LEAVE AND LIBERTY

Ref: (a) MILPERSMAN 1050-090
(b) DOD Directive 1327.5

1. Purpose. To establish and promulgate a standard leave and liberty policy for Naval Base Point Loma (NBPL).

2. Cancellation. NBPLINST 1050.1A

3. Background.

a. In order to maintain a prepared stance in light of world events and in order to respond to emergent events, a review of our leave and liberty policies is warranted.

b. Experience has shown vacations and short periods of rest from duty greatly benefit morale and motivation, both of which are essential to maintaining maximum effectiveness. Lack of escape from the work environment may adversely affect family, attitudes, career motivation, and morale.

c. Bureau of Personnel, Leave, and Liberty Policies are hereby restated in summary. All personnel attached to NBPL are required to follow policies set forth in references (a), (b) and this instruction.

4. Action.

a. Department Heads shall ensure:

(1) Leave is granted with due consideration to provide maximum use of earned leave consistent with workload and the desires of the individual. All personnel shall be provided time to take annual leave.

(2) Personnel are provided an opportunity to take annual leave within the constraints of operational requirements.

(3) Personnel are provided an opportunity to take frequent periods of leave, including an opportunity to take at least one leave period of approximately 14 consecutive days in length each year.

b. Personnel who refuse to take leave when the opportunity is afforded shall be counseled regarding their obligation to execute military programs and policies. They should further be cautioned that such refusal may possibly result in loss of earned leave at a later date.

5. NBPL Leave Policies.

a. All personnel shall obtain their leave papers either from the Admin Office (during working hours) or the CDO (after working hours/weekends) on the day they are scheduled to depart on leave. For those who desire to phone in on leave must provide the CDO a local return number to confirm geographic location.

b. All personnel who check-in from leave in person shall do so with the Admin Office (during working hours) or the CDO (after working hours/weekends). For those who desire to phone in off leave must provide the CDO a local return number to confirm geographic location.

c. Restrictions on combining periods of liberty and/or leave:

(1) Personnel shall not be granted sequential liberty periods or use liberty in series by immediately re-commencing liberty after return to duty from leave.

(2) Personnel shall not combine periods of special liberty with regular liberty in order to exceed restrictions regarding three and four-day special liberty.

(3) Personnel shall not combine liberty periods with leave when leaving the immediate geographic area.

(4) Personnel shall not combine "special liberty" with leave at any time, per reference (b).

6. Responsibility. The Command Master Chief is responsible for maintaining this instruction.

M. D. PATTON

Distribution:
(Per NBPLINST 5214.1)
List II