DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 1050.1P
N00

25 MAY 2011

NAVSUPPACT NAPLES INSTRUCTION 1050.1P

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

Subj: COMMAND LEAVE AND LIBERTY POLICY

Ref: (a) MILPERSMAN 1050-10/40/50/60/70/80/81/82/83/85/90/100/110/120/130/140/150/160/170/180/190/200/210/220
(b) NAVSUPPACT NAPLES INST 1300.4 (Series)
(c) DOD FOREIGN CLEARANCE GUIDE (Series)
(d) CNREURAFSWASTAFFINST 1050.1 (Series)
(e) OPNAVINST 4630.25 (Series)
(f) NAVADMIN 103/10
(g) MILPERSMAN 1306-300

Encl: (1) E-Leave Quick Start Reference

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

2. Cancellation. NAVSUPPACT NAPLES INST 1050.1N

3. Background. Reference (a) defines and contains the basic Naval regulations regarding the procedures and policies of military leave and liberty. Reference (b) provides guidance on leave approval authority for 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) and (e) provide guidelines on the Unfunded Environmental and Morale Leave (UEML) Program. Reference (f) announces the phased implementation of the Self-Service Electronic Leave (E-Leave). Reference (g) provides guidance on the Overseas Tour Extension Incentive Program (OTEIP).

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. 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 Christmas holidays when the limit is increased to 50 percent. Leave periods for the Christmas holidays will be promulgated by separate notice.

(1) Officers. Leave requests submitted by Department Heads, Officers, and Special Assistants will be subject for approval by the Executive Officer or Commanding Officer. Prior to departing on leave, Department Heads, Officers, and Special Assistants will make adequate

arrangement for a replacement during the period of leave.

(2) Enlisted. Leave requests submitted by enlisted personnel are subject to approval by Department Heads.

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

(1) Leave (other than emergency leave) will not commence prior to the expiration 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 2400.

(2) In person. All personnel commencing leave on station shall report to NAVSUPPACT Naples Quarterdeck Assistant Command Duty Officer (ACDO) for check-out.

(3) By telephone. Personnel intending to check-out on leave by telephone shall report their departure to the NAVSUPPACT Naples Quarterdeck ACDO. The ACDO will provide the person commencing leave the official time and date the leave period commences. This information should be recorded by the member; the ACDO will also ensure that the member's departure is logged in the Quarterdeck log. Due to the high volume of calls received by the ACDO during holiday stand-down, personnel departing on leave will contact their respective Duty Department Head or Department Representative to check out on leave. The Duty Department Head/Representative will ensure this information is logged daily to the leave log.

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

(5) Members who choose to not take leave will have to log-on to NSIPS using enclosure (1) for guidance to ensure DFAS will not charge leave.

(6) Vicinity of Duty Section. Each member must be in the immediate vicinity of NAVSUPPACT Naples when commencing or terminating leave by telephone. The immediate vicinity is defined as the distance the member normally commutes to and from work on a daily basis. Commencement and termination of leave by telephone is authorized as a personal convenience for the member and shall not be used as a means of extending the leave period.

d. Procedures for Termination of Leave

(1) In person. Personnel returning from leave shall report to their department office immediately upon termination of leave, and check in from leave on NSIPS website.

(2) By telephone. Personnel terminating their leave by telephone will follow the same procedures for commencing leave, except block 28 is filled-out. Upon returning, the member will immediately deliver the leave papers to their respective departmental office representative.

(3) Extensions. Requests for extension of leave for other than emergency reasons will not normally be granted. Personnel requesting a leave extension must submit an extension request via NSIPS. All leave request extensions will be approved by the Department Head or their delegated representatives.

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 Commanding Officer's discretion.

(3) Emergency leave to a place within the Continental United States (CONUS) shall commence on the day following the date of arrival at the port (or aerial port) of debarkation within CONUS. The day of arrival within CONUS shall be accounted for as a day of duty.

(4) A member on emergency leave shall be considered as returned to duty status upon reporting at a port (or aerial port) of embarkation within CONUS for return to duty outside CONUS. The day of reporting at the port (or aerial 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 this command. Requests must provide for sufficient time to travel to and from the leave address. **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 parent command.**

(2) Foreign Travel

(a) Reference (c) contains a complete listing of all countries. Personnel must contact the NAVSUPPACT Naples command force protection office at least 30 days prior to commencement of foreign leave to identify whether any travel approval is needed.

(b) If traveling to any foreign country or place having a medium or higher threat level, personnel may access the U.S. Department of State's travel warning link at **http://travel.state.gov/travel/travel_1744.html.** Travel Warnings are issued when the State Department decides based on all relevant information, to recommend that Americans avoid travel to a certain country. Countries where avoidance of travel is recommended will have Travel Warnings as well as Consular Information Sheets.

(c) It is the traveler's responsibility to ensure that prior approval from NAVPERSCOM (Pers 463C) is obtained (if applicable), a foreign travel brief/debrief is conducted (if applicable) and to obey all laws and regulations pertinent to the country or place visiting.

d. Unfunded Environmental Morale Leave (UEML). Per reference (d), Department of Defense (DOD) personnel and their family members at designated overseas locations are permitted travel on DOD-owned or controlled aircraft between approved UEML location and an approved UEML destination. UEML is a benefit which utilizes military airlift to provide relief by allowing those eligible to travel a higher Space-Available priority while traveling on UEML orders. UEML travelers may use either regularly scheduled AMC aircraft or unscheduled aircraft of opportunity. HQ USEUCOM Vaihingen GE re-certifies UEML locations every two years (odd year cycle). Temporary Duty/TAD personnel are ineligible regardless of duration of their duty. UEML travel benefits are granted based on tour length of the sponsor. Authorized number of trips are as follows:

TOUR LENGTH	TOTAL TRIPS	OF WHICH (X) CAN BE TO CONUS
12-23 MONTHS	2	1
24-35 MONTHS	4	2
36 MONTHS	6	3

NOTE: If taking UEML, mark block 10 (regular) on leave papers and in parenthesis indicate (UEML).

e. Overseas Tour Extension Incentive Program (OTEIP) Leave. As a quality of life issue, OTEIP leave is granted to military personnel for extending their current projected rotation date for 12 months or more. If taking OTEIP leave, mark block 10 (other) on leave papers and indicate OTEIP in space provided. If combining regular leave with OTEIP leave and to avoid member from being charged the

OTEIP leave as regular leave, a separate set of leave papers must be submitted for each type of leave. Reference (a), states that when a service member receives Consecutive Overseas Tours (COT) Leave travel, they shall not receive any incentive under the OTEIP for the same overseas tour. Reference (f) provides additional information on OTEIP. When inputting E-Leave through NSIPS the code for OTEIP is EXOS.

f. Consecutive Overseas Tours (COT) Leave. A service member, who receives COT leave travel, 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 travel is deferred by the NAVPERSCOM, the following rules will apply to execution of COT leave travel:

WHEN...	**THEN the COT leave shall be taken in conjunction with the...**
the PCS orders, with no temporary duty (TEMDU) provision, requires the service member to traverse CONUS,	CONUS crossing.
there is TEMDU in CONUS as part of PCS,	TEMDU in CONUS.

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 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. Special liberty may be granted for up to 4 days by the Commanding Officer, but may not be combined with other liberty or leave. Reference (b) provides further guidance on appropriate level of approval for chits.

b. The command may cancel liberty at any time and all personnel should be able to immediately return to the command if on liberty. With this in mind, any travel while on liberty should be in the local area. If the liberty destination is outside the local area, member must submit a leave request. The local area for liberty is defined as a 350-mile radius, from the place of duty (recommended driving distance in a day).

c. Personnel requesting two to four day Special Liberty are required to review reference (b) and submit a request for special liberty. **Leading Petty Officers, Division Chiefs and officers are charged with ensuring each Sailor has a solid and safe liberty plan that includes sufficient emergency funds to ensure their safe and timely return to the command.**

7. Action. Department Heads/Division Officers/Leading Chief Petty Officers will ensure that personnel are encouraged to take leave and that such leave is granted consistent with the demands of the service and in accordance with policies and procedures set forth in this instruction.

R. B. RABUSE

Distribution:
NAVSUPPACT NAPLES INST 5216.4Y
Lists: I and II
Electronic via NAVSUPPACT Naples Web site:
https://www.cnic.navy.mil/Naples/Departments/Administration/Instructions/index.htm

25 MAY 2011

E-LEAVE Quick Start

Set Up

Command Leave Administrator reference for completing Setting Up and Administration of e-Leave

OBTAIN ACCESS AND PERMISSIONS AS DESIGNATED CLA

- Obtain LOD from Command >Obtain a SAAR Request by clicking the New Users (NSIPS, ESR, Web Ad Hoc) link on the NSIPS Home page (ensure CLA is selected) > Deliver LOD to PSD > Access e-Leave when e-mail confirmation from NAM is received.

NAVIGATE E-LEAVE

- Use hyperlinks on the e-Leave Administration Home Page to navigate within the system.
- Use the lookup icon to select specific search criteria when available, if needed.

SET INITIAL E-LEAVE LEAVE CONTROL NUMBER (LCN)

- Click Dept/Div/Duty Setup >Enter a UIC > Click Search >In the Alpha Prefix box, enter the Leave Control Alpha Prefix (Input Source Code) provided on the LOD and in the Leave Authorization Counter, enter 99999 > Click Save > Repeat process for additional UICs.

Note: PSD/CSD Area NAMS should not use LCN ALPHA prefix that start with MZ, SM, or TZ through ZZ.

CONFIGURE DEPT/DIV/DUTY SECTION FOR IDENTIFYING COMMAND HIERARCHY

- Coordinate with Career Counselors prior to making any changes to pre-established Command hierarchies.
- Click Dept/Div/Duty Setup >Enter a UIC > Click Search > Enter the ID and description for each Dept/Div/Duty Section within the UIC >Click +/- to add/delete Dept/Div/Duty Sections, as needed > Click Save > Repeat process for additional UICs.

Note: The delete (-) will only function if there are no members in the Dept/Div or Duty Section.

ASSIGN/EDIT PERSONNEL IN COMMAND HIERARCHY

There are two methods to assign/edit personnel in Command hierarchy: Mass and Single.

To use the mass function: Click **Dept/Div/Shop/Duty Mass Setup** >Enter a UIC > Click **Retrieve** >Enter New Values to Add > Click **Select All** or individually select members > Click **Save** >Repeat process for additional UICs.

To use the single function: Click **Member Dept/Div/Duty Setup** >Enter a UIC > Click **Search** > Select individual personnel link > Enter correct values for Dept/Div/Duty Section > Click **Save**.

ASSIGN/EDIT APPROVER/REVIEWER PRIVILEGES

There is a minimum of 1 Approver and 1 Reviewer. There is a maximum of 5 Approvers and 10 Reviewers. CLA need to establish a procedure for documenting Command Officer's (COs) disapproval of e-Leave requests as only COs can disapprove leave.

- Click **Reviewer/Approver Mass Setup** >Enter in search criteria > Refine search, if needed using Dept/Div/Duty Section fields > Hit the Tab or Enter key > Click the checkbox in the Approver and Reviewer columns > Click **Save** > Repeat process for additional Dept/Div within each UICs.

ASSIGN/EDIT CIVILIAN PROFILES

Civilians can be assigned either an Approver or Reviewer role. Civilians request Reviewer or Approver roles via New Users (NSIPS, ESR, Web Ad Hoc) link on the NSIPS Home page. Civilian requests are routed to and approved by the CLA (CLA role is approved by the NAM). CLA must be created before attempting to create a civilian Reviewer or Approver.

- Click **Civilian Profile Mgmt Setup** >Enter in search criteria > Click **Search** > Assign/Edit Civilians as Reviewers/Approvers > Click **Select All** or individually check the checkbox next to appropriate personnel > Click **Save** > Repeat process for additional Dept/Div within each UICs.

E-LEAVE Quick Start

Command Leave Administrator reference for completing Setting Up and Administration of e-Leave

ASSIGN/EDIT APPROVERS/REVIEWERS/WATCH COORDINATIORS TO MULTIPLE SAILORS

Members who are authorized Self Check Out/Check In or are exempt from Duty cannot be set up using Member Profile Mass Setup and must be done individually.

- Click **Member Profile Mass Setup** >Enter in search criteria > Click **Search** > Select Reviewers/Approvers > Use **+/-** to add/delete Reviewers/Approvers and designate Watch Coordinator, as needed > Select a Primary Approver > Click **Select All** or individually check the checkbox next to appropriate personnel > Click **Save** > Repeat process for additional Dept/Div within each UICs.

ASSIGN/EDIT APPROVERS/REVIEWERS TO INDIVIDUAL SAILORS

- Click **Member Profile Setup** >Enter in search criteria > Click **Search** > From list, select an individual > In the Member Profile box, select, as appropriate, **Reviewer/Watch Coordinator, Approver, Authorized for Self-Check Out/Check IN, or Exempt from Duty** > Click **Save**.

E-LEAVE Quick Start

Administration

Command Leave Administrator reference for completing Setting Up and Administration of e-Leave

SUBMIT E-LEAVE REQUESTS FOR MEMBERS

Unless directed, route e-Leave requests through established workflow. When submitting e-Leave Requests, guidance can be found regarding every type of leave available within the MILPERSMAN.

- Click **e-Leave Request** >Enter a UIC > Refine search, if needed, using EmpID, Name, Dept, Div fields > Click the appropriate Member > Complete the e-Leave Request Form > Click **Submit e-Leave Request** or **Save for Later** > Verify Reviewer/Approver workflow > Click **Submit e-Leave Request** > Click **No** to route for review approval unless directed to approve.

NOTE: Obtain status using e-Leave Inquiry>e-Leave Request(s) pending Recommendation/Approval.

APPROVE MEMBER'S E-LEAVE REQUEST

Only approve when directed.

- Click **e-Leave Inquiry** > Click **e-Leave Request(s) Pending Recommendation/Approval** > Click **View Details**.
- Enter Approver comments describing direction for approving the e-Leave request > Click **Approve.**

CANCEL MEMBER'S APPROVED E-LEAVE PRIOR TO CHECK OUT

A justification for canceling the e-Leave request is mandatory. Once an e-Leave is submitted, any changes require the submitted e-Leave request to be canceled and a new e-Leave request submitted.

- Click **e-Leave Inquiry** > Click **e-Leave Request(s) Pending Check Out** > Click **View Details** > Complete the Reason for Cancellation of e-Leave Request field > Click **Cancel e-Leave Request** > Click **Yes** > View verification.

CHECK MEMBER OUT ON LEAVE

When Checking Out a member, be aware of the relationship between the Working Hours and the Check Out (From/To) Times as these are what calculate the actual number of days of leave charged.

- Click **e-Leave Inquiry** > Click **e-Leave Request(s) Pending Check Out** > Click **View Details** > Complete the Check Out box, entering "To" time in the "Local Time" block > Click **Check Out**.

EXTEND MEMBER'S LEAVE BETWEEN CHECK OUT AND CHECK IN

A justification for requesting an extension is mandatory.

- Click **e-Leave Extension Request** > Enter search criteria > Click **Search** > Click appropriate e-Leave request > Complete the e-Leave Extension Form, enter in new leave return date, time, and reason for extension > Click **Submit for Approval** > Click **No** unless directed to approve, otherwise, click **Submit for Approval** > View verification.

CHECK MEMBER IN FROM LEAVE

When Checking In, be aware of the relationship between the Working Hours and the Check In (From/To) Times as these are what calculate the actual number of days of leave charged.

- Click **e-Leave Inquiry** > Click **e-Leave Request(s) Pending Check In** > Click **View Details** > Click **Check In from Leave** > Complete the Check In box > Click **Check In** > View verification.

NOTE: Verify the number of days that will be charged (indicated at the bottom of the page) is correct prior to submitting.

GENERATE/VIEW E-LEAVE SYSTEM REPORTS

- Click **e-Leave Reports** > Click **Add a New Value** > Enter a Run Control ID > Click **Add** > Enter report criteria > Click **Save** > Click **Run** > Click **OK** > Click **Report Manager** > Click **Refresh**, as needed > Click **View** > Click the **PDF file** > Click **Open** or **Save** to see the report > Click **Home** to return to e-Leave Home Page.

GENERATE/VIEW E-LEAVE SYSTEM LOGS

- **e-Leave Inquiry Log:** Click **e-Leave Inquiry Log** > View e-Leave Inquiry Log > Click **View Trans(s)**, where appropriate.
- **e-Leave Report Log:** Click **e-Leave Report Log** > Click **Add a New Value** > Enter a Run Control ID > Click **Add** > Enter report criteria > Click **Save** > Click **Run** > Click **OK** > Click **Report Manager** > Click **Refresh**, as needed > Click **View** > Click the **PDF file** > Click **Open** or **Save** to see the report > Click **Home** to return to e-Leave Home Page.

CORRECT LEAVE TRANSACTIONS AFTER ERRONEOUSLY CHARGED

- Click **Manage e-Leave Transactions** > Enter search criteria > Click **Search** > Click appropriate leave transaction > Make changes to correct or cancel reported leave > Click **Save** > Click **OK** > Click **Home** to return to e-Leave Home Page.

NOTE: Do not submit correction on same day Sailor electronically checked in, wait 5 working days before taking any corrective action.