



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1050.1B
N02
2 May 2025

NSTC INSTRUCTION 1050.1B

From: Commander, Naval Service Training Command

Subj: MILITARY STAFF LIBERTY AND LEAVE POLICY

1. Purpose. To publish the policy for liberty and leave of military members assigned to Naval Service Training Command (NSTC). Significant changes were made to leave approval and special liberty approval authorities. This instruction is a complete revision and must be reviewed in its entirety.

2. Cancellation. NSTCINST 1050.1A

3. Scope and Applicability. This instruction applies exclusively to military members assigned to the staff of NSTC. It does not extend to civilian employees, contractors, or military members assigned to subordinate commands within the NSTC domain.

4. Policy

a. Liberty

(1) Special Liberty Approval Authority

(a) Department Directors / Special Assistants (DDSA's) may approve up to 72 hours of special liberty.

(b) The CoS may approve up to 96 hours of special liberty.

(2) Members intending to travel by air while in a liberty status are required to notify their DDSA prior to commencing travel for awareness.

(3) Members intending to travel Outside Continental United States (OCONUS) are required to do so in a leave status and meet all requirements of the DoD Foreign Clearance Guide (if applicable).

b. Leave Approval Authority

(1) Approval authority for leave requests within the United States and its territories for a period of 14 calendar days or less is delegated to DDSAs.

(2) Approval authority for leave requests exceeding a period of 14 calendar days but less than 60 days is delegated to the Chief of Staff.

(3) Approval authority for all leave requests involving travel to unrestricted areas of foreign nations, as determined by the DoD's Foreign Clearance Guide, is delegated to the Chief of Staff.

(4) Approval authority for leave requests exceeding a period of 60 or greater days and/or involving travel to restricted areas of foreign nations, as determined by the DoD's Foreign Clearance Guide, is retained by the Commander.

(5) The Commander is the sole disapproval authority for all leave requests.

5. Procedures

a. All leave requests must be submitted within the eLeave application of Navy Standard Integrated Personnel System (NSIPS) via the chain of command and applicable watchbill coordinator.

b. All leave requests must be submitted no later than seven days prior to the first day of the leave period requested. Requests submitted within seven days of the leave period will only be considered in cases of emergency leave or exceptional and unusual circumstances. Approval in these cases is at the discretion of the chain of command.

c. When submitting a leave request (other than emergency leave) after watchbill promulgation, arrangements must be made by the individual for their own relief if duties or watches have been assigned during the leave period requested. Such arrangements must be annotated within the comments block of the eLeave request.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the Flag Secretary will review this instruction annually around the anniversary of its issuance 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 be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



M. T. POTTENBURGH

2 May 2025

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website, <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directives/>