



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND

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NSTCINST 1050.1A

N02

18 Sep 2019

NSTC INSTRUCTION 1050.1A

From: Commander, Naval Service Training Command

Subj: STAFF LEAVE AND LIBERTY

Ref: (a) U.S. Navy Regulations, 1990
(b) MILPERSMAN 1050
(c) JAGINST 5800.7F
(d) OPNAVINST 6000.1D
(e) DoDM, Foreign Clearance Manual of 26 April 2019
(f) DoD Instruction 1327.06 of 19 May 2016

1. Purpose. To publish subject policy for personnel assigned to Naval Service Training Command (NSTC).

2. Background. References (a) through (f) set the guidelines for granting leave and liberty for Navy personnel.

3. Policy

a. Leave

(1) Department Heads will:

(a) Establish an equitable staff leave schedule.

(b) Monitor staff leave balances to prevent annual loss of leave.

(c) Ensure personnel reporting with a negative leave balance are counseled regarding their situation. Leave requests for these individuals will not normally be granted.

(d) Grant extensions on a case-by-case basis, and notify the Command Leave Administrator during normal work hours (0800-1600, Monday-Friday) of approved extensions.

(2) The Chief of Staff (CoS) will only grant separation leave when command efficiency and readiness will not be unduly impaired during the period the billet will not be filled.

b. Liberty

(1) Liberty is granted outside of normal working hours for staff members.

(2) Department Heads may approve up to 3-day special liberty. The CoS will approve 4-day special liberty.

(3) Personnel intending to travel by air while in a liberty status are required to notify their Department Head or CoS.

(4) Personnel intending to travel Outside Continental United States (OCONUS) in a liberty status are required to take leave.

4. Authorization

a. Regular/Maternity/Paternity/Separation Leave. Commander, Naval Service Training Command authorizes any leave period of 60 days or more and retains sole authority to disapprove a leave request. The CoS may grant leave "By direction of the Commanding Officer" for periods less than 59 days.

b. Retirement/Separation Leave. Follow the same rules listed in paragraph 5a, providing the member consulted with the Command Pay and Personnel Administrator/Personnel Support Detachment during retirement/separation screening.

c. Emergency Leave. Granted by the Flag Duty Officer (FDO) after normal working hours and verification of requirements in references (b), (e), and (f). During normal working hours, regular leave policy applies. Commander, CoS, and Command Master Chief (CMC) MUST be notified by Department Head or Flag Duty Officer of any staff member being placed on emergency leave.

d. Convalescent Leave. Convalescent medical documentation will be routed in a folder via the Chain of Command to the CoS prior to a member submitting their electronic leave (eLeave) request. All convalescent leave will be approved by the CoS.

e. Holiday Leave. The guidelines for granting staff holiday leave will be announced annually via Naval Service Training Command (NSTC) Notice.

f. Foreign/Outside Continental United States (OCONUS) Leave. Strict compliance with the provisions of references (b) and (e) is required for all military personnel desiring to take leave OCONUS. Civilian personnel are strongly encouraged to review requirements listed in reference (e) as rare occasions impose requirements on these individuals. For military personnel:

(1) CoS is the final approval authority for all OCONUS travel, with the exception of Alaska, Hawaii, and US territories.

(2) The NSTC Anti-Terrorism Officer (ATO) shall be included as a reviewer in Navy Standard Integrated Personnel System (NSIPS) and will endorse all OCONUS travel requests prior to CoS approval. Endorsement by the ATO indicates that the requesting member has completed all travel requirements as identified in reference (e) this is available at <https://www.fcg.pentagon.mil/fcg.cfm>.

(3) If theater and/or country clearance is required, leave approval may not be granted until immediately prior to the travel start date. In this circumstance, leave shall be tentatively approved upon submission of the clearance request, rather than receipt of approval, to ensure the traveler has sufficient time to purchase tickets, prepare for travel, etc.

g. Normal Liberty. May be granted by Department Heads subject to mission requirements and Commander directives.

h. Per reference (b), special leave and liberty cannot be combined unless taken in the immediate area. Supervisors must exercise strict controls of accountability and be mindful of restrictions when authorizing combined leave and liberty.

5. Procedures

a. Submission. Leave requests will be submitted within the eLeave application of NSIPS.

(1) Instructions for preparation of an eLeave request can be found in the NSIPS community of My Navy Portal (MNP).

(2) Submit eLeave requests via the chain of command, and cognizant watchbill coordinator at least two weeks in advance but no more than 60 days prior to the commencement of leave. Special situations will be taken into consideration.

(3) Any member assigned monthly duties will not be assigned duty during an authorized leave period. However, any member submitting a request for leave after applicable watchbill has been promulgated must arrange for their own relief if duties or watches have been assigned during the leave period requested. Such arrangements will be annotated within the comments block of the eLeave request.

b. Cancellation. Members desiring cancellation must cancel their own eLeave request prior to the commencement date within NSIPS.

c. Disapproval. All requests recommended for disapproval must be forwarded to Commander, NSTC via CoS for final determination.

d. Extension. During normal working hours, a member desiring a leave extension will contact the chain of command for approval. After normal working hours, the member will contact the FDO. If the member is granted a leave extension after hours, the FDO will ensure an appropriate deck log entry is made and the extension is reported to the Command Leave Administrator.

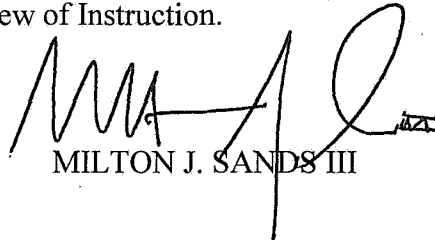
e. Early Return. If a member desires to check in early from leave during normal liberty period, the member will contact the NSTC FDO.

f. Corrections. Members will contact the NSTC Administrative office during the first work day after the leave period ends only if corrections need to be made (i.e., took less or more days than planned).

6. Risk Management. When a member (E-6 or below) is traveling by motor vehicle and leaving the immediate geographic area, the immediate supervisor shall counsel the member utilizing the Travel Risk Planning System found at <https://trips.safety.army.mil/TRiPS>.

7. 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 January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC will review this instruction annually on the anniversary of its effective date to ensure palpability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV Form 5215/40 Review of Instruction.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,
http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html.