



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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NAVSUPPACT NAPLES INST 1050.1Q
N00

25 NOV 2013

NAVSUPPACT NAPLES INSTRUCTION 1050.1Q

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

Subj: LEAVE AND LIBERTY POLICY

Ref: (a) MILPERSMAN 1050
(b) NAVSUPPACT NAPLES INST 1300.4k
(c) DoD Foreign Clearance Guide
(d) CNREURAFSWASTAFFINST 1050.1D
(e) OPNAVINST 4630.25D
(f) MILPERSMAN 1306-300
(g) CNREURAFSWA Anti-Terrorism Plan 10-08
(h) NAVSUPPACT NAPLES INST 2211.2J

Encl: (1) Liberty Notification Geographic Limits

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

2. Cancellation. NAVSUPPACT NAPLES INST 1050.1P

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 U.S. 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) 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 System (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.

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b. Granting Leave. Leave may be granted for up to 10 percent of the personnel in each department, except during the Christmas holidays when the limit is increased to 50 percent. Leave periods for the Christmas holiday will be promulgated by separate notice.

(1) Officer. Leave request submitted by Department Heads, Officers and Special Assistants will be subject to approval by the Executive Officer with concurrence of the Commanding Officer. Prior to departing on leave, Department Heads, Officers and Special Assistants will ensure they have a replacement and all work is completed during the period of leave.

(2) Enlisted. Leave request 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) should commence at the end 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 hours may be 2359.

(2) Check in and check out procedures are conducted within the E-Leave system. Leave date changes, extensions or cancellations must be submitted immediately to E-Leave via NSIPS.

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

(4) Members who choose to not take leave after it has been approved must log-on to NSIPS to cancel leave to ensure the leave is not charged.

(5) Vicinity of Duty Section. Individuals must be in the vicinity of NAVSUPPACT Naples when commencing or terminating leave. The vicinity is defined as 100 km or 62 miles, from the individual's residence or place of work.

d. Extensions. Request for extensions of leave for other than emergency reasons will not normally be granted. All leave request extensions will be approved by the Department Head or their delegated representatives. Once an extension is approved,

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their delegated representatives. Once an extension is approved, the department LCPO is required to contact the Administrative Department to update the individual's E-Leave.

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) Funded emergency leave to a place within the Continental United States (CONUS) shall commence on the day following the date of arrival at the port of entry within CONUS. The day of arrival within CONUS shall be accounted for as a day of duty.

(4) A member on funded emergency leave shall be considered as returned to duty status upon reporting at a port of departure within CONUS for return to duty outside CONUS. The day of reporting at the 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 the parent command.

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(a) The approval process for foreign travel (outside Italy or United States) has a number of separate and distinct components. This instruction highlights the different parts.

(b) Country & Theater Clearance. Reference (c) contains a complete listing of all countries requiring country clearance for unofficial travel. Personnel are encouraged to contact the NAVSUPPACT Naples Command Force Protection Office at least 30 days prior to commencement of foreign leave to ascertain whether travel approval is required. The Aircraft and Personnel Automated Clearance System (APACS) is the sole method for submitting and processing country or theater clearance. It is the traveling member's responsibility to submit timely requests in APACS.

(c) Individual Force Protection Plans (IFPP). The IFPP is a document approved by the chain of command and contains relevant details for the locations being visited. For example, embassy, hospital and police contact information. Once approved, this document is meant to remain with the traveler for use in the event of an emergency. Reference (g), Appendix 11 to Annex C, lists criteria for when an IFPP is required. The following is an abbreviated summary of the requirements: FPCON CHARLIE or above, Africa, any country of the former Soviet Union, a State Department Travel Warning is in place, or the country lacks a U.S. Embassy or mission. If an IFPP is required, it is typically signed by the first O-6 or first flag officer in the chain of command. The IFPP must be submitted in sufficient time to obtain this approval prior to travel. The command ATRP Officer will assist with the construction of the IFPP.

(d) Command Security Manager. It is the traveler's responsibility to ensure all required personnel clearances are obtained, if applicable, a foreign travel brief/debrief is conducted, if applicable, and to obey all laws and regulations pertinent to the visited country.

d. Unfunded Environmental Moral 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 locations and an approved UEML designation. UEML is a benefit that allows those eligible to travel at a higher space-available

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priority on military aircraft. UEML travelers may use either regularly scheduled AMC aircraft or unscheduled aircraft of opportunity. USEUCOM J-1 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 is as follows:

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

NOTE: If taking EML, mark block 12 in the E-Leave request.

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 combining regular leave with OTEIP leave and to avoid member from being charged the OTEIP leave as regular leave, a separate leave request must be submitted for each type of leave. Reference (f) provides additional information on OTEIP.

f. Consecutive Overseas Tours (COT) Leave. Per reference (a), a service member, who receives COT leave, 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 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.

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circumstances preclude the member or dependents from taking COT leaves 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 1050-290, 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 four 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. Liberty Limits. No special mileage restrictions are placed on the distance that may be traveled on authorized liberty, provided the point visited is at such a distance that the individual may travel to, and return from, that place during the liberty period using usual means of transportation. Special request chits shall be routed to the appropriate LCPO and department head for informational purposes if personnel intend to travel outside the area highlighted in enclosure (1). This notification will include basic itinerary, contact information, lodging information and method of travel.

c. This policy recognizes that the great majority of our personnel are mature and dependable individuals. Supervisors will refer those personnel for appropriate action, who use poor judgment in the execution of liberty.

d. Personnel requesting two to four days of 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. Recall. Any individual or group of individuals may be called in at any time to augment support. Those personnel who are out of the local area will be required to return at their own expense, if recalled.

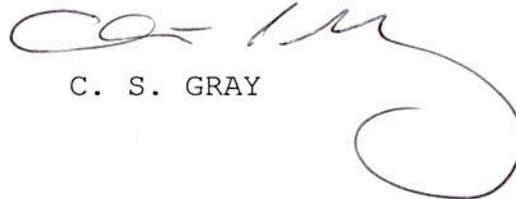
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a. To ensure all personnel may be reached within a timely manner, an accurate and complete NAVSUPPACT Naples personnel phone listing will be available at the Quarterdeck Watch in addition to the department's leave and liberty log.

b. A personnel phone listing will be maintained and updated by each department and verified quarterly.

c. Individuals are required to ensure their phone numbers are correct and updated in the personnel phone listing.

8. Action. Department Heads/Division Officers/Leading Chief Petty Officers will encourage all personnel to take leave and that such leave is granted consistent with the policies and procedures set forth in this instruction.



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Distribution: NAVSUPPACT NAPLES INST 5216.4AA Lists: I through IV Electronic via NAVSUPPACT NAPLES web site:
<https://www.cnic.navy.mil/Naples/About/Departments/Administratration/adminstrativeServices/Instructions/index.htm>

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LIBERTY NOTIFICATION GEOGRAPHIC LIMITS



1. A special request chit is required to be routed to the individual's department chief (enlisted) or department head (officers) for liberty travel outside of the green shaded area. This notification will include basic itinerary, contact information, lodging information, and method of travel.