



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAS PENSACOLA
150 HASE ROAD STE-A
PENSACOLA, FLORIDA 32508-1051

IN REPLY REFER TO

NASPNCLAINST 1050.2X
Code N04C
SEP 05 2012

NASPNCLA INSTRUCTION 1050.2X

Subj: LIBERTY REGULATIONS

Ref: (a) OPNAVINST 3120.32 Series
(b) U.S. Navy Regulations, 1990
(c) MILPERSMAN Article 1050-280
(d) MILPERSMAN Article 1050-290
(e) OPNAVINST 5100.12 Series

1. Purpose. To implement the provisions of references (a) through (e) concerning granting liberty at this command.
2. Cancellation. NASPNCLAINST 1050.2W
3. Information. Liberty is any authorized absence for short periods to provide respite from the working environment, or for other specific reasons. Liberty begins at the time an individual leaves their appointed place of duty and ends when the individual returns to their appointed place of duty or in the location from which the member regularly commutes to work. Liberty is not chargeable as leave, and leave rations shall not be paid to enlisted members during liberty.
4. Types of Liberty
 - a. Regular Liberty. A routinely authorized absence, at the end of which the member is actually on board or in the location from which the member regularly commutes to work, which lasts from the end of normal working hours on one day to the beginning of normal working hours the next workday.
 - b. Special Liberty. Liberty granted outside of regular liberty periods for unusual reasons requiring the individual to be continuously absent (up to and including four-day special liberty) from work or duty, or for special recognition. Special liberty may be granted for unusual reasons such as emergencies, compensatory time off, exercising the right to vote, observance of major religious events, or special recognition.
 - c. Three-day Special Liberty. Liberty period designed to give a service member three full days absence from work or duty, usually beginning at the end of normal working hours on a given day and expiring with the start of normal working hours on the fourth day.
 - d. Four-day Special Liberty. Liberty period designed to give a service member four full days absence from work or duty, usually beginning at the end of normal working hours on a given day and expiring with the start of normal working hours on the fifth day, and including at least two consecutive non-work days.

5. Liberty Limits

a. Travel may not exceed 250 miles from NAS Pensacola if traveling during a normal work week of two-day weekends. Travel may extend to 350 miles if it occurs during three-day or four-day extended holiday weekends. Regular leave is required if travel exceeds previous conditions.

b. A Travel Risk Planning System (TRiPS) checklist (available on Naval Safety Center website) is required if traveling greater than 250 miles for leave or liberty.

6. Authority to Approve Liberty/Special Liberty

a. Division Officers may approve regular liberty and special liberty up to but not including two days.

b. Department Heads and Special Assistants may approve regular liberty and special liberty up to and including three-day special liberty.

c. The Commanding Officer and Executive Officer may approve regular liberty and special liberty up to and including four-day special liberty.

7. Authorized Regular Liberty Dates. Regular liberty will include the following public holidays, except when military operations prevent:

- a. New Year's Day - 1 January
- b. Martin Luther King's Birthday - the third Monday in January
- c. Presidents' Day - the third Monday in February
- d. Memorial Day - the last Monday in May
- e. Independence Day - 4 July
- f. Labor Day - the first Monday in September
- g. Columbus Day - the second Monday in October
- h. Veteran's Day - 11 November
- i. Thanksgiving Day - the fourth Thursday in November
- j. Christmas Day - 25 December

Holidays are charged as leave if they fall on or within the effective dates of leave.

8. Action. Department Heads, Special Assistants, and Division Officers are authorized to grant special liberty to their personnel, provided it does not exceed the limits set forth above. Liberty periods shall not be taken in succession nor used in series through recommencement immediately after return to duty. The liberty grantor shall require a NAVPERS 1336/3, Special Request/Authorization, to cover the special liberty period. The request chit should be submitted during regular working hours, at least three working days prior to permit the department time to properly process the request. The original copy of the chit will be returned to the requestor and the duplicate copy retained in department files.



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Distribution:

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