



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
TRAINING SQUADRON TWENTY-SEVEN (VT-27)
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VT-27INST 1050.1B

27 JUN 2011

TRAINING SQUADRON TWENTY-SEVEN INSTRUCTION 1050.1B

Subj: MILITARY LEAVE AND LIBERTY PROCEDURES

Ref: (a) MILPERSMAN 1050
(b) DoD Instruction 1327.06
(c) NAVADMIN 252/10
(d) Foreign Clearance Guide

Encl: (1) Leave/Liberty Risk Assessment Worksheet
(2) CTW-4 OUTCONUS Travel Requirements Worksheet
(3) Marine Corps Leave Authorization/Special Liberty Request Worksheet

1. Purpose. To promulgate the Training Squadron TWENTY-SEVEN (VT-27) Command policy and procedural guidance for the administration of liberty and leave for military personnel per references (a) through (d).

2. Cancellation. VT-27INST 1050.1A

3. Background. In accordance with reference (c), full implementation of e-leave began no later 1 November 2010. The member accesses the e-leave application via the Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record (ESR). <https://nsips.nmci.navy.mil/>. The member must have a Common Access Card (CAC) to access this application. Once submitted, the leave request will electronically route through the chain of command for approval. This process will streamline the members' request for leave without paper, eliminate delays due to misrouting, automate the Command's Leave Control Log, and ensure that pay entitlements are properly credited.

4. Definitions

a. Regular Liberty. Routinely authorized absence starting at the end of the normal workday until the beginning of the following workday, at the end of which the member is actually on board or at the location from which the member regularly commutes to work.

b. Annual Leave. Leave granted in execution of a Command's Leave Program, chargeable to the member's leave account.

c. Special Liberty. Liberty granted outside of regular liberty for reasons such as compensatory time off, emergencies, special recognition, etc. It should not be used in lieu of annual leave and shall not be combined with regular liberty or holiday periods when combined periods of continuous absence will exceed three days.

Special liberty periods shall not be used in succession, combined with leave, or exceed four days. Four day special liberty shall include at least two consecutive non-workdays. Special liberty will usually begin at the end of the normal working hours and expire at the beginning of normal working hours.

d. Local Area. "Local area" is the area within 50 miles of Naval Air Station Corpus Christi. "Greater South Texas" extends to the Brownsville, San Antonio, Austin and Houston metropolitan areas.

5. Normal Working Hours. Normally from 0730 until 1630 on workdays or as assigned by the flight schedule. Squadron personnel should avoid waiting until the end of the fiscal year to take "use or lose" leave.

6. Leave/Liberty Policy

a. General

(1) This command will grant leave to the maximum extent practicable. Personnel will be encouraged to use their annual leave each year.

(2) All members shall be in their residence (from which member commutes daily to and from work) or the workplace, as appropriate, upon commencement and termination of liberty/leave.

(3) Regular liberty outside the Local Area, but within the Greater South Texas area and exceeding 24 hours away from regular home of residence, requires all members to leave a recall number with the Duty Office. Regular liberty outside the Greater South Texas area requires an approved Special Request Chit (NAVPERS 1336/3) prior to travel.

(4) Squadron personnel requesting travel as a passenger via a Training Squadron THIRTY-ONE/THIRTY-FIVE (VT-31/VT-35) cross-country training mission shall submit a request for special liberty via their Chain-of-Command for approval. Time period should not normally exceed three days, Squadron personnel requesting travel via a VT-31/VT-35 cross-country flight shall have sufficient funds to return via commercial means if government transportation becomes unavailable. Additional funds may be required for personal accommodations if delayed.

Personnel will include the following statement in the "Reason for Request" section of the Special Request Chit: "I am responsible for returning myself to home base in compliance with the authorized leave/liberty period if government transportation is unavailable."

(5) Squadron personnel requesting travel outside the United States shall review (Encl 2) and obtain information regarding travel requirements in any foreign country by accessing the DOD Foreign Clearance Guide website at www.fcg.pentagon.mil and reviewing travel advisories to foreign countries on the State Department website at www.state.gov. Once completed, all personnel desiring Outside the Continental United States (OCONUS) travel will ensure all briefing requirements directed by Training Air Wing FOUR (CTW-4), or Marine Aviation Training Support Group TWENTY-TWO (MATSG 22) are met as per their respective service. All OCONUS leave requests must first be routed for review to the CTW-4 Anti-Terrorism/Force Protection Officer (AT/FP) then to the Chain of Command described in paragraph 7 d. and e. below, and to CTW-4 for final approval.

b. Staff Officers. In general, leave will normally be granted to no more than twenty percent of Instructor Pilots (IPs) qualified in stage. The Operations Officer (OPS-O) is responsible for ensuring sufficient IPs are available to complete syllabus events on normal operational days. Leave/Liberty priority will be granted to the individual with the earliest submission date.

c. Student Military Aviators (SMA). Due to the intensity of the primary flight training program, time-to-train requirements, annual leave will not normally be granted to SMA undergoing syllabus training. However, in special circumstances, exceptions may be made subject to the approval of the Operations Officer. Leave will be granted on a case-by-case basis to those students who are not marginal in stage. SMA may be granted annual leave during the Christmas or Thanksgiving holiday period and after completion of training. Students shall be prepared to commence a training event upon completion of leave.

7. Action

a. Department Heads/Flight Leaders

(1) Ensure personnel under their charge are familiar with the contents of this instruction.

(2) Ensure all squadron personnel complete Leave/Liberty Risk Assessment Worksheet (Encl 1) before departing on leave/liberty. Flight leaders will review SMA's Leave/Liberty Risk Assessment Worksheet before forwarding e-leave requests for final approval.

b. Command Duty Officer (CDO)

(1) Ensure the Squadron Duty Officer (SDO)/ Operations Duty Officer (ODO) appropriately logs all personnel departing and arriving from leave/liberty during holidays, weekends and non-working hours.

(2) During non-working hours if unable to contact Executive Officer, CDO may grant extensions and emergency leave for up to ten days. Inform approving authority and the Administration Office the following working day.

c. Administration Officer (AO)

(1) Serve as the Command Leave Administrator (CLA) and establish a CLA account via the NSIPS website.

(2) Be responsible for correctly setting up the e-leave routing matrix for all staff and SMA's and ensuring that all personnel are assigned to the correct department.

(3) Assign reviewers and approvers within NSIPS. The OPS-0 will be the primary approver for all Naval SMA's and the Assistant OPS-0 will have the authority to approve SMA's leave in the OPS-0's absence. The Executive Officer (XO) will be the primary approver for all Instructor Pilots.

d. Navy Service Member

(1) Establish a self service e-leave account in accordance with reference (c) in order to submit leave requests electronically. The hour for starting leave may not be prior to 1630 if leave starts on a workday. If leave starts on a non-workday, leave may begin as early as 0001. The hour for ending leave may not be later than 0730 if the day of return is a workday. If leave ends on a non-workday, the ending hour may be 2359.

(2) For Special Liberty, fill out a Special Request Chit (NAVPERS Form 1336/3). See Administration Office for an example.

(3) Route request up through the appropriate Chain-of-Command for approval signature.

(a) Students: Flight Leader, Student Control Officer, Operations Officer

(b) Instructors: Department Head, Senior Watch Officer, Operations Officer, Executive Officer

e. Marine Corps Service Member

(1) Fill out Marine Corps Leave Authorization/Special Liberty Request Worksheet (Enclosure 3).

(2) Route request up through the appropriate Chain-of-Command for approval signature.

(a) Students: Flight Leader, Student Control Officer, Operations Officer, and Senior Marine.

(b) Instructors: Department Head, Senior Watch Officer, Operations Officer, XO and Senior Marine.

(3) Member will then forward the signed request via the Senior Marine to MATSG for leave papers.


D. G. CASE

Distribution:
VT-27INST 5212.H

LEAVE/LIBERTY RISK ASSESSMENT WORKSHEET

Name: _____ Class#: _____ Flight Leader: _____
Dates: _____ Expected weekend/liberty location: _____

The purpose of this worksheet is to give you a chance to think about your upcoming weekend liberty period and control the risks involved. Circle the Number for all items that apply to you while on this weekend liberty:

- Points
- 2 Traveling alone
 - 1 0-2 or below
 - 1 25 years old or younger
 - 3 I will be departing after work.
 - 3 I will be traveling outside the United States.

- I will be traveling by:
- 1 Commercial Airplane
 - 1 Train/Bus
 - 3 Personally Owned Vehicle
 - 5 Motorcycle

- Driving:
- 1 I will be driving 60-119 miles.
 - 2 I will be driving 120-239 miles.
 - 4 I will be driving 240 miles or more.
 - 5 I will drive more than 240 miles the day I arrive at my destination.
 - 4 I intend to consume alcohol but do not have a designated driver or alternate transportation.
- List Any High Risk Activities Planned (You must fill out an ORM worksheet for each activity).

- Points
- If you listed high-risk assessment activities continue:
- 2 I participate in the activities I marked infrequently.
 - 4 This will be the first time I have participated in the activities I marked.
 - 4 I do not have the proper safety equipment for the activities I marked.
- _____ List the activity and assign a point value to the left that you think is appropriate.

----- Total Points _____

0-10 Points = Low Risk
11-24 Points = Moderate Risk
25 Points or more = High Risk

For the activities you selected that have a 3 or higher next to them, explain what you can do to make the activity safer (use the space below)

<p>High Risk-Activities include, but not limited to:</p> <ul style="list-style-type: none"> All-Terrain Vehicles Auto Racing Bungee Jumping Civilian Light Aircraft Flight Civil Helicopter Flying Dirt Biking Experimental Aircraft Hot Air Ballooning Hunting Jet Skiing/Personal Watercraft Motorcycle Riding 	<ul style="list-style-type: none"> Mountain Climbing/Rappelling Parasailing Rodeo/Bull Riding Scuba Diving Ski Jumping (Snow) Skydiving Snowmobiling Soaring White Water Rafting Boating <p>*Ask Stucos if questions arise on specific activities.</p>
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I have been counseled on and understand the TW-4 policy on alcohol, the buddy system and the restrictions placed on high-risk liberty activities.

Individual's Signature _____ Date _____

Supervisor's Signature _____ Date _____

*Unplanned high-risk recreational activities are those that spontaneously arise while the member is in an authorized leave/liberty status. If time or location do not allow for command approval of an ORM worksheet to be obtained, this does not preclude the member's participation in the activity; however, the member must receive verbal approval to engage in the activity after consultation with his/her supervisor. The member must perform deliberate ORM prior to participating in the unplanned high-risk recreational activity. [...] Prior to providing verbal approval, the supervisor must be satisfied that the proper ORM was completed.

**If a high-risk recreational activity is undertaken without the required approval, qualification, or deliberate ORM, the offending member should expect any combination of formal disciplinary and/or administrative actions [...] regardless of whether the member is injured or not. Moreover, in those cases where the member is injured, the failure to receive required approval will be a significant factor in evaluating "willful neglect" [...] when determining whether injuries were incurred in the line of duty or due to misconduct (a legal decision which affects the qualification for death or disability benefits).

ENCLOSURE (1)

- 4 **Anti-Terrorism/Force Protection (AT/FP) Level I Training**
<https://atlevel1.dtic.mil/at>
- 5 **Trafficking in Persons Training**
 (Navy) <https://wwwa.nko.navy.mil/portal/home/> E-learning tab
 (Air Force) [ADLS via portal: Human Relations](https://golearn.csd.disa.mil)
<https://golearn.csd.disa.mil>

6 **Area Specific Threat Assessment Brief**

**Please call the NCIS office on base to see if you need this brief. 961-2918/2919.

***All Marines must see CWO2 Lopez at MATSG-22 for their paperwork requirements and threat assessment brief. 961-1306.

*** Items 7-9 below are only for certain countries. Check your destination's 'Leave Requirements' section in the Foreign Clearance Guide to determine what you need to do. These are only the most common requirements. You may need to complete additional items not listed here.*

- 7 **SERE 100** (Navy) <https://wwwa.nko.navy.mil/portal/home/>
 Click on 'Navy e-Learning' under the Learning tab. Scroll down until you see the "Mandatory Training" section at the bottom of which you'll see "AS DIRECTED." Under it, click on "SERE 100 Level B Code of Conduct"
- (Air Force) <https://golearn.csd.disa.mil>
 Go to ADLS on the AF Portal and take the SERE 100 CBT course

*If no success with the above websites, contact LT Baber at 961-3536.

- 8 **ISOPREP** <http://prms.osc.acc.af.smil.mil/prms/>
 1. Contact Richard Stewart at 961-3999/3668 for photographs (you need front and side profile). You must bring a data CD for Richard to transfer the photos. This CD will be destroyed after the photos have been uploaded to your ISOPREP.
 2. Contact LT Baber at 961-3536 in Wing admin to coordinate SIPRNET access (in bldg 2).

9 **Individual Anti-Terrorism Plan (IATP)**

Don't fill out your IATP until you have met all your pre-travel requirements listed in the DoD Foreign Clearance Guide. You will have to provide the dates in your IATP of when you met each requirement. It is recommended that you have your travel plans and contact info when filling out your IATP.

<https://iatp.pacom.mil/iatp/new>

INSTRUCTIONS: Complete requirements, print certificates and submit everything to LT Baber at Wing admin. Before you go on NSIPS for e-leave, call the TW-4 CLA (Terri Lund) at 961-3591 to set up routing. LT Baber needs to be 1st reviewer. Then your chain of command. Lastly Commodore's signature (depends on destination). If you have issues with routing, see your command leave administrator (CLA).

To determine FPCON level (CAC required), go to

https://iatp.pacom.mil/threat_matrix

and scroll down to your destination(s).

*FPCON Normal/Alpha → final approval authority granted by first O-5 in chain of command (Skipper)

*FPCON Bravo or higher → final approval authority granted by first O-6 in chain of command (Commodore)

*AOR specific restrictions → final approval authority granted by first O-7 in chain of command (Admiral)

**MARINE CORPS LEAVE AUTHORIZATION / SPECIAL LIBERTY REQUEST
TRAWING FOUR / VT-27**

PRIVACY ACT STATEMENT

The authority to request this information is contained in 5 USC 301, Department Regulations. The principal purpose of the information is to enable you to make known your desires for leave. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for and approving or disapproving your request. Completion of this form is mandatory; failure to provide required information may result in delay or disapproval of your request.

NAME (Last, first, middle initial)		RANK	SSN:
DUTY STATION TRARON TWO SEVEN NAS CORPUS CHRISTI		DATE OF REQUEST	
DEPARTMENT/DIVISION		DUTY SECTION/GROUP	
NO. DAYS REQUEST	FROM (Date and Time) (1630 M-F) (0800 W or H)	TO (Date and Time) (0730 M-F) (0800 W or H)	
DISTANCE (MILES)	MODE OF TRAVEL AIR <input type="checkbox"/> CAR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS <input type="checkbox"/>		
LEAVE ADDRESS		TELEPHONE	
REASON FOR REQUEST			
.....			
.....			
SIGNATURE OF APPLICANT			
LEAVE EARNED DAYS AS OF:		LEAVE THIS FISCAL YEAR	DATE LAST PAID
RECOMMENDED APPROVAL		Signature and Rank/Rate/Title/Date	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
RECOMMENDED APPROVAL		Signature and Rank/Rate/Title/Date	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
RECOMMENDED APPROVAL		Signature and Rank/Rate/Title/Date	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
RECOMMENDED APPROVAL		Signature and Rank/Rate/Title/Date	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
RECOMMENDED APPROVAL		Signature and Rank/Rate/Title/Date	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
REASON FOR DISAPPROVAL			
.....			
LOG OUT AND IN WITH OPERATIONS DUTY OFFICER (WHEN REQUIRED)			
OUT (Hour & date)	ODO Initials	IN (Hour & date)	ODO Initials

HITCHHIKING IS PROHIBITED