



DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE
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MERIDIAN, MS 39309-5404

TRARONNINEINST 1050.1H
N1
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TRARON NINE INSTRUCTION 1050.1H

From: Commanding Officer, Training Squadron NINE

Subj: LEAVE AND LIBERTY

Ref: (a) DOD 7000.14-R VOL 7A
(b) MILPERSMAN 1050-010
(c) MILPERSMAN 1050-030
(d) MILPERSMAN 1050-040
(e) MILPERSMAN 1050-090
(f) MILPERSMAN 1050-100
(g) MILPERSMAN 1050-120
(h) MILPERSMAN 1050-130
(i) MILPERSMAN 1050-280
(j) MILPERSMAN 1050-290
(k) MILPERSMAN 1320-210

1. Purpose. To set forth policies and procedures governing leave and liberty of Training Squadron NINE personnel.

2. Cancellation. TRARONNINEINST 1050.1G

3. General.

a. Leave is the authorized absence of an individual from a place of duty, charged to the individual's earned leave balance. References (a) through (h) contain the definitions and policies concerning leave.

b. Liberty is an authorized absence granted for short periods to provide respite from the working environment or for other specific reasons. Liberty is not chargeable as leave. Applicable definitions and policies concerning liberty are contained in references (i) and (j) and are paraphrased here for clarity:

(1) Regular liberty is 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. Regular liberty usually lasts from the end of normal working hours on one day to the beginning of normal working hours the next workday, except for public holiday weekends or public holiday periods specifically extended by the President.

(2) Geographical limits for weekend and holiday travel, while not in a leave status, shall be defined by a 200 statute mile radius centered on Navy Meridian field. Although beyond the 200 mile limit, the following cities are included as authorized destinations for weekend liberty due to

major highway access from Meridian: Atlanta, Georgia; Pensacola, Florida; New Orleans, Louisiana and Memphis, Tennessee. All SNA's are hereby directed to inform their class advisor of their intentions to depart the Meridian area on liberty every time, regardless of location. Liberty outside these prescribed geographical limits is not permitted unless specifically authorized by the Executive Officer (XO) or Commanding Officer (CO).

(3) Special liberty is that granted outside of regular liberty periods for unusual reasons, such as compensatory time off, emergencies, or for special recognition. Special liberty will not be combined with normal liberty on holidays or other off-duty periods. Department Heads (DH's) will have authority to grant 24 hour special liberty.

(4) Three-day liberty, also known as 72 hour, is a special liberty period commencing at the end of normal working hours on a given day and expiring with the start of normal working hours on the fourth day, such as from Monday afternoon until Friday morning. Three-day liberty shall be approved by the CO.

(5) Four-day liberty, also known as 96 hour, is a special liberty period commencing with the end of normal working hours on a given day and expiring with the start of normal working hours on the fifth day to include at least two consecutive non-working days, such as from Wednesday afternoon until Monday morning. Four-day liberty shall be approved by the CO.

4. Granting of Leave and Liberty. Granting of leave and liberty is an instrument of command management. Leave authorizations for officers should not normally exceed 10 percent of the assigned personnel. Holiday periods prescribed by law are normally observed as operational requirements allow. A 50 percent leave authorization of the assigned personnel may be permitted, as determined by the CO, for the holiday event. Leave shall be granted, computed and charged in accordance with references (a) through (h). Under the condition of emergency leave only, personnel may be granted leave up to a 15-day negative balance on an individual basis, provided they have sufficient obligated service to cover the excess leave granted.

a. Staff Personnel. Training requirements dictate that staff personnel be encouraged to take maximum advantage of holiday leave periods. Department Heads shall ensure sufficient personnel are available to conduct required squadron operations. Staff officer leave will be approved by the XO. Staff officers may be granted special liberty, not to exceed 24 hours, by their DH's.

b. Student Naval Aviators. Students will not normally be granted leave while undergoing training except for emergencies and during authorized holiday leave periods. All student leave will be reviewed by the Class Advisor, Student Control Officer and Operations Officer. The XO can grant liberty to other non-listed locations via Special Request Chit (NAVPERS 1336/3), which must be routed through each perspective class advisor. Special Request Chits are not routed through the Navy NSIPS E-Leave program and are considered non-chargeable. Final approval on other non-listed locations will remain with the XO until otherwise directed.

5. Procedures.

a. Leave.

(1) Leave Requests. All leave requests will be submitted in NSIPS or Marine Online (MOL) via the appropriate chain of command in time to arrive at the cognizant officer no later than three working days prior to the commencement of leave.

(2) Checking Out/In. Part 1 of the leave authorization form will be printed from E-leave/MOL on the last working day prior to the commencement of leave. Each individual is required to be in the immediate vicinity of Meridian upon commencement and termination of leave.

(3) Leave Extensions. Personnel requesting an extension should first call the Squadron Duty Officer (SDO). The SDO will relay the request to the XO for approval.

(4) Emergency Leave. Emergency leave shall be granted in accordance with reference (h). If the SDO cannot contact the XO or CO, he may authorize emergency leave with appropriate verification, until able to inform The Chain of Command.

(5) Separation/Terminal Leave. Separation leave shall be granted in accordance with reference (g). Separation leave will not normally be granted for periods in excess of 60 days. Personnel requesting separation/terminal leave will submit a leave request to the CO via the appropriate Chain of Command.

(6) Permissive TAD Authorization For Residence Hunting. Commanding Officers are authorized to issue permissive temporary additional duty (TAD) authorizations for the purpose of residence hunting as per reference (k). The intent of permissive TAD authorization is to permit service members time away from their present permanent duty station (PDS) to establish housing within the area of the new PDS and/or at a designated place when movement of dependents to a designated place is authorized under Joint Federal Travel Regulations (JFTR), paragraph U5222-D. Upon receipt of permanent change of station (PCS) orders, TAD may be authorized for up to five normal work days prior to execution of a PCS move. This TAD period may be extended to a total of ten calendar days when combined with weekends, holidays, and liberty. All requests for orders shall utilize the Defense Travel System (DTS) and shall stipulate the type of orders requested.


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