



DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN MS 39309-5403

IN REPLY REFER TO:
COMTRAWINGONEINST 1050.1B
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7 Mar 11

COMTRAWINGONE INSTRUCTION 1050.1B

From: Commander, Training Air Wing ONE

Subj: LEAVE AND LIBERTY REGULATIONS FOR MILITARY PERSONNEL

Ref: (a) DOD Directive 1327.6
(b) MILPERSMAN 1050
(c) NAVADMIN 103/10
(d) NAVADMIN 252/10
(e) E-Leave Administration User Guide

Encl: (1) E-Leave Quick Start Guide

1. Purpose. To promulgate procedures concerning leave and liberty for Training Air Wing ONE (TW-1) military personnel.

2. Cancellation. COMTRAWINGONEINST 1050.1A

3. Discussion. Subject to limitations set forth in references (a) and (b) and supplemental regulations issued by higher authority, TW-1 personnel leave and liberty policy and administrative procedures are established herein.

4. Leave Policy. Leave is the authorized absence of an individual from place of duty, chargeable per the Armed Forces Leave Act of 1946, as amended. Unlike special liberty, which is a privilege, leave is earned and will normally be granted according to a schedule that will not jeopardize the command's mission.

5. Electronic Leave (E-Leave). References (c) and (d) announced implementation procedures and requirements to include deadlines for the Navy E-Leave program. This process is designed to automate and streamline the leave administration process. It eliminates the use of paper leave requests, prevents delays due to misrouting of paper copies, automates the command leave control log, and ensures that pay entitlements are properly credited without the need to submit any documents to a supporting disbursing officer or PSD.

a. All TW-1 USN personnel are required to set up an E-Leave account. The TW-1 Admin Department will coordinate and administer the process with the aid of Command Leave Administrators (CLA). CLAs will assist staff and student personnel with setting up their E-Leave accounts via the Navy Standard Integrated Personnel System (NSIPS) using an Electronic Service record (ESR) application. Once the ESR application is complete users may then request, modify, cancel, and monitor their leave using the E-Leave Quick Start Guide enclosure (1). Reference (e) provides comprehensive E-Leave implementation information.

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6. Regular Leave. Per references (a) and (b), TW-1 Staff Personnel are encouraged to take earned leave to enjoy the full health and welfare benefits such leave affords and to maintain optimum personal effectiveness. Leave will be granted to the greatest extent practicable.

a. Leave Request. All Leave requests shall be submitted using the E-Leave system by accessing the E-Leave website, <https://nsips.nmci.navy.mil>. Enclosure (1) is provided as a guide for requesting and processing leave and liberty using the E-leave system.

(1) The CTW-1 will approve leave requests on the Chief Staff Officer (CSO) and squadron COs via the E-leave System.

(2) The CSO will approve leave requests on Department heads and staff officers via the E-Leave system.

b. Check In-Out Procedures.

(1) Approved Leave Requests will be processed via the E-Leave system as appropriate. If the leave is to commence on a non-work day (i.e., Saturday, Sunday or Holiday), Personnel will electronically check out on the last normal work day prior to commencement of leave. No member may depart from their unit on leave without properly checking out using the E-Leave System.

(2) Staff personnel departing on and returning from leave outside of normal working hours are authorized to complete the check-out and check-in procedure via the E-Leave System. Personnel are cautioned that they must be in the immediate vicinity of Naval Air Station, Meridian (or residence from which member commutes daily) upon commencement and termination of leave.

(3) Personnel will use the E-Leave process to check in/out of leave.

c. Day of Departure/Return. Use the rules in the table below to determine whether a day of departure or return is to be counted as a day of duty or a day of leave:

WHEN...	THEN...
leave commences prior to the expiration of the member's normal working hours,	the day of departure is counted as a day of leave.
leave commences after the expiration of the member's normal working hours,	the day of departure from the duty station is a day of duty not charged as leave.
no duties are scheduled for the day, e. g., regular day off,	leave may commence anytime during the day.
a return is made at or before the commencement of the member's normal working hours,	the day of return from leave shall be counted as a day of duty.
a return is made after the commencement of the member's normal working hours,	the day of return from leave shall be counted as a day of leave.
leave commences and terminates on non-duty days,	one of the days shall be charged as leave.

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d. Extension of leave. The granting of extensions of leave will be at the discretion of the department head or CSO, as appropriate.

7. Emergency Leave. The CSO is approving authority for all Staff Officer personnel requesting emergency leave. The number of days emergency leave authorized will be determined on a case by case basis. Navy policy does not require the use of the American Red Cross to verify all emergency leave situations; however, when the leave-granting authority is uncertain of the validity of an emergency situation, verification assistance will be requested by Staff, as appropriate.

8. Separation Leave. The TW-1 Commander is approving authority for all TW-1 Officer personnel requesting Separation Leave. The following actions related to separation leave are prohibited:

a. Separation leave of active duty members shall not delay separation. At the expiration of the leave period the member will be considered separated.

b. Excess leave shall not be granted as part of separation leave.

c. Separation leave shall not be granted for members who are being administratively discharged.

9. Liberty. The granting of liberty is an instrument of command management. Per reference (b), liberty may be granted by the Wing Commander for any periods of 4 days or less. Liberty shall normally be granted outside of normal working hours to personnel not required to be physically present for work assignments which have been completed, for additional essential work, or for the currently required level of operational readiness.

a. Policy.

(1) The CSO has authority to grant 3 days special liberty to Wing personnel. **Authority to grant liberty in excess of 3 days, but not to exceed 4 days, lies solely with the Wing Commander.**

(2) When a member requests extension of an authorized period of liberty such that the entire period of authorized absence will exceed the authorized 3 or 4 days, the entire period will be charged to the leave account, except that portion, if any, at the beginning of the absence which was regular liberty.

b. Restrictions.

(1) The specified geographical limits for weekend and holiday travel, while not in a leave status, shall be defined by a 200 mile radius centered on Naval Air Station, Meridian. 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, GA, Pensacola, FL,

New Orleans, LA, and Memphis, TN. Weekend/Holiday liberty outside these prescribed geographical limits is not permitted without prior approval from TW-1.

(2) DOD Directive 1327.5 places specific restrictions on combining regular liberty with special liberty and special liberty with leave.

c. Definitions.

(1) Regular Liberty. Regular liberty is a 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 next working day. Public holiday weekends and public holiday periods that are extended by direction of the President of the United States are regular liberty periods.

(2) Special Liberty. Special Liberty will normally not exceed 3 days, but under certain circumstances 4 days special liberty may be authorized. Special liberty is liberty granted outside of regular liberty periods for unusual reasons such as:

- (a) Special recognition for exceptional performance.
- (b) To exercise voting responsibilities of citizenship.
- (c) Compensation for significant periods of unusually extensive working hours.

(3) Three Day Special Liberty. 3-day special liberty is a liberty period designed to give a service member 3 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 4th day, e.g., from Monday evening until Friday morning. When a 3-day liberty embraces only regular liberty time, such as a Saturday and Sunday with a Monday or Friday national holiday, when scheduled work hours are not included, the time off is treated as regular liberty.

(4) Four Day Special Liberty. 4-day special liberty is a liberty period designed to give a service member 4 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 5th day, and including at least 2 consecutive non-work days, e.g., from Wednesday evening until Monday morning or from Friday evening until Wednesday morning.


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Distribution:

Electronic only, via TRAWING ONE website:

https://www.cnatra.navy.mil/TW1/pubs_instructions.asp

https://www.cnatra.navy.mil/TW1/pubs_notices.asp

https://www.cnatra.navy.mil/TW1/pubs_cancellations.asp

E-LEAVE Quick Start

Self-Service User**Self-Service User reference for using the e-Leave System**

ACCESS E-LEAVE

- Go to <https://nsips.nmci.navy.mil> > Read Security Disclaimer > Click the box stating you agree disclaimer > Click **Agree** > Click **Logon** > Select your Self-Service account > Read Security Disclaimer > Click the box stating you agree to the disclaimer > Click **Logon**.

NAVIGATE E-LEAVE

- Use hyperlinks on the e-Leave Administration Home Page to navigate within the system.
- Use the lookup icon to select specific search criteria when available, if needed.

SELECT THE CORRECT LEAVE TYPE FOR AN E-LEAVE REQUEST

When submitting an e-Leave Request, guidance can be found regarding every type of leave available within the MILPERSMAN.

- Click e-Leave > Click e-Leave Request > In the Leave Request Information section, 12. Type of Leave field, click the lookup icon and select type of leave requesting.

SUBMIT AN E-LEAVE REQUEST

Once an e-Leave is submitted, any changes require the submitted e-Leave request to be canceled and a new e-Leave request submitted.

- Click e-Leave > Click e-Leave Request > Complete the e-Leave Request Form > Verify approval workflow > Check box certifying sufficient funds are available to cover the leave cost > Click Submit for Approval.
- Repeat process for additional UICs.

VIEW PENDING E-LEAVE REQUESTS STATUS

Click e-Leave > Click e-Leave Inquiry.

PRINT AN E-LEAVE REQUEST

- Click e-Leave > Click e-Leave Inquiry > Click **View Details** for appropriate e-Leave request > Click **Print**.

CANCEL AN APPROVED E-LEAVE REQUEST PRIOR TO CHECK OUT

A justification for canceling the e-Leave request is mandatory.

- Click e-Leave > Click e-Leave Inquiry > Click **View Details** for appropriate e-Leave request > In the Reason for Cancellation of e-Leave Request field, type reason for canceling the e-Leave request > Click **Cancel e-Leave Request** > Click **Yes** to verify you want to cancel the e-Leave request.

CHECK OUT ON LEAVE

When Checking Out, be aware of the relationship between the Working Hours and the Check Out (From/To) Times as these are what calculate the actual number of days of leave charged.

- Click e-Leave > Click e-Leave Check Out/Check In > Click **Check Out** for appropriate e-Leave request > Complete the Check Out Box > Click **Submit Check Out Request**.

REQUEST LEAVE EXTENSION

A justification for requesting an extension is mandatory.

- Click e-Leave > Click e-Leave Extension Request(s) > Click **Request Extension** for the appropriate e-Leave request > Complete the Leave Extension section New Leave Return Date and New Leave Return Time fields > Type a reason for the extension request in the Reason for Leave Extension Request box > Click **Submit for Approval**.

CHECK IN FROM LEAVE

When Checking In, be aware of the relationship between the Working Hours and the Check In (From/To) Times these are what calculate the actual number of days of leave charged.

- Click e-Leave > Click e-Leave Check Out/Check In > Click **Check In** for appropriate e-Leave request > Complete the Check In box > Click **Submit Check In Request**.

ACCESS E-LEAVE

- Go to <https://nsips.nmci.navy.mil> > Read Security Disclaimer > Click the box stating you agree disclaimer > Click **Agree** > Click **Logon** > Select your Self-Service account > Read Security Disclaimer > Click the box stating you agree to the disclaimer > Click **Logon**.

REVIEWER

A Reviewer can Recommend or Not Recommend approval of an e-Leave request. If the Reviewer does Not Recommend approve, a justification is required.

REVIEW E-LEAVE REQUESTS AND PROVIDE RECOMMENDATION FOR APPROVAL/DISAPPROVAL

- Click **e-Leave** > Click **e-Leave Inquiry** > Select appropriate leave request to review.
- Review leave request > Click **Recommended** or **Not Recommended** > Click **Submit**.

APPROVER

An Approver can Approve or Disapprove an e-Leave request, however if the e-Leave request is disapproved then documentation on the CO's concurrence is required.

APPROVE/DISAPPROVE E-LEAVE REQUESTS IN ACCORDANCE WITH COMMAND POLICY

- Click **e-Leave** > Click **e-Leave Inquiry** > Select appropriate leave request to review.
- Review leave request > Click **Approve** or **Disapprove** > Click **Submit**.

Note: Documentation of the CO's disapproval of the leave is required prior to selecting Disapprove.