



DEPARTMENT OF THE NAVY
TRAINING SQUADRON THIRTY-ONE (VT-31)
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CORPUS CHRISTI TX 78419-5249

VT31INST 1050.1N
ADMIN
24 FEB 2009

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 1050.1N

Subj: LIBERTY AND LEAVE PROCEDURES

Ref: (a) MILPERSMAN 1050-010
(b) MILPERSMAN 1050-030
(c) MILPERSMAN 1050-070
(d) MILPERSMAN 1050-090
(e) MILPERSMAN 1050-100
(f) MILPERSMAN 1050-280
(g) MILPERSMAN 1050-290
(h) MILPERSMAN 1320-210
(i) MATSG GROUP ORDER 1050.1Y
(j) NAVADMIN 221/08, Message 131915Z dated 13 Aug 08
(k) NAVADMIN 341/08, Message 262358Z dated 14 Oct 08

Encl: (1) Chain of Command and Approving Authority Matrix for
Leave/Special Liberty
(2) Leave/Liberty Risk Assessment Worksheet
(3) Out of CONUS Travel Requirements

1. Purpose. To promulgate the command policy and procedural guidance for the administration of liberty and leave per references (a) through (k).

2. Cancellation. VT31INST 1050.1M

3. 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. Annual leave carryover is temporarily increased from 60 days to 75 days. This carryover eligibility will cease on 31 December 2010 when leave carryover eligibility will be reset to 60 days, IAW reference (j).

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c. Paternity Leave. Per reference (k), all married active duty members whose wife gives birth to a child, will be granted ten days of non-chargeable leave. Paternity leave provides dedicated time for an active duty service member to establish long term child care routines and address new parenting responsibilities, which help create the healthy families we rely on to defend our nation.

d. 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 four days. Special liberty periods shall not be used in succession or combined with leave. 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. However to minimize lost training opportunities, special liberty may be granted to commence following last military obligation and conclude prior to first military obligation on the return date.

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

f. OCONUS Travel. Travel outside of the contiguous United States.

g. Normal Working Hours. Normally from 0730 until 1630 on workdays or as assigned by the flight schedule.

4. Leave/Liberty Policy

a. General

(1) This command will grant leave to the maximum extent practicable. Personnel are encouraged to use their annual leave and to plan so that leave occurs throughout the year and not primarily at the end of the fiscal year.

(2) All members shall be in their residence (from which the 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 on a squadron 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 on squadron cross-country flights 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) In addition to the normal request process, leave OCONUS requires the service member to be briefed by the TAW-4 Anti-Terrorism Force Protection (ATFP) Officer before receiving final approval from Training Squadron THIRTY-ONE Commanding Officer. The service member must submit a leave chit to TAW-4 ATFP Officer with a completed Personal Protection Plan (PPP) 35 days prior to the requested leave. Personnel must review the Foreign Clearance Guide to determine PPP requirements for their leave destination. The TAW-4 ATFP Officer will assist the service member with any specific requirements. Additionally, service member must provide documentation of completion of Anti-Terrorism Level I and Trafficking in Person training available on line at www.nko.navy.mil and <https://atlevel1.dtic.mil/at/>.

b. Staff Officers. In general, leave will normally be granted to no more than 20% of instructor pilots (IPs) qualified in stage. The Operations Officer is responsible for ensuring sufficient IPs are available to complete syllabus events on normal operational days. Leave and Special Liberty priority will be granted to the individual with the earliest submission date.

c. Student Military Aviators (SMAs). Due to the intensity of the advanced flight training program, time-to-train

requirements, and pre-established winging dates, annual leave will not normally be granted to SMAs undergoing syllabus training. However, in special circumstances, exceptions may be made subject to the approval of the Executive Officer. Leave will be granted on a case-by-case basis to those students who are not marginal in stage. SMAs may be granted annual leave during the Christmas or Thanksgiving holiday period and after completion of training. SMAs must check out/in from leave in person in the squadron duty office.

5. Action

a. Executive Officer

(1) The Executive Officer will serve as the final review authority for all leave and four-day special liberty requests and has approval authority for all such requests except for terminal leave and leave involving OCONUS travel. The Executive Officer may deny requests for special liberty or regular liberty outside the Greater South Texas area. However, only the Commanding Officer has the authority to deny leave requests.

b. Department Heads/Class Leaders

(1) Ensure personnel under their charge are familiar with the contents of this instruction. Ensure leave/liberty requests are properly filled out and routed through the chain of command per enclosure (1).

(2) Ensure all squadron personnel complete Leave/Liberty Risk Assessment Worksheet per enclosure (2) before departing on leave/liberty. Keep the risk assessment worksheet on file until the member returns from leave/liberty.

(3) Forward approved requests to the Administration Office for entry into the Leave Control Log. Ensure Special Request Chits are submitted for regular liberty outside the Greater South Texas area and forward a copy to the Duty Office.

c. Command Duty Officer

(1) Appropriately log all members departing and arriving from leave/liberty during holidays, weekends and non-working hours. Inform the Administration Office no later than the next working day.

(2) During non-working hours when unable to contact Executive Officer, grant extensions and emergency leave up to 10 days. Inform approving authority and the Administration Office on the following working day.

d. Administration Office

(1) Serve as the central control point for all services by maintaining the Leave Control Log and approved leave file.

(2) Maintain responsibility for filling blocks 2 and 24, and ensure the Command Duty Officer (CDO) or Squadron Duty Officer (SDO) complete blocks 27-29 as applicable.

(3) Maintain responsibility of distributing Navy leave form as follows (other services as appropriate):

(a) Forward copy of staff leave to PSD through Transaction Online Processing System (TOPS).

(b) Student leave will be faxed to TAW-4 STUCON for leave control number. TAW-4 STUCON will return copy of leave paper with leave control number via fax.

(c) Copy to the Administration Office.

(4) CDO/SDO will check members in/out from leave.

(5) Members will report approved changes to the CDO/SDO and forward them to the Administration Office. Admin will notify PSD or TAW-4 STUCON no later than one working day after granted.

(6) Cancellations and adjustments to leave requests should be annotated and submitted to the Administration Office. The Admin Department will submit a letter to PSD stating the reason for cancellation or adjustment. For students, notify and fax a copy of the leave request to TAW-4 STUCON and destroy the approved leave file copy.

(7) Establish procedures to ensure proper controls are maintained for the leave system. The Administration Office will monitor leave through maintenance of a Leave Control Number Log to ensure that all leave authorized and taken is reported. Leave requests will be sent to PSD thru TOPS when signed by an approving officer.

e. Navy Service Member

(1) Properly fill out leave requests, including blocks 1, 3 through 22, and 24 if needed. The hour for starting leave may not be prior to 1630 if leave starts on a workday. If leave starts on a non-workday, the starting hour may be 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. Ensure that the signature blocks are properly annotated with the title of necessary individuals as delineated in enclosure (1).

(2) For special liberty or regular liberty requested outside of the Greater South Texas area, properly fill out a special request chit (NAVPERS Form 1336/3).

(3) Route request up through the appropriate chain of command for approval signature as delineated in enclosure (1).

(4) Ensure leave papers are turned in to the Administration Office on the day of return or the next working day, if there are any changes.

f. Air Force Service Member

(1) Properly fill out leave request form (AF Form 988) and special request chit (NAVPERS 1336/3) as appropriate.

(2) Route request up through the appropriate chain of command for approval signature as delineated in enclosure (1).

(3) Member shall receive a leave control number from the Air Force representative no earlier than 10 calendar days prior to the leave start date and no later than one duty day prior to the leave start date.

(4) Member will also contact the Air Force representative to sign part III of their leave papers the next duty day.

g. Coast Guard Service Member

(1) Properly fill out special request chit (NAVPERS Form 1336/3) as appropriate.

(2) Route request up through the appropriate chain of command for approval signature as delineated in enclosure (1). Once signed, submit a copy of signed request to the Administration Office for tracking.

(3) When member returns from leave, the Administration Office will forward original to the Coast Guard Group for processing.

h. Marine Corps Service Member

(1) Properly fill out a special request chit (NAVPERS Form 1336/3) as appropriate.

(2) Route request up through the appropriate chain of command for approval signature as delineated in enclosure (1). Once signed, submit a copy of signed request to the Administration Office for tracking.

(3) Member will then send request via "Marine On-Line" to squadron Senior Marine for MATSG approval.



D. R. CREWS

Distribution: (VT31INST 5216.1 Series)
List I and II

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CHAIN OF COMMAND AND APPROVING AUTHORITY MATRIX FOR SPECIAL LIBERTY

REQUEST (NOTE a, b)	FLIGHT LEADER	IMSO	OPS OFFICER APVL FOR 3 DAYS	STUCON OFFICER	DEPT HEAD	XO APVL FOR 4 DAYS	CO	TAW-4
STAFF OFFICERS (Note d)			(2)		(1)	(3)		
NEWLY DESIGNATED AVIATORS								(1)
STUDENT AVIATORS	(1)		(2)	(3)		(4)		
FOREIGN NATIONAL STUDENTS	(1)	(2)	(3)	(4)		(5)		
ENLISTED					(1)	(2)		

CHAIN OF COMMAND AND APPROVING AUTHORITY MATRIX FOR LEAVE & TRAVEL OUTSIDE THE GREATER SOUTH TEXAS AREA

REQUEST (NOTE a, b, e)	FLIGHT LEADER	IMSO	OPS OFFICER	STUCON OFFICER	DEPT HEAD	XO	CO	TAW-4
STAFF OFFICERS (Note c, d)			(2)		(1)	(3)		
NEWLY DESIGNATED AVIATORS								(1)
STUDENT AVIATORS	(1)		(2)	(3)		(4)		
FOREIGN NATIONAL STUDENTS	(1)	(2)	(3)	(4)		(5)		
ENLISTED					(1)	(2)		
ENLISTED TERMINAL LEAVE						(1)		
OFFICER TERMINAL LEAVE			(1)		(2)	(3)	(4)	
OCONUS TRAVEL STUDENTS (Note e, f)	(1)		(3)	(2)		(5)	(6)	(4)
OCONUS TRAVEL STAFF (Note c, d, e, f)			(2)		(1)	(4)	(5)	(3)

NOTES:

- a. Numbers indicate routing sequence for order of review and approval.
- b. All personnel shall receive service specific requirements from their perspective liaison officer (e.g., Marines see Senior Marines, Foreign National Students see IMSO etc.).
- c. Leave dates will be entered on the IP leave matrix after Ops approval.
- d. Staff Officers will enter leave/special liberty dates into TMS after CO/XO/DH approval.
- e. All personnel going overseas will see the TAW-4 ATFP Officer
- f. OCONUS travel requires ATFP brief before Squadron Commander approval. Submit 35 days prior to start of leave.

Legend:

IMSO - International Military Student Officer

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LEAVE/LIBERTY RISK ASSESSMENT WORKSHEET

Name: _____

Flight Leader: _____

Dates: _____

Leave/liberty location: _____

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

Points

- 1 Traveling alone
- 3 I will be departing after work.
- 3 I will be traveling outside the United States. OSI/Intel Brief Complete Y/N

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. (1-2 hrs)
- 2 I will be driving 120-239 miles. (2-4 hrs)
- 4 I will be driving 240 miles or more. (4-6 hrs)
- 5 I will drive more than 240 miles the day I arrive at my destination. (> 6 hrs)
- 4 I will be driving at night.
- 3 I will be driving during high traffic period (e.g. Christmas, Thanksgiving, Labor Day, etc.)

List Any High Risk Activities Planned (You must fill out an ORM worksheet for each activity).

- A. C.
- B. D.

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.
- 5 I will participate in the above activities alone.

----- Total Points

- 0-10 Points = Low Risk
- 11-15 Points = Moderate Risk
- >15 Points or more = High Risk

<p><u>High Risk-Activities include, but not limited to:</u></p> <ul style="list-style-type: none"> All-Terrain Vehicles Auto Racing Boating 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 Snow Skiing Soaring White Water Rafting <p>*Ask Stucon 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 perform deliberate ORM prior to participating in the unplanned high-risk recreational activity.

** 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).

