DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO
COMTRAWINGFIVEINST 1050.2
N1
24 Jan 13

COMTRAWINGFIVE INSTRUCTION 1050.2

Subj: LEAVE AND LIBERTY FOR MILITARY MEMBERS

Ref: (a) Article 0921, U.S. Navy Regulations, 1990
(b) MILPERSMAN 1050
(c) BUPERSINST 1050.11H

1. Purpose. To establish policy and set forth procedures regarding leave and liberty for Training Air Wing (TRAWING) FIVE personnel.

2. Background. Reference (a) authorizes the Commanding Officer (CO) to regulate leave and liberty for command members. Reference (b) defines leave and liberty and applicable regulations and procedures. Reference (c) identifies Foreign Leave Travel Requirements.

3. Leave. Leave is the authorized absence of a member from a place of duty, which is intended to provide for vacations and short periods of rest from duty.

a. Types of leave

(1) Annual leave. Members accrue annual leave, also known as earned leave, at a rate of 2.5 days per complete month. Members are encouraged to use their full thirty days of annual leave each year. Department Heads will ensure their personnel are afforded the opportunity to take at least one leave period each year, about 12 consecutive days in length, and longer when possible. Balances of annual leave are normally reset to seventy-five days at the end of each fiscal year, except for personnel authorized special leave. Department Heads will ensure appropriate relief is arranged for personnel for whom they grant leave.

(2) Leave in foreign countries. Personnel desiring to take leave in foreign countries are responsible for complying with reference (c). The following procedures shall be adhered to when requesting leave in a foreign country:

(a) Leave papers shall be submitted at least 30 days prior to leave start date.

(b) The following are required for leave in Foreign Countries and shall be routed to the individual's Division Officer:

1. Online Antiterrorism Training Level I will be completed during the last calendar year and the certificate printed and attached.

2. A copy of the Foreign Clearance Guide (FCG) requirements for the country in which leave is being taken shall be attached.

3. A copy of all other documents as required by the FCG (i.e. Aircraft and Personnel Automated Clearance System (APACS) approval, etc…) shall be attached.

NOTE: These documents will be filed in the respective admin office files and a notation shall be made in the remarks section of the leave request indicating the proper paperwork has been completed.

(c) Executive Officers/Command Officers are authorized to approve Foreign Leave unless specified otherwise by the FCG. An email with name, destination, and confirmation that all FCG requirements have been met will be required to be sent to the Deputy Commodore.

(3) Emergency leave. Emergency leave will be granted per reference (a) and is charged against the member's annual leave balance.

(a) During working hours, a determination will be made by the Command as to whether an emergency exists and whether granting of leave will contribute to the alleviation of the emergency.

(b) After normal working hours, the Command Duty Officer (CDO) will make the emergency leave determination upon verbal approval from the Command Leadership.

(C) In cases where a determination cannot be made locally, American Red Cross verification is required prior to granting emergency leave.

(4) Advance leave. Advance leave is leave granted prior to accrual. The maximum amount of advance leave that will be granted will be only the number of annual leave days which the member will earn during the remainder of his/her obligated service. Advance leave should never exceed thirty days. Department Heads granting advance leave should caution members that advance leave resulting in a negative leave balance on the effective date of enlistment extension, enlistment discharge, or release from active duty, will be excess leave and be subject to audit of pay and allowances.

(5) Excess leave. Excess leave is leave granted above advance leave, for which the member does not have the time remaining in obligated service to accrue. Personnel are not entitled to pay or allowances and do not accrue annual leave during excess leave periods.

(6) Convalescent leave. Convalescent leave is an authorized absence which is part of a member's medical care and treatment and which is prescribed by a medical doctor. Convalescent leave is not charged against the member's annual leave account. The member or a family member, friend, or co-worker must present a letter from the military hospital which

authorizes convalescent leave via the Department Head to the Administrative Officer on the day of check-out along with a completed leave request form. Only the amount of convalescent leave recommended by the military hospital will be approved.

(7) Separation leave. Separation leave is leave granted without the necessity of returning to the separation site. It includes separation, transfer to the Fleet Reserves, or retirement of service member.

4. Liberty. Liberty will be granted per the established guidelines in reference (b).

a. Limitations on distance traveled on liberty. Service members are authorized special liberty up to 350 miles. Authorities must counsel members on their responsibility to be back at their place of duty at an appointed time. "Travel exceeding the 350 mile limit requires the service member to request annual leave." Service members should not plan to drive more than 350 miles per day when planning a liberty or leave period.

b. Absences over authorized liberty. Members who are not able, for any reason, to return to their place of duty following a period of authorized regular or special liberty, must contact their department. Periods of absence beyond regular and special liberty, which are excused as unavoidable will be charged as leave and calculated per reference (b). Periods of absence not excused as unavoidable will be charged as unauthorized absence and lost time.

5. Recall of personnel. Military members are subject to recall from leave and liberty at all times.

6. Funds. Every individual departing on leave and liberty should possess sufficient funds to complete the round trip. Personnel requiring financial assistance from other commands to return to their duty station will have all transportation costs checked against their accounts and maybe subject to disciplinary action.

7. Hitchhiking. Hitchhiking by Naval personnel is prohibited.

8. This instruction is a regulatory order and applies to all military personnel assigned to COMTRAWING FIVE. Violations of this instruction are punishable under the Uniform Code of Military Justice (UCMJ) for military personnel.

J. D. GRACE

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