



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
HELTRARON TWENTY EIGHT
7180 USS LONG ISLAND STREET, SUITE 320
MILTON, FL 32570-6101

IN REPLY REFER TO:
HT-28INST 1050.1D
Ser 00
21 Mar 14

HELTRARON TWENTY-EIGHT INSTRUCTION 1050.1D

Subj: LEAVE AND LIBERTY POLICY

Ref: (a) DOD Instruction 1327.06
(b) U.S. Navy Regs 1990
(c) MILPERSMAN 1050
(d) BUPERSINST 1050.11H
(e) MCO 1050.3J
(f) COMTRAWINGFIVEINST 1050.2
(g) COMTRAWINGFIVEINST 4950.1H
(h) NAVADMIN 252/10

Encl: (1) Paper Leave Request Routing Matrix
(2) Navy E-Leave Request Routing Matrix
(3) E-Leave Quick Start Self-Service User Guide
(4) Leave and Liberty Radius Map
(5) NAVCOMPT Form 3065 (Leave Request/Authorization)
(6) NAVPERS Form 1336/3 (Special Request/Authorization)

1. Purpose. To promulgate instructions concerning the leave and liberty policy for personnel attached to Helicopter Training Squadron (HELTRARON) TWENTY-EIGHT as set forth in references (a) through (h).

2. Cancellation. HT-28INST 1050.1C

3. Definitions

a. Regular Leave. Authorized absence of a member from place of duty, chargeable against the member's accrued leave balance.

b. Excess Leave. Excess Leave is granted leave that cannot be earned back prior to a member's End of Active Obligated Service (EAOS). Excess Leave will only be granted during periods qualifying as Emergency Leave, and only after accrued/advance leave has been exhausted. Entitlement to pay allowances and leave accrual stops on the first day of Excess Leave. Further guidance can be found in reference (a).

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c. Emergency Leave. Emergency Leave is chargeable and shall only be granted in cases of death or serious illness to someone in the member's immediate family. Examples include the member's spouse, member's or spouse's parents/step-parents, child, step-child, person who stood in loco parentis (raised the service member in lieu of birth parents), sibling, or only living relative.

(1) Outside of normal working hours the Operations Duty Officer (ODO) may approve up to 10 days of Emergency Leave. Emergency Leave exceeding 10 days must be authorized by the member's Department Head. Emergency Leave requiring *Excess Leave* of five days or more requires Executive Officer (XO) approval.

(2) Emergency Leave involving travel to a foreign country shall only be authorized by the Commanding Officer (CO) or, in his absence, the XO. Refer to section 9 of this instruction for specific requirements.

d. Parental Leave. Married personnel whose spouse gives birth to a child shall receive 10 working days of non-chargeable leave. Parental Leave may be taken in multiple segments, but should be taken within a reasonable amount of time after the child's birth. If the service member cannot route a special request chit in time, their Department Head or Senior Service Officer shall do so. For Navy personnel, the Department Head or Senior Navy Officer shall coordinate with the Admin Supervisor to submit an E-Leave request on the member's behalf.

e. Maternity Leave. A female service member who gives birth to a child shall receive six weeks of Maternity Leave, commencing the day the child is born.

f. Convalescent Leave. An authorized absence, not chargeable as leave, granted to members while recuperating from a medical procedure or condition and must be prescribed by a medical doctor. Only the amount of Convalescent Leave recommended by a military physician will be approved.

4. Squadron Policy. All squadron personnel traveling by commercial air or driving outside of 350 statute miles from NASWF shall be in a leave status.

a. Instructors and Aircrew. Leave up to 30 consecutive days will be approved on a case-by-case basis. All IPs and aircrew are highly encouraged to take 30 days of leave annually. The

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Operations Officer (OPSO) shall coordinate leave blocks accordingly during Chief of Naval Air Training (CNATRA) directed holiday leave periods.

b. Students (US). Except for holiday leave periods established by CNATRA, leave for students will only be granted in emergencies, unusual circumstances, or cases where leave would not interfere with training. When granted, student leave should not exceed ten days. Leave requested for a student's own marriage shall be approved. If the Student Control (STUCON) Officer approves the leave request, the student will be granted leave. If the STUCON Officer disapproves the request, it shall be forwarded to the XO for final disposition.

c. International Military Students (IMSS). Per ref (g), IMSS are authorized all U.S. holidays and up to two additional national/religious holidays practiced by their home country per year, not to exceed one academic day for each additional authorized holiday. Academic progress will be the deciding factor in each case. When IMSS request leave outside of routine holidays:

(1) IMS shall submit a leave request via the squadron chain-of-command in accordance with Enclosure (1) on a NAVCOMPT Form 3065, Leave Request/Authorization form [Enclosure (5)].

(2) Squadron IMSO/STUCON personnel will verify that requested leave dates will not interfere with training. Leave will not be authorized during specified training dates.

(3) If approved by the squadron chain-of-command (up to but not including the XO/CO), IMSS shall coordinate with TRAWING FIVE Student Control to obtain written authorization from their Embassy or Country Liaison Officer (CLO) for the approved leave dates. If no CLO is assigned, NETSAFA Country Program Manager (CPM) shall be used.

(4) Upon receipt of Embassy/CLO written authorization, Squadron IMSO/STUCON personnel shall attach a copy of the authorization to the paper leave request and route to the XO/CO for final approval.

(5) All IMS holidays and leave must be reported via SAN Web Updates by the squadron IMSO.

(6) Safety Stand Downs are mandatory training events for all IMSS and leave dates cannot conflict.

d. Wingers/Completers

(1) Navy. Submit E-Leave request via NSIPS and ensure chain-of-command for routing is in accordance with enclosure (2) for "NAVY STUDENTS". Winger/Completer students shall notate their "Winger" status in the comments section of their E-Leave request.

(2) Marine and Coast Guard. Submit paper leave request on enclosure (5) for Coast Guard or enclosure (6) for Marines via the chain-of-command in accordance with enclosure (1) for "MARINE/USCG STUDENTS". Winger/Completer students shall notate their "Winger" status in the comments section of their paper leave request.

e. Aircrew. Submit E-Leave request via NSIPS and ensure chain-of-command for routing is in accordance with enclosure (2) for "Aircrew".

5. Leave Request Procedures. All students, instructors and aircrew, regardless of rank or service, shall snivel through TIMS for respective leave dates prior to submitting a leave request. Leave requests should be routed via the chain-of-command in accordance with enclosures (1) or (2) at least one week prior to the desired leave commencement. Students traveling to their leave address via POV shall submit a completed TRiPS assessment to their Senior Services Officer prior to routing their leave request.

a. Navy and Coast Guard

(1) Timeline. Regular leave for Navy and Coast Guard personnel shall commence at 1600 on normal workdays if no further duties are scheduled. On weekends or holidays, leave may commence anytime from 0001-2359. The departure day is not chargeable as leave. Leave shall expire at 0800 on normal workdays, weekends and holidays.

(2) Navy Routing. Electronic Leave requests shall be submitted online through the E-Leave portal on the NSIPS website (<https://nsips.nmci.navy.mil>). Refer to enclosure (3) for specific guidance on using the E-Leave system. Ensure the correct personnel are selected for the member's respective chain-of command in accordance with enclosure (2).

(3) Coast Guard Routing. Paper leave requests shall be routed via the chain-of-command in accordance with enclosure (1)

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on a NAVCOMPT Form 3065 Leave Request/Authorization form [enclosure (5)]. Once approved by the XO (IPs) or STUCON Officer (Students), the leave request will be delivered to the Admin Clerk who will copy, track, and provide the original to the service member's mailbox. Coast Guard personnel shall deliver a copy of approved leave chits to the Senior Coast Guard Officer prior to departing on leave.

b. Marines

(1) Timeline. Regular leave for Marines shall commence at 1600 on normal workdays if no further duties are scheduled. On weekends or holidays, leave shall commence at 0800. The departure day is not chargeable as leave. All leave shall expire at 0800 on normal workdays, weekends and holidays.

(2) Routing. Paper leave requests will be routed via the chain-of-command in accordance with enclosure (1) on a NAVPERS 1336/3 Special Request Authorization form [enclosure (6)]. Once approved by the XO (IPs) or STUCON Officer (Students), the leave request will be delivered to the Admin Clerk who will copy, track, and provide the original to the service member's mailbox. Upon receiving the approved leave request, the Marine shall submit their request electronically via Marine On-Line (MOL). The Senior Marine shall then approve leave requests on MOL.

6. Check-Out/Check-In Procedures. The CO authorizes all service members departing on and returning from leave to check-out/in via telephone with the Squadron Duty Officer (SDO), vice doing so in person. Additionally, the CO authorizes Navy and Marine personnel to check-out/in via their respective E-Leave portals (NSIPS, MOL), provided they have access to a CAC card enabled computer with proper certificates installed. Members shall be in the immediate vicinity of NAS Whiting Field (NASWF) or their personal residence when checking out/in on/from leave via phone or online portals. All members are encouraged to carry a hard copy of approved leave chits while traveling.

a. Navy. Sailors should check-out/in on/from leave electronically via NSIPS E-Leave portal while in the local area. If a delay in return is expected, the SDO must be notified prior to the expiration of leave. It is the member's responsibility to notify the Admin Clerk if returning from leave early, otherwise the E-Leave system will automatically charge the entire period originally requested.

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b. Marines. Marines should check-out/in on/from leave electronically via MOL while in the local area. If a delay in return is expected, the SDO must be notified prior to the expiration of leave. It is the member's responsibility to notify the Senior Marine if returning from leave early to avoid being overcharged.

c. Coast Guard. Coastguardsmen shall enter the actual time and date of leave commencement and termination. If checking out/in via phone, the SDO's name should be entered in the appropriate spaces on the lower portion of the leave chit. After checking-out/in, personnel shall sign their name in the same block the SDO's name was entered. SDO's will make a logbook entry noting the time the member checked out on leave. It is the member's responsibility to notify the Senior Coast Guard Officer if returning from leave early.

7. Leave Extensions. Requests for leave extensions should be requested during normal working hours by the member unless unusual circumstances exist. During non-working hours the ODO may only approve leave extensions with concurrence from the member's Department Head or the XO. The Senior Marine shall enter approved Marine leave extensions in MOL at the first opportunity during the next working day. The Admin Supervisor shall do the same for Navy leave extensions via NSIPS.

8. Duty Replacement. Per reference (c), members approved for emergency leave shall not be required to arrange for duty relief. This also applies to members who requested and were subsequently granted leave for a period of four days or more prior to the publishing of any conflicting list or watch bill.

9. Foreign Leave. All personnel desiring to take leave in foreign countries are responsible for complying with requirements outlined in references (d), (e) and (f). The following procedures shall be adhered to:

a. Leave requests shall be submitted at least 30 days prior to leave start date.

b. Leave requests (paper and electronic) shall include the following in a routing folder:

(1) Antiterrorism Training Level I certificate (must have been obtained in the last Calendar Year).

(2) Copy of Foreign Clearance Guide (FCG) requirements for the country in which leave will be taken. Members must visit <https://www.fcg.pentagon.mil> to retrieve FCG information pertinent to their leave location.

(3) Copies of any other documents required by the FCG (e.g. Aircraft and Personnel Automated Clearance System (APACS) approval, children's birth certificates, etc.).

(4) A copy of country status (Advisory/Warning) as currently shown on the U.S. State Department's website, www.travel.state.gov. When the State Department Travel Advisory (Warning) recommends travel to a foreign country be *deferred*, leave to that country shall not be authorized. Members are highly encouraged to enroll online in the State Department's *Smart Traveler Enrollment Program (STEP)* for the country they intend to visit in order to receive timely advisories before and during travel to that specific country.

(5) Member shall clearly annotate the following statement within the "Comments" portion of the leave request: "Requirements per the Foreign Clearance Guide have been satisfied and no adverse State Department Travel Advisories are currently active for Country X. ATFP Level I Training has been completed within the last year."

c. All foreign leave requests (paper and e-leave) will be initiated through the Admin Supervisor to ensure compliance with the above stated requirements.

d. After all requirements have been satisfied and leave has been approved by the CO, the CO or XO shall send an email to the Deputy Commodore with the member's name, destination, and confirmation that all FCG requirements have been met.

Note: Certain locations require higher approval authority than the Squadron CO. If so, it will be delineated in the FCG.

10. Liberty. Liberty is defined as the authorized absence of an individual from their place of duty, not counted as leave.

a. Types

(1) Regular Liberty. Regular Liberty is a routinely authorized absence which lasts from the end of normal working hours on one day to the beginning of normal working hours the next day.

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(2) Weekend Liberty. Weekend Liberty commences at the end of working hours Friday afternoon until the beginning of normal working hours on the following Monday.

(3) Special liberty. Special Liberty is granted outside of normal liberty hours for unusual reasons and is not commonly granted. Some examples include emergencies, a need to exercise voting rights, major religious events requiring the member to be continuously absent from work, and for special recognition.

b. Policy

(1) Instructors and Aircrew. During Regular or Weekend Liberty, all staff personnel are authorized to travel by car or motorcycle up to 350 statute miles from NASWF without taking leave. However, members are expected to be back at their place of duty following the expiration of liberty. In the event personnel are unable to return on time due to extenuating circumstances, the ODO shall be notified immediately to coordinate an extension. If the liberty period (liberty and extension) exceeds 4 days, the excess time shall be charged as leave.

(2) Students. All students intending to travel via car or motorcycle outside of the local area (100 SM from NASWF) shall submit a TRiPS assessment to their Class Advisor and place a copy in their "Take 10" folder. If the student's plans change and they subsequently decides to travel outside of the local area after liberty commences, they shall notify their Class Advisor by telephone and conduct a TRiPS assessment from home prior to their departure.

11. Forms. Leave Request Authorization Forms (NAVCOMPT 3065) for USCG and Special Request/Authorization Forms (NAVPERS 1336/3) for Marines are available in the Admin Office for use in routing paper leave requests. No routing folders are necessary unless requesting leave to a foreign country.

12. Action

a. Administrative Department

(1) Account for all permanent staff and student personnel on leave.

(2) Retain copies of all approved paper leave requests for six months.

(3) Administer the Navy E-Leave online portal and ensure all leave by Navy personnel is requested and charged in accordance with proper procedures and directives.

(4) Upon receipt of approved leave requests the Admin Clerk shall copy, track, and deliver the signed original to the respective service member's mailbox in Admin.

(5) Admin Supervisor shall make appropriate adjustments to member's leave account via NSIPS if member returns from leave early or receives an approved extension.

b. Operations Duty Officer (ODO)

(1) Coordinate any leave extension requests with appropriate Department Heads or the XO after working hours.

(2) Inform Senior Marine of all Marine leave extensions and the Admin Supervisor of all Navy leave extensions at the earliest opportunity during normal business hours.

(3) Contact Senior Marine or XO when Emergency Leave is requested by squadron personnel.

c. Squadron Duty Officer (SDO)

(1) Make a logbook entry for any squadron personnel checking out and or checking in from leave (phone or in person).

(2) Contact the ODO when Emergency Leave is requested by any squadron personnel.

(3) Refer requests for leave extensions to the Admin Officer for Squadron staff personnel or to the Student Control Officer for student personnel during working hours and advise the XO. After working hours refer requests to the ODO.



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Distribution:
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Paper Leave Request Routing Matrix

<p>MARINE/USCG STUDENTS</p> <p>(NOTES 1-4)</p>	<p>1) SENIOR WATCH OFFICER 2) FLIGHT LEADER 3) SENIOR SERVICES OFFICER 4) STUCON OFFICER</p> <p>-----</p> <p>4a) XO (Overseas ONLY)</p> <p>4b) CO (Overseas ONLY)</p>
<p>INTERNATIONAL STUDENTS</p> <p>(NOTES 1-4)</p>	<p>1) FLIGHT LEADER 2) IMSO 3) STUCON OFFICER ---TW5 STUCON-CLO/Embassy approval 4) XO 5) CO</p>
<p>MARINE/USCG INSTRUCTORS</p> <p>(NOTES 1,2)</p>	<p>1) SENIOR WATCH OFFICER 2) FLIGHT LEADER 3) DEPT HEAD 4) SENIOR SERVICE OFFICER 5) XO</p> <p>-----</p> <p>5a) CO (Overseas ONLY)</p>
<p>MARINE/USCG HITU IUTS</p> <p>(NOTES 1,2)</p>	<p>1) HITU OIC 2) XO</p> <p>-----</p> <p>2a) CO (Overseas ONLY)</p>

NOTE 1: Approving Officers shall deliver approved leave chits to the Admin Clerk, who will copy, track, and provide the original to the service member's mailbox.

NOTE 2: All foreign leave requests will be initiated through the Admin Supervisor. Read Section 9 of this instruction in its entirety.

NOTE 3: Winger/Completer students shall notate their "Winger" status in the comments section of their leave request.

NOTE 4: Marine/USCG Students traveling to their leave address via POV shall submit a completed TRiPS assessment to their Senior Service Officer prior to routing leave request.

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Navy E-Leave Request Routing Matrix

<p>NAVY INSTRUCTORS (LCDR's)</p> <p>(NOTE 1)</p>	<p>1) (R) ADMIN SUPERVISOR (NOTE 1) 2) (R) FLIGHT LEADER 3) (A) XO</p> <p>-----</p> <p>3a) (A) CO (Overseas ONLY)</p>
<p>NAVY INSTRUCTORS (LT's)</p> <p>(NOTE 1)</p>	<p>1) (R) ADMIN SUPERVISOR (NOTE 1) 2) (R) SENIOR WATCH OFFICER 3) (R) FLIGHT LEADER 4) (R) DEPT HEAD 5) (A) XO</p> <p>-----</p> <p>5a) (A) CO (Overseas ONLY)</p>
<p>NAVY HITU IUTs</p> <p>(NOTE 1)</p>	<p>1) (R) ADMIN SUPERVISOR (NOTE 1) 2) (R) HITU OIC 3) (A) XO</p> <p>-----</p> <p>3a) (A) CO (Overseas ONLY)</p>
<p>NAVY STUDENTS</p> <p>(NOTES 1-3)</p>	<p>1) (R) ADMIN SUPERVISOR 2) (R) SENIOR WATCH OFFICER 3) (R) FLIGHT LEADER 4) (R) SENIOR SERVICE OFFICER 5) (A) STUCON OFFICER</p> <p>-----</p> <p>5a) (R) XO (Overseas ONLY) 5a) (A) CO (Overseas ONLY)</p>
<p>AIRCREW</p> <p>(NOTE 1)</p>	<p>1) (R) ADMIN SUPERVISOR (NOTE 1) 2) (R) SENIOR ENLISTED ADVISOR 3) (R) AIRCREW DIVISION OFFICER 4) (R) OPERATIONS OFFICER 5) (A) XO</p> <p>-----</p> <p>5a) (A) CO (Overseas ONLY)</p>

(R) = REVIEWER

(A) = APPROVER

NOTE 1: The Admin Supervisor will electronically review all Navy E-Leave requests for completeness and accuracy. If the leave requested is to a foreign country, read Section 9 of this instruction in its entirety.

NOTE 2: Winger/Completer students shall notate their "Winger" status in the comments section of their E-Leave Request.

NOTE 3: Navy Students traveling to their leave address via POV shall submit a completed TRiPS assessment to the Senior Navy officer prior to routing E-Leave Request.

Enclosure (2)

E-LEAVE QUICK START SELF SERVICE USER GUIDE

- 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.

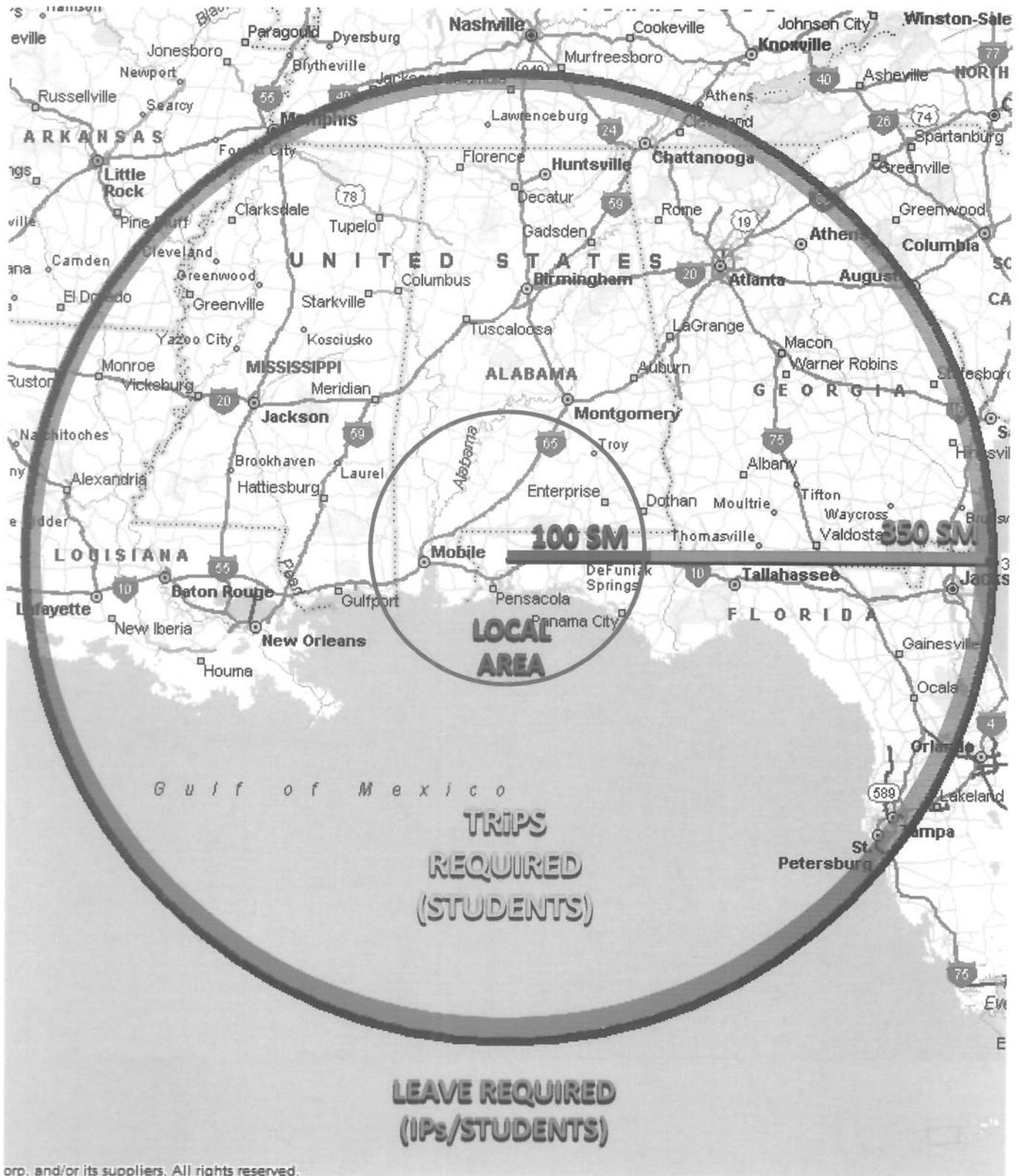
Click **e-Leave** > Click **e-Leave Extension Request(s)** > Click **Request Extension** for the appropriate e-Leave request > Complete the Leave Extension section New Leave Return Date and New Leave Return Time fields > Type a reason for the extension request in the Reason for Leave Extension Request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

LEAVE AND LIBERTY RADIUS MAP



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LEAVE REQUEST/AUTHORIZATION
 NAVCOMPT FORM 3065 (3PT)(REV. 01-2007)

INSTRUCTIONS FOR COMPLETING THIS FORM ARE ON
 PAGE 2

SEE REVERSE FOR
 PRIVACY ACT STATEMENT

1. DATE OF REQUEST		2. FOR ADMIN USE ONLY APPROVAL OF THIS LEAVE IS NOT VALID WITHOUT CONTROL		LEAVE CONTROL NO.	
3. SSN NO SSN REQUIRED		4. NAME (Last, First, MI)		5. PAY GRADE O -	
6. SHIP/STATION HT-28		7. DEPT/DIV	8. DUTY SECTION FLT	9. DUTY PHONE 850-623-7977	
10. TYPE OF LEAVE <input type="checkbox"/> REGULAR <input type="checkbox"/> SICK <input type="checkbox"/> EMERGENCY <input type="checkbox"/> SEPARATION <input type="checkbox"/> RETIREMENT <input type="checkbox"/> OTHER		FOR USE OUTUS ONLY		12. MODE OF TRAVEL <input type="checkbox"/> AIR <input type="checkbox"/> BUS <input type="checkbox"/> CAR <input type="checkbox"/> TRAIN	
		11a. Leaving Area of PERMDUTYSTA <input type="checkbox"/> YES <input type="checkbox"/> NO			
		11b. Taking Leave INCONUS <input type="checkbox"/> YES <input type="checkbox"/> NO			
13. DAYS REQUESTED	14. FROM (Hour, Date) (YYMMDD) 1600,	15. TO (Hour, Date)(YYMMDD) 0800,	16. NORMAL WORKING HOURS DAY OF DEPARTURE: FROM: 0800 TO: 1600 DAY OF RETURN FROM: 0800 TO: 1600		
17. LEAVE BALANCE DAYS AS OF	18. LEAVE USED THIS FY	19. LEAVE PHONE	21. RATION STAUS (Enlisted) <input type="checkbox"/> COMMUTED RATIONS (COMRATS) <input type="checkbox"/> MEAL PASS NO. _____ Entitled to EDF meals except during periods of leave		
20. LEAVE ADDRESS		SIGNATURE OF APPLICANT			

I CERTIFY THAT I HAVE SUFFICIENT FUNDS TO COVER THE COST OF ROUND TRIP TRAVEL. I UNDERSTAND THAT SHOULD ANY PORTION OF THIS LEAVE, IF APPROVED, RESULTS IN MY TAKING MORE LEAVE THAN I CAN EARN ON MY CURRENT UNEXTENDED ENLISTMENT OR CURRENT ACTIVE DUTY OBLIGATION, MY PAY WILL BE CHECKED FOR SUCH EXCESS LEAVE.

<input type="checkbox"/> RECOMMENDED	<input type="checkbox"/> NO		DATE
<input type="checkbox"/> YES	<input type="checkbox"/> NO		DATE
<input type="checkbox"/> YES	<input type="checkbox"/> NO		DATE
<input type="checkbox"/> YES	<input type="checkbox"/> NO		DATE
<input type="checkbox"/> YES	<input type="checkbox"/> NO		DATE
<input type="checkbox"/> YES	<input type="checkbox"/> NO		DATE
23. APPROVED <input type="checkbox"/> YES	DISAPPROVED <input type="checkbox"/> NO	REVIEWING OFFICER'S NAME AND SIGNATURE	DATE

24. COMMENTS/REMARKS

25. SHIP OR STATION (Including telegraphic address) HELTRARON TWENTY-EIGHT 7180 USS LONG ISLAND ST. MILTON, FL 32570-6101	26. REPORT ON EXPIRATION OF LEAVE TO (If other than block 25)
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DEPARTED ON LEAVE		RETURNED FROM LEAVE		GRANTED EXTENSION OF LEAVE ENDING	
27a. HOUR	27b. DATE (YYMMDD)	28a. HOUR	28b. DATE (YYMMDD)	29a. HOUR	29b. DATE (YYMMDD)
27c. OOD'S SIGNATURE		28c. OOD'S SIGNATURE		29c. OOD'S SIGNATURE	

IN CONSIDERATION OF THE MEMBER'S COMPLETION OF A FULL WORKDAY (AS DEFINED IN MILPERSMAN, NAVPERS 15560) ON THE DAYS OF DEPARTURE AND RETURN, THE INCLUSIVE DAYS SHOWN ARE CORRECT AND PROPER FOR CHARGING AS LEAVE.			30. INCLUSIVE LEAVE PERIOD TO BE CHARGED	FIRST: (YY) (MM) (DD)	LAST: (YY) (MM) (DD)	31. NO. OF DAYS
I CERTIFY THAT THE ABOVE IS CORRECT AND PROPER TO THE BEST OF MY KNOWLEDGE	CERTIFYING OFFICER'S TYPE NAME/RANK/TITLE		33. CERTIFYING OFFICER'S SIGNATURE			

WHITE COPY PINK COPY GREEN COPY

MARINES

SPECIAL REQUEST/AUTHORIZATION

PRIVACY ACT STATEMENT

The authority to request this information is contained in 5 USC 301, and from E O 9397 Departmental Regulations. The principal purpose of the information is to enable you to make known your desire for one of the four items listed or for some other special consideration or authorization. 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 the special consideration or authorization being requested. Completion of the form is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.

NAME		RATE	SSN NO SSN REQUIRED
SHIP OR STATION HT-28		DATE OF REQUEST	
DEPARTMENT/DIVISION		DUTY SECTION/GROUP FLT _____	
NATURE OF REQUEST <input type="checkbox"/> LEAVE <input type="checkbox"/> SPECIAL LIBERTY <input type="checkbox"/> SPECIAL PAY <input type="checkbox"/> COMMUTED RATIONS <input type="checkbox"/> OTHER Below			
NO OF DAYS REQUESTED	FROM (Date & Time)(YYMMDD) 1600,	TO (Date & Time) (YYMMDD) 0800,	
DISTANCE- (Miles)	MODE OF TRAVEL <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS <input type="checkbox"/> CAR		
LEAVE ADDRESS (Street, box or route no., City, State, Zip Code)		Telephone number	
REASON FOR REQUEST			
SIGNATURE OF APPLICANT			
I AM ELIGIBLE AND OBLIGATE MYSELF TO PERFORM ALL DUTIES OF PERSON MAKING APPLICATION -		SIGNATURE OF STANDBY	
		DUTY STATION	
RECOMMEND APPROVAL		SIGNATURE AND RANK/RATE/TITLE/DATE	
<input type="checkbox"/> YES	<input type="checkbox"/> NO		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNATURE AND RANK/RATE/TITLE/DATE	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNATURE AND RANK/RATE/TITLE/DATE	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNATURE AND RANK/RATE/TITLE/DATE	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNATURE AND RANK/RATE/TITLE/DATE	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNATURE AND RANK/RATE/TITLE/DATE	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	SIGNATURE AND RANK/RATE/TITLE/DATE	
REASON FOR DISAPPROVAL			