



DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING SIX  
390 SAN CARLOS ROAD SUITE C  
PENSACOLA, FLORIDA 32508-5509

COMTRAWINGSIXINST 1050.2A

N1

4 Mar 15

COMTRAWING SIX INSTRUCTION 1050.2A

From: Commander, Training Air Wing SIX

Subj: LEAVE, LIBERTY, AND SPECIAL REQUESTS

Ref: (a) MILPERSMAN 1050  
(b) MCO P1050.3H

Encl: (1) Outside Continental United States (OCONUS) Leave Procedures  
(2) Map of Pensacola and Common Driving Distances  
(3) Student/Staff Leave and Special Request Routing Matrix  
(4) Pre-Travel Requirements Verification Process

1. Purpose. To define leave, liberty and special request procedures for Training Air Wing SIX (TW-6) per references (a) and (b).

2. Cancellation. COMTRAWINGSIXINST 1050.2

3. Scope. This instruction applies to Training Air Wing SIX staff personnel and to student personnel not assigned to a squadron. Enclosure (1) applies to all personnel assigned to Training Air Wing SIX and subordinate squadrons.

4. General Policy

a. Each person on leave or liberty is required to have sufficient funds to purchase return transportation to TW-6 by the time and date specified on their leave or special liberty request. Insufficient funds, vehicle mechanical failures, or inability to obtain space available reservations or military reserved fares do not excuse late returns.

b. In the event an individual cannot return to duty as scheduled due to an emergency or circumstances beyond his/her control, the Command Duty Officer (CDO) shall be notified immediately at (850) 288-0487. The CDO may approve leave and

liberty extensions on a case-by-case basis. CDO shall inform the member's Department Head as soon as possible and ensure all data is given to Admin on the first work day following the approval. If combined liberty and extension exceeds three days, that portion exceeding regular liberty shall be charged to the member's leave account.

c. Except when under orders, staff and student personnel shall not travel (either via POV or commercial air) farther than 350 driving miles from Pensacola without approved leave. See enclosure (2) for common distances.

## 5. Liberty and Local Area Definitions

a. Regular liberty is the routinely authorized absence which lasts from the conclusion of assigned duties on a given day and expires with the start of assigned duties on the following work day. Weekend liberty lasts from the conclusion of assigned duties on Friday and expires with the start of assigned duties on the following Monday.

b. The Pensacola Local Area is defined as 350 driving miles from the TW-6 Duty Office, located at 390 San Carlos Road, Pensacola, FL 32508. **All personnel departing the local area shall request leave.**

c. Special liberty is a privilege which grants absence outside regular liberty hours. Special liberty begins at the conclusion of assigned duties on a given day and expires with the start of assigned duties as follows:

(1) 24 Hour - 2nd day (e.g. Monday evening to Wednesday morning)

(2) 48 Hour - 3rd day (e.g. Monday evening to Thursday morning)

(3) 72 Hour - 4th day (e.g. Monday evening to Friday morning). 72 Hour Special liberty should also be used any time two consecutive non-work days are included (e.g., from Thursday evening until Monday morning).

(4) 96 Hour Special liberty should be used any time four days of liberty are requested (e.g. Wednesday evening to Monday

morning). 96 Hour Special Liberty may not be combined with weekend liberty (e.g. Monday evening to Saturday morning). **Personnel requesting liberty greater than 96 hours shall submit a leave request.**

6. Liberty Policy

a. Staff Officers. For destinations inside the local area, no formal request is required.

b. Student Officers. All students assigned to TW-6 shall not travel farther than 150 driving miles from the TW-6 Duty Office during regular liberty. Students may travel greater than 150 miles up to 350 miles by requesting special liberty per the guidance below.

7. Liberty Procedures. For Staff and Students, an individual requesting Special Liberty shall route a special request chit [http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS%201336-3%20R10-2011\\_RE.pdf](http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS%201336-3%20R10-2011_RE.pdf) in accordance with enclosure (3).

8. Leave Policy

a. Staff Officers. All permanently assigned personnel are encouraged to take 30 days of leave annually. Except for holiday leave periods, leave will not normally be granted to more than ten percent of staff and in no case will leave detract from the Wing's mission.

b. Student Officers. Students attached to TW-6 will not normally be granted leave. Exceptions include emergencies, non chargeable leave per reference (a), and authorized holiday periods for which special instructions will be issued. Leave will be granted to students in transit between training activities only with the concurrence of the gaining command.

9. Navy Leave Procedures

a. Personnel shall submit leave requests via Navy Standard Integrated Personnel System (NSIPS) E-Leave <https://nsips.nmci.navy.mil> at least five working days prior to requested departure date. OCONUS leave requests shall be submitted 30 days prior to departure in accordance with

enclosure (1). Students driving out of the local area shall also submit a completed TRiPS assessment <https://trips.safety.army.mil/navy/login.aspx> to the TW-6 Student Control Officer.

b. Students shall check out with the Air Wing Duty Officer (AWDO) prior to departing the local area either in person or by telephone at 452-2305, and shall check in with the AWDO in person only. Staff may check out/in on leave by telephone at 452-2305. **ALL MEMBERS SHALL BE CAUTIONED THAT THEY MUST BE IN THE IMMEDIATE GEOGRAPHIC AREA OF THEIR DUTY STATION (LOCAL RESIDENCE) UPON COMMENCEMENT AND TERMINATION OF LEAVE BY TELEPHONE. Permission to check out by telephone is authorized as a personal convenience and shall not be used as a means of extending leave.**

c. The AWDO will record check out/in date and time in the AWDO Log Book using standard verbiage. Any corrections to erroneous leave entries must be supported by appropriate log book entry.

d. E-Leave automatically checks personnel in/out based on their approved leave request. Therefore, Navy personnel should contact the Wing Admin Office if there are any last minute changes to their departure or return times so they are not overcharged leave.

e. 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:

**Normal Working Hours: 0700 to 1600, Monday to Friday**

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.

f. Marine Corps Leave Procedures

(1) Leave will be requested via Marine Online (MOL) with the TW-6 Senior Marine as the approval officer and a **printed copy shall be routed** in accordance with enclosure (3). Once approved on paper, leave requests will be approved online by the Senior Marine and assigned a leave control number.

(2) Marine students will also check out/in on leave via MOL and should carry a printed copy of MOL authorization while on leave. Conduct shall be in accordance with reference (b).

10. Emergency Leave. Emergency leave will be granted in accordance with reference (a) by the Commanding Officer. CDO shall inform the member's Department Head as soon as possible, and ensure all data is given to Admin on the first work day following the member's absence.



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Distribution:

Electronic only, via TW-6 Website:

<https://www.cnatra.navy.mil/tw6/>

OCONUS LEAVE PROCEDURES

Per the PACOM OPORD 5050-08 and the DOD Foreign Clearance Guide, U.S. Military and DOD Civilians traveling into or within the United States Pacific Command (USPACOM) Area of Responsibility (AOR) must enter their travel into the Travel Tracker system. For U.S. Pacific Command assigned personnel, all travel worldwide must be entered. Exceptions: Currently, not required for travel to CONUS or to any U.S. Territories or Possessions unless your command requires it.

This policy is enforced to ensure travelers are aware of, and remain alert to, possible dangers and/or emerging threats to their personal safety while traveling, as well as providing Commander USPACOM with immediate geographic accountability and notification capability of/to its personnel or personnel from other commanders who are in their AOR.

1. Access Travel Tracker/Individual Anti-Terroism (TT/IATP) Plan website at: [https://iatp.pacom.mil/travel\\_requirements](https://iatp.pacom.mil/travel_requirements). Complete all AOR location specific briefs and pre-travel training.
2. If you require an ISOPREP, contact the NAS Anti-Terrorism Office at 452-3635 to schedule an appointment. You will need to bring copies of your AT Level I and SERE 100.1 Level A training certificates. You will also need two photographs wearing only a plain black or blue t-shirt saved to a CD.
  - a. Picture #1 - Face forward from the chest up
  - b. Picture #2 - Right profile from the chest up
3. Enter appropriate information into TT/IATP website at: [https://iatp.pacom.mil/travel\\_requirements](https://iatp.pacom.mil/travel_requirements).
  - a. A Travel Tracker (TT) entry is required for all OCONUS Travel.
  - b. A complete and approved IATP plan is required for travel to restricted counties.
  - c. Use Command: COMDRAWING SIX Pensacola

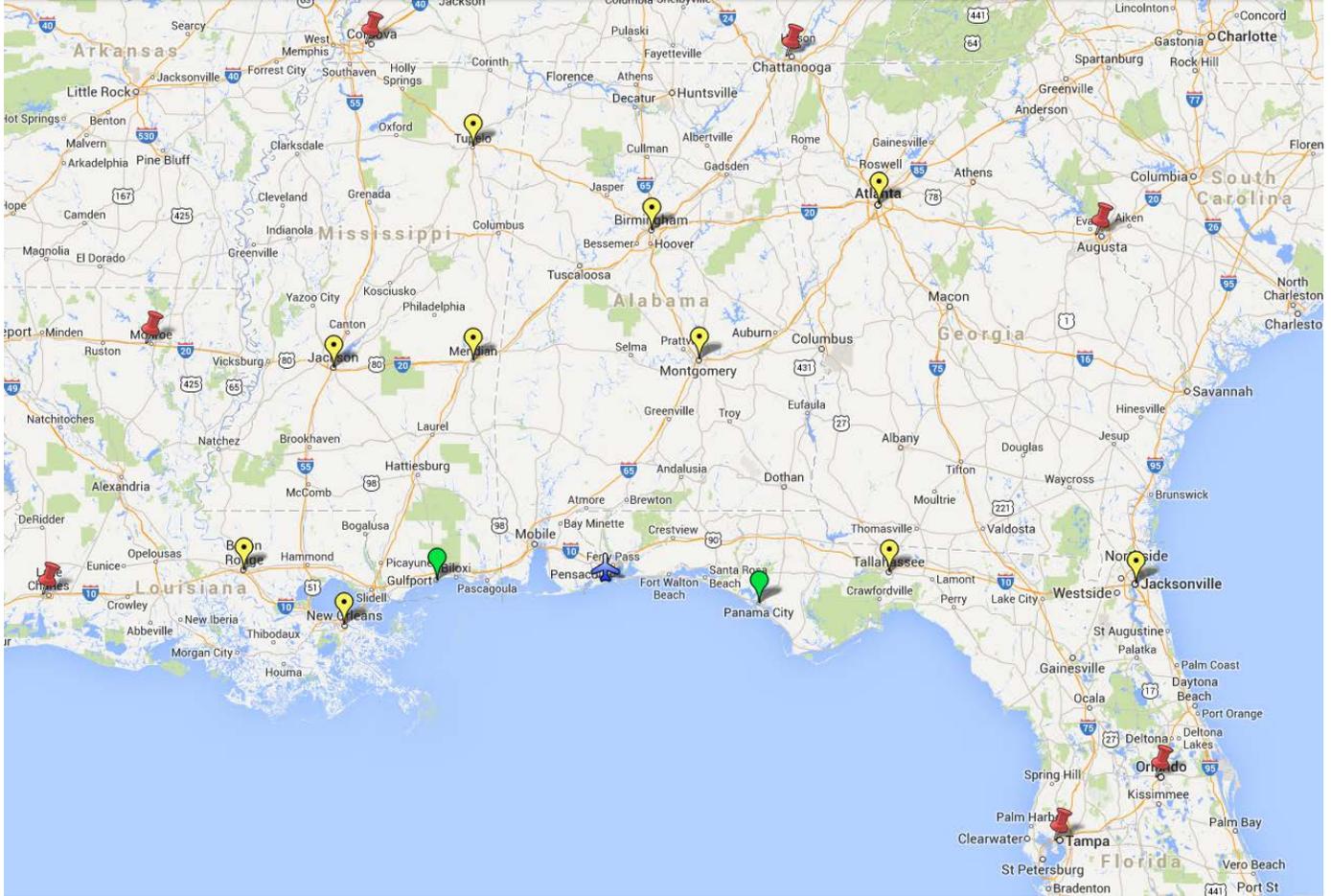
**Note: Do not begin filling out your TT/IATP until you have met all of the pre-travel training and briefing requirements listed in the DoD Foreign Clearance Guide. Anyone intending to submit a TT/IATP must first register for and activate an individual account using their own CAC (emphasis: Their own CAC)**

4. Route a leave request online in accordance with this instruction or appropriate squadron instruction.

5. Route a printed copy of the leave request along with enclosure (4) of this instruction with all supporting documentation through your chain of command.

6. Once the chain of command has reviewed all applicable paperwork, leave may be approved.

Driving distance from TW-6 Duty Office



Panama City FL	113	Monroe AL	372
Gulfport MS	139	Lake Charles LA	389
Montgomery AL	170	Chattanooga TN	401
Meridian MS	198	Memphis TN	462
Tallahassee FL	206	Orlando FL	463
New Orleans LA	209	Augusta GA	469
Jackson MS	255	Tampa FL	478
Birmingham AL	260		
Baton Rouge LA	263		
Atlanta GA	330		
Tupelo MS	340		
Jacksonville FL	350		

**STUDENT ROUTING MATRIX**

REQUEST	STUCON O	P & P DEPT HD	CSO	COMO
LEAVE	A*			
24/48 HR SPEC LIB	R	A		
72 HR SPEC LIBERTY	R	R	A	
96 HR SPEC LIBERTY	R	R	R	A
ANY OTHER SPECIAL REQUEST	R	R	R	A

**NOTE:** IF driving outside Local Area, Student Control Officer shall review TRiPS assessment prior to approving any request.

**STAFF ROUTING MATRIX**

REQUEST	DH	CSO	COMO
LEAVE	R	A	
24/48 HR SPEC LIB	A		
72 HR SPEC LIBERTY	R	A	
96 HR SPEC LIBERTY	R	R	A
OFF-DUTY EMPLOYMENT OR EDUCATION	R	R	A
ANY OTHER SPECIAL REQUEST	R	R	A

**NOTE:** Members shall snivel all special liberty or leave requests at the time of submission and cancel snivels if disapproved.

R=RECOMMENDATION A=APPROVAL \*OCONUS leave requests require CSO approval or in some cases the Commodore, per the Foreign Clearance Guide

PRE-TRAVEL REQUIREMENT VERIFICATION PROCESS

Name and Rank of Traveler:

Command:

Phone and E-mail address:

Intended destination(s):

Action required	Yes	No	Method of completion	Date verified
AOR location specific brief (within 90 days of travel)				
Level 1 AT/FP Awareness Training (within 12-months of travel)				
SERE 100 Level A Code of Conduct Training (within 24-months of travel)				
Is an ISOPREP required?				
Has an ISOPREP been submitted				
USFK Theater specific required training (within 12-months of travel/annual requirement) <b>(Required only if travelling to Korea)</b>				
Has Travel Track entry been made?				
Is an IATP required?				
Has an IATP been submitted?				
Has IATP been "Approved" at the required level?				
Is Country Clearance required?				
Is Theater Clearance required?				
Is Special Area Clearance required?				
Has required clearance approval been obtained in APACS?				

Verified by: