



## DEPARTMENT OF THE NAVY

TRAINING SQUADRON TEN  
250 SAN CARLOS ROAD SUITE H  
PENSACOLA FL 32508-5502

IN REPLY REFER TO  
TRARONTENINST 1050.1E  
Code 00  
13 March 2014

### TRAINING SQUADRON TEN INSTRUCTION 1050.1E

Subj: LEAVE, LIBERTY, AND SPECIAL REQUESTS

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

Encl: (1) Map of Pensacola and Common Driving Distances  
(2) Student/Staff Special Request/Authorization Chits  
(3) Student/Staff Leave and Special Request Routing Matrix  
(4) OCONUS Leave Procedures

1. Purpose. To define leave, liberty and special request procedures within Training Squadron TEN. All requests will be per references (a) and (b).

2. Cancellation. TRARONTENINST 1050.1D

3. General Policy

a. Each person on leave or liberty is required to have sufficient funds to purchase return transportation to VT-10 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 Squadron Duty Officer (SDO) shall be notified immediately. The SDO may approve leave and liberty extensions on a case-by-case basis. 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, squadron personnel shall not travel (either via POV or commercial air) farther than 350 driving miles from Pensacola without approved leave. See enclosure (1) for common distances.

4. 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 VT-10 Duty Office, located at 250 San Carlos Rd. 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.**

#### 5. Liberty Policy

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

b. Student Officers. All students assigned to VT-10, including those **not on the flight schedule**, those who have completed or terminated training, and those in a med-down status, shall not travel farther than 150 driving miles from the VT-10 Duty Office during the normal academic/flight week or when conducting weekend duty or weekend flight operations. Students may travel greater than 150 miles up to 350 miles during normal weekend liberty or special liberty greater than 24 hours.

6. Liberty Procedures. Special Liberty requests shall be routed using enclosure (2) in accordance with enclosure (3). Students driving out of the local area shall also submit a completed Travel Risk Planning System (TRiPS) assessment from Navy Knowledge Online (NKO) to their Class Advisor.

#### 7. 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 instructors, and in no case will leave detract from the squadron's mission.

b. Student Officers. Students attached to VT-10 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.

#### 8. Leave Procedures

a. Personnel shall submit leave requests via Navy Standard Integrated Personnel System (NSIPS) E-Leave at least five working days prior to requested departure date. Students driving out of the local area shall also submit a completed TRiPS assessment to their Class Advisor. OCONUS leave

requests shall be submitted via NSIPS and a printed copy routed 30 days prior to departure in accordance with enclosure (4).

b. Students shall check out with the SDO/ASDO prior to departing the local area either in person or by telephone, and shall check in with the SDO/ASDO in person only. Staff may check out/in on leave using NSIPS. The ASDO will record check out/in date and time in the ASDO Log Book using standard verbiage. **Permission to check out by telephone or computer is authorized as a personal convenience and shall not be used as a means of extending leave when not physically in Pensacola.**

c. Navy Leave Procedures. Leave will be requested via NSIPS in accordance with enclosure (3). No paper copy is required for routing. Normal working hours will be 0730-1630. All hands should carry a printed copy of NSIPS authorization while on leave.

d. Marine Corps Leave Procedures

(1) Leave will be requested via Marine Online (MOL) with the VT-10 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).

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

  
S. E. HNATT

Distribution:  
TRARONTENINST 5216.2AA  
List I



**Driving distance from VT-10 Duty Office  
250 San Carlos Rd. Pensacola, FL 32508**

Panama City FL	113	Jacksonville FL	367
Gulfport MS	139	Monroe LA	372
Montgomery AL	170	Lake Charles LA	389
Meridian MS	198	Chattanooga TN	401
Tallahassee FL	206	Memphis TN	462
New Orleans LA	209	Orlando FL	463
Jackson MS	255	Augusta GA	469
Birmingham AL	260	Tampa FL	478
Baton Rouge LA	263		
Atlanta GA	330		
Tupelo MS	340		

## STUDENT LIBERTY REQUEST

SPECIAL REQUEST/AUTHORIZATION			
PRIVACY ACT STATEMENT THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 U.S.C. 301. THE PRINCIPLE PURPOSE OF THE INFORMATION IS TO ENABLE YOU TO MAKE KNOWN YOUR DESIRE FOR 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.			
1. NAME:		2. RATE:	
3. CHIP OR STATION: TRAINING SQUADRON TEN		4. DATE OF REQUEST: (YYYYMMDD)	
5. DEPARTMENT/DIVISION: PRIMARY 1 / PRIMARY 2 / INTERMEDIATE		6. DUTY SECTION/GROUP: CLASS #	
7. NATURE OF REQUEST: <input type="checkbox"/> LEAVE <input checked="" type="checkbox"/> SPECIAL LIBERTY <input type="checkbox"/> SPECIAL PAY <input type="checkbox"/> COMMUTED RATIONS <input type="checkbox"/> OTHER (BELOW)			
8. NO. OF DAYS REQUESTED:		FROM (DATE AND TIME):	TO (DATE AND TIME):
9. DISTANCE (MILES):		MODE OF TRAVEL: <input type="checkbox"/> CAR <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS	
10. LEAVE ADDRESS:			11. TELEPHONE NUMBER:
12. REASON FOR REQUEST:			
13. SIGNATURE OF APPLICANT (Use CAC for digital signature)			
14. I am eligible and obligate myself to perform all duties of person making application		SIGNATURE OF STANDBY	DUTY STATION:
15. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE: Class Advisor	SIGNATURE:	DATE:
16. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE: StuCon Officer	SIGNATURE:	DATE:
17. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE: XO if applicable	SIGNATURE:	DATE:
18. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE: CO if applicable	SIGNATURE:	DATE:
19. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
20. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
21. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE:	
22. REASON FOR DISAPPROVAL:			

## STAFF LIBERTY REQUEST

SPECIAL REQUEST/AUTHORIZATION			
PRIVACY ACT STATEMENT THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 USC 301. THE PRINCIPLE PURPOSE OF THE INFORMATION IS TO ENABLE YOU TO MAKE KNOWN YOUR DESIRE FOR 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.			
1. NAME		2. RATE:	
3. SHIP OR STATION: TRADING SQUADRON TEN		4. DATE OF REQUEST: (YYYYMMDD)	
5. DEPARTMENT/DIVISION:		6. DUTY SECTION/GROUP:	
7. NATURE OF REQUEST: <input type="checkbox"/> LEAVE <input checked="" type="checkbox"/> SPECIAL LIBERTY <input type="checkbox"/> SPECIAL PAY <input type="checkbox"/> COMMUTED RATIONS <input type="checkbox"/> OTHER (BELOW)			
8. NO. OF DAYS REQUESTED:	FROM (DATE AND TIME):		TO (DATE AND TIME):
9. DISTANCE (MILES):	MODE OF TRAVEL: <input type="checkbox"/> CAR <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS		
10. LEAVE ADDRESS			11. TELEPHONE NUMBER:
12. REASON FOR REQUEST:			
13. SIGNATURE OF APPLICANT: (Use CAC for digital signature)			
14. I am eligible and obligate myself to perform all duties of person making application.	SIGNATURE OF STANDBY:		DUTY STATION:
15. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE: Dept Head	SIGNATURE:	DATE:
16. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE: NO if applicable	SIGNATURE:	DATE:
17. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE: CO if applicable	SIGNATURE:	DATE:
18. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
19. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
20. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
21. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE:	
22. REASON FOR DISAPPROVAL:			

## STUDENT ROUTING MATRIX

REQUEST	SKEDS	CLASS ADV	STUCON O	XO	CO
LEAVE	I	R	R	A*	
24/48 HR SPEC LIB	I	R	A		
72 HR SPEC LIBERTY	I	R	R	A	
96 HR SPEC LIBERTY	I	R	R	R	A
ANY OTHER SPECIAL REQUEST		R	R	R	A

**NOTE:** Class Advisor or Student Control Officer shall review TRiPS assessment, discuss impact to training with OPS, and verify proper snivels prior to approving any request.

## STAFF ROUTING MATRIX

REQUEST	SKEDS	DH	OPSO	XO	CO
LEAVE	I	R	R	A*	
24/48 HR SPEC LIB	I	A			
72 HR SPEC LIBERTY	I	R		A	
96 HR SPEC LIBERTY	I	R		R	A
OFF-DUTY EMPLOYMENT OR EDUCATION	I	R	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.

I=INFORMATION

R=RECOMMENDATION

A=APPROVAL

\*OCONUS leave requests require CO approval

## OCONUS Leave Procedures

In addition to the procedures prescribed in TRARONTENINST 1050.1D, the following procedures must be completed for any travel outside the continental United States.

1. Access the Foreign Clearance Guide (FCG) and print applicable requirements for any countries that will be visited during travel. <https://www.fcg.pentagon.mil>
2. Access NKO, complete the following courses, and print the completion certificates. <https://wwa.nko.navy.mil>
  - a. Anti-terrorism Force Protection Level 1 OCONUS
  - b. SERE Level 100
3. Prepare ISOPREP photographs wearing only a plain black t-shirt (for Instructors, this was likely completed prior to any deployment activities).
  - a. Picture #1 - Face forward from the chest up
  - b. Picture #2 - Profile from the chest up
4. Print a copy of any travel arrangements (flight itinerary, cruise information, etc).
5. Contact Mr. Terry Glancy at base security (850-452-2654), arrange an appointment, and bring all of the above printed material to the meeting.
6. Route a leave request online in accordance with TRARONTENINST 1050.1D.
7. Route a printed copy of the checklist below along with all items listed on the checklist.
8. Once the chain of command has reviewed all applicable paperwork, leave may be approved.

## OCONUS Leave Checklist

Print and route all items listed below as applicable. Mark any boxes that apply for the request being made.

- OCONUS Leave Checklist
- Leave request
- Applicable FCG pages ("GENERAL ENTRY REQUIREMENTS" and "PERSONNEL ENTRY REQUIREMENTS FOR LEAVE TRAVEL")
- Anti-terrorism Force Protection Level 1 OCONUS certificate
- SERE Level 100 certificate
- Any paperwork received from Mr. Glancy
- Any other pertinent information that the chain of command may wish to review