



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
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NTCGLAKESINST 1050.1B  
N32  
07 Nov 00

NTC GREAT LAKES INSTRUCTION 1050.1B

From: Commander, Naval Training Center, Great Lakes

Subj: POLICY AND PROCEDURES FOR LEAVE AND LIBERTY FOR NTC STAFF  
PERSONNEL

Ref: (a) SECNAVINST 722b.81 Series  
(b) MILPERSMAN 1050-010, 020, 030, 040  
(c) MILPERSMAN 1050-280 and 1050-290  
(d) MILPERSMAN 1050-130  
(e) MILPERSMAN 1050-170

1. Purpose. To establish leave and liberty policy and procedures for Naval Training Center (NTC), Great Lakes headquarters staff.

2. Cancellation. NTCGLAKESINST 1050.1A. This instruction has been substantially revised and should be reviewed in its entirety.

3. Policy

a. Granting Leave. References (a) and (b) set forth basic policy regarding the granting of leave. This policy, as amplified by this instruction, shall govern leave procedures for NTC headquarters staff personnel. Personnel are encouraged to take annual leave to the maximum extent permissible each year.

b. Granting Liberty. Reference (c) sets forth definition of and basic policy regarding granting of liberty. This policy, as amplified by this instruction, shall govern liberty procedures for NTC headquarters staff personnel.

4. Definitions

a. Leave Control Number (LCN). A ten-position number is assigned to approved leave authorizations to assist in controlling and monitoring leave. LCNs begin at 00001 and run to 99999 without regard to calendar or fiscal year.

b. Approved Leave File. A file of all approved leave authorizations (Part 2 of NAVCOMPT Form 3065), maintained by the Military Personnel Officer (N32).

c. Leave Authorization Log. A record of all LCNs assigned and maintained to ensure sequential assignment of LCNs.

d. Military Personnel Officer. The individual designated responsibility for assignment and control of LCNs and proper processing of leave requests/authorizations.

e. Regular Liberty. Shall begin at the end of normal working hours on a given day and expire with the start of normal working hours on the next working day. On weekends, regular liberty begins at the end of normal working hours on Friday afternoon and expires with the start of normal working hours on Monday morning. Regular liberty periods shall not exceed 72 hours in length, except in cases of public holiday weekends, and public holiday periods specifically extended by the President.

f. Special Liberty. Liberty granted outside of regular liberty periods for unusual reasons by authorized supervisors.

## 5. Leave Procedures

a. Submission of Request. Officer and enlisted personnel shall prepare a Leave Request/Authorization (SN 0104-LF-703-0656) by completing blocks 1, and 3 through 22. The completed form will be routed through the chain of command including the staff Division Officer and Watchbill Coordinator for enlisted personnel and the Senior Watch Officer for officer personnel as required. Department heads are authorized to approve leave requests submitted by enlisted personnel within their departments for up to twenty days of continuous leave. Leave requests which are: (1) recommended for disapproval, (2) exceed twenty days of continuous leave, (3) submitted for terminal leave, or (4) submitted by commissioned officers, must be forwarded to the Chief of Staff for final disposition.

b. Assignment of LCNs. Leave papers remain invalid until an LCN has been assigned by the Military Personnel Officer. Once an LCN has been assigned, Part 3 shall immediately be forwarded to the NTC Personnel Support Detachment (PSD).

c. Leave Check Out Procedures. Part I of the leave authorization may be picked up by the member from the Military Personnel Officer on the last working day prior to commencement of leave. If leave papers are not picked up prior to the end of the last normal work day, Part I may be obtained from the NTC Command Duty Officer's (CDO) office. Once Part I has been obtained by the member, check-out on leave may be accomplished in person or by phoning the NTC CDO at 688-3939/3300 after normal working hours or by contacting the Military Personnel Officer at 688-3805 during normal working hours. Personnel checking-out on leave by telephone must be in the local area. Duty section personnel will document the name, LCN, and date and time of departure into NTC Staff Leave Control Log. The Command Phone Watch will ensure that the above

information is provided to the Military Personnel Officer on the next working day following the member's departure on leave. The individual member is responsible for documenting on his or her Part 1 leave authorization the date and time of departure and the name and rank of the duty personnel taking the call.

d. Leave Check-In Procedures. Staff personnel will follow the same procedures indicated in paragraph 5.c to check in upon return from leave. In addition, all staff members must return Part I of the leave authorization on the first working day following the completion of leave.

e. Emergency Leave. Emergency leave may be granted in circumstances which meet the requirements of reference (d) and when verified by letter, telegram or telephone call from a dependent, chaplain, attending physician or other interested party. Red Cross verification is not required but may be requested under certain circumstances prior to the granting of leave.

f. Emergency Leave Procedures. Cases of emergency leave arising during normal working hours shall be processed in accordance with subparagraphs 5a through c above. If it becomes necessary for the member to depart on emergency leave during non-working hours, the NTC CDO may authorize the emergency leave. The NTC CDO shall issue Part I of the Leave Request/Authorization to the member and instruct the member to contact NTC Administrative Department on the next working day. The duty section personnel will document the emergency leave in the NTC Staff Leave Control Log. The NTC CDO shall ensure the delivery of Parts 2 and 3 to NTC Administrative Department on the next working day for action. Appropriate CDO Log entries must be made concerning the circumstances resulting in the granting of the emergency leave.

g. Funded Emergency Leave. Funding will be provided for OUTUS emergency leave situations that meet the requirements of reference (d) with the approval of the Chief of Staff. Members requesting or receiving funded emergency leave must be thoroughly briefed by the Military Personnel Officer on the requirements and restrictions applicable.

h. Extension of Leave. Extensions of authorized leave will only be granted in extraordinary circumstances. Whenever possible, the member must contact his or her department head during normal duty hours. If the extension of leave does not increase the total consecutive leave period beyond the approval limits, the department head is the final approval authority. Leave periods, with extensions that exceed twenty days must be approved by the Chief of Staff. Under no circumstances will special liberty be granted for the purpose of extending leave.

(1) During normal duty hours, the department head authorizing the leave extension is responsible for notifying the Military Personnel Officer of the modified leave return date and time. The Military Personnel Officer will document the information in blocks 29a, b and c of Part 2 of the leave authorization and forward a copy of this modification to NTC PSD. The Military Personnel Officer will also document the leave control log. The military member will be responsible for documenting blocks 29a, b and c on Part I of the leave authorization.

(2) After normal working hours, leave extension may be granted by the NTC, CDO with the approval of the cognizant department head. When in the judgment of the CDO, the situation is an emergency and the department head cannot be reached, he or she will exercise approval authority. Action must then be taken to ensure notification of the Military Personnel Officer and cognizant department head of the leave extension on the next working day. In all cases, appropriate log entries documenting the name, rank, LCN, original date for expiration of leave and the date/time for expiration of the leave extension will be made in the Staff Leave Control Log and in the CDO Log.

6. Leave in Conjunction with Temporary Additional Duty (TAD). Per reference (e), Navy Band personnel may, on occasion, initiate leave following the completion of TAD orders in an area outside the geographical location of NTC. In this situation, a senior member of the Navy Band may be designated by the Director, Navy Band, to assume the responsibility of checking out Navy Band members to a leave status. To exercise this option, the Military Personnel Officer must be notified two working days in advance of this intent. The designated senior member will be provided with Part 1 and Part 2 of the leave authorizations. Upon the initiation of the leave period, he or she will complete blocks 27a, b, and c on Parts I and 2 of the leave authorizations. Part 2 of the leave authorizations will be delivered to the Military Personnel Officer by the designated senior member the next working day.

7. Special Liberty Procedures

a. Submission of Request. Special liberty request chits will be submitted through the chain of command including the Watchbill Coordinator for enlisted members.

b. Department heads are the final approval authority for special liberty requests that do not exceed a total of 72 hours in conjunction with normal liberty hours.

c. Special liberty request chits that are recommended for disapproval by the department, or exceed 72 hours, must be forwarded to the Chief of Staff for final disposition.

8. Forms. NAVCOMPT Form 3065 (Leave Request/Authorization) and NAVPERS 1336/3 (Special Request/Authorization) are available through the Military Personnel Officer, NTC Administrative Department and normal supply channels.



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Chief of Staff, Operations

Distribution:  
NTCGLAKESINST 5216.5M  
List I, II (Case A), III-A, B, C