NSTC INSTRUCTION 1050.1

From: Commander, Naval Service Training Command

Subj: STAFF LEAVE AND LIBERTY

Ref: (a) U.S. Navy Regulations, 1990
     (b) MILPERSNAM 1050
     (c) JAGINST 5800.7F
     (d) OPNAVINST 6000.1C
     (e) DoD Foreign Clearance Guide
     (f) DoDI 1327.06 of 19 May 2016

Encl: (1) Sample Foreign Leave Memorandum

1. Purpose. To publish subject policy for personnel assigned to Naval Service Training Command (NSTC).

2. Background. References (a) through (f) set the guidelines for granting leave and liberty for Navy personnel.

3. Policy
   a. Leave
      (1) Department Heads will:
         (a) Establish an equitable staff leave schedule.
         (b) Monitor staff leave balances to prevent annual loss of leave.
         (c) Ensure personnel reporting with a negative leave balance are counseled regarding their situation. Leave requests for these individuals will not normally be granted.
         (d) Grant extensions on a case-by-case basis, and notify the Command Leave Administrator during normal work hours (0730-1600, Monday-Friday) of approved extensions.
      (2) The Chief of Staff (COS) will only grant separation leave when command efficiency and readiness will not be unduly impaired during the period the billet will not be filled.
   b. Liberty
(1) Liberty is granted outside of normal working hours for staff members.

(2) Department Heads may approve up to 3-day special liberty. The COS will approve 4-day special liberty.

(3) Personnel intending to travel by vehicle beyond a 400-mile radius in a liberty status are required to take leave and must provide accurate, recall bill information in the event of a command recall or emergency.

5. Authorization

   a. Regular/Maternity/Paternity/Separation Leave. Commander, Naval service Training Command authorizes any leave period of 60 days or more and retains sole authority to disapprove a leave request. The COS may grant leave "By direction of the Commanding Officer" for periods less than 59 days.

   b. Retirement/Separation Leave. Follow the same rules listed in paragraph 5a. providing the member consulted with the Command Pay and Personnel Administrator/Personnel Support Detachment during retirement/separation screening.

   c. Emergency Leave. Granted by the Flag Duty Officer (FDO) after normal working hours and verification of requirements in references (b), (e), and (f). During normal working hours, regular leave policy applies. Commander, COS, and Command Master Chief (CMC) MUST be notified by Department Head or Flag Duty Officer of any staff member going on emergency leave.

   d. Convalescent Leave. Convalescent medical documentation will be routed in a folder via the Chain of Command to the COS prior to a member submitting his/her electronic leave (eLeave) request. All convalescent leave will be approved by the COS.

   e. Holiday Leave. The guidelines for granting staff Holiday leave will be announced annually via Naval Service Training Command (NSTC) Notice.

   f. Foreign/OCONUS Leave. Strict compliance with the provisions of references (b) and (e) is required for ALL NSTC personnel desiring to take leave OCONUS. OCONUS leave, except travel to Hawaii, Alaska, Puerto Rico, Guam and U.S. Virgin Islands, MUST be approved by the COS. For all other countries, enclosure (1) must be submitted.

   g. Normal Liberty. May be granted by Department Heads subject to mission requirements and Commander directives.
h. Per reference (b), special leave and liberty cannot be combined unless taken in the immediate area. Supervisors must exercise strict controls of accountability and be mindful of restrictions when authorizing combined leave and liberty.

6. Procedures

   a. Submission. Leave requests will be submitted within the eLeave application of Navy Standard Integrated Personnel System (NSIPS).

      (1) Instructions for preparation of an eLeave request can be found in the NSIPS community of My Navy Portal (MNP).

      (2) Submit eLeave requests via the chain of command, and cognizant watchbill coordinator at least two weeks in advance but no more than 60 days prior to the commencement of leave. Special situations will be taken into consideration.

      (3) Any member assigned monthly duties will not be assigned duty during an authorized leave period. However, any member submitting a request for leave after applicable watchbill has been promulgated must arrange for his/her own relief if duties or watches have been assigned during the leave period requested. Such arrangements will be annotated within the comments block of the eLeave request.

   b. Cancellation. Members desiring cancellation must cancel his/her own eLeave request prior to the commencement date within NSIPS.

   c. Disapproval. All requests recommended for disapproval must be forwarded to Commander, NSTC via COS for final determination.

   d. Extension. During normal working hours, a member desiring a leave extension will contact the chain of command for approval. After normal working hours, the member will contact the FDO. If the member is granted a leave extension after hours, the FDO will ensure an appropriate deck log entry is made and the extension is reported to the Command Leave Administrator.

   e. Early Return. If a member desires to check in early from leave during normal liberty period, the member will contact the NSTC FDO.

   f. Corrections. Members will contact the NSTC Administrative office during the first work day after the leave period ends only if
f. Corrections. Members will contact the NSTC Administrative office during the first work day after the leave period ends only if corrections need to be made (i.e., took less or more days than planned).

7. Risk Management. When a member (E-6 or below) is traveling by motor vehicle and leaving the immediate geographic area, the immediate supervisor shall counsel the member utilizing the Travel Risk Planning System found at https://trips.safety.army.mil/TRIPS.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

9. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC will review this instruction annually on the anniversary of its effective date to ensure palpability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV Form 5215/40 (Review of Instruction).

M. D. BERNACCHI

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website, http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html.
MEMORANDUM

From: Department Head, Department
To: Chief of Staff, Naval Service Training Command

Subj: FOREIGN LEAVE INFORMATION ICO RANK/RANK(WARFARE) FIRST, MI, LAST, USN

Ref: (a) NSTCINST 1050.1

Encl: (1) Copy of Aircraft and Personnel Automated Clearance System (APACS) Approval Email (Leading Chief Petty Officer or Department Head must be listed as APACS point of contact)
(2) Current Level 1 Awareness Certificate for Overseas (CENSECFOR-AT-010-1.0 34)
(3) SERE 100/1v2 Level A Code of Conduct Certificate
(4) Copy of NSIPS Leave Request
(5) Individual Antiterrorism Plan (IATP) **If required per Foreign Clearance Guide
(6) Human Rights Awareness Certificate **If required per Foreign Clearance Guide
(7) Personnel Mission Recovery Submission Certificate ** If required per Foreign Clearance Guide

1. The following information is required per reference (a): (FOUO) Rank/rate(warfare) First, MI, Last, USN (of travelers including family members)
   a. Date of Birth: DD MMM YYYY
   b. Place of birth: City, State, Country
   c. Nationality: United States Citizen
   d. Type of Passport and Number: Xxxxxxxxx. Expiration date: DD MMM YYYY. Passport type: Civilian (Tourist) or military.

2. The member is either traveling on (either official orders or leave).

3. Member will be lodging at the following location:
   a. Hotel name, member’s family or friend name, etc.
   b. Address: Street address, city, country, and phone number.

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Enclosure (1)
Subj: FOREIGN LEAVE INFORMATION ICO RANK/RANK(WARFARE) FIRST, MI, LAST, USN

4. There will be one military service member from this command traveling to City, Country (or Rate/Rank Name of any other travelers from the command) on this trip.

5. (Either) The service member has received theater/country clearance, enclosure (1).
   (or)
   Although the copy of Aircraft and Personnel Automated Clearance System (APACS) request is attached, enclosure (1), the service member has not yet received theater/country clearance. The service member will not be allowed to depart on leave before he or she has provided me a copy of the approved theater/country clearance. The service member also understands final approval of this leave in contingent upon receipt of the theater and/or country clearance.

6. Service member has a current ATFP Level I Awareness Certificate for overseas, enclosure (2), the SERE 100.1v2 Level A Code of Conduct Certificate, enclosure (3), and has submitted the NSIPS leave request, enclosure (4).

7. (Either) Service member has completed the IATP and forwarded to Theater point of contact required per Foreign Clearance Guide, enclosure (5).
   (or)
8. (Either) Service member has completed the Human Rights Awareness Certificate of Completion required per Foreign Clearance Guide, enclosure (6).
   (or)
   I certify a Human Rights Awareness Certificate of Completion is not required per Foreign Clearance Guide.

   I certify my Personnel Recovery Mission is not required per Foreign Clearance Guide.

A. B. JONES
(Department Head Signature)

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Enclosure (1)
FOR DEPARTMENT HEAD USE ONLY (DELETE FROM FINAL LETTER)

Foreign Clearance Guide:  https://www/fcg.pentagon.mil/fcg.cfm

APACS:  https://apacs.dtic.mil/apacs/login.jsp

Threatcon/Force Protection levels ALSO Embassy information:  http://travel.state.gov/content/travel.html