COMNAVRESFORCOM INSTRUCTION 1050.1A

From: Commander, Navy Reserve Forces Command

Subj: WORKING HOURS, LEAVE, LIBERTY, AND OUT OF BOUNDS PROCEDURES

Ref: (a) MILPERSMAN 1050
      (b) Navy Standard Integrated Personnel System e-Leave User Guide of 31 July 2010
      (c) DoD Instruction 1327.06 of 16 June 2009

Encl: (1) 400-mile Radius Geographical Map

1. **Purpose.** To promulgate the liberty, leave, and normal working hours for Commander, Navy Reserve Forces Command (COMNAVRESFORCOM). This instruction is new and should be read in its entirety.

2. **Cancellation.** COMNAVRESFORCOMINST 1050.1

3. **Policy.** Leave and liberty will be granted to all personnel within the guidelines of references (a) through (c), and consistent with departmental workloads and training requirements.

4. **Normal Working Hours.** Normal working hours for all staff personnel are Monday through Friday, 0730-1630.

5. **Regular Leave Procedures**
   
   a. All staff personnel should submit a leave request via Navy Standard Integrated Personnel System (NSIPS) at least 7 working days before the desired leave commencement date via the chain of command and watchbill coordinator. Each department will be the final approval for all e-leave requests for O5 and below. The commanding officer (CO) or chief of staff (COS) will be the final approval for all e-leave requests for deputy chiefs of staff (DCOS).
   
   b. Disapproved leave request recommendations will be forwarded to the CO for final determination by printing a hard copy of the NSIPS leave request and routing through the chain of command.
   
   c. Personnel desiring leave after the watchbill has been published must arrange their own relief and route a Special Request/Authorization form (NAVPERS 1336/3) to the watchbill coordinator.
d. Extension of leave may be granted by the leave approver.

c. In the event a member checks out after the requested date and/or returns before the requested date, the member must check out and/or in via e-leave to avoid being charged the total amount of days requested.

6. Travel Risk Planning System (TRiPS). DCOS will ensure personnel traveling via private automobile, for a distance of 400 miles or more, complete the Naval Safety Center’s TRiPS risk assessment, via web site, https://trips.safety.army.mil/.

7. Emergency Leave

a. Emergency leave may be granted when a bona fide emergency exists within the household or immediate family of a member or spouse. The approving official will ascertain the existence of the emergency.

b. Emergency leave situations which occur during normal working hours will be processed the same as normal leave request. However, routing the e-leave request should be expedited through the member’s chain of command for approval. Requests should not be delayed for routing through a supervisor who is not immediately available.

c. Emergency leave periods should not exceed 15 calendar days. The leave approver may grant extensions of emergency leave on a case-by-case basis.

8. Liberty periods are defined as follows:

a. Regular/Weekend Liberty. A period of authorized absence that lasts from the end of the normal work week to the beginning of the following work week.

   (1) The staff duty petty officer will man the building Monday – Friday, 0630 – 1800, except on federal holidays.

   (2) Duty personnel must remain within the vicinity of Norfolk to be able to get to the command within normal transit time.

b. Special Liberty. Liberty (normally not to exceed 3 or 4 days) that exceeds the criteria for regular liberty; part of which occurs during the normal work week for circumstances out of the ordinary.
c. Requests for special liberty must be submitted on Special Request/Authorization form (NAVPERS 1336/3) via the chain of command per reference (b).

(1) The DCOS will control special liberty.

(2) Special liberty is not a substitute for leave and must be requested on a Special Request/Authorization form (NAVPERS 1336/3).

(a) Special liberty of 1 day or less shall be granted by the DCOS if not in conjunction with any other regular liberty days.

(b) Special liberty of 3 days shall be granted by the COS not in conjunction with any other regular liberty days.

(c) The CO shall approve all 4-day special liberty requests.

d. Refer to reference (a) for restrictions on liberty.

9. Liberty Geographic Limitation. The geographic limitations for liberty are as follows:

a. The immediate geographic area is set by the CO at a 400-mile radius from COMNAVRESFORCOM, 1915 Forrestal Drive, Norfolk, VA 23551 per enclosure (1). Members who travel beyond a 400-mile radius from COMNAVRESFORCOM while on regular/special liberty shall route a special request authorization form (NAVPERS 1336/3) to the DCOS for final approval.

b. Liberty will not commence earlier than the end of a “full” workday. If personnel are utilizing commercial transportation, they must take into consideration the time it takes to get to the bus station, airport, or train station.

c. Personnel must notify the command duty officer and/or chain of command before expiration of liberty when travel plans preclude them from returning on time. Failure to report to their appointed place of duty at the expiration of leave/liberty is a serious offense.

10. Separation/Retirement Leave. All requests for both separation and retirement leave must be routed via the chain of command and approved by the COS.

11. 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.
12. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

L. D. STUFFLE
Chief of Staff

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, https://private.navyreserve.navy.mil.
Enclosure (1)