



# Joint Task Force National Capital Region Medical **INSTRUCTION**

NUMBER 1050.01

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SUBJECT: Leave & Liberty/Pass

References: (a) AR 600-8-10, "Leave and Passes," 1 July 1994  
(b) MILPERSMAN 1050-030, "Policy Concerning Granting Leave," and  
MILPERSMAN 1050-040, "Leave for Military Personnel," 22 August 2002  
(c) AFI 36-3003, "Military Leave Program," 14 April 2000

1. PURPOSE. To outline the administration of the JTF Leave and Pass Program and provide guidance to those applying for leave and liberty/pass, which will be consistent with the listed references.

2. APPLICABILITY. Applies to Army, Navy, and Air Force personnel assigned or attached to the JTF CAPMED.

### 3. RESPONSIBILITIES

a. All Services:

(1) Requesting Pass:

(a) A liberty/pass is normally granted during the non-duty-hours (after 1600), weekends, and holidays. It does not count against normal leave. Four day liberties/passes must include two consecutive non-duty days, such as Thurs-Sat, Fri-Mon, Sat-Tues. Passes are requested by submitting service specific leave request form, routed and approved through appropriate J-Director to the JTF Personnel Services. Requests should be submitted at least 5 days in advance, and cannot exceed 96 hours. If service members are unable to return from liberty/pass, for any reason, they must notify their director for approval of an extension. An extension of a pass that exceeds 96 hours will necessitate the entire absence be converted to leave. Service members will not overstay a pass without approval.

b. Requesting Leave:

(1) Army

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(a) For ordinary leave, fill out and submit DA form 31, Leave Request Authorization form, at least 14 days in advance, through the appropriate J-Director for approval then to the JTF Personnel Services for processing. Personnel Services will provide a leave control number then Personnel Services will provide the Soldier a completed approved leave form. NOTE: Leave is not approved until the leave form is assigned a Leave Control Number.

(b) Emergency leave can be granted whenever the circumstances warrant, based on the judgment of the J-Director and the desire of the member. Same procedures are followed.

(c) If taking leave outside the CONUS, a security brief from Security Office must be annotated in the remarks section of the leave form. The Soldier is responsible in obtaining necessary documents and requirements related to the travel, i.e. passport, visa, country clearance, immunizations.

(2) Navy

(a) For ordinary leave, fill out and submit NAVCOMP form 3065, Leave Request Authorization form, commonly referred as "Leave Chit" at least 14 days in advance of the leave, through the appropriate J-Director for approval then to the JTF Personnel Services for processing. Personnel Services will provide a leave control number and provide the Sailor a completed approved leave chit. NOTE: Leave is not approved until leave form is assigned a Leave Control Number.

(b) Emergency leave can be granted whenever the circumstances warrant, based on the judgment of the J-Director and the desire of the Sailor. Same leave chit procedures are followed.

(c) If taking leave outside the CONUS, a security brief from Security Office must be annotated in the remarks section of the leave chit. The Sailor is responsible in obtaining necessary documents and requirements related to the travel, i.e. passport, visa, country clearance, immunizations.

(3) Air Force

(a) All ordinary leave requests must be processed by LeaveWeb. To access the LeaveWeb, Airmen must use the following website: <https://leave.andrews.af.mil>. The LeaveWeb system works best on Internet Explorer and you must be on a ".mil" computer. LeaveWeb will not submit your request prior to two weeks before the requested leave. Any questions concerning AF leave policy can also be found in Air Force Instruction (AFI) 36-3003.

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(b) When LeaveWeb is used, it is necessary for the Airmen to print Part 2. If no notification of an approved leave the Airman will then contact Personnel Services and ask if the leave has been approved. When leave is complete, the Airmen will finish Part 3 in LeaveWeb.

(c) For submitting manual leave requests (other than ordinary), an Airmen will complete an AF 988, submit it through the appropriate J-Director for approval then to the JTF Personnel Services for manual processing. If an Airman submits leave manually, they are required to complete Part 3 of the hard copy request upon their return from leave and submit to Personnel Services.

(d) Emergency leave can be granted whenever the circumstances warrant, based on the judgment of the J-Director and the desire of the member. Same procedures are followed and can be input upon return.

(e) If taking leave outside the CONUS, a security brief from Security Office must be complete, submission of the leave request constitutes completion of the necessary briefs. The Airman is responsible in obtaining necessary documents and requirements related to the travel, i.e. passport, visa, country clearance, immunizations.

4. RELEASABILITY. The POC for this action is the Chief, Personnel Services at (301) 319-8479.

5. EFFECTIVE DATE. All provisions of this Instruction are effective immediately.



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