



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

NUMBER 1050.01
DEC 21 2011

J-1

SUBJECT: Military Leave & Liberty/Pass

Reference: See Enclosure 1

1. PURPOSE. This Instruction, in accordance with the authority in References (a) through (d), establishes policy in accordance with References (e) through (j), that outlines the administration of the Joint Task Force National Capital Region Medical (JTF CapMed) Leave and Liberty/Pass Program, and provides guidance to those applying for leave and liberty/pass, which will be consistent with the listed references.

2. APPLICABILITY. This Instruction applies to JTF CapMed and all Joint Medical Treatment Facilities and Centers in the National Capital Region (i.e., Fort Belvoir Community Hospital, Walter Reed National Military Medical Center, and the Joint Pathology Center).

3. POLICY. It is JTF CapMed policy that, to the maximum extent possible and without jeopardizing the mission, Service members be granted leave and liberty in accordance with their Services' regulations and requirements.

4. RESPONSIBILITIES

a. Commanders/Supervisors. Commanders/Supervisors will provide Service members the opportunity to take frequent periods of leave within the constraints of operational requirements.

b. Military Human Resources/Service Support Elements. Military Human Resources/Service Support Elements will process all leave and pass request in accordance with (IAW) Service-specific guidelines and procedures as outlined within this Instruction.

c. Service Members. Service members are responsible for verifying their leave balances prior to requesting leave. Service members will submit leave requests IAW procedures outlined within this Instruction.

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5. PROCEDURES. See Enclosure 2

6. INFORMATION REQUIREMENTS. Personnel taking leave anywhere outside of the continental United States must have a current security brief documented. The Department of Defense Foreign Clearance Guide Website (<https://www.fcg.pentagon.mil>) provides guidance on foreign travel and must be reviewed prior to leave departure. Service members are responsible for obtaining all travel-related documents and requirements (i.e., passport, visa, country clearance, immunizations).

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the JTF CapMed Web Site at: www.capmed.mil.

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



SCOTT WARDELL

Executive Director for Administrative Operations
By direction of the Commander

Enclosures

1. References
2. Procedures

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ENCLOSURE 1REFERENCES

- (a) Deputy Secretary of Defense Memorandum, "Establishing Authority for Joint Task Force - National Capital Region/Medical (JTF CapMed) and JTF CapMed Transition Team (Unclassified)," September 12, 2007
- (b) Deputy Secretary of Defense Action Memo, "Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region – Medical," January 15, 2009
- (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
- (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
- (e) DoD Instruction 1327.06, "Leave and Liberty Policy and Procedures," June 16, 2009
- (f) NAVADMIN 043/09, "Mandatory Use of the Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record (ESR)," February 2009
- (g) AR 600-8-10, "Leaves and Passes," February 15, 2006¹
- (h) AFI 36-3003, "Military Leave Program," October 26, 2009; AF Guidance Memorandum to AFI-36-3003, "Military Leave Program," October 11, 2011²
- (i) MILPERSMAN 1050-040, "Leave for Military Personnel," August 22, 2002³
- (j) MILPERSMAN 1050-030, "Policy Concerning Granting of Leave," August 22, 2002⁴

¹ The following document is available at: http://www.apd.army.mil/pdf/r600_8_10.pdf

² The following document is available at: <http://www.af.mil/shared/media/epubs/afi36-3003.pdf>

³ The following document is available at: <http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1050-040.pdf>

⁴ The following document is available at: <http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1050-030.pdf>

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ENCLOSURE 2PROCEDURES1. REQUESTING LIBERTY/PASS

a. Passes are requested by submitting a Service-specific leave request form, routed and approved through appropriate approving chain to Military Human Resources or appropriate Service Support Element. Requests should be submitted a minimum of 5 days in advance, and cannot exceed 96 hours.

b. 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.

c. 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, normally Saturday and Sunday, and would be granted Friday-Monday, Saturday-Tuesday, or Thursday-Sunday.

d. Regulatory guidance does not restrict the number of liberties/passess an individual can request. Local Commanders maintain the authority to approve or disapprove all liberty/pass requests.

e. Regular liberty/pass, at no cost to the Government, may be authorized at the beginning or the end of a TDY period.

f. For Service members on shift work, equivalent regular liberty pass schedules should be arranged, even though the days of the week may vary. When operational circumstances permit, compensatory time off as liberty should normally be granted following duty performed during national holidays. Except for unusual cases, this compensatory time off should be granted on the first duty day following the holiday. However, if the holiday falls on a weekend and either Friday or Monday is designated as the non-duty day, compensatory time off should be applied to both the holiday and the observed day, on a day-for-day basis.

2. REQUESTING LEAVE

a. Army: For ordinary leave, the Soldier will complete and submit DA Form 31, "Leave Request Authorization Form," at least 14 days in advance through the appropriate supervisor for approval, then to Military Human Resources and/or Service Support Element for processing who will provide a leave control number and provide the Soldier a completed approved leave form. Leave is not approved until the leave form is assigned a Leave Control Number.

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b. Navy: Sailors' leave requests will be generated, routed, and leave days charged within Electronic Leave (e-Leave) (<https://nsips.nmci.navy.mil>). The application will be accessed via the Navy Standard Integrated Personnel System, Self-Service Electronic Service Record account that all active-duty and reserve personnel were required to establish per Reference (f). Each organization will designate a Command Lead Administrator (CLA), who will be responsible for the management of the command leave program after the CLA has received the initial 1-day training on the system.

c. Air Force:

(1) 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 the user must be on a ".mil" computer. LeaveWeb will not submit a request prior to 2 weeks before the requested leave.

(2) When LeaveWeb is used, it is necessary for the Airman to print Part 2. If there are no notifications of an approved leave the Airman will then contact Military Human Resources and ask if the leave has been approved. When leave is complete, the Airman will finish Part 3 in LeaveWeb.

(3) Manual leave requests (other than ordinary) will be submitted when an Airman fails to return from pass or requires unplanned leave. The Airman will complete an AF 988, submit it through the appropriate chain-of-command for approval then to Military Human Resources for manual processing. If an Airman submits leave manually, he or she is required to complete Part 3 of the hard copy request upon the return from leave and submit the hard copy request to Military Human Resources and/or Service Support Element.

d. Emergency leave can be granted as circumstances warrant, based on the desire of the Service member and the judgment of the supervisor. Emergency leave requests are processed IAW current Service-specific ordinary leave procedures.