



DEPARTMENT OF THE NAVY

U.S. NAVY ELEMENT  
HEADQUARTERS  
ALLIED FORCES SOUTHERN EUROPE  
PSC 813 BOX 167  
FPO AE 09620

USNAVELEMINST 1050.1J

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22 OCT 98

U.S. NAVY ELEMENT INSTRUCTION 1050.1J

Subj: LEAVE AND LIBERTY POLICY FOR U.S. NAVY PERSONNEL ASSIGNED  
TO HEADQUARTERS ALLIED FORCES SOUTHERN EUROPE

Ref: (a) MILPERSMAN Chapter 30

Encl: (1) Sample Leave Request/Authorization (NAVCOMPT Form  
3065) Rev 2-83

1. Purpose. To establish policies and procedures governing military leave and liberty for U.S. Naval Personnel.

2. Cancellation. USNAVELEMINST 1050.1H.

3. Applicability. This instruction applies to all U.S. Navy personnel attached to NATO and national commands whose administrative support is provided by the U.S. Navy Element, Headquarters, Allied Forces Southern Europe, Naples, Italy, hereafter referred to as the Element.

4. Action

a. Submission and preparation of leave requests. NAVCOMPT Form 3065 (Leave Request/Authorization) is the form which will be used by service members applying for leave. The member will submit the leave request through the operational chain of command to the level required by their division or unit. As the administrative command, the Navy Element will verify proper completion and processing of the leave document. Final approval of leave requests is delegated to the Assistant Officer in Charge.

(1) Leave requests must be submitted to the Element no later than five working days prior to leave commencement. Failure to do so may preclude processing of member's leave request.

(2) The number of days requested will not exceed the number of days which the member has earned. Requests for

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advance leave will be handled as special circumstances. Justification will be attached to the NAVCOMPT Form 3065 for leave in excess of accrued leave, as reflected on Leave and Earnings Statement. The merits of each case, including operational command recommendation, will dictate whether advance or excess leave will be authorized.

→ (3) Per reference (a), all service members will return the original NAVCOMPT Form 3065 to the Element within five working days upon termination or completion of leave. Failure to return original leave papers to the Element will cause the member to be charged for the entire leave requested, whether used or not.

(4) If a member does not return from leave by the time designated in block 15 of the Leave Request, the supervisor will inform the Division Officer, Operational Commander, and the Element within 24 hours.

(5) Leave papers may be picked up at the Element between 0900-1500 up to three days prior to commencement of leave, Monday through Friday. When leave commences on the weekend or a holiday, leave papers may be picked up between 0900-1500 on the Friday before.

b. Check out/in Procedures

(1) Enlisted personnel in paygrades E-3 and below will check (out/in) in person at the Element, or with the Pozzuoli Barracks Card Clerk. ←<sup>2.</sup>

(2) Enlisted personnel in paygrades E-4 through E-6 may check (out/in) by telephone (within home to work distance during normal working hours) with the Element, at 721-2254/2274 or 724-4233, or with the Pozzuoli Barracks after normal working hours, weekends, and holidays at 724-4073 or 721-2275. When departing on leave, indicate the time and the name of the person on duty in block 27, and upon return from leave in block 28.

(3) Officers and enlisted personnel E-7 and above may check themselves in and off of leave. Leave papers must be picked up prior to commencement of leave.

(4) All members shall be cautioned that they must be in the immediate vicinity of their duty station (residence from which member commutes daily to and from work) upon commencement and termination of leave by telephone. Permission to check-out

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and check-in is authorized as a personal convenience of the member and shall not be used as a means of extending the period of absence chargeable as leave.

c. Extensions to leave or emergency situations. The OIC is the final authority to grant extensions to leave. Service members are responsible for returning from leave on time if an extension has not been approved. Failure to make a Space "A" flight is not an acceptable reason for returning after expiration of approved leave. Before departing on leave, the service member should have sufficient funds to purchase a commercial ticket in the event he/she cannot make a Space "A" flight.

(1) To request an extension, or to notify the Element of an emergency situation during working hours, contact the Element, DSN: 625-4233 or commercial from the USA: 011-39-081-721-2254/2274 or 724-4233. Address: OIC, USNAVELEM HQ AFSOUTH, PSC 813 BOX 167, FPO AE 09620-0167.

(2) After working hours, or on weekends or holidays, contact the CDO at 0335-474-9841 or Duty Yeoman at 0338-915-2372.

(3) Requests for leave extensions, due to an emergency situation, must be verified through a U.S. military activity or the nearest American Red Cross Office.

#### 5. Emergency Leave Processing

a. Requests for emergency leave will be approved by the OIC, or CDO after hours, upon notification of an emergency and the desire of the servicemember. American Red Cross verification is not required prior to granting emergency leave.

b. Upon approval of emergency leave, cost orders will be issued for the service member and command sponsored family member(s). Emergency leave orders will not exceed 30 days under any circumstances. Transportation at government expense will be provided from Naples, Italy to the nearest point of entry in CONUS and back to Naples, Italy. All other costs will be incurred by the service member. Monetary assistance can be arranged through American Red Cross or Navy and Marine Corps Relief Society.

c. If the emergency notification is for other than Primary Next Of Kin, the service member and/or family member(s) can

request emergency leave, but transportation will not be provided at government expense. No Cost TAD orders can be provided for travel or EML orders in the case of family members.

6. Regular and Special Liberty

a. Regular Liberty

(1) On weekends, regular liberty shall be from the end of working hours Friday afternoon until the beginning of normal working hours on the following Monday.

(2) For shift workers, an equivalent schedule during the week is established by each Operational Commander.

(3) When a member requests an extension of an authorized liberty period, and the time (liberty and extension) exceeds three days, that portion exceeding the regular liberty shall be charged to the member's leave account.

b. Special Liberty

(1) The OIC and each Operational Commander (OF2/O-3 and above) may grant special liberty.

(2) Special liberty is granted outside of regular liberty periods for unusual reasons, such as compensatory time off, emergencies, for observance of major religious events, or for special recognition. Special liberty shall normally not exceed three days; under certain circumstances, a four day special liberty may be authorized.

(3) Special liberty periods of three to four days are intended as compensation for unusually long working hours or as recognition for exceptional performance. Refer to reference (a) for specific clarifications.

7. Policy on Out of Country Visits in a Liberty Status

a. Personnel traveling within the European community must comply with VISA requirements (NATO Travel orders may be used for certain countries). Reliable transportation to and from that country must be arranged to ensure your safety. Your chain of command must be kept informed of your itinerary at all times when you are travelling within Europe in a liberty status.

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b. Proper documentation to leave Italy and to enter the United States is required for all travelers. Family members require a valid passport, active duty members without passports may use their military identification card. Non-U.S. citizens may require reentry visas, or Sojourner's Permits, prior to returning to Italy. These must be obtained prior to leaving Italy. It is also recommended for all travelers to have an up-to-date international shot card in their possession, although it is seldom requested by customs/health officials. Contact the Naval Legal Service Office for requirements.



K. J. VIGNERON

Distribution: (USNAVELEMINST 5216.1B)  
Lists I AND II

**LEAVE REQUEST/AUTHORIZATION**  
 NAVCOMPT FORM 3065 (3PT) (REV. 2-83)

INSTRUCTIONS FOR COMPLETING THIS FORM ARE ON THE REVERSE OF PART 3.

SEE REVERSE FOR  
 PRIVACY ACT  
 STATEMENT

1. DATE OF REQUEST		2. FOR ADMIN. USE ONLY APPROVAL OF THIS LEAVE IS NOT VALID WITHOUT CONTROL NO.		LEAVE CONTROL NO.	
SN		4. NAME (Last, First, MI)			5. PAYGRADE
6. SHIP/STATION		7. DEPT/DIV	8. DUTY SECTION	9. DUTY PHONE	
10. TYPE LEAVE		FOR USE OUTUS ONLY		12. MODE OF TRAVEL	
<input type="checkbox"/> REGULAR <input type="checkbox"/> SICK <input type="checkbox"/> EMERGENCY <input type="checkbox"/> SEPARATION <input type="checkbox"/> RETIREMENT <input type="checkbox"/> OTHER _____		11a. Leaving Area of PERMDUTYSTA <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> AIR <input type="checkbox"/> BUS <input type="checkbox"/> CAR <input type="checkbox"/> TRAIN	
13. DAYS REQUESTED		14. FROM (Hour, Date) (YYMMDD)		15. TO (Hour, Date) (YYMMDD)	
17. LEAVE BALANCE		18. LEAVE USED THIS FY		19. LEAVE PHONE	
DAYS AS OF		( )		( )	
20. LEAVE ADDRESS				21. RATION STATUS (Enlisted)	
				<input type="checkbox"/> COMMUTED RATIONS (COMRATS) <input type="checkbox"/> Meal Pass No. _____ Entitled to EDF meals except during periods of leave	

I CERTIFY THAT I HAVE SUFFICIENT FUNDS TO COVER THE COST OF ROUND TRIP TRAVEL. I UNDERSTAND THAT SHOULD ANY PORTION OF THIS LEAVE, IF APPROVED, RESULT IN MY TAKING MORE LEAVE THAN I CAN EARN ON MY CURRENT UNEXTENDED ENLISTMENT OR CURRENT ACTIVE DUTY OBLIGATION, MY PAY WILL BE CHECKED FOR SUCH EXCESS LEAVE.

22. SIGNATURE OF APPLICANT

DATE

<input type="checkbox"/> RECOMMENDED <input type="checkbox"/> YES <input type="checkbox"/> NO				DATE
<input type="checkbox"/> YES <input type="checkbox"/> NO				DATE
<input type="checkbox"/> YES <input type="checkbox"/> NO				DATE
<input type="checkbox"/> YES <input type="checkbox"/> NO				DATE
23. APPROVED	DISAPPROVED	REVIEWING OFFICER'S NAME AND SIGNATURE		DATE
<input type="checkbox"/>	<input type="checkbox"/>			

24. COMMENTS/REMARKS

25. SHIP OR STATION (Including telegraphic address)	26. REPORT ON EXPIRATION OF LEAVE TO (If other than block 25)

DEPARTED ON LEAVE		RETURNED FROM LEAVE		GRANTED EXTENSION OF LEAVE ENDING	
27a. HOUR	27b. DATE (YYMMDD)	28a. HOUR	28b. DATE (YYMMDD)	29a. HOUR	29b. DATE (YYMMDD)
27c. OOD'S SIGNATURE		28c. OOD'S SIGNATURE		29c. AUTHORIZING OFFICER'S SIGNATURE	

IN CONSIDERATION OF THE MEMBER'S COMPLETION OF A FULL WORKDAY (AS DEFINED IN MILPERSMAN, NAVPERS 13560) ON THE DAYS OF DEPARTURE AND RETURN, THE INCLUSIVE DAYS SHOWN BE CORRECT AND PROPER FOR CHARGING AS LEAVE.		30. INCLUSIVE LEAVE PERIOD TO BE CHARGED	FIRST: (YY) (MM) (DD)	LAST: (YY) (MM) (DD)	31. NO. OF DAYS
I CERTIFY THAT THE ABOVE IS CORRECT AND PROPER TO THE BEST OF MY KNOWLEDGE.		32. CERTIFYING OFFICER'S TYPED NAME/RANK/TITLE	33. CERTIFYING OFFICER'S SIGNATURE		