



DEPARTMENT OF THE NAVY

COMMANDER FLEET ACTIVITIES

SASEBO, JAPAN

PSC 476 BOX 1

FPO AP 96322-0001

CFASINST 1050.2J

N00A

17 Sep 2015

COMFLEACT SASEBO INSTRUCTION 1050.2J

Subj: LEAVE AND LIBERTY POLICY

Ref: (a) MILPERSMAN 1050-010
(b) MILPERSMAN 1050-290
(c) DoD Instruction 1327.06 of 16 June 2009
(d) CNO WASHINGTON DC 200004Z Mar 10 (NAVADMIN 103/10)
(e) CNO WASHINGTON DC 051649Z Aug 15 (NAVADMIN 182/15)
(f) USPACOMINST 3850.25
(g) COMPACFLTINST 3300.55
(h) COMNAVFORJAPANINST 1700.13H
(i) BUPERSINST 1050.11H
(j) DoD Foreign Clearance Guide

1. Purpose. To promulgate policy and procedures for leave and liberty for military personnel assigned to Commander, Fleet Activities Sasebo (CFAS) per references (a) through (i).

2. Cancellation. CFASINST 1050.2H. This instruction is a complete revision and should be read in its entirety.

3. Definitions

a. Annual Leave. Annual leave is the term used to describe leave granted in execution of the command's leave program. It is chargeable to the member's leave account and is also known as regular leave.

b. Emergency Leave. Per reference (a) emergency leave is the term used to describe leave granted for a personal or family emergency requiring the member's presence. It should be granted whenever the circumstances warrant, based on the judgment of the commander and the desire of the member.

c. Unfunded Environmental Morale Leave (UEML).

(1) Personnel desiring to use UEML must submit enclosure (1) with a copy of their approved E-Leave request to PSD Sasebo a minimum of five working days prior to the desired leave start date.

(2) Per reference (g) the policy for the administration of the UEML Program for Naval Forces Japan is contained.

d. Special Leave. Special liberty is defined in terms of days per reference (b).

e. Maternity and Convalescent Leave. Maternity and convalescent leave is defined in terms of days per reference (e).

e. E-Leave. Personnel may access E-leave via their personal Electronic Service Record (ESR) account. All active duty personnel must obtain an ESR account. An ESR account is the only means of which personnel may request, approve or review the electronic NAVCOMPT 3065 and participate in the E-leave program.

f. Authorized Liberty and Special Liberty. The Commander will approve four day liberty requests. The CSO is delegated authority to approve three day liberty requests. Department heads are delegated authority to approve one day liberty requests for all E6 and below. Departments must endorse all liberty request chits exceeding their approving authority and submit via the Enterprise Knowledge Management (EKM) system to Admin (cfas_admin) for processing.

(1) Mileage restrictions are not placed on the distance that may be traveled on authorized liberty, provided the point visited is within Japan and at such a distance that the service member may travel to, and return from, that place during authorized liberty period using private or usual means of commercial transportation. The command encourages travel and cultural enrichment during each individual tour; therefore a flexible policy remains in effect. Personnel failing to muster at the appointed place and time upon the completion of approved liberty without the concurrence of leadership will face remedial action.

4. Policy. The following applies to granting annual leave:

a. The Commander is the final authority for approval of leave for all personnel assigned. This authority is delegated to the Chief Staff Officer (CSO) and department heads.

b. The CSO can approve leave for all officers, chiefs and civilian department heads. Department heads and special assistants will provide the CSO with 30 days advance prior to their requested leave dates. Department heads and their

principal assistants will not normally be granted leave during the same time frame.

c. Department heads can approve leave for all E6 and below, and civilian members in their charge. Leave requests in excess of 30 days will result in a negative leave balance will be approved by the CSO with justification from the department.

d. All personnel standing duty section watches will have their leave request reviewed by the Senior Watch Officer (SWO), ASF Watch Bill Coordinator and OOD Watch Bill Coordinator as appropriate. Except for emergencies, personnel desiring to take leave must submit E-Leave requests to the SWO 30 days in advance prior to the desired leave month.

e. Leave and Temporary Additional Duty (TAD). If leave will be taken in conjunction with TAD, an approved leave paper with Leave Control Number (LCN) shall accompany orders. Dates of leave and the LCN are to be reflected on the orders.

f. Personnel Entry Requirements For Travel. Personnel going on leave to any country other than Japan or the United States (includes US territories) shall at a minimum complete the requirements below 45 days prior to travel. Each Department's Individual Antiterrorism Plan (IATP)/Aircraft and Personnel Automated Clearance System (APACS) Coordinator shall ensure the requirements for that specific country have been met. Some of the more common requirements are listed below but the specific country foreign travel requirements can be found at <https://www.fcg.pentagon.mil/fcg.cfm>. The requester shall enter a comment in the comments section of the leave request indicating that all foreign travel requirements have been met and verified by the departmental IATP/APACS Coordinator.

(1) Level I Anti-Terrorism training completed via Navy Knowledge Online (NKO) within 12 months of travel.

(2) Survival, Evasion, Resistance and Escape (SERE) 100.1 Training completed within 36 months of travel.

(3) Personnel Recovery Isolated Personnel Report (ISOPREP) submitted or updated within 6 months of travel.

(4) Travel Tracker/Individual Anti-Terrorism Plan (TT/IATP) submitted via <https://iatp.pacom.mil>.

(5) Country Clearance requested from the Aircraft and Personnel Automated Clearance System (APACS) at <https://apacs.dtic.mi>.

(6) Theater Clearance for travel outside US Pacific Command (PACOM) Area of Responsibility (AOR) requested from APACS

5. Personnel E-Leave Request Procedures. CFAS personnel will request leave by completing the electronic version of NAVCOMPT 3065 using their personal Electronic Service Record (ESR) account (E-Leave) per the following guidance:

a. Log into your personal ESR using CAC enabled workstation, accessing the following web site: <https://nsips.nmci.navy.mil/>, and complete request under the E-Leave section of the ESR.

b. After the electronic NAVCOMPT 3065 has been properly completed by the service member, they will be provided with an opportunity to view current reviewers and approvers. If a reviewer or an approver is on leave, TAD or unavailable for a prolonged period of time, the service member may add a new reviewer; however, they may not add or remove an approver. CFAS Admin may change approvers as necessary under certain circumstances.

(1) Upon submission of E-Leave request, the reviewers and approvers will all receive a notification simultaneously concerning the pending request.

Note: Reviewers and approvers must wait for the other parties in the chain to review the request prior to making an approval.

c. Once approved, the Leave Control Number (LCN) will be generated automatically within the system. The member should print out their leave approval from their ESR account. Service members have the capability to cancel their approved leave and MUST cancel it before the scheduled start date.

d. In case of emergency leave that occurs on weekends or holidays, the Command Duty Officer (CDO) may approve E-Leave request as final approver upon CSO and respective department notification.

CFAS duty Admin may assist in generating E-Leave request for the member if needed and will provide a copy to the member and respective department.

(1) Leave extensions or in emergency situations while away from CFAS, may access E-Leave via their ESR account from any government computer.

e. All leave will be automatically charged to the member's pay account since E-leave profiles are set-up with automatic check-in/out. Any corrections or cancellations to leave that have been already charged will require submission of a memorandum from the member via their respective department head to CFAS Admin as Command Leave Administrator.

6. Restrictions on Combining Periods of Liberty and/or Leave:

a. Do not grant liberty periods in succession or use liberty in series by immediately recommencing after return to duty.

b. Do not combine periods of special liberty with regular liberty in order to exceed restrictions regarding three and four day special liberty.

c. Do not combine liberty periods with leave when leaving the immediate geographic area. (Note: The Japan commuting area.)

d. Do not combine special liberty with leave, at any time, per reference (c).



M. D. OVIOS

Distribution:

Electronic only, via G2 Web site

<https://g2.cnid.navy.mil/tscnrj/CFASASEBOJA/N00/CA/CFA%20Sasebo%20Instructions/Forms/INSTView.aspx>

6. ITINERARY:

From: _____
(Point of Origin)

To: _____
(One destination only)

7. I certify the information provided on this form is true and accurate to the best of my knowledge.

Signature of Sponsor

Date