



DEPARTMENT OF THE NAVY
U.S. NAVAL FORCES CENTRAL COMMAND
PSC 901 BOX 10000
FPO AE 09805-0101

CUSNC/C5FINST 1050.1K
N1
27 Apr 25

COMUSNAVCENT/COMFIFTHFLT INSTRUCTION 1050.1K

From: Commander, U.S. Naval Forces Central Command
Commander, U.S. FIFTH Fleet

Subj: LEAVE AND LIBERTY POLICY

Ref: (a) MILPERSMAN 1050-010
(b) DoD Instruction 1327.06 CH-5 of 25 August 2023
(c) USCENTCOM Regulation Number 600-21
(d) MILPERSMAN 1050-290
(e) USCENTCOM Regulation Number 55-2
(f) DoD Foreign Clearance Guide
(g) DoD Instruction 4515.13 CH-7 of 11 January 2024
(h) USCENTCOM Regulation Number 630-3
(i) Joint Travel Regulations, Chapter 4
(j) CNO WASHINGTON DC 142027Z Feb 22 (NAVADMIN 037/22)

Encl: (1) NAVCENT/FIFTH Fleet Staff Policies
(2) Request for command approval for liberty in CENTCOM area of responsibility
(3) Emergency Leave
(4) Environmental and Morale Leave
(5) NAVCENT/FIFTH Fleet Funded EML Request
(6) Exception to Policy Letter from Member
(7) Exception to Policy Letter from Chief of Staff
(8) Checklist for Funded Environmental and Morale Leave
(9) Separation Leave
(10) Authorized Leave Matrix
(11) Exception to Policy Template
(12) Individual Antiterrorism Plan (IATP) Factsheet

1. Purpose. This instruction establishes the policy for leave and liberty for personnel assigned to Commander, U.S. Naval Forces Central Command (NAVCENT) and Commander, U.S. FIFTH Fleet (FIFTH Fleet) and subordinate commands. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. CUSNC/C5FINST 1050.1J.

3. Scope and Applicability. This instruction applies to all U.S. military personnel assigned permanently or temporarily to U.S. Central Command (CENTCOM) area of responsibility, NAVCENT/FIFTH Fleet, subordinate commands, and all units under operational control of FIFTH Fleet. All subordinate commands will implement a leave and liberty policy in accordance with this instruction and reference (a). Enclosures (1) through (12) are applicable to all NAVCENT/FIFTH Fleet personnel, and they may be used as a model by subordinate commands.

4. Policy. Leave and liberty within the CENTCOM area of responsibility must be requested and authorized per references (a) through (j). Personnel are encouraged to utilize their 30 days of leave accrued each year. All those authorized to grant leave are responsible for ensuring adequate staffing remains within their command or directorate to meet mission requirements and operational commitments. *Be advised that geo-political and real world events could alter travel plans.

a. Permanent Personnel. Personnel under Permanent Change of Station (PCS) orders for at least one year assigned to the CENTCOM area of responsibility are authorized to participate in annual, ordinary, environmental, and funded emergency leave programs.

b. Deployed and Temporarily Assigned Personnel. Personnel deployed and temporarily assigned to the CENTCOM area of responsibility are eligible to participate in regular leave and administrative absence programs. Temporary personnel include Sailors assigned on active duty for training, annual training, active duty for operational support, or temporary orders, and as individual augmentees. Due to operational requirements, all Navy personnel must be assigned to the CENTCOM area of responsibility for a minimum of 30 days to be eligible to take regular leave on regular duty days (i.e. non-liberty days).

c. Work Week/Special Liberty. Policies regarding special liberty can be found in references (b) through (d); however, the normal work week (Sunday-Thursday) and weekend (Friday-Saturday) are amended to match that of the host nation and alternate work. 96 hour special liberty can be requested at anytime (not tied to a weekend or holiday) as long as the days requested comply with reference (d). COS has final approval authority for 96 hour special liberty.

d. Restricted Off-Limits Locations. For a list of off-limits establishments, refer to the current Plan of the Week.

e. International Travel. All personnel must review the following websites prior to submitting a special liberty or leave request:

(1) Foreign Clearance Guide. Members are required to check reference (f), the DoD Foreign Clearance Guide (FCG), located at <https://www.fcg.pentagon.mil> and <https://apacs.milcloud.mil/fcg/index.html>. The FCG contains travel requirements by country.

(2) Department of State. Members are required to review any travel advisories and travel restrictions issued by the U.S. Department of State. Country specific advisories and restrictions are located at <http://www.travel.state.gov>.

(3) Individual Antiterrorism Plan. Travel Tracker/Individual Antiterrorism Plan (TT/IATP) is a program of record by the Department of Navy (DON), in order to track all Sailors traveling Outside Continental United States (OCONUS). Members must complete their IATP at <https://iatp.pacom.mil/>. For more information review enclosure (12).

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(a) TT/IATP Approval Authority. Approval authority for official and unofficial travel is as follows (approval authority cannot be delegated):

(1) Travel to countries in FPCON ALPHA or BRAVO: Approval authority is the first O-5 (or civilian equivalent) in the traveler's chain of command.

(2) Travel to countries in FPCON CHARLIE (without travel restrictions): Approval authority is the first O-6 (or civilian equivalent) in the traveler's chain of command.

(3) Travel to countries in FPCON DELTA or with AOR, DoD or DOS specific travel restrictions: Approval authority is the first O-7 or Senior Executive Service (SES) (or equivalent civilian) in the traveler's chain of command. For instances where only a specific area within a country has an AOR, DoD or DOS travel restriction, O-7/SES or equivalent approval would only be required for travel to that specific area within the country.

5. Aircraft and Personnel Automated Clearance System (APACS). When a theater and/or country clearance is required by the FCG, members must complete their clearance request via the APACS located at <https://apacs.milcloud.mil/apacs>. When travel is requested to a restricted location (e.g., intra-theater travel), theater and country clearance may not be approved until the member provides documentation of approval by the appropriate travel approval authority (e.g., first O-6, first O-7). Travel requests for theater and/or country clearance must contain the following:

- a. Submitted APACS request, containing completion dates of any required training.
- b. Copy of FCG for the country(ies).
- c. Confirmation of enrollment in the U.S. Department of State's Smart Traveler Enrollment Program (STEP).
- d. Approved leave request.
- e. Special request (NAVPERS 1336/3) for international travel.
- f. Draft Exception to Policy (ETP) approval memo (if required).

g. Per reference (e), unofficial travel to the following countries: Afghanistan, Pakistan, Iraq, Syria, Lebanon, Iran, and Yemen is not authorized by the CENTCOM Commander. ETP (enclosure (11) submissions for emergencies to these countries will be endorsed by the first General Officer, Flag Officer, or Senior Executive Service in the chain of command and routed through the CENTCOM CCJ1 for approval or disapproval.

h. Personnel permanently stationed in Bahrain are authorized to take liberty in the vicinity of their Permanent Duty Station to include Dubai and Abu Dhabi, United Arab Emirates, Muscat, Oman, Kuwait City, Kuwait, and Doha, Qatar with the submission of enclosure (2) and approval from the Chain of Command. Traveling from Bahrain to Dubai and Abu Dhabi, United Arab Emirates, Muscat, Oman, Kuwait City, Kuwait, or Doha, Qatar may only be executed via a direct commercial flight. Traveling to these locations from Bahrain via private automobile is not authorized when on liberty. All other international travel may only be executed while in a leave status per reference (c).

Reference (f) identifies the travel approval authority for countries outside the CENTCOM area of responsibility. When O-6 approval is required, the request should be forwarded to an appropriate O-6 in the traveler's administrative chain of command.

*Prior to traveling to the authorized liberty locations, ensure force protection measures have not changed to prohibit travel due to AOR posture.

6. Final Approval. International travel may not be executed unless the member possesses the following:

- a. Approved leave or liberty request.
- b. Approved theater clearance via APACS (if required).
- c. Approved country clearance via APACS (if required).
- d. Submit unofficial travel to SSO.
- e. Contact N2X for country specific brief.

7. 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 September 2019.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the NAVCENT N1 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



A. J. PEREZ
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via

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NAVCENT/FIFTH FLEET STAFF POLICIES

1. Approval Authority. All leave requests must be submitted to the respective ACOS or Special Assistant for approval; the Chief of Staff (COS) is the leave approval authority for an ACOS or Special Assistant.

a. Watchstanders (e.g., duty section, Command Duty Officer (CDO)) are responsible for ensuring that leave requests do not conflict with published watchbills and for communicating leave plans with their respective watchbill coordinator.

b. Each ACOS and Special Assistant is responsible for ensuring adequate staffing remains within their departments to meet mission requirements and operational commitments. Consideration must be given to the number of personnel on leave outside of Bahrain as well as those on authorized absence in Bahrain.

c. If authorized approvers deny/disapprove a leave request, the approval authority will forward request to the COS. COS has final disapproval authority on all leave requests.

2. Check-In/Check-Out Procedures

a. Leave requests must be submitted via Navy Standardized Integrated Personnel System (NSIPS), except for reservists, who must use a Leave Request Authorization (NAVCOMPT Form 3065).

b. Per reference (a), MILPERSMAN 1050-010, members "must be physically present at the home station or port prior to departing and returning from leave." Accordingly, all members must be physically present in Bahrain upon commencement and termination of leave, unless on official Temporary Additional Duty (TAD) orders and are authorized leave upon completion of TAD.

c. Personnel departing on or returning from leave may check-out or check-in by calling a departmental point of contact (POC) designated by respective ACOS or Special Assistant.

3. Leave Extensions. Members in a leave status may request a leave extension. Authorization for an extension may be granted via telephone or by message if the following conditions are met:

a. Enlisted. Contact their respective ACOS or department point of contact three to five days in advance of the extension date, unless an emergency arises outside the three to five day window. If granted, the ACOS or Deputy will notify the Personnel Office and the Departmental Watchbill Coordinator or Senior Enlisted Watchbill Coordinator.

b. Officers. Contact their respective ACOS or Special Assistant. An ACOS or Special Assistant requesting a leave extension must contact the COS. If authorized, the COS or ACOS will notify the N1 ACOS/Deputy and the Senior Watch Officer.

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c. The Command Duty Officer (CDO) may grant a temporary extension of leave via telephone until a final determination can be made by the member's respective ACOS or Special Assistant. The CDO is responsible for notifying the member's ACOS or Special Assistant and the N1 ACOS/Deputy. The member must annotate the extension on the leave authorization form.

REQUEST FOR COMMAND APPROVAL FOR LIBERTY IN CENTCOM AOR

Date: _____

From: (Rank/Rate) First Name MI. Last Name, Branch of Service
To: ACOS, N(CODE) TITLE

Subj: REQUEST COMMAND APPROVAL FOR LIBERTY IN
CENTCOM AREA OF RESPONSIBILITY

Ref: (a) USCENTCOM Regulation Number 600-21
(b) NAVCENT/FIFTH FLEET NOTE 1050.1J

Encl: (1) Copy of APACS submission
(2) Copy of IATP submission

1. Per references (a) and (b), I am requesting to take liberty within the CENTCOM area of responsibility outside of Bahrain to one of the following locations: Dubai, UAE, Abu Dhabi, Muscat, Oman, Kuwait City, Kuwait, and Doha, Qatar (circle one). The following information pertains:

a. Traveler's Name: _____
First Name MI. Last Name

b. Begin/End Travel: _____
DDMMYY, HHHH – DDMMYY, HHHH

c. Location (Circle one): Dubai, UAE Abu Dhabi, UAE Muscat, Oman
Kuwait City, Kuwait Doha, Qatar

d. Mode of Travel: _____
Airline and flight numbers

e. Lodging: _____
Hotel (with room number, if available)

f. Email Recall: _____
Personal email address

g. Recall Number 1: _____
Personal recall number

h. Recall Number 2: _____
Hotel phone number

Enclosure (2)

i. I am in a PCS / TEMADD / Deployed (IA) status (circle one).

j. IATP Entry number: _____

k. APACS ID number: _____

l. FP Travel Warnings: _____

2. I understand upon approval and return of this request, I will have to go to the Foreign Clearance Guide (FCG) located at <https://www.fcg.pentagon.mil> and review restricted travel sites located on <http://www.travel.state.gov>. In the FCG, I will locate the country I desire to go to and submit the required combination of theater clearances and/or country clearances via the Aircraft and Personnel Automated Clearance System (APACS) system. Once clearance approval is received, I must provide a copy to the officer who approved this request prior to beginning travel.

(Requester's Signature)

Date: _____

From: _____
ACOS

To: _____
(Rank/Rate) First Name MI. Last Name, Branch of Service

1. I have reviewed the FCG, reference (a), and your travel plans. Based on the requested destination's security situation and my assessment of the risk involved, I hereby grant an exception to policy for liberty to _____.
(Country)

ACOS

EMERGENCY LEAVE

1. General Policy. Emergency Leave is defined in reference (a). Requests for emergency leave will normally be verified through the American Red Cross (AMCROSS); however, this is not a requirement and the final decision rests with the ACOS or COS as applicable. Per reference (i), eligible members are authorized transportation from the permanent duty station (PDS) within the AOR to the Continental United States (CONUS) destination and return to the PDS. Transportation for emergency leave to any foreign country will be provided as outlined in reference (i). Per reference (a), emergency leave is chargeable to the member's leave account.

a. During normal working hours, Division Officers or Division Chief Petty Officers are responsible for notifying the Personnel Officer, Command Master Chief (CMD CM) and ACOS when potential for emergency leave for a member exists. Upon confirmation of emergency leave, member must provide the personnel office with approved leave and an AMCROSS message, if available, for processing and preparation of travel via the Defense Travel System (DTS).

b. After normal working hours, member will contact their Division Chief Petty Officer or Division Officer to request emergency leave approval. The member will make all effort to contact their Chain of Command. If contact is not made, the member will contact the CDO to authorize the leave request, but will follow-up with their respective ACOS or Chain of Command. If emergency leave is approved, the CDO will contact Duty Admin for arrangement of transportation if the situation warrants funded emergency leave travel.

2. Funded Emergency Leave

a. Eligible members and command sponsored dependents may be authorized transportation from an authorized originating location to an authorized destination per reference (i).

b. Funded emergency leave provides air transportation only. Per Diem or miscellaneous expenses are not authorized.

3. Funded Emergency Leave Procedures

a. When emergency leave is requested, assistance can be requested from the AMCROSS to obtain additional information concerning the urgency or necessity of the member's presence. Processing emergency leave will not be delayed in order to obtain written Red Cross verification.

b. During normal working hours, the Admin office will assist the member with travel arrangements through Navy Passenger Transportation Office (NAVPTO) or Scheduled Air Transportation Office (SATO). Once the cost to the government has been established, the member will coordinate with the Admin office for processing and preparation of travel via Defense Travel System.

c. After normal working hours and when an authorized approving authority (i.e., the member's ACOS or the CDO) has approved the member's leave, Duty Admin will assist in the preparation of travel arrangements and leave processing. The Duty Admin will assist the member with their travel arrangements and secure the member's leave request and AMCROSS information. Once the leave has been approved, the member is authorized to purchase a commercial airline ticket via DTS with their personal government travel card.

d. Members will file travel claims through DTS within five working days upon return from emergency leave.

4. Non-Funded Emergency Leave

a. Leave which is urgent in nature, but does not meet the definition of emergency leave in reference (a), is non-funded and is therefore considered ordinary leave. The member must personally fund transportation costs.

b. Request and authorization procedures are the same as for regular leave.

ENVIRONMENTAL AND MORALE LEAVE

1. General Policy. Environmental and Morale Leave (EML) is authorized for eligible military and DoD civilian personnel assigned for 12 or more months to the NAVCENT area of responsibility. References (a), (b), (g), (h), and (i) provide EML eligibility criteria. There are two types of EML, unfunded (UEML) and funded (FEML). The term EML applies to both UEML and FEML. Eligibility should not be confused with entitlements; Commanders may decide, based on mission requirements or other considerations, to deny a request for EML.

a. Unfunded Environmental Morale Leave. Allows the use of space available travel aboard at a higher priority than ordinary leave.

(1) Personnel may take no more than two UEML trips in a 12-month period. The personnel categories listed below are eligible for UEML.

(a) Active duty military personnel, accompanied, unaccompanied, and serving a dependent restricted tour.

(b) DoD civilian employees when eligible for government transportation to the U.S. upon completion of their tours.

(c) Command-sponsored family members of eligible sponsors who reside daily with the sponsor. Family members attending school outside the CENTCOM area of responsibility (Department of Defense Dependent Schools (DoDDS) boarding school or college students) and not residing on a daily basis with the sponsor in the area of responsibility are not eligible for UEML.

(2) Personnel assigned or obligated to a 12-month tour shall be eligible for one UEML, no waiver required.

(3) Personnel assigned or obligated to a 18-month tour shall be eligible for two UEMLs, no waiver required.

(4) Personnel assigned or obligated to a 24-month tour shall be eligible for three UEMLs.

b. FEML. Personnel must be assigned to the CENTCOM area of responsibility for a minimum of 24-months. This includes voluntary extensions which incur an obligation of at least 24 consecutive months. Eligible participants may take no more than one FEML trip per year.

(1) Active duty personnel assigned to or obligated to a 24-month tour are eligible for one round-trip FEML.

(2) An active duty member assigned to or obligated to a 36-month tour is eligible for two round-trip FEMLs. No more than two trips are authorized for any tour.

(3) A dependent is eligible for FEML when residing with the Service Member or civilian employee serving an accompanied tour, if the Service Member's dependent is command-sponsored or the civilian employee's dependent is authorized. A student attending school away from the permanent duty station is considered to be residing with the Service Member or civilian employee in terms of FEML eligibility. An authorized dependent may travel separately or alone, even if the Service Member or civilian employee elects not to travel.

2. FEML Procedures. References (b) and (i) provide guidance for the FEML program. Personnel desiring to take FEML must apply through their Chain of Command (COC) utilizing enclosure (5). This enclosure is provided to aid personnel in accomplishing FEML request procedures and usage. The following applies:

a. Orders will not be issued for individuals to take more than one FEML while serving on a 24-month tour, or two FEMLs while serving on a 36-month tour. The initial 12-month period (first year) begins on the date a member arrives on station and is accounted for in the same manner for each succeeding year. Trips cannot be accumulated from year to year. Members are only allowed one FEML travel per fiscal year.

b. Per reference (c), except those Service Members assigned to dependent restricted areas, Service Members may not take FEML travel within six months of the beginning or end of their tour of duty. A waiver request (enclosure (6)) must contain specific reasons why FEML was not taken during the prescribed time period and also must be endorsed by the COS (enclosure (7)).

c. NAVCENT staff, both military and U.S. government civilian, will submit FEML requests through their COC for approval.

d. Per reference (i), personnel who receive permission to take FEML travel must attempt to travel to the designated FEML location of Baltimore, Maryland using military air resources. If travel to Baltimore, Maryland via military aircraft or military charter is not available and it is cost effective to government, personnel may be authorized to travel to an alternate destination.

e. FEML airfare entitlement. Dollar amount is determined by the Navy and is issued at the start of each Fiscal Year (estimated Joint Travel Regulations during time of travel) for travel from Bahrain to Baltimore, Maryland because Baltimore, Maryland is cost effective for the government.

f. All FEML packages must be submitted no earlier than 30 working days prior to the travel date. If an Exception to Policy (ETP) letter is required, the FEML package and letter must be submitted no earlier than 45 working days prior to travel. FEML cannot be utilized within the first six months of a tour and must be utilized no later than six months from projected rotation date. Failing to meet that condition will warrant an ETP letter stating why FEML entitlement was not utilized. If FEML is unable to be utilized due to "operational requirements," there must be further explanation and endorsement by your CoC.

g. The COS is the approving official of FEML requests for U.S. Government, DoD employees, and ACOS assigned to NAVCENT/FIFTH Fleet.

h. All FEML participants must submit travel expenses through DTS within five business days after returning from their FEML trip.

3. FEML Transportation. Per reference (i), FEML commercial air travel to an alternative destination must be conducted under the Fly America Act. If available to the alternate destination, travel must be taken on an American flagged air carrier or a foreign flagged carrier under a Code Share agreement. Note: Travel time is NOT authorized for FEML travel.

a. Code Share agreements exist for travel to CONUS and several European cities. NAVPTO will provide details concerning destinations that have Code Share service by foreign flagged carriers from Bahrain.

b. The member will not receive the monetary difference if the cost of commercial travel is less than the Government Travel Rate fare for a round trip from the FEML duty location to Baltimore, Maryland.

c. Personal procurement of tickets is not authorized. Purchasing your own ticket can only be authorized by Comptroller and approval from Comptroller is on a case-by-case basis.

4. UEML Procedures. Personnel desiring to take UEML must request through their chain of command by routing a leave request and indicating in Block 14 (NSIPS) that UEML will be utilized. The member will obtain UEML orders from the personnel office.

5. UEML Transportation. The UEML program may use either regularly scheduled Air Mobility Command channel aircraft or opportune airlift. All persons traveling under the provisions of this regulation must travel under orders specifying the authorized destination(s). The UEML orders are valid only when traveling between the origination site and the destination(s) listed on the orders.

a. Active duty military personnel who desire to proceed beyond the destination(s) specified in their UEML orders may do so, but UEML procedures will not apply and subsequent travel will be governed by reference (e).

b. Personnel ineligible for normal space-available (Category 2B) privileges are not allowed to proceed via Department of Defense owned or operated aircraft beyond the destination(s) authorized in their UEML orders.

c. A complete explanation of space available travel categories is contained in reference (e).

6. Responsibilities.

a. Participating Individuals

(1) Military members and civilian employees must be in a leave or Temporary Additional Duty status to participate in EML. Personnel under EML orders will be charged leave for the entire period, including the time necessary to travel to and from the designated EML destination and any periods awaiting transportation.

(2) All personnel are required to comply with directives and requirements pertaining to passports and visas, foreign customs and immunizations.

(3) Member is responsible for all expenses during travel.

b. The Admin Officer will maintain, at a minimum, the following:

(1) Travel voucher/claim logbook for three years.

(2) FEML applications for three years.

(3) FEML orders (all revisions) for three years.

(4) Six month waivers or extensions of projected rotation date for three years.

c. Comptroller will maintain, at a minimum, the following:

(1) Invoice from Travel Agency with supporting documentation (ticket copies).

(2) Travel amount in U.S. dollars.

(3) Travel vouchers.

(4) Pertinent funding documentation.

NAVCENT/FIFTH FLEET FUNDED EML REQUEST

1050
Date

From: _____
(Rank/Rate) First Name MI. Last Name, (USN), Department)
To: Comptroller, U.S. Naval Forces Central Command
Via: (1) ACOS
(2) FEML Coordinator
(3) Admin Officer

Subj: REQUEST FOR FUNDED ENVIRONMENTAL AND MORALE LEAVE

Ref: (a) JTR 0404
(b) CUSNC/C5FINST 1050.1K
(c) DoD Instruction 1327.06 CH-5 of 25 August 2023

1. I request Funded Environmental and Morale Leave (FEML). I certify that I am assigned to NAVCENT/FIFTH Fleet on PCS orders for at least 24-months.
2. By my signature below, I acknowledge that I have been advised about the requirements of the "Fly America Act." I understand that FEML travel must be accomplished on U.S. airlines or with Code Sharing foreign airlines, if available. I further understand that funding for FEML travel applies only to the cost of the commercial airline ticket. Package tours, such as those that include hotels, tours, cruise packages and rental cars are prohibited.
3. I certify that I have sufficient funds to cover the cost of round trip travel. If in the event COVID-19 issues arise while in a leave status, I am responsible for all costs related (i.e. Rapid/PCR tests, lodging costs, airfare change fees, etc.)
4. I request the FEML travel to begin on _____ and end _____. As applicable, I will adhere to the Foreign Clearance Guide requirements. My destination is _____.

Signature of Requestor

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FIRST ENDORSEMENT on FEML REQUEST ICO (Rank/Rate) First Name MI. Last Name,
(USN) of DD MMM YY

From: ACOS

1. Forwarded, recommending approval/disapproval.
2. If recommending disapproval, the following reason is provided:

ACOS

SECOND ENDORSEMENT

From: FEML Coordinator

1. Date member reported onboard: PRD:
2. The member has/has not taken FEML trips since reporting onboard.
3. The current round trip fare to Baltimore, MD is \$_____.
4. Forwarding recommending approval/disapproval.
5. If recommending disapproval, the following reason provided:

FEML Coordinator

THIRD ENDORSEMENT

From: Admin Officer

1. Forwarded recommending approval/disapproval.
2. If disapproved, the following reason is provided:

Admin Officer

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DD Mmm YY

From: Rate/Rank(Warfare Device(s) First Name MI. Last Name, USN, Designator
To: Commander, U.S. Naval Forces Central Command
Via: ACOS

Subj: EXCEPTION TO POLICY AUTHORIZING FUNDED ENVIRONMENTAL AND
MORALE LEAVE

Ref: (a) JTR 0404
(b) CUSNC/C5FINST 1050.1K
(c) DoD Instruction 1327.06 CH-5 of 25 August 2023

1. Per references (a) through (c), respectfully request an exception to policy to commence Funded Environmental and Morale Leave (FEML). (Reason for exception to policy)
2. I intend to commence FEML travel to (Location) on DD Month YYYY through DD Month YYYY.
3. If there are any questions or concerns, I may be contacted via email at timmy.a.sailor.mil@us.navy.mil.

T. A. SAILOR

1050
N00

From: Commander, U.S. Naval Forces Central Command

To: (Rate/Rank)(Warfare Device(s)) First Name MI. Last Name, (USN), (Designator)

Subj: EXCEPTION TO POLICY AUTHORIZING FUNDED ENVIRONMENTAL AND
MORALE LEAVE

Ref: (a) JTR 0404

(b) CUSNC/C5FINST 1050.1K

(c) DoD Instruction 1327.06 CH-5 of 25 August 2023

1. Per references (a) through (c), your Funded Environmental and Morale Leave exception to policy request is approved for DD Month YYYY to DD Month YYYY.

2. My point of contact for this matter is (Admin Officer Name), Administrative Officer. She/he can be reached via telephone at DSN: (318) 439-1290 or via e-mail: (Admin Officer Email).

I. M. COST
Chief of Staff

CHECKLIST FOR FUNDED ENVIRONMENTAL AND MORALE LEAVE

1. _____ Member's FEML application for approval will include the following:
 - a. Approved leave chit
 - b. Copy of PCS orders
 - c. Copy of FLTMPs Admin Data Page
 - d. Copy of passport
 - e. Dependent entry approval
 - f. Copy of dependent(s) passport(s) (if residing in Bahrain) for two years
 - g. OTEIP message copy (Enlisted) as applicable
 - h. Approved Aircraft and Personnel Automated Clearance System (APACS) (if traveling outside of CONUS), do not submit your package if APACS is not approved.
 - i. FEML package shall be endorsed by your chain of command.
2. _____ NAVCENT Admin Officer process FEML package.
3. _____ FEML request submitted into the Defense Travel System (DTS) by the requestor.
4. _____ Once DTS Chain of Command/Comptroller has reviewed DTS authorization, member will receive itinerary.
5. _____ Once orders are approved, member will receive e-tickets in their respective email 72 hours prior to departure.
6. _____ Member takes FEML.
7. _____ FEML participant liquidates expense through DTS and submits FEML travel claim (within five days upon return from FEML travel).

SEPARATION LEAVE

1. General Policy. Per reference (a) and when consistent with mission requirements, a member may be granted leave which expires on the day of separation without necessity of returning to the separation site.

2. Members transferring to the Fleet Reserve or separating from active duty at the Expiration of Active Obligated Service is required to complete the separation questionnaire provided by NAVCENT Personnel Office. This questionnaire is required by the Personnel Office and Personnel Support Detachment (PSD), Bahrain to establish a detachment date.

a. Once the separation questionnaire has been approved and a detachment date is identified, a leave authorization request must be completed and submitted for approval per reference (a). If members do not wish to utilize separation leave, they are not required to submit a leave request.

b. A copy of the approved leave request with Leave Control Number will be forwarded to PSD via the personnel office for inclusion in the member's separation paperwork.

c. Upon completion of their contract or operational needs, if authorized, a member may take all accrued leave to the date of separation, including any amount exceeding 60 days. Personnel transferring to the Fleet Reserve or being involuntarily separated may also be entitled to Permissive Temporary Duty 10 days of job hunting and 10 days of house hunting.

d. Separation leave must not be granted for members who are being administratively separated.

AUTHORIZED LEAVE MATRIX

Authorized Leave/Liberty	FEML	UEML	Ordinary	Parental	Emergency Leave	Sep
DoD Civilian			X		X(2)	
AC 12-month orders			X	X(1)	X(2)	X(3)
AC 18-month orders			X	X(1)	X(2)	X(3)
AC 24-month Accompanied orders	X(4)	X(4)	X	X(1)	X(2)	X(3)
AC 36-month via extension	X(5)	X(5)	X	X(1)	X(2)	X(3)
AC 24-month Unaccompanied via extension	X(4)	X(4)	X	X(1)	X(2)	X(3)
AC IA/GSA			X		X(2)	
RC IA			X		X(2)	
RC ADSW			X		X(2)	
RC ADT			X		X(2)	
RC 3 year Recall	X(5)	X(5)	X	X(1)	X(2)	
Sponsored Dependents	X	X			X(2)	

AC: Active Duty

RC: Reserve Component

Note:

1. Personnel designated as secondary caregivers are authorized 21 days parental leave at the chain of command's discretion.
2. Emergency Leave will be authorized per MILPERSMAN 1050-010.
3. Separation leave will only be granted for members separating at EAOS with an honorable discharge or being transferred to the Fleet Reserve/Retired List.
4. Personnel on 24 or 36-month (via extension) accompanied orders are authorized three UEML trips to be charged as ordinary leave.
5. Personnel on 36-month orders via extension are authorized two FEML trips to be charged as ordinary leave.

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EXCEPTION TO POLICY TEMPLATE

DD Month YYYY

MEMORANDUM

From: Rank First Middle Last Name

Subj: REQUEST FOR LEAVE TO CITY, COUNTRY

Refs: (a) USCENTCOM CCR 55-2, Granting of Travel Clearance for Travel to and Within the
USCENTCOM Area of Responsibility

1. Travelers Rank and Full Name:

Rank First Middle Last

2. Dates of Travel:

Arrive: City, Country MM-DD-YYYY

Depart: City, Country MM-DD-YYYY

3. Leave Destination (City & Country):

City, Country

4. Justification:

Explain purpose of your travel.

5. Leave Address:

Include address of the leave location.

6. Point of Contact Information:

Include work email, personal email and any phone numbers you may be contacted at while on leave (if available).

7. Citizenship/Passport/Clearance Information:

Include your country of origin, citizen status with certificate number and date it was issued. In addition, include your tourist passport number, expiration date, where you are currently employed, and if and what type of security clearance you may hold.

Travel Print/Sign

APACS Request Number: _____ (*This number can be obtained off your APACS request*)

Based on my risk assessment of this request, I recommend approval of *Rank First Middle Last's* request.

I have also verified the below requirements based on Appendix E, Paragraph 4.

- ISOPREP (completed/reviewed within the last 6 months)
- Anti-Terrorism Level 1 (completed within the last year)
- SERE 100 (completed within the last 2 years)

1st O-6/O-6 Equivalent in Traveler's Chain of Command: _____
Rank First Middle Last

1st O-6/O-6 Equivalent Sign/Date: _____

NOTE. 1st O-7/O-7 Equivalent signature only applicable to Appendix E, Paragraph 3a.

1st O-7/O-7 Equivalent in Traveler's Chain of Command: _____
Rank First Middle Last

1st O-7/O-7 Equivalent Sign/Date: _____

INDIVIDUAL ANTITERRORISM PLAN (IATP) FACTSHEET

The following information may be helpful in clarifying the TT/IATP process:

1. IATP Coordinator:

a. After an individual submits a TT/IATP (<https://iatp.pacom.mil>), a system generated an e-mail will be sent to the Command IATP Coordinator and the listed Supervisor.

b. If the e-mail subject line is "Travel Tracker Entry Submitted," it's for travel to an area that DOES NOT require approval in the system. As such, there is no required validation or approval action, it's for visibility/force tracking purposes, only. Command IATP Coordinators and Supervisors can open a Travel Tracker (TT) submission to ensure the requirements are being met, if desired.

c. If the e-mail notification subject line is "IATP Submitted," it's for travel to an area that DOES REQUIRE VALIDATION and APPROVAL in the system. The Command IATP Coordinator and/or Supervisor will need to "VALIDATE" the IATP by clicking on the "Summary Page" link in the e-mail (or copy & paste link to browser) to open it and add Coordinator/Supervisor validation comments (see sample comments under section #2 below). Keep in mind the validation comments have the potential for being read by senior leadership.

d. After the IATP is "VALIDATED," it will route to the APPROVER listed in the IATP for approval consideration. Emphasis, an IATP will not route to the listed APPROVER and cannot be approved in the system if it has not been VALIDATED first by the Command IATP Coordinator or listed Supervisor in the IATP. IATP - Summary Page Link: [https://iatp.pacom.mil/iatps/insert iatp number here/summary](https://iatp.pacom.mil/iatps/insert%20iatp%20number%20here/summary).

2. IATP – Individual Account Guidance:

a. I can't find an active individual account in IATP linked to ***email address*****. You will need to activate an individual account using your CAC.

b. Here's how: go to <https://iatp.pacom.mil>. You'll be prompted to confirm your CAC certificate with your PIN. Next you'll be prompted to click "OK" on the "DOD WARNING AND CONSENT" banner. After you click "OK" on the "DOD WARNING AND CONSENT" banner, the Home Page will open up. Click on the "Register New Account" link to open the form. Enter the required data. Note: DO NOT (emphasis: do not) list anything in the "Intercept Email Addresses" field. After the required data has been entered, click the "Submit" button on the bottom of the page. Two emails will be sent from the system to your Inbox or Junk Folder prompting you to confirm/activate your individual account.

3. IATP - Contractor Access Issue:

a. Regarding your problem in accessing the TT/IATP Website, you must be using a .mil or .gov computer with your own CAC, or, a computer with a CAC reader.

b. If you do not have a CAC, anyone in your organization (*or* supporting command that is directing/sponsoring the travel) who has CAC access to the system can make the TT/IATP entry for you,.. or allow you to make the entry from their terminal.

c. If you continue to have access issues, contact (808) 474-1232.

4. IATP – System Wide Problem. I just did a test of the IATP link (<https://iatp.pacom.mil>) and no issues here. Also, no other reports of access issues today afloat or ashore (there would be several if it was a system-wide issue).

5. Questions:

a. Are you using a .mil or .gov computer with your own CAC?

b. Have you activated an individual account in IATP? I was unable to locate an account in the system linked to your email address of jan.vankonijnenburg@ddg77.navy.mil.

c. Did you register under another e-mail address? You must have an active individual account in IATP, linked to your CAC and email address, to submit your travel into the system.

d. Lastly, if you can't make the entry yourself, anyone with access to the system can make the TT/IATP entry for you or allow you to make the entry from their terminal.

Note: If using someone else's computer, do not register for an individual account under their CAC. Individual accounts must be linked to your own CAC. Your Command IATP Coordinator can also assist you with this issue.

6. IATP – Still In A Submitted Status. Theater Clearance Approval in APACS. Your IATP is in a "Submitted" status. It needs to be "Validated" by your Command IATP Coordinator or the supervisor listed in your IATP. Once it is validated, it will route to the "approver" listed in your IATP for approval consideration. Once your IATP attains "approved" status in the system, your APACS clearance request will become eligible for Theater Clearance approval.

7. IATP – System Notification. Restricted Area.

a. You are receiving this email/notification because an individual under your cognizance has submitted an IATP for travel to an INDO-PACOM restricted area that has not yet attained "approved" status in the system.

b. Following electronic "validation" and "endorsement," an IATP for travel into a restricted area must be "approved" at the flag level.

c. Following flag approval of the IATP, theater clearance, country clearance, and/or special area clearance (as applicable) must be requested and approved in APACS prior to initiating travel.

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d. If the IATP does not attain "approved" status in the system, follow-on notifications will include the Flag/SES approver.

e. My contact information is provided below if I can provide further clarification or assistance.

8. Changing your email address. If you need to make changes to your individual IATP account (email address, rank, etc.), here's how:

a. Go to <https://iatp.pacom.mil>. You'll be prompted to confirm your CAC certificate with your PIN. You'll be prompted to click "OK" on the "DOD WARNING AND CONSENT" banner. After you click "OK" the Home Page will open up. Click on the "ACCOUNT" link.

b. When the account page opens up, click the "edit" button to open your individual profile. Once your profile opens up, you can make changes to your individual account. Note: If changing your email address, use a work email address. DO NOT (emphasis: do not) list anything in the "intercept email addresses" field.

c. When you are finished making changes to your account, click the "Save" button to capture your changes.

d. If you changed your email address, you will receive an email prompting you to verify your new email address. This email may come to your Inbox or Junk Folder (check both).

9. System Roles/Permissions. Instructions on how to change, remove, or add permissions in IATP can be found on the IATP website.

a. Go to <https://iatp.pacom.mil>.

b. Click on the "Pre-Travel Instructions" link.

c. Scroll down to the "Command Coordinators Section" (near the bottom of the page).

d. Click on the first link titled "Setting Roles/Permissions in IATP" and follow the instructions therein.

10. IATP – Command registration form already exists. An IATP command registration form for ***** has been received by this office. Further processing is denied and the form has been set/marked for deletion. Basis: ***** already has a functional, active command account in the system. Note: If the purpose of submitting the command registration form was to update coordinators, approvers, and/or flag approvers for your command, please contact your local command IATP coordinator/command manager for assistance. They have the system permissions necessary to make individual profile updates/changes and instructions on how to do so can be found on the IATP website (<https://iatp.pacom.mil>), pre-travel instructions page, command coordinators section, "setting roles/permissions in IATP."

11. Sample IATP validation comments for unrestricted areas

a. Sample 1

(1) IATP. Validation comments. Unrestricted areas.

(2) Reviewed. Traveler certifies, with presumed/implied chain of command supervisor cognizance (identified and listed in this TT/IATP submission), that all pretravel training and briefing requirements listed in the DOD Foreign Clearance Guide for the specified country(ies) have been met. Forwarded for your approval consideration.

(3) Approver instructions. Click on the summary page link (or cut and paste it into your browser) and log-in with your CAC to approve (or disapprove) this IATP submission. Note: You must have an active account in IATP to complete this action. If you don't already have one, you can create one by going to <https://iatp.pacom.mil> and clicking on the "register new account" link.

(4) VR, (insert your identifying/contact information)".

b. Sample 2

(1) Validator Comments. IATP Reviewed. I have personally verified that all pretravel training and briefing requirements listed in the DOD Foreign Clearance Guide have been met. Forwarded for your approval consideration.

(2) Approver instructions. Click on the summary page link and log-in with your CAC to approve (or disapprove) this IATP submission. Note: You must have an active account in IATP to complete this action (<https://iatp.pacom.mil>).

(3) VR, (insert your identifying/contact information)".

Note. As the coordinator or listed supervisor, before you validate an IATP with comments, you will need to ensure the listed approver and/or pre-flag endorser in the IATP actually has an active Individual account (in IATP). If not, they won't be able to endorse or approve the IATP you are validating.

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12. Sample IATP validation comments for restricted areas. Note. An IATP for travel to a restricted area will ultimately route up to a flag officer for approval. Therefore, the coordinator comments should be more substantive.

Sample 3. This sample is for leave travel to a restricted area in the Philippines.

(1) Validator comments. IATP Reviewed. This IATP is for personal (LV) travel to a restricted area in the Philippines (Mindanao) and therefore requires flag level approval per the COCOM (CDR USINDOPACOM) requirements. I have personally verified that the traveler has met all pre-travel training and briefing requirements listed in the DOD Foreign Clearance Guide. Traveler is from there and can speak/understand the host country language in the event of an emergency. Traveler's intent is to visit his childhood home during the holidays. Buddy-Rule will be met by utilizing adult family members and relatives who will be met upon arrival. The length of stay does not negate anonymity and approval of this IATP would be consistent with recent prior approvals for travel to this area in connection with personal leave travel by a service member who has family in the area. Forwarded for your approval consideration.

(2) Endorser/approver instructions. Click on the summary page link and log-in with your CAC to endorse and/or approve (or disapprove) this IATP submission. Note. You must have an active account in IATP to complete this action (<https://iatp.pacom.mil>).

(3) VR, (insert your identifying/contact information)".

13. IATP Approver. The approver in an IATP must be equal to or higher in rank than the lead/senior traveler in an IATP. Additionally, self-approval of an IATP is not authorized. The Minimum required approval level for travel to an INDO-PACOM restricted area is General Officer/Flag Officer (GO/FO) or Senior Executive Service (SES) personnel. The Minimum required approval level for travel to a restricted area that is not in the PACOM AOR may/may not require GO/FO/SES level approval. Always check the DOD Foreign Clearance Guide. The Minimum required approval level for travel to an Unrestricted Area is typically set by the respective COCOM at the O3/GS12, O4/GS13, O5/GS14, or O6/GS15. NOTE: Contractors cannot approve an IATP. There is no decision required by the traveler on the required approval level for an IATP as the system automatically makes that determination. Once the Command IATP Coordinator or listed Supervisor "Validates" an IATP with comments, the listed APPROVER in the IATP will receive an email in their inbox with a subject line of "IATP Forwarded." The APPROVER will need to click on the "Summary Page" link in the e-mail (*or copy & paste to browser*) to open it and review the Validator comments. APPROVERS are not expected to go through the entire IATP,... that's the Coordinator's and/or Supervisor's job. Approvers are expected to just make an Approve or Disapprove decision based on the Validation Comments. After clicking on the Approve or Disapprove button, the APPROVER COMMENTS section will display.

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Sample Approver Comments: Approved. (insert identifying/contact information).

14. IATP Pre-Flag Endorser (for an IATP that involves travel into a Restricted Area or requires Flag/SES level approval). Pre-Flag Endorsement of an IATP is required only if traveling to an area that requires GO/FO/SES level approval usually associated with entry into a RESTRICTED AREA. If the IATP is for travel to a RESTRICTED AREA requiring Flag level approval, the Approver field in an IATP changes to "Pre-Flag Endorser" (the actual approver becomes the Flag Officer). Pre-Flag Endorsement of an IATP is always subsequent to (not prior to) VALIDATION of the IATP by the Command IATP Coordinator or listed Supervisor. The Pre-Flag Endorser is normally the CO since the endorsement comment is going up to a Flag Officer. Once the Command IATP Coordinator or listed Supervisor "VALIDATES" an IATP with comments, the listed ENDORSER in the IATP will receive an email in their inbox with a subject line of "IATP Forwarded." The ENDORSER can then click on the "Summary Page" link in the e-mail (or copy & paste it in their browser) to open it and review the Validation Comments. The Pre-Flag Endorser is also expected to just review the Coordinator/Supervisor Validation Comments and make an Endorse or non-Endorse decision.

Sample Endorser Comments: Endorsed. (insert identifying/contact information).

15. Command IATP Profile Maintenance. The COMMAND IATP COORDINATOR is responsible for keeping their command's IATP profile current/up to date in the system (setting approver permissions, updating, adding, deleting, reassigning Coordinators, Approvers, Endorsers, etc., etc.). IATP Coordinators need to ensure that adding and/or deleting system roles and permissions is a part of their command's turnover/pass down process so there is no gap in TT/IATP processing of future travel. This includes setting someone as an IATP Coordinator whenever the Command IATP Coordinator is away from the command (TAD/TDY or LV). Maintaining accurate/current command profiles in IATP is a local responsibility.