



**DEPARTMENT OF THE NAVY**  
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
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NAVSUPPACTNAPLESINST 1050.1S  
N1

**20 DEC 2021**

NAVSUPPACT NAPLES INSTRUCTION 1050.1S

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: LEAVE AND LIBERTY POLICY

Ref: (a) COMNAVREGEURAFCENTINST 1050.3, Liberty Policy for the Navy Region Europe, Africa, Central Area of Responsibility  
(b) NAVPERS 15560D, Military Personnel Manual  
(c) NAVSUPPACTNAPLESINST 1300.4M  
(d) DoD Foreign Clearance Guide  
(e) OPNAVINST 4630.25E, Government Air Transportation Eligibility  
(f) HQ USEUCOM Directive 35-2  
(g) DoD Instruction 1327.06 of 15 January 2021, Leave and Liberty Policy and Procedures  
(h) CNREURAFSWA Anti-Terrorism Plan 11-14

1. Purpose. To promulgate command military leave and liberty policy per reference (a).

2. Cancellation. NAVSUPPACTNAPLESINST 1050.1R

3. Background. Reference (b), article 1050, contains naval regulations regarding the procedures and policies of military leave and liberty. Reference (b), article 1306-300, provides guidance on the Overseas Tour Extension Incentive Program (OTEIP). Reference (c) delegates leave approval authority for U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy. Reference (d) defines foreign country entry requirements and specific travel information/restrictions for leave and liberty for military personnel. Reference (e) contains policy regarding the use of government air transportation for leave and liberty. References (f) through (g) provide guidelines on Unfunded Environmental and Morale Leave (UEML) Program. Reference (h) provides guidance for Individual Force Protection Plans (IFPP).

4. Policy and Procedures

a. Submission of Leave. All military personnel are required to route leave using the Navy Standard Integrated Personnel Systems (NSIPS) E-Leave. If applicable, ensure the request is routed to the appropriate watchbill coordinator prior to the 15th of each month, before the watchbill is published. Watchstanders who fail to do so will bear the responsibility of locating and arranging for necessary watch relief.

b. Granting Leave. Leave may be granted for up to 10 percent of the personnel in each department, except during the winter holidays when the limit is increased to 50 percent. Leave periods for the winter holidays will be promulgated by a separate notice.

(1) Officers. Leave requests from Department Heads (DH), officers, and Special Assistants (SA) are approved by the Executive Officer (XO) and the Commanding Officer (CO) must be informed.

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(2) Enlisted. Leave requests from enlisted are approved by DHs unless otherwise directed by reference (c).

c. Extensions. Servicemembers should inform their chain of command immediately if a situation arises in which they will not be able to return from leave at the approved time. DHs will approve extensions for enlisted personnel and the XO will approve extensions for officers, SAs, and DHs. Once an extension is approved, the department is required to contact the Administrative Department to update the individual's E-Leave chit in NSIPS.

d. Foreign Travel

(1) All leave and liberty foreign travel require compliance with reference (a).

(2) Reference (h) requires the submission of an Individual Force Protection Plan (IFPP) for all foreign travel.

(3) Servicemembers must inform the Command Security Manager of all foreign travel.

5. Types of Leave

a. Emergency Leave. Emergency leave may be granted when circumstances warrant, based on the judgment of the Approving Officer and the desires of the member. Reference (a), article 1050-130, provides additional guidance.

b. UEML. Reference (d) provides specific guidelines regarding the use of UEML. Eligible personnel may take no more than two UEML trips per year and which may not be accumulated from one year to the next.

c. OTEIP Leave. This type of leave may only be used if the servicemember has received OTEIP option 'B' from Commander, Navy Personnel Command. Reference (a), article 1306-300 provides additional information on OTEIP.

d. Consecutive Overseas Tours (COT) Leave. COT leave will only be taken during a tour of duty if the servicemember received a Commander, Navy Personnel Command (PERS 40CC) approved COT deferral prior to departing their previous duty station per reference (a), article 1050-410.

6. Liberty Policy. Reference (a), articles 1050-280 and 1050-290, provide Navy policy guidance on liberty. Chief Petty Officers and civilian supervisors of servicemembers may grant 24 hours of special liberty, Division Officers may grant 48 hours of special liberty, and DHs and the XO may grant 72 hours of special liberty. Only the CO may grant 96 hours of special liberty. Reference (b) provides further guidance on appropriate level of approval for chits. Liberty limits are as follows.

a. Per reference (f), liberty is limited to countries within the European Command (EUCOM) area of responsibility (AOR) that do not have travel warnings or restrictions in place, are not in FPCON levels CHARLIE or DELTA, or have any other conditions that warrant a decision to limit travel to certain location. If personnel wish to leave the EUCOM AOR, they must be in a leave status.

b. If servicemembers intend to travel outside the EUCOM AOR, they must route a leave request and verify foreign travel requirements as applicable per references (a) and (d).

#### 7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

8. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective 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 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.



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Releasability and distribution:

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