



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCES COMMAND
1915 FORRESTAL DRIVE
NORFOLK VIRGINIA 23551-4615

COMNAVRESFORCOMINST 1050.1C
N01A
28 Nov 2022

COMNAVRESFORCOM INSTRUCTION 1050.1C

From: Commander, Navy Reserve Forces Command

Subj: WORKING HOURS, LEAVE, LIBERTY, AND OUT OF BOUNDS PROCEDURES

Ref: (a) MILPERSMAN 1050-010
(b) MILPERSMAN 1050-290
(c) MILPERSMAN 1050-130
(d) MILPERSMAN 1050-280
(e) DoD Instruction 1327.06 of January 15, 2021

Encl: (1) 400-mile Radius Geographical Map

1. Purpose. To revise the liberty, leave, and working hours for Commander, Navy Reserve Forces Command (COMNAVRESFORCOM). This instruction has been revised and should be read in its entirety.

2. Cancellation. COMNAVRESFORCOMINST 1050.1B.

3. Policy. Per references (a) through (e), leave and liberty will be granted to all Sailors and consistent with departmental workloads and training requirements.

4. Working Hours. Standard operating hours for Sailors are 0730-1630, Monday through Friday. Deviations from these standard operating hours are at Deputy Chief of Staff (DCOS) or Special Assistant (SA) discretion.

5. Regular Leave Procedures

a. Per reference (a), all Sailors will submit a leave request via Navy Standard Integrated Personnel System (NSIPS) at least seven working days before the desired leave commencement date via the chain of command (COC) and watch bill coordinator, if applicable. Each DCOS or SA will be the final approval for all e-leave requests for O-5 and below. Each DCOS may delegate down authority to approve leave to Division Directors or Branch Heads as applicable. The Commander or Chief of Staff (COS) will be the final approval for all e-leave requests for the Command Master Chief, DCOS, SA, and OCONUS travel as required.

b. Disapproved leave requests will be forwarded to the COS for final determination by printing a hard copy of the NSIPS leave request and routing through the COC.

c. Sailors desiring leave after the watch bill has been published, must arrange for their own relief by routing a Special Request/Authorization form (NAVPERS 1336/3) request for duty exchange and submit to the watch bill coordinator for review and approval.

d. Extension of leave may be granted by the leave approver.

e. In the event a member checks out after the requested date and or returns before the requested date, the member must check out and or in via e-leave to avoid being charged the total amount of days requested.

6. Travel Risk Planning System (TRiPS). DCOS, SA, or designated authority will ensure all O-3 and below and E-6 and below Sailors traveling via private automobile, for a distance of 400 miles or more, complete the Naval Safety Center's TRiPS risk assessment, via web site, <https://trips.safety.army.mil/>.

7. Emergency Leave

a. Per references (a) and (c), emergency leave may be granted when a bona fide emergency exists within the household or immediate family of a member or spouse. The approving official will ascertain the existence of the emergency.

b. Emergency leave situations which occur during normal working hours will be processed the same as normal leave request. However, routing the e-leave request should be expedited through the member's COC for approval. Requests should not be delayed for routing through a supervisor who is not immediately available.

c. The COS may authorize up to 30 days of emergency leave.

8. Liberty periods are defined as follows:

a. Regular/Weekend Liberty. A period of authorized absence that lasts from the end of the normal work week to the beginning of the following work week.

b. Special Liberty. Per reference (d), special liberty is granted outside of regular liberty periods. Special liberty will normally not exceed three days; under certain circumstances, four days special liberty may be authorized. Special liberty periods of three to four days are intended as compensation for unusually long working hours or recognition's for exceptional performance.

c. Requests for special liberty must be submitted by routing a Special Request/Authorization form (NAVPERS 1336/3) via the COC.

(1) Special liberty may be granted by the following:

(a) Special liberty of one day or less may be granted by the Departmental Leading Chief Petty Officer.

(b) Special liberty for two days may be granted by the DCOS or SA.

(c) Special liberty for three days will be granted by the COS, not in conjunction with any other regular liberty days.

(d) 96-hour special liberty requests will only be approved by the Commander.

9. Liberty Geographic Limitation. The geographic limitations for liberty are as follows:

a. The immediate geographic area is set by the Commander at a 400-mile radius from COMNAVRESFORCOM, 1915 Forrestal Drive, Norfolk, VA 23551, per enclosure (1). All Sailors who travel beyond a 400-mile radius from COMNAVRESFORCOM while on regular/special liberty will route a special request authorization form (NAVPERS 1336/3) to the DCOS or SA for final approval.

b. Liberty will not commence earlier than the end of a “full” workday. If Sailors are utilizing commercial transportation, they must take into consideration the time it takes to get to the bus station, airport, or train station.

c. Sailors must notify the command duty officer or COC before expiration of liberty when travel plans preclude them from returning on time. Failure to report to their appointed place of duty at the expiration of leave/liberty is subject to Non-Judicial Punishment.

10. Foreign Travel. Before taking leave out of the country, members must see the Command Individual Anti-Terrorism Plan Coordinator a minimum of 60 days in advance of the requested start date to allow sufficient time for requirements to be submitted.

11. Separation/Retirement Leave. All requests for separation and retirement leave must be routed via the COC for approval by the COS.

12. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

13. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N01A

COMNAVRESFORCOMINST 1050.1C
28 Nov 2022

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 five years, unless revised or cancelled in the interim, and will be reissued by the five-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.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, <http://www.public.navy.mil/nrh/Pages/instructions.aspx>

