



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4799
www.usuhs.edu



April 21, 2021

SUBJECT: Leave and Liberty Policy and Procedures for Uniformed Personnel

Instruction 1327

(BDE)

ABSTRACT

This Instruction outlines the policies concerning the Military Leave and Liberty (Pass) Program at the Uniformed Services University of the Health Sciences (USU). For Service specific guidance, consult the references in this Instruction.

A. PURPOSE.

This Instruction establishes policy and procedures for leave, liberty (pass), and administrative absences.

B. APPLICABILITY.

This Instruction applies to all uniformed personnel assigned to USU.

C. POLICY.

1. Leave is intended primarily as a paid vacation to be used for travel, recreation, and diversion from day-to-day responsibilities and pressures of duty. It affords members authorized absence from duty, with full pay and allowances, for personal reasons and for emergency situations. Leave should be used annually as it accrues, not only for the maximum benefit of the member, but also to preclude loss of leave at the fiscal year-end balancing of leave accounts. An aggressive leave program at all levels is an essential military requirement. Annual leave programs are established to provide the opportunity for all personnel to take leave as it accrues, subject only to the constraints of operational requirements and curriculum requirements at USU.

2. All uniformed personnel will be in compliance with their service training, fitness and medical readiness requirements before taking leave, liberty or pass. Uniformed personnel shall ensure that secondary and nonessential efforts, though desirable in themselves, do not prevent an effective leave program. Implementation of the following policies will increase positive contributions to morale, level of performance, career motivation, and overall well-being.

D. RESPONSIBILITIES.

1. Brigade Commander (BDE CO).

a. Monitor, as required, the effectiveness of the BDE's policies and procedures on leave balances, lost leave, etc.

b. Assign in writing Leave Administrators for each Service for day-to-day operation of the BDE leave and liberty programs.

2. BDE Executive Officer.

a. Publish BDE guidance on leave and liberty programs in accordance with this Instruction.

b. Ensure that implemented regulations and instructions provide for leave to be taken annually as accrued.

1) Maintain oversight of all Service Leave Administrators.

2) Ensure tracking of all personnel on leave, i.e. dates, location, contact information.

E. LEAVE REQUEST PROCEDURES.

1. Army. Army personnel shall utilize the Department of Army (DA) Form 31 dated JUN 20 for all leave requests. It is the member's responsibility to ensure accurate chain of command routing of their leave request before arrival to the Military Personnel Office (MPO). Members must submit all leave requests, with the exception of emergency leave, no later than 14 working days before first day of requested leave to ensure signature by the assigned Approval Authority. It is the member's responsibility to ensure their leave has been approved and a control number has been assigned by the Approval Authority prior to the first chargeable day of leave. Members will not depart for leave without an approved authorization. Members current End of Month (EOM) Leave and Earning Statement (LES) should accompany the leave request to confirm number of accrued leave days.

2. Navy. Navy personnel shall utilize the Navy Standard Integrated Personnel System (NSIPS) for all leave requests. It is the member's responsibility to contact the Command Leave Administrator if the routing list is inaccurate. Members must submit all leave requests, with the exception of emergency leave, no later than 14 working days before the first day of requested leave to ensure signature by the assigned Approval Authority. It is the member's responsibility to ensure their leave has been approved and a control number has been assigned by the Approval Authority prior to the first chargeable day of leave. Members will not depart for leave without an approved authorization.

3. Air Force. Air Force personnel shall utilize the Air Force Leave Web for all leave requests. Members must submit all leave requests, with the exception of emergency leave, no

later than 14 working days before first day of requested leave to ensure signature by the assigned Approval Authority. It is the member's responsibility to ensure their leave has been approved and a leave control number has been assigned by the Approval Authority prior to the first chargeable day of leave. Members will not depart for leave without an approved authorization.

4. Marine Corps. Marine Corps personnel shall utilize Marine Online for all leave requests. It is the member's responsibility to properly route their leave request through the chain of command for signature by the assigned Approval Authority no later than 14 days before first day of requested leave. It is the member's responsibility to ensure their leave has been approved and a leave control number has been assigned by the Approval Authority prior to the first chargeable day of leave. Members will not depart for leave without an approved authorization.

5. Public Health Service. Public Health Service personnel shall utilize the PHS-1345 form for all leave requests. It is the member's responsibility to properly route through the chain of command their leave request for signature by the assigned Approval Authority no later than 14 days before the first day of requested leave. It is the member's responsibility to ensure their leave has been approved and a leave control number has been assigned by the Approval Authority prior to the first chargeable day of leave. Members will not depart for leave without an approved authorization.

F. OCONUS LEAVE REQUESTS.

1. All overseas leave requests will be signed by the BDE CO. Requests for overseas leave will be submitted to the BDE no later than (NLT) 30 days prior to the desired departure date. Each overseas leave request package will contain the following:

- a. Approved leave request by CC and/or BDE CO.
- b. Military Personnel are required to ensure that they meet the country specific entry requirements prior to embarking on leave travel. (<https://travel.state.gov>).
- c. Proof of a pending or completed Aircraft and Personnel Automated Clearance System (APACS) request submission (if applicable).
- d. SM should contact USU security to obtain country specific security briefing in advance of travel (if applicable).
- e. All services should visit and register at the Smart Traveler Enrollment Program at <https://step.state.gov> for state department travel information.

G. CONVALESCENT LEAVE REQUEST. Uniformed personnel will follow their Service-specific guidance concerning convalescent leave. Uniformed personnel requesting elective surgery must route a hard copy request for the procedure NLT 14 days prior to the requested surgery date. Members must obtain Commander's approval prior to undergoing the elective surgery procedure.

H. EMERGENCY LEAVE REQUEST. Uniformed personnel requesting emergency leave for a location outside the local geographical area (250 miles or more from the home station), and the request is less than 96 hours from start of leave or over a weekend/holiday pass, the member will contact and route request directly to their CC for processing. The CC will then contact the BDE CO for approval. Once approved, the CC will notify MPO Director/NCOIC for accountability and processing of emergency leave.

I. SPECIAL LIBERTY (PASS).

1. Three and four day special liberty will always include non-duty days (i.e. weekend). Approved liberty equal to or less than 48 hours will not be combined with non-duty days unless authorized by appropriate personnel chain of command. Any member who is on liberty status greater than authorized, may be considered Unauthorized Absence and will be charged leave in accordance with service specific regulations.

2. If member is taking special liberty in conjunction with leave, member must be in the local geographical area during liberty period. Upon expiration of liberty and commencement of leave, member can then leave the local geographical area.

3. There are no mileage restrictions for special liberty and passes. However, all military personnel must report to work at the beginning of the duty day on the date liberty pass expires.

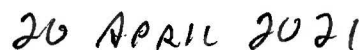
4. Three and four day passes will only be granted for special circumstances or in cases of recognition for superior performance or reenlisting. All members utilizing a liberty pass that was awarded for superior performance or other acts acknowledged by the command, must receive supervisor approval prior to the execution and notify their administrative chain of command of their absence for accountability purposes.

5. The CC is the Approval Authority for all Liberty Passes.

J. EFFECTIVE DATE. This Instruction is effective immediately.



Richard W. Thomas, MD, DDS, FACS
President



Date:

Enclosure.

1. References

REFERENCES

- (a) DoD Instruction 1327.06, "Leave and Liberty Procedures", dated June 16, 2009, Incorporating Change 3, Effective May 19, 2016
- (b) Navy Military Personnel Manual 1050-010, "Policy Concerning Granting of Leave", dated March 29, 2013.
- (c) Marine Corps Order 1050.3J, "Regulations for Leave, Liberty and Administrative Absence", dated May 19, 2009.
- (d) Army Regulation 600-8-10, "Leaves and Passes", dated June 3, 2020
- (e) Air Force Instruction 36-3003, "Military Leave Program", dated August 24, 2020.
- (f) E Commissioned Corps Issuance System, Annual Leave, Book: 3, Chapter: 6
- (g) Commissioned Corps Personnel Manual, Pamphlet 68