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NAVAL RESERVE OFFICERS TRAINING CORPS CONSORTIUM
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BUMITCONNOTE 1050
12 June 2015

BOSTON UNIVERSITY-MIT NROTC CONSORTIUM NOTICE 1050

Subj: LEAVE AND LIBERTY POLICY FOR OFFICERS ASSIGNED TO BU-MIT NROTC
CONSORTIUM

Ref: (a) MILPERSMAN 1050-010 Leave Policy
(b) MILPERSMAN 1050-030 Policy Concerning Granting of Leave
(c) MILPERSMAN 1050-290 Policy Concerning Liberty

Encl: (1) Operational Risk Management (ORM) Leave/Liberty Worksheet.

1. Purpose. To publish information defining and promulgating leave and liberty procedures per references (a) through (c) at NROTC Boston Consortium.

2. Cancellation. This notice will remain in effect until September 2016, however enclosure(s) will be updated as necessary.

3. Scope. This guidance applies to all staff Officers assigned to or serving in NROTC Boston Consortium. For Officers assigned as "Duty-Under-Instruction" (DUIN), leave and liberty policies are in accordance with BUMITCONINST 1520.

4. Definitions:

a. Leave. Per reference (a), leave is the authorized absence of an individual from a place of duty chargeable against their leave account.

b. Liberty. Per reference (c), liberty is the authorized absence of an individual from their place of duty not chargeable as leave.

5. Policy.

a. Leave

i. Officers are entitled to request leave as it is earned IAW Ref (a). Members may take unearned leave, resulting in a negative leave balance, provided that they will be able to earn back to at least a zero leave balance prior to detaching from BU-MIT.

ii. The Commanding Officer shall approve all leave requests for Officers assigned to NROTC Boston Consortium. An approved leave chit is required prior to any OCONUS travel, travel by air, or prior to traveling outside of the local area (i.e. 300 miles driving distance from the BU or MIT offices). Submission of an Operational Risk Management (ORM) Leave/Liberty Worksheet (Enclosure 1) that details basic itinerary, contact information, lodging information and method of travel, is required for all leave requests using a motor vehicle.

iii. Personnel may commence and terminate leave at any time; however, per reference (a), members are cautioned that they must be in the immediate vicinity of their duty station, limited to the area between the primary duty

station and the residence from which they commute daily to and from work, upon commencement and termination of leave.

iv. If leave commences prior to the expiration of the member's normal working hours, the day of departure is counted as a day of leave. Conversely, if leave commences after the expiration of the member's normal working hours, the day of departure from the duty station is considered a day of duty and not charged as leave.

v. If leave commences on a non-workday and leave ends on a non-workday, one of those days will be charged as a day of leave.

vi. It is ill-advised to purchase an airline ticket prior to receipt of an approved leave chit.

b. Liberty and Special Liberty

i. Regular liberty shall not exceed 3 days and shall normally be authorized from the end of normal duty hours on the first day to the beginning of normal duty hours on the following work day (i.e. weekend and federal holiday).

1. On 2-day weekends, regular liberty shall extend from the end of normal duty hours on Friday until the beginning of normal duty hours on the following Monday.

2. On 3-day weekends, regular liberty shall include Saturday, Sunday, and the Federal holiday (Monday or Friday).

3. Only the President may authorize a 4-day weekend in conjunction with a Federal holiday.

ii. Special liberty is liberty granted by the Commanding Officer (CO) or his designated official, outside of regular liberty periods for special occasions or circumstances.

1. Members shall remain within the local area (i.e. 300 miles driving distance from the BU or MIT offices).

2. Special liberty may not exceed 4 days, including weekends and holidays.

3. Special request chits shall be routed to the appropriate approval authority.

4. Approval authority for special liberty for staff Officers is held by the XO for up to 72-hour liberty, and by the CO for 96-hour liberty.

5. Special liberty may not be combined with or be taken in conjunction with leave or to extend scheduled leave or Temporary Additional Duty (TAD) periods. Holidays are considered regular non-work days and are not special liberty by definition.

6. 3-Day Special liberty is a liberty period designed to give a service member 3 full days absence from work or duty, usually beginning at the end of the normal working hours on a given day and expiring with the start of normal working hours on the 4th day (e.g., from Monday evening until Friday morning).

7. 4-Day Special liberty is a liberty period designed to give a service member 4 full days absence from work or duty, usually beginning at the end of the normal working hours on a given day and expiring with the start of normal working hours on the 5th day, and including at least 2

consecutive non-work days, (e.g., from Wednesday evening until Monday morning).

8. Restrictions on combining liberty with other absences. DoD Directive 1327.5 places specific restrictions on combining regular liberty with special liberty and special liberty with leave. Refer to reference (c) for details.

6. Action.

a. Leave/Liberty Processing Procedures. Leave and/or liberty requests will be submitted to the designated approving authority via the appropriate chain of command at least 3 working days prior to the start date of leave using electronic leave (E-leave) via the Navy Standard Integrated Personnel System (NSIPS). Access NSIPS at (<https://nsips.nmci.navy.mil>); Marine Corps personnel will access Marine On-Line (MOL) at (<https://www.mol.usmc.mil>) to request leave. Leave will flow electronically to all concerned individuals. Navy personnel will receive an email notification upon final approval. Marine Corps personnel will receive approval notification via MOL. Leave is not charged for the day when an individual begins the leave after a normal duty day and returns from leave prior to a normal duty day starting.

b. Check-Out/Check-In Procedures for Leave. NSIPS/MOL systems will automatically sign the member in and out on leave upon the commencement and completion of requested period of leave.

i. Members who depart outside of the approved leave date/time, shall notify the Command Duty Officer (CDO) at (617) 659-0206. The CDO will make a logbook entry and shall notify chain of command (to include Will Gates in BU Admin). Upon return from leave, the member will update his/her leave chit and submit to Will Gates in order to accurately account in NSIPS.

ii. Members returning to duty prior to the approved return date shall report in for duty via the CDO at (617) 659-0206. The CDO will make a logbook entry and shall notify chain of command (to include Will Gates in BU Admin). Upon return from leave, the member will update his/her leave chit and submit to Will Gates in order to accurately account in NSIPS.

c. Emergency Leave Procedures.

i. During normal working hours, emergency leave requests will be verified by the Executive Officer and approved by the Commanding Officer. Red Cross verification is no longer required for family illness or death. Emergency leave requests will be processed expeditiously.

ii. After working hours, the CDO will verify and approve emergency leave with the approval of the Commanding Officer. The CDO can be reached 24/7 at (617) 659-0206.

d. Separation and Terminal Leave Procedures.

i. Personnel separating or retiring from the command shall route their leave request through Will Gates in BU Admin to ensure that all leave is accounted for prior to separation. Failure to do so can cause an overpayment after the member separates or retires. Separation/Terminal leave commences at the end of the normal workday and terminates at 2400 on the date of discharge. Note: All Personnel Support Detachments require a 30-day timeframe in order to properly process a member's discharge paperwork and maintain pay procedures.

e. OCONUS Leave Procedures.

i. Request for regular leave to areas outside of the continental United States (OCONUS) must be submitted at least 40 days prior to, but not more than 3 months before the desired start date to allow for processing of any required messages for area clearance and adequate response time. Most countries require that you have a clearance granted message in hand with the leave papers and proper identification. The following information must be routed with the leave request for OCONUS travel:

1. Copy of flight itinerary
2. Specific places and/or persons to be visited
3. Local point of contact (leave address and phone number)
4. Passport/VISA information
5. Copy of certificates of completion of Anti-terrorism/Force Protection (ATFP Level I) training which can be found at www.nko.navy.mil
6. Refer to the foreign clearance guide for further pre-departure guidance and requirements.
7. Refer to www.state.gov for detailed information regarding the culture, currency, ATFP level, embassy points of contact information, etc.



S. M. BENKE

BU-MIT NROTC Motor Vehicle Travel Risk Assessment Worksheet

(Form to be attached and submitted with original leave/liberty chit)

Name: _____

Travel From: _____ To: _____ Total Driving Dist: _____

Travel Dates: **Outbound** _____ **Return:** _____

Make/Model/Year of Vehicle: _____

(If member is traveling by air and renting a car a risk assessment should be completed for planned travel at/around/to planned destination.)

	PTs	POINTS
RISK FACTORS:	AVAIL	EARNED
A. AGE – 1 PT IF LESS THAN 26 YEARS OLD	1	
B. GRADE – 1 PT IF O-1 OR BELOW	1	
C. SEX – 1 PT IF MALE	1	
D. MARITAL STATUS – 1 PT IF SINGLE	1	
E. PRBs IN THE LAST 12 MONTHS (1 PT PER PRB)	VAR	
F. MOVING VIOLATIONS IN LAST 12 MONTHS (1 PT PER POINT ON TICKET)	VAR	
G. DAYS OF LEAVE/SPECIAL LIBERTY TAKEN		
1-2 days	3	
3-4 days	2	
5-6 days	1	
7 or more days	0	
H. ONE WAY TRIP DISTANCE TO BE TRAVELED: (Per SORM para 15200 no more than 450 miles/day)		
0-300 miles	0	
301-900 miles	1	
901-1350 miles	2	
1351-1800 miles	3	
1801 miles or more (each additional 450 miles = 1 PT)	4	
I. TIME OF DEPARTURE		
DAY AFTER WORK/CLASS, 8 HOURS SLEEP	0	
SAME DAY, AFTER WORKING HOURS	2	
SAME DAY, AFTER WORKING HOURS (NIGHT DEPARTURE)	3	
J. DRIVING ALONE – 1 PT IF YES	1	
K. PERSONAL STRESSORS (RELATIONSHIP PROBLEMS, CAREER DECISIONS, ETC)	VAR (1-5)	
L. TRAVELING BY MOTORCYCLE - 1 PT IF YES	1	
TRAVELING BY MOTORCYCLE AND HAVE NOT COMPLETED MOTORCYCLE SAFETY COURSE	2	
M. IF TRAVELING DURING HOLIDAY PERIODS (THANKSGIVING, CHRISTMAS, FOURTH OF JULY, ETC)	1	
N. TRAVELING DURING CONDITIONS OF POTENTIAL HAZARDOUS WEATHER (SNOW, HURRICANE SEASON, ETC.)	2	
TOTAL POINTS	32	
NOTE: IF TOTAL MEETS OR EXCEEDS 8 POINTS, THE INDIVIDUAL HAS A GREATER THAN AVERAGE RISK FOR A TRAFFIC MISHAP. RECOMMEND ADJUST PLANS TO REDUCE THE RISK FACTORS (i.e. allow for more travel time, take more leave, adjust departure/arrival times, travel with a companion, etc.)		

OTHER PERSONNEL TRAVELING WITH MEMBER:

NAME: _____

NAME: _____

ANALYSIS:

THE FOLLOWING ACTIONS ARE RECOMMENDED FOR REDUCING RISK:

SUPERVISOR SHALL ALSO ADDRESS THE FOLLOWING DRIVING SAFETY ITEMS: CELL PHONE USAGE/TEXTING WHILE DRIVING, FATIGUE MANAGEMENT, EXCESSIVE SPEED, DRINKING/DRIVING, HAZARDOUS WEATHER, EMERGENCY EQUIPMENT.

MEMBER SIGNATURE: _____	SUPERVISOR SIGNATURE: _____
DATE COUNSELED: _____	DATE COUNSELED: _____