

NDCSWINST 1050.3H  
012  
13 May 1997

NAVDENCEN SAN DIEGO INSTRUCTION 1050.3H

Subj: LIBERTY

Ref: (a) MILPERSMAN Art. 3030100, 3030150

1. Purpose. To establish policy relative to liberty for personnel attached to Naval Dental Center, San Diego.
2. Cancellation. NAVDENCENS DIEGO INST 1050.3G.
3. Definitions. As set forth in reference (a), the following definitions are provided:

a. Liberty - The authorized absence of an officer or enlisted member from place of duty not chargeable as leave.

b. Regular liberty - A routinely authorized absence, at the end of which the member is actually on board or in the location from which the member regularly commutes to work, which lasts from the end of normal working hours on one day to the beginning of normal working hours the next workday.

(1) For members whose duty hours follow a traditional American work week, weekend liberty will be from the end of working hours Friday afternoon, until the beginning of normal working hours on the following Monday. For members who work other schedules, commanding officers will ensure an equivalent weekend liberty through days of the week may vary. Except for public holiday weekends or public holiday periods specifically extended by the President, regular liberty periods will not exceed three days in length.

c. Special Liberty - liberty granted outside of regular liberty periods for unusual reasons, such as emergencies, to exercise voting responsibilities of citizenship, for observance of major religious events, requiring the individual to be continuously absent from work or duty, or for special recognition. Special liberty will normally not exceed three days; under certain circumstances, four days special liberty may be authorized.

(1) Special liberty periods of three to four days are intended as compensation for unusually long working hours; members on board ship in overhaul away from home port; or as recognition for exceptional performance.

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d. Three-day special liberty is a liberty period designed to give a service member three full days absence from work or duty, usually beginning at the end of 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.) When a three day liberty embraces only regular liberty time, such as a Saturday and Sunday with a Monday or Friday national holiday (when scheduled work hours are not included), the time off is treated as regular liberty.

e. Four-day special liberty is a liberty period designed to give a service member four full days absence from work or duty, usually beginning at the end of normal working hours on a given day and expiring with the start of normal working hours on the 5th day, and including at least two consecutive non-working days (e.g., from Wednesday evening until Monday morning.)

4. Policy. Command policy is to grant special liberty commensurate with operational requirements within the following guidance:

a. All requests for special liberty will be submitted on a Special Request Authorization via the appropriate chain of command.

b. Three-day and four day special liberty periods will be granted only by the Commanding Officer.

c. Branch Directors/Headquarters Department Heads are authorized to grant one day special liberty or less provided the duration of absence, when combined with non-workdays or holidays, does not exceed three days.

d. Do not grant liberty periods in succession or use liberty in series by immediately recommencing after return to duty. Do not combine liberty periods with leave when leaving the immediate geographic area of the duty station.

e. When a member requests an extension of an authorized liberty period and the time (liberty and extension) exceeds three days, that portion exceeding the regular liberty will be charged to the member's leave account.

f. Personnel, who cannot report for normal duties, due to illness, emergency or other unavoidable circumstances, following completion of liberty shall:

(1) Inform the Officer-of-the-Day (OOD) or appropriate duty official of the nature of the illness or general condition.

(2) If ill, report to a nearest federal medical facility and be seen by a medical officer.

(3) When too seriously ill to see a medical officer, inform the duty personnel or the respective Branch Director Headquarters Department Head. Transportation and other necessary assistance will be made available.

(4) Inform the Branch Director/Headquarters Department Head of prognosis and treatment plan given by the medical officer.

(5) Personnel on special liberty who extend their absence beyond that which is authorized may be charged leave for the total period of absence at the discretion of the Commanding Officer.

5. Compensatory Time Off. When the operational situation permits, compensatory time off not to exceed 24 hours should normally be granted following on board duty on national holidays. This compensatory time off will be granted at the discretion of the Branch Director/Headquarters Department Head as the workload permits. If given, this liberty should fall on the first work day following the holiday.

R. C. MELENDEZ

Dist:  
List 1, Case 1, 2

