



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

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MEMORANDUM FOR ALL MEMBERS OF THE USU BRIGADE

SUBJECT: Uniformed Services University of the Health Sciences Leave and Special Liberty/Pass Policy For Military Personnel

- References: (a) DoDI Directive 1327.6, "DoD Instruction on Leave and Liberty Procedure," April 22, 2005
(b) Army Regulation 600-8-10, "Leaves and Passes", February 15, 2006
(c) NAVPERS 15560D, Naval Military Personnel Manual, August 22, 2002
(d) Air Force Instruction 36-3003, Military Leave Program, October 20, 2005
(e) eCommissioned Corps Issuance System (eCCIS), Chapter 6
(f) Commissioned Corps Personnel Manual (CCPM), Chapter 68 (Pamphlet),
(g) Joint Federal Travel Regulations, Volume I, current edition
(h) USU Instruction 1304, Military Leave Program, December 7, 2004
(i) USU Instruction 1327, Military Pass Program, September 10, 2004

1. PURPOSE

To establish policy and procedures for granting leave and special liberty or pass for military personnel assigned to the Uniformed Services University of the Health Sciences (USU).

2. APPLICABILITY

This policy applies to all active and reserve military personnel, staff, faculty, and students assigned to the USU Brigade.

3. POLICY

3.1. Leave. The Brigade Commander is the approval authority for annual leave greater than 30 days; emergency leave; and convalescent leave. He is also the approval for all terminal (transition), advance and excess leave requests.

3.2. Special Liberty or Pass. The USU Brigade Commander, the SOM and GSN Commandants are the only authorized personnel that can approve a 4-day special liberty or pass. Awarding of a 4-day special liberty or pass is compensation for significant periods of unusually extensive working hours; long or arduous deployment. A 4-day

SUBJECT: Uniformed Services University of the Health Sciences Leave and Special Liberty/Pass Policy For Military Personnel

special liberty or pass must be combined with a weekend. Any 4-day special liberty or pass submitted for approval by the Brigade Commander must have justification and concurrence of Department Chairs and/or Directors. Department Chairs and Directors will be the approval authority for 3-day special liberty or pass.

3.3. Permissive TDY/TAD. The Brigade Commander is the approval authority for all permissive (no-cost) TDY/TAD. Supervisors must review and sign requests prior to routing. The Brigade Commander may grant up to a maximum of 10 days for house hunting incident to a PCS move. Permissive absence approved by the Brigade Commander for retiring members may be taken in conjunction with transition leave and/or expiration term of service (ETS)/ agreement or in a series of trips prior to separation (not to exceed the 20 days).

3.4. Sick-in-Quarters. All service members placed in a sick-in-quarters status 72 hours or less must notify their immediate supervisor before departing USU.


JOHN M. WEMPE
COL, MC, USA

Enclosure – 5

- E1. Leave Policy
- E2. Liberty and Pass Policy
- E3. Permissive TDY/TAD
- E4. Major Disasters and Emergency Situations
- E5. Definitions

E1. ENCLOSURE 1

LEAVE POLICY

E1.1. PURPOSE

To establish policy and procedures for granting leave for military personnel assigned to the Uniformed Services University of the Health Sciences (USU).

E1.1.1. The annual leave program gives members the opportunity to take leave within the constraint of operational requirements. Provides respite from the work environment in ways that shall contribute to improved morale, performance, and increased motivation. Ensures maximum use of earned leave, minimize the loss of leave, and reduce to the maximum extent the cost of payment for unused accrued leave.

E1.2. POLICY

E1.2.1. 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 of USU. An aggressive leave program is an essential military requirement.

E1.2.2. Leave will be granted within the constrains of operational military requirements and to the degree of support for leave provided in the USU Brigade manning document. Leave should be approved consistent with the needs of the departments and the safety and general welfare of the Service member. Encourage personnel to utilize leave as earned.

E1.2.3. Personnel who refuse to take leave, when the opportunity is afforded them on command annual leave programs, shall be counseled regarding their obligation to execute military programs and policies.

E1.2.4. Operations Bushmaster and Kerkesner field training exercises are mission essential and take priority during the month of July each year. All Service members assigned to USU will support this critical field training exercise (with the exception of emergency situations and USU operational requirements).

E1.3. RESPONSIBILITY

E1.3.1. The Brigade Commander will:

E1.3.1.1. Establish an annual leave program to manage leave and provide the maximum opportunity for all Service members to take leave to minimize loss and payment of leave not taken.

E1.3.1.2. Allow leave within the constraints of operational military requirements and to the degree of support for leave provided in USU Brigade manning document.

E1.3.1.3. Caution Service members who do not take leave that they may lose leave at the end of the fiscal year. Also, Service members who maintain a 60-day leave balance, and wait late in the fiscal year to take leave, will be informed that they risk loss of leave over 60 days if the operational situation requires their presence. The refusal to take leave may result in the loss of earned leave at a later date.

E1.3.2. Department Chairs, Commandants, and Department Heads will:

E1.3.2.1. Strongly encourage the use of leave as it accrues.

E1.3.2.2. Provide opportunities for military members to take frequent periods of leave, including the opportunity to take at least one leave period each year, about 14 consecutive days in length, and longer when possible.

E1.3.2.3. Approve leave requests and extensions consistent with USU policies. The SOM and GSN Commandants will also approve leave requests and extensions for SOM graduate students. Commandants may further delegate this authority to the Company Commander and/or Squadron Commander.

E1.3.2.4. Counsel Service members who refuse to take leave throughout the year on command annual leave programs regarding their obligation to execute military programs and policies.

E1.3.3. Company Commanders/Squadron Commander will:

E1.3.3.1. Review and approve all leave authorization request forms from the School of Medicine and the Graduate School of Nursing students and forward the approved leave request to the Military Personnel Office for processing.

E1.3.3.2. Counsel Service members who refuse to take leave when the opportunity is afforded, regarding their obligation to execute military programs and policies.

E1.3.4. All Service Members will:

E1.3.4.1. Familiarize themselves with contents of this policy.

E1.3.4.2. Plan annual leave schedules with their supervisors to integrate with USU and AFRRI workloads and training calendar.

E1.3.4.3. Submit the appropriate Service Leave Request/Authorization form at least 7 days and no more than 30 days prior to the start of the leave through their chain of command. Exception: The Air Force LeaveWeb will not allow Air Force personnel to submit their leave request prior to 2 weeks before departure.

E1.3.4.3.1. All SOM and GSN students, when using the LeaveWeb, it is important to print your Part 2. If you do not receive notice from LeaveWeb that your leave request is approved prior to the start date of your leave, email the Company/Squadron Commander and/or First Sergeant at Afleave@usuhs.mil and request if your leave has been approved.

E1.3.4.3.2. Air Force personnel experiencing difficulties accessing the Air Force LeaveWeb, should wait and try again the next day. If the member continues to have difficulty accessing the system, they should contact the Air Force representatives in the Military Personnel Office for assistance in troubleshooting the problem.

E1.3.4.4. Request for leave (third and fourth year medical students) in conjunction with a Temporary Duty (TDY) assignment, shall be approved by the Company/Squadron Commander and coordinated through the Registrar's office, before processing the leave at the Military Personnel Office.

E1.3.4.5. Complete a security brief from USU Security Office and document the required training in the remarks section of the leave form to include, obtaining necessary documents and requirements related to OCONUS travel, i.e. passport, visa, country clearance, immunizations.

E1.3.4.6. Ensure before departing on leave, special liberty, or pass that they have their chain of command's phone numbers in the event of an emergency.

E1.3.4.7. Contact their chain of command when they are unable to return from leave, special liberty, or pass. Refer to section 6.5.2.6. for further guidance when requesting an extension of special liberty or pass.

E1.3.4.8. Pick up the approved leave request form from the Military Personnel Office prior to departing on leave. All Navy personnel must carry their approved leave requested at all times while in a leave status. Army and Air Force

personnel are highly encouraged to carry their approved leave requested at all times while in a leave status. Air Force members can print part II through LeaveWeb.

E1.3.4.9. Submit appropriate permissive TAD/TDY paperwork (DA Form 31, NAVCOMPT Form 3065, or AF IMT 988) at least 7 days prior to the start of permissive TDY.

E1.3.5. Director, Military Personnel Office will:

E1.3.5.1. Be responsible for the proper and effective administration of the Military Personnel Leave Program pertaining to Service specific policies.

E1.3.5.1.1. Review and process all leave request authorizations for Army, Navy, Marine Corps, Air Force, and Public Health Service military uniformed personnel to include the School of Medicine and the Graduate School of Nursing.

E1.3.5.1.2. Sign as the administrative approving authority in block 13, Request and Authority for Leave, on the DA 31 Form for all USU Army faculty and staff requests for annual leave, 1-3 day pass and no-cost permissive TDY. The SOM active duty graduate students not assigned to the USU will obtain administrative approval authority for leave request from their parent command.

E1.4. PROCEDURES

E1.4.1. Annual Leave Program. 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 balance.

E1.4.1.1. Earned leave may exceed 60 days during a fiscal year, but shall be reduced to 60 days as of the first day of the new fiscal year.

E1.4.1.2. Leave accumulated in excess of the above stipulated limitation, and not used, is irrevocably lost and may not be compensated for in cash. As this policy is based on public law, no waiver authority exists.

E1.4.2. Important Leave Periods. When encouraging a Service member to use leave, particular emphasis shall be placed on granting leave in the following circumstances:

E1.4.2.1. Upon a permanent change of station (PCS) or after periods of arduous duty and protracted periods of deployment from home station.

E1.4.2.2. Upon reenlistment.

E1.4.2.3. During the traditional holiday periods.

E1.4.2.4. When there is evidence of deteriorating health and/or morale or when Service members and/or their family have been personally affected by natural disasters/emergencies. Depending upon the circumstances, emergency leave may be more appropriate.

E1.4.2.5. For attendance at spiritual events or other religious observances for which special liberty or pass is inadequate.

E1.4.2.6. During the processing period incident to separation from active duty, upon retirement, when requested.

E1.4.3. Public Holidays. U.S. public holidays established by Federal statute shall be observed, except when military operations prevent. Holidays are to be charged as leave if they fall within the effective dates of leave.

E1.4.3.1. The Brigade Commander may authorize during various times, such as Thanksgiving and Christmas, the USU Brigade Block Leave/Holiday Period. During this period, Directors, Department Heads and supervisors are authorized to implement liberal work schedule for their personnel. Liberal work schedules must be tailored to ensure adequate work section coverage during the peak leave period and to ensure mission accomplishment.

E1.4.4. Specific Guidelines.

E1.4.4.1. Annual Leave.

E1.4.4.1.1. For Army personnel, submit DA Form 31, Request and Authority for Leave. For additional policy and guidance on filling out the DA Form, refer to Army Regulation 600-8-10.

E1.4.4.1.2. For Navy personnel, submit NAVCOMPT Form 3065, Leave Request and Authority form. For additional policy and guidance on filling out the NAVCOMPT Form 3065, Leave Request and Authority, refer to (NAVPERS) 15560D, Naval Military Personnel Manual.

E1.4.4.1.3. For Marine Corps personnel, submit NAVMC 3, Leave Authorization (Officer and Enlisted) (1050) form. For additional policy and guidance on filling out the NAVMC 3, Leave Authorization (Officer and Enlisted) (1050) form, refer to MCO P1050.3H, Regulations for Leave, Liberty, and Administrative Absence.

E1.4.4.1.4. For Air Force personnel, submit annual leave request via the Air Force LeaveWeb in accordance with AFI 36-3003, Military Leave Program.

E1.4.4.1.4.1. To access the LeaveWeb, the Service member shall use the following website: <https://leave.andrews.af.mil>, as well as, the Air Force Portal. The LeaveWeb system works best on Internet Explorer and the member must be on a “.mil” computer.

E1.4.4.1.4.2. The Air Force LeaveWeb will not allow the Service member to submit their leave request prior to 2 weeks before departure.

E1.4.4.1.4.3. All Air Force Service members must manually process an AF IMT 988 Form, Leave Request and Authorization when requesting convalescent, emergency, or permissive TDY.

E1.4.4.1.4.3.1. SOM and GSN Air Force students must complete an AF IMT 988 Form and submit the request to the Squadron Commander’s office or fax to (301) 295-3586 for manual processing of convalescent, emergency, or permissive TDY requests. Upon completion of leave, the member must complete Part 3 of the AF IMT 988 Form.

E1.4.4.1.5. For Public Health Service personnel, submit PHS-1345, Request and Authority for Leave Absence (commissioned Officers) form. For additional policy and guidance on filing out the PHS-1345, Request and Authority for Leave Absence (commissioned Officers) form, refer to eCommissioned Corps Issuance System (eCCIS), Chapter 6 and the Commissioned Corps Personnel Manual (CCPM), Chapter 68 (Pamphlet).

E1.4.4.1.6. For SOM students only, the following paragraph is outlined on the MPO Form 526-B, “to miss any **mandatory** lecture, lab, clinical rotation or other academic requirement you must first present justification and obtain permission from the appropriate authorities (Course Director/Lab Instructor/Preceptor/Site Supervisor, etc. (Approval Line #1) **and** Student Affairs Office (Approval Line #2) Prior to presenting this form to the Company Commanders’ Office. To miss any non-mandatory scheduled academic time, you must first obtain permission from Student Affairs Office (Approval Line #2) before presenting this form to the Company Commanders’ Office . A Company/Squadron Commander or First Sergeant must also sign this request form (Approval Line #3) in all cases. If class absence will involve time away from the DC area, complete [Special] Liberty/Pass information.”

E1.4.4.1.6.1. To miss any non-mandatory scheduled academic time, you must first obtain permission from Student Affairs Office (Approval Line #2) before requesting leave from the Company Commanders’ office.

E1.4.4.2. Advance Leave. Advance leave is a means whereby Service members with limited or no accrued leave may be granted leave to resolve urgent, personal, or emergency situations. Regardless of the amount of advance leave requested, accrued leave must be given before the Service member is in an advanced leave status. Such leave shall be limited to the minimum amount needed and may be granted within the following limitations:

E1.4.4.2.1. To avoid excessive negative leave balances, advance leave shall normally be limited to the lesser of:

E1.4.4.2.1.1. 30 days; or

E1.4.4.2.1.2. The amount of leave that shall be earned during the remaining period of active duty; or

E1.4.4.2.1.3. While serving on an extension, leave shall be accrued prior to the Service member's date of separation.

E1.4.4.2.2. Service members separating within 3 months of the expiration of their enlistment, including those who reenlist within 24 hours, shall have the advanced portion of their leave treated as excess leave.

E1.4.4.2.3. Advance leave shall not be authorized together with any excess leave authorized for personnel in professional degree, officer procurement, punitive discharge, administrative discharge, or disability discharge programs.

E1.4.4.3. Excess Leave. Excess leave is a no-pay status; therefore entitlement to pay and allowances and leave accrual stops on the first day of excess leave. Excess leave may be authorized in emergencies provided that the aggregate of all leave granted (regular + advance + excess) does not exceed 60 days and that the advance leave is used before the excess leave. Consideration for humanitarian reassignment should be given in those cases where emergencies require the absence of the Service member for more than 60 days.

E1.4.4.4. Emergency Leave.

E1.4.4.4.1. The Brigade Commander is the approval authority for up to 30 days of emergency leave for USU staff and faculty. Company Commanders/Squadron Commander, in coordination with the Office of Student Affairs, may authorize up to max of 14 days of emergency leave for SOM and students. GSN Company Commander or Commandant may approve up to 14 days of emergency leave.

E1.4.4.4.2. Emergency leave is chargeable leave. Emergency leave and extensions thereto shall normally be granted to Service members for family

surviving relative whenever the circumstances warrant and the military situation permits. Swift and sensitive action on emergency leave requests is essential. For additional information on emergency leave, please refer to Service specific Military Leave policy.

E1.4.4.4.3. When the Supervisor, Department Head, Company Commander, or Department Chair granting leave has reason to doubt the validity of an emergency situation, assistance in determining its validity and the Service member's presence should be requested from the Military Service activity nearest the location of the emergency or from the American Red Cross. Caution must be taken to ensure that delays in obtaining verification do not result in the individual arriving too late to accomplish the purpose for which the leave is intended.

E1.4.4.5. Convalescent Leave. Convalescent leave is a nonchargeable absence from duty granted to expedite a Service member's return to full duty after illness, injury, or childbirth may be granted to patients not yet fit for duty.

E1.4.4.5.1. The Brigade Commander is the approval authority for up to 30 days convalescent leave (42 days after normal pregnancy and childbirth) for Service member returning to duty after illness or injury (based on physician's recommendation).

E1.4.4.5.2. A physician must approve a Service member who desires to return to duty before the convalescent leave expires.

E1.4.4.6. Sick-in-Quarters. Sick-in-Quarters is a nonchargeable absence. Sick-in-Quarters will be used if a Service member is likely to returned to duty within 72 hours. Service members placed in a sick-in-quarters status must notify their immediate supervisor before departing USU. A Service member is excused from duty when sick-in-quarters. Service members on leave who become sick-in-quarters will not be charged leave for that period. When duty status changes to sick-in-quarters, the Service member must provide a statement from the attending physician verifying the inclusive dates of illness.

E1.4.4.7. Absence over Leave or Liberty

E1.4.4.7.1. Service members absent from duty, beyond their authorized leave period, shall be considered absent without leave, unless it is determined that the absence was unavoidable, in such case it shall be charged to the Service member's leave account.

E1.4.4.7.2. Absences over leave or liberty caused by mental incapacity, detention by civilian authorities, whether determined to be avoidable or excused as unavoidable, shall not be charged as leave, regardless of duration.

E1.4.4.8. Leave in Conjunction With Temporary Additional Duty/Temporary Duty.

E1.4.4.8.1. Leave shall be granted with temporary additional duty (TAD) /Temporary Duty (TDY) whenever requested and operationally feasible.

E1.4.4.8.2. TAD/TDY must be clearly essential.

E1.4.4.8.3. There must be no additional cost to the Government.

E1.4.4.8.4. The amount of leave to be granted with TAD/TDY, however, shall not exceed 30 days, unless the leave is emergency leave.

E1.4.4.8.5. Service members cannot use regular or special pass periods to extend TAD/TDY periods.

E1.4.4.8.6. For military faculty and staff, the Brigade Commander is the approval authority.

E1.4.4.8.7. All SOM students will inform their Company/Squadron Commander when planning on taking leave in conjunction with TAD/TDY. Upon return from TAD/TDY no later than the next duty day, all students will inform their Company/Squadron Commander that they have arrived safely into the local area.

E1.4.4.8.8. Most often TAD/TDY is taken in conjunction with clinical rotations; therefore much of the coordination of appropriate documentation will be processed via the Registrars office. For additional information, please refer to the student travel website: <http://vpr.usuhs.mil/fmg/TRAVPAY/studenttrav.html>.

E1.4.4.9. Terminal Leave. The Brigade Commander is the approval authority for all terminal leave requests.

E1.4.4.9.1. Terminal leave is ordinary leave chargeable to the Service member's leave account to assist separating Service members with their personal affairs. Also referred to as "retirement, separation or transition leave." If Service members desire leave without returning to USU, they must have their retirement, separation, or release orders in their possession and have completed all administrative processing before departing on leave. In addition, the retirement or separation date must occur following completion of the authorized leave period.

E2. ENCLOSURE 2

LIBERTY & PASS POLICY

E2.1. Liberty (Regular Pass).

E2.1.1. Liberty or regular pass shall normally be from the end of established normal duty working hour on one day to the beginning of working hours the next working day. On weekends, regular liberty shall normally be from the end of working hours on Friday afternoon until the beginning of normal working hours on the following Monday morning.

E2.1.2. For service members on shift work, equivalent schedules should be arranged, even though the days of the week may vary. Except for public holiday weekends (when the holiday is observed on Friday or Monday) or public holiday periods (when the holiday is observed on Tuesday or Thursday and Friday or Monday is a day of compensatory time off) specifically extended by the President of the United States, regular liberty periods shall not exceed 3 days in length.

E2.1.3. When the operational situation permits, compensatory time off as liberty should normally be granted following duty on national holidays. Except for unusual cases, this compensatory time off should be granted on the first working day following the holiday. However, if the holiday falls on a weekend and either Friday or Monday is designated as the nonworking day, compensatory time off is to be applied to both the holiday and the observed day, on a day-for-day basis.

E2.1.4. Liberty or regular pass, at no cost to the Government, may be authorized at the beginning or the end of a TDY period.

E2.1.5. When Service members request extension of an authorized period of liberty and this time (liberty and extension) exceeds 3 days, that portion exceeding the regular liberty shall be charged to the Service member's leave account.

E2.2. Special Liberty/Pass.

E2.2.1. A short, nonchargeable, authorized absence from the USU or place of duty during normal off duty hours is regular pass or special liberty. Non-duty periods of absence, other than the established or normal duty are considered as a special pass period or special liberty. For example, a special liberty or pass might extend from Friday after duty until the beginning of duty on the following Tuesday.

E2.2.2. Special liberty or pass do not apply for OCONUS. The service member must be on leave.

E2.2.3. Special liberty or pass may not be combined with normal liberty or holiday periods when the combined periods of continuous absence would exceed 4 days. Special liberty or pass shall not be granted in succession. (e.g., a 3-day special liberty or pass may not begin during or after a regular liberty or pass. In addition, special liberty periods of 3 or 4 days may be granted only on special occasions or under special circumstances, such as:

E2.2.3.1. Compensation for significant periods of unusually extensive working hours; long or arduous deployment from home station or port.

E2.2.3.2. As special recognition for exceptional performance, such as Service Member of the Quarter and Year.

E2.2.3.3. As special recognition and retention for enlisted service member reenlisting in the Service.

E2.2.3.4. To attend spiritual retreats or observance of major religious events requiring the service member to be absent from work or duty.

E2.2.3.5. To exercise voting responsibilities of citizenship.

E2.2.4. Special liberty or pass may not be used in combination with holiday or other periods (except Leave as stated in 5.5.2.5.) if that combination extends the absence from duty beyond 4 days. Furthermore, Special Liberty or pass may not under any circumstance, exceed 4 days.

E2.2.5. Special liberty or pass may be taken in conjunction with leave without a duty day between the liberty and leave periods. The member must be physically present at the home station when departing and returning from leave. If the member wishes to leave the home station during the Special Liberty or pass period and not return prior to the beginning of the leave period, the entire leave and liberty period will be charged as leave.

E2.2.6. When, because of unforeseen emergency circumstances, service members must request an extension of an authorized period of special liberty or pass, and the said time (special liberty and extension) shall exceed 3 or 4 days, that portion that exceeds the special liberty shall be charged to the Service member's leave account.

E2.2.6.1. A Service member that exceeds the authorized liberty or pass period is chargeable leave if they fail to return from an authorized liberty or pass period. Charge members leave for absence not excused under DoD 7000.14-R, volume 7A.

E2.2.6.2. A service member shall not overstay a pass or special liberty without approval. If a service member overstays their special liberty or pass, the individual is absent without leave and is subject to disciplinary action.

E2.2.7. A special liberty or pass will not exceed 3 days in length, to include public holiday weekends or public holiday periods unless specifically extended by the USU Brigade Commander for faculty and staff and the Commandant, SOM and the Commandant, GSN for medical and nursing students, respectively.

E2.2.8. A service member may request to take special liberty or pass at the discretion or award of their supervisor or Company Commander. Passes are a privilege and not a right.

E2.2.8.1. For the SOM and GSN students, submit Class Absence, Pass Liberty, Permissive TDY Request form no later than 7-days prior to the start of a special liberty or pass. A special liberty or pass does not count against normal leave.

E2.2.9. Supervisors, Department Heads, and Department Chairs can only recommend a 4-day special liberty or pass for USU military faculty and staff personnel. A 4-day liberty or pass must be routed through the Brigade Commander for approval.

E2.2.10. Rules for granting a 4-day Special Liberty or Pass:

E2.2.10.1. A 4-day pass or special liberty must include at least two consecutive nonduty days; for example, the end of work day on Thursday until Tuesday morning.

E2.2.10.2. For the SOM and GSN students, the Commandants have delegated approval authority to the Company Commander/Squadron Commander. For SOM and GSN students to request a special liberty or pass, submit a MPO Form 526-B, Class Absence, Pass, Liberty, Permissive TDY Request Form, to their appropriate Service Company Commander at least 7 days for approval.

E3. ENCLOSURE 3

PERMISSIVE TDY/TAD

E3.1. Permissive Temporary Duty (Administrative Absence). An administrative absence for any of the purposes outlined below may be authorized for Service members. In approving such requests, care must be taken to ensure that the planned absence clearly falls within the criteria provided; if it does not, the absence must be handled under normal leave or liberty procedures.

E3.1.1. A nonchargeable absence from duty may be granted at no expense to the Government to perform a semi-official activity that benefits the Department of Defense (DoD) for which funded Temporary Additional Duty (TAD)/Temporary Duty (TDY) is not proper. The lack of official TAD/TDY funds is not a reason to grant PTAD/PTDY.

E3.1.2. Participation in other programs of the military that shall enhance the Service member's value to the military service or the Service member's understanding of the military and his or her relationship to it shall only be used when funded TAD/TDY is inappropriate.

E3.1.3. The activity performed must be required as part of the Service member's assigned duties. Further, Permissive TAD/TDY cannot be granted to perform public business. Public business relates to the assigned mission of the Service activity. Therefore, TDY is appropriate.

E3.1.4. General purposes for which Permissive TAD/TDY is authorized. Permissive TAD/TDY may be authorized for the following general purposes:

E3.1.4.1. Attendance at meetings sponsored by recognized non-Federal technical, scientific, professional (medical, legal, and ecclesiastical) societies and organizations must have a direct relationship to the Service member's professional background or primary military duties and clearly enhance his or her value to the Military Service.

E3.1.4.2. Attendance to a DoD-sponsored employment assistance seminar under the Transition Assistance Program when the member cannot schedule one locally and when the member will separate or retire within 180 days.

E3.1.4.3. Attendance by a member of the Board of Directors of a DoD credit union, at meetings of associations, leagues, or councils formed by DoD credit unions must be directly related to DoD credit union programs.

E3.1.4.4. Participation in competitive sports events and essential support of participants in competitive sports events, Service- or DoD-sponsored events, or other recognized events must be approved by the Service Secretary.

E3.1.4.5. Attendance in response to a subpoena, summons, or request instead of process, as a witness at a State or Federal criminal investigative proceeding or criminal prosecution must be of substantial public interest, such as major crimes, and where the Service member would be an essential witness.

E3.1.4.6. Participation in other programs of the Military that shall enhance the Service member's value to the Military Service or the Service member's understanding of the military and his or her relationship to it shall only be used when funded TDY is inappropriate.

E3.1.4.7. House hunting incident to a PCS when Government quarters are not immediately available or, if available, are not required to be occupied at the gaining installation. The USU Brigade Commander may grant up to a maximum of 10 days for this purpose. The SOM and GSN Company/Squadron Commanders may grant up to 10 day for graduating SOM and GSN students.

E3.1.4.8. Participation in an official military retirement ceremony as the presiding official. The permissive absence authorized may not exceed 3 days and is limited to one presiding official per retirement ceremony.

E3.1.5. For additional information on Permissive TAD/TDY, please refer to Service specific Military Leave policy.

E3.1.6. Submit appropriate permissive TDY paperwork (DA Form 31, NAVCOMP Form 3065, or AF Form 988) at least 7 days prior to the start of permissive TDY for approval.

E3.2. Separating/Retiring Members. Permissive absence approved by the Brigade Commander for retiring members may be taken in conjunction with transition leave and/or expiration term of service (ETS)/expiration of service agreement or in a series of trips prior to separation (not to exceed the 20 days). This Authorization facilitates transition into civilian life for house and job hunting for military members retiring from active duty or being involuntarily separated under honorable conditions.

E3.2.1. Service members separating at the end of a normal term of service (ETS or End of Active Duty Obligated Service) are not eligible for permissive absence.

E4. ENCLOSURE 4

MAJOR DISASTER AND OTHER EMERGENCY SITUATIONS

E4.1. Major Disasters and Other Emergency Situations. Major disasters and other emergency situations, such as adverse weather conditions, natural disasters, and other incidents causing disruption of USU operations, may prevent military faculty, staff, and students from reporting for work or class on time or may require the University to close all or part of its activities.

E4.1.1. For additional guidance concerning major disaster and other emergency situations which may cause disruption of USU or prevent military uniform personnel from reporting for work or class, refer to USU Emergency Dismissal Closure Procedures.

E4.1.2. The President of USU, or President's designee, will make the decision on closure, dismissal, or special leave treatment due to inclement weather or other emergencies. This decision will be based on the need to keep the University functioning as normally as possible and on concern for the safety of military uniformed personnel assigned to the University.

E4.1.3. If the major disaster or emergency occurs before normal working hours, the USU President or President's designee will make every effort to notify the appropriate University personnel by 0500, of the policy to be announced. The announcement will be posted on the USU home page (www.usuhs.mil/sec/weather.html), the USU inclement weather line, (301) 295-3039, and the local radio and television stations.

E4.1.4. When "delayed arrival" or "unscheduled leave" have been announced due to existing weather conditions, the following USU personnel are to be considered as either emergency or essential personnel.

E4.1.4.1.1. Emergency Personnel. Military personnel entrusted with patient or animal care, specified facilities personnel, personnel designed to protect perishable research, or other personnel specifically designated Deans, Activity Heads, or Chairpersons. Employees designated as emergency personnel are expected to report for work on time.

E4.1.4.1.2. Essential Personnel. All military students, faculty personnel, and teaching support staff (with teaching and/or clinical responsibilities for that day) are expected to report for work on time, unless otherwise authorized.

E4.1.4.1.2.1. Classes may be rescheduled, if delayed or canceled, by the Dean, SOM and the Dean, GSN and announced to the faculty and students.

E4.1.4.1.2.2. Essential personnel who cannot report for work must contact their supervisor, in accordance with established procedures, for approval of annual leave or pass or special liberty for the entire scheduled workday.

E4.1.5. Non-emergency military personnel who cannot report for work must contact their supervisor, in accordance with established procedures, for approval of annual leave or pass or special liberty for the entire scheduled workday.

E4.1.6. Employees on telework are expected to report for work on time, unless the telework site is affected by the weather conditions or an emergency (e.g., disruption of electricity, loss of heat, etc.), or if the teleworker faces personal hardship that prevents him/her from working successfully at the worksite, or if the teleworker's duties are such that he/she cannot continue to work without contact with the regular worksite.

E4.1.7. If it is announced that USU is open, but uniformed personnel are unavoidably delayed in arriving for duty, supervisors may grant a reasonable amount of excused absence to those personnel. In determining the amount of excused absence to grant employees who experience commuting delays, supervisors should consider such factors as distance, availability, and mode of transportation, and the success of other personnel in similar situations.

E5. ENCLOSURE 5

DEFINITIONS

E5.1.1. Accrued Leave. Leave earned by a Service member at a rate of 2 1/2 calendar days for each month of active service and credited to the Service member's leave account. The account balance of ordinary earned or accrued leave must be reduced to 60 days at the end of the fiscal year. Accrued leave is also referred to as "earned leave."

E5.1.2. Administrative Absence (Permissive Temporary Duty). A period of authorized absence, which may include "permissive travel" to attend or participate in activities of an official nature to the benefit of the mission of the Department of Defense. Administrative absence is not chargeable to the Service member as leave. Examples of Permissive Temporary Duty, participation in competitive sports events and essential support of participants in competitive sports events, Service- or DoD-sponsored events, or other recognized events must be approved by the Service Secretary.

E5.1.3. Advance Leave. Leave granted to the Service member's leave account before its actual accrual. This leave is granted based on a reasonable expectation that it shall be earned by the Service member during the remaining period of active military duty.

E5.1.4. Annual Leave. Leave granted in execution of a command's leave program, chargeable to the Service member's leave account. This is also referred to as "ordinary leave."

E5.1.5. Convalescent Leave. A period of authorized absence granted to Service members under medical care, which is part of the treatment prescribed for recuperation and convalescence. This leave is not chargeable to the Service member's leave account. It is also referred to as "sick leave."

E5.1.6. Emergency Leave. Leave granted as a result of an emergency situation (personal or family) that requires the Service member's presence. It is chargeable to the Service member's leave account. Emergency leave is granted to Service members for family emergencies involving members of their household, their immediate family, or a sole surviving relative whenever the circumstances warrant and the military situation permits.

E5.1.7. Excess Leave. Leave granted that exceeds earned and advance leave and for which the Service member is not entitled to pay and allowances. Generally, a negative leave balance at the time of release from active military duty, discharge, first extension of an enlistment, desertion, or death shall be considered excess leave regardless of the authority under which the leave resulting in the negative balance was granted.

E5.1.8. Four-Day Liberty (Pass). A special liberty period that begins at the end of normal working hours on a given day and expires with the start of normal working hours on the fifth day and includes at least 2 consecutive non-work days (e.g., departure after duty Thursday afternoon until commencement of duty on Tuesday morning). Given in reward or as an award for a specific action (i.e. Service member of the Quarter, re-enlistments) Please see E5.2.17.

E5.1.9. Immediate Family. For the purpose of this Instruction, the Service member's "immediate family" is comprised of his or her parents, persons who have stood *in loco parentis*, siblings, children, and the spouse's parents and siblings.

E5.1.10. Permanent Change of Station (PCS). The transfer or assignment of a Service member or unit from one permanent station to another. This includes the change from home or from the place from which ordered to active duty to the first station upon appointment, call to active duty, enlistment, or induction; and from the last duty station to home, or to the place from which he or she entered the military service, placement upon the temporary disability retired list, and release from active duty or retirement. It also includes a duty-authorized change in homeport of a vessel or mobile unit.

E5.1.11. Permissive Absence. Time off to facilitate transition into civilian life for house and job hunting for military members being involuntarily separated under honorable conditions or retiring from active duty.

E5.1.12. Regular Liberty (Pass). A liberty period, not to exceed 3 days, beginning at the end of normal working hours on a given day, continuing during normal non-duty days and expiring with the start of normal working hours on the next working day. Public holiday weekends (when the holiday is observed on Friday or Monday) and public holiday periods (when the holiday is observed on Thursday or Tuesday and Friday or Monday is a day of compensatory time off), are regular liberty periods except when specifically extended beyond 3 days by the President of the United States.

E5.1.13. Sick-in-Quarters (Quarters Status). Excused from duty for treatment or medically directed self-treatment, in home, barracks, or other non-hospital facilities usually 72 hours or less (e.g., hotel, motel, occupying beds in dispensaries).

E5.1.14. Special Liberty (Pass). Liberty granted outside of regular liberty (pass) periods for a special occasions or circumstances and requires a unit commander's or the Commandant's approval. Other reasons for warding special passes include special recognition for exceptional performance, voting or observing major religious events, requiring the individual to be continuously absent from work or duty or for special recognition. Example of 3-day and 4-day Special Liberty or pass:

E5.1.14.1. Examples of a 3-day special liberty or pass can be a Friday through Sunday or a Saturday through Monday.

E5.1.14.2. Examples of a 4-day special liberty or pass can be a Thursday through Sunday, a Friday through Monday, or a Saturday through Tuesday.

E5.1.15. Temporary Duty (TDY). Duty at one or more locations, other than the permanent station, at which a service member performs TDY under orders that provide for further assignment or pending further assignment to a new permanent station or for return to the old permanent station upon completing TDY.

E5.1.16. Terminal Leave. Ordinary leave chargeable to the Service member's leave account to assist separating Service members with their personal affairs. Also referred to as "retirement, separation or transition leave." If Service members desire leave without returning to the separation site, they must actually have their retirement, separation, or release orders in their possession and have completed all administrative processing before departing on leave. In addition, the retirement or separation date must occur following completion of the authorized leave period.