

Quick reference for leave/pass

- Leave or pass is required anytime a member spends the night away from his or her place of residence.
- Direct all requests for leave or pass (liberty) to your NPS Program Officer **first** using the following **required** format **adapted to your circumstances**:

Requesting (Leave OR Pass) for: [starting day/date] to [ending day/date] to [destination]

Mode of travel: Driving

Lodging location: xxxx

Emergency contact: xxx-xxx-xxxx

I (will/will not) participate in any High Risk Activities.

I (will/will not) stay in cellular coverage.

I will not miss class OR I will miss class and my instructor(s) & Program Officer have approved my absence—email approvals below (or attached).

I will request Miss Muster upon final approval of my leave/liberty (as required).

- If you will miss class, you must also receive approval from the instructors of all affected class and include it in your request.
- Forward your Program Officer approval to the AFELM NPS/CC for final approval. **This ensures both NPS and the Air Force have accountability.**
- You must abide by all requirements in the Foreign Clearance Guide for foreign travel prior to departure. Begin your coordination with NPS Security.
- Passes in lieu of leave are authorized at the discretion of the AFELM NPS Commander provided specific conditions are met (see AFELM NPS Morale Program below).

AFELM NPS members are briefed on these policies during orientation and are required to abide by them. Pay attention to **boldface** and **highlights**. Refer to the following sections for the details of the AFELM NPS Leave & Pass policy:

- Mustering
- Emergency Recall
- Local Area
- Leave and Pass Rules (per AFI 36-3003)
- Pass (Liberty) Policy
- Missing Class
- Final Exam Days
- Winter/Summer Breaks and Thesis & Research Weeks
- Foreign Travel
- High Risk Activities
- Process for Requesting Pass or Leave

Mustering

- All students assigned to the Naval Postgraduate School are required to muster before 1300 on Monday through Friday unless the NPS Dean of Students (DOS) has designated a non-muster day. **This includes breaks between quarters.**
- Mustering is the primary means of maintaining accountability of all students. **AFELM NPS does not employ a separate accountability system.**
- Mustering signifies that a student has read all announcements on the NPS Student Muster webpage and will be able to report for duty.
- Each quarter, a student is afforded two unexcused missed musters. **On the third missed muster in quarter, the student will receive a verbal warning from the AFELM NPS/CC and be placed on the NPS DOS additional duty roster** (e.g. urinalysis observer, and so forth)
- Progressive discipline will be applied to subsequent missed musters beyond three, to include letters of counseling or admonishment.
- If a student will leave the local area due to TDY/leave/pass may submit a request to miss muster through the NPS Student Muster page.

Emergency Recall

- Upon in-processing at NPS, all Air Force members must update their information in AFPAAS and vRED.
- PYTHON is the system of record for NPS recalls. **All NPS students must ensure their contact information is accurate in PYTHON.**
- AFELM NPS falls under the NPS DOS recall process for emergencies. See the NPS Student Handbook for more details. **AFELM NPS does not maintain a separate recall roster.**

Local Area

- Definition of Local Area: “the place where the member lives and from which he or she commutes to the duty station.”
 - Reference: AFI36-3003, Chapter 4, para 4.1.1.7. / AFIT136-105, Chapter 3, para 3.13.2.
- **Anytime a member does not return to the local area by the end of the day, the member either be on TDY status or on pass/leave.**
 - Example #1: Capt Smith decides to take a day trip to San Francisco with his family. They return to their home later that evening. Capt Smith is not required to take leave or be on pass.
 - Example #2: Capt Jones decided to spend the night at her friend’s house in San Jose. Capt Jones must take leave or be on pass.
- There is no mileage radius for pass or leave. You must be able to return to local area on time. This applies to travel to all US destinations.
- Passes are not approved for foreign travel.

Leave and Pass Rules (per AFI 36-3003)

- Leave and passes must begin and end in the local area
- Leave and passes cannot be combined
 - Example #3: Capt Smith requests a pass for a weekend trip to Disneyland and then submits leave to visit parents in Colorado on Monday. Capt Smith must return to the local area after the Disney trip prior to departing on leave.
- Passes cannot be greater than 96 hours (no waiver)
- Weekend are standing 48-hour special passes
- Valid pass periods (provided they do no conflict with Holiday passes)
 - 72-hr pass: F-Su, Sa-M, Tu-Th
 - 96-hr pass: Th-Su, F-M, Sa-Tu
- In between quarters or during gaps in training (FAOs): if you stay in the local area, you are not required to be on leave or pass
- **After program completion w/no pending training: members must detach and take leave en route**
 - Example #4: Capt Jones is set to graduate in June. She would like to go on a trip to Europe after graduation before reporting to her new duty station. She requests to remain attached to NPS during her trip and then return to out-process. The request will be **denied**.
 - Why? The AFELM NPS PAS code is used to manage a student manpower account. The student manpower account is drained for as long as the student remains attached, even after graduation.
 - What can Capt Jones do? Per AFI 36-3003, 3.8.1, Capt Jones can request her foreign travel to be annotated on her orders and take leave en route. She must comply with all foreign clearance requirements before her final out appointment.
- **AFELM NPS-specific policy: members must be current on all Individual Medical Readiness (IMR) requirements or have submitted a plan to get current if in yellow or red status.**

Pass (Liberty) Policy

- **At the discretion of the AFELM NPS/CC**, if leave can be granted as a pass it will be under the following conditions:
 - Use-or-lose leave must be used first
 - Must follow AFI rules for passes
 - Member must be current on IMR
 - Member must be in good academic standing—no incomplete grades, probation, or mandated study hall
 - Cannot miss class (leave must be used for missing class)
- If member fails to return within pass period, even for unforeseen circumstances (e.g. weather delay), leave will be charged per AFI

AFELM NPS Personnel Accountability, Leave/Pass Policy

- Note: Navy and Marine Corps refer to passes as liberty.

Missing Class

- Electing to miss class is examined on a case-by-case basis
 - Family emergencies are not questioned; I will do all I can to support
 - Weddings and other special family events are typically approved
 - Missing class for a birth is expected and supported
 - PTDY for DoD sporting events and other qualifying events are also supported
 - Cannot use secondary caregiver leave to miss class
- Performance in previous quarters considered—academic probation or incomplete grades are disqualifying in most cases
- Typically, only one day of class can be missed
- **Approval must be obtained from the professors of each missed class period and their approvals must be attached to your email requesting leave**
- Always a good idea to run it by Program Officer and AFELM NPS/CC first

Final Exam Days

- Final exam days are considered part of the academic quarter
- Even if you don't have exams scheduled, it is **highly recommended** you use the time for other academic requirements (thesis and comp prep)
- Leave/pass will be considered. All final exams must be turned in prior to departing local area.
- **Incurring incomplete grades due to leave is not permitted**

Winter/Summer Breaks and Thesis & Research Weeks

- Thesis and Research weeks are small interludes between Winter/Spring and Summer/Fall quarters
 - You are **encouraged, but not required**, to use these days to complete thesis and comprehensive exam prep
- Winter/Summer Breaks are longer interludes around Christmas/New Years and 4th of July
 - You are **highly encouraged** to use a portion of this time to decompress
- If you remain in the local area, you are not required to take leave during these periods

Foreign Travel

- **Not granted as a pass**
- Must comply with all requirements in Foreign Clearance Guide (<https://www.fcg.pentagon.mil/>)
- Three key requirements:

AFELM NPS Personnel Accountability, Leave/Pass Policy

- Anti-terror plan
- Theater/country clearance
- AFOSI country briefing
- Must begin approval process at least 30 days in advance
- **First stop: NPS Security Office (basement Glasgow Hall)**
 - Kicks off Anti-terror plan and APACS
- AFOSI: AF Portal and search “AFOSI Foreign Travel”
 - Not all countries require brief
 - Contact local AFOSI det w/questions: 831-242-5183 or -5076
- LeaveWeb not approved until all requirements have been completed

High Risk Activities

- If you plan to participate in High Risk Activities (HRAs), you must first complete an AF Form 4391 and meet with the AFELM CC. The form is located on the Liferay and SAKAI websites.
- The following list of activities is not all inclusive:
 - All Terrain Vehicles, Auto Racing, Hot Air Ballooning, Boating, Bungee Jumping, Civilian Light Aircraft Flight, Dirt Biking, Experimental Aircraft Hang, Gliding, Helicopter Flight (Civilian), Hunting, Jet Skiing/Personal Water Craft, Motorcycle Racing, Mountain Climbing/Rappelling, Parasailing, Powered Parachute (Ultralight Aircraft), Rodeo/Bull-Riding/Bucking Events, Scuba Diving, Snow Skiing, Ski Jumping, Skydiving, Soaring, Snowmobiling, White Water Rafting

Process for Requesting Pass or Leave

1. (Leave only) If missing class, obtain permission professors and attach to request.
2. Send leave/pass request email to NPS Program Officer
 - This informs NPS student chain of command—they do not have access to LeaveWeb.
 - **For members under the age of 26: the information in this email meets the AETC requirement to provide an itinerary. If you are driving more than 350 miles in a day, I will follow-up with questions about safety.**
 - Use the following **required** format adapted to your circumstances (taken in part from NPS Student Handbook and several Program Officers):

Requesting (Leave/Pass) for: Friday, 20 May 0700 to Sunday, 22 May 2200 to [destination]

Mode of travel: Driving

Lodging location: xxxx

Emergency contact: xxx-xxx-xxxx

I (will/will not) participate in any High Risk Activities.

I (will/will not) stay in cellular coverage. (Emergency contact must be

someone who can be reached)

I will not miss class OR I will miss class and my instructor(s) & Program Officer have approved my absence—email approvals below (or attached). I will request Miss Muster upon final approval of my leave/liberty (as required).

- Example #5:

Requesting Pass for Friday, 14 Feb 0700 to Monday, 17 Feb 2000 to Disneyland

Mode of travel: Driving

Lodging location: Tropicana Inn & Suites

Emergency contact: 555-555-5555

I will not participate in High Risk Activities. I will stay in cellular coverage. I will not miss class. I will request to miss muster upon final approval of my pass.

- Example #6:

Requesting Leave for Tuesday, 16 June 0700 to Friday, 19 June 2000 to Big Sur Camping

Mode of travel: Driving

Lodging location: Campground

Emergency contact: 555-555-5555 (friend/relative who can be reached)

I will not participate in High Risk Activities. I will not stay in cellular coverage. I will not miss class. I will request to miss muster upon final approval of my leave.

3. Once your Program Officer approves, forward that email to AFELM NPS/CC
4. Receive approval email from AFELM NPS/CC
 - Subject will indicate status: “Pass/Leave APPROVED – Dates – Member”
 - If traveling overseas: “Leave APPROVED pending reqs – Dates – Member”
5. (Leave only) Submit LeaveWeb request
 - Must allow for **at least two duty days** to ensure leave authorization number is assigned—**cannot depart without leave number assigned**—PLAN AHEAD!
 - **For leave planned over a month in advance, don’t forget to submit LeaveWeb!**
 - Primary = Lt Col Matthew Garvin / Secondary = Col Timothy Sands (Col Shawn McCamish beginning in April 2020)
 - **Do not use a friend as Secondary—will be rejected!**

6. Submit request to miss muster (if applicable)
 - The request to miss muster is web-based and located on the NPS Student Muster Page.
 - **Mustering is required even when class is not in session.**
 - The NPS Student Muster Page will identify holidays where mustering is not required.
 - Having an approved missed muster will excuse you should you be selected for urinalysis.

7. (Leave only) Return from leave in LeaveWeb upon completion of leave.