

MILPERSMAN 1050-270

ADMINISTRATIVE ABSENCES

Responsible Office	OPNAV (N130)	Phone:	DSN COM FAX	664-5477 (703) 604-5477 604-3916
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:		1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1327.06 of 19 May 2016
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1. **Definition.** Administrative absence is a period of authorized absence, not chargeable as leave, to attend or participate in activities of an official nature that benefit the Department of the Navy (DON) or Department of Defense (DoD).

2. **Policy**

a. Care must be taken to ensure that any planned absence clearly falls within the criteria provided. If it does not, the absence must be handled under normal leave or liberty procedures. The criteria are to be narrowly construed.

b. Commanding officers (COs) are the approving authority for administrative absence requests, except

(1) Administrative absence in excess of 30 days must be authorized by the Assistant Commander, Navy Personnel Command (ACNPC), Career Management Department (PERS-4).

(2) Administrative absence to participate in amateur sports activities. Any sports activities not listed in paragraph 3f(1) must be approved by the Secretary of the Navy. Paragraph 3f provides additional guidance for these requests.

c. Administrative absences may include "permissive travel" to attend or participate in activities of an official nature that benefit the mission of the DON or DoD.

3. **General Purposes for Which Authorized.** Administrative absence may be authorized for the following general purposes when the meetings bear direct relationship to the member's professional background or primary military duties, and clearly enhance the member's value to the Service:

a. **Attendance at Meetings.** Attendance at meetings sponsored by non-federal entities:

- (1) technical;
- (2) scientific;
- (3) professional medical;
- (4) professional legal; or
- (5) professional ecclesiastical societies and organizations.

b. **Attendance at DoD Credit Union Meetings.** Attendance of a member of the board of directors of a DoD credit union at meetings of:

- (1) associations;
- (2) leagues; or
- (3) councils formed by DoD credit unions, the purpose of which is directly related to the DoD Credit Union Program.

c. **Attendance as a Witness.** Attendance in response to a subpoena, summons, or request in lieu of process as a witness at a state or federal criminal investigative proceeding or criminal prosecution involving substantial public interest, such as major crimes in which the member would be an essential witness.

d. **Participation in Other Navy Programs.** Participation in other official programs of the Navy, to include programs by organizations with which the Navy has an agreement to enhance the professional development of Service Members, and for which temporary duty (TDY) is not appropriate. Program must enhance the member's:

- (1) value to the Navy; or

(2) understanding of the Navy; and

(3) their relationship to it.

e. **Participation in an Official Military Retirement Ceremony as the Presiding Official.** Members requesting administrative absence to participate in an official military retirement ceremony as the presiding official are limited to 3 days of permissive absence. If two presiding officials will be present, only one may receive permissive absence to attend.

f. **Participation in and Support of Sports.** Participation in competitive sports events and or as essential support of participants in competitive sports events, to include Navy or DoD-sponsored sporting events, and amateur sports activities with regional and or national recruiting and public benefit to the Navy or DoD.

(1) Members accepted to compete on an **all-Navy sports team**, the Navy Marksmanship Team, or any other Navy or DoD administered or sponsored sports team will be authorized administrative absence upon acceptance.

(2) A member requesting administrative absence to participate in amateur sports activities, other than those listed in paragraph 3f(1), with potential recruiting or public affairs benefit to the Navy or DoD must request permission from the Secretary of the Navy via member's CO, ACNPC (PERS-4), Office of the Chief of Naval Operations (OPNAV), Military Pay and Compensation Policy Branch (N130), Chief of Naval Personnel (CHNAVPER), or the Assistant Secretary of the Navy (Manpower and Reserve Affairs).

(3) Contents of Letter of Request. The proper format for the letter of request for administrative absence to participate in sports activities with potential recruiting or public affairs benefit to the Navy is in exhibit 1.

(4) CO's endorsement

(a) COs must forward requests for administrative absences to participate in activities with potential recruiting or public affairs benefit to the Navy while on active duty by endorsement within 30 days, and must certify information provided in the member's letter is correct.

(b) The CO's endorsement must contain comments on the individual's professional performance to date, the strength of the individual's public affairs or recruiting proposal, and the likelihood that the individual's accomplishments will be sufficiently noteworthy to generate the desired positive benefit for the DON. The CO should also provide a recommended disposition of the request.

g. Other Administrative Absences, TDY, or Excess Leave.
Refer to the following MILPERSMAN articles for the topics listed:

(1) MILPERSMAN 1050-271 Post-Deployment Mobilization Respite Absence for Active Duty Personnel.

(2) MILPERSMAN 1050-272 Post-Mobilization Respite Absence for Mobilized Reserve Component Personnel.

(3) MILPERSMAN 1320-200 Temporary Duty Travel Entitlement Policy.

(4) MILPERSMAN 1320-210 Permissive TDY Authorization for Residence Hunting.

(5) MILPERSMAN 1320-220 Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting.

(6) MILPERSMAN 1320-314 Temporary Duty (TDY) Travel Orders.

(7) MILPERSMAN 1050-010 Leave Policy. Excess Leave for the purpose of pursuing an activity with potential recruiting or public affairs benefits for the DON.

4. **Issuance of TDY Orders.** Policy pertaining to the issuance of TDY authorization orders for administrative absences is contained in MILPERSMAN 1320-314.

Exhibit 1
Letter of Request for Administrative Absence

Date

From: [rank/rate, name, USN/USNR, designator]
To: Secretary of the Navy
Via: (1) Commanding Officer, [present duty station]
(2) Commander, Navy Personnel Command (PERS-4)
(3) Head, Military Pay and Compensation Policy Branch
(OPNAV N130)
(4) Chief of Naval Personnel
(5) Assistant Secretary of the Navy (Manpower and Reserve Affairs)

Subj: REQUEST FOR ADMINISTRATIVE ABSENCE TO PARTICIPATE IN [amateur sport activity with potential recruiting or public affairs benefit to the Navy] WHILE SERVING ON ACTIVE DUTY IN THE UNITED STATES NAVY

Ref: (a) MILPERSMAN 1050-270

Encl: (1) Reason for submission of request. [Specific proposal(s) describing how the requesting member's talents will be used to benefit the Navy's national public relations and recruiting efforts.]
(2) Copy of applicable contract [or similar binding commitment that guarantees the requesting member an opportunity to pursue an activity providing potential positive public affairs or recruiting benefit].

1. I hereby submit my request for administrative absence to participate in [fill in amateur sport activity]. I believe my participation in this sporting activity has potential recruiting or public affairs benefit to the Navy while on active duty as described in enclosures (1) and (2). My active duty service obligation will expire in [month/year].

2. I fully understand that approval of my request is contingent upon the credibility of my proposal to utilize my talents to benefit the Navy's national recruiting or public affairs efforts. I also realize that in evaluating such a request, the chain of command and, ultimately, Chief of Naval Operations will consider the current needs of the Navy, the quality of my professional performance to date, the strength of my public affairs or recruiting proposal, and the likelihood that my accomplishments will be sufficiently noteworthy to generate the desired benefit for the Department of the Navy. Furthermore, I acknowledge that the decision to approve or disapprove my request will be made on a case-by-case basis, and that the United States Navy is under no legal or implied obligation to honor my request.

[Signature]