

#### 4. SPECIAL LIBERTY (PASS)

a. Special liberty may not be used in combination with normal liberty, holidays, or other offduty periods where the combined periods of continuous absence would exceed 4 days (regarding leave, see paragraph 4.b. of this enclosure). Furthermore, special liberty may not, under any circumstances, exceed 4 days. Special liberty periods in excess of 2 days may only be granted for special occasions or under special circumstances, such as:

(1) Compensation for significant periods of unusually extensive working hours; long or arduous deployment from home station or port; duty in an isolated location where normal liberty is inappropriate; or to Service member's onboard ship in overhaul away from homeport.

(2) As special recognition for exceptional performance, such as Soldier, Sailor, or Airman of the Month or Year.

b. Special liberty may be taken in conjunction with leave without a duty day between the liberty and leave periods. The special liberty may be taken in accordance with the local commander's guidance and policies for special liberty, but requires a unit commander's memorandum authorizing the special pass. The member must be physically present at the home station or port when departing and returning from leave. If the member wishes to leave the home station or port during the special liberty period and not return prior to the beginning of the leave period, then the entire leave and liberty period will be charged as leave.

c. When, because of unforeseen emergency circumstances, Service members request an extension of an authorized period of special liberty that exceeds 4 days (original authorization and extension combined), the extension beyond 4 days shall be charged to the Service member's leave account.