

**LEAVE/LIBERTY STATEMENT**

You will be on Leave/Liberty from \_\_\_\_\_ to \_\_\_\_\_.

You are scheduled to be back to work on \_\_\_\_\_. You should plan to be in a ready-to-work condition. This means you must plan your return travel so you arrive with time for adequate rest before the start of your workday. You are required to have this Leave/Liberty statement in your possession at all times. If an emergency or other situation arises which might prevent you from returning safely and on time, contact one of the individuals listed below to coordinate arrangements for your safe return. Be sure to record the name of the person you spoke with about your return, time and other details.

POINT OF CONTACT:

PHONE NUMBER:

POINT OF CONTACT:

PHONE NUMBER:

POINT OF CONTACT:

PHONE NUMBER:

POINT OF CONTACT:

COMMAND DUTY OFFICER (CDO)

PHONE NUMBER:

(228)871-2132  
NCTC QUARTERDECK

REMARKS: