



UNITED STATES MARINE CORPS
MARINE CORPS BASE
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

MCBO 1050.1A
MCB (B 013)
MCCDC (C 05)
6 JUN 2001

MARINE CORPS BASE ORDER 1050.1A

From: Commanding General
To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

Ref: (a) MCO P1050.3H (NOTAL)
(b) NAVPERS 15560, NAVMILPERSMAN (NOTAL)
(c) NAVMEDCOMINST 6320.1A (NOTAL)
(d) MCBO 1020.1C

Encl: (1) Liberty Limits

1. Purpose. To publish instructions governing leave and liberty for members of this Command.

2. Cancellation. MCBO 1050.1.

3. Information

a. Leave

(1) Commanding officers (CO) will encourage and assist all members to use their entire 30 days leave each year. To obtain maximum benefit from the objectives of annual leave programs, such programs should provide opportunity to take frequent periods of leave, including the opportunity to take at least one leave each year of at least 14 consecutive days, consistent with military requirements and as respite from the work environment. Leave and special liberty will not be combined in continuous absences from duty.

(2) Leave will be granted only by the CG MCCDC, CG MCB, head of Tenant Activities, and COs. The only exception to this policy is the CG, Training and Education Command may grant leave to subordinate COs.

(a) The CG MCCDC will grant leave to the CG, Training and Education Command; CG, Marine Corps Warfighting Lab; CG MCB; C/S MCCDC; Aide-de-Camp for the CG; and Sergeant Major, MCCDC.

(b) The CG MCB will grant leave to the C/S MCB and subordinate commanders.

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(c) COs will grant leave to personnel of their command, except as noted in paragraph 3a(2)(a).

(3) Leave requests will be approved as follows:

(a) Directors and principal subordinates designated by them are authorized to approve leave for assigned personnel, including student officers.

(b) The C/S, MCB will grant leave for MCB division directors and special staff.

(c) All other personnel will forward their leave requests to their reporting senior for approval. The reporting senior may approve the request and forward the leave authorization to the cognizant CO for the granting of leave.

(4) The officer granting leave will ensure that prior to departure, personnel going on leave are aware of their duties and obligations while on leave and the information contained in subparagraph 3a(7) of this order.

(5) COs will emphasize motor vehicle safety at the time of granting leave.

(6) COs will specify the hour of departure and return from leave.

(7) Upon return from leave, each individual will deliver the leave papers to the appropriate company office for appropriate reporting on the unit diary. Officers who are on TDY or TAD who are granted leave by their orders are responsible for the prompt reporting of the leave taken to the CO of the administrative unit on whose rolls they are carried.

b. Leave Programs. COs and activity heads will establish procedures to ensure personnel are afforded the opportunity to obtain the maximum benefit from annual leave programs per reference (a).

c. Foreign Leave. Reference (a) provides detailed instructions and procedures regarding foreign leave. Any individual desiring to travel to a foreign country will thoroughly review reference (a) prior to submitting a leave request.

(1) Foreign leave requests to countries not requiring CMC approval will be approved per this order.

(2) Individuals requesting foreign leave in conjunction with PCS orders will submit a letter to the CG MCB (B 011) stating they have met the prerequisites of reference (a). Foreign leave authorization will be included in the PCS orders.

d. Liberty

(1) Liberty will be granted to military personnel per Chapter 3 of reference (a) and this Order. Liberty periods will not be effective in succession or used in series through recommencements immediately after return to duty.

(2) Staff Sergeants and Above. Unless their presence is required, staff sergeants or above have liberty from the end of each working day until normal work hours the next working day.

(3) Sergeants and Below. COs may grant liberty to sergeants and below, as follows:

(a) Regular Liberty. Monday through Friday from the end of each working day until the beginning of normal working hours the following working day.

(b) Weekend Liberty. From any time after normal working hours on Friday until the beginning of normal working hours the following Monday.

(c) Special Liberty. Special liberty as utilized in this order applies to the liberty defined in paragraph 3001.2 of reference (a).

(4) Liberty Limits. While liberty is permission to leave the duty station, it does not include permission to leave the general vicinity of this Command. Enlisted personnel on liberty will not go beyond the geographical limits prescribed below and in the enclosure without specific permission of the officer granting liberty.

(a) Those on regular liberty or special liberty of 24 hours or less will not proceed beyond 80 miles.

(b) Those on liberty of more than 24 hours will not proceed beyond 300 miles.

(5) Passes

(a) Marine Personnel. A valid Armed Forces Identification Card, DD Form 2MC, will suffice to identify a Marine on authorized liberty. The Liberty Request/Out of Bounds Pass, NAVMC 10471, will be carried by Marines below the grade of corporal when they go on special liberty and are authorized to exceed liberty limits. The limits of authorized travel will be specified on the pass. The Marine will surrender the pass to the CO upon return from liberty. Officers, SNCOs, and NCOs are not required to carry written

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evidence of this authorization, as per paragraph 3003 of reference (a). Prior to authorizing travel beyond the liberty limits, each CO will evaluate each request carefully and consider the distance involved, mode and availability of transportation, weather, and other pertinent factors which may affect the safe return of the individual concerned.

(b) Navy Personnel. As per paragraph 3030200 of reference (b), the Armed Forces Liberty Pass, DD Form 345, will be used to control the authorized absence (other than leave) of enlisted Navy personnel in pay grades E-1 through E-3. Navy personnel, E-4 through E-6, may be issued DD Form 345 when, in the judgment of the CO, it is deemed necessary for security, operational, or other special circumstances. A valid Armed Forces Identification Card, DD Form 2N, will be used in conjunction with the Armed Forces Liberty Pass to identify an enlisted member on authorized absence not classified as leave.

(6) Liberty Cards. Liberty cards will not be required nor utilized. In lieu of a liberty card, a valid Armed Forces Identification Card (DD Form 2MC for Marine Corps personnel and DD Form 2N for Navy personnel) will suffice.

e. Administrative Absence. As per Chapter 5 of reference (a), administrative absence is not to exceed 30 days. All requests will be submitted to the CG MCB (B 01) for approval/disapproval with the following information:

- (1) Number and grade of military and/or civilian personnel involved.
- (2) Purpose, duration, and location.
- (3) Justification.

4. Instructions For Emergency Situations. As per Chapter 4 of reference (a), the following information is pertinent:

a. Military police, shore patrols, security police, officers, petty officers, and NCOs of the Armed Forces are authorized to take preventive or corrective measures, including apprehension, if necessary, in the case of any member of the Armed Forces who is guilty of committing a breach of the peace, disorderly conduct, or any other offense which reflects discredit upon the Armed Forces. Personnel on leave or liberty are subject to this authority.

b. An emergency is defined as a situation wherein the need or apparent need for medical or dental attention is such that time does not permit application to a Federal medical or dental facility,

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including those available through Veterans' Administration facilities, or obtaining the required authority in advance. Emergency dental care is limited to measures appropriate to relieve pain or to abort infection and does not include the furnishing of prosthetic appliances including crowns or inlays, or the use of gold or other precious metals for fillings.

(1) If emergency medical or dental care is required and there are no naval facilities available, initial application will always be made to another Federal medical or dental facility, if available.

(Federal facilities are those of the Navy, Army, Air Force, Public Health Service, and Veterans' Administration.)

(2) If the foregoing is not feasible, in a bona fide emergency situation, Marines may obtain emergency treatment from any source at Government expense.

(3) If Marines on leave or liberty are hospitalized, they should immediately notify their CO or the nearest Marine Corps activity or representative and request instructions and assistance. If permitted to revert to a leave or liberty status upon release from the hospital, they will immediately notify their CO, preferably by telegram or telephone call, on the date of release. If on leave, the Leave Authorization (NAVMC 3), will be endorsed or annotated to show, over the doctor's signature, the place hospitalized, the time and date of admission, time and date of release, and the diagnosis. If traveling under orders issued by competent authority or on authorized liberty, a statement from the attending physician containing the aforementioned information will be obtained by the Marine concerned for delivery to the Marine's CO.

(4) Whether or not it involves hospitalization, at any time emergency medical or dental treatment is obtained from civilian sources, the Marine is responsible for obtaining bills, for the care, in quadruplicate. Itemized bills must show dates on or between which services were rendered or supplies furnished, and the nature of the charge for each item for presentation to the Marine's CO in order that the bill may be processed per the provisions of reference (c).

c. Leave is granted under the condition that the Marine can return to duty upon expiration of the leave at the place and time specified in the leave authorization. It is also the Marine's responsibility to have sufficient funds to defray all expenses, including transportation. While Marines may obtain space required return transportation assistance from any uniformed services installation, the cost of such transportation is subject to lump-sum checkage from their pay accounts and they may be subject to disciplinary action if the transportation authorized and arranged for them does not ensure their arrival at their command prior to expiration of the leave.

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5. Concurrence. This Order has been coordinated with and concurred in by the CG MCCDC.

6. Action. cos, Directors, Heads of Tenant Activities will:

a. Ensure a copy of this Order is posted on each organizational and company bulletin board.

b. Ensure each Marine departing on leave is made aware of the opportunity for a 5-day leave extension or a 4-day special liberty to be used at a later date for recruiting an acceptable applicant for enlistment as outlined in paragraph 2022 of reference (a).

c. Review this Order and reference (a) in their entirety.

d. Ensure the civilian dress and personal appearance of the Marines are conservative and commensurate with the high standards traditionally associated with the Marine Corps, per reference (d).

e. Establish a system for the collection of meal/rifle cards upon the departure of a Marine. Upon their return from leave meal/rifle cards will be returned to the Marine.



D. L. WRIGHT
Chief of Staff

DISTRIBUTION: INTERNET

LIBERTY LIMITS

MCB Quantico

