



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
MCINCR-MCBQO 1050.1C
B 013
22 Jun 16

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE
QUANTICO ORDER 1050.1C

From: Commander
To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

Ref: (a) MCO 1050.3J
(b) MARADMIN 535/08
(c) MILPERSMAN 1050-D10

Encl: (1) Liberty Limits

1. Situation. Per the references the Commander Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) has established a leave program that provides Marines respite from the work environment in ways that shall contribute to their improved performance and increased motivation; while ensuring adherence to safety guidelines and policy-based directives.

2. Cancellation. MCBO 1050.1B.

3. Mission. To promulgate policy concerning the granting of leave and liberty to personnel within this Command and the tenant activities serviced by MCINCR-MCBQ.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Leave and liberty for personnel aboard MCBQ and serviced tenant activities shall be authorized in accordance with reference (a) and the guidance contained herein.

(2) Concept of Operations. Per reference (b), Marine On-Line (MOL) is mandated as the sole source for commanders to report leave. The information in this Order referring to the administration of leave and liberty pertains to Marines only. Naval personnel shall be guided by the instructions contained in reference (c).

b. Subordinate Element Missions

(1) Battalion Commanders will establish policy and procedures for granting leave and liberty through the respective Company Commanders. All leave and liberty will route through the appropriate

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chain of command and approval will be granted at the company level with the battalions serving as the delegated oversight approving authority and managers.

(2) Commanding Officers and activity heads will ensure personnel are afforded the opportunity to obtain the maximum benefit from annual leave programs. Such programs should provide the opportunity to take frequent periods of leave, including the availability to take at least one leave period each year of at least 14 consecutive days, consistent with military requirements and as respite from the work environment. Commanding Officers will encourage and assist all members to use their entire 30 days of leave each year.

c. Coordinating Instructions. Commanding Officers are authorized to grant leave to personnel within their respective units not to exceed the minimum number of persons required for the effective operation of their unit.

(1) Battalion Commanders or their delegated Company Commanders will grant leave to personnel of their respective command, except in cases of foreign leave, which will require higher level approval. The level of approval is determined by the location of the leave.

(2) Tenant activities will route all leave and liberty requests through their respective company for approval and reporting/tracking

5. Administration and Logistics

a. Emergency Leave. Emergency leave will be granted in accordance with reference (a), and the policy set forth herein.

(1) Commanding Officers will give expeditious and sympathetic consideration to personnel requesting emergency leave.

(2) Verification of the existence of an emergency will be in accordance with reference (a).

(3) Orders of Command Duty Officers (CDO)/Officers-of-the-Day (OOD) shall contain specific instructions authorizing emergency leave during non-working hours.

b. 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 requiring the Commandant of the Marine Corps approval will be approved per this Order.

(2) Individuals requesting foreign leave in conjunction with permanent change of station orders will submit a letter to the Commander, MCBQ (B 01) stating that they have met the prerequisites of reference (a). Foreign leave authorization will be included in permanent change of station orders.

c. Liberty. Liberty will be granted to military personnel per reference (a) through (c) of this Order.

(1) Commanding Officer. Will establish procedures for authorizing liberty within their respective commands and in accordance with the following:

(a) Headquarters and Service Battalion will ensure that liberty requests route through the chain of command for approval by either the battalion or delegated Company Commander. All liberty must be reported/tracked for all personnel, to include tenant activities administratively serviced by the battalion, on board MCBQ. In cases where the tenant activity's General Officers/Commanders have granted special liberty, the respective company must still be made aware of the liberty and who is authorized to execute it for reporting/tracking purposes.

(b) Security Battalion will ensure that all liberty requests are authorized through the battalion or delegated Company Commander and are reported/tracked accordingly.

(2) Liberty Limits. While liberty is permission to leave the duty station, it does not include permission to leave the general vicinity of this command. Military (officer and enlisted) on liberty will not go beyond the geographical limits prescribed below without specific permission of the officer granting liberty. See enclosure (1) for a geographical depiction of liberty limits.

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

(b) Those on liberty of more than 24 hours will not proceed beyond 300 miles from the closest MCBQ gate.

(3) Special Instructions. Marines are authorized to take leave in conjunction with special liberty. Leave may commence immediately upon termination of a special liberty period, or terminate just prior to the commencement of a special liberty period. However, it is emphasized that leave must commence and terminate in the vicinity of the local area of the Marine's Primary Duty Station.

(4) Travel Time. To reduce the potential for traffic mishaps caused by fatigue Marines will follow the guidelines below.

(a) Marines will be required to have eight (8) consecutive hours of rest (off-duty) during any 24-hour period prior to traveling on leave, liberty, TAD, or PCS.

(b) Marines will not drive more than ten (10) hours while traveling (including rest and meal breaks) during a 24 hour period.

(c) Drivers will take rest breaks (at least 15 minutes) every two (2) hours of driving or every 100 miles, whichever occurs first. These breaks are in addition to regular meal breaks.

9. Command and Signal

a. Command. This Order is applicable to MCBQ activities and tenant activities administratively serviced by MCBQ.

b. Signal. This Order is effective the date signed.

A handwritten signature in black ink, appearing to read "X Allen D. Broughton", is written over a horizontal line.

ALLEN D. BROUGHTON
Chief of Staff

Signed by: BROUGHTON.ALLEN.DALE.1168122922

