



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
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MCINCR-MCBQBO 1050.1E
B 013
SEP 12 2018

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

From: Commander
To: Distribution List

Subj: LEAVE AND LIBERTY POLICY

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

Encl: (1) Leave and Liberty Limits Guide

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 the safety guidelines and policy-based directives.

2. Cancellation. MCBO 1050.1D.

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

(1) Leave and liberty for personnel of MCINCR-MCBQ shall be authorized in accordance with reference (a), and the guidance contained herein.

(2) Commanders, O-5 and above shall publish a local order for their respective commands in concurrence with the guidance and procedures set forth in this Order.

b. Concept of Operations. The information in this Order referring to the administration of leave and liberty pertains to Marines only. In accordance with reference (a), Marine Online (MOL) is mandated as the sole source for commanders to report leave. Naval personnel shall be guided by the instructions contained in reference (b).

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(1) Leave

(a) Commanders are authorized to grant leave to military personnel within their respective units not to exceed the minimum number of persons required for the effective operation of their unit.

(b) Leave begins and terminates in the local area. The local area is the place where the Marine resides and from which he/she commutes to his/her duty station daily.

(c) Leave will be charged for all calendar days, duty days, as well as non-duty days. A duty day is defined as a day in which a Marine is expected to be at their place of work for approximately eight hours. The majority of a duty day is defined as being greater than 50 percent of that duty day/work hours (i.e. being present for more than four hours of work). When a Marine work the majority of a duty day, it is not counted as a day of leave. Leave may commence at 1201 on the day of departure, without charging a day of leave.

(d) The latitude provided in this order is intended as a tool Commanders may employ in their endeavor to protect Marines. The safety of Marines is the primary consideration, therefore Commanders should adjust hours of departure and return from leave and liberty to ensure that driving is accomplished during daylight hours.

(2) Emergency Leave

(a) Emergency Leave will be granted in accordance with chapter 2, paragraph 12 of reference (a), and the policy set forth herein.

(b) Commanders will give expeditious and sympathetic consideration to personnel requesting emergency leave.

(c) Verification of the existence of an emergency will be in accordance with chapter 2, paragraph 12f of the reference.

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

(e) Leave granted pursuant to a bona fide emergency should be identified as emergency leave. Emergency leave involving funded foreign travel will be administered in accordance with chapter 2, paragraph 12e of reference (a).

(3) Leave Approval. Leave for personnel of this command is authorized as follows:

(a) Leave requests for the Deputy Commander (Dep Comdr), Chief of Staff (COS) and Sergeant Major will be approved by the Commanding General (CG).

(b) Leave requests for Commanders, General and Special Staff Department Heads will be approved by the Dep Comdr or COS prior to the submission of the request to the officer who normally grants leave.

(c) Leave requests for other officers of the command staff and special staff will be approved by the department head of appropriate staff section prior to submission of the request to the officer who normally grants leave.

(d) Commanders are authorized to permit officers and staff noncommissioned officers (SNCO's) to complete leave check-out and check-in procedures by telephone or utilizing MOL.

(e) Noncommissioned Officer's (NCO's) and junior Marines will complete check-out and check-in procedures via a method of their respective Commanders discretion. However, all leave will be tracked and reported utilizing MOL.

(f) If such authorization is granted, each Marine concerned shall:

1. Check-out on leave utilizing MOL at the time in their authorized leave authorization.

2. Turn in their meal card to their respective S-1 or OOD, if applicable. The meal card will be maintained by the S-1 or OOD and will be returned when the Marine checks in from leave.

3. Check in from leave utilizing MOL, the leave authorization will automatically be forwarded to their respective administrative section.

4. Be informed that permission to check-out and check-in by telephone is authorized as a personal convenience of the Marine and shall not be used as a means of extending the period of authorized absence chargeable as leave.

5. Be cautioned that commencement and termination of leave must be made in the immediate vicinity of the Marines duty station (place from which the Marine normally commutes daily to and from work). If a Marine does not checkout or notify the duty of delayed departure, they will be checked out at 1630.

6. For leave involving international travel, OICs and SNCOs are required to validate Marines' travel plans prior to recommending a request. Guidance can be found on: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>. In addition, Marines travelling abroad are required to enroll in The Smart Traveller Enrollment Program (STEP) which can be found at: <https://step.state.gov/step/>.

(4) Liberty. Commanders are authorized to grant liberty for members of their commands.

(a) Regular Overnight Liberty. Liberty will commence at the conclusion of normal working hours on one calendar day and expires at the commencement of normal working hours on the next calendar day.

(b) Regular Weekend Liberty. Liberty granted in accordance with chapter 3, paragraph 1a of reference (a).

(c) Three Day Special Liberty. Liberty granted in accordance with chapter 3, paragraph 1c of reference (a).

(d) Four Day Liberty. Liberty granted in accordance with chapter 3, paragraph 1c of reference (a). The granting of a four-day liberty period is not intended to authorize more liberty over an extended period of time than would normally be granted.

(5) Limitations

(a) Regular Overnight Liberty. Any location within 80 road miles of the nearest gate of the Installation by usually traveled motor vehicles.

(b) Regular Weekend Liberty. Any location within a radius of 250 road miles.

(c) Three-Day Special Liberty. Any location within 350 road miles.

(d) Four Day Special Liberty. Any location within 450 road miles.

(6) The foregoing applies to ground level travel only. At the discretion of the Commander granting liberty, the limits for air travel are extended to any metropolitan area within the continental United States served by a regularly scheduled airline, to which reservations to and from the liberty address have been acquired in advance of commencement of liberty.

(7) Commanders may reduce the above limitations of travel on the basis of suitability of transportation to be utilized, coupled with the distance to be traveled and the conditions of the weather prevailing at the time of travel, or in order to ensure safety and timely return of personnel.

c. Coordinating Instructions

(1) Liberty may be granted to personnel daily from 1630 to 0730 the following morning and from 1630 Friday to 0730 the following Monday morning, subject to such limitations as may be imposed by Commanders to maintain organization routine and schedule, or fulfill other commitments, which may be assigned.

(2) 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. Once leave states, and until it ends, all included calendar days (duty days, non-duty days, weekend days, special liberty days and holidays) are to be charged as leave. Marines are considered in an authorized leave status from the time and date of check-out, to the return time and date of check in off leave. Marines departing the local area prior to commencement of authorized leave, or who fail to return to the local area prior to its expiration, are considered to be in a unauthorized absence status. The intent of authorizing the combination of leave and special liberty is to allow Marines to take leave prior to, or after, special liberty without having to use annual leave days to cover those days designated as special liberty. The intent is not to avoid charging the included weekend, holiday and special liberty calendar days as leave for Marines.

(3) Commanders will ensure that "safe driving" programs are conducted. Maximum attendance is required, especially just prior to extended liberty periods, such as Labor Day weekend or other weekends immediately preceded or followed by a holiday.

(4) NCO's and junior Marines will be issued a Liberty Request/Out of Bounds Pass, (NAVMC Form 10471) if traveling beyond the liberty limits of the type of liberty approved (i.e. traveling beyond the specified 85 road miles on overnight liberty, beyond 250 miles on regular liberty, or beyond 350/450 road miles on designated three and four day liberty periods).

(5) Military Identification Card shall be kept in the possession of the individual to whom issued at all times.

(6) Mechanical failures of privately owned conveyances will not normally be considered as an excuse for tardiness in returning from liberty, but will be addressed on a case-by-case basis.

(7) Military police, security police, officers, petty officers, SNCOs and NCOs of the Armed Forces are authorized to take preventative 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 peace, disorderly conduct, or any other offenses which reflect discredit upon the Armed Forces. Personnel on leave or liberty are subject to this authority.

(8) Personnel on leave or liberty must understand that this authority has its foundation in law, and that they are required to conduct themselves accordingly. Those exercising such authority are entrusted to do so with judgement and tact. Particularly, apprehension should not be resorted to when corrective measures will suffice.

(9) Instructions Concerning Emergency Medical or Dental Treatment

(a) If emergency medical or dental care is required and there are no naval facilities available, initial application shall always be made to another Federal medical or dental facility, if available. (Federal facilities are those of Navy, Army, Air Force, Public Health Service and Veterans Affairs).

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

(c) If Marines on leave or liberty are hospitalized, they should immediately notify their Commander or the nearest Marine Corps activity or representative and request instructions and assistance. If permitted to revert to leave or liberty status upon release from the hospital, they should immediately notify their Commander, preferably by telephone call, on the date of release. The Marine should provide documentation with the doctor's signature, the place hospitalized, the time and date of admission, time and date of discharge and the diagnosis. If traveling under orders issued by competent authority or on authorized liberty, a statement from the attending physician containing the foregoing information shall be obtained by the Marine concerned for delivery to their Commander.

(d) 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. An itemized bill listing dates of services, supplies furnished and nature of the charges should be obtained from the treatment facility and presented to his/her Commander, so the bill may be processed for payment with the local TRICARE office.

(10) Recall of Personnel from Leave and Liberty Due to Medical Necessity.

(a) A general recall of personnel from leave and liberty pertains to all Marine Corps personnel assigned to MCINCR-MCBQ subordinate commands. Routine recall of personnel on an individual basis due to administrative reasons is the responsibility of the individual commander. Should an individual in an authorized leave status be subject to recall, chargeable periods of leave are defined in reference (a). Upon determination that a general recall is required, the following actions are directed:

1. Directive for recall shall be issued by message or frost call.

2. The Installation Provost Marshal Office shall use mass notification communication tools and equipment to support a recall.

3. The Installation Public Affairs Officer shall request that radio and television stations within a 450 mile radius of broadcast recall information.

4. Personnel on leave beyond a radius of 450 miles shall be recalled by either message or telephone. All personnel will be instructed not to use the telephone nor allow their family members to use the telephone to call their units for information.

5. Strict communications and operation security will be maintained at all times.

6. Leave in conjunction with TAD is authorized and encouraged, especially while away from home station. However, no additional cost to the government is authorized.

5. Administration and Logistics. MOL is mandated as the sole source of Commanders to report leave and accountability. Leave is granted under the condition that the Marine can return to duty upon expiration of 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. Should the Marine not have sufficient funds to return to duty from leave, the Marine can go to the nearest Marine Corps Activity for issuance of a Government Transportation Request (GTR). The Disbursing Officer will report a checkage of payment for the GTR and it will be deducted from the Marine's pay account.

6. Command and Signal

a. Command. This Order is applicable to MCINCR-MCBQ and all subordinate commands.

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


W. C. BENTLEY III



MCINCR-MCBQ Leave and Liberty Limits



