



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
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MCINCR-MCBQ 1050.1F  
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**MAR 16 2026**

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

From: Commander, Marine Corps Installations National Capital Region-Marine Corps  
Base Quantico

To: Distribution List

Subj: LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE

Ref: (a) MCO 1050.3J Regulations for Leave, Liberty, and Administrative Absence  
(b) MARADMIN 625/24 Advance Notification for Forthcoming changes to MCO  
1050.3J  
(c) NAVMC 1700.2B Marine Corps Skillbridge Employment Training Program

Encl: (1) MCINCR-MCBQ Liberty Limits

1. Situation. This Order provides basic instructions, guidance, and command policy concerning leave, liberty, and administrative absence for Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ). Proper execution of leave, liberty, and administrative absence is essential to good order and discipline, force readiness, and the health, morale, and welfare of Marines and Sailors assigned or attached to MCINCR-MCBQ. This Order supplements and implements higher headquarters policy by establishing installation-specific procedures and responsibilities to ensure uniform application while preserving commander discretion within prescribed authorities.

2. Mission. MCINCR-MCBQ provides policy and direction for the administration of leave, liberty, and administrative absence in accordance with higher headquarters guidance to promote uniformity, readiness, and good order and discipline.

3. Execution

a. Commander's Intent. The intent of this Order is to establish clear, uniform procedures for leave, liberty, and administrative absence across MCINCR-MCBQ, while directing commanders to actively encourage the use of earned leave, prevent misuse of liberty or administrative absence, and ensure accurate, timely administrative accountability in support of readiness, compliance, and uniformed service members well-being.

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b. Concept of Operations. Leave, liberty, and administrative absence will be executed through commander-led programs supported by standardized administrative processes. Marine Online (MOL) is the primary system for submitting, approving, and tracking leave, liberty, and administrative absence. Local commanders will define liberty limits and internal procedures while remaining aligned with Service-level policy and Marine Administrative Message (MARADMIN) directed changes.

c. Tasks

(1) Commanders

(a) Establish and maintain an annual leave program that enables Marines to take earned leave.

(b) Publish the local leave and liberty regulations in compliance with this Order.

(c) Define local liberty limits and ensure they are clearly communicated.

(d) Ensure nonessential tasks do not impede leave utilization.

(e) Ensure leave, liberty, and administrative absence are not misused to accumulate leave or circumvent funded travel requirements. When travel is undertaken primarily for official purposes or to accomplish command-directed duties, appropriate funded orders will be issued, and leave, liberty, or administrative absence will not be used in lieu of funded travel.

(f) Verify leave balances and eligibility prior to approval.

(2) Officers in Charge

(a) Approve leave, liberty, and administrative absence within delegated authority only.

(b) Ensure all leave and administrative absence actions are properly documented in MOL and reflected in the Marine Corps Total Force System.

(c) Enforce leave check-out and check-in procedures.

(d) Mentor Marines with excessive leave balances.

(3) Senior Enlisted Leaders

(a) Ensure timely check-out and check-in actions are completed.

(b) Audit uniformed service members within assigned sections to ensure leave balances do not exceed the maximum authorized annual accumulation.

(c) Ensure appropriate risk mitigation measures and safety messaging are conducted prior to extended liberty periods, to include holiday weekends and special liberty, with emphasis on travel safety, alcohol use, and personal responsibility.

(4) Uniformed Service Members

(a) Submit leave, liberty, and administrative absence requests through MOL.

(b) Comply with approved leave and liberty limits.

(c) Maintain sufficient funds for travel and expenses.

(d) Immediately notify the chain of command in the event of emergency medical treatment or hospitalization while on leave or liberty.

(e) Coordinate all leave, liberty, and administrative absence requests with their reporting senior or first-line supervisor prior to routing requests to the appropriate leave approval authority to ensure mission requirements, manning, and continuity of operations are considered.

d. Coordinating Instructions

(1) Leave

(a) Leave accrues at 2.5 days per month and is charged for all calendar days during execution.

(b) Leave begins and ends in the local area as defined by the commander.

(c) Special Leave Accrual, advance leave, excess leave, emergency leave, and delay en route will be administered strictly per reference (a).

(d) Terminal leave will be executed in accordance with reference (a).

(2) Liberty

(a) Regular liberty will normally not exceed three consecutive days.

(b) Special liberty must be explicitly approved and may not be used in succession or combined to exceed authorized limits.

(c) Compensatory liberty will be granted when operationally feasible following duty on federal holidays.

(3) Combining Leave and Liberty in the Local Area

(a) Marines may execute leave in conjunction with liberty within local liberty boundaries and will only be charged leave for duty days per reference (b).

(b) Local leave will begin and end within the local liberty boundaries established by the commander, and Marines will remain within those boundaries throughout the leave period.

(c) Leave and special liberty may only be combined when the Marine remains available for recall.

(4) Administrative Absence (Permissive Temporary Additional Duty)

(a) Administrative absence, or PTAD, is non-chargeable and may only be granted for authorized purposes.

(b) House-hunting PTAD may be taken in increments, not to exceed 10 total days.

(c) PTAD may not be used to replace funded Temporary Additional Duty or to extend service obligations.

(d) SkillBridge PTAD will be administered per higher headquarters guidance.

(e) PTAD may be combined with terminal leave only when specifically authorized.

(5) Parental Leave

(a) Parental leave may be executed in conjunction with a Permanent Change of Station as authorized.

(b) Parental leave must be explicitly authorized in Permanent Change of Station orders.

(c) Commands will ensure Marines do not exceed the maximum authorized parental leave entitlement.

(6) Liberty Distance Limits. Liberty distance limits within Marine Corps Installations National Capital Region–Marine Corps Base Quantico apply to travel conducted by privately owned vehicle or other ground transportation unless otherwise authorized via special liberty documentation.

(a) Regular overnight liberty: limited to 80 road miles from the Marine's primary duty station or nearest installation access point.

(b) Regular weekend liberty: limited to 250 road miles from the Marine's primary duty station or nearest installation access point.

(c) Three-day special liberty: limited to 350 road miles from the Marine's primary duty station or nearest installation access point.

(d) Four-day special liberty: limited to 450 road miles from the Marine's primary duty station or nearest installation access point.

Approving authorities may authorize liberty beyond these limits when travel is conducted to a metropolitan area served by a regularly scheduled commercial airline and transportation arrangements are secured in advance. Commanders may impose more restrictive liberty limits based on mission requirements, risk assessment, or recall capability.

(7) Recall from Leave and Liberty. Personnel on leave, liberty, or administrative absence remain subject to recall as required to meet operational or emergent mission requirements. Recall procedures will be executed in accordance with higher headquarters guidance and applicable command instructions.

#### 4. Administration And Logistics

a. Administration. Administrative and reporting requirements associated with leave, liberty, and administrative absence will be executed in accordance with references (a) and (b) and applicable command instructions.

b. Logistics. There are no additional logistics requirements associated with this Order.

#### 5. Command and Signal

a. Command. This Order is applicable to all Marines and Sailors assigned or attached to MCINCR-MCBQ.

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

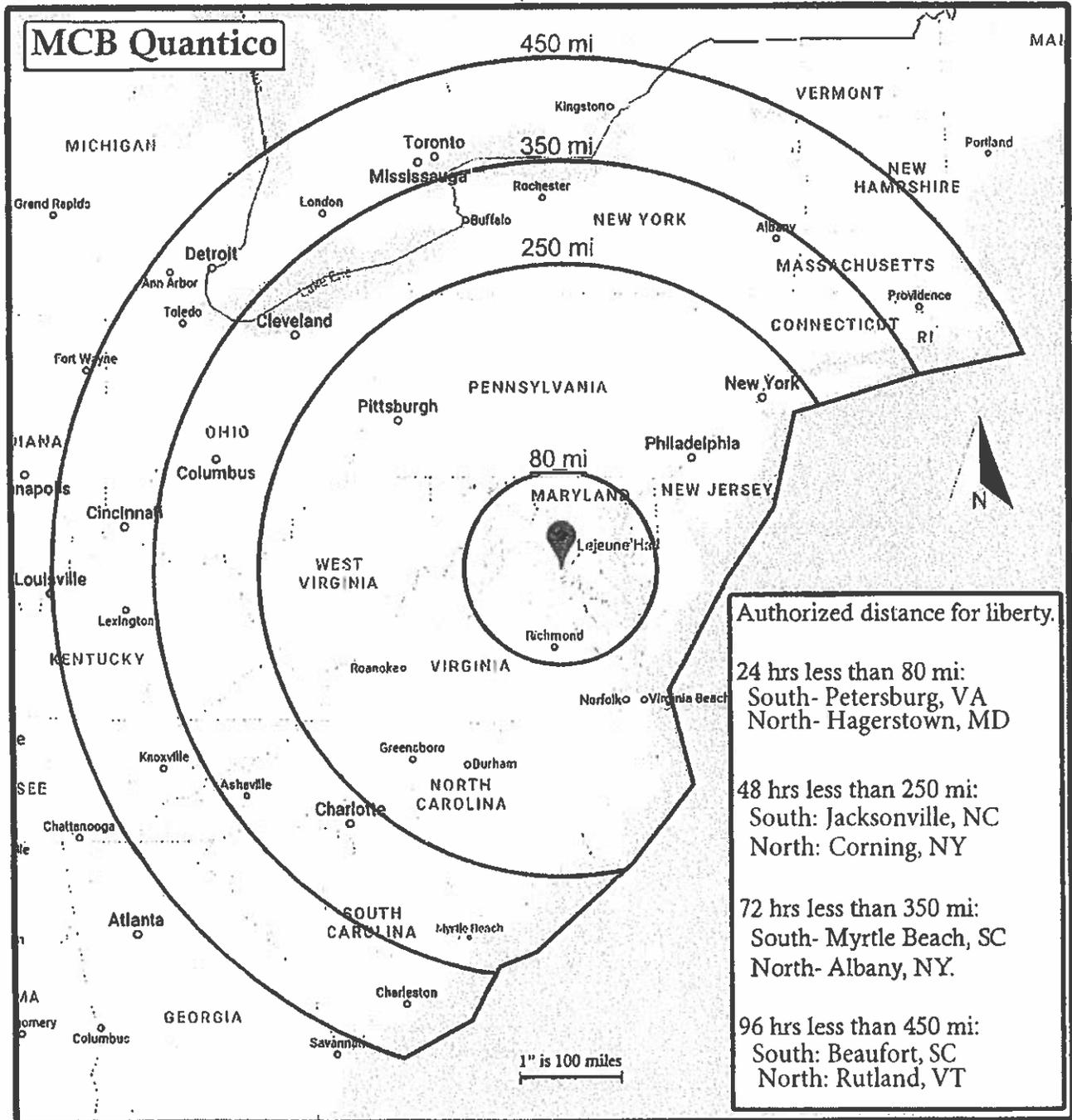


J. A. COLEGATE

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# MCINCR-MCBQ Leave and Liberty Limits



**ENCLOSURE (1)**