



UNITED STATES MARINE CORPS
MARINE CORPS DETACHMENT PRESIDIO OF MONTEREY
629B RIFLE RANGE ROAD
PRESIDIO OF MONTEREY, CALIFORNIA 93944-3128

IN REPLY REFER TO
DetO 1050.1G
Admin
22 Apr 16

DETACHMENT ORDER 1050.1G

From: Commanding Officer
To: Distribution List

Subj: LEAVE AND LIBERTY

Ref: (a) DOD Instruction 1327.6 of 16 Jun 09
(b) MCO P1050.3J
(c) TrngComO 1050.1
(d) Marine Corps Detachment Order 1050.2

Encl: (1) Leave and Liberty Limits
(2) Holiday Accident Reduction Program (HARP) Form

1. Situation. Per reference (a), all Marines are provided the opportunity to take leave within the constraints of operational requirements. The Commanding Officer is authorized to grant leave to all personnel attached to this command. Per reference (b) and (c), inherent in the authority to grant leave is the authority to cancel previously authorized leave for good and sufficient cause.

2. Cancellation. DetO 1050.1F

3. Mission.

a. To publish amplifying instructions, guidance, and command policy concerning leave and liberty for members of this Command in accordance with the references. This order applies to all Marines joined, assigned or attached to the Defense Language Institute (DLI), Naval Post-Graduate School (NPS), Center for Naval Aviation Technical Training Unit (CNATTU), Marine Detachment (MarDet) Lemoore, and the Defense Manpower Data Center (DMDC).

b. Entry Level students at DLI will adhere to the rules and regulations identified in reference (d).

4. Execution

a. Leave. Leave begins and terminates in the local area. The local area is defined as the place where the Marine resides and from which he/she commutes to the duty station as established by the local commander. Leave will be charged for all calendar days, duty days as well as non-duty days. Leave is the authorized absence from a Marines' place of duty and chargeable against the Marines' leave account. Leave is earned at the rate of 2.5 days of leave per month for active duty service consisting of 30 consecutive days or more, except for periods of;

- (a) Absence over leave,
- (b) Absence from duty without leave,
- (c) Confinement as the result of a sentence of a court-martial, and
- (d) Leave required to be taken under 10 U.S.C. 876a, (Title 10,

United States Code).

b. Special Liberty. Special liberty periods of three or four days may be granted on special occasions or in special circumstances, such as, but not limited to;

(a) Compensation for significant periods of unusually extensive working hours.

(b) Special recognition for exceptional performance, such as Marine of the quarter/year, etc.

(c) Compensation for long or arduous deployment from home stations or homeport, afloat or in the field.

(d) Compensation to Marines on ships in overhaul away from homeport.

(e) Compensation for duty at a unit or activity for which normal liberty is inadequate due to isolated locations.

(f) A traffic safety consideration for long weekends or avoidance of peak traffic periods.

(g) House hunting trips for Marines returning from overseas tours who are not otherwise eligible for permissive TAD.

c. Definition. Special liberty is permission to leave the general vicinity of the duty station and is designed to give a Marine three or four full days absence from work or duty, usually beginning at the end of normal working hours on a given day and expires with the start of normal working hours on the fourth day (e.g., from Monday evening until Friday morning or from Friday evening until Tuesday morning). Special liberty periods may not be combined with normal liberty or holiday periods when the combined periods of continuous absence would exceed three days.

(1) Special Liberty is approved on a case by case basis, and should be reviewed as such and not as blanket authority for approval. It is recommended that members requesting Special Liberty or Out of bounds Special Liberty exercise sound judgment as to whether the situation would warrant Special Liberty, Out of bounds Special Liberty, or annual leave.

(2) The following authorities may approve special liberty requests:

- 1-Day - Executive Officer/Personnel Officer/Marine
Representatives/Senior Enlisted Advisor/Academic
Company Commander/CNATTU MarDet Officer-In-Charge (OIC)/
Platoon Commander
- 2-Days - Executive Officer/Personnel Officer/Marine
Representatives/Senior Enlisted Advisor/
Academic Company Commander/CNATTU MarDet OIC
- 3-Days - Commanding Officer/Executive Officer/Marine
Representatives/Senior Enlisted Advisor
Academic Company Commander/CNATTU MarDet OIC
- 4-Days - Commanding Officer/Executive Officer/Marine
Representative

(3) Any staff member in the chain of command may recommend disapproval on a special request form but only the Commanding Officer may disapprove a request.

(4) Liberty Limits. Enclosure (1) is provided in order to give a visual depiction of liberty limits in conjunction with the amount of special liberty authorized.

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

(b) Those on regular liberty or special liberty of two days will not proceed beyond 125 miles.

(c) Those on regular liberty or special liberty of three days will not proceed beyond 225 miles.

(d) Those on regular liberty or special liberty of four days will not proceed beyond 300 miles.

(5) Out of Bounds Passes. A Marine requesting to go out of the liberty limits must request permission through Marine-On-Line (MOL) via their chain of command. Approval may only be given by the Commanding Officer, Executive Officer, Personnel Officer, NPS Marine Corps Representative, Enlisted Advisor, Administrative Chief, the DLI Academic Company Commander, or CNATTU MarDet OIC. Only upon approval, will the Marine be allowed to go out of bounds. It is highly recommended that airline tickets should be purchased after approval of out of bounds passes. It is emphasized that members requesting exercise sound judgement as to what type of leave to request.

(6) Liberty Uniform. Authorized liberty uniforms or appropriate civilian attire may be worn per the Marine Corps Uniform Regulations P1020.34. School functions/academic days off do not constitute liberty call. Liberty call is controlled and administered by the Marine Corps Detachment only.

d. Combining Leave and Special Liberty. Per reference (b), Marines are authorized to take leave in conjunction with special liberty. Leave may commence immediately upon termination of special liberty periods, or terminate just prior to 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 Primary Duty Station. Once leave starts, 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 time and date they are checked out on leave until the time and date they are checked in from leave.

(1) 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 fifty percent of that duty day/work hours, i.e. being present for more than four hours of work. When a Marine works the majority of a duty day it is not counted as a day of leave.

(2) Leave and Special Liberty requests will be approved as follows:

(a) All Marines, joined, attached or assigned to DLI, NPS, CNATTU, and DMDC will forward leave or special liberty requests via their respective chain of command for recommendation and final approval utilizing Marine-On-Line (MOL) at-least five working days prior to the commencement of leave. All Sergeants and below will also include enclosure (2) as part of their request if traveling via POV.

(b) Upon approval, leave may be granted for up to 14 days of continuous leave, five days of advance leave, 30 days of convalescent leave, 10 days Permissive Temporary Additional Duty, or up to 12 weeks of maternity

leave. All requests for excess leave and separation leave, as well as any other leave requests not hereby covered will be forwarded via the chain of command to the Commanding Officer for approval.

(c) Entry level enlisted personnel at DLI will adhere to the rules and regulations in reference (d).

(3) The authorizing official granting leave or special liberty will ensure that prior to departure, personnel going on leave are aware of their duties and obligations while on leave. They will emphasize personnel safety at the time of granting leave, and will specify the hour of departure and return from leave.

(4) The Commanding Officer, Executive Officer, Personnel Officer, NPS Marine Corps Representative, Senior Enlisted Advisor, Administrative Chief, DLI Academic Company Commander, CNATTU MarDet OIC, and the Staff Duty/Duty Noncommissioned Officer (when appropriate) are authorized to sign leave or special liberty forms for Marines in their respective chain of command.

e. Checking In/Out On Leave

(1) Under routine circumstances, leave shall commence at 1630. On non-working days leave shall commence at 0800.

(2) It is the responsibility of all Marines to keep themselves informed of their leave balance to preclude requesting more leave than they are entitled. MOL will flag members if insufficient days are available for leave. Leave taken in excess of leave that can be earned prior to the expiration of current contract date is excess leave. Any leave granted after the ECC will result in the checkage of pay and allowances.

(3) Officers and Staff Noncommissioned Officers (SNCO's) assigned to DLI, NPS, CNATTU, and DMDC are responsible to ensure all dates for leave and special liberty are correct when submitting a request. Additionally, it is the members' responsibility to ensure that they check in/out as required immediately upon departure or return from leave. If the proper administrative action does not occur, and the member took fewer days than what was granted, the member will be charged leave for the entire period.

(4) Officers and SNCO's are authorized to check out on leave via phone or MOL. Authorized personnel must call 1-831-242-5328 or 1-831-242-6855 on weekends, holidays, or at the end of the workday. When calling in, name, rank, and DOD Identification Number (DODID) must be provided. The OOD will complete block 18 of the leave papers.

(5) Per reference (d), Entry level students at DLI will have a copy of their approved leave papers printed out and given to the OOD during non-duty hours. Upon checking out for annual leave, all enlisted personnel in possession of a Meal card will turn in their DD Form 714 (Meal card) to the OOD or the Administrative Section prior to commencement of leave. S-1 personnel will review the log book on a daily basis to ensure meal cards are collected and that the proper check in/out is reported via MOL as required.

(6) Personnel departing on and returning from authorized leave and liberty outside the local area using a privately owned vehicle (POV), should do so during daylight hours. Those not driving a POV outside the local area

should depart on and return from authorized leave at the end/beginning of normal work hours (i.e., those traveling by air).

(b) Assuming a 0730 - 1630, Monday through Friday duty schedule, the following scenarios are provided:

1. Scenario 1: A Marine, driving a POV outside the local area may depart the local area at 1201 local time on Monday after working the majority of the duty day, and return prior to 1201 Friday and work the majority of the duty day and be charged 3 days of leave.

2. Scenario 2: A Marine, driving a POV outside the local area may depart the local area at 1201 local time Monday after working the majority of the duty day, and return at 0800 Saturday and be charged 4 days of leave.

3. Scenario 3: A Marine, driving a POV outside the local area may depart the local area at 0800 local time Sunday, and return at 1200 Saturday and be charged six days of leave. Officers and SNCO's are authorized to check in or out via MOL or call the OOD.

(7) Personnel returning from leave will report in by 0730. To check in from leave, individuals must personally report to the Personnel Office, the OOD, or by phone or MOL if authorized. When calling in, the Duty NCO must be provided with the Marines' name, rank, and DODID

f. Foreign Leave Travel

(1) Reference (b) provides detailed instructions and procedures regarding foreign leave for Marine personnel. Any individual desiring to travel to a foreign country will thoroughly review reference (b) prior to submitting a leave request. Marines traveling OCONUS must see the Anti-Terrorism Force Protection (ATFP) Officer to review current travel policy to foreign countries.

(2) Guidelines and Information for Personnel Visiting Mexico

(a) Military personnel, their dependents, and civilian employees of the Department of Defense are subject to the jurisdiction and laws of Mexico. No Status of Forces Agreement currently exists between the United States and Mexican Government. Consequently, military personnel have no special status over American civilians while in Mexican territory.

(b) All Marines will seek approval for leave or liberty to Mexico from the Commanding Officer. Marines must see the ATFP Officer for current requirements involving leave or liberty to Mexico.

g. Leave Extensions

(1) Officers and SNCO's may contact their respective chain of command for approval of any extension. All extensions need to be approved by the appropriate personnel in their chain of command specified in paragraph 4.d.5 and will be granted within MOL. Upon the approval of the extension, the extension information shall be forwarded to the Personnel Officer for proper accounting.

(2) Enlisted personnel may contact their respective Platoon Commander during normal working hours or the OOD after working hours, to request an extension of leave. The OOD will contact the Platoon Commander for approval. The leave extension information shall be granted within MOL. All personnel shall deliver a copy of their leave papers with the revised return date and time to the S-1 by the first workday from the conclusion of leave.

h. Emergency Leave. American Red Cross verification is required only when all other verification assistance has failed to make a determination of a questionable emergency situation. For emergency leave requests due to exceptional circumstances, including but not limited to, serious illness, injury or death of a family member, every effort should be made at all levels to ease the burden and not create an additional hardship for the service member. Emergency leave requests will be processed by the normal chain of command during working hours and by the OOD after working hours, on weekends and holidays.

i. Information Concerning Leave and Liberty. Military police, shore patrols, security police, officers, petty officers, and non-commissioned officers 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 offense which reflects discredit upon the Armed Forces. Personnel on leave or liberty are subject to this authority.

j. Emergency Medical or Dental Treatment during Leave or Liberty. An emergency is defined as a situation wherein the need or apparent need for medical or dental attention is needed immediately.

(1) Any information regarding medical or dental treatment, either before treatment or after treatment, should be given to the Duty NCO at (831) 242-6855. After contacting the Duty NCO, all after hour treatment of non-emergency medical situations should be addressed by the Medical Officer on Duty at (831) 915-8309 for proper assessment and treatment.

(2) If a Marine is hospitalized, they should immediately notify their chain of command and the Duty NCO. For information concerning medical treatment outside the local area, the United Healthcare Tricare office can be contacted at 1-877-988-9378.

(3) Emergency dental care is limited to temporary measures appropriate to relieve pain or to abort infection. In these cases, seek treatment and then follow up with Tricare Dental Program serviced by MetLife at 1-877-638-3379.

k. Action. Leaders will:

(1) Review this order and the references in their entirety.

(2) Ensure a copy of this order is posted on each organizational bulletin board and ensure compliance with this order by the members under their charge.

(3) Ensure each Marine departing on leave is made aware of the opportunity for a five-day leave extension or a four-day special liberty pass

to be used at a later date for recruiting an acceptable applicant for enlistment as outlined in paragraph 2022 of reference (b).

(4) Ensure the civilian attire and personal appearance of all personnel are conservative and commensurate with the high standards traditionally associated with the Naval Service prior to the commencement of leave and liberty.

(5) Ensure personnel have contact numbers for the Duty NCO and chain of command.

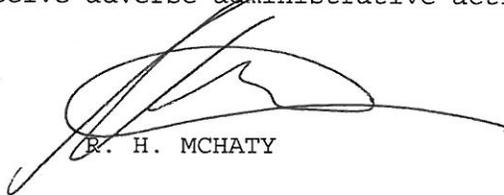
5. Administration and Logistics. Directives issued by the Commanding Officer will be distributed to all companies and posted to all read boards within the command.

6. Command and Signal

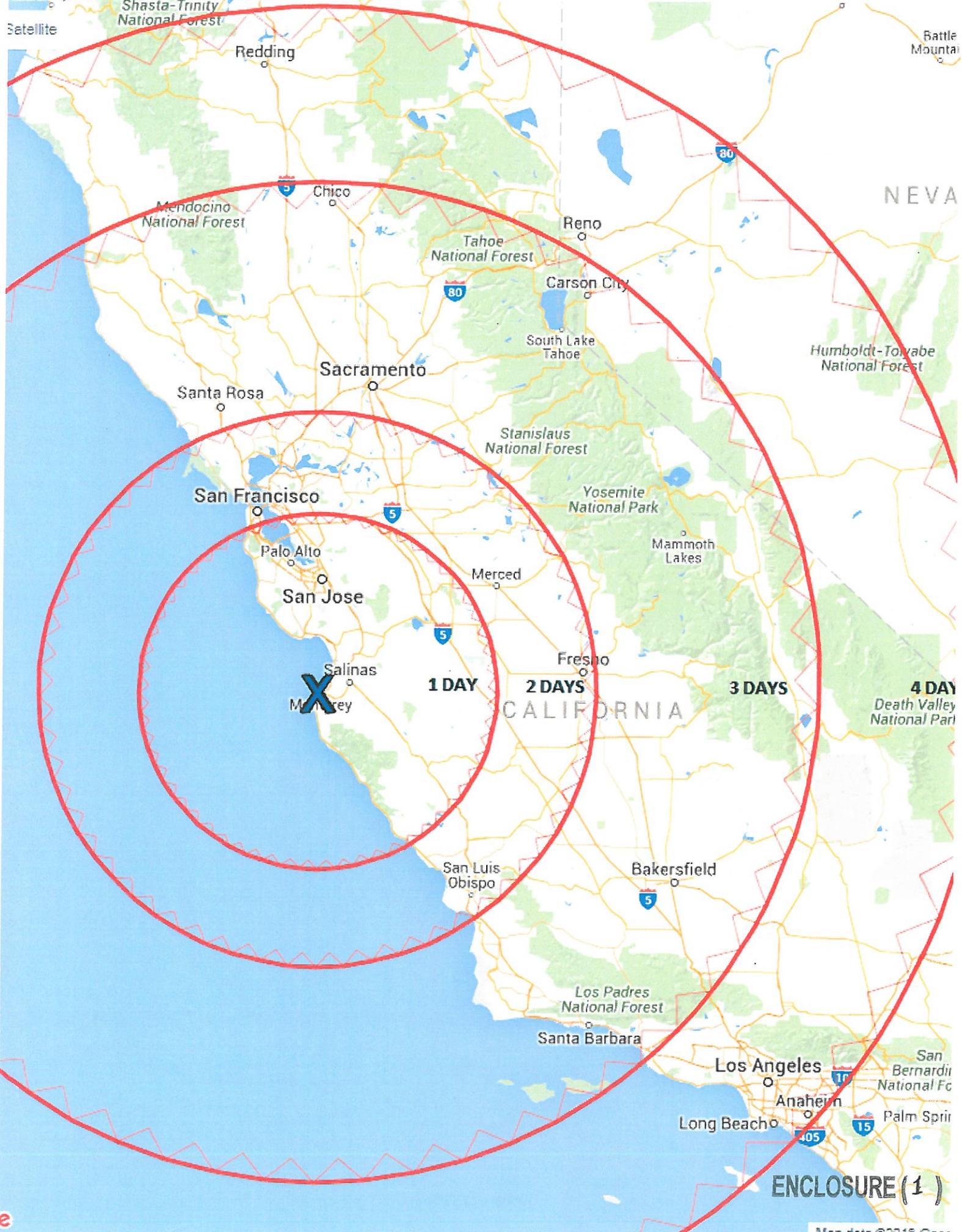
a. Signal. This order is effective the date signed.

b. Command. This order is applicable to all personnel joined, assigned or attached to the Marine Corp Detachment, Presidio of Monterey.

7. Punitive Order. This order is punitive in nature if not adhered to. Persons subject to the Uniform Code of Military Justice (UCMJ) who violate any portion of this order may receive adverse administrative action or punitive punishment.



R. H. MCHATY



ENCLOSURE (1)

Holiday Accident Reduction Program

The Commanding Officer, has established the Holiday Accident Reduction Program (HARP), in an effort to reduce off-duty mishaps. Leaders at all levels have a moral obligation to take care of Marines under their charge. THIS FORM WILL BE COMPLETED BY ALL MARINE CORPS DETACHMENT PERSONNEL PRIOR TO THE START OF any 72, 96, HOLIDAY, ANNUAL, OR EMERGENCY LEAVE. It is intended to be a decision-making and counseling tool for all personnel and their supervisors.

DATE: _____

| | | | | | | | |
|--|--|--|--|--|------|--|-------|
| Part A: PERSONAL INFORMATION (TO BE FILLED OUT BY INDIVIDUAL MARINE/SAILOR) | | | | | | | |
| NAME: | | | RANK: | | AGE: | | SHOP: |
| PERIOD COVERED: _____ TO _____ | | | OCCASION (circle one): Holiday Annual Emergency LV | | | | |
| SNCOIC NAME/RANK: | | | OIC NAME/RANK: | | | | |
| LOCATION (circle one): Local Instate Out of State Out of Country Inbounds/Out of Bounds? | | | | | | | |
| MODE OF TRAVEL (circle all that apply): Car Motorcycle Airplane Boat Bus Train ATV | | | | | | | |

| | |
|---|-------|
| Part B: SMALL UNIT LEADER QUESTIONS | |
| This section is to be filled out by the small unit leader/supervisor while directly counseling the individual in Part A. Refer to ORM Matrix on reverse if necessary. | |
| 1. What is/are your destination(s)? | |
| | |
| 2. Mode of travel/Contingency Plan: Is there proper planning to get to and from the destination in the time allotted? What is your Emergency Road Plan if your transportation breaks down...have enough money to fix problem or get rental car? Area weather forecast for the period covered. | |
| | |
| 3. Are you driving Alone? <u>Yes</u> (circle one) NO or N/A | |
| | |
| 4. Activities: Do they have prior training? | |
| | |
| 5. What is the appropriate PPE for your Activities? | |
| | |
| 6. Drugs/alcohol: Emphasize the zero tolerance policy the Marine Corps has on DRUGS. Discuss the use of alcohol, drinking in moderation, having a designated driver, etc. | |
| 7. Are you under 21 years of Age? Yes (circle one) <u>NO</u> or N/A | |
| | |
| 8. Do you know the off-limit areas in California? | |
| Yes (circle one) NO or N/A | |
| 9. Vehicle inspection completed? (Checklist on back) Yes (circle one) NO or <u>N/A</u> | |
| Note: Small Unit Leaders will insure their Marines/Sailors know how they may get in contact with them if their plans change or they need assistance. | |
| Supervisor Signature: | Date: |
| Marine/Sailor's Signature: | Date: |

POV INSPECTION CHECKLIST

| ITEM & CHECK | SAT | UNSAT | RECOMENDATIONS |
|--|-----|-------|----------------|
| 1. HEADLIGHTS: Both high and low beams operational? | | | |
| 2. BRAKELIGHTS: Operational, lenses intact? | | | |
| 3. TAIL LIGHTS: Operational, lenses intact? | | | |
| 4. TURN SIGNALS & PARKING LIGHTS: Operational front & rear? | | | |
| 5. FOUR-WAY EMERGENCY FLASHERS: Operational front & rear? | | | |
| 6. BACKUP LIGHTS: Operational? | | | |
| 7. LICENSE PLATE LIGHT: Operational? | | | |
| 8. TIRES: At least 1mm of tread over entire traction surface, free of breaks or cuts? Properly inflated? Spare tire, jack, lug wrench, etc. available? NO MIXING RADIAL WITH BIAS TIRES. | | | |
| 9. WINDSHIELD & WINDOWS: Not cracked, broken or scratched to the degree that impairs vision? | | | |
| 10. WINDSHIELD & WIPERS: Both wipers present, good blades and operational? | | | |
| 11. MIRRORS: Outside and inside not cracked? | | | |
| 12. BUMPERS: Not bent or damaged in-a-way that would be hazardous? | | | |
| 13. SEAT BELTS: Sufficient number of seat belts for all passengers? Serviceable? | | | |
| 14. MOTORCYCLE SAFETY EQUIPMENT(if applicable): Approved helmet, protective clothing, gloves, reflective vest and face/eye protection? | | | |
| 15. BRAKES: Operational | | | |
| 16. BRAKE FLUID: Filled to appropriate level? | | | |
| 17. PARKING BRAKE: Adjusted to prevent movement when engaged? | | | |
| 18. EXHAUST SYSTEM: Free of leaks? | | | |
| 19. HORN: Functional? | | | |
| 20. DEFROSTER: Operational? | | | |
| 21. EMERGENCY EQUIPMENT: First Aid Kit, flashlight, warning triangle, fire extinguisher, blanket, flares, shovel, chains, tools, etc. | | | |
| 22. HAZARDOUS MATERIALS IN CAR: (i.e. oil, gas, antifreeze) ensure in approved containers. | | | |

1. "OUT OF BONDS" Definitions:

- a. Overnight - 80 Mile limit
- b. Weekend/48hr - 125 Mile limit
- c. 72 Hour liberty limit - 225 Mile limit
- d. 96 Hour liberty Limit - 300 Mile limit

2. POV Inspection Checklist

- a. Vehicle Condition: Complete the checklist below.
- b. Insurance: Is Marine's car insurance coverage up to date/current? Yes _____ No _____
- c. Driver's License: Does Marine possesses a valid operator's license? Yes _____ No _____
- d. Driver's Improvement Course (DIC) or Motorcycle Safety Course(MSC): Does Marine possesses valid course cards? Yes _____ No _____
- e. **Roadside Emergency Service Plan?** Yes _____ No _____

Pre-Trip Safety Checklist

This checklist is designed to foster conversation when completing the HARP Form. It is by no means an inclusive list, however, there are fundamental controls for

| Hazards | Causes | Controls | How to Implement |
|---|---|--|--|
| 1. Transportation | <ul style="list-style-type: none"> • Flying • Driving • Boating/Ferry • Motorcycle ATV on & off road • Bus • Train • Walking | <ul style="list-style-type: none"> • Car Inspected • Use of Seatbelt / Airbag in vehicle/ ABS brakes • Use of PPE • Tools and spare parts for repairs • Maintain proper speed • Recon course prior to driving off road • Toolkit/Emergency kit | <ul style="list-style-type: none"> • Regular Maint. • Leadership/Counseling • Policy/SOP • Training/assistance • Licensing • Checklist |
| 2. Location | <ul style="list-style-type: none"> • Instate () • Out of State () • Other Country() • Inbounds/Out of Bounds? | <ul style="list-style-type: none"> • Planned Trip/allot enough time • Ensure Enough Money to complete trip • Back up plan (\$ for airline ticket) | <ul style="list-style-type: none"> • Save, budget, emergency funds • Out of bounds chit in hand |
| 3. Weather/Time | <ul style="list-style-type: none"> • Rain • Snow • Clear • Fog • Day • Night | <ul style="list-style-type: none"> • Know weather report • Change departure time • Increase following distance and decrease speed during inclement weather • Safety check headlights, wiper blades, tires • Visibility- if jogging/biking, wear reflective gear light colored clothing • Delay outdoor PT during inclement weather | <ul style="list-style-type: none"> • |
| 4. Activities | <ul style="list-style-type: none"> • Clubs • Parties • Swimming/Diving • Boating • Hiking/Climbing • Extreme Sports () | <ul style="list-style-type: none"> • Use of PPE (see reqrd 3d MAW PPE) • Buddy System • Experience/Classes/Lessons/Certification Proper conditioning • Warm-up/stretch & cool down • Adequate fluid intake • Review activity/course before doing | <ul style="list-style-type: none"> • |
| 5. Alcohol | <ul style="list-style-type: none"> • Drinking • Not Drinking (Others) • No Designated Driver | <ul style="list-style-type: none"> • Designated Drivers/Taxi • Know your limit/ drink in moderation • Serve food • Buddy system | <ul style="list-style-type: none"> • |
| 6. Fatigue | <ul style="list-style-type: none"> • Lack of sleep • PT • Just out of Field/Wire • several activities. | <ul style="list-style-type: none"> • Sleep Plan/Rest • Delay Trip • A-Driver • Periodic stops for exercise refreshment | <ul style="list-style-type: none"> • Switch drivers periodically • Planned and frequent rest stops • 8-hour driving limit |
| 7. Other Individuals (fight/criminal assault) | <ul style="list-style-type: none"> • Drunks • Thieves • Gangs | <ul style="list-style-type: none"> • Know the Area • Situational Awareness • Buddy system | <ul style="list-style-type: none"> • Avoid known trouble spots |
| 8. Uncontrollable | <ul style="list-style-type: none"> • Road Conditions/Traffic • Tide | <ul style="list-style-type: none"> • DOT Reports • Radio/Traffic Reports • Maps, AAA recommended routes • Alternate routes | <ul style="list-style-type: none"> • |
| 9. Speed | <ul style="list-style-type: none"> • Rushing back to base/home | <ul style="list-style-type: none"> • Allow extra time for delays • Observe speed limits • Plan travel times | Enclosure (2) |