



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CA 92278-8100

1050
RMD 3C

JUL 13 2018

POLICY LETTER 22-18

From: Commanding General
To: All Hands

Subj: FOREIGN LEAVE REQUESTS

Ref: (a) MCO 1050.3J
(b) <https://fcg.pentagon.mil/>
(c) <https://travel.state.gov/content/travel/en.html>
(d) Current USNORTH COMFORCE PROTECTION DIRECTIVE (Mexico
Travel/Prohibitions)
(e) DoD 4500.54

Encl: (1) Sample Foreign Leave AA Form

1. In accordance with (IAW) reference (a), military personnel desiring to take leave in a foreign country must obtain approval from their Commanding Officer. Where there is a risk of kidnapping, robberies, other armed attacks etc., IAW reference (b), foreign leave requests must be forwarded to the Commanding General (CG), Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center for approval. The enclosure provides an example of a foreign leave request.

2. Personnel requesting foreign leave must check the website at reference (c) and be aware of the travel alerts and warnings for the particular country or region. References (b) through (e) contain passport, visa, country clearance, and other useful information to submit the foreign leave request and to prepare for the journey.

3. All O-5 and O-6 commanding officers desiring to take leave in a foreign country shall provide the CG with an itinerary of the trip and confirmation that all requirements for taking foreign leave have been completed.

4. Contact the MAGTFTC, MCAGCC, Resource Management Directorate, Adjutant Office at (760) 830-8689 for any assistance.

R. B. TURNER, JR.

DISTRIBUTION: A

SAMPLE FOREIGN LEAVE AA FORM

ADMINISTRATIVE ACTION (5216) NAVMC 10274 (REV 09-11) (EF) Previous editions will be used FOUO - Privacy sensitive when filled in.		Please review Privacy Act Statement on Page 3	1 ACTION NO. 2 SSIC/FILE NO. 1050
4 FROM (Grade, Name, SSN, MOS or CO, Pers. O., etc.) Sergeant Smith, Thomas J. 1564891301/4421 USMC		5 ORGANIZATION AND STATION (Complete address) RESPECTIVE UNIT ADDRESS	
6 VIA (As required) (1) Work Section (2) Company Office (3) Br/CO		3 DATE 2016-12-23	
7 TO: COMMANDING GENERAL MAGTFMC, MCAGCC BOX 788100 TWENTYNINE PALMS, CA 92278-8100		8 NATURE OF ACTION/SUBJECT FOREIGN LEAVE REQUEST	
10 REFERENCE OR AUTHORITY (if applicable) (a) Foreign Leave Policy Letter 20-16		9 COPY TO (As required)	
11 ENCLOSURE (if any) (1) Level 1 Anti-Terrorism Certificate (2) Aircraft and Personal Automated Clearance Registration (3) Airline Identification (4) Marine Corps Leave Request (5) Travel Itinerary (6) Official Foreign Travel Log (Form S-2 Officer/Security Manager) (6) Current Passport Picture		12 SUPPLEMENTAL INFORMATION (Reduce to minimum wording, type name of printer and sign 3 lines below text) 1. Per the reference, I respectfully request the following foreign leave. The following information is provided in support of this request: a. Leave Dates: (e.g. Start Date - End Date) b. Leave Address: Street Number and Name Village/Neighborhood, if applicable City, County/Parish, State Country, Zip Code c. Leave Phone: (123) 456-7890 d. Emergency POC: Tom Smith (Father) Phone: (123) 456-7890 2. Upon reaching the leave destination I will be doing the following: (list the five W's. Example - Who-Visiting Dad, family, and friends; What-spending time with and going on outings around the local area; When-during the day through out the visit, Where-listed address above and around local area; Why-Family get together, Birthday etc.). 3. The point of contact regarding this matter is Captain Smith at (760) 830-1234 or thomas.smith@usmc.mil	
13 PROCESSING ACTION (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)			

SAMPLE

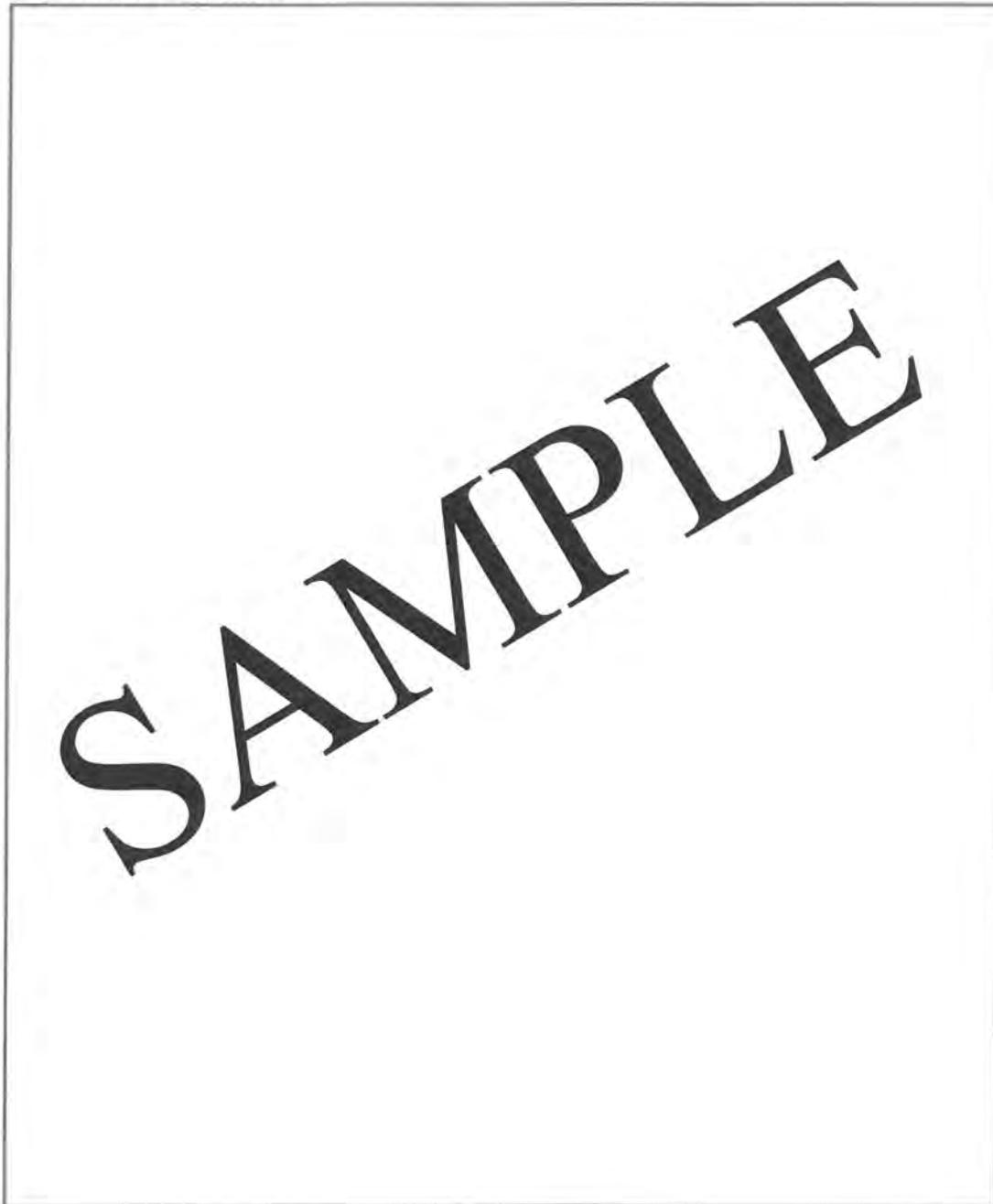
T. J. SMITH

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Naval LiveCycle Designer 9

SAMPLE FOREING LEAVE AA FORM

NAVMC 10274 (REV. 05-11) (EF), Page 2
FOUO - Privacy sensitive when filled in.



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SAMPLE FOREIGN LEAVE AA FORM

NAVMC 10274 (REV. 09-11) (EF), Page 3
FOUO - Privacy sensitive when filled in

PRIVACY ACT STATEMENT
This information is FOR OFFICIAL USE ONLY and may not be disclosed without the consent of the record subject, except under routine use.
AUTHORITY: 10 U.S.C. 1071-1087 and E.O. 11016
PRINCIPLE: Members of the U.S. Marine Corps and Marine Corps Reserve, former members of the Marine Corps and Marine Corps Reserve, retired and temporarily retired members of the Marine Corps and Marine Corps Reserve, members of the Fleet Marine Corps Reserve, and applicants for entry into the Marine Corps or Marine Corps Reserve.
PURPOSE: To provide a record for the use in the administration of programs. The purpose of soliciting the SSN is for positive identification. The information collected on this form will be filed within a Privacy Act Systems of Records collection governed by Privacy Act System of Records Notice MMN00013 which can be downloaded at http://dpclo.defense.gov/privacy/SORNs/component/usmc/MMN00013.html
ROUTINE USES: Disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act; these records or information contained therein may specifically be disclosed outside the DoD as pursuant to 5 U.S.C. 552a(b)(3).
DISCLOSURE: VOLUNTARY. However, failure to furnish personally identifiable information may negate the action requested.

SAMPLE

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