



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER
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BnO 1050.1D
HQBN

JAN 16 2018

BATTALION ORDER 1050.1D

From: Commanding Officer
To: Distribution List

Subj: REGULATIONS FOR LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE

Ref: (a) MCO P1050.3J
(b) Updated I MEF/MCI West MCB CamPen Coordinated Mexico Travel Policy
dtd 4 May 2012
(c) Map of Mexico State Prohibited and Permitted Travel
(d) CCBul 1050
(e) NAVMC 3 (Leave Authorization for MOL)
(f) MCO 5100.19F

Encl: (1) Headquarters Battalion Liberty Out of Bounds Map
(2) Foreign Leave Request Format
(3) Vehicle inspection checklist

1. Situation. References (a) through (f) provide information and set guidelines regarding the authorization and processing of leave and liberty.

2. Mission. To issue instructions for leave and liberty applicable to all personnel under the administrative or operational control of Headquarters Battalion (HQBN), Marine Air Ground Task Force Training Command (MAGTFTC), Marine Air Ground Combat Center (MCAGCC) Twentynine Palms.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Within the constraints imposed by operational commitments, personnel are encouraged to take leave and short periods away from their duties in the interest of health and welfare. Doing so will improve overall individual performance, which will positively impact unit readiness. To obtain maximum benefit from the annual leave program, personnel are encouraged to take frequent periods of leave to expend 30 days of leave per year.

(2) Concept of Operations. The general outline for leave and liberty are as follows.

(a) Leave. Leave is granted under the condition that the Marine will return to duty upon expiration of the leave at the place and time specified in the leave authorization.

1. Failure to have adequate travel plans for return by expiration of leave is not justification for a leave extension. No additional days will be authorized to personnel awaiting transportation.

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2. Marines who need to check in/out of leave may seek personnel listed in para 4.a(3) of this Order.

(b) Liberty. The following limits apply to ground travel only. At Company Commander's discretion granting liberty, the limits for air travel are extended to any metropolitan area within the continental United States served by any regularly scheduled airlines. Round trip airline tickets to and from the liberty address must be obtained before the beginning of the extended liberty period. See enclosure (1) for the limits of the following liberty "out of bounds" timeframes.

1. Overnight Liberty (24 hours): 150 miles
2. Weekend liberty (48 hours): 300 miles
3. Three-Day liberty (72 hours): 300 miles
4. Four-day liberty (96 hours): 500 miles

b. Subordinate Element Tasks

(1) Battalion S-1

(a) Monitor Marine Online (MOL) permissions to ensure only appropriate personnel maintain leave and liberty reviewer/approver permissions. Appropriate personnel are defined as the following:

1. Battalion Commander
2. Battalion Executive Officer
3. Battalion Sergeant Major
4. Battalion S-1 personnel
5. Company Commanders
6. Company First Sergeants
7. Directorate OICs
8. Deputy Directorate OICs
9. Directorate Senior Enlisted Advisors

(b) Provide guidance as the subject matter experts to Marines of HQBn on matters regarding regular leave and liberty, special liberty, permissive temporary additional duty (PTAD), and temporary additional duty (TAD).

(2) Company Commanders

(a) Review and approve/disapprove all leave requests from Marines of your sections.

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(b) Review all traveler plans and subordinate leadership have conducted appropriate counselings, checks, and inspections prior to departure.

(c) Review and brief the Battalion Commander on all special liberty, PTAD, and TAD requests.

(3) Company First Sergeants

(a) Review all leave and liberty requests submitted by Marines of your sections.

(b) As a secondary means, approve leave when the Company Commander is incapacitated.

(c) Review all traveler plans and ensure subordinate leadership have conducted appropriate counselings, checks, and inspections prior to departure.

(d) Review and brief the Battalion Sergeant Major on all special liberty, PTAD, and TAD requests.

(4) Section Officers in Charge (OIC)

(a) Review all leave and liberty requests submitted by your personnel.

(b) Ensure proper vehicle inspections are conducted and leave and liberty plans are well thought out and reviewed.

(c) Ensure every Marine and Sailor utilizes the operational risk management method for reducing risk on their leave.

(d) Utilize Holiday Accident Reduction Plan (HARP) forms for all special liberty, 72 hour, and 96 hour liberty periods.

c. Coordinating Instructions. The following policies regarding leave and liberty are established:

(1) Conduct of Leave

(a) Personnel on leave or liberty remain subject to the rules and regulations outlined by the Uniform Code of Military Justice. Personnel assigned to HQBn are required to conduct themselves in a professional manner at all times. Additionally, the wearing of civilian attire should be a matter of personal pride, regardless of location. It is imperative that Marines assigned to this command understand that they must look appropriate both in uniform and in civilian attire.

(2) Leave Procedures

(a) Leave commences at the end of the work day unless otherwise authorized. When leave will be conducted outside of the local commuting area and the Marine will be traveling via personally owned vehicle (POV), leave is authorized to commence at 1201. Travel time to local airport does not authorize Marines to depart at 1201. All other leave will commence at 1630. Time and date of departure will be approved by the Battalion Commander,

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Battalion Sergeant Major, Company First Sergeant, or the Company Commander. Marines traveling by POV will stop at least every four hours, and not travel more than eight hours in a 24 hour period. Marines will also have at least eight hours of rest the night prior to departure.

(b) All Marines that possess a meal card must surrender their meal card at the commencement of leave. Failure to do so will result in a checkage of excess pay.

(b) 30 days or more of consecutive leave will only be granted with Battalion Commander approval. Approved emergency and tour extension incentive leave are exceptions to this policy. No more than 60 days of leave will be granted without approval from CMC (MMEA/MMOA).

(c) Leave extensions will not normally be authorized except in unusual situations. Only the Battalion Commander, Battalion Sergeant Major, Company First Sergeant, or Company Commander is authorized to grant a leave extension.

(d) Marines and Sailors will only take leave at the location identified in their leave authorization. If an individual needs to change or desires to change his/her leave location, the above named Marines must approve the change before any such relocation occurs. With force protection requirements and "recall" procedures constantly in place, no individual can change their leave location without proper authorization.

(e) If a Marine is recalled, leave will be charged if the day of departure and the day of recall do not exceed three days. The time of travel will not be charged unless the Commander determines it to be clearly excessive, which in his case the entire period of absence will be charged.

(f) Absence over leave when considered unavoidable will be charged as leave and absence considered avoidable will be considered absence without leave. Absence over special liberty if unavoidable will be charged as leave for the period of absence and special liberty.

(3) Temporary Additional Duty

(a) Leave in conjunction with TAD will be included in the TAD requests/orders and reported during travel claim processing. TAD must be essential and leave must not be arranged to pay for the cost of travel.

(b) Qualified Marines will request PTAD through MOL. Paragraphs 5002.1a and 5002.f of reference (g) will be cited as the authorization. Seven days PTAD may be granted as incentive for all first-term Marines who reenlist, or submit for reenlistment through the Total Force Retention System after 1 Jan 2011.

(c) 10 days PTAD for house hunting shall be authorized for Marines executing Permanent Change of Station orders. This PTAD can be taken prior to the beginning and preceding the end of the change.

(d) Marines that are retiring are authorized 20 days PTAD for house hunting preceding their approved retirement date. The gross amount may be taken in five-day increments provided the Marine checks in and out properly each increment.

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(4) Convalescent Leave. This leave is granted for sick and wounded Marines admitted to a hospital and not fit for duty.

(a) An emergency, while on leave or liberty, is defined as a situation wherein the need or apparent need for medical or dental attention is such that time does not permit application to a Federal medical or dental facility, including those available through Veterans Administration facilities, or obtaining the required authority in advance.

(b) It is not chargeable and coordination with CMC (MMEA/MMOA) is required when it will exceed 30 days.

(c) A Marine on leave or liberty who is hospitalized or sick in quarters will not be charged for that period since they are not fit for duty. Chargeable leave will terminate the day before hospitalization and recommence following the hospitalization.

(d) During pregnancy, the Marine will perform their duty as long as they are able to and will receive 126 days convalescent leave after child birth. The 126 days include the 42 days of convalescent period immediately following release from the medical facility following the birth of the child. The additional 84 days of convalescent leave is known as additional maternity leave (AML). The AML does not have to be taken consecutively, but must be used within 365 days of the child's birth. The leave may be extended by a physician or voluntarily terminated with the recommendation of a physician.

(5) Departure from Unit

(a) Leave in conjunction with permanent change of station orders as delay en route is normally 30 days, provided detaching and reporting date's area met and no excess leave is used. Commanders may approve up to 45 days delay en route provided the by dates are met. Anything exceeding 45 days must be approved by CMC (MMEA/MMOA).

(b) Terminal leave may be granted for the leave accrued at the date of separation. Leave in excess of 90 days must be approved by CMC (MMEA/MMOA). If terminal leave without return is granted, all pre-separation counseling and administrative processing should be completed prior to the leave beginning.

(c) Marines awaiting punitive or administrative discharge may be granted appellate leave both voluntarily or involuntarily. Leave awaiting administrative separation may be granted if no additional proceedings require the Marine's presence to affect the discharge or the general court martial convening authority believes the proceedings will result in their discharge. The terminal leave will be terminated upon the Marine's written request.

(6) Other Leave

(a) Foreign Leave. All requests for annual leave in foreign countries will require notification of the countries intended to visit. The Battalion Commander will be consulted and ensure all anti-terrorism/force protection issues are addressed. The Marine is required to obtain a Foreign Clearance Guide, a Terrorist Threat Briefing level 1 at minimum (recorded on unit diary) and travel with leave papers, travel warnings, and Consular Information Sheets. See enclosure (4) for further details.

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(b) Special Liberty. Marines may take leave in conjunction with special liberty as long as leave begins and terminates in the local area. If they leave prior to the commencement of special liberty, they are considered to be in an unauthorized absence status.

(c) Advance Leave. Advance leave may be granted for leave that will be accrued within their enlistment. It will be limited to the lesser of (1) 45 days and (2) the remaining leave on the current enlistment or extension.

(d) Excess leave. Excess leave may be granted for leave taken in excess of that which would be earned by their end of current contract with the understanding that such days will be checked from their pay. Excess leave cannot exceed 60 days without prior approval from CMC (MMEA/MMOA).

(e) Special Leave Accrual. Special leave can be granted to Marines who would lose the 60 days maximum leave accrual at the end of the fiscal year if requirements are met as outlined in Chapter two of reference (a).

(7) Healthcare in Leave Status

(a) Emergency dental care is limited to measures appropriate to relieve pain or to abort infection and does not include the furnishing of prosthetic appliances, including crowns or inlays, or the use of gold or other precious metals for fillings.

(b) If Marines on leave or liberty are hospitalized, they should immediately notify their chain of command or the nearest Marine Corps activity or representative and request instructions and assistance. If permitted to revert to a leave or liberty status upon release from the hospital, they should immediately notify their chain of command on the date of release.

(c) Whether or not civilian emergency health care involves hospitalization, the Marine is responsible for obtaining bills for such treatment. Itemized bills must show dates on or between which services were rendered or supplies furnished, and the nature of the charge for each item for presentation to the Marine's Commanding Officer to ensure the bill is processed per the provisions of NAVMEDCOM L320.1 Non-Naval Medical and Dental Care.

4. Administration and Logistics

a. Administration

(1) Leave requests will be submitted utilizing MOL. Enlisted Marines will submit the request to the Staff Noncommissioned Officer in Charge on all leave and special liberty requests.

(2) Requests will be entered into MOL and processed through the required work section in enough time to allow at least five working days at the approving level.

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(3) Only personnel designated in para 3.b.(1) may be granted 'leave approver' permissions in MOL. All other personnel may request 'leave reviewer' on a case by case basis.

Authorized Personnel to check in/out Marines from Leave and PTAD

- a. Battalion Executive Officer
 - b. Battalion Sergeant Major
 - c. Battalion S-1 personnel (Adjutant, Administrative Chief, and clerks)
 - d. Battalion Command Duty Representative
 - e. Company Staff (Commanders, First Sergeants, Company Gunnery Sergeants, and admin clerks)
- b. Logistics. Omitted.

5. Command and Signal

a. Command. This Order is applicable to all sections that fall administratively under Headquarters Battalion, Marine Air Ground Task Force Training Center, Marine Corps Air Ground Combat Center.

b. Signal

(1) This Order is effective the date signed.

(2) The point of contact in this matter is the Battalion Adjutant, First Lieutenant Alexander Furman, at comm: 760-830-7084 or email at alexander.furman@usmc.mil.



M. T. CABLE

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