



UNITED STATES MARINE CORPS  
HEADQUARTERS BATTALION  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788200  
TWENTYNINE PALMS, CA 92278-8200

BnO 1050.1H  
HQBN  
16 Sept 24

BATTALION ORDER 1050.1H

From: Commanding Officer  
To: Distribution List

Subj: REGULATIONS FOR LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE

Ref: (a) MCO 1050.3J  
(b) MCO 5100.29c, Vol 3  
(c) CCBul 1050  
(d) MARADMIN 51/23  
(e) MARADMIN 129/23  
(f) MARADMIN 383/24

Encl: (1) HQBN Liberty Out of Bounds Map  
(2) Battalion Foreign Travel Checklist  
(3) HARP Form

1. Situation. To provide policy and procedural guidance on leave and liberty regulations for Headquarters Battalion (HQBN) personnel per the provisions of references (a) through (f).

2. Cancellation. BnO 1050.1G.

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

4. 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. Marine Online (MOL) is mandated as the sole source for processing 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. Marines who need to check in/out of leave may seek personnel listed in para 5.a(3) of this Order.

(b) Liberty. The following limits apply to ground travel only. At the 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): 250 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. Commander.
2. Executive Officer.
3. Sergeant Major.
4. Adjutant and S-1 Chief.
5. Company Commanders and Company First Sergeants.
6. Directorate Directors and Deputies.
7. Commanding General Staff Secretary (SSEC)
8. Tactical Training Exercise Control Group (TTECG)
  - a. Director
  - b. Deputy Director
  - c. Senior Enlisted Advisor
  - d. Administrative Officer
  - e. Administrative Chief
9. Provost Marshal and Deputy

(b) Section OICs & SNCOICs. 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).

(c) Coordinate with the companies to develop and utilize internal control procedures to ensure all periods of leave are charged to the Marine's leave account as well as to ensure personnel accountability.

(2) Company Commanders.

(a) Become thoroughly familiar with reference (a).

(b) Review and approve requests for leave up to 30 days, PTAD, and special liberty (up to 48 hours).

(c) Review all traveler plans and ensure that subordinate leadership has conducted appropriate counseling's, checks, and inspections prior to departure.

(d) Brief the Battalion Commander on all recommendations for disapproval of leave requests.

(e) Review all requests for foreign leave and brief the Battalion Commander once all requirements have been met. Once reviewed, forward all foreign leave requests and packages to the Executive Officer for review that require O-5 Commander approval 30 days prior to the departure date. Forward all foreign leave requests and packages to the Executive Officer for review that requires O-6 commander or higher approval 60 days prior to the departure date.

(f) Brief the Battalion Commander on all special liberty, and PTAD requests over 48 hours.

(3) Company First Sergeants.

(a) Become thoroughly familiar with reference (a).

(b) Review all requests for leave, PTAD, and special liberty.

(c) As a secondary means, approve requests for leave, special liberty (up to 48 hours), and PTAD when the Company Commander is on leave, TAD, in the field or incapacitated. Authorization to disapprove leave is not granted. Foreign leave requests will be forwarded as appropriate and briefed to the Battalion Sergeant Major.

(d) Review all traveler plans and ensure subordinate leadership has conducted appropriate counseling, checks, and inspections prior to departure.

(e) Brief the Battalion Sergeant Major on all special liberty, and PTAD requests.

(4) Executive Officer.

(a) Become thoroughly familiar with reference (a).

(b) Review and approve requests for leave up to 30 days, PTAD, and special liberty (up to 48 hours).

(c) Review all traveler plans and ensure that subordinate leadership has conducted appropriate counseling's, checks, and inspections prior to departure.

(d) Brief the Battalion Commander on all recommendations for disapproval of leave requests.

(e) Review all foreign leave requests requiring O-5 approval and brief the Battalion Commander once requirements have been met for approval. Brief all requests requiring O-6 approval prior to appropriate follow-on actions.

(f) Brief the Battalion Commander on all special liberty, and PTAD requests over 48 hours.

(5) Directorate Directors, Deputies, TTECG, SSEC, Provost Marshall and Deputy

(a) Become thoroughly familiar with reference (a).

(b) Review all leave and liberty requests submitted by personnel assigned to your work section.

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

(d) Ensure every Marine and Sailor incorporates risk management while on leave, liberty, and PTAD.

(e) Review and approve leave requests that do not exceed 14 calendar days with the exception of foreign leave. Forward leave requests in excess of 15 days to the Company Commander for appropriate action. Forward all foreign leave requests that require O-5 Commander approval 30 days prior to the departure date through the Company Commander. Forward all foreign leave that requires O-6 commander or higher approval 60 days prior to the departure date through the Company Commander.

(f) Review and approve special liberty requests that do not exceed 24 hours off duty. Forward all other special liberty requests to the Company Commander for appropriate action.

(g) Review and forward all PTAD requests to the Company Commander and/or Executive Officer.

(f) Brief the Commanding Officer on all disapprovals.

(6) Section Officers in Charge (OIC) and Section Staff-Non-Commissioned Officers in Charge (SNCOIC)

(a) Review all leave and liberty requests submitted by personnel assigned to your work section.

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

(c) Ensure every Marine and Sailor incorporates risk management while on leave, liberty, and PTAD.

(d) Review all leave and liberty requests submitted by personnel assigned to your work section.

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

(f) Ensure every Marine and Sailor incorporates risk management while on leave, liberty, and PTAD.

(g) Utilize Holiday Accident Reduction Plan (HARP) forms for all special liberty, 72 hour, and 96 hour liberty periods for all E-5 and below.

(h) Brief the Company Commander on denied leave recommendations.

(i) The Battalion Commander is the final adjudicator on all leave denial.

c. Coordinating Instructions.

(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 always conduct themselves in a professional manner. 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.

(b) Military police, shore patrols, security police, officers, petty officers, and noncommissioned officers of the Armed Forces are authorized to take preventive 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 the peace, disorderly conduct, or any other offense which reflects discredit upon the Armed Forces. Personnel on leave or liberty are subject to this authority.

(c) Local commuting area is defined as the place where the member resides and from which the member commutes daily to and from the duty station.

(2) Leave Procedures

(a) During regular weekdays, leave will commence at the end of the workday normally 1630 unless otherwise authorized. If leave will be conducted outside of the local commuting area and the mode of transportation is via personally owned vehicle (POV), leave is authorized to commence at 1201. Travel time to airport does not authorize Marines to depart at 1201. During weekends or holidays, leave will commence at 0800. 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) Leave Check-out. Officers and Staff Noncommissioned Officers are afforded the privilege of checking themselves out via Marine Online prior to departing the local commuting area. Sergeants and below will report to the Officer of the Day (OOD) with a copy of their leave papers to be checked out if OIC and SNCOIC are unavailable or unless otherwise directed to report to the Command Duty Officer.

(c) Returning from Leave. During weekdays, leave will end at the beginning of the workday, normally 0730 unless otherwise authorized. If leave was conducted outside the local commuting area via POV leave is authorized to

end at 1200. During weekends and holidays, leave will end at 0800.

(d) Leave Check-in. Officers and Staff Noncommissioned Officers shall check-in from leave via Marine Online after returning to the local commuting area. Sergeants and below will report to the OOD with a copy of their leave papers to be checked in.

(e) All leave requests of 30 days or more of consecutive leave will be forwarded to the Battalion Commander for determination. Approved emergency and tour extension incentive leave are exceptions to this policy. No more than 90 days of leave will be granted without approval from CMC (MMEA/MMOA).

(f) Requests for leave extensions will be considered on a case-by-case basis. Only the Battalion Commander, Battalion Sergeant Major, Executive Officer, Company Commander, or Company First Sergeant are authorized to grant leave extensions.

(g) Marines and Sailors will only take leave at the location identified in their leave authorization. If an individual needs or desires to change his or her leave location, the request must be rerouted to the appropriate level of command. Due to force protection requirements and "recall" procedures constantly in place, no individual can change their leave location without proper authorization.

(h) 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 this case the entire period of absence will be charged.

(i) 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 (TAD)

(a) Leave in conjunction with TAD orders will be authorized whenever operationally feasible. Leave days will be properly identified in TAD requests/orders for proper reporting of entitlements during travel claim processing. TAD must be essential, and leave must not be arranged to pay for the cost of travel. Travel by privately owned conveyance (POC) should not be authorized (except "For Convenience of the Member") in TAD orders that authorize leave, except when POC will be less costly than anticipated travel costs by other modes including anticipated per diem, taxi fares, and gratuities.

(b) Leave request will be submitted concurrently with TAD request via Marine Online to ensure leave period is charged appropriately.

### (4) Permissive Temporary Additional Duty (PTAD).

(a) PTAD, also known as administrative absence, may be authorized for any of the purposes identified in chapter 5 of reference (a). Company Commanders are delegated authority to approve PTAD and must ensure that the planned absence being requested clearly falls within the criteria provided in reference (a).

(b) Qualified Marines will request PTAD through MOL.

(c) 10 days PTAD for house hunting shall be authorized for Marines executing Permanent Change of Station (PCS) orders. This PTAD can be taken prior to arriving or after arriving to the Headquarters Battalion but not both. House Hunting PTAD will be taken in accordance with reference (f).

(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 and stays in the local area. If the Marine departs the local area this PTAD must be taken in a single increment.

(5) Convalescent Leave.

(a) This leave is granted for sick and wounded Marines admitted to a hospital and not fit for duty. Company Commanders are delegated authority to approve convalescent leave and must ensure that the planned absence being requested clearly falls within the criteria provided in reference (a).

(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.

(6) Parental Leave.

(a) In accordance with reference (d) any Marine that has a qualifying event i.e., birth of a child or adoption shall be entitled to 84 days parental leave that must be used within 365 days of the qualifying event. The 84 days does not have to be consecutive and can be taken in increments. In accordance with references (d) and (e) convalescent leave is not automatic following the birth of a child and must be recommended by a medical provider and approved by the Commanding Officer prior to commencement.

(b) Director and OIC input is required for all parental leave requests. The input must include if the leave requested by the Marine will impact the section's operational commitments and the plan to ensure the Marine maintains access to programs required to accomplish their billets required responsibilities and if the leave requested will negatively affect their professional development and career progression.

1. Example 1: SNM is requesting a period of 84 days. Marine is 1 of 9 in his section. His leave will not affect the section's operational requirements. Marine will login to MCEN in two-week intervals to ensure he maintains computer access that is required for his billet responsibilities.

2. Example 2: SNM is requesting to take parental leave in two-week intervals since Marine is 1 of 1 in her section and her presence is required to fulfill the section's operational requirements for Service Level Training Exercises.

(c) The Commanding Officer is the approval authority for parental leave.

(7) Departure from Unit

(a) Leave in conjunction with permanent change of station orders referred to as delay in route is normally 30 days, provided detaching and reporting dates are met and no excess leave is used. Commanders may approve up to 45 days delay in route provided the report by date is 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. Per reference(f) parental leave may not be taken consecutively or in conjunction with terminal leave or PTAD.

(c) Marines awaiting punitive or administrative discharge may be granted appellate leave both voluntarily and/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.

(8) Other Leave

(a) Foreign Travel. All requests for annual leave, special liberty or, weekend liberty in foreign countries will require notification of the countries intended to visit by submitting the battalion foreign travel checklist to Headquarters Battalion. The Battalion Commander will be informed to ensure all anti-terrorism/force protection issues are addressed. See enclosure (2) for a list of all requirements. The Battalion Commander is the foreign leave approval authority.

(b) Special Liberty. 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 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 leave. Marines are considered in an authorized leave status from the time and date they are checked out on leave until the time and date they are checked in from 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 an 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 to avoid charging included weekend, holiday, and special liberty calendar days as leave for Marines. OIC's can approve 24 hours, Company Commander's approve 48 hours, Battalion Commander can approve 72 hours.

(c) Combining Leave and Liberty. In accordance with reference (f) Marines are authorized to take leave in conjunction with liberty without a duty day in between the periods of absence. When combining leave and liberty, Marines may be approved to execute the following without a duty day separating the periods:

1. A single leave period may be granted in conjunction with



liberty (liberty-leave or leave-liberty).

2. A single leave period may be granted in conjunction with two liberty periods (liberty-leave-liberty).

3. Restriction: Two periods of chargeable leave may not be granted without a duty day in between (leave-liberty-leave). If

inadvertently granted, the entire absence must be charged as leave.

4. All leave must begin and end within the 24-hour liberty limits as defined in enclosure (1). This ensures that Marines remain accessible and available for duty as necessary.

(d) 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. OIC's can approve 7 days of Advance Leave, Directorates and Deputies can approve 14 days of Advance Leave and Company Staff can approve 30 days of Advance Leave.

(e) 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).

(f) 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).

(g) Healthcare in Leave Status. An emergency, while on leave 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. 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.

1. 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 the Navy, Army, Air Force, Public Health Service, and Veterans' Administration.)

2. If the foregoing is not feasible in a bona fide emergency situation, Marines may obtain emergency treatment from any source at government expense.

3. If Marines on leave or liberty are hospitalized, they should immediately notify their commanding officer or the nearest Marine Corps activity or representative and request instructions and assistance. The Marine's command shall ensure, using MOL, that the doctor's name, the place hospitalized, the time and date of admission, time and date of release, and the diagnosis be reflected on the electronic Leave Authorization (NAVMC 3). If traveling under orders issued by competent authority or on authorized liberty, a statement from the attending physician containing this information shall be obtained for delivery to the Marine's commanding officer.

Convalescent leave may be recommended by a civilian or military doctor.

4. 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 in order that the bill may be processed per the provisions of NAVMEDCOM L320.1, Non-Naval Medical and Dental Care.

(h) If the Leave Authorization (NAVMC 3) is required for transportation (i.e., emergency leave), the commander or designated official (Leave Manager) is authorized to sign the Leave Authorization (NAVMC 3). The Leave Authorization (NAVMC 3) may be printed using MOL.

## 5. Administration and Logistics

### a. Administration

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

(2) Only personnel designated in para 4.b.(1) may be granted 'leave approver' permissions in MOL. All other personnel may request 'leave reviewer' on a case-by-case basis.

### (3) Personnel Authorized to check in/out Marines from Leave and PTAD

(a) Executive Officer

(b) Sergeant Major

(c) S-1

(d) Officer of the Day and Command Duty Officer

(e) Command Staff

(f) TTECG

1. Director

2. Deputy Director

3. Senior Enlisted Advisor

4. Administrator Officer

5. Administrative Chief

(g) Provost Marshal and Deputy.

(h) Section OICs & SNCOICs.

(4) When a section cannot recommend leave approval for a Marine, a justification from the OIC is required to explain the reasons behind this

decision. This justification should provide a clear and concise explanation for why the leave is not being recommended.

(5) The Commanding Officer has final leave disapproval authority.

b. Logistics. Omitted.

6. 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. This Order is effective the date signed.

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ROLLINS.NATHAN.MAR  
CUS.1266309720  
Date: 2024.09.24  
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N. M. ROLLINS

DISTRIBUTION: A



Enclosure (1)



## Headquarters Battalion

### Foreign Pre-Travel (FPT) Checklist



\*\*\*This checklist is required for all travel to any foreign country or U.S. Territory. Complete and submit to the Headquarters Battalion Antiterrorism/Force Protection Officer no less than **30 days** prior to intended travel for countries requiring O5 Commander approval and no less than **45 days** prior for countries requiring O6/General Officer (identified in the FCG). Items on this checklist must be completed in order. Submit this checklist and all supporting documents in a folder with the appropriate routing sheet attached. \*\*\*

**\*\*\* Read the Foreign Clearance Guide (FCG) prior to filling out checklist to determine what is required for the country you're traveling to\*\*\***

#### **Background:**

Travel outside of the United States is a matter of security interest in view of your position as a member of the U.S. Armed Forces and the clearances you hold. Knowledge of your whereabouts is needed primarily for personal protection and as a guide in locating you should an official search be required. Your itinerary should be adhered to as closely as possible.

If either, major changes are made to your itinerary or if your estimated date of return is extended by 24 hours or more, please advise your immediate chain of command.

#### **Package Organization:**

Your foreign leave package will be organized as follows:

1. Administrative Action Form NAVMC 10274
2. Foreign Leave Checklist. (The checklist will serve as your endorsements from the Command. Endorsements letters will not be necessary).
3. All necessary enclosures as dictated in the checklist. Ensure all enclosures are numbered correctly IAW the checklist.
  - a. Pay attention to the resources listed on the bottom of page 4.

**\*\* If ISOPREP is required per the Foreign Clearance Guidance (FCG) and have already created an ISOPREP account but need to revalidate your current information, make an appointment with Mr. Burns at:  
michael.f.burns1@usmc.mil \*\***

Enclosure (2)

## Basic Guidance:

As you prepare to travel outside of the United States, you may find yourself traveling to or through a country whose interests are contrary to those of the United States. First and foremost, it is important that you be reminded of the continuing need to safeguard the classified information you have been exposed to and the growing efforts of Foreign Intelligence Security Services (FISS) around the world. Listed below are a few tips on how to avoid situations which could cause you delay, embarrassment or cause you to be arrested while traveling overseas.

- Do not mention, discuss or imply access to or involvement with special / classified projects or activities.
- Never take sensitive or classified material outside the United States without proper written approval.
- Avoid moral indiscretions or illegal activities, as these can lead you to compromise your integrity or to be blackmailed.
- Do not accept letters, photographs, other materials or information to be 'smuggled' out of the country.
- Be careful to avoid making statements that could be used for propaganda purposes. Do not sign petitions regardless of how innocuous they may appear.
- Do not take any badges, recall lists, phone numbers, etc. that might provide FISS evidence of your duty position which could be exploited.
- Remember that all mail is subject to censorship. Be careful not to divulge personal or business matters that could be used for exploitation or propaganda purposes.
- Never attempt to photograph military personnel or installations or other restricted/controlled areas.
- Beware of overly friendly guides, interpreters, waiters/waitresses, hotel clerks, etc. as they may be collecting on you.
- Report any incidents of an intelligence nature, to include unusual foreign national contact to the Security Manager via the Foreign Travel Debrief Form.

**Travel Information - To be filled out by the Marine requesting authorization to travel overseas. PRINT LEGIBLY and Use the standard (YYYYMMDD) format for all dates provided.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Rank: \_\_\_\_\_ Co/Sect: \_\_\_\_\_ EDIPI: \_\_\_\_\_

Date of Departure – Date of Return: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Phone # / Hotel Phone # to be reached at while on Leave: \_\_\_\_\_

Country (ies) you intend to visit: Provide Nation, State/Province, City, Lodging Address and Phone Number, and length of stay in each if known. (This information must also be entered into your MOL Out-of-Bounds request)

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Passport Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Tasks to be Completed	Applicability / Type (Circle One)	Enclosure #	Date Verified:	Verified By: (Initials)	Position of Verifier
Per FCG is a Theater Clearance required? [see resource (1)]	Yes    No				ATO
Per FCG is a Country Clearance Required? [see resource (1)]	Yes    No				ATO
Per FCG is a Special Area Clearance Required? [see resource (1)]	Yes    No				ATO
Are there any COCOM Specific Restrictions? [see resource (1)]	Yes    No				ATO
Is there a DoS Travel Warning for your Country? [see resource (2)]	Yes    No				ATO
Is there a DoS Travel Alert for your Country? [see resource (2)]	Yes    No				ATO
Provide copy of your civilian passport.		(    )			Company
Provide printout of your Airline Itinerary or cruise itinerary if applicable.	REQ    NREQ	(    )			Company
Provide printout of your Anti-Terrorism Lvl 1 training cert. (Within last 12 months)	REQ    NREQ	(    )			Company
Provide printout of your JKO SERE 100.2 Level A course training cert. (Within last 36 months)	REQ    NREQ	(    )			Company
Provide printout of your Combating Trafficking in Persons (CITP) training cert. (Within last fiscal year)	REQ    NREQ	(    )			Company
Provide printout of your ISOPREP review as required per the FCG. [see resource (1) and (3)]	REQ    NREQ	(    )			Company
Provide a printout of your STEP enrollment. [see resource (4)]		(    )			Company
Provide printout of your TT / IATP approval. [see resource (5)]	Travel Entry #:	(    )			ATO
Provide a printout of your APACS approval. [see resource (6)]	APACS ID #:	(    )			ATO
Have you received a threat brief by the ATO?	Yes    No				ATO

Provide printout that a brief is scheduled or completed with the Security Management Office. [see resource (7)]		( )			ATO
Have you submitted an out-of-bounds leave request on MOL?	Yes      No				Company
MOL leave request includes: 1. All contact info. 2. Detailed description of events / activities. 3. Airline Itinerary attached.	Yes      No				Company
Do you need a Visa for any countries you're visiting? (If "yes" provide a copy.)	Yes      No	( )			ATO

#### Resources:

1. **Foreign Clearance Guidance (FCG):** <https://www.fcg.pentagon.mil/fcg.cfm>
2. **DoS Travel Advisories:** <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
3. **ISOPREP Creation:** [https://prmsglobal.prms.af.mil/prmsconv/Profile/Survey/Start\\_page.aspx](https://prmsglobal.prms.af.mil/prmsconv/Profile/Survey/Start_page.aspx)
  - a. For revalidation of ISOPREP information, email Mr. Burns at: [michael.f.burns1@usmc.mil](mailto:michael.f.burns1@usmc.mil)
4. **STEP:** <https://travelregistration.state.gov>
5. **TT/IATP:** <https://iatp.pacom.mil/>
6. **APACS:** <https://apacs.milcloud.mil/apacs/login.jsp>
7. **Security Manager:** Bldg 1554 (CG's building), Rm 120.
  - a. Phone: (760) 830-7952 / Email: [rebecca.pinkstaff@usmc.mil](mailto:rebecca.pinkstaff@usmc.mil)

**\*\*NOTE\*\*** SUBMITTING A REQUEST AND RECEIVING A NUMBER ON IATP AND APACS DOES NOT CONSTITUTE APPROVAL. APPROVAL FOR BOTH IATP AND APACS MUST BE GRANTED PRIOR TO TRAVEL. IT IS THE TRAVELER'S RESPONSIBILITY TO ENSURE THESE APPROVALS ARE RECEIVED.



## **Statement of Understanding**

- 1) I have read, understand, and will comply with the orders regulating foreign travel in the countries I will visit.
- 2) I understand that the laws and restrictions of the countries I will visit are different than those of the United States and I will familiarize myself with them accordingly.
- 3) I understand that Marines are required to immediately report any terrorist or criminal incidents or other civil disturbances that they witness or in which they become involved while on travel status to the nearest U.S. Government security element, and to report any indication of contact with personnel from Foreign Intelligence Security Services (FISS) upon debrief with the Security Manager.
- 4) I understand that due to terrorist activities Marines visiting foreign countries are encouraged to wear civilian clothing, use a tourist passport, use baggage that does not indicate grade, insignia or military affiliation, and place all documents identifying association with the U.S. Government in checked baggage. Additionally, that I should check all photos in my possession for indications of military affiliation, and consider political, social and religious taboos when purchasing or carrying reading material.
- 5) I have developed a communications plan with a POC in CONUS who has my itinerary. The Communication Plan covers contact windows for all major travel movements (i.e. Arrival in country, changes to itinerary, confirmation of impending departure, and for extended stays it is recommended every 3-4 days). I have directed the POC that should I miss a preplanned window that they should attempt to contact me at the predetermined hotel or lodging facility. Furthermore, if contact cannot be made within a reasonable amount of time that notification should be made to my chain of command or the embassy within the country I am traveling. In addition to POC numbers for my chain of command, I have emergency contact numbers to the American Embassy or local consulate, the local police station, hospital and my hotel.
- 6) I have attached my APACS Summary Page along with my Smart Traveler Enrollment Program registration (STEP), Individual Action Travel Plan (IATP), and attest that the information provided is accurate to the best of my knowledge.

Rank: \_\_\_\_\_ L Name, F Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PRIVACY ACT INFORMATION - The information contained herein, and any attachment thereto, requires protection under TITLE 5 U.S.C.552a, as amended in the PRIVACY ACT of 1974. This information is For Official Use Only and must be protected IAW DOD 5400.11-R. This document is for the sole use of the intended recipient(s) and may contain sensitive or privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. ANY MISUSE OR UNAUTHORIZED DISCLOSURE MAY RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES.

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OIC Endorsement

☐ Recommended

☐ Not Recommended

Remarks: \_\_\_\_\_

\_\_\_\_\_

Rank: \_\_\_\_\_ Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Company Commander

☐ Recommended

☐ Not Recommended

Remarks: \_\_\_\_\_

\_\_\_\_\_

Rank: \_\_\_\_\_ Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Headquarters Battalion Antiterrorism Officer

☐ Recommended

☐ Not Recommended

Remarks: \_\_\_\_\_

\_\_\_\_\_

Rank: \_\_\_\_\_ Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Battalion Commander

☐ Recommended

☐ Approved

☐ Not Recommended

☐ Not Approved

Remarks: \_\_\_\_\_

\_\_\_\_\_

Rank: \_\_\_\_\_ Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*AS REQUIRED\*\*\*

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MCAGCC CHIEF OF STAFF

☐ Recommended      ☐ Approved      ☐ Not Recommended      ☐ Not Approved

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Rank: \_\_\_\_\_ Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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MCAGCC COMMANDING GENERAL

☐ Approved      ☐ Not Approved

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Rank: \_\_\_\_\_ Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# MCAGCC TWENTYNINE PALMS HOLIDAY ACCIDENT REDUCTION PROGRAM (HARP FORM)

LAST UPDATED: 2021 06 01

PART A: PERSONAL INFORMATION (TO BE FILLED OUT BY INDIVIDUAL MARINE OR SAILOR)					
NAME: (LAST, FIRST MI.)		RANK:	AGE:	UNIT & SECTION:	
PERIOD COVERED: (ENTER DATES)		OCCASION: (CIRCLE ONE)			
		72 HR LIBERTY	96 HR LIBERTY	HOLIDAY LIBERTY	ANNUAL LEAVE EMERG LEAVE
SNCOIC NAME / RANK:		OIC NAME RANK:			
LOCATION: (CIRCLE ONE: THE AREA IN WHICH THEY WILL BE SPENDING THEIR LEAVE/LIBERTY)					
LOCAL	INSTATE	OUT OF STATE	OUT OF COUNTRY	INBOUNDS	OUT OF BOUNDS
VEHICLE TYPES THAT WILL BE UTILIZED: (CIRCLE ALL THAT WILL APPLY)					
CAR	MOTORCYCLE	OFF-ROAD MOTORCYCLE	AIRPLANE	BOAT	BUS TRAIN ATV
PART B: SMALL UNIT LEADER QUESTIONS (TO BE FILLED OUT BY SUPERVISOR DURING COUNSELING SESSION)					
1. WHAT IS/ARE YOUR DESTINATION(S)?					
2. MODE OF TRAVEL / CONTINGENCY PLAN? (IS THERE PROPER PLANNING TO REASONABLY GET TO/FROM DESTINATION IN THE ALLOTTED TIME TO INCLUDE REST STOPS AND BREAKS?)					
ARE YOU DRIVING ALONE? (CIRCLE ONE)					
YES NO IF NO, A-DRIVER NAME:					
3. ACTIVITIES: (DO THEY REQUIRE PRIOR TRAINING? HOW WILL THEY RECEIVE THE REQUIRED TRAINING? HOW MUCH EXPERIENCE DO YOU HAVE WITH YOUR ACTIVITIES?)					
4. WHAT IS THE APPROPRIATE PPE FOR YOUR ACTIVITIES? DO YOU HAVE PPE? IS IT SERVICEABLE?					
5. ALCOHOL / DRUGS (EMPHASIZE DUI AND UNDERAGE DRINKING / EMPHASIZE ZERO TOLERANCE POLICY FOR DRUGS) PRESCRIPTION DRUGS CAN CAUSE DROWSINESS. SERIOUS CAUTION SHOULD BE USED WHEN DRINKING OR DRIVING WHILE ON PRESCRIPTION MEDICATION. ALSO, HIGH-CAFFEINE "SPORT-DRINKS" MAY CAUSE EXTREME FATIGUE AFTER-AFFECTS. WHAT IS YOUR ALCOHOL AND DRUG SAFETY PLAN?					
6. ARE YOU UNDER THE AGE OF 21?		7. DO YOU KNOW THE OFF-LIMIT AREAS? (CIRCLE ONE)		8. DO YOU HAVE AN ARRIVE ALIVE CARD?	
YES NO		YES NO		YES NO	
9. YOUR OVERALL POTENTIAL FOR INJURY IS AT WHAT LEVEL FOR THIS LIBERTY PERIOD? (CIRCLE ONE)					
LOW		MODERATE		HIGH EXTREMELY HIGH (CO AWARENESS)	
10. VEHICLE INSPECTION COMPLETED?		11. "OUT OF BOUNDS" DEFINITIONS:			
YES NO		OVERNIGHT 48 HOUR 72 HOUR 96 HOUR MEXICO 100 MILES 200 300 400 MILES CO APPROVAL			
Marines Point of Contact or CELL Phone Number: (Cellphone)				NOTE: SMALL UNIT LEADERS WILL ENSURE THAT MARINES / SAILORS HAVE THEIR CONTACT INFORMATION IF PLANS CHANGE OR IF ASSISTANCE IS NEEDED WHILE AWAY.	

Enclosure (3)

PART C: MOTOR VEHICLE / MOTORCYCLE INSPECTION CHECKLIST <i>(ONLY REQUIRED IF DRIVING OWN POV TO DESTINATION)</i>				
ITEM & CHECKLIST <small>(ONE UNSAT CHECK IS A FAILURE)</small>	SAT	UNSAT	N/A	REMARKS
1. LIGHTS: (HEAD, TAIL, BREAK, SIGNAL, REVERSE, HAZARD, LICENSE PLATE)				
2. TIRES: (> 1 MM TREAD, SPARE)				
3. WINDSHIELD, WINDOWS, MIRRORS: (NOT CRACKED, BROKEN)				
4. WINDSHIELD WIPERS: (BOTH PRESENT W/ GOOD BLADES & OPERATIONAL)				
5. BUMPERS: (NOT BENT OR DAMAGED CAUSING A HAZARD)				
6. SEAT BELTS: (SUFFICIENT NUMBER OF BELTS FOR ALL PASSENGERS)				
7. BRAKES: (FLUID FILLED TO APPROPRIATE LEVEL AND OPERATIONAL)				
8. EXHAUST SYSTEM: (LEGAL & FREE OF LEAKS)				
9. HORN: (OPERATIONAL)				
10. DEFROSTER: (OPERATIONAL)				
11. EMERGENCY EQUIPMENT: (WATER, FLASH LIGHT, FLARES, FIRST AID, ETC.)				
12. HAZARDOUS MATERIALS: (ENSURE IN APPROVED CONTAINERS, SECURE)				
13. MISC: (CHAINS, SHOVEL, TAILGATE, CARGO STRAPS, BLANKET, FIRE EXT)				
14. MOTORCYCLE SAFETY EQUIPMENT: (INSPECT PPE)				
15. INSPECT ENGINE:				

  

POV INSPECTION CHECKLIST	
1. VEHICLE REGISTERED ON BASE: YES / NO	(IF NO MEMBER WILL NOT BE ALLOWED TO DRIVE VEHICLE)
2. STATE REGISTRATION: YES / NO	EXP. DATE:
3. VALID INSURANCE: YES / NO	(IF NO MEMBER WILL NOT BE ALLOWED TO DRIVE VEHICLE) EXP. DATE
4. VALID DRIVER'S LICENSE: YES / NO	
5. DRIVER IMPROVEMENT COURSE (DIC): YES / NO	
6. MOTORCYCLE SAFETY COURSE: (BRC / ERC / MSBC)	YES / NO DATE OF COMPLETION:
7. ROAD SIDE EMERGENCY PLAN: YES / NO	

  

THESE FACTORS KILL MARINES AND SAILORS EVERY YEAR...EXERCISE RM!			
• SPEED	• DRUGS	• ROAD CONDITIONS	• POOR PLANNING
• ALCOHOL	• FOG	• RIP TIDES	• LACK OF SEAT BELT
• FATIGUE	• RAIN / SNOW	• LACK OF PPE	• POOR JUDGMENT
• TEXTING WHILE DRIVING	• DEHYDRATION	• PEER PRESSURE	• LACK OF TRAINING
• POOR EQUIPMENT	• RECKLESS BEHAVIOR	• IMPATIENCE	• LACK OF AWARENESS

  

NOTES / COMMENTS:	
SUPERVISOR SIGNATURE:	DATE:
MARINE / SAILOR SIGNATURE:	DATE:

## INSTALLATION SPECIFIC ITEMS

(Update as required)

AREA OFF LIMIT ESTABLISHMENTS:	REGIONAL OFF-LIMIT AREAS/AREAS OF CONCERN:	SAN DIEGO OFF LIMIT AREAS:	SAN DIEGO AREAS OF CONCERN:
- ADOBE SMOKE SHOP 6441 ADOBE RD - K SMOKE SHOP 5865A ADOBE RD - STC SMOKE SHOP 6001 ADOBE RD - PUFF'S TOBACCO 57063 29 PALMS HWY - YUCCA TOBACCO MART 57602 29 PALMS HWY - NYPD PIZZA 260-262 N PALM CANYON DR - VILLAGE PUB 266 SOUTH PALMS CANYON DR. - THE WHISPERING PALMS APARTMENT 499 EAST ARENAS RD	- CLUB MUSTANG 2200 UNIV AVE SAN DIEGO - GET IT ON SHOPPE SAN DIEGO - MAIN STREET MOTEL 3494 MAIN ST SAN DIEGO - CLUB SAN DIEGO - VULCAN BATHS 805 W. CEDAR ST SAN DIEGO - DREAM CRYSTAL 1536 HIGHLAND AVE NATIONAL CTY - SPORTS AUTO SALES 1111 NATIONAL CTY BULVRD	- OTAY MESA DISTRICT - THE SAN DIEGO CITY PARK - THE WILLIE HENDERSON PARK - PERIMETER OF NAVAL BASE SAN DIEGO AND THE NEARBY TROLLEY STATIONS	