



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

BnO 1050.1E
HQBN

JAN 24 2022

BATTALION ORDER 1050.1E

From: Commanding Officer
To: Distribution List

Subj: REGULATIONS FOR LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE

Ref: (a) MCO 1050.3J
(b) MCO 5100.19F
(c) CCBul 1050
(d) NAVMC 3 (Leave Authorization for MOL)

Encl: (1) Liberty Limits, MOL Permissions, and Other Leave
(2) Foreign Travel Request Checklist
(3) H.A.R.P. 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 (d).

2. Cancellation. BnO 1050.1D.

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Within the constraints imposed by operational commitments, I encourage Marines and Sailors to Take Leave and Liberty. 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 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.

2. Marines who need to check in/out of leave may seek personnel listed in enclosure (1).

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(b) Liberty. The following limits apply to ground travel only. At the Company Commander's discretion in 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: 100 Miles
2. 48 Hour: 200 Miles
3. 72 Hour: 300 Miles
4. 96 Hour: 400 Miles

(1) Battalion S-1

(a) Monitor Marine Online (MOL) permissions to ensure only personnel approved by the Battalion Commander maintain leave and liberty reviewer/approver and check in/out permissions.

(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).

(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 this order as well as the references and enclosures.

(b) Review and approve requests for leave, PTAD, and special liberty. Company Commanders are authorized to approve special liberty up to 72 hours.

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

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

(e) Thoroughly review all requests for foreign leave in accordance with reference (a) and enclosure (2) and brief the Battalion Commander once all requirements have been met. Forward all foreign leave requests that require O-5 or O-6 commander approval.

(f) Brief the Battalion Commander on all special liberty and PTAD requests.

(3) Company First Sergeants

(a) Become thoroughly familiar with this order as well as the references and enclosures.

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

(c) As a secondary means, approve requests for leave, special liberty (up to 72 hours), and PTAD when the Company Commander is unavailable, 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 counselings, checks, and inspections prior to departure.

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

(4) Directorate Directors and Deputy Directors

(a) Become thoroughly familiar with this order as well as the references and enclosures.

(b) Review and approve leave requests that do not exceed 30 calendar days with the exception of foreign leave. Forward leave requests in excess of 30 days and all foreign leave to the Company Commander for appropriate action.

(c) 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.

(d) Review and forward all PTAD requests to the Company Commander and/or Company First Sergeant.

(5) Staff Secretary, TTECG, Provost Marshal, and Center Personnel Officer

(a) Become thoroughly familiar with this order as well as the references and enclosures.

(b) Review and approve leave requests that do not exceed 30 calendar days with the exception of foreign leave. Forward leave requests in excess of 30 calendar days and all foreign leave to the Company Commander for appropriate action.

(c) 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.

(d) Review and forward all PTAD requests to the Company Commander and/or Company First Sergeant.

(6) Section Officers in Charge (OIC)

(a) Review all leave and liberty requests submitted by Marines and Sailors 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 Marines and Sailors conduct vehicle inspections.

(d) Review and discuss with each Marine and Sailor their leave and Liberty Plans

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

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

(1) Conduct of Leave

(a) In accordance with reference (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.

(b) 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) Commencement of Leave. During regular weekdays, leave will commence at the end of the work day, 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 Non-commissioned 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 unless otherwise authorized at the section level during work days.

(c) Returning from Leave. During weekdays, leave will end at the beginning of the work day, 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 Non-commissioned 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 unless otherwise authorized at the section level.

(e) All leave requests for 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, 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) When Marines are on authorized leave and it becomes necessary to recall them to duty, the period of absence shall not be charged to the leave account when the period between departure on leave and the Marine's receipt of the recall is 3-days or less. The time of absence subsequent to the Marine's receipt of the recall shall be considered travel time. 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.

5. Administration and Logistics

a. Administration

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

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

(3) Only the Battalion Commander is authorized to deny a leave request.

(4) For personnel that are authorized to approve leave, see enclosure (1).

(5) For information on TAD, PTAD, Convalescent Leave, Departure from Unit, Special Liberty, Advance Leave, Excess Leave, Special Leave Accrual, and Healthcare in Leave Status please, see enclosure (1).

b. Logistics. Omitted.

6. Command and Signal

a. Command. This Order is applicable to the Marines of Headquarters Battalion, Marine Air Ground Task Force Training Center, Marine Corps Air Ground Combat Center.

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


A. J. MARTINEZ

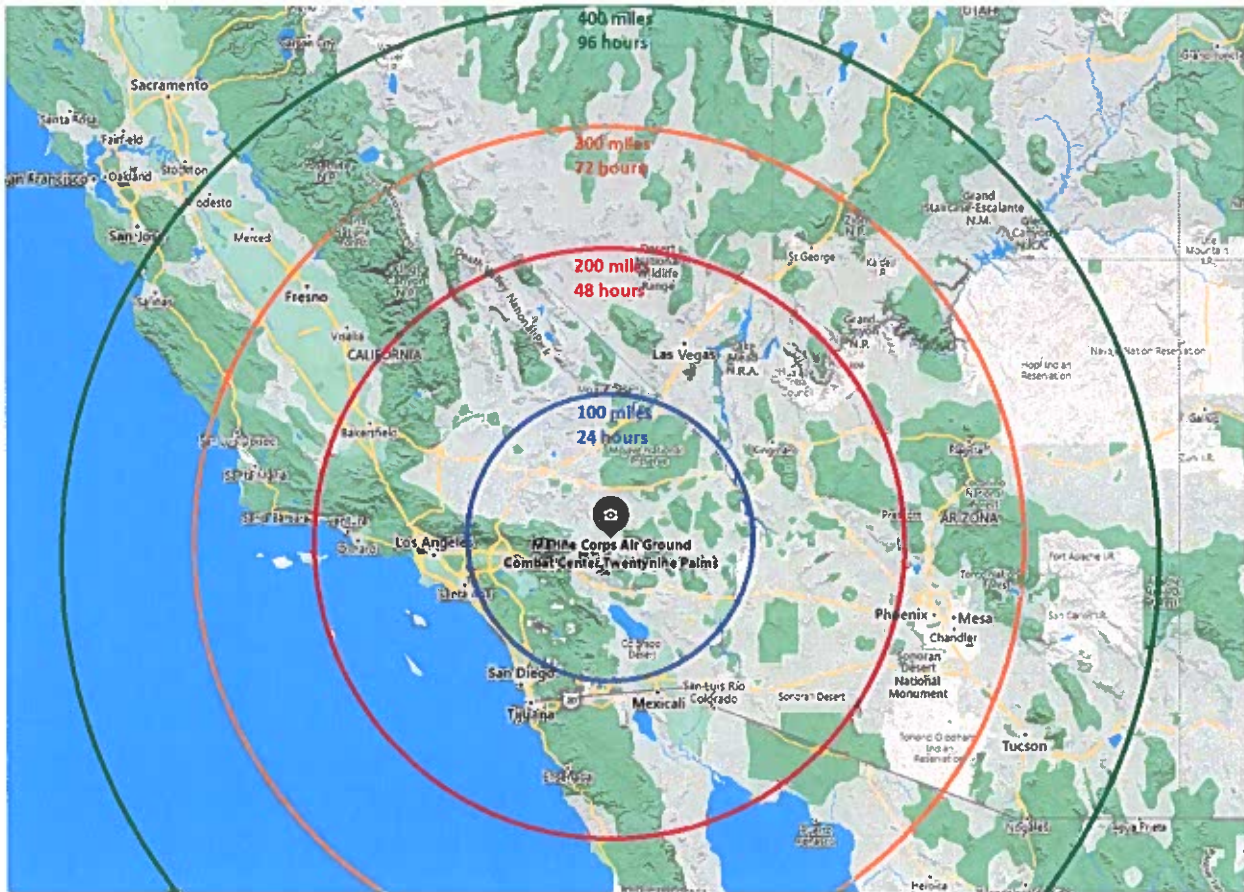
DISTRIBUTION: A

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1. Liberty Limits. Determined by a straight line distance from the Marine Corps Air Ground Combat Center Flag Pole located at: (34.235906, -116.057050). The specific liberty limits are as follow:

- a. Overnight Liberty (24 hours): 100 miles.
- b. Weekend liberty (48 hours): 200 miles.
- c. Three-Day liberty (72 hours): 300 miles.
- d. Four-day liberty (96 hours): 400 miles.

Liberty Limits Map



2. MOL Permissions

a. Reviewer/approver and Check In/Out. Those authorized to be assigned leave reviewer/approver permissions are as follows, any other individuals requesting these will be considered on a case by case basis by the Battalion Commander.

Director	Section	Billet
	Alpha Company Master	
Command Deck	ACGS	SSEC
		SNCOIC

ISD	ISD MAIN (CCWP/PWD/NREA/MCCS)	OPSO
	CLD (CMSC/RCO/CMA/FSB/DMO)	Director
		SEA
PMO		Provost Marshal
		Provost
		Sergeant
RMD	RMD (MNPR)	Director
		SEA
		Adjutant
	IPAC	Director
		Deputy
SJA	ASJA	SJA
		Deputy
IG	CIGO	A CO CMDR
		1STSGT
GEA/COMMSTRAT	GOEA	OIC
		VIO
LSST	LSST	Director
		Deputy
	Bravo Company Master	
CD	COMM	DEPUTY
		OPSO
MTD	EOD	OIC
		SNCOIC
	ESD	OIC
		OPSO
	MTD	OPSO
		AIRO
MTU/ROPS/RTAMS	B CO CMDR	
	1STSGT	
SNCOA	SNCOA	DIRECTOR
TTECG	TTECG	DEPUTY
		SEA

3. Temporary Additional Duty

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.

c. Qualified Marines will request PTAD through MOL. Paragraphs 5002.1a and 5002.f of reference (a) 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.

d. 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.

e. 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.

4. Permissive Temporary Additional Duty. 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 take care to ensure that the planned absence being requested clearly falls within the criteria provided in reference (a).

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

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

b. 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.

c. 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.

6. Departure from Unit

a. Leave in conjunction with permanent change of station orders as delay in route is normally 30 days, provided detaching and reporting date's are met and no excess leave is used. Commanders may approve up to 45 days delay in 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.

7. 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 (2) for a list of all requirements.

8. 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. Section leadership is authorized to grant one day of special liberty for Marines and Sailors to celebrate their birthdays or wedding anniversaries.

9. 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.

10. 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).

11. 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).

12. Healthcare in Leave Status. 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.

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.

a. 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.)

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

c. 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.

d. 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.

e. 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.



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HEADQUARTERS BATTALION LEAVE / TAD / FOREIGN TRAVEL 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. 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.

a. First 05 Commander approval for leave to a foreign country with no restriction (as identified in the FCG).

b. First 06 Commander approval for leave to a restricted area or foreign country (as identified in the FCG).

c. First General Officer approval is required for leave in any prohibited area or foreign country (as identified in the FCG).

SECTION I- REQUIRED DOCUMENTATION

Ensure these documents are inside the folder and in the order listed below (after the checklist). Multi-page items will be stapled together if necessary, but do not staple anything to the checklist itself.

- AA Form.
- Copy of civilian/official passport.
- Airline itinerary (If applicable)
- Typed, detailed description of events/activities participating in during travel.
- Visa (If required)
- Leave Request (Leave should **NOT** be approved until approval of IATP and APACS approval.)
- Medical documentation (If required by Foreign Clearance Guide (FCG))
- Additional immigration/customs paperwork (If required by FCG.)
- Department of State Travel Warnings (If applicable)
- Department of State Travel Alerts (If applicable)
- Overseas Security Advisory Council (OSAC) Emergency Messages (If applicable)
- "Safety and Security" section of Department of State Country Specific Information (Copy and paste into Word document and print.)
- Smart Traveler Enrollment Program registration
- Japan Liberty Policy (If applicable)
- International Driver's License (If applicable)
- Anti-Terrorism Level I certificate (<https://Jkodirect.jten.mil> or <https://www.marinenet.usmc.mil/>)
- SERE 100.2 Level A or Equal Certificate (<https://Jkodirect.jten.mil> or <https://www.marinenet.usmc.mil/>)
- Combating Trafficking in Persons Certificate <https://www.marinenet.usmc.mil/>
- **AT Travel Tracker/IATP Request Confirmation** <https://iatp.pacom.mil/>

- **APACS Request Confirmation**

- **ISOPREP Creation/Validation**

https://prmsglobal.prms.af.mil/prmsconv/Profile/Survey/Start_page.aspx **Mexico only:**

- Handout for Personnel Visiting the Republic of Mexico
- Leave orders, blank, to be signed by Commanding Officer
- I MEF/MCI West Consolidated Mexico Travel Policy
- Note: "3.A.(U) ALL MEXICO TRAVEL WILL CONTINUE TO REQUIRE COMMAND APPROVAL. HOWEVER, MINIMUM APPROVAL AUTHORITY FOR TRAVEL TO NON-RESTRICTED AREAS IS NOW O-5 COMMAND LEVEL AND O-6 FOR RESTRICTED STATES" (AMHS I MEF/MCI-WEST COORDINATED TRAVEL POLICY UPDATE 1-16)

*****IMPORTANT*** Travelers are not permitted to travel without:**

- **AT Travel Tracker/IATP Approval Confirmation**
- **APACS Approval Confirmation**
- **ISOPREP Validated**
- **Approved leave papers**

I understand the requirements outlined in this travel checklist to include the three required approvals necessary for me to depart on leave.

• Traveler's Signature _____ (Print) _____ (Date) _____

SECTION II- PERSONAL INFORMATION

Name and Rank: _____

EDIPI: _____

Unit / Company: _____

Destination Country/ies: _____

Dates of Travel: _____

Reason for Travel: _____

Mode of Travel (Air, Train, Bus, Ship, Car): _____

Air/Cruise Line: _____

Flights/Ship: _____

Point of Departure: _____

Point of Return: _____

Passport Number: _____

Passport Expiration: _____

Next of Kin Name and Phone Number: _____

Traveler's Personal E-mail Address: _____

SECTION III- FOREIGN CLEARANCE GUIDE

Go to the DoD Foreign Clearance Guide (FCG) website at <https://www.fcg.pentagon.mil/fcg.cfm> and search the destination country. Go to "SECTION 1: GENERAL ENTRY REQUIREMENTS" and scroll to Section 1.B, "IDENTIFICATION CREDENTIALS FOR LEAVE TRAVEL". Read this section thoroughly. Copy this section to a Word document and submit it with this checklist.

- Is a visa required? (Y/N):
 - o If Yes, follow provided instructions and submit a copy of visa with this checklist.
- Is military leave paperwork required? (Y/N): _____
 - o If Yes, submit approved leave paperwork with this checklist.
- Are there any other identification credentials required? (Y/N): _____
 - o If Yes, submit relevant documentation with this checklist.

Go to Section 1.C "IMMUNIZATIONS AND OTHER MEDICAL REQUIREMENTS". Read this section thoroughly. Copy this section to a Word document and submit it with this checklist.

- Are there any applicable medical requirements? (Y/N): _____
 - o If Yes, briefly describe below. Include documentation of compliance with medical requirements with this checklist: _____

Scroll to Section 1.D, "IMMIGRATION, CUSTOMS, OR QUARANTINE INSPECTIONS." Read this section thoroughly. Copy this section to a Word document and submit it with this checklist.

- Is there any required documentation or other actions the Marine needs to complete? (Y/N): _____
 - o If Yes, submit any relevant documentation with this checklist.

Go to "SECTION IV: PERSONNEL ENTRY REQUIREMENTS FOR LEAVE TRAVEL". Read this section thoroughly. Copy this section to a Word document and submit it with this checklist. There are two different clearances that may be required, depending on destination: Country Clearance, and Theater Clearance. Approval of Country Clearance does not automatically mean Theater Clearance is approved.

- Country Clearance Required? (Y/N): _____
 - o If Yes, this will be done via the Aircraft and Personnel Automated Clearance System (APACS). This step comes later in the checklist.
- Theater Clearance Required? (Y/N): _____
 - o If Yes, the section will identify a POC. Contact this person with your APACS number and all travel details in order for Theater Clearance to be confirmed. A verbal confirmation via phone is sufficient. If confirmation is via email, however, submit a copy of the email with this checklist. Include date Theater Clearance is confirmed and the POC information here: _____

- Special Area Clearance Required? (Y/N): _____

- o If Yes, the section will identify a POC. Contact this person with your APACS number and all travel details in order for Theater Clearance to be confirmed. A verbal confirmation is sufficient. If confirmation is via email, however, submit a copy of the email with this checklist. Include date Special Area Clearance is confirmed and the POC information here: _____
-

SECTION IV- PRE-TRAVEL REQUIREMENTS

Threat Levels

Find the following information at [https://iatp.pacom.mil/threat matrices](https://iatp.pacom.mil/threat%20matrices)

- Terrorism Threat Level (TTL): _____
- Crime Threat Level (CTL): _____
- Force Protection Condition (FPCON) Level: _____
- USPACOM Restriction (Y/N/NA): _____
 - o If Yes, unit ATO must submit your APACS registration
- Buddy Rule (Y/N): _____
- DIA Political Threat Level: _____
- Force Protection Responsibility: _____

Department of State Travel Warnings and Alerts

Find the following information at

<http://travel.state.gov/content/passports/english/alertswarnings.html>

- DOS Travel Warning(s) in effect? (Y/N): _____
 - o If Yes, submit printed copy of DOS Travel Warning
- DOS Travel Alert(s) in effect? (Y/N): _____
 - o If Yes, submit printed copy of DOS Travel Alert

Department of State Country Specific Information Document

- Go to [http://travel.state.gov/travel/cis pa tw/cis/cis 4965.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html) Select "Country Information" and search for the appropriate country. Copy and paste the "Safety and Security" section into a Word document. Read and print this information and submit it with this worksheet.

Smart Traveler Enrollment Program (STEP)

- Register with the Department of State through STEP at <https://travelregistration.state.gov> Print registration confirmation and submit it with this checklist.

Do you plan on travelling to Japan (to include airport layovers)? (Y/N): _____

- If Yes, read the liberty policy for US military personnel in Japan. Print a copy of the policy and submit it with this checklist. [https://iatp.pacom.mil/system/document files/attachme nts/000/000/021/original/COMUSJAPAN Liberty Policy.pd f](https://iatp.pacom.mil/system/document%20files/attachments/000/000/021/original/COMUSJAPAN%20Liberty%20Policy.pdf)

Do you plan on travelling to any part of Mexico (to include airport layovers)?

(Y/N): _____

- If Yes, obtain from ATO and complete the following:

- o Read and understand the Handout for Personnel Visiting the Republic of Mexico. Print a copy and submit with this checklist.
- o Read and understand the MCI West/I MEF Coordinated Mexico Travel Policy (Reference D, IMEFO 1050.1H. Print a copy and submit with this checklist.
- o Initial to indicate awareness of responsibility to carry a copy of Mexico Contact Information Card at all times while in Mexico.
- o Initial to indicate awareness of responsibility to carry a signed copy of leave paperwork (MIG CO signature) at all times while in Mexico.

Antiterrorism Training

- Ensure that you have completed the Joint Antiterrorism Level I course on MarineNet or JKO. Must be completed within last calendar year and cannot expire during travel. Print certificate and submit it with this checklist.
 - o Date Completed: _____

Survival, Evasion, Escape, and Resistance (SERE) Training

- Complete the SERE 100.2 Level A course on JKO. Must be completed within last 36 months and cannot expire during travel. Print certificate and submit it with this checklist.
 - o Date Completed: _____

Human Trafficking Awareness Training

- Complete the Combating Trafficking in Persons course on MarineNet. Must be completed within last fiscal year and cannot expire during travel. Print certificate and submit it with this checklist.
 - o Date Completed: _____

Individual Antiterrorism Plan(IATP)/Travel Tracker**

- Create a Travel Tracker/IATP (this is a single plan) at <https://iatp.pacom.mil/>. Do not complete this step until you have verified you have met all travel requirements in the DOD Foreign Clearance Guide. Use 1st Marine Division as the command when registering. Print and submit a copy of your IATP confirmation with this checklist.
 - o Travel Entry Number: _____

Aircraft and Personnel Automated Clearance System**

- Register on APACS at <https://apacs.dtic.mil> You will need your IATP Travel Entry Number for this. Submit a copy of your request. List the ATO as your POC on the APACS request.
 - o APACS ID Number: _____

****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 TRAVELERS RESPONSIBILITY TO ENSURE THESE APPROVALS ARE RECEIVED.**

SECTION V- SNCOIC / OIC DOCUMENT VERIFICATION

I, _____, have verified that the (applicable) documents outlined below are correct and accessible within this travel package. Upon approval by the commander, I will retain the approved package for record and ensure the unit level ATFP Officer takes appropriate action on IATP.

- AA Form.
- Copy of civilian passport.
- Airline itinerary (if applicable)
- Typed, detailed description of events/activities participating in during travel.
- Visa (if required)
- Leave Request (leave should NOT be approved until approval of IATP and APACS approval)
- Medical documentation (if required by FCG)
- Additional immigration/customs paperwork (if required by FCG)
- Department of State Travel Warnings (if applicable)
- Department of State Travel Alerts (if applicable)
- OSAC Emergency Messages (if applicable)
- "Safety and Security" section of Department of State Country Specific Information (copy and paste into Word document and print)
- Smart Traveler Enrollment Program registration
- Japan Liberty Policy (if applicable)
- Antiterrorism Level I certificate (<https://Jkodirect.jten.mil> or <https://www.marinenet.usmc.mil/>)
- SERE 100.2 Level A or Equal Certificate (<https://Jkodirect.jten.mil> or <https://www.marinenet.usmc.mil/>)
- Combating Trafficking in Persons Certificate <https://www.marinenet.usmc.mil/>
- AT Travel Tracker/IATP Request Confirmation**
- APACS Request Confirmation**
- ISOPREP Creation/Validation**
https://prmsglobal.prms.af.mil/prmsconv/Profile/Survey/Start_page.aspx
- Mexico only:**
- Handout for Personnel Visiting the Republic of Mexico
- Leave orders, blank, to be signed by MIG Commanding Officer
- I MEF/MCI West Consolidated Mexico Travel Policy
- Mexico Travel Contact Information Card
- Upon approval by the commander, file the approved package for record and ensure the unit ATFP Officer takes appropriate action on IATP.

VERIFIER'S SIGNATURE: _____ **DATE:** _____ **RANK & Billet:** _____

SECTION VI- COMMAND ENDORSEMENTS

ENDORSER	RECCOMENDATION	COMMENTS	SIGNATURE
SNCOIC (Enlisted Only)	APPROVED / DISSAPPROVED		
OIC	APPROVED / DISSAPPROVED		
Company 1stSgt (Enlisted Only)	APPROVED / DISSAPPROVED		
Company Commander	APPROVED / DISSAPPROVED		
MCAGCC SECURITY MANAGER	APPROVED / DISSAPPROVED	ISOPREP VERIFIED ON: _____ Review and confirm all requirements including IATP, APACS, and ISOPREPs.	
AS REQUIRED			
Sergeant Major (Enlisted Only)	APPROVED / DISSAPPROVED		
First O5 CO or First O6 CO	APPROVED / DISSAPPROVED		
MAGTF-TC Chief of Staff	APPROVED / DISSAPPROVED		
Sergeant Major (Enlisted Only)	APPROVED / DISSAPPROVED		
MAGTF-TC Commanding General	APPROVED / DISSAPPROVED		
Antiterrorism Officer/Chief	APPROPRIATE ACTION ON IATP	IATP PACKAGE APPROVED ON	



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)				
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 100 MILES	48 HOUR 200	72 HOUR 300	96 HOUR 400 MILES
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.	

PART C: MOTOR VEHICLE / MOTORCYCLE INSPECTION CHECKLIST (ONLY REQUIRED IF DRIVING OWN POV TO DESTINATION)

ITEM & CHECKLIST (ONE UNSAT CHECK IS A FAILURE)	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
- ALCOHOL
- FATIGUE
- TEXTING WHILE DRIVING
- POOR EQUIPMENT
- DRUGS
- FOG
- RAIN / SNOW
- DEHYDRATION
- RECKLESS BEHAVIOR
- ROAD CONDITIONS
- RIP TIDES
- LACK OF PPE
- PEER PRESSURE
- IMPATIENCE
- POOR PLANNING
- LACK OF SEAT BELT
- POOR JUDGMENT
- LACK OF TRAINING
- 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