



UNITED STATES MARINE CORPS
11TH MARINES
BOX 555503
CAMP PENDLETON, CA 92055-5503

IN REPLY REFER TO:
RegtO 1050.2W
CO
NOV 05 2020

REGIMENTAL ORDER 1050.2W

From: Commanding Officer, 11th Marines
To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

Ref: (a) MCO 1050.3J
(b) MCO P1900.16F
(c) DivO 1050.5N
(d) MARADMIN
(e) Updated IMEF/MCIWEST-MCB CAMPEN Coordinated Mexico Travel Policy

1. Situation. To publish policy and procedures concerning the granting of leave and liberty to the personnel within 11th Marines.

2. Cancellation. RegtO 1050.2V

3. Mission. Commanding Officers shall ensure adherence to the Leave and Liberty program in order to provide Marines well-earned time away from work that contributes to their improved performance and increased motivation. It is the responsibility of all leaders to properly plan and grant leave or liberty for members of their platoons and sections when their presence is not required to accomplish the command's mission.

4. Execution

a. Commander's Intent. An aggressive leave program is essential. Vacations and short periods of rest from duty provide benefits to morale and motivation. Leaders will ensure maximum utilization of unused accrued leave, in accordance with (IAW) the following:

(1) A Marine will not be authorized more than 60 days annual leave during any fiscal year except as set forth in chapter 2 paragraph 9 of reference (a).

(2) A Marine will not be authorized annual leave for a continuous period of more than 60 days without prior approval of the Commandant of Marine Corps (MMEA/MMOA, or RA, as applicable).

b. Concept of Operations

(1) The Commanding Officer (CO), 11th Marines has delegated leave approval authority to Commanders and S-1 personnel.

(2) Service members will submit completed leave requests to their respective commanders via their chain of command. Requests will be submitted at least ten working days prior to the requested leave commencement date via Marine Online (MOL).

(3) Officers and Staff Non-Commissioned Officers have permission to check themselves out and in from leave via MOL. This privilege will not be used as a means of extending the period of authorized absence chargeable as leave unless designated personnel have approved the leave extension.

(4) All Sergeants and below will report to the respective Command Posts to properly checked out/in with the Officer of the Day or S-1 section to retrieve and or return weapons cards. Sergeants and below are not authorized to check themselves in/out from leave via MOL.

c. Coordinating Instructions

(1) Marine Online. MOL will be used to submit all leave requests, check in/out all Marines and sailors on leave, and will be used to appropriately charge leave for all calendar days; both duty days and non-duty days. A duty day is defined as a day in which a Marine is expected to be at his or her place of work for approximately eight hours. Authorized check in and checkout times, in line with the references, are as follows:

(a) Regular liberty/leave hours are defined as:

1. Overnight: 1630 to 0800 Monday through Friday.
2. Weekend: 1630 Friday to 0800 the following Monday.

(b) Marines will use the default check-out/check-in times in MOL of 1630/0800 for all leave requests on weekdays and weekends.

(c) Marines departing on and returning from authorized leave and liberty outside the local area using a privately owned vehicle (POV), are authorized to check out at 1201 and check in 1200 on any days of the week; allowing them the ability to travel during the daylight hours. Those not driving a POV outside the local area should depart on and return from authorized leave at the end/beginning of normal work hours (i.e., those traveling by air). Per reference (a) the following scenarios are provided.

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

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

3. Scenario 3. A Marine, driving a POV outside the local area may depart the local area at 0800 local time Sunday, and return at 1200 Saturday and be charged 6 days of leave.

(d) Commands may choose to use the Holiday Accident Reduction Plan (HARP) forms to be uploaded in any/all leave and liberty requests; not just limited to special and holiday liberty periods.

(2) Emergency Leave. Is defined as leave granted to Marines for family emergencies, whenever the circumstances warrant and the military situation permit. Red Cross verification is desirable, but not mandatory. In no case will emergency leave be held up pending Red Cross or other verification.

(a) Commanders will authorize emergency leave whenever any of the following circumstances are determined or believe to exist:

1. Upon death of a member of the Marine's or spouse's immediate family, i.e., father, mother, person(s) standing in loco parentis, son, daughter, brother, or sister.

2. When return of the Marine will contribute to the welfare of a dying member of the Marine's or spouse's immediate family.

3. When due to any serious illness or injury of a member of the Marine's or spouse's immediate family.

4. When failure to return home would create a severe or unusual hardship on the Marine or spouse's family.

(b) The following procedures will be adhered to during the times listed below:

1. If the individual executing emergency leave is financially unable to defray the cost of leave, the CO or Officer of the Day (OOD) will refer the individual to the American Red Cross (ARC) and/or the Navy and Marine Corps Relief Society (NMCRS) for assistance.

2. In all cases where requests for emergency leave is denied, the CO will personally inform the Marine of the reason the request is not approved.

3. All duty binders will contain specific information concerning authorization of emergency leave during non-working hours.

4. Emergency leave involving funded foreign travel will be administered in accordance with paragraph 2012.5 of reference (a).

5. Marines will be directed to keep their parent command and section informed if for any reason they cannot report in time for their return or are in need of an extension.

(3) Leave Extension

(a) Individuals granted leave approval authority are authorized to grant requests for leave extensions for individuals within their organizations.

(b) Individuals will request leave extensions from their approving officials prior to their leave expiring.

(c) Individuals may contact their OIC and SNCOIC to request assistance in obtaining an extension.

(d) Leave extensions will not be granted to Marines who carry a negative leave balance.

(4) Delays. Marines on leave traveling via rail, bus, air, or ship, who are delayed through no fault of their own, should obtain a signed statement from the conductor, driver, airline representative, or person indicating the cause and duration of the delay.

(5) Leave to Visit Foreign Countries. Requests for foreign leave will be submitted via chain of command and approved by the appropriate level authority as required. Service members traveling to Mexico or any other restricted area must travel in accordance with the most current travel policies

published by higher headquarters. Service members will check with their S-2 whom will consult the DoD Electronic Foreign Clearance Guide (www.fcg.pentagon.mil) to ascertain if a country is restricted and for additional actions required with respect to the traveling individual's clearance and country visited.

(6) Additional Responsibilities of the Individual

(a) It is the personal responsibility of each Marine to know his or her leave balance. This precludes requesting more leave than that which is accrued. Marines are responsible to ensure they do not go into a negative leave balance resulting in checkage of pay and allowances.

(b) Leave is granted under the condition that the Marine can return to duty upon expiration of the leave at the place and time specified in the leave authorization form. It is the Marine's responsibility to have sufficient funds to defray all expenses, including transportation.

(c) Prior to approving leave, Commanders will ensure that:

1. The person requesting leave is not pending legal action, and that if leave is granted, that the leave will not interfere with such legal action. Marines pending legal action may be granted leave on a case-by-case basis.

2. The person requesting leave has completed required training requirements.

3. The person requesting leave is not in a Class 4 dental category (may be granted leave provided dental appointments are scheduled prior to departure on leave).

4. The person requesting leave is not in a medical non-deployable category (may be granted leave provided medical appointments are made prior to departure on leave) or their non-deployable status is due to a current medical condition already under treatment.

(7) Command Recruiting Program. Marines on leave who recruit acceptable applicants for enlistment in the Marine Corps will be recommended for a 5-day leave extension or a 4-day special liberty for each accepted applicant. Marines can decide which incentive to choose. The CO has complete discretion on whether or not to approve the extension or the liberty. Further guidance can be found in par. 22 of reference (a). While in a leave or liberty status, Marines are highly encouraged to take prospective applicants to their local recruiting station.

d. Liberty

(1) Definitions

(a) Regular Overnight Liberty. Liberty which commences at the conclusion of working hours on one calendar day (1630) and expires at the commencement of working hours on the next calendar day (0800).

(b) Regular Weekend Liberty. Liberty granted in accordance with chapter 3 of reference (a). Regular liberty should normally be authorized to commence at the end of working hours on Friday afternoon (1630) until the commencement of normal working hours on the following Monday morning (0800).

(c) Three or Four-Day Liberty (96). Liberty granted in accordance with chapter 3 of reference (a). Special liberty periods of three or four days may be granted on special occasions or in

special circumstances, such as, but not limited to:

1. Compensation for significant periods of unusually extensive working hours;
2. Special recognition for exceptional performance, such as Marine of the month/year, etc.
3. Compensation for long or arduous deployment from home stations or homeport, afloat or in the field;
4. Compensation for duty at a unit or activity for which normal liberty is inadequate due to isolated locations;
5. A traffic safety consideration or avoidance of peak traffic periods; or
6. House hunting trips for Marines returning from overseas tours who are not otherwise eligible for permissive TAD.

(d) Holy Days. Per reference (d), unless required for essential work, Marines and Sailors of various religious faiths shall be excused to attend religious services on holy days.

(2) Limitations. Boundaries for liberty are listed below.

(a) Regular Overnight Liberty. Any location within a radius of 100 road miles of the nearest gate of MCB Camp Pendleton.

(b) Regular Weekend Liberty. Any location within a radius of 200 road miles.

(c) Three-Day Special Liberty(72). Any location within a radius of 300 road miles.

(d) Four-Day Special Liberty (96). Any location within a radius of 400 road miles.

(3) The foregoing applies to ground travel only. At the discretion of the CO, the limits for air travel are extended to any metropolitan area within the continental United States served by a regularly scheduled airline to which reservations to and from the liberty address have been acquired prior to the commencement of liberty.

(4) The CO may reduce the above limitations of travel on the basis of suitability of transportation to be utilized, coupled with the distance to be traveled and the conditions of weather prevailing at the time of travel, or in order to ensure safety and timely return of personnel.

e. Special Instructions

(1) Liberty may be granted to personnel daily from 1630 to 0800 the following morning and from 1630 Friday to 0800 the following Monday morning, subject to such limitations as may be imposed by the CO to maintain organization routine and schedule, or fulfill other commitments which may be assigned.

(2) Combining Leave and 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 leave must commence and

terminate in the vicinity of the **local area** of the Marine's Primary Duty Station.

(a) 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.

(b) 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 (UA) status.

(c) 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 not to avoid charging included weekend, holiday, and special liberty calendar days as leave for Marines. The following examples apply using the Thanksgiving 96 as an example: (Thanksgiving 96 is a Thursday/Friday 96 special liberty period)

1. Scenario 1. A Marine is authorized leave for the period of 23 November through 25 November and remains in the local area. The Marine checks out on leave at 1630 on 22 November and checks in from leave at 0800 on 26 November. The Marine then begins the special liberty period from 26 November to 29 November (Thanksgiving 96). The Marine will be charged for leave for the period of 23 to 25 November; three days.

2. Scenario 2. A Marine is authorized leave for the period of 23 November through 25 November and leaves the local area. The Marine checks out on leave at 1630 on 22 November, heads to their leave destination, i.e. Chicago, IL, and checks in from leave at 0800 on 26 November back in the local area of the Marine's primary duty station. The Marine then begins the special liberty period, within the local area, from 26 November to 29 November (Thanksgiving 96). The Marine will be charged for leave for the period of 23 to 25 November; three days.

3. Scenario 3. A Marine is authorized leave for the period of 23 November through 29 November and leaves the local area. The Marine checks out on leave at 1630 on 22 November, heads to their leave destination, i.e. Chicago, IL, and checks in from leave at 0800 on 29 November back in the local area of the Marine's primary duty station. The Marine will be charged for leave for the period of 23 November to 29 November; seven days. When combining annual leave with a special liberty period, should the Marine request to leave the local area

4. Scenario 4. A Marine is authorized leave for the period of 23 November through 25 November to go out of bounds, i.e. Chicago, IL, prior to a Thursday/Friday 96, i.e. Thanksgiving, and intends to return from the out of bounds area the Sunday after the 96. This Marine is considered UA because the end of the Marine's leave period ended while the special liberty period began all outside of the local area of the Marine's primary duty station

(3) Chapter 3 Paragraph 3 of reference (a) sets forth the instructions for the use of liberty passes and lists. Liberty passes and lists will only be utilized for personnel in the grade of corporal and below.

(4) Enlisted personnel E-5 and below will be issued a Liberty Request/Out of Bounds Pass (NAVMC Form 1471) via MOL if traveling beyond the liberty limits of the type of liberty approved (i.e., if traveling beyond the specified 150 road miles on overnight liberty, beyond 300 miles on regular liberty, or beyond 300/500 road miles on designated three and four day liberty periods).

(5) The Common Access Card (CAC) will be kept in the possession of the individual to whom it is issued at all times.

(6) Mechanical failures of privately owned vehicles will not normally be considered as an excuse for tardiness in returning from liberty. Marines are responsible for keeping their chain of command informed at all times.

f. Instructions Concerning Emergency Medical or Dental Treatment

(1) An emergency 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 Veteran's Administration (VA) 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.

(2) 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 Veteran's Administration.

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

(4) If Marines on leave and liberty are hospitalized, they should immediately notify the CO or the nearest Marine Corps activity or representative and request instructions and assistance. If permitted to revert to leave or liberty status upon release from the hospital, they should immediately notify the chain of command, preferably by telephone, on the date of release. If on leave, the MOL approved Leave Authorization (NAVMC 3) should be endorsed or annotated to show, over the doctor's signature, the place hospitalized, the time and date of admission, time and date of release, and the diagnosis. If traveling under orders issued by competent authority or on authorized liberty, a statement from the attending physician containing the foregoing information shall be obtained by the Marine concerned for delivery to his/her chain of command.

(5) Whether or not it involves hospitalization, any time emergency medical or dental treatment is obtained from civilian sources, the Marine is responsible for obtaining bills for the care. An itemized bill listing dates of services, supplies furnished, and nature of the charge should be obtained from the treatment facility and presented to the chain of command, so the bill may be processed per the provisions of NAVMED COM L320.1, non-naval medical and dental care.

g. Recall of Personnel from Leave and Liberty Due to Military Necessity

(1) A general recall of personnel from leave and liberty pertains to all Marine Corps personnel assigned to 11th Marines. Procedures for general recall are set forth herein.

(2) Routine recall of personnel on an individual basis due to administrative reasons is the responsibility of the CO.

(3) Should an individual in an authorized leave status be subject to recall, chargeable periods of leave are defined in reference (a).

(4) Upon determination that a general recall is required, the following actions are directed:

(a) Personnel on leave beyond a radius of 300 miles from MCB Camp Pendleton will be recalled by either message or telephone.

(b) All personnel will be instructed not to use the telephone nor allow their dependents to use the telephone to call their units for information (latest information may be obtained by tuning in to the local radio or television stations, or by calling the Base information number at 760-725-9045 or 866-430-2764.

(c) Strict communication security will be maintained at all times.

h. Administrative Absence

(1) Permissive Temporary Additional Duty (PTAD). The Regimental Commander has delegated PTAD approval authority to subordinate commanders and S-1 personnel. Periods of PTAD, not to exceed 30 days, will be granted by the in accordance with the guidelines established in reference

(a). PTAD is given with the understanding that no expense to the government for lodging or per diem is authorized in their execution. If a Marine does not desire to execute PTAD without expense to the government for lodging or per diem, the PTAD authorization will be revoked.

(2) Leave may be granted in conjunction with PTAD.

(3) PTAD can be granted before or after funded TAD periods as separate orders.

(4) Post-Deployment/Mobilization Respite Absence (PDMRA). PDMRA will be tracked and maintained by the S-1. Marines utilizing this program will follow the same check in and check out guidelines as established for annual leave in this Order. Requests for PDMRA will be processed in Marine Online (MOL) and approved by the respective commander. Marines are encouraged to use all PDMRA days entitled before transferring from this command. Once transferred, a Marine forfeits any remaining balance.

(5) Authorized Administrative Absences. Marines may be granted administrative absence for the following;

(a) Attendance at meetings sponsored by recognized non-federal technical, scientific, professional medical, professional dental, professional legal, and professional ecclesiastical societies and organizations, when the meetings bear a direct relationship to the Marine's professional background or primary duties and clearly enhance the Marine's value to the Marine Corps.

(b) Attendance as a member of the board of directors of a DoD credit union, at meetings of associations, leagues, or councils formed by DoD credit unions, the purpose of which is directly related to the DoD credit union programs.

(c) Attendance in competitive sports events and essential support of participants in competitive sports events.

(d) Attendance in response to a subpoena, summons or request in lieu of process, as a witness at a state criminal investigative proceeding or criminal prosecution involving substantial public interest, such as major crimes in which the member would be an essential witness.

(e) House Hunting. Travel to a new permanent station area for the purpose of house hunting may be authorized up to ten days, including work days and non-work days. Marines issued PCS orders to any location where government quarters will not be available, Marines authorized to occupy non-government quarters at their new permanent stations, or Marines scheduled to restrictive duty tours who wish to move their dependents to a designated place are eligible to request PTAD. PTAD for house hunting may be used in conjunction with leave and liberty, but not with travel and proceed time. If the Marine does not perform PTAD prior to detaching from the old duty station, PTAD may be authorized by the CO at the new duty station after the Marine reports for duty. Marines separating or retiring are not eligible for PTAD for house hunting but may be eligible for transitional PTAD covered in chapter 5 paragraph 1 of reference (a).

(f) Participation in other official or semi-official programs of the Marine Corps, for which funded TDY is not appropriate, which will enhance the Marine's value to the Marine Corps or the Marine's understanding of the Marine Corps and the Marine's relation to it.

(g) PTAD for Birth

1. Maternity Convalescent Leave (MCL)/Primary Caregiver Leave (PCL). Per reference (d), MCL applies only to a Marine who is the birthparent - 42 days of non-chargeable leave are authorized and are intended for the medical needs of the birthparent. For PCL Up to 42 days of non-chargeable leave is authorized for Marines who meet the definition of paragraph 3.d of reference (d).

2. Secondary Caregiver Leave (SCL). The CO may authorize up to 14 days PTAD for an authorized SCL Marine when his spouse gives birth. Not authorized for a birth event where the child is given up for adoption, and/or parental rights are terminated or surrendered. This PTAD must be completed within one year of the child's birth.

(h) PTAD for Adoption. Per reference (d), designation as a PC or SC shall be made as early as practical, normally at least 60 days in advance of the due date (in the case of a birth event) or anticipated date of a qualifying adoption. The CO may authorize the appropriate PCL and/or SCL as required per the references.

(i) Transition PTAD. Transition PTAD is authorized for Marines being involuntarily separated from active duty if discharged under honorable or general (under honorable conditions) as discussed below and in reference (a) Transition PTAD is only authorized in the following circumstances:

1. Officers or enlisted Marines selected for involuntary separation by selective early release or retirement boards (SERBs).
2. Officers and enlisted Marines with a mandatory retirement date.
3. Officers non-selected for promotion and selected for release from active duty.
4. Enlisted Marines denied further continued service as a result of Enlisted Career Force Controls (ECFC).
5. Officers and enlisted Marines with an approved retirement date are eligible for transition PTAD.

i. Special Leave Accrual (SLA)

(1) Conditions. It is Marine Corps policy to authorize Marines to accrue up to 60 days of leave. SLA days will be restored when assigned to duty under the following circumstances:

(a) While serving in a Hostile Fire or Imminent Danger Area for a continuous period of at least 120 days.

(b) While serving in a Deployable Ship or a Mobile Unit.

(c) When serving in other prescribed duty which prevents Marines from using leave due to unscheduled operational commitments, national emergency/crises or operations in defense of national security for a continuous period of at least 60 days.

(2) Verification Procedures. Marines who believe they are eligible should request SLA through the S-1. It is the Marines responsibility to review reference (a) and provide any documentation necessary. Certain limitations exist for SLA, refer to chapter 2 paragraph 9 of reference (a) for further guidance.

(3) Restoration of Lost Leave. If found eligible, requests for restoration of lost leave will be processed by the S-1 and forwarded to the Installation Personnel Administration Center (IPAC) for action.

j. Terminal Leave. Ordinary leave chargeable to the Marine's leave account to assist separating Marines with their personal affairs. This is a final leave period immediately prior to separation, discharge, transfer to the FMCR, or retirement. It is the Marine's responsibility to submit Terminal Leave requests via the Outbound Interview module in MOL.

5. Administration and Logistics. Recommendations concerning the content of this Order are invited. Recommendations will be forwarded via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to all personnel assigned to 11th Marines, to include Mobilized Reservists and those personnel on Active Duty Special Work (ADSW) orders.

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



D. J. SKUCE

DISTRIBUTIONS: A/B