



**UNITED STATES MARINE CORPS**  
2D MARINE AIRCRAFT WING  
U. S. MARINE CORPS FORCES COMMAND  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

WgO 1050.1Y  
C/S  
OCT 01 2010

WING ORDER 1050.1Y

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

Ref: (a) MCO 1050.3J  
(b) II MEF 1050.1C  
(c) II MEF Preservation Campaign Plan

Encl: (1) Liberty limits map from MCAS Cherry Point, NC  
(2) Liberty limits map from MCAS New River, NC  
(3) Liberty limits map from MCAS Beaufort, SC  
(4) Liberty limits map from Eglin AFB, FL

1. Purpose. To promulgate leave and liberty regulations for this command per the references.

2. Cancellation. WgO 1050.1X.

3. Information

a. Purpose of leave. Leave granting authorities shall encourage and assist all Marines and Sailors to use their entire 30 days of leave each year. Use of the leave system as an extra money program, either as a method of compensation or as a career continuation incentive, defeats the intent of Congress to provide for the health and welfare of military personnel.

b. Granting leave. Marines and Sailors shall be granted leave at any time they request when their presence is not required to accomplish the command's mission. Types of leave including but not limited to emergency leave, convalescent leave, and foreign leave are covered in detail in reference (a)

c. Information Applicable to Leave

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

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It is also the Marine's responsibility to have sufficient funds to defray all expenses including transportation. While Marines and Sailors may obtain return transportation assistance from any uniformed services installation, the cost of such transportation is subject to lump sum checkage from their pay accounts, and they may be subject to disciplinary action if the transportation authorized and arranged for does not ensure their arrival at their command prior to expiration of the leave. Personnel will be guided by MCO P1020.34F and NAVPERS 156651, Marine Corps Uniform Regulations and U.S. Navy Uniform Regulations respectively, regarding authorized leave and liberty uniforms.

(2) Day of Departure and Day of Return. Leave will be charged for all calendar days, duty days as well as non-duty days. A duty day is defined as a day in which a Marine is expected to be at their place of work for approximately eight hours. The majority of the duty day is defined as being greater than fifty percent of that duty day/work hours, (i.e.) being present for more than four hours of work. When a Marine works the majority of a duty day it is not counted as a day of leave. Assuming a 0730-1630, Monday through Friday duty schedule, the following scenarios are provided:

(a) Scenario 1: A Marine 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 three days of leave.

(b) Scenario 2: A Marine may depart the local area at 1201 local time on Monday after working the majority of the duty day and return at 0800 Saturday and be charged four days of leave.

(c) Scenario 3: A Marine may depart the local area at 0800 local time Sunday and return at 1200 Saturday and be charged six days of leave.

(3) Leave Requests. Requests for leave will be submitted through Marine Online. All personnel requesting leave will submit their leave request to their respective S-1 via their section at least five working days prior to the date of departure.

(4) Leave Check-Out/Check-In Procedures. When leave has been requested and approved, commanders are authorized to permit Marines, departing on and returning from leave, to complete

check-out/check-in procedures by telephone, except for those personnel in receipt of the DD Form 714 (meal card).

Leave must commence and terminate in the local area of the Marines' primary duty station. The local area is the place where the Marine resides and from which he/she commutes to the duty station.

d. Liberty

(1) Regular Liberty. Per the references, regular liberty periods are to commence at the end of normal working hours (usually 1630) on a given day and expire with the start of normal working hours on the next working day (usually 0730). On weekends, regular liberty should normally be authorized to commence at the end of working hours on Friday afternoon until the commencement of normal working hours on the following Monday morning. For Marines and Sailors on shift work, equivalent schedules should be arranged, though the days of the week may vary. Regular liberty periods shall not exceed three days.

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

(b) Compensatory Liberty. When the operational situation permits, compensatory time off as liberty should normally be granted following duty on national holiday by the President of the United States. When granted, this compensatory time off should, except in unusual circumstances in individual cases, be granted on the first working day following the holiday. If a holiday falls on a weekend, a Friday or Monday is designated as the non-workday. Compensatory time off is to be applied to both the holiday and the designated non-workday, on a day-for-day basis.

(2) Three or Four Day Special Liberty. Special liberty periods of three or four days may be granted on special occasions or in special circumstances such as but not limited to those listed in chapter 3 paragraph 1.c of reference (a). Per reference (b), special liberty periods may be granted as designated by the Commanding General or unit commander. Three or four day special liberty is a liberty period designated to give a service member three or four full days of absence from work or duty, usually beginning at the end of normal working

hours on a given day and expiring with the start of normal working hours on the fourth day for three-day special liberty or fifth day for four-day special liberty. All special liberty periods must be subject to operational risk management analysis with a specific focus on giving individual Marines and Sailors ample time to make the trip back safely. Based upon commander's analysis, on a case-by-case basis, leave vice liberty may be the only safe solution if travel problems arise.

(3) Liberty Limits. The following limitations are established and apply to ground travel only. Personnel granted liberty may not travel beyond the geographical distances indicated below. Enclosures (1), (2) and (3) are provided as a quick reference for distances (mileage is approximate). Official ground distance will be calculated utilizing actual road miles between the duty station and liberty destination. For calculations, web based resources such as "Google Maps" and MapQuest" may be used. Enclosures (1), (2) and (3) are guides only and do not depict official distances. Personnel utilizing commercial transportation such as busses, trains, or airplanes may travel outside the limits at the discretion of their command. In all cases exceeding established liberty limits, out of bounds requests shall be required. Commanding Officers retain the authority to grant Special Liberty, to include adjusting the mileage limitations (via Out Of Bounds passes), on a case-by-case basis using their judgment and appropriate risk management considerations. If appropriate or desired, Commanding Officers or Officers in Charge may require Marines to map their road trips via internet website resources.

(a) Regular Liberty. Any location within 85 miles of appointed place of duty.

(b) Weekend Liberty. Any location within 250 miles of appointed place of duty.

(c) Three-Day Special Liberty. Any location within 350 miles of appointed place of duty.

(d) Four-Day Special Liberty. Any location within 450 miles of appointed place of duty.

(e) Special Liberty/Out of Bounds Passes. Commanders shall utilize Marine Online to request Special Liberty/Out of Bounds Passes to authorize personnel to travel distances beyond the limitations stated above. The request will

be accompanied by a vehicle inspection checklist and planned route of travel if applicable. Personnel traveling by other means must provide proof of purchase documentation of a commercial round trip ticket. Each case will be considered on its own merits in order to ensure safety and return of personnel.

e. Combining Leave and Liberty. Marines and Sailors are authorized to take leave in conjunction with special liberty. Leave may commence immediately upon termination 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, holidays) are to be charged as leave. Marines and Sailors departing the local area prior to commencement of authorized leave, or failing 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 and Sailors 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.

f. Authority. Military police, shore patrols, security police, officers, petty officers, and non-commissioned officers of the Armed Forces are authorized to take preventative 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 peace, disorderly conduct, or any other offense which reflects discredit upon the Armed Forces. Personnel on leave or liberty are subject to this authority.

g. Instructions for Emergency Medical or Dental Treatment. 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 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.

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(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 Veteran's Administration.

(2) If the foregoing is not feasible, Marines and Sailors may obtain emergency treatment from any source at government expense in legitimate emergency situation.

(3) If Marines or Sailors on leave or liberty are hospitalized, they should immediately notify their commanding officer or the nearest Navy or Marine Corps activity or representative and request instructions and assistance. If on leave, the Leave Authorization Form (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 this information shall be obtained for delivery to the Marine's or Sailor's commanding officer. Convalescent leave can be recommended by a civilian or military doctor.

(4) Whether or not civilian emergency health care involves hospitalization, the Marine or Sailor 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 or Sailor'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. Administrative Absence

(1) Permissive Temporary Additional Duty (PTAD). Commanding Generals and separate/detached organizational commanding officers are authorized to grant periods of PTAD not to exceed 30 days. This may be further delegated. Other commanders who desire to grant administrative absence, general officers in command who desire to grant periods in excess of 30 days, and any commander who desires authority to grant administrative absence for a purpose not defined below, shall request such authorization from CMC (MP). Requests shall contain at least the following information:

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(a) Number and grade of military and or civilian personnel involved.

(b) Purpose, duration, and location.

(c) Justification.

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

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

(4) Authorized Administrative Absences

(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 member's professional background or primary duties and clearly enhance the Marine's value to the Marine Corps.

(b) Attendance of 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 program.

(c) Participation 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 10 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 for restrictive duty tours 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 commanding officer at the new duty station after the Marine reports for duty. A period of PTAD for house hunting may not exceed 10 total days including work days and non-work days. Marines separating or retiring are not eligible for PTAD for house hunting but may be eligible for transition PTAD covered in chapter 5, paragraph 1.c.11.a 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 member's value to the Marine Corps or the member's understanding of the Marine Corps and the member's relation to it.

(g) PTAD for Birth. Commanders may authorize up to 10 days PTAD for a married male Marine when his spouse gives birth dependent on the unit's mission, specific operational circumstances, and the Marine's billet. This authorization may be extended to unmarried male Marines in circumstances such as, but not limited to, when the unmarried male Marine has sole custody of the baby. This PTAD must be completed within 25 days after the child's birth. If appropriate medical facilities are not available for delivery, the PTAD up to 10 days may be authorized for the male Marine to accompany his spouse prior to and immediately following delivery.

(h) PTAD for Adoption. Commanders may authorize up to 10 days PTAD for any Marine adopting a child, or one or both parents of a dual military couple, dependent on the unit's mission, specific operational circumstances, and the billets involved. The PTAD period should commence when the child is ready for placement to assist the parent(s) in relocating the adoptive child, formalizing legal requirements, establishing a child care program, and other tasks as required.

#### 4. Action

a. Personnel granted leave or liberty will abide by the leave and liberty guidelines set forth in this Order. The regulations prescribed in this Order are general orders based upon which disciplinary or punitive proceedings may be based.

b. Commanding Officers. Publish leave and liberty regulations per chapter 4 of reference (a). Include in your local leave and liberty publication the requirement set forth in reference (c), for leave and liberty programs.

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5. Summary of Revision. This Order contains significant revisions, which clarify and establish leave and liberty regulations and should be reviewed in its entirety.

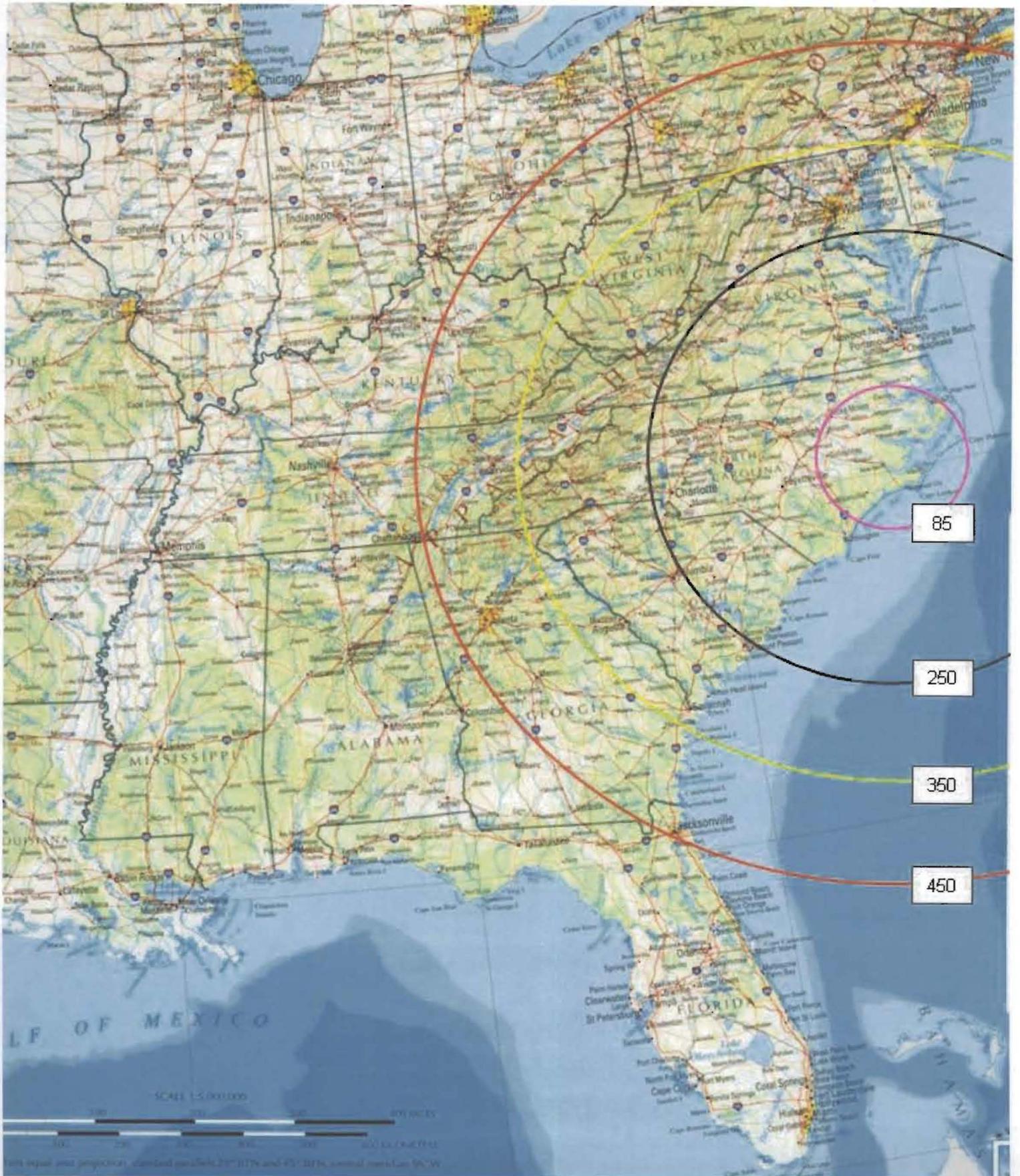
6. Applicability. The provisions of this Order are applicable to all units and personnel of this command.

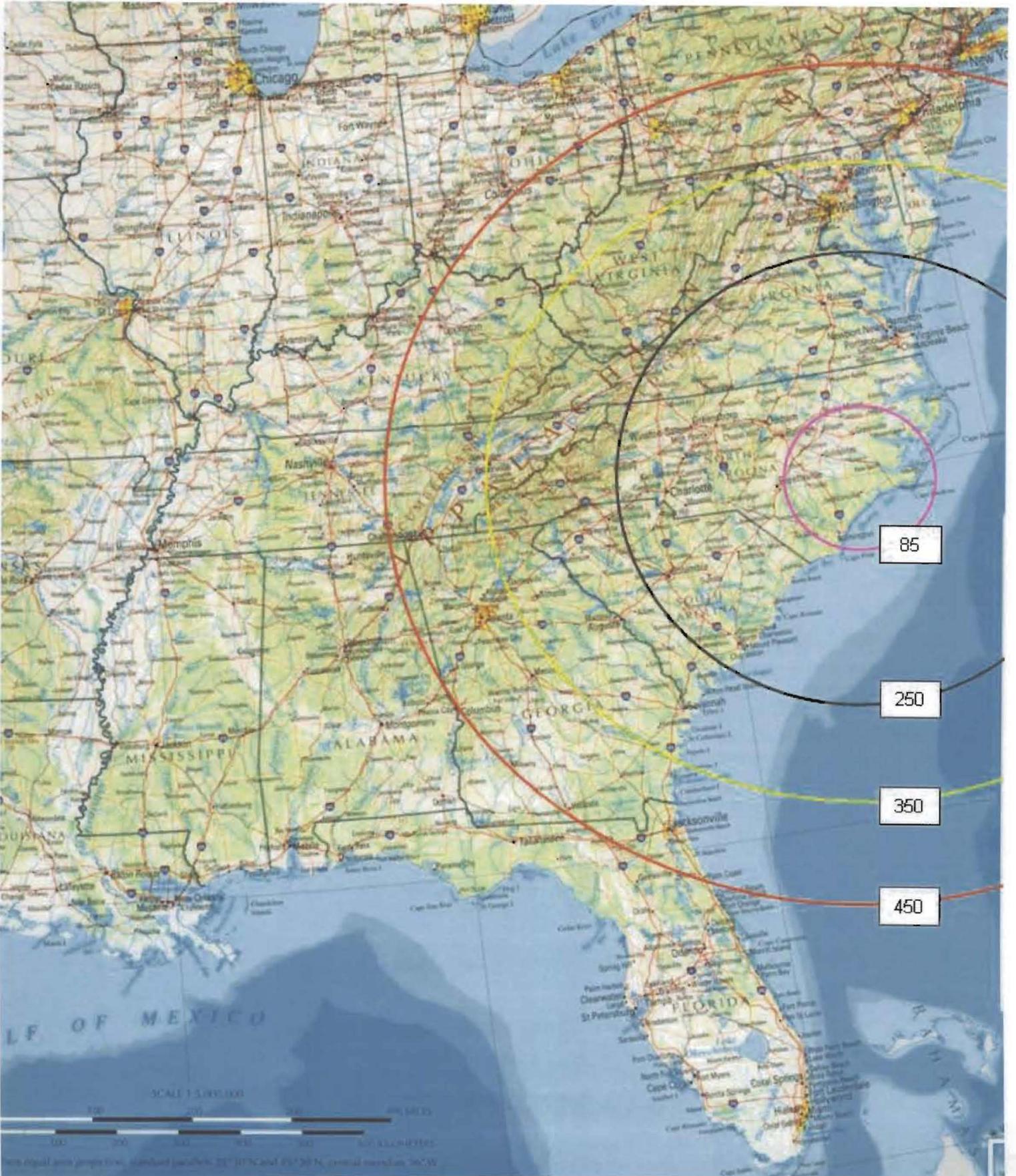
  
R. W. REGAN  
Chief of Staff

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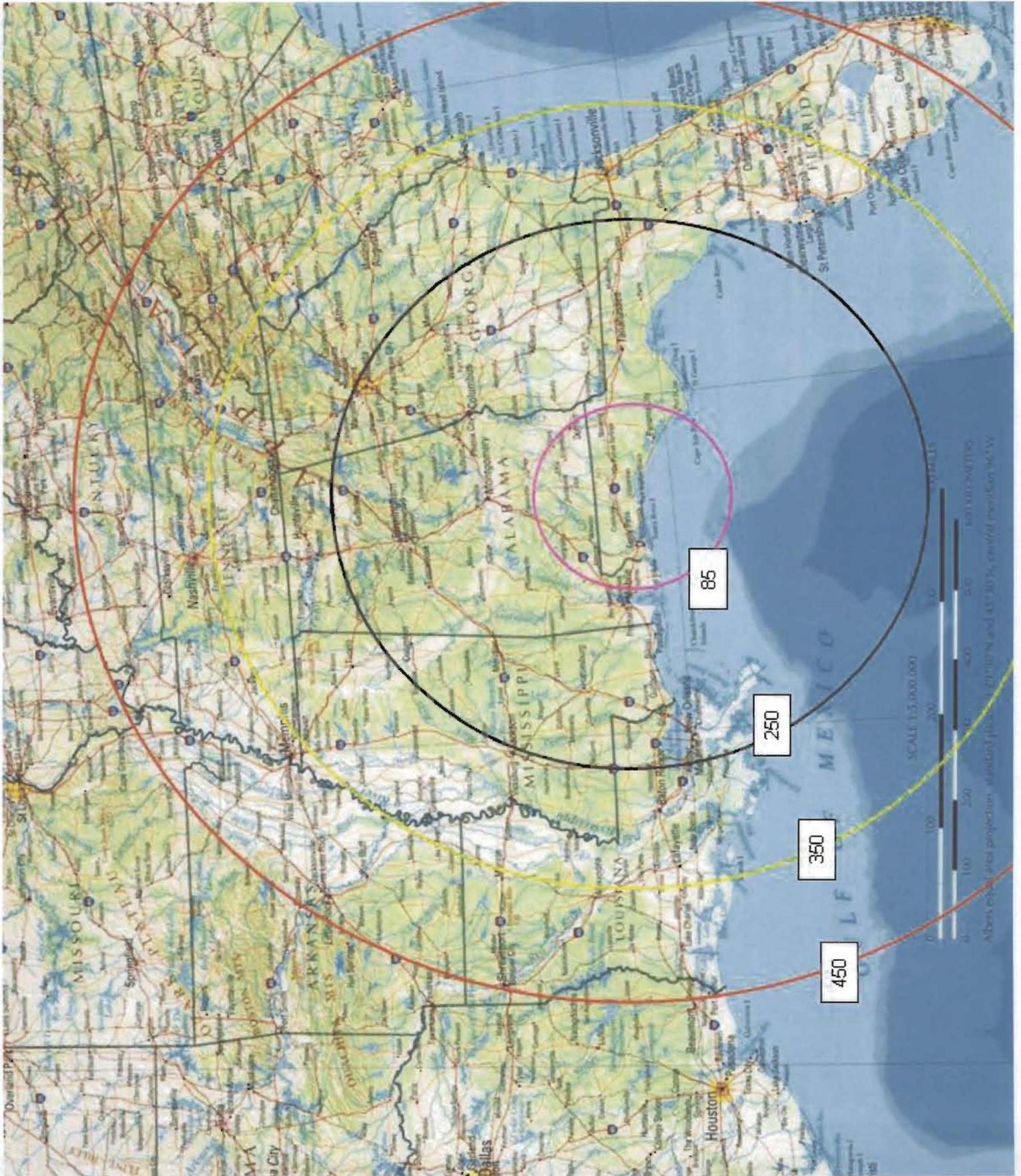


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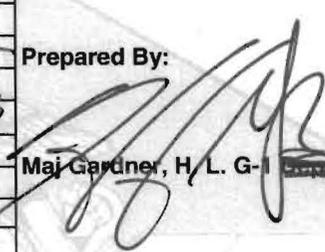
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# 2D MAW ROUTE SHEET

1. CLASSIFICATION: <b>UNCLASSIFIED</b>			2. FILE: 1050.1Y		3. DATE: 1 Oct 10	
4. OPERATOR CODE: A - ACTION      O - ORIGINATOR C - CONCURRENCE    R - RETURN I - INFORMATION    S - SIGNATURE			5. SUBJECT: LEAVE AND LIBERTY REGULATIONS			
6. ROUTE NUMBER	7. SECTION	8. OPER CODE	9. DATE		10. INIT	11. ACTION OFFICER/EXT: 466-2829
			IN	OUT		
<del>5</del>	<del>CG</del>	<del>S</del>				12. DATE DUE:
	AWC					13. REMARKS (SIGN AND DATE COMMENTS)
43	C of S	I			Rev	Sir: Forwarded for your review and signature.
<del>3</del>	<del>SGTMAJ</del>	<del>I</del>				
	CMDCM					Prepared By:  Maj Gardner, H. L. G-1, 466-3931
2	STAFF SEC ADJUTANT	A	10/1			
1	G-1	O	10/01	10/01	HCB	
	G-2					
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						14. RETURN TO: Maj Hill-Johnson

\*Cpl Alataua\*