



UNITED STATES MARINE CORPS
Training Command
Marine Corps Combat Development Command
3300 Russell Road
Quantico, Virginia 22134

In Reply Refer To:
TrngComO 1050.1
C47A
30 Oct 00

TRAINING COMMAND ORDER 1050.1

From: Commander
To: Distribution List

Subj: LEAVE AND LIBERTY

Ref: (a) MCO P1050.3G
(b) MCCDCO 1050.1A

1. Purpose. To publish instructions concerning leave and liberty for this Command.
2. Emergency Leave. Leave granted for a personal or family emergency requiring the Marine's presence is referred to as emergency leave. Emergency Leave will be granted to the Marine only after Red Cross verification has been received or other information becomes available, which verifies the emergency. Individuals in a disciplinary or excess leave status will be carefully screened prior to the authorization of emergency leave. Emergency leave should be authorized whenever one or more of the following circumstances is determined or believed to exist by the Leave Granting Authority.
 - a. Upon the death of a member of the Marine's or spouse's immediate family as defined in reference (a).
 - b. When the return of the Marine will contribute to the welfare of a dying member of the Marine's or spouse's immediate family as defined in reference (a).
 - c. When important responsibilities are placed upon the Marine, which cannot be accomplished from the Marine's duty station, due to any serious illness/injury of a member of the Marine's or spouse's immediate family as defined in reference (a).
3. Annual Leave. Annual leave is an authorized absence from the place of duty and is chargeable to the account of a Marine. Leave is normally accrued by a Marine at the rate of 2.5 days per month. The following restrictions apply to annual leave:
 - a. Leave and Liberty cannot be combined.
 - b. Marines should not be authorized to take leave in excess of what they can accrue prior to their Expiration of Current Contract (ECC).
 - c. Leave can be granted at any time it is requested by the Marine, provided his/her presence is not required to accomplish the mission.

d. Leave will not be authorized for more than 60 consecutive days during any fiscal year, unless approved by the Commandant of the Marine Corps (CMC).

e. Persons authorized to grant leave as established in this Order should regulate quotas and schedule and maintain the degree of readiness required to accomplish their mission. Since the number of days a Marine may be absent and still be entitled to pay and allowances is fixed by statute, each Marine must be informed of their current leave account status at the time of each request for leave. This information is normally provided to the Marine by their Leave and Earnings Statement (LES). If a Marine does not receive an LES and is unable to determine such information, their administrative/personnel section will provide the Marine with this information.

4. Granting Annual Leave.

a. Leave will be granted by Commanding Officers, Detachment Commanders, Officers in Charge, or the Commanding Officers of schools to which a Marine is administratively attached, in the absence of a Marine Corps Detachment. Leave authorizations will be prepared by the Marine's administrative/personnel section.

b. A Marine desiring leave when a member of a board, council, or committee convened by the Commander, Training Command, will obtain oral permission from the senior member of the board. Members of courts-martial will advise the Staff Judge Advocate of the date of their requested leave. Once a trial date has been set, the Marine will not take conflicting leave unless excused from duty on the courts-martial.

5. Commencement and Termination of Leave.

a. Under routine circumstances, leave shall commence at 1630 or at the conclusion of the Marine's duty day. On nonworking days leave shall commence at 0800.

b. Personnel returning from leave will report no later than 0730 on working days and 0859 on nonworking days. If a Marine returns from leave after the prescribed times, it will be counted as a day of leave.

6. Checking Out/In From Leave.

a. Marines of the paygrade E-6 and above, with approved leave, may complete checking out/in from leave by telephone. Commencement and termination of leave must be made in the immediate vicinity of the Marine's place of residence.

b. Marines of the paygrade E-5 and below will pick-up/return their leave authorization in person, during working hours. Personnel possessing a meal card and/or rifle card will surrender/retrieve these cards upon commencement/termination of leave.

7. Leave Extensions.

a. Extensions of leave will be granted for good and sufficient reasons. Marines desiring leave extensions will contact their Leave Granting Authority during normal working hours. After normal working hours, a Marine who is on leave will make emergency leave extension requests to their immediate supervisor.

b. Marines who are on leave can be granted an additional 5 days of leave for providing assistance in recruiting in accordance with reference (a).

8. Information Concerning Leave and Liberty.

a. Authority over Military Personnel. Military police, shore patrols, air police, officers, petty officers, and noncommissioned officers of the Armed Forces are authorized to take preventive and/or corrective measures including apprehension, if necessary, in the case of disorderly conduct or any other offenses, which may reflect discredit upon any branch of service.

b. Instructions concerning emergency medical or dental treatment.

(1) An emergency is defined as a situation wherein the need or apparent need for medical/dental attention at the time does not permit the transportation to a Federal medical or dental facility, including those available through Veteran's Administration Facilities. 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/dental care is required and there are no available Naval facilities, initial application will be made to another Federal medical/dental facility if available, (Federal facilities are those of the Navy, Army, Air Force, Public Health Service, and Veteran's Administration).

(3) If no Federal facilities are available in a bona fide emergency situation, Marines may obtain emergency treatment from any source at government expense.

(4) A Marine on leave or liberty, who is hospitalized, should immediately notify their immediate supervisor if possible, or the nearest Marine Corps activity/representative. Upon release from the medical/dental facility provide, via telegram or telephone, the date of release. If the Marine is on leave, the Leave Authorization (NAVMC 3) must be endorsed/annotated to reflect the place hospitalized, time and date of admission, time and date of release, doctors diagnosis and doctor's signature. If traveling under orders issued by competent authority or on authorized liberty, a statement from the attending doctor containing the above information will be obtained by the Marine concerned, for delivery to their Leave Granting Authority.

(5) Any time that a Marine receives emergency medical/dental care from a civilian source, that Marine is responsible for obtaining the bills for care in quadruplicate; itemized to show dates on or between which services were rendered and supplies furnished. The charges for each item will be presented to the Marine's immediate supervisor per reference (b).

9. Liberty. Liberty is an authorized absence from place of duty for a short duration (not to exceed 96 hours) not chargeable as leave. Per references (a) and (b) the following procedures apply concerning liberty:

a. Commanding Officers, Detachment Commanders, Officers in Charge, or the Commanding Officers of schools to which a Marine is administratively attached, in the absence of a Marine Corps Detachment may grant liberty.

b. Normal Liberty (Overnight). Monday through Thursday 1630 until the commencement of normal working hours the following day.

c. Weekend Liberty. Anytime after the beginning of normal working hours on Friday, until the commencement of normal working hours the following Monday.

10. Special Liberty. Liberty granted outside of the regular liberty periods, for unusual reasons, such as compensatory time off, emergencies, to exercise voting privileges, special recognition, or the observance of major religious events.

a. Three-day (72 hour) Liberty. A special liberty period commencing at an hour designated by a Marine's Commanding Officer, Detachment Commander, Officer in Charge, or the Commanding Officer of the school to which the Marine is administratively attached, in the absence of a Marine Corps Detachment, and ending 72 hours later.

b. Four-day (96 hour) Liberty. A special liberty period commencing at an hour designated by a Marine's Commanding Officer, Detachment Commander, Officer in Charge, or the Commanding Officer of the school to which the Marine is administratively attached, in the absence of a Marine Corps Detachment, and ending 96 hours later.

11. Liberty Limits.

a. Those on normal liberty or special liberty of 24 hours or less will not proceed beyond 80 miles of their place of residence without proper authorization.

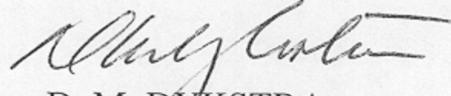
b. Those on liberty of more than 24 hours, but of 96 hours or less will not proceed beyond 300 miles of their place of residence without proper authorization.

12. Liberty Passes. A valid Armed Forces Identification Card (DD Form 2MC) shall suffice to identify Marines on authorized liberty. The Liberty Request/Out of Bounds Pass (NAVMC 1047PD) will be carried by Marines below the grade of Corporal when on special liberty and are authorized to exceed liberty limits. The Marine will surrender the pass to their Liberty Authorizing Authority upon their return from liberty. Officers,

staff noncommissioned officers, and noncommissioned officers are not required to carry written authorization as per reference (a).

13. Action.

- a. Adjutant. Ensure the widest dissemination of the contents of this Order.



D. M. DYKSTRA
Chief of Staff

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