



UNITED STATES MARINE CORPS

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StaO 1050.1

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14 AUG 1998

STATION ORDER 1050.1

From: Commanding Officer  
To: Distribution List

Subj: LEAVE, LIBERTY AND ADMINISTRATIVE ABSENCE REGULATIONS

Ref: (a) Navy Reg, Art 1118 (NOTAL)  
(b) MARCORMAN, Par. 1303.20 (NOTAL)  
(c) MCO P1050.3G  
(d) MCO P1070.12F  
(e) MCO P1080.35H  
(f) NAVMEDCOMINST 6320.32 (NOTAL)

1. Purpose. To establish a leave and liberty policy for the command and to set forth procedures for requesting administrative absences per references (a) through (f).

2. Background. References (a) and (b) set forth general policies governing leave and liberty. Detailed instructions for granting leave and liberty and the computation and recording of leave are contained in references (c) through (e).

3. Action

a. The squadron commander is authorized to grant leave and liberty to assigned personnel and will:

(1) Ensure that all personnel are afforded an opportunity and encouraged to take leave annually, as accruing, to the extent consistent with military requirements and other emergencies.

(2) Regulate quotas for leave as necessary, consistent with the inherent responsibility for maintaining the degrees of readiness required to accomplish the mission.

(3) Ensure that liberty is not granted in conjunction with leave and is not used to extend leave periods. Under routine circumstances leave will not be authorized to commence prior to the end of normal working hours on a day of duty.

The day of departure from the duty station, regardless of the hour, is a day of duty not chargeable as leave. If the day preceding the first day to be charged as leave is a non-working day (weekend or holiday), the individual may check out on leave subsequent to 0800. The day of return from authorized annual leave shall be counted as a day of leave except when such return is prior to 0900 in which case the day of return will be counted as a day of duty.

(4) Publish leave and liberty regulations and include instructions informing personnel of their amenability to military authority while on leave or liberty.

b. The commanding officer will approve all leave for colonels and Navy captains.

c. The Command Duty Officer is authorized to grant emergency leave after normal working hours per reference (c).

4. Additional Information. The following additional information will be brought to the attention of all personnel.

a. Authority over Military Personnel

(1) Military police, shore patrols, air police, officers, petty officers and noncommissioned officers of the Armed Forces are authorized to take preventive or corrective measures including apprehension, if necessary, in the case of any member of the Armed Forces who is guilty of committing a breach of the peace, disorderly conduct or any other offense which reflects discredit upon the services. Personnel on leave or liberty are subject to this authority.

(2) Petty officers, noncommissioned officers and enlisted members performing guard or police duties should apprehend a commissioned or a warrant officer offender only pursuant to specific orders of a commissioned officer except when this action is necessary to prevent disgrace to the service, the commission of a serious offense or the escape of one who has committed a serious offense.

(3) Those exercising the above authority are enjoined to do so with caution, judgment and tact. Particularly, apprehension should not be resorted to when other corrective measures will suffice.

b. Instructions Concerning Emergency Medical Treatment

(1) For this purpose, 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 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 in the use of gold or other precious metals for fillings.

(2) In the event of a medical or dental emergency involving personnel away from their duty station, the individual, if feasible, should seek aid from the nearest uniformed services or other federal medical or dental facility (in that order).

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

(4) If a Marine on leave or liberty is hospitalized, the individual's commanding officer or the nearest Marine authority should immediately be notified and instructions requested. If permitted to revert to leave status upon release from the hospital, the individual's commanding officer should be notified, preferably by telegram, on the date of release. In any event, the individual's leave authorization is to be endorsed and annotated to show, over the doctor's signature, the place hospitalized, the time and date of admission, the time and date of release and the diagnosis. If on authorized liberty, a statement from the attending physician containing the aforementioned information shall be obtained by the Marine concerned for delivery to the individual's commanding officer.

(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 in quadruplicate, itemized to show the dates on or between which services were rendered or supplies furnished, and the nature of and the charge for each item for presentation to the individual's commanding officer in order that the source may be paid in accordance with the current edition of reference (f).

c. Foreign Leave Travel for Personnel

(1) The squadron commander is authorized to grant leave to visit foreign countries, subject to the limitations set forth in reference (c).

(2) Civilian clothing will be worn during the period while visiting or traveling in such areas.

(3) In the event passports are required for entry into the area to be visited while on leave, they will be obtained by the traveler.

d. Leave Authorization

(1) Leave Authorization Form (NAVMC 3) is prescribed as standard for requesting as well as authorizing leave.

(2) The instructions contained on the reverse side of the Leave Authorization Form constitutes the conditions under which leave is granted. Prior to approval, the commander will ensure that personnel requesting leave have read the instructions and understand their requirements.

e. Liberty Passes. Normally, a valid Armed Forces Identification Card (DD Form 2MC) shall suffice to identify Marines on authorized liberty.

f. Liberty Requests/Out of Bounds Pass. When authorized, personnel may leave the general vicinity of post and station during liberty hours and for special liberty. In keeping with the confidence placed in them, officers and staff noncommissioned officers shall be required to carry written evidence of this authorization. However, other enlisted personnel will be issued a Liberty Request/Out of Bounds Pass (NAVMC 10471) on such occasions.

g. Personal Responsibility. It is the personal responsibility of all personnel to keep themselves informed as to the number of leave days earned. This may be accomplished by consulting the monthly Leave and Earning Statement. This must be done in order to keep requests or leave within amounts to which entitled.

5. Travel Limits. Travel limits are established for liberty. An Out-of-bounds pass is required for travel beyond these limits as follows:

Overnight Liberty .....100 miles  
Weekend or 48 Hour Liberty .....315 miles  
72 Hour Liberty .....400 miles  
96 Hour Liberty .....500 miles

  
T. A. CAULHLAN

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