



UNITED STATES MARINE CORPS  
15TH MARINE EXPEDITIONARY UNIT  
BOX 555365  
CAMP PENDLETON, CALIFORNIA 92055-5365

MEUO 1050.1F

MARINE EXPEDITIONARY UNIT ORDER 1050.1F

From: Commanding Officer  
To: Distribution List

Subj: LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE REGULATIONS

Ref: (a) MCO 1050.3J  
(b) I MEFO 1050.1G  
(c) MCO 1130.62B

Encl: (1) Liberty Limits Map

1. Situation. To publish procedures, in accordance with the references, pertaining to leave, liberty, and administrative absence for the 15th Marine Expeditionary Unit (MEU) Command Element, its attachments and detachments, and its Major Subordinate Elements (MSE). This Order contains a substantial number of changes and must be reviewed in its entirety by all hands. All members of the 15th MEU are to adhere strictly to the guidance published.

2. Cancellation. MEUO 1050.1E.

3. Mission. To promulgate information and instructions on the granting of leave, liberty, and administrative absence for all personnel and commands under administrative control of the 15th MEU in compliance with the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. An equitable and properly administered leave and liberty program is essential to maintaining high morale. However, the leave and liberty program must be conducive to maintaining a high state of operational readiness.

(2) Concept of Operations. Marines will submit their leave, liberty and PTAD requests, via their chain of command, using the Marine Online (MOL) system in a timeline that allows the approval authority to approve leave before the Marine's commencement date. Members in the Marine's chain of command will review and/or approve leave, liberty, PTAD requests in timely manner in order for the Marine to execute the approved request by the intended date. Marines will not depart the command unless their requests have been approved.

Approving officials will ensure they are familiar with the references and this Order when reviewing requests or have their approval authority revoked.

(a) Leave. Marines and Sailors shall be granted leave within the constraints of operational requirements and essential support functions of the Command.

1. Marines and Sailors must keep themselves informed of their leave balance to preclude requesting more leave than that to which they are entitled to execute. Marines can view their leave balance using MOL.

2. Leave is granted under the condition that the individual can return to duty upon expiration of the period of leave time at the time and place indicated on the Leave Authorization Form (NAVMC 3). Marines and Sailors are responsible for having sufficient funds to defray all expenses, including transportation. Marines may obtain space required return transportation assistance from any uniformed services installation; however, the cost of such transportation is subject to lump-sum checkage from their pay accounts. Additionally, Marines and Sailors may be subject to disciplinary action if the transportation authorized and arranged for them does not ensure their arrival at the Command prior to the expiration of their leave.

3. Under routine circumstances leave is authorized to begin on a workday beginning at 1630 or at the end of the working day as established by the Commanding Officer. When requesting leave on MOL, the requestor shall correct the default depart and return times to reflect the published leave depart/return times established in this Order. A Marine cannot check out on leave earlier than the approved time, but can check back from leave earlier than the approved time. On weekends or holidays, leave will begin at 0800 on the first day of leave, however, MOL submissions should have leave commencing at 1630 in order to ensure the Marine does not get charged an extra day of leave due to the system controls. Leave commences at 1630 and shall terminate at 0730. For shift workers, leave shall commence at the end of their workday (usually 8 hours) and terminate at the start of their workday.

4. Safety of our personnel is the primary concern. The intent of reference (a) is to ensure Marines departing on and returning from authorized leave do so during daylight hours. Therefore, Marines using a POV to drive to a leave destination outside of the 96-hour liberty boundary ring established in reference (b) are authorized to depart at 1201 on the day leave commences and return by 1200 on the day leave terminates. These Marines and their leadership shall ensure this reflects accurately in MOL.

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5. Liberty may not be used to extend leave periods unless it is done so in accordance with reference (a) and paragraph 3b(f) of this Order.

6. All personnel in this command and personnel authorized to approve leave shall ensure the established start and end times are adhered to strictly on leave submissions.

(b) Pre-deployment Leave Guidance

1. Leave Periods. MSEs assigned to the 15th MEU may designate their own pre-deployment leave periods provided they are consistent with training dates and meet operational requirements from higher or adjacent headquarters.

2. Recall. All leave during the pre-deployment training cycle (E-180 to date of departure) is subject to a 48-hour recall in order to satisfy requirements of a Western Pacific (WESTPAC) contingency.

(c) Emergency Leave. Emergency leave requests must meet the criteria established in reference (a). While not in a deployed status, emergency leave will be processed per instructions of paragraph 5 of this Order. While deployed, only the 15th MEU Commanding Officer can authorize emergency leave based on operational commitments and resource availability.

(d) Convalescent Leave. Only the 15th MEU Commanding Officer approves convalescent leave. The Marine or Sailor shall submit their convalescent leave papers to the 15th MEU Commanding Officer, via the 15th MEU S-1. Upon receiving the 15th MEU Commanding Officer's signature, the section primary shall approve the convalescent request in MOL and insert a statement detailing the 15th MEU Commanding Officer's approval of the request.

(e) Liberty. Liberty is any authorized absence granted for a short period of time to provide respite from the working environment or for other specific reasons, at the end of which the Marine or Sailor is actually in the location from which the Marine or Sailor regularly commutes to work. Liberty will normally be granted at the end of one normal working day until the commencement of the next working day. Normal working hours is considered to be 0730-1630, Monday through Friday. Field training and unit readiness may often necessitate modification to these normal working hours.

1. Regular Liberty. Public holidays and weekends, which by direction of the President of the United States are extended to exceed 72 hours, are regular liberty periods.

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2. Special Liberty. Special liberty periods of 3 days (72-hours) or 4 days (96-hours) may be granted for special occasions or circumstances by the Commanding Officer in accordance with references (a) and (b).

3. Limitations. In accordance with references (a) and (b), special liberty shall not be combined with regular liberty periods or holiday periods when the combined periods of continuous absence will exceed 96 hours.

a. A 3-day special liberty period will not be extended by combinations with holidays or other off-duty periods where the combined period will exceed the limit of a 3-day liberty period.

b. A 4-day (96-hour) special liberty will not, under any circumstances, exceed 96 hours.

(c) Extensions. Extensions of liberty, regardless of reason, that result in an absence greater than 96-hours will be charged as leave and require action on behalf of the Marine in MOL. Liberty may not be used to extend leave periods.

(e) Travel Limits. Marines and Sailors in the 15th MEU will adhere to established liberty limits per reference (d). Enclosure (1) pertains. Out-of-bounds passes shall be requested and obtained in accordance with paragraph 7b of this Order.

(f) Combining Leave and Special Liberty. Marines are authorized to take leave in conjunction with special liberty in accordance with reference (a). However, leave must commence and terminate in the vicinity of the local area of Camp Pendleton. 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. It is NOT to be used to avoid charging leave when it includes a weekend, holiday, and special liberty calendar days.

(g) Administrative Absence. Administrative absence, also known as Permissive Temporary Additional Duty (PTAD), for any purpose outlined in chapter 5 in reference (a) may be authorized for Marines. Care must be taken to ensure that the planned absence clearly falls within the criteria provided. Approving authorities are required to read and become familiar with the criteria. Failure to adhere to the criteria will result in loss of approval authority for PTAD.

1. Transition PTAD. Only the 15th MEU Commanding Officer approves Transition PTAD. Transition PTAD circumstances are identified in Chapter 5, paragraph 1c(11) of reference (a).

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2. Recruiter Assistance. Reference (c) outlines PTAD for recruiting assistance. This command will not consider granting a Marine or Sailor PTAD for Recruiters Assistance without a formal request from the Recruiting Station. The formal request needs to be on the command stationary and addressed to the 15th MEU Commanding Officer.

b. Tasks

(1) 15th MEU Executive Officer. Ensure leave approving officials are familiar with the guidelines established by the references and this Order with respect to leave, liberty, and administrative absence.

(2) 15th MEU Adjutant. Periodically review the MOL system to ensure personnel in the command are in compliance with leave, liberty, and administrative absence guidelines established by the references and this Order. Notify the 15th MEU Executive Officer of any discrepancies.

(3) Approving Officials. The 15th MEU Commanding Officer, 15th MEU Executive Officer, Command Element primaries, and special staff officers (Public Affairs Officer, Staff Judge Advocate, Chaplain, and Disbursing Officer) are designated as the approving officials for leave in the Command Element for the sections and special staff sections. The approving officials are authorized to delegate the approving authority to their alpha or another responsible officer should the approval authority be absent for a period of time due to leave, special liberty, PTAD, or TAD. This delegation shall be temporary and will end upon the approving official's return. Approving officials will ensure there is no abuse of the leave program

(4) Marines and Sailors Executing Leave, Liberty, or PTAD. Personnel requesting leave, liberty or PTAD will submit their requests in a timely manner using the appropriate medium (Marine: MOL, Navy: paper). Plane tickets, train tickets, or other forms of transportation shall not be purchased before approval of leave. If a Marine or Sailor purchases plane tickets, train tickets, etc. before their request is approved, the command is not obligated to approve the request if operational commitments prevent the approval of the request.

c. Coordinating Instructions

(1) Conduct of Personnel. All military personnel are required to maintain proper decorum at all times while in a leave, liberty, or PTAD status. Military police, shore patrols, security police, officers, petty officers, and noncommissioned 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

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Armed Forces who is guilty of committing a breach of the peace, disorderly conduct, or any other offense which reflects discredit upon the Armed Forces. Personnel on leave, liberty and PTAD are subject to this authority.

(2) Emergency Medical or Dental Treatment. Marines should be familiar with routine and emergency medical and dental care guidance established in references (a) and (b).

1. In the event of a medical or dental emergency involving a Marine or Sailor away from Camp Pendleton or the ship to which assigned, aid should be sought from the nearest Naval facility, or if unavailable, U. S. federal medical or dental facility (Army, Air Force, Public Health Service, and Veterans Administration).

2. If the foregoing is not feasible, in a bona-fide emergency situation, Marines or Sailors may obtain treatment from any source at government expense. For this purpose, an emergency is defined as a situation wherein the need or apparent need for medical or dental health and time and/or distance factors preclude transportation to a military or federal facility. If the situation is not an emergency, contact Tri-Care before going to a doctor or medical facility.

3. A Marine or Sailor who is hospitalized in any status should immediately notify the 15th MEU Commanding Officer, via the chain of command, on the details of the hospitalization. If permitted to revert to a leave or liberty status upon release from the hospital, the Marine or Sailor will inform the 15th MEU Commanding Officer, via the chain of command, on the date of release and obtain a statement by the attending physician for delivery to the command.

4. Whether or not it involves hospitalization, anytime emergency medical or dental treatment is obtained from civilian sources, the Marine is responsible for obtaining bills for the care, itemized to show the dates on or between which services were rendered. Those bills should be itemized to show the dates in which the services were rendered, and the nature of the charge for each item. This information will be presented to MEU Medical for inclusion into the permanent medical record.

(3) Restrictions to Leave and Liberty

1. Restrictions Based on Security Clearance Level. Certain levels of security clearance prohibit individuals from performing travel in restricted countries or require additional training before travel. Personnel are required to contact the 15th MEU S-2 prior to requesting international leave in order to determine possible restrictions.

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2. Travel to Mexico. The Republic of Mexico is off limits to all personnel for leave or liberty.

3. Recall. All persons on leave, liberty (regular or special), and PTAD are subject to recall and will keep the 15th MEU Commanding Officer informed via the chain of command of any change to address or contact number from the originally approved leave, special liberty, and PTAD request or personal contact/recall information.

4. Medical. Marines under treatment for infectious or contagious diseases will not be granted leave or liberty while they are in an infectious stage except in cases of urgent personal matters. Leave or liberty will be authorized at the discretion of the Commanding Officer after consultation with the requestor's chain of command and the command's medical provider.

#### 5. Administration and Logistics

a. Administration. Marines will use Marine Online (MOL) to submit, recommend, and approve leave, special liberty, and PTAD. Reference (a) defines the local area as the place where the Marine resides and from which he/she commutes to the duty station. Leave will be charged for all calendar days, duty days as well as non-duty days.

(1) Courtesy Copies. Command Element Staff Noncommissioned Officers, when submitting a leave, special liberty, or PTAD request will courtesy copy the 15th MEU Sergeant Major. Command Element Officers, when submitting a leave, special liberty, or PTAD request will courtesy copy the 15th MEU Executive Officer.

(2) Cancelled Requests. Marines who have approved leave, special liberty, or PTAD requests, but did not execute the requests will need to delete their requests in MOL.

(3) Leave, Special Liberty, and PTAD Papers. Sergeants and below are required to carry a signed copy of their Leave Authorization Form (NAVMC 3) and special liberty papers. All personnel shall carry a signed copy of their NAVMC 3 when executing international travel or funded emergency leave. Marines on PTAD for Recruiters Assistance are required to carry a copy of their PTAD papers.

(4) Liberty Limits Map. The Headquarters Commandant will ensure a copy of enclosure (1) is posted in a prominent location in the 15th MEU Command Post and Barracks.

#### b. Logistics

(1) Check-out/Check-in. Designated personnel with the appropriate permissions in each section will check Sergeants and below

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on and off of leave. SNCOs and Officers are authorized to check out directly on MOL.

(2) Meal Cards. Marines and Sailors that possess a Meal Card (DD Form 714) shall surrender their meal cards to the Duty Noncommissioned Officer prior to commencing their leave and pick it up upon their return.

(3) Weapon Cards. Marines and Sailors, E-5 and below, shall turn in the Ordnance Custody Receipt (NAVMC 10520) for their assigned weapon to their Staff Noncommissioned Officer in Charge prior to commencing their leave.

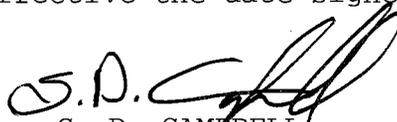
6. Command and Signal

a. Command

(1) This Order is applicable to all service members permanently assigned or temporarily attached to the 15th MEU Command Element and its MSEs (Active and Reserve). This Order is punitive in nature and a violation of the provisions of this Order are punishable under the Uniform Code of Military Justice.

(2) Commanding Officers of the Ground Combat Element (GCE), Aviation Combat Element (ACE), and Logistics Combat Element (LCE) will implement the procedures contained in this Order for the duration of the period they are under administrative control of the 15th MEU. In those instances where this Order may conflict with directives from their administrative chain of command, the more restrictive requirement will take precedence. Upon composite of the 15th MEU as a Marine Air Ground Task Force, the Commanding Officers for the GCE, ACE, and LCE will obtain concurrence from the 15th MEU Commanding Officer when taking any leave of absence.

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

  
S. D. CAMPBELL

DISTRIBUTION: A

### LIBERTY LIMITS MAP

Personnel on Liberty MUST remain within the general vicinity of Camp Pendleton. "General Vicinity" is defined as follows:

**OVERNIGHT LIBERTY:** Within 100 miles of Camp Pendleton

**48 HOUR AND WEEKEND LIBERTY:** Within 200 miles of the limits of Camp Pendleton

**72 HOUR LIBERTY:** Within 300 miles of Camp Pendleton

**96 HOUR LIBERTY:** Within 400 miles of Camp Pendleton

