

# OFFICIAL FILE COPY

UNITED STATES MARINE CORPS  
Marine Corps Air Facility  
2100 Rowell Road  
Quantico, Virginia 22134-5063

AFO 1050.1C  
AF 141  
15 Jul 93

## AIR FACILITY ORDER 1050.1C

From: Commanding Officer  
To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

Ref: (a) MCO P1050.3G  
(b) MCO 1050.15  
(c) ABO 1050.1C

Encl: (1) Vehicle Safety Checklist  
(2) Schedules for Shift Workers

1. Purpose. To provide amplifying instructions on the leave and liberty regulations published by references (a) through (c).

2. Cancellation. AFO 1050.1B.

3. Scope. This Order is applicable to all members of Headquarters Squadron, Marine Corps Air Facility (MCAF), Quantico.

### 4. Information Applicable to Leave and Liberty

a. Military police, shore patrols, security 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 Armed Forces. Personnel on leave or liberty are subject to this authority.

b. Leave and special liberty shall not be combined in continuous absences from duty; i.e., leave and special liberty periods will not be used in succession through the commencement of one immediately after return to duty from the other.

c. Department/Section Heads will ensure that, prior to departure, personnel going on leave or liberty are aware of their duties and obligations while off duty, the methods of handling any injury, illness or hospitalization while on leave or liberty, and the regulations regarding extensions of leave.

AFO 1050.1C  
15 Jul 93

d. Department/Section Heads will emphasize motor vehicle safety at the time of approving leave and prior to holiday weekends. Supervisors shall check their Marines' vehicles prior to departure, using enclosure (1) as a guideline, and will annotate "checklist complete" on the leave/liberty request when POV has been designated as the mode of travel.

e. Marines will maintain proper standards of grooming and attire while on leave/liberty.

## 5. Information Applicable to Leave

### a. General

(1) All members of this command are allowed 30 days of annual leave each fiscal year, and are to be provided the opportunity to take frequent periods of leave. This includes the opportunity to take at least one leave each year of 14 consecutive days or longer, consistent with military requirements.

(2) 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. It is also the Marine's responsibility to have sufficient funds to defray all expenses including transportation. While a Marine may obtain space required 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 them does not ensure their arrival at their command prior to the expiration of the leave.

(3) A Marine shall not be authorized more than 60 days annual leave during any fiscal year; nor shall a Marine be authorized annual leave for a continuous period of more than 60 days (90 days in the case of leave awaiting separation) without the approval of the Commandant of the Marine Corps.

(4) The day of departure on leave, regardless of the hour, is considered to be a day of duty and not chargeable as leave; however, leave will not be authorized to commence prior to the expiration of normal working hours unless extenuating circumstances exist and prior approval has been granted by the Commanding Officer or Executive Officer. For most personnel, leave will be authorized to commence at 1630 on weekdays and 0800 on weekends/holidays. For shift workers, leave will be authorized to commence at the end of their shift, regardless of time. Marines who sign themselves out on leave on the morning of a work day, without prior permission and for the purpose of

avoiding being charged for that day, will be in violation of this Order and will be subject to appropriate disciplinary action. Duty standers are not authorized to sign Marines out on leave after midnight on a normal work day unless the leave papers indicate that the Marine is a shift worker.

(5) Leave must commence and terminate in the vicinity of the duty station, which is defined as the place from which the individual normally commutes to and from work. Personnel who have been authorized to check out and in by telephone, as described below, must do so in the vicinity of the duty station.

(6) Officer members of boards, councils and committees convened by the Commanding General, Marine Corps Combat Development Command, who desire leave, will obtain permission from the senior member of the board, council or committee prior to submitting leave requests. Members of general and special court-martial boards will request permission from the Staff Judge Advocate prior to departing on leave. Once a date of trial has been set, such members shall not take conflicting leave unless excused from duty on the court-martial.

**b. Authority to Grant Leave**

(1) The Commander, Marine Corps Air Bases, Eastern Area (COMCABEAST) is the leave-granting authority for the Commanding Officer.

(2) The Commanding Officer, Marine Corps Air Facility, is the leave-granting authority for the Executive Officer and those officers for whom he is the reporting senior.

(3) The Executive Officer is the leave-granting authority for all other officers.

(4) Officers in Charge/Department Heads are the leave-granting authorities for members of their sections.

**c. Leave Requests.** Leave requests will be submitted to the Adjutant five working days prior to the requested departure date, via the chain of command.

**d. Check-Out and Check-In Procedures**

(1) Sergeants and Below. When leave has been requested and approved, sergeants and below will personally pick up their leave papers from the Assistant Air Facility Duty Officer (Building 2100) or the squadron Adjutant on the day and time the leave is effective.

AFO 1050.1C  
15 Jul 93

(2) Officers and SNCOs. Officers and staff non-commissioned officers may check in and out by telephone. Marines who exercise this authority will be:

(a) Permitted to pick up their leave papers at the squadron Adjutant's office or Assistant Air Facility Duty Officer on the last working day prior to the commencement of leave.

(b) Instructed to enter the time and date of commencement and termination of leave in the appropriate space on the leave authorization, and to sign the entry immediately after placing each telephone call.

(c) Directed to deliver the leave authorization to the squadron S-1 office at the commencement of the next regular working day subsequent to termination of leave.

(d) Informed that permission to check-out and check-in by telephone is authorized as a personal convenience of the individual concerned and will not be used as a means of extending the authorized absence chargeable as leave.

(e) Cautioned that commencement and termination of leave must be made from the place from which the Marine normally commutes to and from work.

(f) Advised that regulations prohibit utilizing special liberty to extend leave periods, and that injury or death occurring during an improper extension of leave would be incurred "not in the line of duty" with the resultant loss of certain benefits or entitlements to the Marine and/or the immediate family from the Marine Corps and other Government agencies.

e. Leave Extensions. Marines who require an extension of leave after working hours will contact the Assistant Air Facility Duty Officer by telephone, who is authorized to grant a one day extension of leave. For any extensions beyond one day, the Marine will contact his/her leave-granting authority as soon as practical.

f. Foreign Leave. Personnel wishing to visit countries/places outside of the United States shall comply with the provisions of reference (b).

g. Convalescent Leave. Marines who are released from a hospital with a recommendation for convalescent leave must first report back to this command to receive convalescent leave papers and turn in their admission/discharge papers to the S-1. Marines are reminded that a recommendation for convalescent leave by a physician is a recommendation and is not binding on the commanding officer.

h. Emergency Leave. Emergency leave, and extensions thereto, should normally be granted to Marines for family emergencies, whenever the circumstances warrant and the military situation permits, based on the judgement of the leave-granting authority and the desires of the Marine. Since most family emergencies are highly time-dependent, swift, sensitive action on emergency leave requests is essential.

(1) Emergency leave should be authorized whenever any of the following circumstances are determined or believed to exist by leave-granting authorities:

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

(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 above.

(c) When due to any serious illness or injury to a member of the Marine's or spouse's immediate family, important responsibilities are placed upon the Marine which cannot be accomplished from the Marine's duty station.

(2) Most Marines are mature and responsible individuals whose emergency leave needs can be considered on their merits. However, when the leave-granting authority has reason to doubt the validity of an emergency situation, assistance should be requested as quickly as possible. Caution must be exercised so that delays in obtaining verification of emergency conditions do not result in the Marine arriving too late to accomplish the purpose for which the leave is intended. Disciplinary or administrative action in cases of abuse are more acceptable alternatives.

## 6. Information Applicable to Liberty

### a. Regular Liberty

(1) Regular liberty will not exceed 72 hours in length, except for public holiday weekends and public holiday periods specifically extended by the President of the United States.

(2) Unless their presence is required, squadron personnel who are not on shift work will normally be authorized liberty from 1630 on each working day until 0730 on the next working day.

(3) For Marines on shift work, equivalent schedules should be arranged consistent with their duty hours. Enclosure (2) lists working hours and liberty hours for shift workers.

b. Special Liberty

(1) Special liberty is granted outside of regular liberty periods for unusual reasons, such as compensatory time off, emergencies, to exercise voting responsibilities of citizenship, observance of major religious events, or for special recognition.

(2) Special liberty will not be combined with regular liberty or holiday periods when the combined periods of continuous absence will exceed 72 hours. Special liberty and leave will not be effective in succession or series through commencement of one immediately upon return from the other.

(3) Special liberty may be granted by Officers-in-Charge or Department Heads, consistent with section requirements.

c. Three- or Four-Day Liberty

(1) Three-Day (72 Hour) Liberty. A special liberty period commencing at an hour designated by the Commanding Officer and expiring 72 hours later. When a 3-day liberty includes only regular liberty time, with no scheduled working hours included, it is then treated a regular liberty. A 3-day special liberty period will not be extended by combinations with holidays or other off-duty periods where the combined period exceeds 72 hours. A 3-day special liberty period will include two off-duty days (either a weekend or regular scheduled off-duty days in the case of shift workers.)

(2) Four-Day (96 Hour) Liberty. A special liberty period commencing at an hour designated by the commanding officer and expiring 96 hours later. Under no circumstances will a 4-day liberty period exceed 96 hours. A 4-day special liberty period will include two off-duty days (either a weekend or regular scheduled off-duty days in the case of shift workers.)

3) Leave may not be taken in conjunction with 72/96 hour liberty.

(4) Individuals may be granted 3- or 4-day liberty when deemed appropriate by the Officer-in-Charge/Department Head. Individuals requesting a 3- or 4-day liberty will submit a NAVMC Form 10471, in triplicate, to the Adjutant via their chain of command. The approval/granting procedures will be the same as those for requesting annual leave. Once liberty has been granted, the original NAVMC Form 10471 will be retained by the Marine, the duplicate copy will be retained by the S-1, and the triplicate copy will be retained by the Marine's section. The forms may be destroyed upon the Marine's return from liberty.

d. Liberty Distance Limitations

(1) Liberty is permission to leave the duty station; however, it is not permission to leave the general vicinity of the Marine Corps Air Facility, Quantico. Enlisted personnel on liberty from MCAF will not go beyond the geographical limits prescribed below without specific permission of the Commanding Officer:

Overnight: 100 Road Miles from Quantico

Weekend (48 hours): 350 Road Miles from Quantico

3-day (72 hours): 450 Road Miles from Quantico

4-day (96 hours): 600 Road Miles from Quantico

(2) Sergeants and below who wish to travel beyond the limits set forth above must obtain a Special Liberty/Out of Bounds Pass (NAVMC 10471), following the same approval and routing procedures described in paragraph 6c(4) above. Each case will be considered on its own merits, to include an evaluation of the mode of travel, condition of POV (if applicable), and anticipated weather conditions in and enroute to the requested destination.

7. 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 Veterans' 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.

a. 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 Veterans' Administration.)

b. If the foregoing is not feasible, in a bona fide emergency situation, Marines may obtain emergency treatment from any source at Government expense.

c. If Marines on leave or liberty are hospitalized, they should immediately notify this command or the nearest Marine Corps activity or representative to request instructions and assistance. If permitted to revert to a leave or liberty status

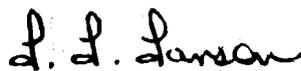
AFO 1050.1C  
15 Jul 93

upon release from the hospital, they shall immediately notify this command, preferably by collect telegram, telephone call (703-640-2441) or fax (703-640-2185) on the date of release. If on leave, the 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 aforementioned information shall be obtained by the Marine concerned for delivery to the Commanding Officer.

d. Whether or not it involves hospitalization, at any time emergency medical or dental treatment is obtained from civilian sources, the Marine is responsible for obtaining bills for the care in quadruplicate (4). 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 Commanding Officer in order that the bill maybe processed per the provisions of BUMEDINST 6320.32, Non-Naval Medical or Dental Care.

8. Shift Workers. Marines who are on alternate work schedules must clearly indicate on their leave request that they are shift workers, and must show when their duty shift is scheduled to end on the date of departure. Schedules for shift workers are contained in enclosure (2).

9. Action. Department Heads and Officers-in-Charge will ensure widest dissemination of the provisions of this Order.

  
L. L. LARSON

DISTRIBUTION: A

VEHICLE SAFETY CHECKLIST

Prior to departure on leave or holiday weekends, supervisors will check the following items, at a minimum, to ensure the vehicle is safe and functioning properly:

Brakes  
Headlights  
Signal Lights  
Emergency Flashers  
Steering  
Exhaust System  
Tires  
Windshield  
Windshield Wipers  
Windows  
Mirrors  
Seat belts  
Horn

ENCLOSURE (1)

AFO 1050.1C  
15 Jul 93

SCHEDULES FOR SHIFT WORKERS

1. The following duty schedules apply to those Headquarters Squadron Marines who work alternate schedules. These schedules are established as a guideline, and may be altered at the section's discretion as the need arises. Liberty will normally be granted for any period not assigned as duty, unless circumstances dictate otherwise:

a. Crash/Fire/Rescue (CFR)

0700 Sunday - 0700 Tuesday  
0700 Wednesday - 0700 Thursday  
0700 Friday - 0700 Sunday  
0700 Tuesday - 0700 Wednesday  
0700 Thursday - 0700 Friday

b. Weather (Observers)

0700 Monday - 1700 Monday  
1700 Tuesday - 0700 Wednesday  
0700 Friday - 1700 Friday  
1700 Saturday - 0700 Sunday  
0700 Tuesday - 1700 Tuesday  
1700 Wednesday - 0700 Thursday  
0700 Saturday - 1700 Saturday  
1700 Sunday - 0700 Monday  
0700 Wednesday - 1700 Wednesday  
1700 Thursday - 0700 Friday  
0700 Sunday - 1700 Sunday  
1700 Monday - 0700 Tuesday  
0700 Thursday - 1700 Thursday  
1700 Friday - 0700 Saturday

c. Air Traffic Control, Flight Clearance, Ground Electronics

0630 Monday - 1200 Monday  
1030 Tuesday - 1500 Tuesday  
0630 Wednesday - 1200 Wednesday  
0630 Thursday - 1500 Thursday  
0630 Friday - 1200 Friday  
1130 Monday - 1700 Monday  
1430 Tuesday - 2300 Tuesday  
1130 Wednesday - 1700 Wednesday  
1430 Thursday - 2300 Thursday  
1130 Friday - 1700 Friday  
Standby Saturday/Sunday

ENCLOSURE (2)