



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS COMMAND  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

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MARINE CORPS INSTALLATIONS COMMAND ORDER 1050.1

From: Commander

To: Distribution List

Subj: MARINE CORPS INSTALLATIONS COMMAND LEAVE AND LIBERTY  
REGULATIONS

Ref: (a) NAVPERS 15560D  
(b) MCO P1050.3J  
(c) MARADMIN 535/08 of 23 Sep 08

1. Situation. This Order provides basic instructions, guidance, and command policy concerning leave and liberty regulations for Marine Corps Installations Command (MCICOM).

2. Mission. To provide policy regarding leave and liberty in accordance with the references for Marine Corps Installations Command military personnel in order to promote uniformity and good order and discipline.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Allowing our Marines and Sailors to take time off periodically is essential to unit morale and mission accomplishment. Commanders and supervisors will ensure that each Marine and Sailor is allowed to take leave regularly. While balance between work and leave must be achieved, the Command will be better off for having extended this opportunity to our Marines and Sailors.

(2) Concept of Operations

(a) Leave

1. Commanding Officers (COs) shall establish annual leave programs for all Marines and Sailors so that they make take leave within the constraints of operational

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military requirements. Leave requests will be submitted to immediate supervisors for approval via Marine Online (MOL). Navy personnel will submit leave request forms via Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record (ESR). The NAVCOMPT 3065 Leave Request/ Authorization will only be used by commands without a current operating version of NSIPS e-Leave and is available at:  
[https://navalforms.daps.dla.mil/formsDir/\\_NAVCOMPT\\_3065\\_2901.pdf](https://navalforms.daps.dla.mil/formsDir/_NAVCOMPT_3065_2901.pdf)

2. Leave begins and terminates in the local area. The local area is the place where the individual resides and from which they commute to the duty station daily.

3. Leave will be charged for all calendar days, duty days as well as non-duty days. However, when a service member works the majority of a duty day, it is not counted as a day of leave. A duty day is defined as a day in which a Marine or Sailor is expected to be at their place of work for approximately eight hours.

4. The majority of a duty day is defined as being greater than 50-percent of that duty day/work hours (i.e., being present for more than four hours of work). Assuming a 0700 - 1700, Monday through Friday duty schedule, the following scenarios are provided:

a. Scenario 1. A Marine or Sailor driving a Privately Owned Vehicle outside the local area 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 or Sailor driving a POV outside the local area may depart the local area at 1201 local time 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 or Sailor driving a POV outside the local area may depart the local area at 0800 local time Sunday, and return at 1200 Saturday and be charged six days of leave.

5. Those traveling by air or POV, outside the local area, should depart on and return from authorized leave at

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the end/beginning of normal work hours (i.e., those traveling by air).

6. The safety of Marines and Sailors is paramount. Therefore, commanders will adjust hours of departure and return from leave and liberty to ensure that driving is accomplished during daylight hours when possible. This allows individuals ample time for vehicle inspection, packing and arrival at their destination at an acceptable hour.

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

(c) Hospitalization While on Leave or Liberty

(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 Veterans' Administration).

(2) If Marines and Sailors on leave or liberty are hospitalized, they should immediately notify their CO or the nearest Marine Corps activity or representative and request instructions and assistance. If, upon release from the hospital the uniformed member is permitted by competent medical authority to revert to a leave or liberty status, the uniformed member is to immediately notify their CO. If on leave, the Leave Authorization (NAVMC 3) should be endorsed or annotated to show

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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, the Marine or Sailor will obtain a statement from the attending physician containing the information for delivery to their CO.

(3) Whether or not it involves hospitalization, at any time emergency medical or dental treatment is obtained from civilian sources, the Marine or Sailor is responsible for obtaining bills for the care. An itemized bill listing dates of services, supplies furnished, and nature of the charge should be obtained from the treatment facility and presented to his/her CO, so the bill may be processed for payment with the local TRICARE office.

(d) Foreign Leave. Marines and Sailors desiring to take leave or travel outside the United States or outside the territory or foreign country of current assignment must obtain approval from their CO. Marines and Sailors desiring to take leave or travel to or within U.S. possessions of Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands do not require travel clearance. Many countries/locations in the region require special approval to visit. To view the most current travel requirements to these countries/locations, go to <https://www.fcg.pentagon.mil/fcg.cfm>, which is the Electronic Foreign Clearance Guide. Anti-terrorism force protection briefs must be completed, if required, before leave may be approved.

(e) Leave Check-Out and Check-In Procedures. Commanders shall establish internal leave check-out and check-in procedures for Marines and Sailors in their command. Commanders may authorize Marines, departing on and returning from leave, to complete checkout and check-in procedures by MOL, except for those Marines who require the meal card. The meal card will be turned in and retained to be reissued upon return from leave.

(f) Liberty

1. Regular Liberty. Regular liberty should normally be granted from the end of normal working hours on one day to the commencement of working hours on the next working day. 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

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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. Public holiday weekends and public holiday days or periods specifically authorized by the President of the United States are regular liberty periods.

2. Special Liberty. Special liberty shall not be combined with regular liberty or holiday periods when the combined periods of continuous absence will exceed four days.

3. Three or Four Days Special Liberty Approval. Commanders, Commanding Officers and those delegated in writing retain full discretion to grant or deny special liberty requests. Special liberty periods of three or four days may be granted on special occasions or in special circumstances, such as, but not limited to:

a. Compensation for significant periods of unusually extensive working hours.

b. Special recognition for exceptional performance, such as Marine of the quarter/year, etc.

c. Compensation for long or arduous deployment from home stations or homeport, afloat or in the field.

d. Compensation to Marines on ships in overhaul away from homeport.

e. Compensation for duty at a unit or activity for which normal liberty is inadequate due to isolated locations.

f. A traffic safety consideration for long weekends or avoidance of peak traffic periods.

g. House hunting trips for Marines returning from overseas tours who are not otherwise eligible for permissive temporary additional duty (PTAD).

#### 4. Limitations

a. Three day special liberty is a liberty period designed to give a Marine three full days absence from



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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 (i.e., from Monday evening until Friday morning or from Friday evening until Tuesday morning). When a three day liberty embraces only regular liberty time, such as Saturday and Sunday with a Friday or Monday National Holiday (when scheduled work hours are not included), the time off is regular liberty. A three day special liberty period may not be combined with normal liberty or holiday periods when the combined periods of continuous absence would exceed three days.

b. Four day special liberty is a liberty period designed to give a Marine four full days absence from work or duty, usually expiring with the start of normal working hours on the fifth day, and including at least two consecutive non-work days (i.e., from Wednesday evening until Monday morning).

c. Leave and special liberty may only be combined when the Marine will physically be within the vicinity of the Marine's Primary Duty Station (as established by the local commander) and available for recall to duty during the special liberty period. When combined with special liberty, Marines will not be charged annual leave during the special liberty period provided they are within the specified liberty limits.

d. When a Marine requests an extension of an authorized period of special liberty and the total time (special liberty and extension) will exceed four days, that portion that exceeds the special liberty shall be charged to the Marine's leave account.

(g) Liberty Limits. While liberty is permission to leave the duty station, it does not include permission to leave the general vicinity of the base or station. Commanders shall define liberty limits in local liberty regulations after taking into consideration the local situation, including the surrounding facilities, availability of transportation, commuting distances, and other pertinent factors.

(h) Public Holidays. The following holidays established by law should be observed when at all possible. When a holiday falls on a Saturday, the Friday before shall be considered a holiday. When a holiday falls on a Sunday, the Monday after shall be considered a holiday. Other public holidays may be designated by the President of the United States on a one time or continuous basis.

1. New Year's Day, 1 January.
2. Dr. Martin Luther King, Jr.'s Birthday, the third Monday in January.
3. President's Day, the third Monday in February.
4. Memorial Day, the last Monday in May.
5. Independence Day, 4 July.
6. Labor Day, the first Monday in September.
7. Columbus Day, the second Monday in October.
8. Veterans Day, 11 November.
9. Thanksgiving Day, the fourth Thursday in November.
10. Christmas Day, 25 December.

4. Administration and Logistics. Commanders are required to use MOL to report all leave for Marines. Leave is granted under the condition that the Marine and Sailor can return to duty upon expiration of leave at the place and time specified in the leave authorization. It is also the individual's responsibility to have sufficient funds to defray all travel expenses including transportation.

5. Command and Signal

a. Command. This Order is applicable to all MCICOM and its subordinate commands.

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

  
J. G. AYALA

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