



UNITED STATES MARINE CORPS
COMBAT LOGISTICS BATTALION 3
COMBAT LOGISTICS REGIMENT 3
3D MARINE LOGISTICS GROUP
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BnO 1050.1
CO
22 Mar 22

From: Commanding Officer, Combat Logistics Battalion 3
To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

Ref: (a) MCO 1050.3J
(b) 3D MLG 1050.1 w/Ch. 1
(c) RegtO 1050.1A
(d) Marine Corps Manual
(e) MCBHBul 5530 (Designated Restricted Areas)

Encl: (1) Holiday Accident Reduction Program (HARP)

1. Situation. This Order is written to publish information pertaining to the battalion policy and procedures in regards to leave and liberty and to amplify guidance provided within the references.

2. Mission. Effective immediately, Combat Logistics Battalion 3 will execute an aggressive leave and liberty policy in order to provide Marines respite from the work environment in ways that shall contribute to their improved performance and increased motivation.

3. Execution

a. Leave balances are administratively reduced to 60 days at the end of the fiscal year. Requests to maintain a leave balance over 60 days must be submitted to the unit administration sections 30 days prior to the end of the fiscal year.

b. Routine annual leave may not be granted to exceed 60 days in any fiscal year nor may leave be granted for a continuous period of more than 60 days. Requests for leave, or extensions thereof, for a greater duration will be submitted to the Commandant of the Marine Corps per reference (a).

c. Members pending legal issues and those pending administrative separation may be granted up to seven days of leave on the island of Oahu by the company commander after verbal authorization is given by the battalion commander.

4. Leave definitions

a. Leave. Leave is a period of authorized absence from a place of duty charged against the Marine or Sailor's leave.

b. Regular liberty. Is a period, not to exceed 72 hours, beginning at the end of normal working hours on a given day, and expiring with the start of a normal working hours on the next working day. Liberty is not charged to the Marine or Sailor's leave account.

c. Special liberty. Is a period granted outside of regular liberty periods for unusual reasons such as compensatory time off, emergencies, exercise of the voting responsibilities of citizenship, observance of major religious events requiring the individual to be continuously absent from work or duty, or for

reasons of special recognition. Special liberty is not charged against the Marine's or Sailor's leave account.

d. Emergency leave. Is leave granted to Marine or Sailors for personal or family emergencies whenever circumstances warrant, and military operations permit. Emergency leave may be charged against an individual's leave account. Reference (a) provides amplifying guidance on the authorization of emergency leave.

e. Post deployment/mobilization respite absence. Is authorized to Marine and Sailors who are deployed/mobilized at less than the deployment dwell ration 1:2 for the active component and 1:5 for the reserve component.

f. Special leave accrual. Is granted for leave lost in fiscal year when a qualifying duty is met and the lost leave is a result of the Marine or Sailor's inability to take leave to reduce his or her leave balance to 60 days before the end of the fiscal year.

g. Accrued leave. Leave that has been earned and credited to the individual's service record. Leave is earned at the rate of two and one-half days for each month of active duty.

h. Day of departure/return. Marines authorized leave, which commences on a normal working day, may be allowed to check out at 1630. Weekend and holiday check out is either 0800 or 1630. A checkout time of 0800 will charge that day as a day of leave. The time of return will always be 0800.

i. Convalescent leave. Non-chargeable leave granted for a period of authorized absence to members under medical care for sickness or wounds and not yet fit for duty, which is part of the treatment prescribed to the member. This is also referred to as "sick leave".

j. Loco parentis. In cases involving status of loco parentis, such status normally should have existed for a continuous period of five years prior to a member's initial entry into the service. The final determination of whether such a status did or does exist rests with the leave granting authority.

5. Leave Authorization Instructions. Company commanders are authorized to approve leave periods of 30 days or less. In the absence of a company commander, the battalion executive officer is authorized to approve leave requests. Periods of leave 31-60 days will be forwarded to the battalion commander for approval. Periods of leave 61 days or more must be approved by higher headquarters or Headquarters Marine Corps (HQMC).

6. Leave Authorization Requirements. Marines must meet the following individual readiness requirements prior to leave being authorized. Deviations from the below requirements can be authorized upon approval of the battalion executive officer.

- a. Immunizations up to date.
- b. Dental class 1, class 2, or dental appointment scheduled.
- c. Government Travel Charge Card (GTCC) received or on order. GTCC training complete and turned into the S1.
- d. Defense Travel System traveler authorization/voucher actions completed.
- e. PFT or CFT and Ht/Wt completed if leave period crosses semiannual reporting periods.

f. Other fiscal and calendar year training requirements due within the leave period as seen fit by the company commanders.

7. Checking Out/In

a. Noncommissioned officers and below will check out/in after normal working hours or on weekends and holidays with the officer of the day. During working hours or on a weekday, these Marines will check out/in with their section. Staff noncommissioned officers and officers do not have to check out/in. Utilization of Marine online will suffice with the understanding that all personnel are required to begin and terminate leave periods within the local area.

b. MOL: Checking out/in electronically is the responsibility of the individual Marine. If the Marine fails to electronically check out/in, the Marine's chain of command is authorized to do it on the Marine's behalf. Finally, if neither the Marine nor the chain of command properly execute the leave period in MOL, the unit S-1 will automatically check out/in the Marine in accordance with what was requested. Failure to electronically check out/in by a Marine may result in the leave being charged against the Marine and it may or may not be recovered. The reimbursement of lost leave will be on a case by case basis as approved by the battalion commander. When circumstances require a Marine to change his previously approved leave request, the leave request must be modified to show the new leave period requested and the request will be rerouted through the appropriate chain of command.

c. Leave is granted under the condition that the member can return to duty upon expiration of the leave at the place and time specified in the leave authorization. It is the member's responsibility to have sufficient funds to cover all expenses including transportation.

8. Liberty instructions. Officers may grant liberty to individuals pursuant to chapter 3 of reference (a) through (c) and under the following instructions:

a. Leave and special liberty may only be combined when the member will physically start the leave period within the local area, defined as the island of Oahu.

b. Regular liberty may be granted from the end of normal working hours until the commencement of working hours the next working day.

(1) One day (24 hour) liberty. Company commanders are authorized to grant special liberty for periods not to exceed one day. This day may not be in conjunction with weekends or holidays.

(2) Three day (72 hour) liberty. Three-day (72 hour) liberty is a special liberty period commencing at the end of the normal working hours on a given day and expiring at the end of normal working hours on the third day. A three-day (72 hour) special liberty period shall not be extended by combinations with holidays or other off-duty periods where the combined period will exceed the limits of three days (72-hour) liberty. Three-day liberty shall only be approved by the battalion commander. Such liberty normally includes at least two (2) consecutive non-working days; for example, from 1630 Friday until 0730 Tuesday.

(3) Four day (96 hour) liberty. At no time will officers within this command grant a 96 hour liberty period. Four day liberty will only be taken per the direction of the Commanding General, 3d Marine Logistics Group.

c. The HARP form, shown as enclosure (1), will be utilized by E1 – E5 Marines on all leave periods and liberty periods exceeding 48 hours.

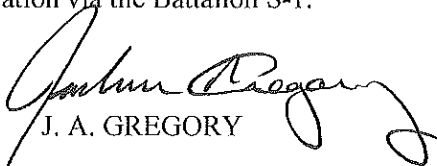
9. Liberty travel limits. When liberty is granted, travel within the state of Hawaii is authorized. Members authorized inter-island travel will utilize enclosure (2) or the special liberty section of MOL to notify the

command of travel plans and gain authorization. Travel to CONUS is not authorized without a leave authorization.

10. Leave and liberty conduct. Per reference (d), 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

11. Administration and logistics. Officers and senior leadership will ensure that every member is aware of the information within this Order. Any questions concerning leave and liberty may be addressed to the Battalion Adjutant. Officers shall establish and regulate schedules to provide maximum use of earned leave by members within their command consistent with operational and training workloads and the desires of the individual member. Such action should include positive measures to encourage the use of leave as relaxation from work.

12. Command and control. This order is effective when signed. Requests for modifications may be submitted to the commanding officer for consideration via the Battalion S-1.


J. A. GREGORY

DISTRIBUTION: A