



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

DepO 1050.5E
1A

AUG 22 2001

DEPOT ORDER 1050.5E

From: Commanding General
To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

Ref: (a) MCO P1050.3H
(b) MCRCO 1050.1B
(c) NAVPERS 15560 (NAVMILPERSMAN)
(d) DepO 1050.6

Encl: (1) Supplemental Leave and Liberty Information

1. Situation. Detailed regulations for leave, liberty, and administrative absence for Marines are contained in reference (a). Reference (b) is Marine Corps Recruiting Command Order on Leave and Liberty. Reference (c) provides instructions for leave and liberty for Navy personnel. Reference (d) is leave and liberty restrictions for the Mexican border area.

2. Cancellation. DepO 1050.5D

3. Mission. To promulgate policy and instructions regarding leave, liberty, and administrative absence for personnel assigned to Marine Corps Recruit Depot, San Diego, and the Western Recruiting Region.

4. Execution

a. Commanders Intent and Concept of Operations

(1) Commanders Intent

(a) Leave. Commanding Officers shall establish leave schedules to provide for maximum use of earned leave consistent with operational and training workloads and the desires of the individual. Experience has shown that vacations and short periods of rest from duty benefit morale and motivation, which is essential in maintaining maximum effectiveness.

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(b) 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 will begin at the end of working hours on Friday afternoon and continue until the commencement of normal working hours on the following Monday morning. For Marines on shift work, equivalent schedules should be arranged. Regular liberty periods shall not exceed 72 hours in length, except in the case of public holiday weekends and public holiday periods specifically extended by the President of the United States.

(c) Administrative Absence. Periods of absence not chargeable as leave may be granted for personnel to attend or participate in semi-official activities that benefit the Department of Defense, as directed in paragraph 3001.3, of reference (a).

(2) Concept of Operations

(a) Senior Officers. Colonels and Navy Captains will submit leave requests to the Chief of Staff. Leave papers will be prepared by the appropriate unit or division and returned to the Chief of Staff for final signature prior to departure on leave.

(b) Other Officers. Leave requests for other officers assigned to the General and Special Staff will be approved by the officer's reporting senior and will be granted as prescribed by the respective organizational commander.

(c) Enlisted Personnel. The individual's reporting senior will approve leave requests for enlisted personnel assigned to the Depot Staff. Leave for all other enlisted personnel, other than recruits, will be granted as prescribed by the organizational commander.

(d) Navy Personnel. Approved leave requests for Navy personnel will be forwarded to the Command Chaplain's Office for assignment of a control number and further submission to the Personnel Support Detachment, Fleet Anti-submarine Warfare Training Center, San Diego.

(e) Emergency Leave. Emergency leave will be granted in accordance with paragraph 2012 of reference (a). In the event the leave requires travel outside the continental

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United States, the request will be submitted in accordance with reference (a). As emergency leave is time sensitive and frequently the result of a traumatic experience, the request will be expeditiously processed and the requester afforded all possible assistance and consideration.

5. Administration and Logistics

a. Normal Liberty Hours

(1) Monday through Thursday, 1630 until 0730 the next morning.

(2) Friday at 1630 until Monday at 0730.

b. Liberty Limits

(1) Overnight. Not to exceed 150 miles from assigned place of duty.

(2) 24 Hour. Not to exceed 200 miles from the assigned place of duty.

(3) 48 Hour. Not to exceed 300 miles from the assigned place of duty.

(4) 72 Hour. Not to exceed 400 miles from the assigned place of duty.

(5) 96 Hour. Not to exceed 500 miles from the assigned place of duty.

c. Special Liberty

(1) Commanders (Battalion, Regiment, Recruiting District and Recruiting Station) are authorized to grant their units special liberty, up to 72 hours, and deserving individuals, up to 96 hours, on a case by case basis.

(2) **At no time** will Commanders grant 96 hour liberty to entire units without the prior approval of the Commanding General, MCRD/WRR San Diego, California.

d. Supplemental Information. Enclosure (1) contains additional information required in this Order, per reference (a).

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6. Command and Signal

a. Command. This Order contains major revisions and should be reviewed in its entirety.

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



T. W. SPENCER
Chief of Staff

DISTRIBUTION: A

SUPPLEMENTAL LEAVE AND LIBERTY INFORMATION

1. Authority of Military Police, Shore Patrol, and Officers and Noncommissioned Officers. "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 services. Personnel on leave or liberty are subject to this authority."

2. Emergency Medical or Dental Treatment

a. An emergency is defined as any situation where the need or apparent need for medical or dental attention does not allow application to a Federal medical or dental facility, to include Veterans Administration facilities, or to obtain 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.

b. 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/dental facility if available. Federal facilities are those of the Navy, Army, Air Force, Public Health Service, or Veterans Administration.

c. If no Federal facility is available, Marines may obtain emergency treatment from any source at government expense, but only in a bona fide emergency situation.

d. If Marines on leave or liberty are hospitalized, their commanding officer or the nearest Marine Corps activity representative should be notified. If permitted to return to a leave or liberty status upon release from the hospital, the Marine should immediately notify their commanding officer, preferably by collect telegram or telephone call, on the date of release. If the Marine is on leave, the leave authorization should be endorsed by the doctor with the following information: place hospitalized, time and date of admission, time and date of

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release, and diagnosis. If the Marine is traveling under orders issued by competent authority or on authorized liberty, a statement from the attending physician that contains the aforementioned information shall be obtained by the Marine concerned and delivered to their commanding officer.

e. Any time emergency medical or dental treatment is obtained from civilian sources, the Marine is responsible for obtaining bills, in quadruplicate, regardless of whether or not the Marine was hospitalized. Bills are to be itemized and indicate dates on which services were rendered or supplies furnished and the charge for each item. Bills will be delivered to the commanding officer for processing in accordance with provisions of NAVMEDCOM INSTRUCTION 6320.1.

3. Information Applicable to Leave

a. When leave is granted, the Marine is required to return to duty on the date and time specified on the leave authorization. It is each Marine's responsibility to have sufficient funds to cover expenses, which includes transportation. Marines may obtain space required return transportation assistance from any uniformed services installation; however, the Marine is subject to a lump-sum checkage from their pay account for the cost of this transportation. Additionally, the Marine may be subject to disciplinary action if the transportation authorized and arranged for does not ensure their arrival at their command prior to expiration of leave.

b. Commanders with shift workers in their commands must include the beginning and ending times of each shift in their respective Leave and Liberty Regulations. The beginning and ending times of annual leave for shift workers will be adjusted accordingly.

Enclosure (1)