

RETURN TO H & S BN FILES

UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

OFFICIAL FILE COPY

BnO 1050.1W *ca/t2*
6A
12 NOV 1998

BATTALION ORDER 1050.1W *ca/t*

From: Commanding Officer
To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

Ref: (a) MCO P1050.3G
(b) DepO 1050.5C
(c) BnO 4050.3D

Encl: (1) Supplemental Leave and Liberty Information
(2) Sample Leave Papers
(3) Sample Special Liberty Request

1. Purpose. To publish instructions for the granting of leave and liberty in this organization per references (a) through (c).

2. Cancellation. BnO 1050.1V

3. Summary of Revision. This revision modifies procedures for issue and recovery of leave papers in view of the establishment of the Depot Consolidated Personnel Administration Center (CPAC).

4. Information

a. References (a) and (b) provide policy and guidance concerning leave and liberty programs. Enclosure (1) provides supplemental leave and liberty information. Enclosure (2) is a sample leave paper and enclosure (3) is a sample special liberty request.

b. Reference (b) authorizes the following officials to grant leave:

~~(1) Officers~~

a. ~~On page 1, delete paragraphs 4b(1) (a), and (b) and replace with:~~ "Principle staff and their deputies in Building 31 will have their leave approved by the Chief of Staff. Company commanders will prepare, approve and issue leave papers for all other Marines (officer and enlisted).

General and Special Staff.

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(c) The Battalion Commander will approve leave for officers assigned to the Headquarters and Service Battalion Staff and the Company Headquarters.

(2) Enlisted. Fitness report reporting seniors/OICs will approve leave for enlisted Marines assigned to the General and Special Staff, Headquarters and Service Battalion Staff, and the Company Headquarters.

(a) Navy. Leave requests for Navy personnel will be forwarded via the reporting senior/OIC to the Depot Chaplain's Office for further submission to the Personnel Support Detachment.

c. Marines assigned to RUC 34024. Leave for Marines assigned to RUC 34024 will be approved by the ~~Reporting Senior/OIC~~ Commanding Officer, Headquarters Company.

5. Procedures for Leave Request

a. Preparing Leave Papers

(1) The leave papers will be prepared and approved at the ~~section~~ ^{Company} level. Leave paper forms are available on the Depot computer system.

(2) When preparing leave papers, type the following statement in block 21:

I have been afforded the opportunity to have my personal effects inventoried. I do/do not desire to have personal effects inventoried.

_____ SNM signature

The Marine will line out either "do" or "do not". If the Marine does desire to have his/her personal effects inventoried, the procedures in reference (c) will be followed.

(3) If the Marine is a shift worker and if the normal work hours are other than 0730-1630, type in block 21: "SNM is shift worker. Begins work at (time), end work at (time)."

(4) In block 3 type: " (Section), _____ Company, HQSVC BN, MCRD San Diego (619) 524-XXXX (Section Phone #) Bn OOD (619) 524-1983."

(5) When completing block 5 and 6.

(a) On workdays leave commences at 1630 and expires at 0730.

(b) On nonworkdays leave commences at 0800 and expires at 0800.

~~b. Issuing Leave Papers/Commencing Leave/Recovering Meal Card~~

6. Leave Policy/Procedures

a. Submission of Leave Request. Leave requests for officers/enlisted will be submitted to their respective companies utilizing the Special Request/Authorization Form (NAVPERS 1336/3). Requests for annual leave should be submitted not less than 10 days prior to the first day of leave. Requests for emergency leave and those requests connected with unusual circumstances will be processed expeditiously.

c. Departure and Return from Leave

(1) Officers and Staff Noncommissioned Officers. Officers and staff noncommissioned officers residing in the local area who commute to their place of residence on a daily basis are authorized to pick up their leave papers at the conclusion of normal duty hours on the last working day prior to commencement of leave. Officers and SNCO's may report out and in from leave with the Battalion OOD via telephone on weekends. They will sign their leave papers at the time and date coinciding with the notification of the OOD and a log entry by the OOD will be made to that effect. Leave papers will be returned to the Battalion Adjutant by 0730 on the first working day following the expiration of leave. The Adjutant will forward the copy to CPAC.

(2) Privates through Sergeant. Privates through sergeant will pick up their leave papers from their respective company or OOD at the date and time leave is designated as effective. They will return their leave papers to the Battalion OOD or their respective company prior to the time and date their leave expires. The Battalion Adjutant will then forward the copy to CPAC.

d. Recovering Meal Cards

(1) Marines with meal cards will recover them from their respective company during normal working hours or from the Battalion OOD after normal working hours.

(2) If the Marine left the meal card with the company when he/she commenced leave, and returns from leave after normal working hours, the Battalion OOD will complete block 19 of

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the original leave papers and then photocopy the leave papers. **On the photocopy** the Battalion OOD will stamp in Block 21:

"Meal card retained by section, SNM returned from leave after working hours. Contact (Bn OOD's name) at 4-1983 for further information"

The Battalion OOD will keep the original leave papers and give the **copy** to the Marine. The Marine will use the copy of the leave papers vice the meal card at the messhall until the next workday. If the Marine lost the leave papers the Battalion OOD will prepare a note to the Chief Cook, Messhall 620 stating that the papers were lost and then stamp the note with "meal card retained by section." SNM returned from leave after working hours. Contact (BnOOD's name) at 4-1983 for further information.

d. Lost Leave Papers

(1) Officers/SNCOs. If leave papers are lost, the officer/SNCO will immediately contact the unit diary section at CPAC upon return from leave.

(2) Sergeants - Privates. If leave papers are lost, the Section SNCOIC will prepare a Personal Action Request (PAR) requesting to see the unit diary section. Record that the Marine has lost the leave paper, record the date/time the Marine commenced and returned from leave and immediately send the Marine to CPAC between 0730-1130 on the first workday after returning from leave.

e. Emergency Leave

(1) During workdays sections may grant emergency leave in accordance with the procedures outlined above.

(2) After work hours the Battalion OOD will contact the leave approval authority for guidance on granting leave. If approved, the Battalion OOD will prepare the papers.

f. Convalescent Leave

(1) Convalescent leave is leave that may be granted to sick or wounded Marines who have been admitted to a hospital and are not yet fit for return to duty.

(2) Convalescent leave is limited to no more than 30 days and is not chargeable to the Marine's leave balance.

(3) Individuals authorized to grant annual leave may also grant convalescent leave. Prior to granting convalescent leave the following criteria must be met:

(a) The Marine was hospitalized.

(b) A medical officer has provided a written recommendation for convalescent leave for a specific number of days.

(c) The Marine is not awaiting any disciplinary action, administrative separation or medical board action.

(d) The medical officer must certify that the Marine is unfit for duty, and will not require hospitalization during the convalescent leave period.

(e) The Marine is fully aware of and capable of performing any medical rehabilitation/after care procedures (e. g. change a dressing, have a cast checked, have stitches removed, follow up appointments, etc.)

(4) Leave papers will have the word "CONVALESCENT" typed in block 7.

(5) Convalescent leave papers will be processed in the same manner as annual leave papers.

g. Leave Extensions

(1) Individuals authorized to grant leave may grant leave extensions. The individual granting the extension will ensure the extension is reflected on block 20 of the leave papers.

(2) If the Marine contacts the Battalion OOD to request the extension the Battalion OOD will contact the individual that authorized the leave or the section OIC for approval. The Battalion OOD will notify the Marine of the decision by the individual that authorized the leave/OIC and will direct the Marine to complete block 20 of the leave papers. The Battalion OOD will also make a logbook entry reflecting who requested the leave and who approved the leave and the dates the leave was extended to.

6. Liberty

a. Normal Liberty Hours

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

(2) 1630 Friday to 0730 Monday.

b. Liberty Limits

(1) Overnight Liberty. Overnight liberty will be authorized by the section OIC and will commence from the end of normal work to the beginning of work on the following day. Marines will not exceed 150 miles from MCRD, San Diego.

(2) 24-Hour Liberty. 24-hour liberty will be a special day off not taken in conjunction with a weekend. It will be authorized by the section OIC. Marines may not exceed 200 miles from MCRD, San Diego during a 24-hour liberty period.

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(3) 48-Hour Liberty. 48-hour liberty will be authorized by the company commander and will not exceed 48 consecutive hours or be taken in conjunction with a weekend. Marines will not exceed 300 miles from MCRD, San Diego during a 48-hour liberty period.

(4) 72-Hour Liberty. 72-hour liberty will be authorized by the company commander and will not exceed 72 consecutive hours and must include two consecutive non-working days. It may not be combined with other periods of leave or liberty to allow continuous absence exceeding 72 hours. Marines will not exceed 400 miles from MCRD, San Diego during a 72-hour liberty period.

(5) 96 -Hour Liberty. 96-hour liberty will be authorized by the Battalion Commander and will not exceed 96 consecutive hours and must include two consecutive non-working days. It may not be combined with other periods of leave or liberty to allow continuous absence exceeding 96 hours. Marines will not exceed 500 miles from MCRD San Diego during a 96-hour liberty period.

(6) Out of Bounds. Permission may be granted to exceed the normal liberty limits listed above. The determining factor in approving such requests will be whether the Marine can safely travel the excess distance and return to MCRD on time.

c. Justification for Special Liberty

(1) Special liberty will only be granted as:

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

(b) Special recognition for exceptional performance.

(c) Traffic safety consideration for long weekends or avoidance of peak traffic periods.

(2) If there is insufficient justification for special liberty, the Marine should take leave.

d. Combining Leave and Special Liberty. Leave and special liberty periods may only be combined when the Marine will physically be within 200 miles from MCRD, San Diego and available for recall to duty during the special liberty period.

7. Procedures for Special Liberty and Out of Bounds Requests

a. Special Liberty

(1) Section OICs may verbally approve 24 hour liberty periods.

(2) Requests for 48 hours and 72 hour special liberty will be forwarded to the Company Commander on a NAVPERS 1336/3 Special Request/Authorization Form. The specific justification will be included either on the form or on an attached sheet of paper. Requests

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should arrive at the company a minimum of 72 hours before the special liberty period is to commence. After approval/disapproval the request will be returned to the section.

(3) Requests for 96 hour special liberty will be forwarded to the Battalion Commander on a NAVPER 1336/3 Special Request/Authorization Form. A specific justification will be attached to the chit. Requests will be forwarded via the Company Commander to the Battalion Adjutant a minimum of 72 hours before the special liberty period is to commence. After approval/disapproval the request will be returned to the section via the company.

b. Out of Bounds Requests

(1) Officers and SNCOs are not required to submit written out of bounds requests. If an officer or SNCO will be exceeding the liberty limits, the reporting senior/OIC will be notified.

(2) Sergeants through privates will submit requests to exceed the normal liberty limit (out of bounds) on the NavPers 1336/3 Special Request/Authorization form. The requests will include an address/phone number where the Marine will be and an explanation how the Marine will be traveling. The approval authority for the length of liberty granted (24 hours/ Section OIC; 48 and 72 hours/company commander; 96 hours/battalion commander) will also be the approval authority for the out of bounds request.

(3) Special liberty requests and Out of Bounds requests may be combined on the same NAVPERS 1336/3 form.

Company Commanders

(4) Enclosure (3) is a sample request.

8. ~~ACCA~~ 
 a ~~Section OIC~~ Company Commander follow the procedures outlined above.

- (1) Ensure wide dissemination of the policy and procedures of this Order.
- (2) Advise personnel of the exact procedures to take leave and how it is charged against their records.
- (3) Ensure ample opportunity is made available to use leave.
- (4) Ensure that sufficient personnel are available at all times to meet normal duty requirements and in cases of emergency or disaster.

a. Consolidated Personnel Administration Center will make appropriate unit diary entries.



P. J. MULLIN

DISTRIBUTION: A

UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

BnO 1050.1W Ch 1
6A
19 Feb 99

BATTALION ORDER 1050.1W Ch 1

From: Commanding Officer
To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

1. Purpose. To direct pen changes to Battalion Order 1050.1W.

2. Action

a. On page 3, paragraph 5b(1) delete: "Upon commencing leave they will forward a **copy** of the leave papers with block 18 completed to the Battalion Adjutant". Replace with: "Upon approval from the granting authority a **copy** of the leave papers should IMMEDIATELY be sent to the Battalion Adjutant".

b. On page 3, delete paragraphs 5b(2) (a) & (b) in their entirety and replace with:

"(a) Upon approval from the granting authority a **copy** of the leave papers should IMMEDIATELY be sent directly to the Battalion Adjutant. **(Do not forward to the company. Forward directly to the Battalion Adjutant)**. The Battalion Adjutant will forward to copy to CPAC.

(b) If the leave commences during a workday, the section will complete block 18 and issue the original to the Marine.

(c) If leave commences on a non workday the section should forward the original to the Battalion Adjutant the last workday prior to the start of the weekend/holiday. The Adjutant will forward the original to the Battalion OOD who will complete block 18 and issue to the Marine."

c. On page 3, reletter paragraph 5b(2) (c) as (d).

3. Filing Instructions. File this change transmittal immediately after the signature page of the basic Order.


P. J. MULLIN

DISTRIBUTION: A

**UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199**

BnO 1050.1W Ch 2
6A

03 APR 1999

BATTALION ORDER 1050.1W Ch 2

From: Commanding Officer
To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

Encl: (1) Page 3

1. Purpose. To direct pen changes to Battalion Order 1050.1W.

2. Action

a. On page 1, delete paragraphs 4b(1) (a), and (b) and replace with: "Principle staff and their deputies in Building 31 will have their leave approved by the Chief of Staff. Company commanders will prepare, approve and issue leave papers for all other Marines (officer and enlisted).

b. On page 2, delete paragraph 4b(1) (c) and 4b(2). Reletter 4b(3) as (2)..

c. On page 2, paragraph 4c delete: "Leave for Marines assigned to RUC 34024 will be approved by the Reporting Senior/OIC". Replace with: "Leave for Marines assigned to RUC 34024 will be approved by the Commanding Officer, Headquarters Company.

d. On page 2, paragraph 5a(1) delete the word section and replace with "company".

e. On page 2, delete paragraph 5b.

f. Delete page 3 and insert enclosure (1).

g. On page 7 delete paragraph 8a and replace with: "a. Company Commanders

(1) Ensure wide dissemination of the policy and procedures of this Order.

BnO 1050.1W Ch 2

6A

03 AUG 1999

(2) Advise personnel of the exact procedures to take leave and how it is charged against their records.

(3) Ensure ample opportunity is made available to use leave.

(4) Ensure that sufficient personnel are available at all times to meet normal duty requirements and in cases of emergency or disaster.

3. Delete all references to section and replace with company, throughout the Order.

4. Filing Instructions. File this change transmittal immediately after the change 1 page of the basic Order.

A handwritten signature in black ink, appearing to read "R. H. Zales". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

R. H. ZALES

DISTRIBUTION: A

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Supplemental Leave and Liberty Information

1. Authority of military police, shore patrol, 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 Armed Forces. Personnel on leave or liberty are subject to this authority.

2. Instructions concerning emergency medical and dental treatment:

a. 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, or obtaining the required authority in advance. Emergency dental care is limited to measures appropriate to relieve pain or to stop 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, and Veterans Administration.)

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

d. If Marines going on leave or liberty are hospitalized, they should immediately notify their commanding officer or the nearest Marine Corps activity or representative and request instructions/assistance. If permitted to revert to a leave or liberty status upon release from the hospital, they 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, 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 diagnosis. If the Marine is 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 Marines concerned for delivery to their commanding officer.

e. 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 in quadruplicate; itemized to show dates on or between which services were rendered or supplies furnished, and the nature of the charge for each item for presentation to his/her

ENCLOSURE (1)

BnO 1050.1W

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commanding officer in order that the bill may be processed per the provisions of NAVMEDCOM INSTRUCTION 6320.1.

3. Information Applicable to Leave:

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 expiration of the leave.

ENCLOSURE (1)

LEAVE AUTHORIZATION (OFFICER AND ENLISTED) (1050)
NAVMC 3 (REV. 4-93) (EF)
SN: 0000-00-000-0207 U/I: PADS OF 100

BEFORE SIGNING LEAVE REQUEST, READ INSTRUCTIONS ON THE REVERSE SIDE

1. TO: Section OIC

LEAVE REQUEST

| | | | |
|---|--|---|---|
| 2. FROM (Name, Grade, SSN, MOS) Sgt Marine, Joe 123 45 6789/0151 USMC | | 3. ORGANIZATION AND DUTY TELEPHONE NUMBER (Section), () Company, HqSvcBn, MCRD, San Diego (619) 524-XXXX (Section Phone) Battalion OOD (619) 524-1983 | |
| 4. NUMBER OF DAYS REQUESTED AND INCLUSIVE DATES 4 / 981020 - 981023 | | 5. DATE & TIME LEAVE EFFECTIVE 1630/981019 | 6. DATE AND TIME LEAVE EXPIRES 0800/981024 |
| 7. TYPE OF LEAVE REQUESTED Annual | 8. NO. OF DAYS TAKEN THIS FISCAL YEAR 2.0 | 9. LEAVE BALANCE 36.0 | 10. ECC 990728 |
| 11. ADDRESS WHILE ON LEAVE (Include telephone number and area code. If any change notify your commanding officer) 123 Main St, Anytown, CA 92014 (619) 555-1970 | | 12. SIGNATURE OF PERSON REQUESTING LEAVE AND DATE <i>Joe Marine</i> 10 Oct 98 | |

"EVERY MARINE RECRUIT A MARINE"

MARINE CORPS ORDER 1050.1 AUTHORIZES A 5-DAY LEAVE EXTENSION OR SPECIAL LIBERTY CHIT TO MARINES ON LEAVE WHO RECRUIT AN ACCEPTABLE APPLICANT FOR ENLISTMENT IN THE MARINE CORPS OR MARINE CORPS RESERVE. CONTACT THE MARINE CORPS RECRUITER NEAREST YOU FOR DETAILS.

APPROVAL OF IMMEDIATE SUPERIOR/COMPANY COMMANDER

| | | |
|---|------------------------------------|--------------------------|
| 13. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED | REMARKS (If disapproved) | SIGNATURE AND GRADE |
| 14. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED | REMARKS (If disapproved) | SIGNATURE AND GRADE |
| 15. SIGNATURE (Officer authorized to grant leave) <i>FC Jones</i> | 16. GRADE AND COMPONENT CAPTAIN | 17. TITLE Section OIC |

MCTFS REPORTING INFORMATION

| | |
|---|--|
| 18. Hour and date of departure <u>1630</u> <u>981019</u> <i>TT Smith 6454T, SNM</i> (Signature of Duty Officer/NCO/Individual) | 19. Hour and date of return <u>0700</u> <u>24 Oct 98</u> <i>GK Reed 4754T Pm OOD</i> (Signature of Duty Officer/NCO/Individual) |
|---|--|

20. EXTENSIONS

Granted _____ days extension of leave. Your leave will now expire at _____ on _____

(Signature of Granting Officer)

(Unit)

(Date)

21. HOSPITALIZATION

| | | |
|---|------------------------|------------------------|
| NAME AND ADDRESS OF HOSPITAL | TIME AND DATE ADMITTED | TIME AND DATE RELEASED |
| REMARKS/DIAGNOSIS I HAVE BEEN AFFORDED THE OPPORTUNITY TO HAVE MY PERSONAL EFFECTS INVENTORIED. I DO /DO NOT DESIRE TO HAVE MY PERSONAL EFFECTS INVENTORIED. <i>Joe Marine SNM</i> | | |
| SNM IS SHIFT WORKER, BEGINS WORK AT _____, ENDS WORK AT _____. | | (Date) |

(Signature of Physician)

22. UNIT DIARY COMPUTATION - INCLUSIVE DATES

NO. OF DAYS CHARGED AS LEAVE _____ FROM (See Note 1) _____ THRU (See Note 2) _____

UNIT DIARY NO. _____ UTR NO. _____

NOTE 1: DATE OF DEPARTURE, REGARDLESS OF HOUR, IS A DAY OF DUTY AND NOT CHARGEABLE AS LEAVE.

NOTE 2: DAY OF RETURN IS A DAY OF LEAVE, EXCEPT WHEN RETURN IS PRIOR TO 0900 - THEN IT IS A DAY OF DUTY.

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SAMPLE SPECIAL LIBERTY REQUEST

SPECIAL REQUEST/AUTHORIZATION
 NAVPERS 1336/3 (Rev. 9-75)
 S/N 0106-LF-063-8633

PRIVACY ACT STATEMENT

The authority to request this information is contained in 5 USC 301, Departmental Regulations. The principal purpose of the information is to enable you to make known your desire for one of the four items listed or for some other special consideration or authorization. The information will be used to assist officials and

employees of the Department of the Navy in determining your eligibility for and approving or disapproving the special consideration or authorization being requested. Completion of the form is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.

| | | | |
|---|--|----------------------------------|-------------------------|
| NAME (Last, first, middle initial) MARINE, JOE, I | | RATE CPL | SSN 123456789 |
| SHIP OR STATION TUISC | | DATE OF REQUEST 981005 | |
| DEPARTMENT/DIVISION/WARD | | DUTY SECTION/GROUP | |

NATURE OF REQUEST

LEAVE
 SPECIAL LIBERTY
 SPECIAL PAY
 COMMUTED RATIONS
 OUT OF COUNTRY

NO. DAYS REQUEST: **3**

FROM (Date and time): **1630 22 OCT 98**

TO (Date and time): **0730 26 OCT 98**

DISTANCE (Miles): **550**

MODE OF TRAVEL

AIR
 TRAIN
 BUS
 CAR

LEAVE ADDRESS (Street, box or route no., City, State, Zip Code): **123 MAIN ST SAN FRANCISCO CA**

TELEPHONE NUMBER: **(405) 555-1234**

REASON FOR REQUEST
COMPENSATION FOR EXCESSIVE WORK HOURS WORKED LAST SAT/SUN (3-4 OCT) ON PROJECT FOR OIC. UPON APPROVAL I WILL PURCHASE ROUND TRIP AIRFARE, RETURNING SUNDAY 1700.

SIGNATURE OF APPLICANT
Joe Marine

I AM ELIGIBLE AND OBLIGATE MYSELF TO PERFORM ALL DUTIES OF PERSON MAKING APPLICATION -

SIGNATURE OF STANDBY: **CPL J.B. MONTEZ**

DUTY STATION: **TUISC**

PERSONNEL OFFICE

| | | |
|--------------|------------------------|----------------|
| EARNED LEAVE | LEAVE THIS FISCAL YEAR | DATE LAST PAID |
| DAYS AS OF | | |

| | |
|---|------------------------------------|
| RECOMMENDED APPROVAL | SIGNATURE AND RANK/RATE/TITLE/DATE |
| <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | <i>6754T Smith SMOIC 981005</i> |
| <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | <i>CAPT Jones OIC 981005</i> |
| <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | <i>15754T Hayes 981006</i> |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | SIGNATURE AND RANK/RATE/TITLE/DATE |
| <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED | <i>Major Ward 981007</i> |

REASON FOR DISAPPROVAL

LOG OUT AND IN WITH OOD (When required)

| | | | |
|---------------------|--------------|--------------------|--------------|
| OUT (Hour and date) | INITIALS OOD | IN (Hour and date) | INITIALS OOD |
| | | | |

HITCHHIKING IS PROHIBITED

*U.S.GPO:1995-782-002/30044