



UNITED STATES MARINE CORPS  
HEADQUARTERS AND HEADQUARTERS SQUADRON  
MARINE CORPS AIR STATION  
BOX 99160  
YUMA, AZ 85369-9160

IN REPLY REFER TO:  
SqdnO 1050.3D  
S-1

09 JUN 2011

SQUADRON ORDER 1050.3D

From: Commanding Officer  
To: Distribution List

Subj: REGULATIONS FOR LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE

Ref: (a) MCO P1050.3J  
(b) StaO 1050.2S  
(c) Marine Corps Manual

Encl: (1) Regulations for Leave, Liberty, and Administrative Absence  
(2) MCI West/MCAS Yuma Holiday Accident Reduction Program Form  
(3) Safety Contract to Stay Alive

1. Situation. To publish procedural guidance for the proper submission, processing, and reporting of leave, liberty, and administrative absence.

2. Cancellation. SqdnO 1050.3C

3. Mission. This order is published to provide policy and instruction regarding leave, liberty, and administrative absence. Personnel granted leave or liberty will abide by the restrictions prescribed in this order. Violations of restrictions set forth are punitive in nature and could result in adverse action.

4. Execution

a. Commanders Intent. Headquarters and Headquarters Squadron (H&HS), under direction of the administration office (S-1), will implement and enforce this order to ensure our program is run in accordance with all applicable references.

b. Concept of Operations. Officers in charge and staff noncommissioned officers in charge are directed to comply with this order and ensure all Marines in their charge do the same. References (a) and (b) provide further detailed information for the administration of leave, liberty, and administrative absence.

c. Subordinate Element Mission. Accounting for leave, liberty, and administrative absence is an important administrative function; therefore, departments are directed to adhere to the instructions of the S-1 in all matters pertaining to this order and notify the S-1 of any questionable requests prior to submitting to approving official.

5. Administration and Logistics

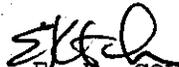
a. Recommendations for change concerning to the contents of this order may be addressed to the administrative office (S-1).

b. Command directives are published and distributed electronically. Electronic versions of this order can be found in the command website.

6. Command and Signal

a. Command. This order is applicable to all H&HS personnel.

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

  
E. R. COUCH

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Chapter 1

General Administration

101. Information Applicable to Leave and Liberty. The contents of paragraph 1303.2c, of reference (c) verbatim, is as follows:

a. Military police, shore patrol, security police, officers, petty officers, and noncommissioned officers of the Armed Forces are authorized to take preventive or corrective measures, include 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.

102. Use of Marine On Line (MOL) for Leave, Liberty, and Administrative Absence and Approving Authority

a. All personnel will utilize MOL for submission of requests.

b. No member is authorized to approve their own requests.

c. All personnel at the grade of E-7 and above are authorized to approve requests of their subordinates. This is to be handled as deemed appropriate by individual section. If no member of an approving grade is available/assigned to a specific section or higher department, requests will be forwarded as follows; Sergeant Major for enlisted personnel, Executive Officer for officers.

d. Section leaders are not authorized to approve requests exceeding the following amounts;

(1) 25 days of leave.

(2) 24 hours of special liberty.

(3) 20 days of administrative absence (PTAD).

e. Requests exceeding these amounts will be forwarded as follows; to the Sergeant Major for enlisted personnel or the Executive Officer for officers.

103. Check-Out and Check-In Procedures. Officers and SNCOs are authorized to sign themselves out and in from leave, liberty, and administrative absence (PTAD). All E-5's and below, and members in receipt of a meal card, will sign out/in in the leave logbook located in the S-1 during regular working hours or with the Barracks DNCO after regular working hours. Personnel who fail to check out or in may be subject to disciplinary action, and/or unwanted extended leave period. All personnel are required to turn in their meal and weapon cards when checking out for leave or PTAD.

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104. Personnel Assigned to Irregular Working Hours. Personnel assigned to irregular working hours (i.e. shift workers) will abide by the same philosophy for approved absences, to be discussed in future chapters, as to those member's who are assigned normal working hours, i.e. 0730 - 1630, however, shift work sections are authorized to deviate from the time specific regulations.

a. Submitting Requests. Shift workers must annotate in their requests that they are "shift workers" and the times of their duty shift.

b. Shift Work Sections Identified. The sections authorized to deviate from time specific regulations are the Provost Marshalls Office (PMO), Aircraft Rescue Fire Fighting (ARFF), Aircraft Traffic Control (ATC), Aircraft Traffic Control Maintenance Division (ATCMD), Flight Clearance (FLC), and the Recovery (RECV) section.

105. Travel Outside the United States. All personnel desiring to travel outside the U.S. require approval granted by the commanding officer, or as dictated by current higher headquarters' directives, and must receive a force protection brief for the area of travel from the force protection officer. Personnel are to contact the S-1 for current directives. Section leaders who have service members requesting travel to a foreign country must ensure the service member have his/her passport and the ticket itinerary to and from the foreign country.

a. Travel to Mexico. Passports and visas may be used for tourist visits; however, they are not required. Personnel may obtain tourist cards from a Mexican consulate, tourist office, or the airlines by presenting proof of U.S. citizenship while in Mexico. Personnel entering by U.S. Government means and departing by commercial means must obtain form FM-6 from Mexican immigration upon arrival. Personnel entering by commercial means and departing by U.S. Government transportation require a visa and must not enter as tourists. Personnel transiting to or in Mexico for educational purposes do not require passports or visas if a tourist card is obtain. Minors under 18 with one accompanying parent must have a notarized letter of consent from the other parent.

b. Residing in Mexico. Personnel desiring to reside in Mexico with their dependents must submit a request as dictated by current higher headquarters' directives. All requests will be reviewed on a case by case basis.

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## Chapter 2

### Leave Regulations

201. General. Reference (a) states; "Leave accounting is an important administrative function. Accounting for leave is important for individual Marines to allow them to be reimbursed for unused leave at the end of their enlistment. In addition, leave accounting can result in major financial losses to the Marine Corps if Marines being reenlisted or discharged have not used leave to which they are entitled, or the leave used has not been properly recorded". It further states "Commanders shall establish internal leave check-out and check-in procedures for Marines in their command".

202. Responsibility for Reporting Leave. The commanding officer has the ultimate responsibility for reporting and ensuring that all authorized leave is promptly and properly reported. In accordance with reference (a), all personnel within H&HS are directed to adhere to the policy established in this chapter when requesting leave.

### 203. Types of Leave

a. Annual Leave. A Marine is authorized no more than 60 days annual leave per fiscal year except as set forth in chapter 2 of reference (a).

b. Emergency Leave. Emergency Leave will be granted for, but not limited to, the death or serious illness of a member of the service member's or spouse's immediate family; (i.e., father, mother, persons standing in loco parentis, son, daughter, brother, sister) or when failure to return home would create a severe or unusual hardship on the service member or their family. Red Cross or local agency verification is required in those instances when a service member desires funds from Red Cross or Navy & Marine Corps Relief Society.

c. Convalescent Leave (Sick Leave). Convalescent leave is a non-chargeable absence from duty for sick and wounded Marines who have been admitted to a hospital and are not yet fit to return to duty.

d. Advance Leave. Advance leave is a means whereby Marines with limited or no accrued leave may be granted leave to resolve an urgent matter. Marines should be cautioned that advance leave resulting in a negative balance on the day of separating from the Marine Corps becomes excess leave and is subject to checkage of pay and allowances. Approval of advance leave is restricted to the commanding officer. Refer to reference (a), chapter 2, paragraph 6 for further guidance.

e. Excess Leave. Leave taken in excess of leave that can be earned prior to the expiration of current contract (ECC) date is excess leave for those Marines who have an ECC. Excess leave shall be charged for the continuous period of absence to include weekends and holidays. Approval of excess leave is restricted to the commanding officer. Requests for

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excess leave will be denied except in unusual hardship situations. Refer to reference (a), chapter 2, paragraph 7 for further guidance.

204. Leave Extensions. Personnel requiring an extension of leave must contact their section leaders for concurrence. Leave request in MOL will then need to be extended.

205. Special Leave Accrual (SLA). Marines are authorized to accrue up to 120 days earned leave when assigned to duty under the following circumstances: Hostile Fire or Imminent Danger Area, Deployable Ship or Mobile Unit, Deployable Ship or Mobile Unit Homeported or Homebased Overseas. Marines may qualify for SLA under other duties as well. Marines should be aware of updates to the limitations of SLA as it may affect their leave balance. Direct inquiries to the administration office for guidance. Regulations for SLA are updated by Headquarters, U.S. Marine Corps. Refer to reference (a), chapter 2, paragraph 9 for further guidance.

206. Day of Departure and Day of Return. The day of departure from the duty station, normally at the end of the member's normal working hours on a day of duty, is a day of duty and not chargeable as leave. However, when such departure is prior to half a duty day, then the day of departure is chargeable as leave. The day of return from authorized leave shall be counted as a day of leave; however, when such return is prior to the member's normal work hours on a scheduled day of duty or prior to 0800 on a Saturday, Sunday or holiday, the day of return shall be counted as a day of duty.

a. Leave begins and terminates in the local area. The local area is the place where the member resides and from which the member commutes to the duty station. Leave will be charged for all calendar days, duty days as well as non-duty days. A duty day is defined as a day in which a member is expected to be at their place of work for approximately eight hours.

b. The following applies only to members departing on and returning from authorized leave and liberty outside the local area using a privately owned vehicle (POV), and that they do so during daylight hours. Those not driving a POV outside the local area should depart on and return from authorized leave at the end/beginning of normal work hours (i.e., those traveling by air).

(1) 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. When a member works the majority of a duty day it is not counted as a day of leave.

(2) Assuming a 0700 - 1700, Monday through Friday duty schedule, the following scenarios are provided:

(b) Scenario 2. A member, driving a POV outside the local area may depart the local area at 1201 local time Monday after working the

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majority of the duty day, and return at 0800 Saturday and be charged 4 days of leave.

(c) Scenario 3. A member, 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 6 days of leave.

(3) The safety of member is the primary consideration; therefore, section leaders should adjust hours of departure and return from leave and liberty to ensure that driving is accomplished during daylight hours.

(4) Section leaders are strongly encouraged to apply these principles in the implementation of safe practices for special liberty as well.

c. Members may not check-in from leave on Friday only to start leave on the following Monday. Once leave starts, all calendar days (duty-days, non-duty days, holidays, etc.) are charged as leave. Leave approving authorities shall ensure there are no abuses of the leave program.

d. The same philosophy for granting leave shall be applied to shift workers. Refer to paragraph 104, Chapter 1, of this order for further guidance.

207. Leave in conjunction with Temporary Additional Duty. Leave in conjunction with Temporary Additional Duty (TAD) may be authorized. If authorized, members must ensure all administrative requirements are followed.

a. Leave Authorized in Orders. All members will have the leave days noted and approved in their TAD orders. Members must verify that no TAD allowances are granted for the leave days.

b. Use of Marine On Line. All members will submit their leave via MOL, following normal leave routing procedures, and verify it's approved prior to their departure.

c. Proper Accountability. All members are directed to report to the S-1 before departing for these combined absences, regardless of which is executed first. When returning, members will again report to the S-1.

208. Hospitalization and Sick In Quarters. A Marine on leave or liberty who is hospitalized or placed in a "sick in quarters" status by a civilian or military physician shall not be charged leave for the period, since the Marine is medically unfit for duty. When placed in such a status the Marine shall comply with the instructions contained in chapter 4, paragraph 1a(2) of reference (a). Chargeable leave shall terminate the day before the Marine is hospitalized and recommence the day following such hospitalization, sick in quarters, or convalescent leave so that only one "day of duty" is included in computation of leave for the total absence.

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209. Recall From Leave. When Marines are on authorized leave and it becomes necessary to recall them to duty, the period of absence shall not be charged to the leave account when the period between departure on leave and the Marine's receipt of the recall is 3-days or less. The time of absence subsequent to the Marine's receipt of the recall shall be considered travel time unless the time lapse between receipt of the recall and the actual time of return is determined by the recall authority to be clearly excessive. In that event, the entire absence will be charged as leave.

210. Extension of Leave for Assistance to the Recruiting Service. Personnel are encouraged to visit their local recruiting service while on leave and inquire about the Command Recruiting Program.

211. Absences Over Leave and Liberty

a. Absence Over Leave. Absence over authorized leave, if determined to be unavoidable, shall be charged to the Marine's leave account; otherwise, it will be considered as absent without leave.

b. Absence Over Liberty

(1) Absence over liberty, if determined to be avoidable shall be considered as unauthorized.

(2) Absence over regular liberty, if determined to be unavoidable and the entire period of authorized and excused unauthorized absence is:

(a) Three days or less, the entire period shall be considered liberty.

(b) In excess of 3 days, the excused unauthorized absence portions shall be considered as leave and charged to the member's leave account.

(3) Absence over special liberty, if determined to be unavoidable, will be charged to the leave account to include both the authorized special liberty portion and the excused unauthorized portion.

(4) Periods of absence over liberty determined to be chargeable against a Marine's leave account shall be charged at the rate of one full day for each day of absence.

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Chapter 3

Liberty Regulations

301. Liberty. Chapter 3 of reference (a) provides detailed information for the administration of liberty.

a. Regular Liberty. Regular liberty is normally 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 is normally authorized to commence at the end of working hours on Friday afternoon until the commencement of normal working hours on the following Monday morning. Equivalent schedules should be arranged for personnel on shift work. Regular liberty periods shall not exceed 48 hours in length, except in the case of federal holiday weekends and federal holiday periods specifically extended by the President of the United States.

b. Special Liberty. Special liberty periods shall not be combined with regular liberty or holiday periods when the combined periods exceed 96 hours. Section leaders may approve special liberty requests of up to 24 hours not in conjunction with weekends or holiday leave periods. Enclosures (2) and (3) will be utilized for all special liberty of holiday periods.

302. Special Liberty Over 24 Hours. Special liberty periods exceeding 24 hours may be granted on special occasion 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. A traffic safety consideration for long weekends or avoidance of peak traffic periods.

303. Leave in Conjunction with Special Liberty. Leave in conjunction with special liberty is authorized; however, each absence must commence and terminate at the duty station. When combined, members will follow the same process stated in paragraph 103, chapter 1, of this order.

304. Liberty Limits. Liberty is permission to leave the duty station; however, it does not include permission to leave the general vicinity of the station. The following are distance limitations for periods of liberty:

- a. 1 day special liberty - 60 miles.
- b. 2 day special liberty - 200 miles.  
(May be extended to include Los Angeles and Las Vegas)
- c. 3 day special liberty - 300 miles.
- d. 4 day special liberty - 500 miles.

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Chapter 4

Administrative Absence

401. General

a. Purpose. Administrative absence, also known as Permissive Temporary Additional Duty (PTAD), for any of the purposes outlined below may be authorized for members. In approving such requests, care must be taken to ensure that the planned absence clearly falls within the criteria provided. If it does not, the absence shall be handled under normal leave or liberty.

b. Limitations to Approve. In accordance with reference (a), requests exceeding 30 days are not be approved at this command level and must be forwarded to Headquarters, U.S. Marine Corps.

402. Authorized Occasions. Administrative absence is authorized, but not limited to, for the following occasions:

a. Attendance at professional meetings when the meeting bears a direct relationship to the member's professional background or primary military duties and clearly enhances the member's value to the military.

b. Participation in competitive sports events and essential support of participants in competitive sports events.

c. Attendance in response to a subpoena, summons, or request in lieu of process, as a witness at a state criminal investigative proceeding or criminal prosecution involving substantial public interest, such as major crimes in which the member would be an essential witness.

d. Travel to new permanent duty station area for the purpose of house hunting for up to 10 days.

e. Participation in an official military retirement ceremony as the presiding official. The permissive absence authorized may not exceed three days and is limited on one presiding official per retirement ceremony.

f. Paternity is authorized for 10 consecutive days of PTAD for a married male Marine when his spouse gives birth. Must be taken and completed within 25 days after the child's birth.

g. Adoption is authorized for up to 21 days.

h. Post-Deployment/Mobilization Respite Absence (PDMRA). PDMRA is authorized to Marines who are deployed/mobilized at less than the deployment dwell ratio, 1:2 for the active component (AC) Marines, and 1:5 for reserve component (RC) Marines. Refer to chapter 6 of reference (a) for further guidance.



**MARINE CORPS INSTALLATIONS WEST/  
MCAS YUMA, AZ**



**HOLIDAY ACCIDENT REDUCTION PROGRAM  
(HARP)**

THE COMMANDING GENERAL, MARINE CORPS INSTALLATIONS WEST, HAS ESTABLISHED THE HOLIDAY ACCIDENT REDUCTION PROGRAM, IN AN EFFORT TO REDUCE THE OFF-DUTY INCIDENTS / MISHAPS. LEADERS AT ALL LEVELS HAVE A MORAL OBLIGATION TO TAKE CARE OF THE MARINES UNDER THEIR CHARGE. THIS FORM WILL BE **COMPLETED BY ALL MCIWEST PERSONNEL** PRIOR TO THE START OF ANY 72 HR, 96 HR, HOLIDAY, ANNUAL OR EMERGENCY LEAVE PERIOD. IT IS AN OPERATIONAL RISK MANAGEMENT (ORM) DECISION-MAKING AND COUNSELING TOOL.

Last Updated: 31 August 2009

<b>PART A: PERSONAL INFORMATION (TO BE FILLED OUT BY INDIVIDUAL MARINE OR SAILOR)</b>				
NAME: (LAST, FIRST MI.)	RANK:	AGE:	SHOP:	
PERIOD COVERED: (ENTER DATES)	OCCASION: (CIRCLE ONE)			
	72 HR LIBERTY	96 HR LIBERTY	HOLIDAY LIBERTY	ANNUAL LEAVE
SNCOIC NAME / RANK:	OIC NAME RANK:			
LOCATION: (CIRCLE ONE)				
LOCAL	INSTATE	OUT OF STATE	OUT OF COUNTRY	INBOUNDS
OUT OF BOUNDS				
VEHICLE TYPES THAT WILL BE UTILIZED: (CIRCLE ALL THAT WILL APPLY)				
CAR	MOTORCYCLE	OFF-ROAD MOTORCYCLE	AIRPLANE	BOAT
BUS		TRAIN		ATV
<b>PART B: SMALL UNIT LEADER QUESTIONS (TO BE FILLED OUT BY SUPERVISOR DURING COUNSELING SESSION)</b>				
1. WHAT IS/ARE YOUR DESTINATION(S)?				
2. MODE OF TRAVEL / CONTINGENCY PLAN? (IS THERE PROPER PLANNING TO REASONABLY GET TO/FROM DESTINATION IN THE ALLOTTED TIME?)				
3. ARE YOU DRIVING ALONE? (CIRCLE ONE)				
YES	NO	IF NO, A-DRIVER NAME:		
4. ACTIVITIES: (DO THEY REQUIRE PRIOR TRAINING?)				
5. WHAT IS THE APPROPRIATE PPE FOR YOUR ACTIVITIES?				
6. ALCOHOL / DRUGS (EMPHASIZE DUI AND UNDERAGE DRINKING / EMPHASIZE ZERO TOLERANCE POLICY FOR DRUGS) PRESCRIPTION DRUGS CAN CAUSE DROWSINESS. SERIOUS CAUTION SHOULD BE USED WHEN DRINKING OR DRIVING WHILE ON PRESCRIPTION MEDICATION. ALSO, HIGH-CAFFEINE "SPORT-DRINKS" MAY CAUSE EXTREME FATIGUE AFTER-AFFECTS.				
7. FATIGUE: EMPHASIZE THAT <u>FATIGUE</u> IS A <u>LEADING CONTRIBUTOR</u> TO ACCIDENTS (ALONG WITH ALCOHOL AND SPEEDING) HAVE A PLAN, DON'T PUSH IT!				
8. ARE YOU UNDER THE AGE OF 21?		9. DO YOU KNOW THE OFF-LIMIT AREAS? (CIRCLE ONE)		10. DO YOU HAVE AN ARRIVE ALIVE CARD?
YES	NO	YES	NO	YES
				NO
11. YOUR OVERALL POTENTIAL FOR INJURY IS AT WHAT LEVEL FOR THIS LIBERTY PERIOD? (CIRCLE ONE)				
LOW		MODERATE		HIGH
EXTREMELY HIGH				
12. VEHICLE INSPECTION COMPLETED?		13. "OUT OF BOUNDS" DEFINITIONS:		
YES	NO	OVERNIGHT 100 MILES	48 HOUR 315 MILES	72 HOUR 315 MILES
				96 HOUR 500 MILES
		MEXICO CO APPROVAL		
SUPERVISOR SIGNATURE:		DATE:		<b>NOTE:</b> SMALL UNIT LEADERS WILL ENSURE THAT MARINES / SAILORS HAVE THEIR CONTACT INFORMATION IF PLANS CHANGE OR IF ASSISTANCE IS NEEDED WHILE AWAY.
MARINE / SAILOR SIGNATURE:		DATE:		

**PART C: MOTOR VEHICLE / MOTORCYCLE INSPECTION CHECKLIST**

(ONE UNSAT CHECK IS A FAILURE)

ITEM & CHECKLIST	SAT	UNSAT	RECOMMENDATION
1. LIGHTS: (HEAD, TAIL, BREAK, SIGNAL, REVERSE, HAZARD, LICENSE PLATE)			
2. TIRES: (> 1 MM TREAD, SPARE)			
3. WINDSHIELD, WINDOWS, MIRRORS: (NOT CRACKED, BROKEN)			
4. WINDSHIELD WIPERS: (BOTH PRESENT W/ GOOD BLADES & OPERATIONAL)			
5. BUMPERS: (NOT BENT OR DAMAGED CAUSING A HAZARD)			
6. SEAT BELTS: (SUFFICIENT NUMBER OF BELTS FOR ALL PASSENGERS)			
7. BRAKES: (FLUID FILLED TO APPROPRIATE LEVEL AND OPERATIONAL)			
8. EXHAUST SYSTEM: (LEGAL & FREE OF LEAKS)			
9. HORN: (OPERATIONAL)			
10. DEFROSTER: (OPERATIONAL)			
11. EMERGENCY EQUIPMENT: (WATER, FLASH LIGHT, FLARES, FIRST AID, ETC.)			
12. HAZARDOUS MATERIALS: (ENSURE IN APPROVED CONTAINERS, SECURE)			
13. MISC: (CHAINS, SHOVEL, TAILGATE, CARGO STRAPS, BLANKET, FIRE EXT)			
14. MOTORCYCLE SAFETY EQUIPMENT: (INSPECT PPE)			

**POV INSPECTION CHECKLIST**

1. VEHICLE INSPECTION COMPLETE: YES / NO - SAT / UNSAT		
2. INSURANCE: COMPANY: _____ POLICY #: _____		EXP. DATE: _____
3. DRIVERS LICENSE: STATE: _____ NUMBER: _____		EXP. DATE: _____
4. DRIVER IMPROVEMENT COURSE (DIC): AAA / ALIVE AT 25	YES / NO	COURSE DATE: _____
5. MOTORCYCLE SAFETY COURSE: (BRC/ERC/MSBC)	YES / NO	COURSE DATE: _____
6. ROAD SIDE EMERGENCY PLAN: YES / NO		

**NOTES / COMMENTS:**

HAZARDS	CAUSES	CONTROLS	IMPLEMENTATION
1. TRANSPORTATION	<ul style="list-style-type: none"> <li>• FLYING</li> <li>• DRIVING</li> <li>• BOATING/ FERRY</li> <li>• MOTORCYCLE/ATV</li> <li>• BUS</li> <li>• TRAIN</li> </ul>	<ul style="list-style-type: none"> <li>• VEHICLE INSPECTION</li> <li>• USE OF SEATBELTS</li> <li>• TOOL KIT/ EMERGENCY KIT</li> <li>• USE OF PPE</li> <li>• DRY RUN PRIOR TO DRIVING OFF ROAD</li> </ul>	<ul style="list-style-type: none"> <li>• REGULAR MAINTENANCE</li> <li>• LEADERSHIP / COUNSELING</li> <li>• POLICY / SOP</li> <li>• TRAINING / ASSISTANCE</li> <li>• LICENSING</li> <li>• CHECKLIST</li> </ul>
2. LOCATION	<ul style="list-style-type: none"> <li>• INBOUNDS</li> <li>• OUT OF BOUNDS</li> </ul>	<ul style="list-style-type: none"> <li>• PLAN TRIP OUT /ALLOW TIME</li> <li>• BACK UP PLAN</li> </ul>	<ul style="list-style-type: none"> <li>• SAVE BUDGET EMERGENCY FUNDS</li> <li>• OUT OF BOUNDS CHIT</li> </ul>
3. WEATHER/TIME	<ul style="list-style-type: none"> <li>• RAIN / SNOW</li> <li>• DAY/ NIGHT</li> </ul>	<ul style="list-style-type: none"> <li>• CHECK WEATHER REPORT</li> <li>• CHANGE DEPARTURE TIMES</li> </ul>	<ul style="list-style-type: none"> <li>• ADJUST SPEED FOR CONDITIONS</li> <li>• FATIGUE AWARENESS</li> </ul>
4. ACTIVITIES	<ul style="list-style-type: none"> <li>• CLUBS / PARTIES</li> <li>• SPORTS</li> </ul>	<ul style="list-style-type: none"> <li>• BUDDY SYSTEM</li> <li>• USE OF PPE</li> </ul>	<ul style="list-style-type: none"> <li>• DON'T DEVIATE FROM PLAN</li> <li>• EFFECTIVE &amp; SERVICEABLE GEAR</li> </ul>
5. ALCOHOL	<ul style="list-style-type: none"> <li>• DRINKING / NOT DRINKING</li> </ul>	<ul style="list-style-type: none"> <li>• DESIGNATED DRIVER/ TAXI</li> </ul>	<ul style="list-style-type: none"> <li>• DRINK IN MODERATION!</li> </ul>
6. FATIGUE	<ul style="list-style-type: none"> <li>• LACK OF SLEEP</li> <li>• JUST OUT OF FIELD / DEPLOYMENT</li> <li>• PT / OTHER STRENUOUS ACTIVITIES</li> </ul>	<ul style="list-style-type: none"> <li>• SLEEP PLAN / REST STOP</li> <li>• DELAY TRIP</li> <li>• A-DRIVER</li> </ul>	<ul style="list-style-type: none"> <li>• SWITCH DRIVERS PERIODICALLY</li> <li>• PLANNED FREQUENT REST STOPS</li> <li>• 8 HOUR DRIVING LIMIT</li> </ul>
7. OTHER INDIVIDUALS (FIGHT/ASSAULT)	<ul style="list-style-type: none"> <li>• DRUNKS</li> <li>• THIEVES / GANGS</li> </ul>	<ul style="list-style-type: none"> <li>• SITUATIONAL AWARENESS</li> <li>• BUDDY SYSTEM</li> </ul>	<ul style="list-style-type: none"> <li>• AVOID KNOWN TROUBLE SPOTS</li> <li>• AVOID EYE CONTACT</li> </ul>
8. UNCONTROLLABLE	<ul style="list-style-type: none"> <li>• ROAD CONDITIONS / TRAFFIC</li> </ul>	<ul style="list-style-type: none"> <li>• DOT REPORTS / RADIO / ALTERNATES</li> </ul>	<ul style="list-style-type: none"> <li>• BE PREPARED FOR UNEXPECTED</li> </ul>
9. SPEED	<ul style="list-style-type: none"> <li>• RUSHING BACK TO BASE/ HOME</li> </ul>	<ul style="list-style-type: none"> <li>• ALLOW EXTRA TIME / PLAN TRAVEL TIMES</li> </ul>	<ul style="list-style-type: none"> <li>• OBEY POSTED SPEED LIMITS</li> </ul>

**THESE FACTORS KILL MARINES AND SAILORS EVERY YEAR...EXERCISE ORM!**

- |                  |                     |                   |                     |
|------------------|---------------------|-------------------|---------------------|
| • SPEED          | • DRUGS             | • ROAD CONDITIONS | • POOR PLANNING     |
| • ALCOHOL        | • FOG               | • RIP TIDES       | • LACK OF SEAT BELT |
| • FATIGUE        | • RAIN / SNOW       | • LACK OF PPE     | • POOR JUDGMENT     |
| • LACK OF BUDDY  | • DEHYDRATION       | • PEER PRESSURE   | • LACK OF TRAINING  |
| • POOR EQUIPMENT | • RECKLESS BEHAVIOR | • IMPATIENCE      | • LACK OF AWARENESS |

SUPERVISOR SIGNATURE: _____	DATE: _____
MARINE / SAILOR SIGNATURE: _____	DATE: _____

**OPTIONAL (3<sup>rd</sup> page)  
INSTALLATION SPECIFIC ITEMS**

(Updated as of 090931)

**REGIONAL OFF-LIMIT AREAS:**

- CLUB MUSTANG, 2200 UNIVERSITY AVE, SD
- CLUB SAN DIEGO, 3955 FOURTH ST., SD
- MAIN STREET MOTEL, 3494 MAIN ST., SD
- VULCAN BATHS, 805 W. CEDAR ST., SD
- OTAY MESA UNDEVELOPED PROP (I-805 & I-905)
- NAVAL STATION 32<sup>ND</sup> ST PERIMETER, SD

- DREAM CRYSTAL, 1536 HIGHLAND AVE, NAT'L CITY
- ANY PHOTO FINISHING SHOP AT 843 4<sup>TH</sup> AVE, SD
- MIDNIGHT ADULT BOOK STORE, 360 MIDWAY DR, SD
- GET IT ON SMOKE SHOPPE, 3219 MAIN ST., SD
- TIJUANA, MEXICO
- TROLLEY STATIONS, PALOMAR & SAN YSIDRO

- THE AREA KNOWN AS "SHIT CREEK" IN YUMA, AZ
- 2600 TO 3600 BLOCKS OF MAIN ST, SD (WED ONLY)
- S. MISSION BEACH P-LOT, 600 SAN DIEGO PLACE
- WILLIE HENDERSON PARK, 45<sup>TH</sup> ST & LOGAN AVE
- TROLLEY STATIONS

Ref: 080908 MCIWEST QTRLY REGIONAL OFF-LIMITS  
AND AREAS OF CAUTION FOR MILPERS

I, \_\_\_\_\_, do hereby state that I will not purchase or consume the substance SALVIA DIVINORUM under any circumstance. If I am found in possession of said substance, I am aware that I will be charged with article 92, "FAILURE to Obey Order or Regulation."

\_\_\_\_\_  
Signature/Date

**ANY OTHER COMMAND SPECIFIC GUIDANCE AND/OR DIRECTIVES.**

Refer to Headquarters and Headquarters Squadron Leave and Liberty Order, Squadron Order 1050.3B, for guidance and direction on visiting Mexico to include any updated message traffic on travel in Mexico.

# SAFETY CONTRACT TO STAY ALIVE

Marines and Sailors of H&HS,

Please plan well throughout all of the holiday liberty periods this year. Many people will be traveling and spending time with family and friends. Please remember to ORM any high risk activities you might be participating in. Enjoy your well deserved time and please make good decisions while on liberty or leave.

Marines will read and sign this safety contract prior to the commencement of any liberty period. Noncommissioned officers are charged with the responsibility of conducting safety briefs and vehicle inspections using the H&HS HARP form. All briefs and vehicle inspections will be held no later than 4 days prior to the liberty period to allow personnel time to remediate any safety concerns found during those inspections.

Initial one of the following three statements.

I am staying in the local area and will adhere to the guidelines below.

I will be traveling by commercial air (itinerary attached) and will adhere to the guidelines below.

I will be traveling more than 200 miles and I will adhere to the guidelines below.

1. I will get a full night's sleep prior to traveling.
2. I will abide by the limit of 300 miles during a 72-hour holiday (or 500 miles during a 96-hour holiday). I will fill out a leave or special liberty chit if I want to travel greater distances.
3. I will not drink and drive or drive after using medication that may impair my senses; nor will I get into a vehicle with anyone who has been drinking alcohol or is impaired in any way and intends to drive.
4. I will follow the posted speed limits and require any drivers I am with to comply also.
5. If traveling without another driver, I will not travel more than eight consecutive hours without stopping to rest.
6. If traveling with another driver, we will not drive more than ten hours combined without stopping to rest.
7. I will not drive between the hours of 0230 and 0500.
8. If I have any trouble or need to extend due to weather, fatigue, or car problems, I will call my supervisors or the H&HS OOD at 928-269-2252.

Name: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## Pledge of Continuing Support

I recognize the contribution I make to my fellow Marines, Sailors, and Civilian Marines of H&HS MCAS Yuma, my brothers and sisters throughout the Marine Corps, and the Marines and Sailors deployed in defense of freedom around the world. Essential to our mission, I pledge to maintain my commitment with a constant display of honor and professionalism. I will plan ahead, minimize risks to my safety and return from liberty prepared to continue "the fight

X \_\_\_\_\_

## Supervisor's Verification

I, \_\_\_\_\_, have confirmed that the Marine has an acceptable plan for liberty and fully understands the valuable contribution every Marine makes to our nation. I am confident that he/she will take the necessary steps to minimize risks and bring honor to our Corps and country while enjoying this well deserved break from the daily routine. I recommend approval.