



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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YUMA, ARIZONA 85369-9100

IN REPLY REFER TO:
StaO 1050.2T
ADJ
15 MAR 2011

STATION ORDER 1050.2T

From: Commanding Officer
To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

Ref: (a) DoDI 1327.06
(b) MCO 1050.3J
(c) MCO 1130.62B

1. Situation. To publish policy and procedures for the administration of leave and liberty for military personnel assigned to Marine Corps Air Station (MCAS) Yuma as set forth in references (a) and (b).

2. Cancellation. StaO 1050.2S.

3. Mission. Department heads shall establish annual leave programs to provide the opportunity for all service members to take leave within the constraints of operational military requirements. These programs shall include positive measures to encourage the use of leave, as leave is earned, as a respite from duty. Personnel who refuse to take leave throughout the year on command annual leave programs shall be counseled regarding their obligation to comply with leave programs. Personnel should also be cautioned that such refusal may result in the loss of earned leave at a later date.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. An aggressive leave program is an essential military requirement. Vacations and short periods of rest from duty provide benefits to morale and motivation that are essential to maintaining maximum effectiveness. Therefore, department heads shall ensure maximum use of earned leave to minimize the loss of leave, increase levels of performance and career motivation, and reduce the maximum cost payments for unused accrued leave.

(2) Concept of Operations. Department heads shall ensure the instructions set herein are implemented and that their established policies provide for frequent annual leave use to reduce leave being lost and to reduce the cost for unused accrued leave payments.

b. Subordinate Element Missions. Department heads shall ensure that all Marines under their charge are familiarized with the contents of this Order. The Commanding Officer, Headquarters and Headquarters Squadron (H&HS) will assume administrative responsibility in the administration of leave and liberty within the command, to include internal controls for local check-out/check-in procedures for leave and any amplifying information deemed necessary.

c. Coordinating Instructions. Personnel shall be granted leave at any time they request when their presence is not required to accomplish the command's mission.

(1) Administrative Procedures

"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."

(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 facilities, or obtaining the required authority in advance. Emergency dental care is limited to temporary 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 or 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, service members may obtain emergency treatment from any source at Government expense.

(d) If service members on leave or liberty are hospitalized, they should immediately notify the Commanding Officer, H&HS or the nearest Marine Corps activity or representative and request instructions and assistance. The Commanding Officer, H&HS shall ensure, using Marine On-Line (MOL), and note the doctor's name, the place hospitalized, the time and date of admission, time and date of release, and the diagnosis be reflected on the electronic Leave Authorization (NAVMC 3). If traveling under Orders issued by competent authority or on authorized liberty, a statement from the attending physician containing this information shall be obtained for delivery to the Commanding Officer, H&HS. Convalescent leave may be recommended by a civilian or military doctor.

(e) Whether or not civilian emergency health care involves hospitalization, the service member is responsible for obtaining bills for such treatment. Itemized bills must show dates on or between which services were rendered or supplies furnished, and the nature of the charge for each item for presentation to the Commanding Officer, H&HS in order that the bill may be processed per the provisions of NAVMEDCOM L320.1, Non-Naval Medical and Dental Care.

(f) If the Leave Authorization (NAVMC 3) is required for transportation (i.e., emergency leave), the Commanding Officer, H&HS or designated official (Leave Manager) is authorized to sign the Leave Authorization (NAVMC 3). The Leave Authorization (NAVMC 3) may be printed using MOL.

(2) Annual Leave

(a) Limitations. Personnel shall not be authorized more than 60 days annual leave during any fiscal year except as set forth in reference (b). Nor shall personnel be authorized annual leave for a continuous period of more than 60 days without prior approval of the Commandant of the Marine Corps (CMC) (MMEA/MMOA).

(b) Day of Departure and Day of Return. The day of departure from the duty station, normally at the end of the service 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 service member's normal work hours on a scheduled day of duty or prior to 1200 on a Saturday, Sunday or holiday, the day of return shall be counted as a day of duty.

(1) Leave begins and terminates in the local area. The local area is the place where the service member resides and from which he or she 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 service member is expected to be at their place of work for approximately eight hours.

(2) Personnel safety is the primary consideration; therefore, department heads should adjust hours of departure and return from leave and liberty to ensure that driving is accomplished during daylight hours. Department heads are strongly encouraged to apply these principles in the implementation of safe practices for special liberty as well. The same philosophy shall be applied to "shift workers."

(3) Personnel 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. Department heads shall ensure there are no abuses of the leave program.

(c) Combining Leave and Special Liberty. Personnel are authorized to take leave in conjunction with special liberty. Leave may commence immediately upon termination of a special liberty period, or terminate just prior to the commencement of a special liberty period. However, it is emphasized that leave must commence and terminate in the vicinity of the local area of the service member's primary duty station. Once leave begins, and until it ends, all included calendar days (duty days, non-duty days, weekend days, special liberty days, and holidays) are to be charged as leave. Personnel are considered in an authorized leave status from the time and date they are checked out on leave until the time and date they are checked in from leave. Personnel departing the local area prior to commencement of authorized leave, or who

fail to return to the local area prior to its expiration, are considered to be in an unauthorized absence status. The intent of authorizing the combination of leave and special liberty is to allow personnel to take leave prior to, or after, special liberty without having to use annual leave days to cover those days designated as special liberty. The intent is not to avoid charging included weekend, holiday, and special liberty calendar days as leave.

(3) Emergency Leave. Emergency leave and extensions thereto should normally be granted to service members 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 service member. Since most family emergencies are highly time-dependent, swift and sensitive action on emergency leave requests are essential.

(a) Limitations. Provided the leave will include only accrued leave and advance leave that will not result in an advance leave balance greater than 30 days, department heads may authorize emergency leave for a period greater than 60 days without approval of the CMC (MMEA/MMOA).

(b) Circumstances. Emergency leave should be authorized whenever any of the following circumstances are determined or believed to exist:

(1) Upon death of a member of the service member's or spouse's immediate family; e.g., mother, father, person(s) standing in loco parentis, son, daughter, brother, sister including step or half relationships.

(2) When the return of the service member will contribute to the welfare of a dying member of the service member's or spouse's immediate family as defined in reference (b).

(3) When because of any serious illness or injury of a member of the service member's or spouse's immediate family, as defined in reference (b), important responsibilities are placed upon the service member that must be met immediately and cannot be accomplished from the service member's duty station.

(4) When failure to return home would create a severe or unusual hardship on the service member, his or her household, or the immediate family.

(5) A service member, who is a non-U.S. citizen, is in the final stages of processing his or her U.S. citizenship.

(c) Loco Parentis. In cases involving status of loco parentis, as defined in reference (b), such status normally should have existed for a continuous period of five years prior to a service member's initial entry into the service. However, final determination of whether such a status did or does exist rests with the department head.

(d) Verification of Emergency. Most service members are mature and responsible individuals whose emergency leave needs can be considered on their merits. American Red Cross (ARC) verification is not required, even for funded emergency leave. However, when the department head has reason to doubt the validity of a potential emergency leave situation, assistance in determining its validity should be requested by such rapid means as the department head considers sufficient, (e.g., telephone, e-mail, fax, or wire to family member, minister, physician, hospital administrative staff, or the ARC). Since family emergencies are usually time-dependent, swift and sensitive action on emergency leave requests is essential. Caution must be exercised so that delays in obtaining verification of emergency conditions do not result in the service member arriving too late to accomplish the purpose for which the leave is intended.

(e) Medical Restrictions. Personnel undergoing treatment for an infectious or contagious disease shall be granted leave for emergency reasons only when supported by a statement from a medical officer that the service member authorized leave will not jeopardize the public health.

(4) Convalescent Leave (Sick Leave). Convalescent leave is a non-chargeable absence from duty granted to sick and wounded service members who have been admitted to a hospital and are not yet fit for return to duty. Convalescent leave is normally limited to a period of not more than 30 days per period of hospitalization. Convalescent leave in excess of 30 days shall be coordinated with the CMC (MMEA/MMOA). In granting convalescent leave, great care must be exercised to limit the duration to the minimum that is essential in relation to the diagnosis, prognosis, and probable final disposition of the patient.

(a) Absence from duty because of pregnancy or childbirth

(1) During pregnancy, personnel shall continue to perform their duties as long as they are medically fit to do so.

(2) Convalescent leave following childbirth shall be 42 days. The convalescent leave may be extended on the recommendation of the attending physician if the service member's medical condition warrants. A service member may return to duty voluntarily sooner than 42 days of convalescent leave with the approval of the attending physician.

(5) Extensions of Leave and Special Liberty Incentives for Assistance to the Recruiting Service

(a) Personnel on leave who recruit acceptable applicants for enlistment will be recommended for a five day leave extension or a four day special liberty for each accepted applicant. Personnel may decide which incentive to choose. The service member's department head has complete discretion on whether or not to approve the leave extension or the liberty.

(b) Any enlisted service member on annual leave or in a delay status may be recommended for a single five day extension of leave or four day special liberty to be used at a later date under the provisions of reference (b). Exceptions to the five day extension of leave are outlined in reference (b) and (c).

(6) Foreign Leave. The Commanding Officer, H&HS may authorize personnel to take leave in foreign areas. A terrorist threat brief is required as discussed in paragraph (d) below.

(a) Personnel desiring to take leave or travel outside the United States must obtain approval from the Commanding Officer, H&HS.

(b) Personnel 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.

(c) Before traveling overseas all personnel will be provided a brief concerning both the terrorist threat posed to their safety and the precautions that should be taken to minimize their vulnerability. The Station Mission Assurance Department and Anti-Terrorism/Force Protection Officer shall be consulted for terrorist threat information. Personnel traveling overseas are required to receive, at a minimum, a Level I briefing which must be recorded on the Unit Diary and leave papers. Official travelers should obtain a brief concerning local terrorist threat situations from the sponsoring supported agency security officer.

(7) Liberty

(a) 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 morning. For personnel 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.

(b) 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.

(c) Three or Four Days Special Liberty. Special liberty periods of three or four days may be granted on special occasions or in special circumstances, such as, but not limited to:

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

(2) Special recognition for exceptional performance, such as Marine/Sailor of the quarter/year, etc.

(3) A traffic safety consideration for long weekends or avoidance of peak traffic periods.

(4) House hunting trips for personnel returning from overseas tours who are not otherwise eligible for permissive temporary duty.

(d) Limitations

(1) Three day special liberty is a liberty period designed to give a service member three full days absence from 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 (e.g., 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.

(2) Four day special liberty is a liberty period designed to give a service member 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).

(3) Liberty periods shall not be effective in succession or used in series through recommitment immediately after return to duty.

(4) Leave and special liberty shall not be combined in continuous absence from the duty station, nor shall they be effective in succession or series through commencement of one immediately upon return to duty from the other. Leave and special liberty may only be combined when the service member will physically be within the vicinity of the local area of the service member's primary duty station and available for recall to duty during the special liberty period. When combined with special liberty, service members will not be charged annual leave during the special liberty period provided they are within the specified liberty limits.

(e) Compensatory Liberty. When the operational situation permits, compensatory time off as liberty should normally be granted following duty on national holidays. When

granted, this compensatory time off should, except in unusual circumstances in individual cases, be granted on the first working day following the holiday. If a holiday falls on a weekend, either Friday or Monday is designated as the non-workday. Compensatory time off is to be applied to both the holiday and the designated non-workday, on a day-for-day basis.

(f) Extensions of Liberty. When a service member requests an extension of an authorized period of special liberty and the said time (special liberty and extension) shall exceed four days, that portion that exceeds the special liberty shall be charged to the service member's leave account.

(g) Liberty Limits

(1) One day special liberty - 60 miles.

(2) Two day special liberty - 200 miles (may be extended to include Los Angeles and Las Vegas).

(3) Three day special liberty - 300 miles.

(4) Four day special liberty - 500 miles.

5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to the Commanding Officer (Attn: Adjutant), MCAS Yuma via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to all members of this command.

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


M. A. WERTH

DISTRIBUTION: A