



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

IN REPLY REFER TO:
SqdnO 1050.3E
S-1

05 SEP 2013

SQUADRON ORDER 1050.3E

From: Commanding Officer
To: Distribution List

Subj: REGULATIONS FOR LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE

Ref: (a) MCO P1050.3J
(b) StaO 1050.2T
(c) Marine Corps Manual W/Ch 1-3
(d) MSG DTG 131905Z Jun 11 Updated I MEF/MCI-West Coordinated Mexico Travel Policy
(e) SECNAVINST 5300.28E

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 1050.3D

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. Commander's Intent and Concept of Operations.

(1) Commander's 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.

(2) 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.

b. Coordinating Instructions. 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.

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5. Administration and Logistics

a. Recommendations for change concerning 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 on the command website.

6. Command and Signal

a. Command. This Order is punitive in nature, violations of this Order are punishable under the Uniform Code of Military Justice (UCMJ), and may subject the violator to adverse administrative action

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


K. R. ARBOGAST

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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, 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.

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-6 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).

(4) Any request that will cause a negative leave balance.

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

f. Convalescent leave shall be approved by the Commanding Officer in both paper form and on MOL.

g. Mexico and OCONUS travel must be approved in MOL by the CO only.

103. Check-Out and Check-In Procedures. Officers and SNCOs are authorized to sign themselves out and in from leave, liberty, and

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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 cards when checking out for leave or PTAD.

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 members 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. Valid passports or passport cards are required for travel to Mexico by any U.S. citizens, including minors. All personnel traveling by vehicle for more than 30 Kilometers (18 miles) into Mexico must obtain a Forma Migratoria Multiple (FMM) from the Mexican immigration point of entry. Personnel traveling by commercial air or sea are required to obtain a FMM from the Mexican consulate, tourist office, or the airlines by presenting proof of U.S. citizenship while in Mexico. Mexican law requires that any non-Mexican citizen under the age of 18 departing Mexico must carry a notarized letter giving permission from any parent or guardian not traveling with the child to or from Mexico. This permission must include the name of the parent, the name of the child, the name of anyone traveling with the child, and the notarized signature(s) of the absent parent(s).

(1) Per reference (d), requests to travel to non-restricted areas of Mexico must be approved by the first O-6 in the chain of command, and must be submitted no later than 30 days prior to travel.

(2) Requests to travel to restricted areas of Mexico are

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limited to mission essential travel only. All travel to these areas must be approved by the first General Officer in the chain of command.

106. Substance Abuse Control Officer (SACO). Personnel taking over seven days of leave are required to report to the SACO within five days of returning to duty.

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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 the 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

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of excess leave is restricted to the Commanding Officer. Requests for 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 requests 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 Home ported or Home based 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:

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(b) Scenario 1. A member, driving a POV outside the local area may depart the local area at 1201 local time Monday after working the majority of the duty day, and return at 0800 Saturday and be charged 4 days of leave.

(c) Scenario 2. 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

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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.

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.

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. 90 Day Drug/Alcohol Abuse-Free Special Liberty

a. Per reference (e), an alcohol related incident is any offense punishable by the UCMJ or civilian authority committed by a member where, in the judgment of the member's commanding officer, the consumption of alcohol was a contributing factor. This includes, but is not limited to:

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- (1) Driving under the influence;
- (2) Underage drinking;
- (3) Disorderly conduct (where applicable);
- (4) Public drunkenness;
- (5) Being unfit or in dereliction of duty due to alcohol consumption.

b. Per reference (e), drug abuse is the wrongful use of a controlled substance, prescription medication, over-the-counter medication or intoxicating substance (other than alcohol) to an extent that it has an adverse effect on performance, conduct, discipline, mission effectiveness, the user's health, behavior, family, community or organization, or leads to unacceptable behavior as evidenced by one or more acts of drug-related misconduct. It includes intentional inhalation of fumes or gases of intoxicating substances with the intent of achieving an intoxicating effect, and steroid usage other than that specifically prescribed by a competent authority.

c. The Commanding Officer HQHQRON may, at his discretion, provide squadron personnel with a 72-Hour liberty period at the conclusion of 90 days without an Alcohol Related Incident, or an incident involving wrongful drug use. This 72-Hour liberty period will not be conducted as part of a regularly scheduled 72 (i.e. extending a regularly scheduled 72/96 into a 96/120) or replaced by an existing liberty period (i.e. Veteran's Day, President's Day, etc.)

304. 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 process stated in paragraph 103, chapter 1, of this order.

305. 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. (Extended to include Las Vegas and Los Angeles).
- c. 3 day special liberty - 300 miles.
- d. 4 day special liberty - 500 miles.

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Chapter 4

Administrative Absence401. 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 to 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.

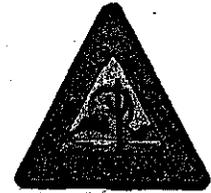
f. Paternity is authorized for 10 consecutive days of PTAD for a married male Marine when his spouse gives birth. Must be taken and completed within 25 days after the child's birth. (In the case of female Marines, convalescent maternity leave is authorized for six weeks following the birth of the Marine's child.)

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 MCWEST 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: 3 August 2010

PART A: PERSONAL INFORMATION (TO BE FILLED OUT BY INDIVIDUAL MARINE OR SAILOR)				
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
PART B: SMALL UNIT LEADER QUESTIONS (TO BE FILLED OUT BY SUPERVISOR DURING COUNSELING SESSION)				
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 IS A LEADING CONTRIBUTOR TO ACCIDENTS</u> (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	24 HOURS 100 MILES	48 HOURS 215 MILES	72 HOURS 315 MILES
			96 HOUR 500 MILES	MEXICO GO APPROVAL
SUPERVISOR SIGNATURE:		DATE:	NOTE: 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 / MSRC)	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"> • FLYING • DRIVING • BOATING/ FERRY • MOTORCYCLE/ATV • BUS • TRAIN 	<ul style="list-style-type: none"> • VEHICLE INSPECTION • USE OF SEATBELTS • TOOL KIT/ EMERGENCY KIT • USE OF PPE • DRY RUN PRIOR TO DRIVING OFF ROAD 	<ul style="list-style-type: none"> • REGULAR MAINTENANCE • LEADERSHIP / COUNSELING • POLICY / SOP • TRAINING / ASSISTANCE • LICENSING • CHECKLIST
2. LOCATION	<ul style="list-style-type: none"> • INBOUNDS • OUT OF BOUNDS 	<ul style="list-style-type: none"> • PLAN TRIP OUT /ALLOW TIME • BACK UP PLAN 	<ul style="list-style-type: none"> • SAVE BUDGET EMERGENCY FUNDS • OUT OF BOUNDS CHIT
3. WEATHER/TIME	<ul style="list-style-type: none"> • RAIN / SNOW • DAY/ NIGHT 	<ul style="list-style-type: none"> • CHECK WEATHER REPORT • CHANGE DEPARTURE TIMES 	<ul style="list-style-type: none"> • ADJUST SPEED FOR CONDITIONS • FATIGUE AWARENESS
4. ACTIVITIES	<ul style="list-style-type: none"> • CLUBS / PARTIES • SPORTS 	<ul style="list-style-type: none"> • BUDDY SYSTEM • USE OF PPE 	<ul style="list-style-type: none"> • DON'T DEVIATE FROM PLAN • EFFECTIVE & SERVICEABLE GEAR
5. ALCOHOL	<ul style="list-style-type: none"> • DRINKING / NOT DRINKING 	<ul style="list-style-type: none"> • DESIGNATED DRIVER/ TAXI 	<ul style="list-style-type: none"> • DRINK IN MODERATION!
6. FATIGUE	<ul style="list-style-type: none"> • LACK OF SLEEP • JUST OUT OF FIELD / DEPLOYMENT • PT / OTHER STRENUOUS ACTIVITIES 	<ul style="list-style-type: none"> • SLEEP PLAN / REST STOP • DELAY TRIP • A-DRIVER 	<ul style="list-style-type: none"> • SWITCH DRIVERS PERIODICALLY • PLANNED FREQUENT REST STOPS • 8 HOUR DRIVING LIMIT
7. OTHER INDIVIDUALS (FIGHT/ASSAULT)	<ul style="list-style-type: none"> • DRUNKS • THIEVES / GANGS 	<ul style="list-style-type: none"> • SITUATIONAL AWARENESS • BUDDY SYSTEM 	<ul style="list-style-type: none"> • AVOID KNOWN TROUBLE SPOTS • AVOID EYE CONTACT
8. UNCONTROLLABLE	<ul style="list-style-type: none"> • ROAD CONDITIONS / TRAFFIC 	<ul style="list-style-type: none"> • DOT REPORTS / RADIO / ALTERNATES 	<ul style="list-style-type: none"> • BE PREPARED FOR UNEXPECTED
9. SPEED	<ul style="list-style-type: none"> • RUSHING BACK TO BASE/ HOME 	<ul style="list-style-type: none"> • ALLOW EXTRA TIME / PLAN TRAVEL TIMES 	<ul style="list-style-type: none"> • OBEY POSTED SPEED LIMITS

THESE FACTORS KILL MARINES AND SAILORS EVERY YEAR - EXERCISE ORMI

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

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

**OPTIONAL (3rd page)
INSTALLATION SPECIFIC ITEMS**

OFF LIMITS AT ALL TIMES	OFF LIMIT AREAS AT TIMES SPECIFIED	OFF LIMITS FROM SUNRISE TO SUNSET
CLUB MUSTANG 2201 UNIVERSITY AVE SD CLUB SAN DIEGO 7333 FOURTH ST SD MAIN STREET MOTEL 3494 MAIN ST SD VULCAN BATHS 305 W CEDAR ST SD SPORTS AUTO SALES 112 NATAL CITY BLVD NATL CITY GET IT ON SMOKE SHOPPE 3219 MAIN ST SD DREAM CRYSTAL 1536 HIGHLAND AVE NATL CITY	2600 TO 3400 BLOCKS OF MAIN ST SD TO INCLUDE THE MCDONALDS AND BURGER KING PARKING LOTS ON 28 th STREET FROM 600 TO 650 (WED ONLY) DENNY'S PARKING LOT (SOUTH SIDE OF E STREET BETWEEN WOODLAWN AVENUE AND BROADWAY) 652 E STREET CHULA VISTA FROM 0130 UNTIL 0400 ON SATURDAYS AND SUNDAYS	OTAY MESA UNDEVELOPED PROPA (30.5 - 31.505) WILHE HENDERSON PARK 45 th ST AVE CANAVE THE AREA KNOWN AS SHIT TREE COUNTRY
THE FOLLOWING AREAS ARE AREAS OF CAUTION. THESE AREAS ARE NOT OFF LIMITS BUT POSE POTENTIAL RISK TO SERVICE MEMBERS AND EXTREME CAUTION IS ADVISED WHEN IN THESE AREAS: TWELVE BLOCKS AROUND RYAN LOGAN AVENUE BEAR ROLLYS STREET SAMPSON STREET AND MAIN STREETS SAN DIEGO NAVAL BASE SAN DIEGO PERIMETER AREA TROLLEY STATIONS		

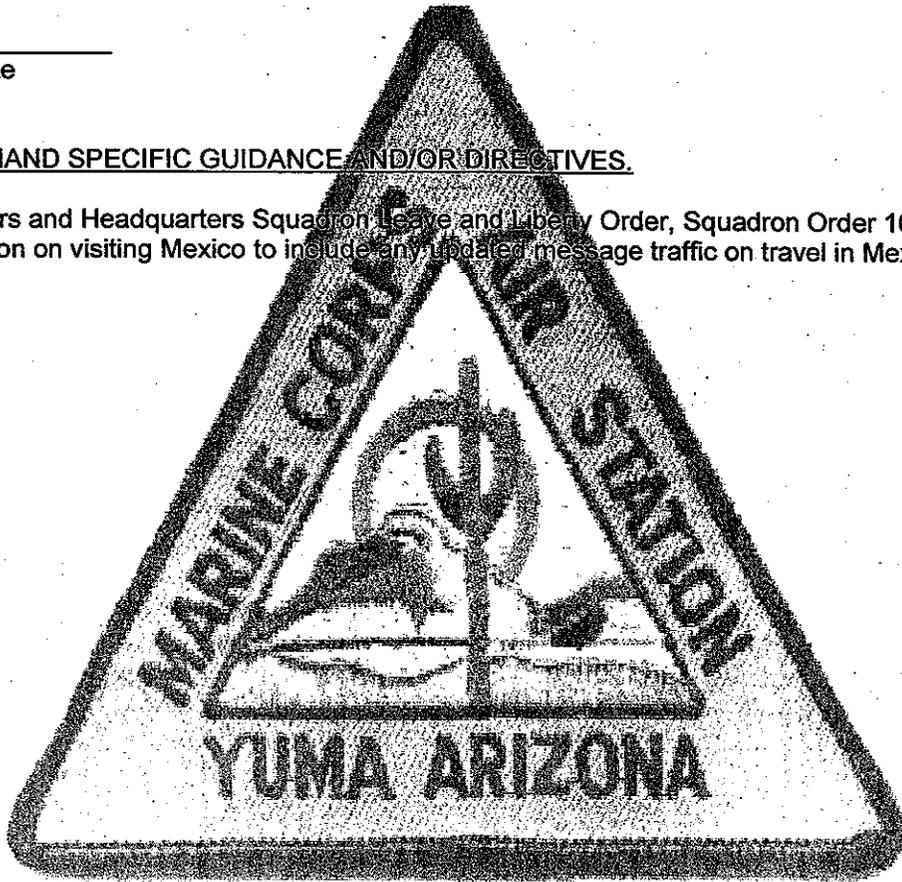
REFER TO 090211 MCIWEST QTRLY REGIONAL OFF-LIMITS AND AREAS OF CAUTION FOR MILPERS FOR DETAILED INFORMATION ON OFF-LIMIT AREAS.

I, _____, do hereby state that I will not sell, purchase, or consume any substance that causes a psychotropic "high" when ingested. This includes but is not limited to SALVIA DIVINORUM, and SPICE. 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." MARFORPACO 5355.2 applies.

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.



Personnel Protective Equipment and Motorcycle Checklist

The following PPE is mandatory for all persons operating, or riding as a passenger on a motorcycle, on Marine Corps installations, and for all military personnel operating or riding a motorcycle off installations, on and off road, in uniform or civilian clothes

Yes/No Head Protection: A motorcycle protective helmet properly fastened (under the chin) which meets the standards of the Department of Transportation (DOT) or Snell Memorial Foundation (SNELL) shall be used. (Note: Commanders may authorize use of combat helmets for operating tactical vehicles (e.g., motorcycles, ATVs, etc.) during operations and training based on an operational risk assessment.)

Yes/No Eye Protections: Shatter resistant, eye encapsulating or wrap around glasses, or full-face shield (properly attached to helmet) designed to meet or exceed the ANSI standard (Z87.1 for impact and shatter resistant): A windshield, eyeglasses, or fairing does not constitute proper eye protection. ANSI approved motorcycle goggles may be worn but must not restrict peripheral vision.

Yes/No Hand Protection: Full-fingered gloves, leather or other sturdy material

Yes/No Body Protection: Properly worn long-sleeved garment (shirt or jacket that covers the arm to the wrist)

Yes/No Body protection: Properly worn long-legged trousers (leg covered to the ankle)

Yes/No Foot Protection: Opened toed shoes are not authorized. Foot wear will consist, at a minimum, of over the ankle sports shoes appropriately worn (e.g. if the shoe is built to be laced it will contain laces and the laces will be tied at or near the top of the shoe). It is strongly encouraged that lace up military boots or sturdy leather or ballistic nylon riding boots, that provide the optimum protection in the case of a crash where the driver will come into contact with hard surfaces, be worn. The exception to these rules are military low cut dress shoes worn with service uniforms ("C" and "B") to ensure those commuting or transiting on motorcycles may do so in a directed or authorized uniform.

Note: Ballistic motorcycle jackets and pants constructed of abrasion resistant materials such as leather, Kevlar, and or Cordura and containing impact-absorbing padding are strongly encouraged

Motorcycle Mechanical Safety Inspection

Yes/No Motorcycle Equipment: Road Motorcycles. Motorcycles operated on a roadway shall be equipped with both left-hand and right-hand rear view mirrors mounted on the handlebar or fairing.

Yes/No Passenger Equipment: Each motorcycle passenger shall be provided with a regulation seat and footrests.

T-CLOCS Items	What to check	What to look for	Check off	
T- TIRES & WHEELS				
Tires	Condition	Tread depth, wear, weathering, bulges, embedded objects	Front	Rear
	Air Pressure	Check when cold, adjust to load	Front	Rear
Wheels	Spokes	Broken, bent, cracked, loose	Front	Rear
	Cast	Cracks, Dents	Front	Rear
	Rims	Out of round/true+5mm, spin wheel index against object	Front	Rear
	Bearings	Grab top and bottom of tire and flex, no free play	Front	Rear
	Seals	Cracked, cut or torn, excessive grease on outside	Front	Rear
C- CONTROLS				
Levers and pedals	Condition	Broken, Bent, cracked, mounts tight, ball ends on levers, proper adjustment		
	Pivots	Lubricated		
Cables	Condition	Fraying, kinks, lubrication		
	Routing	No interference or pulling at steering head, suspension		
Hoses	Condition	Cuts, cracks, leaks, bulges		
	Routing	No interference, sharp angles, pulling at steering head		
Throttle	Operation	Moves freely, snaps back when closed, no revving while handlebars are turned		
L- LIGHTS				
Battery	Condition	Terminals clean and tight, electro light level, secure		
	Vent tube	Not kinked, routed properly		
Lenses	Condition	Cracked, broken, securely mounted, condensation		
Reflectors	Condition	Cracked, broken, securely mounted		
Wiring	Condition	Fraying, chafing, insulation		
	Routing	Pinched, no interference, connectors tight, clean		
Headlamp	Condition	Cracks, reflector, mounting and adjustment		
	Aim	Height right/left		
	Operation	Hi beam/low beam		

Tail lamp Brake lamp	Condition	Cracks, clean, tight		
	Operation	Activates upon front/rear brake application		
Turn signals	Operation	Flashes correctly	FL	FR
			RL	RR
O-OIL				
Levels	Engine oil	Check warm on center stand and level ground		
	Hypoid gear oil, shaft drive	Transmission, rear drive, shaft		
	Hydraulic fluid	Brakes, clutch, reservoir or sight glass		
	Coolant	Reservoir and/or coolant recovery tank		
	Fuel	Tank and gauge		
Leaks	Engine oil	Gaskets, housings, seals		
	Hypoid, gear oil, shaft drive	Gaskets, seals, breathers		
	Hydraulic fluid	Hoses, master cylinders, calipers		
	Coolant	Radiators, hoses, tanks, fittings, pipes		
	Fuel	Lines, fuel valve, carbs		
C-CHASSIS				
Frame	Condition	Cracks at gussets, accessory mounts, paint lifting		
	Steering head bearings	No detent or tight spots through full travel		
	Swingarm bearings/bushings	Check for play by pushing and pulling on rear tire		
Suspension	Front forks	Smooth travel, equal air pressure/dampening		
	Rear shocks	Smooth travel, equal preload, smooth operation		
Chain or Belt	Tension	Check at tightest point		
	Lubrication	Side plates when hot Note; do not lubricate belts		
	Sprockets	Teeth not hooked, securely mounted		
Fasteners	Threaded	Tight missing bolts, nuts		
	Clips	Broken missing		
	Cotter pins	Broken, missing		
S-STANDS				
Center stand	Condition	Cracks, bent		
	Retention	Springs in place, tension to hold position		
Side stand	Condition	Cracks, bent, safety switch if equipped		
	Retention	Springs in place, tension holds position		

I have inspected this motorcycle. It complies with MCO 5100.19E

 Print/Sign/Date

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. I would ask all of you to represent well the values that have been passed down to us from Marines and other Veterans across the military. Enjoy your well deserved time and please make good decisions while on liberty or leave.

K. R. ARBOGAST
LTCOL USMC

Marines will read and sign this Safety Contract prior to the commencement of any holiday liberty period or whenever they take Annual Leave. Non Commissioned 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 or leave period to allow personnel time to remediate any safety concerns found during those inspections. The liberty times are listed on page 3 and in accordance with MCIWESTBul 5330, dated 9 Dec 2009.

Please 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 comply with Marine Corps Order 5100.19E w/CH 1-3 (Marine Corps Traffic Safety Program) and Air Base Order 5560.1 (Use of Motor Vehicle Safety Equipment), which mandates the use of all safety equipment (i.e. seat belts, child safety seats, use of headlights during precipitation, and motorcycle PPE).
5. I will follow the posted speed limits and require any drivers I am with to comply also.
6. If traveling without another driver, I will not travel more than eight consecutive hours without stopping to rest.
7. If traveling with another driver, we will not drive more than ten hours combined without stopping to rest.
8. I will not drive between the hours of 0230 and 0500.
9. If I have any trouble or need to extend due to weather, fatigue, or car problems, I will call the H&HS OOD at 928-269-2252 or the duty NCO at X3082 and he/she will coordinate an approval for extension based on the circumstances.

Name: _____ Section: _____ Date: _____

SAFETY CONTRACT TO STAY ALIVE

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.

X _____