



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
3280 RUSSELL ROAD
QUANTICO VA 22134-5103

MCRCO 1050.1B
CG
7 Dec 98

MARINE CORPS RECRUITING COMMAND ORDER 1050.1B

From: Commanding General
To: Distribution List

Subj: LEAVE AND LIBERTY

Ref: (a) MCO 1050.3G
(b) BnO 1050.1C (NOTAL)

Encl: (1) Leave and Liberty Mileage Map (MCRC Headquarters Personnel)

1. Purpose. To promulgate, per the references, the leave and liberty policy for Marines and Sailors assigned to Marine Corps Recruiting Command, and to provide guidance to the Commanding Generals, Eastern Recruiting Region (ERR) and Western Recruiting Region (WRR).

2. Cancellation. MCRCO 1050.1A.

3. Summary of Revisions. There are major policy changes throughout this directive. These changes give amplifying instructions to areas such as annual leave, emergency leave, terminating leave, check in/out policy, leave extension, special liberty policy and liberty limits.

4. Policy

a. The Commanding Generals, ERR/WRR and the Commanding Officers of each of the six Marine Corps Districts within the command will establish and publish, via directive, a leave and liberty policy.

b. Marines and Sailors will be encouraged to utilize 30 days of annual leave each year.

c. Regional Commanders are authorized and encouraged to grant special liberty during the following holidays, as mission requirements allow:

- (1) New Year's Day
- (2) Martin Luther King Jr's Birthday
- (3) President's Day
- (4) Memorial Day
- (5) Independence Day
- (6) Labor Day
- (7) Columbus Day
- (8) Veteran's Day
- (9) Thanksgiving Day
- (10) Christmas Day

7 Dec 98

d. Commanders may set liberty departure and return times to facilitate mission requirements, and to allow time for the safe travel of Marines and Navy personnel, as long as the liberty period does not exceed 96 hours.

5. Headquarters, Marine Corps Recruiting Command. The following policy is established for Marines and Sailors assigned to the Marine Corps Recruiting Command Headquarters.

a. Authority to Grant Leave. The Commanding Officer, Tenant Activities Company (TACO), Headquarters and Service Battalion will grant leave for section heads and all other military personnel. The NAVMC 3 will be completed and signed by the member and the section officer-in-charge at least five working days prior to the commencement of leave, then forwarded to TACO for processing.

b. Liberty Limits. Liberty is permission to leave the duty station. It does not include permission to leave the general vicinity of Marine Corps Base, Quantico geographical limits prescribed below without specific permission from the company commander. The enclosure explains the liberty limits.

(1) Marines on regular liberty or special liberty of 24 hours or less will not proceed beyond 80 miles.

(2) Marines on liberty of more than 24 hours will not proceed beyond 300 miles. The 80 mile and 300 mile limits of liberty will be measured from the intersection of Fuller Road and U.S. Highway Number One along the shortest route of paved state or Federal highways. The enclosure indicates both 80 mile and 300 mile liberty radius.

c. Checking In/Out of Leave

(1) The NAVMC 3 will be typed by the Marine and the section head will sign blocks 13 and 14 as applicable. The authorization block will be left blank and the NAVMC 3 will be delivered to the administrative section. The administrative section will log in the leave papers and forward them to the company office for authorization.

(2) Staff Sergeants and above, with approved leave, may complete checking in/out of leave by telephone to the Battalion Area Officer of the Day (AOD) (784-2261/2263) and turn their leave authorization into the company office the next working day. Commencement and termination of leave must be made in the immediate vicinity of the Marine's duty station (place which the Marine normally commutes daily to and from work).

(3) Sergeants and below will pick up their leave authorization in person from the Battalion AOD, building 2006 at 1630 on the day annual leave commences. Personnel possessing meal cards and rifle cards will surrender them upon commencement of leave to the Battalion AOD.

d. Commencement and Termination of Leave

(1) Under routine circumstances, leave shall commence at 1630, or at the conclusion of the Marine's duty day. On nonworking days leave shall commence at 0800.

(2) The return time for personnel returning from leave will be 0730 on workdays. On weekends the hour is 0900. If an individual returns from leave after these times, that day will be counted as a day of leave.

e. Leave Extensions

(1) Per reference (b), Marines desiring a leave extension will, after coordinating with their work section, contact the company office during working hours at (703) 784-3319. A Marine who needs a leave extension due to an emergency situation will contact the AOD at (703) 784-2261 after normal working hours for approval.

(2) Marines who are on leave can be granted an additional five days leave for providing assistance in recruiting in accordance with reference (a). Section heads are encouraged to stress this program to Marines departing on leave.

f. Special Liberty Policy. Special liberty is granted outside of regular liberty periods for unusual reasons, such as holiday observances, compensatory time off, emergencies, to exercise voting privileges, citizenship processing, observance of major religious events or for special recognition. Section heads may alter special liberty departure and return times from this headquarters to allow for safe departure, to complete the mission, etc. This authorization, however, may not exceed 96 hours.

(1) Three-day (72-hour) Liberty. A special liberty period commencing at an hour designated by the Commanding General and expiring 72 hours later.

(2) Four-day (96-hour) Liberty. A special liberty period commencing at an hour designated by the Commanding General and expiring 96 hours later.

g. Emergency Leave

(1) Per reference (b), emergency leave is granted for personal or family emergencies requiring the Marine's immediate presence. This may involve the death, or sickness, of a member or spouse's immediate family (i.e., father, mother, persons standing in loco parentis, son, daughter, brother or sister).

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(2) Section heads will verify the emergency situation, screen individuals in a disciplinary status, or determine whether Marines may fall into a possible excess leave status. The company commander will grant emergency leave. After normal working hours the AOD is authorized to grant a five-day leave period for the Marine.

h. Liberty Passes. A valid Armed Forces Identification Card, DD Form 2MC, shall suffice to identify Marines on authorized liberty. Liberty Request/Out of Bounds Pass, NAVMC 10471-PD will be carried by MCRC Marines below the grade of corporal when they go on special liberty and are authorized to exceed liberty limits. The Marine will surrender the pass to the company office upon return from liberty. Officers, staff noncommissioned officers, and noncommissioned officers are not required to carry written evidence of this authorization, per reference (a), although they are required to inform their immediate chain of command of their itinerary.

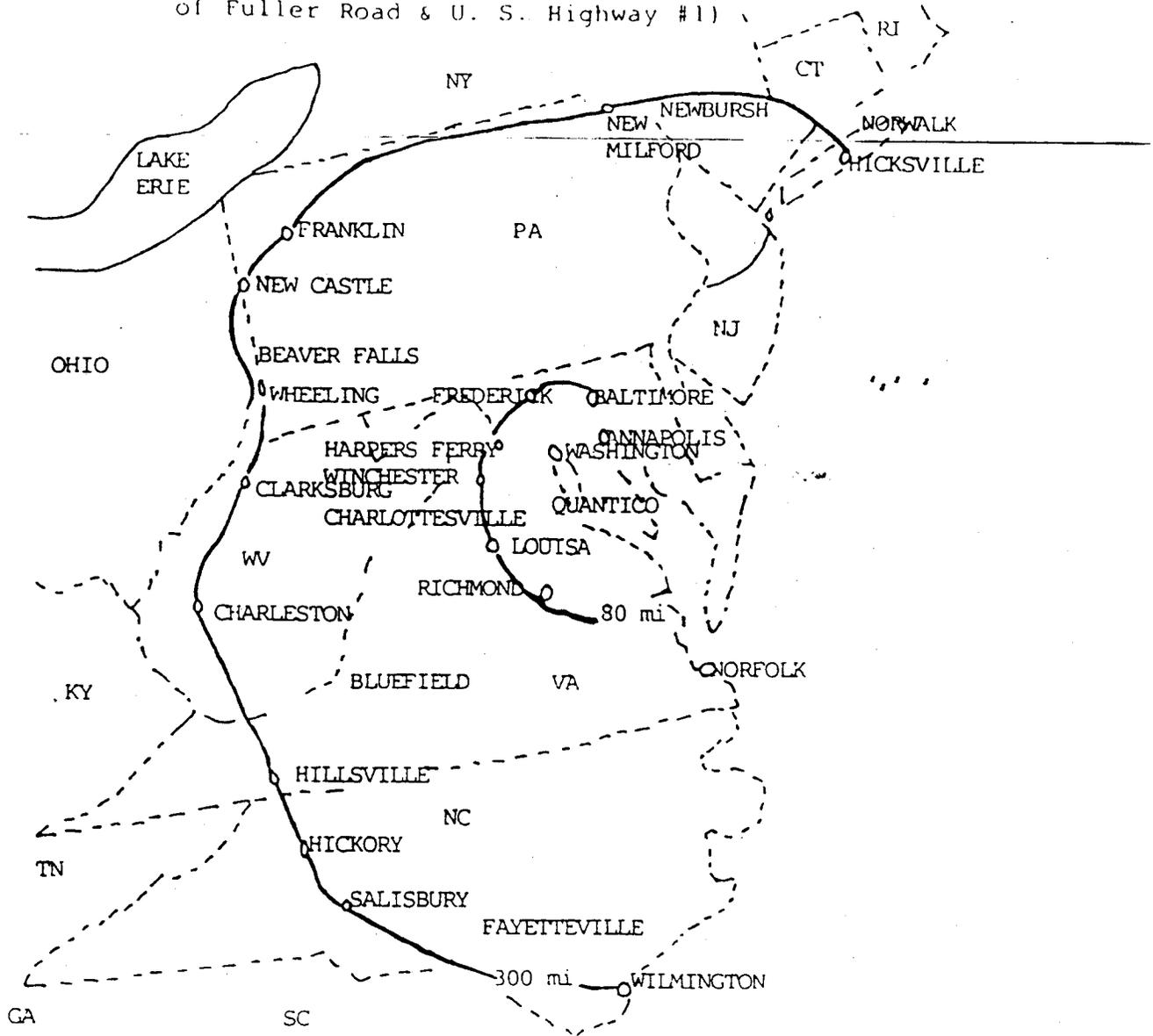
6. Action. Ensure widest dissemination of the contents of this order.


GARRY L. PARKS

DISTRIBUTION: A

Liberty Limits

(Measured by road distance from intersection of Fuller Road & U. S. Highway #1)





UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
3280 RUSSELL ROAD
QUANTICO VA 22134-5103

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CG
4 Dec 98

MARINE CORPS RECRUITING COMMAND ORDER 1050.1B

From: Commanding General
To: Distribution List

Subj: LEAVE AND LIBERTY

Ref: (a) MCO 1050.3G
(b) BnO 1050.1C (NOTAL)

Encl: (1) Leave and Liberty Mileage Map (MCRC Headquarters Personnel)

1. Purpose. To promulgate, per the references, the leave and liberty policy for Marines and Sailors assigned to Marine Corps Recruiting Command, and to ~~give~~ ^{provide} guidance to ~~Regional~~ ^{the} Commanding Generals, Eastern Recruiting Region (ERR) and Western Recruiting Region (WRR).
2. Cancellation. MCRCO 1050.1A.
3. Summary of Revisions. There are major policy changes throughout this directive. These changes give amplifying instructions to areas such as annual leave, emergency leave, terminating leave, check in/out policy, leave extension, special liberty policy and liberty limits.
4. ~~Policy~~ ^{Policy}
a. ~~Regional and District Commanders in the Marine Corps Recruiting Command~~ ^{The Commanding Generals, ERR/WRR and the Commanding Officers of each of the six Marine Corps Districts will} will establish and publish, via directive, a leave and liberty policy.
b. Marines and Sailors will be encouraged to utilize 30 days of annual leave each year.
c. Regional Commanders are authorized and encouraged to grant special liberty during the following holidays, as mission requirements ~~will~~ allow:
 - (1) New Year's Day
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UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
2 NAVY ANNEX
WASHINGTON DC 20380-1775

MCRCO 1050.1A
MRA
31 Jul 95

MARINE CORPS RECRUITING COMMAND ORDER 1050.1A

From: Commanding General
To: Distribution List

Subj: LEAVE AND LIBERTY

Ref: (a) MCRCO P5400.1 (NOTAL)
(b) MCO 1050.3G
(c) NAVPERS INST 15560C
(d) BnO 1050.2J

1. Purpose. To promulgate leave and liberty policy for Marines and Sailors assigned to the Marine Corps Recruiting Command.
2. Cancellation. MCRCO 1050.1.
3. Summary of Revisions. Two significant changes have been incorporated into paragraph 5. First, the staffing titles established in reference (a) were added. Second, paragraph 5.a.1 has been modified to delegate the leave request approval authority for individual Marines and Sailors to members of the general staff.
4. Policy
 - a. Each commander in the Marine Corps Recruiting Command will establish and publish, via directive, a leave and liberty policy.
 - b. Marines and Sailors will be encouraged to utilize 30 days of annual leave each year.
5. Headquarters, Marine Corps Recruiting Command. The following policy is established for Marines and Sailors assigned to the Marine Corps Recruiting Command Headquarters.
 - a. Leave
 - (1) Authority to Grant Leave. The Chief of Staff will approve leave requests for members of the general staff. Members of the general staff will approve leave requests for personnel in their sections.
 - (2) Administrative Instructions. Requests for Annual Leave (NAVMC Form 3 for Marines and NAVCOMPT Form 3065 for Sailors, per references (b) and (c)) shall be prepared by the section to which the requestor is assigned. The form will be submitted to the appropriate officer for approval. Upon approval, a copy of the

MCRCO 1050.1A
31 Jul 95

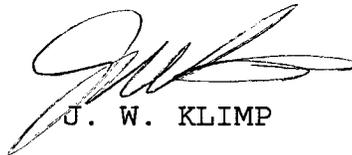
Marine's leave papers will be provided to the Administration/Personnel Section and one will be maintained by the individual's section. Sailors will deliver their approved leave request to the Personnel Support Detachment (PSD) at Crystal City for issuance of a leave control number. Upon return from leave, all personnel will complete the leave form and turn it in to the Administration/Personnel Section for submission to Headquarters Battalion or PSD, as appropriate.

b. Liberty

(1) Members of the general staff are authorized to grant special liberty in accordance with reference (b) for Marines and Sailors assigned to their sections as long as this assignment does not adversely affect mission accomplishment.

(2) Liberty limits will be as established in reference (d).

6. Action. Leave and liberty will be granted in accordance with this Order and references (b) and (c).



J. W. KLIMP

DISTRIBUTION: A



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MARINE CORPS RECRUITING COMMAND
2 NAVY ANNEX
WASHINGTON DC 20380-1775

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31 Jul 95

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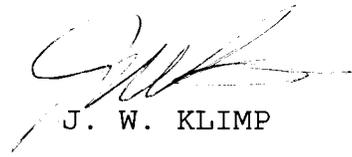
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b. Liberty

(1) Members of the general staff are authorized to grant special liberty in accordance with reference (b) for Marines and Sailors assigned to their sections as long as this assignment does not adversely affect mission accomplishment.

(2) Liberty limits will be as established in reference (d).

6. Action. Leave and liberty will be granted in accordance with this Order and references (b) and (c).



J. W. KLIMP

DISTRIBUTION: A



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
2 NAVY ANNEX
WASHINGTON DC 20380-1775

MCRCO 1050.1
MRA
9 Dec 94

MARINE CORPS RECRUITING COMMAND ORDER 1050.1

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(c) BnO 1050.2J

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a. Leave

(1) Marines and Sailors are encouraged to use their entire 30 days of annual leave each year.

(2) Authority to Grant Leave. All requests for leave shall be approved by the Chief of Staff.

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(4) Command Recruiting Program. Per reference (a), branch heads shall encourage their personnel going on leave to call on the local recruiting representative.

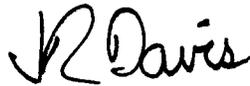
MCRCO 1050.1
9 Dec 94

b. Liberty

(1) Branch heads are authorized to grant special liberty in accordance with reference (a) for Marines and Sailors assigned to their branch as long as this assignment does not adversely affect mission accomplishment.

(2) Liberty limits for Marines and Sailors assigned to the Headquarters will be as established in reference (c).

4. Action. Leave and liberty will be granted in accordance with this Order and references (a) and (b).



J. R. DAVIS

DISTRIBUTION: A



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
2 NAVY ANNEX
WASHINGTON DC 20380-1775

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