



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
FLEET MARINE FORCE
PSC BOX 20080
CAMP LEJEUNE, NC 28542-0080

II MEFO 1050.1E
G-1/Adj
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II MARINE EXPEDITIONARY FORCE ORDER 1050.1E

From: Commanding General, II Marine Expeditionary Force, FMF
To: Distribution List

Subj: LEAVE AND LIBERTY

Ref: (a) MCO 1050.3J
(b) MILPERSMAN 1050-010
(c) MILPERSMAN 1050-290

Encl: (1) II MEF Leave and Liberty Pledge
(2) II MEF Approximate Boundaries for Liberty

1. Situation. Vacations and short periods of respite from duty provide benefits to individual health and welfare, improve productivity, and enhance unit morale. Commanders and II Marine Expeditionary Force (MEF) Command Element (CE) Section Chiefs of General/Special Staff sections shall afford personnel the maximum opportunity to take earned leave consistent with mission requirements.

2. Cancellation. II MEFO 1050.1D.

3. Mission. To promulgate regional policy concerning granting leave and liberty to military personnel within this command, in accordance with the references.

4. Execution

a. Commander's Intent

(1) Leave and liberty for personnel of II MEF shall be authorized in accordance with reference (a) and the guidance contained herein.

(2) Major Subordinate Commands and Elements (MSC/Es) shall publish local orders for their respective commands in concurrence with the guidance and procedures set forth in this Order.

b. Concept of Operations. The information in this Order referring to the administration of leave and liberty pertains to Marines only. In accordance with reference (c), Marine On-Line (MOL) is mandated as the sole source for commanders to report leave. Naval personnel shall be guided by the instructions contained in references (b) and (c).

(1) Leave

(a) Commanders are authorized to grant leave to military personnel within their respective units not to exceed the minimum number of persons required for the effective operation of their unit.

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(b) Leave begins and terminates in the local area. The local area is defined as the place where the Marine resides and from which he/she commutes to his/her duty station daily.

(c) 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 Marine is expected to be at their place of work for approximately eight hours. 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 Marine works the majority of a duty day, it is not counted as a day of leave.

(d) The latitude provided in this Order is intended as a tool commanders may employ in their endeavor to protect Marines. The safety of Marines is the primary consideration. Therefore, commanders should adjust hours of departure and return from leave and liberty to ensure that driving is accomplished during daylight hours.

(2) Emergency Leave. Emergency leave will be granted in accordance with chapter 2, paragraph 12 of reference (a), and the policy set forth herein.

(a) Commanders will give expeditious and sympathetic consideration to personnel requesting emergency leave.

(b) Verification of the existence of an emergency will be in accordance with chapter 2, paragraph 12f of reference (a).

(c) Orders of Command Duty Officers (CDOs) and Officers of the Day (OODs) shall contain specific instructions authorizing emergency leave during non-working hours.

(d) Leave granted pursuant to a bona fide emergency should be identified as emergency leave. Emergency leave involving funded foreign travel will be administered in accordance with chapter 2, paragraph 12e of reference (a).

(3) Leave Approval. Leave for personnel of II MEF CE is authorized as follows:

(a) Leave requests for the Deputy Commanding General (DCG), Chief of Staff (COS), and Sergeant Major will be approved by the Commanding General (CG).

(b) Leave requests for II MEF CE Commanders and Principle and Special Staff Assistant Chiefs of Staff will be approved in MOL by the DCG or COS prior to submission of the request to the officer who normally grants leave.

(c) Leave requests for other officers of II MEF CE staff and special staff will be approved in MOL by the head of appropriate staff section prior to submission of the request to the officer who normally grants leave.

(d) Commanders are authorized to permit officers and staff noncommissioned officers (SNCOs) to complete leave check-out and check-in procedures by telephone or utilizing MOL.

(e) NCOs and junior Marines will complete check-out and check-in procedures via a method determined by their commanders. However, all leave will be tracked and reported utilizing MOL.

(4) Leave Check In/Out. If leave authorization is granted, each Marine concerned shall:

(a) Check-out on leave utilizing MOL at the time authorized in their leave authorization.

(b) Check-in from leave utilizing MOL at the time required in their leave authorization. The leave authorization will automatically be forwarded to their respective administrative section.

(c) Be informed that permission to check-out and check-in by telephone is authorized as a personal convenience of the Marine and shall not be used as a means of extending the period of authorized absence chargeable as leave.

(d) Be cautioned that commencement and termination of leave must be made in the immediate vicinity of the Marine's duty station (place from which the Marine normally commutes daily to and from work).

(5) Liberty. Commanders are authorized to grant liberty for members of their commands.

(a) Regular Overnight Liberty. Liberty which commences at the conclusion of normal working hours on one calendar day, and expires at the commencement of normal working hours on the next calendar day.

(b) Regular Weekend Liberty. Liberty granted in accordance with chapter 3, paragraph 1a of reference (a).

(c) Three-Day Special Liberty. Liberty granted in accordance with chapter 3, paragraph 1e of reference (a).

(d) Four-Day Liberty. Liberty granted in accordance with chapter 3, paragraph 1e of reference (a). The granting of a four-day liberty is not intended to authorize more liberty over an extended period of time than would normally be granted.

(6) Limitations. The following applies to ground travel only:

(a) Regular Overnight Liberty. Any location within 85 miles of the nearest gate of the installation.

(b) Regular Weekend Liberty. Any location within 250 miles of the nearest gate of the installation.

(c) Three-Day Special Liberty. Any location within 350 miles of the nearest gate of the installation.

(d) Four-Day Special Liberty. Any location within 450 miles of the nearest gate of the installation.

(7) At the discretion of the commander granting liberty, the limits for air travel are extended to any metropolitan area within the continental United States served by a regularly scheduled airline, to which reservations to and from the liberty address have been acquired in advance of commencement of liberty.

(8) Commanders may reduce the above limitations of travel on the basis of suitability of transportation to be utilized, coupled with the distance to be traveled, and the conditions of weather prevailing at the time of travel, or in order to ensure safety and timely return of personnel.

c. Coordinating Instructions

(1) Liberty may be granted to personnel daily from 1630 to 0730 the following morning and from 1630 Friday to 0730 the following Monday morning, subject to such limitations as may be imposed by commanders to maintain organizational routine and schedule, or fulfill assigned commitments.

(2) Marines 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, leave must commence and terminate in the vicinity of the local area of the Marine's primary duty station. Once leave starts, 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. Marines are considered in an authorized leave status from the time and date of check-out, to the return time and date of check-in off leave. Marines 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 Marines to take leave prior to, or after, special liberty without having to use annual leave days to cover those days designated as special liberty.

(3) Commanders will ensure that "safe driving" programs such as High Action Risk Plan forms are conducted. Maximum attendance is required, especially just prior to extended liberty periods or other weekends immediately preceded or followed by a holiday.

(4) NCOs and junior Marines will be issued a Liberty Request/Out of Bounds Pass, (NAVMC Form 10471) if traveling beyond the liberty limits of the type of liberty approved (i.e., if traveling beyond the specified 85 miles on overnight liberty, beyond 250 miles on regular liberty, or beyond the 350/450 miles on designated three and four day liberty periods).

(5) Military Identification Card shall be kept in the possession of the individual to whom issued at all times.

(6) Mechanical failures of privately owned conveyances will not normally be considered as an excuse for tardiness in returning from liberty, but will be addressed on a case-by-case basis.

(7) Military police, security police, officers, petty officers, SNCOs and NCOs 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 peace, disorderly conduct, or any other offenses which reflect discredit upon the Armed Forces. Personnel on leave or liberty are subject to this authority.

(8) Instructions Concerning Emergency Medical or Dental Treatment

(a) 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 Affairs.

(b) If the foregoing is not feasible, in a bona fide emergency situation, Marines may obtain emergency treatment from any source at Government expense.

(c) If Marines on leave or liberty are hospitalized, they should immediately notify their commander via chain of command or the nearest Marine Corps activity or representative and request instructions and assistance. If permitted to revert to leave or liberty status upon release from the hospital, they should immediately notify their chain of command, preferably by telephone call, on the date of release. The service member should provide documentation with the doctor's signature, the place hospitalized, the time and date of admission, time and date of release, and the diagnosis. If traveling under orders issued by competent authority or on authorized liberty, a statement from the attending physician containing the foregoing information shall be obtained by the Marine concerned for delivery to their commander.

(d) Whether or not it involves hospitalization, any time emergency medical or dental treatment is obtained from civilian sources, the Marine is responsible for obtaining bills for the care. An itemized bill listing dates of services, supplies furnished, and nature of the charge should be obtained from the treatment facility and presented to his/her Commander, so the bill may be processed for payment with the local TRICARE office.

(9) Recall of Personnel from Leave and Liberty Due to Military Necessity. Routine recall of personnel on an individual basis due to administrative reasons is the responsibility of the individual commander. If a general recall is required, the duty officer of the reporting unit will provide a voice report to the II MEF Command Operations Center within 30 minutes of initial notification. The duty officer will then notify the duty officer of their higher headquarters. Concurrently, the unit commander or his/her designated representative (e.g. CoS or Executive Officer) will relay the voice report via the chain-of-command. II MEF MSC/E Command representatives will contact the II MEF CoS with initial reports to the MEF. The CoS will, in turn, provide these reports to the CG (or, in his absence, the DCG) with courtesy notifications to the II MEF DCG, II MEF Sergeant Major and, where Navy personnel are involved, the II MEF Command Master Chief.

5. Administration and Logistics. Non policy inquiries regarding this Order can be addressed to the II MEF Adjutant at (910) 451-8246 or Administrative Chief at (910) 451-9931.

6. Command and Signal

a. Command. This Order is applicable to all II MEF commands and those units assigned under the operational control of II MEF.

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


J. R. FULLWOOD JR.
Chief of Staff

Distribution: A/B

II MEF LEAVE AND LIBERTY PLEDGE

I, _____, recognize the contribution I make to my fellow Marines, Sailors, and Civilian Marines in my Command, my brothers and sisters throughout the Marine Corps, and 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 leave prepared to continue "the fight." **I WILL PROTECT WHAT I'VE EARNED!**

Signature of Marine/Sailor

I, _____, have confirmed that my Marine/Sailor has an acceptable plan for leave and fully understands the valuable contribution he/she makes to our Nation and this Command. 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 here recommend approval.

Signature of first Marine in
Approval Chain

II MEF APPROXIMATE BOUNDARIES FOR LIBERTY

