



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
MARINE FORCES NORTH
2000 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70114-1500

ForO 1050.2C
G-1
OCT 04 2016

FORCE ORDER 1050.2C

From: Commander
To: Distribution List

Subj: REGULATIONS FOR LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE

Ref: (a) MCO P1050.3K
(b) COMMARFORRES G Three G Five msg 021526Z Dec 14

Encl: (1) Foreign Travel Procedures

1. Situation. Vacations and short periods of rest from duty provide benefits to the health and welfare of our Marines and Sailors which are necessary for the maintenance of maximum mission effectiveness and operational readiness.

2. Cancellation. Force Order 1050.2B.

3. Mission. To promulgate leave, liberty and administrative absence regulations for the Marine Forces Reserve (MARFORRES)/Marine Forces North (MARFORNORTH).

4. Execution

a. Commander's Intent. All personnel shall be afforded the opportunity and be encouraged to take annual leave, as accrued, to the extent consistent with military requirements. All personnel assigned to MARFORRES and MARFORNORTH are personally responsible for keeping themselves informed of their correct leave balance and ensuring that their requests for leave do not exceed the amount of leave for which they are entitled.

b. Concept of Operations

(1) Leave

(a) Marine On-Line (MOL) will be used to complete check-out and check-in procedures for all Marine Corps personnel, and must be completed by Staff Noncommissioned Officers (SNCO) and Officers. The Navy Standard Integrated Personnel System will be used to account for requesting and accounting of all leave for Navy personnel.

(b) Subordinate Commanders are authorized to grant leave to assigned personnel as prescribed in the reference and are subject to procedures as set forth in this Order.

(c) MARFORRES General Staff Officers, Special Staff Officers (not under the cognizance of a MARFORRES General Staff Officer), and the Commanding Officer (CO), Headquarters Battalion (HqBn) MARFORRES, will submit their leave authorization request to the MARFORRES Chief of Staff for approval. All other MARFORRES Staff Officers will have their leave

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authorization requests approved by the cognizant MARFORRES General or Special Staff Officer or respective Deputy.

(d) MARFORNORTH General Staff Officers will submit their leave authorization requests to the MARFORNORTH Chief of Staff for approval. All other MARFORNORTH Staff Officers will have their leave authorization requests approved by the cognizant MARFORNORTH General Staff Officer.

(e) All MARFORRES subordinate COs, Inspector-Instructors (I-I), and Site COs will submit their leave authorization requests to their higher headquarters for approval.

(2) Foreign Travel. COs, I-Is and Site COs with Special Court-Martial convening authority may approve foreign travel. Travel clearance requirements as identified in the references must be completed. Enclosure (1) is a MARFORRES Outside Continental United States Travel Checklist and instructions.

(3) Leave in conjunction with Temporary Additional Duty (TAD). When executing leave in conjunction with a period of TAD, the request for leave and the administrative accounting for the leave period taken must be executed via MOL. A copy of the completed Leave Authorization Form, Navy and Marine Corps Form 3, must be provided as supporting documentation with the travel claim submitted for the period of TAD.

(4) Liberty

(a) Liberty may be granted from the end of normal working hours to the next normal working day. This period includes normal overnight liberty, normal weekend liberty, and weekend liberty which is extended by a holiday falling on a Friday or Monday.

(b) Special Liberty may be authorized by the MARFORRES/MARFORNORTH General or Special Staff Section head for personnel under his or her supervision. Special liberty for MARFORRES General and Special Staff Officers may be authorized by the MARFORRES Chief of Staff. Special liberty for MARFORNORTH General Staff Officers may be authorized by the MARFORNORTH Chief of Staff.

(c) Special Liberty may be granted by the Commanding Generals of the 4th Marine Division (4th MarDiv), 4th Marine Aircraft Wing (4th MAW), 4th Marine Logistics Group (4th MLG), and Force Headquarters Group (FHG); CO, HqBn, MARFORRES, and those officers authorized by the reference.

(d) Officers and SNCOs shall not be required to carry written evidence of special liberty or permission to exceed normal liberty limits.

(e) Liberty limits for MARFORRES and MARFORNORTH units located throughout the continental United States, Alaska, Hawaii, and Puerto Rico, will be as prescribed by the I-Is/Site COs at that location. I-Is/Site COs will use operational risk management when establishing specific commuting distance authorizations during liberty periods.

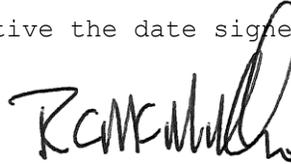
(f) Each subordinate command will have published leave and liberty regulations containing local liberty limits and policies as prescribed herein.

5. Administration and Logistics. Regulations contained herein are consistent with the reference and amplify those policies as they pertain to MARFORRES and MARFORNORTH.

6. Command and Signal

a. Command. This Order is applicable to MARFORRES/MARFORNORTH.

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



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Directives issued by this Headquarters are published and distributed electronically.

Instruction for completing Checklist

Marine traveling is responsible for identifying entry requirements using the FOREIGN CLEARANCE GUIDE <https://www.fcg.pentagon.mil/>, and reading travel requirements and travel warnings posted on the Department of State website: <http://www.state.gov/travelandbusiness/>.

Training Requirements can be completed on the following websites:

Joint Level 1 Anti Terrorism

SERE 100 - jkodirect.jten.mil

Some countries require Human Rights training (Human Trafficking) found on MarineNet: (<https://www.marinenet.usmc.mil>)

Other sources include Army Knowledge Online/Defense Knowledge Online (AKO/DKO).

Isolated Personnel Report (ISOPREP)

Complete and submit a digital DD Form 1833 ISOPREP via the Personnel Recovery Mission Software (PRMS) System. All personnel will register for an "individual account" and will complete the accompanying ISOPREP Computer Based Training found on the link, or complete on SIPR

<http://prmsnatl.osc.acc.af.smil.mil/PRMS/Login/start.aspx>. If you do not have access to SIPR or do not have an ISOPREP completed: from an unclassified Common Access Card-enabled computer on a .mil or .gov network, go to the following site:

<https://prmsglobal.prms.af.mil/prmsconv/profile/survey/survey.aspx>. Register for an individual account and complete the ISOPREP.

Register with local embassy at <https://travelregistration.state.gov/ibrs/ui/>. Create an account and keep on file.

Submit travel information in the Travel Tracker/Individual Antiterrorism Travel Plan System (TT/IATPS) via: [HTTPS://IATP.PACOM.MIL](https://IATP.PACOM.MIL).

The communication plan is for the traveling Marine to develop communication windows with someone here in the Continental United States (CONUS) and has the itinerary of the traveling Marine. Contact should be made for all travel movements (i.e. Arrival in country airport, then hotel, changing city location, and for extended stays every 3-4 days, also when departing hotel for airport and once inside secure area in airport), should contact be

missed, the point of contact should attempt to contact traveling Marine at hotel or lodging facility. If contact is not made within 24 hours of scheduled contact, notification to chain of command and Department of State (DoS) needs to be made for action.

Marine should have in their possession emergency contact numbers as listed above.

The country brief is a combined effort with the local security officer and Anti-terrorism Officer to give a basic cultural brief and threat brief to all countries and specific areas being visited. Sources include the DoS website, Marine Forces Reserve (MARFORRES) Anti-terrorism SharePoint Portal, and other open source media. Classified briefs should only be given to cleared personnel on OFFICIAL BUSINESS Travel.

The Area Clearance is submitted by APACS only.

<https://apacs.dtic.mil/apacs/apacsservlet?cmd=apacsLogin>

Only S-1 and S-3 personnel should request an account and submit clearances after leave is approved by the immediate (O-5/CO) chain of command.

Once the above checklist is complete, notify Commander, MARFORRES of your travel by submitting a foreign travel request via:

<https://eis.usmc.mil/sites/mfrg3ma/Pages/OCONUSTRavel.aspx>. (If you require access to this site, send email to: SMB.MARFORRESG3MA@usmc.mil.)