



UNITED STATES MARINE CORPS
MARINE CORPS SITE SUPPORT ELEMENT
MARINE AIR CONTROL GROUP 48
4TH MARINE AIRCRAFT WING
570 PATRIOT AVE BOX 43
CHICOPEE, MA 01022-1634

IN REPLY REFER TO

1050
SITE CMDR
22 Sep 17

SITE POLICY LETTER 1-17

From: Site Commander
To: Distribution List

Subj: LEAVE, LIBERTY, AND COMPENSATION DAY POLICY

Ref: MCO 1050.3J

Encl: (1) Regulations for Leave and Liberty
(2) Driving Mishap
(3) Liberty limits map for MCSSE Chicopee, MA

1. Situation. This policy establishes procedures for requesting leave and liberty and provides direction for compensation days (Comp Days).

2. Cancellation. Site Policy Letter 3-14.

3. Mission. Leave, liberty and comp days are important for unit morale. However, any time off, regardless of type, must be granted and executed judiciously.

4. Execution.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Leave, liberty, and comp days will be granted in a disciplined and discriminating manner.

(2) Concept of Operation.

(a) Annual Leave.

1. 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.

2. The OIC for MWSS-472, Det B and his/her designated representative are the approving authorities for their unit's active duty leave request. The Site Commander for MASS 6(-) and his/her designated representative are the approving authorities for their unit's active duty leave request. Marines are encouraged to provide for the health and welfare of members of the armed services. However, OIC's need to consider operational readiness, workloads, and drill schedules.

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3. Sergeants and below must physically check "out" and "in" with their units SNCOICs or OICs, who retain the authority within Marine On Line (MOL) and are required to sign Marines in their command "out" and "in". The unit SNCOIC or OIC must ensure that the Marine has been signed out on leave within MOL prior to the individual Marine leaving the area.

4. Staff Sergeant and above may sign themselves "out" and "in" by calling the Site DNCO. The Marine must be in the local geographic area when checking out/in on leave by phone.

5. Regulations prohibit using special liberty to extend leave periods. Any injury or death occurring during an improper extension of leave would be declared as "not in the line of duty" which could result in the loss of benefits/entitlements.

(b) Limitations. A Marine shall not be authorized more than 60 days annual leave during any fiscal year except as set forth in chapter 2 paragraph 9 of the reference. Nor shall a Marine be authorized annual leave for a continuous period of more than 60 days without prior approval of CMC (MMEA/MMOA, or RA as applicable).

(c) Day of Departure and Day of Return. The day of departure from the duty station, normally at the end of the Marine'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 Marine's normal work hours on a scheduled day of duty or prior to 0800 on Saturday, Sunday or holiday, the day of return shall be counted as day of duty.

1. Leave begins and terminates in the local area. The local area is the place where the Marine resides and from which the Marine 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 Marine is expected to be at their place of work for approximately eight hours.

2. The following applies only to Marines 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 end/beginning of the normal working hours (i.e., those traveling by air).

a. 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.

b. 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.

c. Commanders are strongly encourage to apply these principles in the implementation of safe practices for special liberty as well.

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d. The same philosophy shall be applied to "shift workers" (refer to chapter 4 paragraph 1b(2) of the reference).

3. Marines may not check-in from leave on Friday only to start leave on the following Monday. Once leave starts, all calendar days (duty day, non-duty days, holiday, etc.) are charged as leave. Leave approving authorities shall ensure there are no abuses of the leave program.

(d) Combining Leave and Special Liberty. 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, it is emphasized that 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, liberty days, and holidays) are to be charged as leave. Marines 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. Marines departing the local area prior to the 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 day 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 for Marines.

(e) Accounting Procedures. Leave granting authorities shall use internal control procedures to ensure all periods of leave are charged to the Marine's leave account and to ensure personnel accountability.

(f) Death of a Marine. A Marine who dies while on leave shall not be charged for leave on the day death occurs.

(g) Liberty.

1. Daily liberty commences at 1630 each work day and expires at 0730 the following morning.

2. Out of bounds chits are required if a liberty destination exceeds the following distances:

- a. Overnight - 100 miles from place of duty.
- b. 24 hours - 200 miles from place of duty.
- c. 48 hours - 300 miles from place of duty.
- d. 72 hours - 400 miles from place of duty.
- e. 96 hours - 500 miles from place of duty.

(h) Comp Days. Comp day from drill weekend and weekend/holiday funeral details will be granted by the Squadron OICs via MOL Special Liberty.

(i) Terminal Leave. Terminal leave will be addressed on a case by case basis and balance with unit mission requirements.

5. Administration and Logistics.

a. Leave and Special Liberty request will be completed via MOL and approved by the OIC.

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b. All Personnel traveling beyond the US borders must obtain special permission from their OIC and will receive a Country intel and safety brief.

6. Command and Signal.

a. Command. This policy is applicable to all Marines within this command.

b. Signal. This policy is effective upon the date signed.


M. R. SCHULZ

Regulation for Leave and Liberty

1. Scope. This order contains detailed instructions for implementation of policies concerning leave, liberty, and administrative absence within the command. The references should be consulted for any instance not covered in this order.

2. Action. Commanding Officers/Officers in charge (OIC) will publish leave and liberty regulations in compliance with chapter 4 of reference (a), and this Order. Personnel granted liberty or leave will abide by the liberty and leave limitations set forth in paragraphs 4c and 5d of this order. The regulations prescribed in paragraphs 4c and 5d of this order are general orders upon which disciplinary or punitive proceedings may be based in appropriate cases. Commanders can and shall adjust leave and liberty periods for Marines utilizing Privately Owned Vehicle (POV) to leave the local area to ensure travel can be completed during daylight hours.

3. General Instructions Regarding Leave and Liberty

a. General Information

(1) Leave is granted under the condition that the Marine returns to duty upon expiration of leave at the place and time specified in the leave authorization. It is the Marine's responsibility to have sufficient funds to defray all expenses associated with leave including transportation. While Marines may obtain return transportation assistance from any Uniformed Services installation, the cost of such transportation is subject to lump sum checkage from their pay accounts, and they may be subject to disciplinary action if the transportation arranged for them does not result in their arrival at their command prior to expiration of the leave.

(2) 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 his place of work for approximately eight hours. The majority of the duty day is defined as being greater than 50 percent of that duty day's work hours, (i.e.) being present for more than 4 hours of work. When a Marine works the majority of a duty day it is not counted as a day of leave. However, commanders are authorized to adjust Leave and Liberty periods for their Marines and Sailors so that they are traveling during daylight hours. Assuming a 0730-1630, Monday through Friday duty schedule, the following scenarios are provided:

Scenario 1: A Marine may depart the local area at 1201 local time on Monday after working the majority of the duty day and return prior to 1201 Friday and work the majority of the duty day and be charged 3 days of leave.

Scenario 2: A Marine may depart the local area at 1201 local time on Monday after working the majority of the duty day and return at 0800 Saturday and be charged four days of leave.

Scenario 3: A Marine may depart the local area at 0800 local time Sunday and return at 1200 Saturday and be charged six days of leave.

(3) Commanding Officers shall include the following instructions in leave and liberty regulations and ensure that personnel of this Command are aware of such instructions:

(a) 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.

(b) Personnel on leave and liberty must understand that the authority in paragraph 3a(3)(a) has its foundation in law and they are required to conduct themselves accordingly. Those exercising such authority are enjoined to do so with judgment and tact. Particularly, apprehension should not be resorted to where corrective measures will suffice.

b. Instructions Concerning Emergency Medical or Dental Treatment

(1) 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 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 metal for fillings.

(2) 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/dental facility if available. (Federal facilities are those of the Navy, Army, Air Force, Public Health Service and Veterans' Administration). If the foregoing is not feasible, in a bona fide emergency situation, Marines may obtain emergency treatment from any source at government expense.

(3) If a Marine on leave or liberty is hospitalized, he/she should immediately notify his/her Commanding Officer or the nearest Marine Corps organization for assistance. If permitted to revert to a leave or liberty status upon release from the hospital, he/she should immediately notify his/her Commanding Officer, preferably by collect telephone call, on the date of release, and provide the diagnosis. If traveling under orders issued by competent authority or on authorized liberty, the Marine concerned for delivery to his/her Commanding Officer shall obtain a statement from the attending physician containing the aforementioned information.

4. Liberty. Reference (d) sets forth regulations for the assignment of all personnel to a duty section and requires one duty section on board at all times.

a. Regular Liberty. Liberty will be granted in accordance with Chapter 3 of reference (a).

b. Three or Four Day Liberty. Special liberty periods of 3 or 4 days (72 or 96 hours) may be granted on special occasions or in special circumstances such as those listed in chapter 3 of reference (a). However no individual will be authorized more than one 96-hour liberty period during any one calendar month. Within an hour and a half of termination of special liberty for long weekends, Squadron Duty Officers or Officers in Charge shall give a telephone report to the Group Duty Officer (DSN) 582-5100 of Squadron or Detachment Personnel status to include unauthorized absences and any accident that may not have been reported. Leave and special liberty may only be combined in accordance with reference (a) of this order.

c. Liberty Limitations

(1) The following limitations are established and apply to ground travel only. Commanding Officers and Officers in Charge may reduce these limitations of travel on the basis of suitability of transportation to be utilized, coupled with the distance to be traveled and the condition of the weather prevailing at the time of travel in order to ensure safety and the return of personnel.

(a) Overnight Liberty (24 Hrs). For liberty commencing at the end of the normal workday (1630) and terminating the following morning (0730), travel is limited to 85 miles from the nearest base/station gates.

(b) Weekend Liberty (48 Hrs). For liberty commencing at the end of normal working hours (1630) on Friday and ending the following Monday (0730), travel is limited to 250 miles from the nearest base/station gate.

(c) Three-Day Liberty (72 Hrs). For extended liberty periods of three days (72 hours), travel is limited to 350 miles from the nearest base/station gate.

(d) Four-Day Liberty (96 Hrs). For extended liberty periods of four days (96 hours), travel is limited to 450 miles from the nearest base/station gate.

(2) The limitations established for subparagraph 4c(1)(d) above are extended for air travel to any metropolitan area within the continental United States served by regularly scheduled airlines and to which reservations have been secured in advance of liberty.

(3) Special Liberty/Out of Bounds Passes. Commanders shall utilize Special Liberty/Out of Bounds Passes Module via Marine Online (MOL) to authorize all personnel to travel short distances beyond the distance limitations stated above. Each case will be considered based on commanders' discretion, and anticipated weather conditions enroute to and at requested destination.

5. Commencements and Termination of Leave and Liberty

a. Task. All personnel shall utilize MOL for leave or liberty requests. The Officer-in-Charge (OIC) or Staff Non-Commissioned Officers in Charge (SNCOIC) of the Marine or Sailor

is required to conduct a leave or liberty assessment utilizing enclosure (2). Annotate completion of the assessment in the remarks section of the MOL leave request. In addition, all high risk Marines with a driving risk indicator score 13 and over shall have their leave plans reviewed and signed by their OIC. All medium and below risk Marines with a driving risk indicator score of 12 or less may have their leave plans reviewed and signed by their SNCOIC.

b. Vehicle Inspection. A vehicle inspection is required for all Marines 26 years old and under prior to departing the immediate vicinity (defined as 85 road miles or more) on leave or liberty in accordance with the II MEF Force Preservation Campaign Plan. The Marine's immediate OIC/SNCOIC is responsible for conducting the vehicle inspection utilizing the POV inspection checklist or the Motorcycle inspection checklist provided in enclosure (2).

c. Liberty. Commencement of liberty will be in accordance with paragraph 4 above. Termination of liberty will be as determined by the Commander; but in no instance will it exceed the time specified in Chapter 4 of reference (a).

d. Leave. Personnel granted leave must commence and terminate leave in the immediate vicinity of their duty station (i.e., the place from which the Marine normally commutes daily to and from work). Officers and Staff Non-Commissioned Officers are authorized to check out and in from leave via MOL or by telephone to the Officer of the day. If they are checking out or checking in from leave by telephone, it must be done from a telephone in the immediate vicinity of their duty station. All Sergeants and below must check out and in from leave in person, with the Officer of the day.

6. Leave While Awaiting Dismissal, Punitive Discharge or Administrative Separation

a. Dismissal and Punitive Discharge. Personnel desiring to avail themselves of leave while awaiting a dismissal or punitive discharge will submit a request, in writing, to this Headquarters (Attn: Legal). Upon approval by this Headquarters, the Unit Commander will issue orders.

b. Administrative Separation. Marines awaiting completion of administrative processing for separation for cause may, when in the best interest of the Marine Corps, be granted leave upon submission of a written request to the officer exercising

general courts-martial convening authority. Marines volunteering for such leave who have accrued leave to their credit shall be charged with accrued leave until it is exhausted. Any leave beyond that which was accrued will be charged as excess leave. Leave authorization under this paragraph does not apply to Marines awaiting administrative separation for expiration of enlistment or fulfillment of service obligation. Leave awaiting administrative separation may be terminated by the officer granting such leave at any time by written notification to the Marine. Involuntary leave is not authorized for Marines awaiting administrative separation except as covered in chapter 2 of reference (a).

(1) Leave awaiting administrative separation will be granted only if:

(a) There are no additional proceedings necessary for execution of the discharge which require further action by the Marine or would require the Marine's physical presence.

(b) The general court-martial convening authority believes that current proceeding will result in the Marine's separation.

(2) Upon the Marine's written request, leave awaiting administrative separation will be terminated by the officer exercising court-martial authority.

7. Public Holiday. This Command will observe public holidays as established by law and as stated in chapter 3 of reference (a).

I, _____ (Rank Full Name), recognize the contribution I make to my fellow Marines, Sailors, and Civilian Marines of _____ (unit name), 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 leave prepared to continue "the fight."

(Signature of Marine)

*Authored by:

Cpl Amir Golshani, Cpl Gregory Johannes, Cpl Dion Hopkins, Cpl Terence Harrell, Sgt Audra Kaufenberg

I, _____ (Rank Full Name), have confirmed that _____ (the requesting Marine) has an acceptable plan for leave 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.

(Signature of first Marine in approval chain)

INSTRUCTIONS

1. Leave is granted subject to immediate recall; therefore, maintain communications with your leave address. **KEEP THESE LEAVE PAPERS IN YOUR POSSESSION AT ALL TIMES.**
2. It is understood you have sufficient funds to defray your expenses on leave, including round-trip transportation. Each case of transportation obtained from recruiting stations, or other Marine Corps activities, by personnel on leave, will be investigated and where no urgent necessity was apparent in applying for transportation request, disciplinary action may be taken.
3. You are cautioned against the disclosure of any classified information. While it is desirable to tell the public about the Marine Corps, do not discuss any subject unless you are certain it is unclassified. In case you are asked to participate in a press conference, talk to reporters or speak through any other media on matters pertaining to the Naval Service, you should express a desire to cooperate, but should first consult with and obtain clearance from the nearest Marine Corps public information officer if at all practicable.
4. Inform yourself of transportation schedules, and make allowances for delays. Missing connections is not an excuse for **UNAUTHORIZED ABSENCE**. Train, bus, and plane schedules and connections are frequently unreliable.
5. Cooperate with shore patrol and military police at all times. Military police, shore patrols, air police, officers, petty officers, and noncommissioned officers of the Armed Forces are authorized to take preventive 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 services. Personnel on leave and liberty are subject to this authority. Misconduct will be cause for disciplinary action. You are subject to orders of your superior officers in all branches of the Armed Forces.
6. If necessary to request an extension of leave, communicate with your commanding officer by telegram, telephone or letter. **IF NO REPLY IS RECEIVED YOU WILL CONSIDER YOUR REQUEST NOT GRANTED.**
7. In the event you encounter problems while on leave, it is recommended that you contact the nearest military unit for assistance.
8. In case of serious illness or injury incurred while on leave which requires medical attention or hospitalization, report facts to your commanding officer by telegram and request instructions. You are advised that costs incident to hospitalization or medical treatment received at other than Navy, Army, Air Force, or Public Health Service facilities, may be defrayed by the Marine Corps in emergency cases only. No charge against your leave, or reduction in total period of leave granted will be made for any period of hospitalization. Unless otherwise ordered, you will revert to a leave status upon release from a hospital, and will immediately notify your commanding officer that you have been released and have reentered leave status, giving leave address, preferably by telegram. Proof of hospitalization must be provided upon return from leave. **(NOTE: IF MARINE IS UNABLE TO CONTACT COMMANDING OFFICER DUE TO ILLNESS, ACCIDENT OR DEATH, NOTIFICATION OF THIS FACT SHOULD BE MADE TO THE NEAREST MARINE CORPS ACTIVITY BY PERSON FAMILIAR WITH THE SITUATION (Parents, spouse, physician, etc.)).**
9. It is understood that this leave commences at your duty station and that it expires at your duty station. Also it is clearly understood that you are required to report for duty at your duty station upon expiration of leave and that failure to do so may make you subject to disciplinary action under the Uniform Code of Military Justice, 10 U.S.C. 801-840. If you are authorized to check out and check in by telephoning you are cautioned that commencement and termination of leave must be made in the immediate vicinity of your duty station (place from which you normally commute daily to and from work). You are directed to deliver your leave authorization to your commanding officer or the designated representative, at the commencement of the next regular working day subsequent to termination of your leave.

MCSSE WESTOVER LEAVE AND LIBERTY DRIVE SAFE FORM

COMPLETED BY MENTOR FOR SGTS AND BELOW

Is your Marine aware of local area safety precautions?	YES	NO
Is your Marine aware of the consequences of disobeying this Command's safety policy and regulations?	YES	NO
Does your Marine understand the concept of ORM?	YES	NO
Has the Driving Risk Mishap Indicator form been completed?	YES	NO
Has the TRIPS Report been completed and attached?	YES	NO
Has the Vehicle Inspection checklist been completed?	YES	NO
Does your Marine know he can call to get more time off to retrograde safely?	YES	NO

MCSSE WESTOVER LEAVE SAFETY PLEDGE

I, _____, recognize the contribution I make to my fellow Marines, sailors, and Civilian Marines of _____, 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 leave prepared to continue "the fight".

Signature of Marine

I, _____, have confirmed that _____ has an acceptable plan for leave 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.

Signature of SNCOIC or NCOIC

Enclosure (2)

NAME:

DESTINATION:

DATES:

MCSSE Chicopee, MA

Driving Mishap Risk Indicator Self Assessment Survey

Purpose. This form is applicable to all active duty, including temporarily assigned members of the MCSSE Chicopee, MA unit who are traveling under Unit orders or for Unit sponsored events. It is required for travel outside the local area, which is defined as greater than 50 miles from The Site.

Instructions. Each unit member that is traveling outside of the local area must complete this form and forward through their chain of command to reach the CO **NLT three days** prior to travel. Assign points for the following risk factors as they apply.

Total points determine an individual's relative risk level. Directions for use of this form:

- discuss the completed form results with SNCOIC and forward results through the chain of command. A record will be made of counseling for all cases with a point total of 8 or higher.
- The form and itinerary including points of contact if applicable should be attached to the completed form.

RISK FACTOR	RISK	POINTS
1. AGE		
25 YEARS OR YOUNGER = 1 PT		
26 OR OLDER = 0 PTS		
2. PAY GRADE		
O-2 AND BELOW = 1 PT		
E-5 AND BELOW = 1 PT		
E-6 AND ABOVE = 0 PTS		
3. MARITAL STATUS		
OTHER (DIVORCED, SEPERATED, ENGAGED) = 2 PTS		
SINGLE = 1 PT		
MARRIED = 0 PTS		
4. DRIVING RECORD		
1 OR MORE MOVING VIOLATIONS LAST 12 MOS = 1 PT		
5. TIME SINCE DEPLOYMENT		
DEPLOYED OVER 30 DAYS & HOME LESS THAN 30 DAYS = 2 PTS		
OTHERWISE = 0 PTS		
6. DISTANCE TO TRAVEL		
OVER 500 MILES = 2 PTS		
100 THRU 500 MILES = 1 PT		
LESS THAN 100 MILES = 0 PTS		
7. INCIDENTS OF ALCOHOL ABUSE		
EACH INCIDENT = 4 PTS		

SUBTOTAL

0

NAME:

DESTINATION:

DATES:

8. RATIO OF TRAVEL DAYS TO TOTAL LEAVE	
GREATER THAN 1 TO 4 = 2 PTS 1 TO 4 = 1 PT LESS THAN 1 TO 5 = 0 PTS	
9. REST PRIOR TO DEPARTURE (Per travel day)	
LESS THAN 8 HRS = 1 PT	
10. HOUR OF RETURN TO DUTY	
LESS THAN 12 HOURS PRIOR TO NEXT WORK DAY = 1 PT	
11. DRIVING ALONE (1 DRIVER)	
YES = 1 PT	
12. PERSONAL STRESSORS	
1 PT FOR EACH: - MARITAL TROUBLES - DEATH IN THE FAMILY - CAREER DECISION LOOMING - OTHER:	
13. MOTORCYCLE TRAVEL	
YES = 2 PTS	
14. TRAVELING DURING HOLIDAY PERIODS	
NATIONAL HOLIDAYS, CO APPROVED 96'S SCHOOL SPRING BREAK YES = 1 PT	
POINTS FROM PAGE 1 TOTAL POINTS :	

Note: If the total points exceed 8, the individual has a greater than average risk for a traffic mishap. The SNCOIC should work with the individual to reduce the risk factors (allow for more travel time, take more leave, adjust the time of departure/arrival, travel with a companion, etc.)

The following areas of excessive risk were noted:

The solutions for these excessive risk factors are:

SNM Signature: _____

Trip Approved: _____
SNCOIC / OIC

MCSSE, CHICOPEE, MA LEAVE AND LIBERTY PARAMETERS



- 24 HOURS - 100 MILES
- 48 HOURS - 200 MILES
- 72 HOURS - 400 MILES
- 96 HOURS - 500 MILES