



**UNITED STATES MARINE CORPS**

MARINE FORCES RESERVE  
MARINE FORCES NORTH  
2000 OPELOUSAS AVENUE  
NEW ORLEANS, LA 70114-1500

ForO 1050.2B  
G-1  
07 Mar 2014

FORCE ORDER 1050.2B

From: Commander

To: Distribution List

Subj: REGULATIONS FOR LEAVE, LIBERTY, AND ADMINISTRATIVE  
ABSENCE

Ref: (a) MCO P1050.3J

1. Situation. To promulgate leave and liberty regulations for the Marine Forces Reserve (MARFORRES) and Marine Forces North (MARFORNORTH).

2. Cancellation. ForO 1050.2A.

3. Mission. To set forth policies and instructions governing leave, liberty, and administrative absence. Regulations contained herein are consistent with the reference and amplify those policies as they pertain to MARFORRES and MARFORNORTH.

4. Execution

a. Commander's Intent and Concept of Operations

(1) 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. Accordingly, all personnel will be afforded the opportunity and be encouraged to take annual leave, as accrued, to the extent consistent with military requirements.

(2) All Marines and Sailors assigned to MARFORRES and MARFORNORTH are personally responsible for keeping themselves informed of their correct leave balance and ensuring that their requests for leave are within the amount of leave to which they are entitled.

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distribution is unlimited

b. Coordinating Instructions

(1) Staff Non-Commissioned Officers (SNCOs) and Officers departing on and returning from leave will complete check-out and check-in procedures utilizing Marine On-Line. All assigned Sailors will use the electronic Leave (eLeave) module within the Navy Standard Integrated Personnel System (NSIPS) for requesting and accounting for all leave.

(2) Unit commanders will publish leave and liberty regulations containing local liberty limits and policies as prescribed herein.

5. Administration and Logistics

a. Leave

(1) Unit Commanders, Inspector-Instructors and Site Commanders are authorized to grant leave to assigned personnel as prescribed in the reference, and subject to procedures as set forth in this order.

(2) MARFORRES General Staff Officers, Special Staff Officers (not under the cognizance of a MARFORRES General Staff Officer), and the Commanding Officer, 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 authorization requests approved by the cognizant MARFORRES General or Special Staff Officer or respective Deputy.

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

(4) All MARFORRES subordinate Commanding Officers, Inspector-Instructors and Site Commanders will submit their leave authorization requests to their higher Headquarters for approval.

b. Foreign Travel. Commanding Officers, Inspector-Instructors and Site Commanders with Special Court-Martial convening authority may approve foreign travel. Travel clearance requirements as identified in the references must be completed. In accordance with the reference, personnel

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authorized OCONUS foreign travel must be provided the requisite Level I briefing and annotation of such be appropriately recorded on the unit diary. Each Marine will be provided a terrorist threat brief concerning both the threat posed to their safety and the appropriate precautions that should be taken to minimize their vulnerability prior to their departure. Information may be obtained from the following sources: The most recent travel security advisory; local G-2/S-2; local NCIS resident agency; DoD Foreign Area Clearance Guide. The approving authority must ensure that the individual Marine meets all prerequisites for foreign travel, i.e. passport, visa, letter of invitation.

c. Combining Leave and Special Liberty. Although combining leave with special liberty is authorized when remaining in the vicinity of the local area of the Marine's Primary Duty Station, the intent of this authority 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. It is not intended to allow leave to be granted immediately before and after a period of liberty without having to use annual leave to cover the entire period. The following examples apply:

(1) A Marine is authorized leave for the period of 20 December through 21 December and remains in the local area. The Marine checks-out on leave at 1630 on 19 December and checks-in from leave on 0800 22 December. The Marine then takes special liberty from 22 December through 25 December. The Marine will only be charged for leave for the period of 20 December through 21 December.

(2) A Marine is authorized leave for the period of 20 December through 3 January and remains in the local area. The Marine checks-out on leave at 1630 on 19 December and checks-in from leave at 0730 on 4 January. The Marine will be charged for leave for the entire period of 20 December through 3 January, regardless of the fact that there may have been two periods of special liberty during the Marine's leave period.

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

e. Liberty

(1) 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.

(2) 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.

(3) 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); Commanding Officer, HQBN, MARFORRES, and those officers authorized by the reference.

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

(5) Liberty limits for MARFORRES/MARFORNORTH units located throughout the continental United States, Alaska, Hawaii and Puerto Rico, will be as prescribed by the senior MARFORRES/MARFORNORTH organization Inspector-Instructor/Site Commander at that location. Inspector-Instructor/Site Commanders will consider each locality's situation, surrounding facilities and availability of transportation. Operational Risk Management (ORM) will be used in establishing specific commuting distance authorizations during liberty periods.

f. Instructions Concerning Emergency Medical Treatment

(1) If a Marine or Sailor should have a medical or dental emergency away from the assigned duty station, aid will be requested from the nearest uniformed services activity or other federal medical or dental facility.

(2) If the foregoing is not feasible, in a bona fide emergency situation, a Marine may obtain treatment from a civilian emergency room.

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(3) If a Marine or Sailor on leave or liberty is hospitalized, the Marine or Sailor's Commanding Officer /Inspector-Instructor or the nearest Marine authority shall be immediately notified and instructions requested. If permitted to revert to a leave status upon release from hospital, the Marine or Sailor should notify his Commanding Officer/Inspector-Instructor on the date of release. In any event, the leave authorization will be endorsed or annotated to show (over the doctor's signature), the place hospitalized, the date of release, and the diagnosis.

6. Command and Signal

a. Command. This order is applicable to the Marine Forces Reserve and Marine Forces North.

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



G. T. HABEL  
Executive Director

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