



UNITED STATES MARINE CORPS
MARINE AVIATION DETACHMENT
22401 CEDAR POINT ROAD, BUILDING 102
NAVAL AIR STATION
PATUXENT RIVER, MARYLAND 20670-1188

DetO 1050.2
CO
22 Oct 21

DETACHMENT ORDER 1050.2

From: Commanding Officer
To: Distribution

Subj: LEAVE AND LIBERTY REGULATIONS

Ref: (a) MCO 1050.3J
(b) Joint Travel Regulations (JTR)
(c) U.S Navy Regulations, 1990 Chapter 7, Section 3
(d) DOD Directive 1327.5, Leave and Liberty
(e) MARADMIN 331/18
(f) MARADMIN 570/18
(g) MARADMIN 492/04
(h) DOD Foreign Clearance Guide
(i) DoD Directive 4500, 54E Official Temporary Duty Travel Abroad

Encl: (1) NAVMC 3
(2) Liberty boundary Map, NAS Pax River

1. Situation. To publish leave, liberty, administrative absence, and special leave accrual regulations for the Marine Aviation Detachment (MAD), Patuxent River and China Lake-Point Mugu.

2. Cancellation. DetO 1050.1Z

3. Mission. To ensure MAD personnel are in compliance with all Federal, Department of Defense and United States Marine Corps regulations in regard to leave programs. This includes positive measures, in order to encourage personnel to utilize the leave they earn throughout the year in a responsible manner.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Vacations and short periods of rest from duty provide benefits to morale, level of performance, career motivation and health and welfare that are necessary for maximum long term effectiveness. Accordingly, all personnel will be afforded the opportunity and encouraged to take annual leave accrued to the maximum extent possible consistent with military requirements.

(2) Concept of Operations. The Commanding Officer is authorized to grant leave to assigned personnel as set forth in Chapter 2, paragraph 4 of reference (a), and will publish leave and liberty regulations in accordance with the listed references. The Commanding Officer will implement procedures, for a primary and alternate means of Marines being checked in/out of leave properly and maintaining proper accountability throughout the entire process.

b. Coordinating Instructions

(1) The Commanding Officer may grant leave to any member of the command, as well as, to those Marines attached to or under the administrative control of the detachment headquarters. The Commanding Officer has delegated the authority to grant leave to the MAD Executive Officer, Administrative Officer, Administrative Chief, and Sergeant Major. The staff will coordinate extensions to members of the command in order to (IOT) facilitate the handling of various emergencies and/or other priority issues that may arise while a Marine is on leave.

(2) Leave for up to 15 days will be granted in all cases provided that the Marine requesting leave has met all annual training requirements, is not facing adverse administrative or punitive disciplinary action, and the command's mission does not demand their presence. Leave request in excess of 15 days will be granted on a case-by-case basis.

5. Administration and Logistics

a. Leave

(1) References (a) through (i) are policies and instructions governing leave, liberty, administrative absence, and special leave accrual. Regulations contained in this directive are consistent with and amplify those policies and instructions as they pertain to the MAD.

(2) All Marines are responsible for keeping track of their current leave balance and ensuring that requests for leave do not exceed the number of days reflected on their current leave balance.

(3) Under routine circumstances, leave will not be authorized to commence prior to the end of normal working hours on a day of duty. The day of return from authorized leave will be counted as a duty day as long as the time of return is prior to 1200. Per reference (e), 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. However, following the intent of reference (g) to ensure Marines departing on and returning from authorized leave and liberty using a privately owned vehicle (POV), do so during daylight hours and/or when other safety considerations are weighed and the decision is made to allow a Marine to commence leave before the end of a normal duty day, the following apply:

(a) When a Marine works the majority (50%) of a duty day, that day will not counted as a day of leave.

(b) When a Marine ends leave prior to 1200 on a duty day and then works the majority of the duty day, that day will not be counted as a day of leave.

(c) When a Marine ends leave prior to 1200 on a non-duty day, that day will not be counted as a day of leave.

(4) The Marine OnLine (MOL) leave request processing option is the preferred method of authorizing leave. If unable to access MOL, leave authorization form, NAVMC-3, enclosure (1), will be used for requesting and granting leave. However, the above two methods of approving leave will not be used for delay enroute to the member's next duty station.

(5) Leave is granted under the condition that Marines will return to duty upon the expiration of their period of leave. Marines who fail to return by the expiration of the authorized period of leave may be subject to disciplinary action for unauthorized absence (UA) under the UCMJ.

(6) Leave begins and ends in the local area. The local area is defined as the place the Marine resides or from where the Marine commutes to/from their work station.

(7) Marines are responsible for checking themselves in and out of leave. This accomplishes two tasks for the command. First, it allows the command to maintain positive accountability of all personnel at all times. Second, it prevents Marines from being erroneously charged leave days, in the event that they check in from leave early, or are unable to go on leave due to operational requirements. In the event that it is not feasible for Marines to check themselves in/out of leave via MOL, the alternate option will be to call the MAD HQ to make positive contact by notifying the MAD HQ of departure/return from leave. If leave commences/expires on a weekend or holiday and a Marine is not physically able to check themselves in/out on leave via MOL, then they must call the MAD HQ duty phone and inform the duty of their leave status. The MAD HQ duty phone number is 240-434-8949. If positive contact is not made by the Marine, either through the preferred method of checking themselves in/out of leave via MOL, or via phone communication with the MAD HQ, the Marine will be considered in an unauthorized absence status and subject to disciplinary action.

(8) The Commanding Officer has the responsibility to ensure Marines are afforded the opportunity to take annual leave.

(9) Certain Marines qualify for special leave accrual (SLA) and are authorized to accumulate leave in excess of 60 days. SLA is defined in reference (a) and specific instructions are published annually via Marine Corps MARADMINs prior to the end of each fiscal year. Marines who feel they qualify for SLA are encouraged to submit an electronic personnel action request (EPAR) to the administration section citing eligibility criteria in the appropriate year's MARADMIN, as well as, any related personal documentation.

b. Procedures for requesting leave extension. A Marine should request enough leave, within constraints of this order, to completely cover their plans for that period.

(1) Leave extensions will be granted on a case by case basis.

(2) An individual requesting a leave extension should contact their immediate chain of command for approval before contacting the Administrative Chief or Administrative Officer. Extension authorizations will be granted by the Commanding Officer via the Marine's chain of command.

c. Parental Leave. References (e) and (f) announce the changes to Marines Corps parental leave policy.

(1) Definitions of parental leave include the following:

(a) Qualifying birth event. Any live birth of a child to a Marine. Multiple births resulting from a single pregnancy (e.g. twins or

triplets) will be treated as a single birth event so long as they occur within the same 72-hour period.

(b) Birthparent. The impregnated parent with whom the birth event occurred.

(c) Qualifying Adoption. An adoption that is arranged by a "qualified adoption agency" as defined in section 1052 of title 10, United States Code.

(d) Primary Caregiver (PC). The parent with primary responsibility of care for the child in the case of a qualifying birth event or adoption, in most cases the non-military parent. Cases when a military member may be designated as the PC may include, but are not limited to, situations where the member is the birthparent; dual military couples where the other member is designated as the secondary caregiver; unavailability or incapacity of the original PC; or other circumstances where the Marines must act as PC.

(e) Secondary Caregiver (SC). The parent not primarily responsible for care of the child in the case of qualifying birth event or adoption, in most cases the military parent.

(2) Effective immediately, the Commanding Officer shall grant parental leave entitlements for maternity convalescent leave (MCL), primary caregiver leave (PCL) and secondary caregiver leave (SCL) in accordance with references (e) and (f).

d. Maternity Convalescent Leave (MCL). Only applies to a Marine who is the birthparent. 42 days of non-chargeable leave is authorized and is intended for the medical needs of the birthparent. The following pertains to parameters outlined for MCL:

(1) May not be denied by the commander.

(2) Commences on the first full day following the date of discharge or release from the hospital (or similar facility) where the birth event took place.

(3) Must be taken in one increment of continuous absence, to include weekends and holidays.

(4) Additional MCL may be authorized if specifically recommended, in writing, by the Marine's Health Care Provider (HCP). If MCL beyond 42 days is granted, a corresponding reduction in PCL or SCL occurs, as appropriate.

(5) In cases of miscarriage or stillborn baby, convalescent leave other than MCL may be granted. The Commanding Officer and HCP will coordinate to determine the best course of action.

e. Primary Caregiver Leave (PCL). Grants of up to 42 days of non-chargeable leave that is authorized for Marines who meet the definition in this order. The following pertains to specific guidelines for PCL:

(1) Must be taken in one increment of continuous absence, to include weekends and holidays.

(2) Must commence within one year of the birth event.

(3) Marines may choose to take less than 42 days.

(4) Does not have to be taken in conjunction with MCL (if applicable).

(5) Not authorized for a birth event where the child is given up for adoption and/or parental rights are terminated or surrendered.

f. Secondary Caregiver Leave (SCL). Up to 14 days of non-chargeable leave is authorized for Marines who meet the definition of paragraph 5c(e). The following pertains to specific guidelines for SCL:

(1) Must be taken in one increment of continuous absence, to include weekends and holidays.

(2) Must commence within one year of the birth event.

(3) Marines may choose to take less than 14 days.

(4) Does not have to be taken in conjunction with MCL (if applicable).

(5) Not authorized for a birth event where the child is given up for adoption and/or parental rights are terminated or surrendered.

g. Designation of caregiver status

(1) This designation is to establish the associated leave authorization for service members and therefore does not apply to non-military spouses.

(2) Designation as a PC or SC shall be made as early as practical, normally at least 60 days in advance of the due date (in the case of a birth event) or anticipated date of a qualifying adoption.

(3) Designation of PC or SC will be documented via MOL EPAR with the subject: Caregiver Designator.

(4) In no case may a Marine be designated as both PC and SC for the same qualifying birth event or adoption.

(5) Dual military parents. Only one PC and SC may be designated for any qualifying birth event or adoption.

(6) The Commander will coordinate with the spouse's command (even if a service other than the Marine Corps) to establish who is designated as the PC and SC.

(7) Caregiver leave may not be transferred between parents to create any kind of shared benefit.

h. Amplifying guidance for Parental Leave

(1) Marines are eligible for designation as a PC or SC for a qualifying birth event of a child or children born outside of marriage. Proof of parentage must include one of the following: being listed as parent, with consent, on the child's birth certificate, certificate of live birth or other government issued document; acknowledgement in writing of an obligation to support the child, either by voluntary agreement or court order; or registration or pending registration, in the Defense Enrollment Eligibility Reporting System (DEERS) must occur within 30 days of the birth event or adoption. A birthparent is not required to establish proof of parentage.

(2) Unused PCL is lost at separation or upon one year from the date of birth event or adoption, unless deferred in accordance with paragraph 9.c of reference (e).

(3) MCL, PCL, or SCL may not be used in conjunction with terminal leave.

(4) If chargeable leave is authorized and taken in conjunction with these leave entitlements, then leave is charged in the following order, as applicable: MCL, PCL or SCL, combat leave, and then ordinary annual leave.

i. Administrative procedures for Parental Leave requests

(1) When submitting leave request through MOL, Marines must use the MCL, PCL and SCL codes in MOL.

j. Liberty. Liberty is the authorized absence of a Marine from his or her place of duty for short periods of time and not chargeable to a Marine's leave account.

(1) The Commanding Officer has the authority to grant regular liberty, not to exceed 72 hours in duration, to any member of this command.

(2) Regular liberty will normally be granted from the end of normal working hours on a weekday to the commencement of working hours on the next workday. On weekends, regular liberty will normally be authorized to commence at the end of the work day on Friday to the commencement of the workday on Monday. Public holidays or periods specifically authorized by the President of the United States are considered regular liberty periods and shall not exceed 96 hours in duration.

(3) Holiday liberty periods will be published via the plan of the month (POTM).

(4) The Commanding Officer may grant special liberty periods not to exceed 96 hours.

(5) Periods of special liberty, in increments of 72 or 96 hours, may be granted by the Commanding Officer as compensation or a reward. Examples may be found in reference (a).

(6) While liberty is permission to leave the duty station, it is not permission to travel an excessive distance from the work place and should not exceed 250 miles in a 48-hour liberty period. Marines wishing to travel outside of the travel limits, outlined below in sections (a) (b) (c) should

submit an out-of-bounds request form through their immediate chain of command and route it to the Commanding Officer for approval via MOL. A copy of the signed out-of-bounds request form will be retained by the individual while on special liberty out of bounds.

(a) The following are the travel limits for specific liberty periods for Marines assigned to Naval Air Station Patuxent River:

| | |
|--------------------------------|-----------|
| Overnight liberty..... | 100 miles |
| 48-hour liberty (weekend)..... | 250 miles |
| 72-hour liberty..... | 375 miles |
| 96-hour liberty..... | 500 miles |

Refer to enclosure (2) for a visual depiction of the liberty boundaries/limits.

(b) The following are the travel limits for a given liberty period for the Marines assigned to MAD China Lake:

| <u>PERIOD</u> | <u>LIMIT</u> |
|---------------|--|
| Overnight | 150 road miles North: Bishop, CA South: Victorville, CA East: Barstow, CA West: Bakersfield, CA |
| 48 hours | 300 road miles North: Carson City, NV or Monterey, CA South: Chula Vista, CA East: Kingman, AZ West: San Simeon, CA |
| 72 hours | 400 road miles North: Oreana, NV or San Francisco, CA South: Yuma, AZ East: Williams, AZ |
| 96 hours | 500 road miles North: Paradise Valley, NV or Chico, CA South: Yuma, AZ East: Winslow, AZ |

(c) The following are the travel limits for a given liberty period for the Marines assigned to Point Magu:

| <u>PERIOD</u> | <u>LIMIT</u> |
|---------------|---|
| Overnight | 150 road miles North: Santa Margarita, CA South: Oceanside, CA East: Banning, CA |
| 48 hours | 300 road miles North: Santa Cruz, CA |

72 hours

South: Chula Vista, CA
East: Wenden, AZ
400 road miles
North: Vallejo, CA
South: Chula Vista, CA
East: Las Vegas, NV

96 hours

500 road miles
North: Chico, CA
South: Chula Vista, CA
East: Tucson, AZ

(7) All Marines will be required to possess their military ID card on their person at all times during liberty periods.

k. Foreign Leave. In accordance with references (a), (h), (i) refer to the website: www.fcp.pentagon.mil/fcg.cfm, and follow all steps required per the website for each specific country requested as the overseas destination. Once all instructions are completed, upload all of the proof of completion certificates if applicable, into the overseas leave request. The MAD HQ will review the uploaded documents and ensure all requirements are met per the electronic foreign clearance guide. Once all of the information is verified the leave request will be approved.

l. Special Liberty. Special liberty shall not be combined with regular liberty or holiday periods. Special liberty periods of three days may be granted by the Commanding Officer on special circumstances such as:

(1) Compensation for significant periods of unusually extensive working hours.

(2) Special recognition for exceptional performance, such as Marine of the month/year, etc.

(3) Compensation for long or arduous deployment from home stations or home port, afloat or in the field.

(4) Compensation to Marines on ships in overhaul away from home port.

(5) Compensation for duty at a unit or activity for which normal liberty is inadequate due to being in an isolated location.

(6). A traffic safety consideration for long weekends or avoidance of peak periods.

m. Administrative Absence/Permissive temporary additional duty (PTAD)

(1) The Commanding Officer may grant periods of PTAD not to exceed 30 days. The Commanding Officer has the authority to grant PTAD for occasions such as 10 days for house hunting and 20 days for retirement to assist with the transitioning period.

(2) Reference (a) outlines the purposes for which PTAD may be authorized and the conditions thereof.

n. Emergency Leave. Emergency leave will normally be granted to Marines for family emergencies, and any other situations that are deemed an emergency. Since most family emergencies and emergency situations are highly time-dependent, swift and sensitive action in processing emergency leave requests is essential.

(1) Limitations. Provided the leave will include only accrued leave and advance leave, which will not result in an advance leave balance greater than 30 days, the Commanding Officer may not authorize emergency leave for a period greater than 60 days without approval of the CMC (MMEA/MMOA).

(2) Circumstances. Emergency leave should be authorized whenever any of the following circumstances are determined or believed to exist by the Commanding Officer.

(a) Upon death of a member of the Marine's or spouse's immediate family including person(s) standing in loco parentis, and step or half relationships.

(b) When the presence of the Marine will contribute to the welfare of a dying member of the Marine's or spouse's immediate family as defined in Chapter 2, paragraph 12(c)(2), of reference (a).

(c) When any serious illness or injury of a member of the Marine's or spouse's immediate family, as defined in Chapter 2, paragraph 12(c)(3), of reference (a), important responsibilities are placed upon the Marine that must be met immediately and cannot be accomplished from the Marine's duty station.

(d) When failure to return home would create a severe or unusual hardship on the Marine, his or her household, or other immediate family.

(3) Loco Parentis. In cases involving the status of loco parentis, as defined in appendix A of reference (a), such statuses normally should have existed for a continuous period of five years prior to a Marine's initial entry into the Marine Corps. However, final determination of whether such a status did or does exist rests with the leave granting authority.

(4) Verification of emergency. Swift and sensitive action on emergency leave requests is essential. Caution must be exercised so that delay in obtaining verification of emergency conditions do not result in the Marine arriving too late to accomplish the purpose for which the leave is intended. American Red Cross verification is not required, even for funded emergency leave. However, when the leave granting authority has reason to doubt the validity of a potential emergency leave situation, assistance in determining its validity should be requested by whatever rapid means the leave granting authority considers sufficient, (e.g., telephone, e-mail, fax or wire to family member, minister, physician or hospital administrative staff).

o. Leave in conjunction with TAD. If taking leave in conjunction with TAD orders, Marines will submit the leave request via MOL. Submitting leave through another web-based system, for example the Defense Travel System (DTS), account for leave properly and therefore will not deduct leave days taken from a Marine's leave balance. Once your leave is approved, you will check yourself in/out upon reporting into your TAD command and/or upon

returning to your parent command. If you do not have access to check yourself in from leave, contact the MAD HQ for positive contact and accountability.

p. Additional information. The following additional information will be brought to the attention of all personnel:

(1) All requests for leave, special liberty or PTAD must be forwarded to the appropriate approving official no later than five working days prior to the requested commencement date to allow for processing.

(2) Marines are required to print out the approved leave or special liberty authorization or PTAD orders and keep them in their possession throughout the authorized period. This is critical in the event that emergency services are required during the leave period.

(3) Marines who are unable to return to their place of duty prior to the expiration of their authorized leave or liberty period due to unforeseeable extenuating circumstances (such as weather impeding travel, mechanical difficulties, family or medical emergencies) are required to contact the Commanding Officer or MAD HQ personnel at (301) 342-1101/3 or via the MAD duty cell phone at (240) 434-8949.

(4) Military police, shore patrols, security police, officers, petty officers and noncommissioned officers of the Armed Forces are authorized to take preventative 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.

q. Instructions concerning emergency medical 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 travel to a federal medical or dental facility, including those available through the Veterans Affairs office facilities or obtaining the required authority in advance. Emergency dental care is limited to temporary 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 metals 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 or dental facility, if available. Federal facilities are those of the Navy, Army, Air Force, Public Health Service and Veterans' Administration.

(3) In a bona fide emergency situation, Marines may obtain emergency treatment from any source and will be fully reimbursed for any out-of-pocket costs they incur.

(4) If Marines on leave or liberty are hospitalized, they should immediately notify the Commanding Officer, or MAD duty phone (240) 434-8949, or the nearest Marine Corps activity or representative and request instructions and assistance. If on leave, the leave authorization (NAVMC 3), should be endorsed or annotated to illustrate 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 a competent authority or on authorized liberty, a statement from the attending physician containing this information shall be obtained for delivery to the Commanding Officer. Convalescent leave can be recommended by a civilian or military doctor, however, this is only a recommendation and must be approved by the Commanding Officer.

(5) Whether or not civilian emergency health care involves hospitalization, the Marine is responsible for obtaining bills for such treatment. Itemized bills must show dates on or between which services were rendered or supplies furnished, and the nature of the charge for each item for presentation to Humana Military, they can be reached at 1-800-444-5445.

r. Special leave accrual (SLA)

(1) Eligibility criteria. It is Marine Corps policy to authorize members to accrue up to 120 days earned leave when assigned to duty under the following circumstances:

(a) Hostile fire or imminent danger area. When serving on active duty for a continuous period of at least 120 days in an area in which they are continuously entitled to Hostile Fire or Imminent Danger Pay.

(b) Deployable ship or mobile unit. When serving in a deployable ship, mobile unit of the Fleet Marine Force, or similar duty which, because of operational mission requirements, deploys or operates away from its designated homeport or home base for a continuous period of at least 60 days, thus preventing normal use of earned leave before it is lost at the end of the fiscal year. Personnel assigned to a ship or unit, as described in this subparagraph, but serving less than 60 consecutive days away from homeport or home base are not eligible.

(c) Deployable ship or mobile unit homeported or home based overseas. When serving in a deployable ship or embarked mobile unit including FMF units or similar duty, permanently homeported or home based outside of the United States, which is required to maintain a higher than normal condition of readiness in port or at home base and has deployed out of homeport or home base more than 50 percent of the time, thus preventing normal use of earned leave before it is lost at the end of the fiscal year. Personnel assigned to a ship or unit, as described in this subparagraph, but assigned for less than 6 months of the fiscal year are not eligible.

(d) Other duty. When serving on other prescribed duty, normally for a continuous period of at least 60 days or more during the fiscal year. The situation preventing service members assigned to such duty from using leave must have been caused by unscheduled operational commitment, national emergency/crisis or operations in defense of national security. Furthermore, the duty should preclude service members from taking leave to reduce their leave balance to 60 days before the end of the fiscal year. The provisions of this authority may be extended for members assigned to unit, headquarters and supporting staffs when they are prohibited from taking leave because of their involvement to support a designated contingency operation.

(e) Joint service. Members serving in joint organizations must meet operational eligibility criteria cited in the above paragraphs. Determination of eligibility shall be made by the joint organization in which

the member is serving. Personnel who will not lose leave at the end of the fiscal year in which the qualifying period terminates are not affected by this entitlement regardless of the number of days served on a qualifying assignment.

(2) Verification procedures

(a) Personnel who believe they are eligible should request SLA through the MAD S-1 office via EPAR.

(b) The MAD S-1 office will verify all information pertaining to a Marine's leave account and determine if they rate SLA based upon the guidance set forth in reference (a).

(3) Limitations

(a) SLA shall not be used to authorize accumulation of leave in excess of 60 days for personnel who do not manage their leave balances properly. Members are expected to take advantage of authorized leave periods and use leave authorized incident to permanent changes of duty. Leave balances that would have been lost at the end of the fiscal year regardless of whether a Marine was assigned to a prescribed duty will not be carried forward.

(b) Leave accrued in excess of 60 days is lost if it is not used before the end of the third fiscal year following the fiscal year in which the qualifying duty (i.e. deployment) is terminated. Personnel assigned to a deployable ship or mobile unit may qualify for SLA in the fiscal year prior to the fiscal year the ship or mobile unit returns to homeport or base. In this case, the carry-over period terminates at the end of the third fiscal year after the fiscal year in which the ship or mobile unit returns.

q. Approving authority

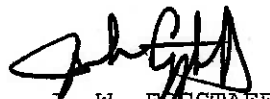
(1) The Commanding Officer of the MAD has the authority to grant SLA to members eligible under Chapter 2, paragraph 9 of reference (a).

(2) Those requests that fall into the other duty category must be forwarded up the chain of command to the Commanding General, Marine Corps Installations Command for approval.

6. Command and Signal

a. Command. This order is applicable to all Marines assigned to the MAD Patuxent River, China Lake and Point Mugu.

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


J. W. EUGSTAFF

Distribution: All hands