



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1050.6
ADJ

14 AUG 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 1050.6

From: Commanding General
To: Distribution List

Subj: LEAVE AND LIBERTY

Ref: (a) MCO 1050.3J
(b) MARADMIN 535/08 of 23 Sep 08
(c) Naval Military Personnel Manual

Encl: (1) Approximate Boundaries For Liberty
(2) Liberty Limits Mileage
(3) Message/Frost Call Format

1. Situation. References (a) and (b) direct commanders to ensure that an aggressive leave program is established in order to provide Marines respite from the work environment in ways that shall contribute to their improved performance and increased motivation; while ensuring a safe and effective guideline/policy/standard.

2. Cancellation. BO 1050.6M.

3. Mission. To promulgate policy concerning the granting of leave and liberty to personnel within this Command, in accordance with references (a) through (c).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Leave and liberty for personnel of Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) shall be authorized in accordance with reference (a), and the guidance contained herein.

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

(a) Leave

1. Commanding Officers (CO's) are authorized to grant leave to personnel within their respective units not to exceed the minimum number of persons required for the effective operation of their unit.

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

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3. 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. Assuming a 0700 - 1700, Monday through Friday duty schedule, the following scenarios are provided:

a. Scenario 1: A Marine, driving a privately owned vehicle (POV) outside the local area, 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 three days of leave.

b. Scenario 2: A Marine, driving a POV outside the local area, 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.

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

4. This Order is carefully worded to allow CO's to adjust the hour a Marine departs on leave.

a. For example, CO's may authorize a Marine who has leave plans that include driving 400 miles to a vacation destination to depart several hours before the end of the normal workday. This allows the Marine ample time to get the vehicle inspected, packed, and to arrive at the destination at a decent hour.

b. Marines not driving a POV outside the local area should depart and return from authorized leave at the end/beginning of normal work hours (i.e., those traveling by commercial air).

5. Please stress that the wording of this Order and the fact that, depending upon each situation, the hour a Marine departs on leave may vary significantly. Further, this should not be considered for "blanket" approval of leave, but rather for use on a case-by-case basis.

6. The leeway provided in this Order is one more safety tool CO's may employ in their endeavor to protect our Marines. The safety of our Marines is the primary consideration, therefore CO's should adjust hours of departure and return from leave and liberty to ensure that driving is accomplished during daylight hours.

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

1. CO's will give expeditious and sympathetic consideration to personnel requesting emergency leave.

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

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3. Orders of Command Duty Officers (CDO's)/Officers-of-the-Day (OOD's) shall contain specific instructions authorizing emergency leave during non-working hours.

4. 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).

(c) Leave Approval. Leave for personnel of this command is authorized as follows:

1. Leave requests for the Deputy Commander (Dep Comdr) and Sergeant Major will be approved by the CG.

2. Leave requests for CO's, General and Special Staff heads will be approved by the Dep Comdr prior to submission of the request to the officer who normally grants leave.

3. Leave requests for other officers of the command staff and special staff will be approved by heads of appropriate staff section heads prior to submission of the request to the officer who normally grants leave.

4. Leave requests by MCIEAST-MCB CAMLEJ officers serving on boards and councils assigned by the CG will be approved by the senior member of such board/council prior to submission of the request to the officer who normally grants leave.

5. CO's are authorized to permit officers and staff noncommissioned officers (SNCOs) to complete leave check out and check in procedures by telephone or utilizing MOL.

6. Sergeants and below will complete check out and check in procedures via a method of their respective CO's discretion. However, all leave will be tracked and reported utilizing MOL.

7. If such authorization is granted, each Marine concerned shall:

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

b. Turn in their meal card to their respective S-1 or OOD, if applicable. The meal card will be maintained by the S-1 or OOD and will be returned when the Marine checks in from leave.

c. Check in from leave utilizing MOL, the leave authorization will automatically be forwarded to their respective administrative section.

d. 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.

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e. 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).

(d) Liberty. CO's are authorized to grant liberty for members of their commands.

1. 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.

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

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

4. Four-Day Liberty. Liberty granted in accordance with chapter 3, paragraph 1c 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.

(e) Limitations

1. Enclosure (1) contains the list of boundaries for liberty for MCIEAST MCB CAMLEJ local commands.

a. Regular Overnight Liberty. Any location within 85 road miles of the nearest gate of Camp Lejeune by usually traveled motor vehicles. This specifically includes Morehead City, New Bern, Kinston, and Wilmington, North Carolina (Wilmington to include Wrightsville Beach and Carolina Beach).

b. Regular Weekend Liberty. Any location within a radius of 250 road miles.

c. Three-Day Special Liberty. Any location within 350 road miles. See enclosure (2) for examples of driving destinations.

d. Four-Day Special Liberty. Any location within 450 road miles. See enclosure (2) for examples of driving destinations.

2. Other regional installations shall create limitations similar to the guidance in paragraph 4.a.(2)(d).

(f) The foregoing applies to ground travel only. At the discretion of the CO 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.

(g) CO's 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.

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(3) Coordinating Instructions

(a) 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 CO's to maintain organization routine and schedule, or fulfill other commitments, which may be assigned.

(b) 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, 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 date of check-in off leave. Marines departing the local area prior to commencement of authorize 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. The intent is not to avoid charging the included weekend, holiday and special liberty calendar days as leave for Marines. The following examples apply:

1. Scenario 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 on 19 December and checks-in from leave on 22 December. The Marine then begins the special liberty period from 22 December through 25 December. The Marine will be charged for leave for the period of 20 December through 21 December.

2. Scenario 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 on 19 December and checks-in from leave on 4 January. The Marine will be charged for leave for the period of 20 December through 3 January, regardless of the fact that there may have been two periods (Christmas and New Year) of special liberty during the Marines leave period.

(c) CO's will ensure that "safe driving" programs are conducted. Maximum attendance is required, especially just prior to extended liberty periods, such as Labor Day weekend, or other weekends immediately preceded or followed by a holiday.

(d) Enlisted personnel, E-5 and below, 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 road miles on overnight liberty, beyond 250 miles on regular liberty, or beyond the 350/450 road miles on designated three and four day liberty periods).

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

(f) The possession of any paper, card, or other document purporting authorized liberty, special liberty, or leave by any person

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attached to the Base, is prohibited unless issued to the possessor by proper authority.

(g) The possession of identification cards, CAC, special liberty, or leave papers belonging to or issued to another person, is prohibited.

(h) 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.

(i) 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.

(j) Personnel on leave or liberty must understand that this authority has its foundation in law, and that 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 when corrective measures will suffice.

(k) Instructions Concerning Emergency Medical or Dental Treatment

1. 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 VA).

2. 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 Marines on leave or liberty are hospitalized, they should immediately notify their CO 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 CO, preferably by telephone call, on the date of release. The Marine 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 CO.

4. Whether or not it involves hospitalization, at 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 CO, so the bill may be processed for payment with the local TRICARE office.

(l) Recall of Personnel from Leave and Liberty Due to Military Necessity. A general recall of personnel from leave and liberty pertains to all Marine Corps personnel assigned to MCIEAST-MCB CAMLEJ. Routine recall of personnel on an individual basis due to administrative reasons is the

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responsibility of the individual CO. Should an individual in an authorized leave status be subject to recall, chargeable periods of leave are defined in reference (a). Upon determination that a general recall is required, the following actions are directed:

1. Directive for recall shall be issued by message or frost call. Enclosure (3) is a sample recall message.

2. The Provost Marshal Office (PMO) shall use all available sound equipment to announce recall aboard Camp Lejeune of all MCB personnel to include outlying areas (i.e., Camp Geiger, Stone Bay, Courthouse Bay), and contact law enforcement agencies of Jacksonville, Wilmington, and Kinston areas requesting that they use their communication facilities, personnel, and patrol vehicles to assist in the recall.

3. The Public Affairs Officer shall request that radio and television stations within a 450 mile radius of Camp Lejeune, broadcast recall information.

4. Personnel on leave beyond a radius of 450 miles from Camp Lejeune, shall be recalled by either message or telephone. All personnel will be instructed not to use the telephone nor allow their family members to use the telephone to call their units for information. (Latest information may be obtained by tuning in to the local radio or TV stations, or by calling the Base information number, (910) 451-1717.)

5. Strict communication security will be maintained at all times.

(m) CO's shall publish local orders for their respective battalions in concurrence with the guidance and procedures set forth in this Order.

5. Administration and Logistics. MOL is mandated as the sole source for Commanders to report leave. Leave is granted under the condition that the Marine can return to duty upon expiration of leave at the place and time specified in the leave authorization. It is also the Marine's responsibility to have sufficient funds to defray all expenses including transportation. Should the Marine not have sufficient funds to return to duty from leave, that Marine can go to the nearest Marine Corps Activity for issuance of a Government Transportation Request (GTR). The Disbursing Officer will report a checkage for payment for the GTR and it will be deducted from the Marine's pay account.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ and its subordinate commands.

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

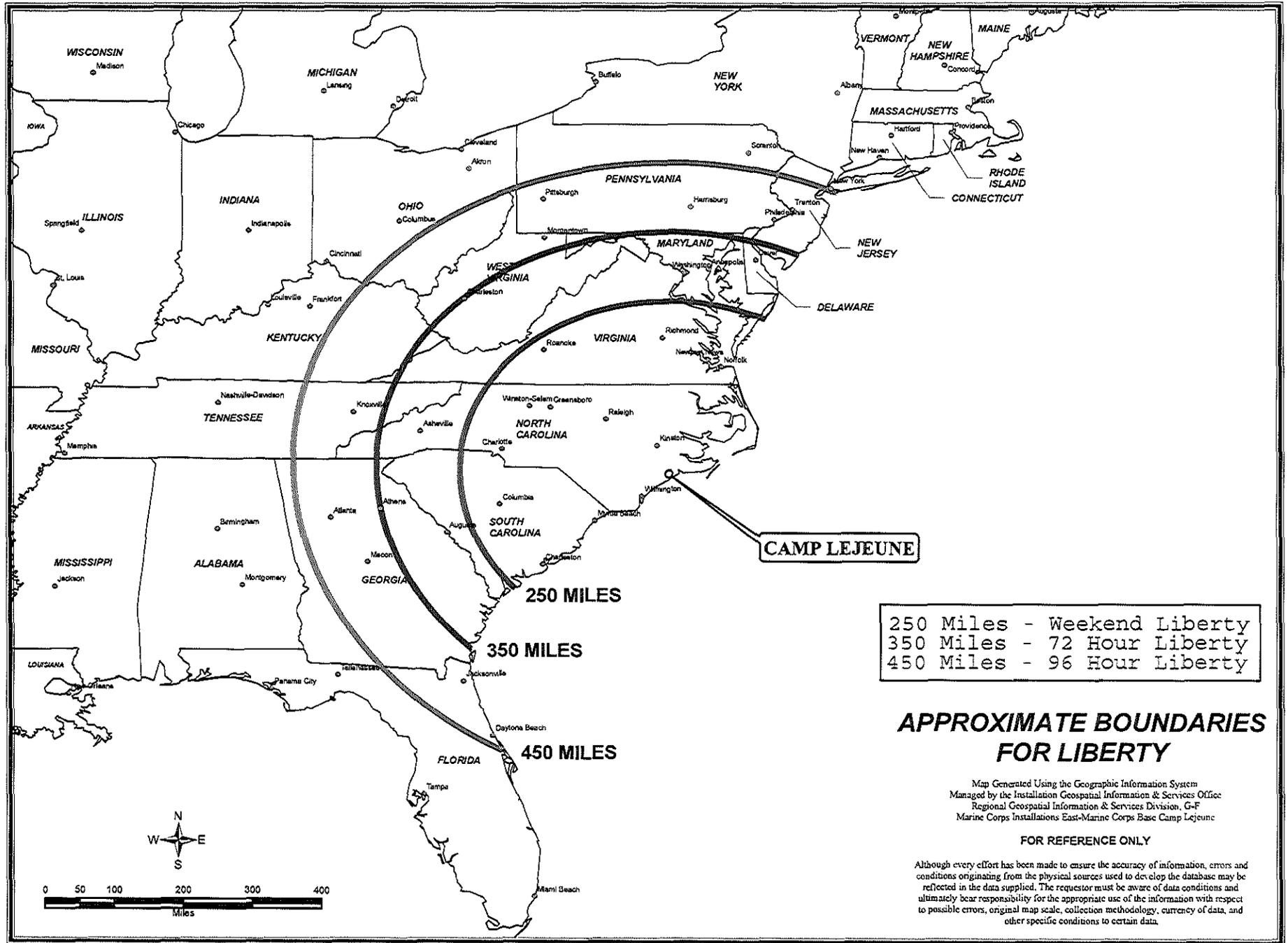


D. L. THACKER, JR.
Deputy Commander

DISTRIBUTION: A

LIBERTY LIMITS MILEAGE 14 AUG 2012

CITY	STATE	MILEAGE	CITY	STATE	MILEAGE
Albany	GA	544	Dam Neck	VA	216
Alexandria	VA	336	Danville	VA	231
Allentown	PA	516	Daytona Beach	FL	554
Altcona	PA	510	Dover	DE	386
Andrews AFB	MD	345	Durham	NC	145
Anniston	AL	572	Earle	NJ	490
Arlington	VA	340	East Orange	NJ	532
Asbury	NJ	490	Elizabeth City	NC	164
Athens	GA	426	Elizabeth	NJ	526
Atlanta	GA	485	Fayetteville	NC	139
Atlantic City	NJ	428	Florence	SC	189
Augusta	GA	334	Fort Bragg	NC	152
Baltimore	MD	380	Fredericksburg	VA	292
Bayonne	NJ	531	Gainesville	FL	537
Beaufort	SC	287	Greensboro	NC	200
Beckley	WV	390	Hagerstown	MD	407
Belvoir	VA	327	Hampton	VA	209
Bennett	NY	542	Harrisburg	PA	452
Bethesda	MD	353	High Point	NC	214
Bethlehem	PA	515	Huntington	WV	498
Bluefield	WV	350	Indian Head	MD	336
Bolling AFB	DC	340	Jacksonville	FL	464
Bristol	CT	643	Jersey City	NJ	533
Bristol	VA	369	Johnstown	PA	541
Brooklyn	NY	539	Kings Bay	GA	441
Brunswick	GA	402	Knoxville	TN	466
Camden	NJ	462	Lakehurst	NJ	474
Cameron	VA	335	Lancaster	PA	454
Camp Blanding	FL	500	Lexington	KY	425
Cape Hatteras	NC	252	Little Creek	VA	203
Cape May	NJ	383	Lynchburg	VA	260
Carlise	PA	460	Macon	GA	482
Cecil Field	FL	479	Marietta	OH	532
Charleston	SC	234	Mayport	FL	489
Charleston	WV	446	Morgantown	WV	548
Charlotte	NC	259	New York	NY	537
Charlottesville	VA	303	Newark	NJ	531
Chattanooga	TN	557	Newport News	VA	214
Cherry Point	NC	48	Norfolk	VA	194
Clifton	NJ	542	Parris Island	SC	300
Columbia	SC	269	Paterson	NJ	544
Dahlgren Lab	VA	305	Petersburg	VA	214



APPROXIMATE BOUNDARIES FOR LIBERTY

Map Generated Using the Geographic Information System
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 Marine Corps Installations East-Marine Corps Base Camp Lejeune

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Anniston	AL	572	Earle	NJ	490
Arlington	VA	340	East Orange	NJ	532
Asbury	NJ	490	Elizabeth City	NC	164
Athens	GA	426	Elizabeth	NJ	526
Atlanta	GA	485	Fayetteville	NC	139
Atlantic City	NJ	428	Florence	SC	189
Augusta	GA	334	Fort Bragg	NC	152
Baltimore	MD	380	Fredericksburg	VA	292
Bayonne	NJ	531	Gainesville	FL	537
Beaufort	SC	287	Greensboro	NC	200
Beckley	WV	390	Hagerstown	MD	407
Belvoir	VA	327	Hampton	VA	209
Bennett	NY	542	Harrisburg	PA	452
Bethesda	MD	353	High Point	NC	214
Bethlehem	PA	515	Huntington	WV	498
Bluefield	WV	350	Indian Head	MD	336
Bolling AFB	DC	340	Jacksonville	FL	464
Bristol	CT	643	Jersey City	NJ	533
Bristol	VA	369	Johnstown	PA	541
Brooklyn	NY	539	Kings Bay	GA	441
Brunswick	GA	402	Knoxville	TN	466
Camden	NJ	462	Lakehurst	NJ	474
Cameron	VA	335	Lancaster	PA	454
Camp Blanding	FL	500	Lexington	KY	425
Cape Hatteras	NC	252	Little Creek	VA	203
Cape May	NJ	383	Lynchburg	VA	260
Carlise	PA	460	Macon	GA	482
Cecil Field	FL	479	Marietta	OH	532
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Dahlgren Lab	VA	305	Petersburg	VA	214

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Message/Frost Call Format

Recall of Personnel from Leave and Liberty Due to Military Necessity

All (Applicable Command/Installation/Unit) personnel on leave or liberty within a 450 mile radius of (Applicable Installation) are hereby immediately recalled to return to (Applicable Installation). You are directed to utilize proper Operational Risk Management to ensure a safe return.

Upon arrival at (Applicable Installation), you are directed to report to your respective unit Officer of the Day or Command Duty Officer for further instructions.

Latest information may be obtained by tuning into local radio or television stations or by calling the Marine Corps Base Camp Lejeune information at (910) 451-1717.