UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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ASO 1050.1C
ADJ
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AIR STATION ORDER 1050.1C

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

Ref: (a) MCO 1050.3J
(b) MCIEAST-MCB CAMLEJO 1050.6_

1. Situation. To promulgate policy for granting leave and liberty to personnel within this Command. This Order is punitive in nature; violations are punishable under article 92 of the Uniformed Code of Military Justice.

2. Cancellation. ASO 1050.1B.

3. Mission. A leave and liberty program will be implemented by each subordinate command in order to provide Marines respite from the work environment in ways that shall contribute to their improved performance and increased motivation.

4. Execution

a. Commander's Intent

(1) To ensure every opportunity for leave and liberty is afforded to the Marines and Sailors attached to the units under the administrative control of the Commanding Officer (CO), Marine Corps Air Station (MCAS), Cherry Point.

(2) To ensure guidance is provided to optimize a safe departure and return to MCAS Cherry Point.

(3) To ensure liberty boundaries are consistent with higher headquarters, as depicted in reference (b).

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b. Concept of Operations

(1) Per reference (a), a departure time of 1201 on the day prior to the actual charged day of leave and a return time of 1200 on the day after the last charged day will ensure driving is accomplished during daylight hours.

(2) Any CO authorized to approve leave and liberty may delegate this authority at his/her discretion.

(3) Commencement and termination of leave must be made in the immediate vicinity of the Marine's duty residence, which is the place from which the Marine normally commutes daily to/from work.

(4) Boundary limits for liberty are:

(a) Regular Overnight Liberty. Any location not more than **85 road miles** from the nearest gate of the installation by usually traveled motor vehicles.

(b) Regular Weekend Liberty. Any location not more than **250 road miles** from the nearest gate of the installation by usually traveled motor vehicles.

(c) Three-Day Special Liberty. Any location not more than **350 road miles** from the nearest gate of the installation by usually traveled motor vehicles.

(d) Four-Day Special Liberty. Any location not more than **450 road miles** from the nearest gate of the installation by usually traveled motor vehicles.

(5) The foregoing applies to ground travel only. At the discretion of the commander 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.

(6) Commanders 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 or personnel.

(7) Any distance greater than the above limitations will require an Out of Bounds Approval routed through MOL.

(8) Special Liberty may be granted for:

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

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

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

(d) Compensation for duty at a unit or activity for which normal liberty is inadequate due to isolated locations.

(e) A traffic safety consideration or avoidance of peak traffic periods.

(f) House hunting trips for Marines returning from overseas tours who are not otherwise eligible for permissive Temporary Additional Duty.

c. Tasks

(1) Commanding Officers

(a) Grant leave and liberty, per the references and this Order, to personnel in your respective units, ensuring enough personnel are on board to continue an effective operational tempo.

(b) Create a unit order with specific administrative requirements to manage the leave and liberty program. The order will include, at a minimum, instructions on:

1. Marine On Line (MOL) request procedures, to include check-in and check-out procedures.

2. Chain of Command endorsement requirements and 'Out-of-Bounds' request criteria.

3. Emergency Leave instructions and steps to take in the event a bona fide emergency occurs while on leave/liberty.

(2) Officers/Staff Noncommissioned Officers in Charge and/or Directors. Ensure Marines and Sailors under your cognizance are aware of the rules and regulations pertaining to this Order and your unit's leave and liberty program, and that all unit recall information is up to date prior to departure.

(3) MCAS Cherry Point Staff Judge Advocate. Provide appropriate clearance/endorsement for leave and liberty for those serving on a court martial and ensure they are aware that they may be excused only after your endorsement or with the expressed consent of the convening authority.

d. Coordinating Instructions

(1) Foreign Country leave requires a Country Specific Threat Brief from the Mission Assurance office.

(2) Leave and liberty for this headquarters will be as follows: the CO, MCAS Cherry Point is the approval authority for the Executive Officer (XO) and Sergeant Major; either the CO or the XO is the approval authority for a subordinate command's CO and/or Director; either the CO or the XO is the approval authority for the CO's personal staff to include the Adjutant, the Station Inspector and his/her office personnel, and the CO's driver.

(3) Use the "Out of Office" reply capability in Microsoft Outlook, as a courtesy, with instructions as applicable.

5. Administration and Logistics. The MOL system is mandated as the sole source for Commanders to report leave. Leave is granted with the condition that the Marine can return for duty, upon expiration of leave, to the place and at the time specified in the leave authorization. It is the individual Marine/Sailor's responsibility to ensure they have sufficient funds available to return for duty from leave.

6. Command and Signal

a. Command. This Order is applicable to personnel of Headquarters and Headquarters Squadron, and the Center for Naval Aviation Technical Training.

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

T. W. FERRY

DISTRIBUTION: A