



UNITED STATES MARINE CORPS
COMPANY H
MARINE CRYPTOLOGIC SUPPORT BATTALION
7700-7 POTRANCO ROAD
SAN ANTONIO, TX 78251-0000

1050
Co H
13 Jul 18

POLICY LETTER 3-18

From: Commanding Officer
To: Distribution List

Subj: LEAVE AND LIBERTY POLICY

Ref: (a) MCO P1050.3J
(b) MCO P1900.16G
(c) MARADMIN 102/16
(d) MARADMIN 331/18
(e) Bn Policy Letter 5-17, dtd 8 Feb 2017
(f) NSA/CSS Policy Manual

Encl: (1) Joint Base San Antonio leave and liberty limits
(2) Joint Base San Antonio off limits locations

1. Situation. To publish guidance relative to the conduct of the Company H leave and liberty program in accordance with the references.

2. Cancellation. CoO 1050.1G

3. Mission. Develop an aggressive leave and liberty program 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 and Concept of Operations

(1) Commander's Intent. Ensure maximum use of earned leave to minimize the loss of leave, increase levels of performance and career motivation, and reduce the maximum cost payments for unused accrued leave.

(2) Concept of Operations. References (a) through (f) provide detailed instructions for the implementation of policies concerning leave, liberty, and administrative absence within the Marine Corps. Marines will submit leave, special liberty and permissive temporary additional duty (PTAD) requests via their chain of command using the Marine Online (MOL) system. Requests must be submitted in a timely manner allowing the approval authority to approve requests before the Marine departs. All routine requests will be submitted no later than seven (7) days prior to the desired commencement date. Only unusual or emergency circumstances will be considered within the designated seven (7) day submission deadline. Members in the Marine's chain of command will review and/or recommend leave, special liberty, or PTAD request in a timely manner to allow Marines to execute the approved request by the intended date. Marines will not depart the command unless their request has been approved. All leave/liberty will commence and terminate in

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the local area in which the Marine resides and from which they commute to and from their permanent duty station (PDS).

b. Coordinating Instructions

(1) Annual Leave. All Marines of this Command will be afforded the opportunity and are encouraged to take leave throughout the fiscal year, including at least one leave period each year of approximately 14-consecutive days in length and longer, when possible. Marines are responsible to manage their leave balance and will not be permitted to accrue a negative balance unless granted an exception due to extenuating circumstances.

(a) Leave is granted with the provision that all approved leave periods commence/terminate within the local area.

(b) Under routine circumstances, leave will commence at the conclusion of the Marine's normal duty day. Normal duty hours are defined as follows: Days, 0630-1430; Swings, 1430-2230; Mids, 2300-0700; Company Staff 0730-1600.

(c) If a Marine is driving out of the local area, then leave period commencement/termination time shall reflect 1201/1200 to ensure Marines are not driving extended hours after a full duty day.

(d) 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 PDS.

(e) Marines shall avoid requesting annual leave on days designated as company training days. Any requests that will preclude a Marine from attending designated company training events shall be heavily scrutinized by the Marine's chain of command.

(f) Marines shall ensure that they are compliant with applicable medical/dental readiness and annual training requirements prior to requesting annual leave.

(2) Convalescent Leave. Marines will submit supporting medical documentation when requesting convalescent leave. Once verified leave request will be submitted via MOL.

(3) Maternity Convalescent/Primary Caregiver/Secondary Caregiver Leave. Maternity leave will meet the criteria established in references (c) and (d).

(4) Liberty Limits. While liberty is permission to leave the duty station, it does not include permission to leave the general vicinity of the installation. Marines on liberty will not depart the geographical limits prescribed below without specific permission of the officer granting liberty. The following restrictions apply:

(a) Those on liberty of 24 hours in duration will not proceed beyond 80 miles of their PDS without proper authorization.

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(b) Those on liberty of 48 hours in duration will not proceed beyond 160 miles of their PDS without proper authorization.

(c) Those on liberty of 72 hours in duration will not proceed beyond 240 miles of their PDS without proper authorization.

(d) Those on liberty of 96 hours in duration will not proceed beyond 300 miles of their PDS without proper authorization.

(e) Any Marine who desires to travel outside the established limits must submit a special liberty request via MOL. Such requests will be accompanied by a detailed safe travel plan including purchase of an airline ticket or travel route if driving.

(5) Special Liberty. Special liberty shall not be combined with regular liberty or holiday periods when the combined periods of continuous absence will exceed 72 hours; special liberty of up to 96 hours must be approved by the MCSB Commanding Officer. Marines must submit a special liberty request via MOL to obtain prior approval.

(6) Extensions of Liberty. Extensions of approved periods of special liberty shall be approved according to reference (a). All requested extensions that exceed 72 hours must be approved by the MCSB Commanding Officer.

(7) Compensatory Liberty

(a) Compensatory time off (CTO) may be granted in accordance with reference (a). Marines who desire to utilize an approved CTO must submit a special liberty request via MOL.

(b) CTO granted by the Company Commander must be taken within the following week in which the CTO was awarded.

(c) CTO granted by a Marine's mission duty section must be documented and submitted through their chain-of-command. All mission granted CTO's must be used within 30 days from the date awarded.

(8) Leave Awaiting Separation (Terminal Leave). If leave is desired in conjunction with separation, the appropriate separation request should be submitted at least 60 days (2 months) plus the amount of desired leave (to include PTAD) before the effective date of separation. Marines must submit a request for terminal leave in MOL via the Outbound Orders module. Departure on terminal leave will not be authorized until their request has been approved and all required administrative and medical actions incident to separation have been completed. All terminal leave requests will be submitted to the Company Commander for approval.

(9) Leave Request Procedures. Marines will submit a Leave Request through MOL for the requested leave period. Marines will route their leave through their Platoon leadership. The Platoon Sergeant will ensure that the Marine has site/section approval prior to forwarding the request. The platoon commander will make a recommendation via MOL and submit it to the company approving officials.

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(10) Approving Authority and Procedures

(a) Approval authority for all leave, special liberty, and most PTAD ultimately resides with the Company Commander. Approval authority for annual leave within the continental United States for enlisted Marines has been further delegated to the Senior Enlisted Marine (SEM).

(b) The Company Commander may delegate the approving authority to another responsible officer should the approving authority be absent for a period of time due to leave, special liberty, PTAD, or TAD. This delegation shall be temporary and will end upon the approving official's return.

(c) Enlisted Request Routing

1 All enlisted Marines will submit leave/PTAD/liberty requests to their respective platoon leadership.

2 Platoon leadership will verify approval with the Marine's mission leadership, confirm medical and dental readiness status and ensure any required appointments have been scheduled and de-conflicted, and will confirm that the requested time frame does not interfere with any scheduled training events.

3 Platoon leadership will then forward the requests to the Company Gunnery Sergeant (CoGy), who will confirm that the requesting Marine is not delinquent in any annual training requirements and that the request would not prevent the Marine from completing any requirements.

4 The CoGy will then forward the request to the SEM who will confirm that all procedures have been complete and approve or forward the request, as required.

(d) Officer Request Routing. All officers of the command are responsible for ensuring that they are in compliance with all training, medical, and dental readiness requirements prior to submitting a leave/PTAD/liberty request. All officer requests will be routed directly to the Company Commander, who will process the request according to the references.

(11) Leave Check-Out/In Procedures

(a) During normal duty hours (0800-1600), Marines will check in/out in person with the company administrative section.

(b) After normal duty hours (1600-0800, Monday-Friday), weekends and holidays Marines will check in/out in person with the Duty Non-commissioned Officer (DNCO). The DNCO will check in with the Administrative Section daily and on the first day following weekends to report all check in/out times to ensure timely unit diary submission in MOL.

(c) Staff Non-commissioned Officers (SNCOs) and Officers are authorized to check out/in after working hours via MOL. Checking in/out via MOL is a personal convenience authorized by the Company Commander and may be revoked for any non-compliance with this order.

(d) Personnel who fail to adhere to these procedures will be considered in an unauthorized absence status. Additionally, Marines who

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check in from leave while outside of the local area will be considered to be in an unauthorized absence status.

(12) Extensions

(a) Leave. Requests for extensions of annual or emergency leave should be made as early as possible. Requests will be accepted via telephone with specific justification and must be made in sufficient time to allow for return to the command prior to normal leave expiration in the event the request is disapproved. Extension requests must be made to the Company Commander or Senior Enlisted Marine at the numbers indicated on the Recall Roster. Final approval for extensions will be granted only by the Company Commander.

(b) Liberty. Extensions of liberty, regardless of reason, that result in a greater than 96 hour absence will be charged as leave. Liberty may not be used to extend leave periods except as authorized in reference (a).

(13) Foreign Travel. All foreign travel requests will be submitted in accordance with reference (a) and (e). All foreign travel requests, training, and required documentation shall be completed at least two weeks prior to the desired travel date. The Company Commander shall be the only approving authority for all foreign travel requests.

(14) Personnel Management Manual (PMM). The NSA/CSS Policy Manual (reference (f)) applies to NSA operational authorities; leave and liberty are designated as administrative authorities. Specifically, PMM references to post-deployment basket leave are inconsistent with Marine Corps regulations and do not apply to Marines within MCSB.

(15) Leave in Conjunction with TAD. Marines must submit travel claims immediately upon return from leave taken in conjunction with their TAD (next working day).

5. Administration and Logistics

a. Administration. Marines will use MOL to submit, recommend, and approve leave, special liberty, and PTAD. Reference (a) defines the local area as the place where the Marine resides and from which he/she commutes to the duty station. Leave will be charged for all calendar days, whether they be duty days or non-duty days.

(1) Cancelled Requests. Marines who have approved leave, special liberty, or PTAD requests, but did not execute those requests will delete their request immediately in MOL.

(2) Leave, Special liberty, and PTAD Papers. All personnel shall carry a signed copy of their NAVMC 3 when executing international travel or funded emergency leave. Marines on PTAD for recruiter's assistance are required to carry a copy of their PTAD papers.

b. Logistics. Platoon leadership is responsible for checking in and checking out Marines holding the rank of sergeant or below. SNCO's and Officers are authorized to check in and out directly on MOL.

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6. Command and Signal. This order is applicable to all Company H personnel as of the date signed and will remain in effect until cancelled or superseded.

7. Point of contact for this matter is the Company Commander at 210-346-3985.



R. D. REAGLES