



**UNITED STATES MARINE CORPS**

U.S. MARINE CORPS FORCES, EUROPE  
U.S. MARINE CORPS FORCES, AFRICA  
UNIT 30401  
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MARFOREUR/AFO 1050.1B

G-1

5 Feb 18

U.S. MARINE CORPS FORCES, EUROPE AND AFRICA ORDER 1050.1B

From: Commander, U.S. Marine Corps Forces, Europe and Africa  
To: Distribution List

Subj: LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE REGULATIONS

Ref: (a) MCO 1050.3J  
(b) Marine Corps Manual w/Ch 1-3  
(c) Foreign Clearance Guide  
(d) JTR  
(e) JAGINST 5800.7F  
(f) MARFOREUR/AFBul 1052  
(g) DOD Instruction 2000.12, "DoD Antiterrorism (AT) Program,"  
November 15, 2016  
(h) DOD Instruction 1327.06, "Leave and Liberty Policy and  
Procedures," May 19, 2016  
(i) MARFOREUR/AF General Order Number 1  
(j) Army IMCOM-Europe Business Rules for Commercial Travel  
(k) MARADMIN 355/12

Encl: (1) Leave, Liberty, and Administrative Absence Regulations

1. Situation. This Order establishes leave and liberty regulations for Marines, Sailors, and civilian personnel assigned within the U.S. European Command (EUCOM) and U.S. Africa Command (AFRICOM) Areas of Responsibility (AORs), that receive administrative support through U.S. Marine Corps Forces, Europe and Africa (MARFOREUR/AF).

2. Cancellation. MARFOREUR/AFO 1050.1A and Policy Letter 8-16.

3. Mission. To specify procedures for leave and liberty in order to allow for periods of rest from duty.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Per references (a) through (k), Marines, Sailors, and civilian personnel should be permitted leave and liberty consistent with mission accomplishment and safety.

(2) Concept of Operations. The Adjutant office will manage the MARFOREUR/AF leave and liberty program. The Assistant Chief of Staff (AC/S), G-1 shall ensure that leave is accurately reported and reflected in the Marine Corps Total Force System.

b. Subordinate Element Missions. AC/Ss and special staff shall ensure that all personnel under their charge are well versed in the spirit and intent of this Order.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

5. Administration and Logistics. For all definitions of terminology found in this Order, refer to reference (a). Reference (b) requires that leave and liberty orders be published for each command. For any other questions or comments regarding this Order, contact the Adjutant office at DSN: (314) 431-3588, Comm: +49 (0) 7031-15-3588, and E-Mail: MARFOREUR/AFG1ADJ2@usmc.mil.

6. Command and Signal

a. Command. This Order is applicable to all MARFOREUR/AF personnel and all rotational units under the administrative and/or operational control of MARFOREUR/AF.

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

  
R. A. C. SANBORN

DISTRIBUTION: A

5 Feb 18

LOCATOR SHEET

Subj: LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE REGULATIONS

Location: \_\_\_\_\_  
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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

General Instructions for Leave and Liberty

1. Granting Leave

a. Each year, personnel with authority to grant leave will provide Marines, Sailors, and civilian personnel the opportunity to utilize their earned leave. To obtain maximum benefit from the objectives of the annual leave program, divisions/sections should, mission dependent, strive to provide Marines, Sailors, and civilian personnel the opportunity to take at least one period of 15 consecutive days during the year.

b. Leave for personnel assigned to MARFOREUR/AF Headquarters will only be granted by the Commander, Deputy Commander (DCOM), Chief of Staff (C/S), AC/Ss, Deputy AC/Ss, Division Chiefs, or Commanding Officer, Headquarters Company (HQCO). The Staff Secretary's office will have the authority to approve leave on behalf of the C/S. The Commander will grant leave to the DCOM and C/S; the C/S will grant leave to the AC/S and to those Marines assigned to special staff sections. The AC/Ss, Deputy AC/Ss, Division Chiefs, or HQCO will grant leave to personnel in their respective divisions/sections. Only the Commander, DCOM, or C/S may disapprove a Marine's leave request; however, a recommendation for disapproval may be submitted to the Commander, DCOM, or C/S. 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.

c. Leave for Marines assigned to EUCOM; U.S. Special Operations Command Europe; AFRICOM; U.S. Special Operations Command Africa; U.S. 6th Fleet; North Atlantic Treaty Organization, Naval Striking and Support Forces, Portugal; and European Cryptologic Center, Company D, Marine Cryptologic Support Battalion will only be granted by the designated senior officer/enlisted, senior/alternate administrative representative, or the MARFOREUR/AF Adjutant office.

d. All other Marines assigned external to MARFOREUR/AF Headquarters (e.g., PEP Marines, students, and small detachments without an approving official) will submit their requests for annual leave via Marine OnLine (MOL) through their respective chain of command, as applicable, to the MARFOREUR/AF Adjutant office. If a Marine Corps chain of command does not exist, then the Marine will indicate and annotate in the remarks section which sister service/foreign officer in his/her chain of command has approved the request. These Marines are not authorized to take leave until a leave request has been approved by MARFOREUR/AF.

e. Leave periods will be charged as one continuous period without stopping and starting leave around non-duty days, weekends, special liberty days, or holidays in order to save leave (e.g., can't check in Saturday only to check out Sunday in attempt to save days).

f. The Adjutant office has the overall leave management responsibility and has the authority to authorize leave for all members administratively joined or attached to MARFOREUR/AF. The Adjutant office will only use this authority when necessary to effectively manage the leave program, and in all cases will seek section/supervisor concurrence prior to approval.

g. Mission readiness requires a daily level of senior leadership in each section of MARFOREUR/AF. To ensure there is appropriate leadership for each section, it is essential for staff primaries and their deputies to offset their leave from one another. Staff primaries will ensure port and starboard coverage within their staffs. Coordination of leave by leaders at all levels is critical to mission accomplishment.

h. Per reference (a), members can take leave in conjunction with a period of Temporary Additional Duty (TAD). These requests are authorized if they do not interfere with operational/command commitments.

## 2. Requesting Leave

a. As a general practice, Marines request leave through MOL, located at: <https://mol.tfs.usmc.mil/mol/>. Authorized approving officials will approve a leave request, or forward recommendations for disapproval to the Commander, DCOM, or C/S. Exceptions will be made when access to MOL is limited or would delay timely processing of leave, resulting in delayed departure.

b. Ensure annual leave taken in an Outside the Continental United States (OCONUS) location is properly marked "Annual Leave O/S". Annual leave taken in an OCONUS location is considered O/S (foreign leave).

c. When requesting leave, Marines must provide a valid physical address and phone number that corresponds to the leave location. Community Mail Rooms and Post Office boxes are not valid physical addresses. Marines must also provide a valid phone number and/or any other information that can be used to contact the Marine in case of emergency. This information can be entered in the comments section.

d. All personnel requesting leave must first meet the requirements and timelines established in reference (c). It is highly encouraged that foreign leave approval be gained prior to making any travel arrangements.

e. Civilian personnel will request leave/time off by submitting leave requests in the Standard Labor Data Collection and Distribution Application (SLDCADA) to their immediate supervisor/rating official prior to the actual date of commencing leave. Only the Commander, DCOM, or C/S may deny leave based on the immediate supervisor's/rating official's recommendations. Leave periods will be appropriately annotated by the employee in SLDCADA for approval on their timesheet as required.

## 3. Commencement and Expiration of Leave

a. Leave will commence at 1630 and end at 0730. For shift workers, leave will commence at 0700/1900 and end at 1900/0700 based off the shift that they just completed or the shift they are reporting for, otherwise they will abide by the 1630 and 0730 rule. Leave papers for shift workers should have "shift worker" annotated. For safety reasons, approving officials may grant leave to begin at 1201 and end at 1200 on the day of return, provided that the Service Member is driving outside the local area and to ensure that driving is accomplished during daylight hours. The following examples apply:

(1) A Marine wishes to fly to Vienna with his/her flight departing on Tuesday at 1400 and returning to the local area on Sunday afternoon. Check out is 1630 Monday and check in is 0730 Monday.

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(2) A Marine wishes to take the train to Barcelona with his/her train departing on Sunday morning and returning on Saturday evening. Check out is 1630 Saturday and check in is 0730 Sunday.

(3) A Marine wishes to drive to Prague on Friday and return the following Saturday. Since he/she is driving she will work Friday morning and check out at 1201. He/she is required to be back in the local area and check in by 1200 the following Saturday.

b. Leave commences and ends in the local area except when taken in conjunction with TAD. The local area is defined as the place where the Marine resides and from which the Marine commutes to the Permanent Duty Station (PDS) as defined in reference (a).

c. During normal working hours, E-5s and below will check-out/check-in with their OIC or Staff Noncommissioned Officer in Charge (SNCOIC). When an OIC or SNCOIC is not available, another division/section officer/SNCO will check the Marine in/out. Officers and SNCOs are required to check-out/check-in from leave via MOL, or the MARFOREUR/AF Command Center.

d. During non-working hours, E-5s and below will check-out/check-in in person with the Command Center. The Command Center will make an appropriate log entry reflecting the individual Marine's time and date of departure/arrival. Officers and SNCOs may call the command center or check-out/check-in from leave via MOL. The Command Center's number is 0703-115-2380.

#### 4. Extension of Leave

a. Personnel on leave who require an extension of leave should request for an extension of the leave period to their leave approval authority. Requests should be made by the most expeditious means possible to include sufficient justification for an extension. If approved, the division/section can adjust the MOL request. If the request is disapproved, the individual will return to the command by the time specified in the original leave authorization.

b. During non-working hours, the Command Duty Officer (CDO) may grant an extension for safety reasons. The number of days the CDO may extend leave is limited to the amount of time needed to ensure a safe return. Authorized personnel granting verbal consent for an extension will ensure notification is made to the respective approving official, the Adjutant office, and the C/S at the first available opportunity.

c. In accordance with reference (a), Marines on leave who recruit acceptable applicants for enlistment in the Marine Corps can be authorized a five-day leave extension or a four-day special liberty for each accepted applicant. Marines may decide which incentive to choose. The Commander, DCOM, or C/S has complete discretion on whether or not to approve the extension or grant special liberty.

#### 5. Liberty

a. Liberty. Liberty will be granted to military personnel per reference (a). Normal working hours are 0730-1700. For Marines on shift work,

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equivalent schedules should be arranged, though the days of the week may vary. Liberty will be granted as follows:

(1) Regular Liberty. Monday through Friday from the end of each working day until the beginning of normal working hours the following day.

(2) Weekend Liberty. From any time after normal working hours on Friday until the beginning of normal working hours the following Monday.

(3) Special Liberty. When special liberty is requested outside of the normal evening, weekend and holiday liberty timeframe, that liberty will require a special liberty request submitted through MOL. Special liberty shall not be combined with regular liberty or holiday periods when the combined periods of continuous absence will exceed three days. The C/S is authorized to grant personnel four-day special liberty periods, which includes the weekend, and the AC/Ss are authorized to grant personnel three-day special liberty periods, which includes the weekend, on an individual basis. The Commander or DCOM may authorize three or four-day special liberty for groups, sections, or the entire Command. The Adjutant office will publish MARFOREUR/AF Bulletin 1050 on an annual basis indicating the holiday and liberty schedule.

b. Combining Leave and Special Liberty. Leave must commence and terminate in the vicinity of the local area of the Marine's PDS. Marines are authorized to take leave in conjunction with special liberty under the following provisions:

(1) The Marine is in the local area prior to commencing leave and immediately upon termination of special liberty.

(2) The Marine terminated leave and is physically located in the local area just prior to the commencement of special liberty. The local area is defined as the regular liberty limits prescribed in reference (a).

c. Combining Special Liberty with TAD. Special liberty will not be granted while in a TAD status.

d. Combining Regular Liberty with TAD. Regular liberty may be taken in conjunction with TAD at the beginning or end of the TAD period at no cost to the government per reference (h). Regular liberty includes weekends and holidays, but may not include periods greater than 3 days unless the regular liberty falls on a Thursday or Tuesday and the President (not Commander) designates the accompanying Friday or Monday as a day off. Liberty commences at the end of a normal duty day and ends prior to the start of normal working hours on the next working day. Members are entitled to per diem on the scheduled travel days, but not on additional days of liberty.

6. Travel Limits for Liberty. Liberty is permission to leave the PDS, but does not include permission to leave the general vicinity of the station without proper authorization and notification. Marines on liberty will not go beyond the geographical limits prescribed below nor leave their host country without specific permission of the leave approval authority. See Figure 1-1 for graphic depictions of liberty limits.

a. Any travel which exceeds 100 miles from PDS per figure 1-1 requires approval by the leave approval authority. This may be delegated down to the

O-5 OIC level. An MOL request is not required if staying within the liberty limits shown in Figure 1-1; however, divisions and special staff must keep a record of the location and contact information of the individuals exceeding the 100 mile radius on their respective division and special staff. Divisions and special staff records are commonly referred to as the "100 mile roster", which are division/section calendars located on the Non-Secure Internet Protocol Routing (NIPR) SharePoint portal. For example, Major Jones wants to go to Koblenz, Germany (over 100 miles away from the PDS) for the weekend by automobile. The automobile limit is 300 miles for the weekend. Since Major Jones is within the liberty limits but exceeding 100 miles from the PDS, her information would be located on her respective division/section's 100 mile roster. If Major Jones wanted to go to Amsterdam (past the liberty limits by automobile) for the weekend, she would have to enter her information into the 100 mile roster and additionally put in an out of bounds request via MOL. If after normal working hours during regular liberty for 48 hours Major Jones decided she wanted to take a trip to Munich, she would have to get her division/section approval and also notify the Command Center as her information was not entered into the 100 mile roster.

b. Per Figure 1-1, below are the liberty limits:

(1) Those on regular or special liberty for 24 hours will not proceed beyond 100 miles from the PDS.

(2) Those on regular or special liberty for 48 hours will not proceed beyond 300 miles if traveling by car; 400 miles if traveling by train or bus; 600 miles if traveling by plane.

(3) Those on special liberty for 72 hours will not proceed beyond 450 miles if traveling by car; 600 miles if traveling by train or bus; 900 miles if traveling by air.

(4) Those on special liberty for 96 hours will not proceed beyond 600 miles if traveling by car; 800 miles if traveling by train or bus; 1200 miles if traveling by air.

c. If traveling beyond the aforementioned limits, an out of bounds (regular liberty) or special liberty out of bounds (special liberty) request must be submitted via MOL to the leave approval authority.

d. Marines will not be authorized travel to the Continental United States (CONUS) over a special liberty period. Travel to CONUS requires an approved leave request.

e. Marines outside of this Headquarters will not be subject to the liberty limits described by this Order; instead, they will follow the liberty limits established by their host command.

7. Hospitalization during Leave. If a member is hospitalized while on leave or liberty, notify the Command Center as soon as possible and request instructions. The Command Center will notify the C/S and Adjutant office. If permitted to revert to a leave status upon release from the hospital, notify the Command Center and Adjutant office on the date of release. Further, if hospitalized, ensure the leave authorization is annotated to indicate the location hospitalized, the date of admission, and the date of release. Upon return from leave, the Marine must report to the Regional

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Personnel Administration Center with documentation for appropriate diary entries to be reported.

a. In the event of a medical or dental emergency involving a Marine away from the PDS, when feasible, seek aid from the nearest uniformed services medical treatment facility.

b. If a government medical facility is not available or an actual emergency (i.e., life or death) situation exists, a Marine may obtain treatment from any medical facility at the government's expense. An actual emergency is defined as a situation wherein the need, or apparent need, for medical or dental attention is such that time does not permit transportation to a federal medical or dental facility.

c. If time permits and the means are available, the Marine should contact the TRICARE Representative for their area via the TRICARE website at [www.tricare-overseas.com](http://www.tricare-overseas.com) for a listing of approved medical facilities.

8. Authority to Apprehend. Military police, 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 and liberty are subject to this authority.

9. Rotational Forces. Rotational forces include forces deployed within the EUCOM and/or AFRICOM AORs subject to MARFOREUR/AF operational control, tactical control, or administrative control. Maintaining the readiness of MARFORUER/AF's rotational forces is absolutely essential. To ensure that rotational force personnel remain ready to respond to real-world crises and contingencies, annual leave is not authorized without approval by the Commander, MARFOREUR/AF. Commanders may grant Emergency Leave in appropriate circumstances when the military situation permits, in accordance with Chapter 2 of this Order. Commanders may approve special liberty within the local area on a case-by-case basis, subject to the restrictions contained in reference (i). Commanders shall issue leave and liberty policies in accordance with the references and consistent with this Order.

# LIBERTY APPROVAL

All personnel traveling beyond 100 miles of Panzer Kaserne and under liberty limits must be approved by an O-5 or above. Refer to Chapter 1, paragraphs 5 and 6 of this order.

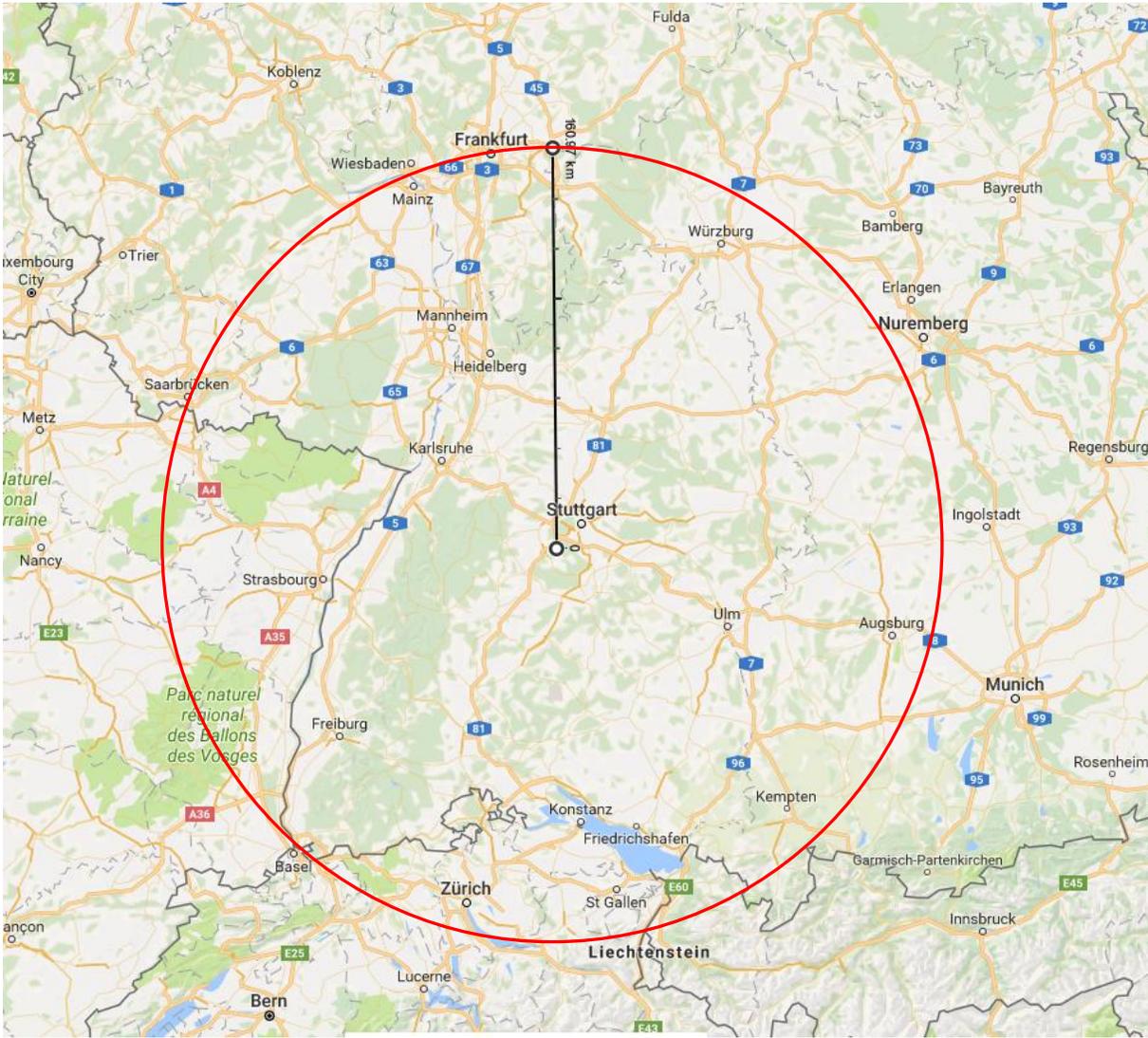


Figure 1-1.--Liberty Limits

# LIBERTY LIMITS By Automobile

48 Hrs: 300 miles  
72 Hrs: 450 miles  
96 Hrs: 600 miles



Figure 1-1.--Liberty Limits--Continued

# LIBERTY LIMITS By Train or Bus

48 Hrs: 400 miles  
72 Hrs: 600 miles  
96 Hrs: 800 miles



Figure 1-1.--Liberty Limits--Continued

# LIBERTY LIMITS By Air

48 Hrs: 600 miles  
72 Hrs: 900 miles  
96 Hrs: 1200 miles



Figure 1-1.--Liberty Limits--Continued

Chapter 2

Emergency Leave Procedures

1. Emergency Leave

a. Emergency leave is granted for a personal or family emergency requiring the Service Member's presence. It is chargeable to the Service Member's leave account. Only the Commander, DCOM, and C/S have the authority to approve emergency leave requests. During normal working hours, the Adjutant office will handle all requests for emergency leave. During non-working hours the CDO, with the assistance of the Command Center, will handle all requests for emergency leave. The following steps will be initiated to determine the validity of the emergency leave request. These procedures apply to all Service Members who are administratively attached to MARFOREUR/AF. Only command-sponsored family members may be authorized emergency travel to CONUS at government expense.

(1) The Adjutant office or CDO will first verify that the emergency is in accordance with reference (a). Emergency leave should be granted if it falls under the following categories:

(a) Upon the death of a member of the Service Member's or spouse's immediate family; i.e., father, mother, person(s) standing in loco parentis, son, daughter, brother, and sister, including step or half relationships.

1. Per reference (a), in loco parentis is defined as "a person who stood in place of a parent to the Marine 24 hours per day for a period of at least five years before the Marine became 21 years old or entered the Marine Corps. The in loco parentis must have provided the following: a home, food, clothing, medical care, and other necessities, as well as furnished moral and disciplinary guidance and affection.

2. A grandparent or other person is normally not considered to have stood in place of a parent when the parent also lived at the same residence. A person is not considered in loco parentis for performing babysitting or providing day care service. It is recommended that Service Members make the chain of command aware of in loco parentis relationships prior to emergency situations.

(b) When the return of the Service Member will contribute to the welfare of a dying member of the Service Member's or spouse's immediate family; i.e., father, mother, person(s) standing in loco parentis, son, daughter, brother, sister including step or half relationships and an emergency situation exists (i.e., death within 72 hours).

(c) When there is a serious illness or injury of a member of the Service Member's or spouse's immediate family (i.e., father, mother, person(s) standing in loco parentis, son, daughter, brother, sister including step or half relationships) and important responsibilities are placed upon the Service Member that must be met immediately and cannot be accomplished from the Service Member's PDS.

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

(2) Verification. American Red Cross (ARC) verification is not required, even for funded emergency leave; however, verification is helpful when investigating the nature of the emergency request. When there is reason to doubt the validity of a potential emergency leave situation, assistance in determining its validity should be requested by such expeditious means as the leave granting authority considers sufficient (i.e., telephone, E-Mail, fax, wire to family member, minister, physician, hospital, administrative staff, or ARC).

24 Hour Red Cross numbers

DSN: 431-2812  
Comm: +49 (0) 7031-15-2812  
After Hours: 001-877-272-7337

(3) Once all information is gathered, it will be provided to the C/S for final approval. If approved, administrative procedures will proceed.

2. Emergency Visitation Travel

a. Emergency Visitation Travel (EVT) allows an eligible civilian employee or family member (of a government civilian employee), accompanying the employee at a foreign PDS to travel at government expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergency situations. The C/S is the authorizing official for EVT travel. Ordinarily, only one family member is authorized travel at government expense. In exceptional circumstances, the authorizing official may authorize/approve the travel of additional family members.

b. Restrictions

(1) Emergency Visitation Travel is not permitted for travel wholly within the foreign area of assignment.

(2) An employee away from the foreign OCONUS PDS is not eligible for EVT when:

(a) On leave in a CONUS/non-foreign OCONUS location, or

(b) TAD in a CONUS/non-foreign OCONUS location.

c. Authority. Emergency Visitation Travel is authorized in the following circumstances as contained in reference (d):

(1) Medical. A member of the employee's or the employee's spouse's immediate family is seriously ill or injured and faces imminent death (reference (d) paragraph 040301).

(2) Death. A member of the employee's or the employee's spouse's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the

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employee's PDS in a foreign area who dies in a foreign area, as defined in Appendix A of reference (d), to the place of interment anywhere in the world.

(3) Incapacitated Parent. A parent of the employee or the employee's spouse's parent becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care (reference (d) paragraph 040301).

(4) Unusual Personal Hardship. An employee or employee's spouse requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in (reference (d) paragraph 040301).

3. Administrative Procedures. During normal working hours, the Marine's division and G-1 will provide all administrative assistance. After normal working hours Command Center will provide the following administrative services:

a. Funded Emergency Leave Orders

(1) Upon approval by the Commander, DCOM, or C/S, the requesting Service Member is required to input Emergency Leave TAD Orders in the proper travel order system (i.e., Defense Travel System (DTS) for active duty personnel or Marine Reserve Order Writing System (MROWS) for reserve personnel). If action is required after working hours or on a weekend/holiday, then orders will be properly processed on the next working day. When DTS or MROWS is not available, the special circumstances approving official or the Command Center Watch Officer will generate and approve a set of funded emergency leave orders utilizing the example provided in Figure 2-1.

(2) The requesting Service Member must provide a leave address and a valid telephone number and, if staying with a friend or relative, obtain and provide the full name, address, and telephone number to the division or command center. The emergency leave orders will be signed by the special circumstances approving official or the Command Center Watch Officer. The emergency leave Line of Accounting (LOA) and special circumstances routing list will be used in DTS to fund the travel. All travelers who belong to DM60921EE20600 organization have access to this LOA. If the LOA is not present, the G-8 will cross-org using the traveler's social security number.

(3) Seven copies will be made; the original will be stamped "Original Orders" and will be given, along with four copies, to the Service Member. The remaining two copies will be distributed between the Command Center and Adjutant office. In the case of an out of area Service Member, once the Service Member's servicing administrative center has completed the orders, a copy of the orders will be provided to the Adjutant office at DSN: (314) 431-3616 or E-Mail: MARFOREUR/AFG1ADJ2@usmc.mil.

(4) The division or CDO will instruct the Service Member or family member involved to make travel arrangements through their local, official U.S. Government travel agency during regular working hours or call (866) 422-9428 after working hours or on weekends/holidays. Service Members in the Stuttgart area will utilize the Scheduled Air Transportation Office (SATO)

which is aboard Patch Barracks at DSN: (314) 430-2106/2107 Comm: 99-0711-656-9240.

(5) Inform the Service Member or family member that in accordance with reference (j) they are authorized transportation from their PDS to the closest port of entry in the United States; which is Boston, Massachusetts for all of Europe. Service Members and family members may have SATO issue a flight ticket to another location as long as it does not exceed the cost of the Government Transportation Request (GTR) from the PDS to the closest port of entry. If the cost of the ticket to the alternate location is higher than the GTR, the Service Member will be required to purchase that ticket and be reimbursed up to the GTR upon completion of travel and submission of a travel claim. If the Service Member or family member is using an alternate location, SATO must be called in order to receive a cost estimate of the GTR for the closest port of entry into CONUS. This is required for input in paragraph 8 of Figure 2-1.

(6) Under special circumstances, approving officials and the Command Center Watch Officer are authorized to sign emergency leave orders utilizing the example provided in Figure 2-1. On the next working day, the Command Center will provide a copy to the Adjutant office.

b. Efforts should be made to move travelers quickly. Each emergency leave traveler is authorized commercial air transportation between authorized locations at the lowest cost commercial airlift available if space required government air transportation is not reasonably available. The AO will determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member). Service Members and family members authorized commercial transportation must be advised not to make their own reservations to avoid any transportation cost reimbursement issues, per reference (c).

c. Service Members who are not authorized emergency leave travel under the provisions of reference (d) will be authorized travel on government-owned or government-controlled aircraft when space is available. If annual leave is approved, the Ramstein passenger terminal can be contacted for recorded, forecasted flight information at DSN: (314) 479-4440. Service Members and dependents traveling with them will be placed in a category 1 status; dependents who will travel without the sponsor will be issued the memorandum provided in Figure 2-2. This memorandum is required by all passenger terminals in order to allow dependents to board a government flight.

d. The Navy and Marine Corps Relief Society (NMCRS) may provide financial assistance in the form of an interest-free loan or a grant, if the individual's financial situation warrants. To apply for this assistance or for any questions concerning eligibility, contact the NMCRS Stuttgart office at DSN: (314) 431-3768 or commercial: 0152-0134-7312 Tuesday and Thursdays from 1200 to 1600. After hours support is available via the NMCRS Rota, Spain office at commercial: 011-34-956-82-1614. Further information can be found by visiting the NMCRS website at <http://www.nmcrs.org/pages/emergency-travel>. Service Members are required to notify their chain of command if NMCRS services are utilized.

Funded Emergency Leave Orders



**UNITED STATES MARINE CORPS**  
U.S. MARINE CORPS FORCES, EUROPE  
U.S. MARINE CORPS FORCES, AFRICA  
UNIT 30401  
APO AE 09107-0401

1050  
G-1

From: Commander, U.S. Marine Corps Forces, Europe and Africa  
To: **Rank FName MI. LName 1234567890/MOS USMCR and family members**  
**FName MI. LName/Spouse, FName MI. LName /Son, FName MI. LName/Step-Daughter and FName MI. LName /Daughter**

Subj: EMERGENCY LEAVE ORDERS

Ref: (a) MCO 1050.3J  
(b) MCO 1000.6

1. Per the references, you are authorized to proceed on emergency Leave, for a period of ## days, beginning upon arrival in Continental United States (CONUS).

2. Travel via Air Mobility Command (AMC) aircraft, CLASS I PRIORITY CERTIFIED, is authorized. In the event that AMC aircraft is not available, travel via commercial air by Government Transportation Rate (GTR) is authorized from your PDS to CONUS. Your flight will only take you and the dependents listed above to the designated point of entry, which is Boston, Massachusetts for all of Europe. Scheduled airline ticket office can issue a ticket to another location as long as it does not exceed the cost of the GTR from the PDS to the closest point of entry. If the cost of the ticket to the alternate location is higher than the GTR, you will be required to purchase that ticket and get reimbursed up to the GTR after completion of travel and submission of a travel claim.

3. You are authorized two checked bags per passenger not to exceed 70 pounds per bag of accompanied air baggage. When traveling to another overseas destination aboard government/AMC execution of these orders, you are authorized to wear appropriate civilian attire aboard commercial aircraft and AMC aircraft as well.

4. You have given your leave address and telephone number as: ## **Street, City, State, Zip Code, phone: (000) 000-0000.**

5. Name, relationship, address and telephone number of person to be notified in case of an emergency: **FName MI. LName (Father), ## Street, City, State, Zip Code, phone: (000) 000-0000.**

6. Upon completion of your emergency leave, you will submit a travel claim to the Regional Personnel Administration Center, Headquarters, U.S. Marine Corps Forces, Europe and Africa for liquidation of these orders, at which time you will resume your regular duties. The travel claim must be submitted within five business days of completion of emergency leave.

Subj: EMERGENCY LEAVE ORDERS

7. You are cautioned not to disclose any information of a classified nature of which you may have knowledge in connection with military activities, strengths, or deployments in this area. Any statement you wish to make to the public media must be cleared with the Commandant of the Marine Corps before releasing.

8. Estimated cost of travel via GTR is **630.00 dollars** per person for a total of **3150.00 dollars**. No expense to the government other than for transportation in-kind will be furnished.

9. If acute, non-emergency medical care is required for you call **1-866-307-9749 (CONUS) or +44 (0) 20-8762-8384 (OCONUS)** to obtain guidance and to receive the required authorization from Tricare. If emergency care is needed, get care immediately, then contact the number listed above once care is received.

10. The following appropriation data applies for travel only:

**Contact the G-8 leadership for assistance with appropriation data.**

11. Point of contact for concerning this matter is the Adjutant at DSN:  
(314) 431-3616

**I. M. ADJUTANT**  
By direction

Memorandum for AMC Passenger Terminals



**UNITED STATES MARINE CORPS**  
U.S. MARINE CORPS FORCES, EUROPE  
U.S. MARINE CORPS FORCES, AFRICA  
UNIT 30401  
APO AE 09107-0401

IN REPLY REFER TO  
1000  
ADJ

MEMORANDUM FOR PASSENGER SERVICE

From: Commander, U.S. Marine Corps Forces, Europe and Africa  
To: Ramstein Passenger Terminal, Space-Available Travel  
Subj: CATEGORY **V**, **UNACCOMPANIED NON-COMMAND SPONSORED SPACE-AVAILABLE TRAVEL**  
Ref: (a) DoD Instruction 4515.13, "Air Transportation Eligibility," January 22, 2016  
(b) AMCI24-101V14, "Air Mobility Command Instruction," May 17, 2017

1. I certify that the dependents of **Corporal Devil D. Dog 1234567890/0111 USMCR**, are **non-command sponsored**. **Corporal Dog's** contact is commercial: **+49 123 456 7890** or E-Mail: **devil.dog@gmail.com**. Per the references, they are authorized Space-Available Travel.

<u>Dependent's Name</u>	<u>Passport Number</u>	<u>Expiration Date</u>	<u>Relationship</u>
<b>Jane E. Dog</b>	<b>123456789</b>	<b>20231217</b>	<b>Spouse</b>
<b>Jody A. Dog</b>	<b>123456789</b>	<b>20241228</b>	<b>Daughter</b>

Dependent's current residence  
**1234 South Street**  
**Anytown, AZ 12345**

2. This letter is valid for one round trip to and from the sponsor's approved Overseas Continental United States (OCONUS) Permanent Duty Station (PDS). The letter will remain valid for 90 days from arrival OCONUS. **Ensure this letter is validated/stamped at the AMC terminal upon arrival.**

Sponsor's Approved OCONUS PDS location  
Germany

Length of Authorized Stay  
90 Days

3. Space-Available (Space-A) travel is authorized OCONUS-Continental United States (CONUS), CONUS-OCOUS, and OCONUS-OCOUS. CONUS-CONUS travel is not authorized. (Note: if manifested from the permanent duty station through more than one CONUS station on the same mission number, enroute CONUS to CONUS travel may occur. The same is true in reverse if manifested from the CONUS to the permanent duty station through more than one CONUS station on the same mission number, enroute CONUS to CONUS travel may occur).

Subj: CATEGORY **V**, **UNACCOMPANIED NON-COMMAND SPONSORED SPACE-AVAILABLE TRAVEL**

4. This documentation must be in the dependents' possession during travel. Dependents under the age of 18 must be accompanied by an eligible parent/guardian. I certify the dependents listed above were briefed the following: "Space-A travel program is a privilege (not an entitlement). The military does not guarantee transportation to the final destination or return travel. The military is not responsible for providing lodging, ground transportation, meals or other incidental expenses incurred during Space-A travel if flights are delayed, diverted or cancelled."

5. The point of contact for this matter is Adjutant, U.S. Marine Corps Forces, Europe and Africa, DSN: (314) 431-3586; commercial: 0703-115-3586; E-Mail: MARFOREUR/AFG1ADJ2@usmc.mil.

F. N. LAST  
By direction

Copy to:  
Files

## Chapter 3

### Administrative Liberty Risk Program

#### 1. Information

a. Service Members may only be deprived of normal liberty as a punishment by means specifically authorized under the Uniform Code of Military Justice (UCMJ). However, paragraph section 0104b of reference (e) provides the authority for lawful deprivation of normal liberty in a foreign country or in foreign territorial waters when such action is deemed essential for the protection of foreign relations between the United States and the host nation, or as a result of international legal hold.

b. Conduct in a Liberty Status. The conduct and decorum of all Service Members during liberty hours must be given the utmost attention. Disruptive or adverse actions by Service Members on liberty can seriously impair United States relationships with all friendly countries where liberty is authorized.

#### 2. Liberty Risk Authorities

a. The following personnel are designated as Liberty Risk Authorities (LRA). Any LRA may assign Service Members subject to this Order to the liberty risk program.

(1) Commander

(2) HQCO

b. After normal working hours, in the absence of a LRA, the CDO may assign a Service Member to the liberty risk program. Such assignments will only extend to the first duty/working day following the period of liberty, at which time a LRA will determine whether to continue the liberty risk assignment.

c. The authority to assign Service Members to the liberty risk program may not be delegated to subordinates or delegated by direction. However, an officer temporarily succeeding to command has the authority to assign Service Members to the liberty risk program.

#### 3. Policy

a. The liberty risk program shall not be used as a substitute for pre-trial restraint or pre-trial confinement.

b. The abuse of alcohol is a contributing factor to a large percentage of misconduct by Service Members. Therefore, personnel assigned to the liberty risk program are prohibited from purchasing or consuming alcoholic beverages on or off base.

c. The liberty risk program does not effect on-base liberty except for the prohibition on purchase and consumption of alcoholic beverages and prescribed hours for the termination of liberty each night.

d. No Service Member assigned to the liberty risk program will be required to muster in uniform or perform extra duties with service members undergoing punitive action.

e. The Service Member shall be assigned to the least onerous classification of liberty risk necessary to protect foreign relations between the United States and the host nation.

#### 4. Criteria for Assignment to the Liberty Risk Program

a. A Service Member will not be assigned to the liberty risk program except when there is cause to believe that deprivation of normal liberty privilege is essential for the protection of foreign relations between the United States and the host country.

b. Designation as a liberty risk may be based upon written or oral reports from law enforcement agencies or credible information received from other Service Members that the Service Member in question has, on one or more occasions during his current tour, been involved in any conduct that has the potential to jeopardize the foreign relations of the United States.

#### 5. Procedures

##### a. Initial Assignment to the Liberty Risk Program

(1) The Staff Judge Advocate (SJA) should be notified of the intent to assign a Service Member to the liberty risk program. If not notified prior to assignment, the SJA will be notified of a Service Member's assignment to the liberty risk program as soon as possible.

(2) Assignment to the liberty risk program should be done in writing using the template contained in Figure 3-1. If a member is assigned to the liberty risk program verbally, that assignment will be memorialized in writing as soon as practicable. Normally, the SJA will be responsible for drafting the liberty risk assignment order.

(3) The assignment order will include:

(a) Date of commencement of liberty risk;

(b) Date of the LRA's next evaluation of the Service Member's assignment to the liberty risk program;

(c) Limitations on liberty; and

(d) Instructions regarding checking in and out with appropriate command personnel.

(4) Duplicate original assignment letters will be made and the Service Member will acknowledge receipt. One letter will be given to the Service Member and the other will be maintained by the SJA. Copies of assignment orders will be provided to section heads and duty personnel as appropriate.

(5) The initial period of liberty risk will not exceed 30 days, but may be extended by 30-day increments.

(6) Within 30 days of initial assignment to the liberty risk program, the LRA will evaluate the Service Member's behavior to determine if continued assignment is warranted.

b. Extended Assignment to the Liberty Risk Program. If, at the end of the initial assignment to the liberty risk program, the LRA deems it necessary to extend members on the program due to a continued risk to foreign relations between the United States and the host nation, the LRA may do so in writing to the Service Member. Subsequent extensions will not exceed 30 days. At the end of each assignment period, the LRA will evaluate the Service Member's behavior to determine if continued assignment to the liberty risk program is warranted. Service Members may submit written matters for examination prior to the LRA's evaluation. The procedures for issue and receipt of program extension letters will follow those for initial assignment.

c. Reconsideration. Service Members may request that the LRA reconsider their assignment to the liberty risk program. The request must be in writing detailing the reasons for the request to reconsider. The LRA shall respond, in writing, within five working days of receiving the Service Member's request for reconsideration. Additionally, the LRA may afford the Service Member an informal, non-adversarial hearing to address the Service Member's concerns regarding their assignment to the liberty risk program. At the discretion of the LRA, a person to speak on their behalf may accompany the Service Member. However, the Service Member has no right to representation by an attorney at the hearing.

6. Liberty Risk Classifications. The following classifications of liberty risk will be used when assigning Service Members to the liberty risk program. The appropriate classification of liberty risk will be at the discretion of the LRA, based on an assessment of the risk posed by that person designated as a liberty risk. The LRA will select the least restrictive classification of liberty risk that is adequate to protect the foreign relations of the United States. The LRA may waive aspects of a liberty risk classification in appropriate circumstances.

a. Class "A" Liberty Risk. This is the least severe form of the program. Liberty (including on-base liberty) expires at 2200. Assigned Service Members are required to check-in with the person designated in their liberty risk assignment order at or prior to 2200 each day that on or off base liberty is authorized. Prior to commencing off base liberty, the Service Member will check-out with the person designated in their liberty risk assignment order. Additionally, the Service Member will check-in with the person designated when they return to base. Assigned Service Members shall not purchase or consume alcohol on or off base.

b. Class "B" Liberty Risk. Off-base liberty will only be granted when the Service Member assigned to this classification is accompanied by a senior Service Member assigned by the command. Off-base liberty expires at 2000. Assigned Service Members are required to check-out and in from off-base liberty with the person designated in their liberty risk assignment order. On-base liberty secures at 2200. Service Members are required to check-in with the person designated in their liberty risk assignment order at or prior to 2200 each day that liberty is authorized. Assigned Service Members shall not purchase or consume alcohol on or off base.

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c. Class "C" Liberty Risk. Off-base liberty is prohibited. On-base liberty expires at 2200. Service Members assigned to this classification are required to check-in with the person designated in their liberty risk assignment order at or prior to 2200 each day that liberty is authorized. Assigned Service Members shall not purchase or consume alcohol.

7. Liberty Risk Point of Contact. All questions or concerns regarding this chapter should be directed to the U.S. Marine Corps Forces, Europe and Africa Office of the SJA at DSN: (314) 431-2902.

Assignment to The Liberty Risk Program



**UNITED STATES MARINE CORPS**  
U.S. MARINE CORPS FORCES, EUROPE  
U.S. MARINE CORPS FORCES, AFRICA  
UNIT 30401  
APO AE 09107-0401

1050  
SJA  
Date

From: Commander/Deputy Commander/Chief of Staff  
To: Rank FName MI. LName 1234567890/MOS USMCR  
  
Subj: ASSIGNMENT TO THE LIBERTY RISK PROGRAM  
  
Ref: (a) MARFOREUR/AFO 1050.1B  
(b) JAG Instruction 5800.7F

1. As a result of your conduct on \_\_\_\_\_, and in accordance with the references, I have determined that the deprivation of your normal liberty is essential for the protection of the foreign relations of the United States. Accordingly, you are hereby placed in a class \_\_\_\_ liberty risk status. [Describe limitations of on and off-base liberty.] You are required to muster with the Command Center watch in person every day at 2200 hours. Uniform for check-in is proper civilian attire or the uniform of the day. You will not purchase or consume alcohol.
2. You are advised that failure to comply with this letter constitutes a violation of the Uniform Code of Military Justice, Article 90, willfully disobeying a superior commissioned officer, and may result in you being placed in a pre-trial restriction or confinement status.
3. You submit a written request for reconsideration to me. You may also request a hearing with me concerning this matter.
4. You are reminded that this action is not punishment, but rather an administrative measure.
5. Your assignment to the liberty risk program will be reevaluated on or before \_\_\_\_\_.

F. M. LNAME

-----  
\_\_\_\_\_  
(Date)

FIRST ENDORSEMENT

From: Rank FName MI. LName 1234567890/MOS USMCR  
To: Commander/Deputy Commander/Chief of Staff

1. I have read the contents of the above letter and fully understand that being placed in a liberty risk status is not a punishment.

F. M. LNAME

Witnessed by: \_\_\_\_\_

Chapter 4

Administrative Absence

1. Administrative Absence. Administrative absence for any purpose outlined below may be authorized for Service Members. In approving such requests, care must be taken to ensure that the planned absence clearly falls within the criteria provided. If it does not, the absence shall be handled under normal leave or liberty procedures. Administrative absence will not be used in place of valid TAD requirements because TAD funds are not available.

2. Permissive TAD (PTAD)

a. Authorization

(1) The Commander, DCOM, C/S, and AC/Ss are authorized to grant periods of PTAD not to exceed 30 days. If the Commander, DCOM, C/S, and AC/Ss desire to grant periods in excess of 30 days, or the authority to grant administrative absence for a purpose not defined below, he/she shall request such authorization from the Commandant of the Marine Corps (CMC). Requests shall contain at least the following information:

(a) Number and grade of military and or civilian personnel involved.

(b) Purpose, duration, location, and justification.

(2) Leave can be granted in conjunction with PTAD.

(3) PTAD can be granted before or after funded TAD periods as separate orders.

b. Administrative absence may be authorized for the following purposes:

(1) Attendance at meetings sponsored by recognized non-Federal technical, scientific, professional medical, professional dental, professional legal, and professional ecclesiastical societies and organizations, when the meetings bear a direct relationship to the member's professional background or primary military duties and clearly enhance the Marine's value to the Marine Corps.

(2) Attendance as a member of the board of directors of a DoD credit union, or at meetings of associations, leagues, or councils formed by DoD credit unions, the purpose of which is directly related to the DoD credit union program.

(3) Participation in competitive sporting events or essential support of participants in competitive sporting events.

(4) Attendance in response to a subpoena, summons, or request in lieu of process, as a witness at a state criminal investigative proceeding criminal prosecution involving substantial public interest, such as major crimes in which the member would be an essential witness.

(5) Travel to new permanent station area for the purpose of house hunting for up to 10 days. Service Members issued PCS orders to any location where government quarters will not be available are authorized to occupy non-

government quarters at their new permanent stations, or they are scheduled for restricted tours who wish to move their dependents to a designated place are eligible to request PTAD. PTAD for house hunting may be used in conjunction with leave and liberty, but not with travel and proceed time. If the Service Member does not perform PTAD prior to detaching from the old PDS, PTAD may be authorized by the command at the new PDS after the Service Member reports for duty. A period of PTAD for house hunting may not exceed 10 total days including work days and non-work days. All periods of PTAD taken will be annotated on detaching endorsements of the PCS orders.

(6) Participation in an official military retirement ceremony as the presiding official. The permissive absence authorized may not exceed three days and is limited on one presiding official per retirement ceremony.

(7) Participation in other official or semi-official programs of the Marine Corps, for which funded TAD is not appropriate, which will enhance the member's value to the Marine Corps or the member's understanding of the Marine Corps and the member's relationship to it.

3. PTAD for Birth. The Commander, DCOM, C/S, or AC/Ss may authorize up to 10 days PTAD for a married Marine when his/her spouse gives birth, dependent on the unit's mission, specific operational circumstances, and the Marine's billet. This authorization may be extended to unmarried Marines in circumstances such as, but not limited to, when the unmarried Marine has sole-custody of the baby. This PTAD must be completed within 25 days after the child's birth. If appropriate medical facilities are not available for delivery, then PTAD up to 10 days may be authorized for the Marine to accompany his/her spouse prior to and immediately following delivery.

4. PTAD for Adoption. The Commander, DCOM, C/S, or AC/Ss shall authorize up to 21 days PTAD for any Marine adopting a child, or one parent of a dual military couple, dependent on the unit's mission, specific operational circumstances, and the billets involved. The PTAD period should commence when the child is ready for placement to assist the parent(s) in relocating the adoptive child, formalizing legal requirements, establishing a child care program, and other tasks as required.

5. Transition PTAD. Transition PTAD is authorized for Marines being involuntarily separated from active duty if discharged under honorable or general (under honorable conditions) as discussed below and in MCO 1000.6.

a. Transition PTAD is only authorized in the following circumstances:

(1) Officers or enlisted Marines selected for involuntary separation by a Selective Early Release or Retirement Board (SERB).

(2) Officers and enlisted Marines with a mandatory retirement date.

(3) Officers not selected for promotion and selected for release from active duty.

(4) Enlisted Marines denied further continued service as a result of enlisted career force controls.

(5) Officers and enlisted Marines with an approved retirement date.

5 Feb 18

(6) Officers and enlisted Marines with an approved separation under the Voluntary Separations Incentive or Special Select Bonus programs.

(7) Reserve Component Marines are not authorized transition PTAD unless in an active duty status and approved for an active duty retirement.

b. OCONUS-based Marines being released from active duty for the reasons described in the paragraph above are authorized up to 30 consecutive days transition PTAD.

c. The transition PTAD approving authority lies with the C/S and may be delegated. All or part of authorized PTAD may be denied if approval would interfere with military mission accomplishment. Transition PTAD may be taken in conjunction with terminal leave. Unlike leave, Marines may take PTAD successive Mondays through Fridays as long as they are in the local area for 24 hours between trips. If taken in conjunction with terminal leave, transition PTAD runs consecutively.

d. PTAD approved under this program is for house hunting, job hunting, or other activities to facilitate relocation.

#### 6. Excess Leave

a. Marines may request up to 30 days excess leave to accomplish the objective discussed above. Marines must select transition excess leave or transition PTAD, but may not be authorized both.

b. Foreign travel clearance requirements outlined in chapter 3 of this Order apply to Marines desiring transition PTAD or transition excess leave outside the United States or OCONUS area of current assignment.

#### 7. Post-Deployment/Mobilization Respite Absence (PDMRA)

a. In accordance with reference (k), PDMRA accrual rates and days are designated by the secretary concerned. Locations are designated as two or one administrative absence days per month depending on the location.

##### b. PDMRA Accrual Rates

###### (1) Two Administrative Days per Month

(a) Active Component (AC) Service Members accrue two administrative absence days per month when the established deployment threshold is exceeded and the AC Service Member is:

1 Deployed to Iraq or Afghanistan; or

2 Deployed to a Combat Zone Tax Exclusion (CZTE) area that has been designated as a two-day per month PDMRA accrual location by the secretary concerned.

(b) Reserve Component (RC) Service Members accrue two administrative absence days per month when the established mobilization threshold is exceeded and the RC Service Member is serving:

1 In Iraq or Afghanistan pursuant to sections 12301(a), 12301(d), 12302, or 12304.

2 In a CZTE area that has been designated as a two-day per month PDMRA accrual location by the secretary concerned.

(2) One Administrative Day per Month

(a) AC Service Members accrue one administrative absence day per month when the established deployment threshold is exceeded for deployments to a qualifying CZTE area that has been designated as a one-day per month PDMRA accrual location by the secretary concerned.

(b) RC Service Members accrue one administrative absence day per month when the established mobilization threshold is exceeded and the RC Service Member is serving:

1 Outside of the United States pursuant to sections 12301(a), 12301(d), 12302, or 12304; or

2 In a CZTE area that has been designated as a one-day per month PDMRA accrual location by the secretary concerned.

c. PDMRA Eligibility Requirements

(1) For AC and RC Service Members the minimum duration of initial deployment to the designated PDMRA location by the secretary concerned is four consecutive months (120 consecutive days) to be eligible for PDMRA.

(2) The subsequent deployment duration to the designated PDMRA location by the secretary concerned must be a minimum of four consecutive months (120 consecutive days) to be eligible for PDMRA.

(3) PDMRA accrual for AC Service Members includes the day that the member arrives at the deployed location through the day that the member redeploys.

(4) PDMRA accrual rates for RC Service Members:

(a) Includes the day that the Service Member is ordered to duty pursuant to sections 12301(a), 12301(d), 12302, or 12304 through the date that the member's service is terminated under that same authority. RC Service Members must be serving pursuant to the sections listed above in order to utilize the administrative absence days accrued under the PDMRA program.

(b) In location designated as qualifying for PDMRA by the secretary concerned.

d. Max accrual of PDMRA per occasion. Qualifying AC/RC Service Members mobilized/deployed may receive up to 24 PDMRA administrative absence days off for respite following a 12 month mobilization/deployment.

Chapter 5

Unofficial Travel Requirements

1. Unofficial Travel (Uniformed personnel). For MARFOREUR/AF Headquarters personnel, leave and liberty outside of Germany will be authorized consistent with the guidelines published within this chapter and the administrative authorities of chapter 1.

a. Prior to travel, all personnel will complete the following:

(1) Go to the MARFOREUR/AF NIPR SharePoint portal. Click on the Official/Unofficial Travel button on the home screen.  
<https://eis.usmc.mil/sites/mfe/SitePages/travel.aspx>

(2) Update personal contact information and Record of Emergency Data (RED) in MOL.

(3) Provide physical leave address and phone contact information within leave request on MOL. (Note: Ensure the overseas leave or the special leave code is used for leave outside the United States). For multiple leave locations, add additional addresses under comments.

(4) Include an Antiterrorism Force Protection (ATFP) statement in your leave request under comments. Example: "I am current on my AT Level 1 training and have a plan to remain vigilant during my travels. In the event an incident occurs while on unofficial travel, I will notify the MARFOREUR/AF Command Center."

(5) Consult reference (c) to confirm any specific country requirements. Refer to Figure 5-1 and Figure 5-2 for a list of EUCOM and AFRICOM member countries. All non-EUCOM countries with the exception of the United States and its territories will require C/S approval for leave.

(6) Register on the STEP service at <https://step.state.gov/step/>.

(7) Ensure Isolated Personnel Report (ISOPREP) is updated.

b. All personnel are directed to schedule and receive a Foreign Intelligence and Security Services (FISS) threat brief from the G-2 on their destination country(s) prior to any normal or special liberty travel outside of Germany.

c. Personnel who are SCI-eligible will coordinate with the Special Security Officer (SSO) for documentation of all normal or special liberty travel to countries outside of Germany in the JPAS.

d. Marines outside of the Headquarters will not be subject to the receipt of threat briefings by the G-2 prior to their travel to a country with a SIGNIFICANT or HIGH threat level. Due to the likelihood of their inability to access SIPR machines, non-Headquarters Marines will instead visit the Department of State website to obtain any warnings that may be issued for particular countries in which travel will occur. However, all liberty and leave requests made to travel in or through countries assessed as having a SIGNIFICANT or HIGH threat level as stated in reference (f) must be approved by an O-6 or above and submitted in MOL. Marines must annotate in

the notes the rank and name of the approving official. Reference (f) frequently changes based on the threat level and situation. The most up-to-date version can be found on the MARFOREUR/AF NIPR SharePoint portal, by selecting the "Directives" button on the homepage.

e. Personnel approved for travel must check out and in of MOL upon departure and return. SNCO and officers do this via MOL. NCOs and below are required to check with their SNCOs. NCOs and below will check in and out with the Command Center during non-working hours.

2. Unofficial Travel (GS, Contractors, others). The authority of Commanders to restrict unofficial foreign travel for non-uniformed personnel is limited. However, per reference (g), Commanders have the authority to enforce appropriate measures to ensure the protection of DoD elements, personnel, and contractor personnel subject to their control.

a. Prior to travel, all personnel will complete the following:

(1) Go to MARFOREUR/AF NIPR SharePoint portal. Click on the Official/Unofficial Travel button on the home screen.  
<https://eis.usmc.mil/sites/mfe/SitePages/travel.aspx>

(2) Visit the foreign clearance guide to confirm any specific country requirements.

(3) Register on the STEP service at <https://step.state.gov/step/>.

(4) Ensure ISOPREP is updated.

b. Personnel will send an E-Mail to their supervisor and the Command Center with the physical address and a contact phone number where you will be located. This will assist the command in providing critical force protection guidance in the event of a threat and maintain accountability of MARFOREUR/AF personnel throughout Europe and Africa.

c. All personnel are directed to schedule and receive a FISS threat brief from the G-2 on their destination country(s) prior to any normal or special liberty travel outside of Germany.

d. SCI-eligible personnel will coordinate with the SSO for documentation of all normal or special liberty travel to countries outside of Germany in the JPAS.

e. (d) All civilian personnel assigned to MARFOREUR/AF are required to input their information into the division/section's 100 mile roster for accountability purposes.

3. Unofficial Travel requiring C/S Approval (Uniformed personnel). All leave and special liberty request in this category will be sent to the C/S. All requests must have Figure 5-3 and Figure 5-4 (both Figures located on the NIPR SharePoint portal link below), recommend itinerary and the SMART traveler confirmation submitted through their respective AC/S and via the Adjutant office. All travel to Africa requires approval from an O-6 or higher.

a. Prior to travel, all personnel will complete the following:

(1) Go to MARFOREUR/AF SIPR/NIPR SharePoint portal. Click on the Official/Unofficial Travel button on the home screen.

NIPR: <https://eis.usmc.mil/sites/mfe/SitePages/travel.aspx>

SIPR: <https://portal.mfe.usmc.smil.mil/sitepages/Mission-Planning.aspx>

(2) Refer to the current MARFOREUR/AFBul 1052 for the latest restricted country listing.

(3) Update personal contact information and RED on MOL.

(4) Provide physical leave address and phone contact information within leave request.

(5) Complete an ATFP Plan. Figure 5-4 must be included in the package routed to the C/S.

(6) Review the foreign clearance guide to confirm any specific country requirements.

(7) Register on the STEP service at <https://step.state.gov/step/>. Include registration in package to the C/S.

(8) Ensure ISOPREP is updated.

(9) Print a copy of proposed itinerary and include it in your package to the C/S.

b. All personnel who are SCI-eligible will require a briefing from the G-2 and G-3 on the FISS threat in their destination country(s) prior to any normal or special liberty travel outside of Germany.

c. SCI-eligible personnel will coordinate with the SSO for documentation of all normal or special liberty travel to countries outside of Germany in the JPAS.

d. All personnel approved for travel into a foreign country will notify the respective Command Center upon departure, arrival to destination, and upon return via E-Mail or phone call upon return.

4. Dependent Travel. As part of the family readiness program, the family readiness officer will coordinate bi-annual force protection training for all dependents of MARFOREUR/AF. This training will include, AT Level 1 training and threat update briefs.

5. Exceptions to Policy. Although Ukraine is a FPCON Bravo country, as of the publishing of this Order, it requires an O-7 approval for unofficial and official travel. Ensure you review reference (f) for the most current list of countries/cities requiring C/S approval.

#### 6. Other Guidance

a. Crime and other adverse condition reports can be obtained at <http://travel.state.gov/content/passports/english/alertswarnings.html>, field offices of the U.S. Department of Commerce, and U.S. Embassies and Consulates.

b. It is recommended that U.S. citizens register their travel plans with the Consular Section of the U.S. Embassy through the State Department's travel registration website. Travelers may obtain up-to-date information on security conditions by calling 1-888-407-4747 toll-free in the U.S. and Canada, or on a regular toll line at 1-202-501-4444 from elsewhere in the world.

c. For information on general crime and security issues, U.S. citizens should also consult the DoS's Country Specific Information as well as the Worldwide Caution, which can be found on the Bureau of Consular Affairs website. For further information, consult the following website:  
[http://travel.state.gov/travel/tips/tips\\_1232.html](http://travel.state.gov/travel/tips/tips_1232.html).

d. It is the requesting Marine's responsibility to provide the chain of command with accurate leave destinations and time periods to be spent at each location/destination.

e. Registering with the Aircraft/Personnel Automated Clearance System (APACS) will provide Marines a head start when requesting theater/country clearances for travel. Proceed to <https://apacs.dtic.mil/apacs/> in order to register with the website.

f. Marines are reminded to report immediately to the nearest U.S. Government security element if they witness or become involved, while in a travel status, in any terrorist or criminal incidents or other civilian disturbances.

g. All personnel, regardless of rank, security clearance, and SCI eligibility (or lack thereof), will report any contacts with foreign nationals of a suspicious nature (i.e., elicitation of sensitive military information; persistent attempts to elicit biographical information) or observed suspicious activity (i.e., possible intrusion/tampering within a hotel room/possible surveillance) to the G-2 upon their return.

List of EUCOM Member Countries

Albania	Germany	Montenegro
Andorra	Greece	Netherlands
Armenia	Holy See	Norway
Austria	Hungary	Poland
Azerbaijan	Iceland	Portugal
Belarus	Ireland	Romania
Belgium	Israel	Russia
Bosnia and Herzegovina	Italy	San Marino
Bulgaria	Kosovo	Serbia
Croatia	Latvia	Slovakia
Cyprus	Liechtenstein	Slovenia
Czech Republic	Lithuania	Spain
Denmark	Luxembourg	Sweden
Estonia	Macedonia	Switzerland
Finland	Malta	Turkey
France	Moldova	Ukraine
Georgia	Monaco	United Kingdom

Figure 5-1.--List of EUCOM Member Countries

List of AFRICOM Member Countries

Algeria	Gabon	Nigeria
Angola	Gambia	Rwanda
Benin	Ghana	Sao Tome and Principe
Botswana	Guinea	Senegal
Burkina Faso	Guinea Bissau	Seychelles
Burundi	Kenya	Sierra Leone
Cameroon	Lesotho	Somalia
Cape Verde	Liberia	South Africa
Central African Republic	Libya	South Sudan
Chad	Madagascar	Swaziland
Comoros	Malawi	Tanzania
Congo	Mali	Togo
Cote d'Ivoire	Mauritania	Tunisia
Djibouti	Morocco	Uganda
DRC	Mozambique	Western Sahara
Equatorial Guinea	Mauritius	Zambia
Eritrea	Namibia	Zimbabwe
Ethiopia	Niger	

Figure 5-2.--List of AFRICOM Member Countries



Leave and Liberty Travel Check List

<u>RANK</u>	<u>FIRST NAME</u>	<u>MI</u>	<u>LAST NAME</u>
<u>TRAVEL PLAN</u>			
RANK/FULL NAME/CONTACT INFO OF BATTLE BUDDY:			
COUNTRY/DATES OF TRAVEL:		/	
CONTACT INFORMATION:			
MODE OF TRAVEL: (ATTACH TRANSPORTATION INFORMATION WITH REQUEST)		AUTO <input type="checkbox"/> RAIL <input type="checkbox"/> AIR <input type="checkbox"/> SHIP <input type="checkbox"/>	
		<u>ADDRESS 1</u>	<u>ADDRESS 2</u>
LODGING INFORMATION: (NAME OF VENUE, ADDRESS, CITY, COUNTRY, PHONE NUMBER)			
		<u>CHECK LIST</u>	<u>CERTIFIED BY</u>
LEAVE/SPECIAL LIBERTY REQUEST IN MOL? (PROVIDE A COPY W/PACKAGE)		YES <input type="radio"/> NO <input type="radio"/>	G-1 ADJUTANT
COMPLETE ENTRY ON SECTION CALENDER IN SHAREPOINT		YES <input type="radio"/> NO <input type="radio"/>	INDIVIDUAL
REVIEW FOREIGN CLEARANCE GUIDE: <a href="https://www.fcg.pentagon.mil/">https://www.fcg.pentagon.mil/</a>		YES <input type="radio"/> NO <input type="radio"/>	INDIVIDUAL
AIRCRAFT AND PERSONNEL AUTOMATED CLEARANCE SYSTEM (APACS) COMPLETION, IF REQUIRED: <a href="https://apacs.dtic.mil/apacs/">https://apacs.dtic.mil/apacs/</a> *APACS APPROVAL #		YES <input type="radio"/> NO <input type="radio"/>	INDIVIDUAL
SMART TRAVEL ENROLLMENT PROGRAM (STEP): <a href="https://step.state.gov/step/">https://step.state.gov/step/</a> (PROVIDE A COPY OF ENROLLMENT W/PACKAGE)		YES <input type="radio"/> NO <input type="radio"/>	MISSION ASSURANCE
G-2 SSO.JPAS ENTRY AND COMPLETE FOREIGN TRAVEL REPORTING FORM (SCI ONLY): <a href="https://eis.usmc.mil/sites/mfe/DocumentCentral/DNI%20Foreign%20Travel%20Reporting%20Form%20V4.pdf">https://eis.usmc.mil/sites/mfe/DocumentCentral/DNI%20Foreign%20Travel%20Reporting%20Form%20V4.pdf</a>		YES <input type="radio"/> NO <input type="radio"/>	G-2
G-2X FISS BRIEF: (SCI ONLY)		YES <input type="radio"/> NO <input type="radio"/>	G-2X
G-2X SPECIFIC COUNTRY THREAT BRIEF:		YES <input type="radio"/> NO <input type="radio"/>	G-2X
G-3 CERTIFICATION OF PERSONAL ATPF PLAN: <a href="https://eis.usmc.mil/sites/mfe/DocumentCentral/Individual%20travel%20ATPF%20plan.doc">https://eis.usmc.mil/sites/mfe/DocumentCentral/Individual%20travel%20ATPF%20plan.doc</a>		YES <input type="radio"/> NO <input type="radio"/>	MISSION ASSURANCE
		<u>RECOMMENDATION</u>	<u>SIGNATURE</u>
DIVISION CHIEF:		YES <input type="radio"/> NO <input type="radio"/>	
DIVISION AC/S:		YES <input type="radio"/> NO <input type="radio"/>	
		<u>CHIEF OF STAFF</u>	<u>SIGNATURE</u>
CHIEF OF STAFF:		APPROVED <input type="radio"/> DISAPPROVED <input type="radio"/>	

Figure 5-3.--Leave and Liberty Travel Check List

Individual Antiterrorism/Force Protection Plan

**Traveler: Major Highly A. Motivated**

**Destination(s): Paris, France**

**Dates: 28 May - 29 June, 2017**

**1. Summary.**

a. Country: **France**

(1) Terrorist Threat Level: High

(2) Criminal Threat Level: Medium

(3) Force Protection Condition: Bravo

b. Travel buddy REQUIRED Travel buddy's name? **Traveling with Family**

c. Department of State Public Announcements or Travel Warnings? **No**

d. CDR, EUCOM / AFRICOM / MARFOREUR or AF Travel Restrictions? **No**

e. AT/FP responsibility: Which COCOM AOR? **EUCOM**

f. Review the Overseas Security Advisory Council Crime and Safety Report located at:  
<https://www.osac.gov/Pages/Home.aspx> **YES**

g. AT Level I Completion date. 2017 April 21

**2. Transportation Plans. (select all that apply)**

a. Train, Bus, Air, POV, other: **POV**

b. After arrival, transportation from airport or arrival point to work / billeting / hotel: **POV**

c. Transportation means within the area: **POV & Hotel Shuttle**

**3. Security (responsibility and measures applicable at this location).**

a. Weapons: **None**

b. Workplace: **N/A**

c. Billeting: Hotel Address

**4. Medical.**

a. Country-wide number for emergency ambulance service is 112  
Closest Hospital: Name, Address, and Telephone Number: Institut Médical de Serri, 2 Cours du Rhin, 77700 Serris, France, +33 (1) 60427600

b. Emergency medical support: Military service members have access to emergency medical information/support via International SOS under the TRICARE

global Remote Overseas (TGRO) contract. Civilian travelers are encouraged to purchase traveler's insurance.

c. Traveler's vaccinations are up to date. For additional information on vaccines, refer to the MILVAX website at NIPRNet site:  
<http://www.vaccines.mil>.

d. Traveler may obtain additional information from the international travelers' hotline of the Centers for Disease Control and Prevention (CDC) at 1-888-232-3228, from the CDC AUTOFAX at 1-888-232-3229, or from the CDC NIPRNet website at <http://www.cdc.gov/travel/>.

e. Military service members traveling outside of an established military healthcare network who need emergency/urgent care should contact the TRICARE SOS for referral to an approved healthcare provider.

## **5. Communications.**

a. Availability of telephones in-country: If Public telephones are available does Traveler possess Government calling card? NO, personal phone available

b. Contact numbers in country (Links to all American Embassy web pages are available at the following NIPRNet website at <http://www.usembassy.state.gov/>):

**U.S. Embassy or Consulate Name: U.S EMBASSY PARIS**  
**Telephone: +33 (1) 43122222**  
**After-hours Telephone: +33 (1) 0143122222**  
**Address: 2 AVENUE GABRIEL, 75008 PARIS**

**6. U.S. EMBASSY Location.** Traveler has already registered with the State Department via their website. I have registered with the SMART traveler program( <https://step.state.gov/step/>) : YES

## **7. Emergency Action Plans.**

a. Evacuation plans: In the event of an emergency, traveler will contact the American Embassy/Consulate to obtain guidance on evacuating the country. Consult airline ticket/receipt for contact information to the servicing Commercial Ticket Office or the airline to change airline reservations, if required.

b. Upon identification of suspicious activity possibly endangering personnel, facilities, or residences, traveler will notify hotel security and/or the local police. Subsequent notification will be made to the American Embassy/Consulate and, if warranted, the MFE COC at +49 (0) 703-115-2380.

c. Safe Havens: American Embassy/Consulate for all threats other than those to the embassy/consulate. For threats to American Embassy/Consulate, traveler will remain in his/her hotel unless otherwise instructed by American Embassy personnel.

## **8. Specific Contingency Plans. In the event of an attack against the following:**

Figure 5-4.--Individual Antiterrorism/Force Protection Plan--Continued

- a. Terrorist attack on American Embassy; cease activities; return to hotel room or any other available safe haven; assess situation; contact MFEA COC at +49 703-115-2380 for guidance.
- b. Terrorist attack against work/meeting place; cease activities; evacuate to American Embassy and contact MFEA COC at +49 (0) 703-115-2380 for guidance. Continue to assess situation, and plan to evacuate via commercial airlines. Rely on host nation security and law enforcement personnel to increase security of workplace and embassy until situation is resolved, or depart country.
- c. Mob violence or coup: cease activities; remain at hotel until situation is resolved; coordinate with American Embassy and depart via commercial air.
- d. A terrorist attack occurs in country, new terrorist threat information is received, change is made in Threat Level or FPCON: coordinate with American Embassy/USDR; assess situation; contact MFEA COC at +49 (0) 703-115-2380 and either continue with enhanced American Embassy/host nation security, or cease activities and depart country via commercial air.

**9. Personnel Recovery.**

- a. ISOPREP data for traveler is stored in the Personnel Recovery Management System (PRMS) and has been recently reviewed and updated.

**Personnel Recovery data validated on:** 2016 NOVEMBER 14

- b. HQ MFE/MFA Personnel Recovery POC:

**Mission Assurance Officer in Charge**

**Phone:** (314) 431-2374  
**Comm:** +49 (0) 703-115-2374

**Mission Assurance Chief**

**Phone:** (314) 431-2374  
**Comm:** +49 (0) 703-115-2374

**Program Manager, MARFOREURAF**

**Phone:** (314) 431-2369  
**Comm:** +49 (0) 703-115-2369

10. **Other Protective Measures being taken by traveler:** (if applicable).  
STAY AWAY FROM LARGE CROWDS. KEEP HEAD ON SWIVEL.

11. **Approval.** In accordance with MARFOREURO 1050.1F, this FP plan is approved.

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MARFOREURAF Anti-Terrorism Officer Name/Signature

Attachments:

1. Antiterrorism Plan Attachment 1: Preparation and Planning
2. Antiterrorism Plan Attachment 2: Antiterrorism Individual Protective Measures

Figure 5-4.--Individual Antiterrorism/Force Protection Plan--Continued