



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE NC 28542-0005

ASO 1050.2N
ADJ

JUL 31 2023

AIR STATION ORDER 1050.2N

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

Ref: (a) MCO 1050.3K
(b) Naval Military Personnel Manual
(c) MCIEAST-MCB CAMLEJO 1050.6B

1. Situation. The references direct establishment of leave and liberty guidelines to provide Service Members a safe and effective leave program.

2. Cancellation. ASO 1050.2M.

3. Mission

a. To establish Marine Corps Air Station (MCAS) New River regulations concerning leave and liberty to Service Members within this Command in accordance with the references.

b. Summary of Revision. This Order has been revised entirely and shall be thoroughly reviewed.

4. Execution

a. Commander's Intent. This Order reinforces the maximum use of earned leave to increase levels of performance and career motivation and to minimize the loss of leave and cost payments for unused, accrued leave. The end state is highly efficient and safe units and personnel.

b. Concept of Operations. Leave and liberty for Service Members of the Air Station and its subordinate commands shall be authorized in accordance with this Order and the references.

(1) Leave, Liberty, and Emergency Leave

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distribution is unlimited.

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(a) The references establish detailed procedures for leave, liberty, and emergency leave for military personnel. All personnel will abide by the criteria established.

(b) The safety of our personnel is the primary consideration; therefore, hours of departure and return from leave and liberty shall be adjusted to ensure that driving is accomplished during daylight hours.

(c) Leave will begin and terminate in the local area only. The local area is the place where the Service Member resides and commutes to MCAS New River daily.

(d) Marines departing the local area prior to commencement of authorized leave or who fail to return to the local area prior to its expiration are in an unauthorized absence status.

(e) Once leave starts and until it ends, all included calendar days (duty days, non-duty days, weekend days, special liberty days, and holidays) are to be charged as leave.

(f) Leave granted pursuant to a bona fide emergency should be identified as emergency leave. Emergency leave involving funded foreign travel will be administered in accordance with reference (a).

(g) Leave or liberty periods may be limited to maintain the mission or fulfill special duties, commitments, or other designated assignments deemed necessary by the Station Commanding Officer (CO) or subordinate COs.

(h) 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, leave must commence and terminate in the vicinity of the local area of MCAS New River.

(2) Liberty Limitations

(a) Liberty periods are dictated by the references and shall not be effective in succession or used in a series immediately after a return to duty.

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(b) The following limitations apply to ground travel only from the nearest gate of MCAS New River by usually traveled motor vehicles. The limits for air travel are extended to any continental U.S. metropolitan area served by regularly scheduled airlines.

1. Regular Overnight Liberty. Any location within 85 road miles.

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

3. Three-Day Special Liberty. Any location within 350 road miles.

4. Four-Day Special Liberty. Any location within 450 road miles.

(c) The above limitations of travel may be further restricted based on the suitability of transportation to be utilized, the distance to be traveled, and the conditions of weather prevailing at the time of travel, to ensure safety and timely return of personnel.

c. Tasks

(1) Service Members

(a) Marine Corps personnel shall utilize Marine Online (MOL) as the sole source to report leave for Marines.

(b) Naval personnel shall be guided by the instructions contained in reference (b) to report leave for Naval personnel.

(c) Service Members shall return to duty upon expiration of leave at the place and time specified in the leave authorization.

(d) Military identification cards shall be kept in the possession of Service Members at all times.

(e) Military and security police, officers, staff non-commissioned officers (SNCOs), and non-commissioned officers (NCOs) of the Armed Forces are authorized to take preventive or corrective measures, including apprehension, in the case of any

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Service Member who is guilty of committing a breach of the peace, disorderly conduct, or any other offenses which could bring discredit upon the Armed Forces. Those exercising such authority are charged with good judgment and tact, and apprehension shall not be utilized when other corrective measures will suffice. Service Members on leave and liberty are subject to this authority by law and are required to conduct themselves accordingly.

(2) Subordinate Commanding Officers. Publish local orders for your respective squadron(s) in accordance with the guidance and procedures set forth in this Order and the references. Ensure safe driving programs are executed.

(3) Department/Staff Section Heads

(a) Department heads shall be guided by and enforce the instructions contained in this Order and the references.

(b) Should a recall occur, ensure the information for the department/section is updated and accountability is processed via MOL.

(4) Command Duty Officers

(a) After normal working hours, complete check-out and check-in procedures for personnel. Verify leave and liberty requests via MOL for Marines. Log the Service Member's rank, name, department/section, and EDIPI in the CDO Log.

(b) After normal working hours, process emergency leave in accordance with reference (c).

(5) Provost Marshal Office (PMO). Be prepared to use all available sound equipment to announce recall aboard MCAS New River and assist in a recall if required by the CO, MCAS New River.

(6) Communication Strategy and Operations (COMMSTRAT). Be prepared to request radio and television stations to broadcast recall information within a 450-mile radius of MCAS New River.

d. Coordinating Instructions

(1) Check-in and Check-out Procedures

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(a) Officers and SNCOs. Officers and SNCOs are authorized to complete leave check-out and check-in procedures by utilizing MOL or via telephone.

(b) NCOs and Below. Complete check-out and check-in procedures in person with either the department/section head or the direct supervisor during normal working hours, or the CDO after normal work hours. Ensure access to MOL during the duration of leave or print-out the leave authorization form if access may be limited. All leave will be tracked and reported utilizing MOL.

(2) Recall of Personnel from Leave and Liberty Due to Military Necessity. A general recall of personnel from leave and liberty pertains to all Service Members assigned to MCAS New River. Routine recall of personnel on an individual basis due to administrative reasons is the responsibility of the individual's CO, department/section head, or designated alternative. Should an individual in an authorized leave status be subject to recall, chargeable periods of leave are defined in the references. Upon determination that a general recall is required, the following actions are directed:

(a) A directive for recall shall be issued by message or frost call in accordance with reference (c), enclosure (1).

(b) PMO and COMMSTRAT will carry out the assigned tasks in paragraph 4.c. of this Order to assist and announce recalls for MCAS New River.

(c) Personnel on leave beyond a radius of 450 miles from MCAS New River shall be recalled by either message or telephone. The latest information may be obtained by calling the Station information line at 910-451-1717.

(d) Strict communications and operational security will be maintained at all times.

(3) Instructions Concerning Emergency Medical or Dental Treatment

(a) If emergency medical or dental care is required, and there are no naval facilities available, initial application for treatment shall always be made to another Federal medical or

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dental facility, if available (Federal facilities include those of the Navy, Army, Air Force, Public Health Service, and Veteran Affairs).

(b) If the foregoing is not feasible in a bona fide emergency, Service Members may obtain emergency treatment from any source at government expense.

(c) If Service Members on leave or liberty are hospitalized, they shall notify their chain of command or the nearest Marine Corps activity or representative and request instructions and assistance as soon as the Service Member is able. If permitted to return to a leave or liberty status upon release from the hospital, Service Members shall immediately notify their chain of command by telephone call on the date of release. The Service Member shall provide to their chain of command a medical release; documentation with the doctor's signature; the place hospitalized; the time and date of admission and release; and the diagnosis.

(d) Whether or not the medical or dental treatment requires hospitalization from civilian sources, the Service Member shall obtain the medical bill for the care. An itemized bill listing dates of services; supplies furnished; and nature of the charges should be obtained from the treatment facility and presented to the chain of command upon return.

(e) While executing leave or liberty, any Service Member that receives medical or dental treatment from sources other than their primary care manager (PCM) must schedule an appointment with their PCM the first workday upon their return.

5. Administration and Logistics

a. Leave Approval. Leave for personnel of this Command is authorized as follows:

(1) Leave requests for the Station Executive Officer (XO) and Sergeant Major will be approved by the CO, MCAS New River.

(2) Subordinate COs and Station department/section heads will be approved by the Installation CO or XO.

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(3) Others may be approved by the appropriate department/section head or their designated representative.

b. When approval for leave is granted, Service Members shall utilize MOL for all leave requests and abide by the contents of this Order and the references.

6. Command and Signal

a. Command. This Order is applicable to MCAS New River and its subordinate commands.

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



G. W. BURNETT

DISTRIBUTION: A