



UNITED STATES MARINE CORPS  
HEADQUARTERS AND SERVICE BATTALION  
MARINE CORPS BASE  
2006 HAWKINS AVENUE  
QUANTICO VIRGINIA 22134

IN REPLY REFER TO:  
Bn 1050.1J  
B 07-1  
FEB 06 2020

BATTALION ORDER 1050.1J

From: Commanding Officer, Headquarters and Service Battalion  
To: Distribution List

Subj: HEADQUARTERS AND SERVICE BATTALION LEAVE AND LIBERTY REGULATIONS

Ref: (a) MCO P1050.3J (Regulations of Leave, Liberty and Administrative Absence)  
(b) MCICOMO 1050.1 (Marine Corps Installations Command Leave and Liberty Regulations)  
(c) MCINCR-MCBQBO 1050.1E (Leave and Liberty Policy)  
(d) MCINCR-MCBQ Inspector General Case #18915  
(e) MCINCR-MCBQ IG Inspection Results of Dec 2017  
(f) MARADMIN 535/08 of 23 Sep 08 (Marine Online Mandate)  
(g) NAVPERS 155600D (Naval Military Personnel Manual)  
(h) MARADMIN 483/13 of 20 Sep 13 (Administrative Absence to Obtain a Legal Marriage)  
(i) DoDD 4500.54E (DoD Foreign Clearance Program)  
(j) DoD Foreign Clearance Guide (<https://www.fcg.pentagon.mil>)  
(k) Joint Travel Regulations  
(l) MCO 5000.12E (Marine Corps Policy Concerning Pregnancy and Parenthood)  
(m) MARADMIN 331/18 of 14 Jun 18 (Parental Leave Policy Changes)  
(n) MARADMIN 570/18 of 4 Oct 18 (Clarification to MARADMIN 331/18)

Encl: (1) Instructions for Submitting Leave Requests in Marine Online  
(2) MCINCR-MCB Quantico Liberty Maps  
(3) NAVMC 3 (rev. 2-05)  
(4) HQSVC Bn, MCBQ Holiday Accident Reduction Program  
(5) Arrive Alive Card

1. Situation

a. References (a) through (c) direct commanders to ensure that an aggressive and compliant leave program is established in order to provide Marines respite from the work environment in ways that shall contribute to their improved performance and increased motivation, while ensuring safety and effective adherence to policy.

b. Headquarters and Service Battalion (HQSVC Bn) requires leave and liberty procedures that incorporate the requirements of the references; establish standard policy for its five companies; reflect how leave is being managed via Marine Online (MOL); implement corrective actions required in references (d) and (e); memorialize procedures agreed to with its supported organizations; formally establish proper leave granting authorities; and direct action toward and provide the force with tools to mitigate risks, mishaps, and loss of accountability in order to preserve the force and encourage Marines to use their leave.

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

2. Cancellation. BnO 1050.1H.

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The welfare, accountability and safety of all personnel assigned to this Command are paramount to mission accomplishment. Leave and liberty are designed to give our personnel the time they need to rest, recuperate, and to be ready for their mission. This includes, but is not limited to, spending quality time with friends and family; celebrating personal and national holidays; and taking time to handle personal affairs. This Order aims to provide commanders, staff, and section leaders with the guidance they need to ensure that every service member of this Command is afforded the opportunity to execute leave and liberty safely and effectively.

(2) Concept of Operations. Each service member of this Command will be afforded the opportunity to take leave or liberty in accordance with references (a) through (c), and the policy set forth herein. The following general guidance applies:

(a) Service members will submit leave requests via MOL a minimum of five business days prior to the start of leave. Leave begins and terminates in the local area. Generally, the local area is the place where the service member resides and from which the Marine commutes to their duty station. Specifically, the local area is defined as the area within 80 miles of Marine Corps Base Quantico (MCBQ), Virginia. For specific examples of day of departure and day of return, see reference (a), Chapter 2, paragraph 5.b.

(b) Officers and staff non-commissioned officers (SNCOs) are authorized to check themselves in and out of leave via MOL. Sergeants and below will check in and out, in person, with the Battalion Area Officer of the Day (AOD) in building 2006 (Yale Hall), Hawkins Avenue, MCBQ.

(c) All service members will have their leave and liberty plan evaluated by their section (platoon-level) leadership to ensure operational risk management (ORM) is being executed.

(d) Naval personnel shall be guided by the instructions contained in reference (e), and will also be required to comply with ORM requirements as well as reporting their duty status to Battalion S-1 as it changes.

b. Subordinate Element/Supported Organization Missions

(1) Company Commanders

(a) Grant leave to personnel within their respective companies. Should both the Company Commander and company executive officer be absent, the company senior enlisted advisor (SEA) or company gunnery sergeant is authorized to approve leave.

(b) Encourage all service members to take leave throughout the fiscal year.

FEB 06 2020

(c) Coordinate with the Battalion S-1, no later than 90 days prior to the end of the fiscal year, to capture a list of those service members who are not in compliance with their obligation to take annual leave.

(d) Ensure all service members who refuse to take leave during the year are counseled of their obligation to comply with leave programs, and cautioned that such refusal may result in the loss of earned leave at the end of the fiscal year.

(e) For those service members who will travel outside of the United States, ensure they have followed all instructions per references (a), (b), (c), (i), (j) and paragraph 4.c.(3) of this Order.

(f) Verify that requests for emergency leave are in accordance with reference (a) prior to approving.

(g) Delegate and rescind leave approval authority via Battalion S-1 in accordance with signed memorandums of agreement with supported organizations. Reconcile leave approval authority with the Battalion S-1 on a semi-annual basis.

(h) Disapprove leave requests for good cause. All leave requests that will be disapproved must be briefed to the HQSVC Bn Commander prior to formally disapproving the leave request in MOL.

(i) Ensure the proper management of the Company Leave Program in accordance with the references and this Order.

(j) Manage all MOL leave permissions for the company in accordance with the references and this Order.

(2) Battalion Security Manager. Assist service members, as required, who request leave outside of the United States (foreign leave) in following the travel guidance that is provided in references (i) and (j).

(3) Battalion S-1/Adjutant (MOL Manager)

(a) Ensure the proper management of the Battalion Leave Program in accordance with the references and this Order.

(b) Manage all MOL leave permissions in accordance with the references and this Order.

(4) Battalion Area Officer of the Day (AOD)

(a) Conduct leave check in/out in accordance with this Order.

(b) Grant leave extensions and emergency leave requests after normal working hours in accordance with paragraph 2 of reference (a); however, all efforts shall be made to contact the Company Commander or Company 1stSgt for concurrence and/or verification prior to doing so.

c. Coordinating Instructions

(1) Leave/Liberty Request Procedures

FEB 06 2020

(a) Service members will submit a leave request a minimum of five working days prior to commencement of leave through MOL via their chain of command. See enclosure (1) for specific instructions. All SNCOs and Officers within HQSVC Bn are authorized leave reviewer permissions and are able to review leave via MOL for all Marines within their section.

(b) Leave and liberty approval permissions will be restricted to the following billets: Company Commanders, Company First Sergeants, Company Gunnery Sergeants, Company Executive Officers, and supported organization's G-1s. Exceptions to this policy can be made in rare circumstances, and can only be approved by the HQSVC Bn Commander.

(c) In the event that service members are unable to access MOL, they may submit leave requests using NAVMC 3 (REV. 03-11) or enclosure (3). This form is available through the Marine Corps Electronic System.

(d) Service members must complete the Holiday Accident Reduction Program (HARP) form provided at enclosure (4), in accordance with paragraph 4.c.(10) of this Order.

(e) If the Marine is departing on leave from the duty station at the end of the Marine's normal working hours on a day of duty (normally 1630), the day of departure is not chargeable as leave. However, when such departure is prior to half a duty day, then the day of departure is chargeable as leave. The day of return from authorized leave shall be counted as a day of leave; however, when such return is prior to the Marine's work hours (normally 0800) on a scheduled day of duty or prior to 0800 on a Saturday, Sunday or holiday, the day of return shall be counted as a day of duty. Marines that plan on departing the local area during a normal day of duty using a privately owned vehicle may execute leave more safely and efficiently by departing the area as early as 1201 local time and returning as late as 1200 local time, during a normal duty day, without being charged an additional day of leave. Those not driving a POV outside the local area will depart/return from leave at the end/beginning of normal working hours. Further guidance and scenario-based explanations can be found in reference (a).

(2) Granting/Charging Leave, Liberty and Permissive TAD (PTAD)

(a) Leave. Under normal circumstances, leave will be granted on a routine basis for periods of up to 30 days (periods of 31 days and beyond will require HQSVC Bn Commander approval) in accordance with chapter 2 of reference (a).

(b) PTAD

1. PTAD will only be approved at the Company or Battalion-level as reflected in the Memorandums of Agreement. No PTAD requests shall be approved below the company level, or by personnel assigned to supported organizations who have been granted leave approval permissions (e.g. a supported organization's G-1).

2. PTAD shall not be authorized for any occasion not listed in reference (a), Chapter 5, paragraph 1.b.(1)(c). Any exceptions to this policy must be approved in writing by Headquarters Marine Corps, Manpower Military Policy Branch (HQMC MPO). For a specific example, volunteering/leading Boy Scout or youth activities are not authorized.

FEB 06 2020

(3) Foreign Travel in a Leave, Liberty, and PTAD status

(a) All Leave, Liberty and PTAD involving international travel, will be approved at the Company or Battalion-level as directed in enclosure (6). No Overseas Leave, Liberty, or PTAD requests shall be approved below the company level, or by personnel assigned to supported organizations who have been granted leave approval permissions (e.g. a supported organization's G-1).

(b) Service members desiring to take leave to, or within, the U.S. possessions of Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands do not require travel clearance but still require leave approval.

(c) Service members who request to take foreign leave must coordinate with their respective organization's Security Manager or Assistant Security Manager and Anti-Terrorism Officer no later than 30 days prior to the requested departure date.

(4) Leave in Conjunction with Special Liberty. Service members 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 local area as defined in paragraph 4.a.(2)(a) of this Order. For specific examples see reference (a), Chapter 2, paragraph 5.c.

(5) Leave in Conjunction with Temporary Additional Duty

(a) Service members may take leave while TAD in accordance with reference (k). However, service members are responsible for ensuring leave requests are input and approved within MOL prior to executing TAD orders, and that the leave period is reflected in the authorization module in the Defense Travel System. Marines must not receive any government funding for the requested, and approved, leave period (e.g. per diem, lodging, or rental car).

(b) Service members must ensure the leave request is submitted and approved via MOL as normally required. The leave request requires the following remarks: "This leave period is taken in conjunction with TAD for (state purpose)." (e.g. M&RA Road Show, Equipment Testing, PTAD for House Hunting).

(6) Convalescent Leave

(a) Convalescent Leave will be granted in accordance with Chapter 2 of reference (a), and this Order.

(b) Convalescent Leave will be approved at the Company or Battalion-level as directed in enclosure (6). No convalescent leave requests shall be approved below the Company-level, or by personnel assigned to supported organizations who have been granted leave approval permissions (e.g. supported organization's G-1). Convalescent leave requests must be accompanied by competent medical authority documentation uploaded into the leave request via MOL.

(7) Maternity Convalescent Leave

FEB 06 2020

(a) Maternity Convalescent Leave (MCL) will be granted in accordance with references (m) and (n) which supersede references (a) and (l).

(b) Maternity Convalescent Leave is a 42 day convalescent leave entitlement that cannot be denied by the commander and is separate from the Primary Care Giver (PC) and Secondary Care Giver (SC) leave entitlement. For specific clarification and examples see reference (n).

(8) Primary Care Giver Leave and Secondary Care Giver Leave

(a) This designation is to establish the associated leave authorization for service members and therefore does not apply to non-military spouses. Primary Care Giver Leave (PCL) and Secondary Care Giver Leave (SCL) will be granted in accordance with references (m) and (n) which supersede references (a) and (l).

(b) Designation as a PC or SC shall be made as early as practical, normally at least 60 days in advance of the due date (in the case of a birth event) or anticipated date of a qualifying adoption. Designation of PC or SC will be documented via MOL's Electronic Personnel Administrative Request (EPAR) with the subject: Caregiver Designation.

(c) Primary Care Giver Leave is a 42 day leave entitlement that is separate from MCL. For specific clarification and examples see references (m) and (n). Secondary Care Giver Leave is a 14 day leave entitlement provided to the Marine designated as the SC.

1. The EPAR for designation as PC will be routed to the HQSVC Bn Commander via the service member's Company Commander. This approval cannot be delegated in accordance with references (m) and (n). Company Commanders may approve designation as SC.

2. If the service member is not the birth parent and is requesting designation as the PC, they must provide supporting documentation (e.g. medical documentation establishing that the birth parent is not medically capable of caring for the child, or an active duty spouse is deferring primary care responsibility), and these requests will be handled on a case by case basis. Additionally, once approved by the HQSVC Bn Commander, the Company Commander will sign a page 11 to be entered in the service member's Official Military Personnel File (OMPF) as a permanent record of the designation as the PC for that child.

(9) Liberty. Liberty will be granted in accordance with Chapter 3 of reference (a), references (b) and (c), and this Order.

(a) Regular Liberty. Monday through Friday from the end of each working day (typically 1630) to the beginning of normal working hours the following working day (typically 0730).

(b) Weekend Liberty. From any time after normal working hours on Friday (typically 1630) until the beginning of normal working hours the following Monday (typically 0730).

(c) Holiday Liberty. Service members assigned to MCBQ follow the guidance given yearly by Marine Corps Installations Command. All other Marines assigned to supported organizations who are under administrative

FEB 06 2020

control of HQSVC Bn, unless otherwise directed, follow guidance from their respective higher headquarters.

(d) Special Liberty. Special Liberty, as utilized in this Order, applies to the liberty defined in Chapter 3, paragraph 1c of reference (a).

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

2. Four day Special Liberty. Liberty granted in accordance with chapter 3, paragraph 1c of reference (a). The granting of a four-day liberty period is not intended to authorize more liberty over an extended period of time than would normally be granted. Additionally, Special Liberty cannot be combined with holiday liberty periods and/or weekend liberty periods for more than four consecutive days.

(e) Liberty Limits. While liberty is permission to leave the duty station, it does not include permission to leave the general vicinity of the command. Service members on liberty will not go beyond the geographical limits prescribed below without specific permission of their respective Company Commander or authorized personnel to grant leave, per enclosure (6). See enclosure (2) for a graphic depiction of liberty limits.

All personnel

24 or less hours	80 miles from the closest MCBQ gate.
48-96 hours	250 miles from the closest MCBQ gate.
72 hours	350 miles from the closest MCBQ gate.
96 hours	450 miles from the closest MCBQ gate.

The following instructions also apply:

1. Anyone desiring a waiver to travel outside the established limits must submit an out-of-bounds request through MOL via the chain of command for the requested period. The request will then be forwarded using the same procedures as a leave request.

2. Requests to exceed the liberty limits will normally be granted in the case of commercial air travel within CONUS. Such requests must be accompanied by proof of purchase of a round trip airline ticket.

3. Leaders should use travel distances from online mapping services (e.g. Google Maps, MapQuest) or Global Positioning Systems (GPS) for ORM purposes, as this is a better gauge for assessing a reasonable and safe amount of travel time.

(10) HARP Form. Sergeants and below must complete enclosure (4), and obtain enclosure (5), prior to the start of any leave or liberty period. Section leaders are directed to maintain the original HARP form, and to provide copies to the chain of command if requested.

(11) Off-limit establishments. There are currently no off-limit establishments as of the signing of this Order. All off-limit establishments will be published by the Commander, Marine Corps Installations-National Capital Region, Marine Corps Base Quantico, VA.

(12) The possession of any paper, card, or other document supporting authorized liberty, special liberty, or leave by any person assigned to HQSVC

FEB 06 2020

Bn (RUC 30002), is prohibited unless issued to the possessor by proper authority.

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

(14) Mechanical failures of privately-owned conveyances will not normally be considered as an excuse for tardiness in returning from liberty, but will be addressed on a case-by-case basis.

(15) Military police, shore patrols, security police, officers, petty officers, and non-commissioned officers of the Armed Forces are authorized to take preventive or corrective measures including apprehension, if necessary, in the case of any member of the Armed Forces who is guilty of committing a breach of the peace, disorderly conduct, or any other offense which reflects discredit upon the Armed Forces. Personnel on leave or liberty are subject to this authority.

(16) Leave and Liberty Check-out/In Procedures

(a) Staff Sergeants (E-6) and Above. Check-out and check-in utilizing MOL at the time authorized in the leave authorization. Company Commanders must ensure that those service members adhere to this on a daily basis.

(b) Sergeants (E-5) and Below. Check-out and check-in with the AOD in person at building 2006 (Yale Hall), Hawkins Avenue, MCBQ.

(17) Instructions Concerning Emergency Medical or Dental Treatment. If emergency medical or dental care is required, while in a leave, liberty, PTAD, or TAD status, the following guidance is provided:

(a) Service member is to report to the nearest naval facility for treatment.

(b) If there are no naval facilities available, initial application shall always be made to another federal medical or dental facility, if available. (Federal facilities are those of the Navy, Army, Air Force, Public Health Services, and Veteran Affairs).

(c) If the foregoing is not feasible, in a bona fide emergency situation, service members may obtain emergency treatment from any source at government expense.

(d) If service members are on leave, liberty, PTAD or TAD, they should immediately notify their Company Commander via section leadership and chain of command, or the nearest Marine Corps activity or representative and request instructions and assistance. If permitted to revert to leave or liberty status upon release from the hospital, they should immediately notify their Company Commander via section leadership, preferably via telephone call, on the date of release. The service member should provide documentation with the doctor's signature, the place hospitalized, the time and date of admission, time and date of release, and the diagnosis. If traveling under orders issued by competent authority or on authorized liberty, a statement from the attending physician containing the foregoing information shall be obtained by the service member concerned for delivery to



FEB 06 2020

their Company Commander. Company Commanders will in turn notify the Battalion Commander.

(e) Whether or not it involves hospitalization, at any time emergency medical or dental treatment is obtained from civilian sources, the service member should inform TRICARE as soon as able. It is in the service member's best interest to request and maintain copies of bills in the event that TRICARE requests them. Under normal circumstances, payment for services should be settled directly between the servicing facility and TRICARE.

(18) Recall from Leave or Liberty.

(a) Generally, recall from leave or liberty is not a normal or expected occurrence. In the event that a recall takes place, it is usually in conjunction with an emergency situation such as a major terrorist attack, extreme weather (hurricane, tornado, earthquake), or other such event.

(b) When Marines are on authorized leave and it becomes necessary to recall them to duty, utilize reference (a) to determine if the member will be charged days of leave days or if they are eligible for travel reimbursement.

(c) All personnel are instructed not to call, or have their family and/or friends call, the battalion command deck for information. (Latest information may be obtained by tuning into the local radio or TV stations, or by visiting the MCB Quantico website at:  
<http://www.quantico.marines.mil/>

5. Administration and Logistics

a. Refer to Chapter 4 of reference (a) for administrative requirements for managing the leave and liberty programs.

b. MOL is mandated as the sole source for Commanders to report leave. Leave is granted under the condition that the Marine can return to duty upon expiration of leave at the place and time specified in the leave authorization.

c. It is the Marine's responsibility to have sufficient funds to defray all expenses including transportation. Should the service member not have sufficient funds to return to duty from leave, that service member can go to the nearest Marine Corps Activity for issuance of a Government Transportation Request (GTR). The disbursing officer will report a checkage for payment for the GTR and it will be deducted from the service member's pay account.

6. Command and Signal

a. Command. This Order is applicable to all service members under the administrative control of HQSVC Bn.

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



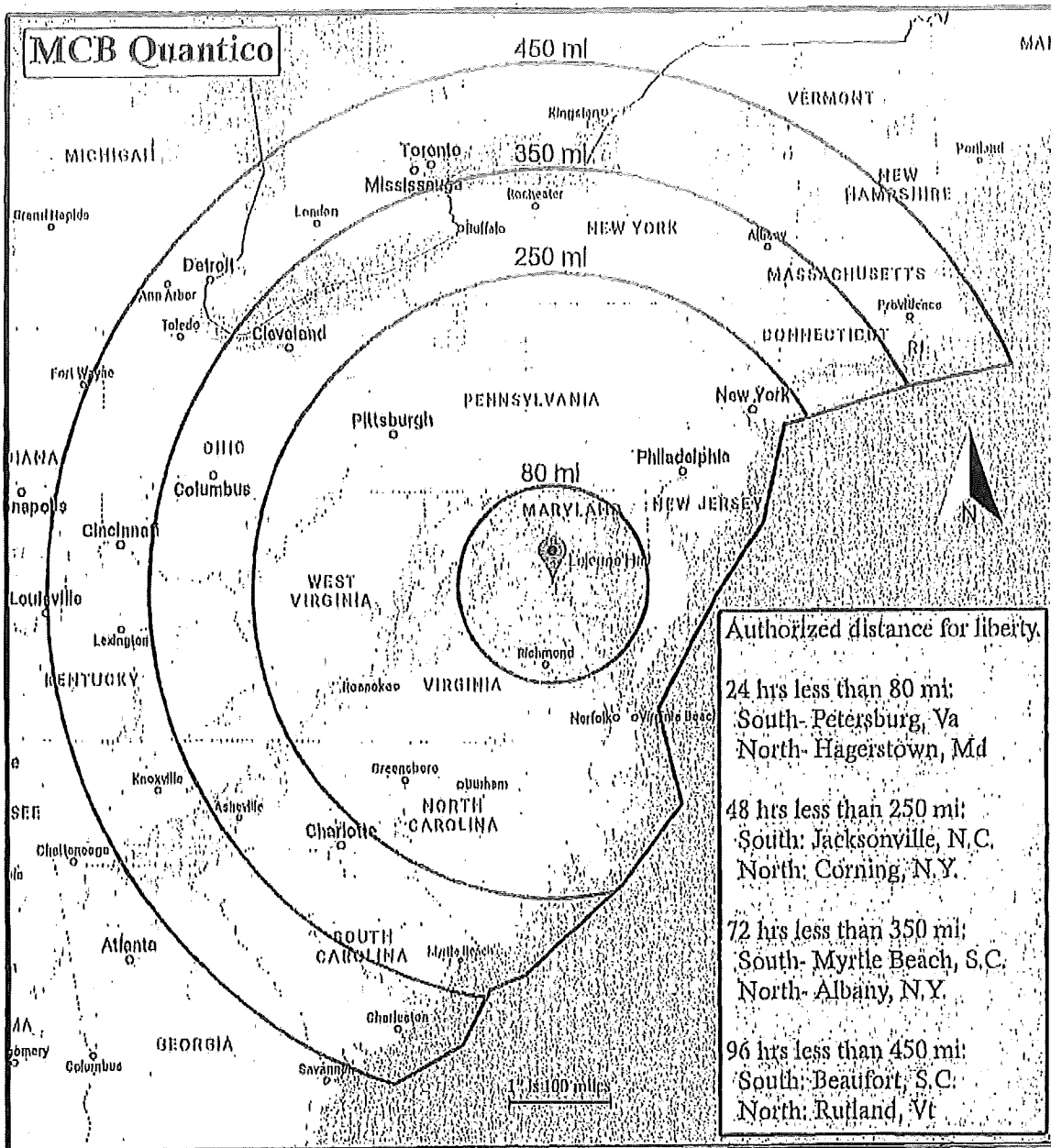
E. J. DANIELSON

Instructions for Submitting Leave Requests in Marine Online

1. Log in to Marine Online (MOL) using your user name and password or CAC log in.
2. Click the "Leave/Liberty" tab on the menu bar at the top of the MOL home page.
3. Click the "Create New Request" link on the left side of the "Leave" home page.
4. Fill in the required fields on the "New Leave Request Page". Ensure the correct type of leave requested is shown in the "Leave Type" field. When complete, click the "submit" button at the bottom of the page.
5. Click the "Forward" or "Save as Draft" button at the bottom of the page.
6. The next page will give you the option to route the request to the next person in the chain of command. Click on "Forward Your Request to". A list of names will appear. Select the person in your chain that you would like the request to go to next. Click "OK".
7. Click on "Courtesy Copy to" if you would like to copy someone not in the direct chain of command. Click "OK".
8. Marines should add comments in the comment section if the following apply: "HARP form and country clearance completed, as required." The latter is stated if the Marine is traveling outside of the United States.
9. Click "Continue".
10. The next page is a summary of the leave request. Confirm that all of the information entered is correct and click the "Confirm" button at the bottom of the page.
11. The "Leave" home page will now show the pending request. From this page the request may be viewed or edited. By clicking "view", the status of the leave request can be checked.



# MCINCR-MCBQ Leave and Liberty Limits



**LEAVE AUTHORIZATION (OFFICER AND ENLISTED) (1600)**  
 NAVMC 3 (REV. 03-14) (EF) (Previous editions will not be used)  
 FOUO - Privacy sensitive when filled in.

BEFORE SIGNING LEAVE REQUEST,  
 READ INSTRUCTIONS ON PAGE 2 AND  
 PRIVACY ACT STATEMENT ON PAGE 3

1. TO:

LEAVE REQUEST			
2. FROM (Name, Grade, SSN, MOS)		3. ORGANIZATION AND DUTY TELEPHONE NUMBER	
4. NUMBER OF DAYS REQUESTED AND INCLUSIVE DATES		5. DATE & TIME LEAVE EFFECTIVE	6. DATE & TIME LEAVE EXPIRES
7. TYPE OF LEAVE REQUESTED	8. NO. OF DAYS TAKEN THIS FISCAL YEAR	9. LEAVE BALANCE	10. ECC
11. ADDRESS WHILE ON LEAVE (include telephone number and area code. If any change notify your commanding officer)		12. SIGNATURE OF PERSON REQUESTING LEAVE AND DATE: I will wear my seabell while diving or riding in a PHV while in an authorized leave status (paragraph 14(d) of MCO 3100.10(E)).	

'EVERY MARINE RECRUIT A MARINE' MARINE CORPS ORDER 1656.4 AUTHORIZES A 6-DAY LEAVE EXTENSION OR SPECIAL LIBERTY CHIT TO MARINES ON LEAVE WHO RECRUIT AN ACCEPTABLE APPLICANT FOR ENLISTMENT IN THE MARINE CORPS OR MARINE CORPS RESERVE. CONTACT THE MARINE CORPS RECRUITER NEAREST YOU FOR DETAILS.

**APPROVAL OF IMMEDIATE SUPERIOR/COMPANY COMMANDER**

13. <input type="checkbox"/> APPROVED	REMARKS (If disapproved)	SIGNATURE AND GRADE
<input type="checkbox"/> DISAPPROVED		
14. <input type="checkbox"/> APPROVED	REMARKS (If disapproved)	SIGNATURE AND GRADE
<input type="checkbox"/> DISAPPROVED		
15. SIGNATURE (Officer authorized to grant leave)	16. GRADE AND COMPONENT	17. TITLE

**MCTFS REPORTING INFORMATION**

18. Hour and date of departure _____  (Signature of Duty Officer/NCO/Indiv)	19. Hour and date of return _____  (Signature of Duty Officer/NCO/Indiv)
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20. EXTENSIONS  
 Granted \_\_\_\_\_ days extension of leave. Your leave will now expire at \_\_\_\_\_ on \_\_\_\_\_  
 \_\_\_\_\_ (Signature of Granting Officer) \_\_\_\_\_ (Unit) \_\_\_\_\_ (Date)

**21. HOSPITALIZATION**

NAME AND ADDRESS OF HOSPITAL	TIME AND DATE ADMITTED	TIME AND DATE RELEASED
REMARKS/DIAGNOSIS		
_____ (Signature of Physician)		_____ (Date)

**22. UNIT DIARY COMPUTATION - INCLUSIVE DATES**

NO. OF DAYS CHARGED AS LEAVE \_\_\_\_\_ FROM \_\_\_\_\_ THRU \_\_\_\_\_  
 UNIT DIARY NO. \_\_\_\_\_ UTR NO. \_\_\_\_\_

FOR OFFICIAL USE ONLY

Adobe LiveCycle Designer

Enclosure (3)



**HEADQUARTERS AND SERVICE BATTALION**  
**Marine Corps Base Quantico**  
**Holiday Accident Reduction Program**



The Commanding Officer, Headquarters and Service Battalion, Marine Corps Base Quantico, has established the Holiday Accident Reduction Program (HARP), in an effort to reduce off-duty mishaps. Leaders at all levels have a moral obligation to take care of Marines under their charge. THIS FORM WILL BE COMPLETED BY ALL HQSVCBN SERVICE MEMBERS PRIOR TO THE START OF any 72, 96, HOLIDAY, ANNUAL, OR EMERGENCY LEAVE. It is intended to be a decision-making and counseling tool for all personnel and their supervisors.

DATE: \_\_\_\_\_

Part A: PERSONAL INFORMATION (TO BE FILLED OUT BY INDIVIDUAL MARINE/SAILOR)							
NAME:		RANK:		AGE:		SHOP:	
PERIOD COVERED:		TO		OCCASION (circle one): Holiday Annual Emergency LV			
SNCOIC NAME/RANK:		OIC NAME/RANK:					
LOCATION (circle one): Local Instate Out of State Out of Country Inbounds/Out of Bounds?							
MODE OF TRAVEL (circle all that apply): Car Motorcycle Airplane Boat Bus Train ATV							

Part B: SMALL UNIT LEADER QUESTIONS	
This section is to be filled out by the small unit leader/supervisor while directly counseling the individual in Part A. Refer to ORM Matrix on reverse if necessary.	
1. What is/are your destination(s)?	
2. Mode of travel/Contingency Plan: Is there proper planning to get to and from the destination in the time allotted? What is your Emergency Road Plan if your transportation breaks down...have enough money to fix problem or get rental car? Area weather forecast for the period covered.	
3. Are you driving Alone? Yes (circle one) NO or N/A	
4. Activities: Do they have prior training?	
5. What is the appropriate PPE for your Activities?	
6. Drugs/alcohol: Emphasize the zero tolerance policy the Marine Corps has on DRUGS. Discuss the use of alcohol, drinking in moderation, having a designated driver, etc.	
7. Are you under 21 years of Age? Yes (circle one) NO or N/A	
8. Do you know the off-limit areas in Southern California, Yuma, and Mexico? Yes (circle one) NO or N/A	
9. Vehicle inspection completed? (Checklist on back) Yes (circle one) NO or N/A	
Note: Small Unit Leaders will insure their Marines/Sailors know how they may get in contact with them if their plans change or they need assistance.	
Supervisor Signature:	Date:
Marine/Sailor's Signature:	Date:

POV INSPECTION CHECKLIST	SAT	UNSAT	RECOMMENDATIONS
1. VALID DRIVER LICENSE, INSURANCE AND REGISTRATION?			
2. HEADLIGHTS: Both high and low beams operational?			
3. BRAKELIGHTS: Operational, lenses intact?			
4. TAIL LIGHTS: Operational, lenses intact?			
5. TURN SIGNALS & PARKING LIGHTS: Operational front & rear?			
6. FOUR-WAY EMERGENCY FLASHERS: Operational front & rear?			
7. BACKUP LIGHTS: Operational?			
8. LICENSE PLATE LIGHT: Operational?			
9. TIRES: At least 1mm of tread over entire tread surface, free of breaks or cuts? Properly inflated? Spare tire, jack, lug wrench, etc. available? NO MIXING RADIAL WITH bias TIRES.			
10. WINDSHIELD & WINDOWS: Not cracked, broken or scratched to the degree that impairs vision?			
11. WINDSHIELD & WIPERS: Both wipers present, good blades and operational?			
12. MIRRORS: Outside and inside not cracked?			
13. BUMPERS: Not bent or damaged in a way that would be hazardous?			
14. SEAT BELTS: Sufficient number of seat belts for all passengers? Serviceable?			
15. MOTORCYCLE SAFETY EQUIPMENT (if applicable): Approved helmet, protective clothing, gloves, reflective vest and face/eye protection?			
16. BRAKES: Operational			
17. BRAKE FLUID: Filled to appropriate level?			
18. PARKING BRAKE: Adjusted to prevent movement when engaged?			
19. EXHAUST SYSTEM: Free of leaks?			
20. HORN: Functional?			
21. DEFROSTER: Operational?			
22. EMERGENCY EQUIPMENT: First Aid Kit, flashlight, warning triangle, fire extinguisher, blanket, flares, shovel, chains, tools, etc.			
23. HAZARDOUS MATERIALS IN CAR: (i.e. oil, gas, antifreeze) ensure in approved containers.			

1. "OUT OF BONDS" Definitions:

- a. Overnight - 80 Mile limit
- b. Weekend/8hr - 300 Mile limit
- c. 72 - 96 Hour liberty limit - 300 Mile limit
- d. Foreign leave may require the Battalion Commander or CMC Authorization.

2. POV Inspection Checklist

- a. Vehicle Condition: Complete the checklist below.
- b. Insurance: Is Marine's car insurance coverage up to date/current? Yes \_\_\_ No \_\_\_
- c. Driver's License: Does Marine possess a valid operator's license? Yes \_\_\_ No \_\_\_
- d. Driver's Improvement Course (DIC) or Motorcycle Safety Course (MSC): Does Marine possess valid course cards? Yes \_\_\_ No \_\_\_
- e. Roadside Emergency Service Plan? Yes \_\_\_ No \_\_\_

Pre-Trip Safety Checklist

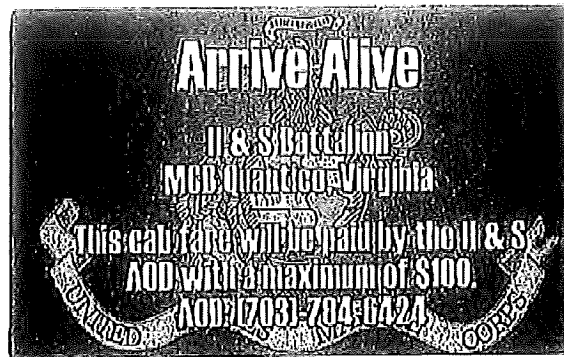
This checklist is designed to foster conversation when completing the HARP Form. It is by no means an inclusive list, however, there are fundamental controls for

Hazards	Causes	Controls	How to Implement
1. Transportation	<ul style="list-style-type: none"> <li>• Flying</li> <li>• Driving</li> <li>• Hauling/ Ferry</li> <li>• Motorcycle/ATV on &amp; off road</li> <li>• Bus</li> <li>• Taxis</li> <li>• Walking</li> </ul>	<ul style="list-style-type: none"> <li>• Car Inspected</li> <li>• Use of Seatbelt/ Airbag in vehicle/ANS bikes</li> <li>• Use of PPH</li> <li>• Tools and spare parts for repairs</li> <li>• Maintain proper speed</li> <li>• Recon course prior to driving off road</li> <li>• Toolkit/Emergency kit</li> </ul>	<ul style="list-style-type: none"> <li>• Regular Maint.</li> <li>• Leadership/Counting</li> <li>• Policy/SOP</li> <li>• Training/assistance</li> <li>• Licensing</li> <li>• Checklist</li> </ul>
2. Location	<ul style="list-style-type: none"> <li>• Inside ( )</li> <li>• Out of State ( )</li> <li>• Other Country ( )</li> <li>• Inbound/Out of bounds?</li> </ul>	<ul style="list-style-type: none"> <li>• Visited Vp/hold enough time</li> <li>• Enough through money to complete trip</li> <li>• Backup plan (\$ for airline tickets)</li> </ul>	<ul style="list-style-type: none"> <li>• Save budget, emergency funds</li> <li>• Out of bounds child in hand</li> </ul>
3. Weather/Time	<ul style="list-style-type: none"> <li>• Rain</li> <li>• Snow</li> <li>• Clear</li> <li>• Fog</li> <li>• Day</li> <li>• Night</li> </ul>	<ul style="list-style-type: none"> <li>• Know weather report</li> <li>• Change departure times</li> <li>• Increase following distance and decrease speed during inclement weather</li> <li>• Safety check headlights, wiper blades, tires</li> <li>• Visibility- If jogging/biking, wear reflective gear/light colored clothing</li> <li>• Delay outdoor PT during inclement weather</li> </ul>	
4. Activities	<ul style="list-style-type: none"> <li>• Clubs</li> <li>• Parties</li> <li>• Synthesizer/Dancing</li> <li>• Hauling</li> <li>• Hiking/Climbing</li> <li>• Extreme Sports ( )</li> </ul>	<ul style="list-style-type: none"> <li>• Use of PPH (as req'd 3d MAW PPH)</li> <li>• Buddy System</li> <li>• Experience/Classical lessons/Certification Proper conditioning</li> <li>• Warm up/stretch &amp; cool down</li> <li>• Adequate fluid intake</li> <li>• Restday activity/course before sailing</li> </ul>	
5. Alcohol	<ul style="list-style-type: none"> <li>• Drinking</li> <li>• Not Drinking (Others)</li> <li>• No Designated Driver</li> </ul>	<ul style="list-style-type: none"> <li>• Designated Drivers/Fast</li> <li>• Know your limit/drink in moderation</li> <li>• Seize food</li> <li>• Buddy system</li> </ul>	
6. Fatigue	<ul style="list-style-type: none"> <li>• Lack of sleep</li> <li>• PT</li> <li>• Just out of field/Vice</li> <li>• several activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Sleep Plan/Rest</li> <li>• Delay Trip</li> <li>• A-Driver</li> <li>• Periodic stops for exercise/rest/meal</li> </ul>	<ul style="list-style-type: none"> <li>• Switch drivers periodically</li> <li>• Planned and frequent rest stops</li> <li>• 8-hour driving limit</li> </ul>
7. Other Individuals (light/chemical assault)	<ul style="list-style-type: none"> <li>• Drinks</li> <li>• Thieves</li> <li>• Gangs</li> </ul>	<ul style="list-style-type: none"> <li>• Know the Area</li> <li>• Situational Awareness</li> <li>• Buddy system</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid known trouble spots</li> </ul>
8. Uncontrollable	<ul style="list-style-type: none"> <li>• Road Conditions/Traffic</li> <li>• Tide</li> </ul>	<ul style="list-style-type: none"> <li>• DOT Reports</li> <li>• Radio/Traffic Reports</li> <li>• Maps, AAA recommended routes</li> <li>• Alternate routes</li> </ul>	
9. Speed	<ul style="list-style-type: none"> <li>• Rushing back to base/home</li> </ul>	<ul style="list-style-type: none"> <li>• Allow extra time for delays</li> <li>• Observe speed limits</li> <li>• Plan travel times</li> </ul>	

Arrive Alive Card

Note: Hard Stock copies of this card can be found at the Headquarters and Service Battalion Duty Desk or members can use the below copies of the card template:

Front Side of Arrive Alive Card



Back Side of Arrive Alive Card

Manassas Cab Company	(888) 368-2323
Alexandria Yellow Cab	(703) 549-2502
Prince William Yellow Cab	(540) 659-1200
Woodbridge Yellow Cab	(703) 491-2222

Please drive this Marine to:  
**H & S Battalion**  
2006 Hawkins Avenue  
Quantico, VA 22134

