



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 1050.5K
CO
1 Oct 20

AIR STATION ORDER 1050.5K

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

Subj: LEAVE AND LIBERTY

Ref: (a) MCO 1050.3J
(b) MCIEAST-MCB CAMLEJO 1050.6A
(c) MARADMIN 535/08 of 23 Sep 08
(d) MILPERSMAN 1050 Series
(e) Policy Letter 001-11

Encl: (1) Maximum Liberty Distance
(2) Holiday Accident Reduction Program

1. Situation. Per references (a) through (c), a leave program is established to provide Marines respite from the work environment. This will contribute to improved performance and increased motivation while ensuring safe and effective guidelines, policies, and standards.

2. Cancellation. ASO 1050.5J.

3. Mission. To promulgate policy concerning the granting of leave and liberty to personnel within this command per the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Leave and liberty for personnel of Marine Corps Air Station (MCAS) Beaufort shall be authorized per references (a) and (b).

(2) Concept of Operations. Per reference (c), Marine On-Line (MOL) is mandated as the sole source for commanders to report leave. The information in this Order referring to the administration of leave and liberty pertains to Marines only. Navy personnel shall be guided by the instructions contained in reference (d).

(a) Leave

1. Commanding Officers (COs) are authorized to grant leave to personnel within their respective units not to exceed the minimum number of persons required for the effective operation of their unit.

2. Leave begins and terminates in the local area. The local area is defined as where the Marine resides and from which he/she commutes to his/her duty station daily.

3. Leave will be charged for all calendar days, duty days, and non-duty days encompassed within the requested leave period. A duty day is defined as a day in which a Marine is expected to be at their place of

Distribution Statement A: Approved for public release; distribution is unlimited.

work for approximately eight hours. When a Marine works the majority of a duty day (i.e. being present for more than four hours of work), it is not counted as a day of leave.

4. Marines not driving a POV outside the local area shall depart and return from authorized leave at the end/beginning of normal working hours (i.e. those traveling by commercial air).

(b) Emergency Leave. Emergency leave will be granted per chapter 2, paragraph 12 of reference (a), and the policy set forth herein.

1. The CO, Headquarters and Headquarters Squadron (HQHQRON) will give expeditious and sympathetic consideration to personnel requesting emergency leave.

2. The existence of an emergency shall be verified per chapter 2, paragraph 12f of reference (a).

3. Leave granted pursuant to a bona fide emergency shall be identified as emergency leave. Emergency leave involving funded foreign travel will be administered per chapter 2, paragraph 12e of reference (a).

(c) Leave Approval. Leave for Command personnel is authorized as follows:

1. Leave requests for the Station CO, Executive Officer (XO), and Sergeant Major of MCAS Beaufort shall be approved by the Station Adjutant.

2. Leave requests for other officers of the command staff and special staff will be approved by heads of the appropriate staff sections prior to submission to the XO.

3. The CO, HQHQRON is authorized to permit officers and staff noncommissioned officers (SNCOs) to complete leave check-out and check-in procedures for themselves and Marines within their sections via MOL.

4. Sergeants and below will check out and in utilizing the procedures below:

a. Personnel will check in and out on leave with S-1, HQHQRON (building 600) during normal working hours and with the SDO (building 601) during non-working hours. S-1, HQHQRON shall check Marines out or in on the next working day as reported in the distributed SDO log book.

b. Commencement and termination of leave shall be made in the immediate vicinity of the Marine's duty station or local commuting distance per reference (e).

(d) Liberty. The CO, HQHQRON is authorized to grant liberty for members in his/her command.

1. Regular Overnight Liberty. (24 hours) Liberty commences at the conclusion of normal working hours and expires at the commencement of normal working hours on the next calendar day.

2. Regular Weekend Liberty. (48 hours) Liberty granted per chapter 3, paragraph 1a of reference (a).

3. Three-Day Special Liberty. (72 hours) Liberty granted per chapter 3, paragraph 1a of reference (a).

4. Four-Day Special Liberty. (96 hours) Liberty granted per chapter 3, paragraph 1c of reference (a). The granting of a four-day liberty is not intended to authorize more liberty over an extended period of time than would normally be granted.

(e) Limitations

1. Enclosure (1) contains the list of boundaries for liberty for MCAS Beaufort and HQHQRON. Miles are strait line distance and not 'road miles'.

a. Regular Overnight Liberty. Any location within an 85 mile radius of the MCAS Beaufort front gate.

b. Regular Weekend Liberty. Any location within a 250 mile radius of the MCAS Beaufort front gate.

c. Three-Day Special Liberty. Any location within a 350 mile radius of the MCAS Beaufort front gate.

d. Four-Day Special Liberty. Any location within a 450 mile radius of the MCAS Beaufort front gate.

2. HQHQRON shall promulgate a Squadron Order utilizing the limitations set forth in this Order.

(3) Coordinating Instructions

(a) Marines are authorized to take leave in conjunction with special liberty. Leave may commence immediately upon termination of a special liberty period, or terminate just prior to the commencement of a special liberty period. However, it is emphasized that leave must commence and terminate in the vicinity of the local area of the Marine's Primary Duty Station. Once leave starts, and until it ends, all included calendar days are to be charged as leave. Marines are considered in an authorized leave status from the time and date of check-out, to the return time and date of check-in. 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 considered to be in an unauthorized absence status.

(b) Holiday Accident Reduction Program (HARP). Per enclosure (2), all Marines E-5 and below will turn in a HARP form with all sections filled out correctly. The HARP form will be turned into their SNCO prior to the holiday commencement. If a Marine owns a vehicle, the SNCO shall inspect the vehicle prior to submitting the request and the Marine's departure. Marines shall provide a copy of their current driver's license, registration, and auto insurance for SNCO verification.

(c) An out of bounds request shall be submitted via MOL when a service member requests to travel out of bounds during any special liberty period.

(d) Common Access Cards shall be kept in the possession of the individual to whom it is issued at all times while on a leave/liberty status.

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

(f) Mechanical failures of privately owned automobiles is not normally considered as an excuse for tardiness in returning from leave/liberty, but shall be addressed on a case-by-case basis by the HQHQRON Sergeant Major.

(g) Military Police, officers, petty officers, SNCOs, and NCOs 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 peace, disorderly conduct, or any other offenses which reflect discredit upon the Armed Forces. Personnel in a leave/liberty status are subject to this authority.

(h) Personnel on leave/liberty are advised that such authority has foundation in law, and said personnel shall conduct themselves accordingly. Those exercising such authority are enjoined to do so with judgment and tact. Particularly, apprehension should not be resorted to when corrective measures will suffice.

5. Administration and Logistics. MOL is mandated as the sole source for Commanders to report leave per reference (c). 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. It is also the Marine's responsibility to have sufficient funds to defray all expenses including transportation. Should the Marine not have sufficient funds to return to duty from leave, that Marine 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 Marine's pay account.

6. Command and Signal

a. Command. This Order is applicable to all personnel attached to MCAS Beaufort.

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



K. R. ARBOGAST

DISTRIBUTION: A

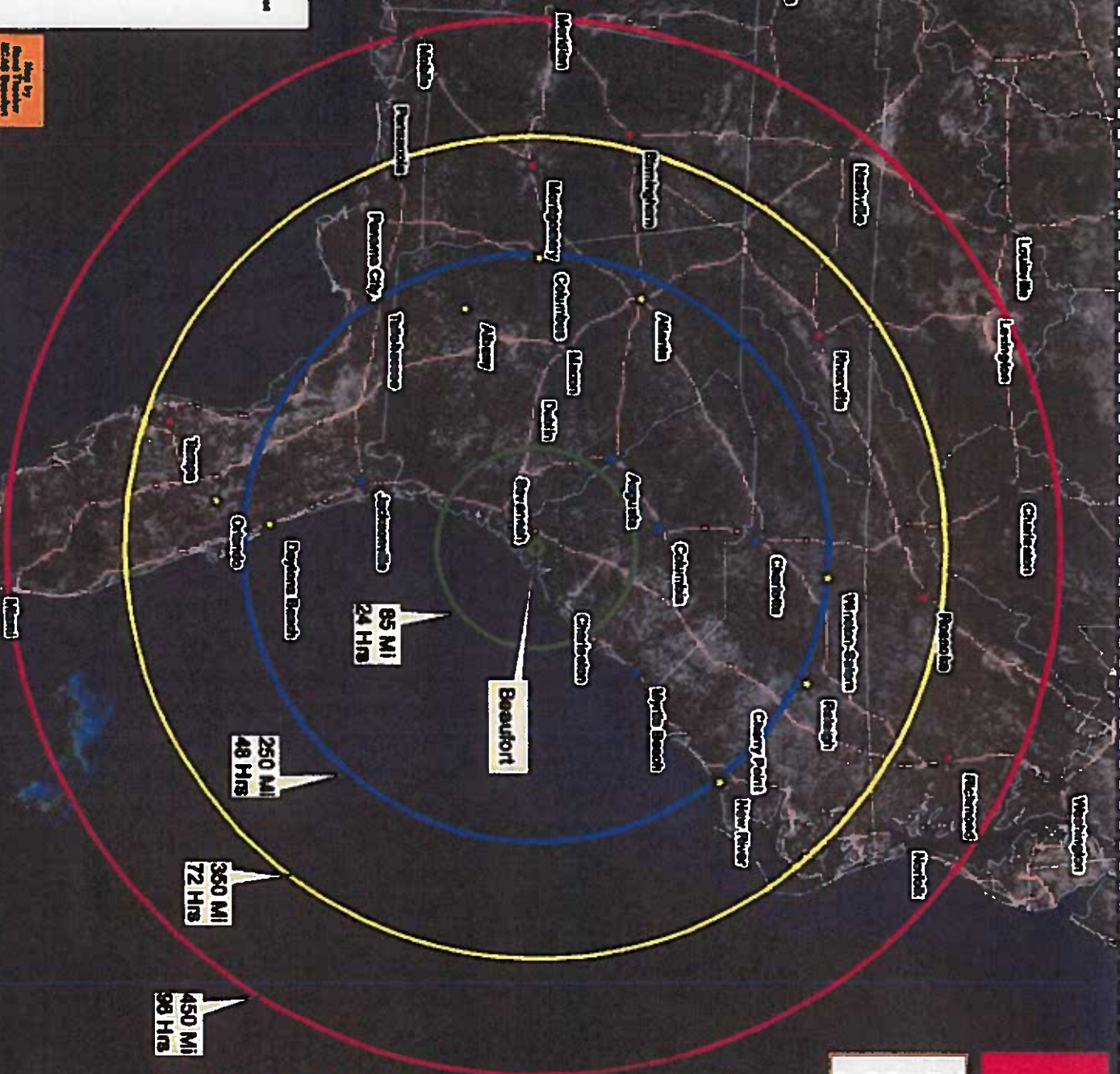


Legend

- ICAO boundary
- ★ City
- ★ 24 Hrs
- ★ 48 Hrs
- ★ 72 Hrs
- ★ 96 Hrs
- ▲ Air Units
- ▬ 24 Hrs
- ▬ 48 Hrs
- ▬ 72 Hrs
- ▬ 96 Hrs
- ▬ ICAO Boundary
- ▬ US State

Map by
David Thompson
David Thompson
2008 Edition
©2008 DTG

1 inch = 125 miles



MCAS BEAUFORT
ASO 1050.5J
Liberty Limits

These rings depict average driving distances; refer to them as a guide only. Check online sites such as "Mapquest" for specific driving directions and distances, to be in accordance with AEC/EAST MCB CAMELJO-1050.6 and ASO 1050.5J
Always consult your chain of command for details.



City	State	Time	Distance
Dayton Beach	FL	72 Hrs	274
Orlando	FL	72 Hrs	280
Tallahassee	FL	72 Hrs	343
Albany	GA	72 Hrs	280
Atlanta	GA	72 Hrs	287
Richland	SC	72 Hrs	300
Wilmington	NC	72 Hrs	311
New River	NC	72 Hrs	287
Columbus	GA	72 Hrs	288

City	State	Time	Distance
Dayton Beach	FL	72 Hrs	274
Orlando	FL	72 Hrs	280
Tallahassee	FL	72 Hrs	343
Albany	GA	72 Hrs	280
Atlanta	GA	72 Hrs	287
Richland	SC	72 Hrs	300
Wilmington	NC	72 Hrs	311
New River	NC	72 Hrs	287
Columbus	GA	72 Hrs	288



MCAS SAFETY Beaufort, SC Holiday Accident Reduction Program

The Commanding Officer, has established the Holiday Accident Reduction Program (HARP), in an effort to reduce the off-duty incidents/mishaps. Leaders at all levels have a moral obligation to take care of the Marines, Sailors, and Airmen under their charge. THIS FORM WILL BE COMPLETED BY MCAS BEAUFORT PERSONNEL 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:				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 (TO BE FILLED OUT BY SUPERVISOR)	
1. What is/are your destination(s)?	
2. Mode of travel/Contingency Plan: N/A	
3. Are you driving Alone? Yes (circle one) NO or N/A	
4. Activities:	
5. What is the appropriate Personal Protective Equip. 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 the Beaufort/Savannah area?	
Yes (circle one) NO or N/A	
9. Your overall potential for injury is at what level for this weekend?	
Low (circle one) Moderate (circle one) High (circle one) Extremely High	
10. Vehicle inspection completed? (Checklist on back) Yes (circle one) NO or N/A	
Supervisors Signature:	Date:
Marine/Sailor's Signature	Date:

Note: Small Unit Leaders will insure their Marines/Sailors/Airmen know how they may get in contact with them if their plans change or they need assistance.

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

1. **"OUT OF BONDS" Definitions:**

- Pass Required for SNCO/OFFICER: None, but do let your OIC know where you are going/recall #'s.
- Special Liberty/Out of Bounds Chit is Required for Sgt/PO2 and Below for:
 - Overnight: more than 100miles
 - Weekend: more than 350 miles
 - Special Liberty 3day (72) or 4day (96): 450-600 miles. (If traveling more than 600+ requires round trip Plane Ticket and Chit.)

2. **POV Inspection Checklist**

- a. Vehicle Condition: Complete the checklist above.
- b. Insurance: Is Member'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 possesses valid course cards? Yes _____ No _____
- e. Roadside Emergency Service Plan? Yes _____ No _____

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

Hazards	Causes	Controls	How to Implement
1. Transportation	<ul style="list-style-type: none"> Flying Driving Boating/Ferry Motorcycle/ATV on & off road Bus Train Walking 	<ul style="list-style-type: none"> Car Inspected Use of Seatbelt / Airbag in vehicle/ABS brakes Use of PPE Tools and spare parts for repairs Maintain proper speed Recon course prior to driving off road Toolkit/Emergency kit 	<ul style="list-style-type: none"> Regular Maintenance Leadership/Counseling Policy/SOP Training/assistance Licensing Checklist
2. Location	<ul style="list-style-type: none"> Instate () Out of State () Other Country() Inbounds/Out of Bounds? 	<ul style="list-style-type: none"> Planned Trip/allot enough time Ensure Enough Money to complete trip Back up plan (\$ for airline ticket) 	<ul style="list-style-type: none"> Save, budget, emergency funds Out of bounds chit in hand
3. Weather/Time	<ul style="list-style-type: none"> Rain Snow Clear Fog Day Night 	<ul style="list-style-type: none"> Know weather report Change departure time Increase following distance and decrease speed during inclement weather Safety check headlights, wiper blades, tires Visibility- If jogging/biking, wear reflective gear/light colored clothing Delay outdoor PT during inclement weather 	
4. Activities	<ul style="list-style-type: none"> Clubs Parties Swimming/Diving Boating Hiking/Climbing Extreme Sports () 	<ul style="list-style-type: none"> Use of PPE Buddy System Experience/Classes/Lessons/Certification Proper conditioning Warm-up/stretch & cool down Adequate fluid intake Review activity/course before doing 	
5. Alcohol	<ul style="list-style-type: none"> Drinking Not Drinking (Others) No Designated Driver 	<ul style="list-style-type: none"> Designated Drivers/Taxi Know your limit/ drink in moderation Serve food Buddy system 	
6. Fatigue	<ul style="list-style-type: none"> Lack of sleep PT Just out of field/Wire 	<ul style="list-style-type: none"> Sleep Plan/Rest Delay Trip A-Driver Periodic stops for exercise/refreshment 	<ul style="list-style-type: none"> Switch drivers periodically Planned and frequent rest stops 8-hour driving limit
7. Other Individuals (fight/criminal assault)	<ul style="list-style-type: none"> Drunks Thieves Gangs 	<ul style="list-style-type: none"> Know the Area Situational Awareness Buddy system 	<ul style="list-style-type: none"> Avoid known trouble spots
8. Uncontrollable	<ul style="list-style-type: none"> Road Conditions/Traffic Tide 	<ul style="list-style-type: none"> DOT Reports Radio/Traffic Reports Maps, AAA recommended routes Alternate routes 	
9. Speed	<ul style="list-style-type: none"> Rushing back to base/home 	<ul style="list-style-type: none"> Allow extra time for delays Observe speed limits Plan travel times 	