



ORIGINAL
UNITED STATES MARINE CORPS
AIR CONTROL TRAINING SQUADRON
MARINE CORPS COMMUNICATION-ELECTRONICS SCHOOL
TRAINING COMMAND
BOX 788251
TWENTYNINE PALMS CA 92278-8251

IN REPLY REFER TO
SqdnO 1050.2A
CO

JUN 07 2022

SQUADRON ORDER 1050.2A

From: Commanding Officer
To: Distribution List

Subj: LEAVE AND LIBERTY ORDER

Ref: (a) MCO 1020.34H
(b) MCO 1050.3J
(c) GruO 1050.1B
(d) MCCES PL 2-22
(e) CCO 1630: Vehicle and Traffic Regulations Instruction Manual
(f) MCO 5100.29C
(g) CCO 1020.11W

Encl: (1) Liberty Map
(2) HARP Form
(3) ELT Driver Statement of Understanding

1. Situation. Marines are the Corps' most valuable asset. There is an increased likelihood of a safety incident, disciplinary problem, or an alcohol related incident due to this being the first time entry-level training (ELT) Marines are afforded leave and liberty off base. It is critical to our mission accomplishment that we continue making technically proficient Marines - fully prepared to serve in the Fleet Marine Force. Moreover, it is our inherent responsibility to train and mentor ELT Marines to conduct leave and liberty responsibly, safely, and aligned with Marine Corps values. This order establishes leave and liberty regulations applicable to all permanent personnel and students within Air Control Training Squadron (ACTS) per the provisions of reference (a).

2. Cancellation. SqdnO 1050.2 and Sqdn Policy Letter 3-16.

3. Mission. All ACTS personnel will execute leave and liberty in a safe and responsible manner in order to ensure proper accountability and remain consistent with unit mission requirements.

4. Execution. Amplifying guidance and instructions for this order are as follows:

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Leave and liberty are opportunities for Marines to relax and regain their composure while providing a means to benefit troop welfare, improve work place productivity, and enhance unit morale. Marines and their leaders should plan leave accordingly to ensure accomplishment of mission requirements. This order also provides detailed guidance for a phased approach to liberty for all enlisted ELT Marines that

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will strike the appropriate balance between accountability and responsibility to conduct leave and liberty.

(2) Concept of Operation

(a) Leave Granting Authority. Company Commanders / Director may approve requests for annual leave for vaccinated personnel. Company Commanders / Director will forward all other requests to the Commanding Officer with their justification and recommendation.

(b) Liberty Phases for Enlisted ELT Students. Company leadership will continuously evaluate ELT students' liberty phase status on an individual basis. Company Commanders may upgrade an ELT Marine's liberty phase assignment, provided the Marine meets the requirements outlined in this order. Company leadership shall route all recommendations for liberty phase reduction to the Commanding Officer if a Marine does not meet or maintain the requirements outlined in this order. Additionally, companies will establish an internal means to document liberty phase assignment.

1. Phase I. Upon arrival to Marine Corps Communication-Electronics School (MCCES), enlisted ELT Marines are assigned to Phase I liberty for a period of 45 days. Marines in a Phase I liberty status are authorized on-base liberty. After liberty expiration, Marines on Phase I liberty must sleep in their designated rooms until liberty commences at 0500 the next day.

2. Phase II. Phase II Marines are authorized off-base, but not overnight, liberty. Marines are eligible for Phase II liberty 46 days after arriving to MCCES. After liberty expiration, Marines on Phase II liberty must sleep in their designated rooms until liberty commences at 0500 the next day.

3. Phase III. Phase III Marines are authorized off-base liberty and overnight liberty on Friday, Saturday, and during holiday periods, but not the final night of a liberty period. Overnight liberty will end at 2200 on Sunday or the last night of the holiday period. Marines who meet the following criteria are eligible for Phase III liberty:

a. Have been at MCCES for a minimum of 60 days.

b. Currently in good academic standing and are not identified as being in danger of failing their current course.

c. ELT Marines in the grade of E-4 and above are automatically assigned to Phase III liberty, unless rescinded, based off of a potential for failing their current course.

d. Marines who have completed their terminal course are automatically assigned to Phase III liberty.

(c) Liberty Limits for ELT Students

1. For Marines on Phase II and Phase III liberty, geographical liberty limits for Monday through Thursday will be 30 miles from the front gate of MCAGCC. This distance approximately represents the western city limits of Yucca Valley.

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2. For Marines on Phase II and Phase III liberty, geographical liberty limits for Friday through Sunday will be 100 miles from the front gate of MCAGCC.

3. Marines on Phase III liberty will abide by the same liberty limits for 72 and 96 liberty periods as permanent personnel.

4. Any proposed exception to these limits, regardless of degree or circumstance, will require a special liberty request in Marine Online (MOL) accompanied by a Holiday Accident Reduction Program (HARP) form, see enclosure (2).

(d) Liberty Limits for Permanent Personnel. Permanent Personnel will execute liberty with the following restrictions per enclosure (1):

1. Overnight or 24 hours. Liberty is limited to 100 miles of the primary duty station.

2. Two-day Special Liberty or 48 hours. Liberty is limited to 200 miles of the primary duty station.

3. Three-day Special Liberty or 72 hours. Liberty is limited to 350 miles of the primary duty station.

4. Four-day Special Liberty or 96 hours. Liberty is limited to 500 miles of the primary duty station.

(e) Liberty Hours

1. ELT Students. Per reference (d), liberty will expire for all enlisted ELT Marines at 2200 each night from Sunday through Thursday, regardless of liberty phase or training status, and will remain in effect until 0500 the following morning. On Friday, Saturday, and during holiday periods, liberty will expire at 2359 and will commence again at 0500 the following morning for Phase I and Phase II Marines. Exceptions can be made for Single Marine Program (SMP) trips, command liberty trips, Marine Corps Community Service (MCCS) activities, or events approved by the training officer / OIC or their designee in the grade of E-8 or higher.

2. Permanent Personnel. Liberty will commence upon completion of the normal duty hours as prescribed by the Company Commander / Director. Weekend liberty will normally commence upon completion of the normal duty hours on the last work day of the week.

(f) Liberty Logbook

1. Off-Base Liberty. Companies will use a logbook to maintain accountability of all enlisted ELT Marines who exercise off-base liberty. Marines will sign out in the off-base liberty logbook if leaving the base confines for any reason other than duty or medical related issues (i.e. duty driver, evacuated to Naval Medical Center San Diego for a medical emergency, etc.) and will log back in upon return to the barracks. The Squadron Duty Officer (SDO) / Duty Noncommissioned Officer (DNCO) will maintain the logbook and will report any issues with Marines not properly signing in / out. Companies are responsible for updating the liberty phase information on the liberty phase accountability roster for their Marines weekly. Additionally, companies will provide the SDO and DNCO with an

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updated liberty phase roster no later than 1630 each Friday or on the last working day of the week as it applies to holiday liberty periods.

2. On-Base Liberty. Marines are not required to sign a logbook for on-base liberty.

(g) Married ELT Marines. Married ELT Marines assigned to ACTS on accompanied or duty under instruction (DUINS) orders will be assigned to Phase II liberty. This will take effect once their spouse relocates to MCAGCC, they have established a residence, and have moved out of the barracks. Married ELT Marines are eligible for Phase III liberty in accordance with guidance provided in this order.

(h) Special Liberty. For the purpose of this order, special liberty is defined as any exception to this policy. Marines will submit special liberty requests in MOL with a completed HARP form, see enclosure (2). Special liberty shall not be combined with regular liberty or holiday period when the combined periods of absence will exceed four days.

(i) Liberty Buddy. All enlisted ELT students conducting off-base liberty will have at least one liberty buddy and are forbidden from separating from their liberty buddy. Marines over the age of 21 who intend to consume alcohol are required to be with a liberty buddy who is also over the age of 21.

1. Non-military Liberty Buddy. ELT Marines may use authorized non-military liberty buddies. Authorized non-military liberty buddies shall consist only of family members or spouse. The Marine will ensure the non-military liberty buddy's name, relationship, and point of contact information is written in the off-base liberty logbook. Any exception to this will require a special liberty request in MOL with a completed HARP form; see enclosure (2).

2. Special Events and Programs. In the event ELT Marines attend special functions such as SMP trips or MCCS trips without a pre-planned liberty buddy, Marines will pair up with one of the attendees or, at a minimum, remain in pairs. Marines will remain with their chosen liberty buddy at all times during the entire trip and are responsible to follow the rules provided by the SMP representative pertaining to accountability.

(j) Religious Services. ELT Marines are allowed to attend religious services without a liberty buddy. This applies to Marines in any liberty phase. If the religious services are off base, they must inform their chain of command and demonstrate a plan for transportation to and from the religious services. Marines will sign in and out of the liberty logbook.

(k) ELT Student Leave. ELT students' leave requests will be authorized on a case-by-case basis for situations such as a family emergency, designated holiday leave blocks, or other extenuating circumstances. ELT students will submit all requests for leave through MOL with a completed HARP form.

(l) Permissive Temporary Additional Duty in support of Command Recruiting Program (CRP). Marines awaiting training and between classes can participate in CRP. Each request must include the formal CRP request, and will be approved or denied on a case-by-case basis.

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(m) Leave and Liberty Attire

1. Students will wear appropriate attire while on leave and liberty in accordance with references (a) and (g).

2. All Phase I Marines who request and receive special liberty will wear the seasonal service uniform as their liberty attire.

(n) Accountability. All ELT Marines will be accounted for by, at a minimum, their appointed student leader. The appointed student leader will report accountability to the SDO each evening no later than 15 minutes after liberty expires. Phase III Marines executing overnight liberty are not required to check in on Friday, Saturday, and holidays, if they are signed out in the off-base liberty logbook.

(o) Privately Owned Vehicles (POVs). ELT Marines on DUINS orders are authorized possession and use of POVs. In accordance with reference (e), ELT Marines on DUINS orders will complete enclosure (3), which outlines the requirements to operate a POV, within the first week of joining ACTS. Once completed, it will be maintained in the ELT Marine's training file and updated as required. POV inspections will occur quarterly utilizing the HARP form, prior to the start of a holiday period, and re-inspected as mandated by this order. POVs that do not pass inspection are not authorized for use as transportation until the discrepancies are corrected and the vehicle subsequently passes the re-inspection. Due to the requirements outlined in reference (f), and the time it takes to complete the requirements, ELT students are not authorized motorcycles and all-terrain vehicles for primary transportation or recreational use.

(p) Liberty Plans. Company Commanders and Director will establish a plan for their permanent personnel to receive, review, and provide feedback on liberty plans for ELT Marines prior to the commencement of weekend and holiday liberty periods.

b. Coordinating Instructions.

(1) Marines will submit all types of leave, liberty, and permissive temporary assigned duty requests through their chain of command utilizing MOL and will attach all required documents to their request.

(2) Marines shall forward all requests spanning 30 days or more to the Commanding Officer.

(3) All Marines whose leave period spans five days or more are required to report to the MCCES Substance Abuse Control Officer for a urinalysis within 72 hours of termination of their leave.

(4) All officer and career level students will follow the guidance/restrictions for permanent personnel.

(5) Under no circumstances will leave and liberty measures be used in lieu of, or as a form of punishment. This is a direct violation of JAGINST 5800.7F, section 104 (b).

5. Administration and Logistics. All enclosures are located on the ACTS share drive. Company leadership can provide recommended updates to this order by contacting the point of contact listed below.

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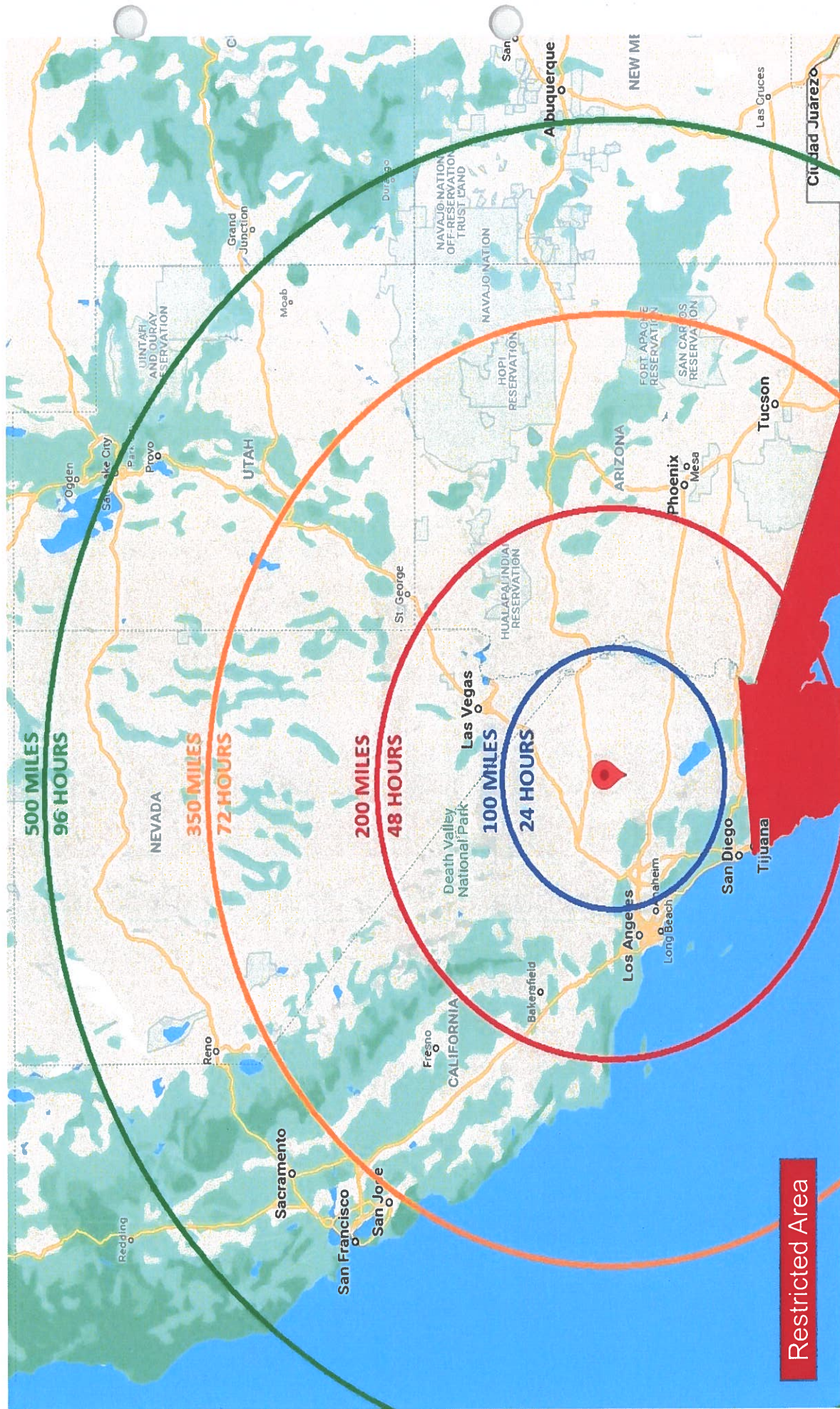
6. Command and Signal. This order is effective on the date signed and supersedes all previous versions. The point of contact regarding this order is the ACTS Executive Officer at phone (760) 830-7837.


E. C. TUCKER

DISTRIBUTION: A



ACTS Permanent Personnel Liberty Map





Holiday Accident Reduction Program

The Commanding Officer 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 PERSONNEL IN THE GRADE OF E-5 & BELOW PRIOR TO THE START OF any 72, 96, HOLIDAY, ANNUAL, OR EMERGENCY LEAVE, AS WELL AS QUARTERLY. 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:		PLATOON:	
PERIOD COVERED:				OCCASION (circle one): Holiday Quarter Emergency LV			
SNCOIC RANK/NAME:				OIC RANK/NAME:			
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 Uber							

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.	
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? Have you checked the weather report for your final destination and all areas in between? (One day driving distances in excess of 300 miles require a detailed travel plan attached with this form.)	
3. Are you driving Alone? Yes (circle one) NO - NAME OF PASSENGER: PHONE NUMBER OF PASSENGER:	
4. Activities : (Do they have prior training?)	
5. What is the appropriate PPE for your Activities?	
Proper PPE would include seatbelt and tool kit in case my car breaks down.	
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, uber/lyft, etc.	
7. Are you under 21 years of Age? Yes (circle one) NO	
8. Are you under 26? YES (circle one) NO : Drivers Improvement Card YES (circle one) NO	
9. Do you know the off-limit areas in Southern California, Yuma, and Mexico?	
Yes (circle one) NO or N/A	
10. Vehicle inspection completed? (Checklist on back) Yes (circle one) NO or N/A	
Note: Small Unit Leaders will ensure their Marines/Sailors know how they may get in contact with them if their plans change or they need assistance.	
Supervisor Print/Signature:	Date:
Marine Print/Signature:	Date:

Part C: DRIVERS LICENSE AND VEHICLE INFORMATION**DRIVERS LICENSE**

STATE:		EXPIRATION:	
VEHICLE INFORMATION			
MAKE:	REGISTRATION NUMBER:	EXPIRATION:	
MODEL:	YEAR:		
INSURANCE INFORMATION			
COMPANY:	POLICY NUMBER:	EXPIRATION:	
LICENSE PLATE INFORMATION			
STATE:	EXPIRATION:		
MOTORCYCLE INFORMATION (IF APPLICABLE)			
STATE:	REGISTRATION NUMBER:	EXPIRATION :	

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.			
INSPECTED BY: (PRINT)	SIGN AND DATE:		
VERIFIED BY: (SNCO OR ABOVE)	SIGN AND DATE:		

Permanent Personnel**"OUT OF BOUNDS" Distances:**

- a. Overnight - 100 Mile limit
- b. Weekend/48hr - 200 Mile limit
- c. 72 Hour liberty - 350 Mile limit
- d. 96 Hour liberty - 500 Mile limit

ELT Student**"OUT OF BOUNDS" Distances:**

- a. Overnight - 30 Mile limit
- b. Weekend/48hr - 100 Mile limit
- c. 72 Hour liberty - 100 Mile limit
- d. 96 Hour liberty - 100 Mile limit

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, USE COMMON SENSE.

TO BE VERIFIED BY SNCOIC:

- ☐ HAS LIBERTY PLANS BEEN DISCUSSED IN DETAIL TO INCLUDE ALL PLANS, MODES OF TRANSPORTATION, REST STOPS, OFF LIMIT LOCATIONS, EMERGENCY CONTACTS, AND WEATHER?
- ☐ MARINE HAS ARRIVE ALIVE CARD AND RECALL ROSTER IN WALLET.

Air Control Training Squadron

Entry Level Training Privately Owned Vehicle (POV) Statement of Understanding

Prior to driving any POV aboard Marine Corps Air Ground Combat Center (MCAGCC), I understand that the following requirements must be fulfilled:

_____ Only students on Duty Under Instruction orders are authorized to possess a POV, and any exceptions to this must be approved by the Air Control Training Squadron Commanding Officer.

_____ I must maintain a valid state issued driver's license.

State: _____ Expiration Date: _____

Military Expiration Exemption: Y / N

_____ I must maintain valid state vehicle registration.

State: _____ Expiration Date: _____

_____ I must maintain valid vehicle insurance coverage.

Insurance Company: _____

Expiration Date: _____

_____ I am required to register my POV with MCAGCC Provost Marshall Office which may require a smog test.

Base Registration Date: _____

_____ I am required to complete an approved Driver Awareness/Driver Improvement Course. (Only for Marines under the age of 26)

_____ It is my responsibility to ensure that anyone who drives my POV has a valid state issued driver's license had has completed an approved Driver Awareness/Driver Improvement Course.

_____ My POV is required to be inspected by my leadership, using the Holiday Accident Reduction Program safety checklist, and my POV must pass the safety checklist with no unsat items identified, before I can operate it.

_____ I understand that I am not authorized to operate a motorcycle, dirt bike, or all-terrain vehicle for primary transportation or recreational use.

_____ Driving my POV on base is a privilege, not a right, and that my driving privileges can be suspended/revoked at any time.

Marine: _____
Rank Last Name, First Name MI Date

Signature: _____
MOS

SNCO/OIC: _____
Rank Last Name, First Name MI Date

Signature: _____

This form will be maintained in the student's training file.

ENCLOSURE (3)