

### UNITED STATES MARINE CORPS

MARINE CORPS DETACHMENT MARINE CORPS INTELLIGENCE SCHOOLS 9001 GUNSTON ROAD BLDG 2105D FORT BELVOIR, VA 22060-5392

> MCDetO 1050.1E CO

2 4 APR 2013

### MARINE CORPS DETACHMENT ORDER 1050.1E

From: Commanding Officer Distribution List

Subj: LEAVE AND LIBERTY

Ref: (a) MCO 1050.3J

(b) MCISO 1050.1

- (c) Trng Cmd Policy Ltr 06-13
- (d) DODD 4500.54E
- (e) MARDET Academic Policy
- (f) MARADMIN 057/13
- (g) MARADMIN 355/12

- Encl: (1) Marine Detachment Fort Belvoir Liberty Limits
  - (2) Operational Risk Management Form (ORM)
  - (3) Vehicle Inspection Checklist
  - (4) Trng Cmd Policy Ltr 06-13 Encl (1) Liberty Form
- 1. Situation. To publish guidance and command policy concerning leave and liberty for this command in accordance with reference (a).
- 2. Cancellation. MCDetO 1050.1D
- 3. Mission. The safety of our Marines is paramount in considering leave and liberty requests. All leave will begin and terminate in the local area where the Marine resides and commutes to and from his or her duty station.

### 4. Execution

- a. Emergency Leave. Leave granted for a personal or family emergency requiring the Marine's presence is referred to as emergency leave. Emergency Leave may be granted after information becomes available, which verifies the emergency, Red Cross verification is preferred but not required, and lack of Red Cross message should not delay the approval of the request. Individuals in a disciplinary or excess leave status will be carefully screened prior to the authorization of emergency leave. It should be authorized whenever one or more of the following circumstances are determined or believed to exist by the Leave Granting Authority:
- (1) Upon the death of an immediate family member of the Marine or their spouse.
- (2) When the Marine's return will contribute to the welfare of a dying member of the Marine or spouse's immediate family as defined in ref (a).

DISTRIBUTION STATEMENT A: Release to all Marine Corps Detachment Fort Belvoir personnel.

- (3) When important responsibilities are placed upon the Marine, which cannot be accomplished from their duty station, due to any serious illness or injury of a member of the Marine or spouse's immediate family as defined in ref (a).
- b. Annual Leave. Annual leave is an authorized absence from the place of duty and is chargeable to the account of a Marine. Leave is normally accrued at the rate of 2.5 days per month and may be combined with liberty if the Marine remains in the local area. The following restrictions apply to annual leave:
- (1) Leave will be granted by the Commanding Officer (CO) or the Senior Enlisted Advisor (SEA) in the absence of the CO.
- (2) Leave can be granted at any time and requested by the Marine, provided their presence is not required to accomplish the mission.
- (3) Leave will not be authorized for more than 45 consecutive days during any fiscal year, unless approved by the Commandant of the Marine Corps.
- (4) Marines should not be authorized leave that exceeds the max accrual based on their Expiration of Current Contract.

### c. Application for Leave or Liberty

- (1) Student personnel will submit hard copy Special Request Chits with the Operational Risk Management Form enclosure (2), to their Instructor, who upon review of the request will be submitted by Instructor via Marine On Line (MOL) for approval. All annual leave requests will be submitted at least five working days prior to start of leave.
- (2) The Marine's chain-of-command will endorse leave request via MOL, as either recommended or not recommended; a non recommended endorsement must indicate appropriate justification. All requests will be forwarded to the CO for final disposition and will not be delayed by the chain-of-command for any reason.
- (3) All Marines will submit an appropriate plan of action while conducting leave in regards to driving or flying. An appropriate plan of action will include who, what, where, when, and why. The plan will also include points of contact, phone numbers, and names.
- (4) For activities deemed high risk by the CO, SEA or a SNCO within the MARDET, the appropriate ORM assessment and administrative counseling will be conducted and entered in the Marines personnel/student file.
  - (5) Permanent personnel will submit all leave requests via MOL.

### d. Commencement and Termination of Leave.

(1) The day of departure from the duty station, normally at the end of the Marine's normal working hours (0730-1630) on a day of duty, is a day of duty and 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 normal work hours 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.

- (2) Leave begins and terminates in the local area. The local area is the place where the Marine resides and from which the Marine commutes to the duty station. Leave will be charged for all calendar days, duty days as well as non-duty days. A duty day is defined as a day in which a Marine is expected to be at their place of work for approximately eight hours.
- (3) The following applies only to Marines departing on and returning from authorized leave and liberty outside the local area, more than 50 miles using a privately owned vehicle (POV), and that they do so during daylight hours, may be authorized to commence leave at 1201, during duty days and terminate leave at 1200 on duty days. Those not driving a POV outside the local area should depart on and return from authorized leave end/beginning (1630/0730) of normal work hours (i.e., those traveling by air).
  - (4) The following scenarios are provided:
- (a) Scenario 1. A Marine, driving a POV outside the local area may depart the local area at 1201 local time on Monday after working the majority of the duty day, and return prior to 1201 Friday and work the majority of the duty day and be charged 3 days of leave.
- (b) Scenario 2. A Marine, driving a POV outside the local area may depart the local area at 1201 local time Monday after working the majority of the duty day, and return at 0800 Saturday and be charged 4 days of leave.
- (c) <u>Scenario 3</u>. A Marine, driving a POV outside the local area may depart the local area at 0800 local time Sunday, and return at 1200 Saturday and be charged 6 days of leave.

### e. Checking Out and In From Leave

- (1) All student personnel will check out and in from leave on normal duty days with their Chief Instructor, and with the Duty Non-Commissioned Officer (DNCO) on holidays and weekends. Marines checking out on leave will surrender their meal card to the administration section during normal working hours or with the DNCO after normal working hours. The Administrative Chief will coordinate all weekend/holiday leave with the DNCO for meal card accountability.
- (2) Permanent Staff in the grade of E-6 and above are authorized to check themselves out/in from leave via MOL while in the local area. During normal duty days permanent staff E-5, and below will check out/in on leave with their Staff-Non Commissioned Officer In-Charge (SNCOIC). During holidays and weekends, while still in the local area, they may check out/in via telephonic confirmation with their (SNCOIC). This is a privilege and must not be abused, and may be revoked and or modified at the CO's discretion.
  - (3) Marines may not check-in from leave on Friday only to start leave

on the following Monday. Once leave starts, all calendar days (duty-days, non-duty days, holidays, etc.) are charged as leave. Reviewing officials shall ensure there are no abuses of the leave program.

- (4) Check-Out officials will ensure that all student personnel and Permanent Staff E-5 and below are provided with a hardcopy of their leave papers (printed from MOL) upon departure if departing during normal duty days. These are to be carried by the individual while in a leave status; on holidays and weekends the Marine administrative office will ensure that all Leave papers are printed and left with the DNCO. Marines will return this hard copy upon check-in to the Marine administrative office. If check in was through the DNCO, they will surrender the hardcopies to the Marine administrative office during the following work day.
- f. <u>Leave Extensions</u>. Leave extensions will only be granted for proper or sufficient reasons. Marines desiring leave extensions must contact their chain of command, and approval will be made by the leave approving authority. Inappropriate planning or poor execution of leave plans may lead to disciplinary action under the Uniform Code of Military Justice (UCMJ) or as extended chargeable leave to SNM.
- g. <u>Liberty</u>. Liberty is an authorized absence from one's place of duty for a short duration (not to exceed 96 hours) that is not chargeable as leave. The following procedures apply concerning liberty:
- (1) The CO may grant liberty, including determining the appropriate Service B/C uniform per reference a, b and c.
- (2) The MarDet CO has instated a two week phased liberty approach for all entry level students in the grades of E-3 and below checking in to the Marine Detachment Fort Belvoir. Additionally, once a student in the grades of E-3 and below start their respective classes, another iteration of two weeks of phased liberty will commence. During these phased liberty periods; students will be limited from overnight passes and from out of bounds travel outside the normal Marine Detachment Fort Belvoir Liberty Limits referenced in enclosure 1. At the completion of the Marines two week phased liberty, normal liberty will apply.
- (3) Liberty commences at the conclusion of a normal workday and ends at the beginning of the next work day. It typically runs overnight, but may extend to 96 hours depending on the training schedule and holiday schedule, published each year via Marine Corps Bulletin. Liberty for student personnel ends at 2200 Sunday through Thursday nights and Friday through Saturday Night at 0000; student personnel must remain in their assigned billeting at the Marine Corps Detachment, Fort Belvoir barracks area until 0500 Monday through Friday, unless otherwise directed or approved on a case-by-case basis by the chain of command. DNCO will hold an accountability formation for all student personnel every evening at 2200 unless absence is authorized by appropriate authority. Married student personnel are required to call the DNCO each evening prior to 2200 for accountability. In addition to the accountability formation, for students executing extended authorized special liberty, the DNCO will refer to the check-in roster to account for those Marines and follow-up by positive contact upon the Marine's return. While on liberty, all students are required to check-in with the DNCO NLT 1200 daily. Students

who are executing authorized liberty outside the immediate area are authorized to check-in with the DNCO via phone contact.

- (4) Marines wishing to deviate from this schedule must request permission via a special request chit forwarded through the chain of command to the CO or SEA in his absence. The special request chit will contain all relevant location and contact information along with a justification for the request using enclosure (4) or an MOL request containing all details therein.
- (5) Appropriate civilian attire will be worn at all times while on liberty per reference (a), (b) and (c). PT gear may only be worn for physical training and is not authorized for wear in any Fort Belvoir facility aside except in transit to and from or at/inside the gym/barracks.
- h. <u>Liberty Buddy System</u>. Marine students leaving Fort Belvoir must have a Liberty Buddy in accordance with reference (c). A Liberty Buddy is another Marine from the detachment, who is assigned in writing by the CO or designated SNCOs in their chain of command. The intent of this program is to ensure accountability and to facilitate safe, mutually supporting movement throughout the local area on a continuous basis. The following limitations shall apply:
- (1) Marine Buddy pairs shall both be either of the legal drinking age or younger; not one Marine of age and the other younger.
- (2) Marine Buddy pairs/triplets shall be of the same sex and equable in rank (NCOs with fellow NCOs, Junior Marines with fellow Junior Marines). If there is a lone female Marine student in the class, they shall be paired (or as a third) with another Marine(s) of equable rank.
- (3) Per reference (c), married Marines will be assigned as a third to another pair of Marines and report in to the DNCO per paragraph 4.g.(2) above but otherwise move/check-in with their spouse.
- (4) Per reference (c), if Marines are conducting a social event at a married student Marine's residence full details will be outlined using enclosure (4) or an MOL request containing all details therein and be approved by the CO, the SEA or designated SNCO in their absence.
- (5) When Liberty Buddies depart together, they must remain together while on liberty, and return together. In addition, E-4 and below shall sign out using the liberty logbook. Marines signing out using the Liberty Logbook will include the destination, and name of their Liberty Buddy. Per enclosure 1, if a Marine is remaining within the local area of their PDS, they will inform their liberty buddy of their whereabouts.
- h. Medical Restrictions. Marines under treatment for infectious or contagious disease shall not be granted liberty while they are in an infectious stage except in cases of urgent personal matters, which in the discretion of the CO, or SEA in his absence, warrant authorization of such liberty.
- (1) If requesting Leave or Liberty, Injured Marines (Limited or Light Duty) will use enclosure (4) or an MOL request containing all details

therein, to annotate their condition and any restrictions on their activities.

- i. Special Liberty. Liberty may be granted by the CO for times or distances outside the norm defined in enclosure (1). Although not an allinclusive list, these may be requested for unusual reasons, emergencies, to exercise voting privileges, special recognition, observance of religious events or overnight liberty for Marine students of less than 2 years active service or grade E-4 and below may be granted by the CO. Requests for special liberty will be submitted, via the chain of command at least five working days prior to the requested start date.
- (1) For Start/Stop and check-in/out times procedures refer to the Leave guidance, of this order.
- (2) A three-day (72 hour) pass is a special liberty period commencing at an hour designated by the CO, ending 72 hours later with work commencing the next duty day.
- (3) A four-day (96 hour) pass is a special liberty period commencing at an hour designated by the CO and ending 96 hours later.
- (4) Per reference (c) all Liberty requests shall contain requestor's contact information and the essential details of the activities and fellow attendees of the events planned. This will contain alternate contact numbers, hotels reservations/residences, dates and times, liberty buddies, plans and means of travel and other details as deemed necessary by the chain of command for approval consideration.
- j. Combining Leave and Special Liberty. 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 (duty days, non-duty days, weekend days, special liberty days, and holidays) are to be charged as leave. Marines are considered in an authorized leave status from the time and date they are checked out on leave until the time and date they are checked in from leave. 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. The intent of authorizing the combination of leave and special liberty is to allow Marines to take leave prior to, or after, special liberty without having to use annual leave days to cover those days designated as special liberty. The intent is not to avoid charging included weekend, holiday, and special liberty calendar days as leave for Marines. The following examples apply:
- (a) A Marine is authorized leave for the period of 20 December through 21 December and remains in the local area. The Marine checks-out on leave on 19 December and checks-in from leave on 22 December. The Marine then begins the special liberty period from 22 December through 25 December. The Marine will be charged for leave for the period of 20 December through 21 December.

(b) A Marine is authorized leave for the period of 20 December through 3 January and remains in the local area. The Marine checks-out on leave on 19 December and checks-in from leave on 4 January. The Marine will be charged for leave for the period of 20 December through 3 January, regardless of the fact that there may have been two periods (Christmas and New Year) of special liberty during the Marine's leave period.

### k. Liberty Limits

- (1) Those Marines on normal liberty of 24 hours or less will not proceed beyond 80 miles of their duty station without proper authorization; student personnel will be limited to 50 miles.
- (2) Those Marines on normal weekend liberty will not proceed beyond 250 miles of their duty station without proper authorization; student personnel will be limited to 100 miles.
- (3) Those Marines on liberty of 72 hours will not proceed beyond 350 miles of their duty station without proper authorization; student personnel will be limited to 200 miles.
- (4) Those on liberty of 96 hours will not proceed beyond 500 miles of their duty station without proper authorization; student personnel will be limited to 300 miles.
- (5) Enclosure (1) shall be used as guidance in determining the authorized liberty limits for student personnel.
- 1. Special Request/exception to policy. Marines may submit a written letter to request an exception to policy from the CO. Such requests will be routed through the normal chain of command and be given fair consideration for approval. The special request chit should be submitted a minimum of five working days prior to the requested start date.
- m. <u>Foreign Leave</u>. Commanding officers may authorize Marines to take leave in foreign areas. A terrorist threat brief is required as discussed in paragraph (3)(a) below.
- (1) Marines desiring to take leave or travel outside the United States or outside the territory or foreign country of current assignment must obtain approval from their commanding officer.
- (2) Marines desiring to take leave or travel to or within U.S. possessions of Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands do not require travel clearance.
- (3) Foreign official travel clearance requirements are contained in reference (d). Foreign annual leave will only be considered for permanent personnel and on a limited case-by-case basis commencing coordination for threat briefings and leave plans a minimum of 45 days from execution. and information on leave are contained in reference (a) and (d).

- (a) Before traveling overseas for official travel all Marines carrying eligibility for access to classified information will be provided a briefing from their supporting Special Security Office (SSO)/Security office concerning both the terrorist threat posed to their safety and the precautions that should be taken to minimize their vulnerability. At a minimum, the local Naval Criminal Investigative Service Resident Agent and G2/S2 will be consulted for terrorist threat information. Marines traveling OCONUS are required to receive, at a minimum, a Level I briefing which must be recorded on the Unit Diary and leave papers. ATFP Level 1 training can also be found on MarineNet at <a href="https://www.marinenet.usmc.mil">www.marinenet.usmc.mil</a>. Official travelers should obtain a brief concerning local terrorist threat situations from the sponsoring supported agency security officer.
- (b) MarDet personnel will contact the SDO upon arrival and departure from the leave destination. It is recommended that the Marine check in with the local embassy via telephone for any updates to the local situation or in case assistance is required by the Marine while traveling overseas.
- n. Administrative Absence. Administrative absence, also known as Permissive Temporary Additional Duty (PTAD) can be taken for official purposes and to facilitate accountability across the MARDET. MARDET personnel will use the same procedures for requesting PTAD as they do for leave and special liberty. PTAD may be used for any of the purposes outlined below.
- (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 of a member of the board of directors of a DOD credit union, 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 sports events and essential support of participants in competitive sports events (e.g., all Marine Corps team, Olympics).
- (4) Attendance in response to a subpoena, summons, or request in lieu of process, as a witness at a state criminal investigative proceeding or criminal prosecution involving substantial public interest, such as major crimes in which the member would be an essential witness.
- (5) Travel to new permanent duty station area for the purpose of house hunting for up to 10 days.
- (6) Participation in an official military retirement ceremony as the presiding official. The permissive absence authorized may not exceed three days and is limited to 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 Marine's value to the Marine Corps or the Marine's understanding of the Marine Corps and the Marine's relationship to it.

- (8) PTAD for paternity is authorized for 10 consecutive days for a married male Marine when his spouse gives birth. The PTAD must be taken and completed within 25 days after the child's birth. By reference (f), student Marines will be afforded every opportunity to attend childbirth and have downtime with their new family members but absence from either course of instruction for more than 5 days is grounds for disenrollment from the course of instruction.
- (9) Transition PTAD may be authorized for up to 20 days per ref (a). Transition PTAD may be taken in increments, but it is required that the Marine return to the immediate vicinity of the duty station for a minimum of 24 hours prior to commencing the next increment. Unlike leave, Marines may take transition PTAD successive Mondays through Fridays as long as they are in the immediate vicinity of the duty station for 24 hours between trips. If taken in conjunction with terminal leave, transition PTAD runs consecutively.

### o. Information Concerning Leave and Liberty

(1) Authority over Military Personnel. In accordance with reference (a), "Military police, shore patrols, security police, officers, petty officers, and noncommissioned 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. All MARDET personnel, both permanent and student, on leave or liberty are subject to this authority.

### (2) Instructions concerning emergency medical or dental treatment

- (a) An emergency is defined as a situation wherein the need or apparent need for medical or dental attention is such that time does not permit application to a Federal medical or dental facility, including those available through Veterans' Administration facilities, or obtaining the required authority in advance. Emergency dental care is limited to temporary measures appropriate to relieve pain or to abort infection and does not include the furnishing of prosthetic appliances including crowns or inlays, or the use of gold or other precious metals for fillings.
- (b) If emergency medical or dental care is required and 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 Service, and Veterans' Administration.)
- (c) If the foregoing is not feasible in a bona fide emergency situation, Marines may obtain emergency treatment from any source at Government expense. Marines must report any emergency care received to their Primary Care Manager and chain of command; the information of which is located on their TRICARE card.

- (d) If Marines on leave or liberty are hospitalized, they should immediately notify their commanding officer or the nearest Marine Corps activity or representative to request instructions and/or assistance. The Marine's command shall ensure, using MOL, that the doctor's name, the place hospitalized, the time and date of admission, time and date of release, and the diagnosis be reflected on the electronic Leave Authorization (NAVMC 3). MBR should be checked in off leave VIA MOL at 2359 day prior to hospitalization, and notify IPAC for "To Sick" entry on MCTFS. If traveling under orders issued by competent authority or on authorized liberty, a statement from the attending physician containing this information shall be obtained for delivery to the Marine's commanding officer. Convalescent leave may be recommended by a civilian or military doctor with follow on care coordinated as required.
- (e) Whether or not civilian emergency health care involves hospitalization, the Marine is responsible for obtaining bills and discharge paperwork for any such treatment. Itemized bills must show dates on or between which services were rendered or supplies furnished, and the nature of the charge for each item for presentation to the Marine's Commanding Officer and local TRICARE office as soon as possible upon returning in order that the bill may be processed per the provisions of NAVMEDCOM L320.1, Non-Naval Medical and Dental care.
- (f) If the Leave Authorization (NAVMC 3) is required for transportation (i.e., emergency leave), the commander or designated official (Leave Manager) is authorized to sign the Leave Authorization (NAVMC 3). The Leave Authorization (NAVMC 3) may also be printed using MOL. Marines on leave or liberty who require non-emergency medical care will contact TRICARE for approval prior to receiving care. To obtain authorization, call the number located on the back of the service member TRICARE card or 1-800-941-4501.

### 4. Special Leave Accrual (SLA)

- a. Special Leave Accrual is authorized for any Marine to accrue up to 120 days of earned leave while assigned to duty in a hostile fire or imminent danger area, deployable ship, mobile unit homeported, or homebased overseas.
- b. SLA will be reviewed prior to the 3rd quarter of each fiscal year. Each Marine assigned to Marine Detachment Fort Belvoir having a balance exceeding the fiscal year limit of 75 days or greater will be carefully reviewed for SLA.
- c. Supporting documents for SLA approval will include MCTFS print out of deployed entitlements or TAD orders while assigned to "Other Duty". Other Duty includes in support of operations or exercises in excess of 120 continuous days during one period where member did not have the advantage to take leave.
- d. SLA will be reviewed by the Senior Enlisted Advisor and the Commanding Officer. The Commanding Officer of Marine Corps Intelligence Schools will be the approving official on SLA. "Other Duty" SLA will be approved by the Commanding General, Training Command.

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

- (a) PDMRA for permanent personnel assigned to MARDET Fort Belvoir will be tracked via MOL and through current MCTFS entitlements while deployed.
- (b) Prior to departure from MARDET Fort Belvoir Marines who have PDMRA days will be notified upon their final check out with MCB Quantico IPAC.
- (c) PDMRA will be included in PCS orders, before and after funded TAD periods, and accrued PDMRA can also be used in lieu of leave.
  - (d) PDMRA will be taken first followed by his annual accred

### 6. Administration and Logistics.

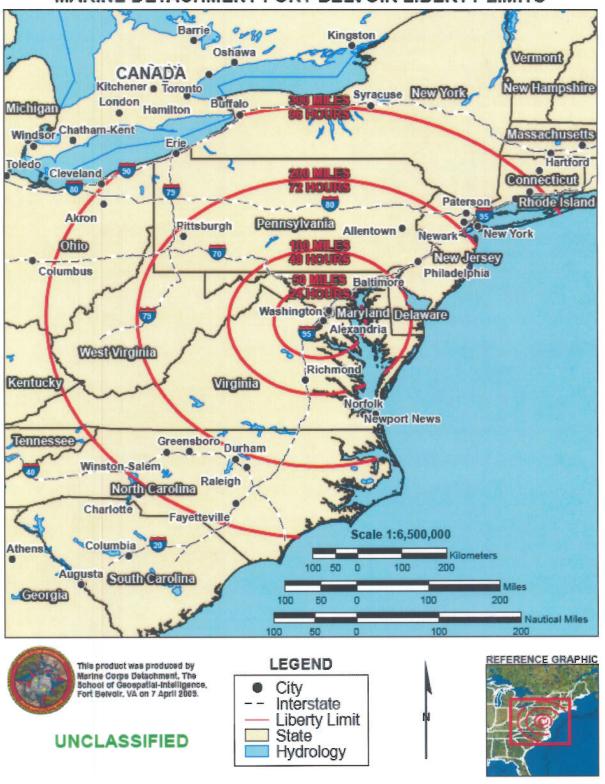
- a. The Administrative Section will monitor MOL to ensure Marines are adhering to the check out/in procedures set forth in this Order. Any questions concerning the contents of this Order will be directed to the Marine Detachment Administrative Section through the chain of command, in the event something arises not covered by this Order and further guidance or clarification is needed.
- b. This Order is punitive in nature and violations of this Order may result in punitive or adverse administrative action.

### 7. Command and Signal

- a. <u>Command</u>. This Order is applicable to all Marines attached to the Marine Corps Detachment Fort Belvoir, Virginia.
  - b. Signal. This Order is effective the date signed.

Distribution: A

### MARINE DETACHMENT FORT BELVOIR LIBERTY LIMITS



## MARINE DETACHMENT FORT BELVOIR, VA OPERATIONAL RISK MANAGEMENT WORKSHEET

Pre-Trip Safety Checklist
This checklist is designed to foster conversation when completing the Vehicle Inspection Checklist. It is by no means an inclusive

Hazards	Causes	Controls	How to Implement
1. Transportation	Flying Driving Boating/Ferry Motorcycle/ATV on & off road Bus Train Walking	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	Regular Maint.     Leadership/Counseling     Policy/SOP     Training/assistance     Licensing     Checklist
2. Location	Instate ( )     Out of State ( )     Other Country( )     Inbounds/Out of Bounds?	Planned Trip/allot enough time Ensure Enough Money to complete trip Back up plan (\$ for airline ticket)	Save, budget, emergency funds     Out of bounds chit in hand
3. Weather/Time	Rain Snow Clear Fog Day Night	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	Clubs     Parties     Swimming/Diving     Boating     Hiking/Climbing     Extreme Sports ( )	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	Drinking     Not Drinking (Others)     No Designated Driver	Designated Drivers/Taxi Know your limit/ drink in moderation Serve food Buddy system	•
6. Fatigue	Lack of sleep PT Just out of Field/Wire several activities.	Sleep Plan/Rest Delay Trip A-Driver Periodic stops for exercise/refreshment	Switch drivers periodically     Planned and frequent rest stops     8-hour driving limit
7. Other Individuals (fight/criminal assault)	Drunks     Thieves     Gangs	Know the Area     Situational Awareness     Buddy system	Avoid known trouble spots
8. Uncontrollable	Road Conditions/Traffic     Tide	DOT Reports Radio/Traffic Reports Maps, AAA recommended routes Alternate routes	•
9. Speed	Rushing back to base/home	Allow extra time for delays     Observe speed limits     Plan travel times	•

list, however, there are fundamental controls for prevention of amishap.

## MA VE DETACHMENT FORT BELVC ., VA OPERATIONAL RISK MANAGEMENT WORKSHEET

NAME:  PERIOD COVERED:  TO  OCCASION (circle one): Liberty 48 / 72 / 96  Annual Monthly Leave TAD  SNCOIC NAME/RANK:  OIC NAME/RANK:
Annual Monthly Leave TAD
SNCOTC NAME / PANK · OTC NAME / PANK ·
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 Other:
Part B: SMALL UNIT LEADER QUESTIONS (TO BE FILLED OUT BY SUPERVISOR)
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 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
the time allotted? What is your Emergency Road Plan if your transportation breaks downhave 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
3. Are you driving atome: 165 (dride one) no or 1/11
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 t
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
7. Are you under 21 years of Age? Yes (circle one) NO or N/A
8. Do you know the off-limit areas? Yes (circle one) NO or N/A
8. DO YOU KNOW the Oli limit aloud.
9. Your overall potential for injury is at what level?
Low (circle one) Moderate (circle one) High (circle one) Extremely High
10. Vehicle inspection completed? Yes (circle one) NO or N/A
11. Has Arrive Alive Card? Yes (circle one) NO
Note: Small Unit Leaders will insure their Marines/Sailors know how they may get in contact with them
their plans change or they need assistance.
Supervisor Signature: Date:
Marine/Sailor's Signature: Date:
Marine/Sailor's Signature: Date:

### **POV INSPECTION CHECKLIST**

Operator Name:	Signature	
Has valid Drivers License	Has valid insurance	Contact #
Date inspection was conducted	Date follow-up ins	pection was conducted
Year/Make/Model of POV		
POV License Plate # and State		
Inspector's Name:	Signature	

At least a two week period should be allowed to ensure timely repairs.

ITEM WHAT TO CHECK	LOOK FOR KNOWN DEFICIENCIES	CHECK	
Condition  NOTE: No mixing of radial tires and bias tires.	Tread depth, wear, weathering, evenly seated, bulges, imbedded objects, cuts, breaks. At least one mm of tread over entire traction surface. (Using a penny, place it in the tire tread with head facing downward. If the tread does not reach the top of Lincoln's head, there is insufficient tread depth)	Front	Rear
Spare tire	Spare tire (inflated), jack, lug wrench	Pass	Fail
LIGHTS Head lights	Both high and low beams operational, cracked, condensation, secured	Left	Right
Tail Lights	Lenses intact, tail light working when turned on (red)	Left	Right
Brake lights	Lenses intact, brake light working when brake is applied (red)	Left	Right
Turn Signals	Lenses intact, left and right turn signals blink (red lights in rear and yellow lights in front)	Front Left	Rear Right
Backup lights	Lenses intact, left and right backup lights work (White Light)	Left	Right
Four-way Flashers	Lenses intact, left and right turn signals flash/blink at the same time	Front Left	Rear Right
License Plate Light	Lenses intact, does light stay on		
		Pass	Fail
WINDSHIELD & WINDOWS & WIPERS Windshield	Not cracked, broken or scratched to the degree that impairs vision	Pass	Fail
Rear Window	Not cracked, broken or scratched to the degree that impairs vision	Pass	Fail
Windows	Windows go up and down, scratched or tinted to the degree that impairs vision	Pass	Fail
Window controls	Check handles, push electric buttons	Front	Rear
Windshield wipers	Both wipers are installed on vehicle, windshield wipers work, blades show signs of wear	Pass	Fail

### **POV INSPECTION CHECKLIST**

MIRROR Mirror Outside	Missing, cracked	Left	Right
Mirror Inside	Missing, cracked	Pass	Fail
BUMPERS Bumper Front	Missing, loose, broken	Pass	Fail
Bumper Rear	Missing, loose, broken, bent in any way to cause a hazard	Pass	Fail
BRAKES Brakes	Foot pedal cannot travel more than half way to floor, does brake light stay on	Pass	Fail
Emergency Brake	Properly adjusted, check emergency brake by: pull/push emergency brake, apply foot to brake, gently press gas pedal, ensure brake holds vehicle	Pass	Fail
Interior			
Horn	Does it work	Pass	Fail
Defroster Front	Ensure hot air blows out above the dash	Pass	Fail
Defroster Rear	Check light on dash, if in the winter ensure it works by allowing the rear windshield to clear up	Pass	Fail
Emergency equipment	(OPTIONAL) First aid kit, warning triangle, flashlight, fire extinguisher, blanket, flares, shovel, chains, tools, etc. (Check host nation laws for any additional equipment)	Pass	Fail
Heater	Ensure heater works	Pass	Fail
SEATBELTS Seatbelt Front/Rear (Include shoulder harness during inspection, may have a center seat belt)	Missing, frayed, does not snap	Front	Rear
LICENSE/DECALS/INSURANCE			
State Drivers	Expired, missing	Pass	Fail
License	-		
Installation decal	Missing, needs replacing	Pass	Fail
License Plate (License plates match windshield decal (Europe Only)	Expired, check sticker/decal to ensure plate is current	Pass	Fail
Insurance	Does the operator have valid insurance	Pass	Fail
UNDER THE HOOD			
FLUIDS Brake	Filled to appropriate level	Pass	Fail
Windshield washer	Windshield washer fluid	Pass	Fail
Battery	Check the color indicator on the battery	Pass	Fail
Power Steering	Filled to appropriate level	Pass	Fail
HOSES	Cuts, cracks, leaks, bulges, chaffing, deterioration	Pass	Fail
BATTERY	Terminals, clean and tight, held down securely	Pass	Fail

# TRNGCMD SPECIAL LIBERTY/OVERNIGHT LIBERTY AUTHORIZATION

Date of Request:				
name (Last Name, First Name, MJ)	irst Name, MI)	Rank	Age	
Cell Phone Number	Z.	o e e e e e e e e e e e e e e e e e e e		
Parent Command		Company/Plaboon	Class	
From (Date and Time)	3	To (Date and Time)	ne)	A COLOR
Reason(s) for Request:	56:	Liberty Buddy		
	T.	Name: Age: Cell Phone Number:		
Name of Hotel / Motel / Primary Occupant of Residence (Street, City, State, ZIp Code)	ai / Primary ce (!p Code)	Telephone number of Residence / Hotel / Motel Staying	/ Motél Staying	Distance - (Miles)
Mode of Travel	Cab Train	Bus   Other		
List of other Marines that are going to be present:	that are going to	be present:		
I understand consumption o assessment was conducted.	ption of alcohol i lucted.	I understand consumption of alcohol is NOI permitted during this liberty period. An QRM assessment was conducted.	this liberty period	. An ORM
Approved Signature	Signature:			The state of the s
] Disapproved	Title:	- <del>ele-</del> s		
J RED Updated	Date:		•	
Comments by Approving Official	ing Official			
		** *** *** *** *		
			i i	

## TRNGCMD LIMITED DUTY/LIGHT DUTY LIBERTY AUTHORIZATION

Date of Request: Name (Last Name, First Name, MI) Cell Phone Number	a, MI) Rank	Age
Parent Command	Company/Platoon	Class
From (Date and Time)	To (Date and Time)	nd Time)
General Nature of Injury	Medical/Physical Limitations	ons
Prescription Medications	المارين الماري	
Planned Activity (les)	Liberty Buddies Name: Age: Cell Phone Number:	
Mode of Travel	e going to be present:	
I understand consumption of assessment was conducted.	I understand consumption of alcohol is <u>NOT</u> permitted during this liberty period. An ORM assessment was conducted.	ng this liberty period.
Approved Signature:	re:	
☐ Disapproved Title:		
RED Updated Date		
Comments by Approving Official	Sial	

Enclosure (1)