



UNITED STATES MARINE CORPS
UNITED STATES MARINE CORPS FORCES, KOREA
UNIT 15708
APO AP 96271-5708

MFKO 1050.3F
G-1
10 May 24

UNITED STATES MARINE CORPS FORCES, KOREA ORDER 1050.3F

From: Commander, United States Marine Corps Forces, Korea
To: Distribution List

Subj: LEAVE AND LIBERTY

Ref: (a) MCO 1050.3J
(b) PRIUM Ch 7; Par 70101 Table 7-1

Encl: (1) MARFORK Leave & Liberty "Cheat Sheet"

1. Situation. The purpose of this Order is to promulgate leave and liberty instructions for United States Marine Corps Forces, Korea (MARFORK). The leave and liberty regulation contained within this Order are punitive in nature per reference.

2. Cancellation. MFKO 1050.3E.

3. Mission. Assistant Chiefs of Staff (AC/S) shall ensure adherence to the Leave and Liberty program in order to provide Marines respite from the work environment in ways that shall contribute to their improved performance and general welfare.

4. Execution

a. Commander's Intent. An aggressive leave program is an essential part of mission accomplishment. AC/S shall ensure maximum use of earned leave to minimize the loss of leave, increase levels of performance and career progression, and reduce the maximum cost payments for unused accrued leave.

b. Concept of Operations

(1) The Commander, MARFORK has delegated leave approval authority to the Deputy Commander, and AC/S for their respective departments or organizations.

(2) AC/S and all Special Staff Department Heads will submit their leave requests to the Deputy Commander for approval. In the absence of the Deputy Commander, AC/S G-1 is the approving authority.

(3) Officers and Staff Noncommissioned Officers have permissions within Marine Online (MOL) to check themselves out/in on leave/special liberty. This privilege shall not be used as a means of

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extending the period of authorized absence chargeable as leave unless the leave approval authority has approved the leave extension.

(4) All Sergeants and below will check out/in from leave/special liberty in person with their Officer in Charge (OIC), Staff Noncommissioned Officer in Charge (SNCOIC) or the Command Duty Officer (CDO).

c. Coordinating Instruction

(1) Liberty

(a) Regular Liberty. Liberty is that time taken on-peninsula commencing at the end of the normal workday until the commencement of work the next normal workday. Normal liberty may involve a single overnight period, a weekend (two days), or a three-day period consisting of a weekend and a holiday that falls on a preceding Friday or ensuing Monday. MARFORK Personnel will follow United States Forces, Korea Holiday Schedule. For overnight liberty a Marine shall not travel any distance greater than 120 kilometers from their place of duty. Off-base liberty is authorized daily for all Marines on the Korean Peninsula. There is no curfew on the Korean peninsula under United States Forces Korea policy. Upon check-in and 30 days thereafter, all E-4 and below must have a liberty buddy in order to leave the installation.

(b) Special Liberty. Special liberty may be authorized for specified periods, which may include normal working hours. Special liberty off-peninsula is subject to the passport/visa requirements of the location involved. Marines are subject to the local liberty policy in Japan and other areas that have established liberty policies. Marines must print a hard-copy of their approved off-peninsula special liberty request for presentation at the port of embarkation or at the airport. Active-duty Marines approved for off-peninsula special liberty will not be permitted to depart the peninsula without a copy of their approved special liberty request to present at the port of embarkation or at the airport. Special liberty off-peninsula shall be granted with the understanding that the Marine can return to duty immediately upon the special liberty termination date. It is the Marine's responsibility to ensure sufficient funds are available to defray all expenses during special liberty off-peninsula.

(c) All special liberty requests must be submitted via MOL.

(d) AC/S will be the approval authority for 48, 72, and 96 hours special liberty on peninsula.

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(e) The Headquarters and Service Section (H&S) OIC will be the approval authority for 48, 72, and 96 hours special liberty off peninsula.

(f) A three-day special liberty period may not be combined with normal liberty or holiday periods when the combined periods of continuous absence would exceed three days.

(g) A four-day special liberty period may not be combined with normal liberty or holiday periods when the combined periods of continuous absence would exceed four days.

(h) Marines permanently assigned to the peninsula desiring special liberty off-peninsula in countries other than the United States or its territories, must complete Anti-Terrorism/Force Protection training and submit country clearance Through (APACS). Information concerning the country clearance may be obtained from the online Foreign Clearance Guide (FCG) at <https://www.fcg.pentagon.mil/fcg.cfm>.

(2) Off-peninsula Special Liberty Limits

(a) 48 Hour Liberty

1. All of South Korea and its outer islands.
2. Mainland Japan.

(b) 72 Hour Liberty

1. Okinawa

(c) 96 Hour Liberty

1. Taiwan
2. Republic of the Philippines
3. Peoples Republic of China
4. Vietnam
5. Cambodia
6. Laos
7. Thailand
8. Singapore
9. Indonesia

10. Malaysia

(3) Annual Leave

(a) Marines will submit their leave request utilizing MOL and routed it through their chain of command to the approving authority. While at this command Marines requesting leave will submit Overseas Annual Leave request when executing leave on or off the peninsula and surrounding countries. When requesting leave to the Continental United States the request will be routed as an Annual Leave request. Both options are available in the drop-down menu of MOL. Provided in enclosure (1) is the MARFORK Leave & Liberty "Cheat Sheet," this document will assist when submitting a leave request through the chain of command.

(b) It is the personal responsibility of each Marine to know his or her leave balance. This precludes requesting more leave than that which is accrued. Marines are responsible for ensuring they do not go into a negative leave balance which could result in a checkage of pay and allowances.

(c) Leave is granted under the condition that the Marine can return to duty upon expiration of the leave at the place and time specified in the leave authorization form. It is the Marine's responsibility to have sufficient funds to defray all expenses, including transportation. Marines may obtain space available return transportation assistance from any Uniformed Services installation. However, the use of such transportation is subject to disciplinary action if the transportation authorized and arranged for them does not ensure the Marine's arrival/return to this command prior to expiration of the leave.

(4) Leave Extension. Requests for extension of leave will normally be made by telephone and will be approved by either the AC/S G-1 or CDO after consultation with the AC/S. Appropriate entries will be completed in the duty logbook. Leave extensions may not be granted to Marines who are in a negative leave balance.

(5) Delays. Marines on leave traveling via rail, bus, air, or ship, who are delayed through no fault of their own, should obtain a signed statement from the conductor, driver, airline representative, or purser indicating the cause and duration of the delay. Marines will immediately notify their chain of command about the delay.

(6) Leave to Visit Foreign Countries. Requests for foreign leave will be submitted and approved per reference (a). Service member must complete Anti-Terrorism/Force Protection training and submit country clearance request utilizing APACS. Member must have met all country clearance requirements and have been approved in APACS prior to submission of leave requests. Information concerning the country clearance requirement may be obtained from the online FCG at

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<https://www.fcg.pentagon.mil/fcg.cfm>. The Deputy Commander is the approval authority for all leave and special liberty off the peninsula.

(7) Emergency Leave. Red Cross verification is desirable, but not mandatory for Marines to be granted emergency leave. In no case will emergency leave be delayed pending Red Cross or other verification.

(a) Emergency leave will be authorized whenever any of the following circumstances are determined or believed to exist by leave granting authorities:

1. Upon death of a member of the Marine's or spouse's immediate family, i.e., father, mother, spouse's parent(s), person(s) standing in loco parentis, son, daughter, brother, sister.

2. When the return of the Marine will contribute to the welfare of a dying member of the Marine's or spouse's immediate family.

3. When due to any serious illness or injury of a member of the Marine's or spouse's immediate family.

4. When failure to return home would create a severe or unusual hardship on the Marine or spouse's family.

(b) The following procedures for obtaining emergency leave travel arrangements will be adhered to during the times listed below:

1. During normal working hours, Marines will utilize the Defense Travel System (DTS). Upon returning from emergency leave, all personnel will submit a travel voucher via DTS within official five business days. Marines are authorized emergency leave travel to the first Port of Entry (POE) in the Continental United States (CONUS). The Marine is responsible for making onward transportation arrangements from the POE. The Marine is authorized to make his or her own reservations and will be reimbursed the cost of the ticket, not to exceed the cost to the POE.

2. During non-working hours Marines will report to the CDO. The CDO will contact the G-1 Chief who will prepare orders for the Marine and his or her dependents and reference the Red Cross case number.

(8) Permissive Temporary Additional Duty (PTAD). The Commander, MARFORK has delegated PTAD approval authority to the H&S OIC for all individuals within the command. Service members authorized to reside off base are entitled to 10 days of PTAD housing hunting (upon checking into the command), paternity leave, etc.

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Reference (a) contains additional instances in which a Marine is entitled to PTAD.

(9) Emergency Medical/Dental Service

(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 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/dental facility, if available. (Federal facilities are those of the Navy, Army, Air Force, Public Health Service and Veterans' Administration). At the first opportunity after securing emergency medical care, contact the command for further instructions.

(10) Uniform and Civilian Attire. Marines going on leave and liberty may wear either civilian or uniform attire. If the uniform is worn, it will be either the service uniform or dress uniform appropriate to the season at the leave and liberty destination. Although wearing the service and appropriate dress uniforms is authorized, proper judgment and caution should be exercised during periods of travel due to current force protection measures.

(11) Leave in Conjunction with Temporary Additional Duty (TAD). Marines requesting leave in conjunction with TAD must first obtain approval in Marine Online (MOL) prior to the Defense Travel System Approving Official approving TAD orders.

(12) General Information Applicable to Unfunded Environmental and Morale Leave (EML) Program

(a) The purpose of this program is to make use of Department of Defense-owned or controlled military airlift to further annual leave objectives. Normally, environmentally depressed conditions are reflected by those overseas locations where the accompanied-by-dependents tour length is 24 months or less. Permanently assigned service members, regardless of their accompanied status, and/or their dependents, may be provided space available (Space-A) air transportation from EML duty locations to take ordinary leave in an EML destination site. The Service member's dependents must be command sponsored to participate. In addition, participants may take no more than two EML trips per year. Except those service members assigned to dependent-restricted areas (such as Pohang, Korea), EML trips may not be taken

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within six months of the beginning or end of the service member's tour of duty at the eligible location. Service members assigned to a 12 months dependent-restricted tour at Pohang are authorized one EML trip per tour; however, Service members assigned to the Pohang area for less than 12 months are not authorized EML travel.

(b) Service members and civilian sponsors do not have to be in a leave status to qualify their dependents for unaccompanied dependent travel under the EML program; however, all Marines who are traveling under the EML program must be on leave at the time they sign up for travel, remain in a leave status while awaiting travel, and be in a leave status for the duration of the travel period.

(c) Restrictions against the use of EML

1. Student travel to or from CONUS;
2. Early return of dependents to CONUS;
3. In conjunction with convalescent leave; or
4. In conjunction with TAD.

(d) Documentation required for EML travel

1. Valid Identification Card;
2. EML authorization;
3. Leave authorization (active duty); and
4. Passport with visa, if applicable.

5. Administration and Logistics. The AC/S G-1 will ensure widest dissemination of the contents of this Order.

6. Command and Signal

a. Command. This Order is applicable to all personnel administratively assigned to MARFORK.

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

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DISTRIBUTION: A

MARFORK Leave and Liberty "Cheat Sheet"

REFERENCES: [MCO 1050.3J](#) AND MFKO 1050.3F

REQUESTOR:

- TYPE
 - LEAVE
 - SPECIAL LIBERTY (REFER TO CHAPTER 3 OF MCO 1050.3J)
 - PTAD
 - PDMRA
- DEPARTURE
 - 1630 FOR LEAVE, PDMRA, AND SPECIAL LIBERTY
 - EXCEPTION: 1201 IF DRIVING A POV OUTSIDE THE LOCAL AREA
 - 0001 FOR PTAD
- RETURN
 - 0800 FOR LEAVE, PDMRA, AND SPECIAL LIBERTY
 - EXCEPTION: 1200 IF DRIVING A POV OUTSIDE THE LOCAL AREA
 - 2359 FOR PTAD
- DESTINATION
 - ADDRESS TO LOCATION YOU WILL BE EXECUTING LEAVE OR LIBERTY

Leave vs Leave O/S (Overseas)

Leave: Only used at MARFORK if traveling back to the United States

Leave O/S: Used at MARFORK when traveling to foreign countries or remaining on Pen. NOT used if traveling back to the US.

APPROVING OFFICIAL:

- ANY REQUEST FOR LEAVING THE KOREAN PENINSULA OR OUTER ISLANDS, WHETHER SPECIAL LIBERTY OR ANY TYPE OF LEAVE, WILL BE ROUTED TO H&S OIC
 - ENSURE YOUR COC IS INFORMED AND APPROVES BEFORE BEING SENT
 - [IATP](#), [APACS](#), AND FOREIGN TRAVEL FORM REQUIRED (SEE G-2)
- FOR TRAVEL ON PEN, YOUR AC/S IS THE APPROVING AUTHORITY

HOW/WHO DO YOU CHECK OUT WITH?

- FOR MORNING ACCOUNTABILITY PURPOSES, E-5S AND BELOW WILL CHECK IN/OUT WITH YOUR AC/S.

SCENARIOS:

1. A MARINE, DRIVING A POV TO BUSAN 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. IF TAKING A TRAIN, YOU WOULD LEAVE AFTER 1630 AND RETURN BEFORE 0800 BECAUSE YOU DO NOT HAVE TO ACCOUNT FOR DRIVING IN DAYLIGHT CONDITIONS.
2. YOU ARE WANTING TO GO TO VIETNAM ON A 96HR WEEKEND. YOU WILL GO TO THE G-2 TO FILL OUT TRAVEL PAPERWORK. YOU WILL COMPLETE YOUR IATP THEN APACS. YOU WILL INFORM YOUR COC AND SUBMIT A MOL SPECIAL LIBERTY REQUEST TO THE H&S OIC. YOU WILL INCLUDE YOUR IATP # IN YOUR REQUEST. DEPARTURE TIME AT 1630 AND RETURN TIME AT 0800.

MARFOR Leave and Liberty Quick Reference Flow Chart

