



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
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DepO 1050.6G  
G-1  
19 FEB 2021

DEPOT ORDER 1050.6G

From: Commanding General  
To: Distribution List

Subj: REGULATIONS FOR LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE

Ref: (a) MCO P1050.3J (Leave, Liberty, and Administrative)  
(b) Naval Military Personnel Manual

Encl: (1) Liberty Limits

1. Situation. The Recruit Depot is in a unique situation as our operations schedule is not dictated by a deployment cycle. Recruit training is vital to the functioning of the Marine Corps and operates continuously throughout the year. While an aggressive leave program is an essential military requirement to maintain maximum effectiveness it must be tempered by mission requirements.

2. Cancellation. DepO 1050.6F.

3. Mission. Provide amplified guidance to MCRDPI/ERR to the policies contained in reference (a). Commanders shall ensure that an aggressive leave program is established in order to provide Marines respite from work environment in ways that shall contribute to their improved performance and increased motivation.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Every commander shall ensure maximum use of earned leave to minimize the loss of leave, increase levels of performance and career motivation, and reduce the maximum cost payments for unused accrued leave within the constraint of mission requirements as articulated by the Master Projection Plan (MPP) and the Master Recruit Training Schedule (MTS).

(2) Summary of Revisions. This Order has major revisions and should be reviewed in its entirety. Major changes are use of Marine Online (MOL), requests for leave approval to the Chief of Staff, leave limits, Naval Medication Readiness Training Units (NMRTU) leave policies and Religious Ministries leave policies.

(3) Concept of Operations

(a) Commanders shall ensure the instructions set herein are implemented and that their established policies provide for frequent annual leave use to reduce leave being lost and to reduce the cost for unused accrued leave payments. In accordance with reference (a), MOL is mandated as

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the sole source for commanders to report leave. MOL will also be the primary means to process out of bounds special liberty requests. Naval personnel shall be guided by the instructions in reference (a).

(b) The latitude provided in this Order is intended as a tool Commanders may employ in their endeavor to protect Marines. The safety of Marines is the primary consideration, therefore Commanders should adjust hours of departure and return from leave and liberty to ensure that driving is accomplished during daylight hours.

(4) Subordinate Element Missions. Commanding Officers (O-6 level) shall:

(a) Establish a local leave and liberty policy for their commands in accordance with this Order and the references.

(b) Ensure personnel are aware of expectation of their conduct while on leave and liberty.

(c) Maintain up to date recall rosters.

(5) Coordinating Instructions

(a) All Marines shall obtain a MOL account. MOL allows Marines to initiate and submit leave, special liberty, and PTAD requests for approval.

(b) While in a leave and liberty status, personnel shall continue to conduct themselves as to the Uniformed Code of Military Justice (UCMJ) and other regulations that govern conduct. If MCRDPI/ERR personnel are in a location subject to additional regulation/guidance they will comply with local guidance.

(c) Authority to Grant Leave, Liberty, and Administrative Absence

1. Requests for leave by the Commanding Officers of Recruit Training Regiment, Headquarters and Service Battalion, Weapons and Field Training Battalion, the three Recruiting Districts, and all Assistant Chiefs of Staff will be submitted to the Chief of Staff for approval via electronic mail(e-mail). The Commanding General will approve leave requests for the Chief of Staff and the Depot Sergeant Major via e-mail. Once approved, the e-mail will be attached to the leave request in MOL and routed through the appropriate chain of command to the individual with delegation of authority to approve leave in the Commanding Officers unit.

2. All other requests for leave in consonance with reference (a) may be granted by the appropriate commanding officer or the commanders' appointed representative.

3. Naval Medication Readiness and Training Unit (NMRTU). While subject to regulations and the commanding officer, Naval Support Activity Beaufort, the critical role of NMRTU to the recruit Training mission necessitates that leave, liberty and administrative absence policies be aligned to the greatest extent possible to support the MPP and MTS.

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4. Recall of Personnel from Leave and Liberty Due to Military Necessity. Leave and liberty are an earned privilege and therefore subject to recall. A general recall of personnel from leave and liberty pertains to all Navy and Marine Corps personnel assigned to the MCRDPI/ERR subordinate commands. Routine recall of personnel on an individual basis due to administrative reasons is the responsibility of the individual commander (O-6 level). Reference (a) pertains to the chargeability of leave for personnel subject to recall.

5. Administration and Logistics

a. It is the service members responsibility to have sufficient funds to defray all expenses including transportation. Should the service member not have sufficient funds to return to duty from leave, he or she can go to the nearest Marine Corps or Navy Activity for issues of a Government Transportation Request (GTR). The Disbursing Officer will report a checkage of payment for the GTR and it will be deducted from the individuals pay account.

b. Approval of Religious Ministries Team (RMT) leave and special liberty requests must be approved by AC/S religious ministry, or designee. Per reference (b), all navy personnel assigned to MCRDPI/ERR are required to utilize service specific electronic leave systems to which USMC personnel may or may not have access. Commanders retain first line approval authority for assigned RMTs via unit specific administrative procedures. No approval will be made without the knowledge of the Commander or his representative.

c. Recommendations concerning this Order are invited and will be submitted to the Commanding General via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to all MCRDPI/ERR personnel. All personnel within this command will be guided by the policies set forth in this Order.

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

  
J. L. NETHERCOT

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