



**UNITED STATES MARINE CORPS**

COMBAT LOGISTICS REGIMENT 37

3D MARINE LOGISTICS GROUP

UNIT 38404

FPO AP 96380-8404

RegtO 1050.1B

CO

12 JAN 2024

REGIMENTAL ORDER 1050.1B

From: Commanding Officer

To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

Ref: (a) MCO 1050.3J Regulations for Leave, Liberty, and Administrative Absence  
(b) MARFORJO 1050.1C Liberty Regulations  
(c) III MEF/MCIPAC Bulletin 5800, Off-limit Establishments and Areas  
(d) 3d MLGO 3302.lf

Encl: (1) Tier Change Notification and Acknowledgement  
(2) 3d Marine Logistics Group Foreign Leave Checklist  
(3) Liberty Tier Card Templates  
(4) Holiday Accident Reduction Program Form  
(5) Personal Effects Inventory Waiver

1. Situation. To promulgate information and procedures regarding leave, administrative absence, and special liberty in amplification of the references.

2. Cancellation. RegtO 1050.1A

3. Mission. Combat Logistics Regiment (CLR-37) Marines and Sailors will appropriately execute leave and liberty operations in order to safely enhance our morale, welfare, vital relationship with our Japanese hosts, meet anti-terrorism, force protection requirements, and uphold our obligations per the Status of Forces Agreement.

4. Execution

a. Commander's Intent. All Marines and Sailors shall be afforded every opportunity to utilize their entire 30 days of leave. Marines and Sailors should look to take advantage of the opportunities for travel, recuperation, and personal time. Leaders shall establish and monitor leave schedules to allow for adequate opportunities for Marines and Sailors to execute their accrued leave.

b. Endstate. All leave and liberty are executed safely and honorably so that every one of our Marines and Sailors can return ready to compete and accomplish the mission.

c. Concept of Operations. Personnel shall execute leave, liberty, special liberty, and administrative absence in accordance with this Order.

(1) Liberty Procedures. Liberty in Japan will be executed in accordance with Ref (b) MARFORJO 1050.1C Liberty Regulations.

(a) Curfew. Curfew is age-based (19 and below) and is enforced from 0100 to 0500. However, no MARFORJ personnel, regardless of age or rank, are authorized to be in an off-base drinking establishment between 0100 and 0500.

1. The curfew for MARFORJ Service members age 19 and below (or others as assigned) requires such personnel to remain: (1) on a U.S. military installation; (2) in a private, off-installation residence; (3) in a temporary lodging location/hotel; or (4) in the performance of official duties, which includes duty-related travel between an off-base residence and place of duty.

2. Off-base alcohol consumption is also prohibited for all personnel, regardless of rank, between 0100 and 0500 unless in a personal residence or hotel room.

3. A drinking establishment is defined as any business whose primary function is serving beverages for consumption on the premises. A drinking establishment may serve food or have other forms of entertainment, but its main purpose is to serve alcoholic beverages. Drinking establishments may include, but are not limited to, bars, pubs, taverns, nightclubs, and izakayas.

4. Company Commanders may grant curfew exceptions of limited duration on an individual, event-by-event basis for specific circumstances per their delegation letter.

(b) Individual Liberty Tier Assignment. Company Commanders are directed to place Marines and Sailors in the appropriate liberty categories based on their individual merit, demonstrated personal conduct, and trustworthiness. Company Commanders may reduce the liberty tier of any member within their company without administrative action or legal review; however, the basis for a liberty tier reduction must be identified due to performance and/or conduct shortfalls. The authority to upgrade a Marine's tier status (from Tier 3 to Tier 2, or Tier 2 to Tier 1) will be retained by the Commanding Officer. If a Sailor or Marine's liberty tier changes to Tier 3, the Company will utilize enclosure (1) to inform the Service member of their new tier status NLT the first business day following the assignment to Tier 3 status. Initial notification can be made verbally. Every 30 days, Company Commanders shall review the necessity for continued assignment to Tiers 2 and 3 Liberty in order to determine if an upgrade in tier status is appropriate. Companies will track all personnel in a Tier 3 status.

1. Tier Cards. Company Commanders will issue all E-5 and below Service members their initial liberty card. All personnel are required to carry their liberty card at all times. Service members must show their liberty card and DoD ID card to a SNCO or officer, or other command representative in the official conduct of their duties, if directed to do so. Command representatives include, but are not limited to, personnel working courtesy patrols and installation gate security or checkpoints. Officers and SNCOs will not carry liberty cards but are

required to show their DoD ID card if directed by a command representative in the official conduct of their duties. Any SNCO or officer assigned to Tier 2 or Tier 3 Liberty Status will be notified in writing and acknowledge said assignment in writing. Refer to enclosure (3) for Liberty Tier Card Templates.

2. Tier 3 Liberty. Off installation liberty is not authorized; however, Marines and Sailors are allowed to travel from installation to installation to conduct official business with prior approval from their Company Commander or First Sergeant. Alcohol consumption is not authorized. Service members shall be on their home installation, or their assigned off-base quarters, by 2200.

3. Tier 2 Liberty. Off-installation purchase and consumption of alcohol is not authorized, unless the alcohol is consumed in the service member's assigned off-base quarters, this does not include temporary lodging such as hotels, motels, or Airbnb. Consumption of alcohol on board military installations is authorized for Tier 2 Liberty holders unless separate alcohol restrictions have been issued. Tier 2 personnel must be at their home installation by 2300.

4. Tier 1 Liberty. Except as noted in paragraph 4.c.(1), personnel in a Tier 1 liberty status do not have an off-base curfew; however, no personnel, regardless of age or rank, are authorized to be in an off-base drinking establishment between 0100 and 0500. Off-base alcohol consumption is also prohibited for all personnel between 0100 and 0500 unless in a personal residence or hotel room.

(c) Liberty Buddy Program.

All Marines and Sailors in the grade of E-4 and below who reside in the barracks are required to sign out of the logbook when leaving the installation for leave or liberty regardless if alcohol will be consumed. All Marines and Sailors in the grade of E-4 and below are required to always have a liberty buddy while off-installation on leave or liberty when consuming alcohol. Once either liberty buddy has begun consuming alcohol, liberty buddies will remain within the same venue or immediate vicinity of each other at all times until the Service members return to their home installation, off-base residence, or temporary lodging location. Required or not, having a liberty buddy is always encouraged to ensure the safety and welfare of personnel. Recreational activities, specifically those involving the risk of physical injury, should always incorporate liberty buddies.

1. A liberty buddy may be: (1) active duty Service members, from any armed force, serving in Japan under the SOFA; (2) non-military persons with SOFA status ( e.g., command-sponsored spouse, accompanied family member, or U.S. Department of Defense civilian employee); (3) other adult family members ( e.g., unaccompanied family member, non-SOFA spouse, local national spouse/fiancé, extended family).

2. Travel to international locations outside Japan may require a buddy in accordance with the Foreign Clearance Guide (<https://www.fcg.pentagon.mil/fcg.cfm>), Department of State (<https://travel.state.gov/content/travel.html>), higher headquarters, or geographic combatant commander travel requirements.

3. Company Commanders may impose more restrictive liberty buddy policies as deemed necessary.

(d) Alcohol Consumption in Japan. Excessive alcohol consumption is the most common factor in misconduct cases; Service members will consume alcohol in a safe and responsible manner. Service members 20 and over may legally consume alcohol in Japan unless assigned to a Tier level prohibiting this activity.

1. All personnel are prohibited from consuming alcohol off-installation between 0100-0500 except when in a private residence or temporary lodging location/hotel.

2. In Japan, driving with a blood alcohol content of (BAC) of .03 percent or greater violates Japanese law and U.S. regulations governing personnel stationed in or transiting through Japan.

3. Alcohol Consumption During Typhoon Cyclone Condition of Readiness (TCCOR) Categories. Reference (b) prohibits MARFORJ personnel from consuming alcohol during the following Typhoon Cyclone Condition of Readiness (TCCOR) Categories: TCCOR 1, TCCOR 1C, TCCOR 1E, TCCOR 1 Recovery, and Storm Watch. Personnel may only consume alcohol when the TCCOR level is set to "All Clear."

4. Alcohol-related misconduct may result in curtailed or restricted liberty, revocation of driving privileges, administrative or disciplinary action, as well as legal action under Japanese law.

(2) Leave, Administrative Absence, and Special Liberty Permissions

(a) The Commanding Officer is the approving authority for leave, liberty, and administrative absences for CLR-37, per reference (a). Delegation of that authority is only authorized for those billets annotated in this order and through appropriate delegation of authority and "acting" letters. The Commanding Officer will retain the authority to approve all leave requests greater than 30 days, foreign travel, special liberty outside of Japan, and all administrative absences. The Commanding Officer will retain the authority for disapproving of leave, liberty, and administrative absence requests. If a company commander is recommending disapproval, the request must still be routed via the Marine Online (MOL) leave module. Additionally, there shall be direct communication with the Commanding Officer outlining the reasons for recommending disapproval.

(b) The Commanding Officer will delegate approval authority to the Executive Officer, Company Commanders, Chief of Staff, Assistant Chiefs of Staff, Deputy Assistant Chiefs of Staff, and Regimental Primary Staff Officers for all leave requests 30 days or less within Japan, the United States, and its territories. Exceptions apply to the Commanding General's personal staff (Aide de Camp, Staff Secretary, etc).

(3) Leave, Administrative Absence, and Special Liberty Requests

(a) Originator. Leave and special liberty periods begin at the end of the workday at 1630 and expire at the commencement of the following workday at 0730. Leave periods beginning during weekends and holidays will commence and end at 0800. Marines and Sailors will be granted leave for the days they request when their presence is not required, and the request is submitted in accordance with this order. Marines will request leave, special liberty, or administrative absence through the MOL leave module. Sailors will request leave, special liberty, or administrative absence through Navy equivalent documentation, and route it through their section chief and officer-in-charge (OIC).

(b) Submission Timeliness. Leave, administrative absence, or special liberty requests shall be submitted to the first reviewer seven days in advance for on-island requests and 14 days in advance for off-island, foreign travel, or Continental United States (CONUS) requests. Requests will be forwarded through the respective chain of command allowing for adequate review and processing time prior to it reaching the approving official. At no time will intermediate reviewers prevent a request from reaching the approving authority. Exceptions apply to emergent situations.

(c) Submission Requirements for Leave Requests on Okinawa. All leave, administrative absence, or special liberty requests must adhere to all established standards in the references. The following information is required in the MOL leave request.

1. Correct type of request. (Annual leave, Annual leave O/S, Permissive Temporary Additional Duty (PTAD), Special Liberty, etc.)
2. Requested departure and return times in accordance with reference (a).
3. Accurate physical address (not unit or mailing address) and phone number. If at an off-base hotel, booking confirmation must be attached.
  - a. If staying at a single location for the duration of the requested period, utilize the address of that location in the address box.
  - b. If staying at multiple locations during a leave period, utilize the address in which the majority of the leave period will be spent.
  - c. If staying at an off-base address during the leave period, prioritize the off-base address over the length of time spent at an address.
  - d. If staying at multiple off-base addresses, utilize the off-base address in which the majority of the leave period will be spent, and then list the addresses in the comments section following your leave request statement.
4. An accurate and complete comments section that includes a word picture of activities being conducted, liberty buddy information (as applicable), medical and dental readiness status, and a statement annotating no duties or training during the request period is required.

5. The following statement is required to be included in the leave and liberty request: **If my plans change, I will notify my section leadership immediately. I have fulfilled all medical and dental requirements, and I am not scheduled for any duties during this period. I will not do anything to jeopardize myself or tarnish the reputation of the United States Marine Corps.**

6. Section Endorsement. Sections shall endorse their personnel’s leave or special liberty with, at a minimum, the following comments, “Recommend for approval. SNM will remain on island for the duration of their requested leave/liberty. SNM is not on the medical/dental hit list, nor does he/she have any duties during this period.”

(d) Submission Requirements for Leave Requests to Mainland Japan or Okinawan Prefecture Islands

1. Correct type of request. (Annual leave or Special Liberty)
2. Requested departure and return times in accordance with reference (a).
3. Accurate physical address (not unit or mailing address) and phone number. If at an off-base hotel, booking confirmation must be attached.
  - a. If staying at a single location for the duration of the requested period, utilize the address of that location in the address box.
  - b. If staying at multiple locations during a leave period, utilize the address in which the majority of the leave period will be spent.
  - c. If staying at an off-base address during the leave period, prioritize the off-base address over the length of time spent at an address.
  - d. If staying at multiple off-base addresses, utilize the off-base address in which the majority of the leave period will be spent, and then list the addresses in the comments section following your leave request statement.

4. The following documents must be included with the request: booking confirmation for flight itineraries, hotel or Airbnb reservations, ferry reservations, and all exception to policies as required. Marines will upload the documents in the MOL leave request. Sailors will include the documents in their leave package prior to routing for approval.

5. An accurate and complete comments section that includes a word picture of activities being conducted, liberty buddy information (as applicable), medical and dental readiness status, and a statement annotating no duties or training during the request period is required.

6. The following statement is required to be included in the leave and liberty request: **If my plans change, I will notify my section leadership immediately. I have fulfilled all medical and dental requirements, and I am not scheduled for any duties during this period. I will not do anything to jeopardize myself or tarnish the reputation of the United States Marine Corps.**

7. Section Endorsement. The originators SNCO or OIC shall endorse their personnel's leave or special liberty with, at a minimum, the following comments, "Recommend for approval. SNM will remain on island for the duration of their requested leave/liberty. SNM is not on the medical/dental hit list, nor does he/she have any duties during this period."

(e) Submission Requirements for Special Liberty Requests or Foreign Leave Requests

1. Special Liberty. Normal liberty will begin at the end of the workday and expire at the commencement of the following workday. For weekdays, service members stationed on Okinawa shall not leave the Island of Okinawa. Those service members stationed on Mainland Japan shall not leave Mainland Japan during normal weekday liberty. Requests for special liberty will be submitted to the approving authority, via the chain of command, for approval.

a. Company Commanders are authorized to approve special liberty, subject to the same geographic limitations as for leave (i.e. no foreign travel). Company Commanders may approve up to a 24-hour special liberty period. This can either be a stand-alone day during the regular work week, or adjacent to a normal 48-hour or 72-hour holiday liberty period. It cannot be used to extend a 96-hour liberty period. As specified below, no special liberty period shall exceed 4 days.

b. All Tiers of liberty may be granted special liberty at an authorized location by the Commanding Officer on a case-by-case basis. Special liberty is still subject to off-limits area restrictions, liberty buddy requirements, and curfew parameters of this order.

c. A special liberty period will not exceed four days. Special liberty may be authorized by the Commanding Officer for specified periods which include normal working hours and/or overnight hours, subject to the following limitations:

1. 48-Hour Liberty. 48-hour liberty includes normal weekend liberty and special liberty. 48-hour special liberty may commence at any hour designated by the Commanding Officer and may be granted for 48-hours or less. The liberty limits for 48-hour special liberty, being the same as normal weekend liberty, authorizes liberty on all Okinawan Islands and Mainland Japan.

2. 72-Hour Liberty. 72-hour liberty includes authorized holiday liberty periods and special liberty granted by the commander. 72-hour special liberty may commence at any hour designated by the Commanding Officer and expires 72-hours later. When a three-day liberty period includes only regular liberty time, with no scheduled working hours included, it is

then treated as regular liberty. The liberty limits for 72-hour special liberty and normal 72-hour holiday liberty periods, in addition to those included in the 48-hour liberty limits as well as the Republic of Korea (South Korea), Taiwan, and Guam.

3. 96-hour Special Liberty. 96-hour liberty includes authorized holiday liberty periods and special liberty granted by the commander. 96-hour special liberty may commence at any hour designated by the Commanding Officer and expires 96-hours later. The liberty limits for 96-hour special liberty and normal 96-hour holiday liberty periods, include the 72-hour liberty limits, and authorizes liberty in Cambodia, Indonesia, Laos, Malaysia, the Philippines, Singapore, Thailand, Vietnam and Palau.

2. All special liberty, foreign leave request and foreign special liberty requests will be inputted into MOL and shall include the following information:

- a. Requested departure and return times in accordance with reference (a).
- b. Accurate physical address (not unit or mailing address) and phone number.
  1. If staying at a single location for the duration of the requested period, utilize the address of that location in the address box.
  2. If staying at multiple locations during a leave period, utilize the address in which the majority of the leave period will be spent.
  3. If staying at an off-base address during the leave period, prioritize the off-base address over the length of time spent at an address.
  4. If staying at multiple off-base addresses, utilize the off-base address in which the majority of the leave period will be spent, and then list the addresses in the comments section following your leave request statement.

3. The following documents must be included with foreign leave request: enclosure (2) with all required signatures, booking confirmation for flight itineraries, hotel or Airbnb reservations, ferry reservations, and all exception to policies as required. Marines will upload the documents in the MOL leave request. Sailors will include the documents in their leave package prior to routing for approval. If the foreign travel requirement package cannot be uploaded into MOL then a hardcopy package can be routed concurrently with the MOL request. Company Commanders must endorse all foreign travel request prior to routing to the approval authority.

4. If Marines and/or their dependents are traveling to foreign countries other than Japan, the below items are required per Japanese customs to exit or enter the country of Japan; Military ID, Passport, orders PCSing to Japan (as well as all Tour Conversions or IPCOT orders extending members in Japan), and Leave orders printed.

5. An accurate and complete comments section that includes a word picture of activities being conducted, liberty buddy information (as applicable), medical and dental readiness status, and a statement annotating they have no duties or training during the request period is required.

6. The following statement is required to be included in the leave and liberty request: **If my plans change, I will notify my section leadership immediately. I have fulfilled all medical and dental requirements, and I am not scheduled for any duties during this period. I will not do anything to jeopardize myself or tarnish the reputation of the United States Marine Corps.**

7. Section Endorsement. All foreign leave and special liberty requests outside of Mainland Japan or Okinawa Prefecture Islands must have the AC/S, Deputy AC/S, OIC, Chief or SNCOIC endorsement. Exceptions apply to the Commanding General's personal staff (Aide de Camp, Staff Secretary, etc).

(f) Leave, Administrative Absence, and Special Liberty Checkout Procedures

1. During working hours, companies shall set checkout policy for all E-5 and below. During non-working hours, the platoon or section SNCO or OIC will check the Marine or Sailor out on leave, administrative absence, or special liberty via MOL. Individuals must retain a copy of their leave document. The platoon or section SNCO or OIC is responsible for checking their Marines out via MOL on the next duty day prior to submitting the morning report. All E-5 and below are required to maintain a signed hardcopy of their leave or special liberty form during their absence.

2. All staff noncommissioned officers (SNCO) and officers will checkout on leave, administrative absence, and special liberty via MOL. They are required to check out in the vicinity of the local area. If leave is approved but not taken, then the leave request must be deleted within 24 hours of the approved leave start time.

3. All Marines and Sailors that reside in Bachelor Quarters shall ensure a copy of their liberty/leave request is posted on the outside of the door so that it can be seen from the hallway.

(g) Leave, Administrative Absence, and Special Liberty Check-in Procedures

1. During working hours, all E-5 and below will check in from leave, administrative absence, or special liberty at the beginning of the duty day as normal. The platoon or section SNCO or OIC is responsible for checking them in via MOL prior to submitting the morning report. During non-working hours, all E-5 and below will check in with their SNCO or OIC. During the next duty day, the platoon or section SNCO or OIC is required to check them in via MOL prior to submitting the morning report.

2. All SNCO's and officers will check in via MOL from leave, administrative absence, and special liberty at the conclusion of their absence period. They are required to check

in when they have returned to the local area and prior to the submission of the morning report on the first workday after returning from leave.

3. If the Marine has been on leave or administrative absence for five days or more, they must report to the unit Substance Abuse Control Officer (SACO) for a urinalysis within 72 hours of their return to duty.

(h) Holiday Accident Reduction Program (HARP) Form (enclosure 4). All leave requests and liberty periods over 48 hours will require a completed HARP form. This includes vehicle inspections. All vehicle documentation will be inspected to ensure it is valid and up to date. Any discrepancies noted must be corrected prior to operation of the vehicle. Any expired documents will render the vehicle inoperable immediately and must be corrected and turned in as proof of compliance before the vehicle can be operated again. This does not prevent the individual from taking their leave or liberty, only operating the vehicle during those periods. Once completed the HARP form must be signed by a supervisor and the Marine and maintained by the platoon or section leadership for 12 months.

(i) Sick in quarters. If a Marine or Sailor is given a sick in quarters (SIQ) chit by a competent medical authority, they will ensure a copy of the chit is given to their platoon or section leadership. A copy is also required to be forwarded to their respective company office. Marines and Sailors will adhere to the guidance on the chit as it pertains to leaving their quarters for chow, getting prescriptions, and attending medical appointments only. Marines and Sailors will conduct their SIQ in their permanently assigned home, on or off base, or their assigned barracks room. This is to ensure proper accountability and safety of the individual. Platoon or section leadership will conduct periodical checks on their member to ensure they are recovering and help with any health and comfort items that may be needed.

## 5. Definitions

a. Administrative Absence. A period of authorized absence (including PTAD) not chargeable as leave, to attend or participate in activities of a semi-official nature, to the benefit of the Marine Corps or the Department of Defense. All costs incurred and associated with administrative absence are the sole responsibility of the Marine.

b. Annual Leave. Leave granted that is chargeable to the Marine's leave account. Annual leave can be used at any time when the Marine's presence is not required to accomplish the Command's mission.

c. Convalescent Leave. Non-chargeable leave granted for a period of authorized absence to Marines under medical care for sickness or wounds and not yet fit for duty, which is part of the treatment prescribed to the Marine. This type of leave is recommended by the medical provider and sent to the Commander for authorization.

d. Emergency Leave. Leave granted for a personal or family emergency requiring the Marine's presence. It is chargeable to the Marine's leave account.

e. On-Island. This term refers to the main island of Okinawa. All surrounding islands that can be driven to are considered on-island.

f. Off-Island. Any location that is not on the main island of Okinawa and cannot be accessed by a privately owned vehicle.

g. Special Liberty. Liberty granted outside of regular liberty for unusual reasons, such as, but not limited to compensatory time off, emergencies, or special recognition. Special liberty shall not exceed three days, except in the case of a special four-day liberty. Special liberty is required for Marines and Sailors requesting to travel off the main island of Okinawa, (mainland Japan and foreign countries).

## 6. Administration and Logistics

a. Publication. This order will be posted on all CLR-37 read boards and an electronic copy of this order will be located on the CLR-37 SharePoint site at <https://usmc.sharepoint-mil.us/sites/clr37/SitePages/Directives-Control-Point.aspx>.

b. Reporting Liberty Incidents. Section leaders and OICs shall make timely notification to their respective Company Leadership using established reporting requirements.

c. Personal Effects. Any Marine or Sailor that will be on leave or TAD at a location other than their primary residence for more than 30 days is required to have a personal effects inventory conducted. Marines or Sailors may elect to waive the personal effects inventory via a command endorsed waiver signed by the Commanding Officer or Regimental Supply Officer (encl 5). A signed personal effects inventory waiver letter shall be attached to the associated leave request.

## 7. Command and Signal

a. Command. This order applies to all Marines and Sailors permanently assigned to, attached to, or under tactical or administrative control of CLR-37.

b. Signal. This order is effective the date signed. The point of contact is the CLR-37 Adjutant at DSN: 315-637-3407.



A. M. INGRAM



UNITED STATES MARINE CORPS  
COMBAT LOGISTICS REGIMENT 37  
3D MARINE LOGISTICS GROUP  
UNIT 38404  
FPO AP 96380-8404

IN REPLY REFER TO:  
1300  
CO

From: Headquarters Company Commander, Combat Logistics Regiment 37  
To: Rank First MI. Last EDIPI/MOS USMC

Subj: ASSIGNMENT TO TIER 3 LIBERTY STATUS

Ref: (a) MCO 1050.31J Regulations for Leave, Liberty, and Administrative Absence  
(b) MARFORJO 1050.1C Liberty Regulations  
(c) RegO 1050.1B Leave and Liberty Regulations

1. As of DD Mmm YY, you are assigned to a Tier 3 liberty status as a result of (identify specific conduct or performance shortfall that precipitated the need for liberty tier restriction). In accordance with the references, you are to comply with the below restrictions for Tier 3 liberty.
  - a. Off-installation liberty is not authorized.
  - b. Alcohol consumption is not authorized.
  - c. You must be aboard your home installation, or personal residence if you reside off base, NLT 2200.
2. Every 30 days, I will provide a recommendation to the Regimental Commanding Officer whether continued assignment to Tier 3 Liberty is still necessary or if a less restrictive liberty level is appropriate.

F. M. LAST

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FIRST ENDORSMENT

1. I acknowledge that I am in a Tier 3 liberty status and subject to the restrictions listed above, and that failure to abide by this restriction is punishable under the UCMJ.

F. M. LAST

Enclosure (1)



UNCLASSIFIED

3D MLG Pre-Travel Checklist

Insert Date Completed

**1. Review Location Specific Information**

<http://travel.state.gov/content/passports/english/country.html>  
(Must be reviewed within 90 days of travel)

\_\_\_\_\_

**2. Complete Anti-Terrorism Level I Training**

<https://www.marinenet.usmc.mil/> Course Code JATLV10000 or  
<http://jko.jten.mil/> Course Code JS JS-US00  
(Must be completed within 12 months of travel)

\_\_\_\_\_

**3. Survival, Evasion, Resistance, and Escape (SERE) Course 100.2**

<http://jko.jten.mil/> Course Code: J3T A-US1329  
(Must be completed within 36 months of travel)

\_\_\_\_\_

**4. USFK Theater Specific Training**

<https://jkodirect.jten.mil/> Course Code: USFK-J3ST-US171-TDY-HB.  
Training required for all personnel traveling to the KTO.  
(Must be completed within 12 months of travel)

\_\_\_\_\_

**5. Verify Isolated Personnel Report (ISOPREP)**

<https://prmsglobal.prms.af.mil/prmsconv/Profile/Survey/start.aspx>  
(Must be validated within 12 months of travel)

\_\_\_\_\_

**6. Enter travel details in Travel Tracker/ Individual Anti-Terrorism Plan (TT/IATP)**

<https://iatp.pacom.mil/>  
TT/IATP Identification Number/ Approval Date  
(Must be completed prior to APACS)

\_\_\_\_\_

**7. Submit Aircraft & Personnel Automated Clearance System (APACS)**

<https://apacs.milcloud.mil/apacs/>  
APACS Identification Number/ Approval Date  
(Must be approved prior to travel)

\_\_\_\_\_

Notes:

- TS/SCI/SAP cleared personnel must coordinate with the 3d MLG Security Manager's Office (637-1493) prior to travel.
- Contact Medical for any concerns about your travel health.

**8. The following NIPR websites are provided for your travel information/preparation:**

- (1) Smart Traveler Enrollment Program <https://step.state.gov/>
- (2) Worldwide FPCON and Threat Level Chart: [https://iatp.pacom.mil/threat\\_matrices](https://iatp.pacom.mil/threat_matrices)
- (3) DOD Foreign Clearance Guide: <https://www.fcg.pentagon.mil/>
- (4) Overseas Security Advisory Council: <https://www.osac.gov>
- (5) Centers for Disease Control: <http://wwwnc.cdc.gov/travel/destinations/list.htm>

**9. 3D MLG POC (BLDG 110):**

Force Protection Officer DSN: 637 - 2239  
Force Protection Chief DSN: 637 - 1092

**10. Approval Block:**

TRAVELER Rank/Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

OIC Rank/Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Verified by ATPF: Rank/Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

UNCLASSIFIED

# Liberty Tier Card Templates (Over 21)

Liberty Card	
	<b>TIER 1</b>
DATE ISSUED	CARD # YY-###
RATE/RANK/GRADE	DATE OF BIRTH
LAST NAME, FIRST, MI. / EDIPI LAST, FIRST MI. / 1234567889	
RESIDENCE / BILLETING ADDRESS BKS _____, RM _____, CAMP HANSEN	
GDE, NAME, TITLE OF ISSUING OFFICER O-5, Henry D. Hardcharger, CO HQBn	

LIBERTY GUIDE	
<b>Curfew.</b> Off-installation liberty is prohibited 0100-0500 for members aged 19 and under.	
<b>Alcohol.</b> No MARFORJ personnel are authorized to be in an off-base drinking establishment from 0100-0500. If 19 years or younger, alcohol is prohibited at all times.	
<b>Liberty Buddy.</b> Required for E-4 and below when off-installation and consuming or planning to consume alcohol.	
PMO	645-7442 / 098-970-7442
OFFICER OF THE DAY	Insert duty unit OOD #
DOD SAFE HELPLINE	877-995-5247
EMERGENCY (ON-BASE)	911
EMERGENCY (OFF-BASE)	098-911-1911
DAIKO SERVICE	645-8888 / 098-970-8888
CONDUCT STATEMENT	
I am a representative of MARFORJ, the Naval Service, and my Nation. I will conduct myself honorably and credibly, and take care of my fellow service members at all times.	

Liberty Card	
	<b>TIER 2</b>
DATE ISSUED	CARD # YY-###
RATE/RANK/GRADE	DATE OF BIRTH
LAST NAME, FIRST, MI. / EDIPI LAST, FIRST MI. / 12345678895	
RESIDENCE / BILLETING ADDRESS BKS _____, RM _____, CAMP HANSEN	
GDE, NAME, TITLE OF ISSUING OFFICER O-5, Henry D. Hardcharger, CO HQBn	



LIBERTY GUIDE	
<b>Curfew.</b> Off-installation liberty is prohibited from 2300 to 0500.	
<b>Alcohol.</b> Alcohol consumption is prohibited unless alcohol is consumed in assigned quarters.	
<b>Liberty Buddy.</b> Required when dictated by authorized commander.	
PMO	645-7442 / 098-970-7442
OFFICER OF THE DAY	Insert duty unit OOD #
DOD SAFE HELPLINE	877-995-5247
EMERGENCY (ON-BASE)	911
EMERGENCY (OFF-BASE)	098-911-1911
DAIKO SERVICE	645-8888 / 098-970-8888
CONDUCT STATEMENT	
I am a representative of MARFORJ, the Naval Service, and my Nation. I will conduct myself honorably and credibly, and take care of my fellow service members at all times.	



Liberty Card	
	<b>TIER 3</b>
DATE ISSUED	CARD # YY-###
RATE/RANK/GRADE	DATE OF BIRTH
LAST NAME, FIRST, MI. / EDIPI LAST, FIRST MI. / 1234567889	
RESIDENCE / BILLETING ADDRESS BKS _____, RM _____, CAMP HANSEN	
GDE, NAME, TITLE OF ISSUING OFFICER O-5, Henry D. Hardcharger, CO HQBn	



LIBERTY GUIDE	
<b>Curfew.</b> Off-installation liberty is prohibited. Service members must be on their home installation by 2200 and remain until 0500	
<b>Alcohol.</b> Alcohol consumption is prohibited at all times.	
<b>Liberty Buddy.</b> Required when dictated by authorized commander.	
PMO	645-7442 / 098-970-7442
OFFICER OF THE DAY	Insert duty unit OOD #
DOD SAFE HELPLINE	877-995-5247
EMERGENCY (ON-BASE)	911
EMERGENCY (OFF-BASE)	098-911-1911
DAIKO SERVICE	645-8888 / 098-970-8888
CONDUCT STATEMENT	
I am a representative of MARFORJ, the Naval Service, and my Nation. I will conduct myself honorably and credibly, and take care of my fellow service members at all times.	

**Note: Any service member aged 19 years old or younger will have the "Under 20" banner on their Tier Card regardless of their liberty tier status.**

# Liberty Tier Card Templates (Under 20)

Liberty Card	
	
<b>TIER 1</b>	<b>TIER 3</b>
DATE ISSUED	CARD #
	YY-###
RATE/RANK/GRADE	DATE OF BIRTH
LAST NAME, FIRST, MI. / EDIPI	
LAST, FIRST MI. / 1234567889	
RESIDENCE / BILLETING ADDRESS	
BKS. RM. CAMP HANSEN	
GDE, NAME, TITLE OF ISSUING OFFICER	
O-5, Henry D. Hardcharger, CO HQBn	
<b>UNDER 20</b>	

Liberty Card	
	
<b>TIER 2</b>	<b>TIER 3</b>
DATE ISSUED	CARD #
	YY-###
RATE/RANK/GRADE	DATE OF BIRTH
LAST NAME, FIRST, MI. / EDIPI	
LAST, FIRST MI. / 1234567889	
RESIDENCE / BILLETING ADDRESS	
BKS. RM. CAMP HANSEN	
GDE, NAME, TITLE OF ISSUING OFFICER	
O-5, Henry D. Hardcharger, CO HQBn	
<b>UNDER 20</b>	

Liberty Card	
	
<b>TIER 3</b>	<b>TIER 3</b>
DATE ISSUED	CARD #
	YY-###
RATE/RANK/GRADE	DATE OF BIRTH
LAST NAME, FIRST, MI. / EDIPI	
LAST, FIRST MI. / 1234567889	
RESIDENCE / BILLETING ADDRESS	
BKS. RM. CAMP HANSEN	
GDE, NAME, TITLE OF ISSUING OFFICER	
O-5, Henry D. Hardcharger, CO HQBn	
<b>UNDER 20</b>	

LIBERTY GUIDE	
<b>Curfew.</b> Off-installation liberty is prohibited 0100-0500 for members aged 19 and under.	
<b>Alcohol.</b> No MARFORJ personnel are authorized to be in an off-base drinking establishment from 0100-0500. If 19 years or younger, alcohol is prohibited at all times.	
<b>Liberty Buddy.</b> Required for E-4 and below when off-installation and consuming or planning to consume alcohol.	
PMO	645-7442 / 098-970-7442
OFFICER OF THE DAY	Insert duty unit OOD #
DOD SAFE HELPLINE	877-995-5247
EMERGENCY (ON-BASE)	911
EMERGENCY (OFF-BASE)	098-911-1911
DAIKO SERVICE	645-8888 / 098-970-8888
<b>CONDUCT STATEMENT</b>	
I am a representative of MARFORJ, the Naval Service, and my Nation. I will conduct myself honorably and credibly and take care of my fellow service members at all times.	

LIBERTY GUIDE	
<b>Curfew.</b> Off-installation liberty is prohibited from 2300 to 0500.	
<b>Alcohol.</b> Off-base alcohol consumption is prohibited unless alcohol is consumed in assigned quarters.	
<b>Liberty Buddy.</b> Required when dictated by authorized commander.	
PMO	645-7442 / 098-970-7442
OFFICER OF THE DAY	Insert duty unit OOD #
DOD SAFE HELPLINE	877-995-5247
EMERGENCY (ON-BASE)	911
EMERGENCY (OFF-BASE)	098-911-1911
DAIKO SERVICE	645-8888 / 098-970-8888
<b>CONDUCT STATEMENT</b>	
I am a representative of MARFORJ, the Naval Service, and my Nation. I will conduct myself honorably and credibly and take care of my fellow service members at all times.	

LIBERTY GUIDE	
<b>Curfew.</b> Off-installation liberty is prohibited. Service members must be on their home installation by 2200 and remain until 0500.	
<b>Alcohol.</b> Alcohol consumption is prohibited at all times.	
<b>Liberty Buddy.</b> Required when dictated by authorized commander.	
PMO	645-7442 / 098-970-7442
OFFICER OF THE DAY	Insert duty unit OOD #
DOD SAFE HELPLINE	877-995-5247
EMERGENCY (ON-BASE)	911
EMERGENCY (OFF-BASE)	098-911-1911
DAIKO SERVICE	645-8888 / 098-970-8888
<b>CONDUCT STATEMENT</b>	
I am a representative of MARFORJ, the Naval Service, and my Nation. I will conduct myself honorably and credibly, and take care of my fellow service members at all times.	

**Note: Any service member aged 19 years old or younger will have the "Under 20" banner on their Tier Card regardless of their liberty tier status.**



# Combat Logistics Regiment 37

## Holiday Accident Reduction Program

DATE :

<b>Part A: PERSONAL INFORMATION</b> (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):	On Island	Off Island	Out of Country
MODE OF TRAVEL (circle all that apply):	Car	Motorcycle	Airplane Boat Bus Train

<b>Part B: SMALL UNIT LEADER QUESTIONS</b> (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 on reverse 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 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? Area weather forecast for the period covered. (One day driving distances in excess of 300 miles or multiple driving days require a travel plan attached with this form. All planned driving distances that exceed 500 miles in a day require CO's approval).			
3. Are you driving Alone? (circle one) Yes NO or N/A			
4. What control measures exist for your planned Activities? Fill in below.			
Activity/Hazard	Initial Risk (Low, Moderate, High, Very High)	Control Measures to Reduce Risk (i.e. PPE worn, experience/training level...)	Resultant Risk (Low, Moderate, High, Very High)
Watching movies	Low	N/A	Low
Going to the gym	Moderate	I will have a spotter and a gym buddy	Low
Going to the Beach	High	Wearing proper PPE and not going alone	Moderate
5. 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.			
6. Are you under 20 years of Age? (circle one) Yes NO or N/A			
7. Do you have a SOFA License? (circle one) Yes NO			
Review SOFA License for Taxi, and Daiko numbers and discuss the importance of having a plan if drinking			
8. Do you know the off-limit areas in Okinawa, Mainland, and Korea?			
(circle one) Yes NO or N/A			
9. Your overall potential for injury during this period? (circle one)			
Low Moderate High Extremely High			
10. Liberty Card? Yes No Tier Level: I II III			
11. Vehicle inspection completed?(Check list on back) (circle one) Yes NO or N/A			
Note: Small Unit Leaders will insure their Marines/Sailors know how they may get in contact with them if their plans change or they need assistance.			
Supervisor Signature:		Date:	
Marine/Sailor's Signature:		Date:	

POV INSPECTION CHECKLIST			
ITEM & CHECK	SAT	UNSAT	RECOMMENDATIONS
1. DOCUMENTS: Appropriate documents present and up to date? (JCI, Insurance, Road Tax)			
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 and brake fluid appropriate level?			
16. HEADLIGHTS: Both high and low beams operational?			
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.			

### Pre-Trip Safety Checklist

This checklist is designed to foster conversation when completing the HARP Form. It is by no means an inclusive list.

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

SNCO Print & Sign: \_\_\_\_\_ Date: \_\_\_\_\_

\*Leaders, stress the importance of being a Marine 24/7 to your Marines. It is important that they understand that they are the nation's first defense and it is their duty to be ready to fight at a moment's notice.

**PROTECT WHAT YOU'VE EARNED, KEEP YOUR HONOR CLEAN**



UNITED STATES MARINE CORPS  
COMBAT LOGISTICS REGIMENT 37  
3D MARINE LOGISTICS GROUP FMF  
UNIT 38404  
FPO AP 96380-8404

IN REPLY REFER TO  
4400  
CO

From: Commanding Officer  
To: Personal Effects Inventory Board

Subj: PERSONAL EFFECTS INVENTORY WAIVER ICO \_\_\_\_\_  
RANK L. NAME, F. NAME, M.I. EDIPI/MOS

Ref: (a) MCO 4400.201 V13

1. The subject named Marine (SNM) is in a period of authorized absence; i.e., annual leave or TAD, for greater than 30 days.

2. SNM has secured his personal effects as follows (check block):

\_\_\_\_\_ Within the individual's installation (government housing) or private dwelling in the custody of his/her next of kin.

SNM Signature/Date \_\_\_\_\_

\_\_\_\_\_ Within an apartment off base, in which the individual is sole proprietor.

SNM Signature/Date \_\_\_\_\_

\_\_\_\_\_ Within the individual's BEQ, in which he returns to daily.

SNM Signature/Date \_\_\_\_\_

3. In view of the above, a personal effects inventory is not required.

A. M. INGRAM

Enclosure (5)