LEAVE AUTHORIZATION (OFFICER AND ENLISTED) (1050)
NAVMC 3 (REV. 4-93) (EF)
SN: 0109-LF-062-5900 U/I: PADS OF 100

BEFORE SIGNING LEAVE REQUEST, READ INSTRUCTIONS ON THE REVERSE

1. TO: CHIEF OF STAFF, U. S. MARINE CORPS FORCES, EUROPE

LEAVE REQUEST

2. FROM (Name, Grade, SSN, MOS)	3. ORGANIZATION AND DUTY TELEPHONE NUMBER	
4. NUMBER OF DAYS REQUESTED AND INCLUSIVE DATES	5. DATE & TIME LEAVE EFFECTIVE	6. DATE AND TIME LEAVE EXPIRES

7. TYPE OF LEAVE REQUESTED	8. NO. OF DAYS TAKEN THIS FISCAL YEAR	9. LEAVE BALANCE	10. ECC

11. ADDRESS WHILE ON LEAVE (Include telephone number and area code. If any change notify your commanding officer)	12. SIGNATURE OF PERSON REQUESTING LEAVE AND DATE

"EVERY MARINE RECRUIT A MARINE"
MARINE CORPS ORDER 1050.1___ AUTHORIZES A 5-DAY LEAVE EXTENSION OR SPECIAL LIBERTY CHIT TO MARINES ON LEAVE WHO RECRUIT AN ACCEPTABLE APPLICANT FOR ENLISTMENT IN THE MARINE CORPS OR MARINE CORPS RESERVE. CONTACT THE MARINE CORPS RECRUITER NEAREST YOU FOR DETAILS.

APPROVAL OF IMMEDIATE SUPERIOR/COMPANY COMMANDER

13. ☐ APPROVED ☐ DISAPPROVED	REMARKS *(If disapproved)*	SIGNATURE AND GRADE
14. ☐ APPROVED ☐ DISAPPROVED	REMARKS *(If disapproved)*	SIGNATURE AND GRADE

15. SIGNATURE *(Officer authorized to grant leave)*	16. GRADE AND COMPONENT	17. TITLE AC/S G-1, / PERSO, COMMARFOREUR

MCTFS REPORTING INFORMATION

18. Hour and date of departure _____ _____

_____
(Signature of Duty Officer/NCO/Individual)

19. Hour and date of return _____ _____

_____
(Signature of Duty Officer/NCO/Individual)

20. EXTENSIONS

Granted _____ days extension of leave. Your leave will now expire at _____ on _____

_____ _____ _____
(Signature of Granting Officer) *(Unit)* *(Date)*

21. HOSPITALIZATION

NAME AND ADDRESS OF HOSPITAL	TIME AND DATE ADMITTED	TIME AND DATE RELEASED

REMARKS/DIAGNOSIS

_____ _____
(Signature of Physician) *(Date)*

22. UNIT DIARY COMPUTATION - INCLUSIVE DATES

NO. OF DAYS CHARGED AS LEAVE _____ FROM (See Note 1) _____ THRU (See Note 2) _____

UNIT DIARY NO. _____ UTR NO. _____

NOTE 1: DATE OF DEPARTURE, REGARDLESS OF HOUR, IS A DAY OF DUTY AND NOT CHARGEABLE AS LEAVE.
NOTE 2: DAY OF RETURN IS A DAY OF LEAVE, EXCEPT WHEN RETURN IS PRIOR TO 0900 - THEN IT IS A DAY OF DUTY.

INSTRUCTIONS

1. Leave is granted subject to immediate recall; therefore, maintain communications with your leave address. **KEEP THESE LEAVE PAPERS IN YOUR POSSESSION AT ALL TIMES.**

2. It is understood you have sufficient funds to defray your expenses on leave, including round-trip transportation. Each case of transportation obtained from recruiting stations, or other Marine Corps activities, by personnel on leave, will be investigated and where no urgent necessity was apparent in applying for transportation request, disciplinary action may be taken.

3. You are cautioned against the disclosure of any classified information. While it is desirable to tell the public about the Marine Corps, do not discuss any subject unless you are certain it is unclassified. In case you are asked to participate in a press conference, talk to reporters or speak through any other media on matters pertaining to the Naval Service, you should express a desire to cooperate, but should first consult with and obtain clearance from the nearest Marine Corps public information officer if at all practicable.

4. Inform yourself of transportation schedules, and make allowances for delays. Missing connections is not an excuse for **UNAUTHORIZED ABSENCE.** Train, bus, and plane schedules and connections are frequently unreliable.

5. Cooperate with shore patrol and military police at all times. Military police, shore patrols, air police, officers, petty officers, and noncommissioned officers of the Armed Forces are authorized to take preventive 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 services. Personnel on leave and liberty are subject to this authority. Misconduct will be cause for disciplinary action. You are subject to orders of your superior officers in all branches of the Armed Forces.

6. If necessary to request an extension of leave, communicate with your commanding officer by telegram, telephone or letter. **If NO REPLY IS RECEIVED YOU WILL CONSIDER YOUR REQUEST NOT GRANTED.**

7. In the event your encounter problems while on leave, it is recommended that you contact the nearest military unit for assistance.

8. In case of serious illness of injury incurred while on leave which requires medical attention or hospitalization, report facts to your commanding officer by telegram and request instructions. You are advised that costs incident to hospitalization or medical treatment received at other than Navy, Army, Air Force, or Public Health Service facilities, may be defrayed by the Marine Corps in emergency cases only. No charge against your leave, or reduction in total period of leave granted will be made for any period of hospitalization. Unless otherwise ordered, you will revert to a leave status upon release from a hospital, and will immediately notify your commanding officer that you have been released and have reentered leave status, giving leave address, preferably by telegram. Proof of hospitalization must be provided upon return from leave. **(NOTE: IF MARINE IS UNABLE TO CONTACT COMMANDING OFFICER DUE TO ILLNESS, ACCIDENT OR DEATH, NOTIFICATION OF THIS FACT SHOULD BE MADE TO THE NEAREST MARINE CORPS ACTIVITY BY PERSON FAMILIAR WITH THE SITUATION** (Parents, spouse, physician, etc.)).

9. It is understood that this leave commences at your duty station and that it expires at your duty station. Also it is clearly understood that you are required to report for duty at your duty station upon expiration of leave and that failure to do so may make you subject to disciplinary action under the Uniform Code of Military Justice, 10 U.S.C. 801-940. If you are authorized to check out and check in by telephoning you are cautioned that commencement and termination of leave must be made in the immediate vicinity of your duty station (place from which you normally commute daily to and from work). You are directed to deliver your leave authorization to your commanding officer or the designated representative, at the commencement of the next regular working day subsequent to termination of your leave.