



Military Leave Information

Leave in Conjunction with 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. [Reference: MCO 1050.3J para 5.c.](#)

Leave in Conjunction with TAD

Commanders authorized to direct TAD should grant leave in conjunction with TAD orders whenever it is requested and operationally feasible. The leave must be recorded in the MCTFS by inputting leave in MOL and documented in DTS. Additionally, there must not be **the appearance** that the TAD was arranged in order to serve the leave desires of the individual. Great care must be taken to ensure that when leave is granted in conjunction with TAD, it is clear that the TAD is essential and the leave involves **no additional cost to the government**. Per [BnO 4600.2B](#), MARFORPAC personnel taking leave in conjunction with TAD must have leave approved prior to the DTS travel authorization being approved, and approved leave papers from MOL must be uploaded to the DTS authorization.

[Reference: MCO 1050.3J para 11.](#)

MARFORPAC Liberty Bounds

Regular liberty is for time periods less than 72 hours and is limited to the island of Oahu. Special liberty up to 96 hours may be granted on special occasions or in special circumstances, and as long as a Marine is in a special liberty status and has an approved special liberty request, travel to other islands within the state of Hawaii is authorized.

[Reference: BnO 1050.9G para 4.c.](#)

Federal Civilian Leave Information

Annual Leave / Approved Absence

Annual leave should be requested and approved in advance. Employees shall complete and submit the OPM-71 to their supervisor for approval. The approved form is documentation for the employee's records. Employees, supervisors and certifying officials must ensure that the appropriate leave code is entered into SLDCADA prior to certification of Time and Attendance. [References: DOD 7000.14-R, Vol 8, Chp 5. & MARFORPACO 12630.1.](#)

Voluntary Leave Transfer Program

The Voluntary Leave Transfer Program permits employees with documented medical emergencies, resulting in at least 24 hours of absence from duty without available paid leave, to apply for donated annual leave from other employees. Contact the G-1 CIVPERS section for more information. [Ref: MARFORPACO 12630.1, para 3.b\(i\).](#)

Bottom Line

It is the responsibility of each MFP Marine and Civilian Employee to follow established procedures — accurately request leave and ensure proper documentation.

Semper Fidelis

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