



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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I MEFO 1050.1J
G-1/ADJ

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I MARINE EXPEDITIONARY FORCE ORDER 1050.1J

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

Ref: (a) MCO 1050.3J
(b) MCO 1130.62B
(c) DoD 4500.54E
(d) USNORTHCOM Force Protection Dir 13-164 (Mexico Travel Prohibitions)
(e) CJCS Info Memo CM-0297-14 of 28 Oct 14
(f) MCO P1020.34G W/CH 1-5

Encl: (1) Holiday Accident Reduction Program Form
(2) I MEF Foreign Travel Checklist
(3) Foreign Leave in Mexico
(4) Foreign Leave for Africa Command Area of Responsibility

1. Situation. Extended and short periods of rest and respite from duty improves individual morale and productivity within the workplace. Accordingly, as leaders we can execute a policy of mission first as well as taking care of our Marines and Sailors through proper planning consistent with unit mission requirements. Leaders at all levels are charged with the responsibility to ensure that the welfare of their Marines and Sailors and mission are addressed accordingly.

2. Cancellation. I MEFO 1050.1H.

3. Mission. To publish policy and guidance for leave and liberty for all Major Subordinate Commands (MSCs) and Major Subordinate Elements (MSEs) that comprise I Marine Expeditionary Force (I MEF). Ensure Marines at every level are given the information as outlined in this Order and properly use the enclosures.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To afford every Marine/Sailor the opportunity to take up to 30 days leave annually in accordance with reference (a). Marines/Sailors will be encouraged to maximize leave throughout the year vice saving it and taking one large leave period. The practice of granting maximum leave during the final months of the fiscal year in order to "use it or lose it" is preventable and strongly discouraged. It is the responsibility of Marines/Sailors and their leaders at every level to plan accordingly.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(2) Concept of Operations

(a) Conduct while on Leave and Liberty

1. It is the responsibility of every service member regardless of rank to take preventive or corrective measures, to include reporting any member of the Armed Forces who is guilty of committing an offense which may be punishable under the Uniform Code of Military Justice or reflects negatively upon the Armed Forces. All I MEF personnel while in a Leave and Liberty status will conduct themselves as responsible citizens and not paint a negative image of the Marine Corps.

2. Military police, shore patrols, security police, officers, petty officers, and noncommissioned officers of the Armed Forces are authorized to take preventive or corrective 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 Armed Forces.

(b) Recruiter Assistance. Refer to reference (a) and (b).

(c) Information Applicable to Leave

1. Leave is granted under the condition that I MEF personnel can return to duty upon expiration of the leave at the place and time specified in the leave authorization. It is also the service member's responsibility to have sufficient funds to defray all expenses including transportation. While a service member may obtain funds to defray all expenses including transportation assistance from any uniformed services installation, the cost of such transportation is subject to lump sum checkage from an individual's pay account. Additionally, I MEF personnel may be subject to disciplinary action if the transportation authorized and arranged for them does not ensure their arrival at their command prior to expiration of the leave.

2. Marines/Sailors shall be granted leave any time they request when their presence is not required to accomplish the command's mission subject to the limitation stated in chapter 2 of reference (a). Leave must commence and terminate in the vicinity of the local area of the Marines/Sailors primary duty station. The local area is the place where the Marine/Sailor resides and from which the Marine/Sailor commutes to the duty station.

3. All leave times especially those circumstances warranting execution to begin and end at 1201, 1200 respectively should be strictly adhered to as addressed in reference (a), i.e., Operational Risk Management with respect to departing out of and returning back into the area.

4. All Marines and Sailors in receipt of the Discount Meal Rate will surrender the DD Form 714 (Meal Card) to the Commanding Officer (via the Officer of Day or Duty Noncommissioned Officer) prior to leave execution.

5. Emergency Leave. Emergency leave and extensions will normally receive favorable consideration for family emergencies whenever the circumstances warrant and the military situation permits, based on the judgment of the leave granting authority and the desires of the service member. Since most family emergencies are highly time-dependent, swift and

sensitive action on an emergency leave request is imperative. Most Marines/Sailors are mature and responsible individuals whose emergency leave needs can be considered on their merits. However, when the leave granting authority has a reason to doubt the validity of an emergency situation, assistance in determining its validity should be requested as expediently as possible e.g., letter or telephone call to a minister, physician, or preferably a message from the American Red Cross. Caution must be exercised so that delays in obtaining verification of emergency conditions do not result in the service member arriving too late to attend or be present for the purpose for which emergency leave is requested.

6. Foreign Leave (General). Marines and Sailors desiring leave to foreign countries must comply with the provisions as denoted in references (a) and (c).

a. Foreign travel in a leave status requires at a minimum routing through the Command's Anti-Terrorism/Force Protection Officer and at least an O-5 command level approval in writing (except where otherwise stated). Depending on threat levels or conditions in the destined foreign country, additional command scrutiny may be directed.

b. Commanding Officers may authorize Marines and Sailors to take leave in foreign areas. A terrorist threat brief as discussed is required. Before traveling overseas all Marines/Sailors will be provided a briefing concerning both the terrorist threat posed to their safety and the precautions that should be taken to minimize their vulnerability. At a minimum, the local Naval Criminal Investigative Service Resident Agent, G-2/Anti-terrorism Force Protection (ATFP) will be consulted for terrorist threat information. Marines and Sailors traveling Outside Continental United States (OCONUS) are required to receive, at a minimum, a Level I briefing which must be recorded in the Marine Corps Total Forces System (MCTFS) and leave authorization. Official travelers should obtain a brief concerning local terrorist threat situations from the sponsoring supported agency security officer.

c. Additional amplifying guidance for Mexico and the Africa Command Area of Responsibility is provided in enclosures (1) and (2).

b. Information Applicable to Liberty

(1) Definition. Liberty is any authorized absence granted for a short period to provide respite from the working environment or for other specific reasons, at the end of which the Marine/Sailor is actually aboard or in the location from which the Marine/Sailor regularly commutes to work.

(2) Liberty Limits. Liberty is permission to leave the duty station, with the following restrictions. The following directs the distances authorized for travel for the below listed liberty times:

(a) Overnight or 24 Hours. Within 100 miles of the limits of primary duty station.

(b) Two Days Special Liberty. Within 200 miles of the limits of primary duty station.

(c) Three Days Special Liberty. Within 300 miles of the limits of primary duty station.

(d) Four Days Special Liberty. Within 400 miles of the limits of primary duty station.

(3) Normal Liberty Hours. Commencement and termination of liberty hours are as follows:

(a) Commencement. On scheduled work days, liberty hours will normally commence upon completion of the normal duty hours as prescribed by unit Commanders. Weekend liberty will normally commence upon completion of the normal duty hours on the last work day of the week.

(b) Termination. Normal liberty will terminate at the beginning of the first work day following a period of liberty and as directed by the respective unit Commander.

(4) Special Liberty. Special liberty shall not be combined with regular liberty or holiday periods when the combined periods of continuous absence will exceed four days.

(5) Three or Four Days Liberty. Special liberty periods of three or four days may be granted by local Commanders. Commanders do not need to request authorization from higher headquarters to grant a three or four day liberty period for special circumstances, such as but not limited to:

(a) Compensation for significant periods of unusually extensive working hours.

(b) Special recognition for exceptional performance, such as the Marine of the Quarter/Year, etc.

(c) Compensation for long or arduous deployment from home stations or homeport, afloat or in the field.

(d) Compensation for duty at a unit or activity for which normal liberty is inadequate due to isolated locations.

(e) A traffic safety consideration for long weekends or avoidance of peak periods.

(f) House hunting trips for Marines returning from overseas tours who are not otherwise eligible for Permissive Temporary Additional Duty.

(6) Limitations

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

(b) A four-day special liberty shall not, under any circumstances, exceed four days.

(c) Leave and special liberty may be combined. However, the service member will physically commence and terminate the leave in the vicinity of the local area of the Marine's and Sailor's primary duty station.

(7) Civilian Attire. While on leave and liberty, when civilian clothing is worn, Marines will ensure their clothing and personal appearance are appropriate and commensurate with the high standards traditionally associated with the Marine Corps. Refer to reference (f), section 1005 for specific guidance on appropriate civilian attire.

(8) Holiday Accident Reduction Program (HARP)

(a) In an effort to reduce the off-duty incidents and mishaps, the CG, I MEF has established the HARP. See enclosure (1).

(b) The HARP form will be completed by all I MEF personnel prior to the start of any 72 hour, 96 hour, holiday, annual, or emergency leave period. It is intended to be a decision-making and counseling tool for all personnel and their supervisors. At a minimum, section Staff Non-Commissioned Officers in Charge (SNCOIC) should review and submit to the section Officers in Charge (OIC) the completed HARP form for concurrence. O-5 level Commanders may delegate the final approving authority as low as the section OIC. If not delegated, all HARP forms must be submitted up to the Commanding Officer.

(c) Completed HARP forms must be submitted via the chain of command three working days (72 hours) in advance to the liberty period commencing. This will allow for commanders to ensure proper planning and preparation are in order prior to Marine's taking or going on leave. Completed HARP forms must be kept on file until the conclusion of the leave period and accountability is finalized.

c. Emergency Medical or Dental Treatment

(1) 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 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.

(2) 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).

(3) If the foregoing is not feasible, Marines/Sailors may obtain emergency treatment in a bona fide emergency from any source at government expense.

(4) If Marines and Sailors on leave or liberty are hospitalized, they should immediately notify their Commanding Officer (CO) (via command duty representative i.e. Staff noncommissioned Officer, Officer in charge, Officer of the Day) or the nearest Marine Corps activity or representative and request instructions and assistance. If permitted to revert to a leave or liberty status upon release from the hospital, immediate notification will be made to the CO via the SNCOIC/OIC, Company First Sergeant/Company Commander preferably by telephonic means, on the date of release. If traveling under orders issued by competent authority or on authorized liberty, a statement from the attending physician containing the aforementioned information shall be obtained by the Marine/Sailor concerned for delivery to the parent command.

(5) Regardless of whether or not hospitalization is involved, for any emergency medical or dental treatment that is obtained from civilian sources, Marines and Sailors are responsible for obtaining those bills for care rendered. Those bills should be itemized to show the dates on which services were rendered, and the nature of the charge for each item. This information will be presented to service member's local aid station for inclusion into the permanent medical record.

(6) By law, Title 10 U.S.C. Section 1079(a)(13), TRICARE may only pay for medically necessary care. This statute has been implemented by the Code of Federal Regulations (32 CFR 199.4), which states that TRICARE will pay for "medically necessary services and supplies required in the diagnosis and treatment of illness or injury." Therefore, TRICARE can cost share only medically necessary supplies and services. If billed, contact TRICARE Claims division by telephone at 1-888-TRIWEST or the local TRICARE representative at Naval Hospital Camp Pendleton.

d. Medical Restrictions. Marines and Sailors undergoing treatment for an infectious or contagious disease shall not be granted leave except under the conditions outlined in paragraph 12.g. of reference (a).

e. Coordinating Instructions

(1) Office of Primary Responsibility for this Order is the Assistant Chief of Staff, G-1. Office of Coordinating Responsibilities for this Order are the Assistant Chief of Staff, G-3 (Attn: AT/FP Officer) and the Force Surgeon.

(2) Recommendations concerning this Order will be submitted to the Commanding General, I MEF (Attn: Adjutant) via the appropriate chain of command.

5. Administration and Logistics

a. This Order contains a substantial number of new changes and must be reviewed in its entirety.

b. This Order is published electronically and can be accessed on-line via the I MEF G-1 homepage at:
[http://www.imef.marines.mil/StaffSections/PrincipalStaff/G1\(Admin\)/IMEFOrders](http://www.imef.marines.mil/StaffSections/PrincipalStaff/G1(Admin)/IMEFOrders)

6. Command and Signal. This Order is applicable to all I MEF units. This Order is effective the date signed.


LEWIS A. CRAPAROTTA

Distribution: I/II



I MARINE EXPEDITIONARY FORCE Holiday Accident Reduction Program

The Commanding General has established the Holiday Accident Reduction Program (HARP), in an effort to reduce the off-duty incidents/mishaps. Leaders at all levels have a moral obligation to take care of the Marines under their charge. **THIS FORM WILL BE COMPLETED BY ALL I MEF PERSONNEL PRIOR TO THE START OF any 72, 96, HOLIDAY, ANNUAL, OR EMERGENCY LEAVE.** It is intended to be a decision-making and counseling tool for all personnel and their supervisors.

DATE: _____

| | | | |
|--|--|------|------------------|
| Part A: PERSONAL INFORMATION (TO BE FILLED OUT BY INDIVIDUAL MARINE/SAILOR) | | | |
| NAME: | RANK: | AGE: | Company/Section: |
| PERIOD COVERED: | OCCASION (circle one): Holiday Annual Emergency LV | | |
| SNCOIC NAME/RANK: | OIC NAME/RANK: | | |
| LOCATION (circle one): Local Instate Out of State Out of Country Inbounds/Out of Bounds? | | | |
| MODE OF TRAVEL (circle all that apply): Car Motorcycle Airplane Boat Bus Train ATV | | | |

Part B: SMALL UNIT LEADER QUESTIONS (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 Risk 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. |
| 3. Are you driving Alone? Yes (circle one) NO or N/A |
| 4. Activities: Do they have prior training? |
| 5. What is the appropriate Personal Protective Equipment for your Activities? |
| 6. Drugs/alcohol: Emphasize the zero tolerance policy the Marine Corp has on DRUGS. Discuss the use of alcohol, drinking in moderation, having a designated driver, etc. I do hereby state that I will not purchase or consume the substance SALVIA DIVINORUM under any circumstances. If I am found in possession of said substance, I am aware that I will be charged with article 92, "Failure to Obey Order or Regulation". |
| (Signature) |
| 7. Are you under 21 years of Age? Yes (circle one) NO or N/A |
| 8. Do you know the off-limit areas in Southern California and Mexico? Yes (circle one) NO or N/A |
| 9. Your overall potential for injury is at what level for this weekend? Low (circle one) Moderate (circle one) High (circle one) Extremely High |
| 10. Vehicle inspection completed? (Checklist on back) Yes (circle one) NO or N/A |
| 11. What are the contact numbers for your chain of command in case of emergencies? |

| | |
|----------------------------|-------|
| Supervisor Signature: | Date: |
| Marine/Sailor's Signature: | Date: |

ENCLOSURE (1)



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5325



I MEF FOREIGN TRAVEL CHECKLIST

This checklist is required for all travel to any foreign country or U.S. Territory. Complete and submit to the Command Antiterrorism/Force Protection Officer no less than 30 days prior to intended travel. Items on this checklist must be completed in order. Submit this checklist and all supporting documents in a folder with the appropriate routing sheet attached.

SECTION I- REQUIRED DOCUMENTATION

Ensure these documents are inside the folder and in the order listed below (after the checklist). Multi-page items will be stapled together if necessary, but do not staple anything to the checklist itself.

- Copy of civilian passport.
- Airline itinerary (if applicable)
- Typed, detailed description of events/activities participating in during travel; include lodging locations, dates, and methods of transportation (rental car, public transit, etc.).
- Visa (if required)
- Leave Request (leave should NOT be approved until approval of IATP and APACS approval)
- Medical documentation (if required by FCG)
- Additional immigration/customs paperwork (if required by FCG)
- Department of State Travel Warnings (if applicable)
- Department of State Travel Alerts (if applicable)
- OSAC Emergency Messages (if applicable)
- "Safety and Security" section of Department of State Country Specific Information (copy and paste into Word document and print)
- Smart Traveler Enrollment Program registration
- Japan Liberty Policy (if applicable)
- Antiterrorism Level I certificate (<https://Jkodirect.jten.mil> or <https://www.marinenet.usmc.mil/>)
- SERE 100.2 Level A or Equal Certificate (<https://Jkodirect.jten.mil> or <https://www.marinenet.usmc.mil/>)
- Combating Trafficking in Persons Certificate <https://www.marinenet.usmc.mil/>
- AT Travel Tracker/IATP Request Confirmation
- APACS Request Confirmation

Mexico only:

- Handout for Personnel Visiting the Republic of Mexico
- Leave orders, blank, to be signed by Commanding Officer
- I MEF/MCI West Consolidated Mexico Travel Policy
- Mexico Travel Contact Information Card

Note: "3.A.(U) ALL MEXICO TRAVEL WILL CONTINUE TO REQUIRE COMMAND APPROVAL. HOWEVER, MINIMUM APPROVAL AUTHORITY FOR TRAVEL TO NON-RESTRICTED AREAS IS NOW AN O-5 COMMAND LEVEL. TO TRAVEL TO RESTRICTED AREAS IS AN O-6 COMMAND LEVEL DECISION"
(COORDINATED TRAVEL POLICY UPDATE 1-16)

ENCLOSURE (2)

*****IMPORTANT*** Travelers are not permitted to travel without:**

- AT Travel Tracker/IATP Approval Confirmation
- APACS Approval Confirmation
- Approved leave papers

I understand the requirements outlined in this travel checklist to include the three required approvals necessary for me to depart on leave and have read the travel warnings and alerts.

Traveler's Signature _____ (Print) _____ (Date) _____

SECTION II- PERSONAL INFORMATION

Name and Rank: _____

EDIPI: _____

Company: _____

Destination Country/ies: _____

Dates of Travel: _____

Reason for Travel: _____

Mode of Travel (Air, Train, Bus, Ship, Car): _____

Air/Cruise Line: _____

Flights/Ship: _____

Point of Departure: _____

Point of Return: _____

Passport Number: _____

Passport Expiration: _____

Next of Kin Name and Phone Number: _____

Traveler's Personal E-mail Address: _____

SECTION III- FOREIGN CLEARANCE GUIDE

Go to the DoD Foreign Clearance Guide (FCG) website at <https://www.fcg.pentagon.mil/fcg.cfm> and search the destination country. Go to "SECTION 1: GENERAL ENTRY REQUIREMENTS" and scroll to Section 1.B,

"IDENTIFICATION CREDENTIALS FOR LEAVE TRAVEL". Read this section thoroughly. Copy this section to a Word document and submit it with this checklist.

- Is a visa required? (Y/N): _____
 - If Yes, follow provided instructions and submit a copy of visa with this checklist.
- Is military leave paperwork required? (Y/N): _____
 - If Yes, submit approved leave paperwork with this checklist.
- Are there any other identification credentials required? (Y/N): _____
 - If Yes, submit relevant documentation with this checklist.

ENCLOSURE (2)

Go to Section 1.C "IMMUNIZATIONS AND OTHER MEDICAL REQUIREMENTS". Read this section thoroughly. Copy this section to a Word document and submit it with this checklist.

- Are there any applicable medical requirements? (Y/N): _____
 - If Yes, briefly describe below. Include documentation of compliance with medical requirements with this checklist:

Scroll to Section 1.D, "IMMIGRATION, CUSTOMS, OR QUARANTINE INSPECTIONS." Read this section thoroughly. Copy this section to a Word document and submit it with this checklist.

- Is there any required documentation or other actions the Marine needs to complete? (Y/N): _____
 - If Yes, submit any relevant documentation with this checklist.

Go to "SECTION IV: PERSONNEL ENTRY REQUIREMENTS FOR LEAVE TRAVEL". Read this section thoroughly. Copy this section to a Word document and submit it with this checklist. There are two different clearances that may be required, depending on destination: Country Clearance and Theater Clearance. Approval of Country Clearance does not automatically mean Theater Clearance is approved.

- Country Clearance Required? (Y/N): _____
 - If Yes, this will be done via the Aircraft and Personnel Automated Clearance System (APACS). This step comes later in the checklist.
- Theater Clearance Required? (Y/N): _____
 - If Yes, the section will identify a POC. Contact this person with your APACS number and all travel details in order for Theater Clearance to be confirmed. A verbal confirmation via phone is sufficient. If confirmation is via email, however, submit a copy of the email with this checklist. Include date Theater Clearance is confirmed and the POC information here:

- Special Area Clearance Required? (Y/N): _____
 - If Yes, the section will identify a POC. Contact this person with your APACS number and all travel details in order for Theater Clearance to be confirmed. A verbal confirmation is sufficient. If confirmation is via email, however, submit a copy of the email with this checklist. Include date Special Area Clearance is confirmed and the POC information here:

SECTION IV- PRE-TRAVEL REQUIREMENTS

Threat Levels

Find the following information at https://iatp.pacom.mil/threat_matrices

- Terrorism Threat Level (TTL): _____
- Crime Threat Level (CTL): _____
- Force Protection Condition (FPCON) Level: _____
- USPACOM Restriction (Y/N/NA): _____
- Buddy Rule (Y/N): _____
- DIA Political Threat Level: _____
- Force Protection Responsibility: _____
 - If Yes, unit ATO must submit your APACS registration

Department of State Travel Warnings and Alerts

Find the following information at

<http://travel.state.gov/content/passports/english/alertswarnings.html>

- DOS Travel Warning(s) in effect? (Y/N): _____
 - If Yes, submit printed copy of DOS Travel Warning
- DOS Travel Alert(s) in effect? (Y/N): _____
 - If Yes, submit printed copy of DOS Travel Alert

Overseas Security Advisory Council (OSAC) Warden Messages

Go to www.osac.gov and select the appropriate country from the "Region Locator" on the right side of the page, then click "submit." Next, click on "Reports" on the top bar of the page. Click "CAB: Emergency Messages for US Citizens".

- Emergency Message(s) applicable for dates of travel? (Y/N): _____
 - If Yes, submit printed copy of OSAC Emergency Message.

Department of State Country Specific Information Document

- Go to http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html. Select "Country Information" and search for the appropriate country. Copy and paste the "Safety and Security" section into a Word document. Read and print this information and submit it with this worksheet.

Smart Traveler Enrollment Program (STEP)

- Register with the Department of State through STEP at <https://travelregistration.state.gov>. Print registration confirmation and submit it with this checklist

Do you plan on travelling to Japan (to include airport layovers)? (Y/N) _____

- If Yes, read the liberty policy for US military personnel in Japan. Print a copy of the policy and submit it with this checklist.
https://iatp.pacom.mil/system/document_files/attachments/000/000/021/original/COMUSJAPAN_Liberty_Policy.pdf

Do you plan on travelling to any part of Mexico (to include airport layovers)?

(Y/N) _____ If Yes, obtain from ATO and complete the following:

- Read and understand the Handout for Personnel Visiting the Republic of Mexico.
 - Print a copy and submit with this checklist.
- Read and understand the MCI West/I MEF Coordinated Mexico Travel Policy
 - (Reference D, IMEFO 1050.1H) Print a copy and submit with this checklist.
- Initial to indicate awareness of responsibility to carry a copy of Mexico Contact Information Card at all times while in Mexico. _____
- Initial to indicate awareness of responsibility to carry a signed copy of leave paperwork (CO signature) at all times while in Mexico. _____

Antiterrorism Training

Ensure that you have completed the Joint Antiterrorism Level I course on MarineNet or JKO. Must be completed within last calendar year and cannot expire during travel. Print certificate and submit it with this checklist. Date Completed: _____

Survival, Evasion, Escape, and Resistance (SERE) Training

Complete the SERE 100.2 Level A course on JKO. Must be completed within last 24 months and cannot expire during travel. Print certificate and submit it with this checklist.

Date Completed: _____

Human Trafficking Awareness Training

Complete the Combating Trafficking in Persons course on MarineNet. Must be completed within last fiscal year and cannot expire during travel. Print certificate and submit it with this checklist. Date Completed: _____

Individual Antiterrorism Plan(IATP)/Travel Tracker**

Create a Travel Tracker/IATP (this is a single plan) at <https://iatp.pacom.mil/>. Do not complete this step until you have verified you have met all travel requirements in the DOD Foreign Clearance Guide. Use I MEF as the command when registering. Print and submit a copy of your IATP confirmation with this checklist. Travel Entry Number: _____

Aircraft and Personnel Automated Clearance System**

Register on APACS at <https://apacs.dtic.mil>. You will need your IATP Travel Entry Number for this. Submit a copy of your request. List the ATO as your POC on the APACS request. APACS ID Number: _____

****NOTE** SUBMITTING A REQUEST AND RECEIVING A NUMBER ON IATP AND APACS DOES NOT CONSTITUTE APPROVAL. APPROVAL FOR BOTH IATP AND APACS MUST BE GRANTED PRIOR TO TRAVEL. IT IS THE TRAVELERS RESPONSIBILITY TO ENSURE THESE APPROVALS ARE RECEIVED.**

ENCLOSURE (2)

SECTION V- SNCOIC / OIC DOCUMENT VERIFICATION

I, _____, have verified that the (applicable) documents outlined below are correct and accessible within this travel package.

- Copy of civilian passport.
- Airline itinerary (if applicable)
- Typed, detailed description of events/activities participating in during travel; include lodging locations, dates, and methods of transportation (rental car, public transit, etc.).
- Visa (if required)
- Leave Request (leave should NOT be approved until approval of IATP and APACS approval)
- Medical documentation (if required by FCG)
- Additional immigration/customs paperwork (if required by FCG)
- Department of State Travel Warnings (if applicable)
- Department of State Travel Alerts (if applicable)
- OSAC Emergency Messages (if applicable)
- "Safety and Security" section of Department of State Country Specific Information (copy and paste into Word document and print)
- Smart Traveler Enrollment Program registration
- Japan Liberty Policy (if applicable)
- Antiterrorism Level I certificate (<https://Jkodirect.jten.mil> or <https://www.marinenet.usmc.mil/>)
- SERE 100.2 Level A or Equal Certificate (<https://Jkodirect.jten.mil> or <https://www.marinenet.usmc.mil/>)
- Combating Trafficking in Persons Certificate <https://www.marinenet.usmc.mil/>
- AT Travel Tracker/IATP Request Confirmation
- APACS Request Confirmation

- Mexico Only
- Handout for Personnel Visiting the Republic of Mexico
- Leave orders, blank, to be signed by MIG Commanding Officer
- I MEF/MCI West Consolidated Mexico Travel Policy
- Mexico Travel Contact Information Card

VERIFIER'S SIGNATURE: _____ **DATE:** _____ **Billet:** _____

Foreign Leave in Mexico

1. The United States (U.S) Department of State warns U.S. citizens about the risk of traveling to certain places in Mexico due to threats to safety and security posed by organized criminal groups in the country. The Mexican government has been engaged in an extensive effort to counter organized criminal groups that engage in narcotics trafficking and other unlawful activities throughout Mexico. The groups themselves are engaged in a violent struggle to control drug trafficking routes and other criminal activity. Crime and violence are serious problems and can occur anywhere. U.S. citizens have fallen victim to criminal activity, including homicide, gun battles, kidnapping, carjacking, and highway robbery. While many of those killed in organized crime-related violence were involved in criminal activity, innocent persons have also been killed. The number of U.S. citizens reported to the Department of State as killed in Mexico was 71 in 2012, and 81 in 2013. As a result, U.S. Northern Command has published force protection guidance that establishes policy and procedures for non-official travel to and within Mexico. This policy applies to all I MEF active component personnel, Department of Defense (DoD) civilians, DoD dependents, and members of the reserves activated on Title 10 orders. Commanders will strictly adhere to the guidelines outlined in this Order when Marines and Sailors travel to Mexico regardless if on leave or official business.

a. Threat level and Force Protection Conditions (FPCON). The Defense Intelligence Agency assesses the terrorism threat level for Mexico as low; however, the criminal threat is assessed as critical by the Department of State. The FPCON baseline for Mexico is FPCON Bravo.

b. Prohibited States. All non-official travel (leave and pass) is prohibited to the states of Michoacan, Tamaulipas, Chihuahua, Sinaloa, Durango, Coahuila, Nuevo Leon, San Luis Potosi, Zacatecas, Jalisco, Sonora and Nayarit. Official DoD travel to the areas mentioned is limited to mission essential travel only. **All official travel to these areas must be approved by the first General Officer in the member's chain of command.** Members must submit their request for authorization to travel to Mexico two weeks prior to the requested date.

c. Travel Approval Authorities and Clearance Approval. **The minimum approval authority for leave (including emergency leave) to non-prohibited states in Mexico is O-5 and does not require a country clearance. The minimum approval authority for leave (including emergency leave) to prohibited states in Mexico is O-6 and requires a country clearance approval via the Aircraft and Personnel Automated Clearance System (APACS) (<https://apacs.dtic.mil/apacs/login.jsp>) unless covered by the following exceptions/provisions:**

(1) Travel for leisure purposes to Puerto Vallarta and Guadalajara, Bahia de Banderas, Nayarit (Coastal Highway resort areas between Nuevo Vallarta and Punta Mita); and Mazatlan, Sinaloa.

(2) Travel must be by air to the immediate area of the destination city or by cruise ship.

(3) Lodging must be in a resort or the tourist areas of these locations.

(4) Travelers will obtain chain of command approval at the O-6 level (for travel to these excepted locations within prohibited states), and will have individual antiterrorism and communication plans.

d. Emergency Leave to Prohibited States. Emergency leave to prohibited states may be endorsed via the service member's chain of command and approved by the embassy country team. Personnel should not assume they are cleared to travel until they are approved by the embassy country team. The I MEF ATFP cell (760-725-8982/763-4644) can provide additional guidance regarding APACS and country clearance submission upon request.

e. Travel Through Prohibited States. Travel into a prohibited state as part of an enroute travel plan with a final destination to a non-prohibited location may be authorized by travel approving officials and does not require a country clearance. However, commanders should only consider approval when conditions present an undue hardship on the service member or family. Examples of undue hardship includes extreme monetary cost, delay of expedient travel, lack of nearby air facilities, or other considerable impacts. Air travel, in these cases is the preferred mode; ground transportation should be via rental auto, family POV, or taxi and should use toll highways to the maximum extent possible. Travelers will have an approved antiterrorism plan and must specify exceptions to the travel plan and identify risk mitigation measures.

f. Travel Advisory for Non-Prohibited Areas. It is recognized that personnel may have immediate/extended family living within non-prohibited states of Mexico and there may be valid reasons for personnel requesting travel to these locations (i.e. family wedding, funeral, etc...). Commanders should review the local threat when considering requests to travel to the non-prohibited states/cities listed below in order to prevent harm to Marines, Sailors, and their family members. Location-specific travel warnings are available via the U.S. State Department website at <http://travel.state.gov/content/passports/english/alertswarnings.html>.

(1) Aguascalientes. Defer non-essential travel to the areas of the state that borders Zacatecas.

(2) Colima. Defer non-essential travel to areas of the state that border Michoacan.

(3) Estado de Mexico. Exercise caution when travelling to Estado de Mexico and defer non-essential travel to the municipalities to the east of the greater Mexico City metropolitan area (Coacalco, Ecatepec, Nezahualcoyotl, La Paz, Valle del Chalco Solidaridad, Chalco, and Ixtapaluca).

(4) Guerrero. Defer non-essential travel to the North Western and Southern portions of the state (the area west and south of the town of Arcelia on the border with Estado de Mexico in the North and the town of Tlapa near the border with Oaxaca), except for the cities of Acapulco, Zihuatanejo, and Ixtapa. In Acapulco, avoid non-essential travel to areas further than two blocks inland of the Costera Miguel Aleman Boulevard, which parallels the popular beach areas.

(5) Morelos. Exercise caution when traveling to Morelos. Defer non-essential travel on any roads between Huitzilac, Morelos and Santa Martha,

Estado de Mexico, including the Lagunas de Zempoala national park and surrounding areas.

(6) Nayarit. Defer non-essential travel to all areas of the state north of the City of Tepic as well as to the cities of Tepic and Xalisco.

(7) Tijuana. Reporting indicates the violence in Tijuana has grown as the competition between drug-trafficking organizations has increased. Street-level crimes remain a concern; specifically armed robberies, taxicab express kidnappings, car thefts, carjackings, credit card fraud and various forms of kidnapping. Street-level criminals select victims based on appearance of vulnerability, prosperity, or level of situational awareness.

(8) Veracruz. Exercise caution when travelling to Veracruz.

2. General Precautions

- a. Travel to and from resort cities via air or cruise ship.
- b. Stay within the clearly identifiable tourist areas of these cities.
- c. Maintain cellular communications capability.
- d. Vehicular travel restrictions. Limit travel to the highway 95D toll road. In Acapulco do not drive farther than two blocks inland of the Costera Miguel Aleman Boulevard which parallels the popular beach areas. If driving to Ixtapa or Zihuatanejo limit travel to Coastal Highway 200.
- e. In accordance with the I MEF Holiday Accident Reduction Program (HARP), and in efforts to reduce the off-duty incidents/mishaps leaders at all levels have a moral obligation to take care of the Marines under their charge. Enclosure (2) WILL BE COMPLETED BY ALL I MEF PERSONNEL PRIOR TO THE START OF any 72, 96, HOLIDAY, ANNUAL, OR EMERGENCY LEAVE. It is intended to be a decision-making and counseling tool for all personnel and their supervisors.

3. Approval Processing and Authority

a. I MEF personnel must request authorization to travel to Mexico two weeks prior to the requested travel date. The use of the signed authorization for all travel, including leave or official travel, ensures a single approval process for any type travel to the area. The use of the authorization does not negate the need to follow standard leave or official travel procedures. An approved authorization is required for each visit. Frequent travelers, due to official travel, permanent residence, or presence of immediate family, may be granted approval covering travel over a period of up to 30 days, at the discretion of their first General Officer, or if applicable O-6, in their chain of command.

b. I MEF directs that Commanders will ensure all personnel traveling to other areas of Mexico not previously denoted on official or non-official travel must possess authorization signed by the first O-6 in the traveler's chain of command.

4. Official Travel. Travel for mission essential purposes may be approved to the travel prohibited areas consistent with the travel approval process of

the service components, defense agencies, and DoD field activities. Country and Theatre clearance is required for all official travel to Mexico. The name and grade of approving authority and justification for travel shall be entered in the "Country Required Information" field in the "itinerary" tab in the Aircraft and Personnel Automated Clearance System (APACS) clearance request (<https://apacs.dtic.mil/apacs/>). Disapproval or absence of approval by any clearance-granting authority constitutes denial of authority to enter the prohibited areas. Lead time for official personnel clearance requests is 14 days.

5. Non-Official Travel. Emergency personal travel (leave/pass) for non-official purposes may be approved to the travel prohibited areas. Personal travel (leave/pass) for leisure or vacation travel to prohibited states, including resorts, is not considered emergency travel, and will not be approved.

Foreign Leave Africa Command Area of Responsibility

1. Commanding Officers will ensure all Marines and Sailors traveling to or from the Africa Command Area of Responsibility, whether on duty or in a leave/liberty status, are aware of medical threats, preventive measures and mitigation strategies.

a. All personnel are to review the appropriate EBOLA training products at www.marines.mil/ebola. All personnel shall review the video and PowerPoint. Leaders shall review the information sheet for Marine Leaders and ensure medical personnel review the information sheet for clinical providers.

b. It is imperative that all personnel recognize and understand the importance of compliance with appropriate personal protective precautions.

c. All personnel will be tracked and monitored for 21 days following travel from Countries with active outbreaks of EVD per reference (e).

d. All personnel are directed to follow the strict protective measures to avoid EBOLA virus infection. These include:

(1) Avoid contact with persons who appear ill.

(2) Ensure all foods are Department of Defense approved.

(3) Do not handle wildlife.

(4) Wash hands frequently.

(5) Seek medical attention at onset of any EVD-like symptoms, following contact with an infected person, following travel to a high threat area, or following contact with a person who has visited a threat area.