



SECDELBAINST 1050.1
NOV 21 2008

SECTOR DELAWARE BAY INSTRUCTION 1050.1

Subj: SECDELBAY LEAVE, LIBERTY AND "OUT OF BOUNDS" PROCEDURES

1. **PURPOSE.** This instruction provides policy for Sector Delaware Bay's members' leave, liberty, and Out-Of-Bounds (OOB) travel. Out-Of-Bounds is defined, for the purpose of this instruction, as any travel greater than 300 miles from Philadelphia, Pa. OOB may occur while a member is in a leave or liberty status. The two primary purposes for this instruction are to reduce the risk of mishaps during travel and to ensure Sector Delaware Bay can adequately respond to incidents.
2. **ACTION.** Department Heads shall ensure this program is implemented as mandatory for all members within their department. Authority for more conservative requirements, in addition to what is listed below, remains at the Department Head level.
3. **DIRECTIVES AFFECTED.** None
4. **DISCUSSION.** The intent of this instruction is to outline leave, liberty and "out of bounds" (OOB) request procedures; aid in reducing the risk of mishaps during travel outside the local area and assure accurate contact information is available for members while on leave, liberty or OOB in case a recall becomes necessary to respond to an incident. A thorough risk assessment will highlight risk factors enabling supervisors and members to discuss and implement strategies to mitigate hazards.
 - a. In the event of an incident, Sector Delaware Bay must be capable of meeting those responsibilities as a first responder. The Incident Command System (ICS), a standardized, all hazard - all risk approach to managing crisis response operations, has been adopted and implemented by the USCG. This system allows for a scalable and measured approach to respond to any incident. In order to implement ICS during a response, key assignments must be filled in a timely manner, necessitating Department Heads to have an accurate accounting of their staffs and their ability to fill those roles as needed. In the event a recall is required, or if a member is unaccounted for following a leave, liberty or OOB period, an accurate telephone number and intended destination will assist the command in locating the individual.
 - b. Driving studies have shown that a safe traveling distance is between 300 to 350 miles in one day. To reduce the potential for mishaps, a thorough risk assessment, such as provided in Enclosure 1, should be conducted whenever planning long trips.

5. POLICY.

- a. Members will be informed of the requirements of this instruction during their initial unit indoctrination when they report to Sector Delaware Bay.
- b. Members shall complete the appropriate documents based on the travel type below:

Travel Type	Contact Information	Leave/Out of Bounds Approval Chit	Complete ITAW (Enclosure 1)
On liberty status: traveling less than 150 miles from residence AND returning overnight to own residence	N/A	N/A if within 300 miles from Philadelphia, Pa	N/A
On liberty status: traveling greater than 150 miles from residence AND returning overnight to own residence	N/A	N/A if within 300 miles from Philadelphia, Pa	Required if driving (since total traveling distance is greater than 300 miles)
On liberty status: staying overnight away from own residence but AVAILABLE by regular recall phone	N/A	N/A if within 300 miles from Philadelphia, Pa	Required if driving greater than 300 miles
On liberty status: staying overnight away from own residence and NOT AVAILABLE by regular recall phone	Required	N/A if within 300 miles from Philadelphia, PA	Required if driving greater than 300 miles
On liberty status: greater than 300 miles from Philadelphia, Pa (OOB)	Required	Required	Required if driving
On leave status:	Required	Required	Required if driving greater than 300 miles

- c. Department Heads shall use sound judgment and consider the results of the Individual Travel Assessment Worksheet (ITAW) when approving or disapproving member travel. More restrictive requirements may be necessary based on unit needs and mission accomplishment.
- d. The Officer of the Day will retain custody of the Leave/Liberty Binder containing a copy of the approved leave/liberty/OOB chit and ITAW. It is the member's responsibility to ensure these documents are in the binder prior to departure for travel.
- e. Members are reminded that at all times (including leave) they are subject to recall.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction, and have been determined to be not applicable.

7. FORMS/REPORTS. None



D. L. SCOTT

Encl: (1) SECDELBAY Individual Travel Assessment Worksheet

INDIVIDUAL TRAVEL ASSESSMENT WORKSHEET

This individual travel assessment is designed for use when TRiPS is not available: <https://craapps2.crc.army.mil/TRiPS/default.aspx>. Members should complete this worksheet and discuss with their leaders prior to travel in order to mitigate risk.

PRE-TRIP CHECKLIST FOR LEADERS

Use this checklist when trips are planned. Apply risk management controls if needed. Identify hazards, risk, and controls in right column.

Point of Origin to Destination

Point of origin _____

Destination _____

Planned rest stops/breaks _____

Anticipated weather conditions _____

Travel distance one way _____

Mode of travel _____

If driving POV: # of licensed drivers _____

Name _____ Unit _____

Name _____ Unit _____

Name _____ Unit _____

Will you wear your seatbelt at all times? _____

How much sleep will you have in the 12 hrs prior to starting your trip? _____

Are you currently taking any over-the-counter or prescribed medications? _____

Have you checked to make sure the medication will not affect driving? _____

Will the majority of your trip take place during day or night? _____

Planned rest stops/breaks _____

Point of origin departure date and time _____

Expected destination arrival time _____

Return from Destination to Point of Origin

Mode of travel _____

Planned rest stops/breaks _____

Anticipated weather conditions _____

If driving POV: # of licensed drivers _____

Name _____ Unit _____

Name _____ Unit _____

Name _____ Unit _____

Will you wear your seatbelt at all times? _____

How much sleep will you have in the 12 hrs prior to starting your trip? _____

Will the majority of your trip take place during day or night? _____

Destination departure date and time _____

Expected arrival time at point of origin _____

VEHICLE CONDITION: OLD NEW, Vehicle Inspected? _____

INSURANCE: Is Member's car insurance coverage up to date/current? _____

DRIVER'S LICENSE: Does Member possess a valid driver's license? _____

SIGNATURES

Member Planning Trip:

Name/Rank/Signature: _____ DATE _____

Supervisor:

Name/Rank/Signature: _____ DATE _____

Discuss Hazards, Risk, & Controls

Hotel

Name _____

City _____

Date Check-In _____

Hotel

Name _____

City _____

Date Check-In _____