



UNITED STATES MARINE CORPS
FIELD MEDICAL TRAINING BATTALION-EAST
PSC BOX 20042
CAMP LEJEUNE, NORTH CAROLINA 28542-0042

BnO 1050.6W

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JUN 20 2013

BATTALION ORDER 1050.6W

From: Commanding Officer, Field Medical Training Battalion-East
To: Distribution List

Subj: LEAVE AND LIBERTY POLICY

Ref: (a) MILPERSMAN ARTICLE 1050
(b) MCO P1050.3J
(c) TRNGCMD Policy Letter 6-13
(d) SECNAV M-5510.30
(e) BnO 5100.4
(f) NAVADMIN 341/08

Encl: (1) Liberty Policy for Student Personnel
(2) Liberty Policy/Student Rules and Regulations
Acknowledgement
(3) Leave/Liberty for Navy Staff Personnel
(4) Special Instructions for Marine Corps Personnel
(5) Boundaries for Liberty
(6) Reenlistment Incentive Program/Liberty

1. Situation. To publish procedures and policies regarding leave and liberty for all assigned staff and student personnel assigned to this Command per references (a) through (f).

2. Cancellation. BnO 1050.6V

3. Mission. Experience has shown that leave and short periods of rest from duty are beneficial to morale and maintaining maximum effectiveness. The lack of such respite affects health and performance. A command annual leave and liberty program is therefore, an essential military requirement and implementation of such programs makes a positive contribution to cost savings, morale, level of performance, and career motivation.

DISTRIBUTION STATEMENT A: Approved for public release,
Distribution is unlimited.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Annual leave for students is not authorized, except under extenuating circumstances or as directed by the Commanding Officer.

(b) Students Awaiting Training/Transfer (SAT/T) may be granted annual leave on a case by case basis.

(c) All military personnel on leave or liberty represent the U. S. Armed Forces and therefore, are subject to the Uniform Code of Military Justice (UCMJ). Personnel must conduct themselves in an appropriate and highly professional manner at all times.

(d) Military police, shore patrols, security police, officers, petty officers, and noncommissioned officers of the Armed Forces are authorized to take preventative 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 Annex Forces. Personnel on leave or liberty are subject to this authority.

(2) Concept of Operations

(a) Regular Leave

1. Regular leave will be granted in accordance with the references (a) through (f) and the policy set forth therein.

2. Only the CO is authorized to disapprove leave.

3. Students requesting liberty will:

a. Request liberty per instructions contained in enclosure (1).

b. Receive a Student Rules and Regulations booklet which is contained in enclosure (2).

c. Receive a brief on command liberty policy upon arrival.

4. All Navy staff leave requests will be processed per enclosure (3).

5. Marine Staff personnel will adhere to the leave instructions contained in enclosure (4).

6. Outside the Continental United States (OCONUS) leave requests will be routed through the chain of command to the Commanding Officer for approval/disapproval.

(b) Emergency Leave

1. Emergency Leave will be granted in accordance with the references (a) through (d) and the policy set forth herein.

2. During normal working hours, all requests for emergency leave will be processed via the chain of command.

3. After normal working hours, all requests for emergency leave will be processed and can be approved by the Command Duty Officer (CDO) with the concurrence of the Section Head and/or XO. The CDO shall notify the CO, XO and the Command Master Chief (CMC) on the following workday.

4. The Chaplain and Religious Specialist Expeditionary Skills Training (CREST) Officer in Charge (OIC) will be notified, in addition to the personnel specified above, for all emergency leave matters concerning CREST personnel.

5. The Training Officer (TO), Assistant Training Officer (ATO), or Senior Military Instructor (SMI) will be notified by the CDO if a student from the current class is placed on emergency leave.

(c) Extension of leave

1. During normal working hours, extensions beyond approved leave periods will be approved by the XO.

2. After normal working hours, the CDO may grant interim extensions up to one (1) day. If this is not sufficient, the CDO will contact the XO and request to grant the extension.

(d) Student liberty Boundaries. Student liberty boundaries are described in enclosure (5). These liberty boundaries apply to driving. Liberty boundaries for flying will be reviewed and approved on a case-by-case basis.

(e) Staff Liberty Boundaries. Staff liberty boundaries are described below and are also contained in enclosure (5). Liberty boundaries for staff personnel only apply to driving.

(f) Safety. Prior to any student or staff member commencing periods of special liberty, section leaders will ensure that the staff member or student is in compliance with paragraph 4.b.(3)(d) of reference (f).

(g) Out of Bounds Requests

1. Out of bounds travel will not normally be approved for students during training.

2. Officer and enlisted personnel desiring to exceed liberty boundaries must submit a special request chit stating the miles to be traveled, mode of travel, itinerary, vehicle safety inspection checklist and valid justification for traveling "Out of Bounds".

3. Ground Travel. Special request chits for ground travel will be routed through the member's chain of command for consideration and approval by the XO.

4. Air Travel. Air travel for students will be considered on a case by case basis. Request chits for air travel will be routed through the member's chain of command to the XO for consideration. Airline tickets **WILL NOT BE PURCHASED** until the request is approved. Tickets purchased must be on a regularly scheduled airline within the Continental United States. If air travel is approved, a copy of the reservation confirmation or ticket must be provided to the ATO or SMI prior to departing on liberty.

(h) Emergency Medical or Dental Treatment While on Leave or Liberty

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' Administrative facilities, or obtaining the

required authority in advance. Emergency dental care is limited to temporary measures appropriate to relieve pain or to abort infection and does not include the furnishings of the prosthetic appliances including crowns or inlays, or the use of gold or other precious medals 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 or 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, in a bona fide emergency situation, members may obtain emergency treatment from any source at government expense.

4. If a member on leave or liberty is hospitalized, they should immediately notify this command or the nearest Naval activity or representative and request instructions and assistance. If on leave, the leave authorization should be endorsed or annotated to show, over the doctor's signature, the place hospitalized, the time and date of admission, time and date of release, and the diagnosis. If traveling under orders issued by competent authority or on authorized liberty, a statement from the attending physician containing this information shall be obtained for delivery to this command. Convalescent leave can be recommended by a civilian or military doctor.

5. Whether or not civilian emergency health care involves hospitalization, the member is responsible for obtaining bills for such treatment. Itemized bills must show dates on or between which services were rendered or supplies furnished, and the nature of the charge for each item for presentation to this command in order that the bill may be processed per the provisions of NAVMEDCOM L320.1, Non-Naval Medical and Dental care.

b. A 96-hour Reenlistment Incentive Liberty shall be granted to Sailors and Marines who reenlist. Details of this program are provided in enclosure (6).

5. Administration and Logistics

a. The e-leave module of the Navy Standard Integrated Personnel System application will be utilized by Navy staff and student personnel.

b. The Leave and Liberty module of the Marine Online application will be utilized by Marine Corps personnel.

c. Special Request/Authorization (NAVPERS 1336/3) will be utilized by all personnel assigned to this command for special liberty or out of bounds requests.

6. Command and Signal

a. Command. This Order is applicable to all members of this command.

b. Signal. This Order is effective the date signed.


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DISTRIBUTION: A

LIBERTY POLICY FOR STUDENT PERSONNEL

Leave and Liberty for students will be authorized per guidelines and measures from Training Command's ACCOUNTABILITY OF ENTRY-LEVEL STUDENTS - LIBERTY POLICY (POLICY LETTER 6-13) and the student's performance.

1. All students will be assigned a liberty buddy for the duration of their time onboard.
2. Liberty buddies will be assigned upon arrival to FMTB-E. Liberty buddies will be of the same gender and same age group (i.e. 21 and over or 20 and under). All attempts will be made to ensure that the liberty buddies are within the same platoon and duty section.
3. All students, whether undergoing training or as a part of the Students Awaiting Training/Transfer (SAT/T) Platoon, will fall into one of three phases.

a. Phase I: All students will be in Phase I liberty status until successfully passing the Block 1 exam. This will allow the student to study without distractions. If a student does not pass the Block/Annex 1 exam they will remain in Phase I until passing the Block/Annex 2 exam. Specific rules for Phase I liberty:

- (1) Liberty starts at the end of the training day.
- (2) Liberty is authorized onboard Camp Johnson Base only. The only exception is prior to the class convene date, students may leave base to conduct matters that *ai.e* necessary before class convening.
- (3) Liberty will expire for all hands daily at 2100 with an accountability of all students by the Student Company Commander and/or Platoon Commanders. Accountability musters will be reported to the OOD.
- (4) Upon completion of accountability to terminate liberty, no alcoholic beverages will be consumed. At no time will alcohol beverages be consumed or stored in any berthing spaces or during range/field week.
- (5) Phase I accountability is reported to the OOD at 0800 Saturdays, Sundays and holidays by the Student Company Commander and/or Platoon Commanders.

(6) ELT students must sign out and sign in for liberty with their pre-assigned liberty buddy in the ELT "Liberty Logbook" maintained by the OOD at the FMTB-E quarterdeck.

(7) Non-ELT students must sign out and sign in for liberty in the Non-ELT "Liberty Logbook".

(8) All students that remain in or are set back to Phase I liberty will be mustered and accounted for by the OOD according to the same schedule outlined above.

b. Phase II: Upon successful completion of Block/Annex 1 exam and if the student has had no disciplinary problems, all ELT students will be placed in a Phase II liberty status.

NOTE: PHASE II LIBERTY IS NOT APPLICABLE TO NON-ELT STUDENTS.

Specific rules for Phase II liberty:

(1) Liberty starts at the end of the training day.

(2) ELT students must sign out and sign in for liberty with their pre-assigned liberty buddy in the liberty logbook maintained by the OOD at the FMTB-E quarterdeck.

(3) Off base liberty is authorized. Liberty will expire for all hands Sunday to Thursday at 2100 with accountability reported to the OOD by the Student Company Commander and/or Platoon Commanders. Liberty will expire Friday and Saturday at 2359. At completion of holidays, such as a 96 Hour Liberty, liberty termination is 1800.

(4) Students are to familiarize themselves with the local off-limits establishments posted on the quarterdeck and in each barracks.

(5) Upon completion of accountability to terminate liberty, no alcoholic beverages will be consumed. At no time will alcoholic beverages be consumed or stored in any berthing spaces or during range/field week.

(6) Phase II accountability is reported to the OOD at 0800 Saturdays, Sundays and holidays by the Student Company Commander and/or Platoon Commanders.

(7) An ELT student who fails a Block/Annex exam while in Phase II liberty will be moved to Phase I liberty. Upon successfully passing the next Block/Annex exam students will be moved back to Phase II based on military professionalism and academic standing. Sailors who fail the final written exam will be moved to Phase I liberty until passing the next performance exam (Casualty Assessment for FMST and MCMAP Testing for CREST-RP).

(8) Two time test failures will be advised during their Student performance and Academic Review (SPAR) Board that if they become a three-time test failure they will be recommended for disenrollment.

c. Phase III: Upon successful completion of Block/Annex 1 exam and if there are no disciplinary problems, non-ELT students will be moved to Phase III liberty. Specific rules for Phase III liberty:

(1) Liberty starts at the end of the training day.

(2) Off base liberty is authorized. Overnight liberty is authorized on Friday and Saturday night. The liberty boundaries are described in the FMTB-E Student Rules and Regulation Manual.

(3) Liberty expires at 2100, Sunday through Thursday with accountability reported to the OOD by the Student Company Commander and/or Platoon Commanders.

(4) Students are to familiarize themselves with the local off-limits establishments posted on the quarterdeck and in each barracks.

(5) Upon completion of accountability to terminate liberty, no alcoholic beverages will be consumed. At no time will alcohol beverages be consumed or stored in any berthing spaces or during range/field week.

(6) Married students that would otherwise be ELT and whose spouse resides in the Camp Lejeune area will be assigned to Phase III based on approval from the chain of command.

(7) Any student who fails a Block/Annex exam while in Phase III liberty will be moved back to Phase I liberty. Upon successfully passing the next block exam they will be moved back to Phase III based on military professionalism and academic

standing. Sailors who fail the Block 5 exam will be moved to Phase I liberty until passing the next performance exam (Casualty Assessment for FMST and MCMAP Testing for CREST-RP).

(8) Two time test failures will be moved back to Phase I liberty and will be advised during their Student Performance and Academic Review (SPAR) Board that if they become a three-time test failure they will be recommended for disenrollment.

4. SAT/T Platoon liberty status will be recommended by the Chief Master at Arms and approved at the discretion of the Commanding Officer based on military bearing, professionalism, and/or status of transfer or re-enrollment.

5. For Operational Risk Management (ORM) purposes, any student in a light duty status must request to maintain their liberty status through Training Company or Master at Arms respectively. Failure to do so will result in placement in Phase I.

6. Students enrolled in the mandatory physical fitness program will be required to participate in scheduled exercise sessions regardless of what liberty status they are assigned. Failure to participate will result in, at least, Phase I liberty.

7. The training Company Commander may change liberty commencement or termination time based on ORM and the training schedule.

8. All students will maintain a rack which is subject to inspections. Berthing failures will result in Phase I liberty for the berthing occupants for Friday. Re-inspections are conducted Saturday mornings by the OOD after 0800 formation. If the berthing fails again, they will remain in Phase I liberty until Sunday morning when the OOD re-inspects after 0800 formation.

Liberty Policy/Student Rules and Regulations Acknowledgement

All students upon arrival at FMTB-East received a Student Rules and Regulations booklet and a brief on the command liberty policy.

I have received the Student Rules and Regulations booklet.

I have received a brief on the command liberty policy for students.

Below are the highlights of the liberty policy.

1. Liberty for all students will be in accordance with section 23, Leave and Liberty for Student Personnel, of the Student Rules and Regulations booklet.
2. For unmarried students E4 and below with less than two years of service the following applies:
 - a. The OOD will maintain a separate "Liberty Logbook" to account for unmarried students E4 and below with less than two years of service.
 - b. Liberty will expire at 2100 and 2359 on Friday and Saturday respectively.
 - c. Students will sign in/out with their pre-assigned liberty buddy as determined by Training Company during the first day of training.
 - d. Liberty buddies will be of the same gender, same age group, and same Duty Section (i.e. 21 and over or 20 and under).
3. Alcohol will not be consumed in any of the student barracks regardless of age.
4. Alcohol will not be consumed at all during range week.
5. Married Students E4 and below with less than two years of service will be granted overnight liberty Friday, Saturday, and applicable Sunday's if it's a 96-hour liberty.
6. Married students regardless of rank and age will not host single students in their residence unless approved by the CO via special request.
7. Students on LLD will request liberty by special request via Chain of Command.

I do understand that it is my responsibility to abide by the Liberty Policy/ Student Rules and Regulations. Failure to obey these regulations might result in NJP. I also understand that if I am assigned a liberty buddy, he/she will be my liberty buddy for the duration of my class at FMTB-East unless the chain of command under the direction of the Commanding Officer changes that.

Student Name/Signature: _____ Date: _____

Platoon Advisor Signature: _____ PLT: _____

LEAVE/LIBERTY FOR NAVY STAFF PERSONNEL

1. Leave

a. All leave requests will be submitted at least 14 days in advance of the requested leave date. Leave requests for 14 days or less will be forwarded to the Company Commander for approval. Leave requests of 15 - 30 days will be forwarded via the chain of command to the Executive Officer for approval. All leave requests in excess of 30 days will be approved/disapproved by the Commanding Officer.

b. All OCONUS leave requests will be forwarded to the Commanding Officer via the Company Commander and Executive Officer for approval/disapproval. In accordance with reference {c), all personnel are required to have a foreign travel briefing prior to traveling abroad. Upon return from travels, they shall report to the Commanding Officer, via the Security Manager, any contact with any individuals, regardless of nationality, seeking illegal or unauthorized access to classified or otherwise sensitive information. They will also report to the Commanding Officer any incidents in which they felt targets of exploitation so that it can be reported to the local Naval Criminal Investigative Service Office, as appropriate.

c. All staff personnel must electronically submit their leave requests using the NSIPS website. Personnel are required to obtain their own replacement for any duties that are assigned during the requested leave period. Leave requested in advance of Watchbill Coordinator's {WBC) deadline will be covered by the WBC.

d. All staff personnel are authorized to check out and in from leave via telephone or in person with the S1 or Officer of the Day.

2. Paternity Leave

a. NAVADMIN 341/08 published new guidelines concerning Paternity Leave in accordance with the National Defense Authorization Act of 2009.

b. Specific Navy policy is contained in MILPERSMAN 1050 - 430 as follows:

(1) Paternity leave may be granted in conjunction with ordinary leave.

(2) The full 10 days of Paternity Leave need not be taken in a single block. However, periods of non-chargeable leave may not be taken consequentially in conjunction with liberty or special liberty.

(3) The 10 days entitlement remains the same for multiple births (twins, triplets, etc).

SPECIAL INSTRUCTIONS FOR MARINE CORPS PERSONNEL

1. Pertinent and detailed procedures for leave and liberty for Marines assigned to this command are contained in reference (b).

2. Marines departing on annual leave can visit representatives of the recruiting service in their local leave areas and are encouraged to take prospective applicants to recruiting stations. Any enlisted Marine on annual leave or in a delay status may be recommended for a single 5-day extension of leave or 4-day special liberty to be utilized at a later date under the provisions of reference (b). The Marine's Commanding Officer has complete discretion on whether or not to approve the extension or the liberty.

3. Day of Departure and Return

a. Leave begins and terminates in the local area. The local area is the place where the Marine resides and from which he/she commutes to their duty station (as established by the local Commander). Leave will be charged for all calendar days, duty days as well as non-duty days. A duty day is defined as a day in which a Marine is expected to be at their place of work for approximately eight hours. The majority of a duty day is defined as being greater than fifty percent of that duty day/work hours (i.e. being present for more than four hours of work). When a Marine works the majority of a duty day it is not counted as a day of leave. Assuming a 0700-1700, Monday through Friday duty schedule, the following scenarios are provided:

Scenario 1: A Marine may depart the local area at 1201 local time on Monday after working the majority of the duty day and return prior to 1201 local time Friday and work the majority of the duty day and be charged for three days of leave.

Scenario 2: A Marine may depart the local area at 1201 local time Monday after working the majority of the duty day and return at 0800 local time Saturday and be charged four days of leave.

Scenario 3: A Marine may depart the local area at 0800 local time Sunday and return at 1200 local time Saturday and be charged six days of leave.

4. Combining Leave and Special Liberty

a. 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 Marine's primary duty station. Once leave starts, and until it ends, all included calendar days (duty days, non-duty days, weekends, special liberty days, and holidays) are to be charged according to the time and date of departure and arrival from the leave status. Marines departing the local area prior to commencement of authorized leave, or failing to return to the local area prior to commencement of authorized leave, or failing to return to the local area prior to its expiration, are considered to be in an unauthorized absence status. The intent of authorizing the combination of leave and special liberty is to allow Marines to take leave prior to, or after, special liberty without having to use annual leave days to cover those days designated as special liberty.

b. The following example applies: A Marine is authorized leave for the period of 20 December through 3 January and remains in the local area. The Marine signs out on leave on 19 December and signs in from leave on 4 January. This Marine should be charged for leave for the entire period of 20 December through 3 January, regardless of the fact that there may have been two periods (Christmas and New Year) of special liberty during the Marine's leave period.

5. Special Instructions

a. Marine Online. All Marines shall obtain a Marine OnLine (MOL) account.

b. Leave. Marines will follow the below procedures for requesting Leave:

1. Complete the Leave request in MOL
2. Print the completed MOL screenshot
3. Route the printed screenshot through their respective sections for recommendation
4. Route to respective Company Commander for approval

5. Company Commander annotates approval in MOL

c. Liberty. Marines requesting Liberty will complete a SPECIAL REQUEST/AUTHORIZATION form (NAVPERS 1336/3) and route according to the duration requested:

(1) 48 hours or less will be routed to the Company Commander for approval/disapproval.

(2) 72-hour Liberty requests will be routed to the Executive Officer for approval/disapproval.

(3) 96-hour Liberty requests will be routed to the Commanding Officer for approval/disapproval.

BOUNDARIES FOR LIBERTY

1. Liberty Boundaries. Driving distances have been identified by the command as a controllable safety measure for students and staff. It is important for any traveler to consider all of the factors which may present as hazards, such as driving too far, when traveling. The following are just some of those hazards:

- a. Fatigue
- b. Not buckling up
- c. Weather and highway conditions

2. Road Travel Liberty Limits. Reasonable safe driving boundaries are described below and are designed for privately owned vehicle travel only:

a. Weekday Liberty Limits. Within 75 road miles of the gate of Camp Johnson, North Carolina.

b. Weekend Liberty Limits. Within 150 road miles.

c. Three-day {72 hour} Liberty Limits. Within 300 road miles.

d. Four-day {96 hour} Liberty Limits. Within 600 miles.

3. Air Travel

a. Student liberty boundaries for flying will be reviewed and approved on a case-by-case basis.

b. For Staff members, any air travel outside the liberty boundaries must be approved by the Company Commander prior to the purchase of airline tickets.

REENLISTMENT INCENTIVE PROGRAM/LIBERTY

1. Retaining quality Marines and Sailors remains one of the command's highest priorities. The Commanding Officer of FMTB-E encourages the implementation of promotions and programs that offer incentives to retain qualified Sailors and Marines.

2. This command shall initiate procedures to give an additional incentive to our quality Sailors and Marines to reenlist at the earliest opportunity. A 96-hour Reenlistment Incentive Liberty shall be granted to Sailors and Marines who reenlist. The following conditions apply to Reenlistment Incentive Special Liberty:

(1) Shall be taken within one year of being granted

(2) Cannot be broken up into separate shorter periods of Liberty.

(3) Can be taken in conjunction with other Liberty or Leave.

3. This policy is applicable to all enlisted personnel within FMTB-E.