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

BnO 1050.6Y
ADMIN

OCT 07 2015

BATTALION ORDER 1050.6Y

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

Subj: LEAVE AND LIBERTY POLICY

Ref: (a) MILPERSMAN 1050-010
(b) MCO P 5010.3J
(c) MARINE CORPS ORDER 5000.12E
(d) MCIEAST-MCB CAMLEJO 1050.6
(e) TRNGCMD Policy Letter 1-15
(f) SECNAV M-5510.30
(g) BnO 5100.4
(h) DODINST 1327.06
(i) NAVADMIN 182/15
(j) MILPERSMAN 1050-290
(k) MILPERSMAN 1050-430

Encl: (1) Liberty Policy for Student Personnel
(2) Leave/Liberty Policy for Staff Personnel
(3) Boundaries for Liberty
(4) Liberty Travel Risk Planning System Individual Travel Assessment Worksheet
(5) Reenlistment Incentive Program/

1. Cancellation. BnO 1050.6X

2. Situation. To publish procedures and policies regarding leave and liberty for all staff and student personnel assigned to this Command per references (a) through (k). In the event that this instruction contradicts a higher level instruction, the higher level instruction prevails.

3. Mission. Experience has shown that leave and short periods of rest from duty are beneficial to morale, family readiness and maintaining maximum efficiency as a Sailor/Marine. 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

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contribution to cost savings, family readiness, morale, level of performance, and career motivation.

4. Execution

a. Commander's Intent

(1) Annual leave for students is not authorized, except under extenuating circumstances, or as directed by the Commanding Officer. For example; death of immediate family members listed on service member's electronic service record. All students requesting annual leave must route their request to the Commanding Officer via their chain of command.

(2) Sailor Awaiting Training/Transfer (SAT/T) may be granted annual leave on a case by case basis. Annual Leave for SAT/T personnel under 15 days is approved by the Logistics Officer, 30 days the Executive Officer (XO), greater than 30 days must be approved by the Commanding Officer (CO).

(3) All military personnel on leave or liberty represent the Command and the US Armed Forces and therefore, are subject to the Uniform Code of Military Justice (UCMJ). Personnel must live up to the Navy/Marine Corp's core values of Honor, Courage and Commitment at all times.

b. Concept of Operations

(1) Regular Leave

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

(b) Only the Commanding Officer is authorized to disapprove leave.

(c) All staff leave request will adhere to and be processed in accordance with enclosure (2).

(2) Outside the Continental United States (OCONUS) Leave. OCONUS leave is leave taken in a foreign country and is chargeable to a member's leave account as regular leave.

(a) OCONUS leave must be submitted to the Commanding Officer no less than 45 days prior to the scheduled start date. Only the Commanding Officer is authorized to approve OCONUS leave.

(b) Requirements for OCONUS travel vary depending upon the country visited. Prior to submission to the Commanding Officer, members may be required to complete online training, receive threat briefings, obtain passports, etc. It is in the member's best interest to begin OCONUS leave preparations as early as possible. Members planning to travel with family members should be aware that the requirements for civilians are not necessarily the same as those for military members.

(c) The Department of Defense Foreign Clearance Guide website, www.fcg.pentagon.mil, and the State Department website, www.state.gov, provide the guidance, requirements, and travel advisories for personnel traveling to foreign countries.

(3) Emergency Leave

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

(b) 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 XO via the CMC. After approval it is the CDO's responsibility to notify the Training Officer (TO), Assistant Training Officer (ATO) on all emergency leave matters concerning Marine Corps Expeditionary and Combat Skills Training (MCECST) and Field Medical Service Technician (FMST) and Field Medical Service Officer (FMSO) students. Emergency Leave notification for all SAT/T personnel will go through the Logistics Officer and Leading Chief Petty Officer (LCPO).

(4) Extension of Leave. During working hours, extensions beyond approved leave periods will be approved by the XO. After working hours, the CDO may grant interim extensions up to 24 hours. If more time is needed, the request for an extension needs to be approved by the XO via the CDO.

(5) Liberty Boundaries. All students will be in compliance with enclosure (1) unless otherwise authorized by the CO. Liberty boundaries are described in enclosure (3). These

liberty boundaries apply to driving. Liberty boundaries for flying will be reviewed and approved on a case by case basis by the Commanding Officer.

(6) Liberty Out of Bounds Requests.

(a) Liberty Out of bounds travel will not normally be approved for students during training.

(b) Staff members 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". All out of bounds request must be approved by the Executive Officer.

(c) 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. The special request chit must be accompanied by a vehicle inspection check off sheet, and a Travel Risk Planning System Individual Travel Assessment Worksheet enclosure (5) completed online via https://trips.safety.army.mil/TRiPS_OfflineAssessmentForm.pdf.

(d) 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 Commanding Officer for consideration. For students willing to fly outside of liberty boundaries, a special request chit must be routed and approved by the Commanding Officer. **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 TO or ATO prior to departing on liberty.

(7) Emergency Medical and Dental Treatment While on leave and Special Liberty

(a) A medical emergency is where there is a significant risk of losing life, limb, and or eye sight. If emergency medical care is required and there are no Department Of Defense (DOD) facilities available, initial application shall always be made to another federal medical facility, if available. (Federal facilities are those of the Navy, Army, Air

Force, Public Health Service, and Veterans Administration). If the Sailor/Marine is not in an area that has Federal Medical facilities, in a bona fide emergency situation, members may obtain emergency treatment from any source at government expense. If you have questions regarding TRICARE coverage call 1-800-874-2273.

(b) 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. All active duty service members must receive an Appointment Control Number (ACN) from United Concordia before receiving private sector dental care. You can obtain an instant ACN by calling 1-866-984-2337.

(c) 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.

(8) Reenlistment Special Liberty. Reenlistment Incentive Liberty shall be granted to Sailors and Marines who reenlist. Details of the program are provided in enclosure (4).

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. Leave request should be routed no later than 15 days prior to the leave starting date.

b. The Leave and Liberty module of the Marine Online application will be utilized by Marine Corps personnel. Leave request should be routed no later than 15 days prior to the leave starting date.

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.

R. J. JEHUE

DISTRIBUTION: A

## LIBERTY POLICY FOR STUDENT PERSONNEL

Liberty for students will be authorized per guidelines and measures from Training Command's ACCOUNTABILITY OF ENTRY LEVEL STUDENTS - LIBERTY POLICY (POLICY LETTER 1-15) and the student's performance.

1. All students will be assigned a liberty buddy for the duration of their time at Field Medical Training Battalion-East. Only the Training Officer (TO) or Assistant Training Officer (ATO) may reassign a student's liberty buddy once assigned. Once assigned a liberty buddy, that person must accompany you at all times while on or off Camp Johnson. Students that are assigned to Phase III liberty do not need to sign out with a liberty buddy.

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 Sailors Awaiting Training/Transfer (SAT/T) Platoon, will fall into one of three phases. It is the student's responsibility to sign in and out of their perspective Phase Liberty Log book when departing the immediate area of FMTB-E and/or Camp Johnson.

## GENERAL INFORMATION THAT PERTAINS TO LIBERTY PHASE I, II and III

1. Entry Level Training (ELT) students ( i.e, E3 and below, and Sailors with less than two years of service) 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.

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

3. Upon initial check in to FMTB-E 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 are necessary before class convening after conferring with the Officer Of The Day

4. All students will be in Phase I liberty status until successfully passing the Block 1/Annex A exam. This will allow the student to study without distractions. If a student does NOT pass the Block 1/Annex A exam they will remain in Phase I until passing the next Block/Annex exam.

5. Liberty starts at the end of the training day.

6. 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.

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

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.

9. Liberty will expire for all hands Sunday to Thursday at 1945 with accountability reported to the OOD by the Student Company Commander and/or Platoon Commanders. At completion of holidays, such as a 96 Hour Liberty, liberty termination is 1800.

10. The Training Officer may change liberty commencement or termination time based on ORM and the training schedule.

11. All students will sign the last page of enclosure (1). A copy will be held by the Platoon Advisor.

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

13. 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.

SPECIFIC RULES FOR PHASE I LIBERTY

1. Students assigned to Phase I Liberty are restricted to Camp Johnson.

2. Liberty termination is at 1945 daily.

3. Upon successful completion of Block/Annex exam 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. Off base liberty is authorized.

2. Liberty will expire for all hands Sunday to Thursday at 1945 with accountability reported to the OOD by the Student Company Commander and/or Platoon Commanders. Liberty will expire Friday at 2200 and Saturday at 2359. At completion of holidays, such as a 96 Hour Liberty, liberty termination is 1800.

3. A 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 can be moved back to Phase II. 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 MCEST).

## SPECIFIC RULES FOR PHASE III LIBERTY

1. Upon successful completion of Block/Annex exam non-ELT students can be moved to Phase III liberty.

2. 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.

3. Off base liberty is authorized. Overnight liberty is authorized on Friday and Saturday night. The liberty boundaries are described in enclosure (3).

4. Any FMST student who fails a Block 5 exam while in Phase III liberty will be moved back to Phase I liberty. Upon successfully passing Block 5 re-exam and Casualty Assessment they can be moved back to Phase III. MCECST students who fail the Annex D exam will be moved to Phase I liberty until passing the Annex D re-exam and MCMAP Testing.

## ADDITIONAL INFORMATION

1. SAT/T Platoon liberty status will be recommended by the Logistics Officer and LCPO based on military bearing, professionalism, and/or status of transfer or re-enrollment and approved by the XO.

2. For Operational Risk Management purposes, any student in a light duty status must request to maintain their liberty status through Training Company via their platoon advisor. Failure to do so will resort in placement in Phase I.

3. 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 constitutes a violation of the Uniform Code of Military Justice Article 86, Unauthorized Absence and Article 92, Failure to obey order or regulation.

**Liberty Policy/Student Rules and Regulations Acknowledgment**

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 references (a) through (g).

2. For unmarried students E3 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 E3 and below with less than two years of service.

b. **Liberty will expire at 2200 on Friday and 2359 on Saturday respectively for Phase II students.**

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.____

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5. Married Students, with spouse residing in the local area, E3 and below with less than two years of service will be granted overnight liberty Friday, Saturday, and applicable Sunday's if it's a 72 or 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-E 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 STAFF PERSONNEL

1. Leave

a. All staff member's 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, Command Master Chief and Executive Officer for approval/disapproval.

c. All personnel are required to have a foreign travel briefing prior to traveling OCONUS. 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.

d. All staff personnel must electronically submit their leave requests using the NSIPS website for Navy personnel and Marine Online for Marine Corps personnel. 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.

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

2. Paternity Leave

a. References (h)and (i) published guidelines concerning Paternity Leave for Sailors and Marines.

b. The servicewoman's CO may grant a period of convalescent leave for an active duty servicewoman who is not fit for duty and requires additional medical care as recommended by her OB HCP. The length of convalescent leave will normally be 126 days after discharge from the MTF following any uncomplicated vaginal delivery or cesarean section. The servicewoman may terminate leave earlier with approval from an HCP.

c. Married member on active duty whose spouse gives birth to a child shall receive 10 days of non-chargeable leave of absence to be used in connection with the birth of the child. This absence should be taken consecutively and within a reasonable amount of time following the birth.

d. Specific Navy policy is contained in reference (i).

(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 consequently in conjunction with liberty or special liberty.

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

e. Specific Marine Corps Policy is contained reference (c).

(1) Commanders shall authorize 10 consecutive days of Permissive Temporary Assigned Duty (PTAD)for a married male Marine when his spouse gives birth.

(2) The timing of PTAD will be granted at the Commander's discretion depending on the unit's mission and specific operational circumstances. However, commanders will ensure, absent any immediate or future operational requirements, that PTAD is taken and completed within 25 days after the child's birth. Additionally, it will be taken before any other leave (i.e., combat, annual, or post deployment mobilization respite absence).

(3) In instances where Marines are deployed, or scheduled to deploy prior to the birth, or immediately following the birth, commanders will have the discretion to postpone PTAD. Marines unable to take PTAD as stated above will execute their PTAD within 90 days from the date of return. Commanders retain the discretion to authorize PTAD outside the 90 day window (post-deployment) based on exigent circumstances.

**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 if the Marine is traveling outside the local area via POV. Assuming a 0700-1700, Monday through Friday duty schedule, the following scenarios are provided:

**Scenario 1**: A Marine, driving a privately owned vehicle (POV) outside the local area, may depart the local area at 1201 local time, on Monday after working the majority of the duty day, and return prior to 1200 Friday and work the majority of the duty day and be charged three days of leave.

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

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

4. Combining Leave and Special Liberty

a. Marines and Sailors 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 or Sailor'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 or Sailors 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 and Sailors 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 or Sailor 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. Complete the Leave request in MOL.

c. Navy Standard Integrated Personnel System. All Sailors will obtain a Navy Standard Integrated Personnel System (NSIPS) account.

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

a. 24 hours or less will be routed to the Company Commander for approval/disapproval.

b. 48-72-hour Liberty requests will be routed to the Executive Officer for approval/disapproval.

c. 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 utilizing seatbelts

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. Any location within 85 road miles of the nearest gate of Camp Lejeune by usually traveled motor vehicles. This specifically includes Morehead City, New Bern, Kinston, and Wilmington, North Carolina (Wilmington to include Wrightsville Beach and Carolina Beach) .

b. Weekend Liberty Limits. Any location within a radius of 250 road miles.

c. Three-day (72 hour) Liberty Limits. Any location within 350 road miles.

d. Four-day (96 hour) Liberty Limits. Any location within 450 road miles.

3. <u>Air Travel</u>

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

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.

TRiPS
TRAVEL RISK PLANNING SYSTEM

# INDIVIDUAL TRAVEL ASSESSMENT WORKSHEET

The individual travel assessment is designed for use when the online TRiPS application is NOT available.
Service members should complete this worksheet electronically and discuss with their leaders prior to travel in order to mitigate risk.

**Travel Type:** ◯ Round Trip ◯ One-Way Trip

Add Overnight Stop

## Departure Address

Geographical Region

Country

State

Street

City

Zip Code

## Destination Address

Geographical Region

Country

State

Street

City

Zip Code

Departure Date

Departure Time

Return Date

Return Time

**Estimated Travel Distance and Time (longest leg with overnight stop):**

Version Number: 5 | 3/25/2014

ENCLOSURE (4)

## Select Vehicle

- ◯ Two-Door Car
- ◯ Four-Door Car
- ◯ Vans and Station Wagons
- ◯ Luxury Car
- ◯ Sports Car
- ◯ Motorcycle
- ◯ Two-Wheel Drive SUV
- ◯ Four-Wheel Drive SUV
- ◯ Two-Wheel Drive Pickup
- ◯ Four-Wheel Drive Pickup
- ◯ Recreational Vehicle (RV)

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## Questions

How old is the driver?

- ◯ 15 - 20
- ◯ 21 - 24
- ◯ 25 - 34
- ◯ 35 - 44
- ◯ 45 - 54
- ◯ 55 or older

When will the majority of your trip take place?

- ◯ Day
- ◯ Night

How much sleep will you have before you begin your trip?

- ◯ Less than 2 Hours
- ◯ Between 2 and 4 Hours
- ◯ Between 4 and 6 Hours
- ◯ Between 6 and 8 Hours
- ◯ More than 8 Hours

What type of roads will you be travelling on?

- ◯ Two-lane Roads
- ◯ Multi-lane Roads

Will you take rest stops?

- ◯ NO - I am planning to drive straight through
- ◯ YES - I plan to stop every two hours
- ◯ YES - I plan to stop every three hours
- ◯ YES - I plan to stop every four hours
- ◯ My trip is less than 3 hours

Will you consume any alcohol 8 hours before or during your trip?

- ◯ Yes
- ◯ No

Will you check the weather prior to departure?

- ◯ Yes
- ◯ No

Are you pulling a Recreational Vehicle (RV) or trailer?

- ◯ Yes
- ◯ No

Have you mitigated your risk?
Click the button below to calculate your final risk value.

**Final Risk Value**

Subordinate Comments (Optional)

Signature of Subordinate

Submitted Date

## 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 for up to three years. Two 96-hour Reenlistment Incentive Liberty shall be granted to Sailors and Marines who reenlist for greater than 4 years. The following conditions apply to Reenlistment Incentive Special Liberty:

a. Shall be taken within one year of being granted.

b. Cannot be broken up into separate shorter periods of liberty.

c. Do not combine periods of special liberty with Regular liberty that exceed restrictions regarding 4-day Special liberty.