UNITED STATES MARINE CORPS
TRAINING COMMAND
2300 LOUIS ROAD
QUANTICO, VA 22134

IN REPLY REFER

4000
C47
FEB 25 2013

POLICY LETTER 6-13

From: Commanding General
To: Distribution List

Subj: ACCOUNTABILITY OF ENTRY-LEVEL STUDENTS - LIBERTY POLICY

Ref: (a) MCO 1050.3J

Encl: (1) Special Liberty/Light Duty Liberty Authorization Form

1. Situation. The training environment is the most controlled and supervised environment that a Marine will experience in the Marine Corps. However, the likelihood of a safety incident, disciplinary problem, or loss of accountability occurring during liberty is increased due to the transient nature of the training environment, the age and inexperience of entry-level students, the unfamiliar locations Marine/Sailor students are assigned to for MOS training, as well as the limited organizational structure of the schools. It is a critical component of our mission at Training Command (TRNGCMD) to continue making Entry-Level Training (ELT) Marines and Sailors technically ready and continue to instill our Corps' Values in each and every one of them.

2. Commander's Intent. To establish a liberty program for all enlisted ELT Marines/Sailors that promotes responsible personal behavior through actively involved leadership and accountability. Commanding Officers, Sergeants Major, and Senior Enlisted Advisors will be accountable for the liberty conduct and accountability of their enlisted ELT student Marines and Sailors.

3. Execution

a. All Commanders/Officers-in-Charge will institute the following measures upon all enlisted ELT student Marines/Sailors with less than two years of active service in the grades of E-4 or below who do not reside with a spouse.

(1) Liberty will expire Sunday through Friday NLT 2200. On Saturday, liberty ends NLT 2400. Overnight liberty must be approved by the Commanding Officer or his designee in the rank of Staff Sergeant/PO1 or higher and must be requested in writing, utilizing the request form provided in the enclosure. On- and off-base liberty requires a means to monitor the accountability of ELT Marines/Sailors,

as an example, utilizing a liberty log book controlled by the Duty NCO.

(2) Student Marines/Sailors will have at least one pre-assigned liberty buddy. Liberty buddies will not be assigned "ad-hoc" and may only be changed with approval of the Commanding Officer or his designee in the grade of E-6 or higher. Liberty buddies will be of the same sex. Liberty buddies will either all be 21 years of age (above legal drinking age) or all will be below 21 years of age.

(3) Alcohol possession/consumption is prohibited in all ELT enlisted Marines/Sailors barracks, regardless of age.

(4) Appropriate off-base liberty attire must adhere to the high standards of representing the United States Marine Corps and the Duty NCO is charged with ensuring the standards are enforced. Seasonal Service "C" or Service "B" uniform for liberty attire may be directed at the discretion of the local commander as appropriate.

(5) Permanent personnel in the rank of Sergeant/PO2 or higher will be assigned duty in ELT student barracks each night Friday through Monday morning and during holiday periods. In addition to the general maintenance of good order and discipline, this policy will be known and enforced by all duty personnel.

b. All Commanders shall institute a formal process to ensure there is a continual assessment of the required liberty measures placed upon an ELT student Marine/Sailor. The assessment will include conduct, academic performance, military appearance, and physical fitness. Under no circumstances should liberty measured be used in lieu of, or as a form of punishment in violation of JAGMAN 0104(b).

4. Coordinating Instructions

a. Married Student Marines. To the maximum extent possible, Commanders should integrate as many of the liberty measures contained in this policy as is practicable to ensure the proper accountability and behavior of married ELT student Marines/Sailors on liberty. At a minimum, when married student Marines/Sailors are involved in liberty activities with non-married student Marines/Sailors, all applicable measures should apply to both student Marines/Sailors. Any hosting of non-married student Marines at the residence of married student Marines/Sailors must be approved by the Commanding Officer or his designee in the grade of E-6 or higher.

b. Light or Limited Duty Student Marines. Liberty for ELT student Marines/Sailors on light or limited duty must be approved by

the Commanding Officer or his designee in the rank of Staff Sergeant/PO1 or higher and must be requested in writing utilizing the form provided in the enclosure. Commanders are responsible for ensuring that student Marines/Sailors on light or limited duty plan their liberty activities in a manner that does not jeopardize their restoration to full duty status.

5. Applicability. This policy is applicable to all TRNGCMD units and is effective immediately. Student Marines/Sailors who fall under this policy includes any Marine or Sailor assigned who is not specifically designated as permanent personnel and would include any Marine or Sailor awaiting training, transfer, medical, or legal matters.

6. Exceptions

a. Exceptions to this policy may be requested in writing to the CG, TRNGCMD. Exceptions may only be applicable after the initial 90-day requirement.

b. Non-waiverable requirements include:

(1) ELT Marines/Sailors shall not possess or consume alcohol in the barracks, regardless of age.

(2) Permanent personnel Duty NCOs shall be posted from Friday night through Monday morning and holidays.

(3) Overnight liberty requests shall be completed by all ELT Marines/Sailors.

(4) Light/limited duty liberty requests shall be completed by all ELT Marines/Sailors requesting liberty.

J. W. SIMMONS

Distribution: A, B, C

TRNGCMD SPECIAL LIBERTY/OVERNIGHT LIBERTY AUTHORIZATION

Date of Request: _____

Name (Last Name, First Name, MI) **Cell Phone Number**	**Rank**	**Age**

Parent Command	**Company/Platoon**	**Class**

From (Date and Time)	**To (Date and Time)**

Reason(s) for Request:	**Liberty Buddy** Name: Age: Cell Phone Number:

Name of Hotel / Motel / Primary Occupant of Residence (Street, City, State, Zip Code)	**Telephone number of Residence / Hotel / Motel Staying**	**Distance – (Miles)**

Mode of Travel ☐ Cab ☐ Train ☐ Bus ☐ Other _____

List of other Marines that are going to be present:

I understand consumption of alcohol is NOT permitted during this liberty period. An ORM assessment was conducted.

Requesting Marine's Signature:

☐ **Approved**	**Signature:**
☐ **Disapproved**	**Title:**
☐ **RED Updated**	**Date:**

Comments by Approving Official

TRNGCMD LIMITED DUTY/LIGHT DUTY LIBERTY AUTHORIZATION

Date of Request: _____

Name (Last Name, First Name, MI) **Cell Phone Number**	**Rank**	**Age**

Parent Command	**Company/Platoon**	**Class**

From (Date and Time)	**To (Date and Time)**

General Nature of Injury	**Medical/Physical Limitations**

Prescription Medications

Planned Activity (ies)	**Liberty Buddies** Name: Age: Cell Phone Number: Name: Age: Cell Phone Number:

Mode of Travel ☐ Cab ☐ Train ☐ Bus ☐ Other _____

List of other Marines that are going to be present:

I understand consumption of alcohol is NOT permitted during this liberty period. An ORM assessment was conducted.

Requesting Marine's Signature:

☐ **Approved**	**Signature:**
☐ **Disapproved**	**Title:**
☐ **RED Updated**	**Date:**

Comments by Approving Official