



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

BnO 1050.7B
CO

JUL 19 2023

BATTALION ORDER 1050.7B

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

Subj: LEAVE AND LIBERTY POLICY FOR MILITARY PERSONNEL

Ref: (a) DODINST 1327.06 series
(b) MCO 1050.3 series
(c) MILPERSMAN 1050-010 series
(d) MILPERSMAN 1050-290 series
(e) MILPERSMAN 1050-435 series
(f) MILPERSMAN 1320-201 series
(g) DTM-23-001
(h) NAVADMIN 008/23
(i) MARADMIN 051/23
(j) OPNAVINST 6000.1 series
(k) MCIEAST-MCB CAMLEJO 1050.6 series
(l) MCO 5000.12 series
(m) TCOM Policy Letter 01-19
(n) OPS Alert 009-23

Encl: (1) Leave and Liberty Policy for Staff
(2) Leave and Liberty Policy for Programmed School Input and Student Awaiting Transfer
(3) Leave and Liberty Policy for Students
(4) NAVPERS 1336/3 Special Request/Authorization (Revision 10-2011)
(5) NAVCOMPT FORM 3065 Leave Request/Authorization
(6) Approximate Boundaries for Students, Programmed School Input and Student Awaiting Transfer
(7) Leave and Liberty Policy/Student Rules and Regulations Acknowledgement

1. Situation. References (a) and (b) direct commanders to establish leave and liberty policies for their service members to provide respite from the work environment in ways that shall contribute to their improved performance and increased motivation.

2. Cancellation. BnO 1050.7A

3. Mission. To amplify policy and guidance specific to Field Medical Training Battalion-East staff and students based on the regulations contained in references (a) through (n).

4. Execution

a. Commander's Intent

(1) Granting leave, liberty, and special liberty is at the sole discretion of the Commanding Officer (CO). The decision to change or adjust the liberty travel boundaries rests solely with the CO.

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

b. Concept of Operations

(1) Regular Leave.

(a) Regular leave requests will be processed via the Chain of Command (CoC) and will be submitted within 14 days of the requested leave date.

(b) Persons requiring leave extensions will be processed via the CoC, provided the service member has the leave balance. Leave requests of up to 14 days can be approved by the Executive Officer (XO) unless otherwise directed by the CO. All leave requests greater than 14 days must be approved by the CO.

(2) Emergency Leave.

(a) During normal working hours, all requests for emergency leave will be processed via the CoC.

(b) After normal working hours, all requests for emergency leave can be approved by the Command Duty Officer (CDO). The CDO will notify the Sailor or Marine's Section Chief, Officer in Charge, S-1 Administration, the Command Master Chief and XO of the situation via text or phone as soon as possible.

(3) Liberty Travel Boundaries:

- (a) < 24 hours: 85 mile radius from Camp Johnson.
- (b) 25-48 hours: 250 mile radius from Camp Johnson.
- (c) 49-72 hours: 350 mile radius from Camp Johnson.
- (d) 73-96 hours: 450 mile radius from Camp Johnson.

5. Administration and Logistics.

a. Specific guidance for Staff, Programmed School Input, Students Awaiting Transfer, and active Students can be found in enclosures (1), (2), and (3).

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.

A handwritten signature in black ink, consisting of several overlapping, slanted strokes that form the letters 'J. J. Repass'.

J. J. REPASS

LEAVE AND LIBERTY POLICY FOR STAFF

1. Liberty for Staff begins after the duty day. On weekends, it commences on Friday after the duty day and ends on Monday morning.
2. Staff will be afforded leave in most all cases unless mission dictates otherwise.
3. Staff can request up to 14 consecutive days of regular leave. Requests for more than 14 consecutive days will be considered on a case by case basis.
4. Staff that are on the Officer of the Day or Command Duty Officer Watchbill will coordinate their desired leave periods with the Field Medical Training Battalion East (FMTB-E) Watchbill Coordinator prior to routing leave requests.
5. Staff requesting leave will submit their request via Navy Standard Integrated Personnel System for Navy personnel or Marine Online for Marine Corps personnel.
6. Leave Outside the Continental United States (OCONUS) is leave taken in a foreign country and is chargeable to a member's leave account as regular leave.

a. OCONUS leave must be routed no less than 30 days prior to the requested leave period. All OCONUS leave requests will be forwarded to the Commanding Officer (CO) for approval via the Section Officer in Charge, Command Master Chief, and the Executive Officer (XO).

b. Requirements for OCONUS travel vary depending upon the country visited; thus ensure to consult the command antiterrorism officer as soon as possible. Prior to submission to the CO, 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.

7. **Military Parental Leave Program.** Per reference (g), implements 12 weeks of non-chargeable leave for all Active Component members, Reserve Component members who perform full-time active duties for longer than 12 consecutive months, and Reserve Component members performing duty under a call or order to active service for more than 12 consecutive months. In the event of a live birth, 12 weeks of non-chargeable leave is authorized for the birth parent and non-birth parent. For the birth parent, the 12 weeks is in addition to convalescent leave authorized by a medical provider and approved by the member's CO. The 12 weeks of non-chargeable leave is also authorized for qualifying adoptions and long-term foster situations and may be taken in one increment or multiple increments. If taken in multiple increments, each increment must be for at least 7 days. Unless extended in line with reference (b), parental leave expires 1 year after qualifying event. The

Navy parental leave program will be executed in line with reference (g). Read reference (g) in its entirety. Guidance contained in reference (a) and (b) is to be used as a supplement to reference (g).

8. **House Hunting Permissive Temporary Additional Duty (HH PTAD).** Staff reporting to FMTB-E who are authorized to occupy non-government quarters are eligible for HH PTAD and may be afforded up to 10 calendar days of HH PTAD. HH PTAD is not authorized if it was previously executed from previous permanent duty station. The CO may authorize special liberty for the purpose of locating quarters, per reference (d), in lieu of HH PTAD authorization.

9. **Combining Regular Leave and Special Liberty.** Staff are authorized to take leave in conjunction with special liberty within appropriate boundaries (i.e., 250 miles - weekend liberty, 350 miles 72-hour liberty, and 450 miles 96-hour liberty). Leave may commence immediately upon termination of the special liberty period or terminate just prior to the commencement of the special liberty period. Sailors must be available to be safely recalled at the request of the CO.

10. **Separation Leave.** Separation leave will be routed via paper leave chit, chit will be forwarded to S-1 and approved by CO. Per reference (n), if a Sailor has indicated on NPPSC form 1900/1 (Separation Questionnaire) that separation leave will be taken, an approved leave request must be submitted. Cases without an approved separation leave request will be returned to the command for action. Separation leave will be routed with separation package for approval.

11. **Liberty for Staff.**

Marines and Sailors will request special liberty using Enclosure (5) via their chain of command to the following approving authority:

- a. < 24 hours: Section Officer in Charge
- b. 25-72 hours: XO
- c. 73-96 hours: CO

12. **Liberty Out of Bounds Requests.**

a. Staff members that desire to exceed liberty boundaries must submit a NAVPERS 1336/3, Special Request/Authorization (Enclosure 5) via their Chain of Command (CoC) stating the miles to be traveled, mode of travel, itinerary, and justification for traveling "Out of Bounds." Airline tickets should not be purchased until the out of bounds liberty request is approved.

b. Out of bounds liberty requests are restricted to the Continental United States within the set Liberty Travel Boundaries. Persons desiring to travel well outside these boundaries or take cruises that involve overnight accommodation onboard ship must take regular leave.

c. All out of bound requests will be routed via the CoC to the CO for approval.

13. **Reenlistment Incentive Program.**

a. A 96-hour Reenlistment Incentive liberty period will be granted to Marines and Sailors who reenlist for up to three years.

b. Two 96-hour Reenlistment Incentive liberty periods will be granted to Marines and Sailors who reenlist for four or more years.

c. Marines and Sailors that qualify will route their requested liberty dates using a NAVPERS 1336/3 to the CO via CoC for approval.

d. Restrictions:

The 96-hour liberty period has to be taken in one full block; the Reenlistment Incentive liberty period must be used within one year of reenlistment and cannot be broken up into shorter liberty periods and cannot be combined with regular liberty resulting in a liberty period of greater than 96 hours. FMTB-E liberty boundaries apply to Reenlistment Incentive liberty. Requests for out of bounds Reenlistment Incentive liberty will be routed via the CoC to the XO for approval.

LEAVE AND LIBERTY POLICY

PROGRAMMED SCHOOL INPUT (PSI)/STUDENT AWAITING TRANSFER (SAT)

1. **Liberty.** PSI and SAT liberty status will be recommended by the S4 Section Chief and Officer in Charge (OIC) based on military bearing, professionalism, and/or status of transfer or training and approved by the Executive Officer (XO).

(a) PSI and SATs will request special liberty using Enclosure (5) via their CoC to the following approving authority:

- (1) < 24 hours: Section OIC
- (2) 25-72 hours: Executive Officer
- (3) 73-96 hours: Commanding Officer

(b) There is no liberty on Thursday due to field day.

(c) On base liberty normally commences at the end of the workday. Phase II/III PSI can commence off base liberty once Staff leadership releases them for the day.

(d) Students must sign in/out for liberty in the "Liberty Logbook" maintained wherever the Officer of the Day (OOD) is posted. It is the student's responsibility to sign in and out of their respective Phase/Section Liberty Logbook when departing the immediate area of Field Medical Training Battalion East (FMTB-E) and/or Camp Johnson.

(e) At the expiration of liberty, the OOD will physically conduct muster no later than 2115 Sunday-Wednesday, or when holiday routine is applicable. Students will remain on Camp Johnson in the vicinity of FMTB-E barracks. PSI are not allowed to be near the water or the woods.

(f) Upon completion of observation of holiday liberty periods i.e., Federal holidays such as 72/96 type of liberty, the OOD will physically conduct muster no later than 2115 Sunday-Wednesday.

(g) The CO may change liberty commencement or termination time based on Risk Management and/or the training schedule.

(h) Any alcohol related incident or disciplinary action by a PSI and/or SAT may result in the revocation of liberty by the CO.

2. **Liberty Phases.**

(a) **Phase I Alpha:** Liberty is restricted to Camp Johnson only. Liberty expires at 2100 Sunday-Wednesday and 2359 Friday and Saturday and when holiday routine is observed. There is no liberty on Thursday due to field day.

(b) **Phase I:** Liberty is restricted to Marine Corp Base Camp Lejeune (MCB CAMLEJ) only. MCAS New River is NOT part of MCB CAMLEJ. Liberty expires at 2100 Sunday-Wednesday and 2359 Friday and Saturday and when holiday routine is observed. There is no liberty on Thursday due to field day. **NOTE: All students who fail to meet the initial weigh-in and/or fitness test requirements will be required to observe 4 weeks of Phase I liberty from the date they check in to S-4.**

(c) **Phase II**: Applies to PSIs awaiting class up **only**, Sunday-Wednesday and Friday, Saturday, and Federal holidays and students awaiting **transfer** Sunday-Wednesday. Off base liberty is authorized within the FMTB-E liberty boundaries. Liberty expires at 2100 Sunday-Wednesday and 2359 Friday, Saturday, and holidays.

(d) **Phase III**: Applies to SAT **only**, Friday, Saturday, and holidays. Off base overnight liberty is authorized. Liberty expires at 2100 on Sundays and Federal holidays within the FMTB-E liberty boundaries.

3. PSI requesting an out of bounds liberty will submit a Special Request/Authorization (NAVPERS 1336/3), found in Enclosure (4), via their CoC.

4. Liberty Buddy Program.

(a) All PSIs, are required to have a liberty buddy for the duration of their time at FMTB-E. Those who request their liberty buddy to be anyone other than another FMTB-E student will be required to submit a special request for command approval.

(b) The assigned liberty buddy must accompany that PSI at all times while off MCB CAMLEJ, unless changed by the chain of command under the direction of the CO.

(c) Exceptions to Liberty Buddy Program requirements will be made on a case by case basis via CO.

5. Leave.

(a) PSI/SAT may be granted regular leave on a case by case basis. Regular leave requests for 14 days or less can be approved by the XO. All requests greater than 14 days must be approved by the CO.

(b) Leave will be submitted via Navy Standard Integrated Personnel System, if not gained use Enclosure (5).

6. Combining Regular Leave and Special Liberty. PSI/SAT are authorized to take leave in conjunction with special liberty. Leave may commence immediately upon termination of the special liberty period or terminate just prior to the commencement of the special liberty period.

GENERAL INFORMATION THAT PERTAINS TO LIBERTY PHASES I Alpha, I, II and III

1. PSI must sign in/out for liberty in the "Liberty Logbook."
2. Liberty starts at the end of the work day.
3. 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 government facility i.e., berthing spaces or consumed during range/field week.
4. Field Day will be conducted each week, normally on Thursday after the completion of training, but can be scheduled for any day deemed necessary by S4 Section OIC and/or Chief. Field day will commence at 1830, berthing

inspection will be conducted by OOD at 2000 the same day. If necessary, re-inspection will take place the same day at 2100 by the OOD. Each student will maintain a rack which is subject to inspection. Only one person is authorized to occupy a rack at a time. Berthing inspection failures will be conducted by instructors Friday at 0730, if necessary. Re-inspections are conducted Saturday mornings by the OOD after 0730 formation.

5. PSI and SATs are to familiarize themselves with the current Marine Corps Installation East MCB CAMLEJ Bulletin 1620 off-limits establishment posted on the quarterdeck and berthing spaces.

LEAVE AND LIBERTY POLICY FOR STUDENTS

1. **Liberty Phases.** All students will fall into one of four phases of training. It is the student's responsibility to sign in and out of their respective Phase Liberty Logbook when departing the immediate area of Field Medical Training Battalion East (FMTB-E) and/or Camp Johnson.

(a) Students will maintain their military bearing and exhibit the highest standards of conduct at all times while on liberty. At the approval of the Commanding Officer (CO), the Training Officer (TRNGO) may change liberty commencement or termination time based on Operational Risk Management and/or the training schedule. While on liberty, students will wear appropriate civilian attire.

(b) **Phase I Alpha:** Liberty is restricted to Camp Johnson only. Liberty expires at 2100 Sunday-Wednesday and 2359 Friday and Saturday and when holiday routine is observed. There is no liberty on Thursday due to field day.

(c) **Phase I:** Consist of the first four weeks of training. Liberty is restricted to Marine Corp Base Camp Lejeune (MCB CAMLEJ) only. MCAS New River is NOT part of MCB CAMLEJ. Liberty expires at 2100 Sunday-Wednesday and 2359 Friday and Saturday and when holiday routine is observed. There is no liberty on Thursday due to field day.

(d) **Phase II:** Starts the Friday of week five of training. Off base liberty is authorized (not to exceed 200-mile radius from Camp Johnson). Liberty expires at 2100 Sunday-Wednesday and 2359 Friday and Saturday and when holiday routine is observed. There is no liberty on Thursday due to field day.

(e) **Phase III:** Starts the Friday of week nine and continues until the graduation. Overnight liberty is authorized Friday, Saturday, and when holiday routine is observed (not to exceed 300-mile radius from Camp Johnson). Liberty expires at 2100 Monday-Wednesday. On Sunday, and when holiday routine is applicable liberty expires at 2100. There is no liberty on Thursday due to field day.

Note: Any alcohol related incident (ARI) may result in the revocation of liberty for the entire class for the remainder of training. Students involved in any ARI may be subject to disciplinary proceedings.

2. **Liberty Buddy Program.**

(a) All active students, are required to have a liberty buddy for the duration of their time at FMTB-E. Students who request their liberty buddy to be anyone other than another FMTB-E student will be required to submit a special request for command approval.

(b) All attempts will be made to ensure that the liberty buddies are within the same platoon and duty section. The assigned liberty buddy must

accompany that student at all times while off MCB CAMLEJ, unless changed by the chain of command under the direction of the CO.

(c) Exceptions to Liberty Buddy Program requirements will be made on a case by case basis. All requests must be submitted 10 days prior via special request chit to the CO.

3. Additional Information.

(a) For students, on base liberty normally commences at the end of the training day, unless otherwise directed by staff. Phase II/III students may commence off base liberty once the student duty section posts at the Quarterdeck (QD).

(b) Prior to departing on liberty, students must sign out and sign-in (with their assigned liberty buddy) in the Liberty Logbook located where the OOD is posted.

(c) At the expiration of liberty, the OOD will physically conduct muster **no later than 2115 Sunday-Wednesday, or when holiday routine is applicable.** The OOD will report student accountability to the CDO. Students will remain on Camp Johnson in the vicinity of FMTB-E barracks. **Students are not allowed to be near the water or the woods.**

(d) The OOD will review the phase liberty logbooks, discrepancies will be annotated and briefed to the CDO during turn over. Liberty will not commence prior to 0745 without prior approval.

(e) Upon completion of accountability to terminate liberty, no alcoholic beverages will be consumed. Students may not possess or consume alcohol of any kind in the berthing areas or during any academic class/training that is part of the FMTB-E curriculum. This includes flavor extracts and candies, but does not include mouthwash or authorized medication.

(f) Building cleanliness is essential to maintain a safe and healthy training and living environment for the students. Field Day will be conducted each week, normally on Thursday after the completion of training, but can be scheduled for any day deemed necessary by the TRNGO or TRNG Chief. Field day will commence at 1830, berthing inspection will be conducted by OOD at 2000 the same day. If necessary, re-inspection will take place the same day at 2100 by the OOD. Each student will maintain a rack which is subject to inspection. Only one person is authorized to occupy a rack at a time. Berthing inspection failures will be conducted by instructors Friday at 0730, if necessary. Re-inspections are conducted Saturday mornings by the OOD after 0730 formation.

(g) Liberty will expire for all hands Sunday to Wednesday at 2100 with accountability reported to the OOD by the Student Company Commander and/or Platoon Commanders. Each night after accountability is complete, students are not authorized to depart the FMTB complex until 0800 the next day unless authorized. Lights out will be at 2200.

(h) All students will sign the last page of enclosure (3). A copy will be held by the Platoon Advisor.

(i) Students are to familiarize themselves with the local off-limits establishments posted on the QD and in the berthing spaces.

4. Shaving.

Male students will always be clean shaven; beards and mustaches are prohibited during Phase I. When worn, the mustache will be neatly trimmed and must be contained within the lines of B-B', C-C', D-D' and the margin area of the upper lip, as shown in figure 1-1. The individual length of a mustache hair fully extended must not exceed 1/2 inch.

(a) A previous Pseudofolliculitis Barbae (PFB) waiver will not be accepted at FMTB-E, a new waiver will be required, with exception of an approved higher authority religious waiver.

(b) Students diagnosed by a medical provider with PFB will comply with the treatment program prescribed by the physician and while in a training status will always keep a copy of the PFB medical chit with them (in the left breast pocket while in uniform).

(c) No electric shaver will be left adrift or plugged in for recharge. If not in use, the shaver will be stowed in the wall locker.

(d) No sharing of electric shavers.

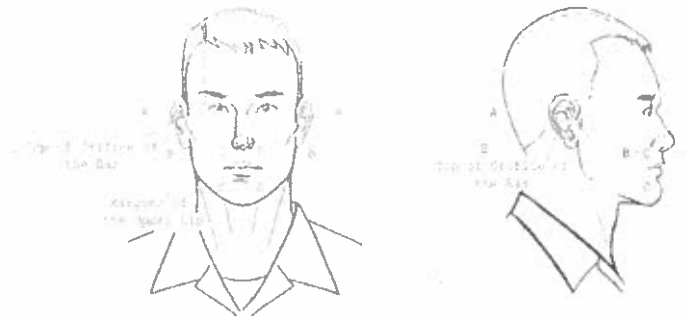


Figure 1-1

5. Health and Comfort Inspections.

(a) The CO has the authority to authorize and execute random health and comfort inspections. These inspections ensure students are living in sanitary conditions, good order and discipline are maintained in FMTB-E living spaces, and living spaces are protected from the negative effects of contraband.

(b) **Contraband.** Is defined as any item that is prejudicial to the good order and discipline, health, welfare, or safety of any student at FMTB-E and is prohibited. Students will be afforded the opportunity to destroy, mail home, or store in a POV any contraband items that are in their possession upon arrival at FMTB-E. Contraband items include, but are not limited to:

Weapons. Any weapon (including edged, pointed and impact weapons) is contraband. Firearms, knives of any length and letter openers are not allowed.

(b) **Contraband.** Is defined as any item that is prejudicial to the good order and discipline, health, welfare, or safety of any student at FMTB-E and is prohibited. Students will be afforded the opportunity to destroy, mail home, or store in a POV any contraband items that are in their possession upon arrival at FMTB-E. Contraband items include, but are not limited to:

(c) **Weapons.** Any weapon (including edged, pointed and impact weapons) is contraband. Firearms, knives of any length and letter openers are not allowed.

(d) **Chemicals.** Any general cleaning supplies or chemicals other than those provided for use by FMTB-E are contraband. Any chemicals provided by FMTB-E will be properly stored in designated spaces when not in use.

(e) **Tobacco.** No tobacco products or products intended to deliver nicotine (e.g. nicotine gum, dip, patches, vapes), will be possessed, used or consumed inside government facilities such as classrooms, berthing spaces or during range/field week.

(f) **Alcohol.** Students at least 21 years of age may consume alcoholic beverages responsibly.

(g) **Medicine.** Any medicines (prescription, or over-the-counter medications) that have not been approved by appropriate military medical authority are contraband. Students arriving with medicine that has been prescribed by civilian medical providers will bring that medicine to Camp Johnson medical staff for approval. Students must consume prescription medication as directed; unconsumed medication may not be possessed beyond the calculated expenditure date (e.g., 9 total tablets to be taken one tablet 3 times daily should be completely consumed in 3 days), unless prescribed to be taken "AS NEEDED." Students may possess unconsumed "AS NEEDED" medication but cannot transfer that medication to another student. All medication must be in its original container with an appropriate prescription label.

(h) **Supplements.** Mineral/Herbal supplements (Creatine, Hydroxy Methylbutyric Acid (HMB), nitrous oxide, green tea extract, weight loss supplements, etc.) are not authorized. Protein bars/powder is authorized at the discretion of the OPSO/OPS Chief. Daily Multivitamins are authorized for use as directed and kept in the original container. No pre-workout or performance stimulating substances will be consumed while in a training status. No exceptions.

(i) **Gambling and Gaming Equipment.** Gambling of any kind is prohibited along with equipment associated with gambling or gaming (e.g. cards, dice etc.).

(j) **Cellular Phones.** At the Primary Platoon Advisor's discretion, the Platoon Company Commander and/or Platoon Commanders are authorized cell phones only during training scheduled events. However, the use will be restricted to placing and receiving calls and/or two-way text messaging with FMTB-E staff or student personnel. Students on liberty are unrestricted in their cell phone usage. In order to maintain good order and proper military courtesies, conversations on cellular phones (to include the use of the earpiece), while walking in uniform, indoors or outdoors, are prohibited. The use of electronic equipment (i.e., portable audio devices) is not authorized while exercising in uniform except as authorized per command/facility regulations (MCO 1020.34H).

Leave and Liberty Policy/Student Rules and Regulations Acknowledgment

1. The decision to change or adjust the phases of training rests solely with the Commanding Officer.
2. Students regardless of age may not possess or consume alcohol of any kind in the berthing areas or during any academic class/training that is part of the FMTB-E curriculum. This includes flavor extracts and candies, but does not include mouthwash or authorized medication.
3. Any alcohol related incident (ARI) may result in the revocation of liberty for the entire class for the remainder of training. Students involved in any ARI may be subject to disciplinary proceedings.

(a) **Phase I Alpha:** Liberty is restricted to Camp Johnson only. Liberty expires at 2100 Sunday-Wednesday and 2359 Friday and Saturday and when holiday routine is observed. There is no liberty on Thursday due to field day.

(b) **Phase I:** Consist of the first four weeks of training. Liberty is restricted to Marine Corp Base Camp Lejeune (MCB CAMLEJ) only. MCAS New River is NOT part of MCB CAMLEJ. Liberty expires at 2100 Sunday-Wednesday and 2359 Friday and Saturday and when holiday routine is observed. There is no liberty on Thursday due to field day.

(c) **Phase II:** Starts the Friday of week five of training. Off base liberty is authorized (not to exceed 200-mile radius from Camp Johnson). Liberty expires at 2100 Sunday-Wednesday and 2359 Friday and Saturday and when holiday routine is observed. There is no liberty on Thursday due to field day.

(d) **Phase III:** Starts the Friday of week nine and continues until the graduation. Overnight liberty is authorized Friday, Saturday, and when holiday routine is observed (not to exceed 300-mile radius from Camp Johnson). Liberty expires at 2100 Monday-Wednesday. On Sunday, and when holiday routine is applicable liberty expires at 2100. There is no liberty on Thursday due to field day.

___ I have received the Student Rules and Regulations booklet.

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

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

Student Name/Signature: _____ Date: _____
 Platoon Advisor Signature: _____ PLT: _____

SPECIAL REQUEST/AUTHORIZATION**PRIVACY ACT STATEMENT**

THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 USC 301.

THE PRINCIPLE PURPOSE OF THE INFORMATION IS TO ENABLE YOU TO MAKE KNOWN YOUR DESIRE FOR ITEMS LISTED OR FOR SOME OTHER SPECIAL CONSIDERATION OR AUTHORIZATION. THE INFORMATION WILL BE USED TO ASSIST OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF THE NAVY IN DETERMINING YOUR ELIGIBILITY FOR AND APPROVING OR DISAPPROVING THE SPECIAL CONSIDERATION OR AUTHORIZATION BEING REQUESTED. COMPLETION OF THE FORM IS MANDATORY, FAILURE TO PROVIDE REQUIRED INFORMATION MAY RESULT IN DELAY IN RESPONSE TO OR DISAPPROVAL OF YOUR REQUEST.

1. NAME:		2. RATE:	
3. SHIP OR STATION:		4. DATE OF REQUEST: (YYYYMMDD)	
5. DEPARTMENT/DIVISION:		6. DUTY SECTION/GROUP:	
7. NATURE OF REQUEST: <input type="checkbox"/> LEAVE <input type="checkbox"/> SPECIAL LIBERTY <input type="checkbox"/> SPECIAL PAY <input type="checkbox"/> COMMUTED RATIONS <input type="checkbox"/> OTHER (BELOW)			
8. NO. OF DAYS REQUESTED:	FROM (DATE AND TIME):	TO (DATE AND TIME):	
9. DISTANCE (MILES):	MODE OF TRAVEL: <input type="checkbox"/> CAR <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS		
10. LEAVE ADDRESS:			11. TELEPHONE NUMBER:
12. REASON FOR REQUEST:			
13. SIGNATURE OF APPLICANT: (Use CAC for digital signature)			
14. I am eligible and obligate myself to perform all duties of person making application.		SIGNATURE OF STANDBY:	DUTY STATION:
15. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
16. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
17. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
18. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
19. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
20. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
21. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE:	
22. REASON FOR DISAPPROVAL:			

LEAVE REQUEST/AUTHORIZATION
 NAVCOMPT FORM 3065 (3PT)(REV. 2-83)

INSTRUCTIONS FOR COMPLETING THIS FORM ARE
 ON THE REVERSE OF PART 3

SEE REVERSE FOR
 PRIVACY ACT
 STATEMENT

1. DATE OF REQUEST		2. FOR ADMIN USE ONLY APPROVAL OF THIS LEAVE IS NOT VALID WITHOUT CONTROL		LEAVE CONTROL NO.	
3. SSN		4. NAME (Last, First, MI)		5. PAY GRADE	
6. SHIP/STATION		7. DEPT/DIV	8. DUTY SECTION	9. DUTY PHONE	
10. TYPE OF LEAVE		FOR USE OUTUS ONLY		12. MODE OF TRAVEL	
<input type="checkbox"/> REGULAR <input type="checkbox"/> SICK <input type="checkbox"/> EMERGENCY <input type="checkbox"/> SEPARATION <input type="checkbox"/> RETIREMENT <input type="checkbox"/> OTHER		11a. Leaving Area of PERMDUTYSTA <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> AIR <input type="checkbox"/> BUS <input type="checkbox"/> CAR <input type="checkbox"/> TRAIN	
13. DAYS REQUESTED		14. FROM (Hour, Date) (YYMMDD)		15. TO (Hour, Date)(YYMMDD)	
17. LEAVE BALANCE . DAYS AS OF .		18. LEAVE USED THIS FY		19. LEAVE PHONE	
20. LEAVE ADDRESS				16. NORMAL WORK NG HOURS DAY OF DEPARTURE FROM: TO: DAY OF RETURN FROM: TO:	
				21. RATION STAUS (Enlisted) <input type="checkbox"/> COMMUTED RATIONS (COMRATS) <input type="checkbox"/> MEAL PASS NO . Entitled to EDF meals except during periods of leave	

I CERTIFY THAT I HAVE SUFFICIENT FUNDS TO COVER THE COST OF ROUND TRIP TRAVEL. I UNDERSTAND THAT SHOULD ANY PORTION OF THIS LEAVE, IF APPROVED, RESULTS IN MY TAKING MORE LEAVE THAN I CAN EARN ON MY CURRENT UNEXTENDED ENLISTMENT OR CURRENT ACTIVE DUTY OBLIGATION, MY PAY WILL BE CHECKED FOR SUCH EXCESS LEAVE

SIGNATURE OF APPLICANT

RECOMMENDED				DATE
<input type="checkbox"/> YES	<input type="checkbox"/> NO			
<input type="checkbox"/> YES	<input type="checkbox"/> NO			DATE
<input type="checkbox"/> YES	<input type="checkbox"/> NO			DATE
<input type="checkbox"/> YES	<input type="checkbox"/> NO			DATE
23. APPROVED	DISAPPROVED	REVIEWING OFFICER'S NAME AND SIGNATURE		DATE
<input type="checkbox"/> YES	<input type="checkbox"/> NO			

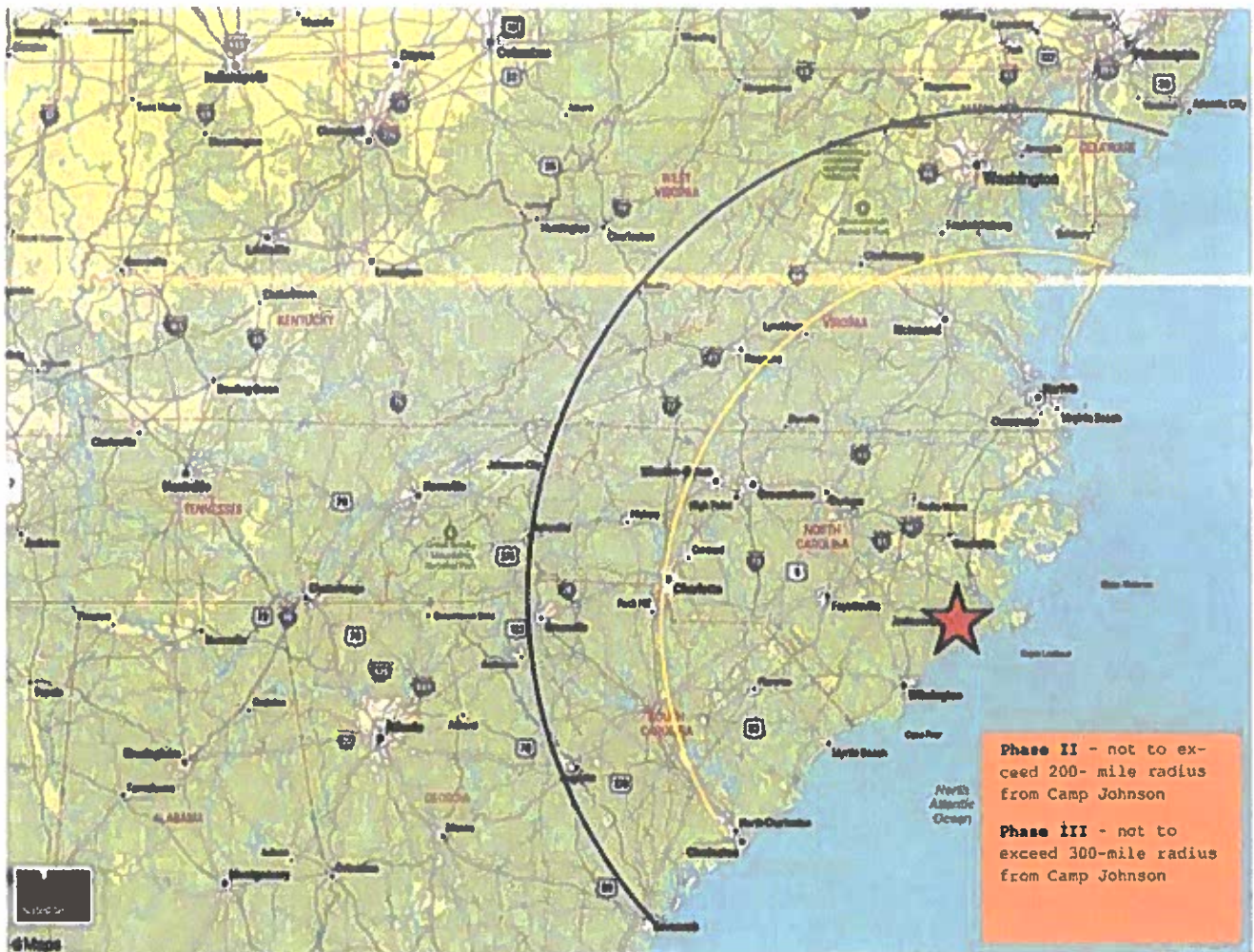
24. COMMENTS/REMARKS

25. SHIP OR STATION (Including telegraphic address)	26. REPORT ON EXPIRATION OF LEAVE TO (If other than block 25)
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DEPARTED ON LEAVE		RETURNED FROM LEAVE		GRANTED EXTENSION OF LEAVE ENDING	
27a. HOUR	27b. DATE (YYMMDD)	28a. HOUR	28b. DATE (YYMMDD)	29a. HOUR	29b. DATE (YYMMDD)
27c. OOD'S SIGNATURE		28c. OOD'S SIGNATURE		29c. OOD'S SIGNATURE	

IN CONSIDERATION OF THE MEMBER'S COMPLETION OF A FULL WORKDAY (AS DEFINED IN MILPERSMAN NAVPERS 15560) ON THE DAYS OF DEPARTURE AND RETURN, THE INCLUSIVE DAYS SHOWN ARE CORRECT AND PROPER FOR CHARGING AS LEAVE		30. INCLUSIVE LEAVE PERIOD TO BE CHARGED	FIRST:	LAST:			31. NO OF DAYS
			(YY)	(MM)	(DD)	(YY)	

I CERTIFY THAT THE ABOVE IS CORRECT AND PROPER TO THE BEST OF MY KNOWLEDGE	CERTIFYING OFFICER'S TYPE NAME/RANK/TITLE	33. CERTIFYING OFFICER'S SIGNATURE
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APPROXIMATE BOUNDARIES FOR STUDENTS, PSI, AND SATs ON PHASE II/III LIBERTY

FOR REFERENCE ONLY

Although every effort has been made to ensure the accuracy of information, errors and conditions originating from the physical sources used to develop the database may be reflected in the data supplied. The requester must be aware of data conditions and ultimately bear responsibility for the appropriate use of the information with respect to possible errors, original map scale, collection metrology, currency of data, and other specific conditions to certain data.

Leave and Liberty Policy/Student Rules and Regulations Acknowledgment

1. The decision to change or adjust the phases of training rests solely with the Commanding Officer (CO).
2. Students regardless of age may not possess or consume alcohol of any kind in the berthing areas or during any academic class/training that is part of the FMTB-E curriculum. This includes flavor extracts and candies but does not include mouthwash or authorized medication.
3. Any alcohol related incident (ARI) may result in the revocation of liberty for the entire class for the remainder of training. Students involved in any ARI may be subject to disciplinary actions.

(a) Phase I Alpha: Liberty is restricted to Camp Johnson only. Liberty expires at 2100 Sunday-Wednesday and 2359 Friday and Saturday and when holiday routine is observed. There is no liberty on Thursday due to field day.

(b) Phase I: Consist of the first four weeks of training. Liberty is restricted to Marine Corp Base Camp Lejeune (MCB CAMLEJ) only. MCAS New River is NOT part of MCB CAMLEJ. Liberty expires at 2100 Sunday-Wednesday and 2359 Friday and Saturday and when holiday routine is observed. There is no liberty on Thursday due to field day.

(c) Phase II: Starts the Friday of week five of training. Off base liberty is authorized (not to exceed 200-mile radius from Camp Johnson). Liberty expires at 2100 Sunday-Wednesday and 2359 Friday and Saturday and when holiday routine is observed. There is no liberty on Thursday due to field day.

(d) Phase III: Starts the Friday of week nine and continues until the graduation. Overnight liberty is authorized Friday, Saturday, and when holiday routine is observed (not to exceed 300-mile radius from Camp Johnson). Liberty expires at 2100 Monday-Wednesday. On Sunday, and when holiday routine is applicable liberty expires at 2100. There is no liberty on Thursday due to field day.

___ I have received the Student Rules and Regulations booklet.

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

I understand that it is my responsibility to abide by the Leave and Liberty Policy/Student Rules and Regulations. Failure to obey these regulations may result in punitive action. I also understand that if I am assigned a liberty buddy, he/she will be my liberty buddy for the duration of my class enrollment at FMTB-E unless changed by the Chain of Command under the direction of the CO.

Student Name/Signature: _____ Date: _____
 Platoon Advisor Signature: _____ PLT: _____