



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

BnO 1050.6Z

S1

JAN 23 2019

BATTALION ORDER 1050.6Z

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) NAVADMIN 151/18
(h) MARADMIN 331/18
(i) OPNAVINST 6000.1 series
(j) MCIEAST-MCB CAMLEJO 1050.6 series
(k) MCO 5000.12 series
(l) TCOM Policy Letter 12-16

1. Situation. References (a) and (b) direct commanders to establish leave programs 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. FMTBO 1050.6Y w/Ch.4

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

4. Execution

a. Commander's Intent

(1) FMTB-E military staff will be afforded leave in most all cases unless mission dictates otherwise.

(2) Military 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.

(3) Military staff reporting to FMTB-E who are authorized to occupy non-government quarters are eligible for House Hunting Permissive Temporary Additional Duty (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 Commanding Officer may authorize special liberty for the purpose of locating quarters, per reference (d), in lieu of HH PTAD authorization.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(4) Students are not authorized annual leave except under extenuating circumstances. Student leave requests will be considered on a case by case basis by the Commanding Officer or Executive Officer. Student leave requests will be routed via the chain of command using the appropriate forms.

(5) For extended holiday periods when students are present, the Commanding Officer will provide guidance and requirements for student liberty. No student liberty requests will be routed to the FMTB-E staff until the Commanding Officer has promulgated his guidance for the upcoming holiday period.

(6) 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.

b. Concept of Operations

(1) Regular Leave

(a) Regular leave requests will be processed via the chain of command and will be submitted within 14 days of the requested leave date. Leave requests of up to 14 days can be approved by the Executive Officer unless otherwise directed by the Commanding Officer. All leave requests greater than 14 days must be approved by the Commanding Officer.

(b) Personnel that are on the Officer of the Deck (OOD) or Command Duty Officer (CDO) Watchbill will coordinate their desired leave periods with the FMTB-E Watchbill coordinator prior to routing leave requests.

(c) Sailors Awaiting Training/Transfer (SAT/T) may be granted regular leave on a case by case basis. SAT/T regular leave requests for 14 days or less can be approved by the Executive Officer. All requests greater than 14 days must be approved by the Commanding Officer.

(d) Service members are authorized to check out and check in from leave with the OOD via the telephone or in person.

(e) Persons requiring leave extensions can obtain approval from their Company Commander or Section Head for up to two additional days provided the service member has the leave balance. Longer extensions will require permission from the Executive Officer, or if the request extends the initial leave request beyond 14 days, the Commanding Officer.

(2) Emergency Leave

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

(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 Company Commander or Section Head, the Command Master Chief (CMC) and Executive Officer of the situation via text or phone as soon as possible.

(3) Leave 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 routed no less than 30 days prior to the requested leave period. All OCONUS leave requests will be forwarded to the Commanding Officer for approval via the Company Commander or Section Head, Command Master Chief, and the Executive Officer.

(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.

(4) Military Parental Leave Program (MPLP). Per references (g) and (h), service members who give birth are entitled to 42 days of non-chargeable Maternity Convalescent Leave (MCL), commencing the first full day after leaving the hospital. Members designated as the Primary Caregiver (PC) for a birth or qualifying adoption are eligible for 42 days of non-chargeable PC Leave (PCL). Members designated as the Secondary Caregiver (SC) for a birth or qualifying adoption are eligible for 14 days of non-chargeable SC Leave (SCL). See reference (g) for guidance in determining service member eligibility and other requirements.

(5) Combining Regular Leave and Special Liberty. FMTB-E military personnel 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. Leave must commence and terminate in the vicinity of FMTB-E (Jacksonville, NC).

(6) Extensions of Regular Leave and Special Liberty Incentives for Assistance to the Recruiting Service. As per reference (b), Marines on leave who recruit acceptable applicants for enlistment in the Marine Corps will be recommended for a 5-day leave extension or a 4-day special liberty for each accepted applicant. Each Marine who brings an accepted applicant to a recruiting officer or Marine Inspector & Instructor will have the option to elect either a 5-day leave extension or a 4-day special liberty. This can be used at the Marine's duty station at the earliest time the Marine desires, consistent with operational and/or training requirements of the unit to which assigned. Leave extensions or 4-day special liberty in conjunction with assistance to the recruiting service are only recommendations. The decision on whether or not to grant leave extensions or special liberty rests solely with the Commanding Officer of FMTB-E.

(7) Special Liberty for Staff and SAT/Ts.

(a) Marines and Sailors will request liberty using NAVPERS 1336/3 via their chain of command to the following approving authority:

1. < 24 hours: Company Commander/Section Head
2. 48-72 hours: Executive Officer
3. 73-96 hours: Commanding Officer

(8) FMTB-E Liberty Phases for Students. Per reference (1), an ELT student is a Sailor or Marine that are of rank E-1 to E-3, have less than 2 years of active duty service, and do not have a residence with spouse within the Jacksonville, NC area.

(a) Phase I: Applies to all non-ELT and ELT students. Liberty authorized on Camp Johnson and MCB Camp Lejeune only. MCAS New River is **NOT** part of MCB Camp Lejeune. Liberty expires at 2200 Sunday-Thursday and 2359 Friday, Saturday, and holidays.

(b) Phase II: Applies to only ELT students. Off base liberty is authorized within the FMTB-E liberty boundaries. Liberty expires at 2200 Sunday-Wednesday and 2359 Friday, Saturday, and holidays.

(c) Phase III: Applies to non-ELT students only. Off base liberty is authorized. Liberty expires at 2200 Sunday-Wednesday. Overnight liberty is authorized Friday, Saturday, and holidays within the FMTB-E liberty boundaries.

(9) Student Liberty.

(a) For students, on base liberty normally commences at the end of the training day. Phase II/III students and SAT/T personnel can commence off base liberty once the student duty section posts at the Quarterdeck.

(b) Prior to departing on liberty, 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. Non-ELT students must sign out and sign in for liberty in the "Non-ELT Liberty Logbook".

(c) On training days, normally Sunday through Wednesday, liberty will expire at 2200. Post liberty accountability will be conducted by the student Company Commander and/or Platoon Commanders and reported to the OOD no later than 2215. 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) For students on Phase I and II liberty, liberty will expire at 2359 on Friday and Saturday nights. At the expiration of liberty, the OOD will review the phase liberty logbooks, discrepancies will be annotated and briefed to CDO during turn over. Liberty will not commence prior to 0745 without prior approval. Student accountability will be taken by the student Company Commander and/or Platoon Commanders in the morning and reported to the OOD NLT 0800 Saturdays, Sundays and holidays.

(e) Upon completion of holidays, such as a 96 Hour Liberty, 100% accountability will be conducted and reported to the OOD.

(f) The Commanding Officer may change liberty commencement or termination time based on ORM and the training schedule.

(10) Liberty for SAT/T Personnel. The liberty status of SAT/T personnel will be assigned by the S-4 based on the SAT/T's military bearing, professionalism, and/or status of transfer or re-enrollment. SAT/T personnel that are ordered to participate in the SAT/T mandatory physical fitness program will be required to participate in scheduled exercise sessions regardless of what liberty status they are assigned.

(11) Liberty Buddy Program. All FMTB-E Entry Level Training (ELT) students will be assigned a liberty buddy for the duration of their time at Field Medical Training Battalion-East.

(a) Liberty buddies will be assigned upon arrival to FMTB-E. Liberty buddies will be of the 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.

(b) Only the Training Officer (TO) or Assistant Training Officer (ATO) may reassign a student's liberty buddy once assigned.

(c) SAT/Ts that are ELTs will adhere to the FMTB-E liberty buddy policy and will have a liberty buddy assigned to them by the FMTB-E staff.

(d) Once a student or SAT/T is assigned a liberty buddy, the assigned liberty buddy must accompany that student at all times while off Camp Johnson/Camp Lejeune.

(e) Students and SAT/Ts that are assigned to Phase III liberty do not need to sign out with a liberty buddy.

(12) FMTB-E 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. |

(13) Liberty Out of Bounds Requests:

(a) Out of bounds liberty requests are restricted to the Continental United States (CONUS). Persons desiring to take cruises that involve overnight accommodation onboard ship will take regular leave.

(b) Staff members that desire to exceed liberty boundaries must submit a NAVPERS 1336/3 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.

(c) All out of bounds requests will be routed via the chain of command to the Commanding Officer for approval.

(14) 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 Commanding Officer via chain of command for approval.

(d) Restrictions:

1. The 96-hour liberty period has to be taken in one full block; the Reenlistment Incentive liberty period 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.

2. All Reenlistment Incentive liberty must be used within one year of reenlistment.

3. FMTB-E liberty boundaries apply to Reenlistment Incentive liberty. Requests for out of bounds Reenlistment Incentive liberty will be routed via the chain of command to the Executive Officer for approval.

5. Administration and Logistics.

a. Students requesting special liberty or out of bounds liberty will submit a FMTB Student Leave/Special Liberty Request Form (FMTBN/9(9-16)) via their chain of command.

b. Students requesting leave will submit both a FMTB Student Leave/Special Liberty Request Form (FMTBN/9(9-16)) and a Leave Request/Authorization (NAVCOMPT Form 3065) via their chain of command.

c. FMTB-E permanent staff and SAT/Ts requesting liberty or an out of bounds liberty will submit a Special Request/Authorization (NAVPERS 1336/3) via their chain of command.

d. FMTB-E permanent staff and SAT/Ts requesting leave will submit their request via NSIPS (Navy personnel) or Marine Online (Marine Corps personnel).

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.


C. L. WAGGONER

DISTRIBUTION: A