

**FIELD MEDICAL
TRAINING BATTALION-EAST
CAMP LEJEUNE, NC**

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**HOME OF
DOC BRADLEY HALL**

FIELD MEDICAL TRAINING BATTALION - EAST

RULES AND REGULATIONS

Updated January 2015

SAILOR'S CREED

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

HOSPITAL CORPSMAN PLEDGE

I solemnly pledge myself before God and these witnesses to practice faithfully all of my duties as a member of the Hospital Corps. I hold the care of the sick and injured to be a privilege and a sacred trust and will assist the Medical Officer with loyalty and honesty.

I will not knowingly permit harm to come to any patient.

I will not knowingly partake of nor administer any unauthorized medication.

I will hold all personal matters pertaining to the private lives of patients
in strict confidence.

I dedicate my heart, mind, and strength to the work before me.

I shall do all within my power to show in myself an example of all
that is honorable and good throughout my naval career.

RELIGIOUS PROGRAM SPECIALIST RATING DEVICE

The compass suggests the direction religion gives to life.

The globe symbolizes the fact that religious ministries are available around the world.

The anchor symbolizes the religious support Religious Program Specialists continually provide
to personnel of the armed services.

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STUDENT GUIDELINES

SCOPE:

Welcome to Field Medical Training Battalion – East (FMTB-E)! Whether you are a seasoned Sailor or have just graduated from “A” school, there is a great purpose for your training here. This course is designed to challenge you. The purpose of this document is to prepare you for the day-to-day operations at FMTB-E. You will be asked to spend a good portion of your day, including personal time, in preparation for upcoming events. This information will help you succeed here, so it is imperative that you read the entire guide.

<u>PAGE</u>	<u>TOPIC</u>
2	Morning Reveille
2	Formations
2	Student Leadership Positions/Roles
4	Sick Call Procedures
4	Uniform Standards
4	Field Day
5	Exams/Study Tips/Mandatory Study
6	Navy PFA/USMC PFT
7	Mandatory PT Sessions
7	Corrective Lens Eyewear
7	Miscellaneous Items
8	Discipline/Respect
8	Awards
8	Civilian Attire
9	Local Places of Interest
10	Marine Corps Base Chapel Schedule
11	Off-Limits Establishments
11	Prohibited Possession and Consumption of Alcohol
11	Smoking/Dipping/Chew Policy
12	Prohibited Access to Berthing Areas
12	Parking of POVs
12	Students Mailing Address and Emergency Telephone Numbers
12	Leave and Liberty Policy
15	Mobile Phone Usage
15	Barracks Guidelines and Regulations
17	Student Watch-standing Guide
19	Operational Risk Management (ORM)
21	Gear Marking Guide
26	Mentor/Buddy Card

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

<http://www.tecom.marines.mil/fmtbe/UnitHome.aspx>

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1. MORNING REVEILLE: Reveille will be at 0430 unless otherwise specified. Reveille may be earlier for events such as field training, conditioning hikes, obstacle courses, and practical training. Attention to the schedule, listening, and understanding of information being passed by advisors, instructors, and staff is your responsibility. The schedule for the upcoming days and weeks will be posted in your barracks. **Stay flexible, the schedule is subject to change.**

2. FORMATIONS: Every student will muster in formation 15 minutes prior to any scheduled event. Company formations are held on the grinder (basketball court outside the Quarterdeck).

- **Morning formation** will be conducted at **0500** unless otherwise specified. All students will be present and will march to chow unless otherwise specified. It is imperative that the company arrive at the chow hall no later than 0515. After chow, students need to prepare for the training day and as such will be in their classroom seats 15 minutes prior to the start of class or as dictated by their platoon advisors.
- **Evening formation** will be everyday, **Sunday thru Thursday at 1945** unless otherwise specified. This is an ALL-HANDS LIBERTY SECURING formation and off-base liberty will be secured afterward. The Liberty Policy is explained on page 14.
- **Field Day formation** will be every **Thursday at 1830 unless otherwise specified.** This formation will commence the field-day of the barracks. ****There will be times when this formation will not be held and field-day will commence at the end of the work day.**
- **Post-72/96 Hour Liberty formation** will be held on the last day of every **72/96 hour liberty at 1800.** This is an ALL-HANDS LIBERTY SECURING formation and off-base liberty will be secured afterward. No other evening formation will be held on these days.

3. STUDENT LEADERSHIP POSITIONS/ROLES: There are seven student leadership positions available during your time at FMTB-E. All leaders, regardless of their position, must set the example. If you have questions concerning your role and position, ask your Platoon Advisors. Remember, leaders are not born but made. Use this training opportunity to develop and perfect your leadership skills. As always, leaders are held to a higher standard of conduct, professionalism, and accountability.

- **Student Company Commander:** The Student Company Commander is normally the most senior person in the company. Their function is to supervise and carry-out the instructions given by the Training Chief. In the event the Training Chief is not available, the SMI/ATO will pass instruction. This student serves as the focal point of contact for the company and receives instructions to be passed down. The Student Company Commander is responsible for conducting any “all-hands” formations. He/she will ensure that the morning report is completed and turned in by 0700 on training days to the Training Chief. The Student Company Commander is also responsible for providing the evening muster report to the OOD by 2000 for all liberty securing formations or 1800 for all post-72/96 hour liberty formations. The Student Company Commander will keep the platoon commanders well informed and is not authorized to give extra military instruction (EMI) or punish another student. Any problems that arise must be discussed with the Training Chief and brought through the chain of command.

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CAMP LEJEUNE, NC

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- **Student Platoon Commander:** The Student Platoon Commander is normally the most senior person in the platoon. Their function is to supervise and carry-out the instructions given by the Student Company Commander, the Platoon Advisors, the Senior Military Instructor (SMI), or the Assistant Training Officer (ATO). The Student Platoon Commander serves as a focal point of contact within the platoon and receives instructions to be passed down. The Student Platoon Commander is responsible for keeping his/her squad leaders well informed and having accountability of all students within the platoon. In the event the Staff Advisors are not present, the Student Platoon Commander will carry out the daily routine designated in the schedule. The Platoon Commander is not authorized to give EMI or punish another student and any problems that arise must be discussed with the Staff Advisors and Training Chief.

- **Student Platoon Sergeant:** The Student Platoon Sergeant is responsible for holding all platoon formations, conducting musters, keeping all the troops well-informed, and for marching the platoon to and from all destinations. Assistance with calling close order drill is available from the Staff Advisors. The Student Platoon Sergeant will account for all personnel, including weapons when carried, and report them on the morning muster report. At the morning formation, the Student Platoon Sergeant will conduct a daily uniform inspection. The following will be checked during uniform inspections: **clean, neat, serviceable uniforms, blackened collar devices, clean boots, and personal grooming to standards.**

- **Student Platoon Scribe:** The Student Scribe will be given a binder/bag with important forms (sickcall, administrative services, special request forms, etc.) necessary to conduct day-to-day functions. The Staff Advisors will assemble the Scribe binder/bag and properly inform the Scribe of his/her responsibilities. The Student Platoon Scribe is responsible for the documentation of the student morning report while other duties may vary according to their platoon advisors.

- **Student Platoon Master-at-Arms (MAA):** The Student Platoon MAA is responsible for ensuring that daily clean-up assignments are given and performed while also ensuring that good order and discipline is maintained in the barracks. The Student MAA will ensure that the barracks are clean and neat prior to leaving every morning, while also ensuring the platoon classroom and accompanying head are clean, neat, and restocked prior to leaving every afternoon. The Student MAA is responsible for the field day of the barracks and classroom every week. The Student MAA will ensure all cleaning supplies are on-hand and submit the proper request to the Supply Petty Officer for additional gear and supplies as needed. In the event something breaks or an infraction occurs, the MAA will immediately notify the Student Platoon Commander and the Staff Advisors during normal working hours or the OOD after hours.

**FIELD MEDICAL TRAINING BATTALION - EAST
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- **Squad Leader:** The Squad Leader is responsible for any tasks given by the chain of command and for their squad's accountability, welfare, readiness, and understanding of orders and the mission to successfully achieve objectives.

- **Fire Team Leader:** Within each squad, Fire Team Leaders are responsible for any tasks given by the chain of command and for their fire team's accountability, welfare, readiness, and understanding of orders and the mission to successfully achieve objectives.

4. SICKCALL PROCEDURES: If you are sick and need to go to sick call, you must notify your Platoon and Staff Advisors. Sick call will be held at 0730 at Bldg. M508 by the FMTB-E Independent Duty Corpsman (IDC). The IDC may direct you to the Camp Johnson Branch Medical Clinic (BMC) or call for an appointment at 910-450-0836. If you are sent to the BMC you will report for your appointment and return to the IDC with your disposition/duty status change immediately after appointment is complete. In the event IDC is unavailable, you will report to your Advisors after appointments for disposition/duty status.

If it is an emergency, call 911 and immediately inform a Staff Advisor. If you are off base, call 911 in an emergency or go directly to the Naval Hospital Camp Lejeune Emergency Room. Remember, that it is your responsibility to keep your chain of command and the OOD (at 450-0712) informed of your whereabouts and status (discharge, sick-in-quarters, hospitalization, etc). After being seen, you will report to the Independent Duty Corpsman (IDC) the following day. If it is on the weekend or holiday, report by the next training day. In all cases, you are to report to the FMTB-E OOD immediately upon release/departure from the hospital.

5. UNIFORM STANDARDS: The MARPAT combat utility uniforms (desert and woodland) are seasonal uniforms. During summer months the desert uniform will be worn and during winter months, the woodland uniform will be worn. Navy Service Uniform (NSU) will be worn on Fridays. Regardless, the utility uniform will always be clean and collar devices will be blackened. Boots will be cleaned everyday and your trousers will be bloused appropriately. You will not be penalized if your boots get dirty during the training day. **PT gear of any kind is NOT AUTHORIZED anywhere on base except the gym or while exercising.**

The MARPAT combat utility uniform or any portion thereof will not be worn in town. The **ONLY** exception is during a medical emergency or a vehicle breakdown. You may wear the utility uniform anywhere on base. This is different from the wear of the Navy Working Uniform (NWU), which is outlined in the Navy Uniform Regulations Manual.

6. FIELD DAY: Field day will normally be conducted on Thursdays and inspected on Friday by the Command MAA and Training Chief. Failure to properly clean will result in loss of liberty privileges for the individual and/or entire platoon. Re-inspection of barracks will be conducted at a time determined by the Command MAA, Training Chief, or OOD no later than Saturday morning. A 2nd inspection failure will result in loss of liberty with re-inspection the following morning by the Staff Advisors, or OOD. Daily cleanup assignments will be delegated by the Student Platoon MAA. As always, daily maintenance of the barracks will result in an easier field

**FIELD MEDICAL TRAINING BATTALION - EAST
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<https://www.facebook.com/FMTBeast?fref=ts>

day. Barracks trash will be emptied in the dumpster, at a minimum, twice daily (0545 and 1945 daily). As always, the barracks and all common-spaces are subject to inspection at any time.

In addition to regular field days, the platoon will be given an additional cleaning assignment by the Training Chief or Staff Advisors, i.e., main classroom, heads, classrooms, lounges, training areas, grounds, parking areas, etc. The platoon MAA will be responsible to carry out the instructions and report to the Student Platoon Commander/Sergeant ensuring that these cleaning assignments are completed prior to the next day. These assignments should not interfere with evening chow.

7. EXAMS/STUDY TIPS AND MANDATORY NIGHT STUDY: There are five FMST Block exams and four RPSES block exams on the schedule, so prepare accordingly. Study in quiet places. Studying with a group might be helpful, but studying is ultimately **YOUR** responsibility. Block exam reviews for all students will be held prior to each exam. Students who fail any block exam(s) will be counseled and re-tested at 0600 the following morning. Students who fail one exam will also be placed on remedial mandatory study sessions, conducted from 1800-1900, on a nightly basis, Sunday thru Thursday. Those students will remain on mandatory study sessions until they pass the next regularly scheduled exam. **Any student on mandatory study is also NOT authorized off-base liberty.** Students who fail any two tests will remain on mandatory night study throughout the remainder of the class. If a student fails two tests, a Student Performance Academic Review (SPAR) board will be conducted to assess the student's progress. The maximum score obtainable on any retest is an 80 for GPA purposes. **Bottom line: Study!!**

****Hint:** The questions are based on your Enabling Learning Objectives (ELOs) in your student handout. Although you are responsible for all of the material in your student handout, the ELOs are helpful for focusing on the most important material.

Prior to the start of class, you will receive a copy of your Student Manual either electronically or a hard copy. Make SURE you take time to review it and answer all the questions at the end of each section and block review questions. The next 8 weeks will be very hectic and strenuous; you will need all the extra time you can muster up to study!

THE FIRST DAY OF CLASS

→ You will be introduced to the Command's staff members and advised of their roles at FMTB-E.

PAY ATTENTION! This information may be beneficial to you in the weeks to come.

→ **TAKE NOTES!!**

LEARN AS YOU GO

→ Do what is right from the beginning – review material **BEFORE** you go to class.

→ Eat right and get enough sleep.

→ **PREPARE** - Do your homework and **STUDY!!**

→ **MEMORIZING** is a large part of learning the information provided.

**FIELD MEDICAL TRAINING BATTALION - EAST
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- Make **LISTS**.
- Use **MNEMONIC** (a memory aid) devices, for example, a mnemonic to remember different ranks of military generals could be "**Be My Little General**" for **Brigadier General** (one star), **Major General** (two stars), **Lieutenant General** (three stars), and **General** (four stars).
- Have **SEVERAL** study sessions – make use of your time during hikes and standing in lines by testing each other's knowledge.
- Develop **FLASH CARDS** – use them to study during down times.
- Be familiar with your instructor's style.
- **BE CONFIDENT** in your ability to do well!
- "Cramming" **DON'T** wait until the night before a test to study.

WHEN YOU ARE TESTING

- Know that you have genuinely done your best to prepare.
- Remain relaxed.
- Make **SURE** you understand all directions.
- Review the entire test and organize your thoughts – make sure you **KNOW** and **UNDERSTAND** the point values for questions.
- Work steadily – skip questions you do not know and go back to them later.
- **READ** questions carefully - **PAY ATTENTION** to what is being asked – don't just **ASSUME** you know what the question is asking.
- Focus on tips your instructor has given the class.
- Keep your work neat and review your answers before you hand them in.
- Tests are mostly multiple choices – you will mark your answers on bubble sheets provided by the instructors. **MAKE SURE** your choice is **CLEARLY MARKED**. If you make any changes to your answers, make sure you **COMPLETELY ERASE** your first response. (**Note:** Each answer sheet requires that you provide your name and DoD ID number. Make sure you have completely filled the required information out to prevent any confusion when tests are scanned.)
- Don't pay any attention to what anyone else is doing during the test.
- Think **POSITIVE & BREATHE!!**

8. NAVY PFA / USMC PFT: It is your responsibility to be prepared for the Navy's Physical Fitness Assessment (PFA), Marine Corps Physical Fitness Test (PFT). There is no time to conduct a remedial physical training program to get students who are minimally qualified to be fully prepared to commence training. It is recommended that you PT on your own in safe conditions, i.e., with a friend, early morning or evening with reflective gear, keeping hydrated, etc. Your participation and performance in daily physical training, PFA, conditioning hikes, and PFT are factored into your overall course performance. **Failure to successfully complete the Navy PFA or to be within Navy weight and body-fat standards prior to graduation will require you to remain onboard as part of Sailors Awaiting Training/Transfer (SAT/T) platoon until within standards.** The student will be held from graduating until successful completion of the PFA. Runs are normally conducted with the Training Company or your

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

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<https://www.facebook.com/FMTBeast?fref=ts>

Platoon running in formation. However, on certain days, the training company may do ability group runs where each platoon or student may challenge themselves to improve their physical stamina and finish in a faster time. Always drink plenty of water, stay hydrated, limit caffeine, eat balanced meals, and **DO NOT TAKE PERFORMANCE SUPPLEMENTS**.

9. MANDATORY PHYSICAL TRAINING: All students who have demonstrated a satisfactory or inability to successfully complete physical training evolutions or are over the prescribed bodyfat composition assessment standards or are close to exceeding them, will be placed on the Fitness Enhancement Program (FEP). FEP sessions will be held every Saturday at 0800 and the last day of a 72/96 hour liberty weekend or otherwise directed by the command CFL. Regardless of what liberty phase you are in you will attend these sessions. Weigh-ins will be held at 0730.

10. CORRECTIVE LENS EYEWEAR: Students who require corrective lens eyewear must report to training with **two pair** of government issued clear lens glasses (and gas mask inserts if available). Contact lenses are not authorized during your time here except when specified by the staff or IDC. Government issued glasses must be worn during training hours and throughout all field events: obstacle courses, land navigation, field exercise periods, etc. Decorative, shaded/colored, and faddish non-government issue eyewear is prohibited during training.

11. MISCELLANEOUS ITEMS:

Additionally, the items listed below can be purchased upon arrival or you may bring them with you:

- Good pair of running shoes with white socks (no basketball shoes)
- 4 sets of boot bands
- 4 sets of blackened rank insignia (will wear these until given rating shield at graduation)
- 4 combination locks (**key locks are not authorized**)
- 1 mesh laundry bag
- Sports mouth guard/piece (for MCMAP)- **RP's ONLY**
- Sufficient amount of toiletry items to provide for your personal comfort during the training period
- 1 set of dog tags (red tags for allergies)
- Medical equipment (EPI pen, inhalers, etc.)
- Good Hearing protection (will be provided at range, however one can purchase own set)
- Shower shoes
- 2 rating collar insignia (Caduceus or RP shield) (For Shielding Ceremony at graduation)
- 1 Cover rank insignia (LARGER and for personnel E4 and above only)
- 2 towels
- Velcro Name Tapes for gear (Optional and must be Coyote color to match gear)

**** All students are required to know their PIN to their Common Access Cards (CAC). Please ensure you know your current PIN or have it reset prior to check-in.**

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

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12. DISCIPLINE/RESPECT: At no time will anyone disrespect another shipmate. If you have a problem, bring it to your **Staff Advisor's** attention (or the OOD if after hours) and they will resolve the issue. Do not misconstrue training, guidance, accident prevention, and leadership for hazing. FMTB-E BnO 5370.1series, Standards of Conduct sets guidance on conduct of all staff and students. It is incumbent upon all members of this command to conduct themselves in such a manner that they, at all times and under all circumstances, set the best possible example for subordinates, peers and seniors and represent the Navy and Marine Corps. Unseemly conduct while in and out of uniform tends to reflect discredit upon the Navy and the Marine Corps and may be considered an infraction of the Uniform Code of Military Justice (UCMJ). This is a formal Marine Corps School and we represent the Navy's finest on a Marine Corps Base.

Teamwork is essential in combat. You must be able to work with everyone. You must obey the orders of the leaders appointed over you. Someday you will be asked to take a leadership position.

13. AWARDS: There are several awards that can be achieved at FMTB-E. If you are motivated you can earn more than one:

- *Top Dog:* Awarded to the HM or RP with the highest combined PRT, PFT and GPA. Any event failure disqualifies you from this award.

Corpsmen Awards:

- *Honor Graduate:* Awarded to the HM with the highest overall grade point average (GPA).
- *Super Doc:* Awarded to the HM who displays the most motivation, professionalism, leadership, and who helps others to succeed. Students nominate one individual from each platoon and a board comprised of Marine Corps and Navy instructors select the awarded.

Religious Program Specialist (RP) Awards:

- *Honor Graduate:* Awarded to the RP with the highest overall GPA.
- *RMT (Religious Ministry Team) Motivator:* Awarded to the RP who displays the most motivation, professionalism, leadership, and who helps others to succeed. Students and Advisors nominate up to 5 individuals and a board comprised of Marine Corps and Navy instructors select the awardee.

14. CIVILIAN ATTIRE: At the conclusion of the training day, based upon your phase liberty status, liberty will be granted so bring proper civilian attire. When you leave this base you will be in proper civilian attire. Pants and shorts with pockets are acceptable only if they are not fraying or in disrepair. Belts and shoes or tennis/running sneakers/shoes are to be worn. Tank tops and white or green undershirts are unauthorized unless used as an undershirt with civilian attire. Shower shoe type footwear is **not** authorized; however, SANDAL type footwear is authorized. There are plenty of Marines and Sailors out there ready to correct inappropriate attire. Remember, you represent the Navy, in and out of uniform, so take pride in your personal bearing and appearance.

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

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- You are **NOT** permitted to enter the Marine Corps Exchange or base ATM in PT gear.
- You are **NOT** authorized to mix civilian clothes or footwear with the MARPAT uniform
- On base, if entering a building in civilian attire with a cover, any cover will be removed and remain off while indoors.

IT IS YOUR RESPONSIBILITY TO KNOW THE REGULATIONS FOR CIVILIAN ATTIRE.

15. LOCAL PLACES OF INTEREST:

<u>Place/Bldg #</u>	<u>Phone #</u>	<u>Hours</u>
Exchange, Camp Johnson, Bldg M-19		Mon- Fri: 0600-2100, Sat: 1000-2000 Sun: 0900-1800
The "Four Corners" Rec Center, Camp Johnson, Bldg M-425	450-0736	M-Thur: 0900-2200 Fri: 0900-1330; 1600-2200 Sat: 1200-2200 Sun: 1230-2000
Post Office, Camp Johnson (next to gym),		M, T, Th, & F: 1000-1630 Wed: 1000-1300
Fitness Center and Gymnasium (Need ID card), Camp Johnson. Bldg M-168	450-1250	M-F: 0500-2100 Sat: 0800-1600 Sun: 1000-1600
Barber Shop, Camp Johnson Bldg M-19 (No PT gear)	450-0753	M-F: 0900-1730 Sat: 0900-1730 Sun: 0900-1730
Worship Services (Sunday only), Camp Johnson, Bldg M-116	450-0991	Protestant: 0900 Orthodox/Catholic: 1030
Harriotte B. Smith Library, Camp Johnson, Bldg M-607	450-0844	M-Sun: 1100-1900
Bowling Center, Camp Lejeune Bldg 89 (Mainside)	451-5121	M, T, & Thur: 1000-2200 Wed: 0900-2200 F & S: 1000-2400 Sun: 1500-2200
Military Clothing & Dry Cleaning Camp Johnson, Bldg M-604		M-F: 1030-1800
Credit Unions: Marine Federal	451-2492	M-Thur: 0900-1700

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

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Camp Lejeune		Fri: 0900-1730
Navy Federal Credit Union (three locations off-base)	353-2345	Varies by location – call first.
Taxi Service (Commercial)	451-3674	
Camp Johnson Pool Bldg 139	450-0768	
Swimming Pool Tarawa Terrace, Bldg TT22	450-1610	Call for Hours
Onslow Beach Reservations Camp Lejeune, Bldg BA-209	450-7502	M-F: 0800-1800 S & S: 0900-1700

16. MARINE CORPS BASE CHAPEL SCHEDULE

<u>Place/Bldg #</u>	<u>Phone #</u>	<u>Hours</u>
<u>Roman Catholic</u>		
Saint Francis Xavier Chapel, Camp Lejeune, Bldg 17	451-5775	Weekend Mass: Sat. 1700, Sun. 0800 & 1100
Exposition of the Blessed Sacrament		1 st Fri every month at 1145
<u>Eastern Orthodox</u>		
St. Nicholas Chapel, Camp Johnson, Bldg M116	450-0991	1030 (Sunday)
<u>Latter Day Saints</u>		
Camp Geiger Chapel, Bldg G601	Elder Marion (409) 782-4315	Sun. 1700
<u>Protestant</u>		
Main Protestant Chapel (Bldg. 16, Camp Lejeune)	451-5646	Sun. 1000
PWOC Bible Study		2 nd & 4 th Tue. 1600
Deployed Spouse Network	330-9543	
Midway Park Extreme Chapel	451-3181	Sun. 1030
Tarawa Terrace Chapel	450-1612	Sun. 1030
Courthouse Bay Chapel	450-7544	Sun. 1700
Camp Geiger Chapel (Bldg. G601)	449-0699	Sun. 1700
Camp Johnson Chapel, Bldg M116	450-0991	Sun. 0900

**FIELD MEDICAL TRAINING BATTALION - EAST
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Buddhist

Lay Leader: Steve Powers, For more information call (910) 451- 3210.

Islam (Muslim Jumah)

Tarawa Terrace Religious Education Center, For more information call (910) 451-3210

17. OFF LIMITS ESTABLISHMENTS: Upon reporting, you will be advised of social and commercial establishments, which are off-limits to military personnel (Posted on QD). Military personnel may subject themselves to personal risk if they use the off-limits facilities. If you are found at these establishments you may be charged for being in violation of the UCMJ.

“The Globe” which is the base newspaper, publishes current off-limits establishments weekly and these lists are posted on command bulletin boards as well as providing a listing of local businesses against which many service members have made complaints, or that are off-limits due to unscrupulous business practices. See <http://www.lejeune.usmc.mil/globe/index.html> for current information.

18. PROHIBITED POSSESSION AND CONSUMPTION OF ALCOHOL: THE LEGAL DRINKING AGE IN THE STATE OF NORTH CAROLINA IS **21!**

Driving Under the Influence (DUI) is a very serious offense in North Carolina and carries some harsh penalties. Regardless of the outcome in civilian court, members charged with drinking under age or a DUI shall be referred for evaluation and counseling for substance abuse, loss of base driving privileges, and probable non-judicial punishment.

The possession and consumption of alcoholic beverages in a privately owned vehicle is strictly prohibited while on, or assigned to, the Camp Lejeune area, Camp Johnson, and FMTB-E. Additionally, no alcoholic beverages are authorized on the grounds, parking areas, buildings, training areas or barracks of Camp Johnson to include FMTB-E. **Four Corners**, adjacent to the quarter deck, is the only authorized area where alcohol may be consumed by students 21 years of age or over, after normal working hours and **not** in a duty status.

All watch standers are prohibited from consuming alcohol 12 hours before and during the 24 hours of their duty section. Example: If you come on watch at 0730, you will not consume alcohol from 1930 the night before and the 24 hours during your duty day, regardless if you are assigned a watch or not. Whether you are standing a watch or on deck to assume the watch later, you are in a duty status. The student must always be available and ready for tasking by the CDO or OOD. Violations of this policy will result in disciplinary action.

19. SMOKING/DIPPING/CHEW POLICY: Tobacco use of any kind (including E-Cigarettes) is **NOT** authorized during training hours, **this includes while conducting range operations**. Smoking in uniform while walking is NOT authorized. Use of tobacco is only authorized at base designated smoke deck (**tobacco use is NOT authorized within 50 feet of any entrance to any building on base**). It is the responsibility of student smokers to maintain the cleanliness of all smoking areas. If the areas don't maintain an appropriate state of police, **they will be secured.**

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

<http://www.tecom.marines.mil/fmtbe/UnitHome.aspx>

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20. PROHIBITED ACCESS TO BERTHING AREAS:

Only students assigned to a barracks wing are authorized to enter or visit students in that or any other barracks unless otherwise authorized by the Chief Master-at-Arms (CMAA), OOD, CMC, XO, or CO. No family members, friends, salespersons (food delivery personnel), prior students, or any other person not assigned to FMTB-E barracks is authorized to enter or visit that or any other barracks at any time without the explicit permission of the CMAA or the OOD. Any food ordered will be delivered to the Quarter Deck (QD). Unauthorized persons subject to the Uniform Code of Military Justice who enter any barracks to which they are not authorized to enter shall be prosecuted, and all other persons not subject to the Uniform Code of Military Justice shall be arrested and charged in federal court for trespassing and unauthorized entrance. Students that inappropriately allow or authorize, or who do not report an unauthorized entry, may be subjected to the same disciplinary action.

21. PARKING OF PRIVATELY OWNED VEHICLES (POVs): Student and guest parking are limited to the student parking area. Students are authorized to park across the street from the chow hall. The only exception is for guests parking at the Master-at-Arms/QD building to pick-up or visit a student, and when authorized, students may park their vehicle for a limited period to load/unload their vehicle with the permission of the CMAA or the OOD. All student vehicles left parked at other than the prescribed student parking area (e.g., at the Recreation Center, in any other Field Medical Training Battalion East parking area, in front of the barracks for longer than instructed, etc.) shall be subject to ticketing, towing, loss of base privileges, and/or other administrative or disciplinary action.

22. STUDENT MAILING ADDRESS AND EMERGENCY TELEPHONE NUMBERS:

Student Mailing Address:

Rank, Full Name, USN or USNR)
FMTB-E CLASS #
PLATOON #
PSC BOX 20042
CAMP LEJEUNE, NC 28542-0042

For USPS/FEDEX ONLY:

Rank, Full Name, USN or USNR
FMTB-E Class #, Platoon #
BLDG 508
Camp Johnson, NC 28542

**Students should discontinue mail being sent to FMTB-E 10 working days prior to graduation to ensure there is no loss of mail.

OOD: COM: (910) 450-0712, DSN: 750-0712

Quarter Deck: COM: (910) 450-0750, DSN: 750-0750

23. LEAVE AND LIBERTY FOR STUDENT PERSONNEL

1. Per Battalion Order 1050.6 series, Sailors and Students Awaiting Training/Transfer (SAT/T) will adhere to the command leave and liberty policy in accordance with the Liberty Policy issued by the Training Command (TRNG CMD) Commanding General (CG), Policy Letter 6-13. Performance, both as a student and a Sailor, shall bear heavily on one's liberty status.

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

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2. The information below is taken directly from the FMTB-E liberty policy. There are three liberty phases (Phase 1, 2, 3) that students will fall under while at FMTB-E. If there are questions, refer them to your Advisor.

(1) **Phase 1:** 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 distraction. If a student fails a block/annex exam they will be placed on Phase I liberty until they pass their next block/annex exam (no matter what they score on the re-test). If a student fails two block/annex exams they will be placed on Phase I liberty until passing their Casualty Assessment/Tan Belt exam. Specific rules for Phase I liberty:

- a. Liberty starts at the end of the training day.
- b. Liberty is authorized ONLY onboard Camp Johnson Base.
- c. **No alcoholic beverages will be consumed.**
- d. Phase 1 accountability is conducted with the OOD at 0800 and 2100 on Saturdays, Sundays and holidays on the quarterdeck. If the entire company is Phase 1 during one of these days, there will be an all-hands formation held by the Student Company Commander and muster will be taken and given to the OOD by 0800/2100.

(2) **Phase 2:** This Phase is directed to all Entry Level Training (ELT) students, though it can be applied to the entire student population by discretion of the CO. An ELT student is defined as an E-4 and below with less than 2 years of service and does not have a spouse living in the local area (Camp Lejeune area). Upon successful completion of the Block1/Annex A exam and if the student has had no disciplinary problems, ELT students will be placed on Phase 2 liberty status. Specific rules for Phase 2 liberty:

- a. Liberty starts at the end of the training day.
- b. Off-base liberty is authorized.
- c. Every ELT student will have a liberty buddy for both ON-BASE and OFF-BASE liberty. Liberty buddies need to be in the same duty section, be of the same rank, be the same sex and be of the same drinking age (i.e. both over 21 or both under 21). Any group on liberty together need to also be of the same drinking age as stated above.
- d. **All students will sign in/out of the Liberty Log Book** that is maintained by the OOD on the quarterdeck for off-base liberty. All students **must sign back in** after returning from liberty.
- e. Liberty will expire on **Sunday-Thursday at 1945, Friday at 2200 and Saturday at 2400** when an ELT student is on Phase 2 liberty.
- f. During a 72/96 hour liberty, liberty will terminate at **1800** on the last day.
- g. ELT student accountability is conducted with the **OOD at 0800 on Saturdays, Sundays** and holidays on the quarterdeck. Liberty will commence after.

FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC

<http://www.tecom.marines.mil/fmtbe/UnitHome.aspx>

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- h. Overnight liberty requests for ELT students must be submitted and approved by the Commanding Officer or designated official. Requests must be submitted at least 10 working days prior.
 - i. Students are to familiarize themselves with the local off-limits establishments as mentioned.
 - j. Upon completion of any liberty termination, no alcoholic beverages will be consumed.
 - k. Any ELT student that is Light or Limited Duty must have approval from a member of the Chain of Command to be eligible for liberty.
- (3) **Phase 3:** Upon successful completion of the Block1/Annex A exam and if the student has had no disciplinary problems, all non-ELT students will be placed on Phase 3 liberty status. Specific rules for Phase 3 liberty:
- a. Liberty starts at the end of the training day.
 - b. Off-base liberty is authorized.
 - c. Students on Phase 3 do NOT need a battle buddy while on liberty.
 - d. Liberty will expire Sunday through Thursday at 1945 for all students and SAT/T personnel no matter what liberty phase they fall under. An all-hands formation will be held by the Student Company Commander, muster will be taken and given to the OOD. During a 72/96 hour liberty, liberty will terminate at 1800 on the last day. If personnel are absent from one of these formations, disciplinary action will be taken.
 - e. All students will sign in/out of the Liberty Log Book that is maintained by the OOD on the quarterdeck for off-base liberty. All students must sign back in after returning from liberty.
 - f. During a 72/96 hour liberty, liberty will terminate at 1800 on the last day.
 - g. Students are to familiarize themselves with the local off-limits establishments as mentioned.
 - h. Upon completion of any liberty termination, no alcoholic beverages will be consumed.
- (4) **Additional Information:**
- a. Students enrolled in the mandatory physical fitness program will be required to participate in scheduled mandatory physical training sessions regardless of what liberty phase they are in. Failure to participate will result in reduction to Phase 1 liberty status.

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

<http://www.tecom.marines.mil/fmtbe/UnitHome.aspx>

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- b. The Training Officer may change liberty commencement or termination time based on ORM and the training schedule.
- c. Regular leave will not be granted while in a student status at FMTB-E. Emergency leave will require a Red Cross messages. All emergency leave requests will be approved by the Executive Officer and will be based on severity of the situation.

24. MOBILE PHONES: The use of mobile/wireless phones during the training day is **NOT** authorized. Therefore, students are not authorized to carry their personal phone with them during training. If there is a legitimate reason to carry your phone (e.g. wife is pregnant and is expected to deliver at any time, etc.), you must REQUEST permission from your Staff Advisors and permission will be granted on a case by case basis.

25. BARRACKS GUIDELINES AND REGULATIONS

- 1. NO consumption or use of alcoholic beverages or illicit use/possession of controlled/illegal substances. Included in this category is the use of SPICE or any other substance that induces a stupefied or inebriated state.
- 2. NO use of tobacco products in the barracks. Use only in the designated smoking area outside barracks.
- 3. Lights out at 2100 (no exceptions). No loud talking, slamming of lockers, or other disruptive activity after taps. All televisions/lounges are to be secured at 2100. Television volume is to be kept at a minimum level at all times.
- 4. All music playing devices will be used with headphones or earphones at all times.
- 5. ALL guests must meet students at the Quarter Deck in M-321. ABSOLUTELY NO GUESTS/VISITORS/PRIOR STUDENTS/FAMILY ARE AUTHORIZED to enter any barracks or barracks lounge. Only students assigned to that FMTB-E barracks compartment and authorized duty personnel may enter the barracks or use head facilities.
- 6. Barracks are to be kept clean and orderly at all times. Trash cans are to be emptied at 0545 and 1945 daily or when they are full. Barracks cleanliness extends to the policing of grounds, walkways, and roads adjacent to the barracks.
- 7. Racks will be made in a military manner at all times, including weekends and holidays.
- 8. NO lying/sleeping in racks on work/training days (0430-1630), unless in SIQ status. If you are SIQ, your SIQ chit WILL be posted on the exterior portion of your rack so that it can be clearly seen by the advisors.
- 9. **Lockers and valuables will be secured AT ALL TIMES when not physically present.** FMTB-E and the U. S. Government will not be held responsible for unsecured items.
- 10. NO GEAR ADRIFT. Uniforms are to be placed in locker at night when not worn.
- 11. DO NOT try to settle any disputes/confrontations. Take all disputes to the CMAA, OOD, or Staff Advisor, as applicable – immediately.

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

<http://www.tecom.marines.mil/fmtbe/UnitHome.aspx>

<https://www.facebook.com/FMTBeast?fref=ts>

12. Report any unsafe conditions, violations of general rules and regulations, or suspicious activity IMMEDIATELY to the CMAA, OOD, or Staff Advisor.
13. Report any maintenance or supply problems immediately to the CMAA, OOD, or Staff Advisor via the Platoon MAA.
14. DO NOT LAUNDRER web gear. The Staff Advisor will provide guidance about cleaning web gear.
15. NO parking of student vehicles is authorized outside or in front of any barracks, M-321, or the Recreation Center. All unauthorized vehicles will be ticketed and towed by Base Security and charges may be referred as a violation of a direct order. Students are only authorized to park their vehicles in the designated student parking area. Students may pick-up and drop-off in front of building M-321, but vehicles will not be left unattended.
16. NO FOOD is to be taken into or stored in berthing areas with exception of unopened MREs. Food may be consumed in the lounge areas ONLY. At no time will MREs be heated inside the barracks or lounges. Food/snacks may be consumed in the lounges. All garbage and trash will be disposed of in a dumpster in front/along side of the barracks. Food delivery personnel are not authorized to go into the barracks. All food deliveries are to be made and picked up at the quarterdeck.
17. NO PERSONAL WEAPONS, AMMUNITION OR KNIVES (multi tools are authorized) may be carried or stored on base. Seek guidance from the CMAA or the Staff Advisor regarding the appropriate storage and safeguarding of such items.
18. NO ISSUED service weapon (M16, M4, or M9) may be taken into any building (e.g. barracks, berthing, or lounge space, etc.) unless so directed and authorized by the Senior Military Instructor.
19. AT NO TIME IS THE MIXING OF MILITARY AND CIVILIAN CLOTHING AUTHORIZED ANYWHERE (on-base or off-base). Only the Uniform-of-the-Day or appropriate civilian attire (NO PT GEAR) is authorized in the Recreation Center, the Marine Corps Exchange, and other MCCS outlets, including ATMs.
20. NO profanity, disrespect of others rights or space, or inconsiderate behavior is authorized.
21. The Barracks Watch will be respected at all times. Barracks residents will demonstrate respect for the positional authority and the watch standers responsibilities as the direct representative of the Commanding Officer.
22. Use a combination lock (black or silver only). Key locks are not authorized! DO NOT USE THE PRE-SET COMBINATION!!
23. The barracks will be inspected each Friday. A student or platoon who fails the inspection will be moved to Phase I liberty until the barracks passes inspection the next day.
24. Lights will be secured by last member leaving the berthing and training classrooms.

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

<http://www.tecom.marines.mil/fmtbe/UnitHome.aspx>

<https://www.facebook.com/FMTBeast?fref=ts>

26. STUDENT WATCHSTANDER GUIDE

1. **PURPOSE**: To promulgate student watches, uniform for the watch, responsibilities, musters of all students, and command duty squad personnel, and standard operating procedures for the conduct of mandatory night study.

2. **STUDENT WATCHES**: All students will be assigned to a duty section which will be assigned watch standing responsibilities as either the Duty Section Leader or as a member of a Duty Section squad that provides a phone watch on the quarter deck, duty driver, and roving-patrol watches. Additionally, students will be assigned platoon barracks fire and security watches. All watches are required to remain covered and will be required to wear an issued glow belt. Unless otherwise posted, the Duty Section Leader and the duty squad musters and watch commences at the end of the training day as directed by your platoon advisors. On training days, the watch commences at 1700 and the duty section will have formation by 1800 with the OOD to ensure accountability and to pass any information pertinent to standing watch. On non-training days, the watch commences at 0730 and the duty section will muster for the same reasons as previously mentioned. The watch terminates at 0400 the following morning on training days and 0730 the following day on non-training days/weekends. Watch stander responsibilities are:

(1) **DUTY SECTION LEADER**: Normally, platoon commanders/Duty Section Leaders are E-5 and above.

- a. Responsible for assisting the FMTB-E OOD in safeguarding buildings and equipment, the health and welfare of all hands, mustering and inspecting of watchstanders, and ensuring good order and discipline.
- b. The Duty Section leader will muster the platoon and report directly to the OOD.
- c. The Duty Section Leader will make routine rounds of the Barracks to ensure fire and security watches are conducted appropriately, and to ensure that cleanliness and good order are maintained.
- d. The Duty Section Leader will make periodic "sight" checks of all students placed sick-in-quarters (SIQ), to ensure they are compliant with their treatment regime, stable, and able to get nourishment. Any irregularities should be reported immediately to the staff OOD. Additionally, in unusual situations as mandated, the Duty Section Leaders will ensure that "buddies" assigned to monitor students and Sailors Awaiting Training/Transfer (SAT/T) personnel are well-versed in their responsibilities for the care and management of their assigned shipmate.
- e. Uniform: uniform of the day with cover for the Duty Section Leader.
- f. Ensure each rover is aware of their responsibilities.

(2) **DUTY SECTION**: Duty Sections are assigned on a rotational basis to a 24-hour period. The duty section may be assigned duties such as roving patrol, duty driver, or as the command telephone watch. Additionally, the duty section is subject to recall at any time to respond to tasking or emergencies of the command. The duty section will remain in

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

<http://www.tecom.marines.mil/fmtbe/UnitHome.aspx>

<https://www.facebook.com/FMTBeast?fref=ts>

the uniform of the day, except when in their barracks in a non-watch status or as directed by the OOD.

(3) **ROVING PATROL:** Student roving patrols are manned by the company duty section and are normally conducted the night before training days from 1745 to 0430. The roving patrol watches are primarily deployed to conduct rounds of all command buildings, exterior of barracks, classroom, parking, and logistical/supply buildings of FMTB-E. The roving patrol watch will consist of two students of the same gender assigned in pairs who will stand two-hour watches.

- a. **Uniform:** uniform of the day with road guard vest, flashlight, and cover. During cooler weather, students may wear the green sweater and issued cold weather gear underneath the road-guard vest. During rainy weather, the Gortex jacket may be worn. During thunderstorm condition 1 and hurricane condition 1C or higher, at the OOD's direction, the roving patrol may be terminated until the risk has passed, but will remain subject to immediate recall with flak jacket and helmet to respond to an emergency. Watchstanders will always have their green notebook, pen and a flashlight in their possession.
- b. **Responsibilities:** Conduct rounds of FMTB-E grounds to ensure all doors and windows are secure. Rovers will pull on all doors on all buildings to physically ensure they are secure. If a door/window is found unsecured or lights are found on, the rover will NOT enter the building but will remain at the door/window and call the OOD to have door or lights secured. Rovers will remain at that location until the OOD arrives. If no phone is available, one rover will return to inform the OOD and the other will remain at the unsecured building. At the end of each set of rounds, you will report to the phone watch to report completion of your rounds and logging rounds into phone watch log book.
- c. The FMTB-E, OOD and the student company watch are responsible for the orientation and instruction of all oncoming roving patrol watches.

3. **WATCHSTANDER CHAIN OF COMMAND:** (From lowest to highest)

Command Phone Watch/Roving Patrol/Fire and Security Watch
Duty Section Leader
OOD/CMAA
Command Duty Officer
Executive Officer
Commanding Officer

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

<http://www.tecom.marines.mil/fmtbe/UnitHome.aspx>

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27. Introduction to ORM (Operational Risk Management)

Operational and Off-Duty Risk management is, in reality, a **tool for making smart decisions**, used by people at all levels. Each person has a role to play in managing risk for the unit and each role is vital to success. Leaders likely use the ORM process and techniques in planning the events the unit will take on. Junior personnel are more engaged in managing risk during the execution of evolutions and tasks. Each of these levels requires different skills and knowledge.

The goal of Risk Management is not to eliminate risk, but to manage risk so the mission can be accomplished with minimum impact. We manage risk to operate, not avoid risk as a means to prevent loss.

Navy and Marine Corps personnel apply ORM each and every day. If you adhere to procedures and keep your eyes open for changes, you are applying ORM by "implementing control measures" and "supervising and watching for change". Evolution briefs and SOPs are derived from several required references. These evolution briefs and SOPs are forms of Risk Management that assist personnel in performing safe and effective training. Leaders at all levels must integrate a safety awareness that facilitates realistic and safe training using the ORM process.

The most common idea of what ORM is revolves around a simple five-step process that is most frequently used in planning, or at the Deliberate Level. These five steps are:

1. Identify hazards
2. Assess the hazards
3. Make risk decisions
4. Implement controls
5. Supervise and watch for change

Another level of ORM is Time Critical Risk Management which involves a quick, committed-to-memory process and a set of skills that allow our people to manage risk when in the execution of a plan or event. The standard for the Navy is being developed, however it might be thought of in simple terms such as:

1. What can go wrong or is changing --
2. How can I keep it from effecting the mission or hurting me --
3. Act to correct the situation --
4. Telling the right people if you are unable to take the right action

There are other ways to look at ORM to take the mystery out of the concepts and process

What ORM Is . . .

- A mindset and/or methodology applicable to any activity
- Accomplishing the mission with acceptable risk
- Planning using a standard process (5 Steps)
- A continuous process
- Based on experience/collective experience
- Following procedures (controls)

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

<http://www.tecom.marines.mil/fmtbe/UnitHome.aspx>

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- Watching for change (supervising)
- Flexible
- Working as a team
- Best when applied as a team
- Asking "What's Different"
- Skill and knowledge dependant
- Sharing experience, lessons learned
- Using available tools/resources
- Applied, standardized "common sense"
- "Looking before you leap"
-

As in-depth as you have time for

For further information and details regarding Operational Risk Management, see OPNAVINST 3500.39 (series) and/or MCO 3500.27 (series). Also, see: <http://www.safetycenter.navy.mil>.

Operational Risk Management

5-Step Process



- Identify hazards
- Assess hazards
- Make risk decisions
- Implement controls
- Supervise (watch for changes)



Risk Management Matrix OPNAVINST 3500.39B		PROBABILITY			
		A Likely	B Probable	C May	D Unlikely
SEVERITY	I Death, Loss of Asset	1	1	2	3
	II Severe Injury, Damage	1	2	3	4
	III Minor Injury, Damage	2	3	4	5
	IV Minimal Threat	3	4	5	5

1-Critical
2-Serious
3-Moderate
4-Minor
5-Negligible

Four Principles of ORM

- Accept risk when benefits outweigh the cost.
- Accept no unnecessary risks.
- Anticipate and manage risk by planning.
- Make risk decisions at the right level.

See OPNAVINST 3500.39 and MCO 3500.27

Point of contact: www.safetycenter.navy.mil

Probability	Severity
A - Likely to occur immediately or within a short period of time.	I - May cause death, loss of facility/asset.
B - Probably will occur in time.	II - May cause severe injury, illness, property damage.
C - May occur in time.	III - May cause minor injury, illness, property damage.
D - Unlikely to occur.	IV - Minimal threat.

Point of contact: www.safetycenter.navy.mil

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

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GEAR MARKING

All markings of gear and equipment will be marked on tape using a black marker with the following:

RANK \ LAST NAME \ FIRST INITIAL

__ PLATOON

__ SQUAD __ FIRE TEAM



ILBE

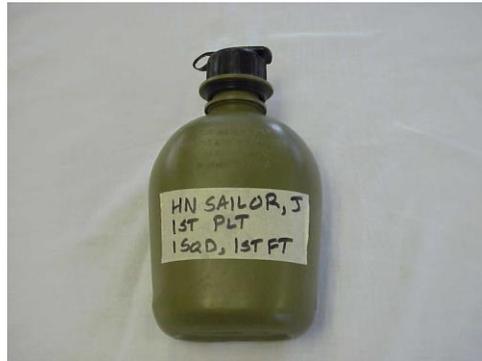


Day Pack

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

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Canteens are marked on the outer side



Canteen Cup is marked on non-handle side



Load Bearing Equipment is marked on the **Left** shoulder strap as worn.

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

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Magazine pouch is marked on the inside top flap



FLAK Jacket is marked on back in between shoulders



GORETEX jacket are marked on the back, centered along the top seam

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

<http://www.tecom.marines.mil/fmtbe/UnitHome.aspx>

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Field Protective Mask (FPM) Carrier is marked on the top as worn



Isomat is marked on the inside bottom



“E” tool is marked on the mid handle

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

<http://www.tecom.marines.mil/fmtbe/UnitHome.aspx>

<https://www.facebook.com/FMTBeast?fref=ts>



Helmet is marked on the back as worn



Tarp and Poncho Liner is marked at one of the corners as shown above

All other gear not mentioned will be marked according to individual platoon advisors

**FIELD MEDICAL TRAINING BATTALION - EAST
CAMP LEJEUNE, NC**

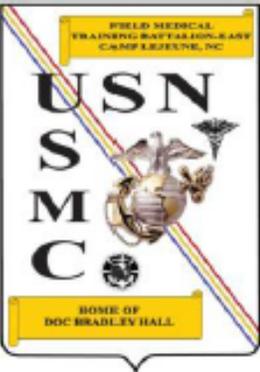
<http://www.tecom.marines.mil/fmtbe/UnitHome.aspx>

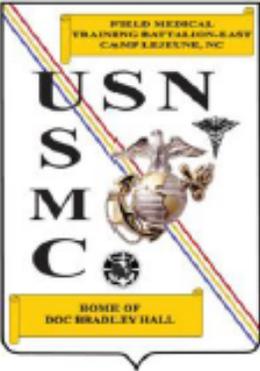
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MENTOR/BUDDY

In accordance with the Commanding Officer's Policy Memorandum dated 9 October 2006, each member of the staff and student body shall be briefed about the buddy system and shall ensure that a mentor/buddy are identified for the member. As a buddy, your duties include being aware of where your buddy is at all times.

If your issued card is lost or destroyed, cut out another card from the below and use. If you use all cards from below, contact your advisor for information on obtaining a replacement.

	FMTB-E MENTOR/BUDDY CARD
	I am aware and familiar with the Buddy/Mentor Program designed to ensure safety and awareness while on liberty. I have also been made aware of the "Arrive Alive" fund which can pay for a taxi in case I am unable to drive due to alcohol use.
Quarterdeck #: (910) 450-0712 (910) 450-0750	My Name is: _____ My Mentor is: _____ My Buddy is: _____

	FMTB-E MENTOR/BUDDY CARD
	I am aware and familiar with the Buddy/Mentor Program designed to ensure safety and awareness while on liberty. I have also been made aware of the "Arrive Alive" fund which can pay for a taxi in case I am unable to drive due to alcohol use.
Quarterdeck #: (910) 450-0712 (910) 450-0750	My Name is: _____ My Mentor is: _____ My Buddy is: _____