

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

<https://www.trngcmd.marines.mil/Units/South-Atlantic/FMTB-E/>



**FIELD MEDICAL TRAINING BATTALION - EAST
RULES AND REGULATIONS**

Updated October 2019

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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. 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.
- **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 ALL liberty is secured on Field Days.**
- **Post 96/72 formation** is an all hands muster that will occur at **2145** on the last day of the extended liberty period. Full accountability will be taken by the Company Commander and will be reported to the OOD by 2200.

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 and will be held accountable for maintaining the higher standard as a leader.

- **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 Officer (TO), Assistant Training Officer (ATO), Senior Military Instructor (SMI), or Training Chief. 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 2200 for all liberty securing formations and 2200 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 TO, ATO, SMI, or Training Chief and brought through the chain of command.
- **Student Platoon Commander:** The Student Platoon Commander WILL BE the most senior person in the platoon. Their function is to supervise and carry-out the instructions given by the Student Company Commander, TO, ATO, SMI, Training Chief, or Staff

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Advisors. 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/or Training Chief.

- **Student Platoon Sergeant:** The Student Platoon Sergeant is normally the 2nd most senior Petty Officer in the platoon and 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 Platoon Scribe will be an experienced Petty Officer. 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 normally a Petty Officer and 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 classroom daily and barracks 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.
- **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.

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4. SICKCALL PROCEDURES: Any students that want to go to sick call will inform the platoon leadership in the morning and ensure they sign out of the logbook and check out with platoon leadership for accountability **no earlier than 0645**. Students will report directly to BMC Camp Johnson (located on Company A Street).

- Sick call is conducted at BMC Camp Johnson. Students can walk in from 0700-0800 to be triaged for same day appointments or call BMC Camp Johnson to set up an appointment at 910-450-0279. Students will be required to ride a bus or van to Camp Geiger or New River for any ancillary services needed.
- **At no time** will a student report to Sports Medicine Clinic Camp Johnson or Camp Geiger without seeing the Command IDC first. Students are required to inform instructors of medical appointment times and location 24-48 hours prior to appointment.
- There is **NO** sick call on any day that there is a major training evolution scheduled.
- If you are being seen at medical students **MUST** wear PT shorts underneath the uniform.

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 Medical Center Camp Lejeune Emergency Room. Remember, that it is your responsibility to keep your chain of command and the OOD (at 910-709-4587) 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 uniform (woodland) will be the prescribed uniform of the day. 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 a Staff Advisor from Training Company. Failure to properly clean will result in re-inspection. Re-inspection of barracks will be conducted by a Training Company representative at 0800 Saturday morning. A 2nd inspection failure will result in re-inspection the following morning by a Training Company Representative at 0800 Sunday morning. Daily cleanup assignments will be delegated by the Student Platoon MAA. As always, daily maintenance of the barracks will result in an easier field day. Barracks trash will be emptied in the dumpster, at a minimum, twice daily (0500 and 2145 daily). 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

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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 MCECST 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, Sunday thru Thursday. Those students will remain on mandatory study sessions until they pass the next regularly scheduled exam. **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, YOU ARE GETTING PAID TO LEARN!!**

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.
- Hydrate, Hydrate, Hydrate
- **PREPARE** - Do your homework and **STUDY!!**
- **MEMORIZING** is a large part of learning the information provided.
 - 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.

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WHEN YOU ARE TESTING

- Know that you have genuinely done your best to prepare.
- Relax.
- 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 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 OR CONSUME ENERGY DRINKS(Including Bang/Reign)!**

9. MANDATORY PHYSICAL TRAINING: All students who have demonstrated a satisfactory or inability to successfully complete physical training evolutions or are over the prescribed body fat composition assessment standards or are close to exceeding them, will be placed on the Fitness Enhancement Program (FEP). FEP sessions will be held every Monday, Wednesday and Friday at the completion of the Academic schedule day. The command CFL will notify each Sailor that is assigned to FEP. Regardless of what liberty phase you are in you **WILL** attend these sessions.

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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)
- Pen and highlighter
- Notebook
- Camelback bladder (100 oz) (Available at the MCX on base as well as cash sales during uniform issue for \$39.00)
- Whistle
- Glow Belt (Yellow plastic type)
- 4 sets of boot bands
- 4 sets of blackened rank insignia (will wear these until given rating shield at graduation)
- 2 combination locks (**key locks are not authorized**)
- 1 mesh laundry bag
- 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.)
- Shower shoes
- 1 Flashlight or headlamp with red light capability
- Sunscreen
- Wrist Watch
- 2 subdued cover rank insignia (LARGER and for personnel E4 and above only)
- 2 towels
- Medical and Dental Records

**** 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.**

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 5370.1 series, 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

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(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.

- You are **NOT** permitted to enter the Marine Corps Exchange or Chow Hall 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.

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15. LOCAL PLACES OF INTEREST:

<u>Place/Bldg #</u>	<u>Phone #</u>	<u>Hours</u>
Marine Corps Exchange Camp Johnson, Bldg M-604 No PT gear		M-F: 0600-2100 Sat: 1000-2000 Sun: 0900-1800
Four Corners Rec Center Camp Johnson, Bldg M-425	450-0736	M-Th: 0900-2200 Fri: 0900-1330 1600-2200 Sat: 1200-2200 Sun: 1230-2000
Post Office Camp Johnson		M,T,Th,F: 1000-1630 Wed: 1000-1300
Fitness Center and Gymnasium Camp Johnson, Bldg M-168 ID Required	450-1250	M-F: 0500-2100 Sat: 0800-1600 Sun: 1000-1600
Barber Shop Camp Johnson, Trailer next to Bldg M-425 No PT gear	450-0753	M-F: 0900-1730 Sat: 0900-1730 Sun: 0900-1730
Worship Services (Sunday only) Camp Johnson, Bldg M-425	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, Tu, Th: 1000-2200 Wed: 0900-2200 F, Sat: 1000-2400 Sun: 1500-2200
Military Clothing and Dry Cleaning Camp Johnson, Bldg M-604		M-F: 1030-1800
Marine Federal Credit Union	451-2492	M-Th: 0900-1700 Fri: 0900-1730
Navy Federal Credit Union (four locations off base)	1-888-842- 6328	Varies by location
Taxi Service (Commercial)	451-3674	
Camp Johnson Pool Bldg 139	450-0768	
Tarawa Terrace Pool Bldg TT22	450-1610	Call for hours
Onslow Beach Reservations Camp Lejeune, Bldg BA-209	450-7502	M-F: 0800-1800 Sat, Sun: 0900-1700

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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
<u>Buddhist</u> Lay Leader: Steve Powers, For more information call (910) 451- 3210.		
<u>Islam (Muslim Jumah)</u> 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.

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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 duty muster and during the 24 hours of their duty section. Example: If duty muster is 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/VAPING 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**.

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 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 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. **Student POVs are NOT authorized to be parked in the BL. M-508 parking lot at any time**. 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

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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

Liberty for students will be authorized per guidelines and measures from Training Command's ACCOUNTABILITY OF ENTRY LEVEL STUDENTS – LIBERTY POLICY (POLICY LETTER 12-16) and the student's performance.

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

2. Liberty buddies will be assigned upon arrival to FMTB-E. Liberty buddies will be of the same age group (i.e. 21 and over or 20 and under). All attempts will be made to ensure that the liberty buddies are within the same platoon and duty section.

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

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

1. ELT students (i.e, E3 and below, and Sailors with less than two years of service) must sign out and sign in for liberty with their pre-assigned liberty buddy in the "ELT Liberty Logbook" maintained by the OOD at the FMTB-E quarterdeck.

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

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CAMP LEJEUNE, NC**

<https://www.trngcmd.marines.mil/Units/South-Atlantic/FMTB-E/>

3. Upon initial check in to FMTB-E liberty is authorized onboard Marine Corps Base (MCB) Camp Lejeune only. Marine Corps Air Station (MCAS) New River is **NOT** part of MCB Camp Lejeune.
4. All students will be in Phase I liberty status until directed. This will allow the student to study without distractions.
5. Liberty will commence at 1730 or as directed by the TO, Training Co. SEL, or ATO.
6. 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 berthing spaces or during range/field week.
7. Field day will normally be conducted on Thursday after the completion of the academic daily schedule until 2100, but can be scheduled for any day deemed necessary by the TO, Training Co. SEL, or ATO. All students will maintain a rack which is subject to inspections. Berthing inspection failures will result in field day being conducted Friday evening. Re-inspections are conducted Saturday mornings by a Training Company representative after 0800 formation. If the berthing fails again, they will continue field day until they receive a passing inspection by a Training Company representative.
8. All liberty is secured on Thursday for field day. Additionally, any student or platoon that fails field day inspection on Friday will have all liberty secured until re-inspection is passed on Saturday morning at 0800.
8. Liberty will expire for all hands Sunday to Wednesday at 2145 with accountability reported to the OOD by the Student Company Commander and/or Platoon Commanders. At completion of holidays, such as a 96 Hour Liberty, liberty termination is 2145. After 2145 accountability, students shall remain on Camp Johnson. All students will be in their berthing no later than 2200. Lights out will be at 2230.
9. The Training Officer may change liberty commencement or termination time based on ORM and the training schedule.
10. All students will sign the last page of enclosure (1). A copy will be held by the Platoon Advisor.
11. Students are to familiarize themselves with the local off-limits establishments posted on the quarterdeck and in each barracks.

**SPECIFIC RULES FOR PHASE I LIBERTY
APPLICABLE TO ALL STUDENTS**

1. Students assigned to Phase I Liberty are restricted to MCB Camp Lejeune. MCAS New River is **NOT** part of MCB Camp Lejeune.
2. Liberty termination is at 2145 daily.

SPECIFIC RULES FOR PHASE II LIBERTY
APPLICABLE TO ELT STUDENTS

1. Upon authorization, ELT students will be moved to Phase II liberty.
2. Off base liberty is authorized.
3. Liberty will expire for all hands Sunday to Wednesday at 2145 with accountability reported to the OOD by the Student Company Commander and/or Platoon Commanders. Liberty will expire Friday and Saturday at 2359. At completion of holidays, such as a 96 Hour Liberty, liberty termination is 2145. After 2145 muster, students shall remain on Camp Johnson.

SPECIFIC RULES FOR PHASE III LIBERTY
APPLICABLE TO NON-ELT STUDENTS

1. Upon authorization, non-ELT students will be moved to Phase III liberty.
2. Married students that would otherwise be ELT students, and whose spouse resides in the Camp Lejeune area, will be assigned to Phase III based on approval from the chain of command.
3. Off base liberty is authorized.
4. Liberty will expire for all hands Sunday to Wednesday at 2145 with accountability reported to the OOD by the Student Company Commander and/or Platoon Commanders. Overnight liberty is authorized on Friday and Saturday night. At completion of holidays, such as a 96 Hour Liberty, liberty termination is 2145. After 2145 muster, students shall remain on Camp Johnson. The liberty boundaries are described in enclosure (3).

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

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- e. Students enrolled in the mandatory physical Fitness Enhancement Program will be required to participate in scheduled exercise sessions regardless of what liberty status they are assigned. Failure to participate constitutes a violation of the Uniform Code of Military Justice Article 86, Unauthorized Absence and Article 92, Failure to obey order or regulation

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 2230 (no exceptions). No loud talking, slamming of lockers, or other disruptive activity after taps. All televisions/lounges are to be secured at 2230. 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-508. 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 0500 and 2145 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 OOD, or Staff Advisor, as applicable – immediately.
12. Report any unsafe conditions, violations of general rules and regulations, or suspicious activity IMMEDIATELY to the OOD, or Staff Advisor.

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13. Report any maintenance or supply problems immediately to the OOD, or Staff Advisor via the Platoon MAA.
14. DO NOT LAUNDER 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.
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/alongside 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 OOD 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, chemical toilet 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. **Liberty is secured for any student or platoon who fails the inspection until the barracks passes inspection the next day.**
24. Lights will be secured by last member leaving the berthing and training classrooms.