



UNITED STATES MARINE CORPS
COMMUNICATION TRAINING BATTALION
MARINE CORPS COMMUNICATION-ELECTRONICS SCHOOL
BOX 788251
TWENTYNINE PALMS CALIFORNIA 92278-8251

IN REPLY REFER TO
1050
CO/CTB

APR 21 2021

POLICY LETTER 6-21

From: Commanding Officer, Communication Training Battalion
To: Distribution List

Subj: ENLISTED ENTRY-LEVEL TRAINING LEAVE AND LIBERTY PROCEDURES

Ref: (a) MCO 1050.3J
(b) MCO 1020.34H
(c) CCO 1020.11W
(d) TRNGCMD Policy Letter 1-19
(e) GruO 1050.1A

Encl: (1) Phase II Liberty Test
(2) Liberty Boundaries
(3) Logbook Entry Format

1. Situation. Due to the transient nature of the training environment and Communication Training Battalion (CTB) being the last entry-level training (ELT) unit prior to the Fleet Marine Force (FMF), it is critical to ensure that each ELT Marine is given an opportunity to mature, develop, and be granted additional responsibility while assigned to CTB. It is critical to our mission accomplishment that we continue making technically proficient Marines - fully prepared to serve in the FMF - steeped in our service's Core Values. Moreover, it is our inherent responsibility to teach and mentor enlisted ELT Marines to conduct liberty responsibly, safely, and as always, aligned with Marine Corps culture and discipline.

2. Cancellation. Policy Letter 6-19.

3. Mission. Effective the date signed, CTB staff and permanent personnel will execute this policy letter, in accordance with the references, in order to maintain accountability of enlisted ELT Marines during the execution of leave and liberty.

4. Execution

a. Commander's Intent

(1) Purpose. To provide the CTB staff with detailed guidance in order to effectively maintain strict accountability of all enlisted ELT Marines during the execution of leave and liberty.

(2) Method. We will implement a phased approach throughout the training pipeline from an initial familiarization period of liberty to one which prepares our enlisted ELT students for less restrictive policies at their first permanent duty station.

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(3) End state. Implementation of a leave and liberty policy that encourages responsible conduct while ensuring accountability of all of CTB's enlisted ELT Marines.

b. Liberty Rules, Limits and Phases

(1) Phase I Liberty

(a) The boundaries are limited to Marine Corps Air Ground Combat Center (MCAGCC), Twentynine Palms.

(b) Appropriate civilian attire is not authorized.

(c) Phase I liberty begins upon an ELT Marine's arrival to the Marine Corps Communication-Electronics School Student Reception Center. Phase I liberty will continue until the ELT Marine has completed the Phase II liberty test contained in enclosure (1), a one-time civilian attire inspection conducted by MAT leadership, Basic Communications Course, Liberty Checkout Practical Application, and the completion of annual Cyber Awareness Training.

(2) Phase II Liberty

(a) Liberty is authorized within a 30-mile travel radius from the front gate of MCAGCC, Twentynine Palms (city of Yucca Valley) during the execution of regular 24 hour liberty per enclosure (2).

(b) Liberty is authorized within a 75-mile travel radius (as the crow flies) from the front gate of MCAGCC Twentynine Palms (Cabazon Outlet Mall to the West and Wonder Valley to the East) during the execution of regular 48 hour liberty per enclosure (2). The cities of Palm Springs and Big Bear are also authorized. Anyone outside of this boundary is in violation of this policy order.

(c) Appropriate civilian attire is authorized as outlined in references (b) and (c).

(d) Phase II liberty begins after the Marine has passed the Phase II liberty test and continues throughout the remainder of an ELT Marine's time in their training platoon. Phase II liberty is not guaranteed and can be revoked by the Company Commander or Battalion Commander.

(3) General Liberty Rules

(a) ELT Marines will form a liberty buddy team comprised of 2-4 Marines per team. Separating from a liberty buddy is strictly prohibited and constitutes a violation of this policy order. CTB ELT Marines are not authorized to form buddy teams with Marines outside of the battalion.

(b) In a buddy group, one Marine will be designated as the responsible party and may be held responsible for the actions of the group. Absent any formally assigned leadership billet, date of rank will apply.

(c) Mixed aged teams, with respect to the legal drinking age, are authorized.

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(d) All Phase I and Phase II ELT Marines require a liberty buddy when traveling around MCAGCC Twentynine Palms. Exceptions are to go to and from the Littleton Chow Hall, the East/West/Wilburn gyms, or attending on base religious services.

(e) All ELT Marines will only sign out of the liberty log book when traveling off of the MCAGCC, Twentynine Palms installation.

(f) During the execution of liberty ELT Marines must remain with their liberty buddy at all times. Under no circumstances will liberty buddies separate from one another while on liberty.

(g) ELT Marines are authorized to utilize ride sharing services such as Uber and Lyft.

(h) *ELT Marines are authorized to rent a hotel or Airbnb) but must return to their barracks each night for curfew (i.e. are not authorized to stay overnight off-base).*

(i) ELT Marines are prohibited from riding in, possessing or operating a Privately Owned Vehicle (POV) while on liberty. The Company Commander is authorized to approve such exception to policy.

(j) ELT Marines are prohibited from operating a motorcycle, All-Terrain Vehicle (ATV), "3 Wheeler" or any similar type of motor operated vehicle.

(k) Any requests that do not fall within the aforementioned guidelines will be forwarded to the respective Company Commander via the Chain of Command and will be approved/disapproved at the Commander's discretion.

c. Liberty Expiration

(1) Liberty will expire for all ELT Marines every day NLT 2200 - regardless of which phase they are executing; counts will be due to the daily duty on deck NLT 2200.

(2) Marines may be in their barracks common areas until 2359 on Friday, Saturday and holiday liberty weekends. Students may not leave the barracks grounds and may not have visitors after hours.

(3) After liberty expiration, Marines are expected to be in their barracks room and may only travel to the laundry facility and vending machines within their barracks, and may leave their rooms to make phone calls. However, Marines may not stand around idly (i.e. loiter) or socialize outside their rooms after liberty expiration. Liberty protocol will resume at 0530 daily.

(4) Marines who are not present for normal working hours will be considered in an unauthorized absence status and subject to disciplinary action at the commander's discretion.

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d. Liberty Logbook and Accountability Rosters

(1) Liberty Logbook. The Battalion OOD will maintain a liberty logbook. All Phase II ELT Marines that desire to leave the base must sign out of the liberty logbook and provide the prescribed information in enclosure (3). Phase I ELT Marines are not authorized to leave the installation, as previously stated. All destination exceptions are still in effect.

(2) Accountability. Class Commanders (CC) will report accountability to the Battalion OOD each night. If for any reason, the CC is unable to execute their responsibilities, the next senior billet holder will be responsible for ensuring accountability is completed and reported appropriately. If necessary, the training company staff is authorized to conduct a spot check of their classes on deck, with permanent personnel supervision only.

(3) Check-Out Procedures for Off-Base Liberty

(a) ELT Marines and their liberty buddy report to the Battalion OOD (or delegate), located in building 1664, and provide their military identification card.

(b) ELT Marines sign out of the liberty logbook in accordance with enclosure (3).

(c) The Battalion OOD (or delegate) validates the military identification card against current logbook entry and ELT Marine will execute their liberty plan.

(d) ELT Marines executing on base liberty only are not required to check out or check in with the Battalion OOD.

(e) ELT Marines require a liberty buddy at all times except to go to and from the Littleton Chow Hall, the East, West or Wilburn gyms, or attending on base religious services.

(4) Liberty Check-In Procedures

(a) ELT Marines and their liberty buddy must return from liberty within the prescribed liberty curfew hours and report to the Battalion OOD with their military identification card.

(b) The Battalion OOD (or delegate) validates military identification card against current logbook entry.

(c) The ELT Marine signs in to the liberty logbook in accordance with enclosure (3) and return to their assigned barracks room.

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f. Alcohol. As outlined in reference (c), alcohol possession and consumption is strictly prohibited in or around all CTB barracks buildings, as well as ELT Marine barracks rooms, regardless of age.

g. Light or Limited Duty. ELT Marines on light or limited duty must be afforded every opportunity to rehabilitate and restore themselves to full duty. Commanders or their designees may approve on / off-base liberty at their discretion, but must ensure Marines do not participate in activities that could jeopardize their restoration to full duty.

h. Religious Services. All ELT Marines will be afforded the opportunity to attend religious services without a liberty buddy. If religious services are off-base, sign-out with a liberty buddy via the Battalion OOD, remaining within the regulations outlined in this policy. Local religious leaders may serve as sponsors for Marines and pick up Marines in POVs to escort them to church.

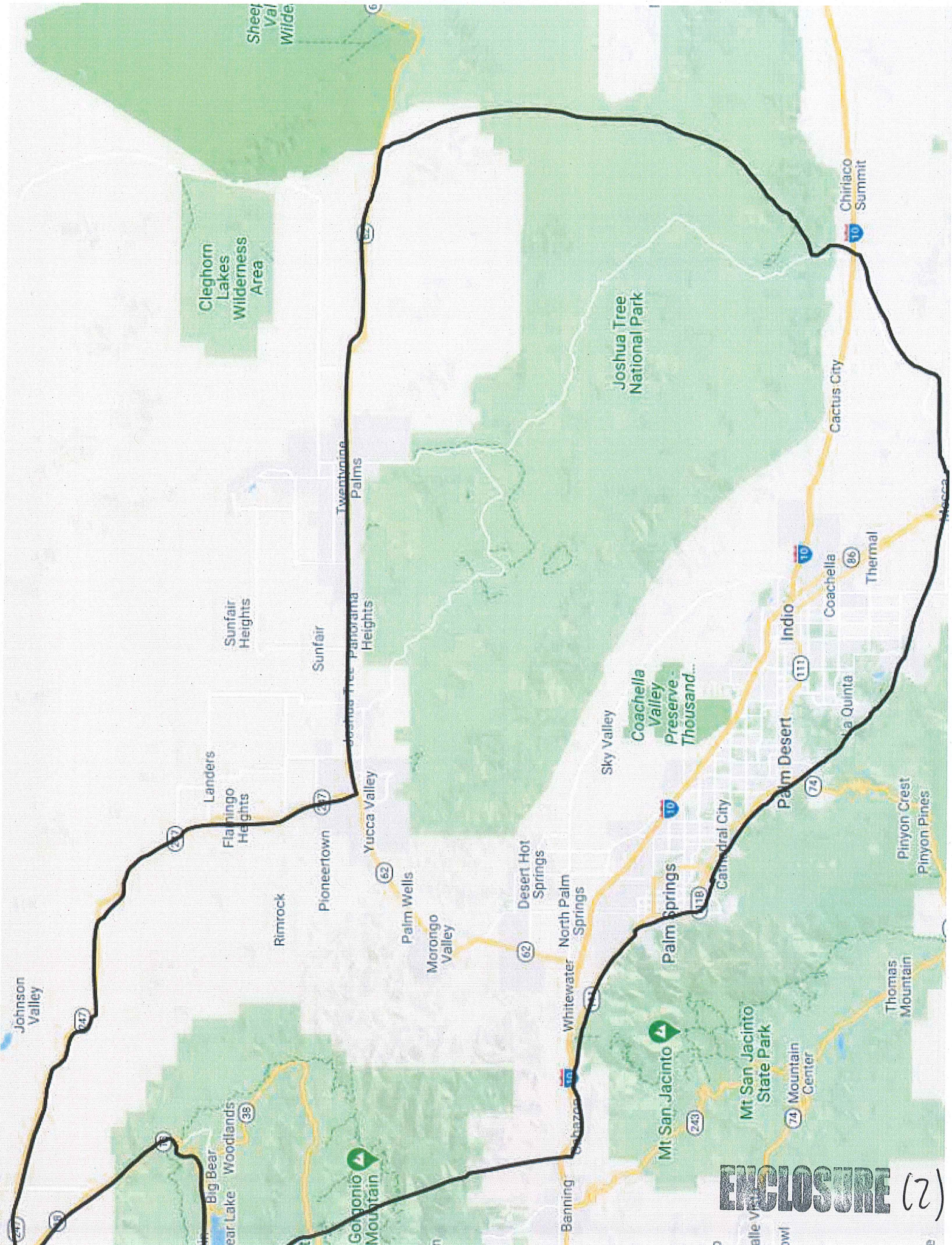
5. Administration and Logistics. The point of contact for accountability procedures and guidance for ELT Marines is the CTB Senior Enlisted Advisor.

6. Command and Signal. This order is effective on the date signed and supersedes all previous versions. Violations of this policy are punitive in nature and failure to follow guidelines herein may result in punishment under Article 92 of the UCMJ.



A. SHANKAR

Copy to:
CO, Company B
CO, Company D
CO, Headquarters Company
Bn HQ
File



ENCLOSURE (2)

DATE	RANK	NAME	EDIPI #	PHONE #	BUDDY	BUDDY #	CLASS	LOCATION	SIGNATURE	TIME OUT	TIME IN
20210419	PFC	JOHN DOE	1234567890	123-456-7890	PFC JOHN DOE	456-789-1011	TSOC 15-21	PALM SPRINGS		0800	1450

ENCLOSURE (3)