



UNITED STATES MARINE CORPS
MARINE CORPS BASES JAPAN
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 35001
FPO AP 96373-5001

MCBJO 1050.6
17/E
28 May 2004

Marine Corps Bases Japan Order 1050.6

From: Commander, Marine Corps Bases Japan
To: Distribution List

Subj: OFF-BASE LIBERTY CARD PROGRAM

Ref: (a) JAGMAN, section 0104b
(b) MCO P1050.3H
(c) Manual for Courts-Martial
(d) MCBJO 1050.3A
(e) MCBJO 1050.5A
(f) MCBJ/III MEF Policy memo 1-98 w/ CH1

Encl: (1) Sample Liberty Card
(2) Sample Liberty Card (Under 21)

1. Situation

a. Duty in a foreign country requires a very high degree of responsibility and dependability from our service members. Their personal conduct has proven to influence and significantly impact international relations. In addition to performing regularly assigned duties, our service members must serve as active ambassadors to our host nation and good neighbors to our host country's citizens.

b. Commanders have the responsibility to ensure all service members act in a manner that is consistent with proper military decorum, standards and regulations. Commanders also have the responsibility to maintain positive host nation relations. Over the course of the past few years, off-base conduct detrimental to good order and discipline and to positive relations with the host nation has been increasing. The statistics show that a preponderance of this conduct is committed by service members in the ranks of E-3 and below between the hours of 2400 and 0500. This Order, issued pursuant to references (a) and (b), is intended to reduce the number of off-base incidents.

2. Mission. To establish regulations for off-base liberty for, and the issuance of liberty cards to, service members assigned to commands within Marine Corps Bases Japan (MCBJ) and III Marine Expeditionary Force (MEF) assigned to Japan.

28 MAY 2004

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. To reduce off-base incidents involving service members and, along with the references, to provide commanders with a tool that will aid them in maintaining good order and discipline while ensuring positive relations with the host nation.

(2) Concept of Operations

(a) This Order will be used to guide all units within MCBJ and III MEF assigned to Japan in the creation, implementation and subsequent enforcement of a liberty card program.

(b) Per reference (b), regular liberty normally begins at the end of the normal working hours on one day until the commencement of working hours on the next working day. For the purposes of this Order, this includes regular liberty on the weekends and official U.S. holidays.

(c) All service members will be issued a red or gold liberty card. All service members will be required to have their liberty card in their possession when conducting off-base liberty. Off-base liberty for service members issued a red liberty card will secure between the hours of 2400 and 0500. Service members issued a gold liberty card are authorized off-base liberty between the hours of 2400 and 0500.

1 Service members, E-3 and below, will be issued a red liberty card. Commanders may grant gold liberty cards to "exceptional" service members, E-3 and below, who, in the commander's judgment, have demonstrated integrity, maturity, reliability, adherence to "Core Values" and exceptional performance over a sufficient length of time so as to develop a proven track record. Generally, a 90-day observation period should allow the chain-of-command sufficient observation of the service member, E-3 and below, to form a relevant opinion as to the service member's character.

2 Service members, E-4 and E-5, will normally be issued a red liberty card. However, commanders may grant gold liberty cards to NCO's who, in the commander's judgment, have demonstrated integrity, maturity, reliability, adherence to "Core Values" and exceptional performance.

3 Service members, E-6 and above, will normally be issued a gold liberty card.

(d) Commanders are authorized to issue or revoke liberty cards as deemed necessary within their sole discretion, in accordance with this Order.

'28 MAY 2004'

b. Subordinate Command Mission. Comply with this Order. Commanders shall develop procedures to implement this Order.

c. Coordinating Instructions

(1) Terms defined:

(a) Off-base Liberty. For the purpose of this Order, off-base liberty is defined as permission to leave a camp or station while in a regular liberty status. Liberty within or on a Marine Corps installation is not considered off-base liberty.

(b) Service member. For the purpose of this Order, "service member" refers to all Armed Forces personnel who are temporarily or permanently assigned to MCBJ and/or III MEF units assigned to Japan.

(c) Commander. For the purpose of this Order, "Commander" refers to Battalion/Squadron Commanders or higher and Detachment Officers-In-Charge/Commanding Officers who are designated as such by a Commanding General on a Table of Organization.

(2) Liberty cards will be rendered to appropriate authorities upon request including military police, SNCO's, officers, command representatives, shore patrol and Japanese Security Guards.

(3) Exceptions for Service Members Issued Red Liberty Cards

(a) Off-base Quarters. Service members issued a red liberty card and who are assigned off-base quarters, are authorized to proceed directly from a military installation to their off-base residence between the hours of 2400 and 0500.

(b) On-base Quarters. Service members issued a red liberty card who are assigned on-base quarters, must be on the military installation that corresponds to their assigned quarters between the hours of 2400 and 0500. Service members issued a red liberty card who board The Green Line (TGL) mass transit system no later than 2400, and who are en-route to the military installation that corresponds to their assigned on-base quarters, are not considered to be in an off-base liberty status.

(c) Travel in Conjunction with Official Duties. Service members issued a red liberty card may enter and exit the installation between the hours of 2400 and 0500 in the performance of official duties. Commanders, or the Commander's duty officer/officer-of-the-day, will provide advance notification to the Provost Marshall's Office or Military Police Detachment.

(d) Temporary Additional Duty. Service members issued a red liberty card may enter and exit the installation between the hours of 2400 and 0500 when departing on or returning from Temporary

28 MAY 2004

Additional Duty. These service members will be required to show a copy of their orders during entry or exit of the installation.

(e) Leave. Service members issued a red liberty card may enter and exit the installation between the hours of 2400 and 0500 when officially signed out on leave and in possession of valid leave papers. These service members will be required to show a copy of their leave papers during entry or exit of the installation.

(f) Participation in MCCS Events. Service members issued a red liberty card may enter and exit the installation between the hours of 2400 and 0500 when participating in Marine Corps Community Service (MCCS) tours that include MCCS provided transportation. These service members will be required to show a copy of their receipt for the MCCS function during entry or exit of the installation.

(g) Service members desiring any other exception must submit a written request to their respective commander. Commanders retain full discretion to grant or deny such requests. Blanket exceptions will not be granted. All exceptions must be consistent with the intent of this Order and issued in writing to the service member.

4. Administration and Logistics

a. Liberty Cards

(1) Sample liberty cards are contained in enclosures (1) and (2).

(a) Red and gold liberty cards issued to service members that are of legal drinking age are depicted in enclosure (1).

(b) Red and gold liberty cards issued to service members that are not of legal drinking age are depicted in enclosure (2). These cards will contain the phrase "UNDER 21" centered on the front and back of the card to more easily identify service members who are not authorized to consume alcohol.

(2) Liberty Card Procurement. III MEF will procure an initial stock of liberty card paper and lamination paper. This material will be distributed to the MSC's for further distribution down to the Battalion/ Squadron level. Following initial procurement, MSC's will procure and distribute follow-on liberty card stock inventory.

(3) Liberty Card Production. Liberty cards will be produced at the Battalion/Squadron level. Commanders will complete all information blocks on the card, date and sign the card, and laminate the card. Prior to lamination, cards will be stamped utilizing the unit seal impression device to create a raised/embossed seal.

(4) Liberty Card Distribution. Commanders will distribute and issue liberty cards per the instructions contained in this Order.

28 MAY 2004

b. Major Subordinate Commands

(1) Commanders are responsible for the procurement, preparation, issuance, maintenance, control and revocation of liberty cards.

(2) Commanders shall establish policies to issue/revoke liberty cards, ensuring they are in accordance with the provisions and intent of this Order.

(3) Commanders shall educate service members on the requirements of this Order.

c. Provost Marshal Office

(1) The Provost Marshal shall establish procedures to identify personnel in violation of this Order during routine identification checks at gates.

(2) The Provost Marshal shall issue a minor offense report (MOR) for personnel in violation of this order and ensure notification of the cognizant commander.

d. Public Affairs Office. Ensure proper dissemination (through print, radio and television media) of information concerning the liberty card program.

e. Camp and Station Commanders

(1) Establish procedures to identify service members in violation of this Order during routine checks at gates.

(2) Coordinate with the Provost Marshal's Office for the issuance of an MOR for service members in violation of this order.

f. Courtesy Patrol/Shore Patrol

(1) Conduct random checks of service members on patrol in the local community.

(2) Report service members in violation of this Order to PMO upon patrol de-brief.

g. MCB G-1/Iwakuni S-1. Educate new arrivals on the requirements of this Order as part of the Joint Reception Center program.

5. Command and Signal

a. Signal. This Order is effective immediately, and will remain in effect until superceded or cancelled.

28 MAY 2004

b. Command

(1) This Order is applicable to all service members, as defined in paragraph 4.c.(1)(b).

(2) This Order is punitive in nature. Violations of any of the provisions of this Order can provide the basis for disciplinary action prescribed in reference (c), under the Uniform Code of Military Justice (UCMJ).

(3) This Order does not replace or diminish the utilization of reference (d), "Liberty Risk Program," or reference (e), "Liberty Buddy Order." In addition, the "Liberty Campaign Plan," reference (f), remains in effect.



R. R. BLACKMAN

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28 MAY 2004

MARINE CORPS BASES JAPAN/ III MAF LIBERTY CARD		DATE ISSUED 1 MAR 04
LAST NAME, FIRST NAME, MIDDLE INITIAL BARINE, JOE A.		DATE OF BIRTH 1 Feb 79
SOCIAL SECURITY NUMBER 123 45 6789		CARD NUMBER MCS 1
COMMAND/COMPONENT/UNIT 3 Co, HQVCHA, MCB, CAMP BUTLER		RATE/RANK/GRADE SSGT/E-6
ADDRESS/COMMUNICATING ADDRESS SEGS 123, Camp Foster		
PERSONNEL CODE, TITLE OF ISSUING OFFICER COL, CO, H-5 BN		

*****Honor, Courage, Commitment*****

Important Phone Numbers:

Staff Duty Officer	
Officer of the Day	
Command Duty Officer	
Marine Corps Base Operator	593-592-5111
Emergency (on base)	511
Emergency (From off base)	593-7511

Being a Good Ambassador is a full time job!
 Make a commitment to get home safely:
 *Wear your seatbelts
 *Don't drink and drive
 *Act responsibly

28 MAY 2004

MARINE CORPS BASES JAPAN/ III MCB LIBERTY CARD	DATE ISSUED 1 Mar 04
	DATE OF EXPIRE 1 Jan 86
LAST NAME, FIRST NAME, MIDDLE INITIAL SMITH, JOE A.	GRADE 1
UNIT B Co, 1st Marine Battalion	POSITION PLATOON LEADER
ADDRESS 123 45 6789	PHONE 1234/E-3
ORGANIZATION B Co, 1st Marine Battalion BUTLER	
CITY, STATE, ZIP OF ISSUING OFFICE COL, CO, HAS EN	

Honor, Courage, Commitment

Important Phone Numbers:

Staff Duty Officer	
Officer of the Day	
Command Duty Officer	
Marine Corps Base Operator	
Emergency (on base)	
Emergency (from off base)	

24 Hour Emergency Contact: **1 time Job!**

How to get home safely:

- *Wear your seatbelts
- *Don't drink and drive
- *Act responsibly

