



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
PSC BOX 20005
CAMP LEJEUNE, NC 28542-0005

MCIEASTO 3700.1
G-3/APP
29 Mar 10

MARINE CORPS INSTALLATIONS EAST ORDER 3700.1

From: Commanding General
To: Distribution List

Subj: STATION MASTER PLANNING BOARDS

Encl: (1) Station Master Planning Board Membership

1. Situation

a. Station Master Planning Boards (SMPB) shall be established at all Marine Corps Installations East (MCIEAST) air installations to ensure all directorates and command designated members meet to identify, discuss and resolve short and long range growth issues. Given the introduction of the MV-22, Joint Strike Fighter and associated support facilities, it is imperative that Installation Commanders ensure compatible use and growth in accordance with published directives, and without significant impact on existing structures or operational capabilities.

b. This Order promulgates policy and procedures for the conduct of the MCIEAST SMPB.

2. Mission. To establish a uniform process to review, validate and approve future projects contained in the activities' master plan. Overall, the SMPB shall ensure an integrated approach to growth proposals to ensure compatibility across all spectrums of operations.

3. Execution

a. Commander's Intent and Concept of Operations. The SMPB will provide a forum for installation-wide dialogue and ensure a comprehensive exchange of information regarding the installation

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88 MAR 2010

and related initiatives (repairs, upgrades, construction, Anti-terrorism/Force Protection, safety, environmental, telecommunications and encroachment). Board members (see enclosure) will review and validate all related operations, projects and process improvement initiatives to integrate these items with current operations and projected future operations.

b. Tasks

(1) The Commanding officer shall chair the Board.

(2) At a minimum, Board shall be composed of members listed in the enclosure.

(3) The SMPB shall engage MCIEAST Directorates and other subject matter experts (e.g. SPAWARS, NAVFAC/NAVFIG) as necessary.

(4) The SMPB shall meet as necessary, but at a minimum on a quarterly basis to discuss new initiatives/business.

4. Administration and Logistics. All air installations will provide Board feedback in the form of written agenda/minutes to the MCIEAST G-3. The goal is to anticipate and plan for future growth and development while avoiding negative operational impacts and potential costly corrective actions.

5. Command and Signal

a. Command. This Order is applicable to Marine Corps Installations East.

b. Signal. This Order is effective the date signed.


C. B. JENSEN

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Station Master Planning Board Membership

1. At a minimum the following individuals/staff sections shall be members of the Board (MCAF Quantico CO will determine the composition of their SMPB based upon local available assets):

- a. Operations Officer (include ATC Officer, ATC Maintenance Officer and others as required)
- b. Facilities Officer
- c. Environmental
- d. Supply Officer (Fuels Department)
- e. Communications Directorate (cell towers)
- f. Comptroller
- g. Community Plans and Liaison
- h. Safety Directorate (include Ordnance Department)
- i. Anti-Terrorism/Force Protection Directorate

2. The Board shall be chaired by the air installation Commanding Officer.