



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NC 28542-0004

BO 5400.3L  
S-1  
MAR 20 2009

BASE ORDER 5400.3L

From: Commanding Officer  
To: Distribution List

Subj: MARINE CORPS BASE ORGANIZATION, FUNCTIONS AND STAFF  
REGULATIONS

Ref: (a) MCO P1610.7F  
(b) BUPERINST 1610.10A  
(c) BO 1610.1B  
(d) BO 5000.2D  
(e) SECNAVINST 5216.5D  
(f) SECNAV M-5210.2  
(g) MCO 5216.9U  
(h) MCO P1000.6  
(i) MCIEASTO 5730.1  
(j) SECNAV M-5210.1  
(k) MCO 5210.11  
(l) MCO 5215.1K  
(m) BO 5605.3  
(n) MCO P5600.31G  
(o) NTP-3  
(p) BO 2300.3E  
(q) MCO 5214.2  
(r) BO 5213.11H  
(s) BO 5720.1A  
(t) BO 5211.6B  
(u) BO 5750.2J  
(v) ALMAR 007/08 of 6 Mar 08  
(w) ALMAR 035/07 of 25 Jul 07  
(x) MCO P1050.3H  
(y) MCIEAST 1601.1

Encl: (1) LOCATOR SHEET

1. Situation. This Order promulgates the official organization and functions of Marine Corps Base, Camp Lejeune (MCB CamLej) and publishes command and staff actions in this Headquarters to promote uniformity in staff procedures.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

2. Cancellation. BO 5400.3K.

3. Mission

a. To promulgate organization and functions of MCB CamLej and provide command guidance and procedures in accordance with the references.

b. Summary of Revision. This Order was revised to incorporate Chapters 17 through 34, it should be reviewed in its entirety.

4. Execution. Staff sections and MCB CamLej installation commanders will ensure compliance with the contents of this Order.

5. Administration and Logistics. Your comments and recommendations concerning the contents of this Order are invited. Forward such recommendations to the Director, Base S-1 (Attn: S-1 Administrative Officer) via the cognizant staff section.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Base, Camp Lejeune.

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

  
W. A. MEIER  
By direction

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EO 5400.3L  
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LOCATOR SHEET

Subj: MARINE CORPS BASE ORGANIZATION, FUNCTIONS AND STAFF  
REGULATIONS

Location: \_\_\_\_\_  
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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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## Chapter 1

### Marine Corps Base

1. Mission. The mission of MCB CamLej is to provide training and logistic support for Active and Reserve Components and to provide mobilization and deployment support to these units during exercises and contingencies. Accomplishment of this mission requires operation and maintenance of MCB CamLej training and support facilities; provision of a wide range of municipal services to include security, housing, education, medical care and recreation for the Marines, Sailors, other services, retired service members, civilian Marines and family members who make up the Camp Lejeune military community; and the management and preservation of our natural resources and environmental integrity.

### 2. Concept of Organization

a. Base Command (Contained in Headquarters and Support Battalion).

b. Headquarters and Support Battalion.

c. Weapons Training Battalion.

Marine Corps Base Organization Chart

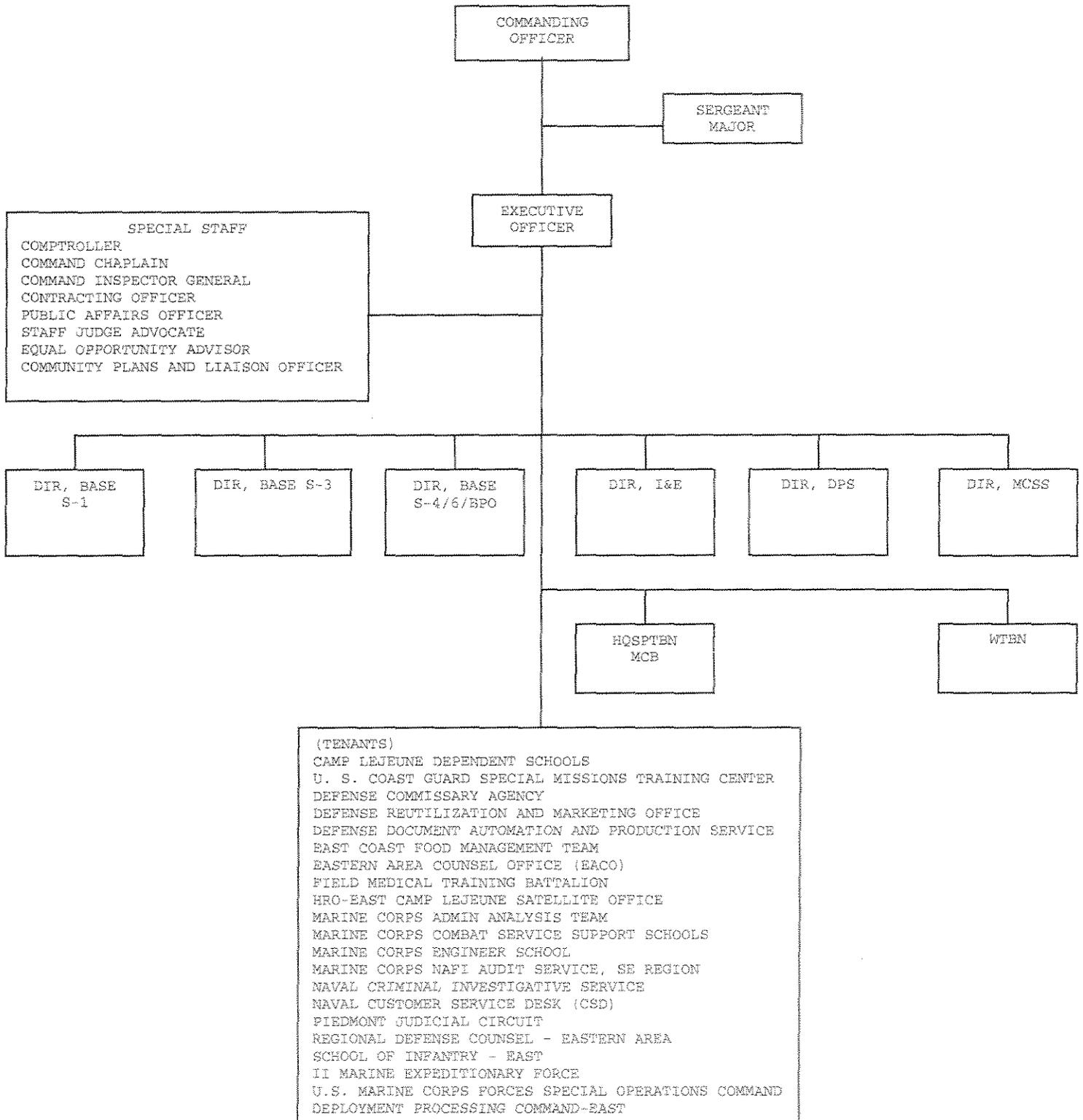


Figure 1-1. -- Marine Corps Base Organization Chart

## Chapter 2

### Commanding Officer

1. Commanding Officer. The Commanding Officer (CO) carries out the mission of MCB CamLej as assigned by the Commanding General, Marine Corps Installations East (CG MCIEAST). The CO maintains liaison with Commander, U.S. Marine Corps Bases, Atlantic (COMMARCORBASESLANT) and all other military commands as well as with Federal, State, county, and municipal agencies as required. In addition, the CO represents and upholds the interest of the Marine Corps and the Federal Government in community relations matters.

2. Executive Officer. The Executive Officer (XO) is responsible to the CO for all activities of the staff sections. The XO directs, coordinates and supervises their activities and issues staff instructions in furtherance of the CO's decisions. When required, the XO initiates command and staff action to resolve actual and/or anticipated problem areas. The XO allots the detailed work of preparing correspondence, alternative courses of action, reports, plans, orders, and instructions, reviews the resulting drafts and submits the completed drafts for the CO's approval. The XO may recommend to the CO policy changes and/or specific courses of action. The XO remains currently informed of all situations to ensure preparedness for future eventualities to include unusual developments occurring after normal working hours. The XO ensures establishment and maintenance of liaison with higher, subordinate, and tenant commands. The XO performs such other duties as the CO may specifically direct.

3. Sergeant Major. The Sergeant Major, MCB CamLej is the senior enlisted Marine assigned to the Base Command. The Sergeant Major advises the CO on matters pertaining to enlisted personnel and assists in the performance of the CO's duties. The Sergeant Major will perform such other duties as the CO may specifically direct.

4. Command Staff Officer. The Command Staff Officer prepares, plans, coordinates and distributes itineraries for social events hosted by the CO. Arranges billeting, ground transportation and other support as required; schedules and confirms official calls on the CO or the XO, and provides advice and assistance to requesters. Functions as the administrative assistant to the

XO, and as such maintains calendar and coordinates meetings for the XO with appropriate departments.

5. Community Plans and Liaison Officer (CPLO). The CPLO is responsible to the CO for establishing alliances with local agencies, private conservators and local landowners to jointly identify and acquire real estate interests surrounding MCB CamLej to achieve mutual land use goals. The CPLO is also responsible for assisting the CO in obtaining community support for urgent or unanticipated encroachment opportunities and military initiatives that may affect community interests.

6. Equal Opportunity Advisor (EOA). The EOA serves as the principal advisor to the CO. Responsible for planning, formulating, issuing, communicating and assessing the MCB CamLej military Equal Opportunity program which is to ensure fair and equal treatment for all personnel regardless of race, age, gender, color, national origin or religion. Additionally, the EOA drafts (Special Interest/Emphasis days/months) messages in coordination with the Adjutant for the CO's approval and release.

## Chapter 3

Director, Base S-1

1. Mission. The Director, Base S-1 is the principal staff assistant on matters pertaining to military and civilian manpower management, position management, Table of Manpower requirements, and miscellaneous administrative functions not specifically assigned to another general or special staff officer. The Director, Base S-1 is responsible for officer assignments, uniform regulations, military/civilian awards/decorations, public service awards, the administering of the Freedom of Information Act (FOIA) and Privacy Act (PA), gathering and maintaining statistical data, and the conducting of a decennial census of active duty military personnel. The Director, Base S-1 exercises staff coordination for the Camp Lejeune Dependents' Schools System and the Civilian Human Resources Office - East, CamLej Office.

2. Civilian Human Resources-East (CHRO-EAST). The Director, CHRO-EAST is the principal authority for human resources and is responsible for the oversight, coordination, and delivery of Civilian Human Resources services for MCIEAST. Services include: National Security Personnel System (NSPS) coordination, recruitment, staffing and classification, employee and labor relations, Equal Employment Opportunity (EEO), and the Workers' Compensation Program. The NSPS Program Coordinator implements NSPS by advising management on human resources issues. The Staffing and Classification Advisory Division provides operational and advisory support for competitive and noncompetitive recruitment initiatives, as well as full management advisory support on matters relating to classification management. The Labor and Employee Relations Office provides labor/employee management relations advisory services including union negotiations adverse actions, grievances, performance management, and represents management in third party situations or union negotiations.

a. National Security Personnel System (NSPS). NSPS is the new Civilian Human Resources Program for the coordination, recruitment, staffing and classification, employee and labor relations, and EEO for all non-bargaining employees. The NSPS Program Coordinator implements NSPS by advising management on human resources issues.

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b. Staffing and Classification Advisory Division. Provides operational and advisory support for competitive and noncompetitive recruitment initiatives, as well as full management advisory services on matters relating to classification management.

c. The Labor and Employee Relations Office. Provides labor/employee management relations advisory services including union negotiations, adverse actions, grievances, performance management, and represents management in third party situations or union negotiations.

d. The Equal Employment Office (EEO). Delivers a range of human resources personnel processing functions, including EEO Counseling, Alternative Dispute Resolution, EEO case processing, Affirmative Employment Programs, Special Emphasis Programs, and Reasonable Accommodations.

3. Plans and Operations Division. Assists and manages matters pertaining to Requests for Personnel Action, Individual Augments, Headquarters Marine Corps (HQMC) Promotion Boards, all Manpower taskings, Military and Civilian structure processes, Letters of Allowance, and Tables of Organization.

#### 4. Administrative Division

a. Administrative Officer. Provides administrative support to the CO and Subordinate Installations Commanders. Responsible for managing FOIA requirements, the Privacy Act of 1974 and the commands Forms Management Program. Supervises the preparation of congressional inquiries/special interest correspondence and reviews and staffs them appropriately. The Administrative Officer reviews and releases message traffic for the Director, Base S-1. The Administrative Officer is the responsible officer for all garrison property, and serves as the Building Manager for Lejeune Hall. Additionally, the Administrative Officer serves as the Assistant Security Manager and Assistant Top Secret Control Officer.

b. Adjutant. The Adjutant is responsible for: coordinating internal and external administrative requirements; tracking and monitoring urgent administrative support requested by higher headquarters and/or subordinate commands; preparing and publishing duty roster assignments; publishing staff regulations, preparing, reviewing and staffing command correspondence, managing the commands' performance evaluations

program; processing personal, unit, and special awards, managing the Casualty Assistance Program; maintaining command correspondence files; managing the acquisition, distribution control, and accountability of the command's publications and manages the Directives Control Point (DCP); managing the command's Records and Reports Management programs; the Voter Registration Program and the Command Duty Watches.

c. Security Manager. The Security Manager falls under the staff cognizance of the Administrative Officer and is responsible for the implementation and conduct of the Information and Personnel Security Program within MCB CamLej by providing for the safeguarding, transmission, and destruction of classified information; ensuring the timely submission of background investigations and periodic reinvestigations on individuals requiring security clearance eligibility; and authorizing initial and continued access to classified information to those personnel who require access in the interest of national security. The Security Manager also serves as the Top Secret Control Officer and maintains the Secondary Control Point (SCP) for storage of classified material.

## 5. Manpower Division

a. Manpower Officer. The Manpower Officer plans and supervises the classification, assignment, transfer, retirement and replacement of enlisted personnel; monitors and supervises the Fleet Assistance Program (FAP); directs and supervises the preparation of personnel reports; and prepares various travel orders for personnel of MCB CamLej and acts as the Camp Lejeune Reception Center (CLRC) for military members checking in aboard the Base to act on assigned orders. The Military Personnel Officer exercises cognizance/supervision over all humanitarian transfer requests; the operation of the Central Identification Card Issue Branch Defense Eligibility Enrollment System (DEERS) and the Real Time Automated Personnel Identification System (RAPIDS), to include issuance of dependent and retired identification cards; identification cards for appropriated and non-appropriated fund employees; commercial solicitation authorization; vendor and contractor personnel identification.

### b. Reserve Liaison Office (RLO)

(1) Provides program support, reviews and assesses Reserve applicants for planned or emerging manpower

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staffing and placement of Reserve personnel for all Headquarters staff sections. Identifies staffing shortfalls, coordinates with Marine Corps Prior Service recruiters to accomplish staffing goals. Supervises administrative processes in accordance with Department of the Navy regulations. Directs all RLO correspondence and assists with reviewing and, implementing applicable DoD, Navy and Marine Corps directives. Develops and coordinates specific staffing plans; maintains updates and modifies plans. Estimates and assesses resource (human and other support) requirements and monitors status of all aspects of Reserve personnel (to include Individual Mobilization Augmentee (IMA) Detachments manning levels) for all organizations within MCB CamLej. Provides planning, coordinating and scheduling Reserve support for contingency operations, peacetime exercises, events and other requirements. Monitors and assists in the development, implementation, operation and maintenance of Reserve specific data systems in support of MCB CamLej. Develops judgments, inferences, assumptions and conclusions as to the affect Reserve specific plans have on current and future activities of MCB CamLej.

(2) Formulates and revises the Command's Reserve Appropriated Budget Requirements for the coming fiscal year. Provides substantive management services in cost analysis, fiscal planning and administration of annual appropriated fund Reserve Budget. Provides support and advice on the status and availability of funds in multiple MCB CamLej Reserve budget accounts. Monitors the use and expenditure of Reserve specific funds. Prepares reports on the status of Reserve specific funds, expenditures and obligations as required by higher authority. Recommends procedures for preparing documenting, validating and presenting resource requirements to higher authority. Prepares detailed plans, budgets and schedules for assigned projects and participates with senior officers in fiscal planning. Maintains cognizance over MCB CamLej Reserve specific funds. Responsible for the day-to-day management and administration of the RLO's and IMA Detachment's budget. Provides support and advice on reprogramming and realigning of available funds and funding levels due to changes in support levels and mission requirements.

(3) Conducts IMA Program reviews/research and provides advisory services on substantive Reserve issues to assess the effectiveness of program operations. Plans, conducts and

evaluates research on Reserve issues to assess the effectiveness of MCB CamLej IMA program operations. Analyzes and evaluates quantitative effectiveness of program operations in meeting established goals and objectives. Collects, reviews, evaluates and interprets data. Presents findings, options and recommendations via briefings, staff reports, project papers, etc. Performs substantive information reviews of interrelated functions, monitors and advises on control and maintenance of documents, files, forms, records, etc., to promote organizational efficiency. Receives, processes and monitors IMA Detachment applications, and coordinates with IMA OIC and division heads on assignments status. Directs and coordinates source document collection for the proper and timely reporting of Reserve pay and personnel data into Marine Corps Total Force System (MCTFS) and other applicable systems. Controls and coordinates order writing for Reserve personnel for Active Duty for Operational Support (ADOS), Annual Training (AT), Inactive Duty Training (IDT), Readiness Management Periods, and Additional Training Periods. Prepares formal study reports, briefs study findings, results to senior officers.

c. Career Planner. The Career Planner performs duties under the cognizance of the Manpower Officer. The Career Planner plans, coordinates, and maintains a broad Career Planning and Retention Program at the Base level with the objective of retaining the maximum number of qualified Marines; assists unit commanders as required, in counseling all Marines regardless of rank or time in service, regarding their career or potential career in the Marine Corps or civilian life.

6. Postal Division. The Consolidated Post Office combines personnel and assets from MCB CamLej and 2d Marine Logistics Group (MLG). It consists of a main administrative office and five unit post offices located throughout the MCB CamLej complex. The CO MCB CamLej exercises operational control of the Consolidated Post Office and all unit or installation Official Mail rooms. Operational or deployed postal support for all Fleet Marine Force (FMF) units aboard MCB CamLej is under the cognizance of the CG 2d MLG. The administration of postal affairs within the command post offices thereof, including those functions applicable to provision of a postal directory service and administration of shall be under the cognizance of the Director, Base S-1. Responsibilities include the detailed supervision of postal affairs within the command; coordinating the receipt, processing and dispatch of mail for all

organizations/units located on MCB CamLej; investigating postal irregularities; liaison between civil and military postal authorities concerning postal matters affecting the command; and, conducting unannounced audits/inspections of the Consolidated Post Office/unit post offices and all unit mail rooms.

7. School Liaison Officer (SLO). The SLO serves as the installation representative and subject matter expert to assist parents of school-aged children K-12 on educational matters relating to public, private, and home schooling. The SLO works in concert with the local public school community, DoD Education Activity schools (DoDEA), community organizations, and MCCS to advocate, coordinate, and educate partners on matters related to military children. The SLO plans and develops the School Liaison Program, fosters partnerships, provides technical assistance, conducts transition programming, analyzes data, makes recommendations, maintains records, and represents command on a variety of advisory groups in an effort to optimize educational opportunities and achievement for military dependent children.

8. MCB Installation Personnel Administration Center (IPAC). The IPAC has cognizance over personnel administration for all commands located aboard Camp Lejeune. The IPAC is a centralized activity under the operational and administrative command and control of the CO (Attn: Director, Base S-1), MCB CamLej.

a. IPAC. The IPAC is located in Building 6 and the inbound and outbound processing is located in Buildings 59 and 60 (Camp Lejeune Reception Center), aboard CamLej. The IPAC will function as the single centralized center on MCB CamLej providing personnel administrative support for all supported organizations. Administrative Service Centers are located at most camps on Camp Lejeune. Those locations are:

Administrative Service Center, Bldg M130 Camp Johnson  
Administrative Service Center, Bldg TC837 Camp Geiger  
Administrative Service Center, Bldg BB12, Court House Bay

b. Mission. The mission of the IPAC is to consolidate the technical personnel administrative expertise at a centralized location, to provide the highest quality personnel administration possible to unit commanders, the individual Marine, and family members.

c. IPAC Responsibilities. The responsibilities of the IPAC include, but are not limited to, the following:

(1) Provide administrative support in response to Personnel Action Requests (PARs) from individual Marines or command representatives.

(2) Ensure all diary reportable items are correctly processed in MCTFS via unit diary within three working days of receipt of validated source documents.

(3) Preparation, maintenance, accountability, and ensuring the security of all Service Record Books (SRB) and Officer Qualification Records (OQR).

(4) Endorsement and preparation of Permanent Change of Station (PCS) and Permanent Change of Assignment (PCA) Orders.

(5) Prepare and distribute separation documents. This also includes processing requests for retirement and transfer to the Fleet Marine Corps Reserve.

(6) Issuing and accounting for electronic meal cards.

(7) Process bond and allotment requests that cannot be entered using a MyPay account.

(8) Monitoring enlisted promotion eligibility and submitting requests for remedial promotions.

(9) Monitor eligibility for awarding of the Good Conduct Medal.

(10) Coordinate with unit Limited Duty Coordinators to track personnel on limited duty status and report any changes to duty status and limitation codes.

(11) Conduct new join, triennial, pre- and post-deployment audits. Deployment audits will include review and update of Basic Individual Records (BIR), Serviceman's Group Life Insurance (SGLI) and Record of Emergency Data (RED) prior to departing and upon return from unit deployments in excess of 30 days.

(12) Provide personnel administrative support to unit commanders to include deployment support as required.

(13) Report and processing of legal information received from the units.

(14) Provide administrative/backup support for MOL, and Defense Travel System (DTS). This includes also providing any administrative assistance that may be needed from commanders and Marines.

(15) Support commanders and Marines with flex Customer Service hours and/or support as needed.

(16) Coordinate with G-1 Personnel for all New Join arrivals and Assignments.

9. Identification Card Center (IDCC)

a. IDCC. The Marine Corps Base Camp Lejeune Identification (ID)/Defense Enrollment Eligibility Reporting System (DEERS) and the Real Time Automated Personnel Identification System (RAPIDS) center provides administrative assistance for all service members (active/reserve/retired), family members of service members, government employees, appropriated and non-appropriated fund employees, commercial solicitation authorization, and vendor and contractor personnel.

b. The Director, IDCC issues identification cards at the Camp Lejeune Identification Card Center in Building 59, Molly Pitcher Drive located in the Camp Lejeune Reception Center. The hours of operation are normally 0630-1900 Monday through Thursday and 0630-1600 on Friday. The IDCC is closed on Federal Holidays.

c. Mission. The mission of the IDCC is to enforce regulations and establish procedures for issue and recovery of all identification cards (military and civilian). In addition, the DEERS/RAPIDS provides a computerized information service to the enrollment of individuals eligible for Uniformed Services benefits in order to reduce potential fraud, waste, and abuse associated with obtaining benefits.

Base S-1 Organization Chart

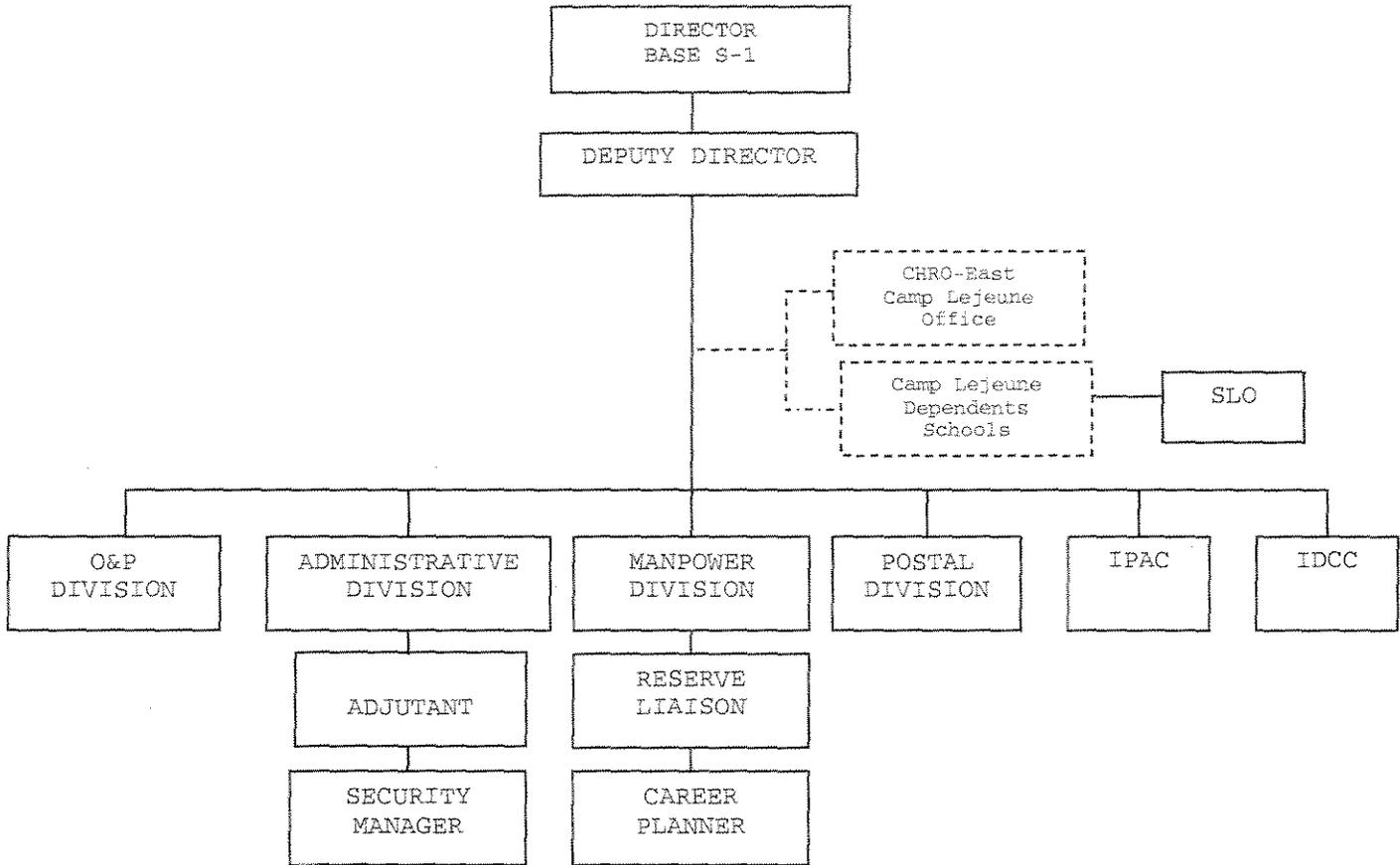


Figure 3-1. - Base S-1 Organization Chart

## Chapter 4

### Director, Base S-3

1. Mission. The Director, Base S-3 is the principal staff assistant to CO MCB CamLej in matters pertaining to organization, training and current and future operations. Provides training support for the operational forces and formal schools aboard MCB CamLej as well as for joint exercises and other services. It is the principal staff assistant for military and appropriated civilian training; plans and operations; assessment, design and development of training ranges/facilities, combat camera support. Exercises staff coordination for the Weapons Training Battalion and Deployment Processing Command-East/Reserve Support Unit.

2. Operations and Plans (O&P) Division. The O&P Division is responsible for all current and future operations conducted aboard MCB CamLej. This includes planning, coordinating and supervising employment operation and management of the Installation Emergency Operations Center (EOC). The O&P Division is also responsible for developing, authenticating, exercising and ensuring distribution of operations plans and orders; developing contingency planning; planning for command security (Operational Security (OpSec)); Defense Readiness Reporting System (DRRS) reporting; Force Deployment Planning and Execution (FDP&E). Coordinates with the Director, DPS as necessary to transition from first responder responses to standing up the Installation EOC to command and control domestic incidents requiring cross functional support (planning, coordinating, communicating) in accordance with the National Response Plan (NRP) and National Incident Management System (NIMS) to ensure interoperability between higher headquarters, installations, tenant commands, other services and the civilian community. Coordinates Defense Support to Civil Authorities (DSCA) and has Staff cognizance for Combat Camera (COMCAM)). Plans, coordinates, and executes command visits, parades/ceremonies, training support for other Services and allied units, and coordinates MCB CamLej installation support for all major exercises. The O&P Division also has staff cognizance for completing the annual command chronology.

3. Range Control Division (RCD). The RCD provides operationally ready training ranges, facilities, Special Use Airspaces and maneuver areas to operational forces and is responsible for the safe, efficient management of all training

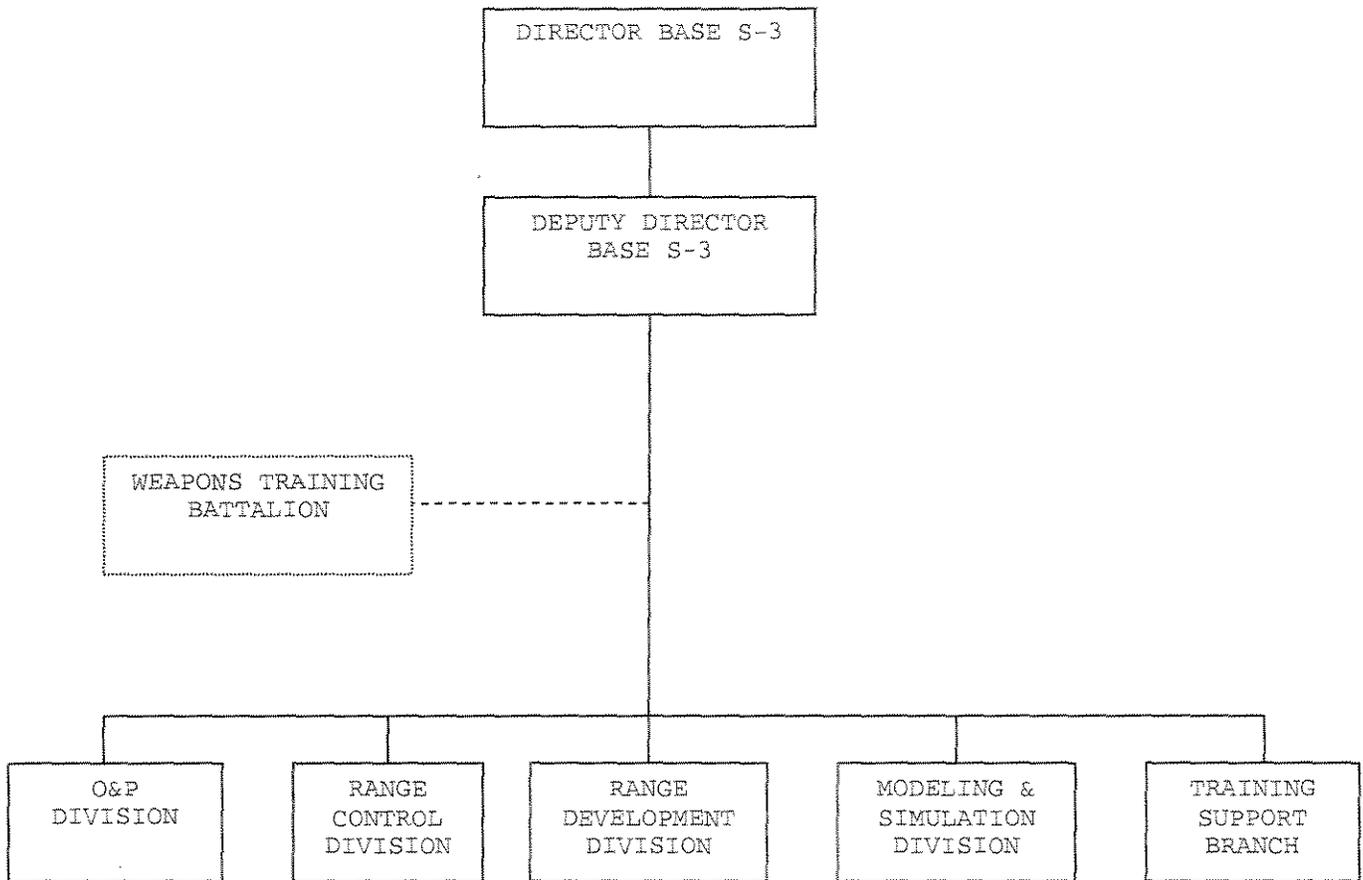
aboard MCB CamLej. The RCD schedules, de-conflicts and inspects all training use aboard MCB CamLej as well as provides Explosive Ordnance Disposal, Navy Boat Crew support and OIC/Range Safety Officer (RSO) certification training.

4. Range Development Division (RDD). The RDD is responsible for continuous assessment, planning, and design of MCB CamLej's training ranges and facilities to ensure the operational forces and formal schools meet their training requirements. Through research, comprehensive planning, environmental protection, multipurpose range designs, and close coordination with tenant commands, the RDD incorporates simulation devices, training systems, and conducts training/facility modernization for MCB CamLej.

5. Modeling and Simulation (M&S) Division. The M&S Division is responsible for providing systems architecture, facilities and technology support for training, operations and exercises in support of the individual Marine to Joint Staffs. The M&S Division, in coordination with RDD, promotes and facilitates the integration of newly-fielded ground training systems, simulation devices and Command, Control, Communication, Computers and Intelligence (C4I) technologies into the training continuum and operating practices of Marines undergoing training.

6. Training Support Branch (TSB). The TSB is responsible for civilian workforce development, distance learning, and the operation of the Workforce Learning Center training facility. The TSB has oversight over contractor-operated Learning Resource Centers, video teleconferencing (VTC) and video teletraining (VTT) services. In addition, the branch provides budget, supply, and information technology (IT) support for the Base S-3 Department.

Base S-3 Organization Chart



---Indicates Staff Coordination

Figure 4-1. - Base S-3 Organization Chart

## Chapter 5

### Director, Base S-4/S-6/BPO

#### 1. Mission

a. The Director, Base S-4/S-6/BPO is the principal staff assistant to the CO, MCB CamLej for a wide range of business logistics, information technology, and communication support services for the Base and tenant organizations. Base S-4/S-6/BPO provides business operations analysis and planning support, customer relationship and workforce support services, information technology and communications support, knowledge management, supply chain management, transportation support, procurement support, and operational logistics support. This position has operational control over the Business Performance Office, Customer Relationship Management and Workforce Support Division, Communications Services Division, Command Information Office, East Coast Regional GEOFidelis Center (GEOFIEAST), MAGTF IT Support Center (MITSC), Operations Division, Traffic Management Office (TMO), Motor Transport Division, Food Service Division, and the Supply Management Division of the Base S-4/S-6/BPO Department.

b. The Director, Base S-4/S-6/BPO provides administrative control and coordination of civilian personnel matters for the civilian employees assigned to the 2d MLG Maintenance Cadre; Preservation, Packaging and Packing Platoon; and the Ammunition Supply Point.

c. The Director, Base S-4/S-6/BPO also provides staff coordination with the Defense Commissary Agency, Defense Reutilization and Marketing Office, the Defense Information Systems Agency, General Services Administration, Defense Logistics Agency, and the Defense Document Automation and Production Service sites at Camp Lejeune.

2. Base Motor Transport Division (BMT). BMT manages the procurement, allocation, operation, and maintenance of garrison mobile equipment within the MCB CamLej/New River Complex. This Division is responsible for providing safe and reliable commercial vehicle support utilizing the minimum number of vehicles to meet essential transportation needs for MCB CamLej units/activities, MCAS New River, and II MEF Operating Forces.

3. Business Performance Office (BPO). BPO provides coordination, oversight, review, and consolidation on a variety of business related programs and issues at MCB Camp Lejeune. The BPO manages the Continuous Process Improvement Program, the development and maintenance of the Base Balanced Score Card Program, and provides Activity Based Costing (ABC) Model review support and data normalization. The BPO manages the Base Support Agreement Program, coordinating agreements and maintaining a repository of all active agreements. The BPO provides liaison between higher headquarters and Base on planned and existing competitive sourcing initiatives and studies (i.e. A-76) including audits, planning, and implementation. The BPO also assists with regional structural and process reviews analysis.

4. Command Information Office (CIO). CIO serves as an Information Technology/Information Management (IT/IM) Center of Excellence by providing functional area managers with IT/IM services that enable systems engineering, integration, management, capital planning and IT acquisition, end-user support, and information sharing through an enterprise architecture representing a reliable framework of business systems and applications that align with MCIEAST and Marine Corps strategies. The division provides policy and guidance on issues regarding IM/KM and the alignment of IT investments to business priorities and strategies. CIO supports the effective use of information resources and the alignment of business processes through implementation of enterprise architecture and IT planning procedures in accordance with Marine Corps policy and guidance.

5. Communications Services Division (CSD). CSD provides voice, cable infrastructure and electronic communications support to the MCB CamLej complex. This Division installs, operates and maintains the Base Telephone System, cable infrastructure and the Base Trunked Radio System. The Division also provides electronic maintenance, communications, cell phone support and public address equipment and services to Base and tenant commands. The Division is responsible for circuit planning and management, cable plant maintenance, frequency (spectrum) management and coordination of wireless voice communications support.

6. Customer Relationship Management and Workforce Support Division (CRM). CRM provides support regarding all aspects of human resources, TAD, Interactive Customer Evaluation (ICE) and command level special projects. The division also provides

administrative support to the Director/Deputy. The division manages a Supply Section responsible for purchasing material for the S-4/S-6/Business Performance Office, MAGTF IT Support Center, East Coast Regional GEOFidelis Center, and Communications Services Division.

7. East Coast Regional GEOFidelis Center (GEOFIEAST). In accordance with Marine Corps Order 11000.25, GEOFIEAST serves integrated, standardized, and centrally managed geospatial technologies, information, and services, and facilitates the sharing of authoritative geospatial data throughout the Marine Corps, DoD, and other government agencies. GEOFIEAST provides regional and installation functional area managers with an integrated Geographic Information System (GIS) that enables operational planning, analysis, and decision support. GEOFIEAST promotes information sharing and visualization of a geographic common operational picture through an enterprise architecture representing a reliable framework of business systems, interactive mapping web services, authoritative databases, and geospatial applications that align with Camp Lejeune, MCIEAST, and Marine Corps strategies. As the regional office of primary responsibility for the Marine Corps GEOFidelis Program, GEOFIEAST provides program management oversight, policy and guidance on issues regarding geospatial information and services and the alignment of geospatial data collection initiatives and investments to business priorities and strategies. In coordination with the Regional MAGTF IT Support Center (MITSC), GEOFIEAST provides technical support to sustain all geospatial systems, authoritative geo-databases, interactive mapping web services, and web portals hosted, including Server/Systems Management, Incident/Problem Management, Change/Configuration Management, Data Management, Mapping and Analysis, and Service Level Management as related to the Marine Corps GEOFidelis Program.

8. Food Services Division (FSD). FSD provides administrative and operational food services support to ensure that quality meals are provided to service personnel authorized to subsist at government expense in all Marine Corps mess halls on the east coast. Food Service also oversees the East Coast Regional Food Services Contract, ensures contractor's performance, and advises the CO, MCB CamLej on all matters pertaining to the Marine Corps Food Service and Subsistence program.

9. MAGTF IT Support Center (MITSC). The MITSC provides Navy and Marine Corps Intranet (NMCI) oversight, Classified Network Services, Non-NMCI Network Services, 24/7 IT Help Desk Services, EKMS and Information Assurance (IA). The MITSC provides support

for IA training, compliance and certification of systems and network enclaves, oversees and manages the NMCI unclassified services. The MITSC ensures compliance with the Federal Information Systems Management Act to report to higher headquarters and all classified network services on the Secret Internet Protocol Router Network (SIPRNET).

10. Operations Division (OPS). OPS coordinates operations staff functions of the various Divisions within the Department and oversees and monitors all logistics related operations of tenant commands. The Division also coordinates logistical support for both tenant and visiting customers for special events and various exercises conducted at MCB CamLej.

11. Supply Management Division (SMD). SMD provides end-to-end supply chain management for Base and tenant organizations including Personnel Support Equipment, collateral equipment, planning and procurement, furniture management for Bachelor Enlistment Quarters (BEQ), intermediate and retail operations of Direct Support Stock Control functions, fuel distribution, warehouse modernization, property accounting and disposal services. This division is responsible for planning and supporting innovation e-business solutions that improve the level and quality of supply chain support to all users at MCB CamLej.

12. Traffic Management Office (TMO). TMO is located at Building 1011 in the industrial area and is responsible for providing effective and efficient traffic management services to MCB CamLej and MCAS New River, with additional traffic management policy promulgation for MCIEAST. These services include close coordination with U.S. Transportation Command's Transportation Component Commands (Air Mobility Command, Military Surface Deployment and Distribution Command, Military Sealift Command), Defense Logistics Agency, II Marine Expeditionary Force (II MEF), U. S. Marine Corps Forces Special Operations Command (COMMARFORSOC) and other supported and supporting commands to provide freight transportation and distribution, personal property and passenger services and operate the East Coast Personal Effects and Baggage Center.

Base S-4/S-6/BPO Organization Chart

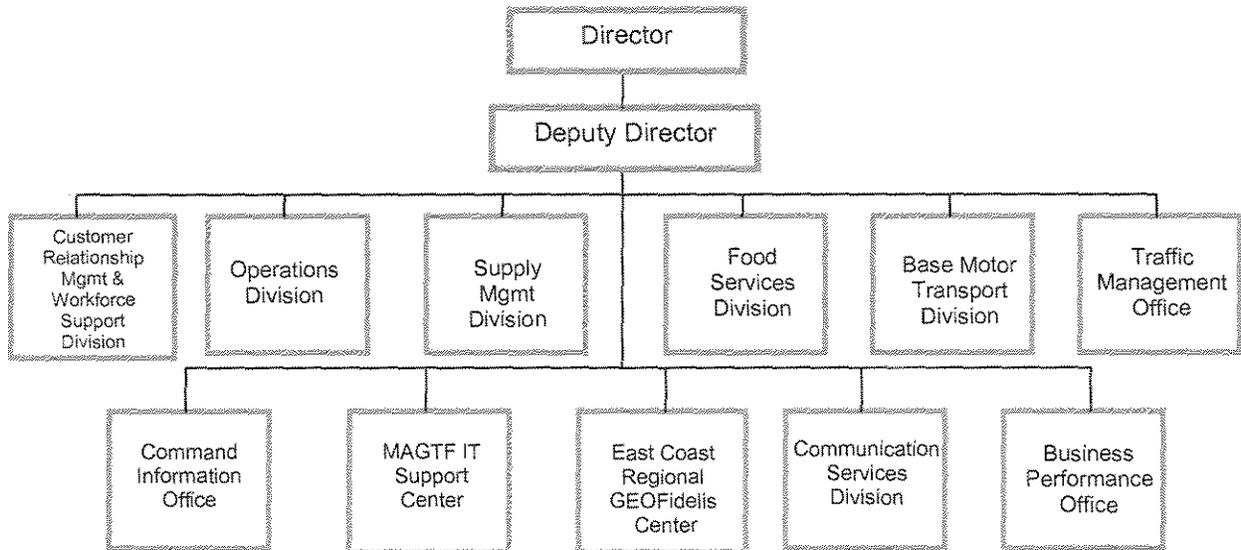


Figure 5-1.-- Base S-4/S-6/BPO Organization Chart

## Chapter 6

### Director, Installations and Environment (I&E)

1. Mission. The Director, I&E is the principal staff assistant for the planning, coordination, and supervision of facilities management, planning and housing, and environmental management. The Director, I&E exercises this responsibility by the direct control and accomplishment of specific functions of the Installations and Environment Department and by staff cognizance over the Installation Development Division, Public Works Division, Family Housing Division, Bachelor Housing Division, and Environmental Management Division.

2. Installations Development Division. The Director, Installation Development Division is responsible for planning, preparations and submission of all Military Construction and Minor Construction projects; develops project cost estimates and provides life cycle cost analysis in support construction programming; provides oversight and coordination for all other programs constructing, renovating, modifying or demolishing class II real property aboard MCB CamLej; provides liaison with HQMC on all Shore Facility Planning and Programming issues; prepares Basic Facility Requirements and Facility Planning studies in support of organizations assigned to CamLej; coordinates with HQMC on the annual preparation of Camp Lejeune's Facility Support Requirements; determines space requirements, utilization and makes space assignments for all MCB CamLej non-housing facilities; conducts space utilization studies in an effort to maximize facility usage; provides liaison between tenants and MCB CamLej for space requirements; maintains all class I and class II real property record data; maintains real property data contained within the Naval Facilities Assets Database; maintains data layers in the Base Geographic Information System that pertains to Facility Planning and Base Master Planning.

### 3. Public Works Division

a. The Public Works Officer (PWO) is responsible for all Real Property Maintenance Activities (RPMA) for MCB CamLej and MCAS New River. These responsibilities include the maintenance and repair of all buildings, structures, grounds, paved surfaces, streets, utility systems, and other real property facilities; preparation and submission of major repair projects;

management and implementation of the locally funded Minor Construction Program. Further responsibilities include execution of other engineering support services such as pest control, refuse collection (less family housing), landfill operations, railroad management and track maintenance, limited repair to specified government-owned installed equipment and industrial plant equipment (Classes 3 and 4), and operation of Onslow Beach Bridge. Other primary responsibilities are the operation, distribution, and/or purchase of utilities (water, steam, sewage, electricity, natural gas), and the management of an effective utilities conservation program. The PWO also has the responsibility for the planning, programming, budgeting and management of all human, financial and material resources used in the accomplishment of the Facilities Sustainment Restoration Modernization (FSRM) mission.

b. The PWO's responsibilities also include providing engineering and technical support for Base components, including preparation of architectural and engineering studies, designs, and cost estimates for special projects; preparation of drawings, specifications, and cost estimates for contracts for maintenance, repair, alteration, and new construction of Base facilities; review of Contractor's submittals of materials and equipment to be used in the contracts; conducting special engineering investigations and preparation of reports associated therewith; cognizant control of survey works as required; maintaining in a current condition, all plans and other drawings of the Base and facilities; and negotiation, control, and administration of all agreements involving real property under license, lease, permit, or easement which concern the interest of MCB CamLej, management and administration of facilities support contracts, including preparation of plans and specifications, inspection and management of facilities service contracts. In the PWO's capacity as OIC of Construction, MCB CamLej, and under authority delegated by the Atlantic Division, Naval Facilities Engineering Command, Norfolk, Virginia, contracts are awarded and administered. These contracts are for Architect-Engineer Services, and the maintenance, repair, alteration, and new construction of Base facilities.

4. Family Housing Division. The Director, Family Housing Division is responsible for the administration and operation of the centralized family housing and referral programs for MCB CamLej and MCAS New River. These responsibilities include, but

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are not limited to, preparation and analysis of housing surveys, management reports, and studies; planning and programming for acquisition of family housing; planning, programming, and budgeting for operation, execution of the Family Housing Program authorized by Congress and allocated by HQMC; promotion of occupant relations; implementation of a Housing Referral Program, ensuring equal opportunity in off-base housing; and inspection of leased housing. The Director of Military Housing falls under the staff cognizance of the Director I&E. The Director is responsible for the oversight of the partner's Property Management Organization, Community Management Operations, Maintenance Operation and Leasing Operation to ensure personnel policies and practices are in place and carried out in accordance with the Management Plan, and policies promulgated by the Commandant of the Marine Corps and the CO MCB CamLej.

5. Bachelor Housing Division. The Director, Bachelor Housing Division is tasked with management and oversight of Camp Lejeune's Bachelor and transient housing programs. This Division works closely with the Major Subordinate Commands (MSCs) and tenant commands aboard the Base to provide technical expertise on bachelor and transient housing concerns and management. The Division is responsible for successful accomplishment within Camp Lejeune's policy and program development role. The Director works closely with the Installation Development Division to determine barracks space requirements in support of the Military Construction Program. The collection, compilation, and submission of barracks occupancy reports for use within the Base structure as well as to higher headquarters are also performed. These reports are also used as a basis for analysis of current and future barracks requirements for individual units. Recommendations for reallocation of barracks space based on requirements are made by this Division. Basic Allowance for Housing authorizations for bona fide bachelor personnel in the grade of E5 and below are performed by this Division. Except for the MCAS New River, the Director, Bachelor Housing Division is responsible for the administration and operation of a centralized Bachelor Housing Office with direct operational control of the Bachelor Officer and SNCO Billeting Program. Included are responsibilities for billeting procedures for permanent and transient occupants, budget preparation, occupancy and fiscal reports. Submission of the Bachelor Housing Survey and Utilization Reports, furniture inventories and related supply functions, maintenance liaison, linen exchange, building and room inspections, routine cleaning of Bachelor Officer Quarters and Bachelor Enlisted Quarters

(SNCO and Enlisted Quarters/public area), individual room cleaning, Billeting Fund, collection and deposit of monies, and effective personnel management. Officer and Staff Noncommissioned Officer facilities under the Bachelor Housing Division are located in six different geographical areas of MCB CamLej.

## 6. Environment Management Division

a. The Director, Environmental Management Division is responsible for matters pertaining to compliance with environmental regulatory requirements including: air and water pollution abatement; pollution prevention and recycling; solid waste reduction; hazardous waste management; safe drinking water standards; environmental planning and impact assessment through the National Environmental Policy Act (NEPA); environmental training; installation restoration; and natural and cultural resource management. The division works closely with the Director, Base S-1 and other Installations and Environment Divisions in carrying out the MCB CamLej training support, range development, and facilities missions. Specific areas of responsibility of this division include: administration; development of environmental plans and programs; planning, programming, and budgeting of projects required for environmental compliance; operating a HQMC approved Environmental Management System (EMS); environmental permitting; clean up of past hazardous waste sites and underground storage tanks, potable water and wastewater monitoring; hazardous waste management; waste recycling; source reduction; protection and management programs addressing wetland conservation, forestry management, threatened and endangered species, fish and wildlife management; leading and developing encroachment partnership initiatives; archaeological and historical resource management; conservation law enforcement; and soil and water conservation. Supports the ISS Fire and Emergency Services Division with personnel, resources and equipment to control wildland (forest) fires. MCB CamLej Natural Resources are managed in accordance with the MCB CamLej Integrated Natural Resources Management Plan, developed in cooperation with the U.S. Fish & Wildlife Service, the North Carolina Wildlife Resources Commission, and the North Carolina Division of Marine Fisheries. This division coordinates with the Base Staff Judge Advocate (SJA) and Eastern Area Counsel Office (EACO) in advising the Command on the application and impacts of environmental laws and regulations. Division Conservation Law Enforcement Officers are responsible for enforcement of natural resources related laws and

regulations, and control of hunters and fishermen. This Division also coordinates regularly with Base and HQMC Public Affairs Office (PAO) for public awareness of environmental programs, policies, and reports.

b. A formal Logistics Support Agreement (LSA) exists between MCB CamLej and MCAS New River. The LSA provides that nearly all environmental programs and environmental support functions for MCAS New River will be performed by MCB CamLej.

I&E Organization Chart

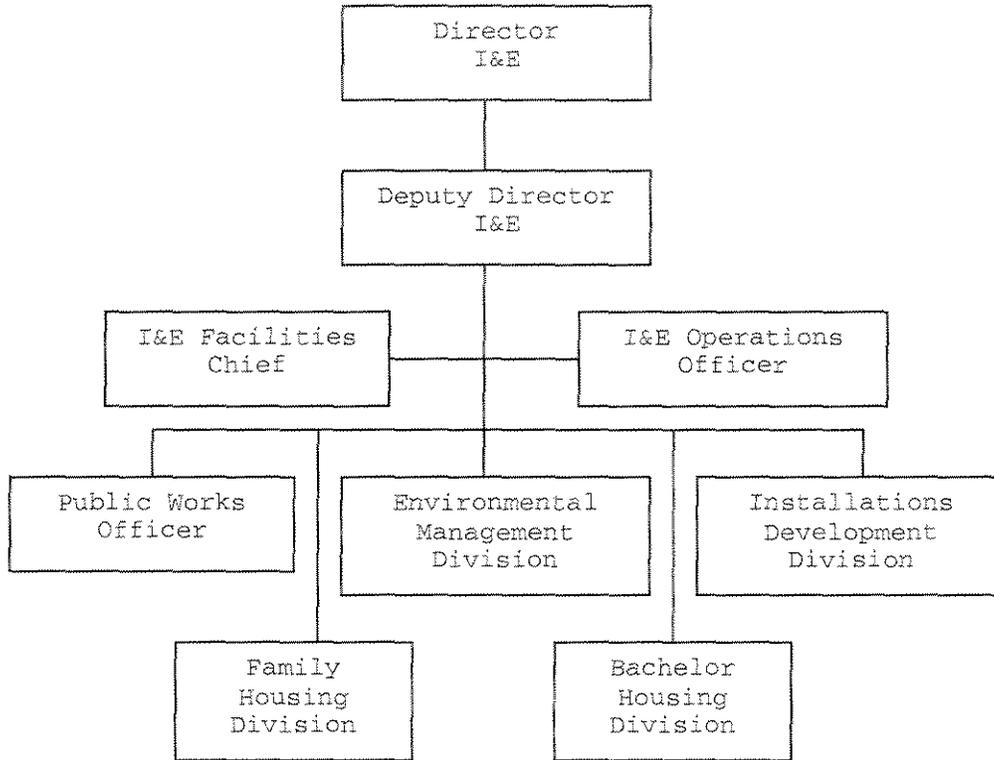


Figure 6-1. -- I&E Organization Chart

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## Chapter 7

Director, Department of Public Safety (DPS)

1. Mission. The Director, DPS is the principal staff assistant for the planning, coordinating and supervising of security, law enforcement, dispatch, fire and emergency services, safety, brig, on-scene crisis/disaster management, mission assurance, and the school crossing guard program. The Director, DPS exercises this responsibility by direct control and accomplishment of specific functions of the DPS Department, and staff cognizance over the Military Police Division, Fire and Emergency Services Division, Base Brig Division, Base Safety Division, and the Mission Assurance Division and the 911 Emergency Dispatch Division. The Director, DPS continually coordinates emergency services with local civil authorities through the Military-Civilian Task Force for Emergency Response program per the existing charter of 6 September 2002.

2. Military Police Division. The Military Police Division is responsible for the physical security and the enforcement of all laws, rules, and regulations aboard MCB CamLej and MCAS New River. The Military Police Division is one of the largest law enforcement organizations, both civilian and military, within the state of North Carolina.

3. Fire and Emergency Service Division. The Fire and Emergency Services Division is responsible for providing fire protection services to include, structural and wildland fire responses, fire prevention inspections, life and fire safety education, 911 dispatch, technical rescue, hi-angle rescue, confined space rescue, water rescue above and below surface, chemical, biological, radiation, nuclear and high explosive (CBRNE) response, ambulance services with, advance and basic life support services, fire alarm and fire sprinkler maintenance and testing, to the MCB CamLej/MCAS New River complex. Fundamental objectives are to prevent loss of life, injury to personnel, and damage to government property. The Fire and Emergency Services Division also interfaces with the local community to respond to emergency incidents.

4. Base Safety Division. The mission of the Base Safety Division is to provide direct support to the CO regarding safety and health-related issues and to manage safety programs which provide employees with safe work and training environments.

The scope of the Base Safety program encompasses on and off-duty safety programs for military and civilian personnel; technical support to tenant commands; tactical safety support to operational forces; safe environments for residents to live, educate their children, shop; and safe recreational areas. The ultimate mission of the Base Safety program is to protect the lives of everyone working, training, residing at, or visiting MCB CamLej.

5. Base Brig. The mission of the Brig is to provide a safe and secure environment for the incarceration of military offenders. It prepares military prisoners for return to duty when their courts-martial imposed sentences does not include a punitive discharge or when their punitive discharges are suspended or unexecuted. The Brig releases military prisoners not returning to military service with improved attitudes and the prospect of becoming productive citizens. It transfers selected prisoners to facilities consistent with DoD confinement policy; length of sentence remaining to be served; gender; availability and balance of confinement space; and availability of treatment, training, and work programs.

6. Mission Assurance Division. The mission of the Mission Assurance Division is to coordinate, develop, implement and oversee the Installation's policies and procedures pertaining to Antiterrorism; Critical Infrastructure Protection; Chemical, Biological, Radiological, Nuclear and High Yield Explosives, and Antiterrorism training and exercises. The Division also serves as the Installation's focal point for all "Mission Assurance" issues to maintain an effective defense against all hazards. This includes planning, coordinating and supervising employment of force protection/mission assurance resources for the Installation; evaluating force protection/mission assurance postures and preparing operational estimates as necessary to enhance the force protection/mission assurance posture of the installation.

7. 911 Dispatch Division. The mission of the 911 Dispatch Division is to receive and process 911 calls: Dispatching Fire, EMS and PMO to ensure safety for Emergency Responders and to provide the citizens of Camp Lejeune with the quickest and most efficient response to emergency calls possible. Through professional actions, help save lives, protect property and assist the public in their time of need.

DPS Organization Chart

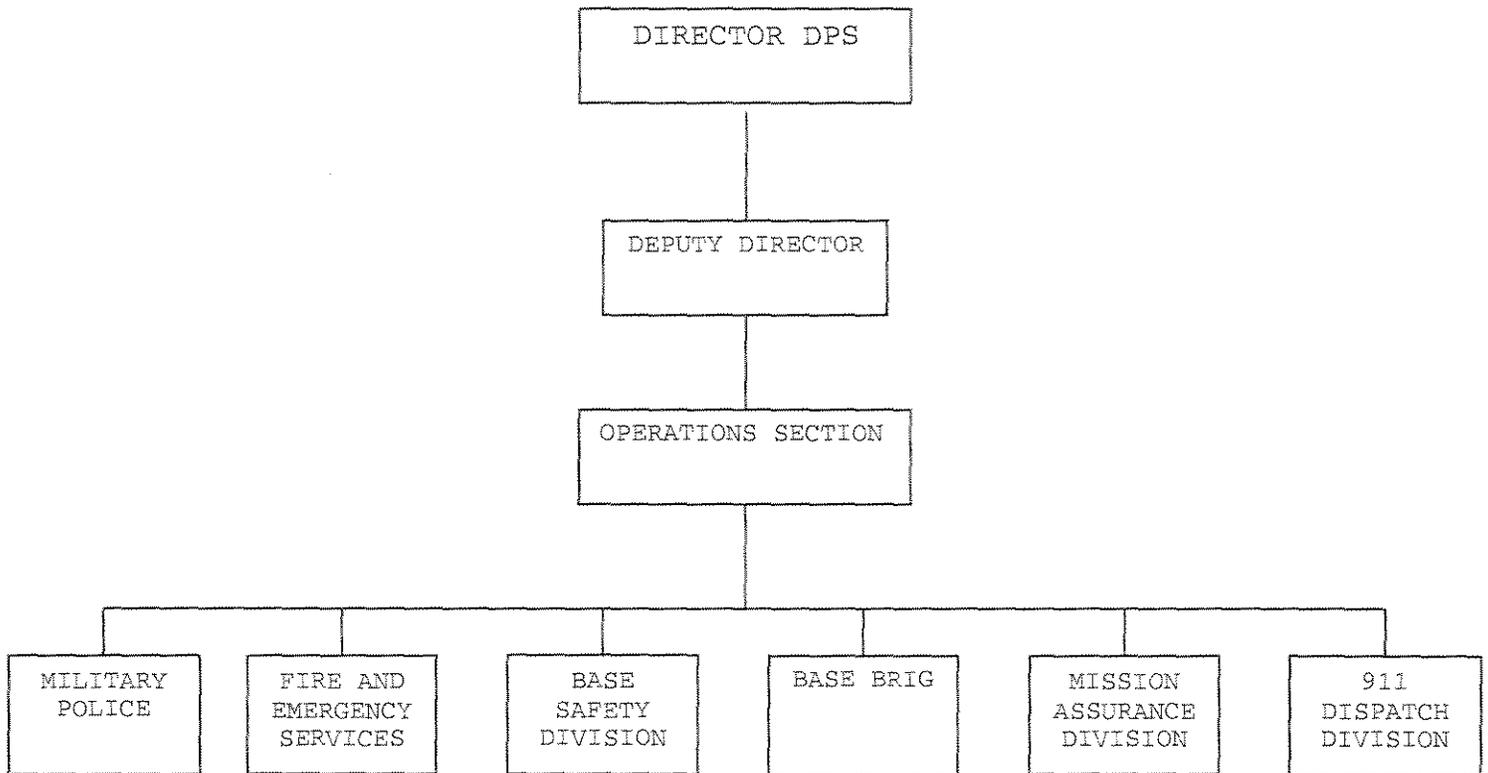


Figure 7-1. -- DPS Organization Chart

## Chapter 8

### Director, Marine Corps Community Services (MCCS)

1. Mission. The Director, MCCS reports directly to the CO MCB CamLej and is the principal staff assistant for promoting individual and family readiness through diverse programs. The business operations and support functions within MCCS enhance these vital programs, further contributing to the primary mission of enhancing individual and family readiness.
2. Marine and Family Services Division. The Marine and Family Services Division provides vital personal and family readiness support through the following five branches: Marine Corps Family Team Building, Lifelong Learning, Personal Readiness and Community Support, Counseling Services, and Children, Youth and Teen Programs. This division provides child care, deployment support, transition assistance, retiree programs, counseling services, family member employment programs, libraries, off-duty education, and a host of other programs squarely focused on promoting individual and family readiness.
3. Semper Fit Division. The Semper Fit Division provides a wealth of health and wellness activities and facilities, including the Single Marine Program, fitness centers, group exercise classes, health promotion seminars, prevention education (e.g., drug demand reduction and smoking cessation classes, nutrition counseling, and financial wellness education), gym and sports activities, youth sports, festivals, hobby shops, aquatic activities, and recreation centers.
4. Business Operations. The business operations of MCCS deliver goods and services through our exchanges, military clothing stores, vending operations, food and restaurant facilities, barber shops, membership clubs, catering services, and numerous other customer-focused activities that support and underwrite our individual and family readiness programs. Business Operations include the Retail Division, Food and Hospitality Division, Clubs and Catering Division, and Services Division.

5. Support. The MCCS support divisions provide a full-range of dedicated and professional staff functions that ensure the continuing operation of the department. These functions include the Human Resources Division, Marketing Division, Facilities and Maintenance Division, Review and Analysis Division, and Financial Management Division.

MCCS Organization Chart

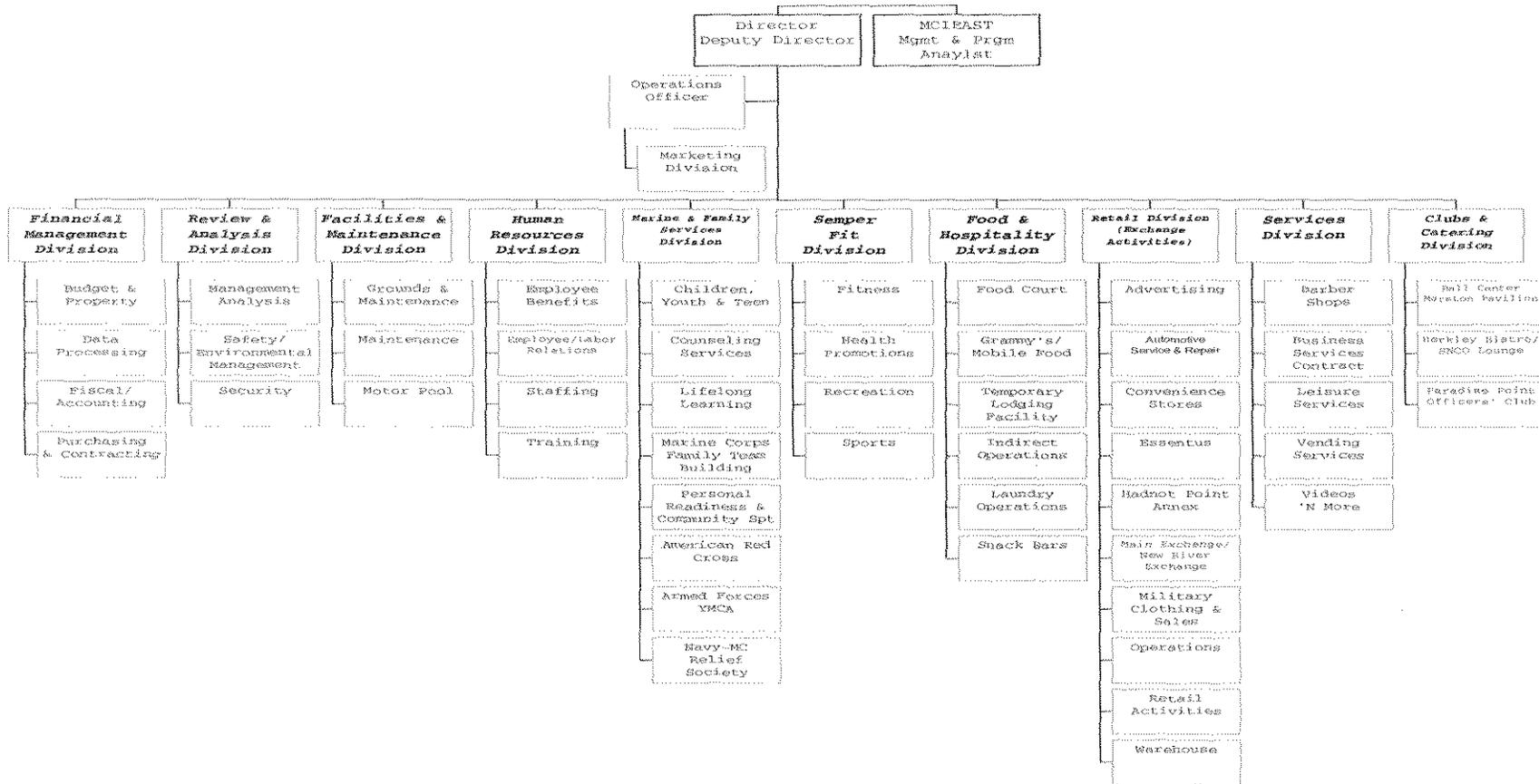


Figure 8-1. -- MCCS Organization Chart

Chapter 9

Command Chaplain

1. Mission. The Command Chaplain is the primary staff officer and advisor to the CO on all matters pertaining to religious, spiritual, moral and ethical issues. Duties are performed under the staff cognizance of the XO. The Command Chaplain is also responsible for oversight of placing chaplains assigned to MCB CamLej to ensure the free exercise of religion by service members and provide as broad and inclusive Command Religious Programs as possible.

Command Chaplain Organization Chart

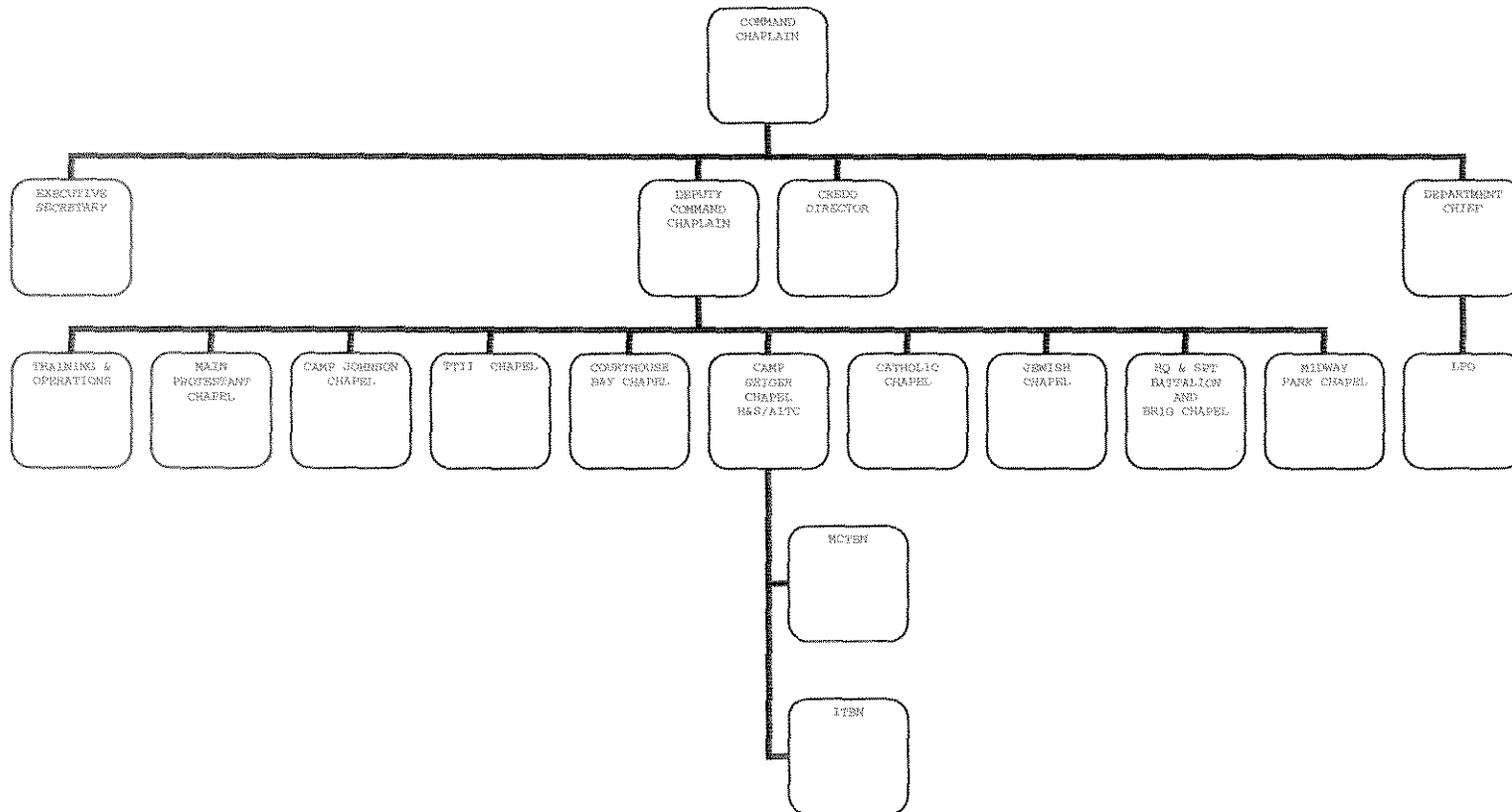


Figure 9-1. -- Command Chaplain Organization Chart

Chapter 10

Command Inspector General (CIG)

1. Mission. The CIG performs duties under the direct cognizance of the CO. The CIG is the principal staff assistant in all matters pertaining to Request Mast procedures, CO and Inspector General of the Marine Corps Inspections of Base units and activities, Initial Review Officer functions, Dishonored Check Program, and such other functions as directed by the CO, e.g., conducts proceedings in cases of misconduct of dependent children and levies other administrative sanctions in misconduct cases involving dependent spouses and civilians. The CIG conducts "Hotline" investigations as directed by the CO MCB CamLej or higher headquarters. The CIG renders the decision on all appeals involving traffic court, pre-trial confinement, family violence/neighborhood disputes and conservation board matters and serves as the President of the Armed Forces Disciplinary Control Board and the Juvenile Disciplinary and Rehabilitation Board. The CIG is a member of the Naval Hospital's Health Care Consumer's Advisory Committee, the Law Enforcement Advisory Committee, the Base Physical Security/Crime Prevention Council, the Command Safety and Force Protection Council and the Base Awards Board. The Base Traffic Court Officer is under the direct cognizance of the CIG.

CIG Organization Chart

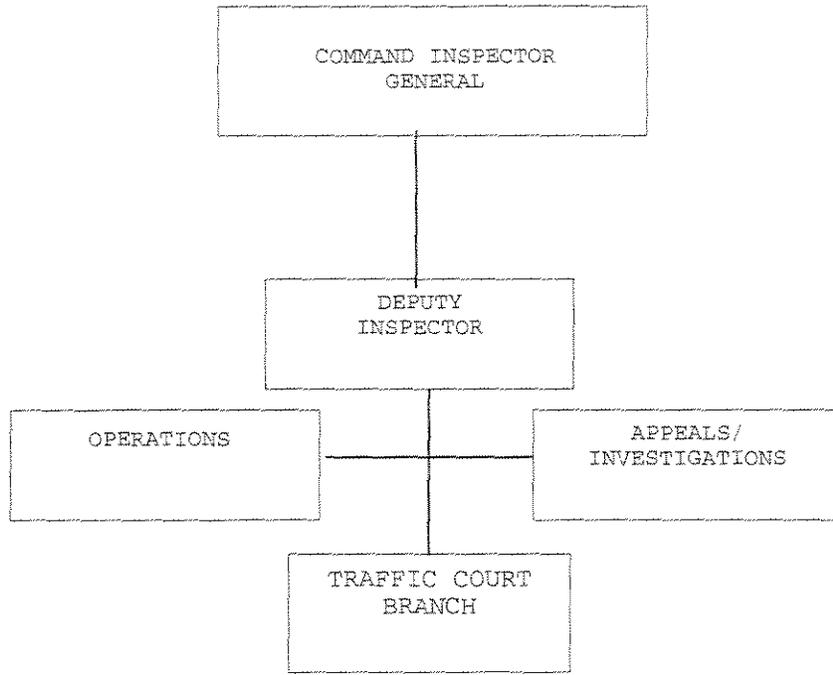


Figure 10-1. -- CIG Organization Chart

## Chapter 11

### Comptroller

1. Mission. The Comptroller is the principal staff assistant who develops, coordinates, and maintains an integrated system of staff services in the financial management area in order to provide the CO the factual data essential for effective management control. The Comptroller translates program requirements into a viable financial plan and formulates the activity's budget; compares program performance with the financial plan; analyzes the variances and determines where financial adjustments may be required and directs a statistical reporting system. The Comptroller is responsible for the effective coordination of budgeting, accounting, finance, and resource evaluation and analysis.

2. Finance Division. The Finance Division (Regional Finance Office) provides disbursing services and support to seven major military commands: Marine Forces Europe, MCIEAST, II MEF, 2d MarDiv, 2d MLG, MCB CamLej and TECOM, Quantico (School of Infantry-East, Marine Corps Combat Service Support Schools, and Marine Corps Engineer School), and 52 separate Inspector and Instructor/Reserve units. Additionally, support is provided to 22d-24th-26th Marine Expeditionary Units and other II MEF deployments as needed. The Finance Division is comprised of four branches: Separations, Military Pay, Travel (to include the Defense Travel System Section), and Internal Controls.

3. Program and Resources Division (P&R). The P&R Division provides guidance and instruction for financial programming and budget formulation efforts aboard the Base; reviews resource requirements and justifications in support of the various programs of the Command; compiles and submits various budgets; recommends initial and revised distribution of funds and fiscally related resources to address the program requirements of the Command.

#### 4. Budget Execution Division

a. The Budget Execution Branch inputs source data into the accounting system; determines output problems related to processing errors and researches sources of erroneous data; is responsible for financial analyses, advice, coordination, and

local implementation of financial accounting operations to three branches of the Division, I&E, BLSD, and Consolidated and Diversified (C&D).

b. The fourth branch within the division, the Managerial Accounting Branch, serves as principal liaison between administrators and the Defense Finance and Accounting Office, HQMC fiscal and logistics representatives, and Non-DoD activities by coordinating system processing schedules and reporting user problems with systems operations. Acts as functional coordinator for DFAS systems and coordinates central computer processing requirements for MCB CamLej with DFAS.

5. Resource Evaluation And Analysis Division (REA)

a. The REA Division provides the Command with the capability to examine, analyze, evaluate, and explore areas of management or operation where known or potential problem areas exist which may adversely affect the efficient and economical use of financial resources. The REA Division consists of two branches:

b. Labor Management Branch. There are two separate operations that are performed to account and keep track of labor hours and costs concerning civilian employees. The first operation is time and attendance and is performed primarily for payroll purposes. The second operation is labor distribution

c. Analysis and Review Branch. Internal controls are comprised of the plan of organization and all of the methods and measures adopted by management within an organization to safeguard its resources, assure the accuracy and reliability of its information, assure adherence to applicable laws, regulations and policies, and promote operational economy and efficiency. These controls are the tools by which command reduces the potential for organizational waste, fraud, abuse, mismanagement, and unfavorable public opinion.

Comptroller Organization Chart

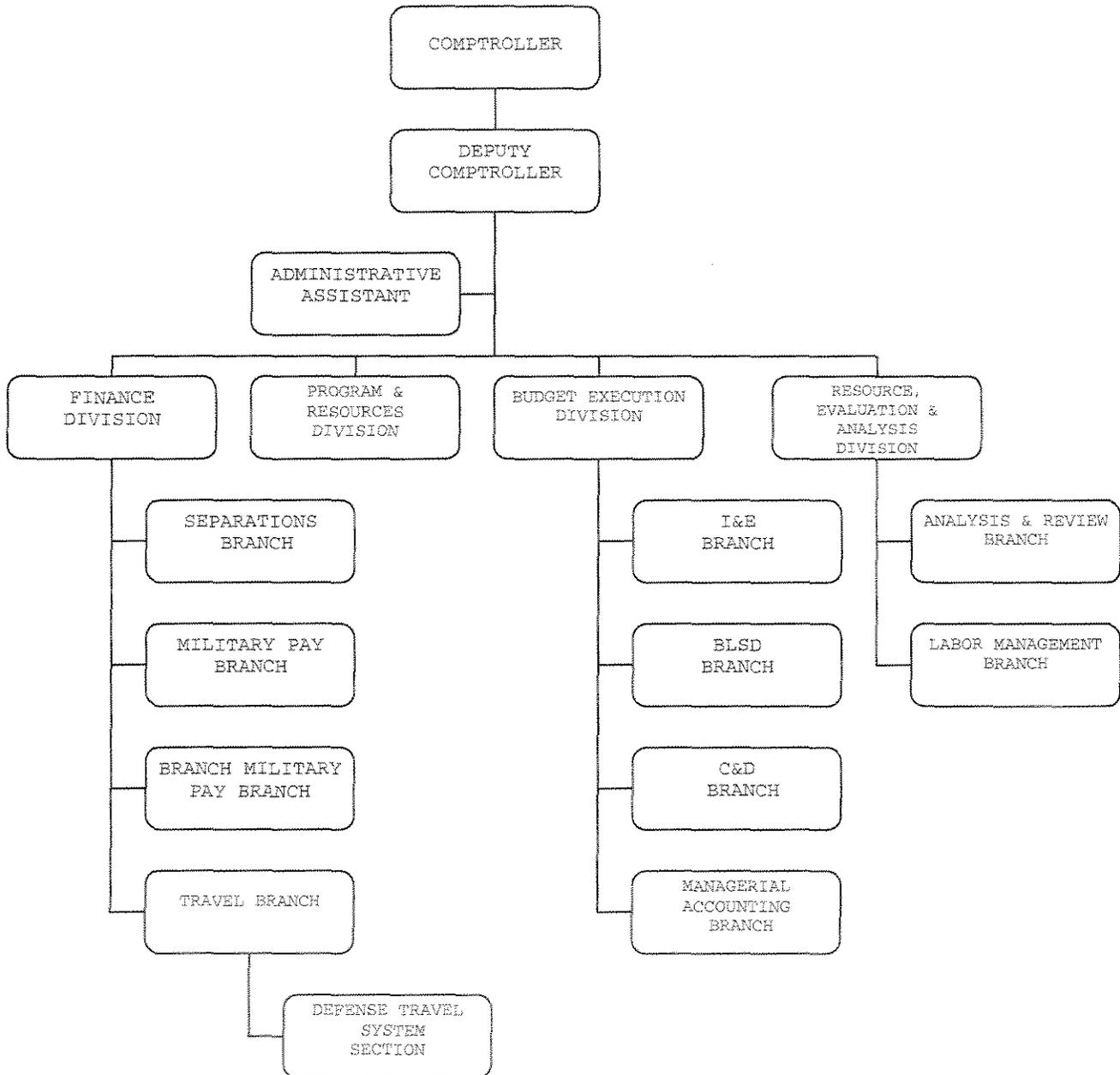


Figure 11-1. -- Comptroller Organization Chart

Chapter 12

Public Affairs Officer (PAO)

1. Mission. The PAO is a special staff officer serving under the direct cognizance of the XO and advises the XO in all matters that may have a public affairs impact. The PAO is further responsible for the following: establishment and maintenance of harmonious relations with the news media and the public at large; community relations correspondence and programs not handled by the Director, S-3; public information programs (print and electronic) directed to internal and external audiences; and coordination with media representatives requesting information about MCB CamLej.

PAO Organization Chart

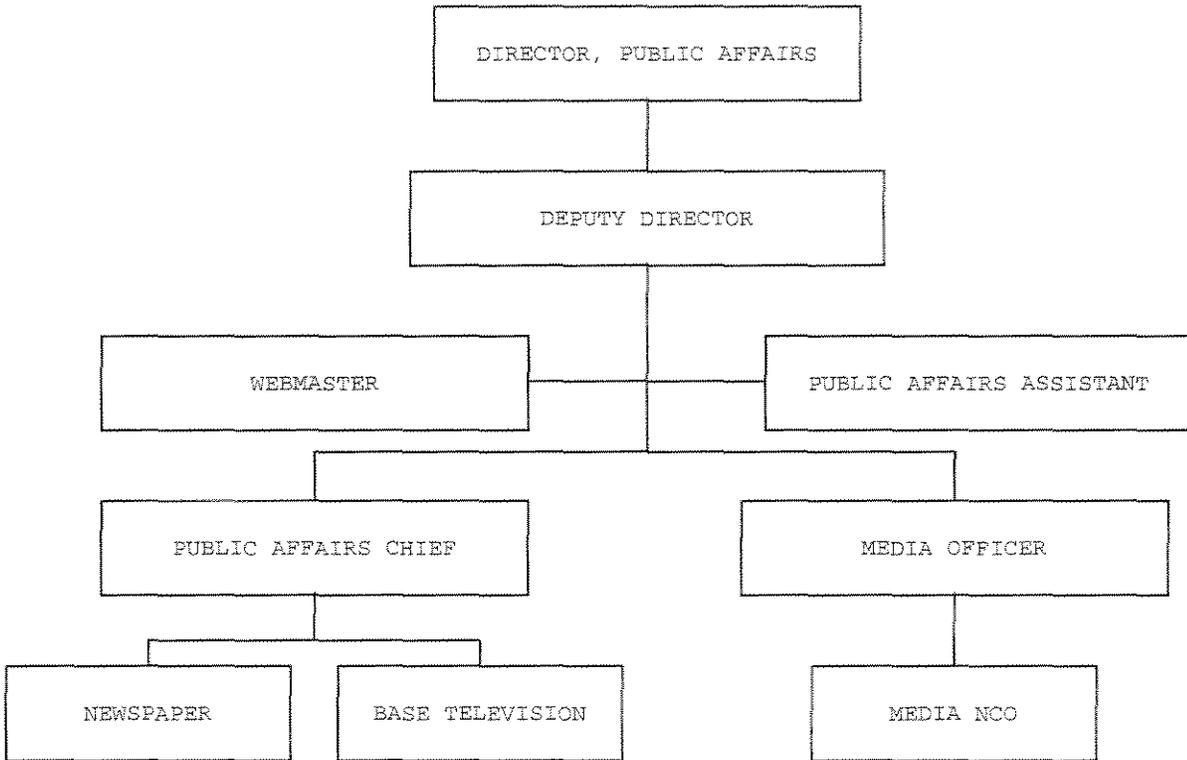


Figure 12-1.-- PAO Organization Chart

## Chapter 13

### Staff Judge Advocate (SJA)

1. Mission. The SJA is the primary legal advisor and ethics counselor to the Commanding Officer of MCB CamLej. The Deputy SJA is the Judge Advocate's principal assistant and performs the duties of the SJA in the SJA's absence.

2. Military Justice Branch. The Military Justice Branch is located at the Legal Service Support Section (LSSS), 2d MLG. Trial Counsel are under the direct supervision of the Military Justice Officer; the Defense Counsel are under the direct supervision of the Senior Defense Counsel. The Military Justice Branch provides an entire range of legal services related to military criminal law. This includes all activities from the initial receipt of Request for Legal Services (RLS) until final disposition of the record of trial and execution of sentence.

3. Pre-trial. The Trial Counsel reviews the evidence presented and advises a Commander on potential charges and forums ranging from Non-Judicial Punishment to Summary Court Martial, Special Court Martial and General Court Martial. The Trial Counsel will also review Pretrial Agreements submitted by Defense counsel and advise the Commanding Officer accordingly. Once a Commander has decided which path to take with respect to a criminal case, the Trial Counsel will prefer charges. Preferred charges are referred to the selected Court by the Commanding Officer. The Military Justice Officer and Chief Trial Counsel may advise military police, Naval Criminal Investigative Service (NCIS) Special Agents and Criminal Investigative Division (CID) regarding various evidentiary and procedural issues when appropriate or otherwise requested.

4. Trial Section. The Trial Section prepares and prosecutes all trials by special and general courts-martial, and provides government Counsel for pretrial investigations. Trial counsel is responsible for coordinating all administrative arrangements related to courts-martial to include: providing bailiffs, chasers, and arranging for the presence of all civilian and military witnesses.

5. Defense Section. The Defense Section provides Marine Corps counsel to Marines entitled by law or regulation to the services of a judge advocate. Defense Counsel operates independently within the bounds of law, regulation, and ethics in the interests of their client.

6. Court Reporting Section. Trained court reporters record, transcribe, and assemble the record of trial. Reporters prepare reports of results of trials and maintain a tracking system of records of trial.

7. Post-trial. After trial, the LSSS Review Officer evaluates all records of trial by Summary, Special, and General courts-martial. This process ensures that the trial transcript is in proper form with all allied papers and evidence accounted for. The Review Officer drafts the Staff Judge Advocate review, distributes a convening authority's action for each courts-martial, and reviews all requests for clemency and appellate leave. Upon completion of appellate review, the Review Officer prepares the review, advice, and courts-martial orders necessary to execute the approved sentence. After execution of sentence, the records of courts-martial are sent to the appropriate Federal Records Center.

8. Special Assistant U.S. Attorney (SAUSA). The SAUSA Section is staffed by one or more judge advocates nominated to and appointed by the U.S. Attorney for the Eastern District of North Carolina as Special Assistant U.S. Attorneys. Under the direct supervision of the SJA, the judge advocates assigned to the section prosecute, in the U.S. District Court for the Eastern District of North Carolina, misdemeanors and felonies committed by civilians aboard MCB CamLej and vicinity. The SAUSA presents indictments to Grand Juries and files criminal information, as well as other documents necessary to carry out the federal prosecution function. The Chief SAUSA serves as the office liaison to the U.S. Marshals Office and the Federal Probation Office in the Eastern District of North Carolina.

9. Civil Law Branch. The Civil Law section provides timely and accurate legal advice relating to all civil matters affecting MCB CamLej. Questions answered by this section commonly include: ethics of Federal employees and contractors, FOIA/PA, installation law (e.g., jurisdiction, fundraising and solicitation, and private organizations), use of Federal resources by private organizations, claims and investigations, litigation for and against the United States, and constitutional law.

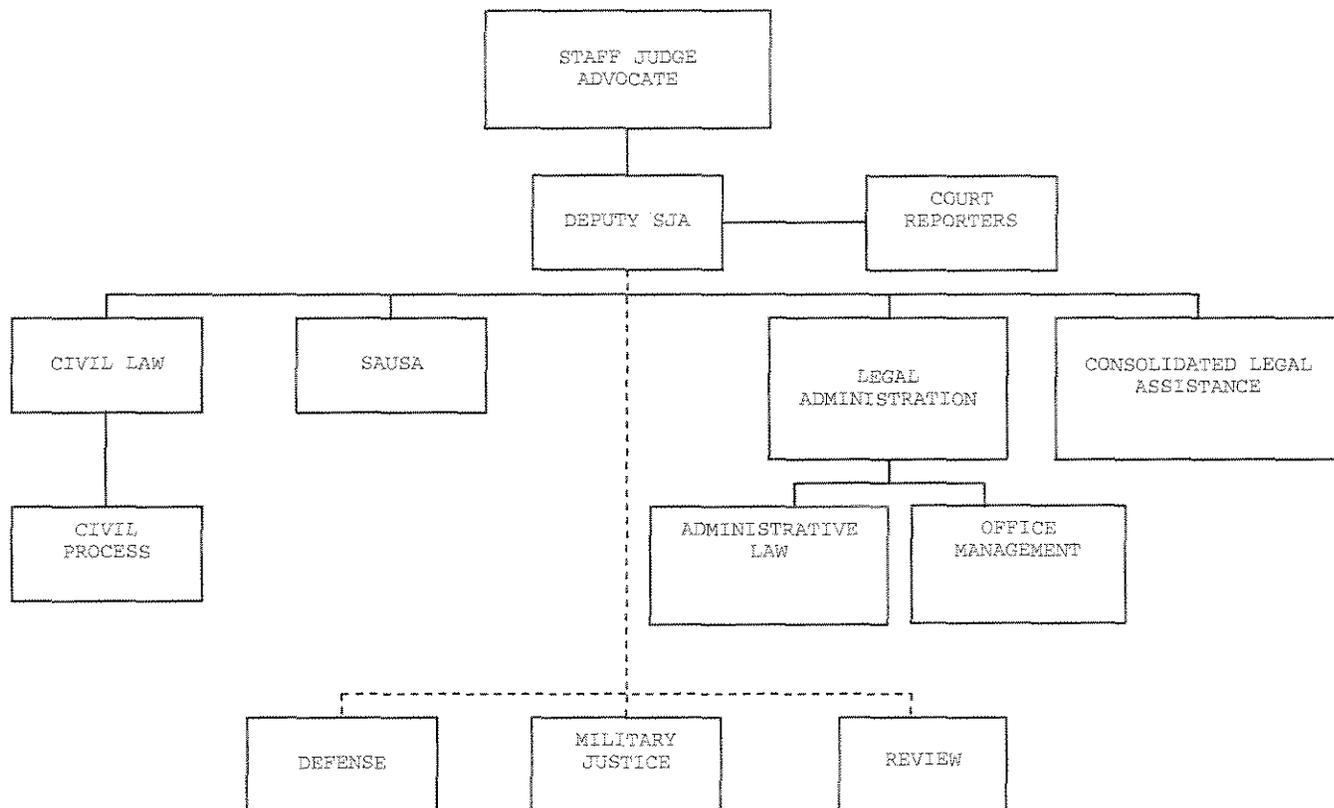
10. Civil Process Section. The Base Civil Process Section, OSJA, is the single point of contact for MCB CamLej and tenant commands in civil process matters. This office aids in the efficient arrest and service of military personnel located

aboard the installation. The Civil Process Section also responds to subpoenas for official government information and extradition of service members.

11. Consolidated Legal Assistance Office. The Consolidated Legal Assistance Office provides a wide range of traditional legal assistance services to active duty military personnel, retired personnel, and the bonafide dependents of active duty and retired personnel. Judge advocates assigned to the Consolidated Legal Assistance Office serve as Base Insurance Officer, Base Consumer Protection Officer, and Base Housing Discrimination Officer. The Chief Legal Assistance Attorney is responsible for maintaining liaison with North Carolina agencies regulating consumer protection, real estate licensing, and insurance and investment sales. The Consolidated Legal Assistance Office also provides notary public services. Services include: wills and estates, powers of attorney, consumer protection, debtor-creditor problems, landlord-tenant problems, and some, but not all, aspects of domestic relations. The Consolidated Legal Assistance Office also maintains an office for Immigration and Naturalization Services and operates the Tax Center.

12. Legal Administration Branch. The Administrative Section provides supply, budget/fiscal planning, and logistics and personnel management services to the OSJA.

SJA Organization Chart



---Consolidated with LSSS, 2d MLG

Chapter 14

Contracting Officer (CONT)

1. Mission. The mission of the MCB Contracting Department (CONT) is to: (1) contribute to Marine Corps warfighting excellence by providing timely, innovative and effective procurement support for Marine Corps Base and tenant commands; and, (2) train and mentor military procurement specialists to create accomplished, independent thinking professionals for expeditionary environments. Operational responsibilities of MCB CONT:

a. Procurement of supplies and services for MCB and tenant commands using appropriated funds.

b. Management and oversight of the Government Commercial Purchase Card Program for MCB and tenant activities. Responsible for training of cardholders and approving officials, audits of all accounts monthly and semi-annual reports to MCIEAST and HQMC, as required.

c. Responsible for actions and approvals of all interagency funds transfer requests. Review requests, determine validity and prepare and approve justifications and approvals prior to transfer of funds.

d. Provide all on the job training of military procurement specialists.

e. Provide personnel sourcing (MOS 3044/3006) in support of contingency or deployed operations.

2. Organization. MCB CONT is organized into seven branches to support MCB and tenant customers with obtaining necessary supplies and services via execution of contractual documents.

a. Head Office. Office is managed by the Chief of the Contracting Office and the military deputy. The MCB Small and Disadvantaged Business Utilization Specialist is included in this branch. The Head Office oversees the special projects and interagency funds transfer functions, as well as close out and file maintenance and destruction.

b. Government Commercial Purchase Card (GCPC Branch. Responsible for training of all cardholders and approving officials utilizing the commercial credit card. The Commercial

credit card is utilized for all purchase requirements less than \$3,000 (\$2,500 for services). Training is scheduled monthly, and conducted at MCB CONT, Building 1116. All training schedules are posted on the MCB Contracting website at <http://www.lejeune.usmc.mil/contracting>. Conduct audits of all accounts and provide reports to MCIEAST and HQMC.

c. Simplified Acquisition Procedures (SAP) Branch. Supply and service requirements above the micro-purchase threshold to \$100,000 must be submitted to MCB CONT electronically via the Purchase Request (PR) Builder system. PR Builder training is scheduled monthly and published on the Contracting website. PR Builder training can also be scheduled at the unit's request. All funding for procurements is transferred via PR Builder system.

d. MCB Formal Contracts Branch. All procurements greater than \$100,000, for MCB and tenants (excluding II MEF) are routed to the large contracts branch.

e. II MEF Branch. The II MEF Branch carries out all procurement requests for II MEF units only. This branch is staffed to handle emergency and rapid response actions.

f. East Coast Garrison Food Services Branch. Management of the contract that encompasses Marine Corps Food Services east of the Mississippi River is handled by this branch. The Regional Garrison Food Service contract encompasses eight (8) east coast bases, comprised of thirty two (32) mess halls. All aspects of this contract are managed by this branch.

g. Systems and Contract Administration Branch. Management of all MCB e-business applications to include PR Builder, Wide Area Work Flow (WAWF), Procurement Desk Top Defense (PD2) procurement system, Contractor Performance Assessment Report System (CPARS), and other systems and administrative functions necessary for contracting operations. Responsible for regular reports and submission of metrics to MCIEAST and HQMC.

CONT Organization Chart

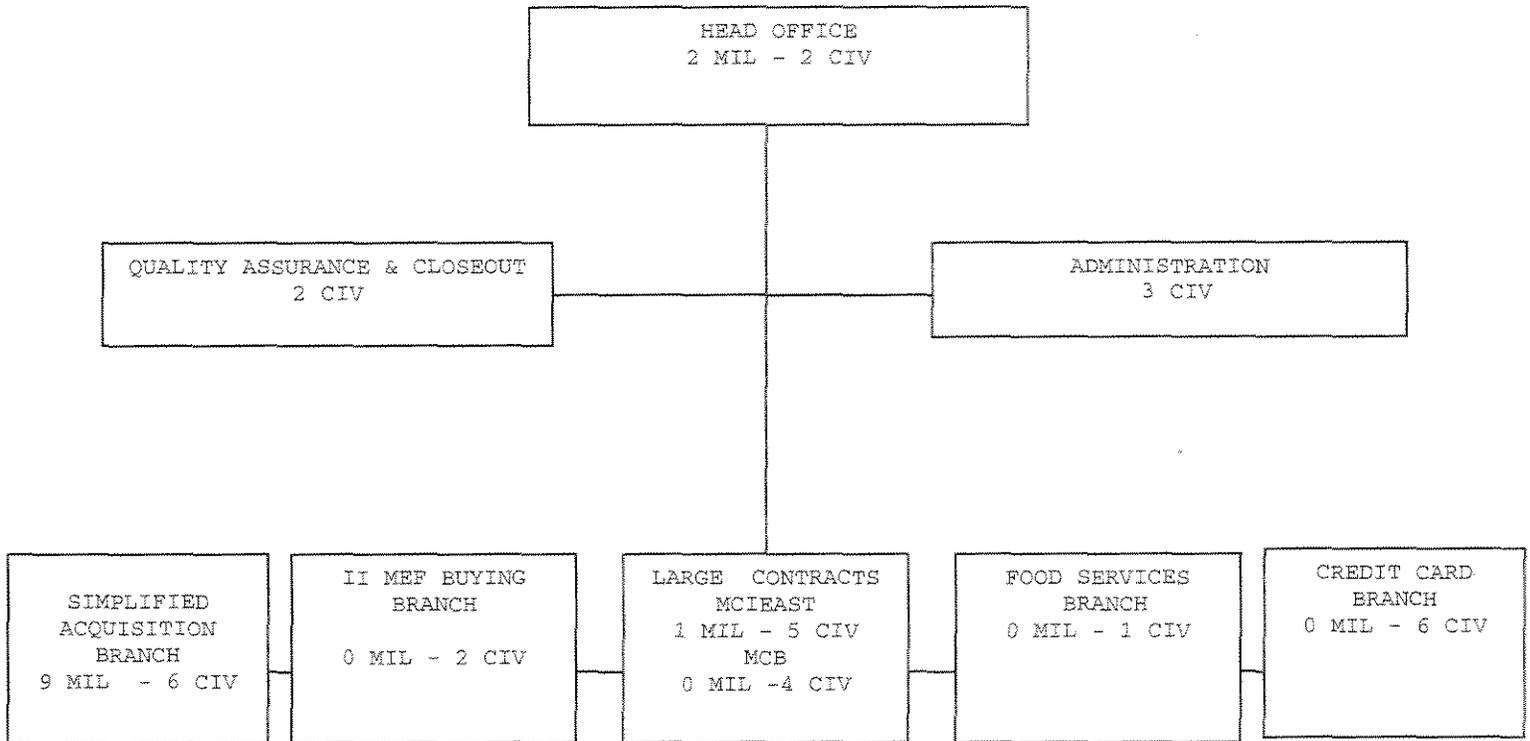


Figure 14-1. - CONT Organization Chart

Chapter 15

Headquarters and Support Battalion

1. Mission. To provide support to Marines, Sailors, and other designated personnel of the battalion as stipulated in the following: administrative, to include legal and chapel affairs; operational, to include disaster preparedness, ceremonial details, career planning and individual training, except MOS training for FAP Marines; logistical, to include supply, maintenance management, second echelon small arms repair, billeting, and messing for Brig Company. Headquarters and Support Battalion is to act as a separations command in the Camp Lejeune area for all Marines returning from overseas, to provide appropriate support for Marines returning from a deserter status and long-term prisoners, and to act as Area Commander for the Central and Industrial Areas, to include Gottschalk Marina.

2. Company A. Company A is to provide support to Marines, Sailors, and other designated personnel of the company as stipulated in the following: operational, to include burial details, firing details, and destructive weather shelter management; logistical, to include area police, and to assist the Battalion Commander with Area Commander responsibilities, specifically exterior police.

3. Company B. Company B is to provide support to Marines, Sailors, and other designated personnel of the company as stipulated in the following: to include burial details, firing details, and destructive weather shelter management; logistical, to include area police, and to assist Battalion Commander with Area Commander responsibilities, specifically exterior police.

4. Company I. Company I is to provide support to Marines, Sailors, and their families in the areas of personnel administration.

5. Military Police Company. Military Police are to provide support to Marines, Sailors, and other designated personnel of the company as stipulated in the following: administrative, operational, and logistical, to include area police, to be operationally controlled by the Director, DPS, and to assist the Battalion Commander with Area Commander responsibilities, specifically exterior police.

6. Brig Company. Brig Company is to provide support to Marines, Sailors, and other designated personnel of the company as stipulated in the following: administrative; operational, to include burial details; logistical, to include area police and messing, to be operationally controlled by the Director, DPS, and to assist the Battalion Commander with Area Commander responsibilities, specifically exterior police.

Headquarters and Support Battalion Organization Chart

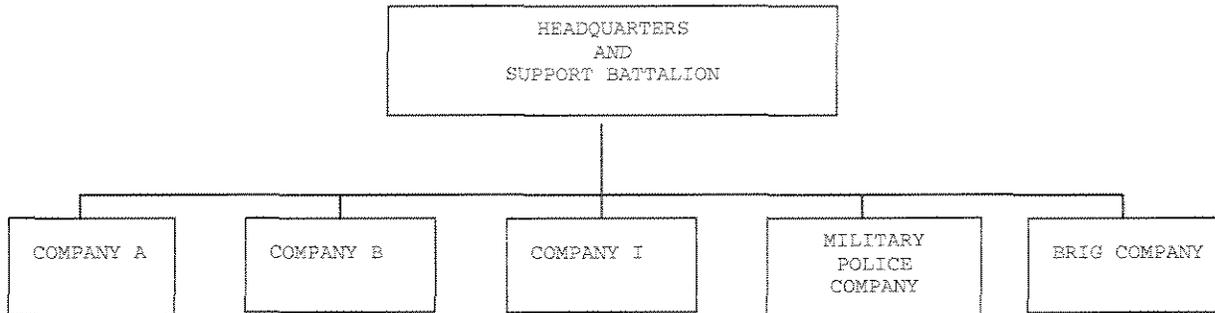


Figure 15-1. --Headquarters and Support Battalion Organization Chart

## Chapter 16

### Weapons Training Battalion

#### 1. Mission

a. Primary. Provides facilities, scheduling, and services for marksmanship training and annual re-qualification with arms for MCB CamLej personnel, MARFORCOM/MARCORBASESLANT personnel, and personnel of other services resident to the geographic area. Provides facilities, equipment and range support to qualify Marines as scout snipers (MOS 8541), sniper team leaders, sniper employment officers/staff noncommissioned officers, and to provide additional assistance in scouting and sniping as required by MARFORCOM; hosts the Eastern Division and Marine Corps Rifle and Pistol Matches; and fosters competitive marksmanship for all MCB CamLej based commands. Provides support for the Competition-in-Arms program including maintenance of a Base Rifle and Pistol Team, the conduct of intramural matches, and support for matches conducted by other military organizations. The CO, Weapons Training Battalion is responsible for the administration, discipline, morale and welfare of all personnel assigned to Weapons Training Battalion.

b. Secondary. As the Area Commander, responsible for police, maintenance, and security of the Stone Bay area, and for Exchange activities, the Area Service Club, and recreational facilities within that area. Also provide facilities for 2d MLG, Marksmanship Training Unit (MTU), 2d MarDiv MTU, Marine Special Operations Command Special Operations School (MSOS), and II MEF Special Operations Training Group (SOTG).

#### 2. Headquarters Company

a. S-1/Adjutant Section. Provides personnel administration, legal services, and career planning for Weapons Training Battalion; maintains a central file for publications, directives and command correspondence; during the Eastern Division and Marine Corps Rifle and Pistol Matches, render administrative assistance as required to the Match Executive Officer and his staff.

b. S-3/Operations and Training Section. Provides planning and guidance for the operation of "A", "B", "C", Multi-purpose and "Hathcock" Ranges, the Pistol Ranges and Dodge City.

Schedules range assignments, maintain statistical records of initial and requalification scores for all shooters, and manage training for all personnel assigned to Weapons Training Battalion.

c. S-4/Supply Section. Provides logistics support for Weapons Training Battalion operations to include organic supply, ammunition storage and issue, maintenance, messing, facilities, motor transport, and supervision of mobile garrison equipment, and provide for storage of firing unit's weapons and storage and maintenance of organic weapons, optical equipment, and Rifle Team equipment.

d. Area/Security Guard Section. Provides security for the Stone Bay area after normal working hours daily, on weekends and holidays, and to conduct morning and evening colors.

### 3. Range Company

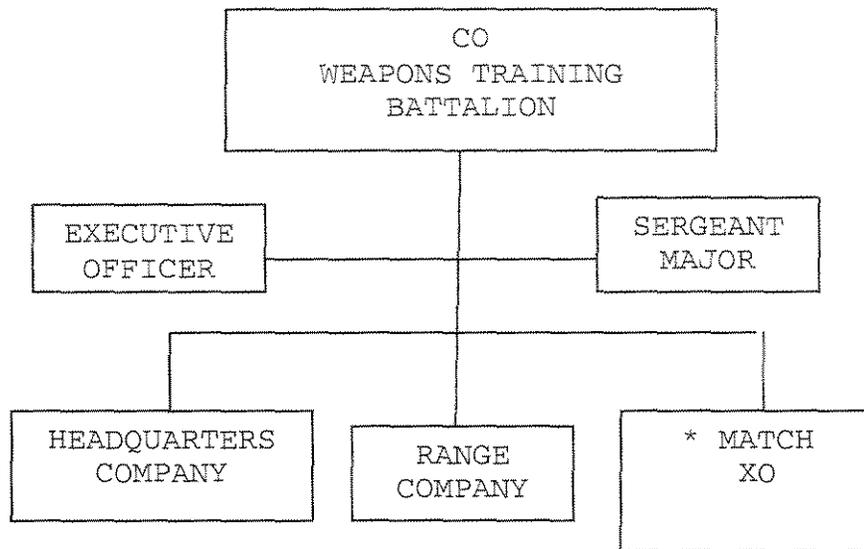
a. A, B, C, and Hathcock Ranges. Provide personnel and range support to conduct Known Distance (KD) firing for all Combat Marksmanship Program annual qualification/re-qualification and field-firing for all MARFORCOM units and units of other services training at MCB CamLej.

b. Pistol Ranges. Provide range support for shooters firing the pistol for qualification/requalification, familiarization and/or competition.

c. Marksmanship Training Unit. Conduct combat marksmanship training for MCB CamLej personnel and certify combat marksmanship coaches and trainers (MOS's 0933 and 0931) to support MCB CamLej units and others in the geographic region as required. Participates in competitive marksmanship through the Competition-in-Arms program and participates in matches conducted by other organizations.

4. Match Executive Officer. As the representative of the CO, conducts the Eastern Divisional and Marine Rifle and Pistol Matches, to include providing personnel administration for match competitors; coordinating billeting, supervising issue and recovery of supplies and Rifle Team equipment; scheduling practice and competition; resolving competition controversy, evaluating performance of competitors, and conducting award ceremonies at the end of each match.

Weapons Training Battalion Organization Chart



\* Operational Only During Eastern  
Division Marine Corps Matches

Figure 16-1. --Weapons Training Battalion Organization Chart

Chapter 17

Staff Regulations

1. General. The following Chapters provide administrative guidance and information regarding the processing of correspondence and miscellaneous administrative functions within the MCB CamLej Headquarters.

2. List of Applicable References

MCO P1610.7\_ Performance Evaluation System (PES) Manual

BUPERSINST 1610.10\_ Navy Performance Evaluation System

BO 1601.1\_ Reviewing Officer and Reporting Seniors for Fitness Reports

BO 5000.2\_ Delegation of Authority to sign "By direction" of the CO MCB CamLej

SECNAVINST 5216.5\_ Department of the Navy Correspondence Manual

MCO P1000.6\_ Assignment, Classification and Travel Systems Manual (ACTS MANUAL)

MCO 5216.9\_ Headquarters Marine Corps (HQMC) Organization and Organization Codes

BO 5730.1\_ Processing and Control of Congressional/Special Interest Correspondence

SECNAV M-5210.1\_ Department of the Navy Records Management Program (Records Management Manual)

SECNAV M-5210.2\_ Department of the Navy Standard Subject Identification Code Manual (SSIC Manual)

MCO 5210.11\_ Marine Corps Records Management Program

MCO 5215.1\_ Marine Corps Directives Management Program

BO 5605.3\_ MCB CamLej Distribution Codes

MCO P5600.31\_ Printing and Publications Regulations

NTP-3	Naval Telecommunications Publication
BO 2300.1_	Message Release Authority for MCB CamLej
MCO 5214.2_	Marine Corps Information Requirement (Reports) Management Program
BO 5213.11_	MCB CamLej Forms Management Program
BO 5720.1_	Freedom of Information Act (FOIA) Procedures for Handling Requests for Public Disclosure of Records Held by MCB CamLej
BO 5211.6_	Privacy Act of 1974
BO 5750.2_	Command Chronology
ALMAR 007/08	U. S. Marine Corps Seasonal Uniform Change
ALMAR 037/07	Wear of the Marine Corps Combat Utility Uniform
MCO P1050.3_	Regulations for Leave, Liberty, and Administrative Absence
MCIEASTO 1601.1_	SOP for CDO and CDNCO

## Chapter 18

### Fitness Reports

#### 1. General

a. Reference (a) governs the preparation of Marine Corps fitness reports. Preparation of Navy Officer fitness reports will be in compliance with reference (b).

b. Reference (c) prescribes reporting seniors (RS) and reviewing officers (RO) for both officer and enlisted personnel assigned to the MCB CamLej commands and staff.

c. All RS's will be constantly aware of their responsibilities and forward all circumstances of adverse fitness reports documenting unsatisfactory performance to the CO for review.

#### 2. Preparation of Fitness Reports

a. A Marine whose fitness report requires marks by the CO will be sent utilizing the Marine Reported On MROW in the APES to the CO's Secretary with Section A completed 10 days prior to the end of the reporting period. The CO's Secretary will ensure reports are complete and correct prior to submission to the CO.

b. Staff officers will transmit to the CO MROW as appropriate, and upon Section A completion for review.

#### 3. Reporting Senior (RS)

a. The delegated RS's for the MCB CamLej staff are provided in reference (c).

b. The RS is normally the first officer in the reporting chain senior to the MRO. MCB CamLej's structure places the majority of personnel under the supervision of staff officers. RS's will not submit reports on officers of the same grade except when specifically approved by the CO on a case-by-case basis. The CO is the RS for MCB CamLej staff officers holding the rank of lieutenant colonel and above. Refer to reference (c) for the specific reporting chains. The officer, under whose immediate supervision duties are performed, is the RS of his respective staff.

c. Obtain guidance from the Adjutant in cases where the identity of the reporting senior is not known.

4. Reviewing Officer (RO). The RO is the next officer in the chain of command or supervision above the RS. The CO will review reports on MCB CamLej XO's and sergeants major.

5. Adverse Reports. A general officer will sight adverse officer fitness reports. Adverse officer reports will be forwarded to CG MCIEAST for review. The next officer senior to the RO will sight enlisted adverse fitness reports. Per reference (a), adverse reports cannot be sighted below the operational battalion or squadron level.

6. Handling and Transmission of Fitness Reports. The RS is responsible for the delivery of fitness reports to the proper RO. Send fitness reports utilizing APES which the CO must review to the CO's Secretary or XO, no later than 15 days after the end of the reporting period. Send an E-mail with suggested comments for the RO.

7. USN Officer Fitness Reports

a. Per references (b) and (c), submit Naval Officer's fitness reports upon detachment of the RS, detachment of the individual or when required as outlined below. The Command Chaplain and Dir, I&E will assist the unit commander in his evaluation of chaplains and other naval officers assigned to his unit, and provide advice concerning the policy and procedures relating to the preparation of Navy Officer fitness reports.

b. Dates of submission for active duty officers are as follows:

Captains	last day of July
Commanders	last day of April
Lieutenant Commanders	last day of October
Lieutenants	last day of January
Lieutenants (junior grade)	last day of February
Ensigns	last day of May
Chief Warrant Officers 3/4/5	last day of March
Chief Warrant Officers 2	last day of September

c. Lieutenant and lieutenants (junior grade) can not receive a promotion recommendation greater than "Promotable" per reference (c).

## Chapter 19

### Correspondence Preparation

#### 1. Policy

a. Respond to all correspondence, except that which contains a specific due date, within 10 working days after receipt by this Headquarters. Prepare an interim reply and provide the addressee as much information as is possible to include the anticipated completion date when a complete answer within 10 working days is not possible.

b. All "By direction" correspondence originated from this Command represents the views and opinions of the CO and requires a signature on the correspondence. All staff officers must ensure official correspondence is neat in appearance, accurate in content, appropriate in language, and expeditiously handled. Each department will provide a copy of all correspondence signed "By direction" to the Adjutant weekly for inclusion in the CO's "By direction" binder and for retention in the command's official correspondence files per reference (d).

#### 2. Preparation of Correspondence

a. General instructions for the preparation of correspondence are contained in reference (e).

b. Staff departments and branches will use bond letterhead stationery for all outgoing correspondence and type second and subsequent pages on plain bond paper. **Only** Courier New 10 or 12 point type font will be used to keep uniformity.

3. Stationery. Departments will use computer generated letterhead for correspondence addressed outside MCB CamLej. The letterhead centered on the page, four lines from the top edge. The DoD symbol is ½ inch from the upper left on the top edge of the paper. Use the below heading:



**UNITED STATES MARINE CORPS (12pt)**

MARINE CORPS BASE (10pt)

PSC BOX 20004

CAMP LEJEUNE, NC 28542-0004

IN REPLY REFER TO:

4. Standard Subject Identification Code (SSIC). Staff sections will place SSIC's (e.g. 1500, 1650, 5800) on outgoing correspondence

immediately under "IN REPLY REFER TO:" or two lines below the last line of letterhead per reference (e). Reference (f) contains SSIC codes.

5. Originators Code. The originator's code or office code (e.g. CIG, MCCA, S-3) will be placed under the SSIC per paragraph 2-4 of reference (e).

6. Dates. Do not date correspondence prepared for signature by the CO or the XO until signed. After signature, the Adjutant will date stamp correspondence and return to the staff department for distribution. Paragraph 2-3(a)(3) of reference (e) provides additional guidance for dating correspondence.

7. From Line. Do not abbreviate or use office codes in the "from" line. Never send correspondence outside this Headquarters using staff officer title (e.g. Director, Base S-1). The "from" line for official correspondence should be addressed as shown below:

From: Commanding Officer, Marine Corps Base, Camp Lejeune  
From: Commander, Marine Corps Base, Camp Lejeune

8. Addresses. Correspondence addressed to higher, lower or adjacent commanders will be addressed to the Commanding Officer or by command title (Commanding Officer; Commander; Officer-in-Charge, etc.) as appropriate. Attention to a specific member of the addressee's staff is indicated by inclusion of the staff designator or name of the staff officer enclosed in parenthesis after address line, as on the following examples:

To: Commanding General, Marine Corps Installations East (G-3)  
To: Commander, U.S. Marine Corps Forces Command (G-1)  
To: Commandant of the Marine Corps (MMEA-84B)  
To: Commander, U.S. Marine Corps Bases, Atlantic (G-3)

Via: Commanding Officer, Headquarters and Support Battalion,  
Marine Corps Base, Camp Lejeune

#### 9. Signature Blocks

a. Correspondence prepared for signature by the CO or XO will bear the appropriate signature line when it is known for certain which of these officers will sign the correspondence.

b. Correspondence signed by an officer other than the CO will bear the name of the signer and the appropriate title, "Executive Officer", or, "By direction" in the case of staff officers authorized to sign by direction of the CO.

c. For the purpose of documents and correspondence related to military justice matters requiring the signature of the commander, the "Commander" is the regularly assigned officer in command or the successor. When an officer is required to sign documents and correspondence related to military justice matters, the officer will sign "Commander" not "Acting."

d. Normally, the CO will sign correspondence pertaining to:

- (1) Operational decisions.
- (2) Policy or change in policy.
- (3) Adverse statements in regard to MCB CamLej readiness/efficiency.
- (4) Reports containing adverse remarks.
- (5) Commendation (Officer Programs recommendations) or censure.
- (6) Endorsements which are in variance with matters presented by subordinate commanders.
- (7) Disapproval of requests from subordinate commanders.
- (8) Replies to correspondence received from General/Flag officers.
- (9) Cases concerning administrative discharges which are forwarded to CMC.
- (10) Special Emphasis Awards.

e. Examples of Signature Blocks. Put nothing below the name of the CO when the CO's title appears in the "from" block:

J. M. BREWER

(1) Include the title of a subordinate authorized to sign by title, such as the XO:

C. R. JONES, SR.  
Executive Officer

(2) Add with the word "Acting" when the signer has been appointed to temporarily replace the CO or a subordinate who signs by title:

L. P. LAMBERT, JR.  
Acting

(3) Put the term "By direction" under the name of a staff officer who may sign outgoing correspondence, but not by title:

A. T. CACCIATORE, III  
By direction

(4) Add the signer's title, "By direction of", "and the Commanding Officer's" title under the name of a person with by direction authority who signs orders affecting pay and allowances or business letters:

S. L. RAINY	J. J. MICKES, JR.
Personnel Officer	Director, Base S-1
By direction of the	By direction of the
Commanding Officer	Commanding Officer

f. The XO will sign correspondence which does not require the signature of the CO and which any other staff officer may not appropriately sign. During the absence of the XO, correspondence, original directives and other matters will be signed by the Acting CO and prepared as indicated in paragraph 9e (2).

g. Department Heads are authorized to sign "By direction" of the CO for those routine matters under their cognizance not affecting policy. See paragraph 9e (3) for examples.

h. Personnel individually designated by the CO are authorized to use facsimile stamps. Authority for utilization of the stamp will be by letter from the CO to the individual concerned. The letter will be per reference (g), and such authority is restricted to the specific content of the individual authorization letter. A signed copy of each authorization will be kept on file with the Director, Manpower.

10. Assembly of Correspondence. Information and correspondence prepared for submission to the CO or XO for signature will be placed in an appropriately marked correspondence folder and the outside of the folder will contain the standard MCB CamLej Route Sheet. No variations or internal route sheets will be used. \* Figure 19-1 is a sample MCB CamLej Route Sheet.

11. Copies of Correspondence. Departments and branches will prepare the minimum number of copies of correspondence determined by the following guide:

<u>Number</u>	<u>Purpose</u>
1	For each Via addressee.
1	For each Copy to addressee.
1	For Command Official File.

Originators will ensure a complete copy of any basic correspondence, including all enclosures and endorsements, accompanies the official file copy. Departments will deliver the official file copy to the Adjutant's office by 1400 every Friday for inclusion in the CO's "By direction" binder and ultimate retention in the command's official files.

12. Distribution and Mailing. Each individual department will forward unclassified correspondence to subordinate commands, sections, and offices within MCB CamLej as appropriate.

13. Endorsements. Departments will prepare endorsements in accordance with the instructions contained in Chapter 2, Section C paragraph 2-28 of reference (e).

14. Correspondence Addressed to CMC. Correspondence addressed CMC will contain the appropriate correspondence code (i.e., LFL, MMEA). The current edition of reference (h) contains the directory of CMC correspondence codes.

15. Routing of Unclassified Material. Route matters received which require action by this Headquarters to the staff officer with principal cognizance over the matter for action. Upon receipt, the section will affix a date stamp to the back of the signature page to identify the date received. Responsibility for determining whether action by this Headquarters is or is not required rests with the action department head.

a. Departments designated for action or information will indicate any further routing considered necessary and the order of such routing on the standard MCB CamLej route sheet.

b. Departments will route correspondence prepared within the headquarters to interested staff officers prior to signature. When a separate route sheet is used, attach it to the official file copy for future reference.

c. All correspondence for the CO or XO signature will be routed through the Adjutant for review.

16. Routing of Classified Material. The Security Manager located in the Classified Files Unit (CFU) will receive and open incoming classified material. The Security Manager will notify the appropriate staff section of the content of the material received. This material will be stored in the CFU and appropriately tagged and marked in accordance with current regulations.



## Chapter 20

### Congressional Correspondence

1. General. MCB CamLej is frequently called upon to respond to inquiries tasked from the HQMC Office of Legislative Affairs Committee (OLAC), concerning installation policies, personnel, and activities. Consequently, commanders and staff sections that come under MCB CamLej are tasked with providing specific and detailed replies, which are routed through MCB CamLej, via MCIEAST to OLAC. Refer to reference (i) for additional guidance and responsibilities for handling congressional interest (CONGRINT)/special interest (SPLINT) correspondence.

#### 2. Responsibilities

a. Administrative Officer. The Administrative Officer is responsible for the gathering and processing of information on each case, monitoring the collection effort of subordinate commands, and ensuring accurate replies. A CONGRINT/SPLINT Correspondence Section will be established for this purpose.

b. Staff Sections and Commanders. Heads of staff sections and commanders are responsible for:

(1) Providing complete, accurate, and timely information to the CO MCB CamLej.

(2) Forwarding personnel reports and official documents as requested by this Headquarters.

(3) Providing progress reports on pending cases to this Headquarters when final processing of the case cannot be expeditiously accomplished.

(4) Maintaining local statistical data, i.e., number/types of CONGRINT/SPLINT inquiries processed by the individual commands.

(5) Ensuring that the S-1 Administrative Officer is advised when CONGRINT/SPLINT inquiries (written/telephonic/E-Mail) are received through channels other than the chain of command, and that these inquiries are processed per the instructions set forth in reference (i).

## Chapter 21

### Miscellaneous Correspondence

1. Personal For. Departments will forward all "Personal For" correspondence and messages requiring signature by the CO to the XO in the form of a hard copy and electronically. The XO will coordinate the signature or release of such correspondence unless specifically directed by the CO.
2. Memorandums. The use of inner office, or between office, memoranda is encouraged for informal matters such as requests for information, replies, and similar matters. Refer to Chapter 2, Section D of reference (e) for preparation instructions.
3. Working Papers. The continually increased and tempo of operations within MCB CamLej has generated a requirement for departments to respond rapidly with accurate and authoritative information, prepared in the form of various working papers. These papers are often prepared quickly, yet insufficient in detail to satisfy a particular requirement. Several formats are available to permit some selectivity in the level of the staff response, dependent upon the requirements.
4. Action Brief. A brief prepared to represent an unresolved question pertinent to the CO or XO. A decision is solicited. Format contained in Figure 21-1.
5. Memorandum for the Record. A report for file of a conversation or meeting in order to formally document the event. Format contained in Figure 21-2.
6. Point Paper. An informal listing of significant facts on a specific problem or subject, often used to assist in oral discussions. A logical sequence is desirable, but not mandatory if a deadline must be met, or if the relative importance of the subject does not merit a more detailed treatment. Format contained in Figure 21-3.
7. Position Paper. A study-type document developing an official MCB CamLej position for approval by the CO. It will include a clear statement explaining why the position is required, essential background of the problem or the subject in terms of MCB CamLej interest, and rationale for the recommended position. If the position requires presentation to higher or adjacent headquarters, prepare the final statement on a separate attachment for signature by the CO. Format contained in Figure 21-4.

8. Talking Paper. Written in narrative form, this will advance a point of view or summarize an action or proposal. It should stand by itself without reference or backup material and is often prepared for use by the CO during conferences away from MCB CamLej. Format contained in Figure 21-5.

9. Information Paper. Document prepared to address an issue in question. Format contained in Figure 21-6.

10. Letter of Instruction (LOI). An LOI is a letter in which a senior commander prescribes broad aims, policies, and strategic concepts for operations in a large area during an extended period of time. Refer to reference (e) and Figure 21-7 for the proper format of LOI's.

a. The Director, Base S-3 has responsibility for administrative control of LOI's and will perform the following functions:

(1) Assign consecutive numerical indicators for all LOI's issued by this Headquarters.

(2) Maintain a current index of LOI's, including numerical designator and subject.

b. Originators of LOI's are responsible for:

(1) Coordination of all aspects of support being provided from departments/division outside of their area of responsibility.

(2) Providing a copy of LOI's to Adjutant section for inclusion in the CO's "By direction" binder and the command correspondence files.

11. Trip Report. Staff members often execute TAD trips for the purpose of effecting liaison and coordination with other agencies. Upon return from such a trip, a staff officer will normally be required to submit a trip report which outlines and documents what was accomplished during the trip. While formats for this type of report may vary, Figure 21-8 depicts a commonly used form. See this figure for recommended information which may be included in this staff document.

12. After Action Brief. Documents the performance of exercise related tasks and makes recommendations for improvements. Format contained in Figure 21-9.

13. Business Letter. Business letters are used to correspond with agencies, businesses or individuals outside the DoD, who are unfamiliar with the standard letter. It also can be used for official correspondence between individuals within DoD, when the occasion calls for a personal approach. Refer to reference (e), section F, paragraph 2-40 for proper format.

CLASSIFICATION

ACTION BRIEF

Subj: IDENTIFY THE SUBJECT IN RELATION TO THE BASIC STAFF STUDY,  
OTHER STAFF PAPER, OR DIRECTIVE

1. Problem. The question in consideration or point of unresolved difference is stated in concise and specific terms.

2. Discussion. The unresolved question is analyzed, points of difference are compared, and the author's conclusions are stated in this paragraph. Supporting documents are essential and they are appended as Tabs A, B, etc.

3. Recommendations. Recommendations are submitted as clear, concise statements followed in each recommendation by spaces identified as APPROVED or DISAPPROVED to permit simple initialing action by the approving authority.

XO Recommends: Approval\_\_\_\_\_

Disapproval\_\_\_\_\_

CO: Approves\_\_\_\_\_

Disapproves\_\_\_\_\_

CLASSIFICATION

Figure 21-1.--Format for Action Brief

HEADING

SSIC  
Code/Office  
Date

MEMORANDUM FOR THE RECORD

Subj: ALL CAPS

1. Information on the (meeting, conference, telephone conversation, person involved, etc.)
2. This and subsequent paragraphs will contain:
  - a. Background and discussion (when necessary for clarity).
  - b. Conclusions reached and decisions made.
  - c. Staff agencies responsible for specific action (if applicable).

/s/ (NAME)  
(Grade)

CLASSIFICATION

Figure 21-2.--Format for Memorandum of the Record

CLASSIFICATION

Code/Office  
Date

POINT PAPER

Subj: THE SUBJECT MATTER IS INDICATED BRIEFLY BUT IN SUFFICIENT  
DETAIL TO FACILITATE FILING AND FUTURE REFERENCE.

1. (The salient points which relate to the subject are listed.)
2. (These points written as short, concise statements.)
3. (The points are arranged in logical sequence (time permitting).)
4. . . . .
5. . . . .

SUMMARY:

The salient points are followed by an even more concise summary.  
This summary includes any conclusion or position which is  
appropriate.

CLASSIFICATION

Figure 21-3.--Format for Point Paper

CLASSIFICATION

Code/Office  
Date

POSITION PAPER

Subj: THE SUBJECT MATTER IS INDICATED BRIEFLY BUT IN SUFFICIENT  
DETAIL TO FACILITATE FILING AND FUTURE REFERENCE.

Ref: (a) References are listed as appropriate.  
(b) If none are appropriate, enter the notation "None."

1. Problem. The problem statement tells what the problem is for  
which the position paper is being developed. Usually stated "To  
develop a . . . position . . . ."

2. Why Required

- a. A position paper also states why the paper is required.
- b. Is it directed by higher headquarters?
- c. . . . .

3. Background

- a. The background sets forth in concise terms what has gone  
before.
- b. It provides answers to such potential questions as: Is this  
an ongoing thing? Did something occur requiring reexamination?
- c. . . . .

4. Position of Other Agencies. The position of other agencies are  
addressed when appropriate, otherwise this part of the position paper  
has the caption "Not Applicable" inserted.

Figure 21-4.--Format for Position Paper

Subj: SAME AS FIRST PAGE

5. Recommended MCB CamLej Position: The recommended position is stated in clear, concise terms. When it is to be promulgated, it is usually attached on a separate sheet.

6. Rationale

a. The rationale includes concise statements which support the position taken.

b. . . . .

7. Recommendation. The recommendation is what you recommend be done: e.g., "Approve the MCB CamLej position contained in paragraph 5," or "reconsider. . . ." A decision block is also included for the decision to be recorded by the approving authority.

/s/ \_\_\_\_\_  
(Staff Agency Head)

For Decision by the CO MCB CamLej:

XO Recommends: Approval\_\_\_\_\_

Disapproval\_\_\_\_\_

CO: Approves\_\_\_\_\_

Disapproves\_\_\_\_\_

CLASSIFICATION

Figure 21-4.--Format for Position Paper--Continued

CLASSIFICATION

Code/Office  
Date

TALKING PAPER

For use by (name or title of person for whose use the paper is prepared)

Subj: THE SUBJECT MATTER IS INDICATED BRIEFLY BUT IN SUFFICIENT  
DETAIL TO FACILITATE FILING AND FUTURE REFERENCE.

Background: The background sets forth in concise terms what has gone before. It provides answers to such potential questions as: Is this an ongoing thing? Did something suddenly create this requirement?

Discussion: The discussion is a concise narrative of all the salient points related to the topic under discussion. References that are used as a source are cited in the discussion.

Recommendation: Recommendations are reduced to clear, concise statements permitting simple approval or disapproval by the approving authority.

Approval: An approval block is provided for authentication by the approving authority.

XO Recommends: Approval\_\_\_\_\_

Disapproval\_\_\_\_\_

CO: Approves\_\_\_\_\_

Disapproves\_\_\_\_\_

Action Officer: J. J. LITTLE, Major, Future Operations Officer

CLASSIFICATION

Figure 21-5.--Format for Talking Paper

CLASSIFICATION

Code/Office  
Date

INFORMATION PAPER

Subj: SUBJECT IS ADDRESSED CONCISELY.

Issue: State the issue in question.

Facts:

1. Facts and salient points are listed in logical order.
- 2 . . . . .
- 3 . . . . .

Signature  
Title

CLASSIFICATION

Figure 21-6.--Format for Information Paper

HEADING

SSIC  
Code/Office  
Date Stamp

From: Commanding Officer or Commander  
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR (NAME OF EVENT)

Ref: (a) If applicable

1. Purpose. To provide information, tasks and instructions for supporting name of event or activity per the reference.

2. Information. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

3. Action

a. Commanding Officer, Director or Department.

b. XX.

4. Coordinating Instructions. XXXXXXXXXXXXXXXXXXXXXXXX.

5. Point of Contact. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

M. J. PETERS  
By direction

DISTRIBUTION:  
CO, unit  
DIR, department  
BADJ

Figure 21-7.--Format for Letter of Instruction

HEADING

SSIC  
Code/Office  
Date

From: Rank FName MI LName, Billet, Department  
To: Commanding Officer or Executive Officer  
Via: Appropriate staff section

Subj: TRIP REPORT: (EVENT OR LOCATION)

1. Background. On 00 May 2007 to 00 June 2007, personnel from \_\_\_\_\_ conducted a (site survey, conference attendance, assist visit, etc.)

a. Travelers: Rank, LName, Billet, Organization  
Rank, LName, Billet, Organization

2. Purpose. Purpose of the trip.

3. Points of Contact.

4. Synopsis. Outcome of the trip.

5. Key events/discussion points/action required.

a. Item:

b. Discussion:

c. Recommendation:

6. Remarks.

M. J. PETERS  
Major, U.S. Marine Corps  
Future Operations Officer

Copy to:  
Files

Figure 21-8.--Format for a Trip Report

AFTER ACTION REPORT

After Action Report documents the performance of an exercise related tasks and makes recommendation for improvements.

1. Executive Summary. Brief overview of the exercise; major strengths during the exercise and areas that require improvement
2. Exercise Overview. Describes the specific details of the exercise; identifies participating organizations/units; how the exercise was structured; how the exercise was implemented and carried out.
3. Exercise Goals and Objectives. Briefly list the goals and objectives of the exercise.
4. Exercise Events Synopsis. Provides an overview of the scenario and what action was taken by the organizations/units.
5. Analysis of Mission Outcomes. Provides an analysis of how well the participating organizations/units achieved the expected mission.
6. Analysis of Critical Task Performance. Consists of task number and description, issue number and description, references, summary, consequence, analysis, recommendation and improvement action.
7. Conclusion. Summary of all the above to include, participants demonstrated capabilities; lessons learned for improvement and major recommendations; list of what steps should be taken to further refines plans, procedures and training for this type of exercise.

CLASSIFICATION

Figure 21-9.--Format for After Action Report

MAR 20 2009

## Chapter 22

Records Management Program

1. Disposition of Records. Dispose of records in accordance with reference (j).

a. Unclassified Records. The Adjutant will dispose of unclassified records material in accordance with current directives.

b. Classified Records. The Security Manager will dispose of classified records material in accordance with current directives.

2. Correspondence Files. Records maintained by sections and branches are considered "working files". All files (official and working), log books, case files, and special files will contain disposal instructions. Strictly follow reference (k) in establishing any type of files and reference (j) for determining destruction date.

a. All official files, case files and special files will have a destruction period as indicated in reference (j).

b. All other files not covered by the above paragraph are considered working files and will have a destruction date of six months after their closing date.

3. Special Files. The Department Heads listed below will maintain and dispose of the official files in accordance with reference (j) in the categories indicated below:

a. Comptroller. Official fiscal records of MCB CamLej.

b. SJA. Legal records which are not normally referred to the Adjutant for transmittal or other processing.

c. CIG. Official file copies of inspection reports and Request Masts proceedings.

d. Director, DPS. Official file copies of Ground Safety Reports and Monthly Safety Publications.

f. Security Manager. Security clearance case files and all classified files.

g. Director, Base S-1. FOIA and CONGRINT/SPLINTS.

## Chapter 23

### Directives

#### 1. Directives Control

a. The Directives Control Point (DCP) is the office of the Adjutant. The Adjutant is the Directives Control Officer.

b. The DCP will perform the following:

(1) Maintain the official file copy of each Base Directive.

(2) Assign and issue consecutive point numbers to directives as required.

(3) Review directives for proper format, arrangement, classification, identification, and possible duplication of or conflict with other directives per reference (1).

(4) Maintain a current numerical index of directives.

(5) Publish a quarterly BBul 5215.

(6) Ensure review of directives during the anniversary month of promulgation by the cognizant originator, to ensure appropriate action is taken to keep directives up to date, use NAVMC form 10974.

(7) Ensure directives are posted on the Base Adjutant's directives website.

<https://intranet.mcieast.usmc.mil/C8/C19/MCB%20ADJUTANT/default.aspx>

2. Preparation. Current instructions governing the preparation of directives are contained in reference (1).

a. Originators of directives will accomplish the following:

(1) Prepare and sponsor directives in rough draft per reference (1).

(2) Deliver to the Adjutant's office the rough draft printed on plain bond paper, route sheet, all appropriate background material, and a draft in Microsoft Word processing format electronically.

(3) Prepare all directives, except when specifically directed otherwise, for signature by the CO or XO.

b. The Adjutant will accomplish the following:

(1) Upon receiving the rough draft, ensure the format is correct per reference (1) and assign a proper consecutive point number and distribution code according to the originator's request.

(2) Prepare the final version directive based on final chop and review.

(3) Route the final version to CO or XO for signature. Include all appropriate route sheets with recommendations and concurrences for information.

(4) After signature, distribute directives via the Base Adjutant website.

(5) Provide the sponsor or originator of the directive an updated version in Microsoft Word format and the PDF signed version of the directive.

(6) Maintain the original directive and all supporting documentation in the Master Directives File located in the Adjutant's office.

### 3. Changes to Directives

a. The sponsor will originate all proposed changes of the respective directive in accordance with reference (1). Additionally, the sponsor will submit a page replacement insert for changes that are more than two typewritten lines in length.

b. No more than 9 changes can be made to a directive before it requires complete revision.

4. Distribution of Directives. Reference (m) contains the distribution of MCB CamLej directives.

5. Review of Directives. Sponsors of directives are required to review those directives that fall under their cognizance annually on the promulgation date of the directive (date signed). This review is to ensure current content, clarity, administrative correctness and relevance. If the directive requires changes, follow the guidance provided above.

Chapter 24

Publications

1. Publications

a. Reference (n) promulgates Marine Corps allowances of publications. The Adjutant maintains records of internal distribution for publications received under the Marine Corps allowance order or from other commands.

b. The Adjutant has been assigned the IAC for the command and is responsible for ordering required directives and other materials such as Voting Posters and other literature via the Marine Corps Publication Distribution System (MCPDS).

c. Directives that are available on the Marine Corps Publications Electronic Library (MCPEL) or on the [www.usmc.mil](http://www.usmc.mil) publication library will not be orders via MCPDS.

d. Ordering of Technical Manuals and other publications is the responsibility of the respective department that maintains them.

e. Regulations for the distribution and handling of Communications Security Material, Naval Warfare Publications, and other controlled publications are contained in current directives promulgated for the handling of each particular type. The Security Manager will maintain all classified publications in the CFU.

## Chapter 25

### Message Drafting and Handling

1. General. In the past, message drafting and releasing has been created within the Autodin and the Defense Messages System (DMS). The classic DMS system has been replaced with the current Automated Message Handling System (AMHS). AMHS is an automated message system that can be used to process, store, and disseminate legacy Autodin messages as well as DMS messages. AMHS has been selected by all services as the message handling system to be used for organizational messaging throughout the DoD. Area Control Center (ACC) Camp Lejeune and ACC Camp Pendleton are the first MCB's to undertake transitioning its DMS subscribers.
2. Procedures. The current editions of the reference (o), NTP 3, Naval Telecommunication Procedures contain message drafting and handling procedures. The purpose of the NTP 3 is to provide procedures governing preparation and electronic delivery of legacy organizational Naval messages using the Naval Computer and Telecommunications System (NCTS). NTP 3 is applicable to U.S. Navy, Marine Corps, Coast Guard and other activities receiving service from NCTS.
3. Automated Message Handling System (AMHS). The AMHS is a system that allows review, preparation and release of Naval Messages via a web browser. The AMHS receives electronic message traffic and determines message routing by comparing the message content to a criteria list or profile for each user. The AMHS is a secured system that encrypts and decrypts organizational messages.
4. Releasing Authority (RA). When releasing messages staff sections are required to info "CO MCB CAMP LEJEUNE NC" on all message traffic being released. The billets listed in reference (p) are authorized to release message in the name of the CO. ACC Lejeune requires a letter from the CO authorizing releaser to release Defense messages on behalf of an organization. Updates to the Releasing Authority (RA) letter is made bi-annually.
5. Message Plain Language Addresses (PLA). Enclosure (2) of reference (p) is a listing of the authorized PLA's for MCB CamLej.

Chapter 26

Reports Management Program

1. Reports Management Program. Responsibility for conducting a reports control program is vested with the Adjutant, who is designated as the Reports Control Officer.

a. The Reports Management Program is organized to provide for the systematic analysis and administrative control of MCB CamLej reporting requirements.

b. The overall goal of the program ensures management control and decision making needs are met, and an effective and responsive reporting system fulfills reporting requirements imposed by higher authority. Specifically, the Reports Management Program will:

(1) Ensure methods, procedures, and systems employed for reporting purposes are realistic, practical, and responsive.

(2) Encourage the practice of requesting only essential information consistent with an economic workload and minimum administrative requirements.

(3) Seek integration of like data requirements and develop multiple use of required reports.

(4) Provide a central reference area for the exchange of reporting system information pursuant to reports control and improvement.

c. Department Heads will ensure the effective establishment of an information requirements management system, and to reduce burdens upon reporting organizations as per reference (q), conduct annual reviews of existing external reports to determine:

(1) That the report continues to be justifiably necessary.

(2) That the report contains sufficient information to adequately accomplish its purpose.

(3) That the report can/cannot be automated.

(4) That reports are monitored for timely submission and receipt.

(5) The Department Head will notify in writing the MCB CamLej Reports Control Officer of all new, canceled or modified report requirements.

d. Reference (1) contains detailed information and instructions concerning the proper format and utilization of the "Reports Required" section when preparing MCB CamLej directives.

e. All Departments will:

(1) Review the annual recurring reports checklist to ensure compliance with the above paragraphs.

(2) Submit corrections, deletions or additions to the controlled reports, to the Adjutant. Do not assign report control symbols until the Adjutant approves them.

(3) When staffing a proposed MCB CamLej directive, it is imperative the Adjutant approves report control symbols prior to submission for staffing. Submit requests for assignment of report control symbols in writing to the Adjutant.

f. The Adjutant will:

(1) Ensure compliance with reference (q) relative to the administration of this program.

(2) Maintain a system of control to facilitate the annual promulgation of a checklist of recurring reports.

(3) Publish an external recurring reports checklist annually.

g. The following types of reports are exempt from control under the Reports Management Program:

(1) Intelligence Reports.

(2) Reports of Inspections.

(3) Supply Data Reports.

## Chapter 27

### Forms Management Program

1. Forms Management Program. HQMC has established a Forms Management Program. Reference (r) provides information regarding the MCB CamLej Program.

#### 2. Background

a. The purpose of the Forms Management Program is to eliminate redundancy and the duplication of locally made forms when there are other forms available with the same information.

b. The goal of the Forms Management Program is to place MCB CamLej forms on line with the Electronic Forms System and to reduce the cost of reproducing and maintaining local forms. Local forms can be located on the Base Adjutant's website:  
<https://intranet.mcieast.usmc.mil/C18/C7/MCB%20Forms%20Management/default.aspx>.

c. All MCB CamLej Forms must be submitted to the Director, Base S-1 (Attn: Forms Management Officer) for approval. However, prior to submitting the form, the section requesting the new form will ensure that there are no existing similar forms made by higher headquarters, i.e., DD Forms, NAVMC Forms, and Navy Form, DA Forms, DAF Forms, SF Forms, or OF Forms. These forms will be used to prevent and eliminate unnecessary and duplicate forms.

3. Responsibilities. Refer to reference (r) for specific responsibilities of general and special staff officers, commanding officers, officers-in-charge, and designated representatives.

Chapter 28

Freedom of Information Act (FOIA)/Privacy Act (PA)

1. General

a. The CO has designated the Director, Base S-1 with the responsibility for advising and managing FOIA procedures. The Director, Base S-1 is designated as the PA Coordinator of MCB CamLej. Refer to references (s) and (t) for specific responsibilities of staff sections and commanders.

b. Denial Authority. The CG MCIEAST has designated the Assistant Chief of Staff, G-1 as the denial authority for all MCIEAST installations.

2. FOIA. To ensure activities act promptly on all requests for federal records and process such requests pursuant to reference (s).

a. The FOIA allows any person for any reason to request copies of agency records so long as they comply with the rulemaking of the agency.

b. Reference (s) provides amplified instructions for compliance and implementation when processing such requests, outlines fee procedures and annual reporting procedures.

3. Privacy Act of 1974. Reference (t) established the right to individual privacy as one protected by the Constitution of the United States. It also provides for safeguarding that privacy in the compilation and use of records pertaining to individuals and grants them access to those records which pertain to them personally.

a. Systems of Records Managers are any USMC officials responsible for the maintenance of a collection of records whereby records are routinely retrieved by someone's name or other similar personal identifier.

b. The PA requires that individuals be afforded the opportunity and means by which to correct any inaccuracies existing in their records.

## Chapter 29

Command Chronology

1. Command Chronology. Staff responsibility for preparation of the command chronology is vested in the Director, Base S-3.
2. Reference. Refer to reference (u).
3. Background. The reference establishes an annual requirement for commanders and staff sections to submit annually a Command Chronology of significant historical events related to existing programs, new programs and procedures, important policy decisions, and experimentations with equipment and doctrine.

## Chapter 30

### CO's Conference Room

#### 1. CO's Conference Room

a. The CO's conference room is located on the first deck of the John A. Lejeune Hall, Building 1, and is available for use by all staff departments and branches of the MCB CamLej Headquarters when not being utilized by the CO or XO. Reservations are subject to change to accommodate this primary function. The Command Staff Officer has primary responsibility for the CO's conference room to include:

(1) Arrangement of the CO's conference room for conferences scheduled by the CO or XO.

(2) Police of the room following use is the responsibility of the using section.

b. Briefers are responsible for providing their own assistants for the audio-visual/projection equipment. The assistants are responsible for getting an audio-visual brief from the Command Staff Officer prior to operation of such equipment. Briefers and/or assistants should take every effort to include preparation time prior to and after their use of the facilities when requesting use of the conference room.

c. Departments desiring to use the conference room will contact the Command Staff Officer. The Command Staff Officer will determine availability and arrange for access. Security measures, operation of installed equipment, and procurement of additional equipment are the responsibility of the department or branch using the conference room.

d. The requesting department is responsible for providing any coffee mess/refreshment set-up and removal for their scheduled event.

## Chapter 31

### Uniform of the Day

1. Uniform of the Day. When the Marine Corps Combat Utility Uniform (MCCUU) is designated by a local commander as the uniform of the day in garrison, the following policies apply:

a. During the summer season, the Desert MARPAT MCCUU with sleeves rolled up will be worn as the uniform of the day. This will occur in synchronization with Daylight Savings Time, per reference (v).

b. During the winter season, the Woodland MARPAT MCCUU with sleeves down will be worn as the uniform of the day. This will occur in synchronization with the return to Standard Time, per reference (v).

c. When authorized for wear, Desert flight suits will be worn in the summer season and Green flight suits will be worn in the winter season. Restrictions for wear are the same as the MCCUU.

d. Local commanders will continue to prescribe the appropriate uniform for field and tactical environments.

e. Restrictions on Wearing MCCUU Off-Base/Station

(1) Marines and Sailors are not authorized to make enroute stops while traveling off-base/station except for bona fide emergencies, such as medical emergencies, vehicle breakdowns, or vehicle accidents, reference (w) applies.

(2) Marines and Sailors may only wear the MCCUU at off-base/station establishments when using drive-thru services such as automated teller machines (ATMs), fast food restaurants, and dry cleaning services when not exiting the vehicle. Some inappropriate circumstances include:

(a) When dropping off/picking up children at daycare centers, baby sitters, or schools.

(b) Obtaining gas or dropping off/picking up vehicles at repair shops.

(c) At official/unofficial functions and conferences held off-base/station or off government facilities, this includes the United Services Organization (USO).

f. Exception to the Policy. Due to the unique nature of their relationships with local, state and federal law enforcement agencies and officials, Explosive Ordnance Disposal (EOD) personnel and Military Policemen (MP's) may wear the MCCUU off base/station for mission related duties only (i.e. EOD responding to found ordnance).

## Chapter 32

### Desktop Procedures and Turnover Folders

1. Desktop Procedures and Turnover Folders. The frequent changeover of personnel and problems inherent in such transitions reinforce the essentiality of maintaining expertise and continuity in procedures and operations. Implementation and utilization of desktop procedures and turnover folders greatly alleviate confusion and improve the overall efficiency of an organization.

a. Desktop procedures are a listing of specific procedures, references, points of contact, and related significant information concerning the management of a particular billet. Turnover folders are files which pass on to a newly assigned individual with pertinent information about the billet.

b. Not all management tools will be all inclusive or formal. The range and depth are at the discretion and experience of the commander and user. Familiarizing incoming personnel with the essentials of daily activities and operations is the purpose of the two documents. Individuals maintaining turnover folders will often have desktop procedures, but conversely, not all personnel maintaining desktop procedures will have a turnover folder.

#### (1) Desktop Procedures

(a) Maintenance. Desktop procedures are generally applicable to billets involving administrative and management functions vice operational activities. For example, desktop procedures are appropriate for a supply clerk or dispatcher, whereas they may not apply to a driver or mechanic.

(b) Content. Normally, desktop procedures will include such items as current references, daily routines, inspection checklists, procedures for carrying out required duties, billet description, telephone numbers of individuals who might need to be contacted, and reports required.

#### (2) Turnover Folders

(a) Maintenance. Section heads and individuals in similar supervisory billets will maintain turnover folders.

(b) Content. Turnover folders include information about policy, personnel, status of pending projects, references, management controls, functioning of the section, and ways and means of accomplishing routine and or infrequent tasks. Also include common discrepancies noted during past inspections by the CIG, IGMC, etc.

Chapter 33

Electronic E-mail

1. Electronic Mail (E-Mail)

a. E-Mail sent over United States Government systems is the property and concern of the United States Government. Individuals do not have a right to privacy when utilizing the E-Mail system. To protect the United States Government and MCB CamLej from potential embarrassment, users of the E-Mail will adhere to the following:

(1) E-Mails will contain no obscenities.

(2) E-Mails will contain no unprofessional comments.

(3) E-Mails will contain only language which would pass any legal or standards of conduct purview.

b. Under no circumstances will MCB CamLej personnel contribute to, embellish, or forward any inappropriate E-Mail. Upon receipt of an inappropriate E-Mail, the recipient will report its receipt to the Director, Base S-4/6/BPO.

## Chapter 34

### Miscellaneous

1. Daily Routine. The normal daily routine for MCB CamLej Headquarters is Monday through Friday (0730-1630). Department Heads will assign officers and enlisted members of their staffs to duty sections which will provide qualified personnel during non-working hours. Department Heads may authorize absences during working hours for special purposes or events, commensurate with workloads and duty requirements.
  
2. Federal Holidays. U.S. Navy Regulations 1990, sets forth designated Federal Holidays and states wherever the designated holiday falls on a Saturday, observe the preceding day as a holiday; whenever the designated holiday falls on Sunday, observed the following day as a holiday. Section IV, of reference (x) governs the extension of regular liberty in connection with holidays. The Base S-1 Administrative Officer will publish annually the proposed holiday routine for MCB CamLej commands via Naval Message and will also post it on the Adjutant's Website. Holidays are as follows:
  - a. New Years Day, the first of January.
  - b. Dr. Martin Luther King's Birthday, the third Monday in January.
  - c. President's Day, the third Monday in February.
  - d. Memorial Day, the last Monday in May.
  - e. Independence Day, the 4th of July.
  - f. Labor Day, the first Monday in September.
  - g. Columbus Day, the second Monday in October.
  - h. Veterans Day, the 11th of November.
  - i. Thanksgiving Day, the fourth Thursday in November.
  - j. Christmas Day, the 25th day of December.
  
3. Command Duty Officer (CDO). The CDO is located in Building 1. Specific duties and responsibilities of the CDO and staff sections after normal working hours are published in reference (y).