



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

MCIEAST-MCB CAMLEJO 5001.1
G-1

3 AUG 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5001.1

From: Commanding General
To: Distribution List

Subj: MARINE CORPS ACTION TRACKING SYSTEM (MCATS) PROCEDURES

Encl: (1) MCIEAST-MCB CAMLEJ MCATS Accounts

1. Situation. The Marine Corps Action Tracking System (MCATS) is a web-based interactive tool designed to assist the Marine Corps in the areas of task management and document routing. Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) must have procedures established to ensure MCATS tasks are staffed appropriately and responded to in a timely manner.

2. Cancellation. MCIEASTO 5000.1.

3. Mission. To establish procedures to ensure the proper staffing of MCATS tasks assigned to MCIEAST-MCB CAMLEJ, and the timely response of tasks from higher headquarters (HHQ).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure the proper staff coordination and delegation to subordinate MCIEAST-MCB CAMLEJ commands of MCATS tasks.

(2) Concept of Operations. MCIEAST-MCB CAMLEJ General and Special Staff Department Heads, or Action Officers (AO) will coordinate with subordinate MCIEAST-MCB CAMLEJ commands AOs to ensure MCATS tasks are completed in a timely manner.

b. Subordinate Element Missions

(1) Deputy Commander shall: Maintain staff cognizance of MCIEAST-MCB CAMLEJ MCATS tasks.

(2) Assistant Chief of Staff, G-1 shall: Assign a MCATS Manager to manage the MCATS for MCIEAST-MCB CAMLEJ.

(3) MCATS Manager shall:

(a) Monitor the MCATS.

(b) Submit requests and periodic updates as required for MCIEAST-MCB CAMLEJ MCATS accounts to the MCATS Support Desk. Excel Spreadsheet format will be utilized and can be found on the MCATS main page:

<https://hqmcats.hqmc.usmc.mil/frm login.aspx>

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(c) Delegate MCATS tasks to appropriate MCIEAST-MCB CAMLEJ General or Special Staff Departments and subordinate commanders as appropriate.

(d) Notify all subordinate commands on tasks which maybe applicable to them for their situational awareness.

(e) Ensure Deputy Commander approves all MCATS tasks responses to HHQ.

(f) Provide responses to HHQs in a timely manner.

(g) Maintain a separate MCATS tracking system.

(h) Return tasks "Inappropriately Assigned" that have not been delegated to you by Marine Corps Installations Command (MCICOM).

(4) General or Special Staff Department Heads shall:

(a) Assign personnel to manage MCATS for your department and provide periodic updates for enclosure (1) to the MCATS Manager.

(b) Delegate tasks to your staff and applicable subordinate commands as appropriate.

(c) Coordinate consolidated responses with other MCIEAST-MCB CAMLEJ staff and subordinate commands as appropriate.

(d) Provide timely responses to the MCATS Manager concerning MCATS tasks assigned to your department.

(e) Return tasks "Inappropriately Assigned" that have not been delegated to you by the MCIEAST-MCB CAMLEJ MCATS Manager.

(5) Subordinate Commanders shall:

(a) Establish a MCATS account for your command by submitting an excel spreadsheet request to the MCATS Support Desk; the number of accounts and users is at your discretion. Additionally, provide periodic updates as required.

(b) Assign personnel to manage MCATS for your command.

(c) Delegate tasks to your staff and applicable subordinate commands as appropriate.

(d) Coordinate consolidated responses with your staff and subordinates commands as appropriate.

(e) Provide timely response to this headquarters concerning MCATS tasks assigned to your command.

(f) Return tasks "Inappropriately Assigned" that have not been delegated to you by the MCIEAST MCATS Manager.

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5. Administration and Logistics

- a. Access. https://hqmcats.hqmc.usmc.mil/frm_login.aspx
- b. MCATS User Manual.
https://hqmcats.hqmc.usmc.mil/help/MCATS_User_Manual.
- c. Technical Support. Commercial: (703) 697-1041.

6. Command and Signal

- a. Command. This Order is applicable to all MCIEAST-MCB CAMLEJ subordinate commands to include General and Special Staff Departments.
- b. Signal. This Order is effective the date signed.



D. L. THACKER, JR.
Deputy Commander

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MCIEAST-MCB CAMLEJ MCATS ACCOUNTS

<u>MCATS ACCOUNT ID</u>	<u>DEPARTMENT</u>
<u>MCIEAST MCATS@mcieast.usmc.mil</u>	MCIEAST-MCB CAMLEJ
<u>MCIEAST G1 MCATS@mcieast.usmc.mil</u>	AC/S, G-1
<u>MCIEAST G3 5 MCATS@mcieast.usmc.mil</u>	AC/S, G-3/5
<u>MCIEAST G3 5 OAP MCATS@mcieast.usmc.mil</u>	OPS & PLANS
<u>MCIEAST G3 5 MA MCATS@mcieast.usmc.mil</u>	MISSION ASSURANCE
<u>MCIEAST G3 5 RC MCATS@mcieast.usmc.mil</u>	RANGE CONTROL
<u>MCIEAST G3 5 RDD MCATS@mcieast.usmc.mil</u>	RANGE DEVELOPMENT
<u>MCIEAST G3 5 TSB MCATS@mcieast.usmc.mil</u>	TRAINING SUPPORT
<u>MCIEAST G3 5 MS MCATS@mcieast.usmc.mil</u>	MODELING & SIMULATION
<u>MCIEAST G3 5 APP MCATS@mcieast.usmc.mil</u>	AVIATION PLANS & POLICY
<u>MCIEAST G4 MCATS@mcieast.usmc.mil</u>	AC/S, G-4
<u>MCIEAST G4 CRMD MCATS@mcieast.usmc.mil</u>	CUST RELAT & MANAGEMENT
<u>MCIEAST G4 MT MCATS@mcieast.usmc.mil</u>	MOTOR TRANSPORT
<u>MCIEAST G4 TMD MCATS@mcieast.usmc.mil</u>	DISTRIBUTION MANAGEMENT
<u>MCIEAST G4 FSD MCATS@mcieast.usmc.mil</u>	FOOD SERVICE
<u>MCIEAST G4 OPS MCATS@mcieast.usmc.mil</u>	OPERATIONS
<u>MCIEAST G4 SMD MCATS@mcieast.usmc.mil</u>	SUPPLY MANAGEMENT
<u>MCIEAST G6 MCATS@mcieast.usmc.mil</u>	AC/S, G-6
<u>MCIEAST G6 MITSC MCATS@mcieast.usmc.mil</u>	MITSC
<u>MCIEAST G6 COMMMaint MCATS@mcieast.usmc.mil</u>	COMMUNICATIONS MAINT
<u>MCIEAST G6 CYBERSECURITY MCATS@mcieast.usmc.mil</u>	CYBER SECURITY
<u>MCIEAST G6 TELECOMMUNICATIONS MCATS@mcieast.usmc.mil</u>	TELECOMMUNICATIONS
<u>MCIEAST G7 MCATS@mcieast.usmc.mil</u>	GOV EXT AFFAIRS/SLO
<u>MCIEAST G8 MCATS@mcieast.usmc.mil</u>	AC/S, G-8
<u>MCIEAST BPO MCATS@mcieast.usmc.mil</u>	BUSINESS PERFORMANCE
<u>MCIEAST CHAPLAIN MCASTS@mcieast.usmc.mil</u>	CHAPLAIN
<u>MCIEAST SES MCATS@mcieast.usmc.mil</u>	AC/S, SECURITY AND EMERGENCY SERVICES
<u>MCIEAST MCCS MCATS@mcieast.usmc.mil</u>	MARINE CORPS COMMUNITY SERVICES
<u>MCIEAST GF MCATS@mcieast.usmc.mil</u>	AC/S, G-F
<u>MCIEAST GF PMMC MCATS@mcieast.usmc.mil</u>	PERS & MNPWR MANAGEMENT
<u>MCIEAST GF EMD MCATS@mcieast.usmc.mil</u>	ENVIRONMENT MANAGEMENT
<u>MCIEAST GF IDD MCATS@mcieast.usmc.mil</u>	IDD
<u>MCIEAST GF IDD RMC MCATS@mcieast.usmc.mil</u>	IDD DIVISION DIRECTOR MILCON COORDINATOR
<u>MCIEAST GF RFC MCATS@mcieast.usmc.mil</u>	FACILITIES COORDINATOR
<u>MCIEAST GF REC MCATS@mcieast.usmc.mil</u>	ENVIRONMENT COORDINATOR
<u>MCIEAST GF GEOFI MCATS@mcieast.usmc.mil</u>	EAST COAST REGIONAL GEOFidelis CTR

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MCIEAST MCATS ACCOUNTS

<u>MCIEAST SES MCATS@mcieast.usmc.mil</u>	AC/S SECURITY AND EMERGENCY SVCS
<u>MCIEAST MCCS MCATS@mcieast.usmc.mil</u>	MARINE CORPS COMMUNITY SVCS
<u>MCIEAST IE MCATS@mcieast.usmc.mil</u>	AC/S INSTALLATION FACILITIES & ENVIRONMENT
<u>MCIEAST IE PPMC MCATS@mcieast.usmc.mil</u>	PERS & MNPWR MGMNT
<u>MCIEAST IE EMD MCATS@mcieast.usmc.mil</u>	ENVIRONMENTAL MGMNT
<u>MCIEAST IE IDD MCATS@mcieast.usmc.mil</u>	IDD
<u>MCIEAST IE IDD RMC MCATS@mcieast.usmc.mil</u>	IDD DIV DIR MILCON COORD
<u>MCIEAST IE RFC MCATS@mcieast.usmc.mil</u>	FACILITIES COORD
<u>MCIEAST IE REC MCATS@mcieast.usmc.mil</u>	ENVIRONMENT COORD
<u>MCIEAST IE GEOFI MCATS@mcieast.usmc.mil</u>	EAST COAST REGIONAL GEOFidelis CTR
<u>MCIEAST CIG MCATS@mcieast.usmc.mil</u>	COMMAND INSPECTOR GENERAL
<u>MCIEAST COMP MCATS@mcieast.usmc.mil</u>	COMPTROLLER
<u>MCIEAST PAO MCATS@mcieast.usmc.mil</u>	PUBLIC AFFAIRS
<u>MCIEAST SAFETY MCATS@mcieast.usmc.mil</u>	SAFETY
<u>MCIEAST SJA MCATS@mcieast.usmc.mil</u>	STAFF JUDGE ADVOCATE
<u>MCIEAST LSSS MCATS@mcieast.usmc.mil</u>	LEGAL SERVICES SUPPORT SECTION