



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

MCIEAST-MCB CAMLEJO 5400.1
ADJ
11 DEC 2013

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5400.1

From: Commanding General
To: Distribution List

Subj: ORGANIZATIONS, FUNCTIONS, AND STAFF REGULATIONS

Ref: (a) U.S. Navy Regs. 1990
(b) MARCORMAN, 1980
(c) Federal Employee Compensation Act
(d) DoD 8570.01-M "Information Assurance Workforce Improvement Program," December 19, 2005
(e) MARADMIN 016/05 of 11 Jan 05
(f) MCO 5800.16A w/Ch 1-6
(g) UCMJ
(h) R.C.M. 1112 MCM, 2012
(i) MCO P1900.6I w/Ch 1-2
(j) NAVPERS 15560D, MILPERSMAN
(k) JAGINST 5800.7F
(l) MCO P1610.7F w/Ch 1
(m) BUPERSINST 1610.10C
(n) MCIEASTO 1610.1 w/Ch 1-4
(o) MCIEAST-MCB CAMLEJO 5000.1 w/Ch 1-3
(p) SECNAV M-5216.5
(q) SECNAV M-5210.2
(r) MCO 5216.9U
(s) MCIEAST-MCB CAMLEJO 5730.1
(t) MCIEASTO 5210.5
(u) NAVMC Dir 5210.11E
(v) MCIEAST-MCB CAMLEJO 5215.1
(w) MCIEAST-CAMLEJO 5605.1
(x) MCO P5600.31G w/Ch 1-3
(y) NTP-3
(z) MCIEAST-MCB CAMLEJO 2300.1 w/Ch 1
(aa) MCIEAST-MCB CAMLEJO 5214.1
(ab) MCIEAST-MCB CAMLEJO 5213.1A
(ac) MCIEASTO 5720.1A
(ad) MCIEAST-MCB CAMLEJO 5211.6
(ae) MCIEAST-MCB CAMLEJO 5750.1A
(af) MARADMIN 621/11 of 18 Oct 11
(ag) ALMAR 035/07 of 25 Jul 07
(ah) MCO 5211.5
(ai) MCO 1050.3J
(aj) MCIEAST-MCB CAMLEJO 1601.1A
(ak) MCIEAST-MCB CAMLEJO 1650.6
(al) MCIEAST-MCB CAMLEJO 3040.1B

Encl: (1) Organizations, Functions, and Staff Regulations

1. Situation. This Order promulgates the official organization, and functions of Marine Corps Installations East-Marine Corps Base, Camp Lejeune

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(MCIEAST-MCB CAMLEJ), and publishes command and staff actions within this Headquarters, to promote uniformity in staff procedures.

2. Cancellation. MCIEASTO 5400.1 and BO 5400.1.

3. Mission. To promulgate organization and functions of MCIEAST-MCB CAMLEJ, and provide command guidance and staff procedures, in accordance with references (a) through (al).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order establishes regulations, procedures, and processes as well as defines functions, and responsibilities to enhance staff action. Additionally, it articulates the mission and core competencies of MCIEAST-MCB CAMLEJ staff sections, delineates a command and control philosophy, and identifies the purpose, structure and responsibilities of MCIEAST-MCB CAMLEJ.

(2) Concept of Operations. All general, special staff department, subordinate commanders, and all MCIEAST-MCB CAMLEJ personnel shall ensure compliance with the contents of this Order.

b. Subordinate Element Missions. Refer to enclosure (1).

5. Administration and Logistics. Your comments and recommendations concerning the contents of this Order are invited. Forward such recommendations to the Assistant Chief of Staff, (AC/S,) G-1 via the cognizant staff section.

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST-MCB CAMLEJ General and Staff Departments Heads, its subordinate commands, and personnel.

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


W. A. MEIER
Chief of Staff

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LOCATOR SHEET

Subj: ORGANIZATIONS, FUNCTIONS, AND STAFF REGULATIONS

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Log completed change action as indicated.

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

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Chapter 1

Command, Staff, and Staff Actions

1. Mission. The Commanding General (CG), MCIEAST-MCB CAMLEJ commands all U.S. Marine Corps installations within the MCIEAST region. MCIEAST-MCB CAMLEJ implements policies, develops strategies, and integrates regional planning among installations in order to support combat readiness, enhance expeditionary training of forward deployed operating forces, provide services for other designated supported organizations, and provide facilities and base operating support services that promote the well-being, quality of life, morale, and safety of military and civilian personnel and their families who live and work aboard assigned Marine Corps installations in the region.

2. General. Command and staff relationships are established and function within a definite organizational structure. Generally, this organizational structure includes a commander, an assistant or Deputy Commander (Dep Comdr), subordinate unit commanders, and general and special staffs. The following paragraphs outline the duties and responsibilities of these individuals and staffs.

3. Command. The CG is responsible to the Commander, Marine Corps Installations Command (COMMCICOM).

4. Control

a. MCIEAST-MCB CAMLEJ is under the administrative and operational control of the COMMCICOM.

b. The CG will have a single staff with which to conduct command and staff action throughout their assigned regions. The staff also supports the CG in running MCB CAMLEJ.

c. The Commandant of the Marine Corps (CMC) exercises management control of all activities and facilities for which expense is borne by the Marine Corps.

d. Installations and commands under the control of the CG, MCIEAST-MCB CAMLEJ are Marine Corps Air Station (MCAS), Cherry Point, North Carolina (NC) (CHERPT); MCAS New River (NR), NC; MCAS Beaufort, SC (BFT); Marine Corps Base (MCB), Camp Lejeune, NC (CAMLEJ); Marine Corps Logistics Base (MCLB), Albany, Georgia (ALBGA); Marine Corps Air Facility (MCAF), Quantico, VA; (QUANT); Marine Corps Support Facility (MCSF) Blount Island, Jacksonville, Florida (FL); Headquarters and Support Battalion (H&S BN), MCIEAST-MCB CAMLEJ; and Weapons Training Battalion (WTBN), MCIEAST-MCB CAMLEJ.

5. Temporary Succession to Command

a. Chapter 10, section 4, paragraph 1072 of reference (a) and paragraphs 1007.2 and 1007.3 of reference (b) govern succession to command. During the temporary absence, leave, or temporary additional duty (TAD) of the CG, the Dep Comdr will assume command and be designated in writing as the Commander (vice CG) "Acting". In the event the CG and Dep Comdr are both absent, another colonel will be assigned in writing as the "Acting" Commander.

b. Preparation of correspondence and documents for signature during temporary succession to command shall be in accordance with chapters 23 through 25 of this Order.

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6. Staff

a. Organization of the staff is in general accordance with the current Table of Organization (T/O) (M02213 and M31001 Series).

b. The mission of the staff is to assist the CG in the exercise of command by providing information, advising, making recommendations, preparing plans and orders, informing other staff and subordinate commands of the CG's plans and policies, and supervising their execution.

c. The establishment of policy rests solely with the CG. The staff may recommend new policies, as well as modifications or revisions to existing policies. The CG, Dep Comdr, or Chief of Staff (COS) will sign all directives. The staff is authorized to carry out the routine business of MCIEAST-MCB CAMLEJ except in matters which will bear directly on readiness, efficiency, and policy.

d. The COS has overall responsibility for coordination of staff activity, unless otherwise directed to the Dep Comdr by the CG.

7. Dep Comdr. The Dep Comdr is an officer assigned by law, regulations, or orders of competent authority to succeed command. The Dep Comdr shall always act for the commander in the absence of the commander. As such time the commander is present a deputy shall exercise command and control (C2) only over activities and matters specified or directed by the commander, in accordance with paragraph 1007.3 of reference (b).

8. COS

a. The COS directs, coordinates, and supervises the activities of the general and special staffs in accordance with the principles set forth in Article 0711 of reference (a).

b. The COS is responsible to the CG and Dep Comdr for all activities of the general and special staffs. As such, the COS is the principal staff assistant to the CG and Dep Comdr, and is responsible for directing, coordinating, supervising, and training the staff as a team. The flow of guidance, direction, and feedback normally runs from and to the CG or Dep Comdr through the COS. General and special staff officers have direct access, as required, to the CG or Dep Comdr; however, they keep the COS advised of information provided and guidance received.

c. The COS is the CG's and Dep Comdr's principal staff officer. As such, the COS must determine the CG's intentions, leadership techniques, and requirements for command support and adjust the procedures and performance of the staff accordingly.

d. The COS is assisted by the Staff Secretary (SSEC), whose duties are administrative in nature.

9. Temporary Appointment as Acting Deputy Commander. When the officer regularly assigned as the Dep Comdr is temporarily absent, on leave, or on TAD, a designated officer of the general or special staff will normally succeed as Acting Dep Comdr. The principles set forth in Article 1074, of reference (a) will guide the officer serving temporarily as Dep Comdr.

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10. General Staff

a. The general staff consists of the COS and nine departments, each headed by an Assistant Chief of Staff (AC/S). The departments are designated: G-1, G-3/5, G-4, G-6, G-7 G-8, G-F, Security and Emergency Services (SES), and Marine Corps Community Services (MCCS).

b. General staff officers are the CG's staff assistants in designated broad fields of interest. Collectively, they have staff responsibility for the CG's entire field of responsibilities, except those functional areas that the CG decides to control personally or those areas reserved by law for specific special staff officers (e.g., Staff Judge Advocate (SJA)). General staff officers are designated AC/Ss for their particular function.

c. General staff officers are directly responsible to the COS; however, the CG and Dep Comdr will frequently consult them directly. In such cases, they report to the COS any information they provide to or receive from the CG or Dep Comdr.

11. Special Staff

a. The Special staff consists of ten special staff officers. These staff officers include the Command Inspector General (CIG), Command Chaplain, Public Affairs Officer (PAO), SJA, Legal Service Support Section-East (LSSS-E), Regional Contracting Officer (RCO), Deputy for Small Business (SBS), Equal Opportunity Advisor (EOA), Director of Safety (DOS), Director, Business Performance Office (BPO), and the Regional Contracting Officer (RCO).

b. The special staff consists of staff officers whose areas of responsibility pertain to particular specialties. They act as advisors, planners, supervisors, and coordinators within their respective specialties.

c. Special staff officers assist the general staff in preparing studies, estimates, plans, orders, instructions, and reports whenever feasible, and as requested by the general staff officer concerned.

d. Special staff officers have direct access to the CG, Dep Comdr, and COS when appropriate and as the CG concurs.

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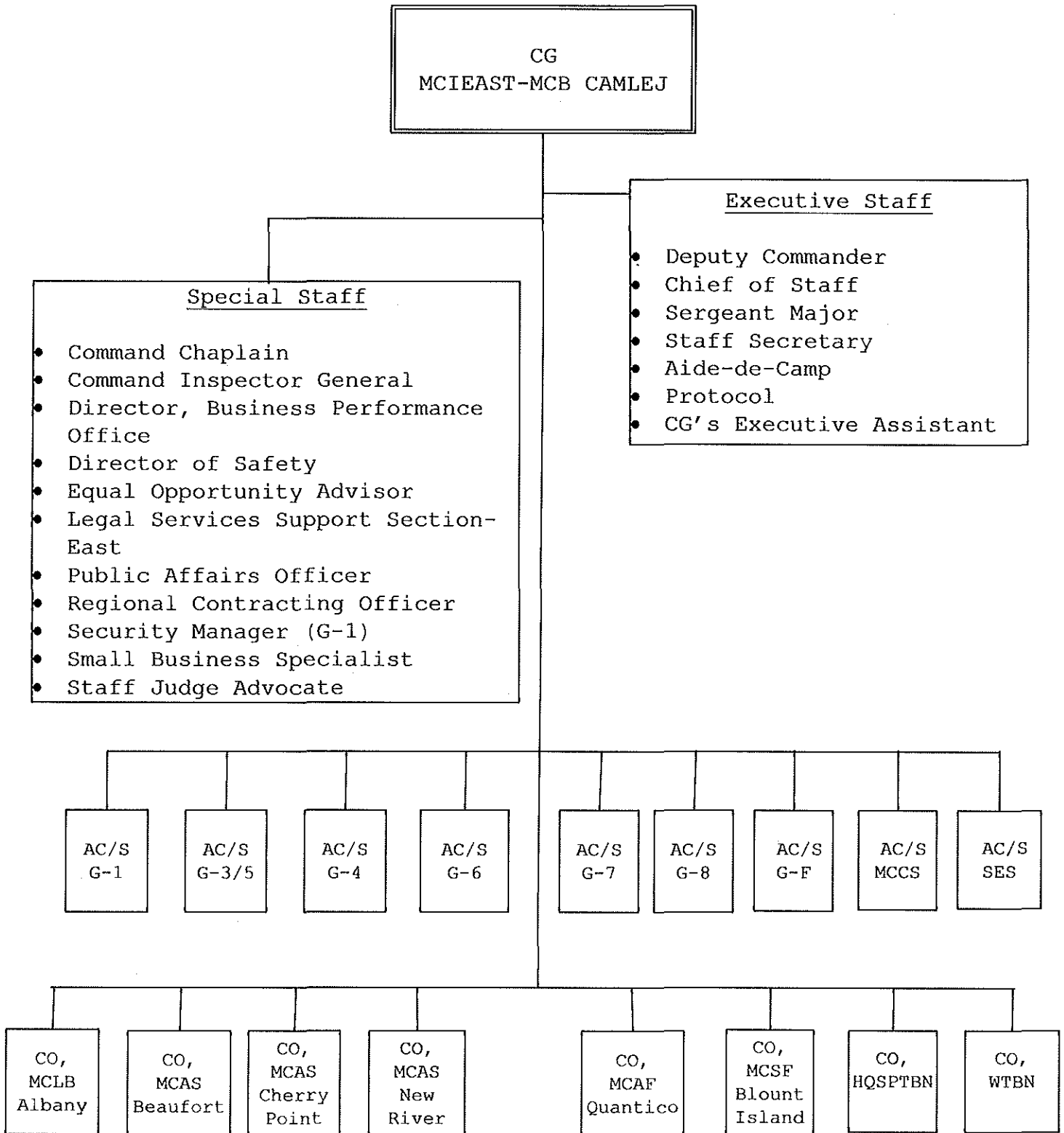


Figure 1-1.-- MCIEAST-MCB CAMLEJ Organization Chart

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Chapter 2

Executive Staff

1. Mission. The executive staff is guided in the performance of their duties by this Order and any guidance given by the CG, Dep Comdr, or COS.
2. Executive Staff. The executive staff consists of the Dep Comdr, COS, SSEC, Aide-de-Camp, Sergeant Major (SgtMaj), Protocol, and CG's Executive Assistant.
3. Dep Comdr. The Dep Comdr is directly responsible to the CG. The Dep Comdr shall:
 - a. Act for the Commander per paragraph 1074, reference (a), when designated or during such periods as the CG may be absent from the MCIEAST-MCB CAMLEJ area of operation.
 - b. Maintain complete familiarity with all activities of MCIEAST-MCB CAMLEJ, as well as with plans, operations, training, and related activities of subordinate agencies of MCIEAST-MCB CAMLEJ.
 - c. Represent the CG in the execution of administrative readiness, evaluation, and inspections as directed.
 - d. Coordinate command and staff interaction with subordinate and installation Commanding Officers (COs) and coordinates command and staff interaction with separate commands.
 - e. Perform other duties as directed by the CG.
4. COS. The COS directs, coordinates, and supervises the activities of the general and special staffs. The COS shall:
 - a. Keep the CG informed of current and developing situations.
 - b. Receive the CG's guidance and decisions.
 - c. Issue staff instructions implementing the CG's decisions.
 - d. Assign responsibility for preparing plans, orders, and instructions.
 - e. Review the resulting drafts of these plans, orders, and instructions.
 - f. Submit finished drafts for the CG's approval.
 - g. Promulgate approved plans, orders, and instructions to subordinate elements of the command.
 - h. Alert subordinate unit commanders to actions required of them and ensure that they receive timely, accurate, and complete information;
 - i. Determine, by personal observation and with the assistance of the staff officers, the extent and effectiveness of the execution of the CG's plans, orders, and instructions.
 - j. Recommend supplemental or corrective action when necessary.

- k. Ensure preparedness for future contingencies.
 - l. Review and submit reports for the CG's approval and direct distribution of approved reports.
 - m. Ensure proper liaison with higher, adjacent, subordinate, and supported units.
 - n. Provide the same support to the Dep Comdr in the absence of the CG or otherwise designated.
 - o. Represent the CG or Dep Comdr when directed.
5. SSEC. The SSEC is the military administrative assistant to the COS. The SSEC shall:
- a. Ensure all correspondence received from the MCIEAST-MCB CAMLEJ Adjutant is routed to the CG, Dep Comdr, COS, or SgtMaj, and has been reviewed, properly formatted, and acted upon, if necessary, by all interested staff sections.
 - b. Direct and supervise the administrative functioning of the offices of the Dep Comdr and COS.
 - c. Receive personnel visiting the headquarters to confer with the COS and Dep Comdr and in the absence of the CG's personal staff, the CG.
6. Aide-de-Camp. The Aide-de-Camp performs a unique function in relation to the special staff, since his/her duties are specific to each general officer. The Aide-de-Camp shall:
- a. Act as the CG's personal assistant.
 - b. Supervise the performance, appearance, and training of the CG's driver and Enlisted Aide.
 - c. Act in concert with the Dep Comdr, COS, and SSEC. The Aide-de-Camp keeps the Dep Comdr and COS informed on any matter that may be of interest and queries the Dep Comdr or COS for information that the CG may require.
 - d. Manage the CG's daily schedule, along with the CG's Executive Assistant.
 - e. Arrange travel arrangements based on the CG's travel commitments and known preferences, in accordance with appropriate travel regulations. Develop the CG's trip itinerary with the requesting agency;
 - f. Coordinate all aspects of Very Important Persons visits with the Protocol and AC/S, G-3/5 Current Operations section.
 - g. If necessary, coordinate with the CG's Secretary to ensure the CG's personal correspondence is drafted as appropriate.
7. SgtMaj. The SgtMaj is the senior enlisted Marine assigned to the Command. The SgtMaj advises the CG and Dep Comdr on matters pertaining to enlisted personnel and assists the CG in the performance of the CG's duties. The SgtMaj shall perform such other duties as the CG or Dep Comdr may specifically direct.

8. Protocol. Protocol duties require communication with the Dep Comdr, COS, SSEC, Aide-de-Camp, and CG's Secretary in the coordination of MCIEAST-MCB CAMLEJ functions and daily operations. Protocol shall:

- a. Advise the CG, Dep Comdr, COS, SgtMaj, and the staff on matters pertaining to protocol.
- b. Maintain the official MCIEAST-MCB CAMLEJ biographies for the CG, Dep Comdr, COS, and SgtMaj.
- c. Manage, maintain, and administer the CG's Official Representation Funds.
- d. Evaluate, plan, and coordinate the arrangements for visits of military and civilian dignitaries to MCIEAST-MCB CAMLEJ, to include planning social events, ceremonies, and briefings, as well as arranging for transportation, billeting, and escorting.
- e. Manage the CG's distinguished visitors' quarters with respect to appropriate rooms for distinguished visitors, welcome letters and other official courtesies. Along with the G-3/5 Current Operations section provide oversight and larger protocol event and social functions.
- f. Plan, coordinate, and supervise the execution of official social functions hosted by the CG. Coordinate with the Enlisted Aide, Aide-de-Camp, and CG's Executive Assistant on all social events hosted by the CG.
- g. Perform other duties as the CG, Dep Comdr, or COS may direct.

9. CG's Executive Assitant. Serves as the administrative assistant to the CG and shall:

- a. Advise the CG on all matters pertaining to administration.
- b. Eensure a smooth flow of business, correspondence, office automation, and personal contacts in support of administrative functions of the office.
- c. Ensure all applicable requirements for classified material handling are accurately followed.
- d. When required, obtain accurate background information for the CG prior to him seeing visitors or attending meetings. Receive and screen visitors and telephone calls to the CG.
- e. Exercise control over the CG's calendar, scheduling appointments, and meetings.
- f. Establish and maintain official correspondence files and obtain accurate background information and reference material as required to provide command continuity of historical events during periods of military personnel turnover.

Chapter 3

Assistant Chief of Staff, G-1

1. Mission. The AC/S, G-1 is the principal staff on matters pertaining to military and civilian manpower management, position management, the T/O and manpower requirements, and miscellaneous administrative functions not specifically assigned to another general or special staff officer. The AC/S, G-1 is responsible for officer assignments; uniform regulations; military and civilian awards/decorations; public service awards; administration of the Freedom of Information Act (FOIA) and Privacy Act (PA) of 1974; gathering and maintaining statistical data; and conducting a decennial census of active duty military personnel. The AC/S, G-1 exercises staff oversight for the Civilian Human Resources Office (CHRO) East and Southeast.

2. CHRO-East (CHRO-E). The Director, CHRO-E is the principal authority for human resources (HR) and is responsible to the AC/S, G-1 for the oversight, coordination, and delivery of Civilian HR services for MCIEAST-MCB CAMLEJ. Specific services in support of civilian appropriated fund personnel include Staffing and Classification Division, Labor and Employee Division, Training and Development Division, Employee Programs Division, and Equal Employment Opportunity (EEO). The Staffing and Classification Division provides operational support and a variety of consultation services for competitive and noncompetitive recruitment initiatives, as well as services on matters relating to classification management. The Labor and Employee Relations Division provides advisory services to management including disciplinary and non-disciplinary actions, adverse actions, grievances, and performance management, and serves as technical advisor in third party situations and Chief Negotiator in all local union negotiations. In addition, provides official notifications to the union on any change in working conditions impacting bargaining unit employees. The Training and Development Division manages civilian mandatory training requirements, professional, supervisory, leadership and career development, and operation of the Workforce Learning Center. In addition, provides guidance and resources for educational assistance and the academic degree completion program. The Employee Programs Division manages the Office Worker's Compensation Program (OWCP), in accordance with reference (c), the Civilian Employee Assistance Program (CEAP) and Drug Free Workplace Program. The EEO Office provides a range of services including EEO Counseling, Alternative Dispute Resolution Program, EEO case processing, Affirmative Employment Programs, Special Emphasis Programs, and Reasonable Accommodations. HR guidance may be found in the soon to be published Civilian Human Resources Manual.

3. CHRO Southeast (CHRO-SE). The Director, CHRO-SE is responsible to the AC/S, G-1 for the delivery of comprehensive Human Resources Management (HRM) services for appropriated fund civilian personnel by providing front-line HRM programs and services supported through regionalized and automated HR processes. The CHRO-SE supports management by providing information, technical advice and guidance on matters that affect productivity and efficiency and assistance in the following HRM disciplines: recruitment, placement, position management, classification, employee benefits, employee relations, employee development, labor relations, EEO, and civilian employee assistance. Specific divisions include Staffing and Classification Advisory Division, Labor/Employee Relations Division, EEO Division, and the Civilian Workforce Development Division. Staffing and Classification Division provides operational support and a variety of consultation services for competitive and noncompetitive recruitment initiatives, as well as services on matters relating to classification management.

The Labor and Employee Relations Division administers the OWCP and CEAP; provides advisory services to management including union negotiations, adverse actions, grievances, performance management, and represents management in third party situations or union negotiations. The EEO Office provides a range of services including EEO Counseling, Alternative Dispute Resolution Program, EEO case processing, Affirmative Employment Programs, Special Emphasis Programs, and Reasonable Accommodations. The Civilian Workforce Development Division provides training services to managers, supervisors, and employees. Training services include the purchase of training for on-site and off-base training to enhance the performance of employees in their daily work functions, and the coordination of other mandatory training services; also, the division manages the Civilian Leadership Development program which is designed to increase the leadership competencies of civilian employees with the payment of college tuition costs and other fees.

4. Civilian Personnel Division. Assists and manages matters pertaining to military and civilian structure processes, civilian initiatives, requests for personnel actions (RPAs), civilian management processes, civilian strength, and management of T/Os. The Civilian Manpower Officer is responsible for providing oversight and coordination on matters pertaining to T/Os, civilian and military HRM, special projects, surveys, and data calls affecting any of the seven subordinate commands that comprise MCIEAST-MCB CAMLEJ. Serves as primary advisor on proposed reorganizations and/or realignment of functions/personnel and staffing level changes. Analyzes HR requirements and capabilities for current and projected workloads; tracks assigned workforce, keeps immediate supervisor informed of workforce authorization issues. Provides personnel management support services in the areas of personnel cost analysis and civilian strength. Advises on the status of requests for personnel actions affecting the departments and/or other departments aboard the Base.

5. Military Personnel Division. The G-1 Manpower Officer is responsible for the development and execution of the total manpower management program, advises on manpower matters at all echelons of management, and provides oversight and administrative direction to the nine subordinate commands of MCIEAST-MCB CAMLEJ. Advises the command on current associative programs, trends and anticipated future developments and recommends salient courses of action. Responsible for the administrative, management, coordination, development, and execution of the total manpower program that includes the following: Military Personnel Branch; Career Planning Branch; Operations Branch; and the Retired Affairs Branch.

a. Military Personnel Branch. Responsible for the strength management of MCIEAST-MCB CAMLEJ and subordinate activities by producing command staffing reports, authorized strength reports, staffing goal projections, and automated in-bound/out-bound reports.

b. Career Planning Branch. Responsible for the planning, coordinating, and maintaining a broad Career Planning and Retention Program at the Command 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 concerning their career or potential career in the Marine Corps.

c. Operations Branch. Responsible for the management of Individual Augmentation requirements and selection board assignments from higher headquarters; and matters pertaining to Reserve component mobilization to meet planned and emerging manpower requirements of MCIEAST-MCB CAMLEJ and subordinate activities.

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6. Adjutant Division

a. Adjutant. Provides administrative support to the AC/S, G-1, CG, Dep Comdr, COS, and subordinate MCIEAST-MCB CAMLEJ Commanders. The Adjutant is also responsible for managing FOIA requirements, the Privacy Act of 1974, Marine Corps Action Tracking System (MCATS), and the command's Forms Management Program. Supervises the preparation of congressional inquiries/special interest correspondence and reviews and staffs them appropriately. Reviews and releases message traffic for the AC/S, G-1, COS, Dep Comdr, and CG. Coordinates 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. Additionally, serves as the Voting Continuity Officer, Assistant Security Manager, Assistant Foreign Disclosure Officer (FDO), Assistant Top Secret Control Officer (TSCO), Alternate North Atlantic Treaty Organization (NATO) Control Officer, and Alternate Designated Classification Authority (DCA) for MCIEAST-MCB CAMLEJ.

b. Security Manager. The Security Manager falls under the staff cognizance of the Adjutant and is responsible for the implementation and conduct of the Information and Personnel Security Program and Foreign Disclosure Program within MCIEAST-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 NATO Control Officer, primary TSCO, primary DCA, FDO, and maintains the Secondary Control Point (SCP) for storage of classified material.

7. Installation Personnel Administration Center (IPAC). The IPAC has cognizance over personnel administration for all commands located aboard MCB CAMLEJ. The IPAC is a centralized activity under the operational and administrative command and control of the CG, MCIEAST-MCB, CAMLEJ (Attn: AC/S, G-1).

a. The IPAC is located in Building 6 and the in-bound and out-bound processing is located in Buildings 59 and 60 (Camp Lejeune Reception Center (CLRC)), aboard CAMLEJ. The IPAC functions 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 CAMLEJ. Those locations are:

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

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

- (1) Provide administrative support in response to Personnel Action Requests from individual Marines or command representatives.
- (2) Ensure all diary reportable items are correctly processed in Marine Corps Total Force System 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 and Officer Qualification Records.
- (4) Endorsement and preparation of Permanent Change of Station and Permanent Change of Assignment 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, Servicemember's Group Life Insurance and Record of Emergency Data 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 process legal information received from the units.
- (14) Provide administrative/backup support for Marine-On-Line, and Defense Travel System. 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/S-1 Personnel for all new join arrivals and assignments.
- (17) Provide a "One-Stop Shop" for all In-bound/Out-bound Marines to include a myriad of services available for active duty, military dependents,

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retirees, and their families, reserve personnel, civilian government employees, and civilian contractors.

8. Camp Lejeune Reception Center (CLRC). The CLRC houses 16 Agencies; Permanent Change of Station and Assignment Order section for MCIEAST-MCB CAMLEJ, II Marine Expeditions Force (MEF), 2d Marine Logistics Group (MLG) and 2d Marine Division (MarDiv), IPAC Inbound/Outbound Sections, IPAC Orders Section, Defense Enrollment Eligibility Reporting System (DEERS)/Real Time Automated Personnel Identification System (RAPIDS) ID Center, TRICARE, Vehicle Registration, Traffic Court, Retired Services, MCCA, Marine Corps Association, Government Housing, Prior Service Recruiters, Transitional Coordinator, Navy Liaison Representative and Marine For Life. For the single and unaccompanied service personnel reporting in, the CLRC provide a 24-hour duty, maintains troop handlers on deck for the supervision of transient Marines and transient billeting. The CLRC also provides daily new join briefs and inbound and outbound administrative audits.

9. Retired Services Branch. Responsible for providing assistance and services that support and enrich the lives of active duty and retired military personnel, their families, and survivors. Provides casualty assistance and benefits counseling: Service related disability compensation, Dependency Indemnity Compensation, Comprehensive benefit counseling for retirees, Survivor Benefit Plan, and casualty assistance for military widows Education benefits. Additionally, the Retired Services Branch conducts counseling at installation pre-retirement/separation briefs and acts as a liaison for local retiree and veteran organizations

10. Identification Card Center (IDCC). The MCB CAMLEJ IDCC/DEERS/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.

11. Postal Division. The Consolidated Post Office combines personnel and assets from MCB CAMLEJ and 2d MLG. It consists of a main administrative office and five unit post offices located throughout the MCB CAMLEJ complex. The CG, MCIEAST-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 Operating Force 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 AC/S, G-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.

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Chapter 4

Assistant Chief of Staff, G-3/5

1. Mission. The AC/S, G-3/5 is the principle staff in matters pertaining to organization, training and current and future operations, plans, and incorporates Mission Assurance (MA) that links Force Protection; Critical Infrastructure Protection; Antiterrorism; Continuity of Operations; Chemical, Biological, Radiological, Nuclear, and High Yield Explosive (CBRNE) Defense; Readiness; Installation Preparedness; and Installation Emergency Management to attain installation protection. The AC/S, G-3/5 also manages assessment, design, development and management of training ranges, training facilities, training systems and maneuver space; Aviation Plans and Policies; Combat Camera Support; and ground training simulator systems.

2. Aviation Plans and Policy Division (APP). APP assists regional air installations in implementing regional plans and policies in order to meet present and anticipated future joint and expeditionary warfare requirements. APP provides the CG updates and recommendations on issues impacting all regional air installations in order to provide situational awareness for decision making and advises on regional aviation and airspace policy development. To effectively accomplish regional air installation oversight, APP is organized into two sections: Air Traffic Control (ATC) Training and Readiness (T&R) and Aviation Operations.

a. The ATC T&R section consists of the ATC Officer, Noncommissioned Officer in Charge, Regional Airspace Coordinator (RAC), Naval ATC Air Navigation Aids and Landing System Program Manager, and the Terminal Instrument Procedures Specialist. The section's tasks include:

(1) Provide updates and recommendations to the regional CG on all ATC operations, maintenance, and airspace issues.

(2) Develop, maintain, interpret, and evaluate all current and future plans and policies pertaining to ATC operations, maintenance, and airspace. Ensure standardization and compliance of all ATC related installation rules, regulations, procedures, and orders across each of the four Marine air installations within the region.

(3) Provide oversight for ATC training in accomplishing T&R Readiness objectives to include endorsing requests for military occupational specialty (MOS) waivers and MOS revocations; distributing ATC controller and maintainer school quota assignments in support of the region's overall aviation mission; and assisting with other ATC controller and ATC maintainer training issues, as necessary.

(4) Conduct ATC Naval Air Training and Operating Procedures Standardization Quality Assurance evaluations on each of the region's air installations.

(5) Facilitate coordination between ATC facilities, Chief of Naval Operations (N885F) and CMC (APX-25) in all matters pertaining to ATC and airspace. This includes the operational issues, as well as those pertaining to equipment, funding matters, and personnel issues.

(6) Provide regional level oversight, guidance, and coordination on all matters pertaining to airspace used for Marine Corps training and operations. Ensure proper execution of airspace management, airspace related plans and policies, as well as other airspace issues the regional CG directs.

(7) Review all Letters of Agreement that impact airspace and ATC operations within the region's purview.

(8) Assist installations in the development and periodic review of the region's ATC instrument procedures.

(9) Provide regional level oversight, guidance, and coordination on all matters pertaining to ATC systems maintenance. Ensure standardized execution of airspace management, ATC maintenance plans and policies, NAALS program management, maintenance staffing and training, as well as other ATC maintenance issues the regional CG directs.

(10) Represent the regional CG at ATC operations, maintenance, and airspace conferences, as required.

b. The Aviation Operations section consists of Aviation Operations Specialist and Aviation Facility planner. The section's tasks include:

(1) Develop regional aviation operations policy.

(2) Assist and facilitate coordination between air installations and HQMC departments in all matters pertaining to Regional Meteorological Services, Airfield Rescue and Fire Fighting, Air Transportation Coordination, and Air Field Services (flight support, transient aircraft services, passenger and cargo operations, aircraft recovery, and fuel services).

(3) Assist in identifying military construction (MILCON) requirements and monitoring the status of MILCON execution related to airfield infrastructure.

(4) Manage the Regional Operational Support Airlift (OSA) Flight Hour Program and keep the command informed of OSA operational issues.

(5) Coordinates OSA support for contingency operations as tasked.

(6) Provide Subject Matter Experts (SME) to perform inspections in support of the CG's Inspection Program.

(7) Monitor and assist air installation in implementing the Marine Aviation Plan.

3. Operations and Plans Division. Plans and executes MCIEAST-MCB CAMLEJ current and future operations. Coordinates installation and regional support as required for training, security, exercises, visits, ceremonies, special projects to military and non-military units. Exercises oversight and C2 of the Emergency Operations Center (EOC) and the following major functional areas for regional and installation responsibilities:

a. Manage and coordinate the MCIEAST-MCB CAMLEJ MA Program.

b. Manage and coordinate regional Mission Assurance programs and respond to major natural disasters or antiterrorism/force protection (AT/FP) events aboard the base or any regional installation.

c. Manage major G-3/5 exercises, e.g. annual destructive weather and support tenant commands training.

d. Plans and manages major AT/FP exercises at regional/higher headquarters levels.

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- e. Provide oversight and management of Consequence Management aboard MCIEAST-MCB CAMLEJ and other regional installations.
- f. Fulfill Force Deployment Planning and Execution responsibilities for MCIEAST-MCB CAMLEJ.
- g. Provide Installation Emergency Management oversight and expertise to MCIEAST-MCB CAMLEJ and other installations as needed.
- h. Manage and coordinate the Defense Readiness Reporting Marine Corps System for MCIEAST-MCB CAMLEJ.
- i. Plan, coordinate, train, and manage the Operational Security Program for MCIEAST-MCB CAMLEJ.
- j. Provide the Command Historical Officer and produce the MCIEAST-MCB CAMLEJ Command Chronology. Serve as the Commemorative Naming SME.
- k. Provide Formal School oversight and coordinate the associated funding and quotas for school seats.
- l. Manage training area tall structure encroachment via the Tall Structures Working Group (TSWG). The AC/S, G-3-5 is the TSWG Executive Sponsor and the Future Operations Officer is the TSWG Chariman.
- m. Conduct pandemic event planning and monitoring.
- n. Provide Meteorology and Oceanographic life safety in the form of Automated Heat Stress System.
- o. Conduct long range planning, directs initiatives, and identify future requirements.
- p. Directs and facilitates most Integrated Planning Teams and Operational Planning Teams.
- q. Review directives, policies, and doctrine related to MCIEAST-MCB CAMLEJ long range planning.
- r. Provide staff assistance and coordination to II MEF and MCIEAST installations as required.
- s. Serves as the MCIEAST Base Realignment and Closure (BRAC) representative.

4. Range Control Division (RCD). The RCD provides operationally ready training ranges, facilities, Special Use Airspace (SUA), and maneuver areas to operational forces, tenant, other Department of Defense (DoD) and Federal agencies; and is responsible for the safe, efficient management of all training aboard MCB CAMLEJ. The RCD schedules, deconflicts, and inspects all training aboard MCB CAMLEJ and provides Explosive Ordnance Disposal, Navy Boat Crew Support, and Range Officer in Charge/Range Safety Officer certification and training.

5. Range Development and Management Division (RDM). The RDM is the AC/S, G-3/5 representative for regional range and training area development and management (training ranges, training systems, training facilities, SUA, and training maneuver area). The RDM develops policy and procedures; implements

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policies and procedures when approved by the CG; develops regional strategies and plans; prioritizes resources and provides services, direction and oversight for range development and management. The RDM represents the G-3/5 for the continuous assessment and planning and execution of range maintenance and sustainment, upgrades and modernization of regional ranges, training facilities, and training system management, and development. The RDM, develops a multiyear regional range transformation plan that is the basis for programming Range Modernization and Transformation initiatives. The RDM, in conjunction with installation Range Managers and tenant commands, ensures training ranges, training systems, training facilities and meet operational force, tenant command, and formal school training requirements. Through research, comprehensive planning, environmental protection, multipurpose range designs, and close coordination with installation range managers and tenant commands, the RDM ensures the development, modernization and upgrade of ranges and training systems meet planned and emerging operational requirements throughout the regional range complex. This effort is executed in close coordination with the Training Support Division for the integration of simulator devices into the regional range complex. The RDM provides a single point of contact for the interface between higher, lower and adjacent commands, e.g., MCICOM, PMTRASYS (live systems), Training and Education Command (TECOM) (C465). The Commander's intent is to provide the depth and breadth of training for our customers and to do this with a singular mindset and centralized approach. The RDM represents the G-3/5 on Range Management readiness inspections and range deviations that are not within the purview of the Installation's Commander(s). The RDM also dual hats in support of Range Development at MCB CAMLEJ.

6. Training Support Division (TSD). The TSD 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 TSD through coordination with the RDM, 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. Responsibilities include management of the training tanks, combat training pools, simulator center devices and systems, the Littoral Warfare Training Center, all Indoor Simulated Marksmanship Trainer systems, and facilities, and minor training devices.

7. Training Management Support Branch (TMSB). The TMSB provides budget, management analysis, supply, and information technology support to the G-3/5 Department. In addition, this branch provides distance learning coordination between Training and Education Command and Learning Resource Centers located at Camp Lejeune, Camp Johnson, Camp Geiger, and MCAS NR.

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Chapter 5

Assistant Chief of Staff, G-4

1. Mission. The AC/S, G-4 is the principal staff for a wide range of logistics support services. The staff implements policies, provides oversight, guidance, resource balancing, and technical assistance to the regional installations to support the operating forces, tenant commands, and activities in the functional area of logistics.
2. Operations Division. The Operations Division coordinates cross-functional logistics requirements within the G-4 Department. This division also provides program oversight and technical assistance in material management, maintenance management, and ammunition and explosives safety for subordinate commands.
3. Distribution Management Office (DMO). The DMO provides traffic management operational oversight and policy execution for MCIEAST-MCB CAMLEJ and operates the East Coast Personal Effects and Baggage Center. These services include 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 MEF, Commander, U.S. Marine Corps Forces, Special Operations Command, and other supported and supporting commands to provide freight transportation and distribution, personal property, and passenger services program management.
4. Motor Transport Division (MTD). The MTD develops/provides management oversight and policy guidance regarding the procurement, allocation, operation, and maintenance of Garrison Mobile Equipment for subordinate installations within the Region. The MTD provides assistance to Fleet Managers within the Region to facilitate safe and reliable commercial vehicle support utilizing the minimum number of vehicles to meet the essential transportation needs for their respective installations.
5. Food Services Division (FSD). The FSD provides administrative and operational food services support to ensure that quality meals are provided to military personnel authorized to subsist at government expense in all Marine Corps dining facilities on the east coast. The FSD also provides administrative oversight for the East Coast Regional food services contract and ensures contractor's performance and advises the CG on all matters pertaining to the Marine Corps Food Service and Subsistence program.
6. Supply Management Division (SMD). The SMD provides end-to-end garrison supply chain oversight for all regional installations and tenant organizations for Personnel Support Equipment, Furniture, Fixtures and Equipment, planning and procurement, Basic Enlisted Quarters (BEQ) furniture management, intermediate and retail operations of Garrison Retail Supply (ServMart), fuel distribution, warehouse modernization, property accounting, and disposal services. The SMD is responsible for planning and supporting innovation e-business solutions that improve the level and quality of supply chain support to all users at various installations and advises the CG of business and logistics support programs.

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Chapter 6

Assistant Chief of Staff, G-6

1. Mission. The AC/S, G-6 is the principal staff for a wide range of communication and information technology (IT) support and services.
2. G-6 Operations. The G-6 Operations plans, implements and manages the day-to-day IT and Telecommunications operations within the MCIEAST region, advising and supporting the AC/S, G-6 regarding DoD, Department of the Navy, C4, MCICOM, and MCIEAST-MCB CAMLEJ, policies, procedures, programs, and strategic initiatives. The G-6 Operations implements the G-6 vision through planning, coordination, and project execution and provides assistance and guidance to MCIEAST Installation commands on a variety of C4 related topics. Operations manages all IT and Telecommunications training across the MCIEAST region to ensure compliance with reference (d) and to endow the G-6/S-6 community with the knowledge and/or skill sets required to implement new methods and technologies that best enable them to support the operating forces and their mission.
3. Cyber Security Division (CSD). The CSD ensures security, availability, integrity, and confidentiality of all data on or transiting the MCIEAST data networks. The CSD promotes user awareness to increase network security and ensure compliance with all public laws, regulations, and policies. The CSD monitors and provides oversight of the Marine Corps networks to foster efficient proactive and reactive responses to threats including investigation and reporting. The CSD also provides technical security expertise, Protected Distribution Systems inspections, Contractor Verification System support, forensics and data recovery, end user training, and verifies appropriate security tests and assessments are conducted and documented.
4. Maintenance and Support Division (MSD). The MSD provides IT and Telecommunications Lifecycle Management services to include: Ground Electronic Maintenance, Life Cycle Sustainment, Asset Management, Navy-Marine Corps Intranet Management, Land Mobile Radio/Enterprise Land Mobile Radio Management, and G-6 Facilities Management in support of MCIEAST installations and organizations.
5. Marine Air-Ground Task Force IT Support Center (MITSC). The MITSC provides full time Marine Corps Enterprise Network IT support to all Mid-Atlantic Region installations and tenant commands. This includes unclassified and classified services with primary focus on garrison network support for operating forces. The MITSC also provides data hosting, end-user support, information sharing through an enterprise architecture representing a reliable framework of business systems and applications that align with Regional and Marine Corps strategies, and transport network services for the region as directed by MCICOM, Marine Corps Network Operations Support Center and Headquarters, U.S. Marine Corps (HQMC) (C4).
6. Telecommunications Division. The Telecommunications Division provides regional telecommunications management and guidance, circuit planning, infrastructure planning, integration, and support to regional installations; enables and manages access to a full range of telecommunications services for tenant commands, Marine Corps, and Joint mission requirements. Additionally, provides official telecommunications services to MCB CAMLEJ, MCAS NR, tenant commands, and unofficial and commercial telecommunications services, as required. The division also provides management of a wide range of MCIEAST Regional circuits including: data, security, special, and field training.

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The Telecommunications Division also provides commercial telecommunications training for operational forces personnel to enhance preparedness for tactical operations. The Telecommunications Division is responsible for circuit planning, procurement, and installation and maintenance coordination at all levels from Defense Information Systems Agency to the individual customer.

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Chapter 7

Assistant Chief of Staff, G-7

1. Mission. The AC/S, G-7 is the principle staff for developing and implementing regional strategies for compatible resource use and encroachment management, and community/government relations to communicate the CG's intent and guidance. The AC/S, G-7 chairs the MCIEAST Encroachment Management Action Team (EMAT).

2. Government and External Affairs (GEA). The GEA supports and sustains mission readiness through effective encroachment management and regional community/governmental relations. The GEA facilitates the coordinated staff management, coordination, oversight, and review of integrated compatible resource use (land, air, water, and frequency) and sustainable development activities. The GEA chairs the MCIEAST EMAT working group, which coordinates encroachment control planning and execution priorities. These activities include economic, environmental, incompatible energy development, social, and political issues that pertain to regional community planning liaison functions, outreach and legislative interface across the region. The GEA is the principle interface with Federal, regional, state, military, academia, industry, and non-governmental organizations (NGOs). The GEA monitors legislative issues including encroachment, compatible resource use and external Quality of Life. The GEA resolves challenges and leverages available resources through partnerships, outreach and engagement with stakeholders as required to coordinate regional activities. The GEA is the key link working with regional Installations to ensure continuity of programs and efficiency of Community Plans and Liaison (CPL) operations. The GEA serves, among others, as the Steering Team representative to the Southeast Regional Partnership for Planning and Sustainability. The AC/S, G-7 functions to identify and address opportunities and challenges which have potential to enhance, or limit the Marine Corps range and training mission.

3. Community and Plans Liaison Officer (CPLO). The MCB CAMLEJ and MCAS NR GER/CPLO is responsible to the installation commander for maintaining a liaison and information distribution network with both on-base staff and external stakeholders. This network is established to monitor potential encroachment activities, facilitate compatible land use planning efforts, develop and maintain strong relationships with local off-base stakeholders, and educates public, government, and private interests on the importance and value of the Marine Corps installation or range to national defense. Additionally, the GEA/CPLO represent the military installation's lead agency when addressing military/community issues of mutual interest. To facilitate sustainment of Range and Training areas, the GER/CPLO must maintain and update source documents including; the Encroachment Control Plan, the Air Installation Compatible Use Zone study, and the Range Compatibility Use Zone study. These studies are used by the GEA/CPLO to foster two-way communication with community leaders and stakeholders to obtain agreements and/or regulations that protect the military installation from in-compatible community growth and development.

4. Regional School Liaison (RSL). The RSL provides technical direction, guidance, oversight and administration of school liaison and school transition initiatives for military school age children attending public, DoD Education Activity (DODEA), private and home schools in the MCIEAST region. Interfaces and works collaboratively to remain current on state of the art initiatives, trends, and research outcomes for K-12 education with Federal,

state, NGOs, HQMC, and other military agencies. Serves as a training and marketing resource to the all Installation School Liaisons within MCIEAST AOR to establish and sustain the School Liaison Program. Prepares correspondence, briefs, point papers, slide presentations and supporting documentation for presentations and proposals for use by the Command. Develops program surveys, audits, and special projects. Serves as the SME for command group on all educational issues.

5. Energy and Environmental Coordinator (EEC). The EEC serves as the MCIEAST-MCB CAMLEJ EEC. The incumbent works under the administrative supervision of the Deputy AC/S, G 7/Director, GEA which resides in the Office of AC/S, G-7. The EEC in conjunction with the Director, GEA and Deputy Director, GEA, are responsible for planning and coordinating the major objectives of the Region's environment, conservation, and energy encroachment programs. These objectives are to reduce, mitigate, or eliminate adverse impacts of environmental, conservation, and/or energy activities, laws, policies, and regulations on the Marine Corps mission while ensuring that environmental, conservation, and energy policies, plans, and processes of MCIE, and its installations, are in compliance with applicable federal, state, and regional laws and regulations. In accomplishing the above objectives, the EEC will coordinate MCIEAST regional environment, conservation, and energy policy development and planning with: senior environment and energy managers, commanders, and pertinent staff at respective installations of the Marine Corps bases and stations in the states of FL, GA, NC, SC, and VA; with other MCIEAST Directorates; with MCICOM; with appropriate DoD Region Environmental Coordinators, and with the Office of the Secretary of Defense Energy Siting Clearinghouse.

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Chapter 8

Assistant Chief of Staff, G-F

1. Mission. The AC/S, G-F is the principal staff for the MCIEAST-wide planning, coordination, and oversight of facilities maintenance and management, MILCON and minor construction planning, family housing, bachelor housing, environmental and conservation management, real estate, and encroachment partnership planning and execution, as well as Regional Geospatial Information and Services. The AC/S, G-F exercises this MCIEAST regional responsibility by providing technical direction, management oversight, and direct support to the G-F organizations at each installation. The AC/S, G-F exercises this Base responsibility at MCB CAMLEJ by the direct control and accomplishment of specific functions of the G-F.

2. Installations Development Division

a. The AC/S, G-F provides regional oversight, guidance, coordination, and establishes priorities in support of MILCON and minor construction projects; provides liaison with HQMC on all Shore Facility Planning and Programming issues; monitors and reviews Basic Facility Requirements, Facility Planning studies and Master Plans in support of all MCIEAST long term and short term installation development and ensures all class I and class II real property record data in the Naval Facilities Assets Data Store is properly maintained.

b. The Director, Installation Development Division is responsible for planning, preparations and submission of all MILCON and Minor Construction projects; develops project cost estimates and provides life cycle cost analysis in support of 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 CamLej'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 AC/S, G-F provides fiscal and management oversight for all Real Property Maintenance Activities (RPMA) within Regional installations. Programs to be evaluated include Facilities Sustainment Modernization and Restoration, and Modernization (FSRM) - includes local M1R1 maintenance program, Base Operating Support services, M2R2 program, Commanding Officer's Readiness Reporting System, utilities, energy management, and real estate. MCIEAST-MCB CAMLEJ will ensure all facilities related operational requirements are efficiently executed to include working with HQMC and MCICOM to meet the demands of changing priorities and ensuring that facilities related budgets and execution are done in accordance with current policies and procedures.

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b. Provides guidance and expertise to MCIEAST-MCB CAMLEJ, MCICOM, and HQMC for complex facility issues and decisions, including Utilities Privatization and Commercial Activities.

c. The Public Works Officer (PWO) is responsible for all RPMA for MCB CAMLEJ and MCAS NR. 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 FSRM mission.

d. 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 Officer-in-Charge (OIC) of Construction, MCB CAMLEJ, and under authority delegated by the Atlantic Division, Naval Facilities Engineering Command, Norfolk, VA, 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

a. The AC/S, G-F provides installation oversight for the administration and operation of the centralized family housing and referral programs. These responsibilities include oversight management of all Public Private Ventures according to policies, regulations, and procedures promulgated by HQMC.

b. 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 NR. These responsibilities include, but 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

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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 AC/S, G-F. 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 CMC and the CG.

5. Bachelor Housing Division

a. The AC/S, G-F monitors the bachelor housing programs at each installation and supports installation commanders as required to plan and implement the Commandant's BEQ Campaign Plan.

b. 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 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 CAMLEJ's policy and program development role. The Director works closely with the Installation Development Division to determine barracks space requirements in support of the MILCON Program. Performs collection, compilation, and submission of barracks occupancy reports for use by the Base as well as higher headquarters. 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 E-5 and below are performed by this Division. Except for the MCAS NR, 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 staff noncommissioned officer (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 (BOQ) and BEQs (SNCO and Enlisted Quarters/public area), individual room cleaning, Billeting Fund, collection and deposit of monies, and effective personnel management. Officer and SNCO facilities under the Bachelor Housing Division are located in six different geographical areas of MCB CAMLEJ.

6. Environmental Management Division

a. The AC/S, G-F provides installation oversight of environmental compliance and natural resource management programs. Establishes consistent environmental policy and procedures across regional installations where feasible to minimize costs, maximize efficiency, and address current and future projected regulatory requirements, laws, and program areas. Addresses encroachment partnership execution through the encroachment management action team, along with the requirements of the installations. Regulatory issues are closely coordinated with the Eastern Area Counsel Officer (EACO) to advise the command on the application and impacts of environmental laws and regulations. Comments and concerns on proposed environmental legislation are coordinated with the G-7 EEC for their appropriate action.

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b. 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; environmental training; installation restoration; and natural and cultural resource management. The division works closely with the AC/S, G-3/5 and other Installations and Environment Divisions in carrying out the MCB CAMLEJ training support, range development, and facilities missions. Specific AOR 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; 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 Fire and Emergency Services Division (FESD) 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 and Wildlife Service, the North Carolina Wildlife Resources Commission, and the North Carolina Division of Marine Fisheries. This division coordinates with the SJA and EACO in advising the Command on the application and impacts of environmental laws and regulations. The division's 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 PAO for public awareness of environmental programs, policies, and reports.

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

7. East Coast Regional GEOFidelis (GEOSPATIAL) Center (GEOFIEAST). The GEOFIEAST supports Marine Corps' installations management activities and military training by provisioning integrated, standardized, and centrally managed geospatial technologies, information, and services, and facilitating the sharing of authoritative geospatial data throughout the Marine Corps, DoD, and other government agencies. The GEOFIEAST provides regional and installation functional area managers with an integrated Geographic Information System that enables operational planning, analysis, and decision support. The 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 CAMLEJ, the Region, and Marine Corps strategies. As the regional office of primary responsibility for the Marine Corps GEOFidelis Program, the 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

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and strategies. In coordination with the Regional MITSC, the 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.

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Chapter 9

Assistant Chief of Staff, Security and Emergency Services (SES)

1. Mission. The AC/S, SES is the principle staff for developing and implementing regional programs and strategies to enhance security and the quality of life aboard Regional Installations by providing policy and oversight for security, law enforcement, fire prevention and protection, emergency medical service and dispatch. Security requires a proactive approach and must extend beyond the installation's perimeter. By facilitating partnerships with state and local emergency response agencies, the installations and their local communities will enhance interagency coordination in accordance with the National Response Framework and the National Incident Management System. This will encourage mutual respect, understanding, cooperation, and a fundamental desire to develop problem-solving strategies to address public safety problems using an all-hazards approach.
2. Provost Marshal Office (PMO). The Provost Marshal is responsible for providing policy and oversight to MCIEAST-MCB CAMLEJ law enforcement organizations in the areas of physical security, law enforcement, investigations, criminal intelligence, and access control. The PMO conducts security and law enforcement operations for MCB CAMLEJ and MCAS NR commanders and tenant commands to provide a safe and secure environment which sets the conditions for habitation of forces, training, and force deployment as set by higher headquarters.
3. Fire and Emergency Services Division (FESD). The FESD is responsible for providing structural fire suppression, emergency medical services (Advanced Life Support), hazardous materials/CBRNE, specialized rescue, fire prevention and education programs and water rescue/recovery, as well as establishing policy, standards, guidance, and oversight for fire prevention and protection throughout MCIEAST.
4. Brig. The Brig is responsible for the confinement of male pre-trial prisoners and limited confinement of local post-trial prisoners. Brig personnel transport authorized post-trial prisoners to the Joint Regional Confinement Facility in Chesapeake, VA, and ensure security, good order, discipline, and safety of all prisoners.
5. 911 Emergency Consolidated Communication Center (ECCC). The Mission for the 911 ECCC is to serve as a communications link between those who live, work, and visit MCB CAMLEJ, MCAS NR, and surrounding communities with CAMLEJ's emergency services; timely dispatch Fire, EMS, PMO as warranted; to provide immediate emergency medical instructions prior to EMS arrival; to enhance CAMLEJ's Emergency Response C2 by providing communication interoperability with outside agencies, mass notifications, and public service warnings.

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Chapter 10

Assistant Chief of Staff, Marine Corps Community Services (MCCS)

1. Mission. The AC/S, MCCS is the principal staff officer responsible for providing general oversight of MCCS program execution by the Region's installation commanders, and their MCCS directors. This MCCS staff exercises financial oversight and promotes best business practices and program consistency across the Region in close collaboration with the installation commanders and their MCCS directors. This staff provides oversight and review of installation-level Nonappropriated Fund Central Construction projects, to include prioritization and advocacy.

2. Concept of Operations

a. By regulation, the delivery of MCCS programs and services is an installation commander's responsibility.

b. MCCS is a "virtual organization," consisting of the collaborative sum of five distinct MCCS organizations operating aboard the following MCIEAST-MCB CAMLEJ installations: MCAS CHERPT; MCB CAMLEJ; MCAS NR; MCAS BFT; and MCLB ALBGA.

c. The staff of MCCS assists installation commanders by promoting greater efficiency and effectiveness in common business processes and consistency of MCCS program delivery.

d. The AC/S, MCCS leads the MCCS Business Process Improvement effort, a collaborative effort requiring the close and continuous cooperative engagement of the Sub-Region's five installation-level MCCS Departments.

e. The AC/S, MCCS keeps the CG and his installation commanders apprised of all issues requiring centralized direction and/or approval.

f. The AC/S, MCCS actively facilitates information sharing and the identification and adoption of best business practices.

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Chapter 11

Assistant Chief of Staff, G-81. Mission

a. The AC/S, G-8 is the principal staff who develops, coordinates, and maintains an integrated system of staff services in the financial management area in order to provide the CG the factual data essential for effective management control. The AC/S, G-8 translates program requirements into a viable financial plan and formulates the region'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 AC/S, G-8 is responsible for the effective coordination of budgeting, accounting, finance, and resource evaluation, and analysis.

b. The AC/S, G-8 exercises staff coordination for financial institutions operating throughout the Region. Also responsible for staff coordination for audits conducted by the Marine Corps Nonappropriated Fund Audit Service (MCNAFAS), DoD Assistant Inspector General (DoDIG) for Auditing, U.S. General Accounting Office (GAO), and Congressional Appropriations Committee staffs.

2. Programming and Resources Division. The Programming and Resources Division provides guidance and instruction for financial programming and budget formulation efforts for the Region; reviews resource requirements and justifications in support of the various programs of the Command; compiles and submits the Command's various budgets; recommends initial and revised distribution of funds and fiscally related resources to address the program requirements of the Command; develops and controls the execution of financial plans for the civilian labor requirements MCIEAST-MCB CAMLEJ; prepares directives and instructions to interpret and ensure compliance with public law and fiscal policies; monitors and analyzes the budget execution efforts of the Region to identify and remediate unprogrammed and unanticipated variances from established financial plans and budgets; identifies and recommends budget adjustments and reprogramming efforts to realize economies and generate savings; initiates actions to adjust financial plans to available funding levels; coordinates financial correspondence and transactions with reimbursable customers of the Region; prepares and defends requests for additional funds from sources outside the Command; and represents the management interests of the Command in negotiations for support within the confines of this Region that is requested by HQMC, by other Federal, State and local government agencies, by representative organizations from foreign nations, and by authorized private parties.

3. Financial Management Resource Division. The Financial Management Resource Division 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 and acts as functional coordinator for Class I Defense Finance and Accounting Service (DFAS) systems and local Class II systems and coordinates central computer processing requirements for activities of the Region with DFAS, Kansas City, Missouri.

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4. Resource Evaluation and Analysis Division (REA). The REA provides oversight for special studies and analyses of MCIEAST-MCB CAMLEJ functions for the purpose of promptly detecting and correcting troublesome and unsatisfactory conditions arising in connection with established financial practices, procedures, records, accounting systems, statements, and reports. Renders assistance in correcting deficiencies which are revealed by audits performed by the various audit agencies, or by report analysis, observation, or other means. Adopts and participates in the installation of approved financial and accounting systems and procedures. Maintains liaison with, and provides assistance to auditors from the GAO, the DoDIG, Naval Audit Service, and the MCNAFAS. Coordinates program reviews, as required by CMC (RFR) and reference (e). Coordinates the Marine Corps Managers' Internal Control Program to include testing for the Internal Controls Over Financial Reporting and Statement Of Budgetary Resources, as required by CMC (RFA). This includes reviewing control documentation; providing technical assistance; and preparing the CG's Annual Compliance Statement of Assurance. The REA Division is also responsible for conduct of Fiscal Assist Visits.

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Chapter 12

Command Inspector General (CIG)

1. Mission. The CIG is the principal staff who promotes Marine Corps combat readiness, integrity, efficiency, effectiveness, and credibility through impartial and independent inspections, assessments, inquiries, and investigations.

2. Concept of Operations. The CIG accomplishes this mission through effective supervision and oversight of the seven installations that comprise the Region in their execution of the following functions: Inspections; Fraud, Waste, and Abuse Mismanagement Hotlines; Armed Forces Disciplinary Control Board; Request Mast; and any other administrative actions taken by or on behalf of the installation commanders in the best interest of the peace and security of that installation.

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Chapter 13

Command Chaplain

1. Mission. The Command Chaplain is the principal staff serving under the direct cognizance of the CG via the Dep Comdr and the primary advisor to the CG on all matters pertaining to religious, spiritual, moral, and ethical issues. Duties are performed under the staff cognizance of the COS.

2. Concept of Operations. The Command Chaplain is also responsible for oversight of placing Chaplains assigned to the Region to ensure the free exercise of religion, and to provide and facilitate as broad and inclusive a Command Religious Program as possible. Pastoral care is provided for all Marines and Sailors within the confines of confidential communications to clergy.

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Chapter 14

Public Affairs Officer (PAO)

1. Mission. The PAO is the principal staff serving under the direct cognizance of the CG via the Dep Comdr and advises the CG in all regional public affairs (PA) matters pertaining to Media Relations, Community Relations, and Internal Communications.

2. Concept of Operations

a. The PAO is further responsible for the establishment and maintenance of harmonious relations with the news media and the public at large; community relations correspondence and programs not handled by the AC/S, G-7 (GEA) or the AC/S, G-3; public information programs (print and electronic) directed to both internal and external regional audiences; and coordination with media representatives requesting information about the command.

b. The PAO drafts proposed messages with coordination from Director Of Safety (DOS) for the CG's approval and release for holiday or extended liberty periods. Additionally, the PAO shall also advise the CG of any significant public views of the command and its personnel that may generate further media interest.

c. The PAO will maintain continuous coordination with the regional installation PAO's and ensure matters of significant media interests are communicated up the chain in a timely manner. The PAO will also communicate matters of interest to the regional installation PAO's as necessary.

d. The PAO will provide weekly updates to the CG regarding recent or upcoming PA matters at the various regional installations.

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Chapter 15

Staff Judge Advocate (SJA)/Legal Service Support Section-East (LSSS-E)

1. Mission. Legal services are provided to the CG, MCIEAST-MCB CAMLEJ by the SJA and the OIC, LSSS-E.

a. The SJA is the legal advisor to the CG, the MCIEAST-MCB CAMLEJ staff, and the Commanding Officers of MCAF QUANT, H&S BN, and WTBn. Additionally, the SJA provides guidance, coordination, and oversight to the SJA offices within the MCIEAST-MCB CAMLEJ AOR by consolidating and/or standardizing legal operations, as necessary and appropriate to ensure uniformity across the regional installations.

b. The OIC, LSSS-E provides continuous and effective consolidated legal services in garrison beyond the organic capability of the SJA to all operating forces, supporting establishment commands, and individual service members within the CG's AOR, in order to facilitate mission accomplishment, unit readiness, maintenance of good order and discipline, and to protect the rights of the accused and the interests of victims.

2. Concept of Operations

a. The Office of the SJA consists of the SJA, Deputy SJA, Assistant Deputy SJA, Legal Chief, and Legal Clerk. The SJA functions as a special staff officer and exercises staff cognizance over all legal matters not otherwise covered by the OIC, LSSS-E, or the EACO.

(1) Military Justice. Advise the CG, Commanding Officers of MCAF QUANT, H&S BN, and WTBN on all military justice matters. Moreover, because the CG is the initial disposition authority over all officer misconduct cases within MCIEAST-MCB CAMLEJ, SJA advises the CG on all officer cases.

(2) Installation Law. Provide advice to MCIEAST-MCB CAMLEJ staff on administrative and civil matters, and ensure command compliance with applicable laws and regulations. The support and advice includes, but is not limited to the following: civil liability; government information practices; fundraising; standards of conduct and government ethics; and Manual of the Judge Advocate General investigations.

b. The LSSS-E is headed by an OIC, in the grade of O-6, who reports to the CG, MCIEAST-MCB CAMLEJ. The OIC, LSSS-E is responsible to the CG for the provision of general support legal services to all operating forces and supporting establishment commands within the MCIEAST-MCB CAMLEJ AOR. The OIC, LSSS-E is also a special staff officer on the MCIEAST CG's staff and has exclusive staff cognizance over the legal services support mission. The OIC, LSSS-E is responsible for ensuring the LSSS, and its subordinate Legal Services Support Teams (LSSTs), are trained, manned, and equipped to accomplish their assigned legal services support mission. The OIC, LSSS-E will designate an individual to assume these responsibilities during periods of absence. The SJA and EACO retain exclusive staff cognizance over their command legal advice functions.

(1) The chain-of-command runs from the LSST OIC up through the LSSS-E OIC to the CG. The chain-of-command is separate from and independent of the SJA, or any other judge advocate serving in a position responsible for providing command legal advice. The OICs of the LSSS-E and LSSTs exercise

direction and control ("Operational Control") over their respective sections and teams, exercising authority derivative of, and delegated down from the MCIEAST CG's service command authority. This provision does not apply to defense counsel, in so far as separate relationships are established for fitness reporting and detailing authority according to reference (f).

(2) The LSSS-E provides, via the LSSTs, the full range of legal services beyond the organic capability of a command's cognizant SJA, in the following functional areas: military justice, administrative law, civil law, ethics, claims, and legal assistance. The LSSS-E recognizes that the organic capability of individual SJA offices varies and the LSSS-E is responsible for all legal services beyond that organic capability. The LSSS-E as shown in Figure 15-1 is organized into the following sections:

(a) Regional Trial Counsel (RTC) supervises, mentors, trains, and supports the trial services within subordinate LSSTs for courts-martial litigation. The Complex Trial Team (CTT) within the RTC section, provides support to LSSTs for complex litigation beyond the capabilities of the LSSTs. The RTC has detailing authority to assign trial counsel to courts-martial convened within the MCIEAST AOR.

(b) Regional Defense Counsel (RDC) supervises, mentors, trains, and supports the defense services within subordinate LSSTs for court-martial litigation. The RDC has detailing authority to assign defense counsel to courts-martial convened within the MCIEAST AOR.

(c) Regional Post-Trial Review provides timely, efficient, and accurate post-trial review of all courts-martial conducted within the MCIEAST AOR.

(d) Regional Civil Law Office conducts research and provides legal advice to the SJAs within the MCIEAST AOR on installation law issues such as ethics, administrative law, claims, and service of process.

(e) Regional Legal Assistance supervises, mentors, trains, and supports the legal assistance attorneys within the MCIEAST AOR.

(f) The LSST OICs oversee the proper disposition of legal matters assigned to the LSST. At a minimum the LSST will provide trial services, defense services, legal assistance, and administrative law support. The LSSTs within the MCIEAST AOR are LSST CAMLEJ, LSST CHERPT, and LSST Parris Island (PISC).

3. Organization of the LSSS-E

a. The LSSS-E consists of a regional office located at MCB CAMLEJ, and three subordinate, decentralized LSSTs located at CAMLEJ (co-located with the LSSS-E), CHERPT, and PISC. The LSSS-E regional office consists of an Administrative Support Office, a RTC Office, a Regional Post-Trial Review Office, a Regional Civil Law Office, a Regional Legal Assistance Office, and a RDC Office. Administrative support functions are consolidated within the headquarters of the LSSS. The Administrative Support Office separates the business of running the day-to-day administrative functions of the LSSS from the provision of substantive legal services support.

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b. Each LSST consists of an Administrative Support Office, Trial Services Office, Defense Services Office, Administrative Law Office, Legal Assistance Office, and Court Reporter Office.

c. The LSSS-E and all subordinate LSSTs provide general support to all operating forces and supporting establishment commands, and their subordinate units/detachments within the MCIEAST AOR.

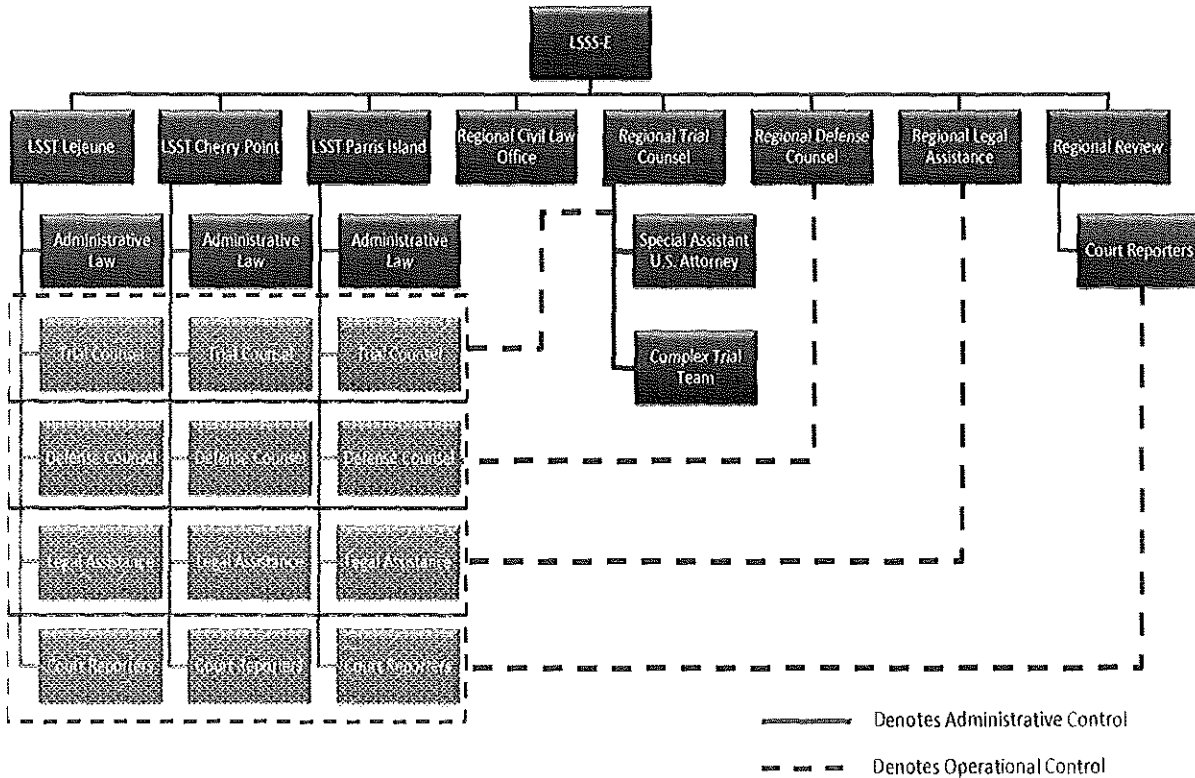


Figure 15.1--LSSS-E Organizational Chart

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4. Tasks

a. Military Justice

(1) LSSS RTC/CTT

(a) As delegated by the OIC, LSSS-E, detail or supervise the detailing of all trial counsel within the region.

(b) Establish, implement, and supervise standard detailing criteria and practices across the region.

(c) Supervise all RTC/CTT personnel and subordinate LSST Trial Counsel.

(d) Establish, implement, and supervise standard policies, practices, and procedures for the operation of the RTC section and the subordinate Trial Service Offices. All trial services policies, practices, and procedures will be consistent with the LSSS standing operating procedures and service-level doctrine and regulation, and will be synchronized, at least annually, with adjacent LSSS RTC Offices, to ensure implementation of best practices and uniformity in the provision of legal support across the Marine Corps.

(e) Maintain close working relationships with military law enforcement agencies, including Naval Criminal Investigative Services (NCIS), Criminal Investigative Division (CID), PMO, and DoD crime laboratories. This working relationship will include regular meetings with NCIS, CID, and PMO leadership, close coordination during the course of criminal investigations into serious misconduct, and combined training between military law enforcement agencies and personnel under RTC operational control. Maintain liaison with local civilian law enforcement (LE) agencies throughout the LSSS-E region.

(f) Detail CTT assets, as needed, to cases in the LSSS-E.

(g) Upon request, provide trial, investigative, paralegal, and administrative support to Trial Services Offices throughout the LSSS-E and, when available, as requested by adjacent LSSSs.

(2) LSST Trial Service Office

(a) Prosecute courts-martial from supported commands on behalf of the U.S. Government and the cognizant convening authority.

(b) When delegated detailing authority, detail trial counsel, in accordance with Marine Corps policy, to courts-martial.

(c) Coordinate with LE, investigatory agencies, and crime laboratories, to include quarterly meetings with local CID and NCIS offices.

(d) Brief Convening Authorities (CA) and cognizant SJAs as to prosecutorial merit, viability, and support requirements for each case.

(e) Maintain the courtrooms within the region.

(f) Ensure adequate courtroom security, in compliance with circuit rules.

(g) If delegated the authority, detail government counsel for Boards of Inquiry and Administrative Separation Boards, as required.

(h) Provide training to local commanders and unit staff on military justice matters.

(3) The RDC Office and LSST Defense Services Offices shall operate in accordance with Chapter 2 of reference (f).

(4) Regional Review Office

(a) Ensure timely, efficient, and accurate post-trial review of all cases, including summary courts-martial, conducted in the region, according to applicable directives and case law.

(b) Supervise the preparation of records of trial (ROT), service of records on counsel or accused, deferment of sentence requests, clemency requests, Staff Judge Advocate Recommendations (SJAR), Addendums to the SJAR, and Convening Authority's Actions (CAA).

(c) Provide SJAs with draft SJARs and draft CAAs.

(d) Conduct, or coordinate with applicable LSST OICs to ensure conduct of, the judge advocate review of all summary courts-martial and special courts-martial occurring in the region, as required under references (g) and (h).

b. Administrative Law/LSST Administrative Law Office

(1) Provide legal services to process enlisted involuntary administrative separations boards within the region, in accordance with references (i) and (j).

(2) Provide technical assistance to convening authorities, reviewing authorities, and their cognizant SJA on administrative investigations convened pursuant to or in conjunction with references (k) and (h).

(3) Provide pre-investigation technical investigative assistance to appointed investigating officers.

(4) Provide technical review of completed investigations endorsed and forwarded by the convening authority.

(5) Provide proposed endorsements and actions to the command SJA on administrative investigations submitted to the general courts-martial convening authority.

c. Regional Civil Law Office

(1) Manage all requests for service submitted by the supported SJAs to the Regional Civil Law Office.

(2) Conduct research, provide draft legal opinions to Installation and command SJAs, and coordinate with civil authorities as required, with regards to the delivery of personnel and civil/criminal process, per Chapter IV of reference (k).

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(3) Coordinate with Counsel for the Commandant (CL), via his field office at EACO, on any requests that involve CL areas of practice (i.e. business and commercial law including environmental law, land use, civilian personnel law, procurement and fiscal law, government ethics, and all other matters under the cognizance of the General Counsel of the Navy).

(4) Provide support for the processing of matters involving civil litigation in the region and ensure the proper processing of claims submitted against the Marine Corps within the MCIEAST AOR.

(5) Ensure the service of process aboard the installations within the MCIEAST AOR is conducted in accordance with all applicable laws and regulations.

d. Legal Assistance

(1) Regional Legal Assistance Office

(a) Provide supervision and subject matter expertise to LSST legal assistance attorneys within the region.

(b) Develop preventative law training programs and legal assistance policy for the LSSTs within the region.

(c) Advise the OIC, LSSS-E on legal matters and serve as principle legal assistance representative to HQMC and outside external agencies.

(2) LSST Legal Assistance Office

(a) Develop, maintain, and update LSST legal assistance standing operating procedures in accordance with the law, regulations, and applicable policies.

(b) Supervise legal assistance personnel, including the review of work product of subordinate legal assistance attorneys, civilian paralegals, and legal service specialists.

(c) Ensure mandatory post-Informal Physical Evaluation Board consultation is conducted.

(d) Identify potential client conflicts and ensure proper procedures are in place to prevent conflicts of interest from developing in a legal assistance office.

(e) Provide legal assistance services to eligible clients, including: providing legal advice, drafting legal documents, and performing estate planning execution services.

(f) Prepare and review legal documents drafted by office personnel, including: wills, powers of attorney, family law documents, contracts, court forms, and immigration forms.

(g) Provide legal assistance briefs and preventative law classes to supported commands and other eligible personnel, as needed.

(h) Provide notary services, as required by office demand.

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Chapter 16

Regional Contracting Officer (RCO)

1. Mission. The Regional Contracting Officer is the principal staff serving under the direct cognizance of the CG via the Dep Comdr, and is responsible for the management and oversight of MCIEAST contracting operations.

2. Concept of Operations. The Director of the Contracting Office shall:

a. Provide oversight of the procurement of supplies and services (non-construction) for the regional installations and their tenant commands using appropriated funds.

b. Provide oversight of satellite command simplified acquisition offices for procurements with a value of less than \$150,000.

c. Provide oversight of Government Commercial Purchase Program (GCPC) for the regional installations, to include training of cardholders and approving officials, audits, and monthly and semi-annual reports to HQMC for the regional installations.

d. Process interagency transfer of fund requests. Review requests, determine validity and prepare justifications prior to transfer.

e. Provide for the training and readiness of MOS 3006/3044 personnel for sourcing in support of contingency or deployed operations.

3. Organization. The RCO is organized into the following five sections:

a. Purchase Card Management Section. The purchase card management division is responsible for the management and oversight of the GCPC program for the Region.

b. Three Buying Divisions entitled Red, White and Blue Teams. These divisions are responsible for procuring goods and services for MCIEAST installations and their tenant commands. These divisions are also responsible for the administration and close out of all service contracts.

c. Business Operations Section. Responsible for the management of all RCO electronic business applications to include Purchase Request Builder, Wide Area Work Flow, Procurement Desk Top Defense, and Electronic Document Access. Additionally provides customer service point of contact for training on the use use of these systems.

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Chapter 17

Deputy for Small Business (SBS)

1. Mission. The Deputy for Small Business is the principal staff serving under the direct cognizance of the CG via the Dep Comdr, and is responsible for the management and oversight of the command's Small Business Program.
2. Concept of Operations. The Deputy for Small Business shall:
 - a. Perform Small Business Program duties in accordance with applicable acquisition regulations, policy statements, and directives.
 - b. Provide periodic reports to the CG on Small and Disadvantaged Business Utilization within MCIEAST-MCB CAMLEJ.
 - c. Assist and advise contracting and project management personnel on Small Business Program requirements to ensure maximum participation in prime and subcontracting by small business concerns.
 - d. Implement Small Business Program related training for contracting and project management personnel whose duties and functions affect the activity's Small Business Program.
 - e. Aid, counsel and assist small and disadvantaged businesses on Small Business Program related procedures, information regarding proposed acquisitions, and releasable post award data.
 - f. Maintain an outreach program to locate and develop new small business sources and to increase access of small business concerns to the activity's prime and subcontracting opportunities. Actions taken may include, but not be limited to: participation in organizations/committees, hosting/co-hosting events, counseling at events hosted by others, or speaking in the marketplace.

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Chapter 18

Equal Opportunity Advisor (EOA)

1. Mission. The EOA serves as the principal advisor to the CG. The EOA is responsible for management and oversight of the Equal Opportunity (EO) Program and all human relations and diversity matters for the region's military EO programs to ensure all personnel receive equal and fair treatment regardless of race, gender, color, national origin, or religion, to include sexual harassment. Additionally, the EOA receives, acts upon and reports to the CMC (MPE) all formal complaints of discrimination, sexual harassment, and hazing using the Discrimination and Sexual Harassment data system.

2. Concept of Operations. The EOA drafts messages in coordination with AC/S, G-1 for the CG's approval and release for Special Interest/Emphasis days/months.

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Chapter 19

Director of Safety (DOS)

1. Mission. The MCIEAST-MCB CAMLEJ Safety Department is the principal staff that supports operational readiness at the Regional commands, by enabling all personnel to establish, promote, and maintain a safe and healthful workplace. The Safety Department coordinates, develops, implements, and oversees MCIEAST-MCB CAMLEJ policies and procedures pertaining to all core safety services. The goals of the program are to eliminate hazards and enhance the safety awareness of all hands, through the detection and elimination of hazards, safety awareness training, and enforcing the highest standards of conduct and performance.

2. Concept of Operations. The Safety Department serves as the focal point for all safety issues and is responsible for providing policy, guidance, assistance, and oversight on the ground safety, aviation safety, and the traffic and recreational/off-duty safety (RODS) programs to prevent/reduce mishaps and enhance mission readiness through safety and force preservation.

a. The Ground Safety Program consists of the planning, developing, organizing, coordinating, administering and evaluating comprehensive 24-hour a day safety programs, which include occupational safety and health (OSH), operational and tactical safety, ionizing and non-ionizing radiation safety, safety training, and mishap investigation and recordkeeping.

b. The Aviation Safety Program consists of written policies, procedures, and plans, coupled with the attitudes and practices which promote aviation safety. As the Controlling Custodian, the Aviation Safety Manager (ASM) will establish and maintain a Command Aviation Safety Program managed by a trained ASM, advise and help subordinate commands conduct their Aviation Safety Program, and define endorsing chains for subordinate commands.

c. The Traffic/RODS Program consists of the planning, developing, organizing, coordinating, administering and evaluating comprehensive 24-hour a day traffic/RODS safety program, which includes private and government motor vehicle safety; motorcycle/all-terrain vehicle safety; seasonal and waterborne recreational safety; basic, advanced, and remedial training; and operational risk management.

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Chapter 20

Business Performance Office (BPO)

1. Mission. The Director, BPO is the principal staff responsible for a wide range of installation and regional business programs and support services.

2. Concept of Operations. The BPO provides management analysis, advisories, coordination, oversight, review, and consolidation recommendations in accordance with a variety of business related programs and issues. Specifically the BPO shall:

a. Perform a variety of analysis for management including economic and cost benefit analysis. Studies include management reviews, feasibility, and manpower studies.

b. Evaluate programs to ensure efficiencies and effectiveness to optimize resources.

c. Manage the Continuous Process Improvement Program, providing trained Lean Six Sigma Green and Black Belts to assist teams with process improvement..

d. Administer the Support Agreements Program, coordinating, facilitating and negotiation agreements at local and regional levels.

e. Develops and publishes the annual installation and regional Economic Impact Brochure.

f. Liaisons between higher headquarters and subordinate installations on planned and existing Commercial Services Management initiatives and studies (i.e. A-76), including conducting preliminary planning, reviews, audits, implementing new requirements, and reporting.

g. Provides facilitation services for the installation to include, strategic planning sessions and assists in the development of performance management plans.

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Chapter 21

Staff Regulations

1. General. The following chapters provide administrative guidance and information regarding the processing of correspondence and miscellaneous administrative functions within the MCIEAST-MCB CAMLEJ Headquarters.
2. List of Applicable References. Some may be referenced on promulgation page or referenced only one time in this Order. Additional, references listed below are for information purposes only.

U.S. Navy Regulations, 1990	
Marine Corps Manual, 1980	
MCO 1050.3_	Regulations for Leave, Liberty, and Administrative Absence
MCIEAST-MCB CAMLEJO 1601.1_	SOP for CDO and CDNCO
MCO P1610.7_	Performance Evaluation System (PES) Manual
BUPERSINST 1610.10_	Navy Performance Evaluation System
MCIEASTO 1610.1_	Reporting Seniors and Reviewing Officers for Fitness Reports for MCIEAST
MCIEASTO 1650.6_	Administration of Awards
MCO 1755.3	School Liaison Program
NTP-3_	Naval Telecommunications Publication
MCIEAST-MCB CAMLEJO 2300.1_	Message Release Authority for MCIEAST
MCIEAST-MCB CAMLEJO 5000.1_	"By direction" Signature Authority for MCIEAST-MCB CAMLEJ
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
MCIEASTO 5210.5	Records Management Program
NAVMC DIR 5211.11_	Marine Corps Records Management Program
MCIEAST-MCB CAMLEJO 5211.6	Privacy Act of 1974
MCIEASTO 5211.5_	Personally Identifiable Information (PII)
MCIEAST-MCB CAMLEJO 5213.1_	Forms Management Program
MCIEAST-MCB CAMLEJO 5214.1_	Information Requirements (Reports) Management Program
MCO 5215.1_	Marine Corps Directives Management Program
MCIEAST-MCB CAMLEJO 5215.1	Directives Management Program
SECNAV M-5216.5	Department of the Navy Correspondence Manual
MCO 5216.9A	Marine Corps Supplemental to Correspondence Manual
MCO P5600.31	Printing and Publications Regulations
	Organization and Organization Codes
MCIEAST MCB CAMLEJO 5605.1_	Distribution Codes
MCIEASTO 5720.1_	Freedom of Information Act (FOIA) Procedures For Handling Requests for Public Disclosure of Records Held by MCIEAST Commands
MCIEASTO 5730.1_	Processing and Control of Congressional/Special Interest Correspondence
MCIEASTO 5750.1	MCIEAST Requirements for Command Chronology
ALMAR 037/07	Wear of the Marine Corps Combat Utility Uniform
MARADMIN 621/11	Marine Corps Combat Utility Policy Change
MCIEAST-MCB CAMLEJO 3040.1_	Personnel Casualty Report (PCR) and Serious Incident Reporting (OPREP-3 SIR)
	Notification Procedures

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Chapter 22

Fitness Reports1. General

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

b. Reference (n) prescribes reporting seniors (RS) and reviewing officers (RO) for both officer and enlisted personnel assigned to the MCIEAST-MCB CAMLEJ subordinate 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 CG for review.

2. Preparation of Fitness Reports

a. A Marine whose fitness report requires marks by the CG will be sent utilizing the Marine Reported On (MRO) worksheet in Automated Performance Evaluation System (APES) to the CG's Secretary with Section A completed 10 days prior to the end of the reporting period. The CG's Executive Assistant will ensure reports are complete and correct prior to submission to the CG.

b. A Marine whose fitness report requires marks by the Dep Comdr or COS will be sent utilizing the MRO Worksheet in APES 10 days prior to the end of the reporting period to the Dep Comdr or COS.

c. General and special staff officers will transmit to the CG, Dep Comdr, or COS as appropriate, upon Section A completion for review.

3. Reporting Senior (RS)

a. The delegated RS's for the MCIEAST-MCB CAMLEJ staff are provided in reference (n).

b. The RS is normally the first officer in the reporting chain senior to the MRO. MCIEAST-MCB CAMLEJ's structure places the majority of personnel under the supervision of general and special staff officers. RS's will not submit reports on officers of the same grade except when specifically approved by the CG on a case-by-case basis. The CG is the RS for MCIEAST-MCB CAMLEJ staff officers holding the rank of colonel and above. The Dep Comdr or COS are the RS for Department Heads below the rank of colonel. Refer to reference (n) 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 SSEC 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 CG will review reports on MCIEAST-MCB CAMLEJ executive officers and installation sergeants major.

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

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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 CG or COS must review to the CG's Executive Assistant or COS, no later than 15 days after the end of the reporting period. Send an E-mail with recommended comments for the RO.

7. U.S. Naval Officer Fitness Reports

a. Per references (m) and (n), 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 the AC/S, G-F 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 Naval 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. Ensigns and Lieutenants (junior grade) cannot receive a promotion recommendation greater than "Promotable" per reference (m).

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Chapter 23

Correspondence Preparation1. Policy

a. Respond to all correspondence, except that which contains a specific due date, within 10 working days after receipt by this Command. 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 CG and requires a signature on the correspondence. All staff officers must ensure official correspondence is neat in appearance, accurate in content, appropriate on language, and expeditiously handled. Each department will provide a copy of all correspondence signed "By direction" to the Adjutant weekly for inclusion in the CG's "By direction" binder and for retention in the command's official correspondence files, per reference (o).

2. Preparation of Correspondence. General instructions for the preparation of correspondence are contained in reference (g). Staff departments and sections will use bond letterhead stationery for all outgoing correspondence and type second and subsequent pages on plain bond paper. Though variations exist, per reference (p), 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 MCIEAST-MCB CAMLEJ. The letterhead centered on the page, four lines from the top edge. The DoD symbol is 1 inch in diameter and place ½ inch from the upper top left edge of the paper. Though variations exist per reference (p), in order to keep uniformity below heading will be only used:



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

"IN REPLY REFER TO" is optional for standard letters, however this command will not use it to keep consistency with correspondence

4. Standard Subject Identification Code (SSIC). Staff sections will place SSICs (e.g., 1500, 1650, 5800) on outgoing correspondence two lines below the last line of letterhead, per reference (p). Reference (q) contains a listing of SSIC codes.

5. Originators Code. The originator's code or office code (e.g., G-1, MCCS) will be placed under the SSIC per Chapter 7, paragraph 7-2 of reference (p).

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6. Dates. Do not date correspondence prepared for signature by the CG, Dep Comdr, or the COS. After signature, the Adjutant will date stamp correspondence and return to the staff department for distribution. Paragraph 7-2 of reference (p) 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 general or staff officer title (e.g., Assistant Chief of Staff, G-1). The "From:" line for official correspondence should be addressed as shown below:

<p>From: Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune</p> <p>From: Commander, Marine Corps Installations East-Marine Corps Base, Camp Lejeune</p>
--

8. Addresses. Correspondence addressed to higher, lower or adjacent commanders will be addressed to the Commanding General or by command title (Commanding Officer; Commander; Officer-in-Charge) 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 the address line. You may eliminate the complete mailing address and ZIP+4 code as shown below:

<p>To: Commander, Marine Corps Installations Command</p> <p>To: Commander, U.S. Marine Corps Forces Command (G-1)</p> <p>To: Commandant of the Marine Corps (MMEA-84B)</p> <p>To: Commanding General, Marine Corps Installations West-Marine Corps Base, Camp Pendleton</p> <p>To: Commanding Officer, Marine Corps Air Station, New River (S-3)</p> <p>To: Sergeant Ima J. Marine EDIPI: 0000000000/0111 USMC</p> <p>Via: Commanding General, II Marine Expeditionary Force</p> <p>Via: Commanding General, 2d Marine Logistics Group</p>
--

9. Signature Blocks

a. Correspondence prepared for signature by the CG, Dep Comdr, or COS 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 CG will bear the name of the signer and the appropriate title, "Deputy Commander", "Chief of Staff", or, "By direction" in the case of staff officers authorized to sign by title or by direction of the CG, per reference (p).

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 CG will sign correspondence pertaining to:

(1) Operational decisions;

- (2) Policy or change in policy;
- (3) Adverse statements in regard to MCIEAST readiness/efficiency;
- (4) Reports containing adverse remarks;
- (5) Commendation (Enlisted to 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) Major aircraft mishap reports; and
- (11) Special Emphasis Awards.

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

J. L. LEJEUNE

(1) Include the title of a general subordinate authorized to sign by title, such as the Dep Comdr or COS:

C. R. PULLER, SR. Deputy Commander	SMED E. BUTLER, III Chief of Staff
--	--

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

L. P. LAMBERT Acting	ALAN J. FOSTER, JR. Chief of Staff Acting
--------------------------------	--

(3) Put the term "By direction" under the name of a general or special 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 General'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 Adjutant By direction of the Commanding General	J. J. MICKES, JR. Assistant Chief of Staff, G-1 By direction of the Commanding General
---	--

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

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

h. Personnel individually designated by the CG are authorized to use facsimile stamps. Authority for utilization of the stamp will be by letter from the CG to the individual concerned. The letter will be in accordance with reference (h), 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 within the AC/S, G-1.

10. Assembly of Correspondence. Information and correspondence prepared for submission to the CG, Dep Comdr, or COS for signature will be placed in an appropriately marked correspondence folder and the outside of the folder will contain the standard MCIEAST-CAMLEJ Route Sheet. The route sheet will be type and completely filled out, to include due date and a short action brief in the remarks/signature section. No variations or internal route sheets will be used. Figure 23-1 is a sample MCIEAST-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>
23	For each "Via" addressee.
23	For each "Copy to" addressee.
23	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 CG's "By direction" binder and ultimate retention in the command's official files, per reference (e).

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

13. Endorsements. Departments will prepare endorsements in accordance with the instructions contained in chapter 9 of reference (p). Same page endorsement may only be used for appointment letters.

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14. Correspondence Addressed to CMC. Correspondence addressed "CMC" will contain the appropriate correspondence code (i.e., LFL, MMEA). You may eliminate the complete mailing address and ZIP+4 code, per reference (p). The current edition of reference (r) contains the directory of CMC correspondence codes.

To: Commandant of the Marine Corps (MMEA-82)

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. 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 MCIEAST-MCB CAMLEJ Route Sheet (see figure 23-1).

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 CG, Dep Comdr, or COS signature will be routed through the Adjutant for review. This is vital to ensure proper tracking and administrative correctness in accordance with appropriate Orders and directives.

16. Routing of Classified Material. The Classified Files Unit (CFU) located in building 1, room 134 will receive and open incoming classified material. The CFU Custodian 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.

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MCI EAST-MCB CAMLEJ ROUTE SHEET

X - ORIGINATOR OR OFFICE AFFIXING ROUTE SHEET A - APPROPRIATE ACTION B - GUIDANCE C - SIGNATURE D - COMMENT E - RECOMMENDATION F - CONCURRENCE G - INFORMATION ROUTING - USE NUMBERS TO SHOW ORDER OF ROUTING	H - RETURN TO _____ I - INITIAL J - DISPOSITION K - DECISION L - RETENTION M - APPROVAL R - REVIEW O - OTHER _____	DATE _____	ADJ TR # _____
		SUBJECT _____	
		REFERENCE _____	

NATURE OF ACTION	ORIGINATOR	DUE DATE	REFERENCES HELD BY (Name, Grade, Office, Telephone Ext)
------------------	------------	----------	---

RTG	CODE	ADDRESSEES	DATE		INITIALS		REMARKS & SIGNATURE
			IN	OUT	CONCUR	NON CONCUR	
		CG					
		AIDE					
		SECRETARY					
		DEP COMMANDER					
		COS					
		SGTMAJ					
		SSEC					
		PROTOCOL COORD					
		ADMIN COORD					
		CG ADMIN					
		ADJUTANT					
		ASSISTANT ADJUTANT					
		ADJ ADM CHIEF					
		AC/S G-1					
		AC/S G-3/5					
		AC/S G-4					
		AC/S G-6					
		AC/S G-7					
		AC/S G-8					
		AC/S G-F					
		AC/S MCCS					
		AC/S SES					
		BPO					
		CHAPLAIN					
		CIG					
		CONTRACTING					
		DISBURSING					
		EACO					
		EOA					
		LSSS-E					
		OICC					
		PAO					
		SAFETY					
		SBS					
		SJA					

"FOR OFFICIAL USE ONLY"

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Chapter 24

Congressional Correspondence

1. General. MCIEAST-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 MCIEAST-MCB CAMLEJ are tasked with providing specific and detailed replies, which are routed through MCIEAST-MCB CAMLEJ, via to OLAC. Refer to reference (s) for additional guidance and responsibilities for handling congressional interest (CONGRINT)/special interest (SPLINT) correspondence. Standard letter format will be utilized in accordance with reference (p).

2. Responsibilities

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

b. Department Heads and MCIEAST-MCB CAMLEJ Commanders. Department Heads and MCIEAST-MCB CAMLEJ commanders shall:

c. Provide complete, accurate, and timely information to the CG.

(1) Forward personnel reports and official documents as requested by this Headquarters;

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

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

(4) Ensure the MCIEAST-MCB CAMLEJ Adjutant and the CONGRINT coordinate are 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 (s).

d. COS. In almost all cases, CONGRINT/SPLINT will be signed by the COS, unless otherwise directed by the CG or Dep Comdr.

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Chapter 25

Miscellaneous Correspondence

1. Personal For. Departments will forward all "Personal For" correspondence and messages requiring signature by the CG to the office of the SSEC in the form of a hard copy and electronically. The SSEC will coordinate the signature or release of such correspondence unless specifically directed by the CG, Dep Comdr, or COS.
2. Memorandums. The use of inner office, or between officer, memoranda is encouraged for informal matters such as requests for information, replies, and similar matters. Refer to chapter 10 of reference (p) for preparation instructions.
3. Working Papers. The continually increased and tempo of operations within MCIEAST 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 CG, Dep Comdr, or COS. A decision is solicited. The format is contained in figure 25-1.
5. Memorandum for the Record. A report for file of a conversation or meeting in order to formally document the event. The format is contained in figure 25-2.
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. The format is contained in figure 25-3.
7. Position Paper. A study-type document developing an official MCIEAST-MCB CAMLEJ position for approval by the CG. It will include a clear statement explaining why the position is required, essential background of the problem or the subject in terms of MCIEAST-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 CG. The format is contained in figure 25-4.
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 CG during conferences away from MCIEAST-MCB CAMLEJ. The format is contained in figure 25-5.
9. Information Paper. Document prepared to address an issue in question. The format is contained in figure 25-6.
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 (p) and figure 25-7 for the proper format of LOIs.

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The AC/S, G-3/5 has responsibility for administrative control of LOIs and will perform the following functions:

a. Assign consecutive numerical indicators for all LOIs issued by this Headquarters.

b. Maintain a current index of LOIs, including numerical designator and subject.

c. Originators of LOIs are responsible for:

(1) Coordinating all aspects of support being provided from departments/division outside of their AOR.

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

11. Trip Reports. Staff members often execute TAD trips for the purpose of effecting liaison and coordination with other agencies. Fiscal constraints on TAD funds dictate the maximum benefit be obtained from each authorized trip. Trip reports will be posted as follows:

a. Action. Upon return from a funded TAD trip, all staff members are required to submit a trip report which outlines and documents what was accomplished during the trip. The trip report allows the CG, Dep Comdr, COS, and General and Special Staff Department Heads to view the trip report online. Figure 25-8 depicts the format to be used within MCIEAST-MCB CAMLEJ. All trip reports shall be uploaded by the staff member who made the TAD trip or their designated representative, after approval by their supervisor, to the following site:

<https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/ADJUTANT/EXECUTIVE%20SUMMARIES/default.aspx>

b. Instructions. Specific instructions on uploading and viewing trip reports can be found on the website provided above.

12. After Action Report

a. Documents the performance of exercise related tasks and makes recommendations for improvements. The format is contained in figure 25-9.

b. Action. After action reports will be uploaded and viewed in the same manner as trip reports.

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 chapter 11 of reference (p) for proper format and types of business letters.

11 DEC 2013

CLASSIFICATION

ACTION BRIEF

%

Subject:**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.

%

COS Recommends: Approval_____

%

Disapproval_____

Dep Comdr Recommends: Approval_____

%

Disapproval_____

CG: Approves_____

%

Disapproves_____

%

Note:

* AN ASTERISK (*) INDICATES A SINGLE BLANK SPACE.

% A PERCENT SIGN (%) INDICATES A SINGLE BLANK LINE.

CLASSIFICATION

Figure 25-1.--Format for Action Brief

01 DEC 2013

Date

%
MEMORANDUM FOR THE RECORD

%
Subj:**SUBJ LINE 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)
(Office Code)

CLASSIFICATION

Figure 25-2.-Format for Memorandum of the Record

11 DEC 2013

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 25-3.-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.**Situation. 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.

5.**Recommended MCIEAST-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.

Figure 25-4.--Format for Position Paper

11 DEC 2013

Subj:**SAME AS FIRST PAGE

%

7.**Recommendation. The recommendation is what you recommend be done: e.g., "Approve the MCIEAST 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 CG:

%

COS Recommends: Approval_____

%

Disapproval_____

Dep Comdr Recommends:

%

Approval_____

%

Disapproval_____

CG:

%

Approves_____

%

Disapproves_____

CLASSIFICATION

Figure 25-4.--Format for Position Paper--Continued

11 DEC 2013

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.

%

COS Recommends:*****Approval_____

%

Disapproval_____

Dep Comdr Recommends:*****Approval_____

%

Disapproval_____

%

CG: Approves_____

%

Disapproves_____

%

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

CLASSIFICATION

Figure 25-5.--Format for Talking Paper

11 DEC 2013

CLASSIFICATION

Code/Office
Date

%

INFORMATION PAPER

%

Subject:**SUBJECT IS ADDRESSED CONCISELY.

%

Situation:****State the issue in question.

%

Facts:

%

1.**Facts and salient points are listed in logical order.

%

2.**. . .

%

3.**. . .

%

%

%

*****Signature
Title

CLASSIFICATION

Figure 25-6.--Format for Information Paper

HEADING

SSIC
Code/Office
Date Stamp

%

From:**Commanding General

To:****Distribution List

%

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

%

Ref:*** (a) If applicable

%

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

%

2.**Mission

%

3.**Execution

%

****a.**Commander's Intent and Concept of Operations

%

***** (1) *Commander's Intent

%

***** (2) *Concept of Operations

%

****b.**Subordinate Element Missions

%

*** c.**Coordinating Instructions

*

4.**Administration and Logistics

%

****a.**Administration

%

****b.**Logistics

%

5.**Command and Signal

%

****a. Command

%

****b. Signal

%

%

%

*****M. J. JORDAN

By direction

%

DISTRIBUTION:

CO, unit

AC/S, Department

DIR, Department

Figure 25-7.--Format for Letter of Instruction

11 DEC 2013

HEADING

SSIC
Code/Office
Date

%
From:**Rank FName MI LName, Billet, Department
To:***Commanding General or Chief of Staff
Via:***Appropriate staff section

%
Subj: TRIP REPORT: (EVENT OR LOCATION)
%

1.**Background.**On XX May 20XX to XX June 20XX, the following personnel from _____ conducted a (site survey, conference attendance, assist visit, etc.)

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. JORDAN
Major, U.S. Marine Corps
Future Operations Officer

Figure 25-8.--Format for a Trip Report

11 DEC 2013

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 exercise was structured; how 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 that action 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 refine plans, procedures and training for this type of exercise.

CLASSIFICATION

Figure 25-9.--Format for After Action Report

11 DEC 2013

Chapter 26

Records Management Program

1. General. The Records Management Program ensures the creation of paper form and electronic records, and ensures the efficient and economic use of reports, forms, correspondence, directives, and similar issuances, in accordance with references (t) and (u).

2. Commander's Intent. This program is implemented to control the creation, organization, maintenance, use, and proper disposition of MCIEAST-MCB CAMLEJ records.

11 DEC 2013

Chapter 27

Directives Management Program

1. General. The Directives Management Program ensures consistency in preparation, approval, distribution, and maintenance of directives, in accordance with reference (v). Reference (w) provides distribution codes for dissemination of directives.

2. Commander's Intent. This program is implemented to maintain a single streamlined, uniform system for the preparation, approval, distribution, and maintenance of MCIEAST-MCB CAMLEJ directives.

11 DEC 2013

Chapter 28

Publications

1. General. Reference (x) promulgates Marine Corps allowances of publications.

2. Concept of Operations

a. The Adjutant maintains records of internal distribution for publications received under the Marine Corps allowance order or from other commands.

b. 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 CFU Custodian will maintain all classified publications in the CFU.

11 DEC 2013

Chapter 29

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.
2. Procedures. The current edition of reference (y) contains message drafting and handling procedures. The purpose of reference (y) is to provide procedures governing preparation and electronic delivery of legacy organizational Naval messages using the Naval Computer and Telecommunications System (NCTS). Reference (y) is applicable to U.S. Navy, U.S. Marine Corps, and U.S. Coast Guard and other activities receiving service from NCTS.
3. 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 determine 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 copy "CG MCIEAST-MCB CAMLEJ" on all message traffic being released. Additionally, ensure all appropriate staff sections, bases/stations are info copied if applicable. The billets listed in reference (z) are authorized to release message in the name of the CG. The MITSC requires a letter from the CG authorizing releaser to release Defense messages on behalf of an organization. Updates to the RA letter is made on a bi-annual basis.
5. Message Plain Language Addresses (PLA). Enclosure (2) of reference (z) is a listing of the authorized PLAs for MCIEAST-MCB CAMLEJ.

11 DEC 2013

Chapter 30

Information Requirements (Reports) Management Program

1. General. HQMC has established the Information Requirements (Reports) Management Program to provide policy for report sponsors on developing the necessary documentation to obtain approval for establishment, revision, or cancellation of information requirements. Reference (aa) provides information regarding the MCIEAST-MCB CAMLEJ program.

2. Commander's Intent. This program is to ensure management control, and decision making needs are met, and information requirements imposed are fulfilled in an effective, efficient, and economical manner.

11 DEC 2013

Chapter 31

Forms Management Program

1. General. HQMC has established a Forms Management Program. Reference (ab) provides information regarding the MCIEAST-MCB CAMLEJ Program.
2. Commander's Intent. This program shall reduce administrative burden, and promote and improve paperwork efficiency.

11 DEC 2013

Chapter 32

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

1. General. To establish procedures for handling FOIA/PA requests for MCIEAST-MCB CAMLEJ Headquarters and subordinate commands as defined by the references, and to outline procedures for the submission of reports, as required by references (ac) and (ad).

2. Commander's Intent. To ensure MCIEAST-MCB CAMLEJ subordinate FOIA/PA offices act promptly on all requests for Federal records, and process such requests in accordance current instructions. Implement procedures to process such requests, and outline fee procedures which will be followed to cover expenses incurred in providing such records to requesters under the FOIA/PA.

11 DEC 2013

Chapter 33

Command Chronology

1. General. The command chronology is a detailed report to the Commandant of the Marine Corps that covers significant events of designated Marine Corps organizations. It also includes basic material for use by the staff agencies of HQMC and field organizations and must be presented in sufficient detail to convey the unique and distinctive qualities of the command during the period covered. It provides the reporting command with a periodic summation of its experiences that might be useful for future planning and orientation of new personnel. Command chronologies are permanent records and, as such, will eventually be retired to the National Archives and Records Administration of the United States.

2. Commander's Intent. Submission of a concise regional command chronology shall include commanding officers or general/special staff department's input in accordance with reference (ae).

11 DEC 2013

Chapter 34

CG's Conference Room1. General

a. The CG'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 MCIEAST-MCB CAMLEJ headquarters when not being utilized by the CG or COS. Reservations are subject to change to accommodate this primary function. The Admin Coordinator has primary responsibility for the CG's conference room, to include:

b. Arrangement of the CG's conference room for conferences scheduled by the CG, Dep Comdr, or COS.

c. Police of the room following use is the responsibility of the using section.

d. 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 SSEC 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.

e. Departments desiring to request a reservation for the Conference Room or Briefing Room must complete the Conference Facility Request Form on the MCIEAST Commanding General's Conference Facilities Site: [https://intranet.mcieast.usmc.mil/Staff%20Secretary/Administration%20Section/Commanding%20General%27s%20Conferenc/Document%20Library/MCIEAST%20HQ%20%20\(Conference%20Facility%20Request\).pdf](https://intranet.mcieast.usmc.mil/Staff%20Secretary/Administration%20Section/Commanding%20General%27s%20Conferenc/Document%20Library/MCIEAST%20HQ%20%20(Conference%20Facility%20Request).pdf). If there are any questions or concerns about the use of the site, or need to change any request previously submitted, please contact a member of the Command Staff Section at 451-2523/2528. The Admin Coordinator 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.

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

11 DEC 2013

Chapter 35

Uniform of the Day

1. Policy. 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 Marine Pattern (MARPAT) MCCUU will be worn in synchronization with Daylight Savings Time.

b. During the winter season, the Woodland MARPAT MCCUU will be worn in synchronization with the return to Standard Time.

c. Per reference (af), sleeves will be worn down year round with both uniforms.

d. 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.

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

f. Restrictions on Wearing the MCCUU Off-Base/Station

(1) Marines and Sailors are not authorized to make en-route stops while traveling off-base/station except for bona-fide emergencies, such as medical emergencies, vehicle breakdowns, or vehicle accidents. Reference (ag) 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, fast food restaurants, and dry cleaning services when not exiting the vehicle. Some 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; and

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

g. 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/Civilian Policemen may wear the MCCUU off base/station for mission-related duties only (i.e., EOD responding to found ordnance).

h. Exception. Service members on orders preparing to deploy overseas.

11 DEC 2013

Chapter 36

Desktop Procedures and Turnover Folders

1. General. 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 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, or the Inspector General of the Marine Corps.

11 DEC 2013

Chapter 37

Protecting Personally Identifiable Information (PII)

1. General. The loss or compromise of PII is a significant risk to military and civilian personnel within MCIEAST-MCB CAMLEJ. PII is any information about an individual which can be used to distinguish or trace their identity, such as name, social security number, date and place of birth, mother's maiden name, biometric records. This information must be safeguarded no matter the media.

2. Commander's Intent. All personnel shall comply fully with the requirements of the reference (ah) in order to safeguard PII.

11 DEC 2013

Chapter 38

Miscellaneous

1. Daily Routine. The normal daily routine for MCIEAST-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. Reference (a) 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 (ai) governs the extension of regular liberty in connection with holidays. The AC/S, G-1 will publish annually the proposed holiday routine for MCIEAST-MCB CAMLEJ subordinate commands via Naval Message and will also post it on the MCIEAST-MCB CAMLEJ Adjutant's Website. Holidays are as follows:

- a. New Year's 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 Room 135 of Building 1. Specific duties and responsibilities of the CDO and staff sections after normal working hours are published in reference (aj).

11 DEC 2013

Chapter 39

Awards Program

1. General. Reference (ak) provides guidelines and procedures for the judicious and timely submission of awards in order to recognize superior and professional performance by Marines, Sailors, and civilians assigned or attached to MCIEAST-MCB CAMLEJ.

2. Commander's Intent. To publish guidelines and procedures for the judicious and timely submission of awards in order to recognize superior and professional performance by Marines, Sailors, and civilians assigned or attached to MCIEAST-MCB CAMLEJ.

Chapter 40

Personnel Casualty Report (PCR) and Serious Incident Reporting
(OPREP-3 SIR) Notification Procedures

1. General. The Defense Casualty Information Processing System, also called DCIPS is the casualty reporting system the DoD mandates to report service member and certain categories of other reportable casualties. Serious incident reports shall be submitted using the OPREP-3 SIR reporting system outlined in reference (a).
2. Commander's Intent. MCIEAST-MCB CAMLEJ subordinate Commanders, General and Special Staff Department Heads shall ensure accurate and timely reporting of casualties, and serious incidents/events.