



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

MCIEAST-MCB CAMLEJO 5400.1A  
G-/1 ADJ  
MAR 12 2018

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

From: Commanding General  
To: Distribution List

Subj: ORGANIZATIONS, FUNCTIONS, AND STAFF REGULATIONS

Ref: (a) U.S. Navy Regs. 1990 Ch 2  
(b) MARCORMAN, 1980 Ch 3  
(c) Federal Employee Compensation Act  
(d) MCO 3104.1B  
(e) MCIEAST-MCB CAMLEJO 3104.1  
(f) DoD 8570.01-M "Information Assurance Workforce Improvement Program," December 19, 2005  
(g) MCO 7300.21B  
(h) MCO 7540.2E  
(i) MARADMIN 016/05 of 11 Jan 05  
(j) MCO P5800.16A Ch 7  
(k) 10 U.S.C., Chapter 47 UCMJ  
(l) R.C.M. 1112 MCM, 2016  
(m) MCO 1900.16  
(n) NAVPERS 15560D, MILPERSMAN  
(o) JAGINST 5800.7F  
(p) MCO 1610.7F Ch 1  
(q) BUPERSINST 1610.10C  
(r) MCIEAST-MCB CAMLEJO 1610.1  
(s) MCIEAST-MCB CAMLEJO 5000.1 Ch 4  
(t) SECNAV M-5216.5  
(u) SECNAV M-5210.2  
(v) MCO 5216.9Y  
(w) MCIEAST-MCB CAMLEJO 5730.1  
(x) MCIEAST-MCB CAMLEJO 5210.5A  
(y) NAVMC Dir 5210.11E  
(z) MCIEAST-MCB CAMLEJO 5215.1B  
(aa) MCIEAST-CAMLEJO 5605.1  
(ab) MCO 5600.31A  
(ac) MCIEAST-MCB CAMLEJO 5214.1A  
(ad) MCIEAST-MCB CAMLEJO 5213.1  
(ae) MCIEAST-MCB CAMLEJO 5720.1  
(af) MCIEAST-MCB CAMLEJO 5211.6A  
(ag) MCIEAST-MCB CAMLEJO 5750.1B  
(ah) ALMAR 035/07 of 25 Jul 07  
(ai) MCIEASTO 5211.5  
(aj) MCO 1050.3J  
(ak) MCIEAST-MCB CAMLEJO 1601.1D  
(al) MCIEAST-MCB CAMLEJO 1650.6A

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

- (am) MCIEAST-MCB CAMLEJO 3040.1D
- (an) MCIEAST-MCB CAMLEJO 1640.10
- (ao) MCIEAST-MCB CAMLEJO 1752.1
- (ap) MCIEAST-MCB CAMLEJO 1754.1A
- (aq) MCIEAST-MCB CAMLEJO 5500.5A
- (ar) MCIEAST-MCB CAMLEJO 5560.2
- (as) MCIEAST-MCB CAMLEJO 7010.1A
- (at) MCIEAST-MCB CAMLEJO 5530.2A

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 (MCIEAST-MCB CAMLEJ), and publishes command and staff actions within this Headquarters.

2. Cancellation. MCIEAST-MCB CAMLEJO 5400.1.

3. Mission

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

b. Summary of Revision. This Order has been completely revised due to changes in staff organization and functions. It should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

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

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

b. Tasks. Refer to enclosure (1).

5. Administration and Logistics. Comments and recommendations concerning the contents of this Order are invited. Forward such recommendations to the Assistant Chief of Staff, (AC/S,) G-1 (Attn: Adjutant) via the chain of command or cognizant staff section.

**MAR 12 2018**

6. Command and Signal

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

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



M. L. SCALISE  
Deputy Commander

DISTRIBUTION: A/B

RECORD OF CHANGES

Log completed change action as indicated.

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

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
<b>Chapter 1</b>	<b>COMMAND, STAFF, AND STAFF ACTIONS . . . . .</b>	<b>1-1</b>
1.	Mission . . . . .	1-1
2.	General . . . . .	1-1
3.	Command . . . . .	1-1
4.	Control . . . . .	1-1
5.	Temporary Succession to Command . . . . .	1-1
6.	Staff . . . . .	1-1
7.	Deputy Commander (Dep Comdr). . . . .	1-2
8.	Chief of Staff (COS). . . . .	1-2
9.	Temporary Appointment as Acting Deputy Commander. . . . .	1-2
10.	Executive Staff . . . . .	1-2
11.	General Staff . . . . .	1-2
12.	Special Staff . . . . .	1-3
Figure 1-1	MCIEAST-MCB CAMLEJ Organization Chart . . . . .	1-4
<b>Chapter 2</b>	<b>EXECUTIVE STAFF . . . . .</b>	<b>2-1</b>
1.	Mission. . . . .	2-1
2.	Executive Staff . . . . .	2-1
3.	Dep Comdr . . . . .	2-1
4.	COS. . . . .	2-1
5.	SSEC. . . . .	2-2
6.	Aide-de-Camp. . . . .	2-2
7.	SgtMaj. . . . .	2-3
8.	Protocol. . . . .	2-3
9.	Executive Assistant (EA). . . . .	2-3
<b>Chapter 3</b>	<b>ASSISTANT CHIEF OF STAFF, G-1 . . . . .</b>	<b>3-1</b>
1.	Mission . . . . .	3-1
2.	CHRO-East (CHRO-E). . . . .	3-1
3.	CHRO-Southeast (CHRO-SE) . . . . .	3-1
4.	Civilian Manpower Division. . . . .	3-2
5.	Military Personnel Division . . . . .	3-2
6.	Adjutant (Adj) Division . . . . .	3-3
7.	Administrative Assistance Unit. . . . .	3-3
<b>Chapter 4</b>	<b>ASSISTANT CHIEF OF STAFF, G-3/5 . . . . .</b>	<b>4-1</b>
1.	Mission . . . . .	4-1
2.	Operations and Plans Division . . . . .	4-1
3.	Range and Training Area Management Division . . . . .	4-4

**TABLE OF CONTENTS**

<b><u>IDENTIFICATION</u></b>	<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
<b>Chapter 5</b>	<b>ASSISTANT CHIEF OF STAFF, G-4 . . . . .</b>	<b>5-1</b>
1.	Mission . . . . .	5-1
2.	Operations Division . . . . .	5-1
3.	Distribution Management Office (DMO). . . . .	5-1
4.	Motor Transport Division (MTD). . . . .	5-1
5.	Food Services Division (FSD). . . . .	5-1
6.	Supply Management Division (SMD). . . . .	5-1
7.	Logistics Support Division (LSD). . . . .	5-2
<b>Chapter 6</b>	<b>ASSISTANT CHIEF OF STAFF, G-6 . . . . .</b>	<b>6-1</b>
1.	Mission . . . . .	6-1
2.	G-6 Operations. . . . .	6-1
3.	Cyber Security Division (CSD) . . . . .	6-1
4.	Maintenance and Support Division (MSD). . . . .	6-1
5.	Marine Air-Ground Task Force IT Support Center (MITSC)	6-1
6.	Telecommunication Division. . . . .	6-2
7.	Applications Support Division (ASD). . . . .	6-2
<b>Chapter 7</b>	<b>ASSISTANT CHIEF OF STAFF, G-7 . . . . .</b>	<b>7-1</b>
1.	Mission . . . . .	7-1
2.	Government and External Affairs (GEA) . . . . .	7-1
3.	Community and Plans Liaison Office (CPLO) . . . . .	7-1
4.	Regional School Liaison (RSL) . . . . .	7-1
5.	Energy and Environmental Coordinator (EEC). . . . .	7-1
<b>Chapter 8</b>	<b>ASSISTANT CHIEF OF STAFF, G-8 . . . . .</b>	<b>8-1</b>
1.	Mission. . . . .	8-1
2.	Regional Budget Division. . . . .	8-1
3.	Base Budget and Financial Systems Division. . . . .	8-1
4.	Programs Division. . . . .	8-2
5.	Resource Evaluation and Analysis (REA) Division. . . . .	8-3
6.	Business Performance Office (BPO) Division. . . . .	8-4
<b>Chapter 9</b>	<b>ASSISTANT CHIEF OF STAFF, G-F . . . . .</b>	<b>9-1</b>
1.	Mission . . . . .	9-1
2.	Installations Development Division. . . . .	9-1
3.	Public Works Division. . . . .	9-1
4.	Family Housing Division . . . . .	9-2
5.	Bachelor Housing Division . . . . .	9-3
6.	Environmental Management Division . . . . .	9-3
7.	Regional Geospatial Information and Services (RGIS) Division. . . . .	9-4
<b>Chapter 10</b>	<b>DEPUTY EQUAL EMPLOYMENT OPPORTUNITY OFFICER (EEO) . .</b>	<b>10-1</b>
1.	Mission . . . . .	10-1
2.	Concept of Operations . . . . .	10-1

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
<b>Chapter 11</b>	<b>ASSISTANT CHIEF OF STAFF, MARINE CORPS COMMUNITY SERVICES (MCCS)</b> . . . . .	<b>11-1</b>
1.	Mission . . . . .	11-1
2.	Marine and Family Programs. . . . .	11-1
3.	Semper Fit Programs . . . . .	11-1
4.	Business Operations . . . . .	11-1
5.	General Support . . . . .	11-1
<b>Chapter 12</b>	<b>COMMAND INSPECTOR GENERAL (CIG)</b> . . . . .	<b>12-1</b>
1.	Mission . . . . .	12-1
2.	Concept of Operations . . . . .	12-1
<b>Chapter 13</b>	<b>COMMAND CHAPLAIN.</b> . . . . .	<b>13-1</b>
1.	Mission . . . . .	13-1
2.	Concept of Operations . . . . .	13-1
<b>Chapter 14</b>	<b>DIRECTOR COMMUNICATION AND OPERATIONS STRATEGY.</b> . . . .	<b>14-1</b>
1.	Mission . . . . .	14-1
2.	Concept of Operations . . . . .	14-1
<b>Chapter 15</b>	<b>STAFF JUDGE ADVOCATE (SJA).</b> . . . . .	<b>15-1</b>
1.	Mission . . . . .	15-1
2.	Concept of Operations . . . . .	15-1
<b>Chapter 16</b>	<b>REGIONAL CONTRACTING OFFICER (RCO).</b> . . . . .	<b>16-1</b>
1.	Mission . . . . .	16-1
2.	Concept of Operations . . . . .	16-1
3.	Organization. . . . .	16-1
<b>Chapter 17</b>	<b>DEPUTY FOR SMALL BUSINESS (SBS)</b> . . . . .	<b>17-1</b>
1.	Mission . . . . .	17-1
2.	Concept of Operations . . . . .	17-1
<b>Chapter 18</b>	<b>EQUAL OPPORTUNITY ADVISOR (EOA)</b> . . . . .	<b>18-1</b>
1.	Mission . . . . .	18-1
2.	Concept of Operations . . . . .	18-1
<b>Chapter 19</b>	<b>DIRECTOR OF SAFETY (DOS).</b> . . . . .	<b>19-1</b>
1.	Mission . . . . .	19-1
2.	Concept of Operations . . . . .	19-1

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
<b>Chapter 20</b>	<b>SECURITY MANAGER. . . . .</b>	<b>20-1</b>
1.	Mission . . . . .	20-1
2.	Concept of Operations . . . . .	20-1
<b>Chapter 21</b>	<b>LEGAL SERVICE SUPPORT SECTION-EAST (LSSS-E) . . . . .</b>	<b>21-1</b>
1.	Mission . . . . .	21-1
2.	Concept of Operations . . . . .	21-1
3.	Organization of the LSSS-E. . . . .	21-2
4.	Tasks . . . . .	21-4
Figure 21-1	LSSS-E Organizational Chart . . . . .	21-3
<b>Chapter 22</b>	<b>STAFF REGULATIONS . . . . .</b>	<b>22-1</b>
1.	General . . . . .	22-1
2.	List of Applicable References . . . . .	22-1
<b>Chapter 23</b>	<b>FITNESS REPORTS . . . . .</b>	<b>23-1</b>
1.	General . . . . .	23-1
2.	Preparation of Fitness Reports. . . . .	23-1
3.	Reporting Senior (RS) . . . . .	23-1
4.	Reviewing Officer (RO). . . . .	23-1
5.	Adverse Reports . . . . .	23-2
6.	Handling and Transmission of Fitness Reports. . . . .	23-2
7.	U.S Naval Officer Fitness Reports . . . . .	23-2
<b>Chapter 24</b>	<b>CORRESPONDENCE. . . . .</b>	<b>24-1</b>
1.	Policy. . . . .	24-1
2.	Preparation of Correspondence . . . . .	24-1
3.	Stationery. . . . .	24-1
4.	Standard Subject Identification Code (SSIC) . . . . .	24-1
5.	Originator's Code . . . . .	24-1
6.	Dates . . . . .	24-2
7.	From Line . . . . .	24-2
8.	Addresses . . . . .	24-2
9.	Signature Blocks. . . . .	24-2
10.	Assembly of Correspondence. . . . .	24-4
11.	Copies of Correspondence. . . . .	24-4
12.	Distribution and Mailing. . . . .	24-5
13.	Endorsements. . . . .	24-5
14.	Correspondence Address to CMC . . . . .	24-5



**TABLE OF CONTENTS**

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
15.	Routing of Unclassified Material. . . . .	24-5
16.	Routing of Classified Material. . . . .	24-5
Figure 24-1	MCIEAST-MCB CAMLEJ Route Sheet. . . . .	24-6
<b>Chapter 25</b>	<b>CONGRESSIONAL CORRESPONDENCE. . . . .</b>	<b>.25-1</b>
1.	General. . . . .	.25-1
2.	Responsibilities . . . . .	.25-1
<b>Chapter 26</b>	<b>MISCELLANEOUS CORRESPONDENCE. . . . .</b>	<b>.26-1</b>
1.	Personal For . . . . .	.26-1
2.	Memorandums. . . . .	.26-1
3.	Working Papers . . . . .	.26-1
4.	Action Brief . . . . .	.26-1
5.	Memorandum for the Record. . . . .	.26-1
6.	Position/Decision Paper. . . . .	.26-1
7.	Information Paper. . . . .	.26-1
8.	Letter of Instruction (LOI). . . . .	.26-1
9.	Business Letter. . . . .	.26-2
Figure 26-1	Format for Action Brief. . . . .	.26-3
Figure 26-2	Format for Memorandum for the Record . . . . .	.26-4
Figure 26-3	Format for Position/Decision Paper . . . . .	.26-5
Figure 26-4	Format for Information Paper . . . . .	.26-7
Figure 26-5	Format for Letter of Instruction . . . . .	.26-8
<b>Chapter 27</b>	<b>RECORDS MANAGEMENT PROGRAM . . . . .</b>	<b>.27-1</b>
1.	General. . . . .	.27-1
2.	Commander's Intent . . . . .	.27-1
<b>Chapter 28</b>	<b>DIRECTIVES MANAGEMENT PROGRAM. . . . .</b>	<b>.28-1</b>
1.	General. . . . .	.28-1
2.	Commander's Intent . . . . .	.28-1
<b>Chapter 29</b>	<b>PUBLICATIONS . . . . .</b>	<b>.29-1</b>
1.	General. . . . .	.29-1
2.	Concept of Operations. . . . .	.29-1
<b>Chapter 30</b>	<b>INFORMATION REQUIREMENTS (REPORTS) MANAGEMENT PROGRAM</b>	<b>30-1</b>
1.	General. . . . .	.30-1
2.	Commander's Intent . . . . .	.30-1

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 31	FORMS MANAGEMENT PROGRAM . . . . .	.31-1
1.	General. . . . .	.31-1
2.	Commander's Intent . . . . .	.31-1
Chapter 32	FREEDOM OF INFORMATION ACT (FOIA)/PRIVACY ACT (PA) .	.32-1
1.	General. . . . .	.32-1
2.	Commander's Intent . . . . .	.32-1
Chapter 33	COMMAND CHRONOLOGY . . . . .	.33-1
1.	General. . . . .	.33-1
2.	Commander's Intent . . . . .	.33-1
Chapter 34	CG's CONFERENCE ROOM. . . . .	.34-1
1.	General. . . . .	.34-1
Chapter 35	UNIFORM OF THE DAY . . . . .	.35-1
1.	Policy. . . . .	.35-1
Chapter 36	DESKTOP PROCEDURES AND TURNOVER FOLDERS. . . . .	.36-1
1.	General. . . . .	.36-1
Chapter 37	PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII). . . . .	.37-1
1.	General. . . . .	.37-1
2.	Commander's Intent . . . . .	.37-1
Chapter 38	MISCELLANEOUS. . . . .	.38-1
1.	Daily Routine. . . . .	.38-1
2.	Federal Holidays . . . . .	.38-1
3.	Command Duty Officer (CDO) . . . . .	.38-1
Chapter 39	AWARDS PROGRAM. . . . .	.39-1
1.	General. . . . .	.39-1
2.	Commander's Intent . . . . .	.39-1
Chapter 40	PERSONNEL CASUALTY REPORTING (PCR) AND OPERATIONAL EVEN SERIOUS INCIDENT REPORTING (OPREP 3-SIR) PROCEDURES. .	.40-1
1.	General. . . . .	.40-1
2.	Commander's Intent . . . . .	.40-1

Chapter 1

Command, Staff, and Staff Actions

1. Mission. MCIEAST commands consist all U.S. Marine Corps installations within the MCIEAST region. MCIEAST integrates regional planning to implement policies and develop strategies to support combat readiness, expeditionary training and provides services to forward deployed operating forces and designated supported organizations.

2. General. Command and staff relationships are established and function within a defined organizational structure. This organizational structure includes the Commanding General (CG), a Deputy Commander (Dep Comdr), subordinate unit commanders, and general and special staffs. This Order outlines 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 MCIEAST and for 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 (CHERPT), North Carolina (NC); 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 Support Facility (MCSF) Blount Island, Jacksonville, Florida (FL); Headquarters and Support Battalion (H&S BN), MCIEAST-MCB CAMLEJ, and Weapons Training Battalion (WTBn)-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.

6. Staff

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

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

c. The establishment of policy rests 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.

7. Deputy Commander (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. When 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 reference (b).

8. Chief of Staff (COS)

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

b. The COS is the CG's and Dep Comdr's principal staff officer and is responsible to the CG and Dep Comdr for 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 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.

10. Executive Staff. The executive staff is detailed in chapter two of the enclosure.

11. General Staff

a. The general staff consists of the COS and eight 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, and Marine Corps Community Services (MCCS).

b. General staff officers are the CG's staff assistants in designated broad fields of expertise and interest, as detailed in the chapters that follow in the enclosure. General staff officers are designated as AC/S for their particular function.

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

## 12. Special Staff

a. The Special staff consists of twelve special staff officers. These staff officers include the Adjutant (Adj), Command Inspector General (CIG), Command Chaplain, Director Communication and Operations Strategy (COMMSTRAT), SJA, Regional Contracting Officer (RCO), Deputy for Small Business (SBS), Equal Opportunity Advisor (EOA), Director of Safety (DOS), Security Manager, Deputy Equal Employment Opportunity officer (EEO), and the Officer in Charge (OIC), Legal Service Support Section-East (LSSS-E). The Adj falls under the cognizance of the AC/S G-1 and the Security Manager and Deputy EEO fall under the cognizance of the COS.

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

c. Special staff officers assist the COS and general staff in preparing studies, estimates, plans, orders, instructions, and reports.

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

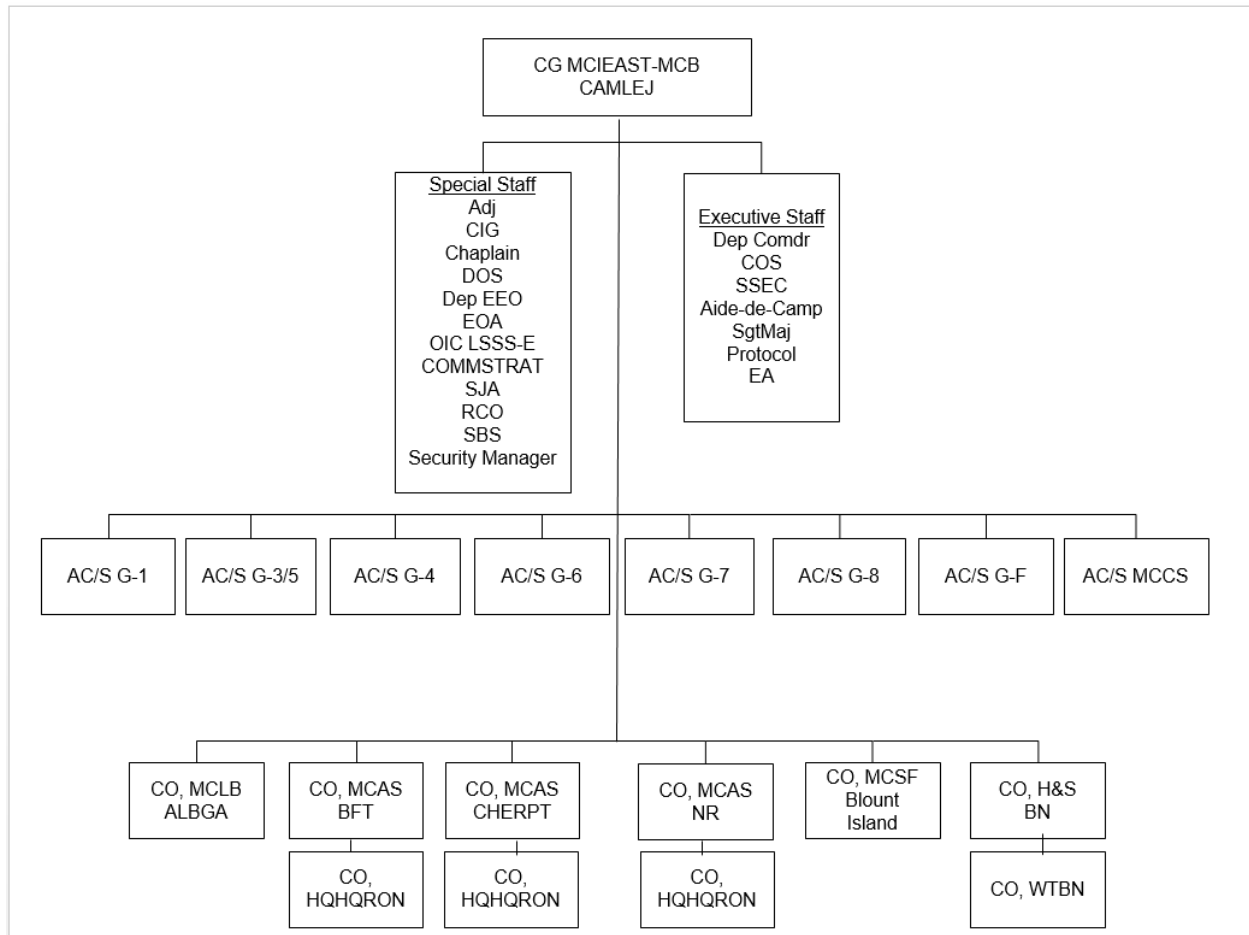


Figure 1-1.--MCIEAST-MCB CAMLEJ Organization Chart

Chapter 2

Executive Staff

1. Mission. The executive staff is guided in the performance of their duties by this Order and guidance provided 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 (EA).
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 periods when the CG is 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 activities of MCIEAST subordinate commands or agencies of MCIEAST-MCB CAMLEJ.
  - c. Represent the CG in the execution of administrative readiness, evaluations, 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 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 by appropriate staff sections, 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, CG's EA, 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 EA 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 EA 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 commands or 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. Provide oversight of protocol events 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 EA on all social events hosted by the CG.

g. Perform other duties as the CG, Dep Comdr, or COS may direct.

9. EA. Serves as the administrative assistant to the CG and shall:

a. Advise the CG on all matters pertaining to administration.

b. Ensure 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 and enlisted assignments; Fleet Assistance Program (FAP), 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 administrative oversight for the Civilian Human Resources Office (CHRO) East and Southeast staffs.

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. Specific services in support of civilian appropriated fund personnel include Staffing and Classification Division, Labor and Employee Relations Division, Training and Development Division, and Employee Programs Division.

a. The Staffing and Classification Division provides advisory services for all recruitment, placement and classification of all appropriated fund (APF) civilian personnel positions for all tenant and subordinate commands in the geographical area.

b. The Labor and Employee Relations Division provides advisory services to management including disciplinary and non-disciplinary actions, adverse actions, grievances, 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.

c. The Training and Development Division manages civilian mandatory training requirements, professional, supervisory, leadership and career development, and operation of the Workforce Force Learning Center (WFLC). The WFLC provides employee training and development opportunities to civilian employees as well as active duty members. This includes classes, workshops, seminars, and mentoring services. The WFLC provides support to all tenant and subordinate commands in the geographical area.

d. The Employee Programs Division manages the Office Worker's Compensation Program (OWCP), in accordance with reference (c), the Civilian Employee Assistance Program (CEAP), and the Drug Free Workplace Program (DFWP).

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, and civilian employee assistance. Specific divisions include: Staffing and Classification Advisory Division, Labor and Employee Relations Division, and the Civilian Workforce Development Division.

a. 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.

b. 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.

c. 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 Manpower Division. Assists and manages matters pertaining to 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 HRM, special projects, surveys, and data calls affecting any of the subordinate commands that comprise MCIEAST. 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/other other departments aboard the Base.

5. Military Personnel Division. The G-1 Military Manpower Officer is responsible for the development and execution of military manpower management program, advises on military manpower matters at all echelons of management, and provides oversight and administrative direction to the subordinate commands of the MCIEAST Region. 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 military manpower program that includes the Military Personnel Branch; Career Planning Branch; Manpower Operations Branch and Reserve Liaison Office.

a. Military Personnel Branch. Responsible for the strength management of MCIEAST and subordinate activities by producing command staffing reports, authorized strength reports, staffing goal projections, and automated in-bound/out-bound reports. Responsible for officer and enlisted assignments and oversight and management of the FAP at the Installation level.

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 and subordinate activities.

d. Reserve Liaison Branch. Responsible for managing task organization and direct tasking authority to subordinate units in the matters of manpower management, fiscal budgeting, Reserve Pay and entitlements, and annual training requirements. Provide oversight and recommendations to the CG pertaining to Reserve force structure and administrative tasks. Provide counsel on activation policies and procedures, and integrating Individual Mobilization Augmentees (IMA) into CG MCIEAST-MCB CAMLEJ training and exercises, contingencies, and planning operations.

6. Adjutant (Adj) Division. The Adj is a special staff officer under the cognizance of the AC/S G-1. The Adj provides administrative support to the AC/S, G-1, CG, Dep Comdr, COS, the MCIEAST-MCB CAMLEJ staff, and subordinate MCIEAST commanders. The Adj is also responsible for managing FOIA requirements, the Privacy Act of 1974, Department of the Navy Tracking System, 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, 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 Assistance Program and the Command Duty Watches. Additionally, serves as the MCIEAST Major Command Voting Assistance Officer and Installation Voting Assistance Officer for MCB CAMLEJ.

7. Administrative Assistance Unit

a. Team members are under the cognizance of the Deputy AC/S G-1, MCIEAST-MCB CAMLEJ and support the CIG programs regarding pay and personnel administration for MCIEAST, II Marine Expeditionary Force (MEF), 2d Marine Division, 2d Marine Logistics Group, and U.S. Marine Corps Forces, Special Operations Command through the use of the Inspector General of the Marine Corps (IGMC) functional area (FA) checklists. This includes the inspection of the MCIEAST Installation Personnel Administration Centers (IPACs) using the Marine Corps Administrative Analysis Team (MCAAT) checklists in addition to the IGMC FA checklists.

b. Serve as subject matter experts (SMEs) in pay and personnel and advise the CIGs in pay and personnel administration related issues in support of the Commanding General's Readiness Inspecting program. As SMEs, team members provide interpretations of regulations, provide determinations of entitlements, make recommendations to improve policies and guidance issued by higher headquarters, and provide clarification to units supported by MCIEAST-MCB CAMLEJ.

c. Maintain pay and personnel related information on the MCIEAST-MCB CAMLEJ AAU website and publish quarterly newsletters to keep units supported by MCIEAST-MCB CAMLEJ informed of common trends and recent changes to policy and pass guidance received from higher headquarters.

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 operations, training, current and future operations, plans, and incorporates Installation Protection (IP), to protect the installation from hazards; conducts assessments, design, development and management of training ranges, facilities, systems and maneuver space; Aviation Plans and Policies; and ground training simulator systems.

2. Operations and Plans Division. Plans and executes MCIEAST-MCB CAMLEJ current and future operations, Installation Protection, Aviation Plans and Policies, and formal schools. Coordinates installation and regional support as required for training, security, exercises, visits, ceremonies, special projects to military and non-military units. Provides the Command Historical Officer who produces the MCIEAST Command Chronology and serves as the Commemorative Naming subject matter expert. Provides Formal School oversight and coordinates the quotas for school seats. Conducts Installation Emergency Management and provides expertise to MCIEAST-MCB CAMLEJ and other MCIEAST installations as needed. The division exercises oversight and operates the CG's Command Post/Emergency Operations Center (EOC). The following major functional area Branches for regional and installation responsibilities fall under O&P Division:

a. Aviation Plans and Policy Branch

(1) Provides updates and recommendations to the CG on regional Air Traffic Control (ATC) operations, maintenance, and airspace issues.

(2) Develops, maintains, interprets, and evaluates 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 three Marine air installations within the MCIEAST region.

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

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

(6) Provides 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) Reviews all Letters of Agreement that impact airspace and ATC operations within the region's purview.

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

(9) Provides 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, Navigation Aids and Landing Systems program management, maintenance staffing and training, as well as other ATC maintenance issues the regional CG directs.

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

(11) Develops regional aviation operations policy.

(12) Assists and facilitates coordination between air installations and Headquarters, U.S. Marine Corps (HQMC) departments in all matters pertaining to Regional Meteorological Services, Airfield Rescue and Fire Fighting, Air Transportation Coordination, and Air Field Services (i.e, flight support, transient aircraft services, passenger and cargo operations, aircraft recovery, and fuel services).

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

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

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

(16) Provides Subject Matter Experts (SME) to perform inspections in support of the CG's Readiness Inspection Program.

(17) Monitors and assists air installation in implementing the Marine Aviation Plan.

b. Installation Protection Branch

(1) Manages and coordinates the MCIEAST-MCB CAMLEJ IP Program which includes Antiterrorism (AT) and AT Training, Critical Infrastructure Protection (CIP) and Marine Corps Critical Asset Management System - Next Generation (MCCAMS-NG, Chemical, Biological, Radiological, Nuclear and High Yield Explosive (CBRNE) and Hazardous Material Training, Regional Physical Security and Access Control, Regional Law Enforcement (LE), and Regional/Base Installation Emergency Management.

(2) Manages and coordinates regional IP programs and supports responses to major natural disasters or AT/force protection (FP) events aboard the base or any regional installation.

(3) Plans, coordinates, and manages AT/FP exercises for MCB CAMLEJ, and at regional/higher headquarters levels.

(4) Provides oversight and management of Consequence Management aboard MCB CAMLEJ and other MCIEAST regional installations.

(5) Conducts pandemic event planning and monitoring.

(6) Inspects, plans, develops policy and coordinates support for operations, training, equipping, and manning for all Provost Marshall/Marine Corps Police Department LE personnel within the region.

(7) Ensures commands comply with Access Control, Physical Security policies, and Missional Assurance Assessment Team benchmarks.

c. Current Operations Branch

(1) Responsible for MCIEAST Regional and MCB CAMLEJ Local Destructive Weather Operations. Maintains and updates orders, plans and conducts exercises, and facilitate associated staff actions, Marine Corps Capabilities Plan, and Crisis Management Team). Direct and supervise the conduct of such operations when directed to do so by command authority.

(2) Maintains the MCIEAST-MCB CAMLEJ Command Post/EOC. Ensure facilities, hardware, and software applications are maintained and ready for no notice activation in the event of regional and local emergencies. Conduct Command Post/EOC Operations when directed to do so by command authority.

(3) Provides a core staff of trained personnel to serve in critical billets within the MCIEAST-MCB CAMLEJ Command Post/EOC.

(4) Supervises and coordinates the operational aspects of political, high ranking U.S. Military, and foreign dignitary visits to MCIEAST-MCB CAMLEJ.

(5) Plans and facilitates the unilateral training of foreign and non-tenant U.S. regular forces aboard MCB CAMLEJ.

(6) Plans and coordinates the conduct of community relations events on behalf of the MCIEAST-MCB CAMLEJ COMMSTRAT Office.

(7) Administers Training Support Programs in support of tenant training efforts including: Automated Heat Stress System (AHSS), Non-Standard Training Area Request, 1717 information line, and the scheduling and oversight of administrative landing zones in the CAMLEJ cantonment area. This involves the update of various written procedures, policies, and instructions which document the requirements and processes associated with each.

d. Plans Branch

(1) Conducts long range planning, direct initiatives, and identify future requirements.

(2) Directs and facilitates Operational Planning Teams (OPTs).

(3) Reviews directives, policies, and doctrine related to MCIEAST-MCB CAMLEJ long range planning.



(4) Provides staff assistance and coordination to II MEF and MCIEAST installations as required.

(5) Fulfills Force Deployment Planning and Execution responsibilities for MCIEAST-MCB CAMLEJ.

(6) Manages and coordinates the Defense Readiness Reporting System - Marine Corps for MCIEAST-MCB CAMLEJ.

(7) Develops, updates, and maintains the MCIEAST-MCB CAMLEJ mission statement. Provide oversight and assistance to subordinate installations.

(8) Assesses, staffs, resources and responds to Feasibility of Support Requests from external units/organizations.

(9) Plans, coordinates, trains, and manages the Operational Security Program for MCIEAST-MCB CAMLEJ.

(10) Provides AHSS Policy.

(11) Manages tall structure encroachment via the Tall Structures Working Group (TSWG). The AC/S, G-3/5 is the TSWG Executive Sponsor and the Supervisory Plans Officer is the TSWG Chairman.

(12) Serves as the MCIEAST base realignment and closure representative.

3. Range and Training Area Management Division. Provides Regional/MCB CAMLEJ range and training area management (training ranges, training facilities, Special Use Airspace, maneuver area, training systems, and training devices used on ranges). Implements policies, develops regional strategies and plans, prioritizes resources and provides services, direction, and oversight for range development and management throughout the MCIEAST range complex. Provides operationally ready training ranges, facilities, and maneuver areas to operational forces, formal schools of Training and Education Command, and other Department of Defense (DoD), Federal, state, and local agencies while ensuring safe, efficient use. Responsible for providing systems architecture, facilities and technology support for training, operations, and exercises. 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.

a. Range Development Branch

(1) Develops/executes a comprehensive regional/base range and training area (RTA) plan.

(2) Evaluates utilization and recommends changes to RTA assets.

(3) Develops/validates/prioritizes multi-purpose RTA sustainment projects.

(4) Conducts quality assurance inspections for Ground Training System Support (GTSS) contractor operations support.

(5) Supports training through enhanced targetry, visual observation of targets and impact areas.

(6) Assists regional installations and stations with design and resourcing of ranges and training facilities.

(7) Provides oversight of all ongoing projects related to training ranges and facilities.

b. Range Maintenance Branch

(1) Responsible for the overall maintenance effort required to support all ranges, training areas, tactical landing zones, training facilities, and other training venues at MCB CAMLEJ and MCAS New River.

(2) Coordinates with public works division for maintenance of real property facilities assigned to the G3/5.

(3) Develops and implements service contracts to perform range and electronic maintenance.

(4) Provides material support to Troop Training projects in support of development and maintenance active duty unit led projects.

(5) Performs limited maintenance and repairs to structures, fencing, roads, and equipment.

c. Range Control Branch (RCB)

(1) Provides operationally ready training ranges, facilities, special use airspace, and maneuver areas to operational forces, tenant, other DoD and Federal agencies.

(2) Responsible for the safe, efficient management of all ground training and range areas aboard MCB CAMLEJ and MCAS New River.

(3) Schedules, deconflicts, and inspects training conducted aboard MCB CAMLEJ and MCAS New River.

(4) Provides explosive ordnance disposal, Navy boat crew support, and Range OIC/Range Safety Officer certification and training.

(5) Manages the Range Facility Management Support System (RFMSS) and host quarterly de-confliction conference.

(6) Responsible for the operation, maintenance, scheduling, and safety of the Camp Lejeune training tanks (pools).

Chapter 5

Assistant Chief of Staff, G-4

1. Mission. The AC/S, G-4 is the principal staff for 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. Coordinates cross-functional logistics requirements within the G-4 Department. This division also executes the departments occupational health and environmental compliance programs and provides program oversight and technical assistance in material management, maintenance management, and ammunition and explosives safety for subordinate commands.

3. Distribution Management Office (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). Develops and provides management oversight and policy guidance regarding the procurement, allocation, operation, and maintenance of Non-Tactical Vehicles 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). 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 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). Provides end-to-end general and direct support for the garrison supply chain to all regional installations and tenant organizations. This support includes: Administration of the Accountable Property System of Record; management and oversight of centrally managed personnel support equipment; collateral equipment; furniture/furnishings; and equipment; retail operation of the Garrison Retail Supply (ServMart) facilities; oversight of all procurements and acquisitions conducted by MCIEAST-MCB CAMLEJ Department of Defense Activity Address Codes (DODAAC); provides contract oversight of Defense Logistics Agency (DLA) energy ground fuel distribution to unit-owned refueling points, and oversees the operation of six service station refueling points; both retail and bulk fuel. The SMD is responsible for planning, supporting, and collaborating on innovative e-business solutions that improve the level and quality of supply

chain support and overall accountability to all users at various installations and advises the CG on garrison supply and logistics support programs.

7. Logistics Support Division (LSD). Processes and manages all civilian personnel actions within the G-4 Department. Coordinates department's budget submission and data calls and monitors budget execution. Manages the Interactive Customer Evaluation System and prepares the command's annual submission for the Commander in Chief's Award for installation excellence.

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) services and support. The G6 plans, coordinates, and provides oversight of all Information Environments, Information Services, IT Infrastructures, and IT assets throughout the Region with a primary focus on Information Service support for the OPFOR while in garrison. The G-6 provides the means for effective command and control of IT and Telecommunications services, specifically in the areas of MAGTF IT support, Cybersecurity, IT asset management, encrypted communications, electronic equipment maintenance, and all IT infrastructure resident on each of the MCIEAST-MCB CAMLEJ Installations, facilities and training ranges.

2. 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. G-6 Operations implements planning, coordination, and project execution and provides assistance and guidance to MCIEAST installation commands on C4 related topics. The Operations section manages all IT and telecommunications training to ensure compliance with reference (e) and to endow the G-6 staff with the knowledge and skill sets required to support the operating forces and their mission.

3. Cyber Security Division (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, and verifies appropriate security tests and assessments are conducted and documented.

4. Maintenance and Support Division (MSD). Provides IT and Telecommunications Lifecycle Management services to include: Ground Electronic Maintenance, Public Address Systems Support, Cellular Wireless Management and Support, Life Cycle Sustainment, Asset Management, Marine Corps Enterprise Network (MCEN), and G-6 Facilities Management in support of MCIEAST installations and organizations.

5. Marine Air-Ground Task Force IT Support Center (MITSC). The MITSC operates under the authority of the G-6 and provides 24/7/365 IT service and support to portions of the Mid-Atlantic and all Southeast Region installations and tenant commands. This includes unclassified and classified services with primary focus on garrison IT support and extending support to the tactical edge. It is one of two USMC Area Control Centers (ACC) for defense messaging and the sole ACC to release MARADMIN and ALMAR General Message Files (GMF) messages. The Customer Support section, Server Management section, Network Management section, and Field Services section perform regional service desk operations, data center management, and network operations services that align with Regional and Enterprise C4 strategies.

6. Telecommunications Division. Provides regional telecommunications management and guidance, frequency management, enterprise land mobile radio management, 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. The Division also provides official telecommunications services to MCB CAMLEJ, MCAS New River, tenant commands and unofficial and commercial telecommunications services, as required. The Telecommunications Division provides management of a wide range of MCIEAST Regional circuits including: data, security, special, and field training. The Division also provides commercial telecommunications training for operational forces personnel.

7. Applications Support Division (ASD). Manages the Regional IT Application Portfolio for all systems and applications in the region. Provides requirements analysis, Government off the shelf (GOTS) web site and application development, update and release support. Manages and provides technical support for existing GOTS applications and web solutions hosted by the G-6. Provides Subject Matter Expertise (SME) for local and regional Geospatial application development and mapping services.

Chapter 7

Assistant Chief of Staff, G-7

1. Mission. The AC/S, G-7 is the principal staff for developing and implementing MCB Camp Lejeune, MCAS New River and regional strategies for compatible resource use, encroachment management, and community/government relations to communicate the USMC and CG's intent and guidance. The AC/S, G-7 chairs the MCIEAST and MCB Camp Lejeune Encroachment Management Action Teams (EMAT).

2. Government and External Affairs (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. 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 serves as the Steering Team representative to the southeast regional Partnership for Planning and Sustainability.

3. Community and Plans Liaison Officer (CPLO). Responsible to the installation commanders for MCB CAMLEJ and MCAS New River 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. The CPLO maintains and updates 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 to coordinate and obtain agreements and/or regulations that protect the installation from incompatible community growth and development.

4. Regional School Liaison (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. The RSL serves as a training and marketing resource to the Installation School Liaisons within the MCIEAST area of responsibility (AOR) to establish and sustain the School Liaison Program. The RSL also serves as the SME for command group on all educational issues.

5. Energy and Environmental Coordinator (EEC). 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 MCIEAST, and its installations, are in compliance with applicable Federal, state, and regional laws and regulations. Focus in on areas and strategies where there is believed to be impact on the military

training mission. Strictly environmental challenges are to be the purvue of the G-F. Assignments will be directed by the AC/S G-7, Deputy AC/S G-7, and/or the EMAT. In accomplishing the above objectives, the EEC will coordinate MCIEAST regional environment, conservation, and energy policy development and planning with: senior environmental and energy managers, commanders, and pertinent staff at the bases and stations within the MCIEAST region; with other MCIEAST directorates; with MCICOM; with appropriate DoD regional environmental coordinators, and with the Office of the Secretary of Defense Energy Siting Clearinghouse.



Chapter 8

Assistant Chief of Staff, G-8

1. Mission. The AC/S, G-8 is the principal staff officer for the command with responsibilities and duties for the following major functional areas of financial management: budget formulation, budget execution, financial systems coding and inputs, program analysis, performance measurement, audit readiness, and internal controls.

a. The 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 G-8 is responsible for the effective coordination of budgeting, managerial accounting, finance, resource evaluation, and analysis as required in reference (g). One of the most critical roles G-8 performs for the command is to guard against inadvertent or deliberate violations of statute or regulation regarding appropriated funds (authorized purpose, time, and amount).

b. The G-8 exercises staff coordination for financial organizations for appropriated funds operating throughout the Region as well as for audits conducted by the Marine Corps Nonappropriated Fund Audit Service (MCNAFAS), DoD Assistant Inspector General (DoDIG) for Auditing, U.S. General Accountability Office (GAO), and Congressional Appropriations Committee staffs.

2. Regional Budget Division. The Division provides management and oversight of prior, current, and future year resources for all activities for the region. In addition, the Division performs the following regional functions.

a. Conducts budget planning and analysis for all appropriations executed. Compiles and submits various budgets; provides recommendations on initial and revised distribution of funds as well as fiscally related resources to address the program requirements for all activities for the region. Identifies and recommends budget adjustments to realize economies and generate savings; initiates actions to adjust financial plans to available funding levels.

b. Receives, transfers, and monitors funds in accordance with approved guidance, following all applicable laws and regulations to report to higher headquarters in a timely and accurate manner. Prepares directives and instructions to ensure compliance with public law and fiscal policies.

c. Responsible for centrally managing regional labor funds and determines the civilian labor budget for current and future years for the command.

d. Represents the management interests of the Command in negotiations for support within the confines of this Region as requested by HQMC, by other Federal, state and local government agencies, representative organizations from foreign nations, and authorized private parties.

3. Base Budget and Financial Systems Division. The Division provides management and oversight of prior, current, and future year resources for all activities for MCB CAMLEJ. In addition, the Division performs the following base functions.

a. Conducts budget planning and analysis for all appropriations executed. Compiles and submits various budgets; provides recommendations on initial and revised distribution of funds as well as fiscally related resources to address the program requirements for all activities for MCB CAMLEJ. Identifies and recommends budget adjustments to realize economies and generate savings; initiates actions to adjust financial plans to available funding levels.

b. Receives, transfers, and monitors funds in accordance with approved guidance, following all applicable laws and regulations to report to higher headquarters in a timely and accurate manner. Prepares directives and instructions to ensure compliance with public law and fiscal policies.

c. Responsible for financial analysis, advice, and coordination of financial operations through three Teams (G-F, G-4/G-6, and C&D) formulating and estimating budgets to support plans, programs, and activities to include presenting and defending budget estimates and reporting all the obligations and expenditures of "Other Than Labor" (OTL) funding as well as monitoring labor obligations for all Departments/Divisions aboard the Base. Process monthly allocations to distribute costs to Funded Reimbursable, private party, and Direct Cite Code (DCC) USMC customers for services provided such as telephone and cable damage, vehicle usage and accident damage, equipment usage, and utility charges to include electricity, natural gas, propane, water, sewer, and refuse disposal.

d. Manages data induction into the Standard Accounting and Budgeting Reporting System (SABRS). Within the Division, the Financial Management Resource Office serves as principal liaison between administrators and the Defense Finance and Accounting Service (DFAS), HQMC fiscal and logistics officials, and non-DoD activities. Serves as functional coordinator for Class I DFAS systems and local Class II systems and central computer processing requirements for activities of the Region with DFAS, Cleveland, OH. Serves as principal liaison for Financial Statement audit requirements documentation, coordinator for tri-annual review of unliquidated orders, and coordinator for the Yearly Certification of Obligations. Manages MCB CAMLEJ's reimbursable program, DCC program, Government Travel Credit Card (GTCC) program to include activation and deactivation of the GTCC. In addition, performs Lead Defense Travel Administrator (LDTA) functions in the Defense Travel System (DTS).

e. Responsible for processing information in the Standard Labor Data Collection and Distribution Application (SLDCADA) and the Defense Civilian Payroll System (DCPS); verifying that time and attendance is entered and certified by authorized officials in SLDCADA; verifying that all pay and leave codes are correct; ensuring that records for employees separating are accurately coded and entered in a timely manner; overseeing SLDCADA and DCPS as the command administrator and assisting the employees with pay issues and problems.

4. Programs Division. The Division reviews regional and base resource requirements and justifications in support of the various programs via the Program Objectives Memorandum (POM) across the Future Years Defense Plan (FYDP) within the Region. In addition, the Division performs the following regional and base functions.

a. Conduct budget analysis for input into POM material. Assists program/functional managers with costing information (historical, present, and future) to support the programming process, i.e., inputs into the POM. Review and evaluate all Marine Corps Programming Codes and programs and present/defend program requests before approving authorities (commanders and senior staff) within and external to the command. Draft, staff, and issue programming guidance to establish the timeline for development, review, and approval of program plans.

b. Identifies and recommends reprogramming efforts to realize economies and generate savings; monitors and analyzes the budget execution efforts to identify and remediate unprogrammed and unanticipated variances from established financial plans and budgets.

c. Assists program/functional managers with Common Output Levels of Service (COLS) matters. Assist in the analysis of COLS data elements in the defining of risk to operational/mission requirements in order to enable program/functional managers to consider future risks of lowered funding. Conduct budget analysis to support setting of and changes to current COLS levels for all COLS functions and sub-functions.

d. Manages the O&M,N Flight Hour Program (FHP). Provides management and oversight of prior, current, and future year resources for all activities for MCIEAST-MCB CAMLEJ. Coordinates with G-3/5 Aviation on all FHP operational requirements and coordinates all grant funding from U.S. Marine Corps Forces Command (MARFORCOM) G-8. Conducts budget planning and analysis on execution of flight hours and related financial expenditures. Compiles and submits annual budget; provides recommendations on initial and revised distribution of funds to address the program requirements for all activities for MCIEAST-MCB CAMLEJ. Identifies and recommends budget adjustments to realize economies and generate savings; initiates actions to adjust financial plans to available funding levels. Receives, transfers, and monitors funds in accordance with approved guidance, following all applicable laws and regulations to report to higher headquarters in a timely and accurate manner. Manages and submits all reporting requirements and various data calls with G-3/5 coordination to MARFORCOM.

5. Resource Evaluation and Analysis (REA) Division. Commanders and comptrollers have the responsibility to ensure that effective management controls are established, reviewed, working, and adhered to. The Division provides commanders an invaluable resource management tool to effectively and efficiently ensure adequate controls are in place for collecting, processing, recording, and reporting accurate financial data needed to manage resources. In addition, the Division performs the following regional and base functions.

a. Provides annual formal reviews of key programs for MCIEAST-MCB CAMLEJ as required by CMC (P&R, RFA, and RFK) and references (h) and (i). The evaluation and analysis of these reviews provides an avenue to correct unsatisfactory conditions with established financial practices, procedures, records, accounting systems, statements, and reports.

b. Maintains liaison with and provides assistance for all external audits from the GAO, the DoDIG, the NAS, and the MCNAFAS. Coordinates the corrections of deficiencies revealed by audits performed by these various audit agencies, or by report analysis, observation, or other means. Serves as the command point of contact for all financial improvement and audit readiness efforts to include audit liaison, audit site visits, coordination of audit responses, and audit follow-up requests.

c. Performs the the Managers Internal Control Program (MICP) Coordinator role for the region and base. Develops the MCIEAST-MCB CAMLEJ annual MICP Plan and provides annual MICP training. Assists Assessable Unit Managers (AUMs) in developing individual Department MICP Plans, documenting process flows, and performing annual risk and control assessments. Compiles the required documentation to support the Commanding General's annual MICP Certification Statement for Internal Control Over Non-financial Operations (ICONO), Internal Controls Over Financial Reports (ICOFR), and Internal Control Over Financial Systems (ICOFs).

d. Performs quarterly cash verifications and bank reconciliations for organizations aboard MCB CAMLEJ. Quarterly reviews are also performed for Real Property and Garrison Property.

e. Conducts required annual Financial Management Evaluations and Assessments (FMEA) on all installations across the region.

f. Performs the MCIEAST-MCB CAMLEJ Regional Conference Manager duties for Non-DoD conference attendance. Adopts and participates in the installation of approved financial and accounting systems and procedures.

6. Business Performance Office (BPO) Division. The BPO conducts studies; provides advisories, program, and process coordination; provides management analysis, oversight, reviews and recommendations to the Commanding General and staff in an effort to maximize efficiencies and effectiveness of the installation and Region. In addition, the Division performs the following regional and base functions.

a. Performs a variety of analysis including economic, cost benefit and business case. Conducts studies, management reviews, and workload validations. Evaluates programs to ensure efficiencies and effectiveness optimizing resources. Serves as project manager for command directed projects. Provides facilitation services for the installation to include strategic planning sessions and assists in the development of performance management plans.

b. Manages the Support Agreements Program, coordinating, facilitating, and negotiating agreements at local and Regional levels.

c. Coordinates the COLS program, ensuring training is conducted for appropriate staff; liaisons with higher headquarters, Regional COLS team members, and subordinate commands.

d. Liaisons with 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.

MCIEAST-MCB CAMLEJO 5400.1A  
MAR 12 2018

e. Manages the Continuous Process Improvement Program providing trained Lean Six Sigma Yellow, Green, and Black Belts to assist teams with process improvement. Coordinates training for the installation and MCIEAST region, as requested.

Chapter 9

Assistant Chief of Staff, G-F

1. Mission. The AC/S, G-F is the principal staff for MCIEAST-MCB CAMLEJ planning, coordination, and oversight of facilities maintenance and management, MILCON and minor construction planning, family housing, bachelor housing, environmental and conservation management, real estate, 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.

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 ensures all class I and class II real property record data in the Naval Facilities Assets Data Store is properly maintained and real estate.

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 negotiation, control, and administration of all agreements involving real property under license, lease, permit, or easement which concern the interest of MCB CAMLEJ.

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, and energy management. The Division ensures all facilities related to 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.

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 New River. The responsibilities include execution of other engineering support services such as pest control, refuse collection (less family housing), landfill operations, recycling; solid waste reduction, railroad management, and track maintenance, limited repair to specified government-owned installed equipment, and indus5560 plant equipment (Classes 3 and 4), and operation of Onslow Beach Bridge. Other 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 is responsible for the planning, programming, budgeting, and management of all human, financial, and material resources used in the accomplishment of the FSRM mission. 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; 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 ROIC 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 oversight for the administration and operation of the centralized family housing and referral programs onboard MCB CAMLEJ and MCAS New River. 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 New River. These responsibilities include, but are not limited to, preparation and analysis of housing surveys, management reports, and studies; planning, programming, and budgeting for operation, execution of the Family Housing Program authorized by Congress and allocated by HQMC; promotion of occupant relations; implementation of a Housing Referral Program, ensuring equal opportunity in off-base housing; and inspection of leased housing. The Director, Family Housing Division 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 HQMC 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 for effective management, utilization, and operation of all bachelor housing resources aboard the installations.

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 Office (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.

b. The Director, Environmental Management Division (EMD) is responsible for matters pertaining to compliance with environmental regulatory requirements including: air and water pollution abatement; pollution prevention; 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 EMD works closely with the AC/S, G-3/5 and other G-F 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; hazardous 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. MCIEAST-MCB CAMLEJ Natural Resources are managed in accordance with the MCIEAST-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 NC Division of Marine Fisheries. EMD coordinates with the SJA and EACO in advising the Command on the application and impacts of environmental laws and regulations. The EMD's Conservation Law Enforcement Officers are responsible for enforcement of natural resources related laws and regulations, and control of hunters and fishermen. EMD also coordinates regularly with Base and HQMC PAO for public awareness of environmental programs, policies, and reports.

c. A formal Base Operating Support Agreement (BOS) exists between MCB CAMLEJ and MCAS New River. The BOS provides that nearly all environmental programs and environmental support functions for MCAS New River will be performed by MCB CAMLEJ.

7. Regional Geospatial Information and Services (RGIS) Division. Supports the Marine Corps' installation management and military training activities 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 RGIS Division provides regional and installation functional area managers with an integrated Geographic Information System that enables operational planning, analysis, and decision support. The RGIS Division has primary responsibility for the implementation of the Marine Corps' GEO *Fidelis* Program through program management oversight, policy and guidance on issues regarding geospatial information and services, and the alignment of geospatial data collection initiatives and investments to business priorities and strategies. The RGIS Division coordinates Installation Geospatial Information and Services (IGI&S) operations and procedures; application development with geospatial components, data, or web-based mapping services; and is the regional liaison to the enterprise hosting center located at MCICOM Facilities Systems Branch (FSB).

Chapter 10

Deputy Equal Employment Opportunity Officer

1. Mission. The Deputy EEO Officer (DEEEO) serves as the principal advisor to the CG (Equal Employment Opportunity Officer - EEEO) in all matters respective to Equal Employment Opportunity (EEO). The EEEO delegate's day-to-day operations of the EEO program to the DEEEO with full authority to plan, organize, direct staff, carry out, review and evaluate programs designed to assist management in accomplishing its EEO mission.

2. Concept of Operations. The DEEEO works collaboratively with agency officials, managers/supervisors and other stakeholders to promote and integrate EEO into all personnel management functions, such as recruiting, selecting, hiring, training, developing, promoting, accommodating, reassigning, evaluating, awarding, counseling, mentoring, retaining, disciplining, or separating employees. The DEEEO ensures EEO is part of the Command's culture, embraced by the leadership and communicated from the top down to maintain a workplace that is free of harassment and discrimination in any of its management policies, practices, or procedures in support of the agency's strategic mission.

Chapter 11

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 exercises financial oversight and promotes best business practices and program consistency across the region. MCCS provides oversight and review of Nonappropriated Fund Central Construction projects, to include prioritization and advocacy.
2. Marine and Family Programs. Provides services that consist of Family Readiness Programs, Family Care Programs, Personal and Professional Development Programs, and Behavioral Health Programs.
3. Semper Fit Programs. Provides services that consist of Fitness Programs, Health Promotion, Recreation Parks/Picnic Areas, Community Centers, the Single Marine Program, Special Events, and Sports Programs (including Youth Sports).
4. Business Operations. Provides services that consist of Retail (Marine Corps Exchange and other Retail-related Services), Food and Hospitality, Temporary Lodging, Clubs and Catering, and Commercial Recreation.
5. General Support. The general support areas of MCCS provide Facilities Maintenance functions, Finance and Accounting services, Information Technology, Marketing, Human Resource Management, Procurement, and Executive Oversight.

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 supervises and oversees 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.

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.
  
2. Concept of Operations. The Command Chaplain is responsible for oversight of placing Chaplains assigned to the region 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.

Chapter 14

Director, Communication Strategy and Operations (COMMSTRAT)

1. Mission. The COMMSTRAT Director is principal staff officer serving under the direct cognizance of the CG via the Deputy Cmdr. The COMMSTRAT office supports MCIEAST and MCAS NR commanders and staff in regional and installation public engagement using various tools including digital platforms, print, media, visual information production capabilities, community relations and communication strategy.

2. Concept of Operations

a. COMMSTRAT is responsible for communicating the CG's policies and mission related objectives to internal and external audiences in order to build understanding, credibility and trust. The COMMSTRAT Director also advises commanders and staffs on any changes in public perception, and develops and implements communication strategies to further their objectives. The COMMSTRAT Director maintains continuous coordination with the regional installations ensuring matters of significant media interests are communicated up the chain in a timely manner. The Director communicates matters of command interest to the regional installations COMMSTRAT offices as necessary.

b. The COMMSTRAT Director oversees two branches: the Visual Information Branch and the Digital/Media Engagement branch. Collectively, they offer the command targeted communication capabilities that support operational and institutional objectives, and include: acquiring, editing, and producing photo, video, and traditional multimedia products in digital and print formats.

c. The COMMSTRAT Digital/Media Engagement Branch's primary mission is communicating with internal and external audiences and highlighting base activities and policies using the following:

- (1) Traditional Media;
- (2) Web-based Digital Platforms (Social Media and Website);
- (3) Print Articles; and
- (4) Community Relations Activities

d. The COMMSTRAT Visual Information (VI) Branch is managed by the Visual Information Officer and is budgeted to support MCIEAST-MCB CAMLEJ, MCAS NR, and tenant activities with the following core capabilities:

- (1) Administrative Photography;
- (2) Still and Motion Media Acquisition and Production;
- (3) Multimedia Layout, Design and Development;
- (4) Original Conventional Art;
- (5) Reproduction and Print Products;

MCIEAST-MCB CAMLEJO 5400.1A  
MAR 12 2018

(6) Archival of Imagery; and

(7) Production requests that do not fall under normal requirements will be coordinated by the Visual Information Officer.

Chapter 15

Staff Judge Advocate (SJA)

1. Mission. The SJA is the legal advisor to the CG, the MCIEAST-MCB CAMLEJ staff, and the COs and staffs of 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.

2. Concept of Operations. The SJA is guided by references (j) and (o).

a. The Office of the SJA consists of the SJA, 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. The SJA advises the CG, COs of H&S BN and WTBn, and their respective staffs on all military justice matters. Moreover, because the CG is the initial disposition authority over all officer misconduct cases within MCIEAST, the SJA advises the CG on all officer misconduct cases from throughout the region.

(2) Administrative/Installation Law. The SJA provides advice to the MCIEAST-MCB CAMLEJ and subordinate staffs on administrative and civil matters, and ensures command compliance with applicable laws and regulations. Support and advice in these substantive areas include, but is not limited to, the following matters: administrative separations; various Manual of the Judge Advocate General investigations; civil liability; government information practices; fundraising; and standards of conduct and government ethics

b. The SJA and EACO retain exclusive staff cognizance over their respective command legal advice functions. Both the SJA and EACO are ethics counselors and supervise the ethics programs within their areas of responsibility.



Chapter 16

Regional Contracting Officer (RCO)

1. Mission. The RCO 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

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

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

c. Provides 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. Processes interagency transfer of fund requests. Review requests, determine validity and prepare justifications prior to transfer.

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

3. Organization

a. Purchase Card Management Section. Responsible for the management and oversight of the GCPC program for the region.

b. Four Buying Divisions entitled Red, White, Blue and Gold Teams. These divisions are responsible for procuring goods and services for MCIEAST installations and their tenant commands, and the administration and close out of all supply and service contracts awarded by this office.

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 and also for Procurment Acquisition Training.

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

a. Performs Small Business Program duties in accordance with applicable acquisition regulations, policy statements, and directives.

b. Provides periodic reports to the CG on Small and Disadvantaged Business Utilization within MCIEAST.

c. Assists and advises contracting and project management personnel on Small Business Program requirements to ensure maximum participation in prime and subcontracting by small business concerns.

d. Implements Small Business Program related training for contracting and project management personnel whose duties and functions affect the activity's Small Business Program.

e. Aids, counsels, and assists small and disadvantaged businesses on Small Business Program related procedures, information regarding proposed acquisitions, and releasable post award data.

f. Maintains 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.

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 military personnel receive equal and fair treatment regardless of race, gender, color, national origin, or religion, to include sexual harassment.

2. Concept of Operations. 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.

Chapter 19

Director of Safety (DOS)

1. Mission. The MCIEAST-MCB CAMLEJ Safety Department is the principal staff that supports operational readiness by establishing, promoting, and maintaining a safe and healthful workplace. DOS coordinates, develops, implements, and oversees MCIEAST 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 DOS 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 of 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. The Aviation Safety Manager (ASM) will establish and maintain a Command Aviation Safety Program managed by a trained ASM, advises and helps 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 of comprehensive traffic/RODS safety programs, 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.

Chapter 20

Security Manager

1. Mission. The MCIEAST-MCB CAMLEJ Security Manager serves as the direct advisor and representative for the CG in matters regarding the eligibility of personnel to access classified military information (CMI) and to be assigned to sensitive duties. The Security Office manages the classified information and personnel security programs for MCIEAST-MCB CAMLEJ and provide CMI and personnel security guidance, education and training support to tenant commands.

2. Concept of Operations. To serve as the CG's principal advisor and direct representative in matters regarding the eligibility of personnel to access CMI and to be assigned to sensitive duties.

a. Serve as the CG's principal advisor and direct representative in matters pertaining to the classification, safeguarding, transmission, and destruction of CMI.

b. Develops written command information and personnel security procedures, including an emergency action plan which integrates emergency destruction plans where required.

c. Formulates and coordinate the command's security awareness and education program.

d. Ensures security control of visits to and from the command when the visitor requires, and is authorized, access to CMI.

e. Ensures coordination of staffing Foreign Visit Requests received from the HQMC Foreign Disclosure Officer, to include Extended Foreign Visits, the Foreign Liaison Officer Program, and the Marine Corps Foreign Personnel Exchange Program. Additionally, ensure Delegation of Disclosure Letters are maintained, with assignment letters and acknowledgment of responsibility letters, as applicable, signed by the Foreign Officer and assigned U.S. Contact Officers.

f. Ensures all personnel who will handle CMI or will be assigned to sensitive duties are appropriately cleared through coordination with the Department of the Defense Central Adjudication Facility, and that requests for personnel security investigations are properly prepared, submitted, and monitored.

g. Ensures access to CMI is limited to those who are eligible and have a demonstrated need-to-know.

h. Ensures personnel security investigations, clearances, and accesses are properly recorded, with documentation in their Personnel Security File and the Joint Personnel Adjudication System (JPAS).

i. Coordinates the command program for continuous evaluation of eligibility for access to CMI, or assignment to sensitive duties.

- j. Ensures all personnel execute a Classified Information Nondisclosure Agreement (SF 312) prior to granting initial access to CMI, with documentation of the event recorded at HQMC, and in JPAS.
- k. Ensures all personnel granted access to the Secret Internet Protocol Router Network receive a North Atlantic Treaty Organization SECRET security brief, and a debriefing when their access is rescinded, with documentation of the events recorded in JPAS.
- l. Ensures all personnel requiring access to CMI (Secret or Top Secret), provide a verbal attestation of their responsibilities to protect that material, with documentation of the event recorded in JPAS and either on their Non-Disclosure Agreement or in their Personnel Security File.
- m. Provides certification and de-certification of access to Restricted Data (RD) to include Critical Nuclear Weapons Design Information to eligible Explosive Ordnance Disposal (EOD) technicians in the Military Occupational Specialties 2305 and 2336 with documentation of the event recorded in their Personnel Security File and JPAS.
- n. Ensures all personnel who have had access to CMI who no longer require access, or are leaving the command for any reason (i.e., transferring, TAD for more than 60 days, retiring, reached the end of their contract, etc.) receive a command debrief, with documentation of the event recorded in their Personnel Security File and JPAS.
- o. Ensures all personnel who have had their access to CMI terminated as a result of separation, retirement, suspension, or revocation of access for cause have completed a Security Termination Statement, with documentation of the event recorded at HQMC, in JPAS, and in their Personnel Security File.
- p. Ensures security collaboration with the SJA and FOIA Coordinator in reviewing requests received under the FOIA that are, or could possibly be considered for, exemption from release under certain categories.
- q. Ensures professional development of the security management staff through attendance and participation in security classes (on-line, offsite, and within the command) and at conferences and seminars of interest to security professionals.

Chapter 21

Legal Service Support Section-East (LSSS-E)

1. Mission. The OIC, LSSS-E provides 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. The LSSS-E is responsible for the provision of general support legal services to all operating forces and supporting establishment commands within the MCIEAST AOR. The 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 SJA and EACO retain exclusive staff cognizance over their command legal advice functions.

a. 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 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 (j).

b. The LSSS-E provides 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 capability of SJA offices varies and the LSSS-E is responsible for all legal services beyond that capability. The LSSS-E as shown in Figure 21-1 is organized into the following sections:

(1) 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.

(2) 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.

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

(4) 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.

(5) The Base Magistrate Office conducts hearings to adjudicate alleged administrative violations, infractions, and offenses committed by military members, dependents and members of the civilian component authorized to enter Marine Corps Base Camp Lejeune, and to impose administrative sanctions as appropriate. Additionally, the Magistrate prepares debarment packages and appeals for debarments, traffic and shoplifting.

(6) 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, a RDC Office, and a Base Magistrate 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.

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.



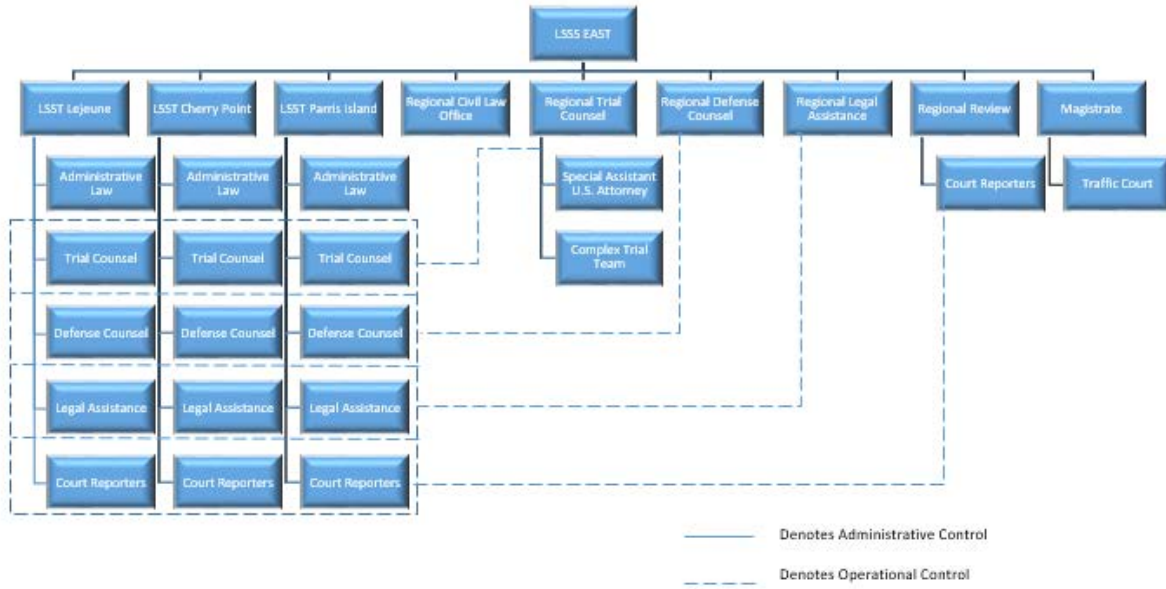


Figure 21.1--LSSS-E Organizational Chart

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) LSSS RDC

(a) Operating in accordance with Chapter 2 of reference (j), zealously defends Marines and sailors facing disciplinary action in order to safeguard the rights of those who safeguard our nation.

(b) Is administratively attached to LSSS East but is directly responsible to the Chief Defense Counsel of the Marine Corps (CDC) for delivering defense counsel services within the LSSS East region.

(c) Supervises and details the three Senior Defense Counsel (SDC) located at each LSST, and subordinate Defense Counsel (DC) to Military Justice and administrative separation cases, per delegation authority granted by the CDC.

(d) Implements and supervises standard detailing criteria and practices across the LSSS East region, including limiting the authority of subordinate SDCs to detail cases to DCs from the corresponding LSST-East Defense Services Offices.

(4) LSST Defense Services Office

(a) In accordance with Chapter 2 of reference (j), provides non-judicial punishment (NJP), administrative separation, Article 31b, UCMJ and other counselings as necessary or directed by the RDC.

(b) Represent clients in courts-martial, administrative separation boards, and Boards of Inquiry.

(c) Assist clients with Board of Corrections of Naval Records (BCNR) and Naval Discharge Review Board (NDRB) petitions, and other adverse administrative matters.

(5) 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 (k) and (i).

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 (m) and (n).

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

(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 5 of reference (j) and Chapter VI of (o).

(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.

e. Base Magistrate

(1) Per reference (ap) and when directed, serve as the Initial Review Officer (IRO) and identify, train, and supervise qualified Field Grade Officers to serve as the IRO in order to review the probable cause determination and necessity for continued pre-trial confinement for personnel held in a pre-trial confinement status within the MCB CAMLEJ Brig Facility.

(2) Per references (aq), (as), and (au), serve as the Hearing Officer in adjudication of incidents of misconduct which occur aboard Marine Corps Camp Lejeune involving residents and bona-fide guests within Public Private Venture (PPV) and Government housing, incidents involving theft of monies and merchandise from MCCS facilities, incidents of juvenile misconduct, pet revocation hearings, and other acts of misconduct occurring aboard MCB CAMLEJ.

(3) Per reference (at), serve as the Traffic Hearing Officer in the adjudication of all traffic violations which occur aboard MCB CAMLEJ.

(4) Per reference (ar) and when directed, serve as the Incident Determination Committee (IDC) Chairperson and identify, train, and supervise qualified Field Grade Officers to serve as the Chairperson for Family Advocacy Program's (FAP) multidisciplinary program designed to address the problems associated with spouse, intimate partner, and child abuse within the Navy and Marine Corps community.

(5) Per reference (av) and when directed, process debarment requests from Installation Commanders or law enforcement as required, including recommendations to the Commanding General, MCIEAST-MCB CAMLEJ to determine if the individual is a reasonable threat to the security of an installation and warrants denial of access to MCIEAST installations.

Chapter 22

Staff Regulations

1. General. The following chapters 23 through 40 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.

Chapter 23

Fitness Reports

1. General

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

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

c. All RS' 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 EA with Section A completed 10 days prior to the end of the reporting period. The CG's EA 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 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. 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 (r) for 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 the supervisor above the RS. The CG will review reports on MCIEAST 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 (p), adverse reports cannot be sighted below the operational battalion or squadron level.

6. Handling and Transmission of Fitness Reports. The RS is responsible for the delivery of fitness reports to the RO. Send fitness reports utilizing APES to the CG's Executive Assistant or COS, as required, no later than 15 days after the end of the reporting period. A separate e-mail with recommended comments for the RO will also be forwarded within this timeline.

7. U.S. Naval Officer Fitness Reports

a. Per references (p) and (q), 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 with evaluation of chaplains and other naval officers assigned, 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 (q).

Chapter 24

Correspondence Preparation

1. Policy

a. Respond to all correspondence, except that which contains a specific due date, within 10 working days after receipt by this Command. Prepare an interim reply and provide the addressee as much information as is possible to include the anticipated completion date when the 10 working day timeline cannot be met.

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 an electronic copy of all correspondence signed "By direction" to the Adjutant weekly (Thursday) for inclusion in the CG's "By direction" share portal site and for retention in the official correspondence files, per reference (s).

2. Preparation of Correspondence. General instructions for the preparation of correspondence are contained in reference (x). 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 (t), 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 1/2 inch from the upper top left edge of the paper. Though variations exist per reference (t), in order to keep uniformity, the 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 (t). Reference (u) 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, of reference (t).

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. Reference (t) 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:

**From: Commanding General, Marine Corps Installations East-  
Marine Corps Base, Camp Lejeune**  
**From: Commander, Marine Corps Installations East-Marine  
Corps Base, Camp Lejeune**

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:

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

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 (t).

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 (CG Policy Letters);
  - (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 that require a general officer endorsement.

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

<b>J. L. LEJEUNE</b>
----------------------

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

<b>C. R. PULLER, SR.</b> Deputy Commander	<b>SMED E. BUTLER, III</b> 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:

<b>L. P. LAMBERT</b> Acting	<b>ALAN J. FOSTER, JR.</b> 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:

<b>A. T. CACCIATORE III</b> <b>By direction</b>
--

(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:

<b>S. L. RAINY</b> <b>Adjutant</b> <b>By direction of the</b> <b>Commanding General</b>	<b>J. J. MICKES, JR.</b> <b>Assistant Chief of Staff, G-1</b> <b>By direction of the</b> <b>Commanding General</b>
--	---

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 (1), 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 typed 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 24-1 is a sample MCIEAST-MCB CAMLEJ Route Sheet located at: <https://www.mcieast.marines.mil/Staff-Offices/Adjutant/>.

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>
03	For each "Via" addressee.
03	For each "Copy to" addressee.
03	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 Thursday for inclusion in the CG's "By direction" binder and ultimate retention in the command's official files, per reference (u).

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 (t). Same page endorsements shall only be used for appointment letters and Administrative Action (AA) Forms.

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 (t). The current edition of reference (v) 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 25-1).

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 to ensure proper tracking and administrative correctness in accordance with appropriate orders and directives.

d. The SJA and LSSS-E have some latitude i.e., investigations and administrative discharges will be provided to the SSEC office. However, all normal routine correspondence should come to the Adjutant for review.

e. A signed and scanned route sheet, the electronic version of the file, and all supporting documents will be emailed to the Adjutant section for action.

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.

MCIEAST-CAMLEJO 5400.1A

MCIEAST-MCB CAMLEJ ROUTE SHEET																																																																																																																																																																																																																																																																																																										
X - ORIGINATOR OR OFFICE AFFIXING ROUTE SHEET		H - RETURN TO _____		DATE	ADJ TR #																																																																																																																																																																																																																																																																																																					
A - APPROPRIATE ACTION		I - INITIAL		SUBJECT																																																																																																																																																																																																																																																																																																						
B - GUIDANCE		J - DISPOSITION																																																																																																																																																																																																																																																																																																								
C - SIGNATURE		K - DECISION		REFERENCE																																																																																																																																																																																																																																																																																																						
D - COMMENT		L - RETENTION																																																																																																																																																																																																																																																																																																								
E - RECOMMENDATION		M - APPROVAL		REFERENCES HELD BY (Name, Grade, Office, Telephone Ext)																																																																																																																																																																																																																																																																																																						
F - CONCURRENCE		R - REVIEW																																																																																																																																																																																																																																																																																																								
G - INFORMATION		O - OTHER _____		<table border="1"> <thead> <tr> <th rowspan="2">RTG</th> <th rowspan="2">CODE</th> <th rowspan="2">ADDRESSEES</th> <th colspan="2">DATE</th> <th colspan="2">INITIALS</th> <th rowspan="2">REMARKS &amp; SIGNATURE</th> </tr> <tr> <th>IN</th> <th>OUT</th> <th>CONCUR</th> <th>NON CONCUR</th> </tr> </thead> <tbody> <tr><td>▼</td><td>▼</td><td>CG</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>AIDE</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>SECRETARY</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>DEP COMMANDER</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>COS</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>SGTMAJ</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>SSEC</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>PROTOCOL COORD</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>ADMIN COORD</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>CG ADMIN</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>ADJUTANT</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>ADJ ADMIN CHIEF</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>ADJ ADMIN NCOIC</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>AC/S G-1</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>AC/S G-3/5</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>AC/S G-4</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>AC/S G-6</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>AC/S G-7</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>AC/S G-8</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>AC/S G-F</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>AC/S MCCS</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>OIC LSSS-E</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>BPO</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>CHAPLAIN</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>CIG</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>CONTRACTING</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>EEO</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>EACO</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>EOA</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>LSSS-E</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>OICC</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>PAO</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>SAFETY</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>SBS</td><td>▼</td><td></td><td></td><td></td><td></td></tr> <tr><td>▼</td><td>▼</td><td>SJA</td><td>▼</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>			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						▼	▼	ADJ ADMIN CHIEF						▼	▼	ADJ ADMIN NCOIC						▼	▼	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	▼					▼	▼	OIC LSSS-E	▼					▼	▼	BPO	▼					▼	▼	CHAPLAIN	▼					▼	▼	CIG	▼					▼	▼	CONTRACTING	▼					▼	▼	EEO	▼					▼	▼	EACO	▼					▼	▼	EOA	▼					▼	▼	LSSS-E	▼					▼	▼	OICC	▼					▼	▼	PAO	▼					▼	▼	SAFETY	▼					▼	▼	SBS	▼					▼	▼	SJA	▼				
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																																																																																																																																																																																																																																																																																																								
▼	▼	ADJ ADMIN CHIEF																																																																																																																																																																																																																																																																																																								
▼	▼	ADJ ADMIN NCOIC																																																																																																																																																																																																																																																																																																								
▼	▼	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	▼																																																																																																																																																																																																																																																																																																							
▼	▼	OIC LSSS-E	▼																																																																																																																																																																																																																																																																																																							
▼	▼	BPO	▼																																																																																																																																																																																																																																																																																																							
▼	▼	CHAPLAIN	▼																																																																																																																																																																																																																																																																																																							
▼	▼	CIG	▼																																																																																																																																																																																																																																																																																																							
▼	▼	CONTRACTING	▼																																																																																																																																																																																																																																																																																																							
▼	▼	EEO	▼																																																																																																																																																																																																																																																																																																							
▼	▼	EACO	▼																																																																																																																																																																																																																																																																																																							
▼	▼	EOA	▼																																																																																																																																																																																																																																																																																																							
▼	▼	LSSS-E	▼																																																																																																																																																																																																																																																																																																							
▼	▼	OICC	▼																																																																																																																																																																																																																																																																																																							
▼	▼	PAO	▼																																																																																																																																																																																																																																																																																																							
▼	▼	SAFETY	▼																																																																																																																																																																																																																																																																																																							
▼	▼	SBS	▼																																																																																																																																																																																																																																																																																																							
▼	▼	SJA	▼																																																																																																																																																																																																																																																																																																							
ROUTING - USE NUMBERS TO SHOW ORDER OF ROUTING																																																																																																																																																																																																																																																																																																										
NATURE OF ACTION ▼		ORIGINATOR	DUE DATE		REFERENCES HELD BY (Name, Grade, Office, Telephone Ext)																																																																																																																																																																																																																																																																																																					

Figure 24-1.--MCIEAST-MCB CAMLEJ ROUTE SHEET

Chapter 25

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, MCIEAST commanders and MCIEAST-MCB CAMLEJ staff sections are tasked with providing specific and detailed replies, which are routed via the CG MCIEAST-MCB CAMLEJ to OLAC through DON Tracker. Refer to reference (u) for additional guidance and responsibilities for handling congressional interest (CONGRINT)/special interest (SPLINT) correspondence. Standard letter format will be utilized in accordance with reference (t).

2. Responsibilities

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

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

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

(1) Forward personnel reports and official documents utilizing DON Tracker 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 Adj and the CONGRINT Coordinator 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.



Chapter 26

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 both hard copy and electronic formats. 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 26-1 and is also located at the following site: <https://www.mcieast.marines.mil/Staff-Offices/Adjutant/>.
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 26-2 and is also located at the following site: <https://www.mcieast.marines.mil/Staff-Offices/Adjutant/>.
6. Position/Decision 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 26-3 and is also located at the following site: <https://www.mcieast.marines.mil/Staff-Offices/Adjutant/>.
7. Information Paper. Document prepared to address an issue in question. The format is contained in figure 26-4 and is also located at the following site: <https://www.mcieast.marines.mil/Staff-Offices/Adjutant/>.
8. 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 (t) and figure 26-5 for the proper format of LOIs and is also located at the following site: <https://www.mcieast.marines.mil/Staff-Offices/Adjutant/>. 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 Adj section for inclusion in the CG's "By direction" binder and the command correspondence files.

9. 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 (t) for proper format and types of business letters.

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 26-1.--Format for Action Brief

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 26-2.--Format for Memorandum of the Record

CLASSIFICATION

Code/Office  
Date

%

POSITION/DECISION PAPER

%

Subj:\*\*FORMAT FOR A POSITION/DECISION PAPER

%

1.\*\*Purpose.\*\*Bottom Line Up Front ((BLUF) briefly state who the paper is for and why. For example: "Obtain CG decision establish command position on subject."

%

2.\*\*Major Points.\*\*Briefly summarize main points to be made.

%

\*\*\*\*a.\*\*State each point in one brief sentence.

%

\*\*\*\*b.\*\*Major points should stand alone and not require amplification by subordinate points.

%

3.\*\*Discussion

%

\*\*\*\*a.\*\*This format is used to examine issues/unresolved matter, courses of action for implementation/resolution; provide rationale to support a recommended position/decision the reader should take/make.

%

\*\*\*\*b.\*\*Tailor discussion to needs and knowledge of the reader.

%

\*\*\*\*c.\*\*Write in short, clear, direct conversational style so the reader understands key points and arrives at a logical conclusion. Use the active voice and avoid jargon; brevity is expected; identify all acronyms.

%

\*\*\*\*d.\*\*General format is not as important as content. Tailor paper to fit the need. Subparagraphs such as "Participants", "Facts," "Opposing Views," "Other Staff Positions," "Fallback Position," "Conclusion," or others may be used.

&

\*\*\*\*e.\*\*Limit to 1 page, unless issue is complex, do not exceed 2 pages. If greater detail needed, attach tabs with supporting documents and address in content.

&

4.\*\*Recommendation. The recommendation(s) must flow logically from the major points and discussion. State in direct and positive language; provide a decision grid to route through the chain to the decision-making authority.

Prepared by: Grade and Name, Office Code, phone number

Approved by: Grade and Name, Office Code, phone number

Figure 26-3.--Format for Position/Decision Paper

Subj:\*\*SAME AS FIRST PAGE

%

For Decision by the CG:

%

COS Recommends:

Approval\_\_\_\_\_

%

Disapproval\_\_\_\_\_

Dep Comdr Recommends:

Approval\_\_\_\_\_

%

Disapproval\_\_\_\_\_

%

CG:

Approves\_\_\_\_\_

%

Disapproves\_\_\_\_\_

%

- Add additional principal staff members as required.

CLASSIFICATION

Figure 26-4.-Format for Position/Decision Paper-Continued

CLASSIFICATION

Code/Office  
Date

%

INFORMATION PAPER

%

Subject:\*\*FORMAT FOR AN INFORMATION PAPER (WRITTEN IN ALL CAPS)

%

1. Purpose.\*\*Why is the information being provided.

%

2. Key Points

%

- Use these papers to convey information for the reader's use in preparing for a meeting or briefing.

%

- Present facts and use clear concise working.

%

- Tick and bullet format preferred. Use key words and phrases.

%

- General format is not as important as context.

%

- Tailor the paper to fit the need.

%

- Convey the information the audience (usually a principal) would need to know if being introduced to the subject issue or meeting for the first time.

%

- Address objectives the reader of the participants have for the meeting.

%

- Alert the reader to potential trouble areas.

%

- Identify hidden agendas.

%

- A length of one page is preferred. Two page is the maximum.

%

If the meeting is one-on-one with someone the reader does not know; attach a biographical sketch.

%

%

Prepared by: I. M. MOTIVATOR, Capt, USMC  
Agency, Section, Phone Number

CLASSIFICATION

Figure 26-4.--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 26-5.--Format for Letter of Instruction



Chapter 27

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 (x) and (y). All records will be maintained in electronic format.
  
2. Commander's Intent. This program is implemented to control the creation, organization, maintenance, use, and proper disposition of MCIEAST-MCB CAMLEJ records.

Chapter 28

Directives Management Program

1. General. The Directives Management Program ensures consistency in preparation, approval, distribution, and maintenance of directives, in accordance with reference (z). Reference (aa) 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. Access to the shareportal site listed is permissions based for access please contact the Adj:  
<https://eis.usmc.mil/sites/mciegl/ADJUTANT/DirectivesReview/default.aspx>  
Directives issued by this headquarters are disseminated electronically. Once an Order, Bulletin, or Policy Letter has been signed it will be uploaded by the Adj to the following internet site:  
<https://www.mcieast.marines.mil/Staff-Offices/Adjutantt>.

Chapter 29

Publications

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

2. Concept of Operations

a. The Adj 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.

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 (ac) provides information regarding the 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.

Chapter 31

Forms Management Program

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

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

Chapter 33

Command Chronology

1. General. The command chronology is a detailed report to the CMC 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 (ag).

Chapter 34

CG's Conference Room

1. 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%202%20\(Conference%20Facility%20Request\).pdf](https://intranet.mcieast.usmc.mil/Staff%20Secretary/Administration%20Section/Commanding%20General%27s%20Conferenc/Document%20Library/MCIEAST%20HQ%202%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.



Chapter 35

Uniform of the Day

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

a. During the summer season, the Green Marine Pattern (MARPAT) MCCUU will be worn with sleeves rolled up in synchronization with Daylight Savings Time (DST).

b. During the winter season, the Green MARPAT MCCUU will be worn with sleeves rolled down in synchronization with the return to Standard Time.

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

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

e. Wear of Seasonal Service Uniforms. The CG has designated the last working Friday of each month that the Service C uniform will be worn during the summer season and the seasonal Service B uniform will be worn during the winter season. MCIEAST unit duty personnel will wear the appropriate assigned uniform prescribed by the commander.

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 accidents. Reference (ah) 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.

h. Exception to the Policy. Due to the unique nature of their relationships with local, state and Federal law enforcement agencies and officials, 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).

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

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 inclusive or formal. The range and depth are at the discretion and experience of the commander, department head, and/or 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. Desktop procedures should 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 or infrequent tasks. Staff will also include common discrepancies noted during past inspections by the CIG, or the Inspector General of the Marine Corps.

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. 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, and biometric records. This information must be safeguarded no matter the medium.

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

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 (aj) governs the extension of regular liberty in connection with holidays. The Adj will publish annually MCIEAST-MCB CAMLEJBul 1050 the fiscal year holiday routine for MCIEAST subordinate commands and post it on the MCIEAST-MCB CAMLEJ Adjutant's website. Federal 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 (ak).

Chapter 39

Awards Program

1. General. Reference (a1) 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.

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.

Chapter 40

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

1. General. The Defense Casualty Information Processing System (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 (am). Ensure the SIR message is prioritized at time of release.
2. Commander's Intent. MCIEAST subordinate commanders, general and special staff department heads shall ensure accurate and timely reporting of casualties, and serious incidents/events.