



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

MCIEASTO 5400.1  
G-1 MAY 13 2008

MARINE CORPS INSTALLATIONS EAST ORDER 5400.1

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST (MCIEAST) ORGANIZATION, FUNCTIONS  
AND STAFF REGULATIONS

Encl: (1) LOCATOR SHEET

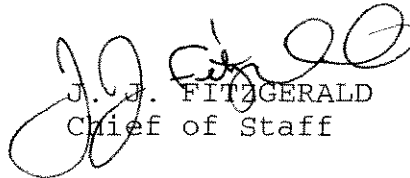
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(t) MCIEASTO 5211.1  
(u) MCO P5750.1G  
(v) ALMAR 007/08 of 6 Mar 08  
(w) ALMAR 035/07 of 25 Jul 07  
(x) MCO P1050.3H  
(y) MCIEAST 1601.1

1. Situation. This Order promulgates the official organization and functions of Marine Corps Installations East (MCIEAST) and publishes command and staff actions in the MCIEAST Headquarters to promote uniformity in staff procedures.

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2. Mission. To promulgate organization and functions of MCIEAST and provide command guidance and procedures in accordance with the references.
3. Execution. General, Special Staff sections and MCIEAST installation commanders will ensure compliance with the contents of this Order.
4. Administration and Logistics. Your comments and recommendations concerning the contents of this Order are invited. Forward such recommendations to the Assistant Chief of Staff, (AC/S) G-1 via the cognizant staff section.
5. Command and Signal
  - a. Command. This Order is applicable to Marine Corps Installations East.
  - b. Signal. This Order is effective the date signed.



J. J. FITZGERALD  
Chief of Staff

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FUNCTIONS AND STAFF REGULATIONS

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## RECORD OF CHANGES

Log completed change action as indicated.

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

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## Chapter 1

Command, Staff, and Staff Actions

1. Mission. Marine Corps Installations East implements policies, develops regional strategies and plans, prioritizes resources and provides services, direction, and oversight through assigned U.S. Marine Corps Installations in order to support the Operating Forces, tenant commands and activities.

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

3. Command. The Commanding General, Marine Corps Installations East (CG MCIEAST) is responsible to the Commander, U.S. Marine Corps Bases, Atlantic (COMMARCORBASESLANT)/Commander, U.S. Marine Corps Forces Command (COMMARFORCOM) for operational and administrative control.

4. Control

a. MCIEAST is under the administrative and operational control of the COMMARCORBASESLANT.

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

c. Installations under the control of the CG MCIEAST are MCAS Cherry Point NC; MCAS New River NC; MCAS Beaufort SC; MCB Camp Lejeune NC; MCLB Albany GA; MCAF Quantico VA and MCSF Blount Island, Jacksonville FL.

5. Temporary Succession to Command

a. Chapter 10, section 4, paragraph 1074 of U.S. Navy Regulations, 1990 and paragraph 1007.2 of Marine Corps Manual, 1980 govern succession to command. During the temporary absence, leave, or temporary additional duty of the CG, the Chief of Staff (COS) MCIEAST will assume command.

b. Preparation of correspondence and documents for signature during temporary succession to command will be per Chapter 19 this Order.

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## 6. Staff

a. Organization of the MCIEAST staff is in general accordance with the current Table of Organization (M02213 Series).

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

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

d. The COS has overall responsibility for coordination of all staff activity.

## 7. Chief of Staff

a. The COS directs, coordinates, and supervises the activities of the general and special staffs in accordance with the principles set forth in Article 0711, of U.S. Navy Regulations 1990.

b. The COS is responsible to the CG for all activities of the general and special staffs. As such, the COS is the principal staff assistant to the CG 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 through the COS. General and Special Staff officers have direct access, as required, to the CG; however, they keep the COS advised of information provided and guidance received.

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

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

8. Temporary Appointment as Acting Chief of Staff. When the officer regularly assigned as the COS is temporarily absent, on leave, or on temporary additional duty, a designated officer of the General or Special Staff will normally succeed as Acting COS. The principles set forth in Article 1073, of U.S. Navy Regulations, 1990 will guide the officer serving temporarily as COS.

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## 9. General Staff

a. The General Staff consists of the COS and seven departments, each headed by an Assistant Chief of Staff (AC/S). The departments are designated: G-1, G-3, G-4/-6/Business Performance Office, Installations Facilities and Environment (IFE), Department of Public Safety (DPS) and Marine Corps Community Services (MCCS).

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

c. General Staff officers are directly responsible to the COS; however, the CG will frequently consult them directly. In such cases, they report to the COS any information that they give to or receive from the CG.

## 10. Special Staff

a. Special Staff officers for MCIEAST include the Adjutant, Command Chaplain, Staff Judge Advocate (SJA), Public Affairs Officer (PAO), Command Inspector General (CIG), Equal Opportunity Advisor (EOA), Community and Plans Liaison Coordinator (CPLC), Comptroller (COMPT), Deputy Small Business Specialist (SBS) and Chief Contracting Officer (CCO).

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

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

d. Special Staff officers have direct access to the CG and COS when appropriate.

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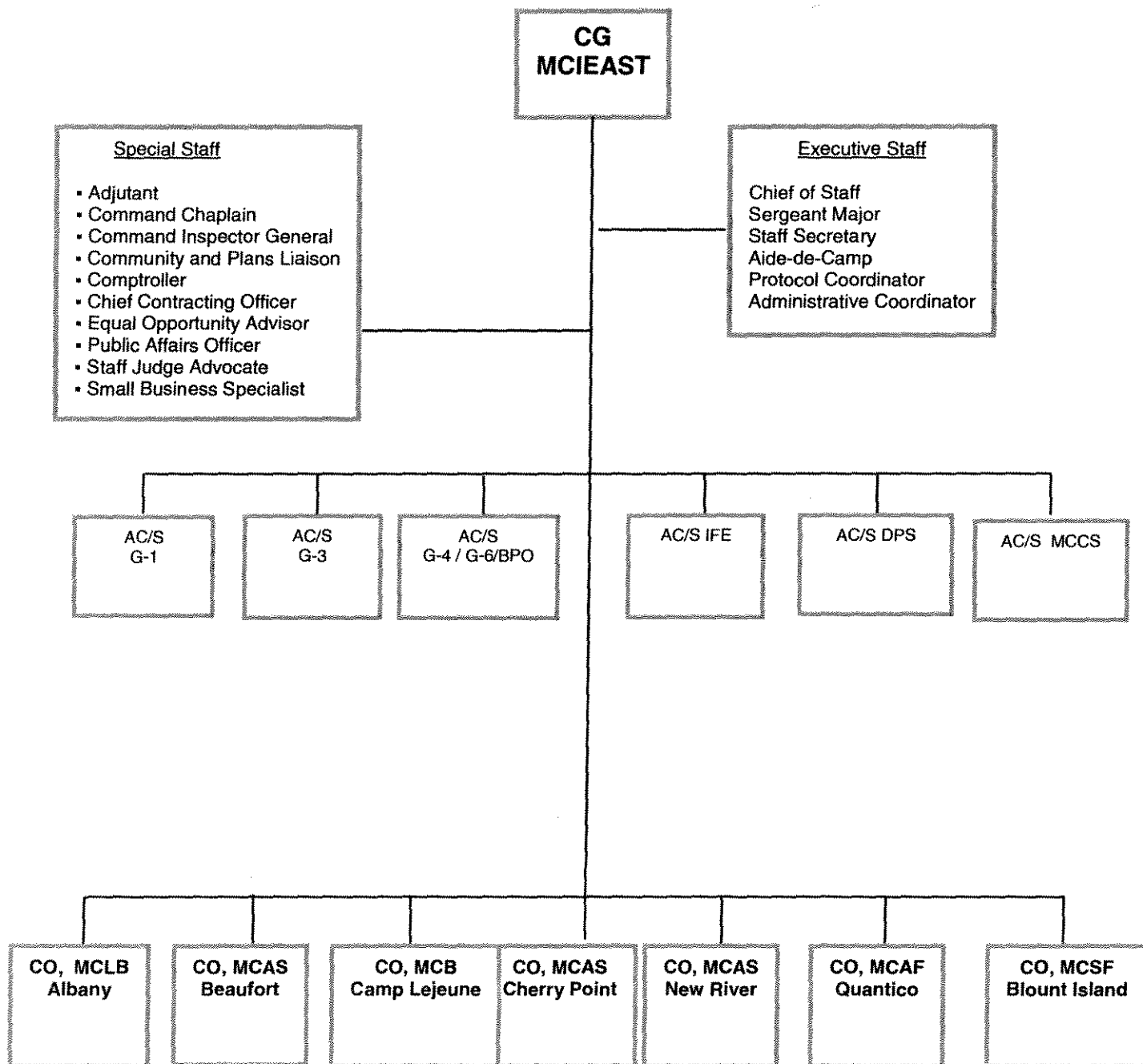


Figure 1-1.--MCIEAST Organization Chart

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## Chapter 2

Executive Staff

1. Information. The General and Executive Staff are guided in the performance of their duties by this Order and any guidance as may be given by the CG or COS.

2. Chief of Staff. The COS directs, coordinates, and supervises the activities of the General and Special Staffs. The COS will perform the following:

- 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.
- 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. Represent the CG when directed.

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3. Staff Secretary. The SSEC is the administrative assistant to the COS. The SSEC will:

- a. Ensure written material routed to the COS has been seen and acted upon, if necessary, by all interested staff sections.
- b. Direct and supervise the administrative functioning of the offices of the CG and COS.
- c. Receive personnel visiting the headquarters to confer with the COS and, in the absence of the CG's personal staff, the CG.

4. 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 will:

- a. Act as the CG's personal assistant.
- b. Supervise the performance, appearance, and training of the CG's driver.
- c. Act in concert with the COS and SSEC. The Aide-de-Camp keeps the COS informed on any matter that may be of interest and queries the COS for information that the CG may require.
- d. Manage the CG's daily schedule with the CG's Secretary.
- e. Act as the point of contact for all trips by the CG. The Aide-de-Camp coordinates the CG's itinerary with the host command.
- f. Coordinate all aspects of VIP visits with the Protocol Officer.
- g. Ensure with the CG's secretary, the CG's personal correspondence is drafted as appropriate.

5. Sergeant Major. The MCIEAST Sergeant Major is the senior enlisted Marine assigned to the CG. The Sergeant Major advises the CG on matters pertaining to enlisted personnel and assists the CG in the performance of the CG's duties. The Sergeant Major will perform such other duties as the CG may specifically direct.

6. Protocol Officer. The Protocol Officer is a member of the CG's Personal Staff. However, the nature of his/her duties require communication with the COS, SSEC, Aide-de-Camp, and CG's Secretary in the coordination of MCIEAST functions and daily operations. The Protocol Officer will:



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- a. Coordinate the itinerary, transportation, and billeting for official visitors of the CG.
- b. Advise the CG, COS and SgtMaj on matters pertaining to protocol.
- c. Supervise, coordinate and execute the CG's Official Representation Funds plan throughout the region.
- d. Maintain the official MCIEAST biographies for:
  - (1) CG MCIEAST
  - (2) COS MCIEAST
  - (3) SgtMaj MCIEAST
- e. Perform other duties as the CG or COS specifically directs.

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## Chapter 3

Assistant Chief of Staff, G-1

1. Mission. The Assistant Chief of Staff, G-1 is the principal staff assistant on matters pertaining to military and civilian manpower management, position management, the T/O and Manpower Requirements and miscellaneous administrative functions not specifically assigned to another general or special staff officer. The AC/S G-1 is responsible for officer assignments; uniform regulations; military awards/decorations; public service awards; the Workers' Compensation Program, administering of the Freedom of Information (FOIA) and Privacy Acts; gathering and maintaining statistical data; and conducting a decennial census of active duty military personnel. The AC/S G-1 exercises staff coordination for the Civilian Human Resources Office - East, Camp Lejeune Office.

2. Civilian Human Resources Office-East (HRO). The Director, Human Resources (HR) is the principal authority for human resources and is responsible for the oversight, coordination, and delivery of Civilian Human Resources services for MCIEAST. The Director exercises line authority for a full range of human resources operations and support processes to include planning in support of business process improvements. Responsibilities include HR strategic planning, HR program evaluations, organizational assessment, workforce planning, ensuring effective allocation and efficient utilization of resources, leadership development, and career development. Specific services include National Security Personnel System (NSPS) coordination, Staffing and Classification Division, Employee and Labor Relations Division, and Equal Employment Opportunity (EEO). The NSPS Program provides operational and consultation services for this flexible personnel system to include recruitment, staffing, position classification, and performance management. Staffing and Classification Division provides operational support and a variety of consultation services for competitive and noncompetitive recruitment initiatives, as well as services on matters relating to classification management. The Labor and Employee Relations Division provides advisory services to management including union negotiations, adverse actions, grievances, performance management, and represents management in third party situations or union negotiations. The EEO Office provides a range of services including EEO Counseling, Alternative Dispute Resolution Program, EEO case processing, Affirmative Employment Programs, Special Emphasis Programs, and Reasonable Accommodations.

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3. Plans and Operations Division. Assists and manages matters pertaining to Individual Augments (IA), HQMC Promotion Boards, Military and Civilian structure processes, Letters of Allowance (LOA), Reserve Affairs, and Tables of Organization (T/O).

4. Adjutant Division. The Adjutant Division provides administrative support to the CG MCIEAST and the subordinate installations commanders. The Adjutant serves as the Assistant Security Manager and Assistant Top Secret Control Officer. The Adjutant is responsible for:

a. Coordinating internal and external administrative requirements.

b. Tracking and monitoring urgent administrative support requested by higher headquarters and/or subordinate commands.

c. Preparing and publishing duty roster assignments.

d. Publishing staff regulations, preparing, reviewing and staffing command correspondence to include congressional inquiries/special interest correspondence.

e. Managing the commands' performance evaluations program.

f. Processing personal, unit, and special awards.

g. Managing the Casualty Assistance Program.

h. Maintaining command correspondence files.

i. Managing the acquisition, distribution control, and accountability of the command's publications and manages the Directives Control Point (DCP).

j. Managing the command's Forms, Records and Reports Management programs.

k. Managing FOIA requirements and the Privacy Act of 1974.

l. Managing the Voter Registration Program.

5. Military Personnel Division. The MCIEAST Military Personnel Officer, in conjunction with the Installation Personnel Offices, plans, supervises and monitors the classification, assignment and movement of both officer and enlisted personnel while conducting written and telephonic liaison with the various occupational field monitors and sponsors for personnel within MCIEAST. The Military Personnel Division additionally oversees the endorsement of Administrative Action (AA) Forms, and military structure processes.

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6. Career Retention Specialist. The Career Retention Specialist performs duties under the cognizance of the Deputy AC/S G-1; plans, coordinates, and maintains a broad Career Planning and Retention Program at the MCIEAST level with the objective of retaining the maximum number of qualified Marines; assists unit commanders as required, in counseling all Marines regardless of rank or time in service, regarding their career or potential career in the Marine Corps or civilian life.

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

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## Chapter 4

Assistant Chief of Staff, G-3

1. Mission. The Assistant Chief of Staff, G-3 is the principal staff assistant in matters pertaining to organization, training and current and future operations. The AC/S G-3 is also the principal staff assistant for military and appropriated civilian training; plans and operations; assessment, design and development of training ranges/facilities.

2. Aviation Plans and Policy Division (APP). The Aviation Plans and Policy Division assists MCIEAST air installations in implementing regional plans and policies in order to meet present and anticipated future joint and expeditionary warfare requirements. APP provides the CG accurate information on the status of all MCIEAST air installations in order to provide situational awareness for decision making and advises on regional aviation and airspace policy development. To effectively accomplish regional air installation oversight, APP is organized into two sections: Air Traffic Control (ATC) Type Commander (TYCOM) and Aviation Operations. The ATC TYCOM section provides regional management of ATC facility manpower, equipment, maintenance, airfield operations, training and standardization. The ATC TYCOM also provides the Regional Airspace Coordinator (RAC). The RAC manages all airspace supporting Marine aviation on the East coast. This includes airspace development and protection and coordination with the Federal Aviation Administration and other services. The Airfield Operations section oversees regional Meteorological services, Airfield Rescue and Fire Fighting, Air Transportation Coordination, and Air Field Services (flight support, transient aircraft services, passenger and cargo operations, aircraft recovery and fuel services). Additionally, the Aviation Operations section manages the budgetary aspects of the MCIEAST Operational Support Airlift Flight Hour and Sortie Based Training Program.

3. Operations and Plans Division (O&P). O&P plans and executes MCIEAST current and future operations. Coordinates as required installation support for training, exercises, visits, ceremonies, and special projects to military and non-military units, and exercises command and control (C2) of the MCIEAST Emergency Operations Center (EOC) and the following major functional areas:

a. Major natural disasters / ATFP events of any MCIEAST installation;

b. Major G-3 exercises, e.g. annual destructive weather;

c. Major ATFP exercises (once C2 is passed from DPS to G-3) at regional/HHQ levels;

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- d. Crisis Management;
- e. Fulfill Force Deployment Planning and Execution (FDP&E) responsibilities for MCIEAST;
- f. Coordinate all air support requests in support of MCIEAST;
- g. Plan, coordinate and manage evacuation planning and execution for Eastern North Carolina Marine Corps forces and installations;
- h. Manage and coordinate the Defense Readiness Reporting System (DRRS) for MCIEAST;
- i. Plan, coordinate, train and manage the Operational Security (OPSEC) Program for MCIEAST;
- j. Coordinate MCIEAST Command Chronology.

4. Range Development and Management (RDM) Division. RDM is the AC/S G-3 representative for regional range and training area management (training ranges, training facilities and training systems). RDM implements policies, develops regional strategies and plans, prioritizes resources and provides services, direction and oversight for range development and management. RDM represents the G-3 for the continuous assessment and planning for maintenance and sustainment, upgrades and modernization of regional range, training facility and training system management and development. RDM develops and publishes a multiyear regional range transformation plan that incorporates all aspects of training asset life cycle management. RDM, in conjunction with installation Range Managers, ensures that training ranges and facilities meet operational force, tenant command and formal school training requirements. Through research, comprehensive planning, environmental protection, multipurpose range designs, and close coordination with installation range managers, RDM ensures that the development, modernization and upgrade of ranges and training systems meet planned and emerging operational requirements throughout the MCIEAST range complex. This effort is executed in close coordination with Modeling and Simulation Division for the integration of simulation into MCIEAST range complex. RDM provides a single POC for the interface between COMMARCORBASESLANT, PMTRASYS (live systems) and TECOM (C465).

5. Modeling and Simulation Division (M&S). The Modeling and Simulation Division is responsible for providing systems architecture, facilities and technology support for training, operations and exercises in support of the individual Marine to Joint Staffs. The Modeling and Simulation

Division, in coordination with Range Development and Management Division, 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.

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## Chapter 5

Assistant Chief of Staff, G-4/6/BPO

1. Mission. The Assistant Chief of Staff, G-4/6/BPO is the principal staff assistant to the CG for a wide range of business and logistics support services. The staff implements policies, provides oversight, guidance, resource balancing and technical assistance to MCIEAST installations to support the operating forces, tenant commands and activities in the functional areas of: Logistics, Information Technology/Communications and Business Performance.
2. Business Performance Office Division. The Business Performance Office (BPO) Division provides advisory and analysis support, coordination, oversight, review and consolidation on a variety of business related programs and issues. The BPO manages the Continuous Process Improvement Program, administers and promotes the Support Agreements Program, develops and maintains the Base Balance Score Card Program, and provides Activity Based Costing/Management (ABC/M) Model review support and data normalization. The BPO also provides liaison between higher headquarters and bases/stations on planned and existing competitive sourcing initiatives and studies (i.e. A-76) including audits, planning, reporting and implementation. The BPO reviews and analyzes the 37 Marine Corps Standard Business Functions at each installation with the goal of identifying areas of potential regionalization, centralization, standardization and consolidation across MCIEAST.
3. Customer Relations and Workforce Support Division. The Customer Relations (CRM) and Workforce Support Division provides support to the AC/S for completion of the MCIEAST Strategic Plan and Fact Book. This division coordinates and processes all civilian personnel recruitments and other personnel actions within the G-4/6/BPO. Additionally, CRM provides Interactive Customer Evaluation (ICE) statistical reports upon request. CRM also assist with data calls by providing validation and consolidation of requirements into a final management report.
4. Communications Services Division. The Communications Services Division provides regional circuit planning, management and guidance; frequency (spectrum) management and coordination; and regional radio and wireless voice communications planning, management and support to MCIEAST installations.
5. Information Technology Services Division. The Information Technology Services Division (ITSD) is responsible for assisting all MCIEAST staff sections and installation commanders in determining requirement for and developing innovative information technology/



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information management (IT/IM) solutions to improve MCIEAST operations. ITSD provides customer-focused information technology services and technical support to sustain all systems and web portals hosted by the Regional Marine Air Ground Task Force (MAGTF) IT Service Center (MITSC) including provisioning of an IT Service Desk, Server/Systems Management, Incident/Problem Management, Change/Configuration Management, and Service Level Management. Additionally, ITSD is responsible for managing the East Coast Regional GEOFidelis Center providing geospatial information systems (GIS) and services for all of MCIEAST Bases/Stations. ITSD also manages the Regional Area Control Center providing Defense Messaging System (DMS) services to all commands under MARFORCOM, MCIEAST, MARFORSOUTH, and LOGCOM. In summary, ITSD serves as the East Coast Regional IT Center of Excellence providing, enabling, and managing a full range of IT/IM services in support of USMC mission requirements.

6. Network Operations and Security Division. The Network Operations and Security Division (NOSD) provides NMCI oversight, Classified Network Services, Non-NMCI network services and support and Information Assurance (IA). NOSD provides support for IA training, compliance and certification of systems and network enclaves, oversees and manages the Navy and Marine Corps Intranet (NMCI) unclassified services. NOSD ensures compliance with the Federal Information Systems Management Act (FISMA) to report to higher headquarters and all classified network services on the Secret Internet Protocol Router Network (SIPRNet).

7. Operations Division. The Operations Division coordinates cross-functional logistics requirements within the Department. This division also provides program oversight and technical assistance in material management, maintenance management, and ammunition and explosives safety for subordinate commands.

8. Traffic Management Division. The Traffic Management Division (TMO) provides traffic management operational oversight and policy promulgation for MCIEAST 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, COMMARFORSOC and other supported and supporting commands to provide freight transportation and distribution, personal property and passenger services program management.

9. Motor Transport Division. The Motor Transport Division provides management oversight and policy guidance regarding the procurement, allocation, operation, and maintenance of Garrison Mobile

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Equipment (GME) for subordinate installations within MCIEAST. Motor Transport Division 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.

10. Food Services Division. The Food Services Division 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. Food Services Division also provides administrative oversight for the East Coast Regional food services contract and ensures contractor's performance and advises the CG on all matters pertaining to the Marine Corps Food Service and Subsistence program.

11. Supply Management Division. The Supply Management Division (SMD) provides end-to-end supply chain oversight for all installations and tenant organizations for Personnel Support Equipment, collateral equipment, planning and procurement, BEQ furniture management, intermediate and retail operations of Direct Support Stock Control functions, fuel distribution, warehouse modernization, property accounting and disposal services. SMD is responsible for planning and supporting innovation e-business solutions that improve the level and quality of supply chain support to all users at various installations and advises the CG of business and logistics support programs.

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## Chapter 6

Assistant Chief of Staff, Installations, Facilities and Environment (IFE)

1. Mission. The Assistant Chief of Staff, IFE is the principal staff assistant for the planning, coordination, and oversight of facilities maintenance and management, military construction (MILCON) and minor construction planning, and family housing, bachelor housing, and environmental management. The AC/S IFE exercises this responsibility by providing technical direction, management oversight, and direct support to the IFE organizations at each installation.

2. Installations Development. The AC/S IFE provides regional priorities and oversight for all MILCON and Minor Construction projects; provides liaison with HQMC on all Shore Facility Planning and Programming issues; monitors and reviews Basic Facility Requirements and Facility Planning studies in support of MCIEAST Military Construction; and ensures all class I and class II real property record data in the Naval Facilities Assets Data Store is adequately maintained.

3. Public Works

a. The AC/S IFE provides fiscal and management oversight for all Real Property Maintenance Activities (RPMA) within MCIEAST installations. Programs to be evaluated include Facilities Sustainment Modernization and Restoration (FSRM) - includes local M1R1 maintenance program, Base Operating Support (BOS) services, M2R2 program, Commanding Officer's Readiness Reporting System (COORS), utilities, energy management, and real estate. MCIEAST will ensure all facilities related operational requirements are efficiently executed to include working with HQMC and MARFORCOM/MARCORBASESLANT 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, MARFORCOM/MARCORBASESLANT and HQMC for complex facility issues and decisions, including Utilities Privatization (UP), Commercial Activities, and regional MILCON planning.

4. Family Housing. The AC/S IFE provides installation oversight for the administration and operation of the centralized family housing and referral programs. These responsibilities include oversight management of all Public Private Ventures (PPV) according to policies, regulations, and procedures promulgated by the CMC.

5. Bachelor Housing. The AC/S IFE monitors the bachelor housing programs at each installation and supports installation commanders as required to plan and implement the Commandant's BEQ Campaign Plan.

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## 6. Environmental Management

a. The AC/S IFE provides installation oversight of environmental compliance and natural resource management programs. Establishes consistent environmental policy and procedures across MCIEAST installations where feasible to minimize costs, maximize efficiency, and address current and future projected regulatory requirements, laws, and program areas. Integrates encroachment partnership planning and execution with the AC/S G-3 and CPLO staffs, 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.

b. AC/S IFE staff also represents the CG as the USMC component Regional Environmental Coordinator (REC) in EPA Region 4. Coordinates regulatory issues within Region 4 with the DoD REC, other Service RECs, southeastern USMC installations, appropriate Federal and State regulators, and HQMC. Ensures consistent application of policies, programs, and regulations between Services and within the USMC installations in Region 4.

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## Chapter 7

Assistant Chief of Staff, Department of Public Safety (DPS)

1. Mission. The mission of the Department of Public Safety is to enhance the quality of life and mission assurance aboard MCIEAST Installations by providing policy and oversight for law enforcement, safety, fire prevention and protection, emergency medical service, critical infrastructure protection, and antiterrorism. Safety and security require a proactive approach. By facilitating partnerships with state and local emergency management agencies, the installations and their local communities will enhance emergency response on the installation and in the local community in accordance with the National Response Framework and the National Incident Management System. This will encourage mutual respect, understanding, cooperation, and a fundamental desire to develop problem-solving strategies to address public safety problems using an all-hazards approach.
2. Military Police Division. The Military Police Division is responsible for policy and oversight to MCIEAST law enforcement organizations in the areas of security, law enforcement and access control.
3. Fire and Emergency Service Division. The Fire and Emergency Services Division (FESD) is responsible for providing policies, standards, guidance, and oversight for the Fire and Emergency Services Program.
4. Safety Division. Safety Division is responsible for providing installation-specific safety policy and guidance designed to prevent mishaps and job related injuries, promote and enhance the safety culture among installations and tenants, and insure installation safety offices are providing the core safety services. The scope of Safety Division encompasses on-duty and off-duty safety programs for military and civilian personnel; technical support to tenant commands; tactical safety support to operational forces; safe environments for residents to live, educate their children, and shop; and safe recreational areas. The Safety Division also drafts proposed safety related messages with coordination from PAO for the CG's approval and release for holiday or extended liberty periods.
5. Mission Assurance Division. The responsibility of the Mission Assurance Division is to coordinate, develop, implement, and oversee the Region's policy and procedures pertaining to Antiterrorism; Critical Infrastructure Protection; Chemical, Biological, Radiological, Nuclear and High Yield Explosives, and Antiterrorism exercises. The Division also serves as the Region's focal point for all "Mission Assurance" issues to

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maintain an effective front against all hazards. This includes planning, coordinating, and supervising employment of force protection /mission assurance resources for the Region; evaluating force protection/mission assurance postures, and preparing operational estimates as necessary to enhance the force protection/mission assurance posture of the Region.

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## Chapter 8

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

1. Mission. Marine Corps Community Services, MCIEAST provides general oversight of MCCS program execution by the Sub-Region's installation commanders and their MCCS directors. This staff exercises financial oversight and promotes best business practices and program consistency across MCIEAST in close collaboration with the installation commanders and their MCCS directors. This staff provides oversight and review of installation-level Nonappropriated Fund (NAF) Central Construction projects, to include prioritization and advocacy.

2. Concept of Operations

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

b. MCIEAST MCCS is a "virtual organization," consisting of the collaborative sum of five distinct MCCS organizations operating aboard five of seven MCIEAST installations: MCAS Cherry Point, NC; MCB Camp Lejeune, NC; MCAS New River, NC; MCAS Beaufort, SC; and MCLB Albany, GA.

c. The Director, MCCS, MCB Camp Lejeune is dual-hatted as the AC/S MCCS MCIEAST. The Management and Program Analyst, MCCS MCIEAST is not dual-hatted.

d. The staff of MCIEAST MCSS assists the Sub-Region's installation commanders by promoting greater efficiency and effectiveness in common business processes and consistency of MCCS program delivery.

e. MCIEAST MCSS leads the MCCS Business Process Improvement effort a collaborative effort requiring the close and continuous, cooperative engagement of the Sub-Region's five installation-level MCCS Departments.

f. MCIEAST MCCS keeps the CG and his installation commanders apprised of all issues requiring centralized direction and/or approval.

g. MCIEAST MCCS actively facilitates information sharing and the identification and adoption of best business practices.

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## Chapter 9

Comptroller (COMPT)1. Mission

a. The Comptroller is the principal staff assistant who develops, coordinates, and maintains an integrated system of staff services in the financial management area in order to provide the CG MCIEAST the factual data essential for effective management control. The Comptroller 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 Comptroller is responsible for the effective coordination of budgeting, accounting, finance, and resource evaluation and analysis.

b. The Comptroller exercises staff coordination for financial institutions operating throughout MCIEAST. Also responsible for staff coordination for audits conducted by the Marine Corps Nonappropriated Fund Audit Service (MCNAFAS), Department of Defense Assistant Inspector General (DODIG) for Auditing, U.S. General Accounting Office (GAO), and Congressional Appropriations Committee staffs.

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



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3. Budget Execution Branch. The Budget Execution Branch inputs source data into the accounting system; provides training related to the accounting system; determines output problems related to processing errors and researches sources of erroneous data; is responsible for financial analyses, advice, coordination, and local implementation of financial accounting operations as prescribed by higher headquarters; and applies knowledge in activity based costing, managerial accounting, fund accounting and financial management applications.

4. Managerial Accounting Branch. The Managerial Accounting Branch serves as principal liaison between administrators and the Defense Finance and Accounting Office (DAO), HQMC fiscal and logistics representatives, and Non-DoD activities by coordinating system processing schedules and reporting user problems with systems operations and acts as functional coordinator for Class I DFAS systems and local Class II systems and coordinates central computer processing requirements for activities of MCIEAST with DFAS, Kansas City, Missouri.

5. Resource Evaluation and Analysis Division. The Resource Evaluation and Analysis Division (REA) provides the Region with the capability to examine, analyze, evaluate, and explore areas of management or operation where known or potential problem areas exist which may adversely affect the efficient and economical use of financial resources, thereby enhancing management and operational capabilities. The REA Division also coordinates and responds to audits, analyses, and reviews, conducted by external agencies; provides non-audit appraisals of nonappropriated fund matters for the Comptroller; coordinates the Management Control Program; monitors the appropriated Fund Cash Verification Program, provides technical guidance to personnel conducting verifications; controls access to the Standard Accounting and Budgeting Reporting System (SABRS) and all of its various subsystems; and performs Terminal Area Security Officer (TASO) duties for the Comptroller. In addition, the REA Division also participates with ongoing Region-Wide Business Process Improvement and Re-engineering initiatives and directly participates in the development and maintenance of the MCIEAST Activity Based Management, Information and Budgeting System. This Division is also responsible for providing critical activity based budgeting information for use in developing Program Objective Memorandums (POM) for budget and data calls.

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## Chapter 10

Command Inspector General (CIG)

1. Mission. The mission of the Command Inspector General is to promote Marine Corps combat readiness, integrity, efficiency, effectiveness, and credibility through impartial and independent inspections, assessments, inquiries, and investigations.
2. Concept of Operations. The CIG accomplishes this mission through effective supervision and oversight of the seven installations that comprise MCIEAST in their execution of the following functions: Inspections; Fraud, Waste, and Mismanagement Hotlines; Armed Forces Disciplinary Control Board; Request Mast; and any other administrative actions taken by or on behalf of the installation commander in the best interest of the peace and security of that installation.

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## Chapter 11

Command Chaplain

1. Mission. The Command Chaplain is the primary advisor to the CG on all matters pertaining to religious, spiritual, moral and ethical issues. Duties are performed under the staff cognizance of the COS.
2. Concept of Operations. The Command Chaplain is also responsible for oversight of placing Chaplains assigned to MCIEAST to ensure the free exercise of religion and provide as broad and inclusive a Command Religious Program as possible.

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## Chapter 12

Public Affairs Officer (PAO)

1. Mission. The Public Affairs Officer is a special staff officer serving under the direct cognizance of the CG via the COS and advises the CG in all regional public affairs matters pertaining to Media Relations, Community Relations, and Internal Communications.

2. Concept of Operations

a. The PAO is further responsible for the following: establishment and maintenance of harmonious relations with the news media and the public at large; community relations correspondence and programs not handled by the CPLO; public information programs (print and electronic) directed to both internal and external regional audiences; and coordination with media representatives requesting information about the command.

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

## Chapter 13

### Staff Judge Advocate (SJA)

1. Mission. The Staff Judge Advocate is the legal advisor to the CG MCIEAST and his supporting staff. Additionally, the SJA provides guidance, coordination, and oversight to the SJA offices within the Sub-Region by consolidating and/or standardizing legal operations as necessary and appropriate within the Sub-Regions to ensure uniformity across the MCIEAST installations.

#### 2. Organization of the Office of the SJA

a. The Office of the SJA MCIEAST, consists of the SJA, usually a colonel, and a Deputy SJA, usually a lieutenant colonel or major. The SJA functions as a Special Staff Officer and exercises staff cognizance over all legal matters.

b. The Office of the Staff Judge Advocate, MCB Camp Lejeune is directly responsible for and reports directly to the SJA MCIEAST on the following matters listed below. The other MCIEAST installations have the following legal support functions directly assigned to their respective legal offices by T/O and or addressed in Memorandum of Understanding/Memorandum of Agreement with the exception of MCAF Quantico.

(1) Military Justice. In coordination with the Officer-in-Charge, Legal Services Support Section (OIC LSSS) 2d MLG, reports the progress of MCIEAST military justice cases to include the review of courts-martial; military justice statistics; the status of confinees in the brig at Camp Lejeune and other east coast confinement facilities; advising unit legal officers on military justice matters; preparing endorsements on requests for discharge in lieu of trial; clemency requests, and UCMJ, Article 138 complaints; and provides all necessary assistance to the SJA MCIEAST on military justice matters.

(a) Uniform Code of Military Justice (UCMJ). Provides all necessary support to the SJA MCIEAST in order to ensure timely and accurate advice and representation in all aspects of discipline under the UCMJ. This support includes: Advice to duty officers, preliminary inquiry officers, military police, Naval Criminal Investigative Service (NCIS), legal officers, adjutants, and commanders; drafting of all charges and military justice-related convening orders; and, providing counsel, in coordination with the OIC LSSS, to represent both the government and the accused at all Special and General Courts-Martial and Article 32 Investigations.

(b) Special Assistant U.S. Attorney (SAUSA). This officer, nominated by the SJA MCB Camp Lejeune and appointed by the

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Attorney General of the United States, prosecutes or assists the U.S. Attorney (or a designated Assistant U.S. Attorney) in prosecuting civilians in the U.S. District Court for the Eastern District of North Carolina for federal offenses occurring on MCIEAST installations in Eastern North Carolina. The SAUSA provides liaison with the U.S. Attorney and the Department of Justice on other criminal and civil matters and is the special counsel and legal advisor to the PMO and NCIS on civilian prosecutorial matters.

(c) Administrative Separation Boards. Provides a recorder for all administrative separation boards for MCB CamLej.

(d) Other Hearings. Provides counsel to such other courts, boards, and hearings as required by the SJA MCIEAST.

(e) Court Reporters. Coordinates with the OIC LSSS to ensure timely and accurate transcribing and certification of all UCMJ, Article 32 Investigations, Special and General Courts-Martial, and other hearings.

(2) Legal Assistance. Provides regional Legal Assistance support as required by the SJA MCIEAST.

(3) Civil Law. Provides command advice on all administrative and civil matters, and ensures command compliance with Federal and State law regulation as required by the SJA MCIEAST. The support and advice includes, but is not limited to the following: civil liability; Freedom of Information (FOIA) and Privacy Act, and other Government Information Practices; fundraising; standards of conduct and Government ethics; JAGMAN investigations; civil service processing; and claims for and against the United States.

(4) Review. Per mutual agreement, review and post trial processing for all cases, boards, hearings or trials convened by the CG MCIEAST at MCB Camp Lejeune is provided to MCIEAST via the OIC LSSS through MCB Camp Lejeune. This includes but is not limited to all courts-martial, nonjudicial punishment appeals, Article 138 Complaints, Article 72 proceedings, and Article 69 petitions, as well as advice to summary courts-martial officers.

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(5) Trial Defense Services. Per mutual agreement, trial defense services for all cases, boards, hearings or trials convened by the CG MCIEAST at MCB Camp Lejeune is provided to MCIEAST via the OIC LSSS through the MCB Camp Lejeune.

(6) Administrative Support. Provides the SJA MCIEAST with administrative support, including but not limited to word processing, supply, fiscal matters, and other matters as assigned.

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## Chapter 14

Chief Contracting Officer (CCO)

1. Mission. The mission of MCIEAST Contracting (CONT) Department is to contribute to the Marine Corps war fighting excellence by providing timely, innovative and effective procurement support for all customers and training and mentoring military procurement specialists to create accomplished, independent thinking professionals for expeditionary environments. Operational responsibilities of MCIEAST CONT:

a. Procurement of supplies and services for MCIEAST installations using appropriated funds over \$100,000.

b. Oversight of Government Commercial Purchase Program (GCPC) for MCIEAST installations. Handle training of cardholders and approving officials, audits, monthly and semi-annual reports to HQMC for MCIEAST installations.

c. Oversight of satellite command simplified acquisition offices for routine small procurements less than \$100,000.

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

e. On the job training of military procurement specialists.

f. MOS 3006/3044 personnel sourcing in support of contingency or deployed operations.

2. Organization. MCIEAST CONT is organized into seven branches supporting MCIEAST customers in obtaining open market requirements:

a. Government Commercial Purchase Card (GCPC) Branch. Requirements less than \$3,000 must utilize the GCPC. Training is scheduled monthly, conducted at MCIEAST CONT and published on the Contracting Website at <http://www.lejeune.usmc.mil/contracting/trg%2008.PDF>.

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



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c. Formal Contracts II Branch. MCIEAST Regional activity requirements greater than \$100,000.

d. Special Projects Branch. Guides the joint preparation of Justifications and Determinations (J & A) required for inter-agency funds transfer. Additional duties include ratification of unauthorized commitments by tenant activities.

e. East Coast Garrison Food Service Branch. Contractual management of the Marine Corps Food Services east of the Mississippi River.

f. Contract Administration Branch. Management of all MCIEAST CONT e-business applications to include PR Builder, Wide Area Work Flow (WAWF), Procurement Desk Top Defense (PD2) and Contractor Performance Assessment Report System (CPARS).

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## Chapter 15

Community Plans and Liaison Coordinator (CPLC)

1. Mission. The Community Plans and Liaison Coordinator (CPLC) serves as the principal advisor to the CG MCIEAST to sustain and support mission readiness through effective encroachment management and community relations.

2. Concept of Operations. MCIEAST Community Plans and Liaison Officer (CPLO) provides management, coordination oversight, and review of integrated compatible resource use (land, air, water, and frequency) issues and on sustainable development activities including economic, environmental, social, and political as they pertain to community planning liaison functions, community outreach and legislative interface across the region. The CPLO serves as a principle interface with Office of the Secretary of Defense (OSD), other DoD Services, internal Marine Corps operations, federal civilian, regional, state and local governments, academia, industry, non-governmental organizations and civilians pertaining to those activities that may affect MCIEAST range sustainment and training readiness, as well as quality of life and related topics. CPLO resolves challenges and leverages available resources through partnerships, outreach and engagement with stakeholders as required to coordinate regional activities. CPLO is the key link working with OSD, HQMC and individual MCIEAST Installations to ensure continuity of programs and efficiency of Community Plans and Liaison (CPL) operations.

3. Structure

a. The MCIEAST CPLO, consists of the CPLC, Deputy CPLC, CPL Specialist, School Liaison Coordinator (SLC) and the Executive Assistant.

b. The CPLC is a special staff officer serving under the direct cognizance of the CG via the COS and advises the CG in all regional encroachment and community relation matters. Coordinates all CPL issues and actions with other CPL offices throughout the region and with HQMC and/or others. Formulates and oversees the MCIEAST program goals and objectives and devises innovative methods for achieving them. Provides policy, criteria and program resources to guide the CPL Program in evaluating comprehensive plans, analytical techniques, and tools. Provides support, leadership and advice to installations in preparing resource use compatibility and sustainable development/encroachment mitigation plans that promote community and regional resource use that are compatible with current and projected Marine Corps mission requirements. Ensures Installation development/encroachment mitigation plans are integrated into and compatible with the overall MCIEAST

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Encroachment Control Program. MCIEAST CPLC serves as the Steering Team representative to the Southeast Regional Partnership for Planning and Sustainability (SERPPAS) and must be able to identify and capitalize on opportunities which have potential to interfere with or enhance the Marine Corps range and training mission and seamlessly interface with HQMC, individual installations and others as needed.

c. The Deputy CPLC serves in a multidisciplinary capacity as the Deputy of the CPLC. Develops and maintains an extensive network of federal, regional, state, local and community entities to quickly identify environmental, economic, cultural, social, and/or political situations that may effect range and training readiness and sustainment. Promotes community planning and liaison efforts that are compatible with MCIEAST installations/ranges and training requirements. Assist MCIEAST CPLC in providing and integrating long-range plans that incorporate regional and specific Installation operational missions, policies, priorities pertaining to compatible resource use and sustainable economic development strategies, which are vital to installations and regional operations.

d. The CPL Specialist serves as the MCIEAST interface with Installation CPLC and others for portal development and input; sharing of CPL calendar of events, contact database development; routine status reports; community awareness events, legislative updates and outreach material. Performs duties associated with encroachment, regional development and civic improvements, with an expanded focus on assessing and evaluating legislative land use, noise and demographics through the SERPPAS. Monitors National Environmental Protection Agency (NEPA) public scoping session working groups, reviews data on growth patterns, existing zoning guidelines, historical information related to military training operations, compatible growth, traffic studies, safety and environmental concerns.

e. SLC acts as the regional subject matter expert and provides technical direction, guidance, oversight and serves as the coordinator of planning, activities, management and administration of the initiatives for school liaison and school transition services. Interfaces and works collaboratively with command Marine Corps staff, federal/military agencies, Department of Education, Department of Defense Education Activity (DoDEA), public school district superintendents, state school boards, PTAs, and national organizations such as: National Partners in Education, Military Impacted Schools Association, Military Child Education Coalition in the regional area to remain current on state of the art initiatives, trends, and research outcomes. Serves as a

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resource to Installation School Liaison Officers and school districts to assist in establishing local cooperative agreements and resolving complicated and unprecedented matters. Represents the regional Marine Corps position on school liaison and school transition issues with entities such as: DoD, Secretary of the Navy (SECNAV), Office of the Secretary of Defense (OSD), national, regional and state working groups, councils, boards, committees and executive level forums.

f. The Executive Assistant performs office automation work to specifically support the MCIEAST CPLO and support the organization's mission and functions.

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## Chapter 16

Deputy for Small Business (SBS)

1. Mission. The Deputy for Small Business is a special staff officer serving under the direct cognizance of the CG via the COS and is responsible for the management and oversight of the command's Small Business Program.

2. Concept of Operations. The Deputy for Small Business shall:

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

b. Provide periodic reports to the CG MCIEAST on small and disadvantaged business utilization (SADBU) within MCIEAST;

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

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

e. Aid, counsel and assist small and disadvantaged businesses on Small Business Program related procedures, information regarding proposed acquisitions, and releasable post award data; and

f. Maintain an outreach program to locate and develop new small business sources and to increase access of small business concerns to the activity's prime and subcontracting opportunities. Actions taken may include, but not be limited to: participation in organizations/committees, hosting/co-hosting events, counseling at events hosted by others, or speaking in the marketplace.

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## Chapter 17

### Equal Opportunity Advisor (EOA)

1. Mission. The EOA serves as the principal advisor to the CG MCIEAST. Responsible for planning, formulating, issuing, communicating and assessing the MCIEAST military Equal Opportunity program which is to ensure fair and equal treatment for all personnel regardless of race, age, gender, color, national origin or religion.
2. Concept of Operations. Additionally, the EAO drafts messages with coordination with AC/S G-1 for the CG's approval and release for Special Interest/Emphasis days/months.

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## Chapter 18

Staff Regulations

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

2. List of Applicable References

MCO P1610.7_	Performance Evaluation System (PES) Manual
BUPERSINST 1610.10_	Navy Performance Evaluation System
MCIEASTO 1610.1_	Reporting Seniors and Reviewing Officers for Fitness Reports for MCIEAST
MCIEASTO 5000.1_	"By direction" Signature Authority for MCIEAST
SECNAVINST 5216.5_	Department of the Navy Correspondence Manual
MCO P1000.6_	Assignment, Classification and Travel Systems Manual (ACTS MANUAL)
MCO 5216.9_	Headquarters Marine Corps (HQMC) Organization and Organization Codes
MCIEASTO 5730.1_	Processing and Control of Congressional/Special Interest Correspondence
SECNAV M-5210.1_	Department of the Navy Records Management Program (Records Management Manual)
SECNAV M-5210.2_	Department of the Navy Standard Subject Identification Code Manual (SSIC Manual)
MCO 5210.11_	Marine Corps Records Management Program
MCO 5215.1_	Marine Corps Directives Management Program
MCIEASTO 5605.1_	MCIEAST Distribution Codes
MCO P5600.31_	Printing and Publications Regulations
NTP-3	Naval Telecommunications Publication

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MCIEASTO 2300.1_	Message Release Authority for MCIEAST
MCO 5214.2_	Marine Corps Information Requirement (Reports) Management Program
MCIEASTO 5213.1_	MCIEAST Forms Management Program
MCIEASTO 5720.1_	Freedom of Information Act (FOIA) Procedures for Handling Requests for Public Disclosure of Records Held by MCIEAST Commands
MCIEASTO 5211.1_	Privacy Act of 1974
MCO P5750.1_	Manual for the Marine Corps Historical Program
ALMAR 007/08	U. S. Marine Corps Seasonal Uniform Change
ALMAR 037/07	Wear of the Marine Corps Combat Utility Uniform
MCO P1050.3_	Regulations for Leave, Liberty, and Administrative Absence
MCIEASTO 1601.1_	SOP for CDO and CDNCO



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## Chapter 19

Fitness Reports1. General

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

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

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

2. Preparation of Fitness Reports

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

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

c. General and Special Staff officers will transmit to the CG or COS as appropriate, upon Section A completion for review.

3. Reporting Senior (RS)

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

b. The RS is normally the first officer in the reporting chain senior to the MRO. MCIEAST's structure places the majority of personnel under the supervision of General and Special Staff officers. RS's will not submit reports on officers of the same grade except when specifically approved by the CG on a case-by-case basis. The CG is the RS for MCIEAST staff officers holding the rank of

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Colonel and above. The COS is the RS for Department Heads below the rank of Colonel. Refer to reference (c) for the specific reporting chains. The officer, under whose immediate supervision duties are performed, is the RS of his respective staff

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

4. Reviewing Officer (RO). The RO is the next officer in the chain of command or supervision above the RS. The CG will review reports on MCIEAST 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 (a), adverse reports cannot be sighted below the operational battalion or squadron level.

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

7. USN Officer Fitness Reports

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

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

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

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

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## Chapter 20

Correspondence Preparation1. Policy

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

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

2. Preparation of Correspondence

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

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

3. Stationery. Departments will use Computer Generated Letterhead for correspondence addressed outside MCIEAST. The letterhead centered on the page, four lines from the top edge. The DOD symbol is ½ inch from the upper left on the top edge of the paper. Use the below heading:

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

MARINE CORPS INSTALLATIONS EAST (10pt)

PSC BOX 20005

CAMP LEJEUNE, NC 28542-0005

4. Standard Subject Identification Code (SSIC). Staff Sections will place SSIC's (e.g. 1500, 1650, 5800) on outgoing correspondence immediately under "IN REPLY REFER TO:" or two lines below the last line of letterhead per reference (e). Reference (f) contains SSIC codes.

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5. Originators Code. The originator's code or office code (e.g. G-1, MCCS, CONT) will be placed under the SSIC per paragraph 2-4 of reference (e).

6. Dates. Do not date correspondence prepared for signature by the CG or the COS until signed. After signature, the Adjutant will date stamp correspondence and return to the staff department for distribution. Paragraph 2-4 of reference (e) provides additional guidance for dating correspondence.

7. From Line. Do not abbreviate or use office codes in the "from" line. Never send correspondence outside this headquarters using 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  
From: Commander, Marine Corps Installations East

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, etc.) as appropriate. Attention to a specific member of the addressee's staff is indicated by inclusion of the staff designator or name of the staff officer enclosed in parenthesis after address line, as on the following examples:

To: Commander, U.S. Marine Corps Forces Command (AC/S G-1)  
To: Commandant of the Marine Corps (MMEA-84B)  
To: Commander, U.S. Marine Corps Bases Atlantic (G-3)  
To: Commanding Officer, Marine Corps Air Station New River  
(Attn: S-3)

Via: Commanding Officer, Marine Corps Base Camp Lejeune

9. Signature Blocks

a. Correspondence prepared for signature by the CG 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, "Chief of Staff", or, "By direction" in the case of staff officers authorized to sign by direction of the CG.

c. For the purpose of documents and correspondence related to military justice matters requiring the signature of the commander,

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

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

- (1) Operational decisions.
- (2) Policy or change in policy.
- (3) Adverse statements in regard to MCIEAST readiness/efficiency.
- (4) Reports containing adverse remarks.
- (5) Commendation (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.
- (11) Special Emphasis Awards.

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

J. L. LEJEUNE

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

C. R. PULLER, SR.  
Chief of Staff

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

L. P. LAMBERT  
Acting

ALAN J. FOSTER, JR.  
Chief of Staff  
Acting

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

A. T. CACCIATORE, III  
By direction

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

S. L. RAINY  
Personnel Officer  
By direction of the  
Commanding General

J. J. MICKES, JR.  
Assistant Chief of Staff, G-1  
By direction of the  
Commanding General

f. The COS will sign correspondence which does not require the signature of the CG 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 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 per reference (g), and such authority is restricted to the specific content of the individual authorization letter. A signed copy of each authorization will be kept on file within the AC/S G-1.

10. Assembly of Correspondence. Information and correspondence prepared for submission to the CG or COS for signature will be placed in an appropriately marked correspondence folder and the outside of

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the folder will contain the standard MCIEAST Route Sheet. No variations or internal route sheets will be used. Figure 19-1 is a sample MCIEAST Route Sheet.

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

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

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

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

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

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

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

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

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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 or COS signature will be routed through the Adjutant for review.

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



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# MCIEAST ROUTE SHEET

X - ORIGINATOR OR OFFICE AFFIXING ROUTE SHEET A - APPROPRIATE ACTION B - GUIDANCE C - SIGNATURE D - COMMENT E - RECOMMENDATION F - CONCURRENCE G - INFORMATION		H - RETURN TO _____ I - INITIAL J - DISPOSITION K - DECISION L - RETENTION M - APPROVAL R - REVIEW O - OTHER _____		DATE		ADJ TR #	
<b>ROUTING - USE NUMBERS TO SHOW ORDER OF ROUTING</b>				SUBJECT			
				REFERENCE			
NATURE OF ACTION ROUTINE		ORIGINATOR		DUE DATE		REFERENCES HELD BY (Name, Grade, Office, Telephone Ext)	
RTG	CODE	ADDRESSEES	DATE		INITIALS		REMARKS & SIGNATURE
			IN	OUT	CONCUR	NON CONCUR	
		CG					
		AIDE					
		SECRETARY					
		COS					
		SGTMAJ					
		SSEC					
		PROTOCOL COORD					
		ADMIN COORD					
		CG ADMIN					
		ADJUTANT					
		ADJ ADM CHIEF					
		AC/S G-1					
		AC/S G-3					
		AC/S G-4					
		AC/S G-5					
		AC/S G-6					
		AC/S G-9					
		AC/S MCCS					
		AC/S IFE					
		AC/S SES					
		SJA					
		CIG					
		COMPT					
		PAO					
		CHAPLAIN					
		CONTRACTING					
		EOA					
		SAFETY					
		MANPOWER OFFICER					

"FOR OFFICIAL USE ONLY"

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## Chapter 21

Congressional Correspondence

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

2. Responsibilities

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

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

(1) Providing complete, accurate, and timely information to the CG MCIEAST.

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

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

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

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

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## Chapter 22

Miscellaneous Correspondence

1. Personal For. Departments will forward all "Personal For" correspondence and messages requiring signature by the CG to the office of the SSEC in the form of a hard copy and electronically. The SSEC will coordinate the signature or release of such correspondence unless specifically directed by the CG 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 2, Section D of reference (e) 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 or COS. A decision is solicited. Format contained in Figure 22-1.
5. Memorandum for the Record. A report for file of a conversation or meeting in order to formally document the event. Format contained in Figure 22-2.
6. Point Paper. An informal listing of significant facts on a specific problem or subject, often used to assist in oral discussions. A logical sequence is desirable, but not mandatory if a deadline must be met, or if the relative importance of the subject does not merit a more detailed treatment. Format contained in Figure 22-3.
7. Position Paper. A study-type document developing an official MCIEAST 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 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. Format contained in Figure 22-4.

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8. Talking Paper. Written in narrative form, this will advance a point of view or summarize an action or proposal. It should stand by itself without reference or backup material and is often prepared for use by the CG during conferences away from MCIEAST. Format contained in Figure 22-5.

9. Information Paper. Document prepared to address an issue in question. Format contained in Figure 22-6.

10. Letter of Instruction (LOI). A LOI is a letter in which a senior commander prescribes broad aims, policies, and strategic concepts for operations in a large area during an extended period of time. Refer to reference (e) and Figure 22-7 for the proper format of LOI's.

a. The AC/S G-3 has responsibility for administrative control of LOI's and will perform the following functions:

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

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

b. Originators of LOI's are responsible for:

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

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

11. Trip Report. Staff members often execute TAD trips for the purpose of effecting liaison and coordination with other agencies. Upon return from such a trip, a staff officer will normally be required to submit a trip report which outlines and documents what was accomplished during the trip. While formats for this type of report may vary, Figure 22-8 depicts a commonly used form. See this figure for recommended information which may be included in this staff document.

12. After Action Brief. Documents the performance of exercise related tasks and makes recommendations for improvements. Format contained in Figure 22-9.

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

# ACTION BRIEF

Disapproves\_\_\_\_\_

22-4

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HEADING

SSIC  
Code/Office  
Date

MEMORANDUM FOR THE RECORD

Subj: ALL CAPS

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

/s/ (Name)  
(Grade)

CLASSIFICATION

Figure 22-2.--Format for Memorandum of the Record

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CLASSIFICATION

Code/Office  
Date

POINT PAPER

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

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

SUMMARY:

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

CLASSIFICATION

Figure 22-3.--Format for Point Paper



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## CLASSIFICATION

Code/Office  
DatePOSITION PAPER

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

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

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

2. Why Required

a. A position paper also states why the paper is required.

b. Is it directed by higher headquarters?

c. . . . .

3. Background

a. The background sets forth in concise terms what has gone  
before.

b. It provides answers to such potential questions as: Is this  
an ongoing thing? Did something occur requiring reexamination?

c. . . . .

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

Figure 22-4.--Format for Position Paper

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Subj: SAME AS FIRST PAGE

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

6. Rationale

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

b. . . . .

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

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

For Decision by the CG, MCIEAST:

COS Recommends: Approval\_\_\_\_\_

Disapproval\_\_\_\_\_

CG: Approves\_\_\_\_\_

Disapproves\_\_\_\_\_

CLASSIFICATION

Figure 22-4.--Format for Position Paper-Continued

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## CLASSIFICATION

Code/Office  
DateTALKING PAPER

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

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

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

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

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

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

COS Recommends: Approval\_\_\_\_\_

Disapproval\_\_\_\_\_

CG: Approves\_\_\_\_\_

Disapproves\_\_\_\_\_

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

CLASSIFICATION

Figure 22-5.--Format for Talking Paper

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CLASSIFICATION

Code/Office

Date

INFORMATION PAPER

Subject: SUBJECT IS ADDRESSED CONCISELY.

Issue: State the issue in question.

Facts:

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

2 . . . . .

3 . . . . .

Signature

Title

CLASSIFICATION

Figure 22-6.--Format for Information Paper

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## HEADING

SSIC  
Code/Office  
Date StampFrom: Commanding General or Commander  
To: Distribution List

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

Ref: (a) If applicable

1. Purpose. To provide information, tasks and instructions for supporting name of event or activity per the reference.2. Information. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.3. Action

a. Commanding Officer, Assistant Chief of Staff Department, or Director department.

b. XX.

4. Coordinating Instructions. XXXXXXXXXXXXXXXXXXXXXXXX.5. Point of Contact. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.M. J. JORDAN  
By directionDISTRIBUTION:  
CO, unit  
AC/S, department  
DIR, department

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## HEADING

SSIC  
Code/Office  
Date

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

Subj: TRIP REPORT: (EVENT OR LOCATION)

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

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

2. Purpose. Purpose of the trip.

3. Points of Contact.

4. Synopsis. Outcome of the trip.

5. Key events/discussion points/action required.

a. Item:

b. Discussion:

c. Recommendation:

6. Remarks.

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

Copy to:  
Files

Figure 22-8.--Format for a Trip Report

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ACTION ACTION REPORT

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

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

## CLASSIFICATION

Figure 22-9.--Format for After Action Report

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## Chapter 23

Records Management Program

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

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

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

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

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

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

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

a. AC/S COMPT. Official fiscal records of MCIEAST.

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

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

d. AC/S DPS. Official file copies of Aircraft Accident Reports, Aircraft Incident Reports, Aircraft Ground Accident Reports, NATOPS Manuals, Ground Safety Reports, and Monthly Safety Publications.

e. Personnel Officer. MCIEAST Special Orders.



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

g. AC/S G-1. FOIA and Congrint/Splints.

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## Chapter 24

Directives1. Directives Control

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

b. The DCP will perform the following:

(1) Maintain the official file copy of each MCIEAST directive.

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

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

(4) Maintain a current numerical index of directives.

(5) Publish a quarterly MCIEASTBul 5215.

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

(7) Ensure directives are posted on the MCIEAST directives website.

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

a. Originators of directives will accomplish the following:

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

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

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

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b. The Adjutant will accomplish the following:

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

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

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

(4) After signature, distribute directives via the MCIEAST Adjutant website:

<https://intranet.mcieast.usmc.mil/C0/C9/Manpower%20%20Adjutant/default.aspx>

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

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

### 3. Changes to Directives

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

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

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

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

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## Chapter 25

Publications1. Publications

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

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

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## Chapter 26

Message Drafting and Handling

1. General. In the past, message drafting and releasing has been created within the Autodin and the Defense Messages System (DMS). The classic DMS system has been replaced with the current Automated Message Handling System (AMHS). AMHS is an automated message system that can be used to process, store, and disseminate legacy Autodin messages as well as DMS messages. AMHS has been selected by all services as the message handling system to be used for organizational messaging throughout the DoD. Area Control Center (ACC) Camp Lejeune and ACC Camp Pendleton are the first MCB's to undertake transitioning its DMS subscribers.

2. Procedures. The current editions of the reference (o), NTP 3, Naval Telecommunication Procedures contain message drafting and handling procedures. The purpose of the NTP 3 is to provide procedures governing preparation and electronic delivery of legacy organizational Naval messages using the Naval Computer and Telecommunications System (NCTS). NTP 3 is applicable to U.S. Navy, Marine Corps, and Coast Guard and other activities receiving service from NCTS.

3. Automated Message Handling System (AHMS). The AHMS is a system that allows review, preparation and release of Naval Messages via a web browser. The AMHS receives electronic message traffic and determine message routing by comparing the message content to a criteria list or profile for each user. The AMHS is a secured system that encrypts and decrypts organizational messages.

4. Releasing Authority (RA). When releasing messages staff sections are required to info "CG MCIEAST" on all message traffic being released. The billets listed in reference (p) are authorized to release message in the name of the CG. ACC Lejeune requires a letter from the CG authorizing releaser to release Defense messages on behalf of an organization. Updates to the Releasing Authority (RA) letter is made bi-annually.

5. Message Plain Language Addresses (PLA). Enclosure (2) of reference (p) is a listing of the authorized PLA's for MCIEAST.

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## Chapter 27

Reports Management Program

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

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

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

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

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

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

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

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

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

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

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

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

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

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

e. All General and Special Staff Departments will:

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

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

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

f. The Adjutant will:

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

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

(3) Publish a external recurring reports checklist annually.

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

(1) Intelligence Reports.

(2) Reports of Inspections.

(3) Supply Data Reports.

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## Chapter 28

Forms Management Program

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

2. Background

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

b. The goal of the Forms Management Program is to place MCIEAST forms on line with the Electronic Forms System and to reduce the cost of reproducing and maintaining local forms. Local forms can be located on the MCIEAST Adjutant's website:

<https://intranet.mcieast.usmc.mil/C0/C9/Manpower%20%20Adjutant/default.aspx>

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

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



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## Chapter 29

Freedom of Information Act (FOIA)/Privacy Act

1. General. The CG has designated the AC/S G-1 with the responsibility for advising and managing FOIA procedures along with being the designated denial authority for MCIEAST. The AC/S G-1 is designated as the Privacy Act Coordinator of MCIEAST. Refer to references (s) and (t) for specific responsibilities of staff sections and commanders.
2. FOIA. To ensure activities act promptly on all requests for federal records and process such requests pursuant to reference (s).
  - a. The FOIA allows any person for any reason to request copies of agency records so long as they comply with the rulemaking of the agency.
  - b. Reference (s) provides amplified instructions for compliance and implementation when processing such requests and outlines fee procedures and annual reporting procedures.
3. Privacy Act of 1974. Reference (t) established the right to individual privacy as one protected by the Constitution of the United States. It also provides for safeguarding that privacy in the compilation and use of records pertaining to individuals and grants them access to those records which pertain to them personally.
  - a. Systems of Records Managers are any USMC officials responsible for the maintenance of a collection of records whereby records are routinely retrieved by someone's name or other similar personal identifier.
  - b. The Privacy Act requires that individuals be afforded the opportunity and means by which to correct any inaccuracies existing in their records.

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## Chapter 30

Command Chronology

1. Command Chronology. Staff responsibility for preparation of the command chronology is vested in the AC/S G-3.

2. Reference. Refer to reference (u).

3. Background

a. Installations and Staff Sections identified in Figure 30-1 are required to submit annually a command chronology of significant historical events related to existing programs, new programs and procedures, important policy decisions, and experimentations with equipment and doctrine.

b. The command chronology is the basic historical record of the character and experience of each Marine Corps organization. Command chronologies are permanent records and, as such, will eventually be retired to the National Archives of the United States where they will be accessible to all researchers throughout the country. Moreover, it includes basic material for use by staff agencies of HQMC and field organizations and provides the reporting unit with a periodic summation of its experiences which are useful in future planning and orientation for new personnel.

c. In order to ensure command chronologies accurately reflect the thrust of the Command, they must receive the personal attention of each commander and will be signed by the commander rather than by direction.

4. Command Chronology Input Instructions

a. In accordance with reference (u), command chronologies for the period of 1 January through 31 December of the departing year are due to the CG MCIEAST (Attn: AC/S G3, OPS and Plans Division) not later than a date TBD in February of the incoming year. No exceptions can be granted.

b. Only the cover letter will contain the unit heading and commander's signature.

c. Put no enclosure markings or page numbers on the chronology. Do not staple or hole punch the chronology.

d. Full dates and years listings are required on all entries.

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e. Use full rank, first name, middle initial and last name to identify individuals throughout the chronology.

f. Staff sections and MCIEAST Commands are requested to submit a hard copy and either a floppy diskette, compact disk (CD), or memory stick (thumb drive). Chronologies will be submitted on standard 8 1/2" x 11" paper, using "Courier New" font, 12 pitch, single-spaced typed, with 1" margins on all sides, in Microsoft Word. Each paper copy submission will be accompanied by an electronic version of the chronology. Chronologies unaccompanied by a diskette, CD, memory stick, not in the proper format, or with extensive mistakes will not be accepted. Staff sections and commands are requested to provide a point of contact along with their command chronology input.

g. The format and content of chronologies are presented in the reference and will include the four standard sections discussed below:

(1) A standard first page contains organizational data prepared in the format show in Figure 30-2.

(2) The narrative summary is written from the commander's viewpoint highlighting the most significant accomplishments of the unit, and discussing the approaches and techniques used to overcome problems and achieve unit objectives during the period covered by the chronology. Emphasis should be given to recurring problems requiring attention of higher headquarters and to techniques that proved highly successful. The format is shown in Figure 30-3.

(3) A sequential listing of significant events in the format shown in Figure 30-4 is included, especially as they relate to:

(a) Activation, deactivation, and re-designation of units within the organizations within the immediate area, i.e., area coordination relations, significant inter services support agreements, etc.

(b) Significant command and staff actions.

(c) Command relationships with other military organizations within the immediate area, i.e., area coordination relationships, significant inter services support agreements, etc.

(d) Modifications to plant and facilities.

(e) Ceremonies.

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(f) Civic actions and community relations highlights.

(4) Amplifying supporting documents are included whenever necessary for clarity, completeness, or the elimination of lengthy writing within the previous sections. The format is shown in Figure 30-5.

(a) Policy directives, SOP directives, orders, bulletins, and memoranda.

(b) Operations and administrative plans, letters of instruction, and after action reports.

(c) General and special staff studies and estimates.

(d) Sketches, photographs, maps, blueprints, and drawings.

(e) Other documents of historical significance.

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LIST OF ORGANIZATION/STAFF SECTIONS REQUIRED TO SUBMIT COMMAND  
CHRONOLOGIES

Commanders:

CO, MCB Camp Lejeune NC  
CO, MCLB Albany GA  
CO, MCSF Blount Island FL  
CO, MCAF Quantico VA  
CO, MCAS Beaufort SC  
CO, MCAS New River NC  
CO, MCAS Cherry Point NC

General Staff:

AC/S G-1  
AC/S G-3  
AC/S G-4/6/BPO  
AC/S IFE  
AC/S DPS  
AC/S MCCA

Special Staff:

Command Chaplain  
CIG  
SJA  
PAO  
CPLO  
EOA  
CCO  
COMPT  
SBS

Figure 30-1.--List of Organizations/Staff Sections Required to Submit  
Command Chronologies

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## SAMPLE FORMAT FOR SECTION I

Unit designation: Marine Corps Base, Camp Lejeune, North Carolina  
28542-5001

- a. Reporting Unit Code: 31001
- b. Table of Organization Numbers: 7511

Period covered and location: 1 January 2008 to 31 December 2008,  
Marine Corps Base, Camp Lejeune, North Carolina

## Personnel Information:

- a. Commanding Officer, Headquarters and Support Battalion

Lieutenant Colonel Samuel B. Smith  
1 January 2008 to 31 December 2008

- b. Executive Officer

- c. Subordinate Commanders

- (1) Commanding Officer, Company A

Captain John J. Jones  
1 January 2008 to 22 August 2008

Captain Robert C. Homes  
23 August 2008 to 31 December 2008

- d. Principal Staff Members (use applicable titles)

- (1) S-1 Officer

- (2) S-3 Officer

- (3) S-4 Officer

- e. Special Staff Officers

- (1) Command Chaplain

- (2) Adjutant

Figure 30-2.--Sample Format for Section I

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(2) Medical Officer

f. Sergeant Major (or senior enlisted)

## NOTES:

1 Use grade, first name, middle initial, and last name to identify individuals through chronology.

2 Use inclusive dates in all personnel information entries.

Average Monthly Strength: (Personnel chargeable and on-hand)

USMC		NAVY	
OFFICER	ENLISTED	OFFICER	ENLISTED
CHG/OH	CHG/OH	CHG/OH	CHG/OH
40/30	350/310	5/2	31/18

## Equipment:

List type and number of major items of equipment assigned.

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## SAMPLE FORMAT FOR SECTION II

Command Inspector General

During Calendar Year 01 (CY01), this office conducted four (4) Commanding General inspections, conducted efficiency inspections, reviewed check cashing/DPP privilege, driving privilege and Base Conservation appeals, reviewed civilian misconduct cases, sent Persona-Non-Grata and warning letters, handled assistance and Hotline calls/investigations, held 12 monthly Juvenile Disciplinary Rehabilitation Boards (JDRB). Additionally, the Command Inspector served as the President of the Armed Forces Disciplinary Control Board (AFDCB) for 5 meetings

The Command Inspector General's Office conducted 4 Commanding General inspections covering 53 functional areas at 4 subordinate units. Only 2 areas during these inspections were found to be not mission capable. The respective units took the necessary steps to correct the problem areas. The Marine Corps Administrative Analysis Team conducted efficiency inspections of all Marine Corps Base units and found all units to be fully mission capable. The Field Supply and Maintenance Analysis Office - One (FSMAO-1) conducted inspections of the School of Infantry and Marine Corps Engineer School.

This office reviewed 80 appeal cases for check writing privileges resulting in 55 reinstatements. This office reviewed 37 appeals cases for driving privileges. 20 cases resulted in the reinstatement of full or limited driving privileges. The Command Inspector General reviewed two Base Conservation/Hunting Privilege appeals.

During CY01, 53 individuals received Persona-non-Grata letters from Marine Corps Base, Camp Lejeune and 413 individuals were officially warned. This office investigated 16 local and DoD Hotline calls and 77 assistance calls.

During CY01, the Command Inspector General's office held 12 monthly Juvenile Disciplinary Rehabilitation Boards (JDRB), evaluating 74 cases and worked closely with the Camp Lejeune schools. The Board provides the Commanding General an intermediate means to deal with juvenile misconduct aboard Marine Corps Base, Camp Lejeune prior to prosecuting them in a Federal Court. It attempts to divert juvenile offenders through rehabilitation programs involving education/counseling and youth service programs.



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During CY01, the Command Inspector served as the President of the Armed Forces Disciplinary Control Board (AFDCB) for 5 meetings. These meetings resulted in 10 business cases and 4 general cases, (not restricted to a specific business) being reviewed during CY01, 16,427 military traffic citations were issued for mandatory reporting/appearance before the Camp Lejeune Base Traffic Court office for administrative adjudication. Of the 16,427 individuals who received military traffic citations during CY01, 3,024 of them (Marines, dependents or civilians) appeared before the Base Traffic Court Officer and had their driving privileges either suspended or revoked.

In addition, the Initial Review Officer (IRO) who also serves as the Base Traffic Court Officer, conducted 518 pre-trial confinement hearings at the Base Brig. Of the 518 hearings conducted, the IRO retained 381 Marines in the brig on Pre-Trial Confinement prior to receiving either a Special or General Courts-Martial.

#### Personnel and Administration

During the reporting period, the following administrative proceedings/actions were completed:

Full Persona Non Grata (PNG)	Civilian	40
	Family Members	13
	Active Duty	0
Suspended PNG	Civilian	6
	Family Members	2
Show Cause	Civilian	35
	Family Members	10
	Active Duty	0
Evictions from Base Housing		0
Suspended Evictions		0
Notice of Intent to Evict Active Duty		0
Warning Letters	Civilian	107
	Family Members &	
	Active Duty	306
Shoplifting Letters	Civilian	16
	Family Members	20
Trespassing		20

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## APPEALS/INSPECTIONS

During the reporting period, the following appeals/actions were completed:

Traffic Appeals	37
Base Conservation/Hunting/Pet Appeals	9
Check Writing Reinstatements	80
Total	126

TRAFFIC COURT BRANCH

COMMAND INSPECTOR'S OFFICE  
TOTAL MONTHLY APPEARANCES

Figure 30-3.--Sample Format for Section II-Continued

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## SAMPLE FORMAT FOR SECTION III

## Sequential Listing of Significant Events

January 11

Marine Corps Base Honors Ceremony in honor of Chief Warrant Officer Four George T. Whitten.

January 29-February 2

Commanding Office Marine Corps Base hosted Nuclear, Biological, and Chemical (NBC) Training for the DIA/CIA MILFAM. The MILFAM Course is conducted four times a year. This course is designed for entry-level civilian intelligence analyst and provides an opportunity for them to meet the war fighters they support and challenges association with military service.

February 1

Commanding Officer Marine Corps Base Conducted Mobilization Command Post Exercise as a mobilization preparedness exercise for Camp Lejeune. The CPX was conducted in the Base Operations Center (BOC) and the Commanding General's Conference Room, in order to simulate BOC capabilities and coordination of effort of the MCB staff agencies.

February 5-February 7

Commanding Officer Marine Corps Base hosted Nuclear, Biological, and Chemical (NBC) Training for the DIA/CIA MILFAM. The MILFAM Course is conducted four times a year. This course is designed for entry-level civilian intelligence analyst and provides an opportunity for them to meet the war fighters they support and challenges association with military service.

March 5-March 9

Operation Clean Sweep was conducted aboard Marine Corps Base Camp Lejeune, North Carolina. Operation Clean Sweep is a base-wide clean up of garrison and training areas to provide safe quality training areas; protect the environment; and improve base facilities aboard Camp Lejeune. Participants in Operation Clean Sweep also included II MEF and MCAS, New River.

Figure 30-4.--Sample Format Section III

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SAMPLE FORMAT FOR SECTION IV

Supporting Documents

(List all items attached accordingly)

Item 1

Training SOP

Item 2

Point Paper on Personnel Shortages

Item 3

News Article on Civic Action

Item 4

Video Tape on Camp Lejeune Joint Daytime Ceremony

Item 5

Agreement of Consolidation for Special Services Activity

Item 6

Results of 2002 Eastern Division Rifle and Pistol Matches

Figure 30-5.--Sample Format Section IV

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## Chapter 31

CG's Conference Room1. CG's Conference Room

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 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:

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

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

b. Briefers are responsible for providing their own assistants for the audio-visual/projection equipment. The assistants are responsible for getting an audio-visual brief from the 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.

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

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

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## Chapter 32

Uniform of the Day

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

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

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

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

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

e. Restrictions on Wearing MCCUU Off-Base/Station

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

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

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

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

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

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

## Chapter 33

Desktop Procedures and Turnover Folders

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

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

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

(1) Desktop Procedures

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

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

(2) Turnover Folders

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

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



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## Chapter 34

Electronic E-mail1. Electronic Mail (E-Mail)

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

(1) E-Mails will contain no obscenities.

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

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

b. Under no circumstances will MCIEAST personnel contribute to, embellish, or forward any inappropriate E-Mail. Upon receipt of an inappropriate E-Mail, the recipient will report its receipt to the AC/S G-4/6 (NOSD).

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## Chapter 35

Miscellaneous

1. Daily Routine. The normal daily routine for MCIEAST Headquarters is Monday through Friday (0730-1630). Department Heads will assign officers and enlisted members of their staffs to duty sections which will provide qualified personnel during non-working hours. Department Heads may authorize absences during working hours for special purposes or events, commensurate with workloads and duty requirements.

2. Federal Holidays. U.S. Navy Regulations 1990, sets forth designated Federal Holidays and states wherever the designated holiday falls on a Saturday, observe the preceding day as a holiday; whenever the designated holiday falls on Sunday, observed the following day as a holiday. Section IV, of reference (x) governs the extension of regular liberty in connection with holidays. The AC/S G-1 will publish annually the proposed holiday routine for MCIEAST commands via Naval Message and will also post it on the MCIEAST Adjutant's Website. Holidays are as follows:

a. New Years Day, the first of January.

b. Dr. Martin Luther King's Birthday, the third Monday in January.

c. President's Day, the third Monday in February.

d. Memorial Day, the last Monday in May.

e. Independence Day, the 4th of July.

f. Labor Day, the first Monday in September.

g. Columbus Day, the second Monday in October.

h. Veterans Day, the 11th of November.

i. Thanksgiving Day, the fourth Thursday in November.

j. Christmas Day, the 25th day of December.

3. Command Duty Officer (CDO). The CDO is located in room 135 of Building 1. Specific duties and responsibilities of the CDO and staff sections after normal working hours are published in reference (y).