



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO 1320.4

c 011/k

17 Feb 94

MARINE CORPS BASE ORDER 1320.4

From: Commanding General
To: Distribution List

Subj: PERSONNEL REPORTING AND DETACHING PROCEDURES

Encl: (1) Check-In Requirements
(2) Checkout Requirements

1. Purpose. To establish policy pertinent to personnel reporting to or detaching from the Marine Corps Combat Development Command (MCCDC) to include tenant activities.

2. Cancellation. MCCDCO 1320.4.

3. Summary of Revision. This revision details the reporting and detaching procedures for personnel aboard MCCDC.

4. Information

a. The MCCDC Joint Reception Center (JRC), Little Hall, **building** 2034 has been established as the focal point for personnel reporting for duty. The JRC is responsible for the endorsement of orders (permanent change of station and temporary additional duty), ensuring orientation information is available to newly joining personnel, and providing personnel with a Command check-in sheet upon reporting.

b. To ensure uniformity in the joining and detaching process, specific activities have been designated as mandatory for inclusion during check-in/out. Enclosure (1) lists those agencies with which check-in is mandatory for all joining personnel. With the exception of medical and dental, personnel will check-in with all agencies listed prior to reporting to their units. Organizational commanders will design check-in sheets to accommodate local **check-**in requirements. The activities listed in enclosure (1) will not be repeated on organizational check-in sheets.

c. Organizational commanders are responsible for ensuring that checkout procedures encompass requirements both internal and external to their organizations. To that end, organizational checkout sheets will be limited to those external activities listed in enclosure (2). Other internal activities may be included as necessary. The importance of ensuring that departing individuals clear each agency listed prior to departure cannot be overemphasized. Personnel responsible for monitoring checkouts must ensure

MCBO 1320.4
17 Feb 94

the integrity of the process is maintained. No requirement exists to check-in/out with activities external to the organization in situations involving reassignments aboard MCCDC.

5. Action

a. Director, Manpower Division

(1) Officer in Charge (OIC), Joint Reception Center

(a) Properly endorse orders on personnel reporting for duty.

(b) Direct personnel reporting for duty to check-in with those agencies listed in enclosure (1).

(c) Direct all officers reporting for duty within **MCC's** 012 and 068 to report to the Director, Manpower Division, Lejeune Hall, room 223 prior to endorsing their orders.

(d) Inform joining personnel of the next scheduled MCCDC orientation.

(2) Head, Human Resources Branch

(a) Conduct a MCCDC orientation for all personnel.

(b) Notify, the OIC, JRC of the MCCDC orientation dates, time, and location.

(c) Coordinate with support agencies aboard MCCDC for representation and handout material at the MCCDC orientation.

b. Activities Requiring Check-In/Out

(1) Employ a stamp or other distinctive mechanism to annotate check-in/out sheets.

(2) Adapt office procedures to accommodate check-in/out responsibilities (i.e., ensure offices are manned during normal working hours, etc.).

c. Inspector. Include check-in/out procedures within the "general administration" inspection checklist.

d. Commanding Officers

(1) Ensure all Marines **LtCol** and below attend the MCCDC orientation at the place, time, and date on the command reporting endorsement.

(2) Ensure unit checkout sheets contain those activities listed in enclosure (2).

MCBO 1320.4
17 Feb 94

(3) Designate internal check-in/out requirements as necessary,

(4) Ensure check-in/out requirements contained herein are strictly enforced.

6. Applicability. This Order is applicable to all activities located aboard MCCDC.


M. C. BUNTON
By direction

DISTRIBUTION: A

CHECK-IN REQUIREMENTS

1. The MCCDC Joint Reception Center is responsible for ensuring that personnel arriving for duty check-in with the below listed agencies:

ACTIVITY	LOCATION
Bachelors Housing Office (Unmarried/geographical SNCO/Officers)	Liversedge Hall, 2nd deck, Bldg. 15
Centralized ID (DEERS)	Little Hall, 1st deck Bldg. 2034
Disbursing/Travel/Pay	Little Hall, 1st deck Bldg. 2034
Housing Office (Married Personnel Only)	Bldg. 3049
Navy Relief Society (0800-1600)	Little Hall, 2nd deck Bldg. 2034
Family Service Center	Little Hall, Basement Bldg. 2034
Red Cross (0800-1600)	Little Hall, 2nd deck Bldg. 2034

2. Check-in is to be accomplished prior to reporting to the ultimate unit or unit having administrative control of records.

CHECKOUT REQUIREMENTS

1. Commanders will ensure that all detaching personnel checkout with the below listed MCCDC agencies:

ACTIVITY	LOCATION
Bachelor-Housing Office (Unmarried/geographical SNCO/Officers)	Liversedge Hall, 2nd deck, Bldg. 15
Centralized ID (DEERS)	Little Hall, 1st deck, Bldg. 2034
Disbursing/Travel	Little Hall, 1st deck, Bldg. 2034
Housing Office (Married Personnel Only)	Bldg. 3049
Navy Relief Society (0800-1600)	Little Hall, 2nd deck, Bldg. 2034
Red Cross (0800-1600)	Little Hall, 2nd deck, Bldg. 2034
Family Service Center	Little Hall, Basement, Bldg. 2034
Command Education Office	Diamond Hall, Bldg. 3098
Vehicle Registration	Bldg. 2043
Red Cross (0800-1600)	Little Hall, 2nd deck, Bldg. 2034
Reserve Support Unit (Separation Only)	1st deck, Bldg. 3035
Marine Corps Exchange (0800-1600) room 213	2nd deck, Bldg. 3500
Medical Clinic (Medical Records)	Basement, Bldg. 2200
Dental Clinic	1st deck, Bldg. 2004
Staff Noncommissioned Officers' Club (SNCO's Only)	Bldg. 3500, (MCX), 2nd deck, room 209
Officers' Club	Bldg. 3500, (MCX), 2nd deck, room 209

MCBO 1320.4
17 Feb 94

2. Checkout with the above agencies will be accomplished in person prior to detachment. Verification will be made by the detaching commander.

ENCLOSURE (2)