



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO. VIRGINIA 22134-5001

MCBO P5400.1A
B 033
10 Jun 97

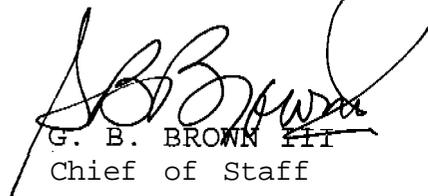
MARINE CORPS BASE ORDER P5400.1A w/Ch 1

From: Commanding General
To: Distribution List

Subj: MISSIONS, RESPONSIBILITIES, AND ORGANIZATIONAL MANUAL

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate statements of missions, responsibilities, and the organizational chart for MCB, Quantico.
2. Cancellation. MCBO P5400.1.
3. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.
4. Recommendations. Recommendations concerning the contents of the Missions, Responsibilities and Organizational Manual are invited. Forward recommendations and organizational structural changes to the CG MCB (B 03) via the appropriate chain of command.
5. Certification. Reviewed and approved this date.


G. B. BROWN III
Chief of Staff

DISTRIBUTION: P54



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO P5400.1A Ch 1
B 033
2 Feb 99

MARINE CORPS BASE ORDER P5400.1A Ch 1

From: Commanding General
To: Distribution List

Subj: MISSIONS, RESPONSIBILITIES, AND ORGANIZATIONAL MANUAL

Encl: (1) New page inserts to MCBO P5400.1A

1. Purpose. To transmit new page inserts and direct pen changes to the basic manual.

2. Action

a. Page 1-1, on the last line, change page number "1-4" to read "1-5."

b. Remove present page containing Figure 1-1 and replace with corresponding pages 1-3 through 1-5, contained in the enclosure.

c. Page 2-1, after the last line, add "COMMAND COUNSEL", paragraph "2006", and page number "2-4."

d. Remove present page 2-4 and replace with corresponding pages 2-3 through 2-5, contained in the enclosure.

e. Page 3-3, paragraph 3000.2, add the following line to the end of the paragraph:

"; as well as providing portable sound system support to MCCDC organizations and tenant activities."

f. Page 9-3, paragraph 9000.3, on line 6, after "local communities;" add the following words to the sentence:

"organizes and trains the MCB Ceremonial Platoon and provides limited ceremonial support for funerals, parades and other appropriate functions;"

g. Page 9-5, on line 3, delete the words "portable sound system."

h. Page 12-3, paragraph 12000.1, on line 2, change the word "chief" to "exclusive" and replace the word "legal" with "military justice."

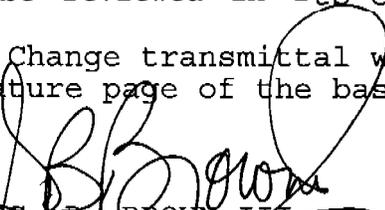
i. Page 13-3, paragraph 13000, on line 2, delete the words "personnel administration," and on line 3, delete the sentence "Organizes and trains the MCB Ceremonial Platoon and provides limited ceremonial support for funerals, parades and other appropriate functions."

j. Page 13-3, paragraph 13001, on line 13, after 'HQMC; provides", delete the word "administrative."

3. Summary of Change. This Change is being published to appropriately incorporate the Office of Counsel, Marine Corps Combat Development Command/Marine Corps Base into this Manual and to update the Manual with other organizational changes that have recently occurred.

4. Change Notification. The change to the organizational chart, Figure 1-1, is denoted by an arrow (◄). Page 1-4 insert is a significant change that should be reviewed in its entirety.

5. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Manual.



G.B. BROWN III
Chief of Staff

DISTRIBUTION: P54

LOCATOR SHEET

Subj: MISSIONS, RESPONSIBILITIES, AND ORGANIZATIONAL MANUAL

Location:

(Indicate the location(s) of the copy(ies) of
this Manual.)

MISSIONS, RESPONSIBILITIES, AND ORGANIZATIONAL MANUAL

CONTENTS

CHAPTER

1	MARINE CORPS BASE COMMAND ELEMENT
2	MARINE CORPS BASE SPECIAL STAFF
3	COMMUNICATION ELECTRONICS DIVISION
4	COMPROLLER DIVISION
5	FACILITIES DIVISION
6	LOGISTICS DIVISION
7	MANPOWER DIVISION
8	MORALE, WELFARE, AND RECREATION DIVISION
9	OPERATIONS DIVISION
10	RESERVE SUPPORT UNIT
11	SAFETY DIVISION
12	STAFF JUDGE ADVOCATE
13	SUBORDINATE COMMANDS

MISSIONS, RESPONSIBILITIES AND ORGANIZATIONAL MANUAL

CHAPTER 1

MARINE CORPS BASE COMMAND ELEMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION	1000	1-3
RESPONSIBILITIES	1001	1-3

FIGURE

1-1 MARINE CORPS BASE ORGANIZATIONAL CHART		1-5
---	--	-----

CHAPTER 1

MARINE CORPS BASE COMMAND ELEMENT

1000. MISSION. To command and administer all staff functional support for the execution of the overall mission of MCCDC, including, but not limited to, the provision of personnel administration, facilities, logistics, financial, security, public information, legal, base operations, training, administrative, morale, welfare, and recreation support for organic and tenant organizations, units, and activities. Figure 1-1 depicts the organization for MCB, Quantico.

1001. RESPONSIBILITIES

1. Commanding General, Marine Corps Base. Directs, coordinates, and supervises the execution of staff functions in support of the accomplishment of the overall MCCDC mission; commands MCB; executes the Base mission as assigned by the CG MCCDC; provides support to tenant organizations as outlined in the appropriate Interservice Support Agreements or other documents of understanding; maintains liaison with other military commands affecting the assigned mission, as well as Federal, Commonwealth and local government and civil agencies, and represents and upholds the interest of the Marine Corps and the Federal government in community relations.

2. Chief of Staff. Provides executive assistance to CG MCB. Directs, coordinates, and supervises staff activities and performs such other duties as CG MCB may direct. Performs as the Chairman of the Command's Executive Steering Group relating to Total Quality Leadership (TQL).

3. Staff Secretary. Directs and supervises the administrative functions of the Office of the Chief of Staff, and assists in managing and coordinating staff activities; maintains temporary records for coordinating staff activities; maintains temporary records for the offices of CG MCB and the Chief of Staff; routes correspondence within the offices of CG MCB and the Chief of Staff; and performs such other duties as CG MCB or the Chief of Staff may direct.

4. Aide-de-Camp. Performs duties as directed by CG MCB and serves as the senior member of the Commanding General's personal staff.

5. Base Sergeant Major. Advises the Commanding General in matters pertaining to enlisted personnel, and assists CG MCB in performing assigned duties. Base Sergeant Major is a member of the Command's Executive Steering Group relating to TQL.

6. Command Counsel. Serves as sole legal advisor to the CG MCB, Quantico, on all legal matters related to business and commercial law and litigation arising out of such activities; exercises primary cognizance over the provision of legal advice and services in the area of installation law, including environmental and land use law, labor relations, and civilian personnel law; provides advice in the areas of intelligence oversight, policy, and operations of MCB, Quantico and its component divisions; in coordination with the Staff Judge Advocate (SJA), provides legal advice, opinions, financial disclosure reviews, training, other requested services in the areas of government ethics, standards of conduct, Freedom of Information and Privacy Act matters, as well as MWR/NAFI activities; provides legal advice and services on special projects and other matters designated by the CG MCB, Quantico. In addition, Counsel, MCB, provides legal advice and services, as requested, to division and branch heads plus tenant activities on installation law matters identified above, as well as those policy and operations law matters affecting the overall operation of MCB, Quantico. All military justice matters are under the exclusive cognizance of the SJA.

MISSIONS, RESPONSIBILITIES, AND ORGANIZATIONAL MANUAL

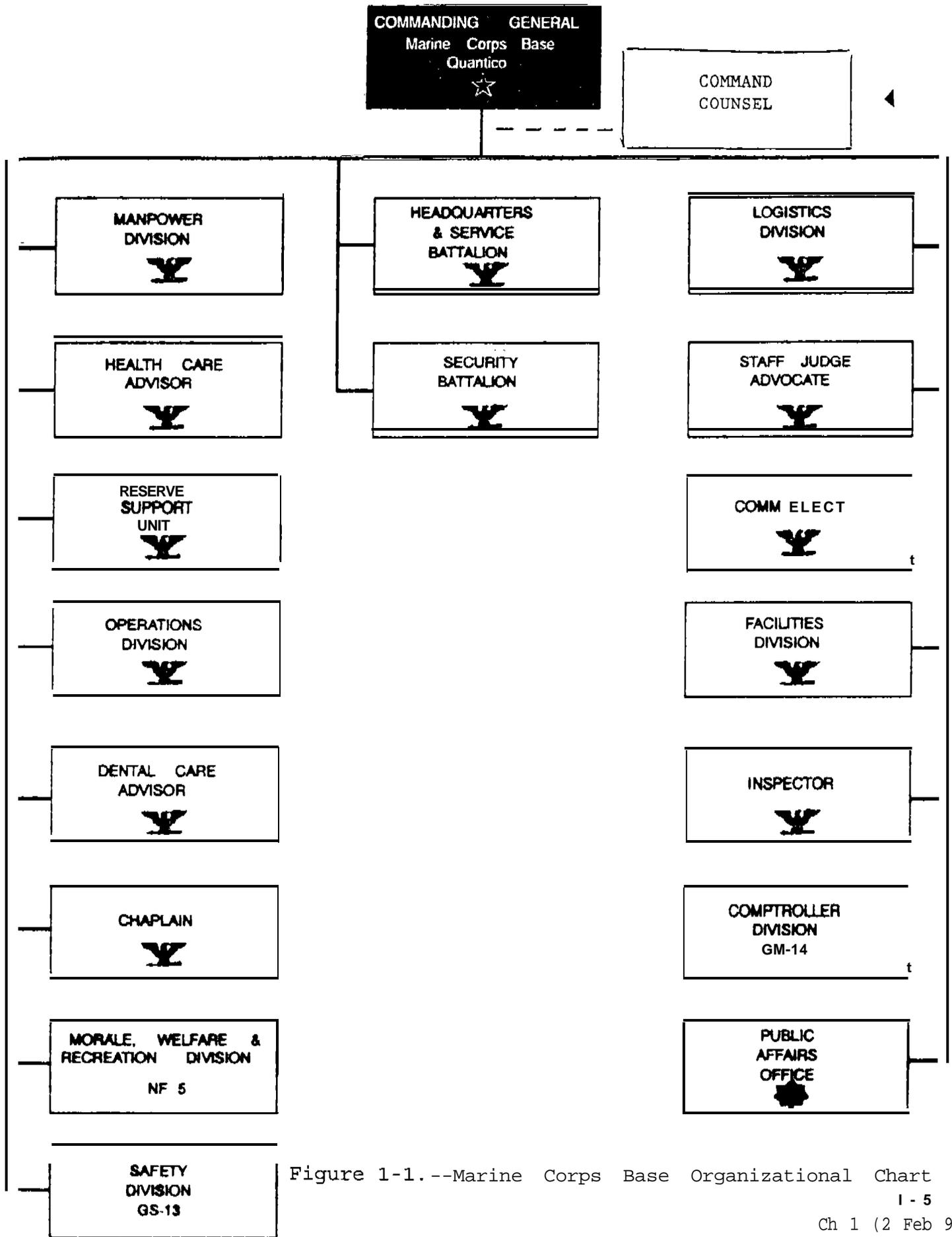


Figure 1-1.--Marine Corps Base Organizational Chart

MISSIONS, RESPONSIBILITIES, AND ORGANIZATIONAL MANUAL

CHAPTER 2

MARINE CORPS BASE SPECIAL STAFF

	<u>PARAGRAPH</u>	<u>PAGE</u>
COMMAND CHAPLAIN	2000	2-3
COMMAND INSPECTOR	2001	2-3
DENTAL CARE ADVISOR	2002	2-3
HEALTH CARE ADVISOR	2003	2-4
PUBLIC AFFAIRS OFFICER	2004	2-4
TOTAL QUALITY LEADERSHIP PROGRAM COORDINATOR	2005	2-4
COMMAND COUNSEL	2006	2-4

CHAPTER 2

MARINE CORPS BASE SPECIAL STAFF

2000. COMMAND CHAPLAIN. As the Senior Chaplain on the Base, serves as the principal advisor to the CG MCB on religious matters; provides professional direction and administers programs which promote the spiritual, religious, moral, corporate, and personal well-being of military personnel, their dependents, and other authorized personnel; develops, schedules, publicizes, and provides religious services and religious education programs for authorized personnel; coordinates the development and presentation of course material in major military schools aboard the Base; serves as liaison with community, social, welfare, and religious organizations; provides professional guidance and assistance to chaplains and Religious Program Specialists, and coordinates assignments of Command Religious Program personnel; provides pastoral ministries of visitation to sick and confined personnel, and counseling ministries to authorized personnel; and provides religious coverage for appropriate weddings and funerals at Marine Memorial Chapel as well as interments at Quantico National Cemetery for authorized Naval and Marine Corps personnel and eligible family members.

2001. COMMAND INSPECTOR. Advises the CG MCB on all matters pertaining to MCB internal control and organizational effectiveness; oversees MCB-wide activities, including conducting investigations, inspections, surveys, or inquiries; conducts and coordinates all MCB inspections and coordinates other inspections conducted by higher authority; processes Request Masts for the CG MCCDC and CG MCB and investigates Request Mast complaints as directed; investigates and resolves complaints/problems of military personnel and their dependents which warrant investigation above the organizational/staff level; acts as hearing officer in cases of juvenile dependents accused of minor offenses committed aboard the Base; acts as review authority for Traffic Court Officer decisions pertaining to the suspension-or revocation of driving privileges aboard the Base; maintains staff cognizance over the Commanding General's HOTLINE; and investigates complaints of fraud, waste, and abuse.

2002. DENTAL CARE ADVISOR. Advises the CG MCCDC and CG MCB, and all tenant and subordinate commanders, on the dental health readiness status of assigned personnel; provides comprehensive dental services to all authorized personnel assigned to the geographic area; provides a Dental Liaison and Dental Recall Program to ensure all assigned personnel achieve 85 percent dental readiness and comply with SECNAVINST 6600.5; and ensures that special project personnel deploy at 100 percent readiness.

2003. HEALTH CARE ADVISOR. Serves as the principal health care advisor to the CG MCCDC and CG MCB and all tenant and subordinate commanders; keeps the CG MCB abreast of medical, epidemiological and sanitation issues and trends which affect the health of all persons aboard the installation; supervises the delivery of general ambulatory care services for both active duty Navy and Marine Corps personnel, and, subject to the availability of staff and space, eligible dependent and retired personnel; and ensures provisions of field medical coverage per the applicable directive.

2004. PUBLIC AFFAIRS OFFICER. Provides information to various groups (active duty servicemembers, civilian employees, military family members, retirees, and the general public) on the mission, organization, operation and performance of the Marine Corps; MCB, Quantico; MCCDC; and tenant activities located aboard MCB, Quantico. Exercises cognizance over the three functional areas of Public Affairs: internal information, external information, and community relations. The Public Affairs Officer coordinates the functions of the Media/Press Branch, Quantico Sentry Branch, and Community Relations NCO; coordinates with tenant activities as necessary and advises the CG MCB on all matters relating to public affairs.

2005. TOTAL QUALITY LEADERSHIP PROGRAM COORDINATOR. Serves as the principal staff advisor concerning MCB's Total Quality Leadership (TQL) program. Reports directly to the Chief of Staff, MCB. Responsible for implementation of TQL within the Command and the use of collaborative technologies to enhance group productivity and effectiveness. Supports the Commanding General's Strategic Plan and other quality and productivity programs initiatives. Prepares the Command's Annual TQL Training Plan. Functions as the overall MCB coordinator for the Base Group Systems Five sessions.

2006. COMMAND COUNSEL. Serves as sole legal advisor to the CG MCB, Quantico, on all legal matters related to business and commercial law and litigation arising out of such activities; exercises primary cognizance over the provision of legal advice and services in the area of installation law, including environmental and land use law, labor relations, and civilian personnel law; provides advice in the areas of intelligence oversight, policy, and operations of MCB, Quantico and its component divisions; in coordination with the SJA, provides legal advice, opinions, financial disclosure reviews, training, other requested services in the areas of government ethics, standards of conduct, Freedom of Information and Privacy Act matters, as well as MWR/NAFI activities; provides legal advice and services on special projects and other matters designated by the CG MCB, Quantico. In addition, Counsel, MCB, provides legal advice and services, as requested, to division and branch heads plus tenant

activities on installation law matters identified above, as well as those policy and operations law matters affecting the overall operation of MCB, Quantico. All military justice matters are under the exclusive cognizance of the SJA."

MISSIONS, RESPONSIBILITIES, AND ORGANIZATIONAL MANUAL

CHAPTER 3

COMMUNICATION/ELECTRONICS DIVISION

	<u>PARAGRAPH</u>	<u>PAGE</u>
RESPONSIBILITIES ,	3000	3-3

CHAPTER 3

COMMUNICATIONS/ELECTRONICS DIVISION

3000. RESPONSIBILITIES

1. Director, Communication/Electronics Division (CED). Coordinates and supervises all communications and data processing functions of the base and tenant activities through proper plans, orders and instructions necessary to implement CED policies and HQMC standards and directives pertaining to Automated Data Processing Equipment (ADPE) and telecommunications services. Provides technical inspections of Quantico commands upon request. Plans the installation of communications and computer systems to include administrative telephones, cable upgrades, and commercial radio systems. Provides up to fourth echelon maintenance for tactical communications-electronic equipment. Provides engineering services and corrective maintenance for all government owned communication equipment. Provides oversight for frequency management aboard the installation. Maintains ADPE maintenance contracts. The Division Director is a member of the Command's Executive Steering Group relating to Total Quality Leadership.
2. Head, Telecommunications Network Branch. Provides data connectivity to Base customers and is responsible for the proper design, installation, management, trouble-shooting/repair, and maintenance of the Base telecommunications infrastructure. Represents MCB at all meetings regarding new building design, ensuring that all voice and data requirements for the building inhabitants are addressed and satisfied per industry and CED standards, to include ordering necessary equipment to satisfy identified **data** and voice requirements, and ensuring connectivity to the Base fiber network. Reviews existing building designs to optimize and upgrade the infrastructure and address existing network deficiencies. Provides cost estimates to correct identified deficiencies and maintains documentation of the telecommunications configurations to determine potential service disruptions. Also performs site surveys to ensure any moves, adds or changes to the network are feasible and provides wire diagrams to assist the contractors in the performance of requested actions, as well as, providing portable sound system support to **MCCDC organizations** and tenant activities, *
3. Head, Information Technology Branch. Provides technical support for a variety of information-system services for both the MCB and tenant commands at MCCDC, to include, but not limited to: (1) current hardware and software support, including troubleshooting support for commercial and government off-the-shelf hardware and software; planning of local user network; providing purchasing and contracting ADPE oversight; and overseeing change control management for local systems; (2) installation-wide network support as the regional sponsor to include: maintaining network operating system; capacity and configuration management for the network; local area network (LAN) security and interface to wide area network; advising

activities/agencies on plans and policies for network designs as implemented by DOD and HQMC; (3) conduct periodic surveys of the Information Systems community to maintain an accurate perspective of their concerns, interests, and requirements; (4) provide technical support to the Commanding General's Inspection Program; (5) provide training support for all current systems, to include Information Systems Coordinators, Basic Computer Literacy, and the Marine Corps standard software suite.

4. Head, Network Architecture Branch. Coordinates the design and analysis of the installation, management, trouble call correction, repair and maintenance of the MCB, Quantico LAN in compliance with CED and the industry standards. Physical installation of data equipment includes all hardware such as routers, intelligent hubs, **data switches**, token ring bridges, and fiber optic repeaters connected to the LAN. Responsibilities include the installation and interface of micro computers to the LAN via the network interface boards with the logon screen activated. The management and maintenance of the LAN is accomplished by using software and specific hardware equipment, such as Data General Sniffer, CISCO Routers, and SUNSPARC with Optivity and Hewlett Packard Openview. Responsible for the day-to-day issuance of Internet Protocol (IP) addresses for Transmission Control Protocol/Internet Protocol, IP and Internet **access** for all MCB and tenant activities and for the day-to-day data infrastructure.

5. Head, Telecommunications Center. Provides 24 hour, 7-day week operational capability to all units aboard MCB, Quantico. Responsible for the receipt, transmission, acceptance, processing, and distribution of incoming and outgoing **Naval** Message traffic through the Defense Messaging System. Handles message traffic up to and including Top Secret. Also provides instruction to MCB, Quantico and tenant activities in the preparation of outgoing Naval Message traffic.

6. Head, Military Affiliated Radio System (MARS). Provides personnel, equipment, and facilities to support Navy-Marine Corps MARS Region Two emergency communications per the Region Two MARS emergency communications plan. Provides auxiliary communications to military, civil and disaster officials during periods of emergency on a local, national, and international level.

7. Head, Electronics Maintenance Branch. Provides third and fourth echelon maintenance for tactical communication/electronics equipment, corrective and preventive maintenance for fire alarm systems, corrective maintenance for intrusion alarm and public address systems, and commercial radios and radio systems. Additionally, the branch acts as the central turn-in point for equipment to be evacuated for the test, measurement and diagnostics equipment/commercial radio contracts, as well as the radiac equipment calibration program.

8. Head, Office Equipment Support Branch. Responsible for repairing, overhauling, adjusting, troubleshooting, cleaning, and performing on-site or in-shop inspections on electronic, **electro** and mechanical office and ADPE aboard the installation; for tenant activities and reimbursable accounts. On-site or in-shop repairs include all of the aforementioned plus installations and upgrades. Coordinates, plans, and controls service maintenance contracts for office and ADPE and cost-per-copy contracts to provide copier service. Administers contracts for test, measurement, and diagnostic equipment, **radiac** equipment calibration program, fuel metering devices and commercial handheld radio repair. Performs technical inspections and requests disposition instructions for excess and redistribution of office and ADPE. Assists procurement and contracting officers in purchasing new equipment and establishing service maintenance contracts. Provides instruction, training and technical direction such as on-the-job training. Also provides office and ADP support for conferences, meetings and workshops held aboard MCB.

9. Head, Fiscal Branch. Provides funding and procurement support to CED. Receives and provides a variety of different funding, ranging from Procurement, Marine Corps funds to Operations and Maintenance funds for contractual procurements and/or solicitation, such as telephone repairs, relocating or installing telephones, funding for travel and training, local area network installation/repairs, fire alarm maintenance, and open purchase procurements for a variety of equipment/supplies. Transactions between installation accounts are accomplished on a reimbursable basis, Interservice Support Agreement or on a direct cite basis. Also processes invoices for payments of both maintenance and service type contracts, closes all contracts upon completion, and formulates, analyzes, revises, and resubmits annual budget requirements.

10. Head, Logistics Branch. Serves **as** the Division Liaison Officer and coordinates with MCB, Quantico and other activities to process nonroutine matters relevant to internal supply/logistics, communications services, procurement initiatives, and special projects as assigned. Maintains contact with MCB, Quantico and tenants' service activities as well as representatives of vendors and contractors. Responsible for planning and carrying out projects, resolving conflicts, and integrating and coordinating work pertaining to logistics/supply through the application and interpretation of policies. Acts as the Contracting Officer's Technical Representative for service contracts and procurement initiatives. Maintains internal property control procedures for division-owned garrison property and reports to the Base Property Control Office via the Consolidated Memorandum Receipt. Controls division warehouse space and performs inventories of equipment and expendable materials. Issues expendable materials pursuant to applicable project work orders.

MISSIONS, RESPONSIBILITIES, AND ORGANIZATIONAL MANUAL

CHAPTER 4

COMPTROLLER DIVISION

	<u>PARAGRAPH</u>	<u>PAGE</u>
RESPONSIBILITIES ,	4000	4-3

CHAPTER 4

COMPTROLLER DIVISION

4000. RESPONSIBILITIES

1. Director, Comptroller Division. Serves as the principal advisor to the CG MCB for all aspects of financial management and associated activities; develops, directs, coordinates, and maintains an integrated financial program to include resource management, automated systems, financial reporting, and data analyses as required to provide management with timely and factual data for planning, evaluation and control of operations; serves as financial liaison with outside commands/organizations; represents the Commanding General in dealing with financial and related representatives at higher echelons with the authority to make binding commitments without prior consultation; directs review, evaluation and analysis activities required to maintain internal controls and promote economy, effectiveness and efficiency in the execution of financial programs; and performs the full range of administrative and technical supervisory duties for military and civilian personnel assigned to the Comptroller Division. The Division Director is a member of the Command's Executive Steering Group relating to Total Quality Leadership.

2. Head, Budget Branch. Coordinates the formulation, justification, presentation, and execution of budget plans; originates and issues guidance/instructions for budget matters; recommends the allocation of fund resources within operating programs; implements appropriate controls over funds authorized to ensure statutory and administrative requirements are met; reviews program trends by tracking obligations and expenditures; translates program requirements into the budget and financial plan; investigates deviations from the financial plan and recommends corrective action; initiates recommended action for financial adjustments required by changes in fund resources; evaluates financial conditions and ability to meet program objectives; confers with fund administrators to discuss problem areas and develop statistical data for reports and management needs; and provides outlines and charts for briefing budget matters to higher authorities.

3. Head, Accounting Liaison Branch. Serves as liaison between the Command and the Defense Finance and Accounting Service (DFAS) in order to advise and assist the Director, Comptroller Division, in all matters pertaining to accounting and civilian payroll; reviews and assists in reconciling various reports produced and maintained by DFAS; maintains and updates Command user access to the automated accounting system and selected subsystems; maintains all locally-controlled tables within the accounting system; computes, coordinates and inputs specific allocated reimbursable cost data and selected work unit data; oversees the billing of reimbursable customers; reviews changes to accounting systems/regulations for

Command impact, identifies problems and recommends solutions; provides training on various financial policies and procedures; and manages the civilian payroll function, to include keying in time and attendance data, changing tax withholding **data** and addresses, answering questions and resolving problems with pay and leave, and keeping employees current on new regulations.

4. Head, Finance Branch. Serves as technical advisor to the Commanding General, staff and the Director, Comptroller Division in all matters pertaining to military personnel salaries, travel advances and settlements; maintains and interprets pertinent regulations and directives; formulates policies and procedures relative to financial support per applicable laws and regulations; coordinates finance matters with other activities within the Command; maintains on-line pay data to support timely and accurate processing of military pay entitlements; performs final review and closure of all pay documents associated with separations and retirement payments; computes settlements for military and civilian travel claims; coordinates with DFAS on various pay matters; provides support to Command education programs relating to military pay and travel matters; and, as the local agent for DFAS, makes cash payments in emergency situations.

5. Head, Resource Evaluation and Analysis Branch. Advises and assists the Director, Comptroller Division in matters pertaining to financial management systems, policies and procedures for both appropriated and nonappropriated funded activities; develops and coordinates changes to financial systems, programs, procedures, and controls; develops cost accounting systems and associated guidelines; evaluates cost data and develops various Command standard cost rates; develops and coordinates the implementation of plans, policies, and programs relating to management efficiency; targets, analyzes, and evaluates local activities and organizations for efficiency and productivity; maintains liaison with and assists the General Accounting Office, Defense Audit Service, Naval Audit Service, Field Supply and Maintenance Office, Marine Corps Administrative Analysis Team, and Marine Corps Nonappropriated Fund Audit Service; serves as Command liaison for all external audits, inspections, evaluations and surveys; develops and coordinates plans and policies relating to the Commercial Activities, Efficiency Review, Marine Corps Installation Management Incentive, Value Engineering, Defense Regional Interservice Support, Productivity Enhancing Capital Investment, Command Information, and Forms Management Programs.

MISSIONS, RESPONSIBILITIES, AND ORGANIZATIONAL MANUAL

CHAPTER 5

FACILITIES DIVISION

	<u>PARAGRAPH</u>	<u>PAGE</u>
RESPONSIBILITIES	5000	5-3

CHAPTER 5

FACILITIES DIVISION

5000. RESPONSIBILITIES

1. Director, Facilities Division. Plans, designs, maintains, and repairs all real property facilities under control of the CG MCB, including buildings, installed equipment, utilities, training ranges, and grounds; administers the Family Housing program; administers the Bachelor Housing program for all transient billeting and permanent party billeting for E-6 and above; provides transportation services by operation, maintenance, and repair of the garrison mobile equipment fleet and vehicle leasing; provides maintenance support for tactical equipment, including optical instruments, infantry weapons, and towed artillery; manages programs to protect and enhance natural and cultural resources, including forestry, agronomy, fish, wildlife, endangered species, and historical and archaeological features; manages programs to protect and improve the environment, including collection and disposal of hazardous waste, clean-up of former hazardous waste disposal sites under the Defense Environmental Restoration Act/Installation Restoration Program, compliance with the National Environmental Policy Act and other environmental laws and regulations, and resource recovery and recycling; and provides community planning and liaison services to control encroachment and coordinate with the HQMC and DON comprehensive Land Use Compatibility Program. The Division Director is a member of the Command's **Executive** Steering Group relating to Total Quality Leadership.

2. Head, Maintenance Branch. Responsible to the Division Director for the Real Property Maintenance Activities. Plans, directs, supervises, and coordinates all facilities maintenance activities including, but not limited to, determining requirements, long-range planning, budgeting, operating utility plants and systems, energy conservation, maintaining and repairing all real property (buildings, grounds, railroads, surfaced areas, utility plants, training ranges and systems), custodial services, refuse collection and disposal, recycling, grounds and construction equipment repair and other miscellaneous facilities maintenance services and operations.

3. Head, Public Works Branch. Provides engineering and planning for all facilities, utilities, and land under control of the CG MCB, provides preliminary planning and related studies and investigations in support of the Navy and Marine Corps Facilities Planning System, the Military Construction Program, and contingency requirements; performs in-house and contracted engineering design for construction, repair, alteration, and conversion of facilities by contract. Functions as the OIC of Naval Facilities Engineering Command. Contracts under the direction of the Commanding Officer, Engineering Field Activity, Chesapeake, Naval Facilities Engineering Command, and as such advises on matters pertaining to public works. Provides maintenance services, timber removal, and construction, alteration,

repair, and demolition contracting for the MCB, Quantico and tenant organizations. Serves as liaison between the MCB and the Naval Facilities Engineering Command.

4. Head, Support Branch. Serves as single item manager for all Garrison Mobile Equipment, including leased vehicles. Responsible for the maintenance of all commercial motor transport vehicles and material handling equipment. Provides commercial motor vehicle support to MCB and tenant activities by management and dispatching of the u-drive vehicle pool, class A and B vehicle assignments, operation of chauffeured bus and other vehicle services and operation of vehicle recovery (wrecker) services. Provides intermediate maintenance on tactical ordnance equipment.

5. Head, Family Housing Branch. Administers and manages the Family Housing Program and Off-Base Housing Referral Program; maintains management-occupant/tenant relations and provides staff coordination; issues, stores, - and controls government furniture and property; conducts family housing surveys and uses data for programming new construction **as** required; develops and implements rules and regulations pertaining to family housing; assigns and terminates quarters assignments; develops rent schedules and leases; plans and programs for family housing operations, maintenance, repairs, and alterations; translates plans and programs into budgetary requirements; applies available resources, including financial, to management of family housing; provides surveillance of occupant maintenance; prepares inventory, occupancy, and utilization reports; reviews all reports containing family housing information, including cost and financial reports and reviews performance data, particularly as compared to standards; supervises and trains Family Housing Branch personnel; maintains a central source of information to assist military personnel in obtaining private housing which is available on a nondiscriminatory basis, and refers personnel to principals/agents having vacant units; provides accounting, warehousing, maintenance, repair, and disposal of all government-owned furniture, furnishings, household equipment, and miscellaneous items for family housing units; assesses and collects charges from occupants for any government-owned article missing or where there is evidence of improper care; analyzes operational and administrative aspects of the program; and submits budgetary requirements and annual budget estimates and justifications for all materials, services, and supplies required.

6. Head, Bachelor Housins Branch. Responsible to the Director, Facilities Division for managing transient, and permanent party bachelor officer quarters, transient and permanent party staff noncommissioned officer quarters, and transient quarters for grades E5 and below; manages and administers the billeting fund; submits an annual budget for bachelor housing operations, and personnel support equipment; maintains and improves the habitability of transient bachelor quarters; and provides for the issue, storage, and control of government-owned furniture and property.

7. Head, Natural Resources and Environmental Affairs Branch.
Implements and manages the natural resources and environmental programs for the Base, including programs for development, improvement, maintenance, **and** conservation of the natural, cultural, archeological, and historical resources; prevents pollution and, degradation of lands and waters from waste disposal and erosion; manages the hazardous waste disposal and minimization programs; prepares required National Environmental Policy Act documentation; manages the Installation Restoration Program; enhances undeveloped recreational activities by managing natural resources including forests, fish, and wildlife; ensures the protection of threatened and endangered species; and enforces federal, state, and Base environmental and natural resources laws and regulations.

MISSIONS, RESPONSIBILITIES, AND ORGANIZATIONS MANUAL

CHAPTER 6

LOGISTICS DIVISION

	<u>PARAGRAPH</u>	<u>PAGE</u>
RESPONSIBILITIES	6000	6-3

CHAPTER 6

LOGISTICS DIVISION

000. RESPONSIBILITIES

1. Director, Logistics Division. Provides supply and services support; provides disposal services for excess items; maintains formal property records; provides Command's maintenance management support; operates the food service program; provides passenger and freight transportation services; provides purchasing and contracting support services; and, acts as liaison between the Commissary and the Defense Commissary Agency, Northeast Region at Fort George G. Meade, Maryland. The Division Director is a member of the Command's Executive Steering Group relating to Total Quality Leadership.
2. Operations/Administration Branch. Assists the Division Director in all matters, including acting as the Director when required; provides direction on policy and procedures pertaining to the operation of internal branches. Processes nonroutine matters relevant to supply/logistics and special projects; coordinates and acts as liaison officer with other activity heads; submits missing, lost, stolen, and recovered government property reports to CMC; serves as point of contact for supply inspections; monitors activity supply accounts; coordinates supply matters for the Marine Corps Marathon; serves as Division Safety, Management Control, and Special Projects Officer. Provides guidance to manage civilian personnel and financial resources; maintains directives and correspondence files, distributes messages and correspondence; processes civilian personnel actions; provides guidance for preparing budget and financial accounting for program manager; and provides administrative support.
3. Head, Materiel Branch. Provides supply support for day-to-day operations; budgets for personnel support equipment and centrally managed items; requisitions and manages stock levels for equipment; oversees Command's maintenance management program; controls equipment, materials, and supplies; provides customer assistance for requisitioning; maintains a technical research library; receives, stores, and issues materials; provides for issue and cash sales of clothing to individuals and the issue program for Officer Candidates School candidates; requisitions, stores, and issues ammunition; maintains accountability on nonexpendable and controlled expendable items, other than plant account items; and budgets for and administers service contracts for washer and dryer repairs.
4. Head, Traffic Management Branch. Procures commercial transportation; ships and receives property; and provides passenger transportation and related services for authorized personnel.

5. Head, Food Service Branch. Develops plans, policies, programs, and standards for the management of the Consolidated Food Service **and** Subsistence System. Acts as the chairperson for the Command's Menu Board and represents the Contracting Officer in civilian food service contracting matters. Conducts periodic scheduled Commanding General technical inspections and unscheduled staff visits to messhalls.

6. Head, Purchasing and Contracting Branch. Chief, Regional Purchasing and Contracting Office (Northeast Region), provides contracting support for supplies and services which are not available through the Federal Supply System; manages Federal Small Business programs; prepares contracting summary and individual action reports; monitors contract performance; monitors and administers the Base credit card program; manages Competition Advocate program; verifies contractor invoices; and performs all contract administration functions for the MCB organizations, tenant activities and all Marine Corps units not otherwise identified/covered in MCO P4200.15 in the states of VA, PA, MA, WV, NJ, CT, NH, MD, ME, DE, RI, and VT.

7. Commissary Officer. Provides for the resale of items and manages the operation of the Commissary store under the centralized management of the Northeast Region.

- a. Chief, Quantico Branch Veterinary Activities. Inspects food (purchased or stored) and conducts zoonotic disease surveillance, prevention, and control for Naval Surface Warfare Center, Dahlgren, Fort A. P. Hill, and MCB, Quantico, and provides professional veterinary advice and recommendations upon request.

MISSIONS, RESPONSIBILITIES, AND ORGANIZATIONAL MANUAL

CHAPTER 7

MANPOWER DIVISION

	<u>PARAGRAPH</u>	<u>PAGE</u>
RESPONSIBILITIES	7000	7-3

CHAPTER 7

MANPOWER DIVISION

7000. RESPONSIBILITIES

1. Director, Manpower Division. Responsible for providing personnel administration, Personal and Family Services, and administrative support for organic and tenant organizations, units, and activities by planning, coordinating, and supervising the functions relating to:

a. Military personnel management, administration, and career planning.

b. Family services.

c. Off duty education.

d. Child development services.

e. Substance abuse.

f. Maintenance of Command records/directives.

g. Security management and administration.

h. Classified material control.

i. Internal/external guard mail and messenger services.

j. Civilian management and administration.

k. Developing and/or modifying MCCDC and MCI3 T/O's.

l. Semper Fit program.

Serves as a member of the Command's Executive Steering Group relating to Total Quality Leadership.

2. Head, Military Personnel Branch. Administers all enlisted personnel distribution/reassignment and enlisted classification/reclassification; supervises the career planning program; monitors official travel, serves as OIC, Joint Reception Center and is responsible for initial processing of all personnel reporting to Quantico; processes retirements/transfers to the Fleet Marine Corps Reserve; acts as the order writing authority for permanent change of station for personnel located at MCB, Quantico; authenticates temporary additional duty orders for MCB, Quantico organizations and other activities, except those with specific authority; processes

voluntary separation of Marines for pregnancy; submits the Command Unit Diary; monitors the staffing of the OCS Summer Augmentation Program; and, administers the Centralized Identification Card Center.

3. Head Personal and Family Services Branch. Administers **all** branch programs to provide Personal and Family Services in support of all MCB and tenant organizations, units, and activities by planning, coordinating and supervising the program functions within the Child Development Services, Family Services, Base Substance Abuse Counseling Center, and Base Education sections.

4. Head, Adjutant Branch/Adjutant. Provides administrative services to MCB and MCCDC; maintains records of all CONGRINTS/SPLINTS received, routes same to appropriate activity heads; responds to all Freedom of Information Act and Privacy Act requests; acts as the Command Postal Officer, provides delivery of official mail to certain activities and provides guard mail service to HQMC; maintains official flags; administers and maintains the official records and files for CG MCCDC and CG MCB, controls allowances and distributes publications and directives received from CMC and other higher headquarters; operates the Directives Control Point; disseminates and controls classified material to secondary control points, provides training and conducts inventories; administers the Military Decorations and Award Program, coordinates Command Awards Board meetings, disseminates awards approved by CG MCCDC, CG MCB, and President MCU, and provides guidance on the DON and Marine Corps awards system, regulations, and requirements.

MISSIONS, RESPONSIBILITIES, AND ORGANIZATIONAL MANUALS

CHAPTER 8

MORALE, WELFARE AND RECREATION DIVISION

	<u>PARAGRAPH</u>	<u>PAGE</u>
RESPONSIBILITIES	8 0 0 0	8 - 3

CHAPTER 8

MORALE, WELFARE AND RECREATION DIVISION

8000. RESPONSIBILITIES

1. Director, Morale, Welfare and Recreation (MWR) Division. Provides coordination, supervision and direction to all activity heads and personnel within the MWR Division; manages nonappropriated funds (NAF); provides MWR Division personnel with **statistical** data for use in the direction, evaluation, and control of operations pertaining to morale, welfare and recreation; and provides administrative guidance to heads of non-MWR NAF's and private organizations. The Division Director is a member of the Command's Executive Steering Group relating to Total Quality Leadership.
2. Head, Food and Hospitality Branch. Responsible to the Division Director for providing Marines, Sailors, and their dependents with temporary lodging facilities and services to promote well-being, morale, and camaraderie by the wholesome use of leisure **time** through dining, bar, and entertainment services. Operates the clubs as a competitive business venture by providing good quality food, beverages, and entertainment at moderate prices in an appealing atmosphere.
3. Head, Retail/Services Branch. Responsible to the Division Director for providing authorized patrons with retail merchandise and other services necessary for their health, comfort and convenience at the lowest practical price; provides resale merchandise through, but not limited to, main stores, branch stores, convenience stores, package stores, service stations, pro shops, recreational activities and catalog sales; and, provides tailoring and photo processing services as required. Directs all direct and indirect services operations. Identifies components, equipment, and services to be acquired by contract.
4. Head, Recreation Branch. Responsible to the Division Director for creating **and maintaining** an enhanced recreation and morale support program which promotes physical and mental well-being; manages the complex functions for two sections responsible for the operation of all MWR Division special services activities, comprising 16 comprehensive morale support services; establishes, and administers extensive long-range budget plans that accommodate future facility and patron morale support requirements for appropriated and nonappropriated ventures; and coordinates with all other service agencies to ensure maximum service that promotes the fulfillment of the physical and mental aspirations of authorized patrons.
5. Head, Nonappropriated Funds Personnel Branch. Responsible to the Division Director for directing the administrative activities of the Division; furnishes a complete civilian personnel management

service to activity heads and employees, to include labor relations, employee development and training, classification, wage administration and position management; serves **as** advisor to activity heads regarding MWR Division personnel policy and programs; develops and reviews the personnel program to promote employee morale and motivation; and, administers the personnel management program, including recruitment, staffing, labor management, employee relations, position classification, employee development, training, maintenance of records, preparation of organization/position structuring, cost control, benefits administration, labor negotiations, wage surveys, EEO, career development and upward mobility.

6. Head, Finance Branch. Responsible to the Division Director for administering accounting procedures, to include payroll, accounts payable, receivables and internal accounting; provides activity heads with cost and analysis data; assists in improvement of the financial position; supervises the cash handling and control; oversees the Data Automation Center; provides cashier and check cashing services to patrons; controls the Activity Daily Report/Audit Section in support of MWR activities; coordinates and oversees special projects relative to existing programs and anticipated changes in operations; provides financial management support to the Director, MWR Division; and prepares and controls the operating budget, savings, and investment programs.

7. Head, Facilities Branch. Responsible to the Division Director for maintaining and operating structures; provides for alterations and new construction as needed; provides periodic maintenance and repairs to all property and equipment; maintains property records and inventory control of property and equipment; assists in space control and facilities planning; purchases and issues all property and prepaid supplies; and manages property maintenance contracts.

8. Head, Marketing Branch. Responsible to the Division Director for promoting patronage by developing marketing plans, strategies and programs; plans, coordinates, and conducts marketing-related surveys and needs assessments; plans and coordinates media and public relations and merchandise display programs; and provides training and guidance relative to operations, customer service, promotion and sales to MWR Division personnel of the Food and Hospitality, Retail, Recreation and Billeting Branches, as well as other MWR Division activities.

9. Head, Mission Information System Branch. Responsible to the Division Director for the overall supervision and management of the division's information systems and the **24-hour** operation of the Computer Center. Responsible for MWR Division computer system procurement. Develops, analyzes, evaluates, advises on, and improves the effectiveness of work methods and procedures, organizations, manpower utilization, distribution of work assignments, management controls, information and documentation systems **and/or similar** functions of management.

MISSIONS, RESPONSIBILITIES, AND ORGANIZATIONAL MANUAL

CHAPTER 9

OPERATIONS DIVISION

	<u>PARAGRAPH</u>	<u>PAGE</u>
RESPONSIBILITIES	9000	9-3

CHAPTER 9

OPERATIONS DIVISION

9000 . RESPONSIBILITIES

1. Director, Operations Division. Provides operational oversight and **executes** coordination authority for command operations and organizational effectiveness; develops and reviews those plans and orders required to ensure that a high degree of contingency readiness/preparedness/operations security is maintained aboard the Base; coordinates and monitors the policies and goals of CG MCCDC and CG MCB pertaining to the required training of permanent military personnel aboard the Base; plans, coordinates and supervises functions relating to the scheduling and controlling of all training areas, air space and firing ranges aboard the Base; identifies, develops, and coordinates the implementation of training requirements and programs necessary for the optimum use of facilities aboard the Base; supervises explosive ordnance disposal support; coordinates musical support and parade and ceremonies support for the Base; supervises the planning and execution of the annual Marine Corps Marathon; supervises activities that provide training and audiovisual support to the Base and other organizations as directed; supervises the Base's visitor program; acts as the Base's point of contact for training and/or operational matters involving the other services and governmental agencies; advises the Commanding General on allocation and prioritization of resources relative to Base operations and training; and performs such other duties as the Commanding General may direct. The Division Director is a member of the Command's Executive Steering Group relating to Total Quality Leadership.

2. Head, Administrative Branch. Principal administrative assistant to the Division Director. Provides and coordinates a variety of administrative services and functions within the division, including, but not limited to, administrative support and clerical work for seasonal workloads and major division undertakings, reviewing work of other support personnel from within the division, and coordinating information flow between branch organizations within the division.

3. Head, Current Operations Branch. Plans and coordinates the conduct of military parades, honors, and ceremonies both on and off base; coordinates and schedules the Command's Color **Guard for** ceremonies on and off base; coordinates Command funeral support for the Quantico National Cemetery, and for other cemetery facilities when requested by HQMC or local **communities; organizes** and trains the MCB Ceremonial Platoon and provides limited ceremonial support for funerals, parades and other appropriate functions; plans, coordinates, and conducts the Naval Reserve Officer Training Corps and Marines Corps Junior Reserve Officer Training Corps orientation/visit programs; supervises the Visitor Control Coordination Section; coordinates with

*

the Band for musical support of Command ceremonies, concerts, and parades, and other tenant activity functions or military ceremonies as directed. Has oversight of Command Center.

4. Head, Range Management Branch. Ensures the safe and efficient use of Quantico Ranges and Training Areas (RTA). Provides Explosive Ordnance Disposal (EOD) support as required to facilitate base operations, federal, state, and local EOD training, and VIP support missions. Coordinates and publishes all ground fire, aircraft, training unit, and approved civilian activity in the RTA's; enforces pertinent Base regulations through RTA on-site inspections, vehicular patrols, and safety communications management; renders safe any explosive or improvised explosive devices found aboard MCB; initiates and coordinates periodic improvements and modernization of RTA facilities; develops, validates and certifies new RTA modifications per the pertinent Base regulation; assists in the enforcement of waste dumping and environmental violations; supports search and rescue operations for missing persons in RTA's; conducts regular impact area sweeps for the detection/destruction of dud ordnance; coordinates with Maintenance Branch, Facilities Division for regular corrective and preventive maintenance on range control facilities; and participates with the Natural Resources and Environmental Affairs Branch, Facilities Division in the conduct of a "controlled burn" program in order to prevent and minimize uncontrolled brush fires in the RTA's. Assigned as the Base's liaison for matters concerning special use airspace. Assigned as Operations Division representative for all Base environmental issues.

5. Head, Plans, Policies and Training Branch. Prepares, coordinates, updates and executes those plans and orders required to maintain a high level of contingency readiness aboard the Base, including disaster preparedness (natural and manmade), crisis management, mobilization, and physical security; coordinates and prepares internal policies directed by CG MCCDC and CG MCB; coordinates and prepares the MCCDC Command Chronology; serves as the division point of contact in matters pertaining to operations security; serves as the security manager for Operations Division; plans, prepares, coordinates, and monitors the overall Base training plan for required training of permanent military personnel; inspects, monitors, and evaluates those training management plans and programs which comprise the Base training plan; coordinates and responds to requests for mapping and geodetic support that cannot be satisfied within normal supply channels; and coordinates and responds to unit/activity requests for NCO School and other formal school quotas. Assigned as Operations Division representative for all ground safety issues.

6. Head, Training and Audiovisual Support Center Branch (TAVSC). Manages the entire Marine Corps audiovisual and training support program for MCB, Quantico and its tenant activities. Serves as the local commodity manager for audiovisual equipment and products for those activities falling within the TAVSC mission-directed support area of responsibility. Provides audiovisual support services such as conventional and electronic imaging photography, graphic arts,

video productions, maintenance of audiovisual equipment, issuance, maintenance, and management of training devices, audiovisual library, CPR training, video teleconferencing, **and** supply **acquisition**, accountability, and disposition of audiovisual assets, which services support to a broad spectrum of Marine Corps units, including MCB, Quantico and tenant activities, Marine Security Forces Atlantic, 1st and 4th Marine Corps Districts, various Atlantic region Marine Barracks, and Marine Security Guard Battalion activities worldwide. Provides audiovisual expertise and installation services to formal schools within Marine Corps University and to tenant activities. Assigned to represent this Base for all training devices and training support requirements. Oversees day-to-day operations of Operations Division's supply section. Serves as Contracting Officer Representative for the Contract Operational Maintenance Contract Supporting Training Set, Fire Observation Trainer, Range 305, Range 409, Portable Guided TOW System, and Portable Automated Targetry. Serves as Cable Television liaison between MCB and Cable TV franchiser. Plans, programs, and budgets for all services provided. **Serves** as Marine Corps scheduler for all Video Teleconferencing sessions.

7. Band Officer, Quantico Marine Band. Serves as Band Leader in accomplishing the band mission, which includes providing musical support for military ceremonies aboard base and other official functions as directed by the CG MCB. Also musically supports the Marine Corps community relations and personnel procurement programs as directed by the appropriate authorities of those programs.

a. Head, Marine Corps Marathon Branch. Supervises the daily activities involved in planning, organizing, and coordinating the annual Marine Corps Marathon; conducts the Marathon on the last Sunday of each October; and coordinates the preparation and submission of the after-action report.

MISSIONS, RESPONSIBILITIES, AND ORGANIZATIONAL MANUAL

CHAPTER 10

RESERVE SUPPORT UNIT

	<u>PARAGRAPH</u>	<u>PAGE</u>
RESPONSIBILITIES	10000	10-3

CHAPTER 10

RESERVE SUPPORT UNIT

10000. RESPONSIBILITIES

1. Director, Reserve Support Unit. Plans, directs, and supervises the support of all Reserve and National Guard units and individual reservists training aboard MCB, Quantico. Serves as OIC, Reserve Support Unit (RSU). Also serves as the point of contact for Reserve-related matters aboard MCB, Quantico.
2. Deputy Director, Reserve Support Unit
 - a. Assists the Division Director in coordinating all Reserve and National Guard training. Prepares Reserve Active Duty Special Work (ADSW) and Individual Mobilization Augmentee (IMA) program budgets through coordination with all divisions and tenant activities aboard this Base. Serves as Head of Mobilization Processing Center in times of mobilization. Also serves as Executive Officer for the RSU.
 - b. Supervises the administrative processing of all Selected Marine Corps and Individual Ready Reserve Marines reporting aboard MCB, Quantico. Also oversees the management of IMA, ADSW, Category IV (Cat IV) and Mobilization Training Unit programs.
3. Head, Training Support Branch. Assists the Division Director in coordinating all Reserve and National Guard training support aboard this Installation. Supervises all unit and individual training to include Selected Augmentation Unit and Reserve Counterpart Training. Plans and Executes Operations and Maintenance funds for RSU and has cognizance over all logistical or supply matters.

MISSIONS, RESPONSIBILITIES, AND ORGANIZATIONAL MANUAL

CHAPTER 11

SAFETY DIVISION

	<u>PARAGRAPH</u>	<u>PAGE</u>
RESPONSIBILITIES ,	11000	11-3

CHAPTER 11

SAFETY DIVISION

11000. RESPONSIBILITIES

1. Director, Safety Division. Provides management oversight and executes all aspects of the CG MCB Mishap Prevention Program applicable to all operations and activities and personnel assigned to, stationed at, employed by, or otherwise engaged in all activities on Base, to include tenant activities, Base visitors, residents, contractors, and persons employed by exchanges and clubs. Responsibilities include the following:

a. Coordinates and consults with commands and activity officials on all safety matters and acts as cognizant staff officer for advice on safety problems.

b. Coordinates with Comptroller and Facilities (Operations) programs and budgets for the elimination of safety and health hazards of facilities, equipment, and training deficiencies.

c. Organizes, provides technical assistance to, and acts as recorder for the Commanding General's Command Safety and Safe Driving Councils.

d. Provides safety training and assistance to commanders and directors, supervisors, unit safety representatives and their assistants, and workers.

e. Initiates and publicizes educational and promotional safety articles and materials.

f. Adapts safety directives, regulations and suggestions from higher authority for local conditions. Prepares and maintains up-to-date activity safety regulations.

g. Maintains complete reports of all mishap types and ensures comprehensive analysis, for mishap prevention purposes, of all mishaps involving Base commands and tenant activity personnel, equipment, or operations. Ensures timely completion and submission of investigations and reports of mishaps required by higher authority; investigates mishaps as directed; and, recommends corrective measures to eliminate mishap causes.

h. Conducts periodic safety inspections of-command/activity programs, the premises, equipment and operating and training instructions, and recommends corrective actions necessary to eliminate or control mishap-producing conditions, acts, and hazards. Ensures safety inspection programs are documented to ensure appropriate follow-up and timely corrective action on unsafe conditions and practices.

11000 MISSIONS, RESPONSIBILITIES, AND ORGANIZATIONAL MANUAL

- i. Provides oversight for the Base Explosives Safety Program.
- j. Responsible for Driver's Licensing and Traffic Safety Training aboard MCB, Quantico.

MISSIONS, RESPONSIBILITIES, AND ORGANIZATIONAL MANUAL

CHAPTER 12

OFFICE OF THE STAFF JUDGE ADVOCATE

	<u>PARAGRAPH</u>	<u>PAGE</u>
RESPONSIBILITIES	12000	12-3

CHAPTER 12

OFFICE OF THE STAFF JUDGE ADVOCATE

12000. RESPONSIBILITIES

* 1. Staff Judge Advocate/Director, Law Center (SJA). Acts as the exclusive advisor to and spokesman for the CG MCB and CG MCCDC on military justice matters; supervises the administration of military justice within the Command, with direct access to the CG MCCDC and CG MCB; responsible for providing legal administrative services; reviews recommended actions of courts, boards of inquiry and investigating officers; acts as the cognizant staff officer over civil-military jurisdictional relationships, matters involving civil and administrative law, international law, investigations, preventive law, and legal assistance, to include expanded legal assistance; acts as cognizant staff officer for advice on labor relations problems; responsible for training new judge advocates; provides legal training and education to activity heads; monitors the implementation of program involving instruction in the law of armed conflict; monitors the legal education programs of formal schools; reviews administrative discharge cases; provides administrative support for the Base Traffic Court and the pretrial confinement initial review officer; and acts as the Command Ethics Counselor.

2. Deputy Staff Judge Advocate. Assists the SJA in the execution of duties; responsible to the SJA for the day-to-day operation of providing legal service support to all activities assigned to MCCDC and MCB, Quantico; and recommends to the SJA personnel assignments to carry out the specific functions of the SJA. Coordinates continuing legal education for judge advocates; coordinates education lectures on law and legal matters for unit training and when specifically requested, for residential schools. Supervises the Special Assistant U.S. Attorney Program for prosecuting those offenses tried in the U.S. District Court system.

3. Head, Military Justice. Processes military criminal matters from the time a request for legal services is received by the SJA until the case is tried, reviewed, or otherwise finally disposed of; assigns trial counsel and determines the availability of a military judge or investigating officer, as appropriate; ensures timely and accurate processing of charge sheets and timely scheduling and trying of cases; records, transcribes, and reports courts-martial and transmits case related materials between the SJA and the various convening authorities; assigns recorders for Boards of Inquiry and Administrative Discharge Boards.

4. Head, Legal Assistance Branch. Assists active duty members and their family members and retirees, in various legal matters such as: estate planning, divorce counseling; and consumer law. Also responsible for the Base-wide preventive law program, the expanded legal assistance program, and the operations of the tax center, which

assists clients in the preparation and electronic filing of their personal income tax returns. Reviews requests of private business organizations to operate aboard the Base; coordinates service of civilian warrants of arrest, civil process, and the turnover of personnel to civil authorities.

5. Head, Administrative Support/Administrative Law Branch. Formulates administrative procedures for the SJA; supervises the preparation of the SJA operating budget; procures equipment and supplies and serves as responsible officer for all plant property, office equipment, furniture, and audio-visual property. Maintains statistical data for the SJA; provides advice on the improvement of procedures; provides liaison to the Reserve Support Unit; supervises the maintenance of the law library, and, processes and reviews involuntary administrative **separations**, Judge Advocate General Manual investigations, and claims.

6. Head, Defense Branch. Provides defense counsel representation for Courts-Martial, UCMJ Article 32 pretrial investigations; administrative separation boards; boards of inquiry; Initial Review Officer hearings; and any other matters in which defense counsel participation is required or authorized. The Senior Defense Counsel (SDC) is responsible to the SJA for all administrative matters within the **SJA's** purview. The SDC is responsible to the Regional Defense Counsel (RDC) per MCO 5800.11 for all matters within the RDC's supervisory purview.

7. Head, Civil Law Branch. Researches and provides legal opinions on legal issues other than military justice matters; assists in negotiations and reviews labor agreements and other matters pertaining to labor management relations; review Freedom of Information Act/Privacy Act requests; processes appeals from Base Traffic Court; and provides advice **on standards of conduct** and personal financial disclosure requirements and reports; administers and conducts Base Traffic Court and the pretrial confinement initial review program.

8. Head, Review Branch. Processes post trial matters and reviews **courts-martial** cases and appeals from nonjudicial punishments; monitors appellate review of courts-martial cases, including appellate leave actions; reviews enlisted competency review boards; and ensures timely archiving of all completed courts-martial records of trial.

9. Head, Special Assistant U.S. Attorney (SAUSA) (Not T/O Designated). Prosecutes individuals in Federal District Court who commit felonies and misdemeanors aboard Marine Corps installations within the Eastern District of Virginia, and is also responsible for prosecuting both military personnel and civilians who commit serious **traffic violations aboard** MCB, Quantico and Henderson Hall; provides legal counsel to and training for law enforcement organizations; and,

processes the administrative debarment of individuals whose misconduct the CG MCB has determined warrants debarment from the Base.

10. Legal Services Chief. Supervises legal administrative inspections; supervises basic **military/MOS** training of enlisted Marines; provides liaison and supervises additional duties required by the CG, SJA, Battalion CO, and Company Commander; maintains personnel rosters and compiles annual command chronology;_ and, oversees administrative reporting requirements for SJA personnel.

MISSIONS, RESPONSIBILITIES, AND ORGANIZATIONAL MANUAL

CHAPTER 13

SUBORDINATE COMMANDS

	<u>PARAGRAPH</u>	<u>PAGE</u>
HEADQUARTERS AND SERVICE BATTALION	13000	13-3
SECURITY BATTALION , . .	13001	13-3

CHAPTER 13

HEADQUARTERS AND SERVICE BATTALION

13000. HEADQUARTERS AND SERVICE BATTALION. Provides command and control, training and limited logistic support for assigned Marines. The Commanding Officer is a member of the Command's Executive Steering Group relating to Total Quality Leadership (TQL).

13001. SECURITY BATTALION. Provides military police support; enforces laws and regulations; regulates traffic; prevents and suppresses crime; registers and controls motor vehicles, weapons, and animals; assesses Command physical security posture; investigates crimes, violations of laws and regulations, and motor vehicle accidents, apprehends offenders; seizes and safeguards evidence and contraband; provides evidence and testimony at administrative and judicial proceedings; provides corrections support; confines military persons serving sentences of courts-martial; administers required corrections programs; provides administrative and logistic support for prisoners and detainees; joins, administers, and processes Marine Corps absentees and deserters who are returned to military control as may be assigned to MCB by HQMC; provides logistic and training support for assigned personnel; provides fire protection/prevention services, to include rescue of personnel and suppression of fires occurring in buildings, vehicles, vegetated areas, and aircraft in areas too remote for medical response; initial response and spill control of hazardous material; fire prevention inspections; public fire safety education; reviewing of facility plans for code compliance; monitoring building fire drills; investigation of fires to determine cause; **and** providing emergency communication services for receiving and dispatching appropriate response on police, fire, emergency medical, and incident calls of hazardous material spills. The Commanding Officer is a member of the Command's Executive Steering Group relating to TQL.