



UNITED STATES MARINE CORPS

MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:

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4 DEC 2001

MARINE CORPS COMBAT DEVELOPMENT COMMAND POLICY LETTER 1-01

From: Commanding General

Subj: FAMILY LIBRARY OPERATIONS

1. Situation. The Quantico Family Library (Family Library) is a tenant of the Marine Corps Research Center (MCRC). It is also an integral part of the Quantico community and focuses on the off-duty education, personal enrichment, recreational reading, services and program needs of Marines, civilian employees and active/retired military families living in the Quantico area. Since the opening of the MCRC in 1993 and the integration of the Family Library into the MCRC, the absence of clear lines of responsibility and support for the Family Library has caused its operation to atrophy.

2. Mission. To establish common policies, procedures, and command relationships/responsibilities of Marine Corps University (MCU) and Marine Corps Base, Quantico (MCBQ) that will facilitate the efficient and effective operations and management of the Family Library by providing policies and assigning responsibilities to all organizations with equity.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To develop processes and methodologies to ensure that the Family Library is adequately staffed, funded, resourced and manned in order to provide all patrons with a level of service equivalent to that provided by the MCRC Professional Research Library. My goal is to include volunteers to the maximum extent possible in this effort.

(2) Concept of Operations. MCU and MCBQ will establish a joint Family Library Advisory Committee to provide oversight for all actions required by this policy letter and identify new opportunities for Family Library support and improvement. All members of the committee, including non-voting members, shall be federal employees. In order to accommodate the uniqueness of

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the Family Library's location within the MCRC, the following command relationships are established.

- (a) MCU will be the supported command.
- (b) MCBQ will be the supporting command.
- (c) The Committee will operate as follows:

1. Voting Members

- ☐ Chief of Staff, MCU (Chairman)
- ☐ Deputy Director, MCRC, MCU
- ☐ Library Director, MCRC, MCU
- ☐ Director, Marine Corps Community Services (MCCS), MCBQ (or assigned representative)
- ☐ Education Officer, MCBQ
- ☐ Director, Business Performance Office, MCBQ (or assigned representative)
- ☐ Family Librarian, MCU

2. Non-Voting Members

- ☐ Superintendent of Quantico Schools (or assigned representative)
- ☐ Representative of Lifelong Learning, Manpower & Reserve Affairs (M&RA)
- ☐ One representative from Friends of the Library* (FOL)
- ☐ Subject matter experts (SMEs) as desired/required*

*In the event there is no federal employee qualified or available to serve as a representative of FOL and or SME, the Committee shall meet and conduct its business without a representative from either of these entities.

3. Meeting Schedule. Upon promulgation of this policy letter, meetings will be conducted monthly until such time the Committee desires to modify the meeting schedule and will submit a recommendation for meeting schedules to the Commanding General, Marine Corps Combat Development Command (MCCDC) via the President, MCU and Commanding General, MCBQ for approval.

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4. Focus of Effort. Committee efforts will be limited to the Family Library and focus upon (but not be limited to) the following key areas:

- ☐ Providing strategic and business planning support for the Family Librarian and Library Director
- ☐ Identifying fiscal requirements and securing adequate resources to include in-kind support
- ☐ Identifying manpower requirements and securing adequate resources to meet these requirements
- ☐ Identifying facility enhancement opportunities and securing adequate resources to meet these opportunities
- ☐ Identifying technology opportunities and securing adequate resources to meet these opportunities
- ☐ Assisting in planning for services and programs

5. Sub-committees. The Committee will establish sub-committees (with SMEs) on an "as needed" basis to address areas of interest requiring more detailed research and analysis (i.e., technical requirements, collection development, budget development, special programs). Sub-committees, when established, will be provided a clear, distinct mission (objective) with timeline(s) assigned by the Committee.

6. Reporting Requirements

- ☐ Minutes. Submitted to and approved by the President, MCU and Commanding General, MCBQ within 5 working days of each committee meeting, and submitted to the Commanding General, MCCDC for approval.
- ☐ Budget. The Committee will submit an annual budget to the Commanding General, MCBQ (Attention: MCCS, B 37) via the President, MCU in accordance with the following schedule:

Appropriated Fund (APF), 15 March
Non-Appropriated Fund (NAF), 15 August

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Due to the unique joint funding arrangement included herein for the Family Library, strict compliance with existing fiscal policies in regards to the allocation, obligation, expenditure, tracking, and reporting of Family Library funds is crucial.

7. Other. Facilitate the establishment of a private organization named the Friends of the Library or FOL Association, that must meet all of the requirements outlined in MCBO 7010.1 (e.g., constitution, by-laws, and statement that organization will be self-sustaining, etc.).

(d) "Friends of the Library" Association

1. Volunteers. The primary vehicle for providing volunteer support to the Family Library will be a FOL Association. All personnel volunteering to support the Family Library will be automatic members--there are no dues. Volunteer support will be in accordance with the United States Code, opinions of the Department of Justice Office of Legal Counsel, and regulations issued by the Office of Personnel Management.

2. Donations. Friends of the Library will be a charitable organization chartered to provide support to the Family Library. As such, FOL will accept monetary and in-kind donations that will be used to enhance the quality of life for Marine Corps personnel through improving Family Library resources.

3. Fund Raising. Any FOL fundraising initiatives conducted aboard a military installation, including MCB Quantico, will be conducted in accordance with guidelines set forth in the Joint Ethics Regulation, DoD Directive 5500.7-R of 18 November 1994 and applicable Marine Corps Base Orders.

(e) Student Interns. Student interns are not subject to the same stringent prohibitions as volunteers, in part because they are training for a professional (non-bargaining unit) career. Student interns will normally be funded by the Marine Corps University Foundation to support activities in both the MCRC and Family Library.

b. Responsibilities and/or Tasks

(1) MCU

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(a) Provide day-to-day operational control and management of the Family Library.

(b) Provide all facility support (building, network connectivity, workstations, janitorial, etc.) for the Family Library.

(c) Provide fiscal/budget oversight of the Family Library funds to ensure that all funding identified for the Family Library is used for that purpose.

(d) Provide staff members to participate within the Committee.

(e) Ensure the Family Library is open the same hours as the Research Library and not place limitations on use of research materials and resources by Family Library patrons.

(2) Marine Corps Base, Quantico

(a) Provide monetary support, via Marine Corps Community Services (MCCS), for Family Library material requirements such as books, periodicals, and consumable operating supplies.

(b) Provide monetary compensation to MCU if technical support to Family Library is rendered by MCRC technical contractor personnel.

(c) Provide two Non-Appropriated Fund Instrumentality (NAFI) Family Library employees [NF-3 and NF 1 level]. Staffing levels to be evaluated in 6 months and adjusted if necessary.

(d) Provide (through MCCS) resources for all Family Library (only) collections, programs, ILS technology (same as other Marine Corps family libraries receive).

(e) Provide (through MCCS) an annual Appropriated Fund (APF)/NAF budget for Family Library requirements.

(f) Provide (through MCCS) a conduit to Manpower and Reserve Affairs (M&RA) for available resources/support.

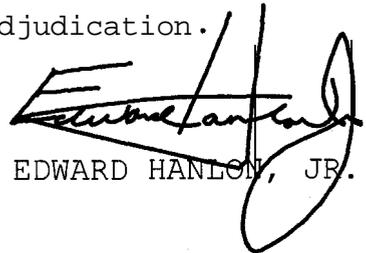
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(g) Provide staff members to participate within the Committee.

(h) If necessary provide seat compensation when/if transitioning to Navy-Marine Corps Intranet.

4. Administration and Logistics. An annual review of this policy will be made by the Committee and presented to the Commanding General, MCCDC via the Commanding General, MCBQ and President, MCU.

5. Command and Signal. Issues regarding Family Library support and operations that cannot be resolved by the Commanding General, MCBQ and/or President, MCU will be forwarded to the Commanding General, MCCDC for adjudication.



EDWARD HANLON, JR.

Distribution: A