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MARINE CORPS NATIONAL CAPITAL REGION COMMAND  
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From: Commanding General, Marine Corps National Capital Region  
Command

To: Distribution List

Subj: MARINE CORPS NATIONAL CAPITAL REGION COMMAND COMBAT  
VISUAL INFORMATION CENTER IMPLEMENTATION

Ref: (a) MARADMIN 548/02

Encl: (1) MCNCR CVIC Organizational Chart  
(2) MCNCR CVIC Reporting Seniors and Reviewing Officers  
(3) MCNCR CVIC First and Second Line Supervisors  
(4) Plan of Action & Milestones

1. Purpose. The purpose of this letter is to provide implementing instructions and guidance for establishment of the Marine Corps National Capital Region Command Combat Visual Information Center (MCNCR CVIC).

2. Background. Based on the authority established by the reference, the MCNCR CVIC will regionalize CVIC operations. Accordingly, the MCNCR CVIC is hereby activated. Visual Information (VI) resources will continue to be maintained at both Quantico and at Headquarters, U.S. Marine Corps (HQMC).

3. Mission. Effective immediately, the MCNCR CVIC supports VI requirements for the MCNCR, which includes HQMC, MCB Quantico, tenant activities, and other serviced organizations in a professional and cost-effective manner, in order to improve customer service and realize efficiencies and cost savings.

4. Commander's Intent. Overall management of the VI function in the MCNCR will be centralized through regionalization to provide greater flexibility in management, increase efficiency, and achieve cost savings. The Director, MCNCR CVIC, will exercise operational control of two subordinate (heretofore distinct) CVICs, one at HQMC, the other at MCB Quantico. During the transition to the regional organization the Director, MCNCR CVIC, shall also ensure that customer satisfaction is maintained and improved, and that quality products and services continue to be provided in a timely manner.

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5. Function. The MCNCRC CVIC functional area includes the following VI capabilities and management activities:

a. VI Support Capabilities. VI support consists of graphics, photography, videography, video teleconferencing (VTC), reproduction, temporary loan of audiovisual (AV) equipment, operation of the commander's channel (QTV channel 49), and cable liaison for the MCB Quantico cable television franchise agreement, HQMC cable television contracts, and liaison with Pentagon Area Campus contracted cable service providers.

b. Audiovisual Equipment Management. MCNCRC CVIC management of AV equipment includes

(1) Providing the contracting Officer Representative (COR) for all AV equipment maintenance contracting.

(2) Providing technical oversight of all AV equipment purchases in order to maximize interoperability, standardization, and supportability via AV equipment maintenance contracting (i.e., the Director, MCNCRC CVIC, must authorize all AV purchase orders, including AV specialty equipment, in support of Military Construction (MILCON) projects). To accomplish this task, the MCNCRC CVIC will be integral to MILCON and other facilities planning, providing cost estimates for AV support requirements, etc.

c. Training Devices Management. The MCNCRC CVIC will oversee the procurement, operation, maintenance, and replacement of VI equipment needed to support various training requirements throughout the MCNCR with training devices; this includes operation of Ellis Hall at MCB Quantico, and oversight of Contractor and Operator Maintenance Support (COMS) for training devices.

d. Video Teleconferencing Management. The MCNCRC CVIC will manage the scheduling, operation, and maintenance/repair of VTC facilities throughout the MCNCR; this specifically includes the Commandant's NIPRNet and SIPRNet VTC room in the Navy Annex, and the VTC room at the Headquarters, Marine Corps Combat Development Command. The MCNCRC CVIC will not be responsible for management of portable (laptop) VTC capabilities present in various offices at HQMC.

e. CVIC Supply. The MCNCRC CVIC will centrally administer all AV equipment consolidated memorandum reports (CMR). AV-

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related requisition and disposition as well as the issue of equipment, materials and supplies shall be centrally managed. Subordinate sections within the MCB Quantico and the HQMC CVICs will maintain sub-custody CMRs under the overall MCNCRC CVIC VI CMR. The Director, MCNCRC CVIC will take custody of VI equipment at the HQMC CVIC and other areas in the MCNCR that has been jointly inventoried (by the MCNCRC Supply Officer, AR Division Responsible Officer(s), and the HqBn, HQMC Supply Officer, as appropriate) and load it to the MCNCRC CVIC CMR.

f. Fiscal Management. Pending final resolution of fiscal issues, current fund administration, budgeting procedures, and fiscal controls established for the respective CVICs located at HQMC and MCB Quantico shall be maintained. The Director, MCNCRC CVIC, shall exercise program management authority over both accounts as delineated in this letter. Funding transfers, where needed, will be effective quarterly to reflect significant costs associated with workload shifts between HQMC CVIC and MCB Quantico CVIC.

g. Work Order Management. The MCNCRC CVIC will operate under a standard CVIC Work Order Program; training of CVIC personnel on the system will be accomplished, as required, prior to implementing the program.

6. Organization, Roles, and Responsibilities. Enclosure (1) shows the MCNCRC CVIC organization when regionalization has been fully implemented. Roles and responsibilities of individual billet holders will be further clarified in a forthcoming MCNCRC directive. In the meantime, the following applies:

a. Commanding General (CG), MCNCRC. The CG, MCNCRC will provide the resources necessary to maintain or improve VI support throughout the MCNCR.

b. Assistant Chief of Staff (AC/S), G-3 (Operations), MCNCRC

(1) Exercise MCNCRC Headquarters staff cognizance of MCNCRC CVIC operations.

(2) Continue to serve as the fund administrator for VI resources at the MCB Quantico CVIC; serve as the Fund Administrator for the MCNCRC (to include HQMC CVIC VI resources once they are identified and transferred).

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c. Director, MCNCRC CVIC. The Director, MCNCRC CVIC shall report to the CG, MCNCRC, via the AC/S, G-3. The Director shall be:

(1) The program manager for regional VI assets and resources, including those of the CVICs at HQMC and MCB Quantico.

(2) Responsible for the satisfaction of customers in the MCNCR receiving VI support. An internal MCNCRC CVIC SOP will be written.

(3) Responsible for allocating resources in a manner that best serves the customers' needs and satisfies mission requirements in the most cost effective and efficient manner. This may entail the temporary shifting of work and realignment of material assets within the regional CVIC. For example, a Marine might be dispatched from the MCB Quantico CVIC to the HQMC CVIC to support a workload surge there. Or, a large job might be passed from the HQMC CVIC to the MCB Quantico CVIC to enable the former to continue to satisfy daily requests from its local customer base.

(4) Responsible for administering and monitoring budgets and contracts, fiscal and equipment accountability, military and civilian personnel reports and matters, workflow and reporting, and certain aspects of military (Encl. (2): MCNCRC CVIC Reporting Seniors and Reviewing Officers) and civilian (Encl. (3): MCNCRC CVIC First and Second Line Supervisors) personnel management and administration affecting VI support. NOTE: the Director, MCNCRC CVIC shall approve all purchase requests in excess of \$2,500 (to include those made using Government purchase cards), and all AV-related contracts.

d. Director, Administration and Resources (AR) Division, HQMC. The Director, AR Division shall:

(1) Support regionalization of CVIC operations through timely completion of implementation tasks assigned (refer to enclosure (4)), participating in creative problem solving, and collaborating with the Director, MCNCRC CVIC to ensure a smooth transition to the new organization, and one transparent to the HQMC CVIC customer base.

(2) Continue to account for HQMC CVIC funds until MCNCRC CVIC funding flow is determined. Support the Director, MCNCRC CVIC with timely advice and assistance on participation in the

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HQMC budgeting process to enable timely development and submission of the FY04 & FY05 budget requirements and the POM for FY2006-2010 to support HQMC CVIC operations.

(3) Provide administrative support to the HQMC CVIC, as coordinated with the Director, MCNCRC CVIC; at a minimum, this includes maintaining the facilities in which the HQMC CVIC currently operates, initially on a non-reimbursable basis.

(4) Provide utilities and telephone service to satisfy MCNCRC-validated requirements, initially on a non-reimbursable basis.

(5) Identify an individual to serve as the Responsible Officer for HQMC CVIC VI accounts for which a joint inventory is not yet complete, including the 11 off-site accounts.

(6) Assist the CO, HqBn, HQMC, in resolving inventory issues and discrepancies for VI equipment maintained on the HQMC CVIC account.

e. Commanding Officer, Headquarters Battalion (CO, HqBn), HQMC. The CO, HqBn shall

(1) Resolve inventory issues (such as disposition of excess, obsolete and damaged equipment) and discrepancies (such as lost/stolen/missing items) for VI equipment maintained on the HQMC CVIC account (initiating formal inquiries or JAGMAN investigations if necessary) prior to transfer of the consolidated memorandum report to the MCNCRC CVIC

(2) Support regionalization of CVIC operations through timely completion of implementation tasks assigned (refer to enclosure (4)), participating in creative problem solving, and collaborating with the Director, MCNCRC CVIC to ensure a smooth transition to the new organization, and one transparent to the HQMC CVIC customer base.

(3) Provide administrative support to the HQMC CVIC, as coordinated with the Director, MCNCRC CVIC; at a minimum, this includes accomplishing all personnel administrative actions for Marines assigned to the HQMC CVIC, on a non-reimbursable basis.

7. Staff Coordination. Collaboration and direct coordination between the Director, MCNCRC CVIC, the Director, AR Division, HQMC, and the CO, HqBn, HQMC, is authorized, encouraged, and absolutely critical to successful implementation of the

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regionalization initiative. Direct liaison between the respective sections of the HQMC CVIC and the MCB Quantico CVIC to accommodate customers' requirements is also authorized and encouraged. VI workers at each CVIC will continue to practice direct liaison with their respective customers in order to effect the clearest and most efficient communication possible.

8. Plan of Action and Milestones. Enclosure (4) lists specific actions to be taken to implement and fully operationalize the regional CVIC.

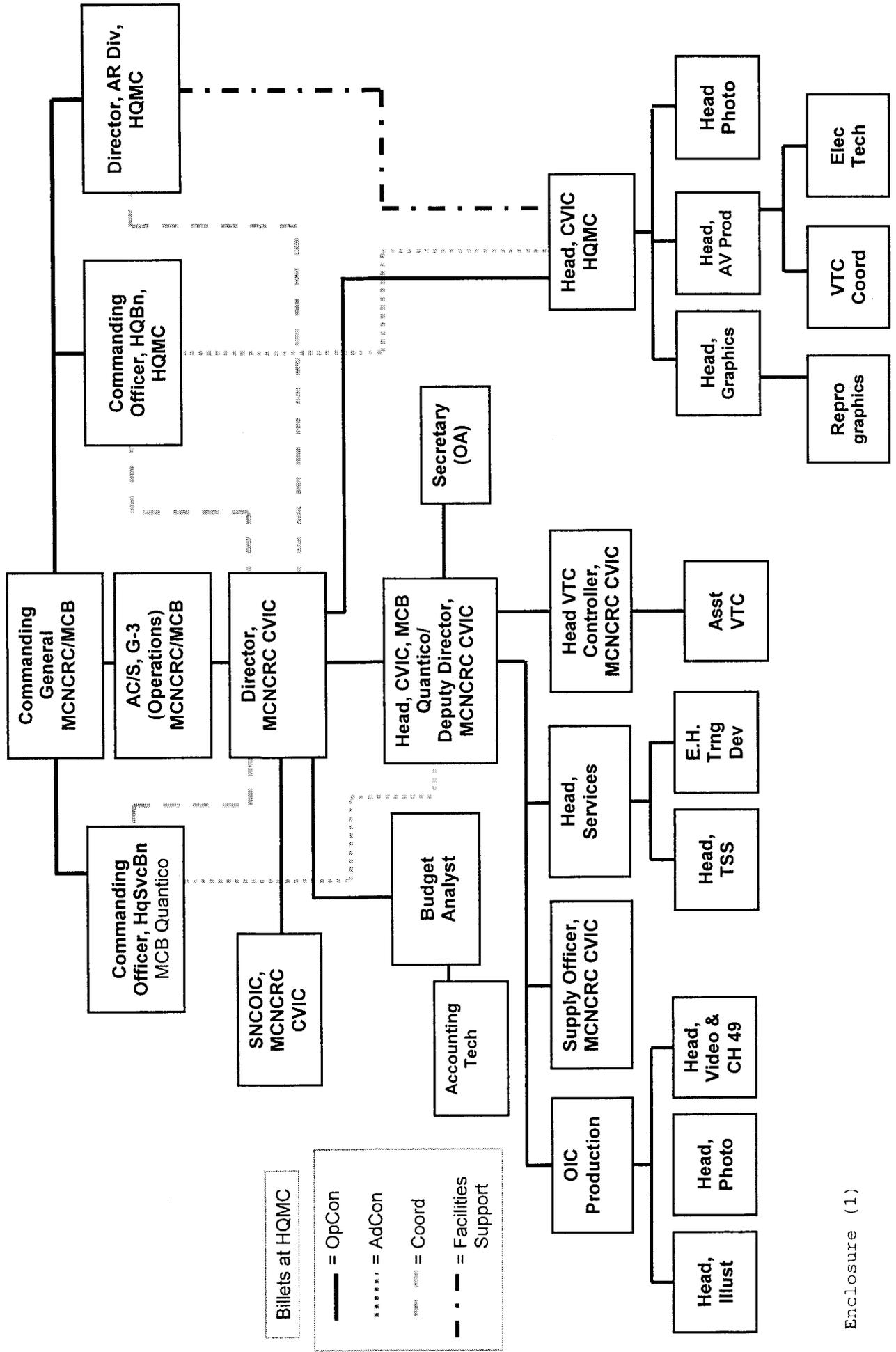
9. Points of Contact. The MCNCRC points of contact are Colonel T. A. Gerke at DSN 278-2811; and Mr. Ralph Anderson at DSN 278-2381.



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# Marine Corps National Capital Region Command Combat Visual Information Center



## MCNCRC CVIC

### Reporting Seniors and Reviewing Officers for Fitness Reports

<u>Marine Reported On</u>	<u>Reporting Senior</u>	<u>Reviewing Officer</u>	<u>Third Officer Sighting</u>
<b>Marines at HQMC CVIC</b>			
Marines within AV Production, CVIC, HQMC	Head, AV Production, CVIC, HQMC	Head, CVIC, HQMC	AC/S, G-3, MCNCRC
Marines within Reprographics, CVIC, HQMC	Head, Graphics, CVIC, HQMC	Head, CVIC, HQMC	AC/S, G-3, MCNCRC
<b>Marines at MCB Quantico CVIC</b>			
Head, CVIC, MCB Quantico/ Deputy Director, MCNCRC CVIC	Director, MCNCRC CVIC	AC/S, G-3, MCNCRC	CG, MCNCRC
Supply Officer, MCNCRC CVIC	Director, MCNCRC CVIC	AC/S, G-3, MCNCRC	CG, MCNCRC
OIC Production, CVIC, MCB Quantico	Head, CVIC, MCB Quantico	Director, MCNCRC CVIC	AC/S, G-3, MCNCRC
SNCOIC, MCNCRC CVIC	Director, MCNCRC CVIC	AC/S, G-3, MCNCRC	CG, MCNCRC
Marines within Illustration Section, CVIC, MCB Quantico	Head, Illustration Section, CVIC, MCB Quantico	Head, CVIC, MCB Quantico	AC/S, G-3, MCB Quantico
Marines within Photo Section, CVIC, MCB Quantico	Head, Photo Section, CVIC, MCB Quantico	Head, CVIC, MCB Quantico	AC/S, G-3, MCB Quantico
Marines within Video and Q-49 Section, CVIC, MCB Quantico	Head, Video and Q-49 Section, CVIC, MCB Quantico	Head, CVIC, MCB Quantico	AC/S, G-3, MCB Quantico
Marines within MCNCRC CVIC Supply	Supply Officer, MCNCRC CVIC	Director, MCNCRC CVIC	AC/S, G-3, MCNCRC
Marines within Services, CVIC, MCB Quantico	Head, Services, CVIC, MCB Quantico	Head, CVIC, MCB Quantico	AC/S, G-3, MCB Quantico

Enclosure (2)

**MCNCRC CVIC  
First and Second Line Supervisors for Civilian Personnel**

<u>Civilian/Section</u>	<u>First Line Supervisor</u>	<u>Second Line Supervisor</u>
	<b>Civilians at HQMC CVIC</b>	
Head, CVIC, HQMC	Director, MCNCRC CVIC	AC/S, G-3, MCNCRC
Head, AV Production, CVIC, HQMC	Head, CVIC, HQMC	Director, MCNCRC CVIC
Civilians within AV Production, CVIC, HQMC	Head, AV Production, CVIC, HQMC	Head, CVIC, HQMC
Head, Graphics, CVIC, HQMC	Head, CVIC, HQMC	Director, CVIC, MCNCRC
Civilians within Graphics, CVIC, HQMC	Head, Graphics, CVIC, HQMC	Head, CVIC, HQMC
	<b>Civilians at MCB Quantico CVIC</b>	
Budget Analyst and Fiscal Clerk	Director, MCNCRC CVIC	AC/S, G-3, MCNCRC
Secretary, MCNCRC CVIC	Deputy Director, MCNCRC CVIC	Director, MCNCRC CVIC
Head, Services, CVIC, MCB Quantico	Head, CVIC, MCB Quantico	Director, MCNCRC CVIC
Civilians within Services, CVIC, MCB Quantico	Head, Services, CVIC, MCB Quantico	Head, CVIC, MCB Quantico
Head, VTC Controller, MCNCRC CVIC	Deputy Director, MCNCRC CVIC	Director, MCNCRC CVIC

**PLAN OF ACTION & MILESTONES**

The following actions shall be taken by the action officer(s) identified to implement and fully operationalize the regional CVIC.

<u>Action</u>	<u>Action Officer</u>	<u>Due Date</u>
1) Appoint AC/S, G-3, MCNCRC, as Fund Administrator for the MCNCRC CVIC & MCB Quantico CVIC	CG, MCNCRC	21Mar03
2) Appoint the Director, MCNCRC CVIC, as Program Manager for the CVIC & MCB Quantico CVIC	AC/S, G-3, MCNCRC	21Mar03
3) Realign consolidated memorandum report (CMR) responsibility for VI assets from AR Div, HQMC, to MCNCRC CVIC Supply. Photo, Video, Graphics and Repro will maintain sub CMRs under the MCNCRC CVIC VI CMR.	Dir, AR Div; Dir, MCNCRC CVIC; MCNCRC CVIC Supply Officer	21Mar03
4) Realign responsibility for VI Plant Account assets from AR Div, HQMC, to MCNCRC CVIC Supply after joint inventory.	MCNCRC CVIC Supply Officer, HQMC Supply Officer	21Mar03
5) Appoint the MCNCRC CVIC Supply Officer as primary Responsible Officer (RO) for all VI equipment accounts throughout the MCNCR. Any discrepancies will be resolved before signing for CMR.	Dir, MCNCRC CVIC	21Mar03
6) Conduct periodic site visits to the HQMC CVIC to support accountability of VI assets	MCNCRC CVIC Supply Officer	21Mar03
7) Appoint the Director, MCNCRC CVIC as the Contracting Officer's Representative for VI-related contracts throughout the MCNCR	AC/S, G-3, MCNCRC	21Mar03

Enclosure (4)

<u>Action</u>	<u>Action Officer</u>	<u>Due Date</u>
8) Appoint personnel at the HQMC CVIC to act as Assistant Contracting Officer's Representative, as required	Dir, MCNCRC CVIC	21Mar03
9) Write change of reporting senior fitness reports on Marines affected at the HQMC CVIC (specifically, SNCOIC Photo and SNCOIC Repro) (NOTE: New reporting seniors and reviewing officers are specified in enclosure (2))	Current Reporting Senior(s)	21Mar03
10) Realign Reprographics as a subsection within Graphics, reporting to Mr. Merchant	Dir, MCNCRC CVIC	21Mar03
11) Publish Standing Operating Procedures for MCNCRC CVIC Operations	Dir, MCNCRC CVIC	21Mar03
12) Accomplish civilian personnel evaluations to change the first and second line supervisors for those affected by establishment of the MCNCRC CVIC (New first and second line supervisors are specified in enclosure (3))	Dir, AR Div (Head, Publishing/ Logistics Management Branch, and Head, ARI)	21Mar03
13) Determine the need for additional MCNCRC CVIC-related directives (e.g., policy on reprographics, 3104, 5600, etc.) Provide Head, ARDE with any proposed changes in MCO P5600.31G	Dir, MCNCRC CVIC MCNCRC	21Mar03
14) Train and migrate HQMC CVIC personnel to standardized MCNCRC CVIC Work Order Program	Dir, MCNCRC CVIC	24Mar03
15) Detail Mr. Merchant as interim Head, HQMC CVIC	Dir, MCNCRC CVIC	24Mar03

Enclosure (4)

<u>Action</u>	<u>Action Officer</u>	<u>Due Date</u>
16) Compete the newly established billet of Head, HQMC CVIC	Civilian Human Resources	25Mar03
17) Publish new billet descriptions for use in Marine fitness reports, if needed (Refer to enclosure (2))	New Reporting Seniors	28Mar03
18) Pen change OF-8s and Position Descriptions at HQMC to reflect new first and second line supervisors	Dir, MCNCRC CVIC; Dir AR Div (Personnel Officer)	28Mar03
19) Publish MCNCRC CVIC FY03 Annual Budget execution guidance	Dir, MCNCRC CVIC	30Mar03
20) Perform desk audit and change PD's of Civilian Personnel	CHRO	Apr03
21) Publish MCNCRC CVIC FY04 Annual Budget planning guidance after coordination with MCB Quantico Budget Branch and AR Division	Dir, MCNCRC CVIC	15Apr03
22) Publish MCNCRC CVIC FY04 & FY05 funding requirements	Dir, MCNCRC CVIC	15Apr03
23) Staff the MCNCRC CVIC Order for formal review and comment	AC/S, G-3, MCNCRC	21Apr03
24) Report to the CG, MCNCRC, progress on MCNCRC CVIC implementation	AC/S, G-3, MCNCRC	24Apr03
25) Select new Head, HQMC CVIC	Dir, MCNCRC CVIC	28Apr03
26) Publish MCNCRC Order on regional CVIC operations	C/S, MCNCRC	May03
27) Address MCNCRC CVIC civilian personnel proposals	CHRO	May03

Enclosure (4)

<u>Action</u>	<u>Action Officer</u>	<u>Due Date</u>
28) Conduct customer satisfaction surveys at both CVICs	Dir, MCNCRC CVIC	31Mar03
29) Modify/update civilian position descriptions, if needed, to reflect new responsibilities and relationships	Dir, MCNCRC CVIC	01May03
30) Provide a quarterly report of efficiencies and cost savings achieved through regionalization to the CG, MCNCRC	AC/S, G-3, MCNCRC	Jun03
31) Draft an memorandum of agreement to address reimbursable costs associated with the tenancy status of the CVIC at HQMC	Dir, AR Div	01Apr03

Enclosure (4)