UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-1128

BO 1300.2G
A520
5 Aug 02

BASE ORDER 1300.2G

From: Commanding Officer
To: Distribution List

Subj: ASSIGNMENT OF OFFICERS TO ADDITIONAL AND COLLATERAL DUTIES

1. Situation. The assignment of additional and collateral duties will be accomplished by the Base Adjutant with approval by the Base Executive Officer. Consultation will be made with the Division Director to permit consideration of workload and current assignments in the organization. Officers performing duties in the below listed primary duty billets will not be assigned additional or collateral duties without the expressed approval of the Commander, Materiel Command, Commander, Marine Corps Logistics Bases or Commanding Officer, Marine Corps Logistic Base.

Aide-de-Camp
Staff Secretary
Provost Marshal
Band Officer

2. Cancellation. BO 1300.2F and 1300.4

3. Mission. To publish criteria for the assignment of officers to additional and collateral duties.

4. Execution. The Adjutant will maintain a roster of personnel assigned to collateral duties and publish it quarterly in a Base Bulletin. Assignments will be made to provide for an equitable distribution of duties among the eligible personnel.

5. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order has been coordinated with Commander, Materiel Command, Commander, Marine Corps Logistics Bases and is applicable to all tenant commands at MCLB, Albany.

J. R. Wingard
J. R. WINGARD

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