UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASES
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-1128

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G100
5 May 98

MARINE CORPS LOGISTICS BASES ORDER P5450.1

From: Commander
To: Distribution List

Subj: STAFF REGULATIONS FOR MARINE CORPS LOGISTICS BASES, (SHORT TITLE: MARCORLOGBASES STAFF REGULATIONS)

Encl: (1) LOCATOR SHEET

1. Purpose. To publish the mission, functions and organizational structure of MARCORLOGBASES.

2. Cancellation. BO P5450.2E.

3. General

a. The Commander MARCORLOGBASES provides control over the CG MCLB, Albany; CO BICmd, Jacksonville; and CO MCLB, Barstow.

b. The MARCORLOGBASES Staff Regulations contains the Commander's intent, core capabilities and defines the functions of the Staff, Special Staff, Centers, and Commands within this Organization.

c. Similar functions have been grouped to increase efficiency and to minimize duplication of effort. No changes will be made to the mission, functions, or organizational structure without prior approval of the Commander MARCORLOGBASES. Appendices A and B list familiar acronyms and abbreviations used in this Manual.

4. Action

a. The CG MCLB, Albany; CO BICmd, Jacksonville; and CO MCLB, Barstow will:

(1) Maintain the organizations under their command and forward changes to MARCORLOGBASES Chief of Staff via the Assistant C/S, (G3).

(2) Perform the functions as outlined in this Manual.

b. The Assistant C/S, (G1) will maintain and publish approved changes to this Manual.

5. Applicability. This Manual is applicable to the MCLB Albany, BICmd and MCLB Barstow.

6. Certification. Reviewed and approved this date.

G. S. MCKISSOCK

DISTRIBUTION: E
MCLB, Barstow (3)
G100 (25)

LOCATOR SHEET

Subj: STAFF REGULATIONS FOR MARINE CORPS LOGISTICS BASES, (SHORT TITLE: MARCORLOGBASES STAFF REGULATIONS)

Location:

MARCORLOGBASES STAFF REGULATIONS

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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CHAPTER 1
MARCORLOGBASES

1000. COMMANDER. The Commander is responsible for the management of all functions in organizations which comprise MARCORLOGBASES, to include MCLB, Albany, GA; MCLB, Barstow, CA; and BICmd, Jacksonville, FL. The Deputy Commander is the principal assistant to the Commander for logistics issues. The C/S MARCORLOGBASES is responsible for coordinating all activities as directed by the Commander. The Commander, Deputy Commander, and Chief of Staff should be considered a single entity. (Figure 1-1 provides MARCORLOGBASES Organizational Chart.)

1001. MISSION STATEMENT. To plan for and provide logistics support to MARFOR that will maintain continuous readiness and sustainment necessary to meet operational requirements. To perform logistics functions for other forces as required.

1002. COMMANDER'S INTENT

1. WE WILL continue to be the world's most skilled EXPEDITIONARY LOGISTICIANS by improving and reinventing ourselves.

2. WE WILL visualize the future in which we exploit information and speed.

3. WE WILL challenge the status quo, constantly redefine success, replace mass with precision, and reduce inventory and footprint.

4. WE WILL acquire skills and capabilities allowing us to provide and receive support in order to satisfy our customers at the earliest moment.

5. WE WILL be a "Band of Brothers" with a shared vision of our future.

1003. Core Functions

1. Weapon System Management. The Marine Corps Weapon System Management is the integration of logistics functions which provides timely, efficient, operationally effective total life cycle support of all fielded ground weapon systems.

2. Maintenance. The capability to plan for and execute the repair, rebuild, and reclamation of Marine Corps ground combat service support equipment.

ORGANIZATIONAL STRUCTURE

1. Levels of Organization

a. COMMARCORLOGBASES

(1) Command Level

(a) Command Headquarters

(b) Personal, Special and General Staff Components

(c) Centers

(2) CG MCLB, Albany and CO's MCLB, Barstow and BICmd.

(3) CO HQBN, MCLB, Albany.

b. The following organizational level structure applies to all Command organizations, with the exception of the Maintenance Centers, Albany and Barstow:

(1) Department/Office. General Staff and designated Special Staff

(2) Division/Office. The first level within a Department, Center, or Subordinate Command.

(3) Branch. The first organizational level within Divisions/Offices.

(4) Section. The first organizational level within a Branch.

(5) Unit. The first organizational level within a Section.

(6) Subunit. The first organizational level within a Unit.

c. The following organizational level structure applies to Maintenance Center, Albany

and Maintenance Center, Barstow:

(1) Department. The first organizational level within a Center.

(2) Office. The first organizational level within a Department.

2. Numeric Code System. The numeric code system, reflected in Appendix C, consists of organizational code designators established to identify the organizational components. No other organizational code designators can be assigned without prior approval of the C/S (Code 3).

3. Scope of Functional Assignments. Organizational Heads will review the contents of this Manual to ensure:

a. A clear understanding of the mission, organizational structure, and functional assignments.

b. Organizations are properly structured for optimum performance of their functional assignments.

c. The position descriptions and rank/MOS requirements of the civilian and military personnel allocated to their respective organizations are consistent with the organizational structure and functional assignments.

d. The appropriate information regarding the provisions contained herein is disseminated to subordinate personnel.

1005. COMMAND AND STAFF RELATIONSHIPS

1. The Commander. The COMMARCORLOGBASES is responsible for all actions within the Command. The Commander alone has the authority to commit the Command. The Commander exercises command and control through the Command Headquarters, which is comprised of the Deputy Commander, and the C/S. The Commander also serves as the CG MCLB, Albany.

2. The Command Headquarters. The Command Headquarters exercises command and control for the Commander through the General and Special Staff. The C/S directs, coordinates and supervises the General and Special Staffs for the Commander.

3. The Staff. The Commander's Staff is primarily responsible for providing information and advice, making estimates, making recommendations, preparing plans and orders, advising other departments, centers and subordinate commands of the Commander's plans and policies, and monitoring the execution of those plans and policies. The Commander and the staff should be considered a single entity.

a. The General Staff. The General Staff are the principle staff assistants to the Commander in the exercise of command and control of MCLB's. The principal staff assistants have staff cognizance over related staff, center, and subordinate command functions to facilitate coordination and to ensure the systematic channeling of information and documents.

b. The Special Staff. The Special Staff assists and advises the Commander on activities that are of particular interest to the Command. Within their respective fields, staff officers act as advisors, planners, supervisors, and coordinators. They are authorized direct access to the C/S or the Deputy Commander and direct liaison with other staff sections in matters of primary interest to those sections. The special staff also supports subordinate Commanders in matters relating to their specific expertise. Certain special staff organizations may support both the Command and the Base.

c. The Personal Staff. The Personal Staff is comprised of specific administrative or advisory personnel and organizations that report directly to the Command Headquarters.

4. Centers. Centers are the logistics operational elements of the Command and provide weapons systems management, stora ge and distribution, and maintenance support. The Commander exercises command and control of the Centers through the Command Headquarters and the general staff. Centers directors are responsible for the command and control of their subordinate organizations and have access to the Command Headquarters.

5. Subordinate Commands. Subordinate Commands for MARCORLOGBASES are MCLB Albany, MCLB Barstow and BICmd. Subordinate Commanders exercise command and control over their subordinate units. Direct access for subordinate Commanders to the Command Headquarters is authorized. However, Commanders need to maintain a cooperative relationship between themselves and the staff. The staff is responsible for promulgating policy for the Commander and keeping subordinate Commanders informed of all matters pertaining to their Command.

1006. COMMAND AND STAFF COORDINATION

1. Responsibilities. There is not a single entry point for all logistics matters within the Command, logistics issues will be handled by the appropriate cognizant department, center, office or subordinate Command. The C/S has overall responsibility for coordination. Under the C/S's direction, general staff sections have primary responsibility for coordination of those activities which fall within their respective cognizant areas. When extensive overlap exists between general staff interests with respect to a particular subject or matter, the C/S may assign primary coordinating responsibility to one general staff section and collateral responsibilities to the other general staff sections concerned. Although general staff officers have primary responsibility for coordination, every staff section coordinates its activities with those of every other staff section concerned. Staff officers must subordinate their own interests and those of their staff sections in order to

contribute the effectiveness of the staff and the Command as a whole.

2. Correspondence or communications of command level significance will be forwarded or elevated to the appropriate general staff for review, assignment and tracking. Command level significance is described in the CAI, and is determined by content or signature, and relates to the commitment of Command resources, major policy changes, new requirements, high public visibility or higher headquarters interest. The staff has the responsibility to keep the Command Headquarters informed on matters identified as Command significant. All other correspondence or communications will be tracked through completion by the appropriate cognizant organization.

3. Signature/Release Authority. Organizations are responsible for proper staff action and coordination of correspondence, messages and official information prior to its release. All organizations will adhere to Command policies regarding release authority for information, correspondence and electronic mail. The policy of this Command is that "By direction" and "message release" authority will follow the same guidelines outlined for correspondence in the CAI. All negative or adverse responses of Command significance will be forwarded to the Commander for release.

4. Staff Action. Proper staff action must be performed when issues of significance are presented to the Commander. Staff action on a particular issue is completed when the Commander indicates approval or disapproval. Prior to making this indication, the staff presents the problem to the Commander, together with conclusions and any recommended courses of action. The staff presents the problem in such form that all the Commander need do, is to indicate approval or disapproval. Formats and procedures for staff action are described in CAI.

5. Focal Points. There are many mission and function statements throughout this document that identify focal points or points of entry for various programs and logistics matters. Unless otherwise identified as a Command or Marine Corps focal point, those mission and function statements are considered to be internal to that organization under which they are listed.

6. Conferences, Meetings and Trips. Except for the role of the Protocol Office, there is no single Command focal point for all conferences, meetings and trips. Cognizant organizations will take action to consolidate and coordinate conferences, meetings, and trips that fall within their functional area of responsibility. Those organizations will act as the Command's single focal point to ensure appropriate representation is provided. Command focal points must promulgate the proper staff action, to ensure all organizations are able to participate in the process. After action items and information will be appropriately staffed and elevated based on the content and scope. Organizations are responsible for coordination with other organizations within the Comma nd in establishing focal point responsibility with respective overlapping functional areas. When extensive overlap exists with respect to a particular subject or matter, and focal point responsibility can not be determined, the C/S will assign primary responsibility to one organization and collateral responsibilities to the others concerned.

7. Staff Cognizance. This Manual identifies staff sections that have cognizance over specific functions or areas of interest. Staff cognizance refers to responsibility over a subject matter, not organizations. This authority is designated to facilitate the coordination of actions within a given subject matter, and allow the Command to speak with one voice.

1007. ORGANIZATIONAL CHANGES

1. Organizational changes comprise any or all of the following actions in relation to any component of MARCORLOGBASES.

a. Change in organizational title.

b. Change in organizational level; i.e., from Section to Branch.

c. Establishment, disestablishment, transfer, or revision of functions.

2. Organizational Change Procedures

a. Organization heads will initiate changes to all levels of the MARCORLOGBASES organization structure and functional assignments whenever the need is indicated. Organizations will submit their requests via the Assistant C/S (G3) for functional review. Upon approval, the request will be forwarded to the Assistant C/S (G1). The Assistant C/S (G1) will provide a management analyst in the planning stages of all proposed changes to the organizational structure or functional assignments contained in this Manual. Proposals will be submitted with a narrative statement citing rationale for specific changes recommended, together with the following supporting data for both the proposed and current approved organizational segments:

(1) Detailed functional statements to the unit level.

(2) Billet structures showing position titles, grades/ranks, and number of personnel within approved allowances.

(3) Labor dollar cost comparisons.

(4) New or revised position descriptions. Additionally, cost savings (labor, material, overhead), manhour savings, and/or other benefits to be realized by the proposed reorganization must be identified.

b. The Assistant C/S (G1) will forward proposed changes pertaining to organizational structure and functional assignments contained in this Manual to the CG, via C/S, with a recommendation for approval, disapproval, or modification, and will prepare approved changes for promulgation. All other proposed changes will be approved, disapproved, or

modified by the Assistant C/S (G1).

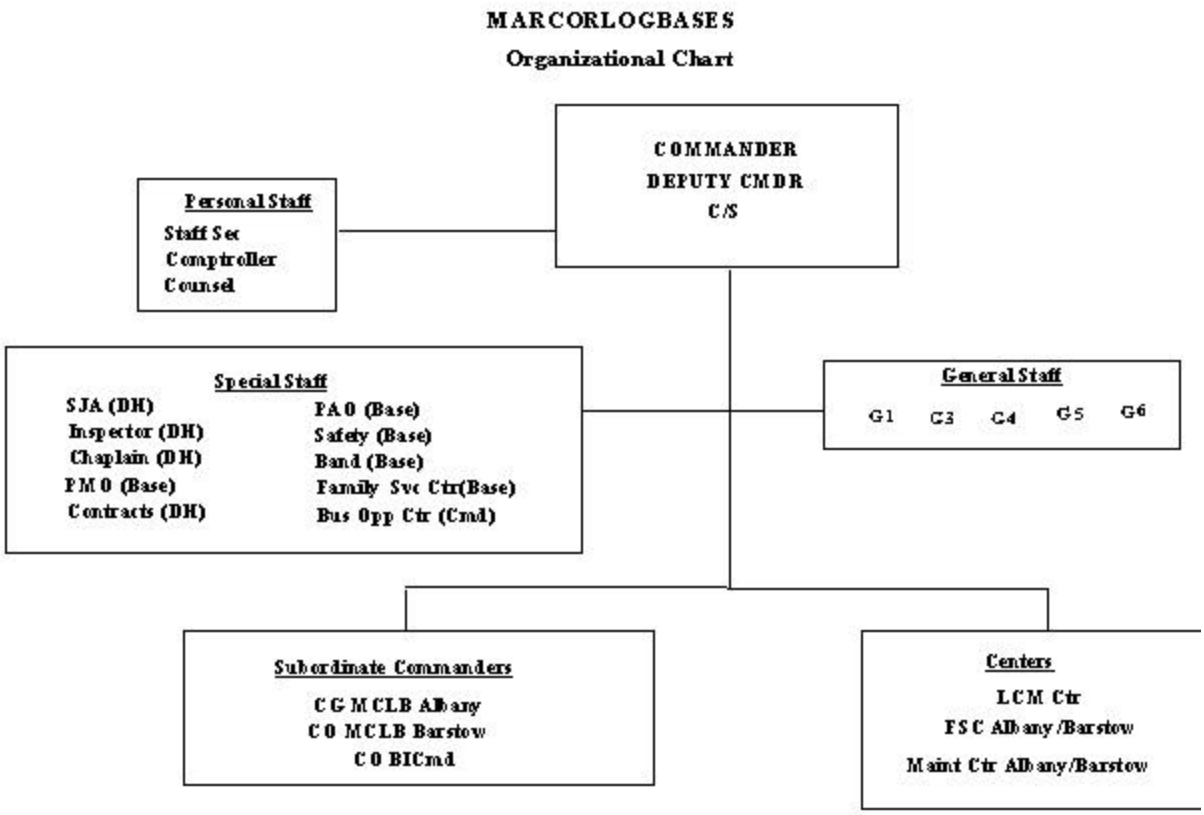

Figure 1-1.--MARCORLOGBASES Organizational Chart

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COMMAND HEADQUARTERS

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CHAPTER 2

COMMAND HEADQUARTERS

2000. COMMANDER, MARINE CORPS LOGISTICS BASES (COMMARCORLOGBASES) (CODE 1). Serve as the COMMARCORLOGBASES responsible to the CMC for direction, coordination, and control of all personnel assigned and actions required in the accomplishment of the assigned mission of MARCORLOGBASES. Provides oversight and guidance to the MARCORLOGBASES' liaison officers. (See figure 2-1 for organizational chart.)

2001. DEPUTY COMMANDER (CODE 2) Serve as the principal assistant, with

authority to act for and with, the Commander in overseeing the execution of Marine Corps logistics issues. In consonance with the Commander, is responsible for managing and directing world-wide wholesale logistics functions.

2002. CHIEF OF STAFF (CODE 3)

1. Mission. The C/S for MARCORLOGBASES will direct, coordinate, and supervise the activities of MARCORLOGBASES for the Commander. In addition, the C/S will keep the Commander informed of current and developing situations; assemble, review, and submit reports for the Commander's approval; ensure establishment and maintenance of liaison with higher, adjacent, subordinate, and supported units as well as represent the Commander when authorized.

2. Functions

a. Direct, coordinate, and control activities of MARCORLOGBASES for the Commander.

b. Coordinate activities concerning small business matters under the cognizance of the Business Opportunity Officer.

c. Maintain cognizance over long-range development projects which are initiated to enhance logistics support in the future.

d. Serve as a system sponsor for assigned logistics management systems and provide technical direction for their use Marine Corps-wide.

e. Provide common and interservice support to other military and government organizational entities.

f. Maintain a state of readiness to support contingency operations per established defense condition requirements.

g. Provide membership to HQMC, DoD, DLA, and departmental committees/working groups in the development of policies.

h. Evaluate change proposals to the DoD MILS and logistics management proposals submitted by higher authority and external agencies.

i. Administer liaisons and representatives from other commands and agencies.

j. Via the ESC monitor and control the distribution and utilization of ADP and office automation resources throughout the Command.
k. Provide overall direction and prioritization of C3/IT efforts.

l. Serve as chief information and briefing source for the COMMARCORLOGBASES.

m. Promulgate approved plans, orders, and instructions to subordinate elements of the Command.

n. Ensure that subordinate commanders are alerted to the actions required of them and that they receive timely, accurate, and complete information.

o. Determine by personal observation, and with the assistance of staff officers, the extent and effectiveness of execution of the Commander's plans, orders, and instructions relative to the mission, Commander's intent, and desired end state.

2003. STAFF SECRETARY (CODE 4)

1. Mission. Provide administrative assistance to the C/S. Advise the special staff on administrative matters. The Staff Secretary is not a member of either the special or general staffs.

2. Functions

a. Monitor information of a temporary nature resulting from inquiries generated by the C/S.

b. Ensure that the written matter routed to the C/S has been seen and acted upon by all interested staff sections.

c. Direct and supervise the administrative functioning of the Office of the C/S.

d. Receive personnel visiting the C/S.

e. Maintain suspense files on correspondence issued by the C/S within the Command requiring a response.

f. Prepare and submit budgetary data and arrange for supplies, travel, equipment, and services required by the C/S.

g. Control the All Hands information system.

h. Initiate and maintain a file for the COMMARCORLOGBASES' "while you were gone" reports.

CHAPTER 2

COMMAND HEADQUARTERS

SECTION 1: PERSONAL STAFF

2100. GENERAL INFORMATION. The personal staff is comprised of specific administrative or advisory personnel and organizations that report directly to the Command Headquarters.

2101. OFFICE OF THE COMPTROLLER (CODE 40)

1. Mission. Provide services as the senior financial advisor to the Commander. Direct, control and evaluate financial functions performed within all elements of the Command. Provide financial management support for all organizational components. Develop, coordinate, and execute all budget and financial plans. Translate program reports into financial plans. Receive all POM/budget data and prepare a COMMARCORLOGBASES POM/budget. Perform resource evaluation and analysis. Perform managerial accounting functions for the Command and provide liaison services between DFAS and MARCORLOGBASES. Certify for payment all Marine Corps transportation bills for the movement of Marine Corps-sponsored traffic.

2. Functions

a. Serve as a key staff officer and principal advisor to the Commander in all financial issues.

b. Provide liaison services between DFAS and MARCORLOGBASES.

c. Develop, coordinate, and execute all budget and financial plans.

d. Administer military and civilian payrolls.

e. Certify for payment public vouchers and vouchers for transfers between appropriations and funds concerning world-wide movement of Marine Corps-sponsored travel and transportation.

f. Administer all Command's financial related programs.

g. Provide statistical research and resources evaluation and analysis.

h. Provide managerial accounting functions.

2102. FINANCIAL SERVICES BRANCH (CODE 410)

1. Mission. Provide functional support in the review of financial management systems and controls. Troubleshoot financial control problems. Provide internal administrative

and fund administrator services for the Comptroller. Perform managerial accounting functions for the Command and provide liaison services between DFAS and the Command. Provide microcomputer programming/mainframe retrieval programming support. Implement and monitor MCLB Albany's AEA program. Provide payroll services to civilian personnel.

2. Functions

a. Perform managerial accounting functions for the Command and provide liaison services between DFAS and the Command.

b. Provide functional support in the review of financial management systems and controls. Troubleshoot financial control problems.

c. Provide payroll services to civilian personnel.

d. Perform all administrative and fund administrator services for the Office of the Comptroller.

e. Provide microcomputer programming and NATURAL retrieval programming support.

f. Monitor and review the AEA program

2103. RESOURCE EVALUATION AND ANALYSIS OFFICE (CODE 420)

1. Mission. Provide activities of MCLB Albany with an in-house capability to evaluate, review, study, and analyze the adequacy of management and financial procedures, controls, and practices as they relate to the effective and efficient use of available resources within MCLB Albany organizations. Act as liaison with all external audit and evaluation groups working with MCLB Albany activities, programs, and functions.

2. Functions

a. Provide resource evaluation and analysis capability to all activities resident at MARCORLOGBASES.

b. Perform studies, evaluations, and analyses of financial programs.

c. Conduct evaluations, assessments, studies, and analyses on the Commands logistics programs.

d. Control appointments of all MCLB Albany collection agents and authorized custodians of public funds, and conduct reviews accordingly.

e. Maintain liaison with and provide assistance to external audit agencies.

f. Serve as program manager for the Command's management control program.

g. Perform financial and operational review, studies, and evaluations in NAF activities.

2104. TRAVEL AND MILITARY PAY BRANCH (CODE 430)

1. Mission. Provide financial services to civilian and military personnel. Process military payrolls to include database management and liaison functions with other DoD agencies. Prepare for payment and audits military and civilian travel expense vouc hers and travel advance payments. Administer American Express Government charge card program for MCLB Albany, BICmd, and Marines stationed at Fort Benning.

2. Functions

a. Prepare and audit military and civilian travel expense vouchers and travel advance vouchers.

b. Input data into the military pay system reflecting entitlement changes.

c. Manage the American Express Government charge card program.

2105. BUDGET BRANCH (CODE 460)

1. Mission. Formulation and execution of the COMMARCORLOGBASES POM and budgets to include:

a. Navy Working Capital Fund, SMBA.

b. PMC.

c. Navy Working Capital Fund, DMBA.

d. O&M,MC.

e. Family Housing Management Account defense budgets.

f. Reimbursable customer funding for work and services performed.

2. Functions. Formulate, justify and monitor the execution of COMMARCORLOGBASES POM/budget submissions to support approved programs, plans, and schedules to:

a. Translate program requirements into financial plans.

b. Review program performance against established plans.

c. Promote economy and effectiveness in the performance of assigned programs.

d. Develop, revise, or recommend financial and logistics policy changes affecting Marine Corps-wide spares, PEI programs, standard unit prices, and applicable exchange prices for Marine Corps service-managed items.

2106. TRANSPORTATION VOUCHER CERTIFICATION BRANCH (CODE 470)

1. Mission. Certify for payment public vouchers and vouchers for transfers between appropriations and/or funds and DoD billings for the world-wide movement of Marine Corps personnel and things including freight, household goods, personal effects, baggage, mobile homes and privately owned vehicles, as well as associated charges applicable to Marine Corps appropriations. Maintain an audit trail on vouchers paid and compile transportation data records and related reports. Settle all Marine Corps freight loss and damage claims resulting from shipment.

2. Functions

a. Certify for payment public vouchers and vouchers for transfer between appropriations and/or funds (SF 1080's) and DoD billings for movement of personnel and things.

b. Process and receive settlement on claims against commercial carriers for loss and damages of freight and unearned transportation charges for household goods.

c. Maintain electronic audit trail on vouchers, invoices, and billings.

d. Prepare required transportation data reports.

e. Perform collection action against commercial carriers for unearned and/or erroneous charges paid previously that are reimbursable to the Government.

f. Initiate collection action against military members for excess costs incurred when entitlements are exceeded.

g. Perform prepayment audits of transportation bills.

2107. OFFICE OF COUNSEL, MARINE CORPS LOGISTICS BASES (CODE 813)

1. Mission. As Counsel for MARCORLOGBASES, provide legal advice, services, and representation; give necessary legal approvals, opinions, and interpretations to the MARCORLOGBASES; report administratively to the Commander with respect to matters under the Commander's cognizance; and provide such legal services as requested. Act and speak for the Counsel for the Commandant in the areas to which assigned.

2. Functions

a. Serve as principal civilian legal consultant and advisor to top Marine Corps officials on policy proposals and program operations relating to activities of a commercial nature.

b. Plan and administer comprehensive legal programs relating to the procurement of supplies, facilities, research and development, and other services and property for the Marine Corps.

c. Advise and give assistance to Marine Corps officials on a wide variety of other types of legal problems relating to the acquisition, custody, management, transportation, taxation, and disposition of real and personal property, the procurement of services, including the fiscal, budgetary, and accounting aspects, civilian personnel law, environmental matters, and FOIA and Privacy Act issues.

d. Provide legal advice and services in connection with the acquisition, disposition, leasing, zoning, management, utilization, and operation of real property and installations; also, providing legal advice and services related to the construction of buildings and the granting of licenses, franchises, and permits on military installations.

e. Serve as the primary source of legal advice and services in the area of civilian personnel law, including labor/management relations and equal employment opportunity matters. Act as a Deputy Standards of Conduct Counselor and as the designated Fraud Counsel.

f. Render legal opinions and decisions to subordinate commanders, the Chief of Staff, the Comptroller, the Director for the Contracts Department, contracting officers, and other Marine Corps officials on the problems encountered in the planning, negotiation, awarding, making, amending, modifying, performing, and administering of contracts.

g. Represent the Marine Corps before administrative boards, judges, tribunals, District Courts, and/or Appellate Courts, or provides coordination with the U.S. Department of Justice, as required in connection with the above areas of legal responsibility.

h. Is designated cognizant staff officer for all matters dealing with the Base FOIA program, and has authority to grant all FOIA requests with the exception of those that are specifically unreleasable under the provisions of the FOIA. Also, is designated cognizant staff officer for all matters dealing with the Base Privacy Act program, and has authority to grant all Privacy Act requests with the exception of those that are specifically unreleasable under the provision of the Privacy Act.

CHAPTER 2
COMMAND HEADQUARTERS
SECTION 2: SPECIAL STAFF

2200. GENERAL INFORMATION. The special staff assist and advise the Commander on activities that are of particular interest to the Command. Within their respective fields, staff officers act as advisors, planners, supervisors, and coordinators. They are authorized

direct access to the Chief of Staff or the Deputy Commander and direct liaison with other staff sections in matters of primary interest to those sections. The special staff also support subordinate commanders in matters relating to their specific expertise. Certain special staff organization may support both the Command and the Base. Missions and functions in this Chapter relate to the Command, those missions and functions listed in Chapter 5 relate to the Base.

2201. CONTRACTS DEPARTMENT (CODE 89)

1. Mission. Execute the contracting mission for Expeditionary Logistics. Responsible for acquisition from private and public sources of the supply and service requirements for the Marine Corps Wholesale Supply System, Marine Corps Equipment Maintenance Program, information technology systems, and installation support except construction for MCLB Albany, and other Federal Government activities. Provide support as requested or directed to Marine Corps Contingency Contracting operations. Exercise functional oversight of contracting operations for Marine Corps Prepositioning Programs. Manage the MARCORLOGBASES Competition Advocacy Programs. Provide functional support in the development, validation and long term implementation of the DoD Sps and EC/EDI initiatives through agency representation in the SPS Council and other forums. Serve as liaison with HQMC and provide support in areas of procurement policy, vendor pay, inspection and acceptance documentation issues, the Marine Corps PMR Program, the MCAS Consolidation initiative, and the IMPAC program.

2. Functions

a. Procure supplies and services for delivery to the Government to satisfy requirements of the Marine Corps, DoD, and other Federal Government customers. Supplies acquired under the Weapon System/Equipment Management (WS/EM) concept range from small commercial off-the-shelf items to major secondary reparables, reprocurement of assigned PEI's and product improvement programs, simulation and training devices, environmental technology, and information technology requirements. Services procured include such varied efforts as movement of household goods, rebuild and repair of major secondary depot reparables and PEI's, information technology support projects, research and development (including Small Business Innovation Research Program), and program support functions. Maintain operational cognizance over wholesale automated contracting systems. Provide direct functional support to the DoD SPS and EC/EDI initiatives at the component, headquarters and DoD level. Serve as liaison with HQMC and provide analytical and operational support for the Marine Corps PMR Program and MCAS Consolidation team as well as staff support in areas which include procurement policy, vendor pay/inspection and acceptance documentation issues, and the IMPAC program. As a Marine Corps Regional Contracting Office, provide functional oversight of contracting operations executed for Marine Corps Prepositioning Programs at BICmd. Provide procurement support when requirements exceed these units' capabilities, and, as requested, for any DoD activity in South Georgia. Accomplish planning and, as tasked, execute contracting both locally, at other CONUS Bases and deployed for Marine Corps

Contingency Contracting operations in support of national priorities. Provide services, as necessary, to facilitate acquisition of customers' requirements through other procuring activities. Pursuant to an appointment by the Commander, execute the Competition Advocacy effort to include the Price Challenge, DoD Replenishment Spare Parts Breakout, Replenishment Spare Parts Purchase or Borrow, and SAVE Programs, as well as the review and approval process for proposed noncompetitive procurements.

b. Responsibilities include the planning, execution, and administration of contractual actions to secure timely and adequate delivery or performance of required supplies or services. Maximum practicable use of Defense Contract Management Command service for both pre and post-award action are utilized. Use of the Navy's Price Fighters Program is accomplished on an as needed basis.

2202. COMPLIANCE and BUSINESS MANAGEMENT BRANCH (Code 890)

1. Mission. Provide technical and administrative support/services to the Department in the areas of operations, policy, compliance, contingency contracting operations, CIM, automated systems, EC/EDI, TQL, Competition Advocacy and related programs, training, budget, reporting, standards of conduct administration, vulnerability assessments and internal control reviews, security, safety, personnel actions, forms management, property and supplies, word processing and document control.

2. Functions

a. Prepare and maintain SOP's, policy statements, and base orders on acquisition, Competition Advocacy and operational and administrative matters.

b. Accomplish methods and procedures development and analysis.

c. Responsible for data systems management of the Contracts Department document control system, management of contracting operations under ITIMP and associated EC/EDI systems. Provide functional support for development and implementation of new systems and system changes.

d. Perform internal compliance reviews of contracting operations; provide liaison for and respond to external audits, reviews, and inspections. Accomplish functional oversight to include performance of PMR's on BICmd and Barstow contracting operations.

e. Serve as MCLB Albany POC with the HCA at HQMC. Accomplish liaison with field contracting activities. Coordinate with HQMC and Navy Secretariat on business clearances and policy matters dealing with execution of the acquisition function.

f. Provide interface between the Office of the Assistant C/S for Contracts and supervisors of subordinate elements.

g. Coordinate and chair the Department's Contract Review Committee.

h. Review Acquisition Plans, Justification for Other than Full and Open Competition (J&A's), and accomplish pre and post-award review of contracts to ensure regulatory compliance and adherence to sound business practices. Provide advice to contracting personnel.

i. Support HQMC in managing the SAVE Program.

j. Collect/maintain data relative to cost savings/avoidance and increased competition; prepare related reports for the COMMARCORLOGBASES.

k. Develop the Competition Plan in coordination with other Command elements and Marine Corps organizations.

l. Serve as the focal point for the Marine Corps to communicate breakout policy.

m. Remove impediments to competition by utilizing breakout procedures.
n. Participate in acquisition planning for the purpose of source development and ensure that competition is considered early in acquisition planning.
o. Review J&A, or those portions of J&A's that require Competition Advocate coordination and approval according to the FAR.

p. Act as the focal point for the Marine Corps Price Challenge Program.

q. Serve as the Marine Corps focal point for DoD Spare Parts Purchase or Borrow Program.

r. Coordinate with other Command elements and Base staff on operational matters, including providing Department representation at meetings and conferences.

s. Prepare reports and present briefings as required.

t. Coordinate unsolicited proposals received by MCLB Albany.

u. Coordinate and prepare replies to Congressional inquiries.

v. Review proposed replies to protests of contractual actions.

w. Serve as release point, and provide support as needed, for responses to FOIA inquiries.

x. Coordinate evaluations of beneficial suggestions.

y. Prepare all Department budgetary input and serves as the Planning Estimate Holder.

z. Administer training program.

aa. Monitor the Productivity Improvement Program for the Department; review master FIP reporting for adequacy, proper utilization, and trends. Perform additional analyses of workload, performance, and manpower requirements, as requested.

bb. Coordinate the preparation and maintenance of position descriptions and the mission and function statement; as required, support maintenance of the T/O; coordinate with Position Management Officer, and Classification representatives, as required. Support management of the Department's personnel programs and requirements including processing of requests for personnel actions.

cc. Coordinate EEO, Affirmative Action, and Upward Mobility Programs for the Department.

dd. Monitor Standards of Conduct Program and conduct Conflict of Interest investigations.

ee. Coordinate message traffic within the Department.

ff. Review space and equipment utilization, and manage property and forms functions. Serve as Property Officer and Forms Management Officer for the Department. Maintain Department supply room, providing adequate levels of consumable supplies.

gg. Coordinate Department security and safety matters.

hh. Manage internal controls/vulnerability assessment functions for the Department.

ii. Coordinate and administer the TQL process within the Department and serve as Department TQL Coordinator and MCLB Albany KIT member. Also provide support for processing of Reinvention Lab initiatives generated within the Department.

jj. Support administration of purchase card program and other simplified acquisition methods which are delegated to customers.

kk. Oversee MARCORLOGBASES contingency contracting mission.

ll. Serve as Department internet web master point of contact for Department web page development and maintenance.

2203. Document Preparation Section (Code 890-**1)**

1. Mission. Provide administrative support to the Department in the area of word processing and data input for the preparation of acquisition documents.

2. Functions

a. Operate and maintain centralized personal computer based processing system for the Department.

b. Maintain files of acquisition data for use in document preparation and for information processing.

c. Maintain and standardize document formats and related operating procedures in support of the acquisition process.

d. Provide interface with management/users on new applications or modifications to existing acquisition processes as related to automated document preparation.

e. Conduct refresher training for the users, as necessary.

f. Transform handwritten or printed information into acquisition documents by combining data entry information with a variety of formats, clauses, and other options through a series of code combinations to build the acquisition package.

g. Input clause data into ITIMP to support system-generated acquisition documents.

2204. Document Control Section (Code 890-2)

1. Mission. Provide administrative support to the Department in the area of document receipt and distribution, files maintenance, data gathering, and bid opening.

2. Functions

a. Conduct bid openings and related services.

b. Process solicitations, contracts, and modifications/amendments for distribution, including responding to requests as a result of synopses.

c. Review contract files for maintenance/close-out and assign disposition date.

d. Coordinate the storage and maintenance of contract files with Storage and Maintenance Branch, FSCA.

e. Provide quality control in coding Individual Contracting Action Reports (DD Form 350). Provide management information data gathering services from the Department maintained records.

f. Maintain security of offers until opening time plus abstract board and ensure posting of solicitations for public viewing.

g. Prepare and control requests for duplicating services.

h. Maintain bid opening, procurement instrument identification number register, and debarred/suspended bidders list.

i. Receive/distribute all incoming and outgoing mail.

j. Serve as initial receipt point for buy requests, provide centralized data entry services for initial load of buy requests and for input of final award data on buy requests.

k. Input initial data and update the ITIMP vendor file and ITIMP bidders mailing list.

l. Input closed out contract file data into electronic archiving system.

2205. WEAPON SYSTEMS SUPPORT CONTRACTING BRANCH (CODE 891)

1. Mission. Responsible for central acquisition of radar, air control, radio, missile, communication equipment, ordnance, tracked vehicle, automotive, engineering, general property, clothing, and heraldic item requirements from commercial manufacturers and other sources. Requirements procured include replenishment and provisioning spare parts, assigned PEI's plus product improvement programs, commercial repair, maintenance, and rebuild through fifth echelon of secondary depot reparables and PEI's. Perform the full range of contract planning, execution and, except as delegated under regulations, administration functions.

2. Functions

a. Contract for radar, air control, radio, missile, communication equipment, ordnance, tracked vehicle, automotive, engineering, general property, clothing and heraldic item requirements, and repair, maintenance and rebuild of secondary depot reparables and PEI's with commercial sources.

b. Perform all delegated PCO functions for acquisition of provisioning spare parts and technical documentation under master and PEI contracts, including issuing and administering contract modifications and delivery orders.

c. Support other Government activities in the acquisition of supplies and services as requested.

d. Delegated full contractual authority from the HCA for unlimited PCO functions as prescribed by FAR.

e. Perform all post-award contract administration functions on contractual actions not delegated in accordance with acquisition regulations. Coordinate on delegated contractual functions requiring action by the PCO.

f. Coordinate with the Business Opportunity Center with regard to small business, labor surplus and disadvantaged enterprise programs and with the Competition Advocate Staff on matters relative to the competitive posture of requirements.

g. Represent the Department in ILS and maintenance management and acquisition planning.

h. Support pre and post-award conferences on new items to be fielded which will require provisioning efforts.

i. Resolve ROD's.

2206. SPECIAL PROJECTS SUPPORT CONTRACTING BRANCH (CODE 892)

1. Mission. Responsible for the acquisition of assigned IT requirements, simulation and training systems, environmental technology requirements, research and development projects, engineering services and other specialized services. Requirements procured range from commercially available items to systems design, development, production, maintenance and operation. In addition to the Marine Corps and the Joint Logistics Systems Center in Dayton, Ohio, customers supported through ISA's are: Simulation, Training and Instrumentation Command at 11Orlando, Florida; Defense Manpower Data Center at Monterey, California and Washington, DC; and the U.S. Army Safety Center at Fort Rucker, Alabama.

2. Functions

a. Procure assigned IT requirements to include hardware, software, maintenance and related services; engineering and other specialized services; environmental technology requirements; research and development projects; and training and simulation systems to include development, production, spares, and miscellaneous support services.

b. Coordinate and assist customers in developing SOW's and specifications for assigned requirements. Coordinate with customers in developing overall acquisition strategy for their requirements.

c. Develop sources through market analysis, review SOW's, and perform the full range of contracting functions.

d. Coordinate with the Business Opportunity Center with regard to small business, labor surplus and disadvantaged enterprise programs and with the Competition Advocate Staff on matters affecting the competitive posture of requirements.

e. Delegated full contractual authority from the HCA for unlimited PCO functions as prescribed by the FAR.

f. Perform all contract administration functions except those delegated in accordance with acquisition regulations. Coordinate on delegated contractual functions requiring action by the PCO.

g. Represent the Department on all contractual matters relative to acquisition of assigned requirements, including acquisition planning.

h. Provide functional assistance to customers with delegated authority for simplified acquisition.

2207. INSTALLATIONS AND CONTINGENCY SUPPORT CONTRACTING BRANCH (CODE 895)

1. Mission. Responsible for procurement of supply and service requirements, except construction, in support of activities aboard MCLB Albany and, as requested, other Marine Corps activities. Support Marine Corps contingency contracting operations through doctrine development, planning, training, and, as directed, the execution of contracts for supplies and services both locally and deployed.

2. Functions

a. Contract for supplies and services from private and public sources. Perform the full range of planning, execution and administration functions to procure requirements involving formal contracting and simplified acquisition procedures.

b. Delegated full contractual authority from the HCA for unlimited PCO functions as prescribed by FAR.

c. Perform all post-award contract administration functions on contractual actions not delegated in accordance with acqu isition regulations. Coordinate on delegated contractual functions requiring action by the PCO.

d. Coordinate with the Business Opportunity Center with regard to small business, labor surplus and disadvantaged enterprise programs and with the Competition Advocate Staff on matters relative to the competitive posture of requirements.

e. Represent the Department in acquisition planning for stated requirements.

f. Prepare, issue, and administer all BPA's for MCLB Albany and prepare monthly payment vouchers. Audit all MCLB Albany activities with delegated BPA call authority.

g. Resolve ROD's and PQDR's.

h. Administer Purchase Card micropurchase program, and other simplified acquisition processes in addition to BPA's which are executed by customers under delegated

authority.

i. Perform those functions necessary to sustain the MARCORLOGBASES contingency contracting capability and, as directed, to execute contingency contracting operations locally, at other CONUS bases, and deployed.

2208. Contracting Section (Code 895-1)

1. Mission. Responsible for procurement of those supply and service requirements in excess of the simplified acquisition threshold, except construction, in support of the activities aboard MCLB Albany. Support other Marine Corps activities in the acquisition of supplies and services as directed.
2. Functions

a. Contract for supplies and services from private and public sources. Perform the full range of planning, execution and administration functions to procure requirements involving formal contracting and some simplified acquisition procedures.

b. Delegated full contractual authority from the HCA for unlimited PCO functions as prescribed by FAR.

c. Perform all post-award contract administration functions on contractual actions not delegated in accordance with acquisition regulations. Coordinate on delegated contractual functions requiring action by the PCO.

d. Coordinate with the Business Opportunity Center with regard to small business, labor surplus and disadvantaged enterprise programs, and with the Competition Advocate Staff on matters relative to the competitive posture of requirements.

e. Represent the Department in acquisition planning for requirements.

f. Resolve ROD's and PQDR's.

2209. Purchasing Section (Code 895-2)

1. Mission. Responsible for procurement of supply and service requirements, except construction, under the simplified acquisition threshold using open market procedures, government-wide purchase card micropurchases and on an unlimited dollar value basis using delivery orders placed against GSA schedule contracts and UNICOR schedules, in support of activities aboard MCLB Albany. Support other Marine Corps activities in the acquisition of supplies and services as directed.

2. Functions

a. Contract for supplies and services from private and public sources. Perform the full range of planning, execution, and administration functions to procure requirements involving simplified acquisition procedures and specified ordering procedures.

b. Perform all post-award contract administration functions on contractual actions.

c. Coordinate with the Business Opportunity Center with regard to small business, labor surplus and disadvantaged enterprise programs.

d. Prepare, issue and administer all BPA's for MCLB Albany and prepare monthly payment vouchers.

e. Audit all MCLB Albany activities with delegated BPA call authority.

f. Resolve ROD's and PQDR's.

g. Provide support for contingency contracting operations.

h. Support execution and administration of the Purchase Card micropurchase program.

2210. OFFICE OF THE STAFF JUDGE ADVOCATE (CODE 120)

1. Mission. Provide legal services to MARCORLOGBASES to include the SJA's review of courts-martial, administrative discharge proceedings, and nonjudicial punishment; monitor, review, and advise the Command concerning investigations conducted per the Manual of the JAG, the Consumer-Level Supply Policy Manual, and other directives. Assist the Commander and subordinate Commanders in the general administration of military justice.

2. Functions

a. Serve as principal military legal adviser to the Commander and subordinate Commanders on matters such as criminal law, criminal procedure, constitutional law, Standards of Conduct, Congressional correspondence on legal matters, bankruptcy, taxation, malpractice, Federal Court practices, prerogatives of Command, and dissident activities.

b. Review and prepare Commander's action on all courts-martial, courts of inquiry and investigations convened as required by the Manual of the JAG, the Consumer-Level Supply Policy Manual, and other directives; review and recommend action upon appeals from nonjudicial punishment imposed by the CO, HQBN, and the CO's of the Marine Corps Administrative Detachments at USA Signal Center, Fort Gordon, GA; USA Missile and Munitions Center and School, Redstone Arsenal, AL; USA Infantry School, Fort Benning, GA; and MacDill Air Force Base, Tampa, FL.

c. Coordinate and present Command position, evidence, and argument in EEO litigation, to include administrative hearings and judicial adjudication's, in coordination with

Counsel MARCORLOGBASES.

d. Review and prepare the Commander's action on all involuntary and voluntary administrative discharges.

e. Process disciplinary cases resulting in courts-martial. This includes processing pre-trial investigations; typing charge sheets, the convening authority's action, and courts-martial orders; court reporting and transcribing records of trial in all courts-martial cases convened within MCLB Albany and the administrative detachments listed in paragraph (b) above.

f. Coordinate the Base Standards of Conduct program; review completed statements of employment and affiliations and financial interests; make determinations regarding conflicts of interest; forward material pertinent to the program to the CMC, as appropriate.

2211. PUBLIC AFFAIRS OFFICE (CODE 130)

1. Mission. Provide the Command with public communications and community relations services.

2. Functions

a. Serve as Public Affairs Advisor to the COMMARCORLOGBASES.

b. Inform the public of matters regarding MARCORLOGBASES and the Marine Corps through an external information program that disseminates accurate and timely information to the press and other public information media.

2212. OFFICE OF THE COMMAND INSPECTOR (CODE 135)

1. Mission. Administer the Command inspection program. Conduct such additional inspections/investigations as may be directed by the Commander.

2. Functions

a. Conduct an overall functional area inspection system for MARCORLOGBASES. Perform inspections of activities and assign inspection teams or other inspection personnel as required; maintain a reporting system on inspections to provide for prompt reporting of deficiencies/discrepancies to appropriate operating officials; recommend corrective measures and actions and conduct follow-up inspections, as required, to ensure corrective actions have been taken.

b. Serve as the Command POC for all IGMC matters. Coordinate and/or conduct special

inspections and/or investigations ordered by Commander or higher authority.

c. Process Request Mast petitions to the Commander.

d. Report directly to the C/S on all matters affecting the efficiency and effectiveness of MARCORLOGBASES.

e. Serve as the Command Historian; compile the annual Command Chronology.

2213. OFFICE OF THE COMMAND CHAPLAIN (CODE 150)

1. Mission. Act as Special Staff Advisor to the Commander and subordinate Commanders on all matters related to the spiritual, moral, corporate and personal well-being of military personnel, their dependents, and other authorized persons.

2. Functions

a. Coordinate and direct all matters related to the spiritual, moral, corporate and personal well-being of military personnel, their dependents, and other authorized persons.

b. Act as Supervisory Chaplain for all Commands under COMMARCORLOGBASES.

c. Provide professional military training in areas such as suicide awareness and prevention, character development, and ethics as deemed necessary by the Command.

d. Provide advice to the CO, BICmd regarding religious, and moral issues in that command.

e. Provide periodic ministry of presence at the BICmd, which includes but is not limited to devotional periods, counseling , and other sacramental acts as opportunity permits.

2214. BUSINESS OPPORTUNITY CENTER (CODE 155)

1. Mission. The Director, Business Opportunity is appointed by the Commander as the Deputy for Small Business, with the concurrence of the Director of Small and Disadvantaged Business Utilization, Office of the Secretary of the Navy. The Deputy for Business Opportunity shall be directly responsible to the Commander and shall not be subject to the direction of contracting and technical personnel. The purpose of this office shall be for the management of the Command and MCLB Albany Business Opportunity Program and to assure that small business goals and minority business goals, as set by higher headquarters, are achieved. This office shall maintain a Business Opportunity Center which serves as an initial POC for all visiting contractors for the purpose of coordinating inquiries regarding acquisition matters. This office shall serve as the principal advisor to the Commanding General, MCLB Albany in matters pertaining to the

implementation of small business and minority business as prescribed by Public Law, FAR, DoD Supplement, Navy Acquisition Regulations, and MCO's.

2. Functions

a. Maintain a Business Opportunity Center and serve as a focal point for all visiting contractors. Interview visiting contractors to coordinate inquiries and advice on acquisition matters. Serve as liaison regarding acquisition matters relating to the MCLB Albany's Small Business Program with officials of local, state, and federal government agencies to include Congressional officials.

b. Maintain a program designed to locate capable small, disadvantaged, and women-owned business firms for current and future acquisitions, and advise these contractors regarding acquisition matters.

c. Review acquisitions over $10,000 to ensure maximum opportunities for participation by small, disadvantaged, and woman-owned business firms, and to make recommendations for appropriate set-asides and Section 8(a) award reservations.

d. Initiate action, in writing, with appropriate technical and contracting personnel to ensure that necessary specifications and drawings for current or future procurements, as appropriate, are available should the lack of this information prevent small business firms from competing.

e. Review acquisition programs for possible breakout of items suitable for acquisition from small business concerns.

f. Ensure that financial assistance available under existing regulations is offered and that requests by small business concerns for proper assistance are not treated as a handicap in the award of contracts.

g. Participate in determinations concerning responsibility of a prospective contractor whenever small business concerns are involved.

h. Evaluate prime contractors' subcontracting plans and recommend approval or disapproval to the contracting officer in order to assure their compliance with Public Laws 99-661 and 100-180.

i. Review and make appropriate recommendations to the contracting officer on any proposal to furnish government-owned facilities to a contractor if such action may hurt the small business program.

j. Assure that participation of small business concerns is accurately reported.

k. Assist, upon request, firms that have been rejected for nonresponsiveness or

nonresponsibility to aid them in qualifying for future awards.

l. Conduct biannual Congressional sponsored Federal Procurement Conference, participate in other government/industr y conferences including Business Opportunity/Federal Procurement Conferences, Minority Business Enterprises Procurement Seminars, and Minority Business Opportunity Committee meetings.

m. Advise potential suppliers how they may obtain information about sealed bidding and negotiated acquisitions and that they may subscribe to the Commerce Business Daily as a source of information on proposed acquisitions. Make copies of solicitations available to SBA when requested.

n. Brief the COMMARCORLOGBASES at least quarterly concerning the status of the small business programs in relation to goals and objectives.

o. Participate in the development, implementation, and review of automated contracting systems to assure that the interests of small, disadvantaged and women-owned business firms are fully considered in accordance with Part 19 of the FAR.

p. Assist program managers as early as possible in the developmental cycle of major system acquisitions and system programs as pertains to the small business programs.

q. Ensure that Command's Small Business Program is frequently publicized in the appropriate media. Coordinateandcooperatewithlocal, state, and federal government agencies concerning these programs.

r. Maintain a list of products and services which have been placed on repetitive small business set-asides.

s. Provide information to small and minority businesses regarding assistance available from federal agencies such as SBA, Office of Minority Business Enterprise, Bureau of Indian Affairs, including state, trade, and other associations.

t. Establish education and training program for personnel whose duties affect the Command's Small Business Program.

u. Participate in interagency programs relating to small, disadvantaged and women-owned business matters as directed by Director, Small and Disadvantaged Business Utilization, Office of the Secretary of the Navy.

v. Assist contracting officers in seeking and developing information on the technical competence of Historically Black Colleges and Universities and Minority Institutions.

w. Assist small business concerns in obtaining payments under their contracts, late payment interest penalty, or information on contract payment provisions.

x. Make recommendations to contracting officer as to whether a particular acquisition should be awarded as a small business set-aside, as a Section 8(a) award, or under a procedure authorized in Section 1207 of Public Law 99-661.

y. Arrange capabilities briefings for all contractors desiring to market their products/services to this Command.

z. Conduct market research in support of Contracts Department.

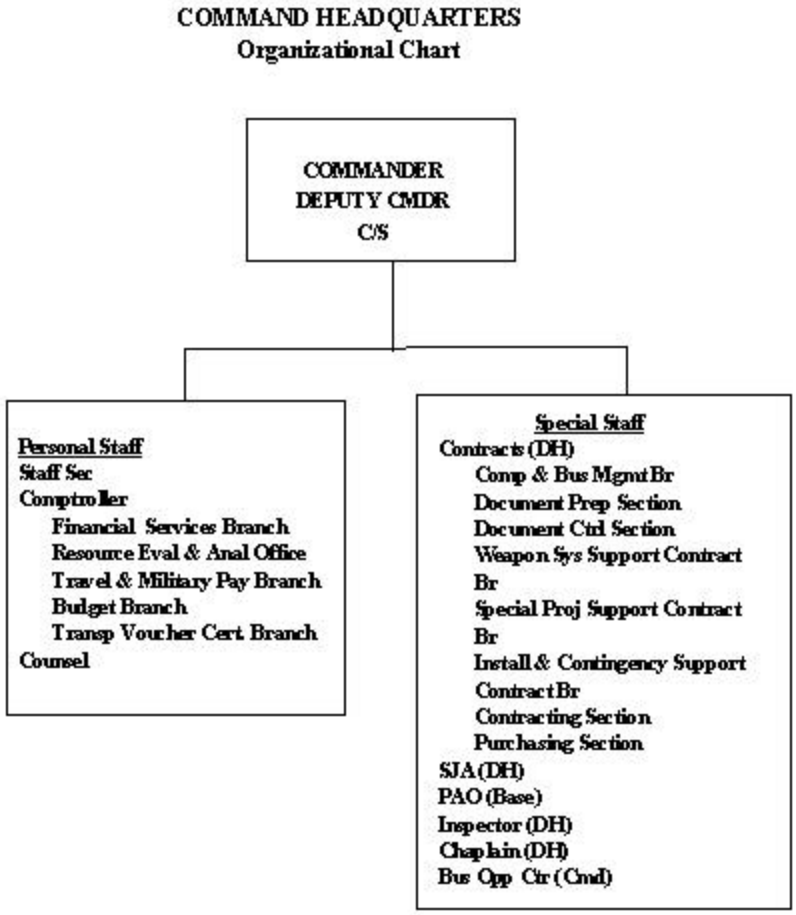

Figure 2-1--Command Headquarters Organizational Chart

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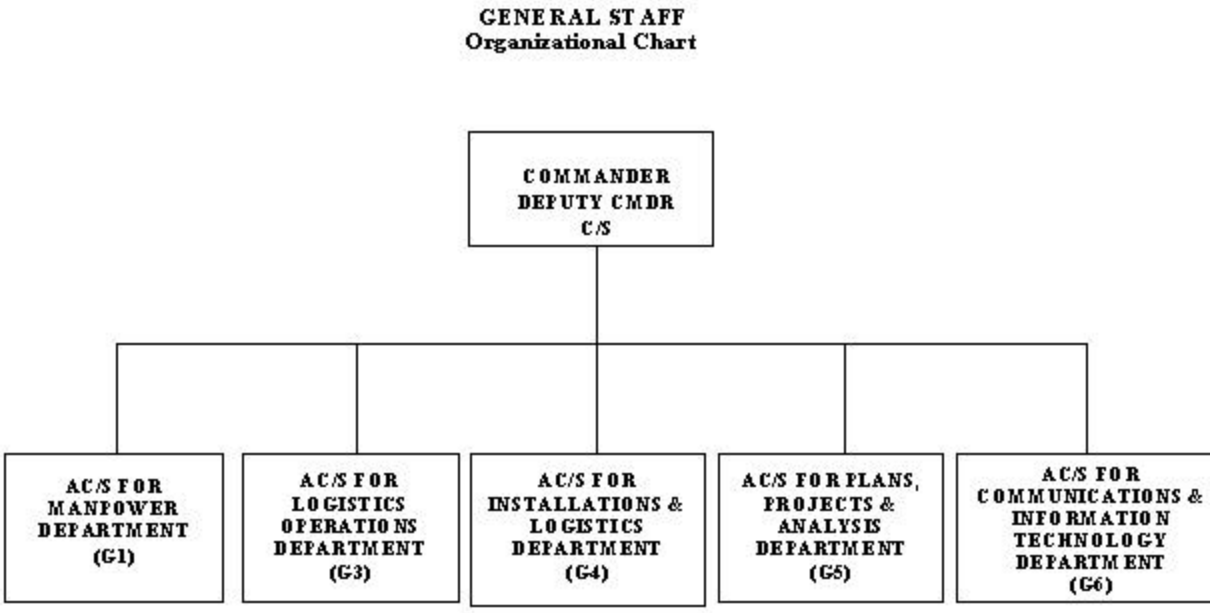
MARCORLOGBASES STAFF REGULATIONS

CHAPTER 3
GENERAL STAFF

3000. GENERAL STAFF. The general staff for MARCORLOGBASES consists of the following principal staff organizations: Manpower Department (G1); Logistics Operations Department (G3); Installations and Logistics Department (G4); Plans, Projects and Analysis Department (G5); and Communications and Information Technology Department (G6). (See figure 3-1.) The C/S is responsible to the Commander for all activities of the general staff. The General Staff Officers will assist and advise the Commander in the exercise of command and control of the MARCORLOGBASES. The general staff is required to support and keep subordinate Commanders informed in matters under their purview.

Figure 3-1.--General Staff Organizational Chart



MARCORLOGBASES STAFF REGULATIONS

CHAPTER 3
GENERAL STAFF
SECTION 1: AC/S (G1)

3100. ASSISTANT CHIEF OF STAFF FOR MANPOWER DEPARTMENT, (G1)

1. Mission. Serve as the Principal Staff Assistant to the COMMARCORLOGBASES for all manpower matters and internal organization management services. Coordinate the administrative and personnel matters of subordinate Commanders. Provide management analysis and assistance to the COMMARCORLOGBASES and the CG MCLB, Albany. Monitor the staffing goals for officer and enlisted personnel. Recommend officer and enlisted personnel assignments in coordination with (G3). Provide manpower management services which include recommended distribution of personnel resources;

maintenance of official automated on-line T/O 7010 (MARCORLOGBASES and BICmd), T/O 7014 (MCLB Albany), and coordination with MCLB Barstow on maintenance of T/O 7011; management of special employment programs; management of unique manpower reporting requirements; and management of Command labor program to include formulation and execution of authorized LOA, labor funding, modifications, etc. Serve as Position Management Officer for MARCORLOGBASES and MCLB Albany. Execute the Workman's Compensation Program and Beneficial Suggestions Program. Maintain staff cognizance over S-1 functions at the subordinate Commands. (Organizational chart shown in figure 3-2.)

2. Functions

a. Establish, manage and coordinate policies and reporting requirements for civilian and military manpower and management analysis programs.

b. Maintain Staff cognizance of S-1 functions at MARCORLOGBASES. Interpret military and civilian manpower directives from higher authority and recommend implementation for the MARCORLOGBASES and subordinate Commands.

c. Conduct a variety of management advisory services and special projects having Command, special interest, or individual organization implications relating to workload, manpower, methods/procedures, work flow, space utilization, etc., to improve efficiency and economy of operations.

d. Oversee officer and enlisted personnel staffing goals.

e. Make assignments for officer and enlisted personnel based on recommendations and priorities established by the (G3).

f. Provide manpower management services which include recommending allocation of military and civilian resources in coordination with the (G3); monitoring status of authorized and on-board personnel, and making recommendations for adjustments.

g. Manage and execute the official Command LOA and FTE's; distribute billet authorizations by organization and PEN for O&M,MC direct and reimbursable programs as well as industrial fund programs.

h. Develop and maintain T/O 7010, which includes all organizational elements under the COMMARCORLOGBASES. Develop and maintain T/O 7014 for MCLB Albany. Maintain close coordination with MCLB Barstow regarding T/O 7011. Maintain mobilization T/O which has been combined with the peacetime T/O.

i. Manage Command special employment programs.

j. Identify labor requirements by activity/organization and monitor execution thereof.

k. Provide various manpower-related reports/data reflecting personnel resources/funding requirements and program execution.

l. Coordinate with local servicing personnel agency to ensure effective utilization of manpower resources and reporting of manpower statistics.

m. Maintain and assign organization code designators.

n. Administer the Position Management Program. Perform ongoing position management analyses to ensure proper utilization of skill and personnel to support mission requirements and other management objectives.

o. Conduct ER's/Management Studies of all functions exempted or excluded from CA studies to determine the MEO. Conduct work measurement studies; establish production and manning standards; improve and standardize work methods and procedures; and establish workload/work unit indicators. Develop improvements in the efficiency of operations and the design and structure of positions to best accomplish the mission.

p. Conduct formal CA cost comparison studies which include development of a contractual PWS, MEO, and government's cost/bid.

q. Perform an annual inventory to identify governmental and CA functions.

r. Perform economic analysis related to the procurement of equipment to determine lease or purchase and/or recommend equipment that best suits the mission to be accomplished.

s. Compose new high grade, unique, and Command position descriptions when required. Assist managers/supervisors with preparation of new/rewritten position descriptions.

t. Prepare and publish organization manuals.

u. Administer the DRIS Program and agreements with other activities/agencies. Negotiate the DRIS Agreements, conduct cost comparison to determine savings and administer ISA's between MCLB Albany and other government agencies.

v. Administer the Workman's Compensation Program for MARCORLOGBASES.

w. Conduct investigations of civilian abuse and fraud under Workman's Compensation.

x. Execute the Beneficial Suggestion Program.

y. Serve as the Command focal point for coordinating provision of members for selection boards, and for validating SEP billets.

z. Monitor the sponsorship program between the military coordinator and the Family Services Center to ensure sponsors are assigned and welcome aboard packages are

mailed.

3101. LOGISTICS ADJUTANT (G110)

1. Mission. The Logistics Adjutant mission and functions are listed below but will be performed by the Base Adjutant in a combined administrative center for the MARCORLOGBASES as per mutual agreement. The Logistics Adjutant formulate and supervise the execution of MARCORLOGBASES administrative policies and ensure that coordination is effected internally and externally as required. Monitor the Military Awards Program and fitness reports at the MARCORLOGBASES level. Monitor and control all Congressional correspondence.

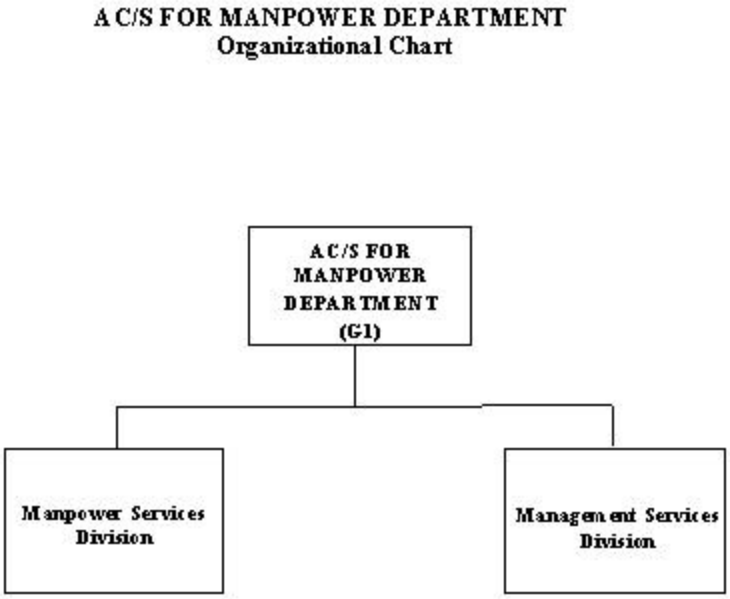
2. Functions

a. Monitor the MARCORLOGBASES Awards Program for military personnel. Screen award recommendations for completeness and compliance with current directives and provide all recommendations to the Senior Member, Awards Boards. Forward all award recommendations made by the Awards Boards to the Commander for final decision. Prepare final award citations and letters for those awards approved by the COMMARCORLOGBASES.

b. Monitor and control all Congressional Correspondence.

c. Monitor the control and processing of fitness reports at the MARCORLOGBASES level.

Figure 3-2.–Manpower Department Organizational Chart



MARCORLOGBASES STAFF REGULATIONS

CHAPTER 3
GENERAL STAFF
SECTION 2: AC/S (G3)

3200. ASSISTANT CHIEF OF STAFF FOR LOGISTICS OPERATIONS DEPARTMENT, (G3)

1. Mission. Serve as the Principal Staff Assistant to the COMMARCORLOGBASES for current operational logistics matters. Conduct and facilitate short-range planning, and the revision of current policy. Direct, coordinate and control those activities related to wholesale and specified retail information support systems, readiness reporting,

contingency planning, quality assurance, and current operational logistics. In addition, provide technical direction and staff cognizance over maintenance, storage and distribution, and the life cycle management activities. Provide all Commands and agencies requiring support from the COMMARCORLOGBASES a single POC for logistics operations of command level significance. Conduct oversight and control for military training, assignments, and administration for MARCORLOGBASES in coordination with HQBN and (G1). Coordinate and control the LRCC during contingency periods. Act as the Command's focal point, coordinator and advisor on the MPS and the Norway Air-Landed Marine Expeditionary Brigade Program. (See figure 3-3 for organizational chart.)

2. Functions

a. Make staff recommendations to the COMMARCORLOGBASES with respect to policy and procedural matters relating to current logistics matters.

b. Coordinate information and briefing sources for the COMMARCORLOGBASES for day-to-day logistical operations matters that are of command level significance.

c. Plan, control, coordinate, and provide long-range continuity for all logistics support requirements associated with mobilization and sustainability.

d. Serve as command focal point for coordination of daily execution of logistics operations that cross functional lines.

e. Serve as a system sponsor for wholesale and selected retail logistics management information systems to include management, requirements development, policy, implementation, and day-to-day operations.

f. Activate and direct the LRCC during contingency periods.

g. Coordinate with HQMC, DoD, DLA, and departmental committees/working groups in the revision of policies/systems and provide for their implementation and integration across all logistics disciplines.

h. Evaluate change proposals to the DoD MILS and logistics management proposals submitted by higher authority and external agencies. Coordinate and control the operational analysis, evaluation, impact and implementation of MILS changes.

i. In conjunction with the (G6), coordinate functional requirements with all outside agencies, to include MARFOR to ensure inter-operability and compliance with DII/COE, GCSS, DISN and other management directives.

j. In conjunction with the (G6), participate in software development, and modification requests.

k. Act as the Command's focal point, coordinator and advisor on the MPS and the Norway Air-Landed Marine Expeditionary Brigade Program.

l. Conduct short-range planning and facilitate the revision of current policy.

m. Act as the Command focal point and coordinator for participation in MARFOR exercises.

n. Provide technical direction and staff cognizance over the maintenance, storage and distribution, and the life cycle management functions.

3201. LOGISTICS OPERATIONS OFFICE (G310)

1. Mission. Assign, coordinate, and facilitate the execution of plans, projects, and tasks pertaining to logistics operations. Is the MARCORLOGBASES focal point for readiness reporting, contingency planning, quality assurance, maintenance data analysis, training, GFE/GFM loans, MILSTEP/LMARS, and exercises. Provide oversight and guidance for HQMC Security Assistance matters aboard MARCORLOGBASES. Upon notification of activation, coordinate the day-to-day operations of the LRCC. Coordinate, consolidate, and integrate the various Logistics Operations budgets to ensure a cohesive financial operating plan.

2. Functions

a. Coordinate all current logistics operational functions and taskings.

b. Serve as the focal point for audits, inspections, and studies conducted by agencies of the DoD, SecNav, and HQMC relative to logistics.

c. Act as the Command focal point and coordinator for participation in MARFOR exercises.

d. Perform internal administrative services for the Department.

e. Serve as the Command focal point for in-coming customer support issues of command significance.

f. Provide oversight and administration support to the HQMC Security Assistance Liaison Office.

g. Consolidate resources, and/or coordinate MARCORLOGBASES' logistics professional and core competency education and training.

h. Provide administrative functions and develop and coordinate all necessary budgetary and financial data including FA reports for the Department.

i. Coordinate, integrate, and facilitate a total budget requirements picture for Logistics Operations Programs; i.e., Equipment Maintenance, Replenishment, Provisioning, Supply Support.

j. Provide technical support to MARCORLOGBASES RIG representative.

k. Coordinate and manage, with (G1), the assignment, training, and administration of military personnel within MARCORLOGBASES.

l. Serve as the Command focal point for selection of military personnel to professional schools.

m. Conduct short-range planning and facilitate the revision of current policy.

n. Coordinate, advise, and assist in prepositioning program planning and execution issues involving organizations within the

o. Review, analyze, and edit preposition planning objectives and requirements.

p. Serve as member to the Base EIRB.

3202. ADMINISTRATION AND TRAINING OFFICE (G312)

1. Mission. Conduct the necessary coordination between internal and external organizations on personnel training issues. Coordinate the personnel actions, and prepare and administer the budget for the Department. Provide administrative support to the Department as required.

2. Functions

a. Assign Marines to required training for the Department.

b. Coordinate and prepare the submission of proficiency and conduct marks, fitness reports, promotion recommendations, awards, and NCO/Marine of the Quarter Board nominations.

c. Coordinate duty assignments.

d. Conduct the preparation, distribution, and filing of incoming and outgoing message traffic via MDS.

e. Coordinate assigned civilian training programs.

f. Determine civilian training requirements and assign designated training quotas for the

Department.

g. Manage personnel actions and administrative support for the Department.

h. Coordinate and prepare the budget for the Department.

i. Coordinate maintenance and security issues for Building 3700.

3203. MANAGEMENT SERVICES SECTION (G312-1)3203. MANAGEMENT SERVICE SECTION (G312-1)

1. Mission. Provide administrative support, mail distribution, maintenance of files, coordinate the overall civilian personnel program, and prepare and administer the budget for the Department.

2. Functions

a. Maintain T/O and monitor authorized manning levels for the Department.

b. Administer the incentive awards program, process civilian personnel actions and maintain personnel records for the Department.

c. Develop, coordinate, and administer all necessary budgetary and financial data including FA reports.

d. Manage the mail and file systems by receiving, identifying, and distributing incoming correspondence and MDS message traffic.

e. Prepare, edit, and dispatch outgoing correspondence for the Division.

f. Maintain and control the publications master file for the Department.

g. Provide office automation to the Division, and overflow support to the Department.

h. Administer and control the classified materiel functions, to include the classified secondary control point.

i. Responsible for office furniture and related type equipment.

j. Administer reports control and record disposal for the Department. Ensures that deadlines are met for all recurring reports and frequent one-time reports. Ensures that disposal of records within the organization is in accordance with current Marine Corps and DON Directives/Regulations

k. Manage the Departments Beneficial Suggestion Program.

l. Coordinate and prepare the submission of proficiency and conduct marks, fitness reports, promotion recommendations, awards, and NCO/Marine of the Quarter Board nominations.

3204. Military and Civilian Training Section (G312-2)

1. Mission. Manage military and civilian training for the Department. Coordinate assigned civilian training programs for MARCORLOGBASES.

2. Functions

a. Assign Marines to required training for the Department.

b. Coordinate duty assignments.

c. Coordinate assigned civilian training programs.

d. Determine civilian training requirements and assign designated training quotas for the Department.

e. Coordinate maintenance and security issues for Building 3700.

3205. CONTINGENCY OPERATIONS OFFICE (G313)

1. Mission. Direct, coordinate, and control the activities of the LRCC in the event of a contingency. Provide logistics planning, technical, and administrative support to the Command on LRCC operations.

2. Functions

a. Man the LRCC with a watch officer and appropriate personnel during contingency operations and establish basic coordination channels between the LRCC and MARCORLOGBASES Departments, Divisions and Centers.

b. Process message traffic, phone calls, faxes.

c. Publish procedures for establishing and operating the MARCORLOGBASES LRCC.

d. Coordinate the processing of logistic and readiness issues affecting deploying Marine Corps forces.

e. Prepare a situation report on a daily basis for the Department, Operations Officer.

3206. MOBILIZATION BRANCH (G314)

1. Mission. Plan, develop, coordinate, and execute war reserve, mobilization and contingency programs; coordinate with HQMC, the MARFOR, and other services/agencies. Participate in the Unified Commander's deliberate planning process. Develop and coordinate operational planning for the WRS, formulating procedures, coordinating the interrelationships of the WRS with other automated systems and Field Class I Systems with other elements of the Command and the MARFOR, and planning and executing such programs as required. Provide system support for the registration of inventory/requirements data required for rapid responsiveness during deliberate planning, mobilization, and crisis execution.

2. Functions

a. Serve as the Command's focal point for long-range planning of Marine Corps logistics support for mobilization in response to national emergency. Monitor contingency commitments for compliance with short- and long-range sustainment planning.

b. Interpret and implement mobilization and logistics planning policy provided by higher headquarters. Develop implementing policy/procedures. Draft and disseminate MARCORLOGBASES mobilization planning policy guidance. Brief Command elements, higher headquarters, and other service/agency representatives on Marine Corps mobilization planning-related matters.

c. Serve as the MARCORLOGBASES focal point for GCCS and JOPES, coordinating the development of Service's logistics requirements. Coordinate with the MARFOR in developing and registering withdraw plans that support CINC OPLAN requirements. Initiate execution of withdrawal process when directed by HQMC. Review and analyze MARFOR war reserve, mobilization, OPLAN, and crisis execution requirements. Validate data to ensure compliance with policy and proper allocation of available assets based on the precedence of issues directed by HQMC. Based on apportionment/ allocation directed by the Joint Strategic Capabilities Plan, develop and register logistics sourcing data with the Time Phased Force Deployment Data files as appropriate.

d. Provide continual visibility of attainment levels for war reserve, mobilization, and contingency programs to determine capability to meet mission-related requirements in support of the MARFOR's based on wartime scenarios. Monitor and make recommendations pertaining to the release of assets in protected stocks during contingency operations.

e. Provide supervision and management to include operational security for all mobilization and contingency programs, GCCS remote terminals, and the LRCC when not stood up for contingency operations.

f. Coordinate planning of force structure associated with all mobilization and contingency

programs to include adequate support of mobilization and contingency exercise scenarios or real-world operations.

g. Provide mobilization and contingency program/procedural assessment of effectiveness. Identify program weaknesses and recommend/effect courses of corrective action.

h. Provide fiscal coordination between other Divisions, Departments, and Centers for all war reserve, mobilization, and contingency programs.

i. Serve as the functional liaison and identify/develop requirements and milestones for operation and maintenance of the automated WRS. Provide technical advice to HQMC and the MARFOR's on the computational processes supporting war reserve requirements determination and execution of the WRS.

j. Develop, promulgate, and analyze management reports for the purpose of maintaining supply inventory and technical data accuracy for all war reserve, mobilization, and contingency programs.

k. Develop and manage the IPP in support of all mobilization and contingency programs. Serve as the MARCORLOGBASES contact point for the IPP.

l. Coordinate with other services/agencies, as required, in monitoring asset visibility and source of War Reserve materiel in support of mobilization and contingency programs. Perform analysis of information feedback for purposes of modifying sustainment planning.

m. Research and validate data used in the computation of war reserve requirements to ensure credibility of the requirements computation processes. Analyze trends and fluctuations in war reserve requirements to determine reason for variances.

n. Analyze war reserve in-stores requirements/assets against OPLAN requirements to determine criticality of attainment/deficiencies and impact on MARFOR's support in the event of mobilization. Prepare shopping list for investment/reinvestment of OPTAR 003 funds. Identify suspected errors in requirements determination and take corrective action to alleviate conditions, particularly as related to validity of financial data and readiness. Coordinate with the Life Cycle Management Center and the Comptroller in maintaining fiscal status/asset availability data for the War Reserve Program regarding obligation of war reserve funds.

o. Perform review and analysis of war reserve requirements to ensure accuracy of WRS computation processes and compliance with policy guidelines.

p. Prepare vulnerability assessments and conduct management control reviews for WRS and related systems, attainment/sustainment reporting impacting on readiness, and management of war reserve assets.

q. Coordinate development of the MARCORLOGBASES recommendations for the Marine Corps Critical Items list.

r. Provide system support, via the WRS for all mobilization and contingency programs including support testing of centrally-managed war reserve ground equipment and supplies in support of deliberate planning and crisis execution. Provide technical advice and interpretation of output to the MARFOR's, the Fleet Support Centers, and other elements of this Command.

s. Develop system requirements/specifications to assure implementation of war reserve policy and procedures. Develop and submit SMR's and identify WRS Users Manual changes, as required.

t. Coordinate with HQMC and guide the MARFOR's in the computation of war reserve requirements. Provide data bases required for execution of the WRS computation processes.

u. Create, review, and analyze aggregate war reserve requirements data and coordinate with functional managers to ensure accurate registration of data in applicable supply/inventory systems.

v. Serve as the Marine Corps focal point for the DoD-directed War Reserve Requirements Data Exchange process for Marine Corps ground equipment and supplies (less ammunition and medical). Coordinate the execution of interface processes for receipt of applicable wholesale war reserve requirements from the MARFOR's and the consolidation and registration of the data with applicable IMM's.

w. Execute the War Reserve Withdrawal process, when directed, in response to mobilization or national emergency.

3207. PERFORMANCE ASSESSMENT BRANCH (G316)

1. Mission. Develop, direct, and monitor the QA Program for logistics support responsibilities and computerized data systems. Act as the central focal point for the QA Program. Provide policy guidance and program assessment for the quality programs at MCLB's Albany and Barstow, the MARFOR's, and other supporting activities under the policy guidance of higher authority. Direct and monitor the review and analysis of logistics operations functions to assure program/procedural effectiveness. Serve as the program manager for MILSTEP. Manage the wholesale Physical Inventory Control Program for the Marine Corps. Serve as the LEM for the GFE/GFM and loan programs for the Marine Corps.

2. Functions

a. Serve as the central focal point for the QA Program, MILSTEP evaluation and

reporting, and the GFE/GFM and loan programs.

b. Manage and monitor the Marine Corps PQDR and SDR/ROD programs.

c. Schedule and perform independent QA assessments in support of the QA Program.

d. Serve as the Marine Corps authority on the management of the Physical Inventory Control Program for wholesale assets.

e. Serve as the Marine Corps representative to the DoD Quality Council.

f. Serve as Marine Corps representative to the DoD PQDR Program Management Committee.

g. Serve as Marine Corps PQDR representative to the Navy product deficiency reporting and evaluation program workin g group.

h. Serve as Marine Corps functional representative to the DoD JPIWG.

i. Serve as Marine Corps representative to the DoD DRS working group.

3208. QUALITY ASSURANCE SECTION (G316-1)

1. Mission. Administer a centralized QA Program office for the coordination, technical direction, and policy determination pertaining to QA. Implement DoD, DON, and HQMC QA policies and assure the quality of equipment and supplies acquired, received, fabricated, converted, modified, maintained, overhauled, stored, or issued conform to established quality standards and technical requirements. Provide policy guidance and program assessment for Quality programs at MCLB's Albany and Barstow, BICmd, the MARFOR's, and other supporting activities. Perform review and analysis of Marine Corps logistics functions to assure program/procedural effectiveness, coordinate corrective action, and initiate procedural changes.

2. Functions

a. Develop, install, and maintain a QA Program for logistics functions to include ADP.

b. Establish and monitor intercenter quality program procedures for MCLB's Albany and Barstow.

c. Provide technical support and policy guidance to functional elements at MARCORLOGBASES, the MARFOR's, and other supporting activities in establishing, operating, maintaining, and reporting QA functions necessary to meet the requirements of DoD, DON, and the Marine Corps.

d. Review Marine Corps quality programs to promote, inform, and instruct in QA methods, procedures, and techniques to enhance the Marine Corps quality programs. Review quality programs of other Marine Corps Bases, DoD components, or contractor's plants for the purpose of identifying causes of significant PQDR's on Marine Corps equipment and supplies.

e. Participate in the coordination of and issue implementing directives for HQMC policies to ensure QA standardization. Provide HQMC with assistance in the development of QA programs, procedures, and other studies.

f. Manage the Marine Corps PQDR and SDR/ROD programs ensuring that historical files are maintained and necessary reports are provided pertaining to equipment, hardware, software, data systems, clothing, and textiles.

g. Manage and perform a QA Assessment Program relating to system processes, logistics functions, and equipment/supplies. Identify problem areas and recommend corrective actions.

h. Participate in first article inspections when requested to ensure compliance with QA requirements.

i. Upon request, provide assistance to MCLB Albany organizations to resolve QA problems.

j. Prepare and present reports on results of; and participation in, special tasks and coordinate the required corrective action(s)/recommendations with operating officials.

k. Serve as the user system administrator for the Marine Corps' DRS database.

3209. INVENTORY SECTION (G316-2)

1. Mission. Manage and perform the activities of the wholesale inventory, GFE/GFM, and loan programs for the Marine Corp s. Analyze, design, and develop logistics performance indicators. Conduct research and analysis of Marine Corps Logistics functions to assure program/procedural effectiveness. Recommend changes or corrective action to logistics requirements, policies, and procedures.

2. Functions

a. Manage the physical inventory program and direct the physical inventory of Marine Corps wholesale assets stored at Marine Corps and DoD activities.

b. Function as the audit point when wholesale stores system inventory data results in losses/gains. Perform analysis and causative research on inventory discrepancies. Process the appropriate transactions/documentation to correct the accountable records.

c. Manage the Marine Corps location audit verification program. Process the location reconciliation program, as required.

d. Serve as the Marine Corps wholesale physical inventory focal point and prepare the Inventory Control Effectiveness Report for HQMC.

e. Manage the Marine Corps loan program. Coordinate the availability, issue, release, and shipment of wholesale assets or redistribution of retail assets owned by the Marine Corps stores system in support of loan requirements.

f. Manage the Marine Corps GFE/GFM and loan programs for DoD contracts or procurement work orders in support of Marine Corps acquisition projects/requirements. Maintain accountability of all GFE/GFM assets out of the Marine Corps stores system in support of GFE/GFM requirements.

g. As the management control activity for the Marine Corps, maintain a central control system over all commercial contractor's access to the DoD supply systems.

h. Prepare and provide to the DoD Contract Administration Officers the GFM status reports for commercial contracts under their control. Prepare the GFM status report for assets in long supply in support of commercial contracts and provide to HQMC for submission to DoD.

i. Administer M99 (money value only) account in support of the Marine Corps, GFE/GFM and loan programs.

j. Analyze Marine Corps logistics functions to assure accomplishment of programmed goals and objectives.

k. Manage, monitor, and develop Base policy for the military supply and transportation evaluation procedures system.

l. Provide staff assistance and operational control information to the Department regarding long-range planning, operations research, and performance indicators.

m. Conduct quantitative and statistical analysis of logistics data. Subject matter includes inventory, warehousing, depot maintenance, technical data, transportation system, and other logistics information as requested.

n. Produce statistical charts for management review and information.

3210. READINESS BRANCH (G317)

1. Mission. Serve as the Command focal point to perform equipment readiness

integration actions (such as data collection/maintaining, algorithms, evaluations/comparisons, causes/effects, presentations, etc.) on the MARFOR's and total war materiel re quirement of Marine Corps ground weapon systems using data from the MARES, PEI stratification , and various other logistics management systems and tools. Provide oversight management of the MARES, SCS/CIF, DoD AAD, and MOA request.

2. Functions

a. Performs materiel readiness integration (such as data collection/maintaining, algorithms, evaluations/comparisons, causes/effects, presentations) on the total WMR and AAO of Marine Corps ground weapon systems. Compile data from MARES and PEI strat reports.

b. Assess and analyze products relating to materiel readiness and coordinate the processing/distribution of reports.

c. Responsible for MARES.

d. Analyze and project trends adversely affecting WS/E support and readiness. Ensure the distribution of findings/corrective measures and accumulation of historical data.

e. Coordinate and support WS/EM teams in conducting ILS cause and effect analysis on weapon systems with degraded readiness ratings.

f. Monitor and evaluate reported equipment readiness of Marine Corps units and assure effective response to MARFOR's logistics readiness requirements, to include coordinating monthly working sessions among all Marine Corps readiness stakeholders (WS/EM's, MARFOR's, SYSCOM, MCCDC, other services/agencies) to foster dialog and problem resolutions.

g. Produce the Marine Corps quarterly readiness brief for delivery to HQMC and other special readiness presentations as required. Convene and attend related conferences and meetings.

h. Responsible for management of the SCSCIF.

i. Responsible for staffing MOA's from the MCCDC for supportablity assessment by the appropriate inventory managers.

j. Monitor letters from MCCDC which cite T/E, PEI allowance, and table of authorized material control number changes to ensure the CIF file is reflecting such changes.

k. Conduct and coordinate the annual maintenance float recomputation between the automated and manual maintenance float accounts and the Inventory Managers.

l. Conduct and coordinate the Semi-Annual Controlled Items Reconciliation Report for

automated and manual field units to reconcile on-hand quantities.

m. Process additions and deletions from the LDMC for secondary reparable items identification numbers.

n. Maintain the T/E LAC cross reference file within SCS which cross references T/E numbers to activity address codes.

o. Serve as liaison between the FMF, MCCDC, Inventory Managers, and the System Analyst to provide supply support to ensure allowances, on-hand, intransit, and in-process quantities are reflected correctly.

p. Attend conferences and make liaison visits to the field units regarding CIF issues.

q. Provide guidance and support to the MARFOR in the update of the MIMMS data base readiness files.

r. Reconcile the MIMMS field maintenance subsystem and HQTRS maintenance subsystem by coordinating between m ajor Marine Corps command MISCO's as required.

s. Responsible for DODAAD.

(1) DODAAD administrator for the entire Marine Corps.

(2) Process all additions, changes and deletions.

(3) Manage and assign all NIMA accounts for the Marine Corps.

(4) Perform annual review of all DODAADS.

(5) Manage the Customer Index File.

3211. MAINTENANCE DATA ANALYSIS OFFICE (G318)

1. Mission. Serve as the Marine Corps focal point for the collection/collation of the MARFOR historical maintenance data. Conduct maintenance data analysis in support of logistics programs and studies as required by using historical maintenance data. Administer the extrapolation and dissemination of OST and RCT information in support of the Precision Logistics Program. Execute short, mid, and long-range projects in support of Marine Corps wholesale and retail logistics requirements.

2. Functions

a. Perform RCM to include collecting maintenance data, performing site visits to solicit

field input, evaluating, staffing, and implementing RCM results.

b. Manage the extrapolation and dissemination of OST and RCT information in support of the Precision Logistics Program to include accessing multiple services databases, analyzing the data, and providing OST/RCT results to HQMC as well as to the MARFOR and Bases.

c. Serve as the focal point for historical maintenance information (MIMMS/MARES) for the Marine Corps supporting HQMC, WS/EM, FMS, and other DoD services and agencies. This effort includes collecting, analyzing, and disseminating RAM data for PEI's, Secondary reparables, and repair parts; providing cost analysis information for use in the POM process; serve as the technical experts on matters concerning the HQ-MIMMS data file such as field policy changes and new system development (ATLASS).

d. Provide Class IX support packages from historical maintenance data to support MPS program, FMS, MARFOR Commands, and WRMR.

e. Perform systems analysis for both mainframe and client server databases to determine source, accuracy, and dependability of historical maintenance data as well as supporting information for Marine Corps equipment.

f. Develop and maintain systems, processes, and programs to successfully manage and respond to projects and/or tasking as directed. Natural, Visual Basic and SASS programming languages are used to provide quantitative analyses to answer and/or validate projects relating to maintenance of Marine Corps equipment.

g. Represent the Command and/or the (G3) at conferences and/or meetings that require input on historical maintenance data.

3212. HQMC SECURITY ASSISTANCE LIAISON OFFICE (G319

1. Mission. Provide guidance on security assistance matters to the COMMARCORLOGBASES. Serve as primary POC at MARCORLOGBASES on all security assistance related matters.

2. Functions

a. Serve as HQMC/MARCORSYSCOM liaison at MARCORLOGBASES, Albany on all matters pertaining to security assistance.

b. Serve as MARCORLOGBASES, Albany focal point for all security assistance matters.

c. Develop procedures relevant to the processing of any requirements pertaining to international logistics.

d. Manage FMS cases for the Repair and Return Program/coordinate action with the Maintenance Centers/Contracts Department.

e. Coordinate P&A/LOA Data and Equity Lists at MARCORLOGBASES.

f. Coordinate foreign visit requests related to logistics or material for FMS cases support.

g. Coordinate on-the-job training for foreign visitor directly related to a FMS case.

h. Coordinate security assistance training requirements for MARCORLOGBASES.

i. Participate in program reviews/ILS Management Teams/Provisioning Conferences on weapon systems/services/ materiel sales to foreign governments.

3213. MAINTENANCE DIVISION (G320)

1. Mission. Provide technical direction and staff cognizance for the Maintenance Centers, Albany and Barstow. Serve as the focal point within the Marine Corps for implementation and execution of established depot maintenance policy relative to ground equipment. Maintain an optimum state of contract, organic, and interservice depot maintenance readiness in support of the Marine Corps force structure and mobilization plans. Prescribe Command policy, guidance, plans, and programs for depot maintenance operations including capability, capacity, facilities, shop floor process, equipment, manpower, distribution, depot management systems, and environmental and safety compliance. Implement Depot Maintenance Policy and Procedures established by HQMC. Act as the Marine Corps agent on the JPCG-DM. Formulate interservicing policy and resolve all joint depot maintenance issues and implement depot SOR studies. Act as the Marine Corps ILS depot maintenance representative for issues relating to fielded and acquisition of new weapon systems.

2. Functions

a. Serve as focal point for resolution of all depot maintenance related issues to include work loading, engineering, and business operations, etc.

b. Develop, coordinate, and oversee the execution of depot level maintenance policy, procedures, plans, and programs.

c. Maintain coordination with Army, Navy, Air Force, DoD, Coast Guard, and other government agencies on all depot maintenance matters.

d. Serve on joint service working groups and provide oversight to the JDMAG.

3214. BUSINESS BRANCH

1. Mission. Ensure the validity, accuracy, completeness, and timeliness of recording commitments, obligations, and expenditures. Provide guidance and requirements to the Maintenance Centers concerning budget formulation/execution. Provide depot maintenance operational analysis.

2. Functions

a. Provide guidance and oversight for the NWCF/MCDM.

b. Review, analyze and consolidate budgets submitted by the Maintenance Centers. Develop and maintain the MCDM Budget Submissions (Navy, OSD, and President's Budget) for the DLMP. Develop and submit reclamas in response to budget marks against the NWCF/MCDM.

c. Provide approved rates to the individual Maintenance Centers.

d. Monitor financial performance and budget execution. Maintain records of NWCF/MCDM operational and financial performance, analyze results, prepare special reports, study operational and financial conditions. Consolidate, analyze, and develop submissions of monthly and quarterly NWCF/MCDM performance reviews.

e. Act as the MARCORLOGBASES representative to external agencies concerning the operation and financial performance of the Maintenance Centers. Provide technical and functional expertise for internal and external performance reviews.

f. Direct and coordinate the development of the MCDM responses to data calls and inquiries from higher authority or external organizations; i.e., BRAC, MISMO, JDMAG, JPMG, and JLSC.

g. Coordinate, validate, and consolidate Maintenance Centers data to ensure consistency of reported information and conformance to established policies.

h. Direct, review, and approve cost benefit analyses and cost comparison studies pertinent to existing and potential maintenance workloads (including organic/contract/interservice) and work methods (economic and efficiency analyses).

i. Develop, formulate, revise, and execute O&M,MC Budget and POM to include JDMAG for overtime, TAD, supplies, contracts, and equipment. Write and edit narrative justification for projected funding, identify deficiencies, prepare special budget reports for management, and Comptroller.

j. Review and approve all major maintenance facility requirements and acquisitions costing in excess of $100,000.

k. Ensure core capability is retained within the Maintenance Centers to support readiness

and sustainability during contingencies.

3215. MAINTENANCE WORKLOAD BRANCH

1. Mission. Serve as single focal point in the Marine Corps responsible for repair of Marine Corps ground combat and combat support equipment. Develop, coordinate and manage execution of the Marine Corps master work plans. This embodies the negotiations, planning, programming, analyzing, evaluating, formulating, and consolidating weapon systemdepot maintenance requirements for source of repair assignments and execution management for Marine Corps, FMS, and other DoD and Federal agencies, and private contractors.

2. Functions

a. Provide Marine Corps analyses for SOR decisions and DMI reviews by JDMAG.

b. Coordinate development of decision implementation plans and depot activation plans to support DMISA's and competition items.

c. Direct the sourcing of all depot level maintenance support for Marine Corps ground assets.

d. Responsible for the evaluation and analysis of depot maintenance support provided to the Marine Corps from all sources.

e. Manage the Marine Corps MISO to authorize, coordinate, negotiate, and control DMISA for all maintenance services provided to and/or purchased from other Military agencies.

f. Provide depot maintenance input on joint service programs. Programs include Interservicing, Core, Defense Depot Maintenance Council Business Plan, and JDMAG Data Calls.

g. Provide analysis and recommendations of Depot SOR studies and develop Marine Corps requirements for the Defense Depot Maintenance Council Business Plan.

h. Provide approval for all planned and unplanned requirements of all work from any source requiring over 200 manhours of direct labor.

i. Coordinate, manage, and publish the current year MWS including coordination, approval, and promulgation of all changes to appropriate repair activity.

j. Coordinate, develop, manage, and publish a 6-Year Depot Level Workload Planning document for short-range/long-range planning to ensure efficient resource utilization and retention of core skills capability.

k. Participate in new acquisition LEM functions to include LAR and ILSMT meetings. Provide comments on logistics documents such as LAP's, and ILSP's.

l. Act as the representative to the MCCDC Analysis of Alternatives Oversight Board to ensure Marine Corps depot capabilities and requirements are considered prior to acquisition of new weapon systems and upgrades to fielded systems.

3216. ENGINEERING BRANCH

1. Mission. Serve as the single focal point for all technical matters and issues relating to ground combat and support equipment processed at the Maintenance Centers. This includes equipment worked at the Maintenance Centers under ISA's or under contract from private industry. Initiate actions and programs that develop and implement changes to do work processes, equipment, safety, environmental law compliance, and policy at both Maintenance Centers. Support the entire 5th echelon maintenance of equipment for the Marine Corps depots and act in an advisory capacity to the MARFOR in unscheduled, unexpected maintenance problems.

2. Functions

a. Develop and obtain approval of new policy initiatives designed to improve the depot maintenance function in such areas as material support, capacity management, equipment funding, productivity enhancement, technology, and resource management.

b. Provide technical expertise for internal and external review of proposed maintenance and quality control policies, plans, and programs.

c. Manage and evaluate quality control of products produced from all sources in support of the MCDM programs.

d. Direct and coordinate the development and utilization of Rebuild Standards, Depot Maintenance Work Requirements, and IROAN standards, used for the maintenance of Marine Corps ground equipment. Coordinate approval of these documents through HQMC. Coordinate with WSEM in the developing of SOW's. Coordinate with the Maintenance Centers to prepare cost estimates to develop MI's and TI's, assign a maintenance coordinator to develop such standards, and coordinate with the customer on the acceptance of such standards which have been developed. Plan and direct the development of all process standards to ensure processes are consistent between the Maintenance Centers

e. Evaluate and coordinate the engineering design, development, and acquisition of productivity improving industrial processes, procedures, and state-of-the-art production equipment to assure production of a quality product at the least cost maintaining environmental and safety compliance.

f. Serve as the Marine Corps representative of the Joint Service Depot Maintenance MILCON Review Panel, JTEG, JPMG and JDEP. Serve as the MARCORLOGBASES representative to the Marine Corps Corrosion Control Board.

g. Coordinate the establishment of required certification programs in the areas such as metal inspection, soldering, welding, weight lifting devices, hazardous material handling, and radiographic operations.

h. Serve in an advisory capacity to assist the Operating Forces in unscheduled, unexpected maintenance problems coordinated and resolved between the Maintenance Centers, WSEM, and HQMC.

i. Develop, coordinate, and review the E3 Program between the Maintenance Centers.

j. Review and approve all CPP requirements and acquisitions; i.e., Capital Equipment, Minor Construction, ADPE, and software which exceed the current CPP threshold.

3217. STORAGE AND DISTRIBUTION DIVISION (G330)

1. Mission. The S&DD provide technical direction and staff cognizance to FSCA and FSCB. Serve as the focal point within the Marine Corps for implementation and execution of established wholesale distribution policy relative to ground equipment. Exercise management oversight, control and fiscal responsibility for storage and distribution services provided to the Marine Corps by the DLA. Serve as the Marine Corps LEM for packaging, handling, storage, and transportation. Recommend Command policy, guidance, plans, and programs for distribution operations. Provide functional expertise in the area of storage and distribution to the AC/S (G3).

2. Functions

a. Execute technical direction and staff cognizance through policy and procedures to accomplish unity of effort for storage and distribution operations for MARCORLOGBASES.

b. Serve as focal point for resolution of distribution/transportation related issues for the Commander.

c. Plan, manage, control and provide oversight for DLA distribution services provided to the Marine Corps.

d. Coordinate the assignment of missions, objectives, and procedures relative to the stores distribution system.

3218. PLANS AND OPERATIONS BRANCH (G331)

1. Mission. Provide operational support for distribution activities of the Command. Review, develop and implement policy and procedures effecting supply and distribution operations. Provide LEM expertise packaging, handling, storage, and transport ation Marine Corps-wide. Provide oversight to and guidance for FSCA and FSCB assigned missions.

2. Functions

a. Serve as the Marine Corps focal point for tasks, objectives, long term storage planning and procedures related to
storage of wholesale PEI's assets held within the Marine Corps stores distribution system, at FSCA and FSCB and resolve issues which impede effective support to Marine Corps operating forces.

b. Coordinate the special requirements/projects with the Fleet Support Centers and other designated special storage sites.

c. Analyze, develop, and monitor storage and distribution systems for measuring all types of logistics management, operational efficiencies and functional requirements.

d. Develop contingency plans and readiness requirements, isolating and defining specific duties necessary to ensure objectives are accomplished to include research and evaluation of special projects and programs and long range operational and facilities support planning and functional requirements.

e. Serve as the LEM for the packing, handling, and storage function for the Marine Corps which entails all the processes, procedures and design considerations applied to ensure all weapon systems and support items are properly packaged for short and long term storage cycles and to meet shipping requirements.

f. Provide the Marine Corps position in the development and publication of technical requirements and operational procedures for the P3 Program. Review, revise, and update the Marine Corps Orders dealing with P3 for submission to HQMC for policy approval and publication.

g. Implement procedures, methods, and techniques necessary for effective management, collection, storage, and dissemination of P3 data in support of Marine Corps equipment.

h. Serve as the LEM for transportation policy within the Marine Corps. Provide technical guidance/support to the MARCORSYSCOM Project Manager on transportation, budget, and data requirements and ensure transportation is adequately addressed in all requirement documents and specifications.

i. Serve as Command focal point for the Warehouse Modernization Program. Coordinate,

and prioritize funding requests for warehouse storage aids, mobility enhancement and space utilization/improvement projects.

j. Serve as the Command focal point for coordination of issues relating to receipt, storage, and issue of radiological items, as well as handling and storage of hazardous materials.

k. Analyze and evaluate current systems and conducts feasibility studies such as economic analysis on proposed new systems/system changes. Coordinate and staff with FSCA and FSCB, other Departments/Centers and the Distribution Depots originated system modifications to evaluate impact of changes. Prepare recommendations for modifications of Class I management information systems and establish priority of S&DD projects in the C/IT Department (G6) and Information Support Division.

l. Develop procedures to accomplish business management objectives to ensure system capability between local and Joint Logistics Systems Center sponsored systems and CIM initiatives.

m. Execute technical direction and staff cognizance through policy and procedures to accomplish unity of effort for storage and distribution operations for MARCORLOGBASES.

n. Compare methods used within operating centers and evaluate for commonalty and compliance. Identify differences an d develop common procedures taking into account geographic uniqueness. This may involve originating, staffing of directives, system change requests and/or revising existing operating procedures.

o. Reviews DoD policy changes, staffs with operating departments/centers, coordinate and resolve differences and provide coordinated reply to DoD sponsor.

p. Represent the Marine Corps in Joint Service working groups for performance measures, policy, procedures, and initiatives relating to supply and distribution functions.

q. Review operating procedures, directives, orders, and guidelines relating to storage and distribution functions. Interpret and determine impact of new system functional policy, procedures, and guidelines from higher authority.

r. Serve as the Command coordination point for storage and distribution issues for mobilization withdrawals during contingency or crisis situations.

s. Act as the coordinating agency for all storage and distribution functions related to mobilization planning and exercise program.

3219. SUPPLY SUPPORT BRANCH (G332)

1. Mission. Provide overall fiscal and functional coordination, prioritization, and

management control for several large programs. Develop, promulgate, and interpret objectives, guidance, and requirements and recommend distribution/redistribution of program funding. Analyze competing requirements and seek resolution of deficiencies.

2. Functions

a. Plan, programs, budgets, and control resources for the SSP, Reserve Technical Assistance Program, Marine Corps Replenishment Publications, DLA Distribution Services and Internal Operations.

b. Develop and evaluate workload data, resource requirements and emerging priorities. Monitor execution of program funds and recommend reprogramming of funds to meet overall Marine Corps requirements.

c. Coordinate the Supply Depot Operations Program with the DLA and the Life Cycle Management Center for services associated with receipt, storage and issue of Marine Corps equipment and supplies.

d. Develop, review, and negotiate requirements and specifications for the ISA's for DLA distribution services. Ensure requirements and services provided meet Marine Corps needs.

e. Provide fiscal management oversight, work load monitoring, policy and procedures interpretation/resolution, for storage and distribution services provided by DLA.

f. Manage and maintain funding and accounting records for DLA distribution services. Analyze financial, quality and performance data, conduct cost comparisons and statistical analyses. Redistribute funding, challenge costs of services, and resolve conflicts between work and pay.

g. Prepare and provide input to the operational phases of the Marine Corps storage and distribution operation program and funding requirements which impact: allocation of workload, and establish annual operation/services budget for Marine Corps-wide Supply Depot Operations.

h. Conduct continuous planning and review of supply and distribution operations.

i. Compare methods used within operating centers and evaluate for commonalty and compliance. Identify differences an d develop common procedures taking into account geographic uniqueness.

j. Plan and coordinate a "Readyline" of PEI's to support readiness and sustainment.

k. Provide management oversight and guidance for the Marine Corps Reserve Technical Assistance Program. Guide development and establish the annual schedule.

l. Solicit, assemble, consolidate and recommend overall Command prioritization of supply management requirements relative to OTC items/equipment's.

m. Coordinate and provide oversight for special requirements, significant programs (MPS, EEAP) and the overall SSP involving the receipt, assembly, disassembly, inventory, storage, care-in-stores, and issue for components and end items.

3220. INFORMATION SUPPORT DIVISION (G340)

1. Mission. Perform the management, requirements development, and policy implementation for those logistics management systems assigned by the COMMARCORLOGBASES as system sponsor. Coordinate with HQMC on evolving wholesale and selected retail policies/systems. Collaborate with internal as well as external organizations in the management, control and analysis of all integrated logistics procedures as they relate to information support systems. Act as Command focal point on all MILS, MILSTRIP, MILSTRAP, MILSBILLS, FLIS, MILSTEP changes, etc. Serve as focal point for the Command and control of daily execution of logistics applications, resolution of system functional problems, and serves as Command DBM for assigned systems.

2. Functions. (Below relates to wholesale and assigned retail AIS's.)

a. Provide customer support for functional end-user in day-to-day operation.

b. Perform management and policy implementation for assigned logistics AIS's.

c. Develop Requirement Statements, Functional Requirement Definitions, and the performance of other tasks related to systems changes, new development, integration, and implementation.

d. Serve as Command focal point for operational analysis, evaluation, impact and implementation for all DoD MILS mandated/proposed changes; i.e., MILSTRIP, MILSTRAP, MILSTEP, FLIS, MILSTAMP, FEDLOG, etc.

e. Prepare system specification to direct/request changes needed as a result of approved MILS changes or other required procedural changes.

f. Serve as the system sponsor for Marine Corps owned wholesale and assigned retail logistics systems.

g. Conduct user training for legacy systems and newly developed implemented systems.

h. Provide or develop functional requirements, relating to assigned DoD migrating systems and Marine Corps legacy systems. Develop, coordinate and control site acceptance testing. Coordinate and provide functional support in the maintenance,

testing, and documentation of the AIS.

i. Provide support for the analysis, design, development, and testing of the required interfaces/shells/bridges migrating systems and Marine Corps legacy systems.

j. Perform analysis of proposed policy changes to determine the impact of new or revised policy on existing legacy systems, functionality, as well as impact to systems currently under development. Based on this analysis, develop system change re quirements.

k. Coordinate with Project Managers implementing DoD migrating systems for identification of interface and shell requirements for total systems development.

l. Collaborate in the development of systems specifications for new or revised DoD standard systems/programs as required or directed with other CIM's, Marine Corps major system Project Managers.

m. Perform periodic analysis of assigned logistics legacy systems to maximize productivity. Recommend changes to modernize existing manual/automated systems by applying modern technology to satisfy evolving mission needs, improve mission performance, and reduce current or future operation and support costs. Receive, review and/or develop SMR's, Engineering Change Proposals, etc., to specify the recommended changes to Baseline systems.

n. Participate on HQMC and DoD ESC Working Groups for logistics systems development, and new or revised policy, procedures, and systems.

o. Participate and support the implementation of migrating/selected systems within Marine Corps until the systems are fully operational.

p. Serve as the functional Command representative on Configuration Management Control Boards, both internal and external, and collaborate in the approval, rejection, modification, deferral, and cancellation process for all changes to legacy and migrating systems through active participation.

q. Perform ad hoc data retrieval for logistics information.

r. Serve as focal point for changes to automated information systems.

s. Develop projected costs, implementation time frames, and prioritize Marine Corps-owned pending legacy system modifications for approval by HQMC.

t. Perform as the System Administrator for receipt of migrating standard systems releases for installation of the release into a test domain on the mainframe computer; conducting operational test and evaluation; operational test and acceptance prior to implementation by the Marine Corps.

u. Participate in the designing, testing, and implementation of AIS's to support functional user requirements, as well as DoD mandated requirements.

v. Work with (G6) help desk in resolving problems.

w. Coordinate with other appropriate activities, internal and external, supporting DoD standard system applications, ensuring DoD implementation strategy/programs are supported and satisfy the functional needs.

x. Collaborate plans to support integration efforts to include operation of DoD standard systems, MegaCenter migration, and other efforts as identified.

y. Participate in preparation of feasibility studies, position papers, impact analysis, and recommendations as related to integration efforts for migration, implementation schedule changes, system replacements, and testing.

z. Provide functional user representation on DoD working groups related to logistics systems.

aa. Analyze system functionality's, processes, specifications, flow charts, modules, etc. to ensure functional requirements are included in any new projected system.

bb. Serve as a Marine Corps DBM.

cc. Identify functional deficiencies of logistics systems in operation and develop specifications for correction.

dd. Participate in the development of long-range strategy for implementation of DoD migrating system.

ee. Serve as focal point between end-user/customer, developer, and/or (G6) resolution of system problem.

ff. Provide final system approval on AIS changes with end-user/customer concurrence.

gg. Prepare and validate weekly, monthly, and quarterly AIS processing schedules for all assigned systems as the functional focal point. Coordinate with Megacenter as required to ensure smooth execution of all applications.

hh. Serve as Command focal point for issues with the DIST, DASS, and annual price changes.

ii. Monitor file compatibility between DLSC and all applicable internal legacy system files.

jj. Review system-generated errors to determine cause of the errors and take appropriate

action to correct the problem.

kk. Serve as the Chair of the Marine Corps Functional Review Board for the DoD legacy systems.

ll. Serve as Command focal point for WSSP database.

mm. Manage the Marine Corps MOV and MRO Follow Up Programs.

nn. Develop Department's position on logistics systems issues.

oo. Perform Life-Cycle Management of development, maintenance, testing, and implementation of assigned systems.

pp. Serve as the Command focal point for legacy and DoD migrating systems associated with cataloging, CMIS, provisioning, inventory and supply management.

3221. LOGISTICS DATA SYSTEMS BRANCH (G341)

1. Mission. Logistics Data Systems Branch accomplish the functions of the Information Support Division for the functional analysis and requirements determination on matters related to mainframe and mid-tier applications used at MARCORLOGBASES. Systems and processes under the cognizance of this branch includes but is not limited to: Automated Contracts (SS05), CDDCS, ITIMP, TDMS, Item Applications (SS09), Provisioning (SS10), Annual Price Change, DIIP, Interchange and Substitutability, WSSP, TMS, CMIS, ERP, MRP II, FEM, EIS, and TIMA.

2. Functions

a. Provide customer support for functional end-user/customer in day-to-day operations.

b. Perform management and policy implementation for assigned logistics AIS.

c. Develop requirement statements, functional requirement definitions, and the performance of other tasks related to systems changes, new development, integration, and implementation.

d. Serve as Command focal point for operational analysis, evaluation, impact and implementation for all DoD MILS mandated/proposed changes, i.e., FLIS, MILSTAMP, FEDLOG, etc.

e. Prepare system specification to direct/request changes needed as a result of approved MILS changes or other required procedural changes.

f. Serve as the system sponsor for Marine Corps owned wholesale logistics systems.

g. Conduct user training for legacy systems and newly developed implemented systems.

h. Provide functional requirements, relating to DoD migrating systems and Marine Corps legacy systems. Develop, coordinate and control site acceptance testing. Coordinate and provide support in the maintenance, testing, and documentation of the AIS.

i. Provide support for the analysis, design, development, and testing of the required interfaces/shells/bridges migrating systems and Marine Corps legacy systems.

j. Perform analysis of proposed policy changes to determine the impact of new or revised policy on existing legacy systems, functionality, as well as impact to systems currently under development. Based on this analysis, develop system change requirements.

k. Coordinate with Project Managers implementing DoD migrating systems for identification of interface and shell requirements for total systems development.

l. Collaborates in the development of systems specifications for new or revised DoD standard systems/programs as required or directed with other CIM's, Marine Corps major system project managers.

m. Perform periodic analysis of assigned logistics legacy systems to maximize productivity. Recommend changes to modernize existing manual/automated systems by applying modern technology to satisfy evolving mission needs, improve mission performance, and reduce current or future operation and support costs. Receive, review and/or develops SMR's, Engineering Change Proposals, etc., to specify the recommended changes to baseline systems.

n. Participate on HQMC and DoD ESC Working Groups for logistics systems development and new or revised policy, procedures, and systems.

o. Participate and support the implementation of migrating/selected systems within Marine Corps until the systems are fully operational.

p. Serve as functional representative on Configuration Management Control Boards, both internal and external, and collaborate in the approval, rejection, modification, deferral, and cancellation process for all changes to legacy and migrating systems through active participation.

q. Perform ad hoc data retrieval for logistics information.

r. Serve as focal point for changes to automated information systems.

s. Develop projected costs, implementation time frames, and prioritize Marine Corps owned pending legacy system modifications for approval by HQMC.

t. Perform as the System Administrator for receipt of migrating standard systems releases for installation of the release into a test domain on the computer; conducting operational test and evaluation; operational test and acceptance prior to implementation by the Marine Corps.

u. Participate in the designing, testing, and implementation of AIS's to support functional user requirements, as well as DoD mandated requirements.

v. Work with (G6) Helpdesk in resolving problems.

w. Coordinate with other appropriate activities, internal and external, supporting DoD standard system applications, ensuring DoD implementation strategy/programs are supported and satisfy the functional needs.

x. Collaborate plans to support integration efforts to include operation of DoD standard systems, megacenter migration, and other efforts as identified.

y. Participate in preparation of feasibility studies, position papers, impact analysis, and recommendations as related to integration efforts for migration, implementation schedule changes, system replacements, and testing.

z. Provide functional user representation on DoD working groups related to logistics systems.

aa. Analyze system functionality's process, specifications, flow charts, modules, etc. to ensure functional requirements are included in any new projected system.

bb. Identify functional deficiencies of logistics systems in operation and develop specifications for correction.

cc. Participate in the development of long-range strategy for implementation of DoD migrating systems.

dd. Serve as focal point between end-user/customer, developer, and/or (G6) for resolution of system problem.

ee. Provide final system approval on AIS changes with end-user/customer concurrence.

ff. Prepare and validate weekly, monthly, and quarterly AIS processing schedules for all assigned systems as the functional focal point. Coordinate with megacenter as required to ensure smooth execution of all applications.

gg. Serve as focal point for all issues with the annual price changes.

hh. Monitor file compatibility between DLSC and all applicable internal legacy system files.

ii. Review system generated errors to determine cause of the errors and take appropriate action to correct the problem.

jj. Serve as the Chair of the Marine Corps Functional Review Board for the DoD legacy systems.

kk. Serve as Command focal point for WSSP database.

ll. Develop (G3's) position on logistics issues/systems.

mm. Perform life-cycle management of development, maintenance, testing, and implementation of assigned systems.

3222. MATERIEL/FINANCIAL MANAGEMENT SYSTEMS BRANCH (G342)

1. Mission. Materiel/Financial Management Systems Branch accomplish the functions of the Information Support Division for the functional analysis and requirements determination on matters related to mainframe and mid-tier applications used at MARCORLOGBASES. Systems and processes under the cognizance of this branch includes but is not limited to: SCS, APRS, Stores Accounting (SS04), MRP, DSSC, LIS, Allotment Accounting (SS17), AUTODIN, MP&E, MOWASP (SS06), Set Assembly, Serial Number Tracking, Stratification, Forecasting, and Replenishment Review.

2. Functions

a. Provide customer support for functional end-user in day-to-day operation.

b. Perform management and policy implementation for assigned logistics automated information systems.

c. Develop requirement statements, functional requirement definitions, and the performance of other tasks related to systems changes, new development, integration, and implementation.

d. Serve as Command focal point for operational analysis, evaluation, impact and implementation for all DoD MILS mandated/proposed changes, i.e., MILSTRIP, MILSTRAP, MILSTEP, etc.

e. Prepare system specification to direct/request changes needed as a result of approved MILS changes or other required procedural changes.

f. Serve as the system sponsor for Marine Corps owned wholesale logistics systems.

g. Conduct user training for legacy systems and newly developed implemented systems.

h. Provide functional requirements, relating to DoD migrating systems and Marine Corps legacy systems. Develop, coordinate and control site acceptance testing. Coordinate and provide support in the maintenance, testing, and documentation of the AIS.

i. Provides support for the analysis, design, development, and testing of the required interfaces/shells/bridges migrating systems and Marine Corps legacy systems.

j. Perform analysis of proposed policy changes to determine the impact of new or revised policy on existing legacy systems, functionality, as well as impact to systems currently under development. Based on this analysis, develop system change requirements.

k. Coordinate with Project Managers implementing DoD migrating systems for identification of interface and shell requirements for total systems development.

l. Collaborate in the development of systems specifications for new or revised DoD standard systems/programs as required or directed with other CIM's, Marine Corps major system project managers.

m. Perform periodic analysis of assigned logistics legacy systems to maximize productivity. Recommend changes to modernize existing manual/automated systems by applying modern technology to satisfy evolving mission needs, improve mission performance, and reduce current or future operation and support costs. Receive, review and/or develop SMR's, Engineering Change Proposals, etc., to specify the recommended changes to baseline systems.

n. Participate on HQMC and DoD ESC Working Groups for logistics systems development and new or revised policy, procedures, and systems.

o. Participate and support the implementation of migrating/selected systems within Marine Corps until the systems are fully operational.

p. Serve as functional representative on Configuration Management Control Boards, both internal and external, and collaborate in the approval, rejection, modification, deferral, and cancellation process for all changes to legacy and migrating systems through active participation.

q. Perform ad hoc data retrieval for logistics information.

r. Serve as focal point for changes to automated information systems.

s. Develop projected costs, implementation time frames, and prioritize Marine Corps owned pending legacy system modifications for approval by HQMC.

t. Perform as the System Administrator for receipt of migrating standard systems releases for installation of the release into a test domain on the computer; conducting operational

test and evaluation; operational test and acceptance prior to implementation by the Marine Corps.

u. Participate in the designing, testing, and implementation of AIS's to support functional user requirements, as well as DoD mandated requirements.

v. Work with (G6) Helpdesk in resolving problems.

w. Coordinate with other appropriate activities, internal and external, supporting DoD standard system applications, ensuring DoD implementation strategy/programs are supported and satisfy the functional needs.

x. Collaborate plans to support integration efforts to include operation of DoD standard systems, megacenter migration, and other efforts as identified.

y. Participate in preparation of feasibility studies, position papers, impact analysis, and recommendations as related to integration efforts for migration, implementation schedule changes, system replacements, and testing.

z. Provide functional user representation on DoD working groups related to logistics systems.

aa. Analyze system functionalities, processes, specifications, flow charts, modules, etc. to ensure functional requirements are included in any new projected system.

bb. Identify functional deficiencies of logistics systems in operation and develop specifications for correction.

cc. Participate in the development of long-range strategy for implementation of DoD migrating systems.

dd. Serve as focal point between end-user/customer, developer, and/or (G6) resolution of system problem.

ee. Provide final system approval on AIS changes with end-user/customer concurrence.

ff. Prepare and validate weekly, monthly, and quarterly AIS processing schedules for all assigned systems as the functional focal point. Coordinate with megacenter as required to ensure smooth execution of all applications.

gg. Review system generated errors to determine cause of the errors and take appropriate action to correct the problem.

hh. Serve as the Chair of the Marine Corps Functional Review Board for the DoD legacy systems.

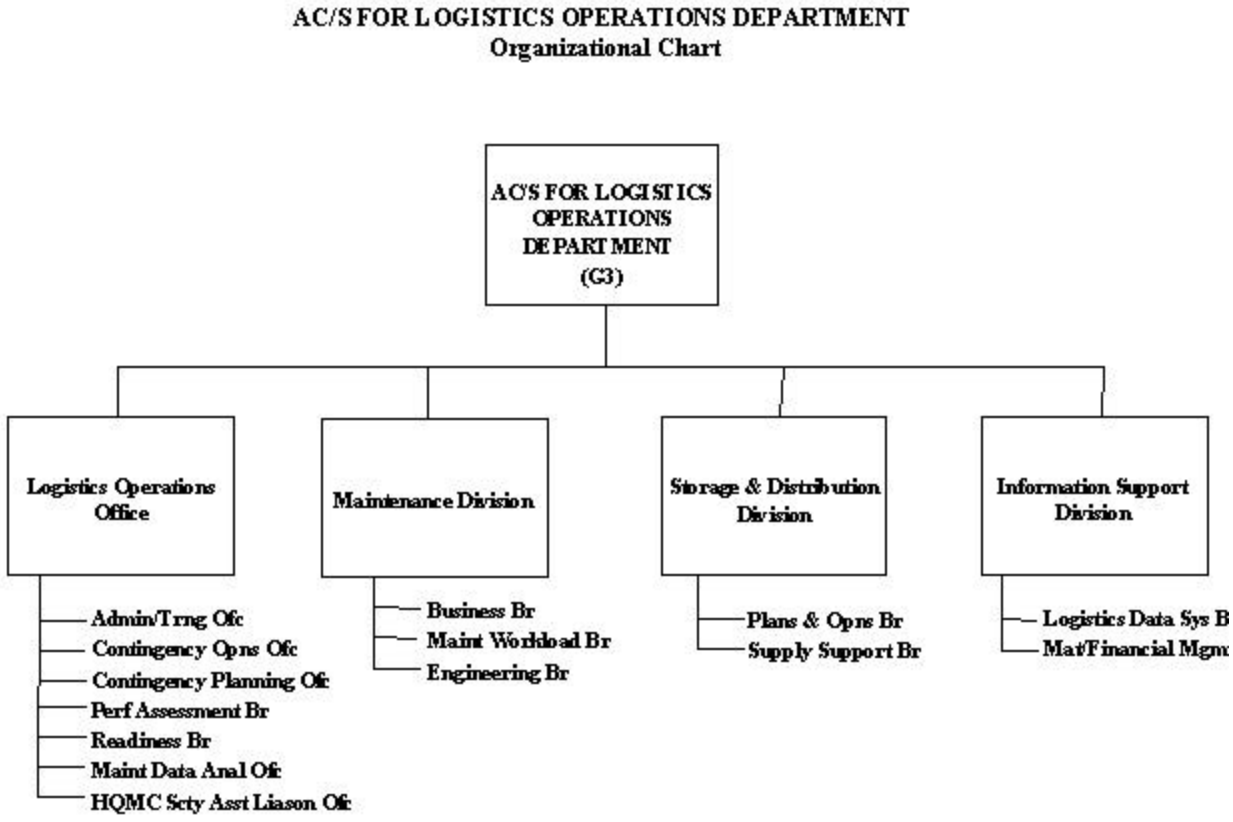
ii. Develop (G3's) position on logistics issues/systems.

jj. Perform life-cycle management of development, maintenance, testing, and implementation of assigned systems.

kk. Serve as a Marine Corps DBM.

ll. Manage the Marine Corps MOV and MRO follow up programs.

Figure 3-3.--AC/S for Logistics Operations Department Organizational Chart



3300. ASSISTANT CHIEF OF STAFF FOR INSTALLATIONS AND LOGISTICS DEPARTMENT, (G4)

1. Mission. Serve as the Principal Staff Assistant to the COMMARCORLOGBASES for installations and logistics. Provide Command logistics support, including radioactive materials control for the entire Marine Corps, and oversight of facilities, environmental, safety and related engineering matters in support of MARCORLOGBASES. (Organizational chart shown in figure 3-4.)

2. Functions

a. Serve the CG as Staff Officer for the Installations and Logistics Department.

b. Direct, coordinate, and control programs through subordinate Offices to execute the mission.

c. Prepare detailed procedures to implement plans, policies, programs, and objectives pertaining to operation of the Department.

3301. OPERATIONS OFFICE (G410)

1. Mission. Provide a variety of administrative and management services to the Department in the area of resource management. Particular areas of concern are immediate, long-range, and special planning; research and evaluation; financial programming and management, and budget formulation and execution.

2. Functions

a. Develop policy and procedures for effective management and administration.

b. Compile, prepare, and execute budgets for the Department; prepare financial reports and statistical data.

c. Monitor and coordinate manpower resources/requirements of the Department.

d. Provide performance assessment and reporting in support of the Department mission.

e. Perform liaison with other Departments and Base activities.

3302. RADIOLOGICAL CONTROLS OFFICE (G420)

1. Mission. Implement and maintain appropriate control measures to protect the public

and environment from the hazards associated with Marine Corps sources of ionizing and non-ionizing radiation for the entire Marine Corps.

2. Functions

a. Obtain and administer permits under the Navy's Master Material License for all radioactive material within the Marine Corps.

b. Provide primary oversight of installation radiological control programs within the Marine Corps.

c. Provide technical expertise, guidance training and support to installation and unit radiation safety officers, radiation protection officers and users to adequately control the procurement, transfer, use, storage, handling and disposal of radioactive material.

d. Provide inventory control for all radioactive material within the Marine Corps.

3303. FACILITIES AND ENGINEERING OFFICE (G430)

1. Mission. Provide oversight and coordination of engineering, construction and maintenance for MARCORLOGBASES mission essential facilities.

2. Functions

a. Provide industrial and facilities engineering coordination within LOGBASES and with external groups such as Joint DoD Committees.

b. Coordinate and help prioritize MILCON projects for mission essential facilities.

c. Facilitate mission supporting projects, maintenance, repair and renovation at each of the subordinate Bases.

3304. ENVIRONMENTAL AND SAFETY OFFICE (G440)

1. Mission. Provide oversight and coordination of environmental and industrial safety for MARCORLOGBASES.

2. Functions

a. Provide management of the Command's ODS PROGRAM.

b. Provide oversight of the implementation of the EPA Military Munitions Rule.

c. Coordinate industrial safety and environmental programs at each of the subordinate

Bases.

d. Provide oversight of the Command's VOC Reduction Program.

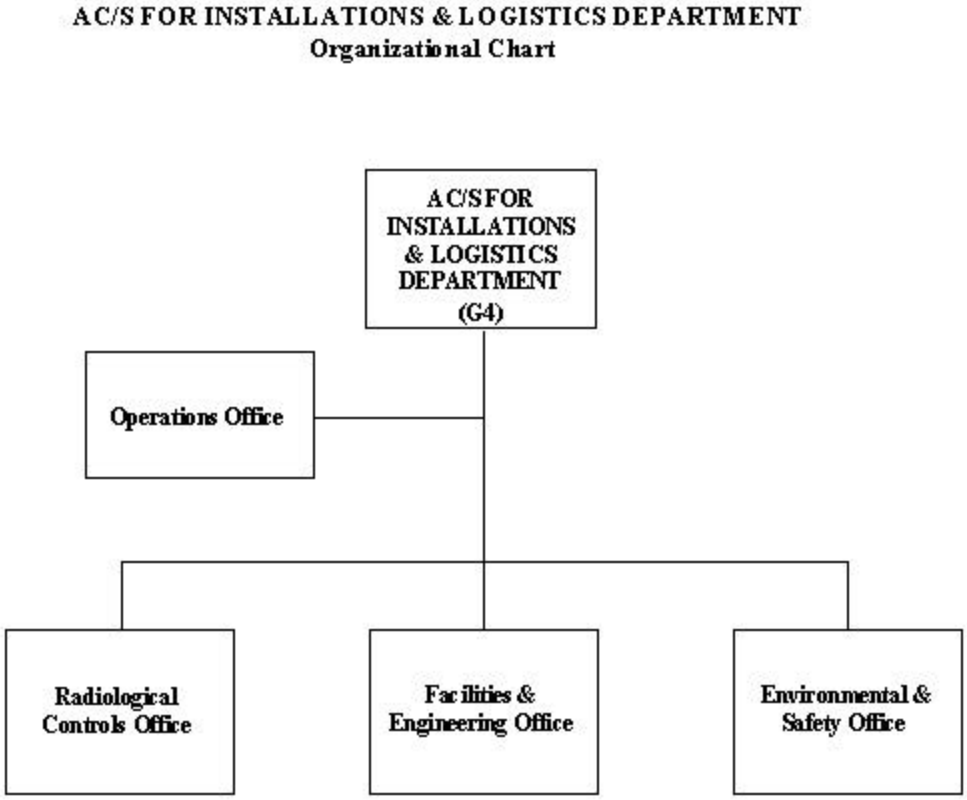


Figure 3-4. --AC/S for Installations and Logistics Department Organizational Chart

CHAPTER 3
GENERAL STAFF
SECTION 4: AC/S (G5)

3400. <u>ASSISTANT CHIEF OF STAFF FOR PLANS, PROJECTS AND ANALYSIS DEPARTMENT, (G5)</u>

1. Mission. Serve as the principal staff assistant to the COMMARCORLOGBASES for strategic plans, projects and analysis. Develop, integrate and facilitate the Command long range/strategic plans and facilitate the implementation of strategic logistics core policies; serve as the focal point for new initiatives and quick response analysis; and provide project management and logistics analysis capability. Serve as the Command focal point for Precision Logistics issues. (See figure 3-5 for organizational chart.)

2. Functions

a. Prepare long range plans and strategic position affecting Marine Corps and Command.

b. Review Marine Corps/joint service logistics plans and programs to determine impact on the Marine Corps and Command.

c. Facilitate TQL principles across the Command.

d. Analyze external environment impacts on current and future DoD/Marine Corps/Command initiatives.

e. Provide logistics/management analysis support to the Command.

f. Develop and maintain for the Command and/or the Marine Corps, a collection of decision support data repositories consisting of a variety of automated and semi-automated information systems related to materiel and sustainment capability, maintenance planning, weapon system life cycle management, and supply support.

g. Serve as Command focal point for strategic logistics policies, new initiatives/quick response analysis and project management capability.

h. Perform capability assessments and impact evaluations of changing scenarios.

i. Manage the processes for the PEI stratification and MCDSS.

j. Manage the implementation of Marine Corps and Joint Service AIS's.

k. Analyze and facilitate the integration of operating business procedures with other services.

l. Act as liaison internal/external to the Command for the purpose of identifying and resolving policy/procedure deficiencies that require in-depth analysis or project management.

m. Coordinate Command Precision Logistics efforts.

3401. OPERATIONS OFFICE (G505)

1. Mission. Provide a single focal point/point of entry for logistics policy and new initiatives, quick response analysis, as well as a single point of exit for resultant responses. Coordinate the civilian personnel program, training needs, and provide financial planning and development of POM for the (G5).

2. Functions

a. Serve as the point of entry from both internal and external sources for the receipt of requirements for plans, projects, ta sks, quick responses, and studies pertaining to strategic planning and logistics plans and policies.

b. Evaluate and validate requirements, and make appropriate task assignments.

c. Coordinate with supporting organizations when required to execute an assigned project.

d. Monitor the progress of assignments; providing facilitation as required to assist other organizations in execution of the assignment.

e. Advise the AC/S and Deputy AC/S, (G5) on incoming projects, assignments made, and status of assignments.

f. Review/comment on completed assignments prior to their release. Ensure appropriate distribution after approval/release.

g. Evaluate issues received and determine the need for internally generated initiatives. Ensure that "predictable" initiatives/regularly scheduled initiatives are assigned to cognizant organizations at least a lead time in advance of anticipated requirement.

h. Maintain T/O and monitor authorized manning levels for the (G5).

i. Administer the incentive awards program, process civilian personnel actions and maintain personnel records for the (G5).

j. Develop, coordinate, and administer all necessary budgetary and financial data including FA reports.

k. Manage the mail and file systems by receiving , identifying, and distributing incoming correspondence for (G5).

l. Responsible for office furniture and related type equipment.

m. Serve as the focal point for the (G5) internal management control programs.

n. Collate and publish the (G5) requirements parameters and assumptions used during the POM and budget development.

o. Coordinate and manage the assignment, training, and administration of personnel within (G5).

3402. PLANS DIVISION (G510)

1. Mission. Assist the AC/S, (G5) to coordinate and supervise staff activities pertaining to policy, plans, and memoranda, regarding current and future strategy, governmental/military/private sector matters; military assistance activities, and policy for joint logistics organizations. Additionally, serve as the Command focal point for Reinventing Government issues.

2. Functions

a. Develop recommendations on strategic, operational and governmental/military/private sector matters.

b. Advise and assist in preparation and review of strategic plans and studies, and related staff efforts concerning current and future logistics strategy, joint/combined/service policy and doctrine.

c. Participate in the review and analysis of programs and program requests prepared by services and DoD agencies affecting MARCORLOGBASES.

d. Maintain intra-Marine Corps liaisons and coordinate with joint service and other governmental agencies on matters for which the Department is responsible.

e. Provide MARCORLOGBASES action officers, points of contact and planners to lead in the formulation of service and joint reports and positions on matters for which the Department is responsible.

f. Manage the formulation and review of MARCORLOGBASES' position on strategic core logistics doctrine for HQMC, other services, joint/combined organizations, DoD and other governmental agencies as required.

g. Manage the development of the MARCORLOGBASES strategic plan.

h. Coordinate MARCORLOGBASES changes to Command policy, doctrine, and philosophy.

i. Maintain active liaison with other governmental and private sector agencies on new logistics concepts that may have an impact on MARCORLOGBASES and the Marine Corps.

j. Serve as Command focal point for TQL policies and guidance

3403. Strategic PLANS Branch (G511)

1. Mission. To develop and coordinate plans for changes in policy and procedures affecting the operational functions of MARCORLOGBASES organizations.

2. Functions

a. Identify new concepts in logistics policies, doctrine, and procedures.

c. Provide MARCORLOGBASES focal point for new concepts and strategies impacting the business of logistics.

d. Provide information relating to new logistics concepts and strategies to Marine Corps commands.

e. Perform liaison actions with government and industry to stay abreast of new concepts, strategies and ideals.

f. Develop the baseline of the MARCORLOGBASES strategic plan and support subsequent implementation of the strategic plan.

g. Produce and edit the quarterly Marine Corps Logistics Bulletin.

h. Generate and disseminate guidance on procedural and regulatory requirements for TQL policy to be applied within processes and services.

i. Provide technical advice and assistance to the Command Headquarters and QLB's regarding principles, concepts, and methodology.

3404. STRATEGIC INTEGRATION BRANCH (G512)

1. Mission. Develop, coordinate and implement strategies to achieve new concepts, logistics policies, doctrine and procedures improving the operational functions of MARCORLOGBASES. Coordinate and maintain liaison with DoD, HQMC, other services and industry to stay abreast of emerging political, military and private sector logistics trends.

2. Functions

a. Manage the review of strategic studies, and related staff efforts e.g. programs and program change requests concerning current and future logistics strategy,

joint/combined/service policy and doctrine.

b. Prepare and integrate long range plans for the adoption and implementation of new initiatives, adopted concepts, and mandated changes.

c. Maintain liaison intra Marine Corps, joint service, and with other governmental agencies in matters pertaining to new logistics concepts.

d. Responsible for supporting the implementation of strategic plans.

e. Develop MARCORLOGBASES implementation plans for changes to policy, doctrine, and operating procedures.

f. Interpret and implement recommendations of logistics planning guidance received from HQMC and DoD as assigned.

g. Develop short and long range innovating methods/techniques to achieve currency in logistics plans.

3405. Analysis Division (G520)

1. Mission. Provide logistics analysis support to the Command. Develop and maintain for the Command and/or the Marine Corps, a collection of decision support data repositories consisting of a variety of automated and semi-automated information systems related to materiel and sustainment capability, maintenance planning, weapon system life cycle management, and supply support. Develop and facilitate Precision Logistics issues in support of MARCORLOGBASES.

2. Functions

a. Conduct analysis in support of logistics programs/studies.

b. Evaluate logistics policies and recommend action.

c. Analyze logistics problems using quantitative and qualitative methodologies.

d. Provide technical assistance support to logistics analysis.

e. Perform capability assessments and impact evaluations of changing scenarios.

f. Establish and maintain a Command project data information library.

g. Develop, analyze, and validate Precision Logistics strategies

3406. Studies AND Analysis Branch (G521)

1. Mission. Provide recommendations, information, and solutions for logistics-related topics to support the MARCORLOGBASES, MARFOR units, and DoD Agencies. Study and analyze logistical problems using various quantitative and qualitative methodologies. Evaluate logistics policies using scientific methods to determine the appropriate course of action. Coordinate audit responses for issues relating to logistics. Provide planning for quick response and short-range development projects. Serve as the manager for the MCDSS.

2. Functions

a. Provide strategic logistics analysis in support of the Marine Corps and MARCORLOGBASES .

b. Perform in-house research and quantitative/qualitative analysis of strategic logistics core functions and processes.

c. Evaluate the impact of proposed new strategic core logistics policies.

d. Act as the Command liaison to internal/external analytical organizations.

e. Serve as the logistics focal point for audits and studies conducted by outside agencies.

f. Conduct analysis of directives from external command agencies for impact to core strategic logistics functions.

g. Develop policy relative to core strategic logistics.

h. Determine and implement MCDSS.

3407. Decision Support BRANCH (G522)

Mission. Serve as the Command focal point to perform analysis, gather statistical data, prepare briefs, and answer taskers with regard to the readiness/sustainment of total Marine Corps WMR and PEI visibility. Provide quick response logistics analysis support and technical assistance to Marine Corps activities, other services, and federal agencies, as appropriate.

3408. Decision Support SECTION (g522-1)

1. Mission. Perform analysis, gather statistical data, prepare briefs, and answer taskers with regard to the readiness/sustainment of total Marine Corps WMR and PEI visibility. Provide quick response logistics analysis support and technical assistance to Marine

Corps activities, other services, and federal agencies, as appropriate.

2. Functions

a. Compile, maintain, and manage the data warehouse within MCDSS. Compile and maintain other automated and/or semi-automated data repositories related to materiel and sustainment capability, maintenance planning, weapon system life cycle management, and supply support.

b. Conduct liaison with data source organizations to ensure the accuracy, completeness, and correctness of data.

c. Model and develop formulas, computations, methods, and processes for Decision Support System data.

d. Conduct analysis and evaluation of policies, regulations and procedural changes as assigned.

e. Establish and maintain data items dictionary elements for Albany-sponsored data and external organization's data.

f. Provide cost benefit analysis as assigned.

g. Provide T/E requirements to ME/OC for use in the requirements determination process (DLMP).

h. Develop and administer training in regards to Decision Support System data.

i. Serve as focal point for asset posture requests from HQMC, DoD, and other agencies.

j. Direct War Game Simulation requirements.

k. Compute and identify WMR for the DLMP for all PEI's.

l. Record, maintain, analyze, and furnish PEI allowance/asset data for inclusion in the HQMC POM cycle.

m. Maintain the National Guard and Reserve Equipment Report.

3409. Automated Systems Support Section (G522-2)

1. Mission. Provide technical automated systems support to the Department.

2. Functions

a. Provide user input for development of systems procedures and policy.

b. Provide ad hoc programming services with off-the-shelf application environments.

c. Provide systems support for computers and coordinate system analysis design and problem resolution.

d. Manage unit property accounts for PC hardware.

e. Provide the data control administrator support to include all mainframe security.

f. Identify and budget for PC hardware and software requirements.

g. Provide programming and problem resolution support to the Department's MDS system.

h. Serve as focal point between user and developer for resolution of PC system support problems.

i. Develop Department's position on PC systems issues.

j. Conduct functional analysis/user testing on newly developed PC AIS.

k. Assist in the implementation of new PC systems.

l. Act as liaison with ADP security concerning virus protection and software security issues.

m. Act as liaison with Computer Equipment Branch, (G6), for hardware repair.

n. Responsible for PC hardware and software installation.

o. Develop short and long-range requirements for PC software and hardware.

p. Provide LAN administration support.

3410. CAPABILITY EVALUATION PROGRAM REQUIREMENTS OFFICE (G522-3)

1. Mission. Serve as the Marine Corps Development and Implementation Team for the MCDSS. This Office is tasked with automating the PEI Stratification, the DLMP and Capability (Readiness and Sustainment) process into one. This system will enable the Marine Corps to determine the total WMR, provide complete visibility of PEI deficiencies/excesses and identify funding requirements (PMC and O&M,MC).

2. Functions

a. Ensure functional, technical and programmatic requirements are met.

b. Ensure data standardization policies and procedures are applied.

c. Prepare documentation; (i.e., training, acquisition) pertinent to the program.

d. Manage/review the development of test plans.

e. Oversee and coordinate participation in developmental testing and evaluation.

f. Ensure adequate training is provided for all users (internal and external to this Command).

g. Ensure program stays within scope, is delivered on time, and within budget.

h. Develop memorandum of understanding with interface agencies.

i. Develop Command implementing instructions and operating procedures.

j. Ensure requirements for future phases of MCDSS are documented (internal and external to this Command).

3411. PRECISION LOGISTICS OFFICE

1. Mission. Serve as the Command focal point for Precision Logistics issues. Provide impetus to drive down MARCORLOGBASES' logistics response times.

2. Functions

a. Interface with HQMC, internal/external Marine Corps agencies, other service agencies, and industry to screen for applicable Precision Logistics information and methodologies.

b. Develop, analyze, validate, Precision Logistics processes.

c. Recommend and facilitate Precision Logistics methodologies to MARCORLOGBASES logistics process owners.

d. Market Precision Logistics throughout MARCORLOGBASES.

3412. PROJECTS DIVISION (G530. Provide project management for Command goals and objectives related to BPI, Special Interest Projects, and AIS. Manage all projects according to cost, schedule, and performance goals.

3413. PROJECT MANAGEMENT BRANCH (CODE G531

1. Mission. Serve as the MARCORLOGBASES focal point for program management of Command goals and objectives relate d to BPI's, Special Interest Projects, and AIS's. Serve as the Command focal point for EDI, Continuous Acquisition and Life-Cycle Support, and JCALS.

2. Functions

a. Coordinate the change process for implementation and conversion to new business processes and/or automated information systems.

b. Formulate and forecast budgets for individual projects.

c. Coordinate the cost, schedule, and performa nce of assigned projects and initiatives.

d. Identify and recommend joint business practices and initiatives for further analysis.

e. Facilitate the integration of Marine Corps business operating procedures with the Joint Services.

f. Facilitate business process modeling efforts.

g. Establish and maintain configuration control procedures for joint systems.

h. Provide representation to the configuration functional advisory boards to include serving as the alternate HQMC.

i. Develop a Master Plan which identifies critical tasks, milestones, risks, and alternatives.

j. Ensure data standardization policies and procedures are applied to assigned projects and initiatives.

k. Develop and coordinate strategies for various initiatives.

l. Prepare and coordinate procurement specifications, procurement packages, and proposal plans.

m. Participate in source selection proceedings and deliberations relative to projects.

n. Serve as liaison with appropriate Marine Corps agencies, support agencies, the Project Team, and other Commands in all matters relative to assigned projects.

o. Manage/review the development of test plans, participate in developmental testing, evaluation and validation.

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p. Review, evaluate, and finalize statements of work, interservice support agreements, and memoranda of understanding pertaining to assigned projects.

q. Develop Command implementing instructions and operating procedures.

3414. Project Support Branch (G532)

1. Mission. Assist Project Directors in performance of their overall responsibilities for coordination and management of assigned projects. Serve as the training focal point for execution of DoD migrating system initiatives. Coordinate and expedite training master plans, and ensure integration of testing and training plans for successful implementation.

2. Functions

a. Establish and maintain a project tracking data base to provide status of individual projects.

b. Coordinate functional, technical, administrative, and long-range training for projects.

c. Evaluate existing training resources, define population to be trained, and develop resource requirements for systems implementation.

d. Manage/review training execution plans and technical documentation.

e. Conduct interviews and data validation to develop tailored training requirements for users.

f. Review, analyze, and evaluate statements of work, interservice support agreements, and memoranda of understanding for training.

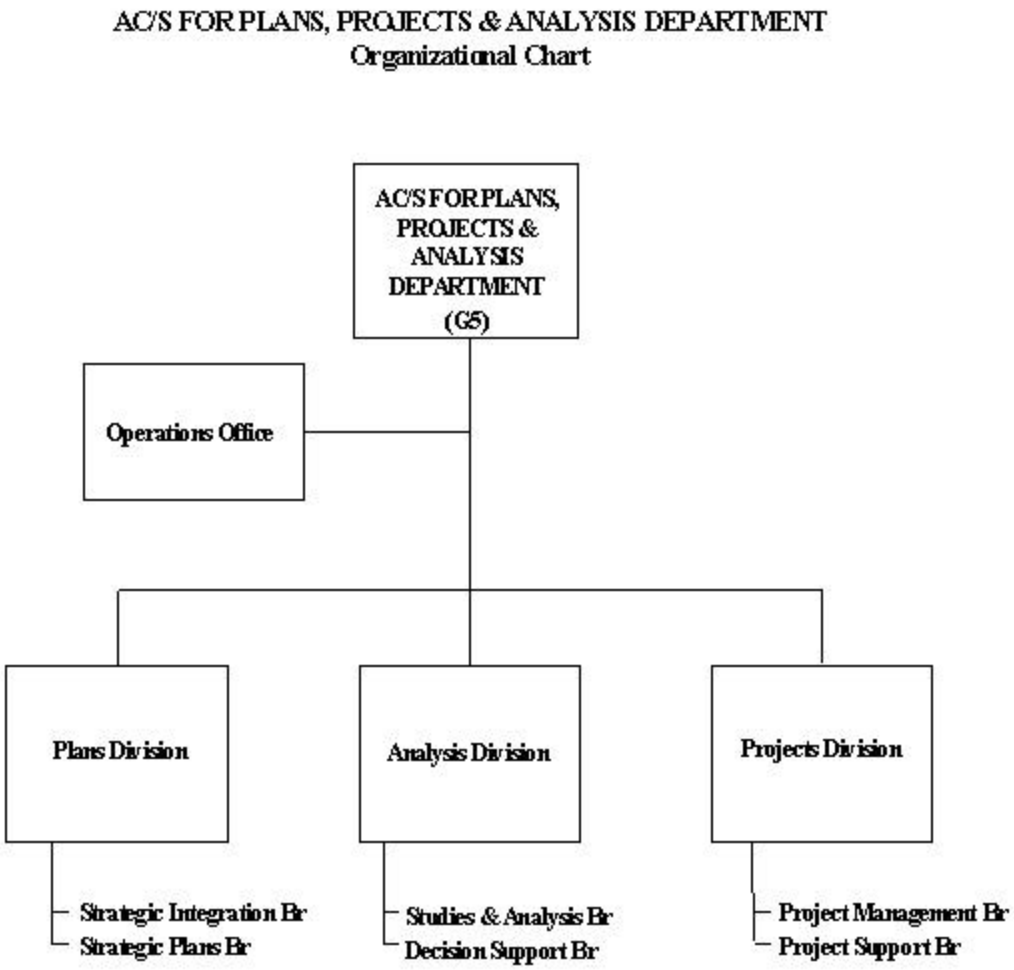
g. Maintain external coordination of training plans with sponsoring agencies for system implementation.

h. Provide administrative support and initial technical support for PC applications to the training classrooms, instructors, and students to include hardware and software.

i. Support operational and site acceptance test.

j. Coordinate and prepare test plans, test scenarios, test cases, and establishment of test metrics.

Figure 3-5 AC/S for Plans, Projects and Analysis Department Organizational Chart



CHAPTER 3
GENERAL STAFF
SECTION 5: AC/S (G6)

3500. ASSISTANT CHIEF OF STAFF FOR COMMUNICATIONS AND INFORMATION TECHNOLOGY DEPARTMENT, (G6)

1. Mission. Serve as the Principal Staff Assistant to the COMMARCORLOGBASES for C/IT. The (G6) is the focal point for all C/IT support issues for the Command with the exception of wholesale and selected retail. Provide direct control, technical direction and staff cognizance over ADP, office information systems, and other office automation used to address problems in information handling, use, processing, storage, and management. Exercise operational control over S-6, Communications Division. (Organizational chart shown in figure 3-6.)

2. Functions

a. Provide technological safeguards and managerial procedures to assure the availability, integrity, and confidentiality of computer based resources. Ensure compliance to Marine Corps orders, directives, and methodologies in the area of information systems security.

b. Provide the focal point for the coordination of (G6) efforts in support of C/IT initiatives; documenting their impact and integration requirements into the overall Command level projects.

c. Provide Library Management for mainframe legacy systems, operating systems and database management support for all mid-tier and client/server systems and configuration and design for all web server/page development for MCLB.

d. Serve as the Marine Corps-wide system sponsor for designated logistics mainframe and microcomputer applications providing complete life-cycle support, systems development, modification, maintenance, and modernization to meet established DoD information technology standards and enhance systems responsiveness in support of the Marine Corps operational force s and supporting establishments.

e. Responsible and accountable to the CG on all C/IT issues. Ensure responsive C/IT support to the operating forces for information systems. Ensure proper staff coordination with other command staff sections to resolve command issues or problems as they relate to C/IT issues.

f. Represent the Command with outside agencies and HQMC on C/IT issues. Advise the Base Commanders on the consolidated or coordinated C/IT issues and the CG's guidance as they impact or pertain to their commands. Formulate command strategic C/IT plan that supports the Command's mission and the CG's intent for inclusion with the overall command strategic plan.

g. Ensure the preparation, management, and execution of a consolidated C/IT budget for COMMARLOGBASES and provide oversight to the individual bases for consolidated submissions.

3501. INFORMATION SYSTEMS SECURITY TEAM (G605)

1. Mission. The Information Systems Security Office, (G605), serve as the focal point for and the principle advisor to the AC/S, C/IT Department, (G6) for information system security procedures. Provide technological safeguards and managerial procedures to assure the availability, integrity, and confidentiality of computer based resources. Ensure compliance to Marine Corps orders, directives, and methodologies in the area of information systems security.

2. Functions

a. Report all security violations to Command and higher headquarters.

b. Monitor information system procurements for security impact.

c. Maintain liaison with external facilities (sites) served by the (G6) to ensure compliance with security requirements.

d. Develop/maintain an activity contingency plan.

e. Implement a risk management program.

f. Ensure that accreditation process has been accomplished for mainframe, PC, mid-tier, and network environments.

g. Review security accreditation requirements and maintain documentation.

h. Ensure that the plans are tested and evaluations are conducted.

i. Effect coordination and collaboration with internal and external organizations in the planning, development, testing, and implementation of new or revised mainframe, PC, or mid-tier systems.

j. Update and maintain required application software access tables to permit defined user ID's access to the application.

k. Evaluate, test, and recommend security software packages.

l. Provide support for the assignment of passwords and user ID's for designated systems; coordinate user ID's so that they meet applicable naming standards and conventions.

m. Conduct training for TSS administrators to include all division and departmental TASO's.

n. Monitor and test changes in the information system which affect the Base security posture.

o. Interface with security administrator and database management personnel to resolve NATURAL security problems.

p. Ensure that all required security countermeasures are utilized.

q. Provide information systems support to tenant activities located at MCLB Albany.

r. Conduct training for information systems coordinators in PC security.

s. Administer CA-TSS software package.

t. Ensure that TASO's are appointed in accordance with IRM 5239-06 Data Access Security.

u. Develop and maintain an Information Systems Security Plan.

v. Audit PC software to enforce copyright regulations and ensure unauthorized software is not loaded to government-owned PC's.

w. Ensure communications security procedures are implemented and maintained as directed by local and higher authority.

x. Ensure that data, equipment, and personnel security are enforced and conduct security checks.

y. Review audit trails to ensure compliance with security directives.

z. Ensure that the facility security profile is maintained.

aa. Provide an information systems security brief/debrief for military and civilian personnel checking in/out of the Base.

bb. Conduct annual security awareness training for all personnel.

cc. Coordinate with functional managers to provide appropriate access to additional mainframe applications for off-site users, on-site users, and other branches of service.

dd. Utilize the NATURAL System Security to create, delete, and modify user ID's.

ee. Utilize the NATURAL System Security to link members to libraries and groups with the appropriate access and add database files for member use.

ff. Coordinate with other branches of service to provide applicable User ID's and access rights to applications owned by external agencies.

gg. Provide anti-viral prevention, detection, and removal policy aboard MCLB Albany.

hh. Establish and maintain Internet and intranet policy to include firewalls, monitoring software, and auditing software.

3502. Operations OFFICE (G610)

1. Mission. Operations is the focal point for coordinating (G6) efforts in support of C/IT initiatives; documenting their impact and integration requirements into the overall Command level projects.

2. Functions

a. Provide centralized administrative support to the (G6).

b. Draw stock supplies from DSSC in support of (G6) and requisitions consumable and non-consumable items. Maintain appropriate records of supplies and requisitions.

c. Receive/distribute correspondence and mail.

d. Maintain official files on correspondence, publications, and directives.

e. Monitor correspondence requiring response, establish "tickler" file, and ensure timely response.

f. Maintain files, prepare correspondence, and maintain a copy of the MCO/MC Bulletin.

g. Provide supply accountability, prepare requisitions for minor property, and draw stocked supply items.

h. Maintain the unit property account. Coordinate disposal and replacement of unusable or excess furniture.

i. Requisition consumable/non-consumable items and maintain associated records.

j. Provide overall support in the preparation of correspondence, messages, fitness reports, performance appraisals, forms, and reports.

k. Prepare, administer, audit, and provide oversight of the annual performance reviews, Performance Appraisal Review System, Incentive Awards, Affirmative Action, EEO, Management Control Review programs, and other personnel programs.

l. Maintain (G6) T/O and coordinate organizational alignment reviews.

m. Develop and review position descriptions.

n. Coordinate position management, to include personnel actions and civilian personnel matters with HRO.

o. Provide personnel management support including compilation of the Affirmative Action Plan, etc.

p. Prepare SF-52's. Responsible for oversight of position management and civilian compensation.

q. Coordinate/administer military and civilian training.

r. Consolidate training plans and develop consolidated training plan. Maintain training records.

s. Maintain library of computer-based and self-training materials.

t. Coordinate all outside agency training.

u. Maintain a database of knowledge/skills/abilities of (G6) civilian/military employees and of training needs/requirements.

v. Submit training requirements and monitor training available.

w. Coordinate nomination and selection of (G6) personnel to attend scheduled training.

x. Manage physical access to (G6) office spaces.

3503. PLANS AND POLICIES BRANCH (G611)

1. Mission. Plans and Policies Branch is the focal point for all MARCORLOGBASES and all Class I Deployable AIS's C/IT policies, planning, and project management.

2. Functions

a. Establish and implement policy for the (G6) on all matters concerning C/IT.

b. Establish and maintain C/IT policies, procedures, and metric measurement related to Life Cycle Management (DoDI 5000.2), standard data (DoD 8320.1), standard development techniques (MIL-STD-498), standard computer languages (DoDD 3405.1), and software metrics (DoDI 5000.2R and MIL-STD-498).

c. Provide oversight and coordination of the technical assessment of C/IT Infrastructure and policy and guidance/for higher headquarters.

d. Establish procedures for implementing C/IT policy and guidance from higher

headquarters.

e. Represent the CG on Executive Steering Committee(s) and/or ad hoc groups on all technical C/IT issues.

f. Establish standards C/IT business practices for MARCORLOGBASES and supported systems.

g. Establish standards for analyzing and evaluating project risks for C/IT developments.

h. Provide policy and procedures related to C/IT change control boards.

i. Serve as system sponsor for Warfighter AIS's interpreting policy and procedures.

j. Provide C/IT strategic, tactical, operational, technical, and contingency planning for implementation of expeditionary logistics for MARFOR and MARCORLOGBASES users.

k. Assess alternative strategies by performing the trade-off analysis among cost, schedule, and performance for C/IT infrastructure and participate in software development, modification requests, and maintenance analysis (Technical Feasibility, Economic Analysis, Cost Benefit Analysis, Mini-Business Cases, trade studies).

l. Participate in the development of the Risk Management Plan for new and modified C/IT software developments.

m. Plan methods for measuring and implementing improvements associated with operational C/IT systems.

n. Evaluate state-of-the-art C/IT technologies in support of advanced Warfighter initiatives and precision logistics.

o. Control and coordinate technical requirements with all outside agencies, to include MARFOR, and ensure interoperability and compliance with DII/COE, GCSS, DISN, theater and tactical level communications/logistics, AIS requirements, and frequency management directives.

p. Implement information management policies, processes, programs, and standards to govern the development of acquisition and operation of logistics information processing equipment for MARCORLOGBASES and the Marine Corps.

q. Plan and coordinate for the installation, integration, operation, and maintenance of communication-electronics system.

r. Compute cost and establish budget for C/IT software development, modification, and/or maintenance projects and/or COMMARCORLOGBASES infrastructure upgrades.

s. Schedule periodic management, technical, development, testing, and implementation reviews of C/IT infrastructure and software development, modification, and maintenance projects.

t. Develop, implement, manage, execute, and act as Information Systems Coordinator for the Command.

(1) Insure and improve customer support for ADPE purchases.

(2) Provide liaison between customers, production personnel, programmers, and analysts within the Base and tenant activities for the requisitioning of ADPE.

(3) Serve as Requisitioning Officer and Program Manager for all Abbreviated Systems Decision Papers, Economic Analysis/alternative justification.

(4) Provide support to customers for ADPE purchases on Government Credit Card in this office under $2500 per unit cost.

u. Establish development/data standards and software metrics.

v. Manage and monitor the implementation information management policies, processes, programs, and standards to govern the development of acquisition and operation of logistics information processing equipment for MARCORLOGBASES and the Marine Corps.

w. Manage and coordinate the development of the testing and evaluation management (System Engineering Management and Configuration Management) plans for C/IT systems, infrastructure, and associated hardware.

x. Plan, manage and coordinate the installation, integration, operation, and maintenance of communication-electronics system.

y. Responsible for the receipt, configuration, and installation of C/IT hardware and software in support of command initiatives as prioritized and planned for by General Staff offices.

z. Develop Project Management Plan outlining roles, objectives, and responsibilities.

(1) Develop work breakdown structure, associated schedules, and the estimated project cost.

(2) Coordinate, implement, revise, and update cost, schedule, and performance criteria for C/IT infrastructure and software development, modifications, and/or maintenance.

(3) Manage, measure, track, and control the developed Project Management, Systems

Engineering Management, and Configuration Management Plan.

(4) Implement Risk Management Procedures and provide periodic updates to the Risk Management Plan.

(5) Schedule periodic management, technical, development, testing, and implementation reviews of C/IT infrastructure and software development, modification, and maintenance projects.

aa. Monitor, control, and evaluate the technical performance of C/IT infrastructure and software development, modification, and/or maintenance.

bb. Monitor execution of tasks, activities, and processes associated with C/IT infrastructure and software development, modification, and/or maintenance. Effect corrective action for unacceptable deviations between planned and actual results.

cc. Systematically manage changes to C/IT infrastructure and software development, modification, and/or maintenance projects.

dd. Monitor progress, associated cost, and performance criteria of all C/IT infrastructure and software development, modification, and/or maintenance projects.

ee. Implement, monitor, and control test and evaluation management procedures.

3504. BUDGET/IT ACQUISITION BRANCH (G612)

1. Mission. Consolidate the efforts of both Budget and Acquisition Sections facilitating the coordination of data calls regarding budgetary submissions and procurement of C/IT equipment, services, and support.

2. Functions

a. Advise the (G6) Deputy and Operations Officer on spending plans, budgets, POM, deficiencies, etc.

b. Ensure obligation rates, spending levels, and other budgetary functions are executed in accordance with the guidance provided by the (G6) Department Head, Comptroller, and other agencies as appropriate.

c. Manage the budget process and contractual efforts ensuring that the efforts of both coincide and are mutually supporting.

d. Conduct and review economic analysis, cost benefit analysis, and business cases for various IT initiatives.

e. Advise and review fee for service initiatives as they pertain to the (G6).

3505. Budget TEAM (CODE G612-1)

1. Mission. Prepare, administer, and execute all budgetary and financial efforts supporting the Command's C/IT requirements IAW management's decisions.

2. Functions

a. Prepare and consolidate budget submissions, POM, Annual Spending Plan, Reimbursable Budget, and annual deficiencies.

b. Reconcile financial records with SABRS and research and resolve discrepancies in accounting records with DFAS.

c. Ensure funds are budgeted in support of MOA's and SLA's outside of MARCORLOGBASES.

d. Administer budget planning, execution and management of budgetary financial requirements for reimbursables, O&M and PMC funds for the (G6). Maintain associated records for auditing purposes.

e. Prepare and monitor operating budget for reimbursable, O&M and PMC funds.

f. Consolidate and monitor budget and POM submissions for the MARCORLOGBASES.

g. Coordinate and monitor IMPAC. credit cards and ensure execution of within authorized ceiling.

h. Consolidate the C/IT Budget, POM, Annual Spending Plan, Reimbursable Budget, and annual C/IT deficiencies.

i. Prepare and administer all budgetary and financial requirements for the (G6).

j. Monitor the operating budget and ensure the authority level is not exceeded for the (G6).
.
k. Create and/or modify reservations, obligations, and expenses of M&S records in the SABRS subsystem; monitor the error log report, monitor labor distribution.

l. Publish and/or revise the (G6) FIP book. Monitor use of FIP's. Load, delete, change and establish FIP's to provide data in selected programs.

m. Brief upper management of the (G6) on the budget, reimbursable orders, and other financial matters to keep them abreast of the financial status throughout the execution

phase.

3506. IT ACQUISITION TEAM (G612-2)

1. Mission. Prepare, administer, and execute in accordance with management's decisions contractual efforts supporting the Command's C/IT requirements.

2. Functions

a. Provide consolidated contract support.

b. Conduct history and market surveys for acquisition planning, resulting in the most cost-effective means of acquisition.

c. Oversee contractor support (task, monitor, evaluate, review, and provide technical guidance) associated with the contracting of software, hardware, and maintenance support.

d. Provide technical advice and assistance on specialized products used in support of operations.

e. Provide technical and contractual guidance and oversee contractor support for software development and hardware maintenance.

f. Review and maintain ADPE contracts. Conduct all aspects of contract administration for supplies and services. Perform duties of the COR.

g. Conduct acquisitions using the government Impac card.

h. Prepare appropriate documents/forms for contractual actions.

i. Maintain library of ADPE open market vendors, GSA contracts, and other indefinite library-type contracts.

j. Represent the end users throughout the acquisition process and is responsible for ensuring that long and short term acquisition goals are met.

k. In accordance with the FIRMR, complete analysis and documentation for AAP.

3507. TECHNOLOGY INTEGRATION DIVISION (G630)

1. Mission. Technology Integration Division provide library management for mainframe legacy systems, operating system and database management support for all mid-tier and client/server systems and configuration and design for all web server/page development

for MCLB.

2. Functions

a. Provide technical direction in support of new and/or revised systems.

b. Effect coordination and collaboration with internal and external organizations in the planning, development, testing, and implementation of new or revised mainframe, mid-tier or client/server systems.

c. Participate in the implementation of new CIM mid-tier systems and/or current systems which require changes or modifications.

d. Maintain liaison with functional managers, system sponsor, user representatives, and contractor personnel, DoD Megacenters, and development offices, as appropriate.

e. Provide technical assistance to external organizations including users, systems personnel, and contractors.

f. Provide maintenance support for system problems, system maintenance requests, and incident reports.

3508. DATABASE ADMINISTRATION TEAM (G631)

1. Mission. The DBA is responsible for the day-to-day operation and support to the Mid-tier and client server DBMS test and development and production environments and their configuration and management. The DBA is also responsible for coordination with external agencies and contractors.

2. Functions

a. File and database backup/recovery.

b. Database maintenance.

(1) File loads/unloads (to include placement).

(2) File/Table creation for new AIS development.

c. Web server: Responsible for standing up and maintaining the hardware and software providing all of MCLB's Internet WEB server and the Base WEB pages.

d. Configuration Management.

e. Design and implement physical data structure to implement logical design.

f. Assist in the logical database design.

g. Maintain the responsibility to package and export all Class I and II DBMS related components for implementation on respective domains/sites.

h. Lotus Notes: Maintain all Lotus Notes licenses and Notes servers aboard MCLB, to include operating system and executive software.

i. Programmer and end user support to local customers and programming activity.

j. Perform database performance and tuning, file restores, reorders.

k. Maintain use of all DBMS utilities and operating systems utilities.

l. Participate in testing of new releases of mid-tier systems.

m. Track licensing agreements to ensure that compliance is maintained for all software.

3509. OPERATING SYSTEMS ADMINISTRATION TEAM (G632)

1. Mission. The systems administrator is responsible for the installation, configuration, and day-to-day management of operating systems. This section provide systems administrator support for client/server platforms.

2. Functions

a. Measure hardware and software performance for optimum uses.

b. Set standards and procedures for use within the system's environment.

c. Manage and administer requirements for network and print services within the environment.

d. Develop files system procedures for disaster recovery via backups.

e. Configure, install, and maintain hardware and software used within the environment.

f. Administer users and groups within the environment to ensure correct levels of access and appropriate ability to utilize the assigned system.

g. Coordinate with using community to ensure acceptable level of performance is being provided to fulfill functional requirements.

h. Participate in testing of new releases of mid-tier systems.

i. Track licensing agreements to ensure that compliance is maintained for all software.

j. Optimize mid-tier servers to ensure proper operation of co-hosted applications.

3510. LIBRARY MANAGEMENT TEAM (G633)

1. Mission. The Library Management Branch is responsible for source control, version control and release control of all locally executed and exported mainframe systems. Support is also provided for acceptance testing of imported mainframe applications.

2. Functions

a. Participate in DoD and HQMC ad hoc tasks for support of new and/or revised mainframe systems.

b. Effect coordination and collaboration with internal and external organizations in the planning, development, testing, and implementation of new or revised mainframe systems.

c. Implement new systems and/or current systems which require changes or modifications. Library management personnel will compile/assemble the modified source code for mainframe systems requiring implementation; those modules will be placed in local production or exported.

d. Export new or changed system LOADLIB's applications for implementation at designated receiving sites.

e. Provide technical assistance to external organizations including users, systems personnel, and contractors.

f. Conduct briefs and provide reports to management, as required.

g. Provide maintenance support for Class I system problems, maintenance requests, and incident reports.

h. Provide acceptance testing support of new releases of exported Class I systems. The support will be in the form of, but not limited to: work space for testing personnel; equipment necessary to perform acceptance testing mainframe; coordinating the availability of personnel required to complete the testing process (programmers, users, DBA, etc.), and providing the necessary programs, JCL, and associated data sets in the test environment needed to complete the acceptance testing. Testing will be conducted by the sponsoring programming team/Branch, functional, and end-user personnel.

3511. CONFIGURATION MANAGEMENT/TECHNICAL CONFIGURATION TEAM (G634)

1. Mission. Technical Documentation provide support in the areas of documentation creation/maintenance relative to systems development/maintenance. It also provide support in all areas of technical documentation creation and archiving to include graphical design and illustration of the various web pages utilized by many command organizations.

2. Functions

a. Participate in testing of new releases of mid-tier systems.

b. Maintain liaison with functional managers, system sponsor, user representatives, and contractor personnel, DoD Megacenters and development offices.

c. Provide version control and archival control for proprietary products/applications.

d. Maintain a database of current hardware and software.

e. Track licensing agreements to ensure that compliance is maintained for all software.

f. Design graphical interfaces and layouts of the various web pages utilized by many organizations aboard MCLB.

g. Review/write/rewrite/compile/edit/prepare and/or modify and maintain technical documentation flowcharts, graphics, etc., and life cycle systems documentation to include Cost Benefit Analyses, Users Manuals, Implementation Plans, Test Plans, FRD's, GDS's, DDS's, etc., or changes to the same, in support of systems development or maintenance for publication and distribution to in-house and/or worldwide users.

(1) Provide guidance, training, and clarification of standards to internal and external users in formal and informal meetings in the writing of technical documentation, e.g., users manuals, user guides, and other systems documentation. Provide technical assistance on LCM documentation to HQMC, field commands, contractors, in-house developers, and other organizations.

(2) Prepare or recommend changes/modifications of existing standards on technical documents.

(3) Serve as liaison between system developers, contractor developers, in-house developers, and the publication system functional managers and user representatives.

(4) Ensure the validity of system documentation through participation in studies of user requirements and system design, design decisions, program logic, and system

documentation and through participation in structured walk-throughs, formal and informal technical reviews, design reviews, verification and evaluation. Ensure the adherence to documentation standards, programming standards and design, and development methodologies.

h. Maintain the (G6) Technical Library containing historical (life cycle) and current configuration systems documentation and contractor deliverables. Provide a loan/borrow system and procure, distribute, and catalog all technical documentation.

(1) Assist contractors and in-house developers in understanding and meeting directives and standards regarding technical publications. Ensure compliance and fulfillment of standards or format, content, reading grade level, readability and usability, ease of maintenance, consistency, adequacy, and soundness.

(2) Maintain the Technical Library containing historical (life-cycle) and current configuration systems documentation. Responsible for procuring, distributing, and cataloging all technical documentation for the (G6). Provide a loan/borrow system for users on draft, contracted, and historical documents and publications in both hard copy and digitized format. Receipt, catalog, and distribute contractor technical information deliverables.

(3) Maintain the central and official repository for FRD's, GDS's, DDS's, UM's, computer operations manuals; Test, Training, Support, Implementation, and Project Management plans; flowcharts; economic analyses; base-lined system documentation; the most recent draft system documentation.

3512. MARINE CORPS SYSTEMS DIVISION (G640)

1. Mission. Marine Corps Systems Division serve as the Marine Corps-wide system sponsor for designated logistics mainframe and microcomputer applications providing complete life-cycle support, systems development, modification, maintenance, and modernization in order to meet established DoD information technology standards and enhance systems responsiveness in support of the Marine Corps operational forces and supporting establishments.

2. Functions

a. Responsible for the development and maintenance of applicable portions of life cycle management documentation.

b. Maintain close liaison with the HQMC functional manager and functional user representatives in support of AIS requirements.

c. Perform project management tasks to include tracking, control, and reporting on all assigned tasks in support of Command programs.

d. Support the planning and determination of functional requirements for new policies, modifications, operating systems, and equipment configurations.

e. Conduct or provide input to economic analysis studies to determine the resources and time required to effect system changes. Define benefits and costs associated with each alternative and develop cost comparison analysis.

f. Utilize DoD and/or DON life cycle management review and milestone approval procedures to ensure that total anticipa ted benefits will be derived over the life of the new and/or modified/migrated selected system as it relates to interfaces/shells/bridges.

g. Coordinate the addition, deletion, and modification of data and/or formats in the data dictionary with the cognizant data administrator.

h. Participate in HQMC and DoD task teams for logistics systems development on new or revised policy, procedures, and systems capabilities. Attend all (G5) application integration meetings, as required.

i. Perform quality assurance for all assigned systems to ensure conformance with functional requirements, higher headquarters' policy, DoD-directed requirements, and applicable IRM standards.

j. Conduct demonstrations and briefing of the systems in support of MARCORLOGBASES and as directed by higher headquarters.

k. Monitor contractor performance by tracking task requirements and conducting periodic structured walk-throughs of requirements and design.

l. Validate functional requirement against technical specifications.

m. Perform as system integrator for all Warfighter AIS's in support of COMMARCORLOGBASES and as directed by higher headquarters.

n. Perform the functions of system sponsor for the Marine Corps Warfighter systems on all matters relating to the Class I and IA systems.

o. Evaluate the impact of policy, new or revised, on Warfighter/migrating systems and/or procedures.

p. Utilize DoD and/or DON life cycle management review and milestone approval procedures affecting the development and configuration management responsibilities for requirement statements and economic analysis.

q. Participate in the approval, rejection, and modification of the systems development methodology as published in the IRM standards and guidelines, programs, or the DoD

regulations.

r. Coordinate as the system developer with the functional manager and system users for determination of the impact of new or revised policy and customer requirements on existing legacy systems.

s. Collaborate in the development of systems specifications for new or revised DoD standard systems/programs.

t. Undertake periodic analysis of assigned logistics systems to maximize the use of advanced system design and software engineering technology. Recommend changes to modernize existing manual/automated systems by applying modern technology to satisfy evolving mission needs, improve mission performance, and reduce current or future operation and support costs. Receive, review, and/or develop SMR's, Engineering Change Proposal, etc., to specify the recommended changes to Configuration Management Control Boards for changes to baseline DoD systems.

u. Collaborate in the approval, rejection, modification, deferral, and cancellation authority for all changes to baseline DoD systems through active participation on Configuration Management Control Boards.

v. Participate in HQMC and DoD ad hoc task teams for logistics, systems development, and new or revised policy, procedures, and systems. Participate as voting members of DoD Standard Systems Configuration Management Control Boards as tasked by higher headquarters.

w. Assist in the implementation of migrating/selected systems within the Marine Corps until the systems are fully operational.

x. Support the Command by implementing selected migration systems and applicable legacy system interfaces/ shells/bridges.

y. Provide support as requested for internal and external requests for systems management information extracts and ad hoc data retrieval.

z. Maintain interoperability and intraoperability of the Marine Corps legacy logistics AIS's as originally designed.

aa. Monitor interface progress from various Marine Corps sites that impact on MCLB Albany.

bb. Coordinate with budget personnel to administer all necessary budget and financial data for allocating and executing allocated funds to include reimbursable to support integration efforts of this office.

cc. Prepare/participate in feasibility studies, position papers, impact analysis, and

recommendations as related to integration efforts at MARCORLOGBASES Albany for migration, implementation schedule changes, system replacements, and testing.

dd. Perform special projects that include review of Marine Corps, DoD, and other components migrating/selected systems that will impact on Marine Corps Class I production systems. Ensure that related functional requirements are satisfied. Coordinate system requirements to meet timely solutions.

ee. Perform management, development, and policy interpretation for assigned logistics management systems. Coordinate all such requirements with migrating/selected systems program manager(s), as required.

ff. Exercise systems support with the (G5) over all new or totally revised manual procedures/programs of all assigned logistics management systems as applicable to the Marine Corps.

gg. Support the (G3) regarding MILS matters; i.e., MILSTRIP, MILSTRAP, etc. Collaborate with HQMC, G3, and other customers to provide pertinent comments regarding impact of changes, economic analyzes, feasibility of implementation and alternatives, milestones, etc., in the frequently changing logistics business area and supporting systems environment.

hh. Provide technical assistance to HQMC, DoD Components, field commands, and other Marine Corps organizations as necessary.

ii. Design, develop, test, maintain, and implement AIS's to support functional requirements for the Marine Corps and designated DoD requirements.

jj. Provide technical coordination of all incoming assigned DoD standard systems to MARCORLOGBASES.

kk. Conduct coordination with the (G6) Configuration Management Office and other activities to schedule and perform adequate technical testing of incoming DoD standard systems to ensure compatibility and harmony with existing hardware and software environments.

ll. Coordinate technical actions to identify possible cross-functional issues and minimize impacts on other systems.

mm. Prepare necessary plans to support integration efforts include operation of DoD standard systems and other efforts as identified.

nn. Develop/coordinate strategic technical plans to meet technology and strategic planning efforts as appropriate.

oo. Attend DoD meetings/briefings regarding emerging technology and strategic planning

efforts as appropriate.

pp. In conjunction with the (G3) coordinate functional/technical requirements with all outside agencies, to include MARFOR to ensure interoperability and compliance with DII/COE, GCSS, DISN and other management directives.

qq. Compile/assemble the modified source code for mainframe and/or PC-based systems requiring implementation. Provide library management, including the export of new or changed system modules for implementation at designated receiving sites.

rr. Conduct the interpretation of system requirements, design, development, programming, testing, and maintenance for Base, Marine Corps and DoD Systems.

ss. Provide support designated to accomplish the development, implementation, maintenance programming, and modification of AIS's.

tt. Provide assigned life cycle support on existing mainframe, mid-tier, and PC systems.

uu. Provide MARCORLOGBASES C/IT coordination for all DoD standard/migration systems incoming to MARCORLOGBASES from all other components.

vv. Participate in DoD and/or Marine Corps life cycle management review and milestone approval procedures affecting the development and configuration management responsibilities for Requirement Statements/Economic Analysis, FRD's, GDS's, Test Plans, Training Plans, and Implementation Plans.

ww. Participate on ad hoc task teams for logistics, systems development, and new or revised policy, procedures, and systems.

xx. Support test cycle grouping of modifications that are evaluated, developed, tested, and implemented as a single release as applicable to legacy systems.

yy. Support other DoD Components supporting DoD standard system applications to ensure DoD implementation strategy/programs are supported and satisfy the MARCORLOGBASES functional need for data elements from various systems. Coordinate with HQMC and other components, as appropriate.

zz. Develop/coordinate strategic technical plans to meet technology and strategic planning efforts.

3513. ATLASS BRANCH (G641)3513.

1. Mission. Provide data processing support for the ATLASS. Develop, test, implement functional requirements to include supply, maintenance, warehousing, medical, and ammunition logistics functionality within ATLASS. Microcomputer applications

assigned to the Branch include: ATLASS Phase I, WSS, and EPOS.

2. Functions

a. Keep abreast and evaluate latest developments in automated identification technologies and how this technology can be incorporated into current and future AIS's.

b. Ensure that ATLASS conforms to DoD, DON, CMC, and software engineering practices, standards, and policies.

c. Develop and maintain life cycle management documentation.

d. Provide input on life cycle management documentation when directed by higher headquarters.

e. Maintain close liaison with HQMC functional manager/user representatives.

f. Review training materials and lesson plans for significant system modifications.

g. Perform project management tasks to include tracking, control, and reporting on all assigned tasks.

h. Conduct, or provide input to, economic analysis studies to determine the resources and time required to effect system changes.

i. Write technical test plans and test scenarios.

j. Conduct technical testing of all modifications to include unit, system, and integration level tests.

k. Write technical test reports for functional manager approval.

l. Coordinate the addition, deletion, and modification of data and/or format in the DD and system file structures with the cognizant data administrator.

m. Assist in the implementation of re-engineered systems.

n. Perform QA on assigned systems to ensure conformance with functional requirements, higher Headquarters' policy, DoD-directed requirements, and applicable IRM standards.

o. Provide configuration control over all test modules, program fixes, documents, and base-lined versions.

p. Write or modify programs using standard software engineering practices following IRM and local programming standards.

q. Provide direction to in-house and contractor analysts and programmers making new and revised functionality changes to the systems.

3514. RE-ENGINEERING AND SUPPORT BRANCH (G642)

1. Mission. Re-engineer designated legacy systems to include those processes necessary for reverse engineering, translation, restructuring, re-documentation, forward engineering and re-targeting, in order to conform systems to established DoD information technology standards and enhance system maintainability are the primary objectives of the re-engineering effort.

2. Functions

a. Establish project management plans and baselines comprising a re-engineering effort (project management).

b. Develop and maintain life cycle management documentation.

c. Provide input on life cycle management documentation when directed by higher headquarters.

d. Maintain close liaison with the HQMC functional manager and functional user representatives.

e. Develop, modify, and review system training materials and lesson plans for significant system modifications.

f. Perform project management tasks to include tracking, control, and reporting on all assigned tasks.

g. Conduct, or provide input to, economic analysis studies to determine the resources and time required to effect system changes.

h. Write technical test plans and test scenarios.

i. Conduct technical testing of all modifications to include unit, system, and integration level tests.

j. Write test reports for functional manager approval.

k. Coordinate the addition, deletion, and modification of data and/or format in the DD and system file structures with the cognizant data administrator.

l. Assist in the implementation of re-engineered systems.

m. Perform QA on assigned systems to ensure conformance with functional requirements, higher Headquarters' policy, DoD-directed requirements, and applicable IRM standards.

n. Provide configuration control over all test modules, program fixes, documents, and base-lined versions.

o. Write or modify programs using standard software engineering practices following IRM and local programming standards.

p. Provide direction to in-house analysts and programmers making new and revised functionality changes to the system.

3515. TECHNICAL DATA MANAGEMENT SYSTEMS BRANCH (G643)

1. Mission. Provide programming support and systems modifications, including the analysis, design, development, coding, and testing of the required interfaces, shells, bridges for the TDMS, Marine Corps unified materiel management system applications and provisioning subsystems, and DoD standard/migration systems designated in support of the supply and technical data support business area.

2. Functions

a. Provide programming and analyst support for Class I, Class II, Marine legacy, and local AIS systems.

b. Write or modify programs using standard software engineering practices following IRM and local programming standards.

c. Perform special projects that include review of Marine Corps, DoD, and other components migrating/selected systems that will impact on Marine Corps Class I production legacy systems. Analyze shell and interface requirements to determine new requirements/resources that must be planned and implemented to ensure timely introduction into the Class I legacy system job flow or for any other DoD standard/migration systems directed initiative. Ensure that related functional requirements are satisfied. Coordinate system requirements with other Directorates, Divisions, and Branches to meet timely solutions.

d. Perform management, development, and policy interpretation for logistics management legacy systems assigned to the Branch and coordinate all such requirements with DoD and Marine Corps migrating/selected systems program manager(s) as required.

e. Utilize DoD and/or HQMC life cycle management review and milestone approval procedures to ensure that total anticipated benefits will be derived over the life of the new and/or modified/migrated selected system as it relates to interfaces/shells/ bridges.

f. Define benefits and costs associated with each alternative and develop cost comparison analysis for justification or rejection of the requirement and/or funding methodology for the requirement(s).

g. Develop project management plans to support available hours for automated system modifications/new designs. Ensure the planning, evaluation, and implementation of new/modified systems are successfully completed.

h. Develop training plans and training materials; conduct user training on system modifications or new designs for both Marine Corps legacy and DoD standard/migration systems directed migrating/selected systems interfaces/shells/bridges.

i. Develop and maintain users documentation in the form of users manuals and technical guides for legacy systems and support DoD standard/migration systems development of standard procedures for DoD.

j. Evaluate technical requirements for new or revised systems and prepare responses to data calls to DoD standard/migration systems and/or HQMC.

k. Coordinate with the implementing DoD component, the functional analysis, application analysis, environmental analysis, and data requirements analysis associated with the migrating/selected system and its interface to Marine Corps legacy systems.

l. Perform periodic analyses of assigned logistics management systems/programs and procedures to maximize the use of advanced system design and software engineering technology. Recommend changes to modernize existing manual/automated systems by applying modern technology to satisfy evolving mission needs, improve mission performance, and reduce current or future operation and support costs.

m. Exercise systems development control over all new or totally revised manual procedures/programs of assigned legacy logistics management systems.

n. Receive, evaluate, and staff cost estimates/workload prioritization as appropriate, all systems modification/ change requests and incident reports from customers, including operating directorates Command-wide.

o. Maintain maintenance agreements on all DBMS releases across various hardware platforms and operating systems.

3516. MATERIEL MANAGEMENT SYSTEMS BRANCH (G644)

1. Mission. Provide systems modification and programming support, including the analysis, design, development, coding, and testing of the required interfaces/shells/bridges, for local and exported AIS, in order to enhance functionality,

meet user requirements and support DoD/higher Headquarters software standards.

2. Functions

a. Provide programming support for Class I and Class II Marine Corps legacy AIS systems, DoD standard/migration systems.

b. Develop interfaces/shells/bridges for new and/or revised standard systems as required.

c. Perform technical reviews of FRD's, GDS's, SCR's, Engineering Change Proposals, SMR's, Database Design, and contractor deliverables.

d. Implement new and/or revised systems throughout the Marine Corps in support of pertinent to legacy systems.

e. Build test files and participate with system administrators in planning test requirements for interface/shell/bridge requirements to/from Marine Corps legacy systems and DoD migrating/selected systems.

f. Collaborate in development of test plans and conduct technical testing in support of DoD standard/migration systems initiatives and Marine Corps legacy systems.

g. Collaborate in development of implementation plans including schedule of implementation for DoD standard/ migration systems initiatives and Marine Corps legacy systems.

h. Plan and provide appropriate training to accomplish mission.

i. Coordinate with internal and external organizational activities in the planning, developing, and implementing of new AIS policies, for systems, and AIS equipment, when directed.

j. Participate in DoD and HQMC ad hoc task teams for development support of new and/or revised AIS policy and/or procedures for systems, when directed.

k. Provide technical assistance to other Marine Corps commands.

l. Provide briefs and/or reports to management.

m. Support the system administrator within the Division for receipt of all DoD migration/selected standard systems releases for installation into a test domain on the mainframe computer; operational test and evaluation; operational test and acceptance. This consists of, but is not limited to, testing, debugging, accepting and implementing the DoD release by the Marine Corps.

3517. FMF SYSTEMS BRANCH (G645)

1. Mission. Serve as the Marine Corps-wide system sponsor for designated logistics mainframe and microcomputer applications in both garrison and deployed environments.

a. Mainframe systems under the cognizance of this branch include:

(1) Ammunition Logistics System.

(2) MIMMS.

(3) Medical Logistics System.

(4) Marine Corps Logistics Data Entry System.

(5) Marine Corps SASSY.

(6) Marine Corps WRS.

(7) MSLS.

b. Microcomputer applications assigned to the branch include:

(1) MIMMS Class IA.

(2) PC-SASSY.

2. Functions

a. Develop and maintain life cycle management documentation.

b. Provide input to higher headquarters on life cycle management documentation when directed.

c. Maintain close liaison with the HQMC functional manager and functional user representatives.

d. Develop, modify, and review training materials and lesson plans for significant system modifications.

e. Perform project management tasks to include tracking, control, and reporting on all assigned tasks.

f. Provide rapid technical assistance to HQMC, field commands, and other using-unit organizations.

g. Support the planning and determination of functional requirements for new policies, modifications, operating systems, and equipment configurations.

h. Conduct, or provide input to, economic analysis studies to determine the resources and time required to effect system changes.

i. Write functional and technical test plans.

j. Conduct functional and technical testing of all modifications to include unit, system, and integration level tests.

k. Write test reports for functional manager approval.

l. Coordinate the addition, deletion, and modification of data and/or format in the DD and system file structures with the cognizant data administrator.

m. Write or modify programs using standard software engineering practices following IRM and local programming standards.

n. Participate in HQMC and DoD task teams for logistics systems development on new or revised policy, procedures, and systems capabilities.

o. Assist in the implementation of modified systems.

p. Perform QA for all assigned systems to ensure conformance with functional requirements, higher Headquarters' policy, DoD-directed requirements, and applicable IRM standards.

q. Evaluate, track, and prepare detailed analysis for all SMR's assigned to this Branch.

r. Provide for the scheduling, production, and execution of systems programs in support of systems users.

s. Provide configuration control over all test modules and program fixes, assist with configuration management of documents, and base-lined versions.

t. Provide direction to in-house and contractor analysts and programmers making new and revised functionality changes to the systems.

3518. MAGTF BRANCH (CODE 646)3518. MAGTF BRANCH (CODE 646)

1. Mission. Accomplish the functions of dedicated Technical Project Officers in support of the MAGTF LOGAIS. The MAGTF LOGAIS systems are:

a. MDSS II.

b. MAGTF II.

c. TCAIMS.

d. CAEMS.

e. MDL.

2. Functions

a. Conduct demonstrations of the systems and make briefings as directed by HQMC.

b. Monitor contractor performance by tracking task requirements and conducting periodic structured walk-throughs of requirements and design.

c. Provide on-site technical assistance to high priority exercises, operations, and planning sessions as directed.

d. Conduct technical training as directed.

e. Validate functional requirements against technical specifications.

f. Develop and maintain life cycle management documentation.

g. Provide input on life cycle management documentation when directed by higher Headquarters.

h. Maintain close liaison with the HQMC functional manager and functional user representatives.

i. Participate in contractor in-progress reviews.

j. Develop, modify, and review training materials and lesson plans for significant system modifications.

k. Perform project management tasks to include tracking, control, and reporting on all assigned tasks.

l. Provide rapid technical assistance to HQMC, field commands, and other using-unit organizations.

m. Support the planning and determination of functional requirement for new policies, modifications, operating systems, and equipment configurations.

n. Conduct, or provide input to, economic analysis studies to determine the resources and

time required to effect system changes.

o. Write functional test plans.

p. Conduct functional testing of all modifications to include unit, system, and integration level tests.

q. Write test reports for functional manager approval.

r. Coordinate the addition/deletion/modification of data and/or format in the DD and system file structures with the cognizant data administrator.

s. Participate in HQMC and DoD task teams for logistics systems development on new or revised policy, procedures, and systems capabilities.

t. Assist in the implementation of modified systems.

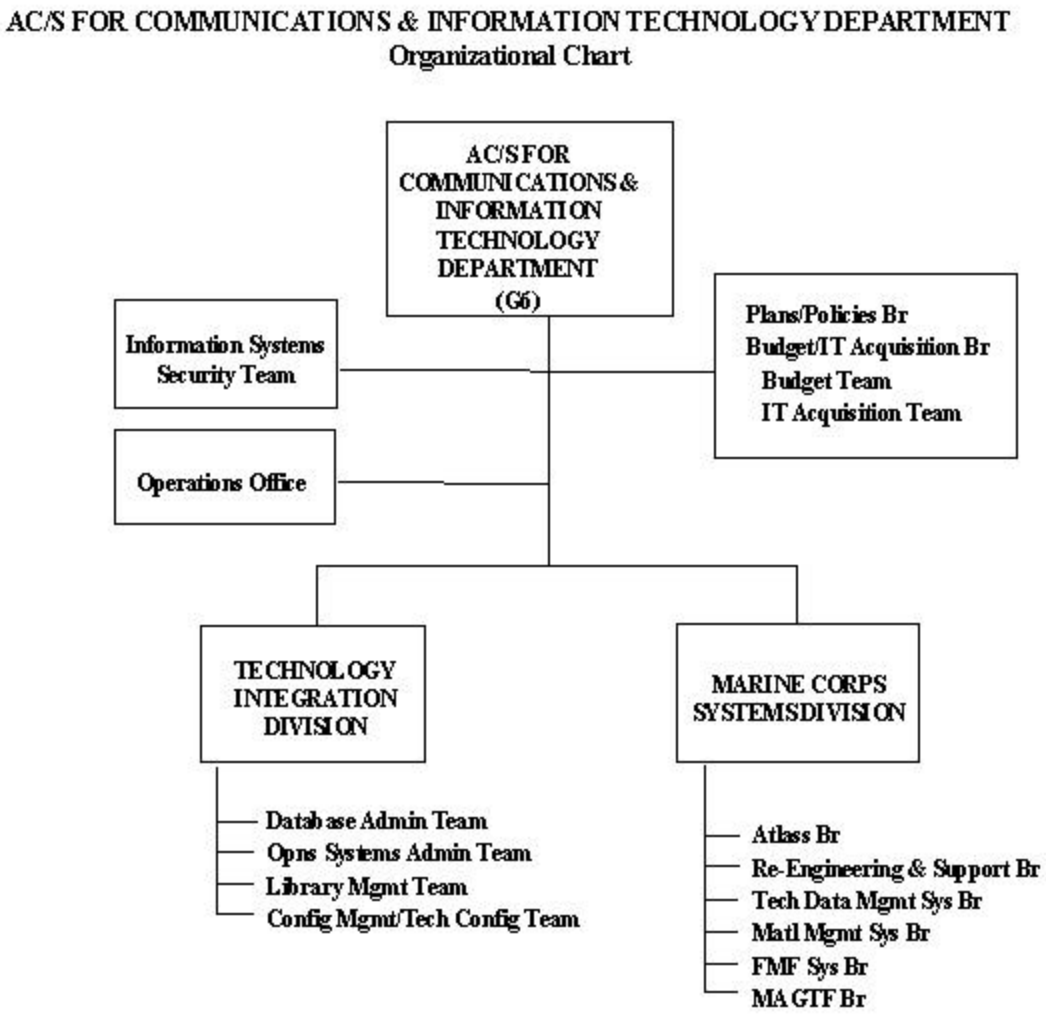
u. Perform QA for all assigned systems to ensure conformance with functional requirements, higher Headquarters' policy, DoD-directed requirements, and applicable IRM standards.

v. Evaluate, track, and prepare detailed analysis for all SMR's assigned to this Branch.

w. Provide configuration control over all requirements, work orders, program fixes, documents, and base-lined versions.

x. Provide direction to in-house and contractor analysts and programmers making new and revised functionality changes to the systems.

Figure 3-6.--AC/S for Communications and Information Technology Organizational Chart



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CHAPTER 4
CENTERS

4000. CENTERS. The MARCORLOGBASES Centers consist of the following organizations: Life Cycle Management Center, Fleet Support Centers, Albany and Barstow, and Maintenance Centers, Albany and Barstow. Centers are the logistics operational elements of the Command and provide weapons systems management, storage and distribution, and maintenance support. Centers receive direction and guidance from the Command Headquarters and the General Staff. Center Directors are responsible for the command and control of their organizations. (See figure 4-1.)

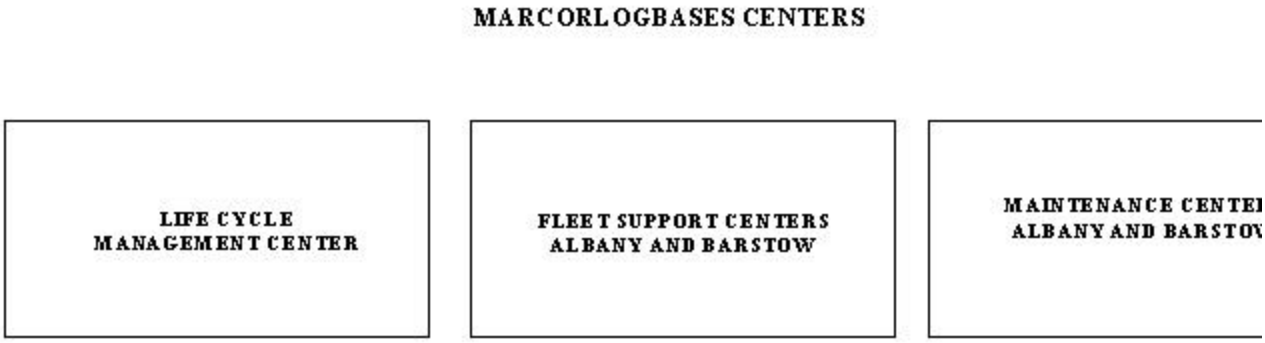


Figure 4-1.--Centers

CHAPTER 4
CENTERS
SECTION 1: LIFE CYCLE MANAGEMENT CENTER

4100. OFFICE OF THE DIRECTOR (CODE 82)

1. Mission. The Director is responsible for the execution of Life Cycle Management for assigned WS/E within the Marine Corps. Serve as the Command focal point for materiel management matters and WS/EM related programs. Plan for and provide logistics support to the Marine Forces that will maintain continuous readiness and sustainment necessary to meet operational requirements. Manages all elements associated with those ILS plans related to assigned WS/E. Provide supply support and technical assistance to

Marine Corps activities, other services, and federal agencies, as appropriate. Perform centralized inventory management functions for materiel held within the stores distribution system. Serve as the Marine Corps central manager for all Class II, Class VII, and Class IX items of supply held by MARFOR activities and direct item redistribution's, when necessary, to enhance Marine Corps readiness. Manage and execute DoD Joint Service Retail Surveillance program and Marine Corps NBC Test and Evaluation Program. Serves as Program Manager for the NBC Defense Equipment Surveillance Program for the Marine Corps and heads the Joint Service Retail Surveillance Program for all services. (See figure 4-2 for organizational chart.)

2. Functions

a. Support the MARCORLOGBASES, HQMC, MARCORSYSCOM, and other DoD activities in ILS policy-making role and executive policies and procedures related to weapon system management. Serve as the LEM office for the following ILS elements/functions: Depot Maintenance Planning and Supply Support (Provisioning/Replenishment) and warranty planning. Serve as the LEM office for the related discipline of Post-Production Support. Support initial provisioning of new items of equipment, and maintain the Logistics Management Information after the production and during the deployment and operation of Marine Corps WS/E.

b. Provide a WSM to coordinate the full range of logistics support throughout all designated phases of the life cycle of specified weapon systems and equipment. Provide total ILS management for those items which have been transferred to COMMARCORLOGBASES Albany for life-cycle support.

c. Monitor and evaluate reported equipment readiness of Marine Corps units and assure effective response to MARFOR logistics readiness requirements, to include coordinating with HQMC, MARFOR, other Marine Corps Commands, and other DoD Logistics Agencies/integrated materiel managers.

d. Control the issue and distribution of PEI's, reparables, and consumable items throughout the Marine Corps to include directing item redistribution whenever necessary to eliminate excess and/or enhance the combat readiness of operating forces.

e. Develop criteria and administers Equipment Rotation Programs.

f. Review and approve SDR field allowances for Low Density Items.

g. Provide MARCORLOGBASES representation during the concept, exploration, and definition phase of the WS/E acquisition process and participate in the development of the LSA/LSAR, LORA, RCM Task Analysis, and Life Cycle Cost Analysis documentation and data collection effort.

h. Compute and identify requirements, prepare budgets and manage execution of the Stock Rotation Program and that portion of the DLMP related to Marine Corps managed

PEI's and secondary reparables.

i. Analyze and identify trends adversely affecting WS/E support and readiness and ensure the accumulation of historical logistics data.

j. Develop phase-in and phase-out plans for WS/E, uniform clothing, and textiles to ensure timely item replacement and maximum use of system stock.

k. Serve as the WIMM and PICA for items assigned to the Marine Corps for integrated materiel management by the DoD.

l. Serve as the SICC and SICA for those items which the Marine Corps has been identified as a registered user.

m. Review and update, as necessary, Marine Corps WS/E support publications and directives.

n. Direct management and operation of the DLMP, R&E, NIP, stock rotation programs and assures maximum utilization of Marine Corps items.

o. Manage the Nonsystem/Part Number Requisition Program, fulfilling all facets of inventory management normally performed to include requirements determination, recommending NSN assignments, fabrication, cannibalization and provide part number listings as requested.

p. Coordinate action in support of the Diminishing Manufacturing Sources Program.

q. Direct and coordinate operations to integrate WS/E management concepts and provide overall logistics support throughout the life-cycle of fielded Marine Corps WS/E.

r. Review and take appropriate action in response to PQDR's associated with Marine Corps managed items and participate in the Product Improvement Program with the purpose of enhancing WS/E reliability and maintainability.

s. Provide technical management of the Marine Corps E3 Control Program.

t. Maintain a level of operational preparedness necessary to support contingency operations in accordance with existing defense requirements.

u. Determine requirements, formulate and execute the equipment maintenance (O&M, MC/O&M, MCR), PMC and the Marine Corps NWCF Budget, POM for PEI's and SDR's for life-cycle management support.

v. Ensure that sustained supply support is provided for the Marine Corps operating forces world-wide and all other users to include the attainment of PWR requirements/deficiencies.

w. Assess equipment readiness versus sustainability in release of protected stock and initiate/propose release justification of PEI's in WRM stocks to the COMMARCORLOGBASES for approval.

x. Assign the Staff Officer (WSM) who coordinates MARCORLOGBASES logistics representation to the MARCORSYSCOM ILSMT and IPT's during the acquisition phase of ILS planning.

y. Coordinate and integrate the WS/EM efforts of all contributing functional organizations during the life cycle of the WS/E.

z. Ensure that timely and adequate repair parts/logistics support is provided to the MARFOR units world-wide and all other users to include foreign countries.

aa. Provide user input for development of systems procedures and policy.

bb. Produce reports and graphics to include full briefing packages and multimedia presentations.

cc. Provide ad hoc programming services with off-the-shelf application environments.

dd. Provide systems support for computers and coordinate system analysis design and problem resolution.

ee. Manage Unit Property accounts for PC hardware.

ff. Provide the Data Control Administrator support to include all mainframe security.

gg. Identify and budget for PC hardware and software requirements.

hh. Provide programming and problem resolution support to the Center's MDS system.

ii. Serve as focal point between user and developer for resolution of PC system support problems.

jj. Develop commodity branches' position on PC systems issues.

kk. Analyze revised policy to determine impact to existing PC operating systems.

ll. Conduct functional analysis/user testing on newly-developed PC AIS.

mm. Assist in the implementation of migrating PC systems.

nn. Identify functional deficiencies of DoD standard PC-based logistics systems and develop appropriate system specifications for correction.

oo. Assist in the development of long-range plans for testing, integration, and implementation of all DoD migrating/ stand PC systems affecting the mission of the commodity branches.

pp. Act as liaison with ADP security concerning virus protection and software security issues.

qq. Act as liaison with Computer Service and Support Branch, (G6), for hardware repair.

rr. Responsible for PC hardware and software installation.

ss. Develop short- and long-range requirements for PC software and hardware.

tt. Develop and advise management on long-term infrastructure changes.

uu. Provide LAN administration support.

vv. Determine the full range and depth of spare parts, produce the SL-3 & SL-4 and make initial issue of Spares packages (Initial Issue Provisioning) to support new fielding of WS/E.

4101. EQUIPMENT MAINTENANCE REQUIREMENTS BRANCH (CODE 831)

1. Mission. Provide technical support to the Life Cycle Management Commodity Branches.

2. Functions

a. Support the MARCORLOGBASES in the ILS policy-making role.

b. Supervise, coordinate, and prioritize equipment maintenance management and technical functions to include, but not limited to, budget preparation, execution, DLMP, POM data collection selection for the commodity branches.

c. Initiate and perform a statistical/performance analysis as an internal review to identify effectivity of operations regarding rebuild/repair and recommends corrective action

d. Review and respond to external audits.

f. Perform assessment reviews and prepare effective analysis reports.

g. Compile requirements, prepare budgets, and manage execution of that portion of the DLMP related to Marine Corps-managed PEI's and secondary reparables.

h. Direct management and operation of the DLMP, R&E Programs and assure maximum utilization of Marine Corps items.

i. Develop/Manage the 6-year depot level maintenance plan.

j. Plan, budget, and execute the PEI and Critical Low Density SDR Maintenance Requirements in support of the O&M,MC and O&M,MCR POM/budget.

k. Budget and fund for rebuild standards in support of fielded equipment.

l. Coordinate the SSP with (G3) and FSCA and FSCB.

m. Provide requested data for DMI studies.

n. Conduct liaison with other elements of the Command for the purpose of identifying and resolving deficiencies with policies, procedures, plans, and programs and/or providing a chairperson of ad hoc work groups in the rewrite of directives.

o. Develop, formulate, and execute the PMC and the NWCF POM/budget requirements for Depot Level Maintenance Repair/Rebuild for Low Density SDR Maintenance Requirements.

p. Manage, coordinate with the WS/EM team for the development of SOW in support of depot level equipment maintenance.

q. Manage execution of the Stock Rotation Program.

r. Manage, execute, and coordinate the R&E Program with the MARFOR.

s. Train and assist WS/EM teams on requirements determination process for the development of equipment maintenance requirements for PEI's and SDR's.

t. Serve as the Center Program Manager for the following:

(1) PEI and SDR Equipment Maintenance Program.

(2) R&E Program.

(3) SSP.

(4) ILS documentation.

(5) CVRSR.

4102. BUSINESS MANAGEMENT OFFICE (CODE 841)

1. Mission. Provide technical and administrative support to the Life Cycle Management commodity branches.

2. Functions

a. Support the MARCORLOGBASES in the ILS policy-making role.

b. Supervise, coordinate, and prioritize management and technical functions to include, but not limited to, budget preparation/execution, provisioning, inventory management, POM data collection, personnel training/evaluation/discipline and selection for the commodity branches.

c. Initiate and perform a statistical/performance analysis as an internal review to identify effectivity of operations (i.e., Logistics Support Analysis), LORA, Provisioning, Inventory Management, and recommends corrective action.

d. Review and respond to internal and external audits.

e. Provide the following administrative support to the commodity branches maintain the T/O; monitor authorized manning levels and assignment of personnel, prepare personnel actions; manage plant and unit property accounts; process incoming and outgoing mail and computer outputs, maintain Center files; obtain office supplies and equipment for the Center; and develop, compile, and monitor execution of the Center O&M,MC budget for temporary duty, overtime, and supplies.

f. Provide technical support to the commodity branches i.e., coordinate submission of success stories, articles for the Marine Corps Logistics Bulletin, command chronology, WSEM alerts, management controls, and beneficial suggestion evaluations; maintain the management information system; assign the data control administrator; develop statistical reports and reporting requirements, perform assessment reviews and prepare provisioning effectivity analysis reports; develop, interpret, and execute commodity division policy and procedures; review and interpret directives, policy, and procedures from higher authorities; and administer and maintain the commodity branches' classified material control function. Coordinate and execute the automated message traffic program for the commodity branches.

g. Conduct internal organization studies to analyze manpower resources and, where imbalances exist, recommend methods to the Director to more effectively utilize existing manpower or identify requirements for the establishment of new positions.

h. Upgrade and maintain AIG 11192, which is used to distribute critical information regarding managed weapon systems.

i. Coordinates, schedules, conducts and executes the commodity branches' training programs.

j. Coordinate requirements, and prepare commodity branches' budgets for the stock rotation program to ensure maximum utilization of Marine Corps items.

k. Direct management and operation of the NIP.

l. Serves as the Marine Corps focal point for the DoD-directed data exchange process for Marine Corps ground combat equipment (less ammunition).

m. Coordinate action in support of the diminishing manufacturing sources program.

n. Manage the spending/execution of special/reimbursable funds within the commodity branches.

o. Maintain a management information system for control of commodity branches' correspondence.

p. Maintain the official Bulletin Board for the commodity branches.

q. Manage, coordinate, and maintain the MRP, both in-bound and out-bound.

r. Coordinate excess/disposal programs such as the Defense Reutilization Program, the Defense Reutilization Marketing Service, Defense Contracting Inventory and Strat Excess Program. Coordinate the DIIP with (G3.)

s. Coordinate and serve as POC on consumable items logistics reassignments between the gaining activity and the COMMARCORLOGBASES.

t. Manage the execution of the odd SLLIN funds.

u. Review approved MISTRIP/MILSTRAP changes to determine impact and implications on existing directives and procedures.

v. Conduct liaison with other elements of the Command for the purpose of identifying and resolving deficiencies with policies, procedures, plans, and programs and/or providing a chairperson of ad hoc work groups in the rewrite of directives as they pertain to the commodity branches' mission.

w. Develop, formulate and execute the PMC and the NWCF POM/budget requirements for procurement and reprocurement of PEI's, initial and replenishment spares. Review, research, analyze the proper execution and obligation of dollars (unliquidated obligations). Develop budgeting systems to accommodate continuing changes in provisioning/ replenishment financial requirements.

x. Provide support as a member/chairman as inter- and intra-organizational conferences and meetings concerning the responsibilities in support of logistics function policies for the equipment within the Center (examples: ILSMT, LSAR Guidance, IPT's).

y. Review IIP ROD's and provide follow-up action. Maintain tracking system for commodity division WS/E PQDR's and ROD's.

z. Control master project data base for all weapon systems within the commodity branches.

aa. Maintains intra- and inter- Marine Corps liaisons and coordinates with joint services and other governmental agencies on matters relating to logistics for which the commodity branches are responsible.

bb. Develop short and long range innovative methods/techniques to achieve currency in logistics.

cc. Develop implementation strategies for new concepts in logistics policies, doctrine and procedures.

dd. Provides commodity branches' focal point for new concepts and strategies impacting the business of logistics.

ee. Focal point for the incoming and outgoing Marine Corps for supply support request.

ff. Serves as the Command focal point for the Marine Corps low density program.

gg. Serves as the focal point for required WSM analysis data and reports.

hh. Serves as the commodity branches' focal point for audits.

ii. Serves as the commodity branches' focal point for inquiries on credit and billing validations for wholesale and retail customers.

jj. Provides functional requirements for SCS and legacy systems relating to WS management.

kk. Serves as the commodity branches' focal point for the Command's carcass tracking program.

ll. Serves as the commodity branches' focal point for the WOLPH.

mm. Serves as the commodity branches' focal point for integrated supply support agreements.

nn. Serves as the commodity branches' focal point for the global PICA project.

oo. Serves as the commodity branches' focal point for nonconsumable integrated materiel management committee.

pp. Responsible for the assignment of manager review code for NSN's.

qq. Maintain initial issue provisioning program process for provisioning spare/repair parts program.

rr. Serve as the commodity division's Program Manager for the following:

(1) Automated Returns Program.

(2) MPF Reconstitution Program.

(3) Strat, Annual Buys, and Excesses.

(4) Inventory Reduction Program.

(5) High Buy Procurements.

(6) Assembly/Disassembly.

(7) Fabrication.

(8) Non-System Part Number Requisitions.

(9) MIPR.

(10) Phase-out Plans.

(11) Initial Issue Provisioning.

(12) LAR.

(13) Provisioned Items Orders.

(14) Life Cycle Management Transfer for PEI's.

(15) Execute the Initial Issue of Repair/Spare Parts.

(16) WSSP.

(17) Special programs such as Enhanced Equipment Allowance Pool, Excess Equipment Collection and Clearing Unit, and European Excess.

(18) ILS documentation.

(19) FMS.

(20) ITIMP

(21) Master TAMCN Directory.

(22) SCS.

ss. Maintain and distribute WS/EM Alerts.

tt. Responsible for the DESEX Customer Service Program.

uu. Provide provisioning project control for projects within the designated commodity areas.

vv. Develop/maintain a Management Information System for the Center.

ww. Serve as focal point for the SMBA of the NWCF.

4103. ALL COMMODITY BRANCHES

1. Mission. As the WS/E Logistics Manager, direct, coordinate, and monitor the overall WS/EM within the Marine Corps throughout the total life cycle for assigned equipment. Exercise continuing review, analysis, and management control over assigned ILS elements for WS/E. Responsible for implementing the total Marine Corps Initial Issue Provisioning Program within the Branch. Determine the range and depth of spare and repair parts, special tools, and test equipment required to support the introduction of new WS/E. Ensure that timely initial issue and adequate repair parts/logistics support are provided to MARFOR units throughout the world. Determine requirements and exercise inventory management for all Marine Corps-managed consumable and reparable classes and/or groups of supplies and equipment in the combat vehicles, wheeled and tracked, automotive small arms, ordnance, general property clothing, construction/engineer equipment, raids and recognizance equipment, initial issue expense and NBC defense equipment, communication-electronic and missile functional categories. Provide budgetary requirements to support assigned equipment throughout its life cycle. Coordinate with LDMD for cataloging, publications, engineering, configuration management, maintenance, and supporting technical data. Plans and provides the full range of logistics support for Marine Corps ground weapon systems throughout the materiel life cycle management. Serves as the LEM for supply support/provisioning, maintenance and warranty planning. Serves as warranty administrator and provides technical expertise to the FMF. Responsible for and/or participates in the development of the LSAR/LORA/Logistics Support Analyses, Reliability Centered Maintenance, Task Analysis and Life Cycle Cost Analysis. Develop phase-in/phase-out plans for WS/E to ensure timely introduction and maximum utilization of Marine Corps assets. Perform the full range of inventory management for centrally-managed materiel throughout the life cycle of the equipment; oversee fielded Marine Corps Weapon System Readiness and

logistics support; control the issue and distribution of PEI's and SDR items throughout the Marine Corps; subsequent to fielding, provide supply support to Marine Corps activities, other services, federal agencies and foreign governments as appropriate; assist the MARFOR and other Marine Corps Commands in obtaining supply support from other DoD IMM's and GSA; provide planned supply requirements to DoD IMM's. Provide the readiness versus sustainability methodology in support of the release of protected stock; authorize the issue of war reserve assets; i.e., PEI's, SDR's, and consumable items; manage the attainment of war reserve stock. Determ ine requirements for the DLMP, develop SOW for execution of maintenance requirements and determines asset availability for the MWS of PEI's and SDR's. Provide WS/EM support to foreign countries on weapon systems assigned to the Marine Corps via the DoD SAP. Provides workload monitoring, policy and procedures interpretation/resolution for NBC defense equipment Surveillance Program services provided by DLA.

2. Functions

a. Supervise, coordinate, and prioritize management, administrative, and technical functions to include, but not limited to, budget preparation, provisioning, inventory management, POM data collection, personnel training/evaluation/discipline and selection.

b. Manage the portion of the total WS/EM Program assigned to MARCORLOGBASES and acts as focal point for liaison with HQMC, MARCORSYSCOM, and external agencies.

c. Assign the ILS Management who coordinates Command Logistics representation to the MARCORSYSCOM ILSMT during the acquisition phase of ILS planning.

d. Record, maintain, analyze, and furnish data for inclusion in the HQMC POM cycle.

e. Receive, review, respond, and provide follow-up action to ROD's, PQDR's, reports of excess property, follow-ups on requisitions, and requests for asset availability.

f. Provide a LEM in the acquisition of new items of equipment; provide life cycle support requirements and costs for designated elements associated with the acquisition of new equipment and weapons systems.

g. Prepare Post Production Support Plan for incorporation in the ULSS.

h. Coordinate and integrate the WS/EM effort of all contributing function organizations during the life cycle of the WS/E.

i. Analyze and project trends in equipment support and readiness, and ensure the accumulation of historical logistics data for WS/E.

j. Periodically visit major commands, to include Recruit Depots, to assess the effectiveness of WS/EM programs, objectives, and procedures.

k. Identify problem areas encountered in normal operating programs and recommend/initiate methods to improve the quality and performance of work in the most cost effective manner.

l. Establish liaison with various activities engaged in research, development, testing, and evaluation of equipment.

m. Provide spare repair parts/logistics support to MARFOR units world-wide and all other users/foreign countries for assigned equipment.

n. Provide all levels of inventory management of PEI's, associated secondary reparables, modification kits, and Marine Corps-managed consumables throughout the life cycle of the equipment.

o. Manage execution of the initial issue expense programs.

p. Determine requirements for the DLMP and asset availability for the MWS of all PEI's and SDR's.

q. Compute and furnish estimated materiel issues and storage activity Readyline goals in support of the SSP.

r. Procure and attain assets for secondary reparable and Marine Corps-managed consumable requirements.

s. Determine ability to support the R&E Program nominations.

t. Receive and process requests for disposition instructions of PEI's/SDR's.

u. Prepare recommendation for issue of PEI's and/or SDR's from PWR stock to fill critical demands, and provide a reconstitution plan to replace assets recommended for release.

v. Prepare, furnish, and/or brief all levels of the Command on critical items of supply, problem areas, and significant trends affecting MARFOR readiness or supply posture.

w. Receive and act on requests for reservation of assets to satisfy bill of materiel project loads, GFM/GFE requirements, and temporary loans.

x. Process stratification output to ensure appropriate action is taken to correct inventory records and/or stratification reports that support the annual budget submission and the Inventory Reduction Plan.

y. Position stocks within the stores system as required to support requisitions (PEI, SDR, consumable), MWS rebuild plan, PWR, and planned issue requirements in accordance

with materiel policies of HQMC.

z. Take appropriate action to ensure management/historical data is accurate in the Stock Control System for assigned items.

aa. Execute Support Capability Tests to ensure timely attainment of initial issue provisioning assets.

bb. Serve as the WIMM and PICA for items for which the Marine Corps is assigned as DoD IMM.

cc. Serve as the SICC and SICA for items for which the Marine Corps is a registered user.

dd. Monitor and evaluate equipment readiness of Marine Corps Units and assures effective response to MARFOR logistics readiness requirements, to include coordinating with MARCORSYSCOM, MARFOR Commands, GSA and other DoD IMM.

ee. Maintain a state of readiness to support contingency operations in accordance with established defense condition requirements.

ff. Establish and approve SDR field allowances for low density equipment.

gg. Provide representation to ILSP on new equipment acquisition programs as the MARCORLOGBASES technical LEM. Ensure necessary/timely coordination with agencies external to the Division in connection with ILSMT.

hh. Responsible for determining, coordinating, and scheduling all supply/logistics support analysis conference representation.

ii. Provide support in the development of the LSAR/LORA, RCM and Task Analysis during the Acquisition Phase of WS/E.

jj. Provide support in the development of maintenance concepts, plans, policy and procedures.

kk. Provide support in Technical Manual validation and verification.

ll. Evaluate Beneficial Suggestions.

mm. Responsible for reprocurement of PEI's and life-cycle management support.

nn. Assign source, maintenance and recoverability codes to new systems.

oo. Establish range and depth of repair parts for new systems acquisition.

pp. Review and process requests for disposition/utilization of excess assets from DLA or other agencies.

qq. Perform validation of Depot Maintenance Work Requests, IROAN standards, and rebuild standards.

rr. Perform research and make recommendations regarding diminishing manufacturing sources.

ss. Serves as the focal point for assigned programs such as Readiness, Non-Consumable Items, Excess Items, and Controlled Items.

tt. Provide and brief required data in support of the quarterly and special readiness briefs delivered to HQMC, C/S, I&L. Provide technical guidance and instruction to field units in the update of the MIMMS data base readiness files and maintain the MARES. Coordinate the logistics information system with other Center personnel. Coordinate update of Marine Corps Bulletin 3000.

uu. Plans, executes, and develops criteria for equipment rotation programs.

vv. Develops, validates for accuracy and submits logistics data to be displayed in the PEI Stratification process.

ww. Serves on the DoD NBC Defense Program Boards.

xx. Serves on WS/E Product Teams (IPT's)

yy. Manage and coordinate the activities/procedures related to the computation and approval of Maintenance Float allowances between MCLB Albany and supported field activities.

zz. Execute support capability testing to ensure timely attainment of initial provisioning assets.

4104. OFFICE OF THE DIRECTOR FOR THE LOGISTICS DATA MANAGEMENT CENTER (CODE 850)

1. Mission. Provide life cycle technical data management for the Marine Corps in all disciplines associated with cataloging, standardization, publications, engineering and configuration management. Serve as the research, design, and development authority for Marine Corps uniforms and specialized dress requirements. Manage and direct the Technical Data Management, Acquisition Streamlining, and Base Printing Management Programs. Serves as the Command focal point for ETPS, the IETM, JEDMICS.

2. Functions

a. Serve as the central cataloging activity for the Marine Corps, plan and execute the operations of a Federal Cataloging Program to ensure that the Marine Corps is a registered user on all required items of supply brought into the supply system.

b. Serve as Technical Data Management focal point for determining, planning and ensuring the timely and economical acquisition of technical data required to support Marine Corps WS/E.

c. Provide and maintain technical data for the MARFOR on fielded equipment in the ordnance, tracked vehicle, automotive, engineer, general property, C&T, air control, missile, radio, electronics, communications, intelligence and security commodity areas.

d. Prepare TI's, MI's, LI's, and the SI-5600-15 series and review other SI's for accuracy and compliance with format guidelines. Coordinate with all interested Marine Corps and other DoD services/agencies to consolidate and evaluate comments received during coordination and to process all projects for standardization.

e. Serve as configuration status accounting LEM for the Marine Corps.

f. Prepare Marine Corps equipment support publications for distribution throughout the Marine Corps supply system, perform maintenance reviews, and prepare revisions and changes for publications.

g. Serve as engineering drawing LEM for the Marine Corps.

h. Develop and propose policies, regulations, systems and procedures for MCLB Albany guidance in control of all printing matters.

i. Design and prepare patterns for use in the manufacture of prototype, experimental and standard samples of uniforms. Manufacture prototype and experimental uniform items. Develop, prepare, and validate C&T specifications and drawings for uniforms, hardware, footwear, heraldic, leather and textile items. Issue Marine Corps approval numbers for officer/optional uniform and accessory items submitted by commercial vendors for sale through the exchange system.

j. Provide a fully-developed capability of engineering skills, knowledge, processes and techniques concerning all end items of equipment, major components, repair parts and materials used by the Marine Corps. Provide professional engineering advice and guidance on electrical, electronic, and mechanical technical problems. Provide professional engineering expertise necessary to manage MARCORLOGBASES VE and Metrication and Electromagnetic Protection programs. Responsible for the acquisition and authentication of technical data suitable for support of Marine Corps equipment/systems.

k. Serve as MARCORLOGBASES focal point for all matters related to configuration

management and promote coordination between the Marine Corps, and other DoD Services/Agencies to enhance item/project standardization efforts.

l. Serve as the Technical Data Repository for engineering drawings for the Marine Corps.

m. Serve as Marine Corps representative for the DoD Joint Engineering Study Group.

n. Serve as the engineering support activity for the Marine Corps by providing engineering and technical assistance, including the development, validation and approval of technical data and engineering criteria, and guidance and decisions required in the management of an item.

o. Process reprocurement referrals and non-system buy requests in support of the Contracts Department.

4105. BUSINESS MANAGEMENT OFFICE (CODE 851)

1. Mission. Provide operational, financial, administrative, and technical support for the Center. Administer the printing management function and provide technical library facilities and services.

2. Functions

a. Develop the Center's SOP for pertinent plans, programs, and systems. Determine impact of changes and conduct review and analysis to determine the effectiveness and efficiency of Center operations.

b. Accumulate and submit various statistical reports as required.

c. Troubleshoot problems and coordinate special projects for the Center.

d. Provide functional systems support to (G3) for current automated systems and (G5) for future systems.

e. Recommend/evaluate new and revised Marine Corps policy proposals as they pertain to the Center's mission.

f. Technically evaluate all parent/component relationships resident or to be included in the Applications Records.

g. Continuously review/update the essential repair parts management data resident in the Repair Parts Application Record.

h. Serve as the functional manager for the Marine Corps on FSCA and FSCB.

i. Perform automated data reconciliation to Marine Corps logistics data files maintained by LDMD; TDMS, Applications, SCS Items File, MHIF.

j. Assign item designator numbers to end items, major components, depot reparables and modification kits; maintain internal historical records for Marine Corps equipment and major components.

k. Serve as Center point of contact for matters relative to data entry, FLIS, TDMS, INFOPAC, SCS Stock List, Item Applications, MHIF, Monthly Field Change Process, and FEDLOG.

l. Control accountable property and functions as the Unit Property Officer for the Center.

m. Manage Center personnel programs and requirements.

n. Maintain Center's master files of correspondence and directives.

o. Formulate and administer Center's budget/financial accounting data and serve as the planning estimate holder/FA for the Center.

p. Receive and distribute all incoming and outgoing mail; determine appropriate action office, route and suspense accordingly. Requisition office supplies, forms and publications.

q. Review incoming messages/correspondence to identify the action office and ensure responses are timely and appropriate.

r. Furnish Center guidance on all administrative matters, orders, regulations, and special instructions; monitor compliance, and consolidate Center's comments/concurrence into responses to proposed policy or directives changes.

s. Interpret new and revised higher authority directives to determine Center's application.

t. Control recurring reports and forms for the Center.

u. Serve as the Center internet web master responsible for the development and maintenance of all Center information loaded to the world wide web.

v. Assist in the identification of training needs and coordinate the Center's training program with HRO to assure all training requirements are satisfied.

w. Monitor the Center's Productivity Improvement Program; review FIP charges for proper utilization and trends; compile Center work measurement report, and analyze productivity measurement relative to cost/budgetary data.

x. Administer all manpower management programs for the Center and coordinate the

Center's interrelationships with cognizant Departments, Centers and Divisions.

y. Prepare charts/reports reflecting various aspects of the Center's operations and prepare script for briefings.

z. Develop policies, regulations, and procedures for MCLB, Albany guidance in all printing matters.

aa. Maintain technical direction over the preparation, production, and procurement of printing.

bb. Maintain technical direction over and reprographic equipment under the jurisdiction of MCLB, Albany.

cc. Responsible for reviewing and providing technical advice to MCLB, Albany regarding all requests for procurement of office copy machines and other reprographic equipment. Approve purchase or replacement of reprographics equipment.

dd. Prepare and justify the Base printing budget (excluding local forms).

ee. Provide editorial services and pre-production consultation.

ff. Procure and process the receipt of printed materials.

gg. Operate an effective quality assurance program for printed materials.
hh. Serve as MCLB, Albany POC in all matters pertaining to printing and printing-related equipment and to methods of production and procurement of publications/manuals under the cognizance of MCLB, Albany.

ii. Maintains and loans technical publications, periodicals, research material, etc., to provide a complete technical library to support MCLB, Albany responsibilities.

jj. Provide ad hoc data retrieval support for the Center and support the other Branches upon request.

kk. Serve as the Center action office for all IT issues.

ll. Serves as a central Center focal point to receive tasking from the Command General Staff, obtain and compile required information and prepare consolidated center responses.

mm. Responsible for loading data to correct erroneous technical data in the MHIF for distribution in the Monthly Field Change Process to the MARFOR.

4106. <u>CATALOGING BRANCH (CODE 852)</u>

1. Mission. Provide initial cataloging support for WS/E used throughout the Marine Corps.

2. Functions

a. For all items in the acquisition phase, participate in the Federal Cataloging Program as the Marine Corps-submitting activity ensuring the establishment of an NSN, for all Marine Corps logistics files for items of supply required to support equipme nt in all commodity areas.

b. Serves as Marine Corps POC for HQMC, contractor, and other DoD agencies in all matters related to provisioning cataloging of ground combat equipment.

c. Attend/participate in provisioning conferences at contractor facility. Ensure all discrepancies have been corrected and provide cataloging management information for all line items to the contractor and equipment specialist.

d. Provide advice and assist the Integrated Logistics Supply Manager/Officer with planning, coordinating, interfacing, monitoring schedule and contractor performance, ensuring the adequacy and timeliness of government's inputs and actions, and ensuring government and contractor compliance with applicable requirements, regulations, specifications, standards, and guidelines for cataloging.

e. Serve as the Marine Corps new item entry control point by recording Marine Corps as a user (adoption) or by adding new estimated demand requirements to existing NSN.

f. Assign/input elements of management data including MEC's, PSC's, SOS, Precious Metals Indicator Code, ADPE Code, Demilitarization Code, Item Management Code, SLC, NIMSC, CIIC, UI Code, SUP, and AMC, AMSC, Depot Source of Repair, Reference Number Category Code, Reference Number Variation Code, OTC, and Acquisition Advice Code on items entering the Marine Corps through the acquisition process.

g. Prepare new item identifications for all Marine Corps-managed items in accordance with FIIG's and develop/collaborate with federal agencies in the development of new item names, definitions, and reference drawing groups.

h. Submit SSR's or Nonconsumable Item Materiel Support Requests to appropriate IMM's for items selected during provisioning as maintenance items.

i. Participate in data calls to provide provisioning/cataloging requirements to be included in Marine Corps contracts.

j. Inspect, approve, or reject new and revised data received as a result of contract for new or modification of equipment for legibility, completeness of data packages and technical content for intended use.

k. Audit/monitor contractor's data submission to assure timely delivery of technical data ordered by Marine Corps contracts.

l. Attend provisioning guidance conferences to provide guidance to contractors in preparing and furnishing technical documentation for cataloging purposes in the following five areas:

(1) Requests for nomenclature.

(2) Engineering Data for Provisioning.

(3) Provisioning Parts Lists.

(4) Provisioning Screening.

(5) Item Logistics Data Records.

m. Participate in the establishment of Interservice Initial Provisioning Support agreements with other military services as may be required for Interdepartmental Procurement contracts.

n. Prepare PID's for input to the Automated Procurement Subsystem, SS-05.

o. Monitor stock numbering of repair parts during provisioning cycle for completion within allotted time frames.

p. Review, provide comments on LAP, ISP's, ILSP's, SOW's, MFP's, new/revised policy proposals, etc., pertaining to the mission of the Branch.

q. Review Request for Nomenclature (DD Form 61) for compliance with MIL-STD-196 prior to forwarding to NAVSURWARCEN. Prepare responses upon approval of Joint Electronics Type Designation System nomenclature.

r. Receive CAR's from Project Managers, review for validity and completeness of data. Prepare and input through TDMS item identification or review for previous transaction to obtain an NSN/or effect Marine Corps user registration on existing NSN's. Upon NSN attainment or Marine Corps recordation, prepare and provide response to originator.

s. Attend Planning Conferences to negotiate realistic milestone dates for NSN attainment and load Provisioning Control Code table with applicable data.

t. Initiate action and provide essential information for the assignment of item designator numbers to end items, major components, depot reparables and modification kits.

u. Review/update and load newly-provisioned repair parts into the Item Applications File.

v. Review/prepare comments on PTD packages submitted by the contractor. Ensure Supplementary PTD, and Provisioning Parts List and Screening are submitted and meet the requirements of the applicable regulations. Document discrepancies and forward to the contractor for correction.

w. Accumulate and submit various statistical reports are required.

4107. LOGISTICS DATA MAINTENANCE BRANCH (CODE 853)

1. Mission. Provide technical data management expertise for all WS/E relative to data maintenance for all ground equipment for the Marine Corps. Maintain, validate and change, and author necessary technical publications for fielded Marine Corps equipment that reside in the electronic data repository.

2. Functions

a. Assign management data for items in the supply system, including MEC, PSC, SOS, CIIC, SMRC, Phrase Codes, and SLC. Verify UI, Unit of Measure, Quantity Per Unit Pack and SUP.

b. Process technical/publication inquiries, price inquiries, UI discrepancies and management data related questions from Marine Corps field activities, DLA, DLSC, and other Services/Agencies.

c. Control, manage, and write MI's, TI's and LI's, to include the formatting for camera-ready copy for printing from technical data provided by WSM. Review SI's. Process MI inquiries from Marine Corps field activities, DLA, DLSC, and other services/agencies.

d. Conduct continuing program of review of item characteristics in order to establish I&S relationships. Maintain/interface all Phrase Code actions.

e. Act as a POC and control for Item Reduction Studies under the DoD Standardization program to receive and coordinate projects from interested activities. Analyze, process, and prepare replies.

f. Review and approve/disapprove NAVMC 10772 and other recommended technical data changes to Marine Corps technical publications. Coordinates and produces change packages to SL-3's, SL-4's, and technical manuals.

g. Serve as action point for the resolution of recommended publication changes as submitted on NAVMC 10772 from Marine Corps field activities.

h. Initiate necessary correction of supply data and records and provide for the preparation of Marine Corps publication changes, supplements and errata as appropriate in camera-

ready copy format.

i. Compile technical and supply data provided for inclusion in equipment support publications for Marine Corps SL's and changes for Marine Corps, other Services, and commercial technical publications/manuals.

j. Attend/participate in provisioning guidance/provisioning conferences to ensure coordination of requirements for repair parts SL-4's and for breakdown of each of the components so that the initial development of the publication can be established to ensure contractor's understanding and compliance with illustrative documentation specification requirements. Participate in Technical Publication Conferences and reviews at contractor's facilities to clarify/review contractor-prepared technical publications.

k. Coordinate development of publication schedules and monitor to ensure conformance with provisioning milestone schedules, contractual commitments, compliance with Technical Manual Specifications and Standards and other publication obligations.

l. Publish and maintain equipment support publications SL-3's, SL-4's, special SL-8's, and changes, revisions and supplements for Marine Corps, other Services and commercial technical publications/manuals.

m. Ensure the SL-1-2 Index of Authorized Publications for equipment support is kept current. Maintain Marine Corps database for SL-3's, SL-4's, and Marine Corps technical manuals.

n. Establish the range of physical and performance characteristics to be included in a variety of Marine Corps SL-8 Special Lists. Establish the sequence of item characteristics and format arrangement to be included in Marine Corps SL, SL-8 Blank Forms Special List. Develop Technical Manual Contract Requirements for Contractor. Prepare publications for FMS and Marine Corps reprocurement when new, revised, or major changes are required.

o. Develop and publish the SI-5600-15 Series to cancel LI's, MI's, SI's, TI's and other technical publications.

p. Implement the Marine Corps program in the acquisition of illustrated data through contractual agreements.

q. Implement procedures for production/acquisition of illustrated data in which the Marine Corps and other Services are committed under ISA's.

r. Participate in material review conferences at contractor's plant to clarify technical data and illustrative discrepancies.

s. Assist contractors in reworking undefinable illustration breakdown.

t. Evaluate documentation submitted by contractors for technical accuracy of layouts of comprehensive exploded views of components and assemblies.

u. Monitor the progress of contractor's preparation and submission of preliminary/final illustrations for equipment. Accept/reject illustrated data from contractors.

v. Serve as POC for administering the Marine Corps Shelf-Life Program.

w. Serve as action point for resolution of demilitarization issues for Marine Corps materiel. Provide demilitarization instru ctions to the DRMO as required.

x. Verify and check previously assigned management data information on all NSN's for which cataloging maintenance is requested for compatibility with other assigned data elements. Prepare/input transactions necessary to effect requested actions.

y. Prepare PID's for input to the Automated Procurement Subsystem, SS-05.

z. In accordance with FIIG, prepare new or revised item identifications for items of supply other than those in the provisioning stage. Develop/collaborate with federal agencies in the development of new or revised item names, definitions, FIIG, and reference drawing groups.

aa. Receive and process data elements changes, such as AMC, AMSC, NIMSC, Combat Essentiality Code, SMRC, etc. These requests are generated within the Command, field units, and other Services/Agencies.

bb. Perform data base maintenance in response to DLSC request using the FIIG and FLIS procedures manual to revise and update existing item identification.

cc. Review and accomplish necessary file corrections in response to Missing Data Notices.

dd. As the Marine Corps-authorized collaborator on actions affecting an NSN for which the Marine Corps is a recorded user/manager, review, research and respond to proposed revisions or exchanges of catalog data for other services/agencies.

ee. Prepare and submit SSR's to the appropriate IMM.

ff. Receive CAR's from Project Managers, review for validity and completeness of data. When approved, response to originator is prepared.

gg. Perform technical analysis to determine degree of I&S of all items within weapon systems for the DoD on Marine Corps items.

hh. Prepare "consists of" type Marine Corps engineering drawings, Size "A" (MCLB-ALB 9085(1)) in accordance with Marine Corps format DOD STD 100 as required for

collateral material and other special Marine Corps needs.

ii. Participate in data calls that involve technical publications and to provide cataloging requirements for non-provisioning items.

jj. Initiate action and provide the data for the assignment of item designator numbers for end item, major components, depot reparables and modification kits.

kk. Serve as POC for the Marine Corps on matters involving non-provisioning cataloging.

ll. Review, provide comments on LAP's, ISP's, ILSP's, SOW's, ULSS's, new/revised policy proposals, etc., pertaining to the mission of the Branch.

mm. Receive all DLA 339's. Record 339's on a tracking system (data base). Maintain this same data base as to hours extended. Dollar amounts for each type transaction in/out. Coordinate with all other support activities (Codes 830/840 WSM, 856, and other sources); follow up as required. Attend ESA conferences/VTC as directed.

nn. Responsible for the operation of the ETPS and the IETM's.

4108. CLOTHING DESIGN BRANCH (CODE 855)

1. Mission. Exercise management for the research, development and design of the Marine Corps men's and women's service and dress uniforms and specialized dress requirements, such as the Marine Corps Band. Exercise management of programs associated with Marine Corps C&T items.

2. Functions

a. Initiate research and development of proposed design of Marine Corps uniforms and select fabrics and findings to be used in experimental fabrication.

b. Design and prepare patterns for use in the manufacture of prototype, experimental and standard samples of men's and women's garments.

c. Arrange for field tests of production garments and devise fitting procedures for the purpose of testing design prior to production by DPSC or private contractors.

d. Fabricate and provide prototype and experimental uniform items to requiring agencies within DoD.

e. Prepare, grade and maintain patterns for furnishing to approved sources and to DPSC.

f. Maintain liaison with and visit Marine Corps installations to investigate unsatisfactory

uniform reports regarding style, fit and manufacturer discrepancies.

g. Conduct studies for achieving improved serviceability, economy of production and simplification of design.

h. Provide Marine Corps Recruit Depots, Parris Island and San Diego, liaison and technical assistance in proper fit and tailoring practices required in fitting Marine Corps uniforms.

i. Provide DPSC and private industry with liaison and technical assistance in the manufacturing of Marine Corps uniforms and assist DPSC in performance of First Article and First Lot Inspections and Pre-Award Surveys.

j. Attend and present Marine Corps position at DPSC, interservice, private agency and industry meetings and conferences.

k. Evaluate, recommend rejection or adoption of VE requests from DPSC on Marine Corps items as well as beneficial suggestions originating within the Marine Corps or from other agencies.

l. Review initial drafts and changes to garment specifications to insure that design/production requirements are adequately described.

m. Submit semiannual status reports on the introduction of new items of Marine Corps uniforms and accessories.

n. Act as central contact point in Marine Corps on all technical problems for C&T items in Marine Corps/DPSC supply system.

o. Develop, prepare and validate C&T specifications and drawings, including uniform, hardware, footwear, heraldic, leather and textile items.

p. Perform standardization review on other government agency and private industry specifications and standards.

q. Serve as contact point for PQDR's for Marine Corps-peculiar issue and optional items of C&T.

r. Receive/inspect/issue approval numbers for optional uniform and accessory items sold through exchange system. Pro vide master hubs and dies for hardware items.

s. Maintain standard samples of issue/optional C&T items.

t. Provide C&T technical support to PMCUB.

u. Budget for and control C&T research and development funds assigned in support of

PMCUB project directives.

v. Maintain contact with industry through seminars, plant visits and correspondence to keep up with the state-of-the-art in the C&T items.

w. Perform First Article Inspections on MCLB Albany contracts for C&T items.

x. Provide Marine Corps membership on the DoD C&T Panel and other DoD standardization/industry committees.

y. Prepare drafts on C&T items for proposed technical manuals and technical instructions for submission to HQMC for approval/publication.

z. Maintain Marine Corps Alteration and Fitting Manual, patterns lists, SI's, TI's, and other information booklets for the C&T commodity.

4109. ENGINEERING DATA MANAGEMENT BRANCH (CODE 856)

1. Mission. Provide a fully-developed capability of engineering skills, knowledge, and techniques concerning all items of equipment and materials used by the Marine Corps. Provide a technical data management office to establish responsibilities and procedures to determine the requirements, procurement, and management of technical data. Develop, direct, and monitor the Configuration Management Program, and maintain the central data repository for the Marine Corps.

2. Functions

a. Provide a fully-developed capability of engineering knowledge, skills, processes, and techniques concerning all end items of equipment, major components, repair parts, and materials used by the Marine Corps.

b. Serve as LEM for engineering drawings. Responsible for the acquisition/authentication of technical data suitable for support of Marine Corps equipment/systems. Review/monitor selected samples of engineering drawings and associated lists during preparation for technical content and documentation adequacy/accuracy. Resolve deficiencies with contractors, contracting officers, Acquisition Project Officers and applicable Government inspection offices. Monitor contractor's performance to determine whether drawings are actually being utilized. Review completed engineering data packages to determine whether the contractor has corrected previously-noted deficiencies followed by a complete review of the entire engineering data package (engineering drawings, associated lists, quality assurance, provisioning, etc.) for acceptance or rejection. Confer with cognizant officials to obtain changes in design, document errors, or inconsistencies with the data package. Inconsistencies are nonconformance to/deviation from military, Federal, DoD, USMC or Navy standards, the contract requirements, noncompatibility/suitability for intended usage, errors/omissions.

c. Maintain control over all Marine Corps drawing numbers and assigns blocks of numbers as required.

d. Analyze/redesign equipment when failure trends, service reports or support problems suggest a change is required. Provide professional engineering expertise to resolve technical problems concerning FAT's, FAT plans and reports on an "as needed" basis.

e. Review and prepare comments for the Marine Corps on specifications and standards related to equipment, engineering drawing practices, materials, commodities, etc., where the Marine Corps is a user in accordance with the DoD Standardization Program. Coordinate with other Agencies and update specifications and standards as required where the Marine Corps is the custodian in accordance with the DoD Standardization Program.

f. Provide professional engineering expertise necessary to manage MCLB Albany's VE Program. This includes the development and implementation of policy, program coordination, management, training and the indoctrination, advice and guidance of contractors. Provide representation for MCLB Albany in all VE matters, furnish or ensure that VE advice is available to HQMC, other Marine Corps Commands, DoD and DLA. Represent MCLB Albany on boards, committees, conferences and seminars concerned with the advancement of knowledge and application of VE as required.

g. Provide professional engineering expertise necessary to manage such programs as MCLB Albany's Metrication and Electromagnetic Protection Programs and NBC Warfare Programs.

h. Act as configuration status accounting activity for the Marine Corps and LEM for configuration status accounting. Coordinate, review and implement all policies/procedures dealing with configuration management and status accounting processing for total configuration implementation. Participate on the Marine Corps configuration management committee.

i. Serve as the focal point for pending configuration changes for Marine Corps WS/E.

j. Perform physical configuration audits on Marine Corps equipment.

k. Review contract deliverables and provide guidance to contractors as required. Accept technical data submitted under the requirements of configuration status accounting and engineering records.

l. Act as the Secretariat of the configuration control field board. Ensure adherence to configuration management plans of designated weapon system as specified by the Configuration Manager.

m. Ensure timely evaluation of ECP/VE Change Proposals for technical, economical and

logistical considerations.

n. Control approved changes through the modification change cycle to ensure timely processing, uniformity of assembly, procurement, distribution, files, publications and updating.

o. Establish, load, and maintain the current configuration baseline of Marine Corps equipment. Maintain and update all engineering data that identifies and describes the relationship of hardware items and those technical documents required to fabricate, rebuild, repair, modify, package and procure the hardware.

p. Serves as the Marine Corps focal point to obtain engineering documentation from other services and vendors.

q. Maintain a drawing repository for Marine Corps systems and equipment and as such, serves as functional focal point for the repository.

r. Ensure the preservation of master drawings of equipment designed and developed by or for the Marine Corps, and that equipment for which the Marine Corps is the procuring agency. Maintain custody of master drawings for equipment which the Marine Corps has design control and is the procuring agency on all other master drawings procured by the Marine Corps. Prepare and distribute or effect the sale of bid sets to support procurement action.

s. Responsible for the JEDMICS. Provide representation as the Marine Corps representative on DoD working groups/meetings for JEDMICS.

t. Provide guidance for the maintenance of required satellite files at designated Marine Corps activities. Forward a contingency file of Marine Corps peculiar and commercial contractor engineering data and all new/revised engineering data to the Marine Corps alternate technical data repository.

u Act as the administrative point of contact between the Program Managers at MARCORSYSCOM and the MCLB for data requirements.

v. Conduct data calls to provide for the review of acquisition packages by the LEM's.

w. Assist the LEM's in the selection and tailoring of data item descriptions, preparing contract data requirement lists, and SOW paragraphs. Consolidate SOW packages and forward to the program manager for review and final signature.

x. Review, coordinate comments and prepare Center responses on acquisition documents and policies.

y. Perform PTLD functions which are designed to verify and validate Technical Manuals, SL-4's, rebuild standards, engineering drawings, tool requirements and physical

conformance of hardware to technical data packages.

z. Review, provide comments on LAP, ISP, ILSP, SOW, MFP, new/revised policy proposals, etc., pertaining to the mission of the Branch.

aa. Review information to determine impact on and applications of FOIA as it relates to the drawings.

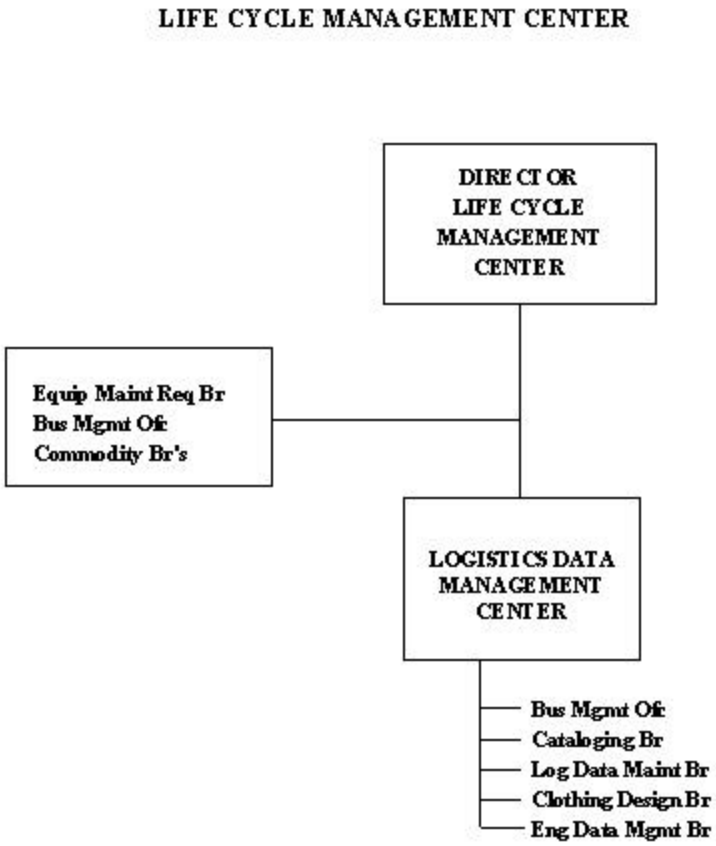
bb. Review, validate, and distribute engineering data to Contracts Directorate in support of procurement requirements. Assigns AMC and AMSC to describe the status of engineering data to support procurement of the item.

cc. Provide engineering support and guidance to potential bidders and contractors via Contracts Directorate relative to problems encountered in the manufacture of equipment to be purchased. In addition, serve as the Engineering Support Activity in providing similar support to the Defense Supply Centers for consumable items that have Marine Corps application.

dd. Provide guidance and information relative to the FOIA and Privacy Acts and review information to determine possible impact on the FOIA and the Privacy Act.

ee. Serves as Center POC for all matters related to the CMIS.

Figure 4-2.--Life Cycle Management Center Organizational Chart



CHAPTER 4
CENTERS
SECTION 2: SECTION TWO FLEET SUPPORT CENTER, ALBANY

4200. OFFICE OF THE DIRECTOR (CODE 870)

1. Mission. The Director is responsible for operational control over storage functions in support of equipment and materiel stored at MCLB, Albany. Perform the receipt, storage, care-in-store (CIS), inventory, inspection, security, transfer, preservation and minor

repair of Marine Corps equipment. Develop and monitor quality control systems, procedures and plans related to stored assets and document processes and operations of concern to the FSCA. Assemble/disassemble sets of CM, SSRI and sets, kits, and chests in support of Marine Corps requirements. Perform minor repairs and modifications; exercise and reprocess vehicles as required to maintain a ready-for-issue condition. Plan, manage, and control a "readyline" of PEI's with applicable boxed gear to support readiness and sustainment. Provide inventory management, storage, and distribution of publications for the Marine Corps. Receive, store, assemble, pack and ship components for various end items on a reimbursable basis. Provide logistics support to Operating Forces east of the Mississippi River through a reserve technical assistance program. (See figure 4-3 for organizational chart.)

2. Functions

a. Plan, organize, direct, and control the Center's operating branches and staff sections in accomplishing MCLB Albany's materiel distribution mission.

b. Direct preparation of, review, and approve detailed Center-wide procedures required to implement plans, policies, programs, and objectives approved by MCLB Albany pertaining to the Center.

c. Advise the (G3) on Center matters which impact MARCORLOGBASES.

d. Manage and execute a "Readyline" of PEI's to support readiness and sustainment.

4201. PLANS AND OPERATIONS OFFICE (CODE 871)

1. Mission. Perform supply planning functions by advising and assisting the Center Director in achieving and maintaining efficiency in supply operations. Formulate the Center's operating budget. Provide analytical support to all Branches in regard to the various ADP operating systems utilized by the Center. Perform inventory functions relative to stored assets.

2. Functions

a. Perform systems design and improvement analysis, procedural services, and systems implementation.

b. Develop, review, and revise data input/output for system support.

c. Provide liaison with the Comptroller on labor distribution system requirements.

d. Develop and administer the Center's operating budget. Develop and administer cost accounting programs and procedures to include projections and accounting for military and civilian labor requirements, work units, consumable materials, off-Base training and

TAD costs. Establish work centers and FIP's for the accumulation of labor and materiel costs.

e. Disseminate and formulate Center Command Chronologies.

f. Gather, formulate and disseminate performance data.

g. Coordinate the Center personnel management program/personnel actions.

h. Receive and process personnel actions and administratively monitor the Performance Appraisal Review System, Performance Awards Program, Safety Awards and Beneficial Suggestions Awards.

i. Maintain and conduct T/O and Organizational Alignment Reviews of all elements of the Center and prepare change recommendations for the Center Director's signature.

j. Coordinate civilian training requirements/program between Branches and HRO.

k. Maintain Center correspondence, messages, publications, and current Center policy memoranda.

l. Coordinate the Blood Drive and other miscellaneous programs for the Center.

m. Responsible for requisitioning, drawing, issuing, and processing all expendable supplies for the Center.

n. Responsible for messenger service, pick-up and delivery of guard mail, computer printouts, mail and other related mate riel for the Office of the Director, both within the Center and throughout MCLB Albany. Maintain a central distribution point for all guard mail.

o. Administer funds and maintain ledger for supply support provided to the Center and four operating Branches. Submit reports as required.

p. Coordinate military training and administration within the Center.

q. Plan and schedule inventories, location surveys, and location record audits of stored assets to meet established time frames and program requirements.

r. Coordinate the TQL program for the Center.

4202. STORAGE AND MAINTENANCE BRANCH (CODE 875)

1. Mission. Perform the receipt, acceptance inspection, packing, storage, security, CIS, issue, maintenance, and preparation for shipment; deprocess, exercise, and preserve

Marine Corps supply system stock, which consists of but not limited to, small arms, wheeled/tracked vehicles, and boxed/palletized items identified as PEI's, CCI or classified items. Perform assembly/disassembly action relating to sets, kits, and chests. Transport/move materiel/equipment throughout FSCA and to/from the Maintenance Center, Albany.

2. Functions

a. Perform complete receipt, storage, CIS, and issue functions relative to stored assets.

b. Perform the receipt, storage, inventory, assembly, packing, reporting, CIS, and issue of components in support of PEI's or assembly of sets, kits, and chests.

c. Receive, store, issue, provide security and CIS of all small arms/weapons and associated materials used by the Marine Corps worldwide. Maintain life cycle control of all small arms/weapons and serial numbers held by this activity.

d. Receive, store, assemble, pack and issue sets, kits and chests on a reimbursable basis.

e. Plan, order, receive, issue, and control storage aids.

f. Provide key control and security for the various warehouses assigned to FSCA.

g. Make minor mechanical repairs, i.e., apply modifications, replace components, energize, perform operational test, exercise and preserve a wide variety of engineering, ordnance, motor transport, general equipment and components of serviceable and unserviceable equipment during receipt process, storage or prior to shipment. Control, coordinate and dispose of hazardous waste generated by the Center.

h. Coordinate special projects/action that involve other branches/sections/units.

i. Serve as focal point and administer FSCA's Space Utilization and Warehouse Modernization Programs.

j. Maintain the materiel handling equipment sub-pool for FSCA and provide support/movement of all materiel/supplies in the Center through coordination with the dispatcher.

k. Maintain and submit all reports/records to Base GME Branch, in support of FSCA's GME Sub-Pool. This includes sch eduled maintenance, work orders, and trip tickets to capture utilization.

l. Maintain the FSCA technical library ensuring required publications are available for customer use.

m. Manage and execute FSCA's safety, hazardous materiel, hazardous waste and

radioactive materiel handling programs.

4203. PUBLICATIONS BRANCH (CODE 876)

1. Mission. Provide storage and world-wide distribution support for technical/non-technical, classified and unclassified publications, as well as cloth, flags, streamers, and guidons. Manage inventory, funding and replenishment of all technical publications. Select, pack and mail to customers from available inventory. Establish policies and procedures relating to Branch functions. Compile and maintain data to evaluate management controls and improve productivity. Coordinate with HQMC (ARE) and MARCORSYSCOM (PSD) concerning policy and processes required for publications management and distribution. Coordinate with DPSC and Contracts Department concerning the procurement of flags, guidons, and streamers. Make recommendations to the Center Director regarding changes to policies and procedures in the Branch. Coordinate and initiate correspondence concerning management planning.

2. Functions

a. Receive, store, select, and ship publications, cloth, flags, streamers, officer findings, and heraldic items to Marine Corps activities and individual Marines.

b. Pack and mail all outgoing publications, cloth, flags, streamers, officer findings, and heraldic items.

c. Prepare, maintain, and administer an annual budget for stock replenishment.

d. Maintain stock levels for technical publications and prepare buy requests when the reorder points have been reached. Notify HQMC (ARE) when replenishment is required on non-technical/administrative publications.

e. Prepare buy requests for flags, streamers, and guidons and forward to Contracts Department for procurement.

f. Sell cloth for officer uniforms and officer findings.

4204. SUPPLY OPERATIONS BRANCH (CODE 877)

1. Mission. Establish and maintain administrative control of PEI's and selected stored assets from receipt at MCLB Albany until released to the transportation element for shipment to the customer. Ensure materiel/equipment is appropriately configured and ready for issue as required utilizing the readyline concept.

2. Functions

a. Manage and maintain records for special projects, collateral equipment, and selected items.

b. Accomplish supply management functions relative to OTC items in liaison with elements of the ICP.

c. Conduct continuous planning and review of supply operations and matters by administering workload forecast, work status, and work effectiveness data.

d. Coordinate the assembly, disassembly, inventory, storage, receipt and procurement of components for sets, kits, chests, collateral materiel, and end items as required.

e. Execute the Marine Corps SSP, i.e., CIS, preparation for shipment, readyline, MRP, etc.

f. Provide technical advice, assistance, and specialized product knowledge in support of operations in the FSCA to ensure quality is not compromised when attributed to inaccurate technical data, faulty workmanship, or deficiencies.

g. Conduct technical verification/acceptance inspection and quality evaluation on Marine Corps stocks received at MCLB Albany.

h. Conduct scheduled inspections of PEI's and associated boxed gear prior to shipment.

i. Provide technical advice, assistance, and specialized equipment knowledge as necessary, to ensure the equipment is properly configured and operable as intended prior to being shipped.

j. Conduct fiber optics inspections, CIS inspections, and maintain quality data applicable to equipment/materiel inspected during CIS cycle.

k. Investigate/inspect materiel returned from the Maintenance Center on Storage Quality Control Reports and FSCA work requests.

l. Assign condition codes, lot contract numbers, and next inspection dates on Marine Corps assets received and stored by FSCA.

m. Formulate and maintain component lists configured from SL-3's required for sets, kits, chests, and PEI's.

n. Perform surveillance, operational, and final inspections, on OTC-1 assets undergoing exercise and reprocessing.

o. Initiate PQDR's (SF-368) and ROD's (SF-364) on materiel found defective during inspections and perform investigations on deficiencies received from using units.

p. Maintain ROD and PQDR data bases and monitor status of suspended assets in condition codes J, K, or L.

q. Perform quality surveys on processes within the FSCA.

r. Perform quality control of system input/output data to ensure accuracy of file maintenance actions.

4205. FIELD MAINTENANCE BRANCH (CODE 879)

1. Mission. Provide highly trained, rapid deployable teams and/or individuals who have maintained combat skills and technical expertise within their MOS to accomplish depot maintenance (5th echelon) and other maintenance support (1st through 4th echelon) activities for a variety of customers in a variety of peacetime or battlefield conditions.

2. Functions

a. Supervise and control the daily operations and training of all individuals attached to FMB.

b. Maintain administrative records and files as required by FSCA and as directed by higher authority.

c. Provide technical assistance, QA, and overflow maintenance support to Reserve units as requested/required by the I-I Staffs of the MCR Force, BICmd, and other organizations or services as directed.

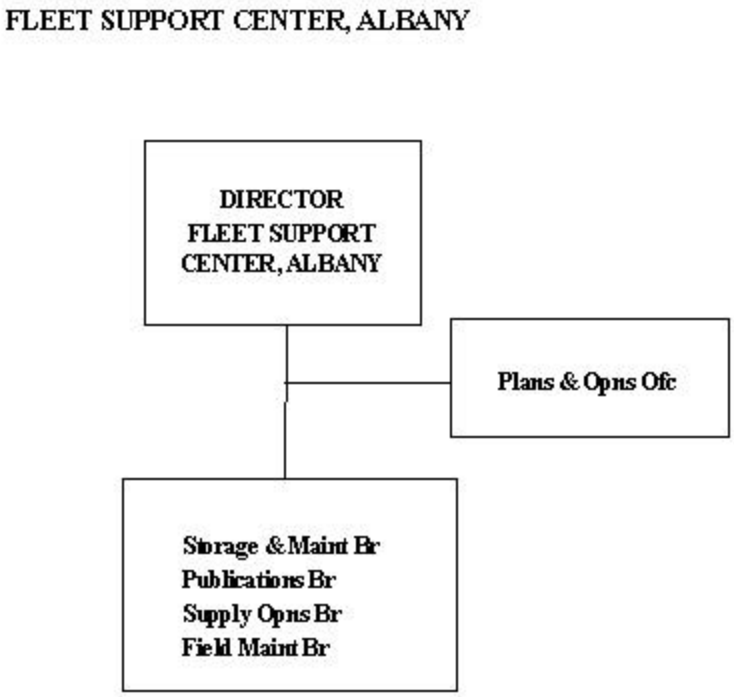
d. Provide technical assistance, QA, overflow/surge maintenance, limited technical inspection teams, equipment hand-off teams and technical guidance and instruction to units in the MARFOR, BICmd, and other organizations or services as directed.

(1) Monitor operational testing for items slated for induction in the CIS, prep-for-ship programs.

(2) Review IROAN standards from an end user/customer viewpoint for content, practicality and applicability to meet user requirements.

e. Provide technical assistance, QA, guidance, or instruction, or perform work necessary to support any special logistics support assignments, projects or programs.

Figure 4-3.--Fleet Support Center, Albany Organizational Chart



SECTION 3: FLEET SUPPORT CENTER, BARSTOW

4300. OFFICE OF THE DIRECTOR (CODE B870)

1. Mission. The Director is responsible for operational control over all required storage functions in support of on-hand stored materiel at MCLB, Barstow. Administer the supply support program and personnel administration. Provide receipt, storage, CIS, security accountability, preservation, minor repair and distribution of Marine Corps PEI's in support of the MARFOR. Develop and monitor quality control systems, procedures and plans related to the management of PEI's. Assemble and disassemble sets, kits, and chests in support of Marine Corps requirements. Provide required resources to accomplish reimbursable and special projects for the Marine Corps as necessary and agreed upon. Provide technical assistance and evaluation services to the Commander, MARFORRES for selected MCR units west of the Mississippi River.
(See figure 4-4 for organizational chart.)

2. Functions

a. Plan, organize, direct and control the Center's operating Branches and Sections to ensure accomplishment of the MARCORLOGBASES materiel distribution mission.

b. Direct the preparation of, review and approve Center-wide procedures required to implement MARCORLOGBASES changes to plans, policies, programs and objectives.

c. Advise the (G3) on Center matters which have an impact upon MARCORLOGBASES.

d. Manage and execute FSCB's safety, hazardous material, hazardous waste, and radioactive materiel program.
e. Formulate the Center's operating budget and oversee all financial management programs.

f. Coordinate the military and civilian personnel management program.

g. Direct and control financial management programs.

h. Serve as Project Administrator for Managing to Payroll.

i. Formulate and coordinate accounting, cost analysis and financial management reporting.

j. Provide personnel administrative management services to all Branches of the Center.

k. Control Center correspondence, mail distribution, messages, and directives.

l. Receive and process personnel actions, and administratively monitor the Performance Appraisal Review System, Performance Awards Program, Safety Awards and Beneficial Suggestions Awards.

m. Maintain and conduct T/O and Organizational Alignment Reviews of all elements of the Center, and prepare change recommendations for the Center Director's signature.

n. Coordinate civilian training requirements/program between Branches and HRO.

o. Coordinate military training and administration within the Center.

p. Manage and execute a "Readyline" of PEI's to support readiness and sustainment.

4301. SUPPORT BRANCH (CODE B871)

1. Mission. Provide microcomputer support, monitor the Center's goals and objectives, perform management analysis and studies and implement the TQL program throughout the Center. Provide inspection and certification services, conduct tests and evaluations, perform quality assurance audits, oversee the Modification Control Program, maintain the Technical Library, conduct stock inventories, perform location verification actions, manage the CIS program, and provide technical assistance to Reserve Units west of the Mississippi River by identifying deficiencies in equipment, maintenance and quality control procedures, and providing limited on site training oriented to deficiency correction.

2. Functions

a. Perform systems design and improvement analysis, ADP procedural services and systems implementation.

b. Prepare and monitor Center goals and objectives.

c. Serve as focal point for assimilation of data for charts, reports and briefings.

d. Manage the Receipt Warranty Program.

e. Prepare PQDR's.

f. Provide technical guidance and research support.

g. Perform QA audits and surveillance inspections.

h. Monitor the CIS Program.

i. Provide QA and certification of PEI's.

j. Plan and schedule inventories, location surveys, and location record audits of PEI's to meet established time frames and program requirements.

k. Coordinate all tours, briefings, inspections, and/or formal visits.

l. Provide teams to conduct limited technical evaluations of equipment located at Reserve Units and provide the Commander a report on the findings, prior to forwarding the report to the (G4), MMO, MARFORRES.

m. Provide technical assistance in support of Reserve Units as requested/required by the (G4), MMO, MARFORRES.

n. Provide technical assistance, QA, guidance, or instruction, or perform the work necessary to support any special logistics support assignments, projects or programs.

4302. STORAGE AND MAINTENANCE BRANCH (CODE B875)

1. Mission. Perform preservation and depreservation services, minor repair and modification of PEI's in support of CIS and preparation for shipment actions. Manage projects for the accumulation of components for the assembly and packaging of CM and SSRI's. Provide direct support for the movement of assets and control all of the storage areas assigned to the Center. Receive and store all equipment and PEI's under the control of FSCB; provides secure storage and complete accountability for small arms, cryptographic material, classified and pilferable items.

2. Functions

a. Perform minor repair and modification up to and including third echelon repairs in support of CIS and preparation for shipment actions.

b. Manage projects established for accumulation of CM and SSRI equipment.

c. Assemble and associate sets with the PEI's.

d. Perform disassembly actions as directed.

e. Account for excesses through the Automated Materiel Returns Program.

f. Receive, store and inventory all PEI's of equipment.

g. Provide direct support for the movement of PEI's to storage, Maintenance Center, and shipment staging areas.

h. Process receipts, issues, CIS, and movement of all rolling stock, large bulk items, and their components in accordance with established time frames and safety regulations.

i. Consolidate vehicles, materials, and components when possible to reduce item file trailers and effectively utilize assigned storage space.

j. Provide visual and technical analysis for acceptance/rejection of new procurement, return to stock PEI's, sets, kits, and chests.

k. Perform the packing function in relation to receipts, CIS of PEI's, assembly of sets, kits, and chests.

l. Receive, issue, store, provide security, CIS, maintain accountable records and life cycle controls for small arms weapons and associated materials used by the Marine Corps world-wide. Reconcile records with Weapon Control Center in Crane, Indiana.

m. Provide technical advice, assistance, and specialized product knowledge in support of operations in the FSCB to ensure quality is not compromised when attributed to inaccurate technical data, faulty workmanship, or deficiencies.

4303. SUPPLY OPERATIONS BRANCH (CODE B877)

1. Mission. Support the MARFOR with the timely issue of PEI's, manage the upgrade requirements of all reparables and PEI's in support of projects, issues and special projects and effect the assembly of CM/SSRI's.

2. Functions

a. Oversee the shipment of all PEI's and selected assets, ensuring special processing requirements are adhered to and required delivery dates are met when possible.

b. Accomplish supply management functions relative to OTC items in liaison with elements of the ICP.

c. Conduct continuous planning and review of supply operations and matters by administering workload forecast, work status, and work effectiveness data.

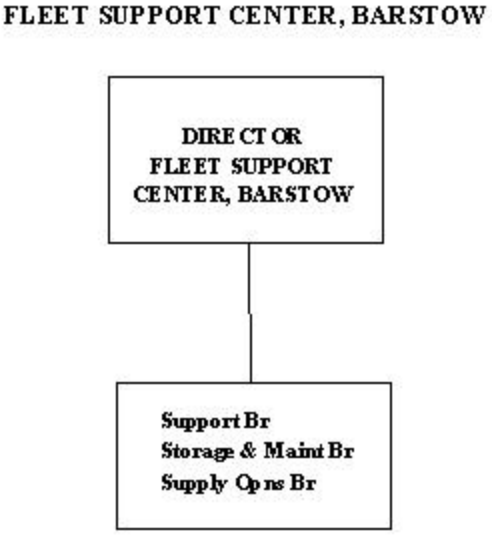
d. Coordinate the assembly, disassembly, inventory, storage, receipt and procurement of components for sets, kits, chests, CM, and end item components as required.

e. Coordinate the movement of assets to Maintenance Center or shipment staging areas and for the assembly and association of CM and end item component sets.

f. Assure CM and SSRI are available as required for PEI's in inventory.

g. Conduct continuous planning and review of supply operation and matters by administering workload forecast, work status, and work effectiveness data.

Figure 4-4.--Fleet Support Center, Barstow Organizational Chart



CHAPTER 4

CENTERS

SECTION 4: MAINTENANCE CENTER, ALBANY

4400. OFFICE OF THE DIRECTOR (CODE 880)

1. Mission. The Director is responsible for operational control over the Maintenance Center at MCLB, Albany. Returns unserviceable equipment to serviceable condition; performs maintenance through depot level by repair, overhaul, or rebuild; accomplishes such modification, fabrication, and assembly as directed; performs engineering and

technical services and develops maintenance rebuild/IROAN standards; provides technical assistance, technical inspection, and turn-around repair services for FMF and MCR Units; provides inspection, maintenance, and preservation for in-storage technical stocks; performs material inspection and evaluation as required; performs preparation for shipment of material which requires the peculiar services of the Marine Corps Multi-Commodity Maintenance Center; performs quality control services; accomplishes test, repair, and calibration of electronic, radiac, and mechanical test equipment; and provides maintenance through depot level calibration support for other military services under ISA's. Provides career development, technical, and on-the-job training to develop required skills and maintain proficiency levels of civilians and Marines in their technical specialties. (See figure 4-5 for organizational chart.)

2. Functions

a. Leads, coordinates and manages an effective and efficient repair facility.

b. Directs and monitors the development of procedures to implement plans, policies, programs, and objectives approved by the Commander.

4401. BUSINESS DEPARTMENT

1. Mission. Provides staff assistance to the Director/Deputy Director in the areas of long-range planning, operations analysis, research and evaluation, budget management, and performance analysis; compiles, monitors, and maintains NWCF budget data and schedules; reviews management data and investigates manpower, financial, and production problems; monitors/reviews audit and regulatory compliance; monitors and analyzes costs against customer orders; and monitors and analyzes Maintenance Center NWCF performance. Provides staff assistance to the Director/Deputy Director and to the Maintenance Center on all matters relating to civilian personnel, general management, and administrative services. Conducts position management program, provides managerial direction for the Maintenance Center's civilian and military training programs; provides managerial direction for the incentive award program within the Maintenance Center; provides administrative, and public information services; and maintains the Maintenance Center's T/O. Operates and controls Maintenance Center's mail and file systems; and administers and provides direction to the Maintenance Center's classified material control function. Provides physical security. Provides internal analysis in terms of cost, quality, and schedule. Monitors compliance with Financial Aid Operations. Plan and ensures SOP's are consistently applied throughout the Maintenance Center. Coordinates and reviews all incoming correspondence--XO duties for appropriate action. Manages the Maintenance Center's QA Program; manages the Maintenance Center's PQDR Program; develops inspection standards; certifies special skills personnel; manages vendor certification.

2. Functions

a. Provides staff assistance to the Director's office in the areas of long-range planning, operations analysis, research and evaluation, budget management, and performance analysis.

b. Provides general management and administrative services for the Maintenance Center to include civilian and military training programs, incentive awards program, and operation and control of Maintenance Center's mail and file systems.

c. Compiles, monitors, and maintains industrial budget data and schedules.

d. Reviews management data and investigates manpower, financial, and production problems.

e. Monitors and analyzes Maintenance Center's overhead and other factors related to financial problems.

f. Administers the Maintenance Center's position management program to include monitoring and controlling manpower resources; conducts internal organizational analysis surveys of all Maintenance Center's elements to include the establishment, discontinuance, consolidation, and regrouping of organizational elements; and recommends changes when necessary.

g. Provides physical security.

h. Administers and provides direction to the Maintenance Center's classified material control function.

i. Maintains in-process data and analyzes production performance.

j. Monitors/reviews regulatory and audit compliance.

k. Manages vendor certification.

l. Establishes and conducts Process Audit and System Audit Programs.

m. Manages the Maintenance Center's PQDR program.

n. Develops containment procedures.

o. Maintains audit records.

p. Manages the skill certification program.

q. Manages the Maintenance Center's QA Program.

r. Publishes Quality Progress Requirements.

s. Maintains unit property account.

4402. PRODUCTION MANAGEMENT DEPARTMENT

1. Mission. Plans, estimates, schedules, dispatches, controls, and evaluates the Maintenance Center's workload; maintains in-process data and prepares production reports; plans, requisitions, and provides material and parts required for scheduled production; provides expendable and nonexpendable supplies and tools and equipment support within the Maintenance Center; performs liaison with outside activities regarding program requirements and status of work within the Maintenance Center; coordinates Marketing Program to include developing liaison with the FMF, MARCORSYSCOM, and other customers. Prepares labor and material estimates; provides material support within the Maintenance Center through material requirement planning; controls expenditures of labor and material within established funding limits. Performs centralized production control functions; monitors work in process; coordinates and/or initiates necessary action to prevent work delays; requisitions, receives, and control production parts in shop work areas; and coordinates with other sections in release of work requirements and production schedules.

2. Functions

a. Coordinates the establishment of the Maintenance Center's DMISA.

b. Develops briefing data and coordinates and conducts special Maintenance Center's tours and briefings.

c. Plans, schedules, and evaluates the Maintenance Center's productive efforts.

d. Requisitions and controls movement of material and repair parts required for scheduled production.

e. Provides supplies, tools, and equipment support within the Maintenance Center.

f. Maintain central tool room.

g. Performs liaison with outside activities regarding status of work for the Maintenance Center.

h. Provides material handling services to support the Maintenance Center's operations.

i. Coordinates repair and return program for Marine Corps Regular and Reserve Units.

j. Coordinates the Maintenance Center's Customer Service Program.

k. Develops labor and material cost estimates for individual customer orders.

l. Monitors and measures cost on the basis of product cost, labor unit cost, and inventory cost to ensure job performance to estimates and performs trend analysis.

m. Forecast material for short-term and long-term parts requirements for individual customer orders and ensures accurate inventory accountability.

4403. ENGINEERING DEPARTMENT

1. Mission. Provides industrial, mechanical, electrical, environmental, and chemical engineering services, primarily to the Maintenance Center, MARCORSYSCOM, FMF, and other activities; develops and manages the Maintenance Center Process Standards Program; analyzes maintenance process deficiencies; perform prototype modifications and MI's, TI's, and develops drawings, manuals, and other technical documents for Marine Corps adoption; manages the occupational safety and radiation safety programs for the Maintenance Center; manages the HAZMAT, the hazardous waste, and environmental programs for the Maintenance Center; provides drafting, photographic, and industrial graphic arts services; manages the Technical Library; manages the facility development and maintenance programs; provides laboratory testing services; measures and reports capacity; allocate space within the Maintenance Center. Conduct process and system audits.

2. Function

a. Establishes policy for and enforce radiation and occupational safety.

b. Serves as Maintenance Center Radiation Safety Officer and Maintenance Center Safety Officer.

c. Manages the HAZMAT Program and the Hazardous Material Management System.

d. Conducts chemical and physical laboratory testing.

e. Establishes and enforces environmental policy.

f. Provides technical assistance to the FMF and other Marine Corps units.

g. Evaluates Beneficial Suggestions and PIF's.

h. Investigates, evaluates, and adopts new industrial processes.

i. Determines alternate sources and suitability of substitute materials and components.

j. Reviews/edits/prepares technical publications, MI's, TI's, etc., (propose, design,

prototype, evaluate and prepare).

k. Coordinates and monitors custodial services furnished by I&L Division.

l. Maintains surveillance on state of Division orderliness and police; coordinates necessary corrective action required by all facility and personnel inspections.

m. Develops, plans, designs, initiates fabrication or procurement, and monitor technical support requirements -- facilities, equipment, tools, jigs, and fixtures, special MHE, training, etc. for new missions and equipment.

n. Determines requirements of the production equipment program.

o. Manages plant maintenance program.

p. Maintains an active Maintenance Center Facilities Improvement Program; prepare annual construction-major alteration requirements.

q. Prepares technical documentation to support special systems built at Albany.

r. Prepares engineering drawings of Marine Corps equipment for prototype, modification, fabrication and use in rebuild standards, special projects and field use.

s. Provides drafting and chart services.

t. Provides industrial graphic arts photographic services.

u. Provides metal foil processing, silk screening fabrication and processing and fabrication of printed circuit boards.

v. Manages the technical library.

w. Translates and interprets technical requirements from DMWR's, TM's, Drawings, SOW's, etc., and publishes instructions.

x. Develops Marine Corps technical manuals.

y. Develops and maintains process standards data for MRP II.

z. Conducts space allocation studies; designs shop and office layouts; establishes capacity layouts.

aa. Develops improved production methods.

bb. Prepares production plans.

cc. Developed criteria for the Skills Certification Program.

dd. Develops and administers the Process Standards Program.

4404. HEAVY MOBILE BUSINESS CENTER

1. Mission. Plans and manages the resources necessary to accomplish the overhaul and repair of all types of automotive, engineering, and ordnance equipment to include major principal end items and secondary reparables processed through the Maintenance Center.

2. Functions

a. Overhauls and repairs all types of automotive, ordnance, and engineering equipment.

b. Compiles, monitors, maintains, and executes the Business Center's industrial budget data.

c. Compiles, monitors, maintains, and executes the Business Center's production schedule.

d. Performs preinductions inspections for incoming assets.

e. Manages the imposed QA Requirements.

f. Manages human resources.

g. Identifies training/certification requirements.

4405. COMUNICATIONS-ELECTRONICS BUSINESS CENTER

1. Mission. Plans and manages the resources necessary to accomplish the overhaul and repair of all types of communications, electronics, electrical, and utility equipment to include major principal end items and secondary reparables processed through the Maintenance Center.

2. Functions

a. Overhauls and repairs of all types of communications and electronics equipment.

b. Compiles, monitors, maintains, and executes the Business Center's industrial budget data.

c. Compiles, monitors, maintains, and executes the Business Center's production schedule.

d. Performs pre-induction inspections for incoming assets.

e. Manages the imposed QA Requirements.

f. Manages Human Resources.

g. Identifies training/certification requirements.

4406. MULTI-PROCESS TRADES/SKILLS BUSINESS CENTER

1. Mission. Plans and manages the resources necessary to accomplish welding, machining, sheetmetal, cleaning, blasting, preservation body painting, and non-destructive test in support of the overhaul and repair of all types of equipment to include major principal end items and secondary reparables processed through the Maintenance Center.

2. Functions

a. Provides support to overhaul and repair of all types of equipment processed through the Maintenance Center.

b. Compiles, monitors, maintains, and executes the Business Center's industrial budget data.

c. Compiles, monitors, maintains, and executes the Business Center's production schedule.

d. Performs pre-induction inspections for incoming assets.

e. Manages the imposed QA Requirements.

f. Manage Human Resources.

g. Identifies training/certification requirements.

4407. TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT BUSINESS CENTER

1. Mission. Manages and conducts the operation and execution of the Marine Corps ATEP, locally and Marine Corps wide. Provides the science of measurement related products and services for the Maintenance Center and, on a reimbursable basis, for other customers, which meets their needs in quality, responsiveness and value. Accomplishes original design, prototype, development and limited production work for new systems,

components, and other special engineering services.

2. Functions

a. Provides technical direction to the Marine Corps ATE Program.

b. Provides guidance in the establishment of ATE-related policies.

c. Provides interface with other DoD agencies in ATE-related matters.

d. Provides technical assistance to the Marine Corps acquisition process for weapon systems/equipment for TMDE related matters.

e. Provides technical and engineering support services to all aspects of the development, acquisition, fielding, and life cycle support of Marine Corps ATE, APS's, OTPS', TPS', and DLR's, utilized in the maintenance of Marine Corps WS/E.

f. Provides technical assistance and new equipment training to Marine Corps ATE users for all aspects of automatic testing.

g. Provides certification and approval of APS', OTPS', and TPS' for Marine Corps applications.

h. Provides configuration control/status accounting for all Marine Corps ATE and APS', OTPS', and TPS'.

i. Maintains a library of current ATE, APS, OTPS, and TPS technical documentation and provide reproduction/ fabrication services as required to support fielding and life cycle support of automatic test capability in the Marine Corps.

j. Provides inspection, test, repair, modification, and calibration and software support services the Maintenance Center, and reimbursable customers ATE systems and peripheral equipment.

k. Provides ATE system inspection, test, repair, modification, and calibration services to contractors and government agencies engaged in developing APS', OTPS', and TPS' for Marine Corps WS/E.

l. Compiles, monitors, maintains, and executes the Business Center's industrial budget data.

m. Compiles, monitors, maintains, and executes the Business Center's production schedule.

n. Manages the imposed QA Requirements.

o. Develops and performs special projects.

p. Manages and conducts local operation of the Marine Corps TMDE CAMP, IWGCEP, SIEP.

q. Maintains accuracy and tractability of laboratory standards and measurement equipment.

r. Evaluates and prepares instrument calibration procedures for use Marine Corps wide.

s. Inspects, tests, modifies, rebuilds, and calibrates the full range of electrical, electronic, microwave, optical, mechanical, physical, electro-optical, LASER, and RADIAC TMDE.

t. Provides reports of calibration and certification.

u. Performs ongoing evaluation programs and collects data for the determination of long term accuracy, stability and uncertainty of secondary and transfer calibration standards.

v. Provides technical support services to MARCORSYSCOM PST on various Metrology related programs and projects t o include designed construction of calibration equipment/systems for the FMF.

w. Provides technical support services to ILSD and MARCORSYSCOM PSE on the E3 program.

x. Manages human resources.

y. Identifies training/certification requirements.

4408. INFORMATION TECHNOLOGY DEPARTMENT

1. Mission. Provide support related to all aspects of AIS applications and AIS services provided by external sources to include mainframes, LAN, Mid-Tier, PC's, strategic planning (short and long term), computer operations, maintenance, data management, security, acquisition of hardware and software, software development, system integration, user support, performance evaluation, business procedures and analysis studies, and the daily coordination of data processing operations. Provide a single focal point for a variety of commercial and governments AIS organizations. Perform centralized AIS operational control, functional analysis, and system analysis.

2. Functions

a. Provide technical guidance related to AIS technology.

b. Provide TASO Administration for the Maintenance Center.

c. Compile, monitor, and maintain budget data for the department.

d. Manage the daily distribution of AIS output data.

e. Develop Ad-Hoc software programs to support business operations.

f. Evaluate new AIS technologies and their impact on business operations.

g. Provide "Help Desk" support to Maintenance Center users.

h. Identify and recommend hardware and software to support Maintenance Center operations.

i. Perform systems analysis, cost analysis, and feasibility studies related to AIS support of business operations.

j. Perform impact studies of proposed AIS's to business operations.

k. Manage the daily interaction/schedule of the AIS processes.

l. Provide a AIS focal point for a variety of commercial and governments contacts.

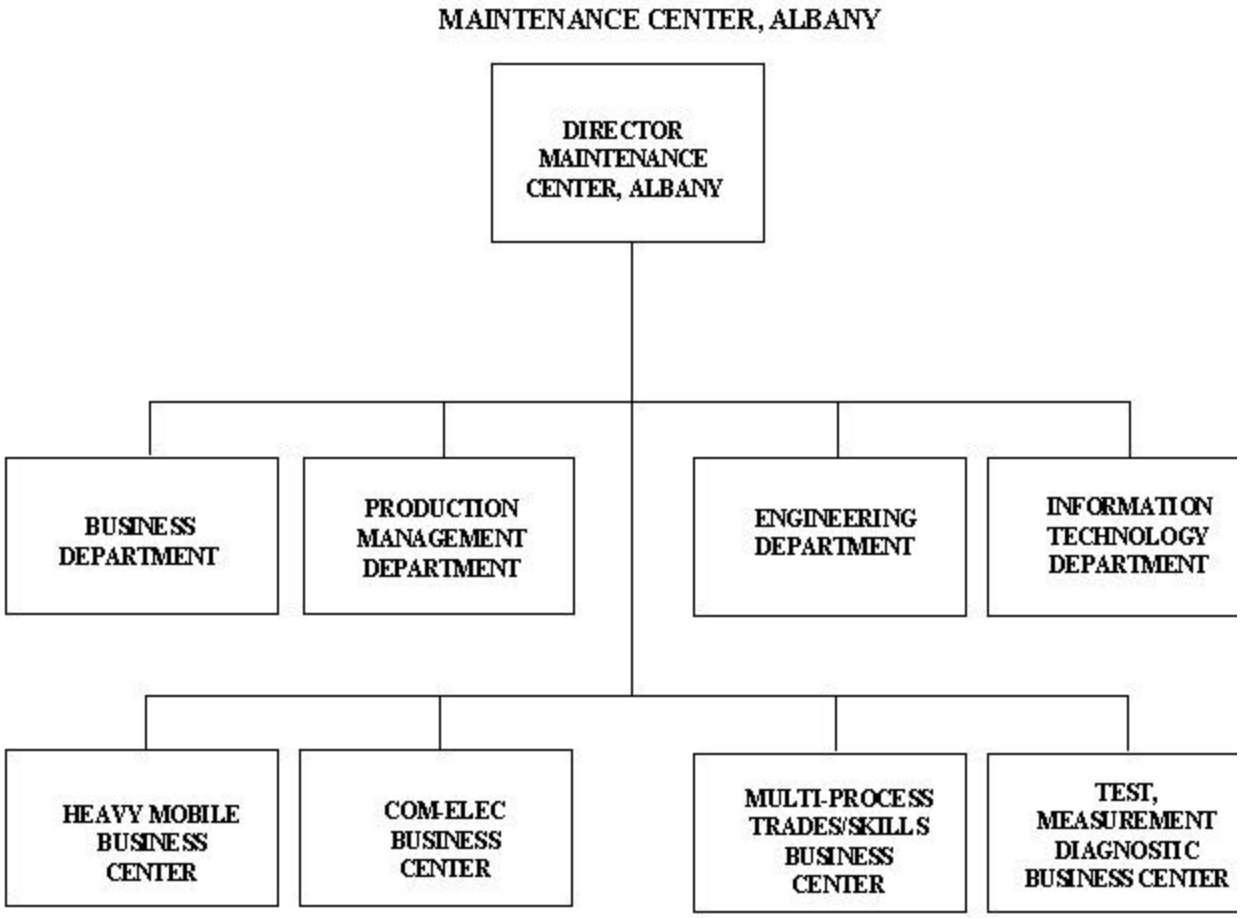
m. Analyze the future impact to business operations of technological advancements in the computerization field.

n. Plan, schedule, and control the implementation of new AIS' in the Maintenance Center.

o. Control both internal and external access to automated data files.

p. Analyze customer requirement against current AIS capabilities.

Figure 4-5.--Maintenance Center, Albany Organizational Chart



CHAPTER 4
CENTERS
SECTION 5: MAINTENANCE CENTER, BARSTOW

4500. OFFICE OF THE DIRECTOR (B880)

1. Mission. The Director is responsible for operational control over the Maintenance Center at MCLB, Barstow. Return unserviceable equipment to serviceable conditions; perform maintenance through depot level by repair, overhaul, or rebuild; accomplish such modification, fabrication, and assembly as directed; perform engineering and technical services and develop maintenance rebuild/IROAN standards; provide technical assistance, technical inspection, and turn-around repair services for MARFOR and MCR Units; provide inspection, maintenance, and preservation for in-storage technical stocks; perform material inspection and evaluation as required; perform preparation for shipment of material which requires the peculiar services of the Maintenance Center; perform quality control services; accomplish test, repair, and calibration of electronic, radiac, and mechanical test equipment; and provide maintenance through depot level calibration support for other military services under ISA's. Provide career development, technical, and on-the-job training to develop required skills and maintain proficiency levels of civilians and Marines in their technical specialties. (See figure 4-6 for organizational chart.)

2. Functions

a. Lead, coordinate, and manage an effective and efficient repair facility.

b. Direct and monitor the development of procedures to implement plans, policies, programs, and objectives approved by the MD.

4501. ENVIRONMENTAL/SAFETY OFFICE (B880/1)

1. Mission. Manage the occupational safety and radiation safety programs for the Maintenance Center; manage the hazardous materials, the hazardous waste, and environmental programs for the Maintenance Center.

2. Functions

a. Establish policy for and enforce radiation and occupational safety.

b. Serve as Maintenance Center Radiation Safety Officer and Maintenance Center Safety Officer.

c. Manage the HAZMAT program and the Hazardous Material Management System.

d. Conduct chemical and physical laboratory testing.

e. Establish and enforce environmental policy.

4502. PRODUCTION MANAGEMENT DEPARTMENT (B881)

1. Mission. Provide staff assistance to the Director/Deputy Director in the areas of long-range planning, operations analysis, research and evaluation, budget management, and performance analysis; provide overall coordination of Business Centers/De partments within the Maintenance Center; plan, design, and monitor the installation and operation of management systems and supporting data collection systems; perform systems and procedures analysis studies; compile, monitor, and maintain industrial fund budget data and schedules; and coordinate the establishment of ISA's. Review management data and investigate manpower, financial, and production problems; monitor/review audit and regulatory compliance; coordinate data processing services for the Maintenance Center; monitor and analyze costs against customer orders; and monitor and analyze Maintenance Center Industrial Fund performance. Provide staff assistance to the Director/Deputy Director and to the Maintenance Center on all matters relating to civilian personnel, general management, and administrative services. Conduct position management program, provide managerial direction for the Maintenance Center's civilian and military training programs; provide managerial direction for the incentive award program within the Maintenance Center; provide administrative and public information services; and maintain the Maintenance Center's T/O. Operate and control the Maintenance Center's mail and file systems; administer and provide direction to the Maintenance Center's classified material control function. Plan, estimate, schedule, dispatch, control, and evaluate the Maintenance Center's workload; maintain in-process data and prepare production reports; plan, requisition, and provide material and parts required for scheduled production; provide expendable and nonexpendable supplies, tools, and equipment support within the Maintenance Center; perform liaison with outside activities regarding program requirements and status of work within the Maintenance Center; coordinate Customer Service Program. Prepare labor and material estimates; provide material support within the Maintenance Center through material requirement planning; control expenditures of labor and material within established funding limits. Perform centralized production control functions; monitor work in process; coordinate and/or initiate necessary action to prevent work delays; requisition, coordinate with other section in the release of work requirements and production schedules.

2. Functions

a. Provide staff assistance to the Director's office in the areas of long-range planning, operations analysis, research and evaluation, budget management, and performance analysis.

b. Provide general management and administrative services for the Maintenance Center to include civilian and military training programs, incentive awards program, and operation and control of Maintenance Center's mail and file systems.

c. Plan and monitor the installation and operation of management systems and associated data collection systems.

d. Perform systems and procedures analysis studies.

e. Compile, monitor, and maintain industrial budget data and schedules.

f. Coordinate the establishment of the Maintenance Center's Depot Maintenance ISA's.

g. Review management data and investigate manpower, financial, and production problems.

h. Monitor and analyze Maintenance Center's overhead and other factors related to financial problems.

i. Develop briefing data and coordinate and conduct special Maintenance Center tours and briefings.

j. Administer the Maintenance Center's position management program to include monitoring and controlling manpower resources; conduct internal organizational analysis surveys of all Maintenance Center's elements to include the establishment, discontinuance, consolidation, and regrouping of organizational elements; and recommend changes when necessary.

k. Provide Maintenance Center security.

l. Administer and provide direction to the Maintenance Center's classified material control function.

m. Plan, estimate, schedule, control, and evaluate the Maintenance Center's productive effort.

n. Maintain in-process data and analyze production performance.

o. Requisition and control movement of material and repair parts required for scheduled production.

p. Provide supplies, tools, and equipment support within the Maintenance Center.

q. Maintain unit property account and operate central tool room.

r. Perform liaison with outside activities regarding status of work for the Maintenance Center.

s. Coordinate repair and return program for Marine Corps Regular and Reserve Units.

t. Coordinate the Maintenance Center's Customer Service Program.

u. Monitor/review regulatory and audit compliance.

4503. ENGINEERING DEPARTMENT (B882)

1. Mission. Provide industrial, mechanical, electrical, environmental, chemical, and other special engineering services, primarily to Maintenance Center, MARCORSYSCOM, MARFOR, and other activities; develop and manage the Maintenance Center's Process Standards Program and QA Program; analyze maintenance process deficiencies; perform prototype modifications and MI's, TI's, and develop drawings, manuals, and other technical documents for Maine Corps adoption; accomplish original design, prototype, development and limited production work for new systems and components; provide drafting, photographic, and industrial graphic arts services to the Maintenance Center; manage the Technical Library; manage the facility development and maintenance programs; provide laboratory testing services; measure and report capacity; allocate space within the Center; conduct process and systems audits; manage the Maintenance Center's PQDR Program; develop inspection standards; certify special skills personnel; manage vendor certification.

2. Functions

a. Provide technical assistance to the MARFOR and other Marine Corps units.

b. Evaluate Beneficial Suggestions and PIF's.

c. Investigate, evaluate, and adopt new industrial processes.

d. Determine alternate sources and suitability of substitute materials and components.

e. Review/edit/prepare technical publications, MI's, TI's, etc., (propose, design, prototype, evaluate and prepare).

f. Coordinate and monitor custodial services furnished by F&S Division.

g. Maintain surveillance on state of Maintenance Center orderliness and police; coordinate necessary corrective action required by all facility and personnel inspections.

h. Develop, plan, design, initiate fabrication or procurement, and monitor technical support requirements -- facilities, equipment, tools, jigs, and fixtures, special MHE, training, etc. -- for new missions and equipment.

i. Determines requirements of the production equipment program.

j. Manage plant maintenance program.

k. Maintain an active Maintenance Center Facilities Improvement Program; prepare annual construction-major alteration requirements.

l. Prepare technical documentation to support special systems built at the Maintenance Center.

m. Prepare engineering drawings of Marine Corps equipment for prototype, modification, fabrication and use in rebuild standards, special projects and field use.

n. Provide drafting and chart services.

o. Provide industrial graphic arts photographic services.

p. Manage the Technical Library.

q. Manage the flexible computer integrated manufacturing program.

r. Develop and perform special projects.

s. Develop Marine Corps technical manuals.

t. Maintain the K-11 file.

u. Conduct space allocation studies; design shop and office layouts; establish capacity layouts.

v. Develop improved production methods.

w. Prepare production plans.

x. Report RCM data.

y. Develop and administer the Process Standards Program.

z. Manage vendor certification.

aa. Establish and conducts process audit and systems audit programs.

bb. Manage the Maintenance Center's PQDR program.

cc. Develop containment procedures.

dd. Maintain audit records.

ee. Manage the skill certification program.
ff. Coordinate customer feedback.

gg. Manage the Maintenance Center's QA Program.

hh. Publishes quality progress requirements.

4504. METROLOGY BUSINESS CENTER (B884)

1. Mission. Provide Metrology (the science of measurement) related products and services for the Maintenance Center and, on a reimbursable basis, for other customers, which meets their needs in quality, responsiveness and value.

2. Functions

a. Manage and conduct local operation of the Marine Corps TMDE CAMP, IWGCEP, and SIEP.

b. Maintain accuracy and tractability of laboratory standards and measurement equipment.

c. Evaluate and prepare instrument calibration procedures for use Marine Corps-wide.

d. Design and construct calibration systems for MARFOR deployment.

e. Inspect, test, modify, rebuild, and calibrate the full range of electrical, electronic, microwave, optical, mechanical, physical, electro-optical, LASER, and RADIAC TMDE.

f. Provide repair, calibration, rebuild, and software support services for specific items of ATE for MCLB Barstow, and reimbursable customers.

g. Provide reports of calibration and certification.

h. Perform ongoing evaluation programs and collects data for the determination of long term accuracy, stability and uncertainty of secondary and transfer calibration standards.

i. Provide technical support services to MARCORSYSCOM on various metrology related programs and projects.

j. Perform research, investigation, verification, simulation, duplication and analysis of ULCS equipment failures and anomalies to isolate/identify problems and develop engineering solutions.

k. Develop labor and material estimates and compile, monitor, maintain, and execute the Business Center's industrial budget data and production schedule.

l. Monitor, measure and perform trend analysis on product cost, labor unit cost, and inventory cost to ensure job performance to estimates.

4505. AUTOMOTIVE BUSINESS CENTER (B885)

1. Mission. Plan and manage the resources necessary to accomplish the overhaul and repair of all types of automotive and engineering equipment to include major PEI's and secondary reparables processed through the Maintenance Center.

2. Functions

a. Overhaul and repair all types of automotive and engineering equipment.

b. Compile, monitor, maintain, and execute the Business Center's industrial budget data.

c. Compile, monitor, maintain, and execute the Business Center's production schedule.

d. Develop labor and material cost estimates for individual customer orders.

e. Monitor and measure cost on the basis of product cost, labor unit cost, and inventory cost to ensure job performance to estimates and performs trend analysis.

f. Requisition and forecast material for short- and long-term parts requirements for individual customer orders and ensure accurate inventory accountability.

g. Perform pre-induction inspections for incoming assets.

h. Manage the imposed QA Requirements.

i. Develop process control standards and performs analysis.

4506. ORDNANCE BUSINESS CENTER (B886)

1. Mission. Plan and manage the resources necessary to accomplish the overhaul and repair of all types of ordnance equipment to include major PEI's and secondary reparables processed through the Maintenance Center.

2. Functions

a. Overhaul and repair all types of ordnance equipment.

b. Compile, monitor, maintain, and execute the Business Center's industrial budget data.

c. Compile, monitor, maintain, and execute the Business Center's production schedule.

d. Develop labor and material cost estimates for individual customer orders.

e. Monitor and measure cost on the basis of product cost, labor unit cost, and inventory

cost to ensure job performance to estimates and perform trend analysis.

f. Requisition and forecast material for short- and long-term parts requirements for individual customer orders and ensure accurate inventory accountability.

g. Perform pre-induction inspections for incoming assets.

h. Manage the imposed QA Requirements.

i. Develop process control standards and performs analysis.

4507. COMMUNICATIONS-ELECTRONICS BUSINESS CENTER (B887)

1. Mission. Plan and manage the resources necessary to accomplish the overhaul and repair of all types of communications, electronics, electrical, and utility equipment to include major PEI's and secondary reparables processed through the Maintenance Center.

2. Functions

a. Overhaul and repair of all types of communications and electronics equipment.

b. Compile, monitor, maintain, and execute the Business Center's industrial budget data.

c. Compile, monitor, maintain, and execute the Business Center's production schedule.

d. Develop labor and material cost estimates for individual customer orders.

e. Monitor and measure cost on the basis of product cost, labor unit cost, and inventory cost to ensure job performance to estimates and perform trend analysis.

f. Requisition and forecast material for short- and long-term parts requirements for individual customer orders and ensure accurate inventory accountability.

g. Perform pre-induction inspections for incoming assets.

h. Manage the imposed QA Requirements.

i. Develop process control standards and performs analysis.

j. Provide technical support services to ILSD and MARCORSYSCOM on the E3 Program.

4508. SUPPORT BUSINESS CENTER (B888)

1. Mission. Plan and manage the resources necessary to accomplish welding, machining, sheetmetal, cleaning, blasting, painting, and non-destructive test in support of the overhaul and repair of all types of equipment to include major PEI's and secondary reparables processed through the Maintenance Center.

2. Functions

a. Provide support to overhaul and repair of all types of equipment processed through the Maintenance Center.

b. Compile, monitor, maintain, and execute the Business Center's industrial budget data.

c. Compile, monitor, maintain, and execute the Business Center's production schedule.

d. Develop labor and material cost estimates for individual customer orders.

e. Monitor and measure cost on the basis of product cost, labor unit cost, and inventory cost to ensure job performance to estimates and perform trend analysis.

f. Requisition and forecast material for short- and long-term parts requirements for individual customer orders and ensure accurate inventory accountability.

g. Perform pre-induction inspections for incoming assets.

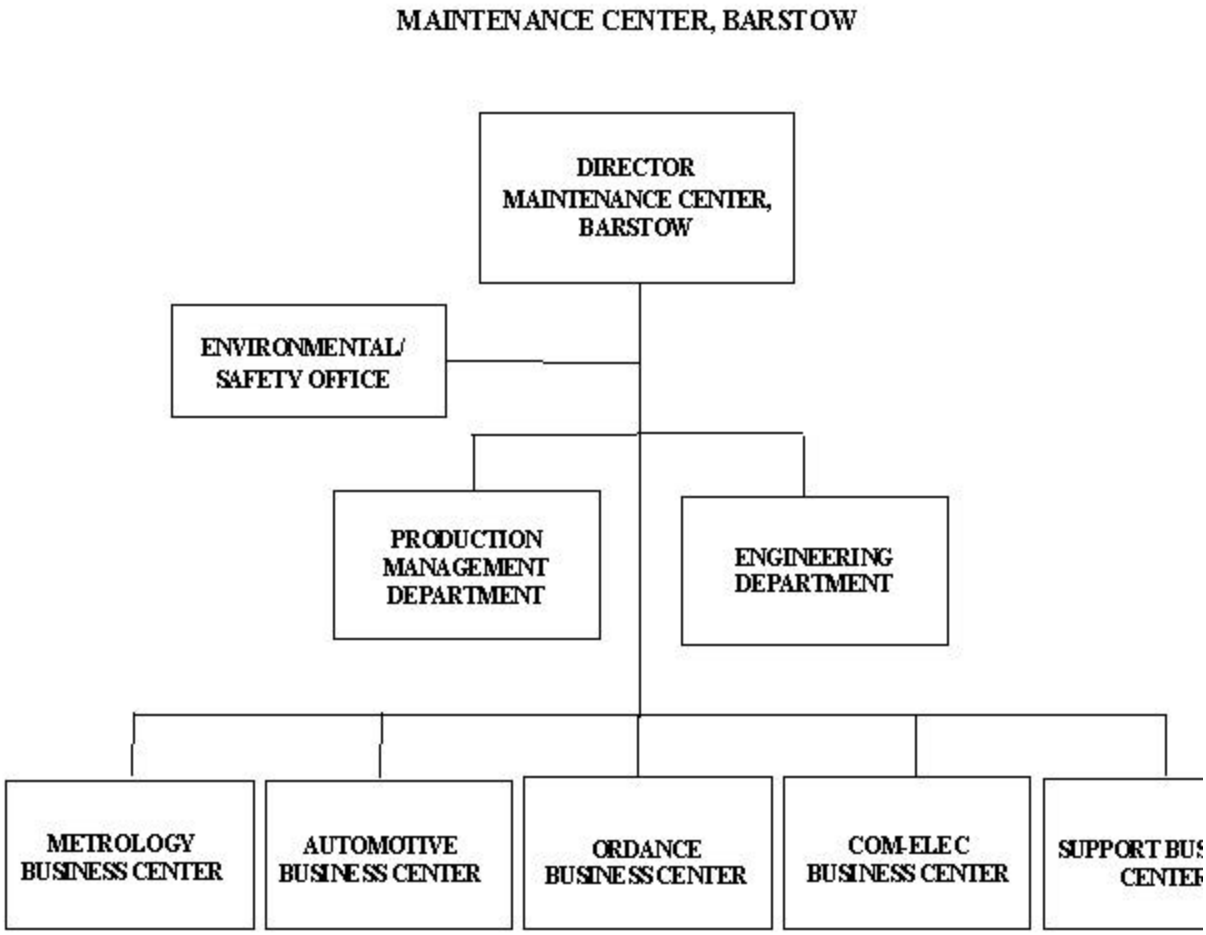
h. Manage the imposed QA Requirements.

i. Develop process control standards and perform analysis.

j. Provide material handling services to support the Maintenance Center's operations.

k. Provide metal foil processing, silk screening fabrication and processing and fabrication of printed circuit boards.

Figure 4-6.--Maintenance Center, Barstow Organizational Chart



CHAPTER 5
MARINE CORPS LOGISTICS BASES AND BLOUNT ISLAND COMMAND

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CHAPTER 5
MARINE CORPS LOGISTICS BASES AND BLOUNT ISLAND COMMAND

5000. MARINE CORPS LOGISTICS BASES AND BLOUNT ISLAND COMMAND. Subordinate Commands for MARCORLOGBASES are MCLB Albany, MCLB Barstow and BICmd. Subordinate Commanders exercise command and control over their subordinate units. Direct access for subordinate Commanders to the Command Headquarters is authorized. However, Commanders need to maintain a cooperative relationship between themselves and the staff.

CHAPTER 5
MARINE CORPS LOGISTICS BASES AND BLOUNT ISLAND COMMAND
SECTION 1: MCLB ALBANY

5100. MARINE CORPS LOGISTICS BASE, ALBANY

1. Mission. Provide infrastructure to support organizations and personnel in the accomplishment of the assigned mission of MARCORLOGBASES. MCLB Albany will provide, procure, maintain, repair, store and distribute supplies, services, and equipment as needed to support organizations and personnel aboard this installation, facilities, and grounds; conduct such schools and training as may be directed; and perform such other tasks and functions as may be directed by the CMC, the COMMARCORLOGBASES, or the CG MCLB, Albany. (See figure 5-1 for organizational chart.)

2. Functions

a. Formulate, supervise execution and/or coordination of MARCORLOGBASES' administrative policies, and classified materials, i.e. publications, files, and correspondence.

b. Provide active duty military and other authorized patrons with goods, services, wholesome athletic leisure time programs, and dining, beverage, and entertainment services to enhance their mental and physical health and social well-being.

c. Formulate and maintain officer slating for MCLB Albany. Provide military leadership along with administrative, legal, and training support for those Marine personnel assigned to, or aboard MCLB Albany.

d. Provide direct support and services to enhance and assure the accomplishment of the primary mission of MCLB Albany and tenant activities. This includes maintenance, repair, upkeep, and/or operation of real property and equipment, buildings and grounds, utility systems, electricity, natural and propane gas, water, sewage, motor vehicles, materials handling equipment, and switching services for railroad cars. Administer, develop, and/or design new construction and major repair projects, Base Master Plan, Family and Bachelor Housing, all transient facilities, and off-Base housing referral programs, training and licensing for all automotive, engineer and materials handling equipment operators; fire protection, conservation, natural resources and environmental control, Multi-use Natural Resources Plan, and environmental protection support services.

e. Manage and/or supervise graphics and audiovisual services, DSSC, property control, shipment and storage of household goods, and passenger transportation.

f. Manage and coordinate the installation, modification, implementation, and maintenance of communications resources internal to the MCLB Albany Command.

g. Provide contracting support of automated systems development efforts, plus major items of ADPE hardware, software and associated maintenance in support of the Marine Corps information systems; ensure requirements are met by DoD standard and Marine Corps AIS through functional and technical analysis, acquisition, development, installation, interface, training, integration, and maintenance of automated information application systems; and provide automated access to information, both local and at Megacenters, through analysis, acquisition, development, installation, interface, training, integration, and maintenance of networks of ADP and data communications equipment and supporting software.

h. Advise on the legal aspects of all matters requiring MCLB Albany or staff action; assist in the general administration of military justice; furnish legal assistance and counseling in personal affairs programs for military personnel, retirees and dependents; and process claims for military and civilian employees.

i. Provide General Courts-Martial convening and reviewing authority for MCLB Albany, Marine Detachments at the U.S. Central Command, Fort Gordon, and Redstone Arsenal as to all matters under the Uniform Code of Military Justice and Administrative Separation.

j. Coordinate, schedule, and provide musical support for all commitments, to include ceremonies, concerts, parades, etc., whether military or civilian requested and perform other functions as directed by the CMC and CG MCLB, Albany.

k. Provide public communications and community relations services.

l. Administer Inspection Program and conduct additional inspections and/or investigations as deemed necessary.

m. Plan, develop, and administer the Base Safety Program, Navy/Marine Corps Industrial Hygiene Program and coordinate the Navy Medical Industrial Hygiene Services.

n. Provide, promote, and supervise programs for the religious, moral, corporate and personal well-being of military personnel, their dependents, and other authorized persons attached to MCLB Albany.

o. Ensure the existence of a lawful and orderly environment necessary to maintain mission readiness through the enforcement of federal, applicable local laws and military regulations; and provide services for military and civilian identification and related purposes.

p. Provide information, assistance, coordination, and guidance for all military family support resources and social services programs.

5101. CHIEF OF STAFF, MCLB ALBANY.

1. Mission. Direct, coordinate, and supervise the activities of Base organizations. In addition, keep the CG informed of current and developing situations; assemble, review, and submit reports for the CG's approval; ensure establishment and maintenance of liaison with higher, adjacent, subordinate, and supported units as well as represent the CG where authorized. Provide advice on administrative matters. Receive personnel visiting the CG. Control the All Hands information system and maintain the Base Directory. Direct the posting and relief of the Base Officer of the Day. Initiate and maintain a file for the CG's "while you were gone" reports.

2. Function

a. Direct, coordinate, and control activities of Base organizations.

b. Serve as chief information and briefing source for the CG MCLB, Albany.

c. Serve as Community liaison for the CG MCLB, Albany.

d. Promulgate approved plans, orders, and instructions to subordinate elements of the Base.

e. Ensure that subordinates are alerted to the actions required of them and that they receive timely, accurate, and complete information.

1. Mission. Serve as MARCORLOGBASES' focal point for tours/visits as requested by organizations and activities external to MARCORLOGBASES. Coordinate Command-level conferences/liaison visits to activities external to MARCORLOGBASES.

2. Functions

a. Serve as the focal point for tours and visits as requested by organizations and activities that are external to MARCORLOGBASES. Coordinate Command-level conferences and liaison visits to activities that are external to MARCORLOGBASES.
.
b. Develop, coordinate, and publish Command visitors' itineraries.

c. Prepare and publish the bi-weekly MARCORLOGBASES visitor/event schedule.

d. Serve as the Command's focal point and manager of the Command Briefs.

5103. BASE ADJUTANT

1. Mission Serve as the combined administrative center for MARCORLOGBASES. Under mutual agreement, perform the dut ies and functions normally assigned to the Logistics Adjutant. Formulate and supervise the execution of the administrative policies of MARCORLOGBASES and ensure that coordination is effected internally and externally as required. Monitor the Military Award Program and fitness reports for MARCORLOGBASES. Monitor and control all Congressional correspondence. Authenticate all TAD orders for military and civilian personnel. Maintain the Classified Material Control Center files, Communications Material Security System, Naval Warfare Publications Library, and is the custodian of the top secret files for MARCORLOGBASES. Provide records management, file maintenance, and mail service for MARCORLOGBASES. Administer the Information and Personnel Security Program.

2. Functions

a. Act as a Special Staff Officer to the CG MCLB, Albany.

b. Monitor the Military Awards Program for MARCORLOGBASES. Screen award recommendations for completeness and compliance with current directives and provide all recommendations to the Senior Member, Awards Boards. Forward all award recommendations made by the Awards Boards to the Commander for final decision. Prepare final awards citations and letters for those awards approved by the Commander.

c. Monitor the control and processing of fitness reports for MARCORLOGBASES.

d. Serve as custodian of the Marine Corps Seal.

e. Advise organizations concerning correspondence, records and files; control the authentication, publication, and distribution of Orders and Bulletins for MARCORLOGBASES. Act as the office of record for maintenance of all correspondence files.

f. Control the receipt, distribution, and custody of incoming directives, publications, and correspondence; maintain a suspense file of incoming correspondence from HQMC, other Marine Corps and civilian activities, and DoD requiring reply from MARCORLOGBASES; requisition additional outside directives are required; provide technical assistance to administrative personnel pertaining to the maintenance of files; maintain a copy of directives and/or correspondence issued and received by MARCORLOGBASES, except those sections directed to maintain the official file copy, e.g., SJA legal matters; and maintain message file of incoming and outgoing messages.

g. Monitor the records management and disposal program for MARCORLOGBASES.

h. Serve as the Base Postal Officer.

5104. ADJUTANT BRANCH

1. Mission. Exercise operational control over the Base Adjutant's Office, Administrative Section, Directives/Files Section, Mailroom Section, and Base Security Section.

2. Functions

a. Announce administrative procedures for processing applications for various Marine Corps Commissioning Programs and for augmentation into the regular Marine Corps. Review applications to ensure completeness. Notify the appropriate interview Board and arrange a convening date. Advise applicants of dates and times their presence is required. Publish all appropriate directives concerning the aforementioned programs.

b. Monitor the Awards Program for military personnel. Screen award recommendations for completeness and compliance with current directives and provide all recommendations to the Senior Member Awards Board. Forward all award recommendations made by the Awards Board to the CG for final decision. Prepare final award documents for those awards approved by the Commander.

c. Monitor and evaluate the Base Voting Program with particular emphasis on participation and timeliness of ballots received by election officials. Ensure guidance is provided on the critical mailing dates and on appropriate handling of the FPCA to include the requirement for in-hand delivery of all FPCA's to all eligible service personnel of MARCORLOGBASES and their dependents.

d. Monitor the control and processing of fitness reports.

e. Receive all incoming classified material, prepare routing sheets, assign control numbers, maintain log control, and ensure timely and efficient routing only to authorized personnel cleared to receive same and who have a "need to know."

f. Administer the budget and TAD funds for the Adjutant's office and Special Staff offices with the exception of the Family Service Center.

g. Perform oversight of all TAD orders for both military and civilian personnel.

5105. ADMINISTRATIVE SECTION

1. Mission. Provide internal administrative support for the Base Adjutant.

2. Functions

a. Coordinate civilian training and all civilian personnel matters for the Adjutant's Office and Special Staff Offices.

b. Administer the budget and TAD funds for the Adjutant's Office and Special Staff Offices with the exception of the Family Services Center. The Family Services Center maintains their own accounting procedures.

c. Provide work processing support for the Adjutant's Office.

d. Perform oversight of all TAD orders for both military and civilian personnel.

e. Prepare final award citations and letters for those awards approved by the COMMARCORLOGBASES or CG MCLB, Albany.

5106. DIRECTIVES/FILES SECTION

1. Mission. Receive and maintain incoming directives, publications, and correspondence. Monitor MARCORLOGBASES' records management and disposal programs. Maintain responsibility for the authentication, publication, and distribution of Logistics and Base Orders/Bulletins. Coordinate and develop Management Control Reviews and Vulnerability Assessments Program for the Adjutant and Special Staff Offices. Manage the Forms Management Program.

2. Functions

a. Advise MARCORLOGBASES' organizations concerning correspondence, records, and

files; control the authentication, publication, and distribution of Base Orders and Bulletins; act as the office of record for maintenance of MARCORLOGBASES' incoming and outgoing correspondence files.

b. Control the receipt, distribution, and custody of incoming directives, publications, and correspondence; maintain a suspense file of incoming correspondence from HQMC, other Marine Corps and civilian activities, and DoD requiring reply from MARCORLOGBASES; requisition additional outside directives as required; provide technical assistance to administrative personnel from other organizations pertaining to the maintenance of files; maintain a copy of directives and/or correspondence issued and received by MARCORLOGBASES, except those sections directed to maintain the official file copy, e.g., SJA for legal matters; and maintain MARCORLOGBASES' message file of incoming and outgoing message.

c. Monitor MARCORLOGBASES' records management and disposal program by assisting and advising personnel on any matters pertaining to the proper maintenance and disposition of files. Compile and submit a Consolidated Report of Volume of Records held, transferred to local storage, transferred to the Federal Archives and Records Center, and all records destroyed.

d. Design, analyze and control blank forms used aboard MARCORLOGBASES. Maintain files of the masters and history record of usage for designed forms and perform annual inventories.

5107. MAILROOM SECTION

1. Mission. Receive and deliver official and personal mail, maintain military postal directory file and change of address files. Maintain expenditures on mail metering machines.

2. Functions

a. Deliver official and personal mail to addressee or to assigned mail orderlies; maintain a change of address file for twelve months on military personnel transferred from MARCORLOGBASES; re-address mail which is not deliverable; and maintain postal directory file on all MARCORLOGBASES military personnel.

b. Maintain postal expenditures on all mail metering machines throughout MARCORLOGBASES. Provide classes on the operation of the machines and ensure proper operation.

5108. **Base Security Section.** Administer the classified Information and Personnel Security Program necessary for the protection of MARCORLOGBASES. Responsible for operation of the Classified Material Control Center and the Communications Material

Security System. Maintain the Naval Warfare Publication Library in support of the Communications Branch, BSD, and Logistics Operations. Direct, administer, and manage the DFWP Program.

1. Classified Information and Personnel Security Program Functions

a. Serve as the CG's advisor and direct representative in matters pertaining to security of classified information and personnel security.

b. Develop Command information and personnel security procedures, including an emergency plan which integrates emergency destruction bills.

c. Formulate and coordinate MARCORLOGBASES' security education program.

d. Ensure threats to security, compromises, and other security violations are reported, recorded, and investigated when necessary.

e. Administer the classification, declassification, and downgrading of classified information for MARCORLOGBASES.

f. Coordinate the preparation of classification guides in the Command.

g. Maintain liaison with MARCORLOGBASES' Public Affairs Office to ensure proposed press releases, which could contain classified information, are referred for security review.

h. Ensure compliance with accounting and control procedures for classified material, including receipt, distribution, inventory, reproduction and disposition.

i. Coordinate with Division Security Officers on physical security measures for protection of classified material.

j. Ensure electrical or electronic processing equipment meets control of compromising emanations (tempest) requirements.

k. Ensure security controls of visitors to and from MARCORLOGBASES.

l. Ensure all personnel who handle classified information or assigned to sensitive duties are appropriately cleared and that requests for personnel security investigations are properly prepared, submitted, and maintained.

m. Ensure that access to classified information is limited to those with a need to know.

n. Ensure that personnel security investigations, clearances, and access are recorded.

o. Coordinate continuous evaluation of eligibility for information or assignment to

sensitive duties for MARCORLOGBASES.

p. Coordinate with the MARCORLOGBASES' ADP and Physical Security Officer on matters of common concern.

q. Coordinate/manage MARCORLOGBASES' Civilian DFWP program.

2. Drug Program Coordinator Functions:

a. Serve as the CG's advisor and direct representative in matters pertaining to the DFWP Program.

b. Receive all drug test results from the Medical Review Officer.

c. Manage the issuance of all 30-day individual notices to occupants of TDP's.

d. Arrange for and coordinate all collection procedures.

e. Coordinate, present, and schedule employee training on drug abuse and supervisory training.

f. Inform HRO of all verified positive test results of tentative selectees for TDP's.

g. Ensure that an employee is notified of his or her negative drug test results.

h. Notify the CEAP Administrator and the appropriate supervisor or manager having authority to initiate or approve adverse action against the employee in the event of a verified positive drug test result.

i. Notify the Navy Drug Screening Laboratories if positive specimens are to be retained beyond the normal period of one year.

j. Prepare and maintain all documentation and reports on the DFWP following OCPMINST 12792.3 and Department of Health and Human Services guidelines.

3. Counterintelligence Office Functions. When directed by higher authority:

a. Act as a focal point with the CID in investigative matters pertaining to espionage, sabotage, subversion, and terrorism.

b. Conduct preliminary inquiries into the loss, compromise, or possible compromise of classified information, material, and/or equipment.

c. Conduct counterintelligence briefings as requested as a supplement to those offered by CID.

5109. MWR DIVISION

1. Mission. Provide active duty military and other authorized patrons with goods and services necessary for their health, comfort, and convenience; provide well-rounded, wholesome athletic leisure time programs to enhance their mental and physical health and social well-being; and provide dining, beverage, and entertainment services. Responsible for position management, position classification, and civilian compensation of division personnel billets. Responsible for establishing and maintaining effective and efficient management control systems to safeguard division resources; ensure the accuracy and reliability of division information; assure adherence to applicable laws, regulations, and policies; and promote operational economy and efficiency within division operations. Conduct vulnerability assessments and management control reviews as required.

2. Functions

a. Serve the CG as a Staff Officer for MWR.

b. Exercise operational control over the Administration and Support Branch, Retail Services Branch, Food and Hospitality Branch, and Recreation Branch.

c. Receive, review, and distribute incoming correspondence and prepare, edit, and dispatch outgoing correspondence.

d. Maintain administrative records and regulations, unclassified materials, and correspondence files.

e. Administer reports controls, records disposal, and forms control for the division.

f. Coordinate APF personnel matters for the division and administer the NAF personnel program for both the Division and the Child Development Complex of the Family Services Center.

g. Advise supervisors and managers on personnel policies, practices and procedures, and counsel employees on personnel matters.

h. Maintain the division T/O and administer the division position management program.

i. Administer and coordinate division training needs with HRO.

j. Maintain the division management information system.

k. Serve as the focal point for staff coordination of division operations.

l. Coordinate division planning, projects, and briefings.

m. Serve as POC for requests for information on MWR programs from external sources.

n. Provide coordination for military affairs (e.g., military personnel assignments within the division, fitness reports, training to include MOS training and duty rosters)

o. Provide publicity assistance to all MWR activities.

p. Maintain property records for the division.

5110. ADMINISTRATION AND SUPPORT BRANCH (MWR1)

1. Mission. Provide maximum marketing advertising support with minimal budget to all MWR activity managers ultimately increasing profit margins for MWR Division. Provide financial management services and fiscal support to the Division's nonappropriated operating branches, the Comptroller, and MWR Support Activity at CMC. Provide maximum support with maintenance and overall appearance of all grounds and buildings within MWR Division. Monitor and evaluate internal management controls and procedures. Ensure efficiency and effectiveness of all MWR operations. Serve as a support function of MWR activities to assist management in the effective discharge of its responsibilities.

2. Functions

a. Provide activity managers with marketing support by means of research to define customer base and advertising to reach the customer base.

b. Provide publicity support through the use of an all inclusive in-house layout, design, publishing, and distribution center.

c. Utilize commercial sponsorship dollars to offset expenses providing greater opportunity for profit.

d. Maintain promotional calendar for effective planning of all MWR events.

e. Formulate and execute the authorized appropriated budget for labor, supplies, equipment, travel and contracts.

f. Formulate and execute the nonappropriated revenue and nonrevenue generated budget for all MWR business accounts.

g. Oversee the appropriated and nonappropriated financial posture of the division and perform financial analysis of division operations for the monthly review and critical success factors.

h. Provide appropriated and nonappropriated financial guidance to division personnel.

i. Maintain division appropriated fiscal records incident to the expenditure of operating materials, services, TAD, and reimbursable work. Maintain status of funds. Prepare requests for increases or decreases in funding authorization.

j. Provide nonappropriated accounting, payroll, investments, property record keeping, Navy personnel services, and bank reconciliation (AGE and Wachovia Central Bank) for the division and the Child Development Complex. Maintain nonappropriated fiscal records for internal and external audit.

k. Provide management information services for all nonappropriated operations to include system financial reports, investment schedules, inventory reports, monthly and fiscal year-end statements, and management exception reports.

l. Provide MWR activity managers with maintenance support of their buildings and grounds.

m. Contract Blanket Purchase Orders and construction work for MWR Division.

n. Provide "dishonored check" collection services and maintain the records for all MWR activities.

o. Conduct an annual nonappropriated fund wage survey for the Dougherty County Georgia area.

p. Administer the operation of the Base Conference Center.

q. Oversee all buildings and grounds for general appearance.

r. Maintain and coordinate all work requests.

s. Verify and conduct surveys of merchandise, food and retail, insuring items are disposed of in accordance with applicable regulations.

t. Conduct unannounced checks of merchandise deliveries to verify quantities shipped with delivery documents.

u. Conduct unannounced verification of change and petty cash funds of all MWR activities at least once each quarter.

v. Conduct random checks of cash register detail tapes, guest checks or other media to determine accurate recording of sales.

w. Conduct annual internal pilferage, shoplifting, and loss prevention surveys of all retail activities.

x. Inspect activities to verify inventory controls and ensure outdated or unsalable merchandise is handled in accordance with applicable regulations.

y. Verify that activity managers are conducting required training for all personnel under their supervision.

z. Conduct compliance-oriented inspections in all MWR activities.

aa. Conduct pre-action investigations into matters of interest to the Division or as directed by the Director, MWR.

bb. Coordinate with and assist investigative agencies in security matters related to MWR.

cc. Provide technical assistance to functional managers in matters of internal control when requested and/or as directed by the Director, MWR.

dd. Assist in formulating and directing the development and issuance of policies, procedures, and programs pertaining to departmental review functions.

ee. Prepare written reports on operating practices/procedures and provide recommendations to management based on documented findings and sound accounting and management practices.

ff. Maintain a functional security force for the Retail Services Branch to include maintaining a closed circuit television surveillance system and intrusion detection system.

gg. Assist facility managers in conducting inventories by conducting fixture recounts (minimum of 10 percent) and conducting spot checks of inventory sheets for accuracy (minimum of 10 percent).

hh. Conduct Management Control Reviews for MWR.

ii. Assist in establishing reasonable controls regarding commercial and MWR vending and conduct periodic internal reviews of vending operations.

5111. FOOD AND HOSPITALITY BRANCH (MWR2)

1. Mission. Provide the administration, management, and supervision of the food and hospitality programs designed for high quality food and beverage service to meet the social and dining needs for authorized patrons.

2. Functions

a. Provide leisure time dining, bar, and entertainment services to all authorized patrons in

the clubs and snack bars as required.

b. Provide social activities to promote and maintain the camaraderie and well- being of military personnel and authorized patrons.

5112. RECREATION BRANCH (MWR3)

1. Mission. Provide well-rounded, wholesome athletic, recreation, and leisure time programs to ensure the mental and physical health and social well-being of patrons.

2. Functions

a. Provide a wide variety of athletic programs, activities and facilities to meet the needs of authorized patrons.

b. Operate recreational facilities, including an auto hobby shop, golf course, gymnasium, bowling center, recreation equipment locker, athletic fields, and miscellaneous other facilities to provide wholesome off-duty activities.

c. Provide library services.

d. Provide youth activities services.

e. Maintain property records for the Division.

5113. RETAIL SERVICES BRANCH (MWR4)

1. Mission. Provide authorized patrons with goods and services necessary for their health, comfort, and convenience at the lowest practicable cost. The secondary mission is to provide a supplemental source of funding for MWR programs.

2. Functions

a. Provide retail facilities to include a main exchange, seven day store, service station, and branch stores as required.

b. Provide service functions to include information, tickets, and travel services; barber shops; beauty shop; laundry and dry cleaning; customer services; vending machines; and other service functions that may be required by patrons.

c. Provide NAF procurement services for all MWR programs.

d. Operate and maintain a central cashier for all MWR NAF activities.

5114. COMMANDING OFFICER, HEADQUARTERS BATTALION (CODE 200)

1. Mission. Provide military leadership along with administrative, legal, and training support for those Marine personnel assigned to, or aboard MCLB Albany.

2. Functions

a. Administer personnel management procedures for military personnel relating to receiving, transferring, classification, retirement, and separation.

b. Develop, prepare, and supervise the execution of training programs and field exercises.

c. Plan and coordinate training, inspections, and tests.

d. Operate and maintain the MCLB Albany pistol range.

e. Operate and maintain the MCLB Albany armory.

f. Operate and maintain the MCLB Albany barracks.

g. Operate and maintain the MCLB Albany mess hall.

h. Conduct formal schools training for selected Marines and other personnel as directed by the CMC.

i. Provide career planning services for enlisted personnel.

j. Provide education services to officers, enlisted, and eligible civilians.

k. In coordination with the SAC, direct and supervise the Command's military drug and alcohol programs in the deterrence, prevention and treatment of substance abuse.

l. Conduct Request Masts and forward to the CG as applicable.

5115. HQBN S-1 (CODE 203)

1. Mission. Serve as the Battalion's supervisor and coordinator of administrative and military personnel matters. Formulate and supervise the execution of the unit's administrative policies.

2. Functions

a. The Adjutant will act as a Staff Officer for the CO.

(1) Maintain staff cognizance of the personnel section.

(2) Maintain mail and file systems to include guard mail distribution and administers reports control, forms management, and records disposal programs for HQBN.

(3) Prepare official correspondence for the CO.

(4) Prepare all orders effecting transfer, retirement, reassignment or change of MOS for all military personnel assigned to MCLB Albany.

(5) Endorse all individual military request addressed outside MCLB Albany relating to transfer, school, discharge, change of MOS, etc.

(6) Monitor the assignment and screening of military personnel orders to special assignments and formal schools.

(7) Supervise and coordinate the preparation of travel orders.

(8) Perform all necessary duties as the Base Casualty Officer, including all reporting and related matters.

(9) Perform necessary administrative and advisory functions to assure proper conduct of legal matters within the Battalion.

b. The Personnel Officer will function as the Battalion's supervisor and coordinator of personnel matters to include record maintenance (Service Record/Officer Qualification Record) and the Manpower Management System.

(1) Provide for the audits and authentication, when required, of service records, basic individual records and basic training records, and leave and earning statements.

(2) Analyze the Error/Advisory Report, the Unit Personnel Verification Reports, and the Diary Management Report.

(3) Provide for the control, accountability, and safeguard of all service records.

(4) Supervise and coordinate the preparation of routine personnel administrative records, reports, and correspondence.

(5) Provide administrative support in preparing request for pay-related items, and receive, sort, and distribute pay checks.

(6) Provide administrative support related to attrition.

(7) Maintain a local military personnel locator system.

(8) Write and review orders and bulletins related to Manpower Management system for personnel reporting procedures internal and external to MCLB Albany.

5116. HQBN S-3 (CODE 205)

1. Mission. Plan, coordinate, and conduct all non-MOS training and testing of MBST/essential subjects training to include: physical fitness; marksmanship; swimming, drivers improvement; leadership; troop information; and NBC training. Responsible for the parades and ceremonies at MCLB Albany. Has staff cognizance for special events and marksmanship training.

2. Functions

a. The Operations Officer will act as a Staff Officer for the CO.

b. Determine the requirements for procurement and usage of training aids, publications and supporting facilities.

c. Manage the Military Off-Duty Education Program (local and correspondence for college credit).

d. Coordinate the HQBN Professional Military Education program.

e. Administer DANTES Testing programs (ACT, SAT, CLEP).

f. Administer military classification and language testing programs.

g. Manage the Education Counseling Program (scholarships, grants, GI Bill, SNCO degree completion, and tuition assistance program).

h. Maintain master training records for military personnel.

i. Determine the requirements for training ammunition.

j. Operate the Base pistol range to train Marines in basic marksmanship and conducts annual requalification firing, as required.

k. Coordinate, conduct, and train Marines in basic rifle marksmanship and conduct annual requalification firing, as required.

l. Coordinate participation in approved competitive rifle and pistol matches.

m. Administer ceremonial details to include funeral details, color guards, and honor guards.

n.. Coordinate parades and field meets.

o. Plan and coordinate the conduct of military inspections.

p. Administer physical fitness tests and the remedial physical conditioning program.

q. Administer the Base/Battalion Weight Control and Military Appearance Program.

r. Coordinate MCLB's Semper Fit 2000 Program.

s. Administer the Marine Corps Institute Program.

5117. HQBN S-4 (CODE 204)

1. Mission. Perform mess hall, and battalion armory operations. Prepare budget submissions and accounts for funds and base property for the Battalion. Maintain administrative control of battalion facilities and maintenance requests. Perform the barracks billeting operations for A and B Companies' Marines. Provide logistical support for Base/Command functions and Battalion training operations and ceremonies.

2. Functions

a. The Logistics Officer will act as a Staff Officer for the CO.

b. Exercise custody of property assigned to HQBN. Requisition personal support equipment, nonexpendable equipment, and consumable supplies.

c. Assume responsibility for providing messing facilities to Marines and Navy personnel assigned to MCLB Albany. Provide messing to personnel on reserve or active duty, TAD, or other status when authorized by the CO.

d. Coordinate all facility maintenance requests for HQBN and forward requirements to I&L Maintenance.

e. Operate and assign billeting for single Sergeants (E-5) and below.

f. Administer police of the Battalion's areas of responsibility.

g. Prepare the budget and control the operating funds for the Battalion.

h. Serve as MMO for the Battalion.

5118. COMPANIES A AND B (CODES 206 AND 207)

1. Mission. Provide military training, military leadership and discipline, and other military functions for military personnel assigned.

2. Functions

a. Monitor military training for personnel and provide military training as required at Company level.

b. Monitor appropriate military appearance of personnel and assigned areas.

c. Conduct disciplinary action at Company level.

d. Publish Battalion watches/duty rosters.

e. Provide leadership guidance and counseling.

f. Evaluate Marines for promotion.

g. Conduct Request Masts and forward to the Battalion CO as applicable.

h. Conduct personnel and clothing inspections.

i. Coordinate with Divisions on training quotas and assignments.

j. Recommend Marines for awards and recognition.

k. Assigns proficiency and conduct marks.

l. Conduct physical training.

5119. INSTALLATIONS AND LOGISTICS DIVISION (I&L)

1. Mission. Provide direct support and services to enhance and assure the accomplishment of the primary mission of MCLB Albany and tenant activities. This includes the maintenance and repair of real property and equipment to ascertain optimum availability and utilization of facilities for mission accomplishment; maintenance, repair, and operation of MCLB Albany utility systems, electricity, natural and propane gas, water, and sewage to ensure and enhance continuous usability of facilities and equipment; maintenance, repair and operation of motor vehicles and materials handling equipment; switching services for railroad cars and equipment aboard MCLB Albany; designation for the maintenance and design of construction of new facilities, major repair projects and facilities projects; development of the Base Master Plan; maintenance and upkeep to buildings and grounds, administration of the MCLB Albany Family and Bachelor Housing, all transient facilities, and off-Base housing referral programs; training and licensing for all automotive, engineer and materials handling equipment

operators; fire protection for MCLB Albany; conservation and natural resources and environmental control; implement the MCLB Albany Multi-use Natural Resources Plan; provide day-to-day environmental protection support services; provide management, supervision, and coordination of DSSC, property control, graphics and audiovisual services, passenger transportation, shipment and storage of household goods; and the installation, modification, implementation, and maintenance of communications resources internal to the MCLB Albany Command.

2. Functions

a. Serve the CG as a Staff Officer for I&L Division.

b. Direct, coordinate, and control programs through subordinate Branches/Offices to provide direct and Base support and services for MCLB Albany.

c. Prepare detailed procedures to implement plans, policies, programs, and objectives approved by MCLB Albany, pertaining to this Division.

d. Survey, analyze, and reconstitute the Base Disaster Control Plan. Serve as MCLB Albany Disaster Preparedness Officer.

e. Conduct environmental protection surveys.

f. Coordinate and direct the disposal of hazardous waste for MCLB Albany.

g. Administer the Base Energy Conservation Program.

h. Administer the Base Maintenance Management Program.

i. Administer Base Public/Private Housing Ventures.

j. Administers the Base Billeting Fund, a non-appropriated fund instrumentality.

k. Establish and maintain effective and efficient management control systems to safeguard division resources; ensure the accuracy and reliability of division information; ensure adherence to applicable laws, regulations, and policies; and promote operational economy and efficiency within Division operations.

5120. PLANS AND OPERATIONS OFFICE (I&L-A)

1. Mission. Provide a variety of administrative and management services to the Director in the area of resource management. Particular areas of concern are position management, personnel management; labor relations; immediate, long-range, and special planning; research and evaluation; financial programming and management, budget formulation and execution and BRAC data compilation.

2. Functions

a. Provide internal administrative and management services for the Director and various Branches and Offices of the Division.

b. Develop policy and procedural orders for effective personnel management administration.

c. Compile, prepare, and execute budgets; prepare financial reports and statistical data to include FA allocation and expenditure reports for the Division..

d. Coordinate the Beneficial Suggestions Program within the Division.

e. Coordinate and monitor the training requirements of the Division.

f. Monitor and coordinate manpower resources/requirements and manage the Division's T/O.

g. Coordinate position classification and position management programs for the Director.
h. Maintain electronic publications system for the Division.

5121. GARRISON MOBILE EQUIPMENT BRANCH (I&L-C)

1. Mission. Provide an efficient, economical, and safe commercial GME fleet to organic units; maintain organic GME in a state of readiness to permit accomplishment of MCLB Albany's mission; provide maintenance services to tenant units as directed. Coordination includes acquisition, replacement, disposal procedures, inventory management, record keeping, reports submission, and scheduling. Operate, dispatch, and/or assign all administrative use vehicles, construction and engineering equipment, and materials handling equipment. Perform echelons of maintenance within prescribed limitations. Perform maintenance on vehicles, construction and engineering equipment, and materials handling equipment. Perform echelons of maintenance within prescribed limitations. Perform maintenance on vehicles used aboard MCLB Albany owned by other government agencies. Responsible for the training and licensing of motor vehicles and material handling equipment operators. Provide refuse collections and disposal services for MCLB Albany. Responsible for the operation and administration of the Base railroad locomotives to include first- echelon maintenance and switching services as required. Maintain information necessary to check demurrage bills an all intraplant switches performed.

2. Functions

a. Assign, dispatch, and provide for operation of administrative use motor vehicles, construction and engineering equipment and MHE, and locomotive services aboard

MCLB Albany.

b. Perform maintenance on automotive, construction and engineering equipment, fire fighting equipment, locomotives, and MHE within prescribed limitations. Perform body and fender repairs, paint, refinish, and touch-up.

c. Determine GME fleet adequacy and maintain a balanced GME fleet inventory to support MCLB Albany's mission.

d. Provide instruction and training for applicants requiring a U. S. Government Motor Vehicle Operator's Identification Card and issue motor vehicle and equipment operator's license to qualifying applicants.

e. Manage the VLP to ensure vehicles are available to perform base mission.

f. Coordinate with GSA on all vehicle requirements which include special vehicles.

5122. BASE PROPERTY CONTROL BRANCH (I&L-D)

1. Mission. Provide MCLB Albany activities with supply support not provided by DSSC and maintain control of all nonexpendable minor property items in use by MCLB Albany units. Maintain the official property records for Class 1, 2, 3, and 4 property, both real and personal, for MCLB Albany.

2. Functions

a. Receive, issue, maintain, store, and dispose of minor property utilized by MCLB Albany.

b. Provide office machine maintenance/repair services for MCLB Albany-owned machines.

c. Budget and maintain rental/lease contracts for office machines and labor-saving devices.

d. Develop policies and procedures to support present and future control of minor property, including procurement of all Class III and IV plant property.

e. Control the allowances, procurement, and storage of Class V ammunition for all MCLB Albany units.

f. Store and issue housing appliances and furniture, and personnel support equipment after receipt from DSSC.

g. Replace, replenish, issue and maintain accountability of Marine Corps stock.

h. Compile records and supporting documents to report inventory changes to CG MCLB, Albany and NAVFAC.

i. Classify and identify plant property with the affixation of plant property identification tags.

j. Collect, compile, compute, develop, and verify depreciation records on real and personal plant property for Maintenance Center at Albany and Barstow.

k. Participate in conducting required inventories and reconciliation of minor plant property records.

l. Process acquisition, disposition, and transfers of all base property to the appropriate consolidated memorandum receipts.

m. Provide support for community relations activities.

n. Receive, store, issue, and dispose of personal ADP equipment assets based on G6 fielding plan for MCLB Albany units.

o. Conduct personnel effects screenings and collections for the Battalion.

p. Account for Battalion personnel cash collections and pay checkages.

q. Issue military clothing to Marines assigned special duty.

5123. DIRECT SUPPORT STOCK CONTROL BRANCH (DSSC) (I&L-E)

1. Mission. Requisition, procure, receive, store, inventory, and issue stock and non-stock supplies/materials required for support of MCLB Albany customers, FMF and authorized customers within the general locale. Prepare, maintain and administer an annual stock fund budget to support the procurement of material required for support of customers. Provide technical research on requisitions and identification of material.

2. Functions

a. Provide the requisition/procurement of stocked and non-stocked material and special projects.

b. Provide inventory control and technical services related to stocked and non-stocked items.

c. Determine, establish, and maintain stock levels for recurring demand material required in support of daily Base operations.

d. Provide storage and care-in-store of material.

e. Maintain mechanized and manual records to update outstanding requisitions, receipts, and issues.

f. Provide technical research, verification of identification data, and stock number assignment of MCLB Albany customer requisitions.

g. Provide supply support to MCLB Albany and Fleet customers for non-stocked items. Determine source of supply, i.e., BPA, other stock points, or contractual procurement.

h. Provide BPA, IMPAC card and LOA support to MCLB Albany customers.

i. Provide requisition/procurement, storage and care-in-store of HAZMAT for the HAZMAT Cell.

j. Compile and maintain NWCF retail budget for Base Supply support.

5124. TRAFFIC MANAGEMENT OFFICE (I&L-F)

1. Mission. Provide quality personal property and passenger transportation services to MCLB and other customers on a daily basis.

2. Functions

a. Provide shipment expertise for the movement and storage of all personal property shipments within an 18-county area of responsibility.

b. Route shipments via the most cost-effective mode for the Government.

c. Prepare GBL's and all documentation for shipment of government property via truck, MSC, or air to final destination.

d. Maintain all necessary records incident to inbound and outbound personal property shipments.

e. Provide inspections on personal property shipments inbound and outbound.

f. Inspect agent's warehouses and equipment to ensure facilities meet minimum standards required.

g. Monitor carriers' performance, provide semi-annual evaluation of carriers' performance, respond to carriers' appeals, process punitive actions against carriers/agents.

h. Receive and process applications for movement of personal property and counsel military, DoD civilian personnel and their dependents on the movement/storage of personal property.

i. Provide for temporary and non-temporary storage; arrange for delivery, pickup, and packing of personal property for all services within a designated geographic area.

j. Assist members in the processing of claims against the Government/carriers for members in the processing of claims against the Government/carriers for loss and damage during shipment.

k. Verify contractors' invoices for accuracy prior to submission for payment.

l. Provide information and authorization letter for storage of privately owned vehicles.

m. Provide passenger transportation services to military and civilian personnel and their dependents for all DoD.

n. Evaluate passenger transportation requirements, determine the mode of transportation, select carrier(s) to be used and complete all other essential transportation arrangements.

o. Provide transportation arrangements by observing the provisions detailed in Passenger Agreements and Tenders of Service with respect to using the best value.

p. Prepare all documentation for passenger transportation.

q. Maintain all necessary records incident to passenger transportation.

r. Process passport/Visa applications for military and civilian personnel and their dependents.

s. Process applications for international drivers license for military and civilian personnel.

t. Monitor the Command Frequent Traveler Program.

u. Monitor contractors' performance to ensure compliance with current contracts.

5125. PUBLIC WORKS BRANCH (I&L-G)

1. Mission. Plan, design, inspect, and maintain complete and up-to-date records of all public works and utilities of MCLB Albany; administer the facilities projects and Military Construction Program within prescribed limitations; prepare and administer Marine Corps contracts for construction, equipment installation, and repair work; maintain the Base Development Plan; and collectively perform Resident Officer in Charge of Construction functions relative to field division and NAVFAC contract work.

Develop and administer small purchases and informal contracts up to $100,000 for maintenance services and open-end construction contracts for real property maintenance activities. Responsible for space utilization for MCLB Albany.

2. Functions

a. Provide technical guidance to MCLB Albany on problems within the civil, electrical, and mechanical engineering fields.

b. Prepare the Annual Military Construction Program required for the Base Facility Planning System.

c. Prepare and maintain the Command General Development Maps and other Shore Facility Planning Maps.

d. Prepare the Command Facilities Projects Program, which includes new construction, alteration, repair, modernization, and equipment installation projects.

e. Provide liaison between the CG and the NAVFAC and its field divisions.

f. Prepare necessary designs, plans, cost estimates, and specifications for Marine Corps contracts involving construction, alteration, repair, modernization and equipment installation projects.

g. Advertise, award, administer, and monitor contracts for which the Public Works Officer is the Officer in Charge of Construction.

h. Provide surveillance and day-to-day management of maintenance service and open-end construction and repair contracts for facility support.

i. Provide various service contracts for MCLB Albany (e.g.., custodial, grounds maintenance, elevator maintenance, etc.).

j. Act as Resident Officer in Charge of Construction on contracts for which the CO, Southern Division, NAVFAC is the Officer in Charge of Construction, and such other contracts as may be specifically designated.

k. Act as Resident Officer in Charge of all Naval Facilities, Real Property outleases covering property at the Command.

l. Review, analyze, and make recommendations to the Director on requests for additional space or changes in space utilization (e.g., conversion of warehouse space to office spaces).

m. Coordinate the CMC Facilities Support Requirements planning document with users.

5126. MAINTENANCE BRANCH (I&L-H)

1. Mission. Maintain and repair all real property to include buildings, grounds and structures. Perform minor (new) construction and provide operation of engineer equipment and pest control services. Additionally, maintain and operate government-owned utility systems and monitor utility usage and fuel requirements.

2. Functions

a. Develop long-range maintenance plans, and annual and quarterly work programs to efficiently plan, estimate and schedule work for the Branch resources.
b. Manage all customer-generated work requests including emergency and service-type work.

c. Formulate with the fiscal section within I&L Division, the budget for the operation and maintenance of the Base real property to include authorized expenditures and obligations of funds.

d. Prepare necessary plans, cost estimates, and specifications for customers involving construction, alterations, repairs and equipment installation projects.

e. Perform preventive maintenance as required.

f. Perform all carpentry, painting, and general maintenance services on real property not accomplished under contract.

g. Provide electrical and refrigeration/air conditioning services to support both recurring, specific, and emergency requests for work.

h. Maintain fire/intrusion alarm systems.

i. Provide engineer equipment (dozer, grader, crane, tractor, forklift) to support maintenance, repair, and ceremonial requirements.

j. Perform grass cutting responsibilities in areas not accomplished by contract.

k. Maintain and provide bleachers to support various ceremonial events.

l. Provide 24-hour emergency maintenance response capability to all Base facilities, infrastructures, and housing areas.

m. Provide pest control services.

n. Provide sign fabrication and installation capability.

o. Provide locksmith services.

p. Operate and maintain utility plans and systems including steam, fuel, oil, gas, electricity, water fluoridation, sewage, and industrial waste.

q. Administer the Base Energy Conservation Program.

r. Maintain data on utility consumption and cost.

s. Maintain and inspect Base swimming pools.

t. Operate the Base industrial waste treatment plant.

u. Maintain roads, railroads, bridges, fences, grounds, and pavements.

v. Provide hazardous material spill response teams and other related services to emergencies.

5127. HOUSING BRANCH (I&L-I)

1. Mission. Provide centralized management of the family and bachelor housing programs including the Off-Base Housing Referral Program, the base mobile home park, management of all Live Oak Lodge transient facilities, and the Base Billeting Fund (a non-appropriated fund instrumentality).

2. Functions

a. Develop plans, procedures, and inspection programs to properly administer family housing (public quarters), the mobile home park, bachelor housing, transient billeting, and off-Base housing referral programs. This includes developing rules and regulations for occupancy; applying available resources, such as financial resources; preparing occupancy and utilization reports; and conducting family and bachelor housing requirement surveys.

b. Budget for the operation, maintenance, and administration of family housing; authorize expenditures/obligations of funds. Formulate appropriated and non-appropriated fund budgets for operation and administration of E6 and above permanent party and Live Oak Lodge transient facilities, including Distinguished Guest Quarters and Family Transient Quarters.

c. Assign, terminate, and maintain waiting lists for all housing, including public quarters, E6 and above bachelor quarters, Live Oak Lodge transient facilities, and mobile home park.

d. Purchase, control, inventory, issue, and dispose of furniture/furnishings and appliances

for transient, bachelor, and/or family housing.

e. Identify and submit projects for repairs, improvements, and/or rehabilitation of family, bachelor, and transient housing.

f. Maintain, operate, inspect, assign, terminate, and develop repair and/or improvement projects for mobile home park. Establish and collect rent, utilities, and/or other charges.

g. Provide housing referral services to assist DoD military and civilian personnel in locating suitable long-range or temporary off-Base housing.

h. Identify and develop short- and long-range maintenance plans through inspections and perform change of occupancy and habitability inspections.

i. Manage MCLB Albany billeting funds (NAFI) for establishment and collection of rents and service charges. Includes a full range of personnel functions for NAFI personnel. Negotiate and administer NAFI service contracts and procurements fo r furnishings, equipment, and materials.

j. Prepare/approve documents for the termination or starting of BAQ payment when quarters are assigned or terminated.

k. Issue certificates of nonavailability of quarters and endorse requests for payment of BAQ based on nonavailability of quarters.

l. Provide housing referral services to and monitor privatized on-Base housing development.

5128. ENVIRONMENTAL BRANCH (I&L-J)

1. Mission. Provide support and assistance in monitoring environmental protection programs to ensure compliance with applicable pollution control and environmental protection laws; federal regulations, DoD, CMC, NAVFAC, state and local government directives and laws. Provide support and participate in development of natural resources, forestry, and fish and wildlife programs. Such participation includes tree marking, controlled burning, wildlife surveys, and food plot planning. Provide animal control for pets and wild animals on MCLB Albany and Boyett Village. Serve as liaison with MCLB Albany work centers and tenant activities generating hazardous wastes. Direct the proper labeling, collection, handling, repackaging, storing, and preparation of hazardous wastes for shipment. Provide interpretation of hazardous waste regulations/directives. Function as liaison for MCLB Albany on regulatory compliance matters. Operate and manage the recycling program including pick-up, sorting and sales of recyclable materials. Coordinate the cradle-to-grave management of all HAZMAT used and stored aboard Base in accordance with federal regulations.

2. Functions

a. Review MCLB Albany activities to ensure compliance with Natural Environmental Policy Act Regulations as well as Resources Conservation Recovery Act and CERCLA.

b. Review Environmental Assessments.

c. Monitor the CERCLA and the Installation Restoration Program.

d. Serve as MCLB Albany Repository for environmental record keeping.

e. Monitor base air emission sources for compliance with Air Quality Permit conditions.

f. Monitor potable water system to ensure water purity and compliance with the Safe Drinking Water Act.

g. Coordinate required testing and monitor the Industrial Waste Treatment Plant to ensure compliance with the Clean Water Act and with our wastewater permits.

h. Prepare Stormwater Pollution Prevent ion Plan and monitor stormwater runoff for compliance with the general permit.

i. Review contracts to ensure compliance with federal, state, and local laws.
j. Inspect activity and paperwork generated by hazardous waste handlers.

k. Inspect all generators of Base-wide hazardous waste to ensure compliance with environmental laws and regulations.

l. Inspect hazardous waste prior to turning in to DRMO.

m. Conduct all contacts with federal and state regulatory agencies and provide escorts during all inspections.

n. Coordinate and direct testing of sites and materials that may be hazardous.

o. Provide all required Hazardous Waste training for base personnel.

p. Coordinate game warden activities.

q. Conduct wildlife surveys.

r. Manage all ponds aboard MCLB Albany.

s. Conduct controlled burning.

t. Conduct tree planting.

u. Plant wildlife food plots.

v. Prepare package for submission for Natural Resources Awards Program.

w. Administer and oversee MCLB Albany recycling program.

x. Prepare ODS Plan and coordinate handling of ODS' such as halon and chloroflurocarbons.

y. Manage the Radon Assessment and Mitigation Program.

z. Develop and manage the Asbestos Operation and Management Program.

aa. Prepare applications for all environmental permits required, including the Hazardous Waste Permit, Air Permit, Waste Water Permit, Drinking Water Permit, etc.

bb. Develop and implement the Cross Connection Control Program for Backflow Prevention devices in the public water system.

cc. Develop projects to maintain or enhance the environmental quality of MCLB Albany.

dd. Ensure that all updated or new information about the MCLB Albany Installation Restoration Program that is required by law to be available for public inspection is included in the Public Repositories, which are maintained at the PAO and at the Dougherty County Public Library.

ee. Operate HAZMAT Cell to provide central control point for acquisition, receipt, distribution, and tracking of all HAZMAT used and stored aboard the Base. The duties of this cell also include maintaining all records necessary for completion and submission of required annual EPCRA reports.

5129. TRAINING AND AUDIOVISUAL SUPPORT BRANCH (I&L-L)

1. Mission. Provide training and audiovisual support services for MCLB Albany organizations and tenant activities consisting of graphic arts services, photographic services, and audiovisual equipment and devices to include hardware and software support services.

2. Functions

a. Produce instructional aids and audiovisual materials within local capabilities and as authorized by MCO P5290.1.

b. Budget, purchase, stock, and control issue/loan, and maintain or repair (within local

capabilities) all audiovisual equipment, software, instructional aids and devices aboard MCLB Albany.

c. Maintain inventory control for, and perform maintenance and repair on training support systems within local capabilities.

d. Provide technical advice on requests for the development, fabrication, procurement, or acquisition of training support equipment and audiovisual software.

e. Publish a catalog every 5 years of locally-available training support equipment, software, and services.

f. Provide instruction in the operation and operator maintenance of training support equipment.

g. Request audiovisual production services beyond authorized capabilities from the MCCDC.

h. Provide graphic arts services to include all phases of visual aids products used to interpret and communicate information of a statistical, narrative, editorial, or pictorial nature. Include preparation of charts, graphics, poster, brochures, covers, publication art, and computer- generated graphics (transparencies, 35mm slides, or paper copies).

i. Perform all phases of still photographic services to include studio and location photography, and slide presentations produced in black and white or color. Perform black and white or color photographic processing and printing.

j. Operate and maintain the audiovisual equipment in the CG's command center projection booth. Assist briefers in operation and capabilities of briefing systems located in the command centers in Buildings 3500 and 3700 respectively.

k. Establish and maintain a continuing mission-oriented training program for all 4600 MOS military personnel assigned to the Training and Audiovisual Support Center.

5130. FIRE PROTECTION BRANCH (I&L-M)

1. Mission. Provide fire protection for MCLB Albany and Boyett Village. Develop and administer the Fire Protection Branch and Fire Protection Program. Provide Emergency Medical Service and transport for MCLB Albany. Provide first responder for all hazardous waste spills/emergencies.

2. Functions

a. Take action to prevent the loss of life or property in the event of fire or impaired fire protection systems.

b. Furnish essential fire protection services, including fire prevention inspection of all buildings, structures, and activities.

c. Formulate programs for improved fire protection measures which will afford increased protection to life, material, equipment, and facilities.

d. Review design and/or modifications of buildings and facilities to ensure compliance with National Fire Codes.

e. Inspect and test all fixed fire protection systems, such as sprinkler systems, CO2 systems, and fire alarms.

f. Review, analyze, and investigate all fires to determine cause and take appropriate corrective action to prevent recurrence of fires of similar origin.

g. Hold fire drills in all buildings and train all personnel (military and civilian) in fire prevention practices.

h. Furnish standby personnel for all hazardous operations.

i. Detect fire hazards and take prompt corrective action to promote safety and eliminate or minimize fire losses.

j. Exercise control on use of fire prevention personnel, supplies, and equipment to assure effective and economical operations.

k. On scene commander for all oil and/or hazardous material incidents to contain and control all spills and releases of HAZMAT.

l. Respond to emergencies involving HAZMAT for the purpose of fighting fire, performing rescue, and initiating containment actions for substances representing a fire/explosion hazard or immediate threat to human life.

m. Furnish essential Emergency Medical Care and Transport for personnel aboard MCLB Albany.

5131. COMMUNICATIONS DIVISION (G620)

1. Mission. Provide telecommunication support to the Base and tenant organizations in the areas of Secured Messaging Traffic, telephone, LAN, WAN, PC, VTC, radio and public address, peripherals, and mainframe supported centralized/distributed print. Administrative control remains with the Base. G-6 exercises operational control over the Division.

2. Functions

a. Manage and coordinate the installation, modification, implementation, and maintenance of communications resources internal to the MCLB Albany command.

b. Provide support for the Base and tenant organizations, acting as its data communication liaison with outside communities.

c. Furnish the COMMARCORLOGBASES and other staff officers with information and recommendations pertaining to communications.

d. Coordinate all communications matters with Base and tenant organizations.

5132. COMMUNICATIONS CENTER BRANCH (G621)

1. Mission. Provide a secure environment for the preparation, handling, and distribution of record messages transmitted or received over the Defense communication system AUTODIN.

2. Functions

a. Monitor equipment utilization and trends.

b. Provide interaction with commercial vendors to review technological advancements for compatibility with existing and future needs.

c. Plan for future expansion and technological upgrades to support incoming systems and maintain compatibility with existing systems.

d. Provide delivery of incoming and outgoing AUTODIN messages.

e. Provide MDS, MTF, and DPVS training to MCLB Albany customers as required.

f. Account for classified materials used and maintained by the Section.

g. Update and maintain required electronic mail directory services to permit Marine Corps and DoD-wide identification of mail and recipients.

h. Install, modify, implement, and maintain the communication hardware/software to support communication requirements.

i. Provide delivery of incoming and outgoing messages.

j. Prepare plans, orders, and instruments necessary to implement MCLB Albany policies and decisions affecting communications.

k. Provide both secure and non-secure facsimile service to MCLB Albany users.

l. Plan, budget, and program communications O & MMC funding.

m. Obtain, monitor and manage frequency allocation for MCLB Albany and tenant users (MARS station).

n. Establish maintenance management procedures per current Base Orders and directives. The authorized level of maintenance is limited to third echelon per the current T/O and T/E.

o. Monitor communications services and systems to ensure identification of potential fraud, waste and abuse.

5133. PLANNING AND PERFORMANCE BRANCH (G622)

1. Mission. Provide planning for all future additions, installations and relocations of LAN equipment aboard the base and initiate performance monitoring functions to maintain and/or improve LAN equipment technology and efficiency.

2. Functions

a. Recommend courses of action to maintain and/or improve computer equipment technology and efficiency.

b. Participate in DoD and HQMC ad hoc tasks for support of new and/or revised systems.

c. Provide interaction with commercial vendors to review technological advancements for compatibility with existing and future needs.

d. Plan for future expansion and technological upgrades to support incoming systems and maintain compatibility with existing systems.

e. Plan and perform all site surveys and coordinate site preparation to include modifications.

f. Maintain a technical library of ADPE publications/journals and software inventory for microcomputers to support rese arch and testing.

g. Monitor, install, troubleshoot, and upgrade equipment, servers, and concentrators that support the network as a whole.

h. Manage and solve ADP equipment-related problems.

i. Support Base ADPE infrastructure.

j. Determine optimal network topology.

k. Coordinate applications server, hardware installation, and support. An applications server is defined as a PC that provides application to the network.

l. Monitor the status of the network for probable/pending errors, and take appropriate action for problem resolution action to restore full service.

m. Provide technical expertise to contractors installing migrating systems and DoD Systems where the Base infrastructure is affected.

n. Provide backup to existing systems to minimize possible system failures and downtime.

o. Monitor equipment utilization and trends.

p. Act as the central POC for all ADP-related hardware management functions, including reviewing requests for, and movement of, equipment. Perform site surveys and subsequent installation/movement of equipment, and process outdated or obsolete equipment for appropriate disposition.

q. Manage the total operation of the LAN. Survey, manage, coordinate, implement, and maintain all LAN hardware and software. Review and test all systems that interface with MCLB Albany's LAN.

r. Review and test systems for compatibility with Marine Corps Standard Systems.

s. Maintain addresses and subnetworks of the MCDN Master Node including all local devices.

t. Provide technical assistance, supportability information, and approval for all hardware and software connected to the network.

u. Coordinate all equipment addressing with the LAN Section.

v. Install/de-install, and perform hardware/software maintenance.

w. Coordinate installation of new requirements and new user level workstations - internal.

x. Troubleshoot customer ADPE problems.

y. Install, customize, and monitor network operating software.

z. Install and provide technical support for standardized software applications. Support group specific software, as required.

5134. WIDE AREA NETWORK BRANCH (G623)

1. Mission. Provide WAN services to the Base and tenant organizations. Serve as the Base's representative in ensuring that the LAN is seamlessly integrated into the DoD WAN and Internet and meets all applicable regulations and industry standards. Serve as INFOPAC Administrator for Albany, Blount Island, New Orleans and assist Barstow and DFAS Kansas City in database maintenance. Maintain reports for the purpose of providing upper management with statistical data relative to output utilization necessary for budgetary considerations. Code source programs to design and create laser printer and microfiche output. Administer all hardware, software and resources required to support output generated aboard MCLB Albany, and provide support and assistance to Barstow, Blount Island, New Orleans and Kansas City. Assist in initial testing of new systems and new versions of software currently supporting printed output.

2. Functions

a. Install and maintain new networking cables/fiber optics.

b. Plan, budget, and program communications O & MMC funding.

c. Participate in DoD and HQMC ad hoc tasks for support of new and/or revised systems.

d. Provide interaction with commercial vendors to review technological advancements for compatibility with existing and future needs.

e. Plan for future expansion and technological upgrades to support incoming systems and maintain compatibility with existing systems.

f. Plan and perform all site surveys and coordinate site preparation to include modifications.

g. Act as a WAN Manager for the Marine Corps and provide Network support for the Base and geographically co-located installations as requested, to include Blount Island, Barstow, Ft. McClellan, 6th Marine Division, Miami, Cherry Point, and others.

h. Manage and solve ADP equipment-related problems.

i. Support Base ADPE infrastructure.

j. Implement and maintain internet connectivity.

k. Coordinate applications server, hardware installation, and support. An applications

server is defined as a PC that provides application to the network..

l. Monitor equipment utilization and trends.

m. Act as the central POC for all ADP-related hardware management functions, including reviewing requests for, and movement of, equipment. Perform site surveys and subsequent installation/movement of equipment, and process outdated or obsolete equipment for appropriate disposition.

n. Manage the total operation of the LAN. Survey, manage, coordinate, implement, and maintain all LAN hardware and software. Review and test all systems that interface with MCLB Albany's LAN.

o. Review and test systems for compatibility with Marine Corps Standard Systems.

p. Maintain addresses and subnetworks of the MCDN Master Node including all local devices.

q. Provide technical assistance, supportability information, and approval for all hardware and software connected to the network.

r. Provide network control support in all locally funded circuits and all telecommunications equipment downstream of the "Comten" front end processor, to include initiating all TSR relative to these circuits.

s. Coordinate all equipment addressing with the LAN Section.

t. Install/de-install, and perform hardware/software maintenance.

u. Coordinate installation of new requirements and new user level workstations - internal.

v. Troubleshoot customer ADPE problems.

w. Install, customize, and monitor network operating software.

x. Install and provide technical support for standardized software applications. Support group specific software, as required.

y. Participate with programmers, analysts, functional managers and end users to formulate the development and modification of a report distribution system, coordinating with Barstow, Blount Island, Kansas City, New Orleans, and DMC St. Louis.

z. Serve as MCLB Albany INFOPAC POC, coordinating and assisting DMC St. Louis in the resolution of amends and problems relative to INFOPAC sweeps of production output and deallocations.

aa. Review 'UNKNOWN' reports and facilitate their definitions to the INFOPAC database, ensuring that the data is archived and available for on-line viewing and printing.

bb. Maintain reports for the purpose of providing upper management with statistical data relative to consumable utilization, expenditures, fee for service billing and the associated cost analysis necessary for budgetary considerations.

cc. Conduct INFOPAC administrator training for functional analysts that perform maintenance to copy requests of reports owned by that user group, and conduct INFOPAC on-line viewing and printing training for customers aboard MCLB Albany and those located off site.

dd. Participate with programmers, system analysts and functional managers in determining, extent of modification to computer programs required by external developments such as AMCL's.

ee. Code source programs in OGL, PPFA, PDL, ELIXIR and PME software to design and create laser printer and microfiche output.

ff. Develop and maintain tables, program maintenance manuals, and documentation in accordance with DoD and HQMC standards to describe the design and functions of programs.

gg. Assist in initial testing of new systems and new versions of software currently supporting printed output in order to fully utilize the printing subsystem software (PSF, PPFA, ELIXIR and INFOPAC).

hh. Participate in feasibility studies, formulate and conduct the evaluation testing associated with the modification or procurement of output hardware and software.

ii. Administer all hardware, software and resources required to support print and fiche output generated aboard MCLB Albany. Provide support and assistance with output related problems to Barstow, Blount Island, New Orleans and Kansas City.

jj. Administer printers operating in the Distributive Printing Network located throughout MCLB Albany. Provide operator training and assistance in determining whether problems are hardware or software related.

kk. Operate and perform prescribed housekeeping routines and cleaning of mainframe channel attached printers and fiche equipment.

ll. Perform quality and quantity control checks on all mainframe printer and fiche output prior to its proper distribution to the appropriate customer.

mm. Maintain an authorization list for controlled jobs and releases output to authorized

users only.

nn. Maintain mainframe output production and supply usage records to ensure that the inventory of on-hand consumable supplies is sufficient to support mainframe print and fiche output production requirements.

5135. COMPUTER SERVICE AND SUPPORT BRANCH (G624)

1. Mission. Provide ADPE maintenance and repair support to the Base and tenant organizations in areas of LAN, PC, and peripherals. Serve as the single point of contact for all C/IT problems and issues, and the provider of C/IT information for the Base and tenant organizations. Provide basic problem resolution for commonly reported and redundant problems, as well as define, document, and/or assign to the appropriate area of responsibility; track C/IT problem and change requests, from inception to resolution, to ensure customer satisfaction. Coordinate with MARCORLOGBASES and other Base elements, other service components, DoD agencies, and DMC's in support of C/IT problem and changes. Also, provide statistical information derived from reported C/IT problem and change requests and their resolutions.

2. Functions

a. Participate in DoD and HQMC ad hoc tasks for support of new and/or revised systems.

b. Manage ADPE and microcomputers to ensure necessary maintenance and repairs are performed. Reconfigure and relocate computer equipment. Accept, install, remove, and dispose of computer equipment.

c. Manage and solve ADP equipment-related problems.

d. Support Base ADPE infrastructure.

e. Coordinate applications server, hardware installation, and support. An applications server is defined as a PC that provides application to the network.

f. Monitor the status of the network for probable/pending errors, and take appropriate action for problem resolution action to restore full service.

g. Monitor equipment utilization and trends.

h. Manage the total operation of the LAN. Survey, manage, coordinate, implement, and maintain all LAN hardware and software. Review and test all systems that interface with MCLB Albany's LAN.

i. Maintain addresses and subnetworks of the MCDN Master Node including all local devices.

j. Provide technical assistance, supportability information, and approval for all hardware and software connected to the network.

k. Coordinate all equipment addressing with the LAN Section.

l. Install/de-install, and perform hardware/software maintenance.

m. Repair PC's, printers, disk drives, CD-ROM's, scanners, etc.

n. Troubleshoot customer ADPE problems.

o. Install software on ADPE and perform on-site maintenance or repair. Maintain repair parts inventory and a database of Marine Corps-owned equipment used for repair ticket orders and tracking.

p. Install and provide technical support for standardized software applications. Support group specific software, as required.

q. Provide "24x7" on-call support for problem reporting, tracking, and resolution.

r. Receive problem reports for issues impacting C/IT resources.

s. Maintain a database of C/IT problems.

t. Define problems in the on-line Help Desk software and issue Trouble Tickets to effect appropriate actions for problem resolution.

u. Track C/IT problems from inception to resolution and ensure customer's satisfaction prior to problem closure.

v. Provide all statistical information relative to problem handling, labor costs, material expenditures, fee for services billing, and the associated analysis necessary for budgetary considerations derived from reported C/IT problems and their resolutions.

w. Maintain a list of identified POC's for specific C/IT command initiative.

x. Direct incoming calls to appropriate POC's for immediate action if possible.

y. Provide basic problem resolution for commonly reported and redundant problems.

z. Coordinate with DMC's on problems with mainframe support and telecommunications.

aa. Coordinate with other service components and DoD agencies in support of C/IT problems.

bb. Coordinate with other help desks the cross functional impact of C/IT problems.

cc. Coordinate with Staff offices, and the Central Design Activities on reported C/IT problems and associated impacts.

dd. Provide all the application maintenance necessary to support the on-line help desk software server and mail interface.

5136. STRUCTURED SYSTEMS INSTALLATION BRANCH (G625)

1. Mission. Provide support to the Base and tenant organizations through the installation of ADPE and associated peripherals; and installation and relocation of LAN cabling.

2. Functions

a. Coordinate installation of new requirements and new user level workstations from external agencies.

b. Participate in DoD and HQMC ad hoc tasks for support of new and/or revised systems.

c. Provide interaction with commercial vendors to review technological advancements for compatibility with existing and future needs.

d. Plan for future expansion and technological upgrades to support incoming systems and maintains compatibility with existing systems.

e. Plan and perform all site surveys and coordinates site preparation to include modifications.

f. Manage ADPE and microcomputers to ensure necessary maintenance and repairs are performed. Reconfigure and relocate computer equipment. Accept, install, remove, and dispose of computer equipment.

g. Manage and solve ADP equipment-related problems.

h. Support Base ADPE infrastructure.

i. Coordinate applications server, hardware installation, and support. An applications server is defined as a PC that provides application to the network.

j. Monitor equipment utilization and trends.

k. Act as the central POC for all ADP-related hardware management functions, including reviewing requests for, and movement of equipment. Perform site surveys and subsequent installation/movement of equipment, and process outdated or obsolete

equipment for appropriate disposition.

l. Manage the total operation of the LAN. Survey, manage, coordinate, implement, and maintain all LAN hardware and software. Review and test all systems that interface with MCLB Albany's LAN.

m. Review and test systems for compatibility with Marine Corps Standard Systems.

n. Install user software; i.e., Lotus Smart Suite.

o. Maintain addresses and subnetworks of the MCDN Master Node including all local devices.

p. Provide technical assistance, supportability information, and approval for all hardware and software connected to the network.

q. Coordinate all equipment addressing with the LAN Section.

r. Install and set up new PC's and peripheral devices.

s. Install/de-install, and perform hardware/software maintenance.

t. Coordinate installation of new requirements and new user level workstations - internal.

u. Install Banyan software on new PC's.

v. Install, customize, and monitor network operating software.

w. Install software on ADPE and perform on-site maintenance or repair. Maintain repair parts inventory and a database of Marine Corps-owned equipment used for repair ticket orders and tracking.

x. Install and provide technical support for standardized software applications. Support group specific software, as required.

5137. TELEPHONE BRANCH (G626)

1. Mission. Provide telephonic and VTC support to the Base and tenant organizations through on-site and coordinated contractual support.

2. Functions

a. Provide telephone support, to include instruments and peripheral devices, DSN, FTS, overseas commercial access, transmission facilities, cellular services, and switchboard operator services.

b. Manage, schedule and operate DCTN video teleconferencing facility.

c. Maintain billing records on all leased communications.

d. Maintain billing and accounting records of all telecommunications costs.

e. Validate and maintain billing records on all leased communications services.

f. Manage telephone cable plant.

g. Provide interaction with commercial vendors to review technological advancements for compatibility with existing and future needs.

h. Plan for future expansion and technological upgrades to support incoming systems and maintain compatibility with existing systems.

i. Plan and perform all site surveys and coordinate site preparation to include modifications.

j. Coordinate applications server, hardware installation, and support. An applications server is defined as a PC that provides application to the network.

k. Monitor equipment utilization and trends.

5138. OFFICE OF THE STAFF JUDGE ADVOCATE (SJA) (CODE 120)

1. Mission. Provide legal services to MCLB Albany; to include the SJA's review of courts-martial, administrative discharge proceedings, and nonjudicial punishment; monitor, review, and advise the CG concerning investigations conducted per the Manual of the JAG, the Consumer-Level Supply Policy Manual, and other directives; advise on the legal aspects of all matters requiring MCLB Albany or staff action; assist the CG and subordinate Commanders in the general administration of military justice; furnish legal assistance and counseling in personal affairs programs for military personnel, retirees and dependents; and process claims for military and civilian employees.

2. Functions

a. Serve as principal military legal adviser to the CG and subordinate Commanders on matters including, but not limited to, the following: criminal law, criminal procedure, constitutional law, Standards of Conduct, Congressional Correspondence on legal matters, bankruptcy, taxation, malpractice, Federal Court practices, prerogatives of the Base, and dissident activities.

b. Provide legal assistance to all active duty and retired military personnel and their

dependents.

c. Provide notary services to all active duty and retired military personnel and their dependents, as well as civilians employed aboard MCLB Albany.

d. Provide income tax assistance to active duty, retired military personnel, their dependents, and civilians employed aboard MCLB Albany. Oversee the MCLB Albany Volunteer Income Tax Assistance Program.

e. Process disciplinary cases resulting in courts-martial. This includes processing pre-trial investigations; typing charge sheets, the convening authority's action, and courts-martial orders; court reporting and transcribing records of trial in all courts-martial cases convened within MCLB Albany and the administrative detachments listed in paragraph (g) below.

f. Coordinate cases involving military personnel with city, state, and federal law agencies.

g. Review and prepare Convening Authority action on all courts-martial, courts of inquiry and investigations convened as required by the Manual of the JAG, the Consumer-Level Supply Policy Manual, and other directives.

h. Process claims submitted by military and civilian personnel resulting from damage/loss of household goods, personal effects and mobile homes during shipment and all tort claims.

i. Process real estate claims involving expenses for the sale and purchase of private housing made by authorized civilian employees executing a change in duty station.

j. When requested, provide a judge advocate to serve as a member of Base labor contract negotiation team on such occasions that management-employee labor contracts are negotiated with respect to appropriated and non-appropriated fund activities.

k. Review and recommend action to the CG on appeals from Base traffic court.

l. Review and recommend action to the CG in instances of juvenile misconduct, dispossession for cause from family quarters, and debarment of individuals from the confines of MCLB Albany.

m. Provide one or more judge advocates to serve as a Special Assistant to the US Attorney to prosecute, in Federal Court, civilians committing criminal offenses aboard MCLB Albany.

n. Coordinate and present MCLB Albany position, evidence, and argument in EEO litigation, to include administrative hearings and judicial adjudication, in coordination with Counsel MARCORLOGBASES. Obtain reporter services with respect to such hearings, when necessary.

o. Coordinate and present Base position, evidence, and argument in workers' compensation, arbitration, unfair labor practice, and other management-employee controversies when requested. Provide court reporter services for the recording and transcription of such hearings, where appropriate.

p. Act upon requests by commercial firms, organizations, and individuals to solicit and conduct personal commercial affairs aboard MCLB Albany.

q. Review and recommend action on requests to utilize MCLB Albany facilities or recreational services by civilian organizations or individuals.

r. Review and prepare the CG's action on all involuntary and voluntary administrative discharges.

s. Render assistance to MCLB Albany in civilian employee disciplinary actions, as appropriate; review reports of adverse action investigations and pertinent correspondence, when requested.

5139. MARINE CORPS BAND, MCLB ALBANY (CODE 125)

1. Mission. Provide music and perform such other functions as are directed by the CMC and CG MCLB, Albany.

2. Functions

a. The Band Officer will function as a Special Staff Officer for the CG and advise him on use, capabilities, and standard policies and procedures which govern the operation of the band.

b. Coordinate and schedule musical support for all commitments, to include ceremonies, concerts, parades, etc., whether military or civilian requested.

c. Provide music for military ceremonies, concerts, and other appropriate occasions as directed by the CG.

d. Provide music in support of Marine Corps community relations and personnel procurement programs.

e. Participate in regular MOS/military training to maintain individual and unit MOS/combat skills.

5140. PUBLIC AFFAIRS OFFICER (CODE 130)

1. Mission. Provide the Base with public communications and community relations services.

2. Functions

a. Serves as Public Affairs Advisor to the CG MCLB Albany.

b. Inform the public of matters regarding MCLB Albany through an external information program that disseminates accurate and timely information to the press and other public information media.

c. Maintain and control an internal information program through which members of the Base are informed of matters regarding policy, events, noteworthy awards and achievements accomplished by members of MCLB Albany, noteworthy unit awards and accomplishments, and other information which may have wide interest to members of MCLB Albany.

d. Maintain and control an active Community Relations Program, fostering close communication and cooperation between MCLB Albany and communities generally within a 100-mile radius, but which extends to include Atlanta for special events.

e. Act as coordinator and liaison between MCLB Albany and the public, responding to public inquiries, tours of MCLB Albany by public groups, requests for assistance or invitations to participate in public events, and coordinating MCLB Albany participation in public events.

f. Act as coordinator and liaison for special events aboard MCLB Albany which involve participation by the public.

g. Serve as POC and coordinator for all news media inquiries, interviews and visits, escorting media representatives aboard the installation.

h. Publish the MCLB Albany newspaper, the Emblem.

i. Coordinate publication of the MCLB Albany Base Guide.

j. Coordinate the Base Speakers' Bureau, providing speakers to community organizations.

k. Monitor the Fleet Hometown News Program in coordination with HQBN.

l. Coordinate with and assist other Navy and Marine Corps activities in planning and implementing Public Affairs programs.

m. Administer the Community Relations Plan for the MCLB Albany Installation Restoration Program, ensuring that all publication, town meeting, public notification and similar requirements involving the public are met.

5141. OFFICE OF THE BASE INSPECTOR (CODE 135)

1. Mission. Administer the CG's Inspection Program and the Base Historical Program. Conduct such additional inspections/investigations as may be directed by the CG MCLB, Albany.

2. Functions

a. Conduct an overall functional area inspection system for MCLB Albany. Perform inspections of activities and assign inspection teams or other inspection personnel as required; maintain a reporting system on inspections to provide for prompt reporting of deficiencies/ discrepancies to appropriate operating officials; recommend corrective measures and actions and conduct follow-up inspections, as required, to ensure corrective actions have been taken.

b. Serve as the Base POC for all IGMC matters. Coordinate and/or conduct special inspections and/or investigations ordered by CG MCLB, Albany or higher authority. Prepare appropriate correspondence required for these inspections/investigations.

c. Process Request Mast petitions to the CG MCLB, Albany.

d. Report directly to the CG MCLB, Albany on all matters affecting the efficiency and effectiveness.

e. Coordinate, compile, and submit the Command Chronology.

f. Serve as the Initial Review Officer for confinees.

g. Serve as the Juvenile Hearing Officer for resolving misconduct by juvenile dependents.

h. Administer MCLB Albany's Fraud, Waste, and Abuse "Hotline" program.

i. Administer the Military Equal Opportunity Program.

5142. BASE SAFETY (CODE 136)

1. Mission. To assist the CG and his subordinates in providing a safe and healthful environment for every person working, visiting or living aboard MCLB Albany and throughout MARCORLOGBASES.

d. Determine eye, noise, and work hazard areas. Prescribe personal equipment and/or apparel and appropriate safeguards.

e. Prepare safety directives and regulations required by higher authority.

f. Coordinate with the PMO in all areas involving traffic engineering, vehicular mishaps, and traffic matters.

g. Coordinate and consult with the Maintenance and Public Works Branches in the I&L Division and contract officers on all new alterations and construction.

h. Coordinate with the Medical Officer in areas of industrial hygiene, chemical safety, employee placement, and physical examinations for hazardous occupations.

i. Direct the Sight and Hearing Conservation, Respiratory Protection, and Hazard Communication Programs.

j. Direct safety inspections, sound and environmental surveys, and determine corrective action as necessary.

k. Represent MCLB Albany at Marine Corps, Navy, and other federal, regional, and state safety conferences.

l. Provide advice and assistance to other federal installations, and assist and advise local government agencies and civilian enterprises on matters relating to safety.

m. Coordinate the safety educational and training programs for MCLB Albany.

n. Monitor and oversee HMIS.

o. Monitor the Traffic Safety Program in coordination with I&L Division and the PMO.

p. Direct the explosive and Range Safety Programs and acts as Base representative on all matters pertaining to explosive/range safety.

q. Provide Material Safety Data Sheets to all Marine Corps activities as requested.

r. Direct the Confined Space Program.

s. Direct the ergonomic safety program.

t. Implement, monitor, and enforce the recommendations and requirements of Navy Medical Industrial Hygienists.

u. Direct the Bloodborne Pathogens Program.

2. <u>Functions</u>

a. Serve as Special Staff Officer to the CG MCLB, Albany and, in an advisory capacity to

Directors; CO HQBN; Special Staff Officers; and Officers-in-Charge of tenant activities on all matters pertaining to safety and occupational health.

b. Direct MCLB Albany mishap investigations, make comprehensive analyses, and prepare reports required by higher authority.

c. Serve as MCLB Albany representative on all matters pertaining to the OSHA Act, general safety, industrial hygiene, and radiological controls.

v. Provide technical assistance to the HAZMAT Management Cell and the Base Emergency Response Team.

5143. OFFICE OF THE BASE CHAPLAIN (CODE 150)

1. Mission. Provide, promote, and supervise programs for the religious, moral, corporate and personal well-being of military personnel, their dependents, and other authorized persons attached to MCLB Albany.

2. Functions

a. Coordinate and direct all matters related to the spiritual, moral, corporate and personal well-being of military personnel, their dependents, and other authorized persons.

b. Conduct religious services within the context of the Chaplain's faith group tradition.

c. Facilitate the free exercise of religion by persons of all faith groups.

d. Provide pastoral counseling, character guidance, and facilitate counseling referrals.

e. Maintain liaison with local/national church and religious groups to include the Chaplain's ecclesiastical endorsing organization.

f. Assist the Casualty Assistance Calls Program.

g. Develop plans, programs, and budgets to support the Base Religious Program.

h. Perform such other duties as prescribed by the current directives.

i. Keep the PAO informed of the Base Religious Program activities.

j. Provide religious education ministry according to the needs of the chapel participants.

k. Provide professional military training in areas such as suicide awareness and prevention, character development, and ethics as deemed necessary by the Command.

5144. PROVOST MARSHAL OFFICE (CODE 160)

1. Mission. Ensure the existence of a lawful and orderly environment necessary to maintain mission readiness. Protect life and property aboard MCLB Albany through the enforcement of federal/applicable local laws and military regulations; provide traffic control and management; investigate violations of laws, regulations, and traffic accidents; maintain liaison with civil law enforcement agencies. Protect the Base's assets and prevent the diversion of Base resources through active physical security measures. Effect initiatives in crime prevention and family advocacy to protect and assist the MCLB Albany community. Suppress the chance for criminal behavior; analyze records and statistics of crimes, offenses, and violations and make recommendations or take action to reduce them. Guard the Base's people and materiel against terrorist's threats. Provide registration and control of privately-owned vehicles and weapons. Maintain Foreign Visitor control logs for MCLB Albany. Maintain, collect, and process absentees from the Marine Corps and other services within the designated geographical area. Manage the DEERS/RAPIDS Site for the installation and verify eligibility for entitlements and privileges for issue of identification cards for members of the uniform services, their family members (dependents), and other individuals; provide services for civilian identification and related purposes.

2. Functions

a. Serve as a Special Staff Officer for the CG and provide him with professional and technical guidance concerning law and order objectives, policies, and directives and military police abilities and capabilities.

b. Direct and review military police operations. Supervise all PMO operations undertaken to include determining requirements for military police forces and assignment of personnel.

c. Review, update, and modify law and order plans and directives as needed. Formulate and supervise the preparation of internal PMO plans and policies.

d. Serves as the Base anti-terrorism and force protection officer.

e. Exercise overall staff responsibility for directing, regulating, and controlling traffic; enforce laws and regulations pertaining to traffic control. Perform traffic engineering functions for MCLB Albany by conducting traffic control studies designed to obtain information on traffic problems and usage patterns.

f. Act for the CG as designed authorizing office for the carrying of firearms, and as such, sign form OPNAV 551/2, Authorization to Carry Firearms.

g. Coordinate with Base Safety on the preparation of serious incident reports and other OPREP 3 reports for MCLB Albany.

h. Prepare the military police portions of command estimates, plans, orders, and reports.

i. Plan and coordinate scheduling of classes, instruction and support material to ensure proper training of military police personnel. Ensure the successful completion of Marine Corps MOS and essential subjects training by military police personnel.

j. Prepare the military police portion of the Base training program and exercise staff supervision over military police training.

k. Provide staff supervision for the installation detention facility.

l. Coordinate the collection and return of absentees and deserters within the MCLB Albany geographical area of responsibility.

m. Maintain liaison with CID support elements.

n. Coordinate with civilian law enforcement agencies.

o. Coordinate the delivery of service members, civilian employees, and dependents located aboard MCLB Albany to civil authorities, pursuant to federal, state, or local arrest warrants.

p. Coordinate the service of federal, state, and local civil process upon service members, civilian employees, and dependents located aboard MCLB Albany.

q. Compile and submit quarterly DoD report on support to civilian law enforcement for the Command, and coordinate all such requests which involve the use of facilities, equipment, or personnel under the cognizance of COMMARCORLOGBASES.

5145. ADMINISTRATIVE SERVICES BRANCH

1. Mission. Maintain responsibility for and provide day-to-day administrative services, technical support and expertise, and clerical/computer support to the branches under the cognizance of the PMO. Coordinate submission of the Provost Marshal operating and maintenance, minor property, and plant property budgets.

2. Functions

a. Provide and control a broad spectrum of services to support military personnel, their dependents, and civilian employees. These include administration of sensitive law enforcement information and data records; procurement of office equipment and administrative supplies; procurement of military police and military working dog equipment and supplies; reports, correspondence, and forms control; telephone service; office equipment maintenance and repair; facility's space control; property management;

National Crime Information Center control; administration of the budget and TAD funds; control and distribution of mail; vehicle registration services for all civilian and military personnel; fingerprinting services for civilian employees; administrative services for all civilian employees; pass and badge services for all civilian employees and contractors/vendors. Maintain and operate the DEERS/Rapid system for the installation and verify eligibility for entitlements and privileges for issue of identification cards for members of the uniform services, their family members (dependents) and other individuals.

b. Maintain and cross-index records of crimes, offenses, and violations committed aboard MCLB Albany by all persons, and additionally by military personnel off Base and in areas controlled by MCLB Albany. As custodian of these records, receive requests for copies of reports and records and appropriately refer the request to the proper authority for release approval.

c. Prepare the budget and control operating funds for the PMO.

d. Provide photographic and laminating services for badges of civilian employees and fingerprinting services for investigations, background checks, and other purposes. Register and maintain records on privately-owned vehicles; and register all privately-owned weapons, recording applicable data. Maintain Foreign Visitor control logs and provide badges as appropriate.

e. Maintain constant radio contact with patrol, fire and medical units, while remaining apprised of the status and location of these units in order to dispatch them. Receive and record information from citizens calling for assistance and service. Relay information accurately to designated patrol units. Ensure proper working order of all military police dispatch related equipment, such as recording dictaphone, police teletype, and Base computer; and report any discrepancies. Dispatch all police, fire and ambulance units for the Base. Provide information and relay instructions to all responding units, recording all radio transmissions for record purposes.

f. Supervise the Emergency Dispatch Section, ensure that dispatchers receive proper training and certification/ recertification.

g. Coordinate maintenance and telephone work requests.

h. Control, assign, and request maintenance for all PMO vehicles through supervision of PMO vehicle NCO.

5146. CRIMINAL INVESTIGATIONS BRANCH

1. Mission. Provide MCLB Albany with a capability to conduct investigations of criminal offenses in accordance with MCO P5580.2 and BO P5500.1.

2. Functions

a. Provide trained criminal investigators and maintain investigator proficiency. Review and track all criminal investigative reports.

b. Conduct a preliminary inquiry of all complaints of criminal offenses for the purpose of determining if, in fact, an offense has been committed.

c. Maintain the capability of conducting complete investigations of all complaints assumed by the CID, including felonies and misdemeanors, as well as military type offenses, and the submission of appropriate reports on which respective organizational commanders and cognizant command staff sections may base administrative and/or judicial action.

d. Effect and maintain close liaison with Federal, State and local law enforcement agencies, and provide investigative assistance to those agencies in matters of mutual interest.

e. Provide professional and technical assistance to organizational investigative officers, federal law enforcement agencies, the CID and local law enforcement agencies.

f. Maintain an evidence repository to ensure the preservation and integrity of items of evidence seized during any investigation for presentation in adminstrative/judicial proceedings.

g. Provide statistical data on a monthly, quarterly, and annual basis to HQMC and CG MCLB, Albany; identifying each particular case category and any increase or decrease in activity.

h. Conduct inquiries regarding matters of interest concerning loss, theft, or disposal of Military Police property, and/or incidents directly affecting the moral, discipline, and professionalism of the PMO.

i. Conduct investigations of unauthorized absence/absent without leave and deserter personnel. Compile and distribute all documents pertinent to these individuals. Coordinate with civil law enforcement agencies to aid in the apprehension of these personnel. Process receipts for prisoners and detained persons for absentees and deserters, process transportation requests and take other administrative actions to transport above personnel.

j. Provides protective services details for visiting dignitaries.

k. Provides hostage negotiation services on the installation.

5147. OPERATIONS BRANCH

1. Mission. Plan, direct, coordinate military police support for the installation. Plan use of military police assets based on the CG's priority of need and availability of military police assets. Direct and control PMO operations 24-hours a day. Receive, analyze, and relay misions/tasks to the watch section. Monitor the watch section actions. Ensure all law enforcement and investigative activities are implemented, coordinated, and controlled as directed by the Provost Marshal.

2. Functions

a. Supervise the operation of, and control military police operations through the Military Police Desk.

b. Maintain the Military Police blotter and Desk Sergeant's log. Review all incident/complaint reports for completeness and accuracy.
c. Initiates PMO recall and dispatch supplemental forces in the absences of the Provost Marshal or Deputy Provost Marshal.

d. Conduct motor and foot patrols, surveillance, security checks, vehicle inspections, escorts, alarm activation responses, and other security measures. Enforce Federal laws, applicable local and state laws, and military regulations for military personnel and their dependents, civilian employees, and visitors, including retirees and their dependents. Take action, as permitted by law and regulations, to protect personnel, facilities, equipment, and national security information, and to restore peace and order. Ensure that the patrol and guard functions are conducted according to Base Physical Security Plan and all pertinent directives.

e. Control access by means of checkpoints at gates, a visitor sponsorship and recording system, perimeter patrols, and other measures. Prepare and issue provisional passes to visitors. Provide motor vehicle accident reporting and investigation services. Ensures that only trained, certified personnel operate breath-testing equipment.

f. Supervise the daily maintenance and upkeep of patrol vehicles, military police weapons and armory, and other assigned equipment.

g. Operate the installation impound lot.

h. Conduct traffic control studies designed to obtain information on traffic problems and usage patterns. Coordinate with I&L Division and Base Safety Office concerning traffic patterns and flow.

i. Supervise and ensure proper operation of the PMO detention cell. Process, detain, prepare disposition of offenders. Process DD Form 629, Receipt for Prisoner or Detained Person, for absentees/deserters within the immediate area.

j. Train and maintain proficiency of Drug Detector and Explosive Detector Dog teams to

support military police and other agencies. Maintain the health and welfare of military working dogs. Maintain kennels, related facilities, and equipment.

k. Provide an enhanced response to special threats within two hours of initial notification.

l. At the Military Policy Desk, furnish information, as authorized, to military personnel, civilian employees, and the public. Maintain a lost and found property service and coordinate this service with PMO Community Services Branch.

m. Provide ceremonial detail for raising and lowering the National Ensign.

5148. COMMUNITY SERVICES BRANCH

1. Mission. Provide supervision over the Crime Prevention Section, Physical Security Section, and the Community Relations Section.

2. Functions

a. Provide crime prevention lectures on personal safety, property security, and inventory accountability of property.

b. Conduct physical security and crime prevention surveys.

c. Collect, safeguard, and dispose of lost and abandoned property.

d. Manage all community relations efforts, to include the DARE program and the Neighborhood Watch program.

5149. FAMILY SERVICES CENTER (CODE 170)

1. Mission. Provide information, assistance, and guidance to military personnel of all services and their immediate family mem bers. Also provides limited services on a space-available basis to DoD civilians employed aboard MCLB Albany. Coordinate existing military family support resources and social service program offered by federal, state, and local agencies with those offered aboard the base and act as a liaison between MCLB Albany and the civilian community.

2. Functions

a. Administer and/or coordinate the following programs:

(1) Counseling and Information

(a) Information and Referral

(b) Personal Counseling

(c) Financial Counseling

(d) Family Enrichment

(e) Exceptional Family Member

(2) Career Resource Management

(a) Transition Assistance Management Program

(b) Family Member Employment Assistance Program

(c) Skills Development and Career Counseling

(d) Youth Employment

(e) Lending Library

(f) Seminars/Workshops

(3) Relocation Assistance Program

(a) Sponsorship Program

(b) Welcome Aboard Orientations

(c) Lending Locker

(d) Pre/post Move Information

(e) Welcome Aboard Packets

(f) Relocation Assistance Coordinating Committee

(g) SITES: Computerized relocation information.

(4) Child Development

(a) Child Development Complex

(b) Before/After School-age Program

(c) Supplemental Programs and Services

(d) Family Child Care Home Program

(e) Resource and Referral Services

(5) Family Advocacy Program

(a) Prevention

(b) Intervention

(c) Rehabilitation

(d) Education

(6) New Parent Support Program

(a) Home Visits

(b) Parenting Education

(c) Infant Care Education

(7) Substance Abuse Counseling Center

(a) Substance Abuse Education

(b) Outpatient Counseling

(c) Intensive Outpatient Counseling

(8) CEAP

(a) Prevention

(b) Intervention

(c) Rehabilitation

(d) Education

b. Assist the local Chapter of the American Red Cross and the Navy/Marine Corps Relief Society when possible.

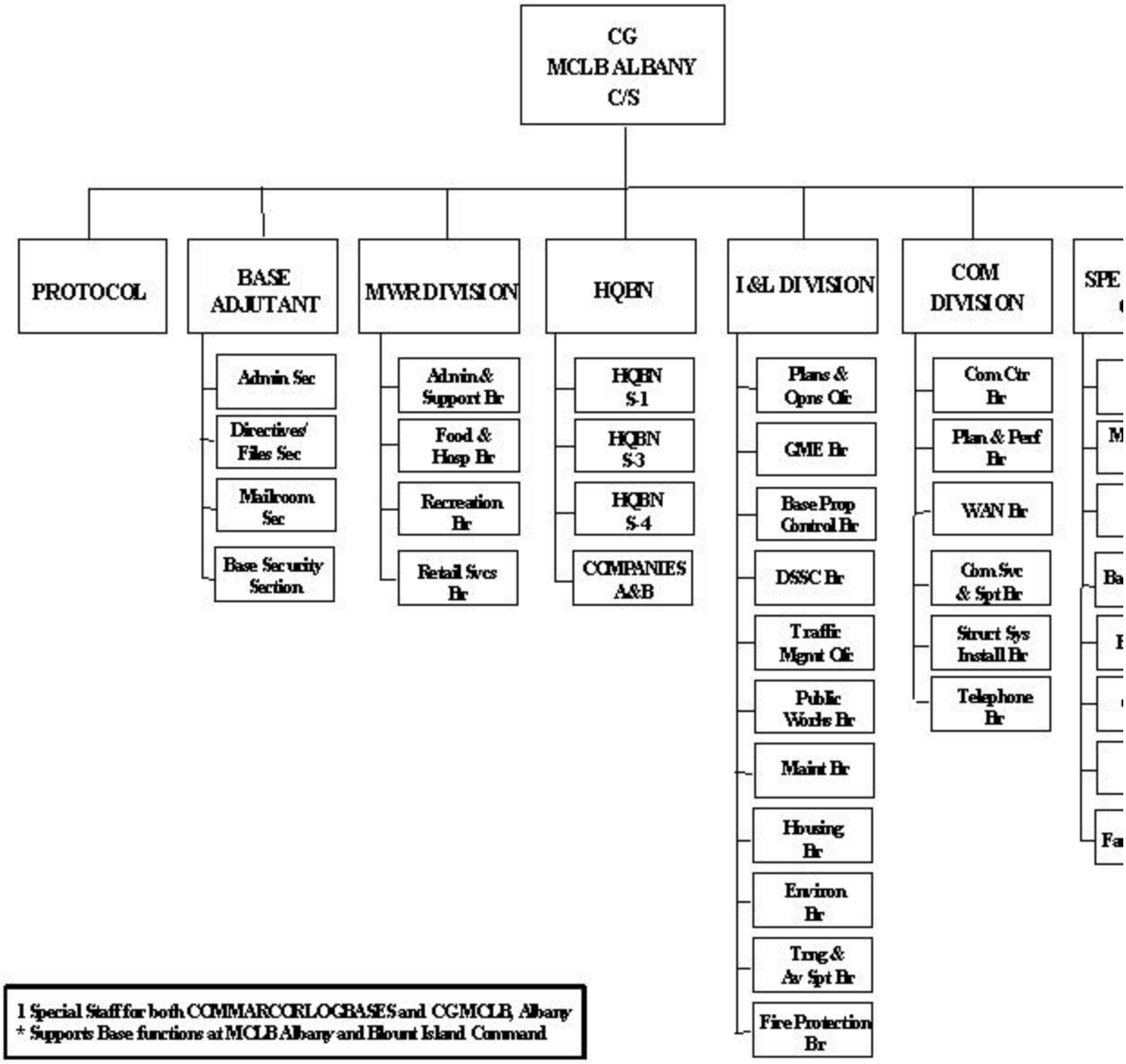

Figure 5-1.--MCLB Albany Organizational Chart

5200. MARINE CORPS LOGISTICS BASE, BARSTOW

1. Mission. To provide the highest quality support for maintenance, repair, rebuild, storage and distribution of principle end items of equipment and supplies. As part of the MARCORLOGBASES we provide the highest quality facilities, services, and logistical support to all activities and tenants in support of FMF and other customers. (See figure 5-2 for organizational chart.)

2. Functions

a. Provide comprehensive base operations supporting the missions of the Maintenance Center and FSCB, and other tenant organizations operating aboard Base.

b. Maintain liaison with cognizant overland, water, and air transportation activities for the purpose of expediting shipments of Marine Corps supplies to forces overseas.

c. Provide common and interservice support to other military and Government organizational entities as directed by the COMMARCORLOGBASES.

d. Maintain a state of readiness to support contingency operations per established defense condition requirements.

5201. COMMAND SECTION. Exercise operational control for all divisions of the base, excluding the Maintenance Center and FSCB. Exercise administrative control over the directors of Maintenance Center, Barstow and the FSCB with respect to administrative matters such as personnel administration and supply support.

5202. COMMANDING OFFICER. Serve as CO responsible to the COMMARCORLOGBASES for the direction, coordination, and control of all personnel assigned and actions required in the accomplishment of the assigned mission of MCLB Barstow. Provide policy, leadership and guidance for the performance of basic missions and exercise general courts-martial authority.

5203. EXECUTIVE OFFICER

1. Mission. Execute policies and directives of the CO and direct, supervise and coordinate the activities of Principal and Special Staffs. Keep Base Command informed of current and developing situations; assemble, review and submit reports for approval; represent the Base Commander.

2. Functions

a. Direct, coordinate, and control activities of the Principal and Special Staffs.

b. Function as Division Director and Fund Administrator for all Special Staff organizations.

c. Make recommendations to the Base Commander with respect to policy and procedural matters.

d. Exercise Manage to Payroll authority with responsibility for position management, position classification, and civilian compensation of division personnel billets and operations.

5204. BASE SERGEANT MAJOR. Directly responsible for those duties specifically assigned by the CO and for all matters pertaining to the discipline, welfare, conduct, morale, and leadership of enlisted personnel of the base.

5205. BASE ADMINISTRATIVE OFFICER

1. Mission. Provide administrative expertise and civilian continuity in support of the mission of the CO and XO.

2. Functions

a. Initiate staff actions required in support of the CO and the XO.

b. Reviews proposed staff actions for technical adequacy and coordinate necessary corrective actions.

c. Designated as Base Historian and administer the historical program and prepares Command Chronology.

d. Function as Base Protocol Officer and coordinate command visits and receptions.

e. Oversee administrative support for Command Headquarters and Special Staff Offices which include all civilian personnel and financial administration for the division.

5206. ADMINISTRATION SECTION, SPECIAL STAFF OFFICES

1. Coordinate civilian personnel matters for the Division. Review position descriptions and billet requirements for the Division, control all personnel actions received from or forwarded to Marine Corps Civilian Human Resources Office-West, Barstow Satellite Office. Advise supervisors and managers of personnel policies, practices and procedures. Counsel employees regarding civilian personnel matters

2. Coordinate special programs for the division; e.g., beneficial suggestions, blood bank, Combined Federal Campaign, summer employment program, etc. Serve as facilities liaison, telephone and radio control officer, and monitors Government vehicles assigned to the division. Provide computer assistance to division personnel. Coordinate microcomputer requirements and analyzes requests for new software and hardware.

3. Administer and coordinate the training requirements and enter TAD orders into system.

4. Coordinate and monitor vulnerability assessments and management control reviews as required.

5. Consolidate budget for labor, supplies, equipment, travel, contracts, and major equipment (PMC) purchases.

6. Oversee the division financial posture and perform financial analysis of the special staff operations. Provide financial management guidance and maintain fiscal records incident to the expenditure of operating materials, services, TAD, and reimbursable work. Maintain status of funds. Prepare requests for increases and decreases in funding authorizations.

5207. ADJUTANT. Manage military personnel administrative matters for the Base CO. Plan and supervise the assignment, transfer, and replacement of military personnel. Project military personnel losses and requirements.

5208. MILITARY ADMINISTRATION SECTION

1. Process and endorse PCS and retirement orders received and acknowledge via the Command Reporting Unit Code Unit Diary.

2. Prepare and distribute base special orders.

3. Maintain the command military locator.

4. Manage the military T/O.

5. Process military retirement packages.

6. Process military awards and decorations. Responsible for appointments to the Base Awards Board.

7. Prepare awards for Marine of the Quarter and Marine of the Year.

8. Prepare command endorsements for administrative action forms.

9. Review and endorse humanitarian and hardship discharges.

10. Review applications for special assignments, coordinate review boards, and prepare command endorsements.

11. Maintain and monitor fitness report records.

12. Process military and civilian TAD orders.

13. Manage the Base Casualty Assistance Program.

14. Publish the Key Personnel Directory.

15. Maintain the Marine Corps Seal.

16. Responsible for the administration of secondary control points within the Communications Branch, the Emergency Operations Control Center, and the Maintenance Center.

17. Serves as the base point of contact for military matters involving the base T/O.

18. Monitor and prepare correspondence for the MCLB Barstow Sponsorship Program.

5209. DIRECTIVES AND FILES SECTION

1. Serve as the focal point within MCLB Barstow for official base files of incoming and outgoing correspondence, messages, and maintain the master file of publications and directives.

2. Manage the authentication, publication, and distribution of base orders and bulletins and provide support and technical assistance to base activity personnel, as appropriate.

3. Manage the base records management and disposal programs.

4. Receive and maintain incoming directives, publications, and correspondence.

5. Direct management and operations of directives, forms, reports, records and publication supply programs.

6. Monitor guard mail service.

5210. POSTAL SECTION

1. Process incoming and outgoing official mail and incoming personal mail for Marines

residing in the BEQ per current postal directives.

2. Maintain a change of address file on transferred military personnel.

3. Maintain a locator file on assigned military personnel.

4. Issue and revoke cards for approved mail orderlies. Oversee the United States Postal Service contract post office.

5. Manage base postal funding.

5211. PROVOST MARSHALS OFFICE (PMO)

1. Mission. Ensure the existence of a lawful and orderly environment necessary o maintain mission readiness. Protect life and property aboard MCLB Barstow through the enforcement of federal/applicable local laws and military regulations; provide traffic control and management; investigate violations of laws, regulations, and traffic accidents; maintain liaison with civil law enforcement agencies. Protect the Command's assets and prevent the diversion of Command resources through active physical security measures. Effect initiatives in crime prevention and family advocacy to protect and assist the MCLB Barstow community. Suppress the chance for criminal behavior; analyze records and statistics of crimes, offenses, and violations and make recommendations or take action to reduce them. Guard the Command's people and materiel against terrorist's threats. Provide registration and control of privately-owned vehicles and weapons. Maintain Foreign Visitor control logs for MCLB Barstow. Maintain, collect, and process absentees from the Marine Corps and other services within the designated geographical area. Provides assistance to HQBN in operating the DEERS/RAPIDS Site for the installation and in verifying eligibility for entitlements and privileges for issue of identification cards for members of the uniform services, their family members (dependents), and other individuals; provide services for civilian identification and related purposes.

2. Functions

a. Supervise law enforcement and internal security programs.

b. Supervise all aspects of police services.

c. Provide policing guidelines and technical expertise for the administration of police services.

d. Investigate criminal activities on base. Refer cases to the NCIS, the Federal Bureau of Investigation, or other appropriate local, state, or Federal law enforcement agencies.

e. Plan, develop, and administer the Physical Security and Crime Prevention Program by

providing technical assistance, conducting surveys, and providing a crime prevention education program.

f. Coordinate and sponsor security inspections by external agencies.

g. Provide protective services details for visiting dignitaries.

h. Provide hostage negotiation services on the installation.

i. Supervise the enforcement of military regulations and assimilate civilian regulations.

j. Supervise the apprehension and detention of stragglers, absentees, deserters, and custody offenders.

k. Supervise the enforcement of traffic regulations.

l. Schedule Traffic Court appearances.

m. Coordinate the placement of traffic-control devices and marking of roadways.

n. Register privately owned vehicles, pets, and firearms. Issue vehicle decals.

o. Prepare and issue visitors passes.

5212. TOTAL QUALITY LEADERSHIP OFFICE

1. Mission. Serve as the focal point to integrate and foster quality management principles into every aspect of the daily work culture. Responsible for guiding and assisting the Base CO and ESC in implementing a quality philosophy in the organization. Function as advisor and advocate of quality management to members of the base.

2. Functions

a. Assists the CO and ESC in planning and executing implementation efforts. Interprets quality management requirements and initiatives for all levels of management. Serves as facilitator at ESC meetings.

b. Recommend methods and techniques to be used in problem solving to identify, analyze, and implement more efficient and effective processes and procedures.

c. Develop and coordinate quality management training for managers, supervisors, quality management facilitators and coordinators, process action team members, and all base employees.

d. Track quality management efforts and reports progress. Publicize local success stories.

e. Maintain command level liaison with DoD, HQMC, MARCORLOGBASES, and other service activities. Serve on DoD, DON, and joint government and industry teams concerned with implementation of quality management initiatives.

f. Develop and administer the Civilian Leadership Development program.

g. Coordinate implementation of NPR initiatives. Advises the CO of options available as a Reinventing Government Laboratory.

5213. OFFICE OF THE STAFF JUDGE ADVOCATE

1. Mission. Serve as the principal legal advisor to the command for administrative matter involving military personnel, regulations, and policies. Upon request, assist the Office of General Counsel with a variety of environmental law and labor law issues.

2. Functions

a. Process personnel claims and review JAGMAN Investigations.

b. Draft criminal charges, provide legal representation, and conduct initial post-trial reviews for all courts-martial litigated under the Uniform Code of Military Justice.

c. Provide standards of conduct training for both military and civilian personnel. Review ethics complaints and provide recommendations to the command.

d. Provide notary services to Base personnel.

e. Process requests by commercial firms, organizations, and individuals to solicit and conduct commercial activity aboard the installation.

f. Serve as Special Assistant to the U.S. Attorney.

g. Provide a wide range of legal assistance to military personnel, dependents, and retirees; Expanded Legal Assistance Program services are offered to qualified military clients.

5214. OFFICE OF THE GENERAL COUNSEL

1. Mission. Principal legal advisor to the command on all civilian and environmental issues.

2. Functions

a. Serve the CO and tenant activities as the principal legal advisor for issues including,

but not limited to: constitutional law, environmental law, labor law, labor relations, equal employment opportunity, zoning, water rights and usage, procurement integrity, Federal acquisition contracting, and contract protests.

b. Provide general legal advice to base and tenant activity employees regarding personal civil and administrative matters.

c. Act as the local representative for the Office of the General Counsel of the Navy for matters surrounding service of process, testimony requests, document requests, and other litigation requirements.

d. Administer the Privacy Act Program.

5215. PUBLIC AFFAIRS OFFICE

1. Mission. Provide the command with Public Affairs services.

2. Functions

a. Serve as Public Affairs advisor to the CO MCLB Barstow. Inform the public and base personnel of Marine Corps matters through news releases to television, radio, and newspaper media.

b. Coordinate public information programs designed to keep the general public informed about base activities via external news media. This includes issuing news releases, responding to news media queries, and escorting all news media representatives aboard the base.

c. Coordinate internal information programs designed to keep base personnel informed via a weekly newspaper, a daily radio program, and other media.

d. Coordinate community relations programs involving face-to-face contact between base personnel and key publics and organizations within the Barstow vicinity. This includes regular liaison with local governmental and civic organizations, coordination of color guard appearances, the command speakers' bureau, involvement of Base personnel and equipment in special events off-base, and on-base tours by private and civic organizations.

e. Monitor the Fleet Hometown News Program.

f. Coordinate the local oral history program.

g. Provide support to the Barstow Installation Restoration program by reviewing required public notices and announcements, and publishing appropriate materials.

5216. CHAPLAIN OFFICE

1. Mission. Provide, promote, and supervise programs for the religious, moral, corporate and personal well-being of military personnel, their dependents, and other authorized persons attached to MCLB Barstow and activities.

2. Functions

a. Serve, promote, and advise the base on the spiritual welfare and morale of military personnel, their dependents, civilian employees, and retired military personnel.

b. Conduct religious programs.

c. Provide spiritual counsel and guidance to military personnel, their dependents, civilian employees, and retired military personnel.

d. Provide spiritual counsel and character guidance to military and dependent personnel.

5217. FAMILY SERVICE CENTER

1. Mission. Coordinate a myriad of programs designed to serve as tools to assist the Commander in maintaining the highest level of readiness and quality of life. The Family Service Center provide information, assistance, and guidance to military personnel of all services, MCLB Barstow employees, military retirees and their families. Also serve as a centrally located, responsive source of information, guidance, assistance and referral on issues of a personal or social nature. Coordinate existing family support resources and social service programs offered by federal, state, and local agencies with those offered aboard the Base and act as a liaison between MCLB Barstow and the civilian community.

2. Functions

a. Administer and/or coordinate the following programs:

(1) Clinical Programs

(2) Counseling

(3) Personal Counseling

(4) Family Counseling

(5) Child Counseling

(6) Couples Counseling

(7) Adolescent Groups

(8) Internship Program

(9) Prevention Education

(10) Family Advocacy Program

b. Program Management.

c. Development, Implementation and Review of Policies and Procedures.

d. Community Liaison.

e. Quality Assurance.

f. Prevention.

(1) Training/Education

(2) Special Emphasis Programs

(3) Date Violence Prevention

(4) Rape Awareness and Prevention

(5) Sexual Assault Prevention

g. Parenting Classes.

(1) New Parent Support Program

(2) Home Visits

(3) Parenting Education

(4) Infant Care Education

h. Intervention.

(1) Command Consultation (Multi-Service)

(2) Case Management

(3) Crisis Management

(4) Offender Rehabilitation

i. Victim Support and Treatment Services.

(1) Victim Advocacy

(2) Crisis Response

(3) Personal Support

(4) Incident Follow-up

j. Substance Abuse Counseling Center.

(1) Command Consultation

(2) Training/Education

(3) Assessment

(4) Outpatient Counseling

(5) Intensive Outpatient Counseling

k. Tobacco Cessation.

l. Suicide Prevention.

m. Community Liaison.

n. CEAP.

(1) Supervisor Consultation

(2) Prevention

(3) Intervention

(4) Rehabilitation

(5) Education

o. Contact and Referral Counselor Program.

(1) Non-Clinical Programs

(2) Information and Referral

(3) Intake and Assessment

(4) Financial Counseling

(5) Personal Assessment

(6) Education

p. Exceptional Family Member Outreach.

(1) Career Resource Management Center

(2) Transition Assistance Management Program

(3) Family Member Employment Assistance Program

(4) Skills Development and Career Counseling

(5) Youth Employment

(6) Lending Library

(7) Seminars/Workshops

q. Relocation Assistance Program.

(1) Sponsorship Program

(2) Welcome Aboard Orientations

(3) Lending Locker

(4) Pre/post Move Information

(5) Welcome Aboard Packets

(6) Relocation Assistance Coordinating Committee

r. SITES: Computerized relocation information.

(1) Family Readiness Program

s. Key Volunteer Network.

t. Retired Affairs Office.

u. Outreach Crisis Response.

v. Volunteer Program.

w. Assist the local Chapter of the American Red Cross and the Navy/Marine Corps Relief Society when possible.

x. Child Developmental Services.

(1) Child Development Complex

(2) Before/After School-age Program

(3) Supplemental Programs and Services

(4) Family Child Care Program

(5) Resource and Referral Services

(6) Hourly Care Center

5218. BASE INSPECTORS OFFICE

1. Mission. Conduct inspections and investigations as directed by the Base CO.

2. Functions

a. Maintain primary staff cognizance of inspections within Base activities that are conducted by Higher or external Headquarters.

b. Recommend measures and actions to correct deficiencies.

c. Process Request Mast petitions to the Base CO. Hear Request Mast cases during the Base CO Command Inspection Program.

d. Is the focal point for processing congressional and special interest inquiries concerning military and civilian personnel.

e. Serve as staff advisor on juvenile affairs and domestic disturbances.

f. Conduct inspection of grounds to determine the status of police and state of maintenance.

5219. BASE SECURITY OFFICE

1. Mission. Administer the Information and Personnel Security Program for the command

2. Functions

a. Plan, develop, and administer the Information and Personnel Security Program.

b. Initiate security clearances for both military and civilian personnel.

c. Provide technical assistance for security matters.

d. Serve as the command communication material security system custodian.

e. Provide required security training.

5220. BASE SAFETY OFFICE

1. Mission. Provide command oversight of all occupational safety and health issues.

2. Functions

a. Plan, conduct, and document workplace inspections of all buildings, grounds, facilities, materials, equipment, operations, and conditions to ensure compliance with applicable policies, laws, regulations, and standards.

b. Provide consultative services to all organizational elements and all levels of supervision for occupational safety and health principles and technical aspects and its application to employees and workplace.

c. Investigate mishaps to identify causes and determine trends, recommending corrective actions in all cases.

d. Maintain a library of applicable Federal, DoD, DON, Marine Corps, and other safety standards to support the program.

e. Serves as the focal point for HAZMAT information for all Marine Corps activities west of the Mississippi River.

f. Attend, conduct, or participate in activity and local Occupational Safety and Health Council and Committee meetings.

g. Evaluate all workplaces and determines personal protective equipment requirements.

h. Coordinate and manage occupational safety and health aspects of HAZMAT control and management program.

i. Manage the Respiratory Protection Program.

j. Administer the Confined Space Entry and Testing Program.

k. Responsible for the Explosive Safety Program.

l. Ensure compliance with control of hazardous energy (Lockout and Tagout).

m. Develop, interpret, and issue plans and policies relative to the radiation safety issues including applicable ionizing and non-ionizing sources. Serve as the Base Radiation Control Officer responsible for safety aspects related to the handling, storage, and shipment of radiological material. Maintain cognizance of the Base Laser Safety Program.

n. Conduct training and testing for the licensing to operate Government vehicles such as commercial and tactical vehicles and engineering and MHE.

5221. EQUAL OPPORTUNITY ADVISOR

1. Mission. Provide instruction, assistance, and advice on all EO matters to the installation and tenant Commanders.

2. Functions

a. Monitor equal opportunity climate.

b. Advise Base CO of equal opportunity matters.

c. Assist with investigations.

d. Inspect local equal opportunity programs.

e. Assist with cultural events.

f. Provide input for equal opportunity policies and programs.

g. Assist Base CO by identifying trends and areas of concern and suggesting methods of improving equal opportunity climate.

h. Provide equal opportunity training.

i. Assist tenant equal opportunity representatives with complaint reporting, base statistics, and equal opportunity training.

j. Monitor equal opportunity training.

k. Manage base training information resource library.

l. Responsible for reporting and communicating complaints and allegations to HQMC involving military personnel.

m. Emphasize use of the informal resolution system and request mast to resolve allegations at lowest possible level.

5222. HEADQUARTERS BATTALION, COMMAND OFFICER

1. Mission. Provide administrative, training, and logistical guidance in support of Marines and Sailors assigned to the Base.

2. Functions

a. Provide supervision of Battalion staff sections.

b. Responsible for establishing and maintaining effective and efficient management control systems to safeguard Battalion information; assure adherence to applicable laws, regulations, and policies; and promote operational economy and efficiency within Battalion operations.

c. Provide support services to permanent personnel, and TAD personnel, as appropriate.

d. Administer military discipline of assigned personnel.

e. Conduct career planning and counseling programs.

f. Endorse administrative and disciplinary discharges to general court-martial convening authority.

g. Supervise the Base duty officer and duty NCO's.

h. Conduct vulnerability assessments and management control reviews, as required.

i. Administer military off-duty education program.

j. Exercise manage to payroll authority with responsibility for position management, position classification, and civilian compensation of Division personnel billets and operations.

5223. S-1 SECTION

1. Mission. Provide administrative support for Marines assigned to MCLB Barstow.

2. Functions

a. Administer SRB's and OQR's.

b. Prepare official correspondence for signature by the CO HQBN.

c. Issue military and dependent identification cards.

d. Administer the unit diary system and Marine Corps Total Force System.

e. Maintain directives and correspondence files for the CO HQBN.

f. Process disciplinary actions for the CO HQBN.

g. Maintain the HQBN unit punishment book.

h. Process disciplinary and administrative discharges and other legal actions initiated by HQBN.

i. Process letters alleging indebtedness and prepares replies.

j. Register military allotments and savings bonds.

k. Complete the form "Authority to Search/Authorization for Search and Seizure," as directed by the CO HQBN.

l. Process DEERS for both active duty and retired military dependents.

m. Administer promotions on a monthly basis to ensure all Marine corporals and below are considered, if eligible, and appropriately recommended.

n. Appoint, assist, review, and process legal and line of duty investigations.

o. Process limited TAD orders and all PCS orders to include settlement claims for base personnel.
p. Administer reporting unit level pay and allowance responsibilities.

5224. S-3 SECTION

1. Mission. Administer military training and testing of Marine battle skills training and essential subjects training

2. Functions

a. Administer military training and testing of Marine battle skills training and essential subjects training to include: physical fitness, marksmanship, swimming, leadership, troop information, and NBC training.
b. Determines the requirements for procurement and use of training aides, publications, and facilities.

c. Administer the MCI Correspondence Program.

d. Responsible for the professional military education program.

e. Maintain master training records of military personnel.

f. Determine and allocate ammunition training requirements.

g. Operate the rifle and pistol range to train Marines in basic marksmanship and conduct requalification firing, as required.

h. Coordinate participation in approved competitive rifle and pistol matches.

i. Coordinate ceremonies to include funeral details, 40mm gun crew, and the walking and mounted color and honor guards.

j. Direct the mounted color guard and maintain and operate the base stables on its behalf.

k. Coordinate the conduct of parades and field meets.

l. Plan and coordinate the conduct of military inspections.

m. Administer weight control, physical appearance, and remedial physical conditioning programs.

n. Develop contingency plans, as required and monitor the contingency planning effort of higher and adjacent units.

o. Administer the HQBN fiscal program to include development and submission of budget requirements; prepare TAD orders for the mounted color guard, formal schools, rifle and pistol team, and Battalion personnel.

p. Plan, maintain, and submit the HQBN budget, as required.

q. Manage all telephone work requests and message distribution system requests; and

audit the HQBN monthly bills and files.

r. Administer the substance abuse control program.

5225. S-4 SECTION

1. Mission. Responsible for providing billeting facilities to Marine and Navy personnel including bachelor enlisted personnel, staff NCO's, and officers stationed aboard the base. Billeting is provided to personnel on TAD, as available.

2. Functions

a. Provide billeting facilities to Marine and Navy personnel including bachelor enlisted personnel, staff NCO's, and officers.

b. Exercise custody of personal support equipment property assigned to Hqbn.

c. Coordinate trouble calls for the barracks and all buildings assigned to Hqbn.

d. Operate and maintain the Hqbn supply warehouse.

e. Operate and maintain the Base armory.

f. Responsible for providing armory support to the Battalion for training exercises, operations, and functions.

g. Responsible for providing logistical support for all Battalion training, exercises, operations, and functions.

5226. BASE SUPPORT DIVISION, OFFICE OF THE DIRECTOR

1. Mission. Provide Base mobilization and natural disaster contingency planning, DSSC, contracting and purchasing, property control, passenger transportation, shipment of household goods, air clearance authority, and graphics and audiovisual services to enhance and ensure the accomplishment of the primary mission of MCLB Barstow and tenant activities.

2. Functions

a. Provide management and supervision of Base mobilization and natural disaster contingency planning, DSSC, contracting and purchasing, property control, passenger transportation, shipment of household goods, air clearance authority, and graphics and audiovisual requirements.

b. Exercise manage to payroll authority with responsibility for position management, position classification, and civilian compensation of Division personnel billets and operations.

c. Responsible for establishing and maintaining effective and efficient management control systems to safeguard Division resources; assure the accuracy and reliability of Division information; assure adherence to applicable laws, regulations, and policies; and promote operational economy and efficiency within Division operations.

d. Conduct vulnerability assessments and management control reviews, as required.

e. Coordinate civilian personnel matters for the Division. Review position descriptions and billet requirements for the Division, controls all personnel actions received from or forwarded to Marine Corps Civilian Human Resources Office-West, Barstow Satellite Office. Advises supervisors and managers of personnel policies, practices and procedures. Counsels employees regarding civilian personnel matters

f. Coordinate special programs for the Division; e.g., Beneficial Suggestions, Blood Bank, Combined Federal Campaign, Summer Employment Program, etc. Serve as facilities liaison, telephone and radio control officer, and monitor Government vehicles assigned to the Division. Provide computer assistance to Division personnel. Coordinate microcomputer requirements and analyze requests for new software and hardware.

g. Administer and coordinate the training requirements and enter TAD orders into system.

h. Consolidate budget for labor, supplies, equipment, travel, contracts, and major equipment (PMC) purchases.

i. Oversee the Division financial posture and perform financial analysis of the Special Staff operations. Provide financial management guidance and maintain fiscal records incident to the expenditure of operating materials, services, TAD, and reimbursable work. Maintain status of funds. Prepare requests for increases and decreases in funding authorizations.

j. Manage the base Global Command and Control System site.

k. Develop and maintain contingency and emergency plans for the Base.

l. Develop and promulgate plans and policies relative to disaster preparedness functions. Coordinate training of personnel (civilian and military) and maintenance of equipment in support of the disaster preparedness program.

m. Coordinate mutual aid.

n. Coordinate the National Command Authority response.

o. Coordinate helicopter operations.

p. Distribute severe weather advisories.

q. Coordinate emergency plans and determine operational capabilities and requirements by making liaison with other DoD services as well as federal, state, county, and local Government agencies.

5227. DIRECT SUPPORT STOCK CONTROL BRANCH

1. Mission. Customer satisfaction through total material management.

2. Functions

a. Provide 100 percent supply support to all Base and tenant activities.

b. Perform inventory management of stock items, to include bulk fuel .

c. Determine excesses and provide disposal instructions for excess, obsolete, and damaged material.

d. Provide requisition, follow-up, receipt, and fiscal documentation service to Base activities for nonstock items.

e. Responsible for computation, submission, and execution of the DBOF for stock fund requirements.

f. Reconcile stores and inventories accounts.

g. Requisition, receipt, store, and issue supplies and materials for Base operations and tenants and government activities per ISA's.
h. Maintain manual back order systems.

5228. CONTRACTING AND PURCHASING BRANCH

1. Mission. Provide efficient, timely, contracting support of the highest quality to all activities and tenants in support of MARFOR and other customers.

2. Functions

a. Acquire equipment, supplies, and services from commercial concerns. Administer the Imprest Fund; provide oversight for the IMPAC Program; prepare and make awards and terminate contracts and orders. Implement socioeconomic procurement goals established

by HQMC.

b. Initiate purchase action for supplies and services per current directives.

c. Provide requisition control.

d. Make distribution of purchase documents.

e. Administer payment for imprest fund purchases.

f. Initiate follow-up action on delinquent orders.

g. Clear reports of discrepancy when order and receipt documents do not match.

h. Obtain material in the local trade area.

i. Provide customers with necessary training regarding acquisition regulations and procedures.

5229. BASE PROPERTY CONTROL BRANCH

1. Mission. To provide office machine support, requisitioning assistance and inventory control of all property aboard MCLB Barstow.

2. Functions

a. Control base property.

b. Maintain a receipt control system for custodial property issued to Base activities.

c. Maintain a consolidated memorandum receipt system for base property.

d. Account for controlled items and manage the administration of the T/E.

e. Research and requisition excess property from various DRMO's.

f. Control office machines on lease or service contract. Serve as the single POC for contracted office machine services.

g. Store and issue housing appliances and furniture, personal support equipment, and personal military items received from the DSSC Branch.

h. Deliver and pickup organic and plant property.

i. Develop, interpret, and publish supply policies relative to organic supply functions.

Develop and maintain a non-T/E material allowance list.

j. Budget and control requirements for office machines and personnel support equipment including furniture and furnishings.

k. Maintain inventory records, by item and dollar value, of classes 1, 2, 3, and 4 plant property assigned to the Base.

l. Control the issue, receipt, storage, and disposal of Class V (W) material.
m. Control the issue, receipt, storage, and disposal of individual equipment. Budget for the replenishment and replacement of individual equipment.

5230. BASE TRAFFIC MANAGEMENT OFFICE5230. BASE TRAFFIC MANAGEMENT OFFICE

1. Mission. Screen, clear and challenge Marine Corps sponsored air cargo. Provide official and leisure travel assistance by the most economical method. Prepare, move, store and deliver household goods for official moves of DoD personnel.

2. Functions

a. Provide for the movement and storage of household goods and travel ticketing services. Authorize airlift of Marine Corps- sponsored cargo via the Airlift Mobility Command. Provide shipping instructions for commercial vendors. As the single Marine Corps agency for shipper service to the MTMC, provide various customer service functions.

b. Coordinate Base rail operations at the command level.

c. Coordinate the logistics applications of Automated Marking and Reading Symbols Program.

d. Train and maintain Marine Corps Lessons Learned Program.

e. Coordinate logistical support for deployed units.

f. Coordinate community support projects.

5231. PERSONAL PROPERTY/PASSENGER TRANSPORTATION SECTION

1. Interview and counsel members on their entitlements and responsibilities in the movement of household goods. Review member's orders and prepare the Application for Shipment and Storage of Personal Property, DD Form 1299, per regulations. Forward DD Form 1299 to the responsible personal property shipping office when transportation,

storage, or related services are required.

2. Monitor the arrival of newly assigned personnel and assist the responsible personal property shipping office in arranging for the receipt and delivery of inbound shipments of personal property. Assist the member in filing a claim for loss or damage, if needed. Coordinate with local packing and container contractor to arrange movement of personal property shipments under local base funds.

3. Inspect shipments of personal property per regulations.

4. Perform claims inspection, as required.

5. Prepare documentation for member wanting to participate in do-it-yourself moves. Estimate costs and amount of incentives to disbursing officer.

6. Prepare appropriate documentation prior to submitting invoices to finance office.
7. Provide port call service for destinations overseas.

8. Provide rental car service for TAD assignments.

9. Monitor and review contract travel service agency to ensure the contract fares and carriers are being used.

5232. AIR CLEARANCE AUTHORITY/PROCUREMENT TRAFFIC SECTION

1. Screen, clear, and challenge all Marine Corps-sponsored cargo for AMC airlift from CONUS to OCONUS.

2. Act as link between shipper, transshipper, and receiver to ensure shipments are air worthy.

3. Provide validation to AMC. Provide information and procedures for all air shipments, offerings, and challenges.

4. Provide validation to Military Sealift Command and MTMC on Marine Corps-sponsored cargo destined for overseas locations for morale, welfare, and recreation and commissary activities.

5. Act as link between shipper and port activities to ensure shipments are consigned correctly.

6. Prepare routine submissions of transportation of things obligations to higher headquarters.

5233. MARINE CORPS SHIPPER SERVICE

1. As the single Marine Corps agency for shipper service to MTMC, maintain intransit visibility of material moving via water and air terminals. Provide assistance to Marine Corps shippers, users, item mangers, and overseas activities.

2. Interpret Marine Corps policies and procedures regarding actions affecting proper logistics support. Provide disposition instructions and authorize accessory services.

3. As a member of Astray Freight Committee, provide assistance to commercial carriers for disposition of Marine Corps material frustrated within their transportation system.

4. Provide technical assistance required in loading and unloading equipment exported or imported through various terminals. Assist terminals with any customs clearance problems.

5. Provide assistance in diverting and expediting material upon request from consignors, consignees, or other responsible agencies. Act as emergency traffic coordinating officer for MTMC augmentation during period of transportation emergencies.

6. Perform transportation and logistics studies as required by direction from CMC (LFT) or other cognizant authorities. Participate in policy decisions affecting Marine Corps material to ensure that actions taken are in the best interests of the Marine Corps.

5234. TRAINING AND AUDIOVISUAL SUPPORT CENTER

1. Mission. Support MCLB activities with graphic, photographic, and digital imagery capabilities.

2. Functions

a. Manage photographic, graphics, and audiovisual services for the base.

b. Provide color location and studio photography of technical and nontechnical subjects.

c. Produce color film processing of 35mm negative and positive film.

d. Provide black and white Polaroid photographs for promotion boards and official passports.

e. Produce color slides for briefings and audiovisual productions.

f. Provide monthly and annual reports (as needed) on all production work units.

g. Prepare briefing charts, posters, graphics training aides, flyers, and illustrations for use by base customers.

h. Maintain an inventory of audiovisual equipment and other training devices for the use of base customers.

i. Maintain audio equipment, video recorders, overhead projectors, television monitors, and other audio and visual equipment for loan to base customers.

j. Maintain a video library.

k. Provide audio and visual consultative services and support to base customers.

5235. RESOURCES MANAGEMENT DIVISION, OFFICE OF THE DIRECTOR

1. Mission. The Director, Resources Management Division, will serve as Comptroller for MCLB Barstow. Provide services as the senior financial advisor to the MCLB Barstow CO. Direct, control and evaluate financial functions performed within the Base. An integrated system of staff services within financial management disciplines are developed, coordinated, and maintained. These provide the CO with factual data essential for effective management control. Is the on-site representative for the Office of the Comptroller Marine Corps Logistics Bases, in the formulation and execution of base financial requirements. Provide financial management support for all organizational components. Develop, coordinate, and execute all budget and financial plans. Receive all POM/budget data for Base Operations' functions and prepare a consolidated POM/Budget. Perform resource evaluations and analysis and administer the Management Control Program for MCLB Barstow. Execute DoD productivity programs including ER, CA, and interservice support. Is the chairman of the Western Region-2 (WE-2) JIRSG. Direct achievement of stated goals and objectives of the WE-2 JIRSG.

2. Functions

a. Exercise Manage to Payroll authority with responsibility for position management, position classification, and civilian compensation of division personnel billets and operations.

b. Provide oversight of financial, informational, and resources management services for the base.

c. Translate program requirements into the required financial plan and formulate the base budget.

d. Compare program performance with the financial plan, analyze variances, and determine where financial adjustments may be required.

e. Direct a progress and statistical reporting system for financial programs, plans, and schedules.

f. Ensure effective coordination of budgeting, progress reports, and statistics. Exercise internal fiscal review and control as may be considered appropriate.

g. Oversee the guidance and instructions for budget preparation.

h. Review the resource requirements and justification of the various programs of the Base.

i. Recommend distribution of funds to programs within the Base and recommend revisions, as required.

j. Oversee the issuing of funding documents reflecting approved distribution of available resources.

k. Recommend the distribution of civilian personnel to organizational units based on ER's, position management reviews, and various other program requirements.

l. Provide oversight and instructions to the Division for the preparation of directives and instructions to assure compliance with policies issued by proper authority.

m. Analyze all variances from the budget plan and work with the Base Budget Officer; and Division Directors; and the CO Hqbn; in recommending remedial action.

n. Recommend areas where financial adjustments and savings may be effected.

o. Direct action to adjust financial plans to available funds and when required, submit requests and justifications for additional funds.

p. Oversee disbursement of funds for the Base.

q. Direct management studies, special projects, and economic analyses.

r. Oversee the Base CA, ER, management control, productivity improvement, excellent installation, and DRIS programs. Monitor the position management and manpower requirements determination programs for the Base.

s. Responsible for establishing and maintaining effective and efficient management control systems to safeguard Division resources; assuring the accuracy and reliability of Division information; assuring adherence to applicable laws, regulations, and policies; promoting operational economy and efficiency within Division operations; and directing vulnerability assessments and management control reviews, as required.

t. Oversee position management, position classification, productivity enhancement, and civilian compensation for the Division.

5236. PLANS AND OPERATIONS OFFICE

1. Mission. Administer the Base Interservice Support program and Division TQL. Serve as the Program Manager for WE-2 JIRSG Region. Coordinate and participate in special projects of command interest, as directed. Provide internal administrative services for the Division.

2. Functions

a. Administer the Base ISA Program. Negotiate, develop, monitor, and coordinate interservice agreements between the Base, tenants, or customers. Serve as the initial POC in the coordination of requests for base support from off-base activities, except for the use of morale, welfare, and recreation facilities and in participation of community projects.

b. Base repository for all Base agreements including ISA's, MOU/MOA's etc..

c. Coordinate JIRSG program management, including the establishment of joint goals and objectives for the WE-2. Responsible for the conduct of workshops and conferences to further joint initiatives in promoting excellence within the WE-2 member activities. Provide liaison and network with other JIRSG regions worldwide.

d. Coordinate the Excellent Installation Program. Develop, coordinate and prepare the base nomination for the Commander-in-Chief's Annual Award for Installation Excellence.

e. Initiate, develop and participate in a wide variety of special projects of command interest for the Base pertaining to future planning forecasting, implementation of unique and innovative programs and participate in special interest working groups and teams e.g., MCLB Barstow Reinventing Government working group.

f. Coordinate civilian personnel matters for the Division. Review position descriptions and billet requirements for the Division, control all personnel actions received from or forwarded to Marine Corps Civilian Human Resources Office-West, Barstow satellite office. Advise supervisors and managers of personnel policies, practices and procedures. Counsel employees regarding civilian personnel matters

g. Coordinate special programs for the Division; e.g., Beneficial Suggestions, Blood Bank, CFC, summer employment program, etc. Serve as facilities liaison, telephone and radio control officer, and monitor Government vehicles assigned to the Division. Provide computer assistance to Division personnel. Coordinate microcomputer requirements and analyze requests for new software and hardware.

h. Administer and coordinate the training requirements and enter TAD orders into system.

i. Coordinate and monitor vulnerability assessments and management control reviews as required.

j. Consolidate budget for labor, supplies, equipment, travel, contracts, and major equipment (PMC) purchases.

k. Oversee the Division financial posture and perform financial analysis of the Special Staff operations. Provide financial management guidance and maintain fiscal records incident to the expenditure of operating materials, services, TAD, and reimbursable work. Maintain status of funds. Prepare requests for increases and decreases in funding authorizations.

l. Serve as the TQL coordinator and facilitator for the Division.

5237. BUDGET OFFICE

1. Mission. Issue policy and guidance relative to budget formulation and execution for the command . Develop, justify, and monitor the execution of base support financial and personnel resource POMs/budgets to include: (1) O&M, MC POM and budgets.

2. Functions

a. Family Housing Management Account, Defense budgets.

b. PMC budget for Class III and IV Investment Plant Property.

c. PMC budget for AIS equipment as required.

d. PMC budget for Warehouse Modernization requirements.

e. Reimbursable customer funding for work and services performed by MCLB Barstow non-NWCF funded personnel.

f. Analyze and stratify financial data and output. Establish, implement, and execute budgeting programs, procedures, and controls for the base.

g. Provide manpower management services which include recommended distribution of personnel resources, maintenance of official automated on-line T/O 7011 and local T/O. Management of special employment programs, management of unique manpower reporting requirements, and management of Command labor program to include formulation and execution of authorized labor funding, modifications, etc.

5238. BUDGET UNIT

1. Perform accounting and reporting of funds relating to the mission of the base.

2. Issue financial management policies to formulate and implement the expense operating budget plan and reporting requirements.

3. Issue policies and procedures for the preparation of the Procurement, Marine Corps; family housing budgets; and special funds. Prepare each budget on an annual basis.

4. Maintain the LOA and administer the allocation of personnel ceilings and funds. Issue funds on planning estimates to fund administrators upon receipt of funding documents from higher authority.

5. Evaluate budget execution against financial plans and provide the Comptroller and the appropriate fund administrators with periodic financial data, trends, and analyses.

6. Monitor financial programs and provide financial statistical analyses and data relative to the various programs, plans, and schedules.

7. Prepare the annual budget, POM, and mid-year review submissions under the appropriation, O&M,MC.

5239. CIVILIAN PAY LIAISON UNIT

1. Perform liaison with DFAS to resolve data input, system job execution scheduling, reporting, recording, or other related problems.

2. Oversee administration of accounting operations and related results as performed by DFAS.

5240. MANAGEMENT ASSISTANCE OFFICE

1. Mission. Provide management analysis and assistance to the Base and the CO.

2. Functions

a. Conduct a variety of management advisory services and special projects having Base-wide, special interest, or individual organization implications relating to workload, manpower, methods, and procedures, work flow, space utilization, etc., to improve efficiency and economy of operations.

b. Coordinate and monitor the Base CA program and serve as the Base POC for the program.

c. Coordinate and monitor the Base ER, position management, and manpower requirements determination programs and serve as the Base POC for these programs.

d. Coordinate and monitor the Base Productivity Improvement Program and serve as the Base POC for the program.

e. Maintain the Base integrated peacetime and wartime T/O and serve as the Base POC for all matters involving the Base civilian T/O.

f. Prepare and publish the Base Standard Organization Manual.

g. Assist Base organizations with economic analyses and special studies, as requested.

5241. RESOURCE EVALUATION AND ANALYSIS OFFICE

1. Mission. Provide the Base with an objective, in-house capability to evaluate, review, study, and analyze the adequacy of management and financial procedures, controls, and practices as they relate to the effective and efficient use of available resources with base organizations.

2. Functions

a. Develop and execute the annual base resource evaluation and analysis plan.

b. Design new and improve existing, evaluation policies, programs, methods, and procedures.

c. Test the reliability and usefulness of accounting and financial data.

d. Serve as the Base POC for all external audit agencies. This includes audit liaison and coordination, audit response, and audit follow-up for all audits external to the command. Monitor the implementation of recommendations resulting from findings in audit reports.

e. Conduct routine evaluation and analysis of financial reports and resource management issues to ensure accuracy, correctness of format, and compliance with directives.

f. Review beneficial suggestions representing savings over $5,000.

g. Verify monthly or quarterly funds held by imprest fund cashiers, collection agents, and authorized custodians.

h. Review and analyze nonappropriated fund financial and resource management operations and related matters.

i. Assist in the prevention and detection of fraud, waste, and abuse of Government

resources. Maintain the Base "HOTLINE."

j. Oversee the Base management control program.

5242. FINANCE OFFICE

1. Mission. Provide financial services to civilian and military personnel. Process military payrolls to include database management and liaison functions with other DoD agencies. Prepare for payment and audit military and civilian travel expense vouchers and travel advance payments. Administer American Express Government charge card program for MCLB Barstow.

2. Functions

a. Maintain financial records for active duty personnel and reserve personnel on active duty.

b. Process the military payroll for active duty personnel.

c. Process discharge and reenlistment pay.

d. Process civilian and military travel claims and vouchers.

e. Audit pay records of military personnel reporting to the Base for duty.

f. Make a monthly audit of selected military pay records.

g. Process emergency and special pay requests.

h. Process special and travel pay requests for transient members of other DoD organizations.

5243. INFORMATION SYSTEMS CENTER. Provide data processing, telecommunication, and communication support to MCLB.

5244. INFORMATION SYSTEMS BRANCH

1. Conduct research and analysis to determine feasibility of development of mainframe and microcomputer applications.

2. Develop AIS application programs for mainframe and microcomputer, and related documentation.

3. Maintain existing class II mainframe and microcomputer applications.

4. Provide help desk assistance for mainframe applications, AIS , customer assistance with microcomputer hardware, software, and application problems. Serve as a consultant for microcomputer and mainframe systems provided by higher authority or other DoD activities.

5. Serve as a consultant for matters and policies relating to office automation system technology.

6. Provide training in the use of Marine Corps standard microcomputer software.

7. Provide training and guidance for microcomputer system coordinators.

8. Perform initial software installation for newly received microcomputers or those requiring restoration after repair. Update systems when new software versions are purchased.

9. Provide technical guidance in the development of Abbreviated System Decision Papers for procurement of microcomputer systems.

10. Provide technical guidance required to provide optimum use of available hardware and software.

11. Provide microcomputer and AIS hardware repairs.

12. Provide technical assistance for use of microcomputer systems procured or forced fed by higher authority or other DoD activities.

13. Execute batch data processes for organization elements of the base.

14. Provide technical guidance to Base organizations relative to mainframe data processing problems.

15. Provide customer support for special one-time production processing requirements.

16. Serve as a liaison between RASC and Marine Corps central data processing activities for customer support.

5245. NETWORK SYSTEMS BRANCH

1. Maintain operating system generation and telecommunications support for Marine Corps and tenant activities aboard the Base.

2. Provide technical guidance required for matters and policies relating to the base LAN.

3. Provide training to locally assigned LAN administrators and act as liaison to Marine Corps WAN.

4. Install and maintain all local and off-site telecommunication lines and equipment.

5246. SECURITY AND OPERATIONS BRANCH

1. Provide AIS security for Marine Corps and tenant activities aboard the Base.

2. Provide AIS security TASO training.

3. Provide mandated AIS computer security awareness training to all end-users.

4. Prepare AIS equipment inventory and provide inventory to higher command.

5. Maintain the inventory of all microcomputer software and hardware, whether purchased locally or received from another command.

6. Provide appropriate inventory reports to higher headquarters.

5247. COMMUNICATIONS BRANCH

1. Provide communication services.

2. Assist in the programming and installation of radios.

3. Administer radio maintenance and pager air time contracts, audits contractor, and authorize payments.

4. Coordinate and direct operations of the Base military affiliated radio system.

5. Coordinate operation of the Marine Corps emergency radio network, as required including exercise operations and actual e mergency use.

6. Operate and maintain the Base telephone system.

7. Install, move, and make changes to telephone instruments aboard the Base. Plan and coordinate use of communication service conduit system.

8. Audit telephone bills for payment to commercial contractors. Assess charges to tenant organizations for telephone services, as required.

9. Recommend the approval or disapproval of requests submitted on a Telephone Service

Request and Authorization form.

10. Serve as primary point of contact for telecommunications contracting matters.

11. Receive and transmit narrative messages.

12. Maintain incoming and outgoing message logs internal to the Base telecommunications center.

13. Route and distribute message traffic for Base and tenant organizations.

14. Administer and Cable Television Franchise Contract for MCLB Community (base, tenant activities, and base housing).

15. Administer the STUIII communications section account.

5248. FACILITIES AND SERVICES DIVISION. Provide facilities maintenance, environmental compliance, fire protection, transportation, and family housing through a continuing commitment to the highest quality services and facilities for our customers. This includes the maintenance and repair of real property and equipment to ascertain optimum availability and utilization of facilities for mission accomplishment; maintenance, repair, and operation of MCLB Barstow utility systems, electricity, natural and propane gas, water, and sewage to ensure and enhance continuous usability of facilities and equipment; maintenance, repair and operation of motor vehicles and materials handling equipment; switching services for railroad cars and equipment aboard MCLB Barstow; designation for the maintenance and design of construction of new facilities, major repair projects and facilities projects; development of the Base Master Plan; maintenance and upkeep to buildings and grounds, administration of the MCLB Barstow Family Housing and off-Base housing referral programs; training and licensing for all automotive, engineer and materials handling equipment operators; fire protection for MCLB Barstow; conservation and natural resources and environmental control; implement the MCLB Barstow Multi-use Natural Resources Plan; provide day-to-day environmental protection support services.

5249. OFFICE OF THE DIRECTOR

1. Exercise Manage to Payroll authority with responsibility for position management, position classification, and civilian compensation of division personnel billets and operations.

2. Direct, coordinate, and control programs through subordinate Departments/Offices to include Plans and Operations, Garrison Mobile Equipment, Fire, Maintenance, Housing, Public Works, and Environmental to provide direct support and services for MCLB Barstow.

3. Prepare detailed procedures to implement plans, policies, programs, and objectives approved by MCLB Barstow, pertaining to this Division.

4. Survey, analyze, and reconstitute the Base Disaster Control Plan.

5. Coordinate and direct a recycling program to meet State laws.

6. Conduct environmental protection surveys.

7. Coordinate and direct the disposal of hazardous waste for MCLB Barstow.

8. Administer the Base Energy Conservation Program.

9. Administer the Base Maintenance Management Program.

10. Responsible for providing management and supervision for the maintenance and repair of all base buildings, structures, grounds, roads, trackage, fences, recreational facilities, alarm systems, and emergency repairs to family housing.
Responsible for directing the operation, maintenance, and repair of utility plants and utility systems. Responsible for directing the energy conservation program, environmental program, natural resources program, and the pest control program. Responsible for directing the operation, maintenance, repair, training, and safety of all GME and programs. Provide supervision over all fire protection services and programs. Ensure the TQL philosophy is integrated throughout the Division.

11. Responsible for position management, ER's, position classification, productivity enhancement, and civilian compensation of Division personnel billets and operation. Provide assistance for conducting requested economic analyses.

12. Responsible for establishing and maintaining effective and efficient management control systems to safeguard Division resources; assure the accuracy and reliability of Division information; assure adherence to applicable laws, regulations, and policies; and promote operational economy and efficiency within Division operations.

13. In accordance with the Multi-Hazard Emergency Response Plan, the Director will provide all available resources to include fire protection and rescue, environmental evaluation, etc., to lessen impact on any emergencies or disasters.

5250. PLANS AND OPERATIONS BRANCH. Provide and coordinate TQL functions throughout the Division. Coordinate and provide administrative and financial management programs for the Division. Division focal point for policy development and procedures. Serve as direct liaison between Office of the Director and branches relative to new programs, planning activities, special projects, or special requirements.

5251. ADMINISTRATIVE SECTION

1. Coordinate civilian personnel matters for the Division. Review position descriptions and billet requirements for the Division, control all personnel actions received from or forwarded to Marine Corp Civilian Human Resource Office-West, Barstow satellite office. Advise supervisors and managers of personnel policies, practice and procedures. Counsel employees regarding civilian personnel matters

2. Coordinate special programs for the Division; e.g., Beneficial Suggestions, Blood Bank, CFC, summer employment program, etc. Serve as facilities liaison, telephone and radio control officer, and monitor Government vehicles assigned to the Division. Provide computer assistance to Division personnel. Coordinate microcomputer requirements and analyze requests for new software and hardware.

3. Administer and coordinate the training requirements and enter TAD orders into system.

4. Coordinate and monitor vulnerability assessments and management control reviews as required.

5. Administer the health monitoring program, security program, and the privacy act program for the Division.

5252. FINANCIAL MANAGEMENT SECTION

1. Update, maintain, and reconcile the general and subsidiary accounts for all the Branches within the Division.

2. Prepare and consolidate the annual Division budget for labor, supplies, fuel, equipment, travel, equipment usage, contractual services, and major equipment purchases. Prepare the annual POM, personnel support equipment, and the PMC investment budgets.

3. Coordinate the fiscal activity of the Division, providing guidance for management officials and fund administrators; assist departments in resolving problems; and coordinate fiscal matters between F&S Division, other divisions, and reimbursable customers to which support services are provided.

4. Provide guidance for management of assets and the preparation of requisitions. Is the focal point for all supply matters in the Division.

5. Monitor all Requests for Contractual Procurement (NAVCOMPT Form 2276) and the Order for Work and Services (NAVCOMPT Form 2275).

5253. TOTAL QUALITY LEADERSHIP OFFICE

1. Mission. Serve as the focal point to integrate and foster TQL principles into every aspect of the daily work culture of the Division.
2. Functions.

a. Advisor and advocate of TQL to department heads.

b. Assist the Director in planning and executing implementation efforts.

c. Facilitator on Division and on various working group project teams.

d. Develop and coordinate TQL training for managers, supervisors, TQL facilitators, PAT and Division employees.

e. Track TQL efforts and report Division progress.

f. Develop and provide biweekly leadership training for all F&S Division managers and supervisors.

5254. ENVIRONMENTAL DEPARTMENT. Provide environmental services to the Base, including reimbursable and nonreimbursable customers. Respond to compliance issues as they occur and provide appropriate reaction to noncompliance by Base entities. Provide briefings to individuals and regulatory agencies. Ensure compliance with existing agreements with regulatory agencies. Provide planning, programming, and budgeting for environmental contracts. Perform administrative functions of the Department to include record keeping and correspondence as required.

5255. PLANNING AND ENGINEERING BRANCH. Serve as the focal point for environmental planning for MCLB Barstow. Coordinate and provide planning, engineering, contracting, and technical support to environmental program, chemist services and project efforts with MD; Public Works Department; Naval Facilities Engineering Field Divisions; HQMC; Federal and State regulatory agencies; and other agencies, activities, and organizations in order to ensure ongoing operations and environmental compliance at MCLB Barstow. Provide continuous engineering, planning, contracting, and management of programs, projects, and work plans related to environmental quality, protection, and conservation to ensure that activities aboard MCLB Barstow meet regulatory requirements under Federal, State, county, local, DoD, Navy, and Marine Corps environmental laws and regulations. Provide technical and administrative guidance to MCLB Barstow Installation Restoration Program and regional Naval Facilities Engineering Field Division, in support of environmental operations and services which may have significant liability and scrutiny and would have a direct affect on the continuing operations of MCLB Barstow.

5256. COMPLIANCE BRANCH. Responsible for permitting regulatory agency liaison,

compliance inspection, spill response coordination, and funding. Responsible for preparing permit applications and the annual operating plan, coordinating with regulatory agencies, and conducting internal compliance monitoring and environmental compliance evaluation. Maintain and update spill response plans and notify the proper authorities. Manage the recycling and pollution prevention programs.

5257. OPERATIONS BRANCH. Conduct all day-to-day operations in hazardous waste and industrial wastewater management. Service customers to meet their hazardous property disposal needs. Track hazardous waste manifests and perform all related reporting requirements. Manage polychlorinated biphenyl program. Responsible for all hazardous waste and industrial wastewater storage and disposal facilities. Accompany regulatory inspectors and respond to violations.

5258. PUBLIC WORKS DEPARTMENT. Perform base facilities planning, provide architectural-engineering (A-E) designs, maintain records and drawings of facilities and utilities, administer special projects and the military construction program, develop and inspect work on small purchase contracts, maintenance service contracts and informal contracts up to $100,000. Responsible for space utilization for the Base. Maintain the Base Master Plan for facilities.

5259. ENGINEERING SUPPORT SECTION. Perform administrative functions of the department to include budget, correspondence, contractual documents, and maintenance of administrative files, study library, and directives.

5260. DESIGN ENGINEERING SECTION

1. Provide technical and administrative management of A-E contracted design projects and develop Government estimates for the budget cost estimate and design fees.

2. Participate in the selection and fee negotiation boards for A-E firms and is the focal point for coordination and information flow on construction, alteration, repair and modernization contracts and monitor project milestones for designs.

3. Develop designs in the field of architectural, landscaping, electrical, mechanical, civil, environmental, and structural engineering including cost estimates, plans, and specifications for new and existing facilities.

4. Provide technical expertise in the Base engineering discipline to support the upkeep of Base facilities.

5. Process digging permits and field locate utility lines.

6. Maintain a current and accurate Base facility map.

5261. DRAFTING AND SURVEYING SECTION

1. Provide drafting, surveying, and technical support to the Design Engineering Section for in-house designs.

2. Maintain and update the facility a-built drawing and technical library.

3. Provide and maintain surveying monuments and associated records.

4. Provide surveying support for horizontal and vertical control of construction projects.

5262. FACILITIES PLANNING SECTION

1. Provide overall control and allocation of space, excluding housing and public quarters.

2. Execute comprehensive facilities planning and develop, prepare, and justify construction projects in the implementation of the Marine Corps facilities planning system.

3. Prepare basic facilities requirements list and track the engineering evaluation of existing facilities to satisfy functional requirements or other uses.

4. Determine facility deficiencies and excesses and initiate actions to correct them.

5. Prepare and submit site approval requests for CMC approval. Maintain the master plan and initiate and justify revisions as required.

5263. CONTRACT SUPPORT SECTION. Provide contract support for service and service construction requirements which include pre and post-award functions, contract administration, quality assurance inspections, and contract close-out actions. Develop plans and specifications for small purchase contracts, maintenance service and indefinite quantity contracts, and repair/construction contracts less than $100,000.

5264. GARRISON MOBILE EQUIPMENT DEPARTMENT. Provide GME vehicle support to the base. Manage the requirements of MCO 11240.106 (GME) for the Base. Administer Base roadmaster program to monitor abuse and misuse of Government vehicles, vehicle maintenance, vehicular safety, and past due preventive maintenance. Issue vehicle safety discrepancy notices as warranted. Initiate accident investigations and maintain records.

5265. SUPPORT SECTION

1. Perform normal office functions including, but not limited to: maintenance of files and directives and preparation of correspondence, reports, and requisitions.

2. Prepare GME budget, manage funds allocated to the department , and account for department expenditures.

3. Ensure proper and timely notification to HQMC of any changes in GME vehicle transactio ns.

4. Coordinate civilian personnel matters and training for the department . Provide guidance for matters of employee awards and performance appraisals.

5266. AUTOMOTIVE MAINTENANCE AND RAIL OPERATIONS SECTION. Schedule and perform preventive maintenance, repair, and overhaul for GME and tenant activities as directed. Workload includes, but is not limited to: maintenance, repair, and replacement of minor components; major component overhaul; and maintenance and repair of automotive materials handling equipment, locomotives, cranes, and construction equipment. Maintain vehicle record jackets (NAVMC 6960). Provide base railroad support to include operation and maintenance on locomotive, rail-trackage, switching, spotting.

5267. OPERATIONS SECTION

1. Provide operational equipment, with or without drivers or operators, for Nebo, Yermo Annex, and tenant activities. Driver or operator support includes, but is not limited to: scheduled and unscheduled operational support in the following functions: MHE; taxi and bus service; motor pool operation; magnetic sweeping; hauling of materials; and wrecker operations. Maintain vehicle rotation program. Maintain unimproved grounds and unimproved and improved roads. Remove trash, garbage, debris, and storm sand. Provide crane and rigging services, assign all administrative use vehicles, construction, engineering equipment and MHE.

2. Manage the VLP, coordinating with GSA to ensure vehicles are available to perform base mission.

5268. HOUSING DEPARTMENT

1. Mission. Provide adequate housing for authorized military members and their families stationed at MCLB Barstow and within the commuting area.

2. Functions

a. Perform the administration, budgeting, and management of 364 adequate family housing quarters, a self-help warehouse, and the recreational vehicle storage area. Manage the requirements of MCO P11000.22 (Marine Corps Housing Management Manual) for the base.

b. Make assignments and termination of quarters.

c. Establish and collect all rental fees, security deposits, and damage charges.

d. Plan, program, budget, execute, and report the housing budget and mid-year review.

e. Prepare and submit minor and major repair projects by priority.

f. Prepare and submit minor and major improvement projects by priority.

g. Prepare all housing monthly and annual reports.

h. Establish and maintain facilities history of all housing quarters.

i. Prepare all base housing directives and policies.

j. Administer a self-help program.

k. Requisition all office supplies, equipment, furniture, ranges, refrigerators, dishwashers, and water heaters.

l. Complete customer service by mediating and resolving a variety of disputes between occupants.

m. Maintain property accounts and records for the department .

n. Inspect the housing area and issue all grounds, pet, and energy violations.

5269. MAINTENANCE DEPARTMENT

1. Mission. Maintain and repair all real property, class I and II, to include grounds, buildings, structures and railroad trackage, roadways and utility systems. Maintain minor class III and IV equipment, less motor transport, specialized medical and dental, furniture and furnishings, and portable fans. Produce or purchase and distribute utilities services essential to MCLB and its mission, to include potable and non-potable water, heating, steam, fire protection, swimming pools, sewage collection and treatment for both domestic and industrial wastes. Provide minor (new) construction, alterations, extensions, expansions or improvements to either grounds, structures or facilities. Provide other engineering support services such as maintenance administration,

custodial, entomology (pest control) and implement the federally mandated energy conservation and management programs.

2. Functions

a. Develop long-range maintenance plans and annual work programs from information collected through a controlled inspection program and other input sources.

b. Screen and classify all work requests, to include emergency and service type work.

c. Plan and estimate standing (recurring), specific (non-recurring) job order work, and prepare scopes of work and cost estimates for small service and construction contracts.

d. Determine the need for engineering advice and assistance, coordinate work to be performed by commercial contracts and manage involvement in facilities support contracts.

e. Operate and maintain a Class I AIS for the management of real property.

f. Formulate and justify, with the fiscal branch within F&S Division, all annual and POM budget submissions, budget spending coordination and obligation rates for the five FA accounts within the Department.

g. Verify and certify purchased utilities services invoices.

h. Maintain, analyze, evaluate and report utility/energy consumption and cost.

i. Operate and maintain two State regulated sewage (domestic) treatment plants and collection systems and one (1) industrial wastewater treatment and reclamation plant.

j. Operate and maintain two State regulated potable water districts, to include producing, treatment, storage, and distribution.

k. Operate and maintain high temperature and high pressure heating plants and their distribution systems.

l. Manage utilities/energy conservation programs.

m. Maintain roads, railroads, bridges, fences, grounds and pavements.

n. Perform emergency and service work and some minor and specific scope jobs; i.e., carpentry, electrical, plumbing and pipefitting, welding, mechanical and machine shop, painting, metal work, masonry and plastering and street repair.

o. Perform preventive maintenance as required.

p. Provide refrigeration/air conditioning services and repair.

q. Maintain fire/intrusion alarm systems.

r. Provide pest control services.

s. Provide sign fabrication and installation.

t. Provide locksmith services.

u. Operate and maintain swimming pools.

v. Provide 24-hour emergency maintenance response capability.

w. Provide total facilities maintenance support to the industrial operations of Maintenance Center Barstow.

5270. FIRE PROTECTION DEPARTMENT. Provide for life, property and environmental safety from the threat of fires, medical emergencies, confine space rescue, hazardous material/waste spills, rescue services, natural or man made disasters. Provide an unprecedented fire prevention program which includes fire inspections, fire extinguisher maintenance program, sprinkler and alarm testing and minor sprinkler maintenance. Maintain and ensure warehouse fire code compliance for commodity storage and building usage while working with the customer. This is accomplished through vision and innovative progressive programs and policies with planning, prevention, education, training, incident mitigation and appropriate application of technologies.

5271. FIRE OPERATIONS

1. Administer fire and emergency programs.

2. Provide protection for overall life safety, property and the environment in the event of a fire or disaster.

3. Provide emergency 911 basic life support medical care and transport of military and civilian patients to local hospital from both Nebo and Yermo Facilities.

4. Provide State Certified HAZMAT Technician/Specialist response team to mitigate HAZMAT/waste incidents. This includes isolating, containing and securing a release for the protection of life, environment and property.

5. Provide Certified Incident Command personnel for HAZMAT/waste incident and fire or disaster response.

6. Provide rescue services to include vehicle extrication and disentanglement, water rescue, high/low angle rescue, heavy rescue, trench rescue and confined space rescue.

7. Develop, coordinate and implement policy to increase ability to enhance protection and service to the customer in relationship to life safety.

8. Test and provide minor maintenance of all fixed fire protection systems, i.e., sprinkler systems, CO2 systems, dry chemical systems, halon systems. Testing of all alarms system.

9. Provide Mutual Aid to the surrounding communities, townships, cities, county, federal fire agencies and fire districts .

10. Provide crash fire rescue operation at Nebo/Yermo and Daggett Airport for Marine Corps and Army Flight Operation.

5272. FIRE PREVENTION

1. Administer facilities Fire Prevention Management Program.

2. Conduct fire hazard and life safety inspections, recording all fire code violations and track for corrective action.

3. Inspect and test all fire alarm systems and inspect portable and fixed fire suppression systems. Record all deficiencies and track for corrective action.

4. Inspect and issue permits for "hot work" operations.

5. Inspect public assembly functions to ensure life safety code compliance. Provide portable fire extinguisher training to military and civilian personnel.

6. Contact earthquake safety, fire safety, and extinguisher training for Child Development Center staff and family day care providers.

7. Conduct emergency evacuation drills in all building and train all military and civilian personnel in fire prevention classes.

8. Review design and/or modifications of buildings and facilities to ensure compliance with fire codes.

9. Review analyze and investigate all fires to determine cause and take appropriate corrective action to prevent reoccurrence

5273. TRAINING SECTION

1. Administer comprehensive, well planned and executed training programs.

2. Establish requirements for specialized training in HAZMAT, fire prevention, and public safety education.

3. Direct a live fire regional training facility, 100' fire tunnel, indirect attack simulator, multi-attack simulator, 40' flashover simulator, flammable liquid pit, helo rescue simulator, and aircraft fire attack simulator. Direct live fire training to DoD fire personnel, active duty personnel. community college fire academies and municipal fire departments.

4. Determine personnel skills levels through standards, reports, inspections and drills, determine training program requirements (NFPA 1500) through task analysis and performance reviews.

5. Establish annual proficiency level criteria for Engine Companies, Rescue Companies, and HAZMAT Companies.

6. Prepare a training schedule which encompasses all aspects of fire science, theory and practices.

7. Develop assessment programs for all levels in the Fire Department.

8. Administer DoD and State of California fire certification programs.

9. Administer DoD fire incident reporting systems.

10. Administer driver/operator program ensuring compliance of Class B licensing.

5274. MORALE, WELFARE, AND RECREATION DIVISION. Provide active duty military and other authorized patrons with goods and services necessary for their health, comfort, and convenience; provide well-rounded, wholesome athletic leisure time activities to ensure their mental, physical, and social well-being; and provide dining, beverage, and entertainment services. Exercise manage to payroll authority with responsibility for position management, position classification, and civilian compensation of Division personnel billets and operations.

5275. OPERATIONS AND SUPPORT BRANCH

1. Coordinate administrative and personnel support functions for the Division and formulate and monitor execution of appropriated funds for MWR activities.

2. Coordinate civilian personnel matters for the Division. Review position descriptions and billet requirements for the Division, control all personnel actions received from or forwarded to Marine Corps Civilian Human Resources Office-West, Barstow satellite office. Advise supervisors and managers of personnel policies, practices and procedures. Counsel employees regarding civilian personnel matters

3. Coordinate special programs for the Division; e.g., Beneficial Suggestions, Blood Bank, CFC, summer employment program, etc. Serve as facilities liaison, telephone and radio control officer, and monitor Government vehicles assigned to the Division. Provide computer assistance to Division personnel. Coordinate microcomputer requirements and analyze requests for new software and hardware.

4. Administer and coordinate the training requirements and enter TAD orders into system.

5. Coordinate and monitor vulnerability assessments and management control reviews as required.

6. Consolidate budget for labor, supplies, equipment, travel, contracts, and major equipment (PMC) purchases.

7. Oversee the Division appropriated fund financial posture and perform financial analysis of the Special Staff operations. Provide financial management guidance and maintain fiscal records incident to the expenditure of operating materials, services, TAD, and reimbursable work. Maintain status of funds. Prepare requests for increases and decreases in funding authorizations.

8. Administer the Boron Inmate Work Release Program.

5276. FINANCIAL MANAGEMENT BRANCH

1. Mission. Administer and manage non-appropriated fund financial requirements and management information system support for the MWR activities.

2. Functions

a. Provide nonappropriated fund accounting for the Division and Child Development Center.

b. Assist branch managers in formulation and execution of Division nonappropriated fund revenue and non-revenue generated budget.

c. Maintain Division NAF fiscal records incident to the expenditure of operating materials, services, TAD, and reimbursable work.

d. Oversee NAF financial posture of the Division and perform financial analysis of Division operations and provide NAF financial guidance.

5277. RECREATION BRANCH

1. Mission. Provide a wide variety of athletic programs, activities, and facilities to meet the needs of authorized patrons.

2. Functions

a. Operate recreational facilities, including arts and crafts, hobby shops, and miscellaneous other facilities to provide wholesome off-duty activities.

b. Provide information, travel, and ticket services.

c. Provide youth activities services.

d. Operate the MWR recyclable materials program.

e. Administer the operation of private organizations aboard the Base.

f. Perform maintenance on all NAF vehicles.

5278. RETAIL AND SERVICES BRANCH

1. Mission. Provide authorized patrons with articles and services necessary for their health, comfort, and convenience at the lowest practicable cost

2. Functions

a. Provide retail services in the main exchange, seven day store, service station, and branch store.

b. Provide barber, dry cleaning, storage facilities, video rental, vending machine contracting, and other service functions that may be required by patrons.

c. Provide library services.

d. Provide NAF contracting services to all MWR activities.

e. Operate and maintain a central cashier for all MWR NAF activities.

f. Provide bad check collection services and maintain the records for all MWR activities.

5279. FOOD AND HOSPITALITY BRANCH

1. Mission. Provide leisure time dining, bar, and entertainment services to promote and maintain the camaraderie and well-being of military personnel and other authorized patrons.

2. Functions

a. Operate a Base Cafeteria, Oasis Club and Conference Center, NCO/Enlisted Club, Cactus Cafe and mobile catering service.

b. Provide social activities to promote and maintain the camaraderie and well-being of military personnel and other authorized patrons.

c. Operate a temporary lodging facility to meet the needs of transient personnel.

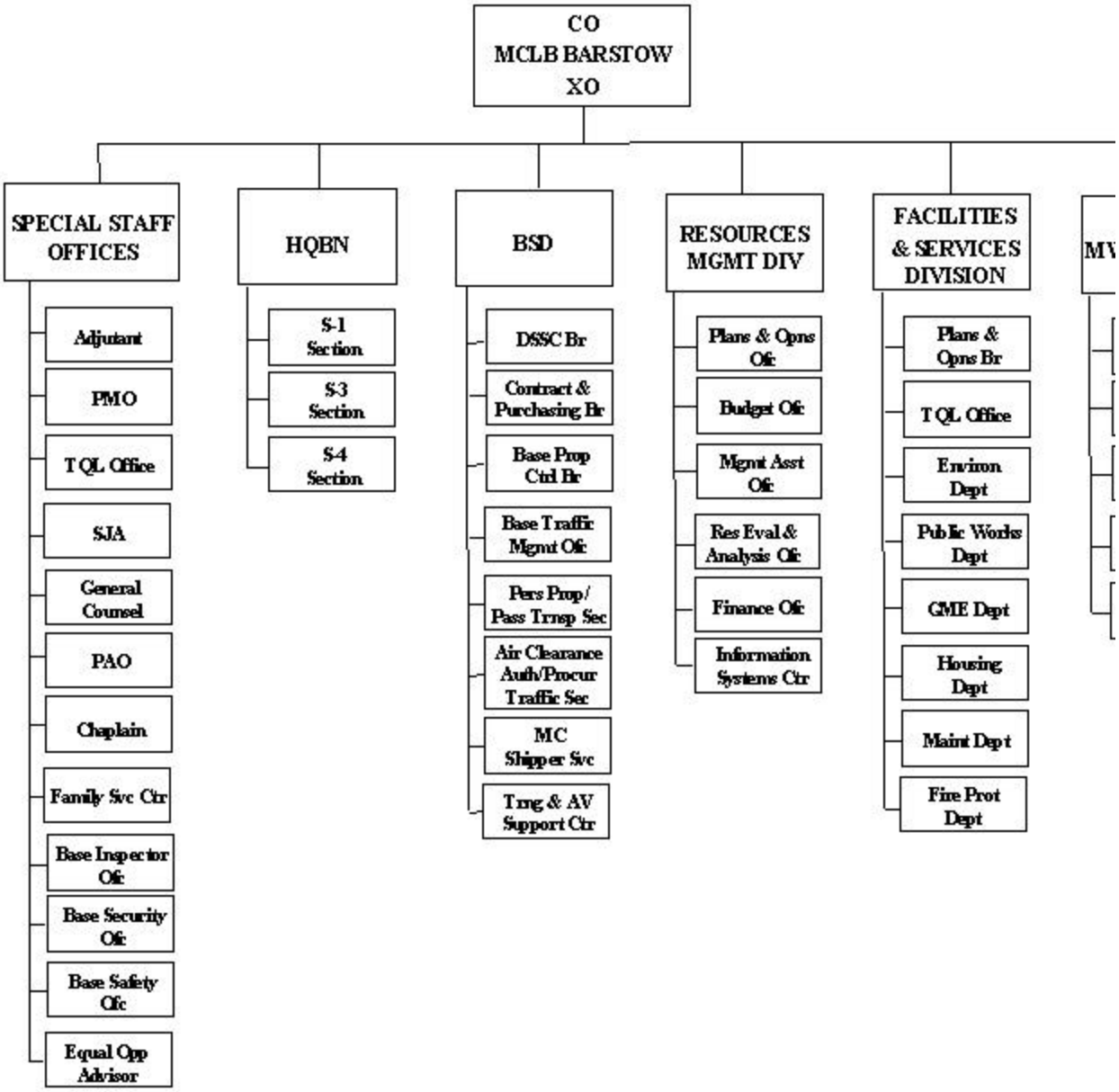

Figure 5-2.--MCLB Barstow Organizational Chart

CHAPTER 5
MARINE CORPS LOGISTICS BASES AND BLOUNT ISLAND COMMAND
SECTION 3: BICMD

5300. BLOUNT ISLAND COMMAND (CODE 90)

1. Mission. Operate as both a subordinate Command and as an executive agent for prepositioning programs. Plan and coordinate the logistics efforts in support of the MPS Program and the Land Prepositioning Program in Norway. Responsible for the maintenance of the MPS assets at BICmd and aboard the 13 deployed ships. Plan for and conduct the download and upload operations at BICmd in support of the cyclic maintenance effort, and coordinate off-loads worldwide in support of emergencies, exercises and contingencies. Conduct the QA Program for, and provide technical direction to, the contracted civilian maintenance firm and the government of Norway. Responsible for the MPS and Norway readiness posture. In addition to authorized personnel, the Command is augmented and supported by MARFOR, Navy, Army, and Coast Guard personnel. (See figure 5-3 for organizational chart.)

2. Functions

a. Develop procedures to effect coordination with various on-site activities at the BICmd supporting the prepositioning programs to ensure timely and economical accomplishment of the assigned mission.

b. Establish procedures to effect the required coordination and support for the MPS Program for activities external to the BICmd and MARCORLOGBASES.

c. Keep the COMMARCORLOGBASES informed of all aspects of the MPS Program through briefings, reports, and by providing information copies of all related correspondence that is not to or via the COMMARCORLOGBASES.

d. Assume duties as "Blount Island Port Area Commander" during periods when MPS ships are in port for off-loading or embarkation to achieve Coast Guard safety coordination regulations.

e. Provide command, control, and/or coordination for all government activities in connection with MPS maintenance cycles.

f. Provide equipment status and attainment to MARFOR Commanders and other DON elements of MPS.

g. Provide accountability for all garrison property assigned to the BICmd and develop maintenance and equipment rotation plans.

h. Provide COMMARCORLOGBASES single POC and interface with MARFOR Commanders for the purpose of planning, coordinating, and executing forces' contingency plans and training exercises.

i. Serve as POC for providing briefings, attending meetings, and formulating sustainability decisions relating to the MPS Program.

j. Develop and publish an SOP to include administrative, property control (less NAVAIR provided assets), public affairs , security, safety and legal procedures, and personal conduct standards for all personnel on site. All procedures established will be in accordance with applicable orders and regulations issued by higher authority.

k. Coordinate the efforts of assigned liaison/support personnel at BICmd.

l. Notify the supported command of surge personnel (Marine Corps and Navy) augmentation requirements and provide billeting, messing and local transportation for surge team.

m. Develop schedules and procedures to coordinate the requirements for MPS ships off-load, maintenance, modernization, stock rotation and embarkation within specified time constraints.

n. Develop immediate and long-range plans for upgrade, utilization and repair of facilities.

o. Develop plans for execution of emergency off-load/embarkment of MPS ships and support for other DoD directed activities at the BICmd.

p. Develop budget input for all MPS maintenance cycle and support activities, less AGSE, naval support equipment and Class V.

q. Develop procedures for and maintain required fiscal accounting records, and prepare fiscal reports required by the COMMARCORLOGBASES. Certify for payment billings received for services/purchases incident to the operation and maintenance of the port and the maintenance cycle related to MPS operations.

r. Coordinate contingency planning with MARFOR Commanders for positioning prepositioned assets and biennial off-load requirements, including replenishment and modernization actions.

s. Coordinate medical support requirements with the CO, Navy Medical Command, Southeast Region, in accordance with the current ISA.

t. Coordinate all traffic management activities associated with the MPS Program.

u. Provide Base support function not available from MCLB Albany as a result of geographical separation.

5301. HEADQUARTERS COMPANY

1. Mission. Provide military leadership, administrative services, training support, physical security and organic support to the Command.

2. Functions

a. Direct, coordinate and plan organic activities associated with internal organizational functions.

b. Plan and coordinate all physical security matters in support of the Command.

c. Provide and coordinate support in the areas of pay, service records, promotions, JUMPS/MMS-Unit Diary support, fitness reports, awards, leave, identification cards for active duty personnel, DEERS enrollment forms. Provide organizational administration in the areas of correspondence files and directives, TAD orders, PCS orders, travel claims, legal matters, and messages. Provide control and coordination of postal matters for the Command. Coordinate and supervise all areas concerning classified material received and held by the Command. Coordinate and conduct other administrative duties.

d. Provide garrison property support to include property accountability, inventory control and supply account management.

e. Provide PME and other training support to Command personnel.

f. Plan and provide communication services for the Command.

g. Provide sick bay and emergency medical support to Command personnel.

5302. STAFF COMPONENTS. The Command staff is comprised of specific administrative or advisory personnel and organizations that report directly to the Command Headquarters (CO and Deputy Director).

5303. FISCAL OFFICE

1. Mission. Provide services as the fiscal advisor and fund administrator to the Command.

2. Functions

a. Perform managerial accounting functions for the Command.

b. Provide time-keeping and civilian payroll administrative services (time and attendance).

c. Certify for payment public invoices.

d. Maintain financial accounting records for all Command FA's.

5304. ENVIRONMENTAL AND SAFETY OFFICE

1. Mission. Plan, develop, and administer environmental protection programs to ensure compliance with applicable pollution prevention and environmental protection laws; federal regulations, DoD, CMC, NAVFAC, state and local government directives and laws. Plan, develop, and administer the Command Safety Program as it relates to industrial operations, motor vehicle safety, industrial hygiene, and radiation protection.

2. Functions

a. Review Command activities to ensure compliance with the Natural Environmental Policy Act, the Clean Air Act, Clean Water Act, Resources Conservation Recovery Act, and Comprehensive Environmental Response, CERCLA.

b. Prepare/ Review environmental assessments.

c. Prepare all DoD, Federal, state, and local environmental reports.

d. Serve as the Command repository for environmental record-keeping.

e. Prepare/review all environmental permits.

f. Monitor base air emission sources for compliance with Air Quality Permit conditions.

g. Monitor storm water flow to ensure compliance with the Command Storm Water Pollution Program.

h. Monitor potable water system to ensure water purity and compliance with the Safe Drinking Water Act.

i. Review contracts to ensure compliance with federal, state, and local health, safety and environmental laws.

j. Oversee all hazardous and nonhazardous waste generation, handling, storage and disposal.

k. Recommend HAZMAT minimization and pollution abatement techniques.

l. Act as Command liaison with federal and state regulatory agencies and provide escorts during all inspections.

m. Coordinate and direct testing of possibly contaminated sites and unidentifiable materials that may be hazardous.

n. Coordinate all required hazardous waste training for Command personnel.

o. Serve as Special Staff Officer to the CO and, in an advisory capacity, to Division Directors.

p. Direct Command mishap investigations, make comprehensive analyses, and prepare reports required by higher authority.

q. Serve as Command representative on all matters pertaining to the OSHA, general safety, industrial hygiene, and radiological arena.

r. Identify work hazard areas. Prescribe personal equipment and/or apparel and appropriate safeguards.

s. Prepare all Command health, safety and environmental orders, directives and regulations.

t. Coordinate with the Security Office in all areas involving traffic engineering, vehicular mishaps, and traffic matters.

u. Coordinate and consult with the Facility Management Committee on all alterations and new construction.

5305. CONTRACTS SUPPORT BRANCH

1. Mission. Responsible for contractual acquisition of the supply and service requirements for Marine Corps Prepositioning Programs, installation support for the Command, and other Federal Government activities as requested. Responsibilities include the planning, execution, and administration of contractual actions to effect the purchase, and secure timely and adequate delivery or performance of required supplies or services.

2. Functions

a. Procure commercial requirements for the Marine Corps in support of MPS and Norway Prepositioning Programs, including equipment maintenance and supplies.

b. Procure requirements for the Marine Corps in support of contracted repair and maintenance of secondary depot reparables and PEI's.

c. Procure industrial air pollution control technology and technical support services.

d. Develop sources, review SOW's, issue solicitations, participate in source selection, and award contracts for assigned program.

e. Responsible for all contract administration functions for assigned programs except those delegated in accordance with acquisition regulations. Coordinate on delegated contractual functions requiring action by the PCO.

f. Coordinate with the Deputy for Small Business with regard to small business, labor surplus, and disadvantaged enterprise programs, and with the Competition Advocate Office on matters affecting the competitive posture of requirements.

g. Delegated full contractual authority from the HCA for unlimited PCO functions as described in the FAR.

h. Represent the Command on all contractual matters relative to the MPS Program, and repair and maintenance of secondary depot reparables and PEI's, including development of acquisition plans.

i. Determine allowability costs and certify vouchers for provisional payment or direct suspension or disapproval of cost and issue Notices of Intent to disallow or not recognize cost.

j. Ensure timely notification by contractors of any anticipated cost overrun or underrun of the estimated cost under each Accounting Classification Record Number. Monitor incurred costs and ensure compliance with special contract cost requirements.

k. Monitor contractor compliance with contract requirements for control and inventory of Government Furnished Property/Equipment, as well as contractor industrial labor relations matters.

l. Review for contractual adequacy the contractor's logistics support, maintenance, modification, VE, QA, and preservation, packaging, and packing programs.

m. Report potential and actual slippage in contractor performance and ensure timely submission of required reports and Contract Data Requirements List deliverables by the contractor.

n. Ensure contractor compliance with small business and small disadvantaged business contracting plans.

o. Evaluate and recommend acceptance/rejection to the PCO of contractor clause(s) and approve/disapprove contractor overtime requests.

p. Consent to placement of subcontracts pursuant to applicable contract clause(s) and approve/disapprove contractor overtime requests.

q. Issue contract modifications under the MPS and other assigned contracts.

r. Participate in award fee process.

5306. OPERATIONS DIVISION (CODE 910)

1. Mission. Plan, coordinate, and conduct the off-load and back-load of MPS for the MMC.

2. Functions

a. Direct and supervise the operational and administrative functions of subordinate Branches.

b. Provide cargo documentation for each vessel loaded by the Command.

c. Plan and coordinate MPS security matters during shipboard operations.

d. Provide coordination for shipboard and Command tours.

e. Coordinate and conduct other operations as may be directed.

5307. INFORMATION SYSTEMS MANAGEMENT BRANCH (CODE 911)

1. Mission. Plan, budget, coordinate, control and execute all IT support requirements associated with the Command's management of the MPS and NALMEB Programs. Responsible for executing that portion of the Command's Quality Control/Assurance Program relative to contracted IT service.

2. Functions

a. Assist, coordinate, and train Command personnel in the efficient utilization of the appropriate IT equipment.

b. Provide necessary hardware support, ensure uninterrupted service regarding the LAN system, PC installation, upgrading of PC's and performance of required maintenance.

c. Provide assistance, as required, in installation and upgrading of software requirements.

d. Act as the Command's single POC for all issues relating to IT services.

e. Plan, coordinate and submit all IT services.

f. Plan and provide all telecommunications services to the Command and outside agencies.

g. Act as the QA supervisor regarding IT equipment.

h. Function as the computer systems security manager.

i. Act as project coordinator for specially-assigned projects.

5308. OPERATIONS BRANCH (CODE 912)

1. Mission. Direct, coordinate and control those activities which involve the off-load and backload of MPS.

2. Functions

a. Plan, coordinate and control port operations of MPS.

(1) Coordinate and submit operations input for MMC letters of instruction.

(2) Coordinate development, preparation and dissemination of off-load and backload schedules for each MPS.

(3) Schedule and conduct off-load and backload coordination conferences for each MPS with all associated external agencies.

(4) Coordinate formulation and transmittal for personnel requirements for security surge teams and MCMC augmentation for each MPS off-load and backload.

(5) Coordinate with appropriate agencies to conduct habitability inspections of MPS surge berthing quarters prior to, and coincidental to termination of, occupancy by surge personnel.

(6) Coordinate movement and staging of supplies and equipment to and from the POE for each MPS off-load and backload.

(7) Coordinate daily operation in the port for each MPS off-load or backload.

(8) Coordinate daily stevedore services through the MTMC representative for each MPS off-load and backload.

(9) Coordinate integration of landward security arrangements with those provided seaward by the Coast Guard.

(10) Coordinate landward preparation pier areas, including access and egress routes, with the Coast Guard in connection with issuance of the permit to handle HAZMAT for each MPS.

b. Coordinate development, preparation assistance and execution of MPS load plans. Validate compliance of mobile loads with specific stow location height/width/weight restrictions and inspection adequacy of mobile loaded cargo restraints.

c. Coordinate visits to BICmd. Record and document all visitations for historical purposes, and ensure that such documentation is included in the annual command chronology.

d. Interface with MARFOR Commanders for the purpose of planning, coordinating, and executing operating forces' contingency plans and training exercises.

e. Provide technical assistance and advisory teams support to MARFOR as requested

f. Responsible for GCCS operations and planning.

5309. LOGISTICS DIVISION

1. Mission. Plan, develop, coordinate, control and execute all logistical support requirements associated with the Marine Corps prepositioning programs.

2. Functions

a. Coordinate planning of personal requirements and personnel rotation associated with maintenance of assets aboard MPS for all prepositioning aviation, ground, and naval support equipment.

b. Provide direction for the COR for the MPS maintenance contract.

c. Maintain Norway prepositioning and MPS schedules for purposes of planning maintenance/modification and asset rotation requirements.

d. Develop, promulgate and analyze management reports for the primary purpose of maintaining supply inventory and technical data accuracy for all prepositioning programs.

e. Develop reports and provide continuous visibility of attainment levels in all classes of supply for mobility enhancement/prepositioning programs.

f. Provide assistance to other agencies as required in monitoring asset visibility and maintaining MPS and Norway materiel in a condition of readiness.

g. Visit major Marine Corps commands and other organizations or locations to provide briefings, attend meetings, and formulate sustainability decisions relating to prepositioning programs.

h. Provide quality assurance data to the contract administrator for commercial contract performance evaluation.

i. Provide equipment status and attainment to MARFOR Commanders and DON elements.

j. Coordinate contingency planning with MARFOR Commanders for positioning prepositioning assets for off-load, including replenishment and modernization actions.

k. Act as the Executive Agent for both planning and coordinating the MPS government-contracted maintenance cycle conducted in or out of the continental United States.

l. Act as Executive Agent for COMMARCORLOGBASES for planning and coordinating all logistical matters related to prepositioned equipment and supplies for Norway.

m. Perform life-cycle management for over 11,000 ISO cargo containers valued at approximately $100 million.

(1) Serve as COR on each procurement contract.

(2) Perform QA functions of prime contractors, subcontractors and weapons stations' efforts.

(3) Direct, schedule and coordinate training requirements for Command and prime contractor related to ISO cargo containers.

(4) Authorize loans, transfers and disposal of ISO cargo containers.

n. Serve as the lead planner, in conjunction with the FMF, for all MPS planning.

5310. NAVY SUPPORT MANAGEMENT BRANCH

1. Mission. Serve as Command coordinator for all NSE planning, supply support, maintenance and funds management for prepositioning TA-55. Determine and provide support and oversight services, as necessary, for the TA-56 assault follow-on echelon.

2. Functions

a. Plan, determine and validate NSE requirements, monitor execution of Navy MPS plans, and coordinate all required Command NSE support.

b. Receive NSE MMC requirements from supported beach group, validate requirements against the TA and provide appropriate tasking to the MCMC.

c. Determine the NSE SOW and technical requirements for required logistical support to

be performed by contractors in support of NSE prepositioning missions.

d. Monitor all contractor-provided services, less shipboard, in support of TA-55 and TA-56.

e. Provide equipment status reports to CinC's, MARFOR Commanders and DON elements.

f. Coordinate formulation and execution of all ISA's, memorandums of understanding or MIPR work requirements for NSE assets.

g. Coordinate contingency planning with Navy units for positioning assets, for offload, including replenishment and modernization items.

h. Develop, promulgate and analyze management reports for the primary purpose of maintaining supply inventory and technical data accuracy for all NSE prepositioning assets.

i. Report to the Contracting Officer on contractor NSE performance under the award fee provisions of the maintenance contract.

5311. GROUND SUPPORT MANAGEMENT BRANCH

1. Mission. Plan, coordinate, execute, and monitor all logistical and maintenance group support requirements associated with the Marine Corps NALMEB and MPS Programs. Execute the BICmd QA program for ground assets undergoing the MMC, prepositioned afloat and in Norway. Maintain and update File 85/MDSS II automated records on all equipment and supplies associated with the NALMEB and MPS Programs. Serve as the interface between BICmd and the supported MEF Commander's liaison and RAC teams during their MMC.

2. Functions

a. Attain all supplies and equipment designated by HQMC for prepositioning programs.

b. Perform all requisite maintenance on equipment to be prepositioned.

c. Perform QA on all actions performed on ground prepositioning equipment.

d. Attain, perform maintenance and QA on all medical equipment and supplies associated with the prepositioning programs.

e. Induct, maintain and update File 85/MDSS II automated records on all equipment and supplies associated with the prepositioned programs.

f. Serve as interface between BICmd and the supported MEF Commanders' liaison and RAC teams during their MMC.

g. Receive MMC requirements from the supported MEF, validate requirements against NAVMC 2907 and provide guidance to the MCMC.

h. Plan, coordinate and monitor the COR activities.

5312. AVIATION SUPPORT MANAGEMENT BRANCH

1. Mission. Act as agent for the CO, BICmd for aviation, coordinate and execute attainment and maintenance of AGSE and EAF for the MPS Program and the Fourth MAW MALSP AGSE stored at BICmd.

2. Functions

a. Oversee civilian contractor maintenance performed by the contractor field team on all AGSE for the MPS Program.

b. Oversee the maintenance, preservation and storage of MALSP AGSE by Fourth MAW personnel assigned to BICmd.

c. Coordinate with Naval Air Systems Command, HQMC (ASL, BICmd and MARFOR on funding, attainment and maintenance issues for AGSE loaded aboard MPS.

d. Coordinate with Naval Air Systems Command (PMA260), HQMC (ASL), Fourth MAW (ALD), MARCORLOGBASES, and BICmd for maintenance, funding and storage issues for the Fourth MAW aviation MALSP item stored at BICmd

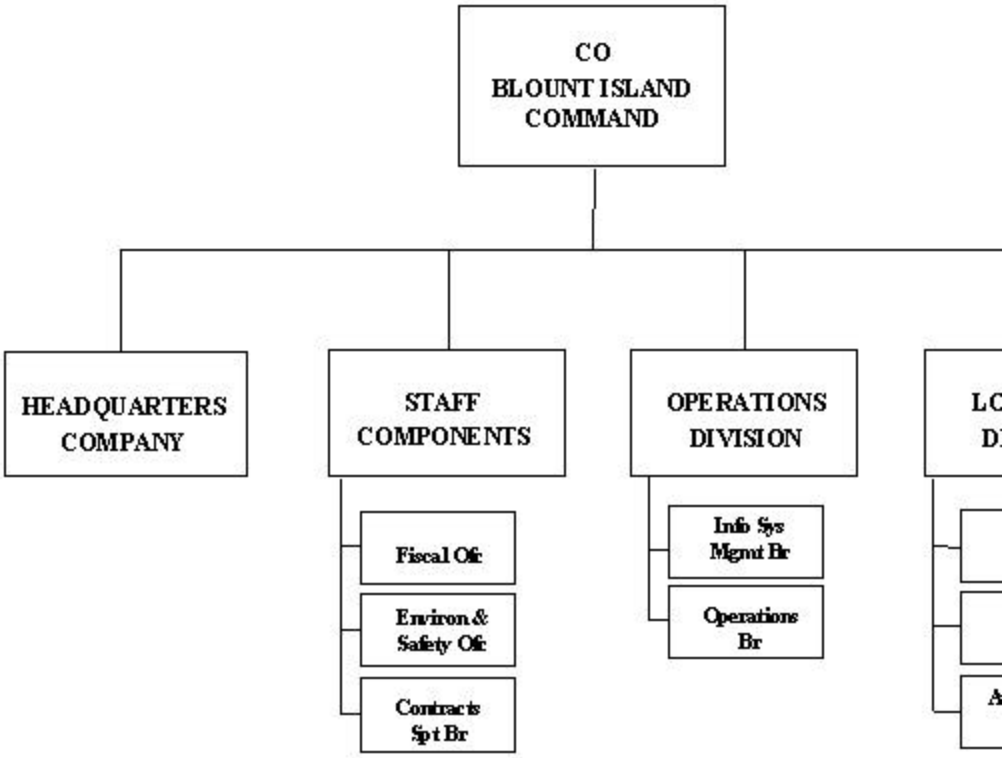

Figure 5-3.--BICmd Organizational Chart

APPENDIX A
LIST OF FAMILIAR ACRONYMS AND ABBREVIATIONS
(ALPHABETIZED BY LONG TITLE)

1. The following is a list of acronyms/abbreviations and long titles. Long titles cited in a general sense are in the lowercase form, but official titles are capitalized, as shown below.

ACRONYM/ LONG TITLE	ABBREVIATION
Abbreviated Acquisition Paper	AAP
Acquisition Method Code	AMC
Acquisition Method Suffix Code	AMSC
Activity Address Directory	AAD
Actual Expense Allowance	AEA
American College Testing	ACT
Application Program Set	APS
Appropriated Fund	APF
Approved Acquisition Objective	AAO
Asset Tracking for Logistics and Supply Systems	ATLASS
Automated Data Processing	ADP
Automated Data Processing Equipment	ADPE
Automated Digital Information Network	AUTODIN
Automated Information Systems	AIS
Automated Problem Reporting System	APRS
Automatic Test Equipment	ATE
Automatic Test Equipment Program	ATEP
Automatic Test Support	ATSU
Aviation Ground Support Equipment	AGSE
Bachelor Enlisted Quarters	BEQ

ACRONYM/
LONG TITLE ABBREVIATION
Base Area Network BANYAN

Base Order BO

Base Realignment And Closure BRAC

Base Support Division BSD

Basic Allowance For Quarters BAQ

Blanket Purchase Agreement BPA

Blount Island Command BICmd

Budget Project BP

Business Process Improvement BPI

Calibration and Maintenance Program CAMP

Capital Purchase Program CPP

Care-in-store CIS

Cataloging Action Request CAR

Central Design Activity CDA

Central Design and Programming Activity CDPA

Chief of Staff C/S

Civilian Employee Assistance Program CEAP

Clothing And Textiles C&T

Collateral Material CM

College Level Examination Program CLEP

Commandant of the Marine Corps CMC

Command Management Information System CMIS

Commander in Chief CinC

Commanding General CG

ACRONYM/ LONG TITLE	ABBREVIATION
Commander, Marine Corps Logistics Bases	COMMMARCORLOGBASES
Commanding General, Marine Corps School	CG MARSCHOOL
Commanding Officer	CO
Commercial Activities	CA
Communication-Electronic/Missile Division	CE/MD
Comprehensive Environmental Resource Compensation Liability Act	CERCLA
Computer Aided Embarkation Management System	CAEMS
Computer Associates-Top Secret Security	CA-TSS
Computer-aided Acquisition And Logistics Support	CALS
Continuity Operation Plan	COOPLAN
Contracting Officer's representative	COR
Contracts Department Document Control System	CDDCS
Control Item File	CIF
Controlled Cryptographic Items	CCI
Controlled Inventory Item Code	CIIC
Corporate Information Management	CIM
Corporate Information Management Requirements Integration Office	CIMRIO
Data Base Administrator	DBA

Data Base Manager DBM

Data Dictionary DD

Defense Activity for Non-Traditional Education Support DANTES

Defense Automatic Addressing System DAAS

Defense Business Operations Fund DBOF

Defense Civilian Pay System DCPS

Defense Commercial Telecommunications Network DCTN

ACRONYM/
LONG TITLE ABBREVIATION

Defense Data Network DDN

Defense Emergency Supply Expert System DESEX

Defense Enrollment Eligibility Reporting System DEERS

Defense Finance and Accounting Service DFAS

Defense Inactive Item Program DIIP

Defense Information Services Organization DISO

Defense Information Systems Agency DISA

Defense Information System Network DISN

Defense Integration Support Tool DIST

Defense Logistics Agency DLA

Defense Logistics Services Center DLSC

Defense Master Work Schedule DMWS

Defense Performance Review DPR

Defense Personnel Support Center DPSC

Defense Retail Insterservice Support DRIS

Defense Reutilization and Marketing Office DRMO

Defense Support Division DSD

Defense Switched Network DSN

Deficiency Reporting System DRS

Department Control Administrator DCA

Department of Defense DoD

DoD Activity Address Code DoDAAC

DoD Activity Address Directory DoDAAD

Department of the Navy DON

Department of the Navy Stock Fund DONSF

ACRONYM/
LONG TITLE ABBREVIATION

Depot Level Maintenance Program DLMP

Depot Level Reparables DLR

Depot Maintenance Business Area DMBA

Depot Maintenance Interservice DMI

Depot Maintenance Interservice Support Agreement DMISA

Depot Maintenance Management System DMMS

Depot Maintenance Subsystem or Support System DMSS

Depot Maintenance Work Requirement DMWR

Deputy Commander for Logistics Operations DCLO

Detail Design Specification DDS

Diagnostic Test Routines DTR

Direct Support Stock Control DSSC

Division Control Administrator VCA

Drug Abuse Resistance Education DARE

Drug Free Workplace DFWP

Efficiency Review ER

Electromagnetic Environmental Effects E3

Electronic Commerce/electronic Data Interchange EC/EDI

Electronic Data Interchange EDI

Electronic Point Of Sales EPOS

Electronic Technical Publication System ETPS

Engineering Support Activity ESA

Enhanced Equipment Allowance Pool EEAP

Enterprise Information System EIS

Equal Employment Opportunity EEO

ACRONYM/
LONG TITLE ABBREVIATION

Essex Replacement Program ERP

Executive Steering Committee ESC

Executive Steering Group ESG

Expense Operating Budget EOB

Facilities And Equipment Maintenance FEM

Facilities and Services F&S

Federal Acquisition Regulation FAR

Federal Item Identification Guide FIIG

Federal Information Resources Management Regulations FIRMR

Federal Logistics FEDLOG

Federal Logistics Information System FLIS

Federal Post Card Application FPCA

Federal Prison Industries UNICOR

Federal Supply Class FSC

Field Maintenance Branch FMB

Financial Information Pointer FIP

Fire And Emergency Services FES

First Article Test FAT

Fleet Marine Forces FMF

Fleet Support Center Albany FSCA

Fleet Support Center Barstow FSCB

Foreign Military Sales FMS

Freedom of Information Act FOIA

Functional Economic Analysis FEA

Functional Requirements Definition FRD

ACRONYM/
LONG TITLE ABBREVIATION

Fund Administrator FA

Garrison Mobile Equipment GME

General Accounting Office GAO

General Design Specification GDS

General Services Administration GSA

Global Command Support System GCSS

Government Furnished Equipment/government Furnished Materiel GFE/GFM

Hazardous Material Information System HMIS

Head of Contracting Activity HCA

Headquarters Battalion HQBN

Headquarters Marine Corps HQMC

Human Resources Office HRO

Identification Number ID

Industrial Preparedness Program PP

Infantry Weapon Gage Calibration Exchange Program IWGCEP

Information Report Distribution System INFOPAC

Information Resource Management IRM

Information Resources Management Directorate IRMD

Information Systems Coordinator ISC

Information Technology IT

Initial Issue Provisioning IIP

Initial Operating Site IOS

Inspect/repair Only As Necessary IROAN

Inspector General of the Marine Corps IGMC

Inspector-instructor I-I

ACRONYM/
LONG TITLE ABBREVIATION

Installations and Logistics I&L

Integrated Electronic Technical Manual IETM

Interchangeability And Substitutability I&S

Integrated Logistics Support ILS

Integrated Logistics Support Directorate ILSD

Integrated Logistics Support Management Team ILSMT

Integrated Logistics Support Plan ILSP

Integrated Material Manager IMM

Integrated Product Team IPT

Integrated Support Plan ISP

Integrated Technical Item Management and Procurement System ITIMP

International Standards Organization ISO

International Merchant Purchase Authorization Card IMPAC

Interservice Support Agreement ISA

Inventory Control Point ICP

Item Locator File ILF

Job Control Language JCL

Joint Continuous Acquisition and Life Cycle Support JCALS

Joint Depot Maintenance Analysis Group JDMAG

Joint Engineering Data Management Information Control System JEDMICS

Joint Interservice Regional Support Group JIRSG

Joint Logistics Systems Command JLSC

Joint Operational Planning and Execution System JOPES

Joint Policy Coordinating Group of Depot Maintenance JPCG-DM

Joint Policy Maintenance Group JPMG

ACRONYM/
LONG TITLE ABBREVIATION

Joint Process Improvement Working Group JPIWG

Joint Technology Exchange Group JTEG

Joint Uniform Military Pay System JUMPS

Judge Advocate General JAG

Justification And Approval J&A

Key Implementation Team KIT

Labor Surplus Area LSA

Letter Of Adoption And Procurement LAP

Letter Of Offer And Acceptance LOA

Level Of Repair Analysis LORA

Life Cycle Management LCM

Light Amplification By Simulated Emission Of Radiation LASER

Link Library (executable modular library) LINKLIB

Load Library (load modular library) LOADLIB

Local Activity Code LAC

Local Area Network LAN

Logistics Applications Of Automated Marking And Reading Symbols LOGMARS

Logistics Automated Information System LOGAIS

Logistics Bases LOGBASES

Logistics Center Operations LCO

Logistics Center Operations Office LCOO

Logistics Data Management Code LDMC

Logistics Data Management Division LDMD

Logistics Element Management LEM

Logistics Information System LIS

ACRONYM/
LONG TITLE ABBREVIATION

Logistics Operations Office LOO

Logistics Readiness Coordination Center LRCC

Logistics Support Analysis Record LSAR

Logistics Systems Support Office LSSO

Lubrication Instruction LI

Maintenance Division MD

Maintenance Interservice Support Management Office MISMO

Maintenance Management Officer MMO

Maintenance Planning And Execution MP&E

Managed-on-the-job Training MOJT

Management Echelon Code MEC

Management Plan MPLAN

Manpower Management System MMS

Manufacturer Resource Planning II MRPII

Marine Air/Ground Task Force MAGTF

Marine Air/Ground Task Force Logistics Automated Information System MAGTF II\LOGAIS

MAGTF Data Library MDL

Marine Aircraft Wing MAW

Marine Aviation Logistics Support Program MALSP

Marine Battle Skills Training MBST

Marine Corps Automated Readiness Evaluation System MARES

Marine Corps Combat Development Command MCCDC

Marine Corps Data Network MCDN

Marine Corps Depot Maintenance MCDM

Marine Corps Industrial Fund MCIF

ACRONYM/
LONG TITLE ABBREVIATION

Marine Corps Institute MCI

Marine Corps Integrated Maintenance Management System MIMMS

Marine Corps Logistics Base MCLB

Marine Corps Logistics Bases MARCORLOGBASES

Marine Corps Maintenance Contractor MCMC

Marine Corps Obligation Validation MOV

Marine Corps Order MCO

Marine Corps Reserve MCR

Marine Corps System Command MARCORSYSCOM

Marine Expeditionary Force MEF

Marine Forces MARFOR

Marine Forces Reserve MARFORRES

Maritime Prepositioned Forces MPF

Maritime Prepositioning Ships MPS

MPS Maintenance Cycle MMC

Master Header Information File MHIF

Master Work Program MWP

Master Work Schedule MWS

Materiel Capability Decision Support System MCDSS

Material Fielding Plan MFP

Material Handling Equipment MHE

Material Management Standard Systems MMSS

Materiel And Services M&S

Materiel Release Order MRO

Materiel Returns Program MRP

ACRONYM/
LONG TITLE ABBREVIATION

Mechanization of Warehousing and Shipment Process MOWASP

Message Deployment Support System MDSS II

Message Distribution System MDS

Military Construction MILCON

Military Integrated Logistics System MILS

Military Interdepartmental Purchasing Request MIPR

Military Occupational Speciality MOS

Military Sealift Command MSC

Military Shipment Labeling System MSLS
Military Traffic Management Command MTMC

Mobile Equipment/Ordnance Center ME/OC

Modification Instruction MI

Modification Of Allowance MOA

Morale, Welfare and Recreation Division MWR

Most Efficient Organization MEO

Military Standard Requisitioning and Issue Procedures MILSTRIP

Military Standard Transaction Reporting and Accounting Procedures MILSTRAP

Military Supply and Transportation Evaluation Process MILSTEP

National Performance Review NPR

National Stock Number NSN

Naval Criminal Investigative Service NCIS

Naval Surface War Center NAVSURWARCEN

Naval Support Equipment NSE

Navy Facilities Engineering Command NAVFAC

Navy Working Capital Fund NWCF

ACRONYM/
LONG TITLE ABBREVIATION

Non-appropriated Fund NAF

Non-appropriated Fund Instrumentality NAFI

Noncommissioned Officer NCO

Nonconsumable Item Materiel Support Code NIMSC

Nonconsumable Item Program NIP

Norway Air Landed Marine Expeditionary Brigade NALMEB

Nuclear, Biological And Chemical NBC

Occupational Safety and Health Act OSHA

Office of Personnel Management OPM

Office of Secretary of Defense OSD

Officer Qualification Record OQR

Operation And Maintenance O&M

Operation And Maintenance, Marine Corps O&M,MC

Operation And Maintenance, Marine Corps Reserve O&M,MCR

Operation Plan OPLAN

Operational Control OPCON

Operational Readiness Float ORF

Operational Test Code OTC

Operational Test Program Set OTPS

Operating Target OPTAR

Order And Shipping Time OST

Outside Continental United States OCONUS

Ozone Depletion Substance ODS

Performance Work Statement PWS

Permanent Change Of Station PCS

ACRONYM/
LONG TITLE ABBREVIATION

Permanent Marine Corps Uniform Board PMCUB

Personal Computer PC

Personal Property Government Bill Of Lading PPGBL

Physical Tear-down Logistics Demonstration PTLD

Planning Estimate Holder PEH

Point Of Contact POC

Port Of Embarkation POE

Prepositioned War Reserve PWR

Prepositioning Programs Support Directorate PPSD

Preservation, Packaging, and Packing P3

Price And Availability P&A

Primary Inventory Control Activity PICA

Principal Director PD

Principal End Item PEI

Problem Change Management PCM

Process Action Team PAT

Process Improvement Form PIF

Processor Library PROCLIB

Procurement Management Review PMR

Procurement Marine Corps PMC

Procurement Source Code PSC

Procuring Contracting Officer PCO

Product Quality Deficiency Reporting PQDR

Program Element Number PEN

Program Objective Memorandum POM
ACRONYM/
LONG TITLE ABBREVIATION

Provisioning Technical Documentation PTD

Provost Marshal Office PMO

Public Affairs Office PAO

Purchase Identification Description PID

Quality Assurance QA

Quality Leadership Board QLB

Radioactivity Detection Identification And Computation RADIAC

Readiness Acceptance Check RAC

Real Time Automated Personnel Identification System RAPIDS

Regional Automated Services Center RASC

Re-inventing Government RIG

Reliability, Availability And Maintainability RAM

Reliability Centered Maintenance RCM

Remote Storage Activity RSA

Repair Cycle Time RCT

Replacement And Evacuation R&E

Report Of Discrepancy ROD

Resource Evaluation and Analysis Office REAO

Scholastic Assessment Test SAT

Secondary Depot Reparable SDR

Secondary Inventory Control Activity SICA

Secretary of the Navy SecNav

Secured Telephone Unit, Third Generation STUIII

Security Assistance Program SAP

Service Item Control Center SICC

ACRONYM/
LONG TITLE ABBREVIATION

Service Level Agreement SLA

Service Record Book SRB

Shelf-life Code SLC

Shopping List Line Item Number SLLIN

Small Business Administration SBA

Source Maintenance Recoverability Code SMRC

Source Of Repair SOR

Source Of Supply SOS

Spares Acquisition Value Enhancement SAVE

Special Education Program SEP

Staff Judge Advocate SJA

Standard Accounting and Budgeting Reporting System SABRS

Standard Installation Topic Exchange Service SITES

Standard Operating Procedure SOP

Standard Procurement System SPS

Standard Unit Price SUP

Statement Of Work SOW

Stock Control System SCS

Stock List SL

Storage and Distribution Directorate S&DD

Storage Distribution System SDS

Stores Account Code SAC

Supply Instruction SI

Supply Management Business Area SMBA

Supply Support Program SSP

ACRONYM/
LONG TITLE ABBREVIATION

Supply Support Request SSR

Supply System Responsibility Item SSRI

Supported Activities Supply SASSY

Survey Instrument Exchange Program SIEP

System Change Request SCR

System In Library SYSINLIB

System Modification Request SMR

Table Of Allowance TA

Table of Authorized Material Control Number TAMCN

Table Of Equipment T/E

Table Of Organization T/O

Technical Data Management Systems TDMS

Technical Instruction TI

Temporary Additional Duty TAD

Terminal Area Security Officer TASO

Test Designated Position TDP

Test Measurement And Diagnostic Equipment TMDE

Test Measurement and Diagnostic Equipment/Small Missile System TMDE/SMS

Test Program Sets TPS

Tool Inventory Management Application TIMA

Top Secret TSS

Total Quality Leadership TQL

Transportation Coordinators' Automated Information for Movements TC-AIMS

Transportation Management System TMS

Unit Of Issue UI

ACRONYM/
LONG TITLE ABBREVIATION

United States Marine Corps USMC

User's Manual UM

User Logistics Support Summary ULSS

Unit Level Circuit Switch ULCS

Value Engineering VE

Video Teleconferencing VTC

Volatile Organic Compounds VOC

War Materiel Requirements WMR

War Reserve Materiel Requirements WRMR

War Reserve System WRS

Warehouse Support System WSS

Weapon System Equipment WS/E

Weapon System Equipment Management WS/EM

Weapon Systems Manager WSM

Weapons System Integrated Materiel Manager WIMM

Weapon System Support Program WSSP

WIR On Line Process Handler WOLPH

World Wide Military Command and Control System WWMCCS

APPENDIX B
LIST OF FAMILIAR ACRONYMS AND ABBREVIATIONS
(ALPHABETIZED BY ACRONYM/ABBREVIATON)

1. The following is a list of acronyms/abbreviations and long titles. Long titles cited in a general sense are in the lowercase form, but official titles are capitalized, as shown below.

ACRONYM/ ABBREVIATION	LONG TITLE
AAD	activity Address Directory
AAO	approved Acquisition Objective
AAP	Abbreviated Acquisition Paper
ACT	American College Testing
ADP	Automated Data Processing
ADPE	Automated Data Processing Equipment
AEA	Actual Expense Allowance
AGSE	Aviation Ground Support Equipment
AIS	Automated Information Systems
AMC	Acquisition Method Code
AMSC	Acquisition Method Suffix Code
APF	Appropriated Fund

APRS Automated Problem Reporting System

APS Application Program Set

ATE Automatic Test Equipment

ATEP Automatic Test Equipment Program

ATLASS Asset Tracking for Logistics and Supply Systems

ATSU Automatic Test Support

AUTODIN Automated Digital Information Network

BANYAN Base Area Network

ACRONYM/
ABBREVIATION LONG TITLE

BAQ Basic Allowance For Quarters

BEQ Bachelor Enlisted Quarters

BICmd Blount Island Command

BO Base Order

BP Budget Project

BPA Blanket Purchase Agreement

BPI Business Process Improvement

BRAC Base Realignment And Closure

BSD Base Support Division

C/S Chief of Staff

C&T clothing And Textiles

CA Commercial Activities

CA-TSS Computer Associates-Top Secret Security

CAEMS Computer Aided Embarkation Management System

CALS Computer-aided Acquisition And Logistics Support

CAMP Calibration and Maintenance Program

CAR Cataloging Action Request

CCI Controlled Cryptographic Items

CDA Central Design Activity

CDDCS Contracts Department Document Control System

CDPA Central Design and Programming Activity

CE/MD Communication-Electronic/Missile Division

CEAP Civilian Employee Assistance Program

CERCLA Comprehensive Environmental Resource Compensation Liability Act

CG Commanding General

ACRONYM/
ABBREVIATION LONG TITLE

CG MARSCHOOL Commanding General, Marine Corps School

CIF control Item File

CIIC Controlled Inventory Item Code

CIM Corporate Information Management

CIMRIO Corporate Information Management RequirementsIntegration Office

CinC Commander in Chief

CIS Care-in-store

CLEP College Level Examination Program

CM Collateral Material

CMC Commandant of the Marine Corps

CMIS Command Management Information System

CO Commanding Officer

COMMARCORLOGBASES Commander, Marine Corps Logistics Bases

COOPLAN Continuity Operation Plan

COR Contracting Officer's representative

CPP Capital Purchase Program

DAAS Defense Automatic Addressing System

DANTES Defense Activity for Non-Traditional Education Support

DARE Drug Abuse Resistance Education

DBA Data Base Administrator

DBM Data Base Manager

DBOF Defense Business Operations Fund

DCA Department Control Administrator

DCLO Deputy Commander for Logistics Operations

DCPS Defense Civilian Pay System

ACRONYM/
ABBREVIATION LONG TITLE

DCTN Defense Commercial Telecommunications Network

DD Data Dictionary

DDN Defense Data Network

DDS Detail Design Specification

DEERS Defense Enrollment Eligibility Reporting System

DESEX Defense Emergency Supply Expert System

DFAS Defense Finance and Accounting Service

DFWP Drug Free Workplace

DIIP Defense Inactive Item Program

DISA Defense Information Systems Agency

DISN Defense Information System Network

DISO Defense Information Services Organization

DIST Defense Integration Support Tool

DLA Defense Logistics Agency

DLMP Depot Level Maintenance Program

DLR depot Level Reparables

DLSC Defense Logistics Services Center

DMBA Depot Maintenance Business Area

DMI Depot Maintenance Interservice

DMISA depot Maintenance Interservice Support Agreement

DMMS Depot Maintenance Management System

DMSS Depot Maintenance Subsystem or Support System

DMWR depot Maintenance Work Requirement

DMWS Defense Master Work Schedule

DoD Department of Defense

ACRONYM/
ABBREVIATION LONG TITLE

DoDAAC DoD Activity Address Code

DoDAAD DoD Activity Address Directory

DON Department of the Navy

DONSF Department of the Navy Stock Fund

DPR Defense Performance Review

DPSC Defense Personnel Support Center

DRIS Defense Retail Insterservice Support

DRMO Defense Reutilization and Marketing Office

DRS deficiency Reporting System

DSD Defense Support Division

DSN Defense Switched Network

DSSC Direct Support Stock Control

DTR Diagnostic Test Routines

E3 Electromagnetic Environmental Effects

EC/EDI Electronic Commerce/electronic Data Interchange

EDI electronic Data Interchange

EEAP enhanced Equipment Allowance Pool

EEO Equal Employment Opportunity

EIS enterprise Information System

EOB Expense Operating Budget

EPOS Electronic Point Of Sales

ER Efficiency Review

ERP Essex Replacement Program

ESA Engineering Support Activity

ESC Executive Steering Committee

ACRONYM/
ABBREVIATION LONG TITLE

ESG Executive Steering Group

ETPS Electronic Technical Publication System

F&S Facilities and Services

FA Fund Administrator

FAR Federal Acquisition Regulation

FAT first Article Test

FEA Functional Economic Analysis

FEDLOG Federal Logistics

FEM facilities And Equipment Maintenance

FES Fire And Emergency Services

FIIG Federal Item Identification Guide

FIP Financial Information Pointer

FIRMR Federal Information Resources Management Regulations

FLIS Federal Logistics Information System

FMB Field Maintenance Branch

FMF Fleet Marine Forces

FMS Foreign Military Sales

FOIA Freedom of Information Act

FPCA Federal Post Card Application

FRD Functional Requirements Definition

FSC Federal Supply Class

FSCA Fleet Support Center Albany

FSCB Fleet Support Center Barstow

GAO General Accounting Office

GCSS Global Command Support System

ACRONYM/
ABBREVIATION LONG TITLE

GDS General Design Specification

GFE/GFM Government Furnished Equipment/government Furnished Materiel

GME Garrison Mobile Equipment

GSA General Services Administration

HCA Head of Contracting Activity

HMIS Hazardous Material Information System

HQBN Headquarters Battalion

HQMC Headquarters Marine Corps

HRO Human Resources Office

I-I Inspector-instructor

I&L Installations and Logistics

I&S Interchangeability And Substitutability

ICP Inventory Control Point

ID Identification Number

IETM Integrated Electronic Technical Manual

IGMC Inspector General of the Marine Corps

IIP Initial Issue Provisioning

ILF Item Locator File

ILS Integrated Logistics Support

ILSD Integrated Logistics Support Directorate

ILSMT Integrated Logistics Support Management Team

ILSP Integrated Logistics Support Plan

IMM Integrated Material Manager

IMPAC International Merchant Purchase Authorization Card

INFOPAC Information Report Distribution System

ACRONYM/
ABBREVIATION LONG TITLE

IOS Initial Operating Site

IPP Industrial Preparedness Program

IPT Integrated Product Team

IRM Information Resource Management

IRMD Information Resources Management Directorate

IROAN Inspect/repair Only As Necessary

ISA Interservice Support Agreement

ISC Information Systems Coordinator

ISO International Standards Organization

ISP Integrated Support Plan

IT Information Technology

ITIMP Integrated Technical Item Management and Procurement System

IWGCEP Infantry Weapon Gage Calibration Exchange Program

J&A Justification And Approval

JAG Judge Advocate General

JCALS Joint Continuous Acquisition and Life Cycle Support

JCL Job Control Language

JDMAG Joint Depot Maintenance Analysis Group

JEDMICS Joint Engineering Data Management Information Control System

JIRSG Joint Intrservice Regional Support Group

JLSC Joint Logistics Systems Command

JOPES Joint Operational Planning and Execution System

JPCG-DM Joint Policy Coordinating Group of Depot Maintenance

JPIWG Joint Process Improvement Working Group

JPMG Joint Policy Maintenance Group

ACRONYM/
ABBREVIATION LONG TITLE

JTEG Joint Technology Exchange Group

JUMPS Joint Uniform Military Pay System

KIT Key Implementation Team

LAC local Activity Code

LAN Local Area Network

LAP Letter Of Adoption And Procurement

LASER Light Amplification By Simulated Emission Of Radiation

LCM Life Cycle Management

LCO Logistics Center Operations

LCOO Logistics Center Operations Office

LDMC Logistics Data Management Code

LDMD Logistics Data Management Division

LEM Logistics Element Management

LI Lubrication Instruction

LINKLIB Link Library (executable Modular Library)

LIS logistics Information System

LOA Letter Of Offer And Acceptance

LOADLIB Load Library (load modular library)

LOGAIS Logistics Automated Information System

LOGBASES Logistics Bases

LOGMARS Logistics Applications Of Automated Marking And Reading Symbols

LOO Logistics Operations Office

LORA Level Of Repair Analysis

LRCC Logistics Readiness Coordination Center

LSA Labor Surplus Area

ACRONYM/
ABBREVIATION LONG TITLE

LSAR Logistics Support Analysis Record

LSSO Logistics Systems Support Office

M&S Materiel And Services

MAGTF Marine Air/Ground Task Force

MAGTF II\LOG AIS Marine Air/Ground Task Force Logistics Automated Information System

MALSP Marine Aviation Logistics Support Program

MARCORLOGBASES Marine Corps Logistics Bases

MARCORSYSCOM Marine Corps System Command

MARES Marine Corps Automated Readiness Evaluation System

MARFOR Marine Forces

MARFORRES Marine Forces Reserve

MAW Marine Aircraft Wing

MBST Marine Battle Skills Training

MCCDC Marine Corps Combat Development Command

MCDM Marine Corps depot maintenance

MCDN Marine Corps data network

MCDSS Materiel Capability Decision Support System

MCI Marine Corps Institute

MCIF Marine Corps industrial fund

MCLB Marine Corps Logistics Base

MCMC Marine Corps maintenance contractor

MCO Marine Corps order

MCR Marine Corps Reserve

MD Maintenance Division

ACRONYM/
ABBREVIATION LONG TITLE

MDL MAGTF Data Library

MDS Message Distribution System

MDSS II Message Deployment Support System II

ME/OC Mobile Equipment/Ordnance Center

MEC Management Echelon Code

MEF Marine Expeditionary Force

MEO Most Efficient Organization

MFP Material Fielding Plan

MHE Material Handling Equipment

MHIF Master Header Information File

MI Modification Instruction

MILCON Military Construction

MILS Military Integrated Logistics System

MILSTEP Military Supply and Transportation Evaluation Process

MILSTRAP Military Standard Transaction Reporting and Accounting Procedures

MILSTRIP Military Standard Requisitioning and Issue Procedures

MIMMS Marine Corps Integrated Maintenance Management System

MIPR Military Interdepartmental Purchasing Request

MISMO Maintenance Interservice Support Management Office

MMC MPS maintenance cycle

MMO Maintenance Management Officer

MMS Manpower Management System

MMSS Material Management Standard Systems

MOA modification Of Allowance

MOJT Managed-on-the-job Training

ACRONYM/
ABBREVIATION LONG TITLE

MOS Military Occupational Speciality

MOV Marine Corps obligation validation

MOWASP Mechanization of Warehousing and Shipment Process

MP&E maintenance Planning And Execution

MPF Maritime Prepositioned Forces

MPLAN Management Plan

MPS Maritime Prepositioning Ships

MRO Materiel Release Order

MRP Materiel Returns Program

MRPII Manufacturer Resource Planning II

MSC Military Sealift Command

MSLS Military Shipment Labeling System

MTMC Military Traffic Management Command

MWP Master Work Program

MWR Morale, Welfare and Recreation Division

MWS Master Work Schedule

NAF Non-appropriated Fund

NAFI Non-appropriated Fund Instrumentality

NALMEB Norway Air Landed Marine Expeditionary Brigade

NAVFAC Navy Facilities Engineering Command

NAVSURWARCEN Naval Surface War Center

NBC Nuclear, Biological And Chemical

NCIS Naval Criminal Investigative Service

NCO Noncommissioned Officer

NIMSC Nonconsumable Item Materiel Support Code

ACRONYM/
ABBREVIATION LONG TITLE

NIP Nonconsumable Item Program

NPR National Performance Review

NSE Naval Support Equipment

NSN National Stock Number

NWCF Navy Working Capital Fund

O&M Operation And Maintenance

O&M,MC Operation And Maintenance, Marine Corps

O&M,MCR Operation And Maintenance, Marine Corps Reserve

OCONUS Outside Continental United States

ODS Ozone Depletion Substance

OPCON Operational Control

OPLAN Operation Plan

OPM Office of Personnel Management

OPTAR operating Target

OQR Officer Qualification Record

ORF Operational Readiness Float

OSD Office of Secretary of Defense

OSHA Occupational Safety and Health Act

OST order And Shipping Time

OTC operational Test Code

OTPS Operational Test Program Set

P&A Price And Availability

P3 Preservation, Packaging, and Packing

PAO Public Affairs Office

PAT Process Action Team

ACRONYM/
ABBREVIATION LONG TITLE

PC Personal Computer

PCM Problem Change Management

PCO Procuring Contracting Officer

PCS Permanent Change Of Station

PD Principal Director

PEH Planning Estimate Holder

PEI Principal End Item

PEN Program Element Number

PICA Primary Inventory Control Activity

PID Purchase Identification Description

PIF Process Improvement Form

PMC Procurement Marine Corps

PMCUB Permanent Marine Corps Uniform Board

PMO Provost Marshal Office

PMR procurement Management Review

POC Point Of Contact

POE Port Of Embarkation

POM Program Objective Memorandum

PPGBL Personal Property Government Bill Of Lading

PPSD Prepositioning Programs Support Directorate

PQDR Product Quality Deficiency Reporting

PROCLIB Processor Library

PSC Procurement Source Code

PTD Provisioning Technical Documentation

PTLD Physical Tear-down Logistics Demonstration

ACRONYM/
ABBREVIATION LONG TITLE

PWR Prepositioned War Reserve

PWS Performance Work Statement

QA Quality Assurance

QLB Quality Leadership Board

R&E Replacement And Evacuation

RAC Readiness Acceptance Check

RADIAC Radioactivity Detection Identification And Computation

RAM Reliability, Availability And Maintainability

RAPIDS Real Time Automated Personnel Identification System

RASC Regional Automated Services Center

RCM Reliability Centered Maintenance

RCT repair Cycle Time

REAO Resource Evaluation and Analysis Office

RIG Re-inventing Government

ROD Report Of Discrepancy

RSA Remote Storage Activity

S&DD Storage and Distribution Directorate

SABRS Standard Accounting and Budgeting Reporting System

SAC Stores Account Code

SAP Security Assistance Program

SASSY Supported Activities Supply System

SAT Scholastic Assessment Test

SAVE spares Acquisition Value Enhancement

SBA Small Business Administration

SCR System Change Request

ACRONYM/
ABBREVIATION LONG TITLE

SCS stock Control System

SDR Secondary Depot Reparable

SDS Storage Distribution System

SecNav Secretary of the Navy

SEP special Education Program

SI Supply Instruction

SICA Secondary Inventory Control Activity

SICC Service Item Control Center

SIEP Survey Instrument Exchange Program

SITES Standard Installation Topic Exchange Service

SJA Staff Judge Advocate

SL Stock List

SLA Service Level Agreement

SLC Shelf-life Code

SLLIN Shopping List Line Item Number

SMBA Supply Management Business Area

SMR System Modification Request

SMRC Source Maintenance Recoverability Code

SOP Standard Operating Procedure

SOR source Of Repair

SOS Source Of Supply

SOW Statement Of Work

SPS standard Procurement System

SRB Service Record Book

SSP Supply Support Program

ACRONYM/
ABBREVIATION LONG TITLE

SSR Supply Support Request

SSRI Supply System Responsibility Item

STUIII Secured Telephone Unit, Third Generation

SUP Standard Unit Price

SYSINLIB System In Library

T/E Table Of Equipment

T/O Table Of Organization

TA Table Of Allowance

TAD Temporary Additional Duty

TAMCN Table of Authorized Material Control Number

TASO terminal Area Security Officer

TC-AIMS Transportation Coordinators' Automated Information for Movements System

TDMS Technical Data Management Systems

TDP Test Designated Position

TI Technical Instruction

TIMA tool Inventory Management Application

TMDE Test Measurement And Diagnostic Equipment

TMDE/SMS Test Measurement and Diagnostic Equipment/Small Missile Systems

TMS Transportation Management System

TPS Test Program Sets

TQL Total Quality Leadership

TSS Top Secret Security

UI Unit Of Issue

ULCS Unit Level Circuit Switch

ACRONYM/
ABBREVIATION LONG TITLE

ULSS user Logistics Support Summary

UM User's Manual

UNICOR federal Prison Industries

USMC United States Marine Corps

VCA Division Control Administrator

VE Value Engineering

VOC volatile Organic Compounds

VTC video Teleconferencing

WIMM Weapons System Integrated Materiel Manager

WMR war Materiel Requirements

WOLPH WIR On Line Process Handler

WRMR War Reserve Materiel Requirements

WRS War Reserve System

WS/E Weapon System Equipment

WS/EM Weapon System Equipment Management

WSM Weapon Systems Manager

WSS Warehouse Support System

WSSP Weapon System Support Program

WWMCCS World Wide Military Command and Control System

APPENDIX C
LIST OF ORGANIZATIONAL COMPONENTS AND CODE DESIGNATORS

1. The following list of organizational components and code designators apply to MARCORLOGBASES command structure.

ORGANIZATIONAL COMPONENT	CODE DESIGNATOR
Commander	(Code 1)
Deputy Commander	(Code 2)
Logistics Chief of Staff	(Code 3)
Staff Secretary	(Code 4)
Sergeant Major	(Code 5)
Office of Counsel	(Code 813)
Office of the Comptroller	(Code 40)
Financial Services Branch	(Code 410)
Resources Evaluation and Analysis Office	(Code 420)
Travel and Military Pay Branch	(Code 430)
Budget Branch	(Code 460)
Transportation Voucher Certification Branch	(Code 470)
Command Special Staff:	
Staff Judge Advocate	(Code 120)
Public Affairs Office	(Code 130)
Base Inspector	(Code 135)
Senior Chaplain	(Code 150)
Business Opportunity Center	(Code 155)

Contracts Department (Code 89)

Compliance and Business Management Branch (Code 890)

Weapon Systems Support Contracting Branch (Code 891)

ORGANIZATIONAL COMPONENT CODE DESIGNATOR

Special Projects Support Contracting Branch (Code 892)

Installations and Contingency Support Contracting Branch (Code 895)

Command General Staff:

Manpower Department (G100)

Management Services Division (G110)

Manpower Services Division (G120)

Logistics Operations Department (G300)

Logistics Operations Office (G310)

Liaison Office (G311)

Administration/Training Office (G312)

Contingency Operatiaons Office (G3l3)

Contingency Planning Office (G314)

Performance Assessment Branch (G316)

Readiness Branch (G317)

Maintenance Data Analysis Office (G318)

Headquarters Marine Corps Security Assistance Liaison Office (G319)

Maintenance Division (G320)

Business Branch (G321)

Maintenance Workload Branch (G322)

Engineering Branch (G323)

Storage and Distribution Division (G330)

Plans and Operations Branch (G331)

Supply Support Branch (G332)

Information Support Division (G340)

Logistics Data Systems Branch (G341)

ORGANIZATIONAL COMPONENT CODE DESIGNATOR

Material/Financial Management System Branch (G342)

Installation and Logistics Department (G400)

Operations Office (G410)

Radioactive Material Control Office (G420)

Facilities and Engineering Office (G430)

Environment and Safety Office (G440)

Plans, Projects, and Analysis Department (G500)

Operations Office (G505)

Plans Division (G510)

Strategic Plans Branch (G511)

Strategic Integration Branch (G512)

Analysis Division (G520)

Studies and Analysis Branch (G521)

Decision Support Branch (G522)

Projects Division (G530)

Project Management Branch (G531)

Project Support Branch (G532)

Communication and Information Technology Department (G600)

Information Systems Security Team (G605)

Operations Office (G610)

Plans and Policies Branch (G611)

Budget/Information Technology Acquisition Branch (G612)

Communications Division (G620)

Communications Center Branch (G621)

Planning and Performance Branch (G622)

ORGANIZATIONAL COMPONENT CODE DESIGNATOR

Wide Area Network Branch (G623)

Computer Service and Support Branch (G624)

Structured Systems Installation Branch (G625)

Telephone Branch (G626)

Technical Integration Division (G630)

Database Administrative Team (G631)

Operating Systems Administration Team (G632)

Library Management Team (G633)

Configuration Management/Technical Documentation Team (G634)

Marine Corps Systems Division (G640)

ATLASS Branch (G641)

Re-Engineering and Support Branch (G642)

Technical Data Management Systems Branch (G643)

Material Management Systems Branch (G644)

FMF Systems Branch (G645)

MAGTF Branch (G646)

Centers:

Life Cycle Management Center (Code 82)

Mobile Equipment/Ordnance Center (Code 830)

Equipment Maintenance Requirements Branch (Code 831)

Light Armored Vehicle Branch (Code 832)

Ordnance/Tank Branch (Code 833)

Advance Amphibious Assault Branch (Code 834)

Auto, Clothing, General Property, Nuclear, Biological Chemical Defense Surveillance Branch (Code 835)

Engineer Equipment Branch (Code 837)

ORGANIZATIONAL COMPONENT CODE DESIGNATOR

Communications-Electronics Missile Center (Code 840)

Business Management Office (Code 841)

Marine Air Command and Control/Test Equipment Branch (Code 843)

Radar and Missile Systems Branch (Code 844)

Intelligence/Communications Support Equipment Branch (Code 845)

Radio Branch (Code 847)

Logistics Data Management Center (Code 850)

Business Management Office (Code 851)

Cataloging Branch (Code 852)

Logistics Data Maintenance Branch (Code 853)

Clothing Design Branch (Code 855)

Engineering Data Management Branch (Code 856)

Fleet Support Center, Albany (Code 870)

Plans and Operations Office (Code 871)

Storage and Maintenance Branch (Code 875)

Publications Branch (Code 876)

Supply Operations Branch (Code 877)

Field Maintenance Branch (Code 879)

Maintenance Center, Albany (Code 880)

Business Department (Code 881)

Engineering Department (Code 882)

Test, Measurement, and Diagnostic Business Center (Code 883)

Production Management Department (Code 884)

Information Technology Department (Code 885)

Heavy Mobile Business Center (Code 886)

ORGANIZATIONAL COMPONENT CODE DESIGNATOR

Communication-Electronics Business Center (Code 887)

Multi-Process Trades and Skills Business Center (Code 888)

Fleet Support Center, Barstow (B870)

Support Branch (B871)

Storage and Maintenance Branch (B875)

Supply Operations Branch (B877)

Maintenance Center, Barstow (B880)

Environmental/Safety Ofice (B880/1)

Production Management Department (B881)

Engineering Department (B882)

Metrology Business Center (B884)

Automotive Business Center (B885)

Ordnance Business Center (B886)

Communications-Electronics Business Center (B887)

Support Business Center (B888)

Blount Island Command (Code 90)

Headquarters Company (Code 901)

Operations Division (Code 910)

Informatin Systems Management Branch (Code 911)

Operations Branch (Code 912)

Logistics Division (Code 920)

Navy Support Management Branch (Code 921)

Ground Support Manangement Branch (Code 922)

Aviation Support Management Branch (Code 923)
2. The following structure and codes apply to MCLB Albany:

ORGANIZATIONAL COMPONENT CODE DESIGNATOR

Commanding General (Code 1)

Base Chief of Staff (Code 10)

Base Adjutant (Code 112)

Staff Judge Advocate (Code 120)

Marine Corps Band (Code 125)

Public Affairs Office (Code 130)

Base Inspector (Code 135)

Safety and Occupational Health Office (Code 136)

Chaplain's Office (Code 150)

Business Opportunity Center (Code 155)

Provost Marshal Office (Code 160)

Family Service Center (Code 170)

Headquarters Battalion (Code 200)

Human Resources Office (Code 350)

Personnel Operations Division (Code 360)

Employee Development Division (Code 365)

Labor/Employee Relations Division (Code 370)

Equal Employment Opportunity Division (Code 375)

Installation and Logistics Division (I&L)

Logistics Office (I&L-B)

Food Services Branch (I&L-K)

Garrison Mobile Equipment Branch (I&L-C)

Base Property Control Branch (I&L-D)

Direct Support Stock Control Branch (I&L-E)

ORGANIZATIONAL COMPONENT CODE DESIGNATOR

Traffic Management Branch (I&L-F)

Plans and Operations Office (I&L-A)

Public Works Branch (I&L-G)

Maintenance Branch (I&L-H)

Housing Branch (I&L-I)

Environmental Branch (I&L-J)

Training and Audiovisual Support (I&L-L)

Fire Protection Branch (I&L-M)

Morale, Welfare and Recreation Division (MWR)

Administration and Support Brance (MWR-1)

Food and Hospitality Branch (MWR-2)

Recreation Branch (MWR-3)

Retail/Services Branch (MWR-4)

2. The following structure applies to MCLB Barstow:

Commanding Officer (B100)

Executive Officer (B110)

Base Adjutant (B112)

Total Quality Leadership Office (B115)

Staff Judge Advocate (B120)

General Counsel (B121)

Public Affairs Office (B130)

Base Inspector (B135)

Base Safety (B136)

Base Security (B140)

Chaplain (B150)

ORGANIZATIONAL COMPONENT	CODE DESIGNATOR
Provost Marshal	(B160)
Family Service Center	(B170)
Heaquarters Battalion	(B200)
Base Support Division	(B300)
Resources Management Division	(B400)
Facilities and Services Division	(B500)
Morale, Welfare and Recreation Division	(B600)